2015
2017

15
20
17

MORAINE VALLEY
COMMUNITY COLLEGE

catalog

Table of Contents

2015-2017 Catalog

President's Message

Welcome to Moraine Valley Community College.

We are honored that you have chosen to join our campus community. By furthering your education, you are empowering yourself to pursue options that may not have been available to you in the past.

You have made a wise decision to come to Moraine Valley. With our focus on exceptional teaching and learning, we know that our students gain the knowledge and skills they will need to begin new careers and enrich their lives. Our academic standards, small classes and commitment to providing the most up-to-date technology ensure you will be well prepared to transfer to a four-year institution or get a job in your chosen field.

The college also offers programs and resources for individuals wishing to improve their English, prepare for the General Educational Development (GED) test, gain technical skills, or pursue personal development. Our support services, such as academic advising, personal and career counseling, tutoring, and job search assistance will aid you during your educational journey.

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

On behalf of our Board of Trustees, faculty and staff, I wish you the best as you pursue your education.

Sincerely,

Sylvia M. Jenkins, Ph.D.
President

Academic Calendar

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

Spring Semester 2016

Nov. 30-Jan. 19	Registration and orientation
Jan. 18	Martin L. King Day holiday, no classes
Jan. 19	On-campus credit classes begin
Jan. 25	Off-campus credit classes begin
Jan. 25	On-campus continuing education classes begin
Feb. 1	Deadline to petition for spring graduation
Feb. 1	Off-campus continuing education classes begin
Feb. 15	Presidents' Day holiday, no classes
March 1	Staff development day, no classes
March 14-20	Spring break, no classes
March 21	Classes resume
March 25-27	No classes
March 28	Classes resume
May 13-19	Final exam week
May 20	End of semester
May 20	Graduation

Summer Semester 2016

April 18-June 13	Registration
May 23	Three-week pre-session begins
May 30	Memorial Day holiday, no classes
June 1	Deadline to petition for summer graduation
June 12	End of three-week pre-session
June 13	Eight week and first four-week sessions begin
June 13	Continuing education classes begin
July 4	Independence Day holiday, no classes
July 10	End of first four-week session
July 11	Second four-week session begins
Aug. 5	End of semester

Fall Semester 2016

May 9-Aug. 22	Registration and orientation
Aug. 22	On-campus credit classes begin
Aug. 29	Off-campus credit classes begin
Aug. 29	On-campus continuing education classes begin
Sept. 5	Labor Day holiday, no classes
Sept. 6	Off-campus continuing education classes begin
Sept. 15	Deadline to petition for fall graduation
Oct. 4	Staff development day, no classes
Nov. 23-27	Thanksgiving break, no classes
Nov. 28	Classes resume
Dec. 9-15	Final exam week
Dec. 16	End of semester

Spring Semester 2017

Nov. 28-Jan. 17	Registration and orientation
Jan. 16	Martin L. King Day holiday, no classes
Jan. 17	On-campus credit classes begin
Jan. 23	Off-campus credit classes begin
Jan. 23	On-campus continuing education classes begin
Jan. 30	Off-campus continuing education classes begin
Feb. 1	Deadline to petition for spring graduation
Feb. 20	Presidents' Day holiday, no classes
Feb. 28	Staff development day, no classes
March 13-19	Spring break, no classes
March 20	Classes resume
April 14-16	No classes
April 17	Classes resume
May 12-18	Final exam week
May 19	End of semester
May 19	Graduation

Summer Semester 2017

April 17-June 12	Registration
May 22	Three-week pre-session begins
May 29	Memorial Day holiday, no classes
June 1	Deadline to petition for summer graduation
June 11	End of three-week pre-session

June 12	Eight week and first four-week sessions begin
June 12	Continuing education classes begin
July 4	Independence Day holiday, no classes
July 9	End of first four-week session
July 10	Second four-week session begins
Aug. 4	End of semester

Fall Semester 2017

May 8-Aug. 21	Registration and orientation
Aug. 21	On-campus credit classes begin
Aug. 28	Off-campus credit classes begin
Aug. 28	On-campus continuing education classes begin
Sept. 4	Labor Day holiday, no classes
Sept. 5	Off-campus continuing education classes begin
Sept. 15	Deadline to petition for fall graduation
Oct. 3	Staff development day, no classes
Nov. 22-26	Thanksgiving break, no classes
Nov. 27	Classes resume
Dec. 8-14	Final exam week
Dec. 15	End of semester

Moraine Valley at a Glance

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

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

History/Overview

Moraine Valley was founded in 1967, and has established a tradition of serving students and the community. The second largest community college in Illinois, Moraine Valley has a diversity of students of all ages and with many educational goals.

The college offers 146 degree and certificate programs that provide students the first two years of an undergraduate degree or for transfer to a four-year college or university, or for immediate employment or job skills upgrades through short-term training. In addition, Moraine Valley offers continuing education opportunities, cultural activities, and other programs and services to benefit all residents of the community, regardless of age.

Moraine Valley is a public, postsecondary institution committed to providing quality education to communities located in the southwest suburban area of Cook County.

The 297-acre, university-like campus is located in Palos Hills in a valley cut by a glacier. The college gets its name from its location — where the Valparaiso and Tinley moraines meet to form a valley.

Faculty

The faculty members at Moraine Valley are highly qualified professionals who are focused on students' goals and success. Faculty members have advanced degrees from prestigious universities around the world and have a wealth of experience in their chosen fields. Many have gained national reputations as scholars and researchers, artists, writers, and in other professions.

Student Body

The more than 34,000 credit and noncredit students who annually study at Moraine Valley come mainly from the southwest suburbs of Chicago. However, the college welcomes students from other communities, states and nations. With students from 40 countries, Moraine Valley is committed to fostering an academic atmosphere that encourages and respects diversity. The average age of students is 25; with 53 percent female, and 47 percent male. Eighty-five percent of students attend classes primarily during the day, while 16 percent attend classes in the evening or on weekends. At least 85 percent of students work either full- or part-time while attending the college.

Facilities

The college campus includes nine academic buildings and a Fine and Performing Arts Center that features an art gallery, fine arts studios, rehearsal rooms, and two theaters. The Library has over 100 desktop computers for students to use on campus, as well as study rooms. Most college classes are equipped with current instructional technology to help students learn, and the college has several computer labs available for student use. The Bob and Marge Bobb Social/Cultural Lounge is located in the Student Union and convenient to the food service.

Moraine Valley offers credit and noncredit classes at extension centers throughout the college district. The Moraine Valley Education Center at Blue Island and Southwest Education Center offer day, evening and Saturday classes; a CyberCafé, modern classrooms; convenient parking; and student support services.

Academic Calendar

Moraine Valley's academic calendar includes a 17-week fall semester, a 17-week spring semester, a three-week summer pre-session, and four-week and eight-week summer sessions. Throughout the year, the college offers a wide array of shorter-term classes. Courses are offered in the morning, afternoon, evening, weekends, and in alternative formats such as online and hybrid classes.

Objectives

Through special services and programs, Moraine Valley strives to reach its objectives, which are to provide the following:

• college transfer programs for freshmen and sophomores who will go on to a four-year college or university to earn a bachelor's degree;

• occupational and technical education that prepares students for entry or job upgrades in professional and technical fields;

• enrichment programs and services for those who need to overcome academic deficiencies or who will benefit from special programs;

• advising and counseling services to help students and potential students with academic course selection, career planning, college work, or personal concerns;

• community education, including noncredit courses, workshops and seminars; cultural offerings; and community development programs; and

• workforce development and customized training programs for business and industry.

Accreditation and Recognition

Moraine Valley Community College District 524 is recognized for our academic quality by many national,

regional and state agencies. The college is accredited by the Higher Learning Commission (*hlcommision.org* , 312-263-0456).

Moraine Valley is recognized by the Illinois Board of Higher Education and by the Illinois Community College Board.In addition, the college is a member of the American Association of Community Colleges, as well as the League for Innovation in the Community College, a national group of 19 community college districts recognized for their innovative practices. Moraine Valley was selected as one of only 12 Vanguard Learning Colleges in North America by the Pew Foundation. The college is proud to participate in this student-centered initiative, further advancing teaching and learning at Moraine Valley.

Moraine Valley is approved by the State Approval Agency for Veterans Education, Illinois Department of Veteran Affairs (Title 38, U.S. Code).

The college's allied health, nursing and other career programs are accredited by appropriate agencies. Program accreditations are included with their descriptions in this catalog.

Statement of Mission and Purpose

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

The college fulfills its educational mission through:

General Education — courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making

Transfer Programs — courses in arts, sciences and business leading to an associate's degree and fulfilling the first two years of a bachelor's degree

Career Education — occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree

Community Enrichment — opportunities for residents to engage in lifelong education and cultural enrichment in a learning community

Workforce Development — partnerships with, and customized training for, business, government, social, and civic institutions resulting in organizational and economic improvement

Student Development — programs and services to support and enhance academic, career, and personal growth and success for our diverse student population

Developmental and Enrichment Education — courses, programs and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college-level courses

Promise Statement

We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.

Core Values

Moraine Valley Community College identified these core values that guide the institution in the development and implementation of our mission, goals, philosophy, and operational procedures.

• Integrity

• Responsibility

• Respect

• Fairness

• Diversity

Institutional Effectiveness

Moraine Valley demonstrates our commitment to continuously improving all programs and services through our Vision and Mission Statements, and Strategic Priorities. In addition, the college demonstrates its commitment to institutional effectiveness by participating in the Higher Learning Commission's continuous improvement re-accreditation process entitled Academic Quality Improvement Program (AQIP). As an AQIP institution, the college participates in a structured set of goal-setting, networking, and accountability activities that are focused on increasing student success by continuously improving our programs, services and processes.

Assessment of Student Academic Achievement

Moraine Valley has a strong and sustained commitment to the assessment of student learning. The primary purpose of assessment is to generate useful information about students' academic achievement to make decisions leading to improved student learning. The college recognizes that students can play an active role in their learning by participating fully in the assessment process in the classroom, developing self-assessment skills, and working with the instructor as a partner in learning.

The college's Plan for the Assessment of Student Academic Achievement reflects the college's commitment to the improvement of student learning. Participants include students, faculty, administrators, and external stakeholders. Academic departments and student development offices perform assessment of student learning annually. The plan includes:

Steps for Department Review:

1. Develop a five-year assessment cycle for all departmental programs

• Identify goals and objectives

• Identify anticipated outcomes and assessment methods

• Determine the logistics of assessment for each program within the cycle

Yearly, each department will:

2. Implement an assessment plan

• Review and revise its five-year cycle as needed

• Initiate assessment activities for the current year

• Analyze data of the assessment activities

3. Prepare an annual report

• Describe the assessment activities

• Develop conclusions, including positive outcomes and areas needing revision

• Revise operational plans for the following year

• Suggest a new initiative, if appropriate

• Evaluate and amend assessment activities for future years

4. Submit the annual report for review and discussion

• Department chairs will submit their annual reports to their dean, who after appropriate review, will forward to the respective vice president

5. Integrate assessment initiatives into operational planning

• Departments will use conclusions from assessment to revise their operational plans

6. Implement changes resulting from assessment activities

• Operational changes will be made by departments with the support of the appropriate dean and the approval of the respective vice president

• Recommendations for new initiatives will be forwarded to the respective vice president for further review

Yearly, under the direction of the President and Assessment Director, the College will:

7. Review recommendations for new initiatives resulting from implementation of the assessment plan. The review will include:

• An opportunity for the college community to review all recommendations for new initiatives

• An opportunity for the college community to provide input on the same

• A study of available feedback by the Executive Leadership Team (ELT) prior to the determination of new initiatives the college will support

8. Implement new initiatives

• The Executive Leadership Team will inform the college community of new initiatives

• New initiatives will be incorporated into the college planning process

For more information on the college's Assessment Plan, please visit *morainevalley.edu/studentassessment*

Vision Statement

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

District

The equalized assessed valuation for the college district for tax year 2013 was $9,303,736,891.

Moraine Valley Community College District 524 covers 139 square miles and all or part of the 26 south suburban communities at right, representing a population of about 390,000.

Alsip
Bedford Park
Blue Island
Bridgeview
Burbank
Calumet Park
Chicago Ridge
Crestwood
Evergreen Park
Forest View (part)
Hickory Hills
Hometown
Justice
Merrionette Park
Oak Forest (part)
Oak Lawn
Orland Hills
Orland Park
Palos Heights
Palos Hills
Palos Park
Robbins
Summit
Tinley Park (part)
Willow Springs (part)
Worth

Admission and Registration

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

No person will be denied admission to the college or any of its programs on the basis of sex, race, age, national or ethnic origin, religion, disability, or other legally protected characteristics or conduct as stated by federal and state law(s).

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

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

• Under 18 whose parents or legal guardians reside in the college district;

• Under 18 who is married and who is established in a permanent family residence in the district;

• Under 18 who resides in the district in a dwelling he or she has purchased; and/or

• 18 or older who resides in the district, providing residence was not for the sole purpose of attending college.

Refer to the Moraine Valley at a Glance (p. 5) section of this catalog for a map of the Moraine Valley district. To verify your residency status, call **(708) 974-2110**.

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

It is the student's responsibility to demonstrate residency status. A student may be asked to display verification of residence before class registration can be completed. The following documents may be presented to verify residency: property tax statement, driver's license, Illinois state ID card, vehicle registration, copy of lease or purchase agreement, utility bill, or voter's registration card. Documents or bills that are used to verify residence are required to be in the student's name.

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

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

International Students — For international student admission procedures, see the International Student Affairs (p. 23) section.

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

• a completed enrollment form (available at *morainevalley.edu*) with all required information.

• a final high school transcript, indicating the date on which the student graduated, or a General Educational Development (GED) certificate or an official report of qualifying GED scores. Although not required for admission, it is strongly advised to turn in high school transcript or GED certificate. These documents are required 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 with instructions on academic placement testing, and Student Orientation and Registration (SOAR) programming.

• completion of the standardized academic placement tests will support enrollment through a Student Orientation and Registration program.

• American College Testing (ACT) generally is not required, but may be used to assist in academic advising and counseling placement of students, and for admission to designated programs.

Admission to Associate in Arts or Associate in Science Transfer Degree Programs — Students enrolling in Associate in Arts or Associate in Science transfer degree programs must have completed the minimum high school course requirements as outlined in the following section, in accordance with Illinois Public Act 86-0954. Students who do not meet these requirements will be considered provisionally admitted until such time that all academic deficiencies have been removed as outlined by the college. These requirements will be exempted for (a) students who submit college transcripts showing successful completion, with a grade of "C" or better, of 24 semester hours of transfer college credit at the 100 level or above; and (b) students who successfully complete the GED exam.

High School Course Requirements for Admission to Transfer Degree Programs

Subject	Yrs.	Description
English	4	Emphasizing written and oral communication and literature
Social Studies	2	At least one year of United States history or a combination of U.S. history and American government; other acceptable subjects are anthropology, economics, geography, psychology, and sociology
Mathematics	2	Introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming
Science	2	Selected from biology, chemistry, earth science, and physics (laboratory science)
Electives	2	Foreign language, music, art, and/or vocational education
Flexible Academic Units	3	Additional English, social studies, mathematics, science, foreign language, music, art, and/or vocational education
	15	

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

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

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

Catalog Expiration — Starting with students entering spring 2016 and forward, students have six years from their first semester of enrollment in a program to complete that program of study. If the program is 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 must follow the Readmission Policy. Specific programs may have shorter time limits for completion, and this information will be listed in the catalog.

Readmission — Any student who has not been enrolled at Moraine Valley for one or more semesters must be readmitted to the college. The student must visit the Registration Office to update current address and program of study. If the student has attended one or more colleges during this interim period, official transcripts for all academic work taken since last attending Moraine Valley must be submitted. If enrollment has been interrupted by six or more consecutive semesters (including summer semesters), students may resume their studies, but will be required to visit the Registration Office in S103 to update their catalog year and program of study to the current semester. Students are encouraged to visit Academic Advising in S201 to discuss degree or certificate requirements in effect at the time of re-enrollment. Students who resume studies after a break of six or more semesters must follow the requirements in effect at the time of their readmission.

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 U208 or online at *morainevalley.edu/honorsprogram*. You'll need to meet **two** of the following prerequisites to enroll in the Honors Program:

• a 3.2 GPA from your high school

• an ACT score of 25 or SAT score of 1050 (composite)

• completion of at least one AP course with an A or B (AP score 4)

• graduation in the top 10 percent of your high school class

Students need to present verification that they meet admission requirements. After that, students are eligible to register for honors courses. **(708) 608-4191**, *morainevalley.edu/honorsprogram*.

Admission to Health Science Career Programs —

Health Information Technology, Radiologic Technology, Respiratory Therapy Technology, Sleep Technology, and Nursing are health career programs leading to an Associate in Applied Science degree. Mammography Technology is a health science certificate program. All of these programs have special admission requirements and limited enrollment. Applicants are responsible for ensuring that all admission requirements are met, and all documents and scores are submitted on time. Only complete application files will be reviewed for admission.

As part of the admission process, most health science programs require that students submit a health history and physical evaluation. Students may also be required to complete a criminal background check. Students also may be required to have current medical insurance.

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

Admission Requirements

Documents Required for a Complete File for All Associates Degree Health Science Programs

• A completed program admission application by specified deadline (an application to the specific health program of your choice is available and must be returned in the Admissions Office).

• A complete high school transcript showing date of graduation or a GED certificate.

• Official transcripts from all colleges or universities previously attended.

• Academic placement results documenting required level of placement as defined by each program.

• Proof of permanent residency or U.S. citizenship must be submitted at the time of application.

Academic Requirements for Specific Health Science Career Programs

Health Information Technology

• One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.

• One year of high school algebra. Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.

• Keyboarding proficiency of 30 words per minute.

• A minimum overall grade point average of 2.0 based on a four-point system.

Nursing

For complete information about the Nursing Program application and selection processes, please refer to the Nursing Program website.

Application process

• Submit the Moraine Valley college enrollment form

• Attend an information session

• Submit HS transcripts or GED certificate

• Complete all prerequisites

• Submit a Nursing Application

• Submit Transcripts to the Registrar's Office (Records Department)

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.   If you have completed BIO-180 Anatomy and Physiology I, BIO-181 Anatomy and Physiology II, or Microbiology prior to application, point(s) will be awarded for each course based on the final grade:
"C" = 1 point, "B" = 2 points, "A" = 3 points.

4.   Certification/License points
LPN 6
CNA 5
Paramedic/Military Medic 4
MOA /EMT 2

Radiologic Technology

• One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.

• One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.

• A minimum grade point average of 2.0 based on a four-point system.

Respiratory Therapy Technology

• One year of high school general biology with lab, or one semester of college biology with lab, with a grade of "C" or above.

• One year of high school algebra with a grade of "C" or above, must qualify to take Moraine Valley course MTH-109 or above, or an equivalent course at another college.

• A minimum grade point average of 2.5 based on a four-point system.

Selection Criteria

• Selection of qualified applicants is completed by employing a system using GPA, number of college hours completed and grades in program-specific course work. The high school grade point average will be used for the applicant who has attempted less than 12 semester hours of college-level credit. More information about the ranking system can be found on the career program worksheet

available online under each program of study or by meeting with an Academic Advisor.

• Qualified residents of the district will be given priority.

• The specific program admission application must be submitted by March 1 for programs beginning in fall (August) with the exception of Sleep Technology (for new students) which is June 1, or Oct. 1 for the spring (January) Nursing Program. Files need to be completed and proof of program academic requirements must be received within 15 days of original deadline to maintain priority consideration.

• Qualified nonresidents who submit the specific program admission application by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program, who have complete files and proof of program academic requirements within 15 days of original deadline may be selected on a space-available basis.

• On a space-available basis, applicants who did not meet all admission requirements by the deadline may be considered after March 15 or Oct. 15.

Sleep Technology

• One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.

• One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.

• A minimum grade point average of 2.5 based on a four-point system.

• The Sleep Technology Program offers advanced placement for students who have previously completed Moraine Valley's Polysomnography Technologist Certificate. The graduate also must possess the RPSGT credential. The application deadline for advanced placement into the Sleep Technology Program is April 1.

Transfer Students

• Placement is considered on an individual basis.

• Obtain and complete a transfer evaluation request available from the Records Office.

• See Academic Advising Center for general education information.

• See coordinator of specific associate degree health career program for evaluation of career course work.

Reapplication

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

Readmission

See specific program in the Career Programs (p. 103) section of this catalog.

Academic Placement Tests

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

1. Online: Use MVConnect on *morainevalley.edu*. Login using your assigned username and password. On the Self-Service menu, click Registration. Select Search, Register and Pay for Non-Credit Classes. In the Topic Code drop-down menu, select Placement Testing and click Submit. Click the box next to the section you would like to register for and click Submit. Continue through the remaining screens and submit your non-refundable payment of $25.

2. In person: Stop by the Registration Office, Room S103, to register. Non-refundable payment of $25 is due at the time of registration, which you may pay at the Cashier's Office in Room S105. Bring your receipt to the Testing Center, Room B101.

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

• Completed college-level courses in English and/or mathematics with a "C" or better grade, or received a score of 20 or higher on the ACT exam in English, reading, and/or mathematics.

• To be considered for an exemption, students need to present a college transcript or grade report/ACT exam report showing successful completion at the Academic Advising Center, Room S201, or New Student Retention Office, Room S216.

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

Mandatory Placement Based on Compass Scores

• Students who place into RDG-041, RDG-071 or RDG-091 must enroll in that reading course their first semester and continue in the reading sequence until RDG-091 is successfully completed with a grade of "C" or better. COS-100 is a corequisite to RDG-041.

• Students who place into RDG-041 or RDG-071 must work with an academic advisor or counselor for assistance in planning course selections.

COL-101 Course Requirement

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

• Previously enrolled in at least 30 semester hours of college credit. Credit must be documented on a college transcript or

• Successfully completed Moraine Valley course COL-101 or specific sections of HDV-101.

• Successfully completed a course equivalent to COL-101 at another college. Course must be documented on a college transcript.

Part-time Students — Students registering for less than 12 credit hours are required to complete the appropriate placement tests in reading, writing and mathematics prior to registering for English composition courses (COM-090 or higher) and/or any mathematics course (MTH-095 or higher) or they must complete the reading and writing tests after attempting 11 credit hours. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a "C" or better, or received a score of 20 or higher on the ACT in English, reading, and/or mathematics. Students must present a college transcript or grade report/ACT report showing successful completion to the Academic Advising Center. No student will be exempted from this policy based on his or her original date of admission. Part-time students who need assistance with educational planning and course selection should contact the Academic Advising Center.

Registration

New Students — Once admission steps have been completed, a new student will receive a welcome letter and information on registration.

Full-time Students — Full-time students (those who plan to enroll in 12 credit hours or more) must complete placement tests and attend orientation. Orientation will include registration for the first semester.

All new full-time students must enroll in COL-101 College: Changes, Challenges, Choices.

Part-time Students — Part-time students may register in person, by telephone, or online from the Web site. Students who need assistance with educational planning and course selection may attend an advising session. Students who enroll in composition and/or mathematics courses are required to take placement tests in these areas. A non-refundable fee of $25 is charged for these tests. Specific dates for registration are announced in the class schedule sent to every household in the college district prior to the start of each semester and are available at *morainevalley.edu.*

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

Registration for Late-Start Classes — A student may register for a course 12 to 17 weeks in length during the first week of the course. A student may register for a course five to 11 weeks in length during the first three days of the week that the course begins. A student may register for a course four weeks or less in length the first day of the course. After the midterm date of each class, no registration will be allowed and no additions will be made to the class roster.

Tuition and Fees

Moraine Valley strives to make education affordable.

Tuition — Tuition is assessed on the basis of residency at the time of registration.

Residency Status: Rate per Credit Hour:	In-District $114	Effective Fall 2015 $116
Residency Status: Rate per Credit Hour:	Out-of-District $275	$280
Residency Status: Rate per Credit Hour:	Out-of-State $321	$327
Residency Status: Rate per Credit Hour:	International $321	$327

Classes fewer than eight weeks and noncredit classes must be paid in full the day of registration.

Tuition and Fees for Noncredit/Vocational Skills (AEC) 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. The tuition refund policy follows that of the noncredit/vocational skills (AEC) courses. Courses that are designated vocational skills (AEC) courses are graded with a pass/fail and are placed on the student's official college transcript.

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.

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

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

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

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

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

Photo ID Policy — A student is eligible to receive a student photo ID upon completion of course registration. The ID card will be activated every semester the student is registered for classes. Students will need to produce a current photo identification and proof of registration at Moraine Valley to obtain a student ID. Student ID replacement fee is $5 per request.

Students should maintain possession of their photo ID despite enrollment status. The photo ID will be continuously updated for two years or six semesters, following initial issue. After the completion of the second year and/or the sixth semester, a student is eligible to have a new ID issued, at no charge, subject to the same terms as the original ID.

Returning students previously issued a photo ID may be eligible for a new photo ID at no charge if at least 12 months have lapsed since last enrollment.

Lost, misplaced, stolen, or damaged ID cards within two years of issuance are subject to a $5 replacement fee. Note: the only exception will be those students noted above with a 12-month enrollment lapse.

Fees — Additional fees are required for some instructional programs and courses. These fees may cover laboratory

equipment, supplies, malpractice insurance, and student malpractice liability.

FitRec Fee for Part-Time Students — Part-time students taking PEH activity classes in Building H must pay the per semester fee in person at Building H. Please; see *morainevalley.edu/fitrec* for details. The fee is $48 per semester for fall or spring, and $24 during summer.

Other college fees include the following:

Re-registration fee	$25
	one time per semester
Payment Plan fee	$25
	one time per semester if not paid in full
Late Payment fee	$50
	one time per semester if balance not paid in full by last payment due date
Student ID	$3
Student ID Replacement	$5
Transcript	$7
Diploma Replacement	$15
	1st degree
Diploma Replacement	$7.50
	for each additional degree or certificate
NSF Check Fee	$30
	for check returned, insufficient funds
Closed Check Account Fee	$50
	for check returned, closed account
Background Check Fee	$27
	program specific

Non-refundable fees: NSF, closed check account, re-registration, payment plan, late, ID, background, finger printing, TEAS testing, transcripts.

Tuition and fees are assessed at the time of registration. Cash, check, money order, Visa, MasterCard, American Express, and Discover are accepted.

Full payment must be made either at the time of registration or by the due date. If full or partial payment is not made by the due date, the student's courses may be dropped for nonpayment. A partial payment plan is available. There is a $25 fee for partial payment and for reinstatement. Further information can be obtained from the Cashier's Office.

Students who are awarded financial aid will be responsible for full payment of tuition and fees.

Senior Citizen Courses Act — Individuals 65 or older, who have an annual income of $22,218 or less and live in

district, can enroll without payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists. All other fees apply pursuant to 110 ILCS 990 Senior Citizen Courses Act.

If you are 62 or older and live in-district, you may enroll in credit or adult education credit (AEC) courses at one-half the tuition rate. Class fees and the student activity, technology, construction/infrastructure fees are additional. **(708) 974-5715.**

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 is required every year. **(708) 974-5715**

Balance Due **—** Moraine Valley reserves the right to withhold transcripts and other educational information and documents from students who are in debt to the institution or owe repayment of a federal/state grant.

Cooperative Programs **—** Moraine Valley has cooperative agreements with 27 suburban community college districts that enable Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley at in-district tuition rates for that college. Student who live outside Moraine Valley's district and wish to enroll in an eligible program at Moraine Valley should contact their home college to obtain necessary authorization. Moraine Valley district residents who wish to enroll at a cooperating community college should contact the office of Enrollment Services. Developmental coursework prerequisites and general education courses are not covered by cooperative and chargeback agreements. Moraine Valley students can enroll in any program at the following colleges at the in-district rate if the program is not offered at Moraine Valley. **(708) 974-5346** .

Cooperating Colleges:
Black Hawk College
Carl Sandburg College
Danville Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central Community College
Illinois Valley Community College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Morton College

Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
South Suburban College
Southwestern Illinois College
Spoon River College
Waubonsee Community College

Chargebacks **—** A resident of the Moraine Valley Community College district may receive a chargeback to attend another Illinois community college if that individual is accepted into a program at another Illinois community college that is not offered by Moraine Valley. Both full-time and part-time attendance is allowed. Chargebacks will only be approved if submitted by the appropriate deadline. The deadlines for submitting chargeback applications to Moraine Valley are July 20 for fall, Dec. 16 for spring, and April 20 for summer. Applications received after the due date will be denied.

Chargebacks do not apply if:

• You are enrolling in a transfer program.

• A student enrolls in classes that are part of continuing education, general studies, community services, or short-term job training programs (noncredit).

Chargeback requests must be made at least 30 days prior to the anticipated enrollment at another community college. For more information about cooperative/chargeback agreements, call the Office of Enrollment Services at **(708) 974-5346**.

Courses which are remedial (under the 100 level) are not covered under the chargeback agreement. Take remedial courses at your local community college; repeated courses are the student's responsibility and are not covered by chargeback.

Tuition Refund (Credit) **—** 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.

A student is entitled to a full refund of tuition and fees for a class cancelled by the college. Tuition refund dates can be found on the course syllabus and in student's individual email accounts.

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

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

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

2. Family death. In the event of a death of an immediate family member, a student must submit a copy of the Death Certificate or obituary.

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

A student who has an extenuating circumstance has the right to submit a Tuition Appeal letter, to the Tuition Appeals Committee. The appeal letter must be signed, dated **and submitted within 30 days after the course was not successfully completed. Late appeals will not be accepted**. The student has to explain the circumstance(s) that prevented successful completion of 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. 44).

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 Counseling 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) 974-5358** .

Corporate, Community and Continuing Education (Noncredit) 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.

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

Financial Aid

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

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

State Funds
Illinois Monetary Award Program
Police/Fire Officer Survivor Grant
Grant Program for Dependents of Correctional Officers

Military Awards
Veterans Administration (Veterans Educational Assistance Benefits)
Illinois Veterans Grant
Illinois National Guard/Naval Militia Grants
MIA/POW Scholarship

Other Funds
Adjunct Faculty Organization Scholarship
Joanne Casolari Memorial Scholarship
Chicagoland Regional College Program
Jane E. Crawley Scholarship
Faculty Association Scholarship
GED Achievement Scholarship, available to students who completed their GED within the past year and received a GED score of 3000 or higher
GED Award, available to students who completed their GED within the past year and received a GED score of 2500 or higher
Barbara J. Lehrman Memorial 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 *morainevalley.edu/financialaid*.

Application for Financial Aid — To apply for financial aid at Moraine Valley, applicants should complete the Free Application for Federal Student Aid (FAFSA) and the Moraine Valley Data Confirmation form. The FAFSA application form is available online at *fafsa.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 eight weeks, students must plan well in advance of the time they will begin their course of study. Specific deadlines can be found at *morainevalley.edu/financialaid*. To qualify for financial aid, a student must meet the following criteria:

• be a citizen of the United States or a permanent resident;

• be enrolled at Moraine Valley in an eligible pro-gram which is at least 16 credit hours in length. (Students enrolled only in developmental/remedial classes or the Intensive English Language Program are ineligible.);

• maintain academic standards of progress;

• demonstrate financial need; and

• have the potential to complete the educational program chosen. Must possess a high school diploma or GED certificate.

Students who qualify for federal and/or state funds will be informed of how and when they will receive their financial aid award via an award letter.

Students who are interested in an educational loan must meet with a financial aid expeditor to initiate the loan process.

Pell Grant Eligibility

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

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

Repeated Courses — Courses may be repeated once and count toward enrollment status for Title IV Aid (Federal Pell Grant, Federal SEOG, Federal Work-Study, and Federal Direct Loans) if the student previously received a grade of "D" or better in the course. If a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

Academic Standards of Progress for Recipients of Financial Aid — According to federal and state guidelines, students must maintain satisfactory academic progress to be eligible to receive financial assistance.

Moraine Valley has established the following standards of progress for students receiving federal and state financial assistance:

• To be eligible for financial assistance, students must maintain a minimum cumulative 2.0 grade point average, which includes developmental and remedial courses.

• Students must earn credit (grade of A, B, C, or D) for 67 percent of the cumulative hours in which they enroll.

• A student's eligibility for financial aid at Moraine Valley will terminate when the student has attempted over 150% of the credit hours required to complete the student program. Credit hours attempted include developmental courses, remedial courses, transferred hours, and hours forgiven under the Forgiveness policy.

• Students who transfer hours from another institution which count toward the completion of their program at Moraine Valley will have those hours counted in their maximum timeframe.

• Students who apply for financial aid for the first time who have a previous history at Moraine Valley must have a minimum 2.0 cumulative grade point average and have earned 67 percent of hours attempted to be eligible for federal/state funds. The student's record will be reviewed as if he or she had been on aid.

Repeated courses will be counted in hours attempted, but only the most recent grade received will be computed into the grade point average. The hours for the original course will not be added to hours earned. All hours, regardless of the F Forgiveness Policy, must be considered when calculating a student's GPA and hours attempted/earned ratio.

Courses in which students receive "W" or "I" will count as hours attempted but not as hours earned. They will not be included in the grade point average.

Student records will be reviewed at the end of each semester, including the summer session. If a student's grade point average is below 2.0 and/or the student has earned less than 67 percent of the hours attempted, an email or letter will be sent to the student stating the following:

• The criterion for academic progress has not been met.

• The criterion of 67 percent of cumulative credits earned in relation to hours attempted and a minimum 2.0 cumulative grade point average must be achieved in the next semester of enrollment. If not, the student will not be eligible for federal and/or state financial assistance until such criteria have been met.

Students applying for a Stafford loan must have a cumulative GPA of at least 2.0 for the loan to be disbursed. There is no probationary period or appeal procedure for student borrowers per the college's default management plan.

How to Calculate the 67% Completion Standard

1.   Get a copy of your transcript from the Registration Office.

2.   Total your attempted credit hours. These are defined as enrolled hours on or after the first day of class. Courses in which students receive an A, B, C, D, F, I, W, and/or X will be counted toward hours attempted.

3.   Total your successfully completed credit hours. These are defined as those with a grade of A, B, C, or D.

4.   Divide your successfully completed credit hours by your attempted credit hours.

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

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

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

How to Calculate Grade Point Average Standard

Example Calculation (Semester Grade Report)

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

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

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

Procedure for Appeal and Reinstatement — Reinstatement will occur after classes have been taken at the student's own expense, a minimum 2.0 cumulative grade point average has been achieved, and 67 percent of hours attempted have been earned.

If the student is of the opinion that unavoidable circumstances were the cause of lack of achievement, an appeal form for reinstatement of eligibility for federal/state funds may be submitted to the Financial Aid Committee. Appeal forms are available in the Financial Aid Office.

The determination of the appeal will be one of the charges of the Financial Aid Committee.

Refund Policy and Repayment of Financial Aid —
According to the updated version (Section 668.22) of the Higher Education Amendments of 1998, students receiving Title IV funds (Federal Pell Grant, Federal SEOG and Federal Direct Loans) and who withdraw from all their classes (officially or unofficially) within any timeframe of the semester will be subject to the federal and Moraine Valley's refund policy.

Moraine Valley Community College's refund policy related to student withdrawal states that it is a student's responsibility to drop a course within published deadlines.

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

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

The federal refund policy states that the student may retain only the amount of aid that he/she has earned (as a result of the prorated amount of time the student has been in attendance for the semester.) Any aid that is not earned must be returned to its source. Some federal programs, such as grants, may have smaller amounts to be refunded based on the particular aid program and the student's date of withdrawal. The student will be responsible for any tuition and fee balance resulting from the refund(s).

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

Veterans

Veterans who enroll in Moraine Valley courses may be eligible for the Illinois Veterans Grant (IVG). Applications are available at *isac.org*. To qualify, a veteran must have met the following conditions:

• been a resident of Illinois prior to and within six months after having served in the armed forces of the United States;

• served at least one year of continuous active duty; and

• received an honorable discharge.

According to state guidelines, students must maintain a minimum cumulative 2.0 grade point average (GPA), which includes developmental and remedial courses, to remain eligible for the grant.

Student records will be reviewed at the end of each semester (including summer). If a student's GPA is below 2.0, a letter will be sent to the student stating the criterion for academic progress has not been met.

A minimum 2.0 cumulative GPA must be achieved in the next semester of enrollment for continued eligibility. A

student will not be eligible for the grant until the criterion has been met.

To be eligible for Veterans Administration Educational Benefits (GI Bill™), you must be a degree- or certificate-seeking student in an approved accredited transfer/career certificate program and making satisfactory academic progress according to college standards. Applications are available at *gibill.va.gov*.

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

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

Credit for Military Service — Veterans of United States military service may be granted credit for their military service training. Credit is given only to honorably discharged veterans who have one year or more of active military service. To receive credit, a veteran must provide the Records Department with a copy of the Separation Record (Form DD214) and an evaluation request form. Evaluation request forms are available at the information desk in the Student Services Center, first floor, Building S.

Instructional Programs

Transfer Programs

Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Fine Arts (A.F.A.) programs are for students whose goal is to transfer to a four-year college or university for a bachelor's degree. See the General Education information (p. 19) in this section and the Transfer Programs (p. 19) section of this catalog.

Career Programs

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

Learning Enrichment and College Readiness

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

General Education

The requirements for an associate's degree (A.A., A.S., A.F.A., or A.A.S.) consist of a minimum of 62 credit hours taken from three components: (1) general education core, (2) additional degree requirements, and (3) courses taken in the major/minor field and electives. Course work in the general education core:

• assumes there are some commonalities expected of an "educated person" in terms of what he or she knows and is able to do.

• provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world.

• consists of a core of intellectual, aesthetic and cultural experiences 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 37 to 45 credit hours; for career students (A.A.S.), the core comprises at least 15 credit hours depending on the program of study. Presently, transfer students who complete their A.A., A.S., 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.

While accurate information and advising assistance is always available regarding the general education core requirements, the major responsibility of getting a purposeful general education rests upon each individual student. Thus, students should also familiarize themselves with the General Education Goals and Objectives in the next section that identify the traits of a generally educated person. By understanding these goals and objectives, students can begin to make informed selections of course work.

General Education Goals and Objectives

The general education program at Moraine Valley is designed to enable students to write, read and listen critically; to investigate, analyze and think independently; to communicate clearly and effectively; to make informed decisions; to respect the diversity in human values and cultural orientation; to identify and appreciate facts, concepts and perspectives within the fundamental areas of knowledge; to protect and enhance the social, environmental, and economic resources needed by future generations; and to foster intellectual curiosity and lifelong learning.

The specific objectives of the general education program are to develop in each student the following traits and abilities:

Communicating
Read and listen with comprehension.
Write and speak effectively in standard English.

Reasoning Ability
Identify and solve problems.

Information Literacy
Locate, evaluate and use information effectively.

Quantitative Analysis
Analyze, interpret and apply numerical, graphical, and statistical data and concepts.

Scientific and Technological Awareness
Apply the scientific method of inquiry.

Technological Competency
Use computer information systems and other technology efficiently.

Social Sciences Perspective
Apply basic principles of social and behavioral sciences influencing individuals and groups.

Literary and Artistic Insight
Appreciate the nature of literary, philosophical and artistic expression and how particular works have contributed to the ideas and culture of the past and present.

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

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

Social Responsibility and Sustainability
Work effectively with others.
Recognize one's ethical, legal, social, and sustainable responsibilities.

General Education Core Curriculum

The General Education Core Curriculum at Moraine Valley is described in the Transfer Programs (p. 51) section of this catalog.

Educational Guarantee

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

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

If certain provisions are met, graduates of the college's university transfer programs are guaranteed the courses they successfully complete at Moraine Valley will transfer to their predetermined four-year college or university. Should

the transfer institution decline to accept courses for credit, Moraine Valley will refund the tuition and course fees.

Additionally, Moraine Valley's career training program graduates are guaranteed technical skill competencies. If a graduate of an Associate in Applied Science degree or certificate program is not able to demonstrate entry-level skills expected by his or her employer, the graduate and employer may request up to 12 credit hours of retraining at Moraine Valley. For more information, contact the Academic Advising Center, **(708) 974-5721**

Programs and Services to Support Student Learning

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

Academic Outreach **—** Provides courses at the Education Center at Blue Island and Southwest Education Center, as well as assistance to students who want to receive college credit through nontraditional methods such as CLEP, APL and Proficiency Credit. **(708) 974-5710**, *morainevalley.edu/academicoutreach*

Academic Skills Center **—** Free tutoring is available to currently enrolled students. The center provides assistance in most academic subjects with a special focus on math, science and term paper design. In addition, the center hosts Compass test workshops that prepare potential Moraine Valley students for the placement test. **(708) 974-5746**

Achieved Prior Learning (APL) **—** APL is a way for students to earn college credit for what they already know from prior learning or work experience. Faculty members assess the prior learning of enrolled Moraine Valley students through written examination, oral interview and/or performance test. **(708) 974-5710**, *morainevalley.edu/academicoutreach*

Adult Basic Education (ABE) **—** The ABE Program teaches basic skills that adults need to prepare for GED instruction and college coursework. Classes provide instruction in reading, writing and mathematics. **(708) 974-5340,** *morainevalley.edu/abeged*

Center for Advanced Studies **—** This center brings four-year and graduate courses and degrees to the Moraine Valley campus. The center hosts degree programs offered by public and private colleges and universities. **(708) 974-5290**

College Level Examination Program (CLEP) **—** CLEP, the College Level Examination Program, is the most widely accepted credit-by-examination program in the country. More than 2,800 accredited institutions of higher education award credit for satisfactory scores on CLEP examinations. Each 90-minute examination allows you to demonstrate your knowledge in a wide range of subjects. You are

recognized and rewarded for what you know, no matter how or where you learned it—in school, on the job, or through your own reading, observation and independent study. CLEP can help you get the college credits you need to reach your career and educational goals more quickly. A CLEP exam cannot be used to complete a grade of "I" or "W," or to repeat a course for a higher grade. **(708) 974-5710**, *morainevalley.edu/academicoutreach*

Cooperative Programs — Moraine Valley has cooperative agreements with several area community college districts. These agreements allow Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley.

Dual Credit — High school students enrolled in selected classes, offered and taught at the high school, may receive college credit from Moraine Valley. This option is available for approved high school Career and Technical (CTE), Advanced Placement (AP) and Honors courses. The typical high school student enrolled is either a junior or a senior. For more information, please contact the Student Success Center, **(708) 974-5643** *morainevalley.edu/dualcredit*

Education Center at Blue Island — The Moraine Valley Education Center at Blue Island, 12940 S. Western Ave., offers credit and noncredit classes during the day, evening and Saturdays. **(708) 974-5300,** *morainevalley.edu/blueisland*

English as a Second Language (ESL) — English as a Second Language courses are offered for students whose native language is not English. Students learn basic interpersonal communication skills in English. Listening, speaking, reading, and writing skills are taught in an integrated manner, and as these skills improve, students move from beginning to advanced levels. Credits earned in the English as a Second Language Program are nonacademic and are not applied to certificates or degrees. **(708) 974-5340**, *morainevalley.edu/abeged*

General Educational Development (GED) — The GED Program offers students an alternative to earning a high school diploma. It prepares adults who have not completed a high school education to prepare for the GED exam. The subjects covered are English, Language Arts, Mathematics, Science, Social Studies, and the U.S./Illinois Constitution. **(708) 974-5340**, *morainevalley.edu/abeged*

Honors Program — The Honors Program is based on a university-transfer curriculum in the areas of liberal arts and sciences. The class sizes are smaller than regular classes, and creative learning strategies are utilized. Courses vary by semester and involve deeper insights into the subject matter. Honors courses are indicated on the transcripts. Admission into the program is based on new students meeting two of the following criteria: high school GPA of 3.2, ACT score of 25 or SAT score of 1050, graduation in top 10 percent of class, and completion of one AP course with a grade of A or B or AP score of 4. Current students must meet the following criteria: 3.2 GPA and completion of

nine credit hours or recommendation of your instructor. **(708) 608-4191**, *morainevalley.edu/honorsprogram*

Illinois Virtual Campus — The college is a participant in the Illinois Virtual Campus, a program that assists students to locate, enroll, and study at baccalaureate and graduate institutions across the state via a variety of distance learning formats, including the Internet. Visit the Illinois Virtual Campus site at *ivc.illinois.edu* to review the catalog of offerings and participating institutions.

Intensive English Language Program — This special academic program is designed to serve students whose native language is not English and who are interested in improving their English skills in order to enroll in college. Potential students must possess basic academic English language processing skills that allow for sufficient classroom communication and an understanding of materials. A separate assessment is required for entry into the program. The Intensive English Language Program contains all of the course prerequisites for COM-101. **(708) 974-5340**, *morainevalley.edu/abeged*

Literacy Volunteer Program — This program addresses the needs of adults who want to learn to read or improve in basic reading, writing and mathematics skills. Trained volunteer tutors provide individualized basic skills instruction for all enrolled students, Tutoring services are provided at local libraries, community centers and the college. Tutor training is required. **(708) 974-5331**

Moraine Area Career System (MACS) — The MACS consortium consists of the six high school districts within the Moraine Valley region and Moraine Valley Community College. The vision of MACS is to provide all students with the opportunity to develop a seamless career pathway and to acquire advanced academic, technical and workplace skills that link education and business.

Through collaborative efforts between the high schools, the college and the MACS Office, an emphasis is placed on career and technical preparation that will help equip students not only for careers but also for their future as lifelong learners. Programs coordinated through MACS include career awareness activities and various initiatives related to nontraditional careers, workplace skills, career development, and work-based learning. For further information, contact Suzanne Kendryna, assistant director of MACS, 4625 W. 107th St., Oak Lawn, IL 60453, **(708) 422-6230**, *kendryna @macspartnership.com.*

Online Learning — **(708) 974-5347**, *online.morainevalley.edu.*

> ***Internet Courses —*** Courses are taught using the Internet. Students access materials, participate in discussions, and interact with the instructor using an Internet-enabled computer. Students must have basic computer skills, learn independently, and use their Moraine Valley email address.

Internet Hybrid Courses— Students come to campus for a significant portion of the class, but complete the majority of activities using the Internet. Students must plan to come to campus for class meetings. Students also must have basic computer skills, learn independently, and use their Moraine Valley email address.

Internet Enhanced Courses— Students are expected to come to campus for all class meetings and use the Internet to supplement face-to-face class activities.

Proficiency Credit — Proficiency credit allows qualified students to convert vocational or noncredit courses or professional examination certificates to college credit. Proficiency credit is presently available in Automotive Technology, Criminal Justice, Emergency Medical Services, Fire Services, Food Service Sanitation, Heating and Air Conditioning, Networking Technology, Office Systems and Applications, Restaurant/Hotel Management, and Security Services. If you think you are eligible for proficiency credit, contact Academic Outreach to arrange an evaluation. **(708) 974-5710**, *morainevalley.edu/academicoutreach*

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

International Student Affairs

The Office of International Student Affairs provides comprehensive support services for international students to enroll at the college, and to enable positive academic and cultural experiences during their stay. Trained professional staff provide personalized attention to the unique concerns and needs of international students.

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

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

Application — To apply, the following must be submitted:

• Completed international student application form

• Official, certified copies of secondary high school and post-secondary school records, translated into English. The records must indicate completion of secondary education or the equivalent.

• Evidence of sufficient financial support, including the financial sponsor affidavit of support and original bank letter dated within the last six months

• $25 nonrefundable application fee

• One recent passport-size photograph

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

Transfer students must also submit a copy of the Form I-20 issued by the transfer school, transfer eligibility form, official transcript or a letter stating the student's dates of attendance, and photocopy of passport and I-94 arrival/departure card.

English Testing **—** All international students are comprehensively tested in English Language reading, writing, speaking, and listening skills and competency, and placed in Intensive English Language Program classes or in regular degree program classes according to test results. A TOEFL exam score is not required for admission to Moraine Valley.

International students who choose to take the TOEFL exam may qualify for an exemption to the English placement test. To qualify for an English placement test exemption, international students must submit an official TOEFL score report showing the minimum score of 525 (written test) or 197 (computer-based test), 71 (Internet-based test) or an IELTS exam score of 5.5 or above to the Office of International Student Affairs. Scores are valid for two years from student application date.

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

Admission **—** International students are individually assessed for admission eligibility. Upon approval of the application and documents, the college may issue the SEVIS Form I-20 Certificate of Eligibility. Applicants apply for the F-1 student visa with the Form I-20 at the nearest United States embassy or consulate in the home country.

International students must enroll full-time in at least 12 credit hours per semester. Summer enrollment is optional. **(708) 974-5443** , fax **(708) 974-8443** *morainevalley.edu/international*

Summer Admission **—** International students who attend other colleges may enroll as summer guest students at Moraine Valley. A copy of the Form I-20 from the current school must be submitted and verification of student status before registration is permitted.

Foreign Residents **—** Foreign nationals temporarily residing in the U.S. may be required to apply and be approved for a change of visa status to enroll in the college as a regular full-time student. Other foreign nationals who wish to enroll at the college may be required to provide passport and visa information before registration. Foreign residents are required to pay international tuition rates for credit classes.

Foreign Transfer of Credit **—** International students who have studied at a university-level institution in their home country may wish to apply for course credits to be transferred to Moraine Valley. In order to obtain foreign education transfer credit, international and foreign resident students must pay for and apply for a credit evaluation service performed by a private credit evaluation agency. For more specific information on credential evaluation agencies and transfer of foreign education credits to Moraine Valley, please contact the Office of International Student Affairs Office or visit *morainevalley.edu/international*

Intensive English Language Program (IELP) **—** This special academic program is designed to serve students whose native language is not English and who are interested in improving their English skills in order to enroll in regular academic courses at the college. Potential students must possess basic academic English language processing skills that allow for sufficient classroom communication and an understanding of materials. Three levels of English instruction are offered, including beginning, intermediate, and advanced courses in grammar, reading, speech, and writing. Students in intermediate or advanced levels of IELP or who successfully complete IELP advanced levels may enroll directly in degree program courses.

International Student Orientation Program — All new inter-national students at Moraine Valley are required to attend the International Student Orientation Program. This program is scheduled the week before classes begin and helps international students become familiar with the campus, college procedures and the local community. Orientation includes English assessment, academic advising, class selection, registration, and scheduling. Orientation also provides practical information about housing, shopping, transportation, banking, social customs, and other topics helpful to daily living in the United States.

Academic Support — International students receive indi-vidual attention from professional staff to review progress in their classes. Also, the Academic Skills Center provides free tutoring in reading, English, mathematics, chemistry, physics, biology, accounting, and bookkeeping. Tutoring is free to all students.

Advising and Counseling — Full-time counseling and advising services are offered for international students. Students are provided assistance with visa immigration issues, educational planning, course selection, academic progress, university transfer, housing, cross-cultural adjustment, and personal concerns.

Housing/Host Home Program — Airport arrival assistance and housing assistance services are provided to all new international students. Currently, the housing options available include living with a host family for a monthly fee through the Host Home Program or renting an apartment in the community. The Host Home Program offers students the opportunity to live with a local family and enjoy the convenience of a home while practicing English with their hosts. The international student housing specialist will assist international students with housing prior to arrival and while enrolled. Students may request housing assistance when applying for admission.

Immigration Compliance — International students admitted to the U.S. on an F-1 student visa, or approved for legal student status, are responsible to understand and comply with federal immigration regulations for students, and the Student and Exchange Visitor Information System (SEVIS) procedures. Regulations include maintaining full-time enrollment during the regular academic year; maintaining a valid passport and valid Form I-20; not engaging in unauthorized employment; and following procedures for transfer, employment, practical training, and other events and benefits. The college's Designated School Officials, responsible for institutional compliance with SEVIS and U.S. Citizenship and Immigration Services regulations, report on and monitor compliance with these regulations, and provide advice and assistance to students.

Medical Insurance Requirement — International students are required to purchase medical insurance while enrolled at Moraine Valley. A group insurance plan is available upon enrollment that provides emergency medical and hospitalization coverage. Students who prove that they have purchased their own equivalent insurance may request a waiver from the group insurance plan and the associated fee. The group medical insurance does not cover the cost of care and treatment of pre-existing physical or mental conditions, dental services, preventive health care, and has other limitations. Therefore, international students should be in good health when traveling to the United States for study. Students also are advised to consider purchasing more comprehensive additional medical insurance to increase their total coverage. A copy of the current annual medical insurance policy is available in the Office of International Student Affairs.

International students with pre-existing medical conditions that may prevent them from obtaining adequate medical care under the group insurance policy may be required to provide proof of their own medical insurance prior to enrollment. Failure to provide such proof if requested by college officials may warrant a denial of admission.

Social Activities — The International Student Affairs Office sponsors social activities and events for international students. These activities create opportunities for international students to make new friends, visit cultural institutions, learn about the United States and share their culture with local students. International students also may participate in the international student organizations and other student clubs and events on campus, such as theater productions, student government and sports. The International Student Ambassadors Program offers leadership opportunities to better prepare students for university transfer and career preparation. The International/U.S. Conversation Partners Program pairs international and U.S. students for conversation and English practice. The office also offers trips, events and cultural activities for students to socialize, build new friendships, and increase international understanding and awareness.

Standards of Academic Progress — International students must make normal progress toward completing a course of study as required by U.S. Citizen and Immigration Services regulations. The college has established Standards of Academic Progress for students to comply with this requirement and to provide assistance to students who experience academic difficulty.

Tuition — Tuition for international students is $327 (for fall 2015) plus $17 in fees per credit hour and is subject to change. There also may be individual course fees. There is a $3 fee for the student I.D. All tuition and fees for international students must be paid in full (cash, bank wire transfer, certified check, credit card, or personal check drawn on a U.S. bank) by the end of the first week of classes. The college's tuition payment plans are available. International students are not eligible for federal financial assistance. For current information, see morainevalley.edu/international or visit the office of

International Student Affairs in Room S217, or email *internationaladmissions@morainevalley.edu.*

Grading

Grade Definitions

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

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

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

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

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

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

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

TA— Transfer grade of A

TB— Transfer grade of B

TC— Transfer grade of C

TD— Transfer grade of D

U— audit*

I— incomplete**

W— official withdrawal***

P— pass****(vocational skill classes only)

R— repeating a class†

FF— Forgiveness Policy Applied (p. 30)

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

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

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

Guidelines for the Issuance of an Incomplete Grade

• Students may request an "I" grade only when unusual and serious circumstances arise during the final weeks of the semester that in some way prohibit the completion of course requirements for a course that the student has been 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.

***Official Withdrawal — After the prescribed period of tuition refund, students may withdraw from courses by processing a drop form during regular office hours through the Registration Office, or by phone at **(708) 974-2110** , or by accessing their academic record through MVConnect on *morainevalley.edu*. Every course has its own drop date. If they have holds on their record, they 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 their portal on MVConnect on *morainevalley.edu*.

Once a student has withdrawn from a course, he/she will no longer be allowed to attend class. All withdrawals are final. Once a student has withdrawn, a grade of "W" will appear on the official transcript. This grade does not affect the student's GPA. A student who does not officially withdraw 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.

Length of Class	Number of Days to Withdraw (Includes the Start Date)
17 weeks	91 days
16 weeks	84 days
15 weeks	77 days
13-14 weeks	70 days
12 weeks	63 days
11 weeks	56 days
9-10 weeks	49 days
8 weeks	42 days
6-7 weeks	35 days
5 weeks	28 days
4 weeks	21 days
3 weeks	14 days
2 weeks	7 days
1 week	First day of class

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

†Repeating a Class — Students may 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 to the college policy must contact the dean of Student Engagement. The most recent grade (the repeated grade) received will be computed into the cumulative grade point average. The repeated grade will be designated by an "R." All previous attempts will remain on the transcript, but will not be included in the cumulative grade point average.

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

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

Grade Point Values and College Credit

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

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

Calculation of Grade Point Average

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

For the purposes of the semester grade report, official transcript, honors at graduation, and the President's and Dean's Lists, the GPA calculation will not include developmental and remedial courses. Exception: for the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation will include developmental and remedial courses. Developmental and remedial courses include, but are not limited to, COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-091.

Example Calculation (Semester Grade Report)

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

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

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

Attendance Policy

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

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

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

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially 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. Students may contact the Counseling Center to seek care and support. For assistance, call **(708) 974-5722.**

Cheating and Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom, testing center and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Academic Dishonesty Form. (See Code of Academic Integrity (p. 43))

Multiple Violations of the Code of Academic Integrity

Any violation of the Code of Academic Integrity (p. 43) 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. 44). Students who have multiple violations will be subject to the following:

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

Additional Grade Information

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

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

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

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

Early Warning Support System

The Early Warning Support System assists students who are encountering academic difficulties. Its goal is to help students be successful in their course work. Early in each semester, teaching faculty identify students who are experiencing poor progress and/or attendance problems. The identified students receive a letter from the dean of Student Success encouraging students to seek discussions with the referring instructor or a member of the counseling faculty regarding the situation. Many times strategies for improvement can be agreed upon with very positive outcomes.

Standards of Academic Progress

To promote academic progress, the following standards are applied to all students who have attempted at least 12 credit hours. GPAs and credit hours referred to in the next column include grades earned in college credit classes, plus developmental and remedial courses, and may differ from the semester grade report and transcript GPA. For Standards of Academic Progress, this will be referred to as the "SOAP GPA." Standards of progress for financial aid may be different. See standards of progress (p. 16) for recipients of financial aid.

Status	Standard	Result
Academic Caution	Attempted 12 or more credit hours and cumulative SOAP GPA of less than 2.0	Must develop success strategies with assigned counselor prior to their next registration.
	While on caution, if semester SOAP GPA is 2.0 or above, and cumulative SOAP GPA is less than 2.0, student remains on caution.	
	If cumulative SOAP GPA is 2.0 or above, student is in good standing.	
Academic Probation	While on caution, cumu-lative and semester SOAP GPA are less than 2.0. Student placed	Review and refine success strategies with assigned counselor prior to their next registration.

Status	Standard	Result
	on academic probation	
	If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.	
.	If cumulative SOAP GPA is 2.0 or above, student is in good standing.	
Academic Suspension	While on probation, cumulative and semester SOAP GPA are less than 2.0	One semester suspension. Required success strategies upon return.
.	If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.	Appeal process available for students with SOAP GPA of 1.50 or higher.
	If cumulative SOAP GPA is 2.0 or above, student is in good standing.	
Academic Dismissal	First semester after returning from suspension, cumulative and semester SOAP GPA are less than 2.0	Dismissal for two semesters and one summer (one academic year). Must petition for reinstatement. If granted, student returns on probation status.
	If semester SOAP GPA is 2.0 or above and the cumulative SOAP GPA is less than 2.0, student remains on probation.	
	If cumulative SOAP GPA is 2.0 or above, student is in good standing.	

Example GPA Calculation (Standards of -Academic Progress)

Course	Letter Grade	Grade Point Value		Credit Hours		Grade Points
COM-101	B	3	x	3	=	9
PSY-101	D	1	x	3	=	3
MTH-095*	C	2	x	4	=	8

BIO-111	A	4	x	4	=	16
IMS-101	F	0	x	3	=	0
Totals*				17		36

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

These standards (1) clearly define academic progress at the college; (2) offer the student assistance in setting realistic goals; and (3) outline the role and responsibility of students and college personnel in promoting academic success.

Good Standing — Students with a cumulative SOAP GPA of 2.0 or higher and students who have attempted fewer than 12 credit hours are in good standing.

Academic Caution — Students who have attempted 12 or more credit hours and have earned less than a 2.0 cumulative SOAP GPA will be placed on caution and be required to participate in identifying success strategies with a counselor prior to their next registration. This may include enrollment in COL-101. Students who earn a 2.0 or above semester SOAP GPA while on caution will continue on caution. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Probation — Students enrolled on academic caution who earn a cumulative and semester SOAP GPA of less than 2.0 are placed on academic probation. These students will continue to participate in success strategies developed with a counselor prior to their next registration. Students on probation who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Suspension — Students enrolled on academic probation who earn a cumulative and semester SOAP GPA of less than 2.0 are placed on academic suspension. These students will be suspended from the college for one semester. Suspended students with a cumulative SOAP GPA of 1.50 or higher may see their counselor regarding the suspension appeals process. Upon returning, students must participate in developing success strategies with a counselor prior to re-enrolling. Students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Dismissal — Students who return to the college after a suspension and earn a cumulative and semester SOAP GPA of less than 2.0 will be dismissed for one academic year (summer/fall/spring or spring/fall/summer). After this dismissal period, these students must petition for reinstatement. If reinstated, students will be placed on academic pro-bation. Upon

returning, students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Forgiveness Policy

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

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

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

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

• A student must earn, in subsequent terms, a consecutive number of college credit hours with no grades of "P," "F," "D," or "I," and no more than two "W's," equal to the number of earned Moraine Valley College credit hours of "F" grades to be forgiven but no less than 15 credit hours. "Consecutive hours" means college credit hours earned in sequence and does not refer to consecutive semesters.

• For example, a student who wants 15 credit hours or less of "F" grades forgiven must earn 15 consecutive hours with no grades of "F," "D," or "I," and no more than two "W's" in subsequent terms (fall/spring/summer). A student who wants to have more than 15 hours of "F" grades (i.e., 18 hours) forgiven must, in subsequent terms, earn a consecutive number of hours with no grades of "F," "D," or "I" equal to the number of hours of "F" to be forgiven (i.e., 18 hours).

Procedures — A student must complete the official Moraine Valley Application for "F" Grade Forgiveness form and submit it to the Registration Office after the eligibility requirements are fulfilled.

• Grades earned in developmental and remedial courses which include, but are not limited to, COM-085, COM-090, COS-100, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074,

IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-090, MTH-095, MTH-097, MTH-098; RDG-041, RDG-071, RDG-091 cannot be applied toward the eligibility requirements.

• Grades earned at other colleges cannot be applied toward the eligibility requirements.

• Moraine Valley "U" (audit) grades will not be counted when calculating consecutive hours earned.

• Forgiveness of "F" grades will only be granted once for each student.

• When the eligibility requirements have been fulfilled and forgiveness granted, the student's cumulative grade point average will be recalculated with "F" grades removed from the calculation. The "F" grades will remain on the official transcript with a notation indicating the student has been granted "F" forgiveness.

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

President's List and Dean's List

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

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

Developmental and remedial courses include, but are not limited to, COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-091.

See example calculation of grade point average for semester grade report under Calculation of Grade Point Average (p. 27).

Part-Time Student Scholastic Achievement List

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

• Earn at least a 3.5 cumulative grade point average with at least 24 credit hours (excluding developmental courses).

• Earn at least a 3.5 grade point average for the semester that the distinction is received.

• Attempt less than 12 credit hours of college credit courses which count toward a degree or certificate during the semester that the distinction is received.

• Attempt at least 3 to 8 credit hours for the semester that the distinction is received (excluding developmental courses).

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

Transcripts

Upon written request from the student, the Registration Office will mail the student's official transcript to any college, university or agency named. Transcript request forms are available outside the Cashier's Office. There is a fee per transcript. Letter grades earned in developmental and remedial courses will appear on the transcript, but the grades earned in these courses will not be calculated in the GPA that appears on the transcript.

Academic Load

Full-Time— students who enroll in 12 or more credit hours during fall or spring semesters, or six or more credit hours during the summer session. The recommended maximum academic load during fall or spring semesters is 18 credit hours; the recommended maximum academic load during summer session is 9 credit hours. Students wishing to register for more than the maximum academic load must meet with an academic advisor or counselor to discuss success strategies, review previous course completion rates, earned grade point average, and work schedules prior to registration for any additional hours.

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

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

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

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

Student Classification

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

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

Graduation

Moraine Valley grants associate's degrees and various occupational certificates. Associate in Arts, Associate in Science, 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 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, including courses that meet the general education and any specific program requirements for the degree.

• Developmental and remedial courses cannot be applied toward an associate's degree unless specified in the program description but can be applied to full or part-time student status. Developmental and remedial courses include, but are not limited to, COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096; MTH-090, MTH-095, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-091.

• A student must earn at least 15 credit hours at Moraine Valley.

• A completed graduation petition must be submitted to the Records Office by the stipulated deadline.

• All degrees and certificates will be conferred and transcripted 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., and A.F.A.).

• Students must meet the degree or certificate requirements in effect at the time they first enrolled and earned credit (earned credit is defined as receiving a "D" or above in college-level or developmental courses) or the requirements in effect during any subsequent year until the degree or certificate is completed. However, if enrollment has been interrupted by six or more consecutive semesters (including summer semesters), the student must meet the degree or certificate requirements in effect at the time of re-enrollment with earned credit (earned credit is defined as receiving a "D" or above in college level or "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 (p. 51) section of this catalog for detailed information.

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

In addition to the graduation requirements for all associate degrees listed above, a minimum level of competency in mathematics is required for successful degree completion and graduation for all A.A.S. degrees. This minimum competency may be demonstrated in the following ways:

• Placement into MTH-120 or higher (appropriate Compass score or ACT score of 20 or higher in Mathematics. See Academic Placement Tests (p. 11).); or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher-level mathematics course; or

• An equivalent college-level transfer course from another college with an earned grade of "C" or better.

Occupational Certificates

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

The requirements are the following:

• successful completion of the specified courses for the certificate;

• minimum overall grade point average of 2.0 in the courses required for the certificate;

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

Developmental and remedial courses cannot be applied toward a certificate unless specified in the program description. Developmental and remedial courses include, but are not limited to, the following: COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-

096; MTH-090, MTH-095, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-091.

• submission of a graduation petition to the Records Office by the stipulated deadline.

Graduation Petition Deadlines and Fees — Candidates for completion of a certificate or degree must file a graduation petition in the Records Office.

Deadlines for filing petitions are the following:

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

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

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

Second Associate's 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 an Associate in Arts or Associate in Science degree, but not both.

Students may earn more than one Associate in Applied Science degree.

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

Students who have received an associate 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 Ceremony

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

Honors

Students who complete a degree program reflecting scholarly achievement are honored at graduation. The cumulative grade point average will be used to determine graduation honors. This grade point average includes

courses that count toward a certificate or degree and does not include developmental and remedial courses. Degree graduates with a cumulative grade point average between 3.9 and 4.0 are recognized as graduating summa cum laude. Degree graduates with a cumulative GPA between 3.75 and 3.89 are recognized as graduating magna cum laude. Degree graduates with a cumulative GPA between 3.5 and 3.74 are recognized as graduating cum laude.

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

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

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

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

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

Student Services

Academic Advising Center

Academic advisors assist students in developing educational plans consistent with their college and career goals. The Academic Advising Center, located in the Student Services Center, second floor, Room S201, is open Monday and Tuesday 8:30 a.m. to 7:30 p.m., and Wednesday, Thursday and Friday 8:30 a.m. to 5 p.m. Last students signed in one hour before closing. **(708) 974-5721**, *morainevalley.edu/academicadvising*

Services include the following:

Advising— Utilizing a variety of resources, academic advisors help students clarify their educational goals and assist them with planning courses for graduation from Moraine Valley and/or transfer to a four-year college or university. Academic advisors help students identify Moraine Valley programs and services, understand Moraine Valley policies and procedures, and uses of occupational and educational information.

Information— The center provides limited printed and online resources for students, including information on Moraine Valley programs, establishing an online education plan, transfer guides for selected four-year colleges in Illinois, and catalogs and online links to colleges across the United States.

Academic Skills Center—Tutoring

The Dr. Irene Brodie Academic Skills Center offers free tutoring to currently enrolled Moraine Valley students. The center provides tutoring assistance in most academic subjects with a special focus on math, science and term paper design. In addition, the center hosts Compass test workshops that prepare potential Moraine Valley students for the placement test. Tutoring—Room L200. All non-English tutoring—Room L200. English tutoring—Room A181. **(708) 974-5746**, *morainevalley.edu/academicskills*

Bookstore

The Bookstore, located in D144, offers new and used textbooks, e-books, textbook rental, required class supplies, insignia clothing, nursing supplies, academically priced software, cards, and gift items. Regular store hours are Monday-Thursday 8 a.m. to 8 p.m., and Friday 8 a.m. to 5 p.m. Call **(708) 974-5716** for information on extended hours of operation. All major credit cards are accepted. Textbooks also can be prepaid online at *morainevalley.edu/bookstore.* You can pick up at the bookstore or have it shipped to you for free.

Carl Perkins Services

Students enrolled in career programs at Moraine Valley are provided educational support services through the Carl D. Perkins Vocational and Technical Education Act. Funds are used to provide services, such as those listed below, to help students to overcome barriers to success and enhance learning skills in preparation for their college education and future careers.

• Tutoring services

• Career and academic guidance

• Work-related internships

• Services for special populations

• Training for nontraditional careers

These services are designed to facilitate the transition from school to employment and career opportunities. **(708) 974-5768**

Center for Disability Services

The center provides support services to Moraine Valley students with documented disabilities for Moraine Valley Community College. The center's goal is to create equal opportunity for individuals with disabilities by promoting equal access to college programs and activities, disability awareness, and compliance with disability laws. All accommodations and services are provided on an individual basis. It is located in Room S114 and is open Monday through Friday 8 a.m. to 5 p.m. **(708) 974-5711** (TTY 711), *morainevalley.edu/cds*

The center serves students with learning disabilities; hearing, visual or mobility impairments; and/or other documented disabilities. All support services are provided on an individual basis to ensure equal access to all programs. These services may include but are not limited to the following:

• academic support

• career support

• college orientation

• priority registration

• extended time

• note takers

• test proctoring

• textbooks on tape

• sign language interpreters

• access to special adaptive equipment

• referrals to community agencies

Moraine Valley is an accessible campus. Accessible parking area ramps are located at the main en-trances of each building.

Students should register with the Center for Disability Services well in advance: before May 1 for the fall semester, before Oct. 1 for the spring semester, and before March 1 for the summer session. Every reasonable effort to

accommodate late requests will be made; however, late requests may result in delay or substitution of accommodation for the initial semester.

Children's Learning Center

Professional child care is available during the day for the children of students, staff and community residents. Advance enrollment is required. The Moraine Valley Children's Learning Center is a state-licensed facility.

The environment is prepared with developmentally appropriate activities that meet the social, emotional, physical, and cognitive needs of children 2 to 5 years. The center is a laboratory facility for Moraine Valley's Child Care Program and an observation area.

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

Computer Access

Moraine Valley has multiple computer labs, cybercafes and open computing throughout the campus. Wireless access is available inside all main campus buildings and outside in the quad.

Counseling and Career Development Center

Counselors provide a variety of programs and services to enhance the learning and personal development of students. The center, located in the Student Services Center, Room S202, is open Monday and Tuesday 8:30 a.m. to 7:30 p.m., and Wednesday, Thursday and Friday 8:30 a.m. to 5 p.m. Last students signed in one hour before closing. **(708) 974-5722**, *morainevalley.edu/counseling*

Through individual appointments, seminars, workshops, and credit courses, counselors provide:

Career Counseling

• gain an understanding of interests, work values, work personality, and skills

• identify potential career options

• learn how to plan effectively

• use career information to explore careers and the world of work

• decide a career direction

• select a college major

Academic Counseling

• learn skills for success in college

• explore educational goals

• develop skills for enhancing time management, reducing school anxiety, and building motivation and confidence in school

Personal Development Counseling

• learn to manage personal issues

• develop skills for problem solving

• learn to communicate and build relationships effectively

Fine and Performing Arts Center

The Fine and Performing Arts Center features the visual and performing arts. Each season more than 100 events and exhibits are presented in the Dorothy Menker Theater, the John and Angeline Oremus Theater and the Robert F. DeCaprio Art Gallery. The Fine and Performing Arts Center features the work of nationally recognized visual and performing artists, as well as the work of Moraine Valley visual and performing arts students and faculty. Dedicated to lifelong learning in the arts, the Fine and Performing Arts Center offers a variety of noncredit classes in art, music, dance, and theater for all ages, including private lessons on instruments and in voice, and special summer camps in the arts for children and teens. **(708) 974-5500**, *morainevalley.edu/fpac*

Food Service

The Café Moraine restaurant is located on the first floor of the Student Union. It is open Monday through Thursday from 7:30 a.m. to 6:30 p.m. and Friday from 7:30 a.m. to 2 p.m. Café Moraine accepts cash or credit card. Espresso Love, located in Building C (first floor), Building D (first floor), Building L (first floor and in the Library), offers specialty coffees and food. Visa, Mastercard and cash are accepted. Vending machines with soft drinks, coffee and snacks are available in the lounges of the main campus buildings. Café Moraine weekly menu: *morainevalley.edu/yummy*

Health, Fitness and Recreation Center

This state-of-the art facility is open to students, employees and the community. All full-time students taking 12 credit hours or more have free access to the facility during the semester they are enrolled, with a valid Moraine Valley student ID. Part-time students can gain access by paying a low fee. The center features cardiovascular and free-weight space, a three-court gymnasium, a four-lane pool, fitness students, indoor track, locker rooms with steam rooms, and a café. Programs are coordinated by the Department of Campus Recreation within the center and include fitness classes, intramural sports, personal training, aqua classes, swim lessons, and more. General hours are Monday through Thursday 5:30 a.m. to 11 p.m., Friday 5:30 a.m. to 10 p.m., Saturday 7 a.m. to 8 p.m., and Sunday 8 a.m. to 8 p.m. **(708) 608-4000**, *morainevalley.edu/fitrec*

Job Resource Center

The Job Resource Center provides individual assistance, employer resources, job search skills workshops, online resources, and internship assistance. Located in S202, the center is open Monday through Friday 8:30 a.m. to 4:30 p.m. and Tuesday from 8:30 a.m. to 7 p.m. **(708) 974-5737**, *morainevalley.edu/jrc*

Services include the following:

College Central Network— Free online job listing service. Employers from a consortium of Illinois community colleges post job openings. Students obtain a password, construct a resume and can search for employment opportunities online.

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

Career-Related Workshops— Workshops are offered during the fall and spring semesters. Areas covered include resume writing, cover letters, interviewing, job search strategies, internships, and other career related issues.

On-Campus Recruitment— Employers come to campus to recruit candidates for their positions. These visits are set up and advertised by the Job Resource Center.

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

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

Job Fairs and Other Events— Job and internship fairs occur in the spring and fall. A mock interview day also is offered during the fall and spring, featuring real employers giving feedback in a mock interview situation.

Library

The Library provides a variety of services and resources to help students attain educational goals. Resources include books, e-books, magazines, academic journals, online databases, streaming media collections, DVDs, textbook collections, and course reserves. The Library also offers anatomy models, calculators, iPads, and laptops for a limited check-out period, as well as over 100 desktop computers for students to use on campus. Study rooms are available for student groups to check out, and silent student space for individuals is provided on the lower level. Librarians are always available when the Library is open to assist students with their research and information needs in person, online or by phone. Students need a current student ID to check out materials. Building L, **(708) 974-5234**, *library@morainevalley.edu, lib.morainevalley.edu*.

Learning Development Support System (LDSS)

LDSS is a supportive program designed for students with learning disabilities who have the potential to succeed at college level. Currently enrolled students may receive services such as college orientation, diagnostic evaluation, academic and career support from the LDSS staff. Applications for the LDSS, including documentation, must be received by the Center for Disability Services prior to May 1 for fall semester, prior to Oct. 1 for spring semester, and prior to March 1 for summer session. Moraine Valley students are charged a $100 fee for the diagnostic evaluation; nonstudents are charged a $200 fee. For more information, contact the Center for Disability Services in Room S114 or call **(708) 974-5711**.

Multicultural Student Affairs/English Language Learner Center

Multicultural Student Affairs (MSA) and the English Language Learner Center offer programs to promote the success of students of color and students with limited English. MSA programs are designed to recruit, retain and promote degree completion of these students. MSA provides direct student support services and coordinates individual and group activities to promote integration into the college environment and academic success. Services include academic advising, transfer assistance, assistance in evaluating educational documents and skills attained in other countries, computerized scholarship information search, career planning assistance, educational planning resources (references, college catalogs, college applications, videos, and transfer guides), faculty/staff and student mentoring program, peer (student) mentoring and study groups, transfer workshops, university field trips, educational/cultural/social activities, and high school recruitment.

Multicultural Student Affairs takes an active role in promoting respect for diversity, and exploring and learning from the many cultures that our increasingly diverse student body represents. In collaboration with the Student Life Office, MSA supports student organizations such as the Alliance of African-American Students and Alliance of Latin American Students. MSA assists student organizations to coordinate educational, cultural and social activities, as well as offers guidance on issues related to diversity. Multicultural Student Affairs is located in Room S201. Office hours are Monday and Tuesday 9 a.m. to 7 p.m., and Wednesday, Thursday and Friday 9 a.m. to 5 p.m. **(708) 974-5475**, *morainevalley.edu/transfer*

Student Success Center

The Student Success Center provides programs and services essential to student success and retention. The center works cooperatively across the college (i.e., Academic Advising, Counseling and Career Development, Financial Aid, Disability Services, etc.) in an effort to maintain a strong consortium of resources armed at increasing student success, retention and completion. At the present, the major areas of focus for the center are Dual Credit/Dual Enrollment programs, tutoring services, Honors Program, peer mentoring, financial literacy, Veteran Services, New Student and Parent Orientation programs which include enhanced support of high school-to-college transitions. **(708) 974-5277**, *morainevalley.edu*

Parking

There are approximately 5,000 parking spaces on the Moraine Valley campus. These spaces are available on a first-come, first-served basis. A properly displayed permit is required for faculty, visitor and handicapped parking. Vehicles parked in violation of the restricted areas will be issued a parking citation with a fine of $30, and a fine of $250 for handicapped violations. Individuals or groups with questions concerning parking or parking permits should contact the Police Department at **(708) 974-5555**. *morainevalley.edu/police*

Appeal Policy — It is the policy of the Police Department to fairly and impartially enforce the parking regulations at Moraine Valley. In the interest of the fair and impartial administration of justice, any person issued a -citation at Moraine Valley may appeal. The appeal will be reviewed by the Moraine Valley parking appeal officer. A second review (if needed and/or requested) will be processed by the appropriate Moraine Valley vice president.

The appellant must fill out the appeal form completely, including all details which it is claimed excuse the parking violation. Every appeal will be reviewed on an individual basis. For first offenders, whether student, staff, faculty, or visitor, the review will result in a determination of:

1.   No justification—Full fine due
2.   Partial justification—1/2 fine due
3.   Full justification—No fine due

The review of any individual's subsequent violation will be more stringent.

Placement Testing and Test-taking

Placement Testing — Placement tests in reading, writing and mathematics are used to place students in the appropriate level of reading, English composition and mathematics courses. Students who do not demonstrate college-level skills in any of these areas will be required to take courses which will prepare them for college-level courses. These courses, if taken, will not count toward the associate's degree. **(708) 974-5309**, *morainevalley.edu/testingcenter*

Testing Center — The primary purpose of the Testing Center is to support the college mission and the campus goals/objectives by providing a broad range of testing and proctoring services, closely monitored and enforced. Located in B101, the Center's hours during the regular semester are Monday through Thursday 8 a.m. to 8:30 p.m., Friday 8 a.m. to 3:50 p.m., and the first and third Saturday of the month 9 a.m. to 1:50 p.m. Identification with Moraine Valley student photo ID is required to receive a test. **(708) 974-5249***, morainevalley.edu/testingcenter*

Police Department

The Police Department is located in Building P. Police officers are on campus 24 hours a day, 365 days a year. You can reach the office at **(708) 974-5555** or ext. 5555, or in an emergency dial 911 on any phone, including pay phones without coins. In addition, red emergency telephones are located throughout the campus buildings. These telephones connect directly to the Police Department without dialing. Blue emergency telephone stations are located in each of the college's parking lots and also connect directly to the Police Department.

The Police Department provides many services for the college community, including emergency first aid, crime awareness programs, investigation into criminal offenses and related incidents, enforcement of college rules and regulations, escorts, assistance in motorist emergencies, correction of safety hazards, and processing of lost and found items. For a complete list of services, contact the Police Department at **(708) 974-5555***, morainevalley.edu/police*

TRIO Programs

Moraine Valley has three Trio programs—Student Support Services, Educational Talent Search and Upward Bound. The offices are in Building S, Room S219.

Student Support Services/TRIO — This program assists students with academic need who are first-generation college students (neither parent has graduated from a four-year college), low-income or disabled. The program provides intensive support services to students and assists in their retention, graduation and transfer to a four-year college. Services include educational and personal support, computer accessibility and study assistance, financial assistance/scholarship searches, tutoring study groups, transfer assistance, academic advising, workshops and seminars, cultural activities, and tours to colleges and universities. Monday through Friday 8 a.m. to 5 p.m. or by appointment. **(708) 974-5648,** *morainevalley.edu/trio*

Educational Talent Search — Educational Talent Search (ETS) is a TRIO outreach program serving students in grades 6-12. The goal is to assist students from

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

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

Study Abroad

An exciting opportunity to blend international travel with academic study through the Illinois Consortium of International Studies and Programs. Through this partnership, students can take advantage of programs in Salzburg, Austria (fall/spring); San José, Costa Rica (summer); or Canterbury, England (fall/spring). College credit can be earned and financial aid may be available. **(708) 974-5393**

Speaking and Writing Center

The Speaking and Writing Center offers all students assistance with writing assignments, encourages excellence in communication skills through one-to-one conferencing, and builds students' confidence in their ability to communicate effectively. Faculty members and peer assistants are available to work with students on any part of the writing or speaking process: audience analysis, prewriting and invention, drafting and developing, revising, researching a topic, and documenting sources. The center is located in Room A258. Students are encouraged to sign up for appointments; however, walk-ins are welcome. **(708) 608-4216**, *writingcenter.morainevalley.edu*

Student Life

The Student Life Office enhances the educational goals of the students through co-curricular activities. Its mission is to facilitate student development through intellectual, recreational, service, and social activities at the college and in the community. For program information, visit Building U, Room U115, or contact the office at **(708) 974-5717**, *morainevalley.edu/student life, studentlife@morainevalley.edu*.

Student Organizations

Organizations are sanctioned by the college and generally receive funding through college activity fees.

College Bowl — This is a varsity sport of the mind. This challenging competition is a cross between *Jeopardy* and Trivial Pursuit. Moraine Valley's College Bowl Team competes in the Skyway Conference Tournament, and the fall and spring regional tournaments. **(708) 608-4177**

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

Forensics (Speech Team) — Students engage in competitive public speaking or dramatic interpretation at intercollegiate competitions. Travel required; three to five weekend tournaments each semester. **(708) 974-5556**, *morainevalley.edu/forensics*

Inter-Club Council — The council consists of elected representatives of all chartered clubs on campus. The ICC meets twice a month to organize and conduct events and discuss student issues. The ICC approves the charters and constitutions for all clubs and coordinates club trips, events and fundraisers. **(708) 974-5353**

International Conversation Partners Program/International Student Ambassadors — This program offers Moraine Valley's international and American students the opportunity to learn about cultures and countries throughout the world. The International Conversation Partners program pairs international and U.S. students for conversation and English practice. The International Club offers trips, events and cultural activities for students to socialize, build new friendships, develop leadership skills, and increase international awareness.

Peers Educating Peers (PEP) — PEP is a group of trained student leaders whose primary goal is to promote and support healthy lifestyle choices in our community college environment. PEP provides an opportunity for interested students to educate fellow students about topics that lead to positive/healthy choices and personal safety. These trained leaders will educate the college community about issues such as alcohol and substance use and abuse, sexual responsibility, keeping physically fit, HIV/AIDS, self-esteem, stress management, healthy eating, family relationships, and mediation.

Phi Theta Kappa — This is the international honors society of two-year and community colleges. Since 1918 Phi Theta Kappa has chartered 1,100 chapters and inducted over one million members. Moraine Valley's chapter, Alpha Iota Lambda, conducts meetings, initiates service projects, attends special activities geared toward the annual honors study topic, and is active on the state and national levels of PTK. A 3.5 grade point average and at least 12 credit hours are required, and there is a one-time induction fee. **(708) 974-5353**, *morainevalley.edu/ptk*

Student Government Association (SGA) — The SGA upholds the mission, strategic priorities and core values of Moraine Valley by promoting awareness, leadership and service, and serves as a forum for an open exchange of ideas. The SGA acts as an advisory committee for the student body and as a voice of the student. The SGA is a liaison to the college administration. **(708) 974-5353**, *morainevalley.edu/sga*

Student Trustee — The student trustee, elected from the student body, represents the students on the Moraine Valley Community College Board of Trustees. Other responsibilities include representing the Student Government Association at college functions and serving as the Illinois Community College Board Student Advisory Committee representative. The student trustee must be willing to commit a minimum of five hours a week to the position and be willing to travel off campus. Elections occur every spring semester. **(708) 608-4165**, *morainevalley.edu/sga*

Publications

Glacier— The student newspaper offers journalism experience and leadership opportunities through volunteer service or classroom instruction. The Glacier is available in a print and online version.

Mastodon— This literary magazine contains works by Moraine Valley students and staff. The Mastodon also sponsors open mic performances twice per semester.

For information on both publications, call **(708) 608-4177**.

Leadership Training Workshops

Student Life organizes leadership development seminars that are open to all students during the fall and spring semesters. The seminars assist students with developing leadership potential, learn more about themselves as team members, and enhance their college experience and

professional etiquette. Seminars are free; registration is necessary. **(708) 974-5353**

Student Clubs

Getting involved in clubs is a great way to meet people, make new friends, gain valuable leadership experience, develop organizational skills, and have fun. Clubs are chartered and recognized through the Inter-Club Council, a college-sanctioned organization. Clubs can petition to the council for funding through set guidelines. *morainevalley.edu/studentlife*

Bob and Marge Bobb Student Social/Cultural Lounge

Located on the first floor of the Student Union, the lounge offers you an opportunity to relax and socialize between classes. Stay in touch with the world via the Internet in our cyber lounge area or just sit and relax with fellow students. Offices and meeting space for student clubs and organizations are located on the second floor of the Student Union. Other resources, including magazines and games, are available for students to check out with a valid student ID card.

Intercollegiate Athletics

At Moraine Valley, students can participate in an athletic program that will challenge them in a first-class conference.

Moraine Valley is a member of the Illinois Skyway Collegiate Conference (ISCC) and part of the National Junior College Athletic Association. The ISCC provides inter-collegiate competition with Elgin Community College, College of Lake County, McHenry County College, Morton College, Oakton Community College, Prairie State College, and Waubonsee Community College. Students must meet conference eligibility requirements to participate in intercollegiate athletics. **(708) 974-5727**, *morainevalley.edu/athletics*

Moraine Valley's intercollegiate athletic teams include the following:

For Men	For Women
Baseball	Basketball
Basketball	Cross Country
Cross Country	Soccer
Golf	Softball
Soccer	Tennis
Tennis	Volleyball

Intramural Sports

Students can compete in a friendly game against other Moraine Valley students. Intramural sports include volleyball, flag football, basketball, and soccer. Form a team and sign up to play.

Music Groups

Moraine Concert Band — A performing group of wind, brass and percussion instrumentalists which performs a wide variety of music including traditional marches, classical transcriptions, musicals, and contemporary works. This group performs several concerts each year, both on and off campus. Registration is by permission of the instructor and prior band experience is required. May be taken for credit or noncredit. **(708) 974-5215**

Moraine Valley Chamber Singers — A performance group singing choral music of various styles. The vocal group performs at five concerts a year. Must be able to read music and match pitch. May be taken for credit only. **(708) 974-5755**

Moraine Valley College-Community Orchestra — The orchestra is a performance group dedicated to the exploration of orchestra literature from the Baroque to the 20th century and beyond. Enrollment is open to orchestral instruments including violin, viola, cello, bass violin, and winds. Interested musicians should be proficient music readers with prior experience in high school or college orchestra and/or band. This ensemble will perform several concerts each semester. Director's approval required for new members. May be taken for credit or noncredit. **(708) 974-5637**

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

Moraine Chorale — A performance group of singers rehearsing and performing choral music of various styles. Members must be mature, experienced singers with a desire to perform. The Chorale performs five concerts a year on campus. Must be able to read music and match pitch. May be taken for credit or noncredit. **(708) 974-5755**

Moraine Valley Jazz Ensemble — A performing group of instrumentalists in which big band (jazz orchestra) performance practices are explained and achieved. Includes study of big band repertoire ranging from historic to contemporary as well as instruction in techniques of improvisation and correct interpretation of style. Registration is by permission of the instructor. May be taken for credit or noncredit. **(708) 974-5215**

Percussion Ensemble — A group of percussionists dedicated to the performance of music such as ragtime, classical, popular, Caribbean/Latin, chamber and jazz. The ensemble performs several concerts each semester both on and off campus. New members need not have a

percussion background in order to participate, but must able to read standard music notation at a performance tempo. Registration is by permission of the instructor. May be taken as credit or noncredit course. **(708) 974-5215**

Small-Group Jazz Ensemble — A performing group of mixed instru-mentalists in which small-group (chamber) jazz performance practices are explained and achieved. Course study includes the analysis and performance of historic small-group repertoire, instruction in techniques of improvisation and exploration of music forms common to jazz. Group performs several on-campus concerts each year. Registration is by permission of the instructor. May be taken as credit or noncredit course. **(708) 974-5215**

Illinois Skyway Collegiate Conference

Moraine Valley's participation in the Illinois Skyway Collegiate Conference gives students the opportunity to compete in art, jazz, STEM and writing competitions. These activities heighten students' co-curricular activities at Moraine Valley. **(708) 974-5379**

Student Rights and Responsibilities

Human Rights Statement

It is the policy of Moraine Valley Community College not to discriminate on the basis of race, color, age, sex, religion, national or ethnic origin, disability, creed, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, or other legally protected characteristics or conduct in its educational programs, activities or employment practices. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments, Sections 503 and 504 of the Rehabilitation Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state statutes and regulations. Inquiries concerning application of Title IX may be referred to the Vice President of Student Development, **(708) 974-5209**, 9000 W. College Pkwy., Palos Hills, IL 60465. Also see *morainevalley.edu/humanresources.* Other inquiries concerning the application of other federal or state laws may be directed to the Director of Human Resources, **(708) 974-5704**, 9000 W. College Pkwy., Palos Hills, IL 60465.

Academic Community Statement

As members of the Moraine Valley Academic Community, we are accountable to each other for upholding the Core Values of the college: integrity, responsibility, respect, fairness, and diversity. Together, we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct (p. 44) and ethical learning behavior as defined in the Code of Academic Integrity (p. 43).

Code of Academic Integrity

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

• Honesty: deal truthfully in speech and action

• Responsibility: be accountable to oneself and others

• Integrity: adherence to a standard of values

• Trust: mutual confidence in word and action

• Fairness: consistent and equal treatment of individuals–free of favoritism

• Respect: honor yourself and others
(Adapted from the Center for Academic Integrity)

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

Academic Misconduct

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

• misrepresenting his or her work,

• fraudulently or unfairly advancing his or her academic position,

• being a party to another student's failure to maintain academic integrity,

• and violating the principles of academic integrity in any other manner (adapted from Cornell University, Code of Academic Integrity).

Acts of Dishonesty include but are not limited to:

A) Cheating which includes, but is not limited to:

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

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

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

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

B) Plagiarism which includes, but is not limited to:

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

    ii) unacknowledged use of materials prepared by another person;

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

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

Academic Integrity Violation Process

When a faculty member observes a violation of the Code of Academic Integrity or has evidence to suspect that a violation has occurred, the faculty member initiates the process to determine the extent of the violation and any penalties that may result. The faculty member must act on potential violations as soon as possible but no longer than

five school days following the discovery of evidence of a violation or immediately before/after the next class period where the student is present. It is expected that students will complete their entire academic career with zero purposeful violations of Academic Integrity. Thus, any purposeful violation is seen as significant.

Code of Student Conduct

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

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

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

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

Student Complaint and Hearing Process

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

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

2.   Those unrelated to an academic decision.

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

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

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

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

1.   Express your concerns to your instructor: Try to resolve the situation informally.

2.   If Step 1 does not resolve your concerns, you may appeal in writing to the faculty member's dean, using the Academic Complaint form that is available in any academic subdivision office.
Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation. The dean will thoroughly investigate your concerns and communicate the faculty member's decision in writing, normally within 40 college days of the written appeal's initiation.

3.   If you are not satisfied after your appeal to the dean, you may continue the appeal to the vice president of Academic Affairs in writing within 10 college days.

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

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

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

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

1.   When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.

2.   If Step 1 does not resolve your concerns, you may file a complaint in writing to the assistant dean of Code of Conduct and Student Life, using the Non-Academic Complaint Form available from the office of Student Life (U115), from the office of the vice president of Student

Development (D201) or the office of the dean of Student Services (S221).

Remember that complaints must be initiated within 20 college days of the occurrence of the action being grieved. The assistant dean of Code of Conduct and Student Life will refer your complaint to the administrator responsible for the area of concern. A thorough investigation will be conducted, and you will be provided with a written determination, normally within 40 college days of the written appeal's initiation.

3.   If resolution of your concerns does not occur, you may ask the vice president of Student Development to review your complaint. You have 10 college days, after receiving the written determination, to request further review.

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

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

Sexual Harassment, Misconduct and Assault

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

The college has designated the dean of Student Success as the Title IX coordinator.

Dr. Jo Ann Jenkins
Dean of Student Success
Phone: (708) 974-5277
Office Location: Building S, Room S216E
Email: jenkinsj52@morainevalley.edu

The full policy and procedures are available in the Student Life Office (Building U, Room U115). To file a complaint or to request information, contact the Title IX coordinator or the assistant dean of Code of Conduct and Student Life at **(708) 974-5390**.

Privacy Rights of Parents and Students

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

1974 Family Educational Rights and Privacy Act as amended — This act requires that students be advised of their rights concerning education records and of certain categories of public information which the college has designated "directory information." 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, accreditary organizations)

• requests for directory information

In accordance with the act, the college has designated the following categories of information as public. This information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request that all or part of this list be withheld. These categories are the following:

• name

• city/town of residence

• major field of study

• participation in officially recognized activities and sports

• weight and height of members of athletic teams

• dates of attendance (including current classification and year, matriculation and withdrawal dates)

• degrees and awards received (type of degree and date granted)

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

All information, records, and correspondence are directed only to the student. These rights to educational records transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Under the act, prior written consent from the students must be obtained before information may be disclosed to a third party unless they are exempted from the provision.

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

Rights and Responsibilities for Students with Disabilities

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

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

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 Center (B101), and other areas designated by the college.

Presence of Children on Campus

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

Smoke-Free Facilities

Effective July 1, 2015, 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 District 524 expressly prohibits the carrying of concealed weapons on college owned or controlled building and grounds, athletic fields, artistic or entertainment venues, officially recognized college-related organization property, whether owned or leased, and any real property including parking areas, sidewalks, and common areas under the control of Moraine Valley Community College District 524, as pursuant to Illinois Public Act 098-0063, the Firearm Concealed Carry Act. Nothing in this policy restricts the carrying or use of firearms for the purpose of law enforcement training programs, or possession by sworn law enforcement officers.

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 Assistant Dean of Code of Conduct and Student Life or his designee will meet with the college's Police Chief or his designee to review the student's class schedule and determine which restrictions should be put in place.

2. After determining the appropriate restrictions for a particular student, the Police department will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the college's campus.

3. During the meeting with the Police Chief (or his designee) and the registered sex offender student, Police Department will provide the student a written letter containing the restrictions the student must abide by while on the College's campus and will discuss each restriction verbally with the student. During this meeting, the student

will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment, access to campus and/or the decision to initiate police action against them by the college police department.

4.   If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Assistant Dean of Code of Conduct and Student Life will notify the instructor of the class of the student's status as a sex offender. The Assistant Dean of Code of Conduct and Student Life will also determine if there are other College staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the College's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.

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

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

Drug-Free Schools and Communities Act

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.

Corporate, Community and Continuing Education

Moraine Valley offers a variety of professional and personal services, including assistance to local companies in strengthening their workforce and becoming more productive. Through scheduled short-term training, customized training, and outreach services, the college meets the demanding needs of business and industry, and provides opportunities for professional and personal growth for community residents. **(708) 974-5735** *morainevalley.edu/ccce*

Business/Professional Education and Training

Consulting Solutions — Business and industry experts assist companies in strategic planning by conducting needs assessments, developing performance metrics, calculating return on investment, evaluating performance, and developing cost-effective training solutions to increase productivity, decrease costs and increase profitability. Focus areas include human resources, small business support, manufacturing, operations, quality, engineering, and strategic planning.

Continuing Education for Health Professionals — Education and training programs are available to assist professionals in meeting continuing education licensure requirements of their fields. Programs include R.N. refresher, CPR, critical care/trauma, clinical nursing, medical-surgical, respiratory therapy, addictions studies, physical therapy, and massage therapy.

Customized Solutions — Credit and noncredit programs are designed in a variety of training formats, including short courses, one- and two-day workshops, and other flexibly scheduled formats. The times and locations are customized to meet the needs of the companies. Training can take place at the college utilizing state-of-the-art labs and facilities, or be delivered on company sites to maximize learning on location. Training options include, but are not limited to, computer training, health and safety, English as a second language, leadership and management training, Lean enterprise, maintenance, nondestructive testing, performance management, pneumatics, supply chain management, supervisory training and welding.

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

Green and Sustainability — Various courses developed by knowledgeable environmental professionals are designed and scheduled to assist individuals in learning how to conserve Earth's natural resources. Industry professionals will show you how to make positive changes in your lifestyle and business, ultimately affecting the sustainability of this planet. Topics include but are not limited to renewable energies, recycling, Resnet training and green savings for home and business.

Online Noncredit Programs Through ed2go — These noncredit classes, which last six weeks, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All courses are instructor-facilitated and allow you to complete the courses entirely online. For more information, visit *ed2go.com/morainevalley*.

Professional Development — Seminars, workshops and courses are designed to facilitate the lifelong learning necessary to ensure career growth. This training is geared toward new employees, supervision, management, and career transition. Skills covered include team building, time management, effective delegation, communication, problem solving, business etiquette, and supply chain management. Training is available through regularly scheduled classes and customized formats.

Real Estate Training Center — Moraine Valley is a Division of Financial and Professional Regulation provider of the educational requirements for real estate brokers and managing brokers, associate appraisers, and appraisal continuing education.

Safety Training — Specialized training in the area of health and safety is provided for municipalities, first responders, health and environmental professionals, as well as business and manufacturing. This OSHA- and EPA-approved training is available at Moraine Valley as well as on site at company locations. Programs include but are not limited to CPR and first aid, hazardous materials, forklift training, lockout/tagout, and confined space.

Technical Classes — These short-term courses are designed and scheduled to assist employees in staying abreast of changes in their professions or for those transitioning to a new career. The current offerings include computer and software training, Internet training, computer networking, web and computer graphics, electronics and integrated systems technology, nondestructive testing training, and welding. Training is available through regularly scheduled classes and customized formats.

Training Grants — Access to training grants is made available to companies in our community as dictated by the providers. The college will assist companies in the application process on a limited basis. Grants include but are not limited to Department of Commerce and Economic Opportunity, Illinois Community College Board, and the Secretary of State.

Community Education

50 Plus Ageless Learning Center— Various programs and services are offered especially for older adults. Classes and seminars cover topics such as computers, fitness, dance, art, healthy living, second careers, and finance.

Valley Learning Center— Classes for children and teenagers 4-15 are provided for young people interested in exploring new subjects that are challenging and fun. The Valley Learning Center provides classes in reading, mathematics, study skills, science, computers, and more to help children achieve their full potential.

Personal Development and Lifelong Learning— Moraine Valley offers hundreds of short courses for community members both on campus and at several local extension centers. Subject areas include arts and crafts, culinary, family education, fitness, healthy living, home improvement, landscaping, investments and money matters, languages, dance, computers, writing, and hobbies, to name a few.

Career Connections Adult

The Moraine Valley Illinois workNet Center provides programs and services to meet the needs of unemployed and underemployed individuals in securing gainful employment and assist employers in developing their current workforce and identifying qualified candidates for positions with their companies. Moraine Valley operates an affiliate Illinois workNet Center located on campus. The center is federally funded through the Workforce Investment Act (WIA) and offers employment services to unemployed low-income adults and dislocated workers. The center houses a resource room for job seekers to conduct a job search via the computer lab equipped with computers, fax machine, phone, copier, and other resources. In addition, the WIA grants offer eligible individuals access to individualized career services and retraining programs paid through the grant. The center, located in Room T904, is open Monday through Friday 8 a.m. to 5 p.m. **(708) 974-5536,** morainevalley.edu/wioa

Career Connections Youth

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

• In-school youth with good behavioral standing

• Low income (proof)

• Have a Social Security card and birth certificate

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

Moraine Business and Conference Center

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

Transfer Programs

Moraine Valley Community College offers a wide variety of courses specifically designed for transfer. This enables students to complete their first two years of coursework leading toward a bachelor's degree in virtually any field of study at a four-year college or university. The keys to a successful transfer are to start planning immediately and to select coursework carefully. Moraine Valley academic advisors are available to help students develop an individual educational plan. Please refer to the college website for the most up-to-date program information. *morainevalley.edu/academics*

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.), 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 available in the Academic Advising Center. For other schools, students should consult the catalog and/or contact the intended transfer institution for additional information. In most cases, if students select their general education coursework carefully, they can simultaneously satisfy the general education requirements for both Moraine Valley and the transfer institution. (Also see Illinois Articulation Initiative (p. 51).)

3.   **Fulfill the lower-division requirements in your major field of study**. Students should familiarize themselves with the criteria for admission into the specific program major at the college where a student plans to transfer. In many cases, specific lower-division coursework is required. Detailed information for many schools is available in the Academic Advising Center. Ask for transfer guides for specific majors and/or consult the catalog of the transfer school.

4.   **When a student is ready to transfer, obtain a Request for Transcript form from Admissions, Records and 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.

Associate in Arts Degree (A.A.)

These programs are for students who plan to major in liberal arts disciplines such as art, criminal justice, education, English, foreign language, geography, history, law, music, philosophy, physical education, political science, psychology, sociology, social work, speech, and theater.

Associate in Science Degree (A.S.)

These programs are for students who plan to major in a science-related discipline such as biology, chemistry, computer science, dentistry, engineering, geology, mathematics, medicine, medical technology, nursing, pharmacology, occupational and physical therapy, physics, and veterinary medicine. They are also for transfer business majors such as accounting, business administration, finance, human resources, marketing, and management.

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

The A.F.A. is designed to meet the unique needs of students who plan to major in art or music. 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.

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.

Illinois Articulation Initiative

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

The initiative includes an agreed-upon Illinois General Education Core Curriculum and recommended freshman- and sophomore level courses for specific majors in the Illinois Baccalaureate Majors' Curricula. Completion of the

general education core curriculum at any participating institution in Illinois assures transferring students that lower-division, campus wide general education requirements for an Associate in Arts or Associate in Science or bachelor's degree have been satisfied upon transfer to another participating institution. The receiving institution may require admitted transfer students to complete an institution wide and/or mission-related graduation requirement beyond the scope of the general education core. The Associate in Fine Arts degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. Students who complete the general education core and the prescribed major curricula will be better prepared to transfer as juniors in the baccalaureate major at participating schools. The most current list of participating schools can be found online at *iTransfer.org.* IAI course numbers are presented in the Course Descriptions section of this catalog.

Illinois Articulation Initiative Courses

The following Moraine Valley courses are IAI-approved to ensure seamless transfer at more than 100 participating Illinois colleges and universities. This course list is subject to change. Please consult the IAI website at *itransfer.org/iai* to verify the list of IAI approved courses. See *transferology.com/state/il* or *itransfer.org/mycreditstransfer* to verify how any of your Moraine Valley courses may transfer.

Moraine Valley Course Number	Moraine Valley Course Title	Credits Hours	IAI Course Number and Title
ANT-201	Intro to Physical Anthropology	3	S1 902 (Introduction to Physical Anthropology)
ANT-202	Introduction to Cultural Anthropology	3	S1 901N (Introduction to Cultural Anthropology)
ANT-210	Introduction to Archaeology	3	S1 903 (Introduction to Archaeology)
ARB-202	Arabic IV	3	H1900 (Foreign Language IV)
ART-110	Art Appreciation	3	F2 900 (Art Appreciation)
ART-205	Survey of Art I	3	F2 901 (History of Western Art I)
ART-206	Survey of Art II	3	F2 902 (History of Western Art II)
ART-208	Survey of Art III	3	F2 902 (History of Western Art II)
ART-209	Survey of Non-Western Art	3	F2 903N (Non-Western Art)
BIO-111	General Biology I	3	L1910L (General Biology for Majors Only)
BIO-112	General Biology II	3	L1910L (General Biology for Majors Only)
BIO-119	Introductory Microbiology	3	L1 903L (Microbes and Society)
CHM-111	Fundamentals of Chemistry	3	P1 902L (General Education Chemistry)
CHM-131	Chemistry I	3	P1 902L (General Education Chemistry)
COM-101	Composition I	3	C1900 (Writing Course Sequence)
COM-102	Composition II	3	C1901R (Writing Course Sequence)
COM-103	Speech Fundamentals	3	C2 900 (Oral Communication)
EAS-120	Introduction to Earth Science	3	P1 905L (Earth Science)
EAS-125	Introduction to Weather and Climate	3	P1 905L (Earth Science)
EAS-130	Severe and Hazardous Weather	3	P1905L (Earth Science)
ECO-101	Principles of Macro-Economics	3	S3 901 (Principles of Macroeconomics)
ECO-102	Principles of Micro-Economics	3	S3 902 (Principles of Microeconomics)
FRE-202	French IV	3	H1 900 (Foreign Language IV)
GEL-150	Physical Geology	3	P1 907L (Introduction to Geology)
GEO-101	Cultural Geography	3	S4 900N (Introduction to Human Geography)
GEO-102	World Regional Geography	3	S4 900N (Introduction to Human Geography)
GEO-201	Economic Geography	3	S4 903N (Introduction to Economic Geography)
GER-202	German IV	3	H1 900 (Foreign Language IV)

HIS-101	Western Civilization I	3	S2 902 (History of Western Civilization I)
HIS-102	Western Civilization II	3	S2 903 (History of Western Civilization II)
HIS-201	American History I	3	S2 900 (United States History I)
HIS-202	American History II	3	S2 901 (United States History II)
HIS-210	History of Asia	3	S2 908N (History of Asia and the Pacific I)
HIS-215	History of Africa	3	S2 906N (History of Africa I)
HIS-220	History of Latin America	3	S2 910N (History of Latin America I)
HUM-101	Western Humanities I: Foundations	3	HF 902 (Western Humanities I)
HUM-102	Western Humanities II: Continuities	3	HF 903 (Western Humanities II)
HUM-115	World Mythology	3	H9 901 (Mythology)
HUM-120	Women in the Humanities	3	HF907D (Cultural Expression of Gender)
HUM-135	African & Middle Eastern Humanities	3	HF904N (Non-Western Humanities)
HUM-140	Asian & Oceanic Humanities	3	HF904N (Non-Western Humanities)
HUM-145	Native American Humanities	3	HF904N (Non-Western Humanities)
LIT-213	American Literature I	3	H3 914 (Survey of American Literature I)
LIT-214	American Literature II	3	H3 915 (Survey of American Literature II)
LIT-215	Bible as Literature I	3	H5 901 (Foundational Religious Texts)
LIT-216	Bible as Literature II	3	H5 901 (Foundational Religious Texts)
LIT-217	Introduction to Poetry	3	H3 903 (Introduction to Poetry)
LIT-218	Introduction to Drama	3	H3 902 (Introduction to Drama)

LIT-219	Women in Literature	3	H3 911D (Literature and Gender)
LIT-220	Introduction to Fiction	3	H3 901 (Introduction to Fiction)
LIT-221	English Literature I	3	H3 912 (Survey of British Literature I)
LIT-222	English Literature II	3	H3 913 (Survey of British Literature II)
LIT-223	Western Literature I	3	H3 906 (Western/World Literature in Translation I)
LIT-224	Western Literature II	3	H3 907 (Western/World Literature in Translation II)
LIT-225	Shakespeare	3	H3 905 (Introduction to Shakespeare)

Moraine Valley Course Number	Moraine Valley Course Title	Credits Hours	IAI Course Number and Title
LIT-226	Literature of the Non-Western World	3	H3 908N (Non-Western Literature in Translation)
LIT-227	Literature as Film	3	HF908 (Film and Literature)
LIT-228	Latin American Literature	3	H3908N (Non-Western Literature in Translation)
LIT-230	African American Literature	3	H3910D (American Ethnic Literature)
MTH-120	General Education Mathematics	3	M1904 (General Education Mathematics)
MTH-120	Quantitative Literacy	3	M1 901 (Quantitative Literacy)
MTH-122	Math for Elementary Teachers II	3	M1 903 (Mathematics for Elementary Teaching I and II)
MTH-139	Probability and Statistics	3	M1 902 (General Education Statistics)
MTH-143	Finite Mathematics	3	M1 906 (Finite Mathematics)
MTH-145	Calculus for Business & Social Scien	3	M1900-B (Calculus for Business and Social Sciences)

MTH-150	Analytic Geometry & Calculus I	3	M1900-1 (College-level Calculus I)	PSC-103	Introduction to Political Science	3	S5 903 (Principles of Political Science)
MTH-151	Analytic Geometry & Calculus II	3	M1900-2 (College-level Calculus II)	PSC-110	American National Government	3	S5 900 (American/U.S. National Government I)
MTH-152	Analytic Geometry & Calculus III	3	M1900-3 (College-level Calculus III)	PSC-115	State and Local Government	3	S5 902 (American/U.S. State and Local Government)
MTH-212	Business Statistics	3	M1 902 (General Education Statistics)				
MTH-215	Discrete Mathematics	3	M1905 (Discrete Mathematics)	PSC-210	International Relations	3	S5904 (International Relations)
MUS-106	Introduction to American Music	3	F1 904 (Introduction to American Music)	PSC-215	Comparative Government	3	S5 905 (Comparative Government)
MUS-107	Music Appreciation	3	F1 900 (Music Appreciation)	PSC-225	Non-Western Comparative Politics	3	S5 906N (Non-Western Comparative Government)
NAT-111	Environmental Science I	3	L1 905L (Environmental Biology)	PSC-245	Politics of the Middle East	3	S5906N (Non-Western Comparative Government)
NAT-112	Environmental Science II	3	L1 905L (Environmental Biology)				
PHI-101	Introduction to Philosophy	3	H4 900 (Introduction to Philosophy)	PSY-101	Introduction to Psychology	3	S6 900 (General Psychology)
PHI-111	Critical Thinking	3	H4 906 (Introduction to Logic/Critical Thinking)	PSY-104	Life-Span Developmental Psychology	3	S6 902 (Life-span Developmental Psychology)
				PSY-105	Child Psychology	3	S6 903 (Child Psychology)
PHI-120	World Religions	3	H5 904N (Comparative Religions)	PSY-106	Adolescent Psychology	3	S6 904 (Childhood and Adolescent Psychology or Adolescent Psychology)
PHI-125	Ethics	3	H4904 (Ethics)				
PHI-200	Philosophy of Religion	3	H4905 (Philosophy of Religion)	PSY-202	Social Psychology	3	S8 900 (Social Psychology)
PHS-101	Physical Science	3	P9 900L (General Physical Science)	PSY-210	Adult Psychology	3	S6 905 (Adulthood and Aging)
PHS-103	Descriptive Astronomy	3	P1 906L (Introduction to Astronomy)	SOC-101	General Sociology	3	S7 900 (Introduction to Sociology)
PHY-106	Fundamentals of Physics	3	P1 900L (General Education Physics)	SOC-102	Marriage & Family	3	S7 902 (Marriage and Family)
PHY-107	Fundamentals of Physics Lab	3	P1 900L (General Education Physics)	SOC-204	Soc of Contemp Social Problems	3	S7 901 (Social Problems)
PHY-110	Mechnical Universe I	3	P1 900 (General Education Physics)	SOC-210	Minority Groups	3	S7 903D (Racial and Ethnic Relations)
PHY-111	Mechanical Universe I Lab	3	P1 900L (General Education Physics)	SOC-215	Sociology of Sex and Gender	3	S7904D (The Sociology of Sex and Gender)
PHY-150	Mechanics, Heat & Sound	3	P1 900L (General Education Physics)				
PHY-203	Mechanics	3	P2 900L (Calculus-based Physics I)	SPA-202	Spanish IV	3	H1 900 (Foreign Language IV)

SPA-213	Introduction to Hispanic Literatures	3	H3 916 (Survey of [National] Literature I)
SSC-101	Social Science I	3	S9 900 (Interdisciplinary Social/Behavioral Science I)
THE-105	Theatre Appreciation	3	F1 907 (Theatre Appreciation)
THE-107	Introduction to Film	3	F2 908 (Film Appreciation)
THE-110	History of the Theatre	3	F1 908 (History of Theatre)
THE-111	History of Film	3	F2909 (Film History)

IAI Eligible Transfer Degrees Requirement Chart

Following is a summary of the credit hour requirements for the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Refer to the information following this chart for specific course selection.

Credit hours required

A. General Education Core Curriculum

1.Communication	9
2. Mathematics	3
3. Life and Physical Sciences	8
4. Humanities and Fine Arts	9
5. Social/Behavioral Sciences	9
Total General Education Core Curriculum	38
B. Additional Degree Requirements	3
C. Baccalaureate Major/Minor and Elective Courses	21
Total for A.A. and A.S. Degree	62

General Education Core Curriculum

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

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

A.A. and A.S. Degrees

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

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

A. General Education Core Curriculum - 38 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

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 Scien	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-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	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-130	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 - 9 credit hours

Select 3 credit hours from Humanities, 3 hours from Fine Arts and an additional 3 hours from either Humanities or Fine Arts. All courses are 3 hours unless noted otherwise.

Humanities— select 3 credit hours from:

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	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, GER-202, 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-266, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective)

(Note: HUM-120, 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 OR	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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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 3 courses from at least 2 different disciplines (no more than 2 courses from PSY-Psychology, for example). All courses are 3 credit hours.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp 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 3 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
GER-101	German I	4
GER-102	German II	4
GER-201	German 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, GER-101, GER-102, GER-201, SPA-101, SPA-102, and SPA-201 will not satisfy ICA GECC courses but will count as electives in the completed A.A. degree)

Associate in Science Degree

Select 3 credit hours from Math or Physical and Life Sciences listed above or from the following:

MTH-121	Math for Teachers I	3
MTH-141	College Algebra (Functions)	4
MTH-142	Trigonometric Functions	2
BIO-115	Anatomy and Physiology	5
BIO-180	Human Anatomy & Physiology I	4
CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
IMS-101	Introduction to Computer Systems	3
IMS-115	Microsoft Office I	3

(Note: MTH-121, MTH-141, MTH-142, BIO-115, BIO-180, CSC-140, CSC-240, IMS-101 and IMS-115 will not satisfy IAI GECC courses, but will count as electives in the completed A.S. degree)

C. Baccalaureate Major/Minor Field and Elective Courses - 21 credit hours

Includes lower-division coursework in a student's major and minor fields, additional hours from the above areas and other college credit courses. Students should refer to baccalaureate major summaries and transfer guides available in the Academic Advising Center. Periodic consultation with an academic advisor is strongly recommended. Also see "Foreign Language" section.

Total Degree Hours - 62 credit hours

Art, A.F.A.

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

Associate in Fine Arts Degree - Art – 65 Credit Hours

Curriculum Code 1425

The Associate in Fine Arts - Art (A.F.A.) degree requires a minimum of 65 credit hours and offers the foundation 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 a bachelor's degree program, advanced course placement and scholarship consideration. The A.F.A. degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. 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

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 Scien	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-125, 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-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
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
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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, GER-202, 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, LIT-219, and LIT-230 are courses examining human diversity within the United States)

5. Social/Behavioral Sciences - 6 credit hours

Select 6 credit hours from two of the following disciplines (e.g., no more than one course from PSY-Psychology, for example).

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp 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 - 24 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-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 - 9 credit hours

Select 9 credit hours from the following:

ART-120	Beginning Painting	3
ART-125	Ceramics I	3
ART-146	Introduction to Computer Art	3

ART-150	Sculpture	3
ART-160	Darkroom Photography: Introduction	3
ART-170	Printmaking	3

(Note: ART-120, ART-146, and ART-150 require completion of a prerequisite)

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.

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

Associate in Fine Arts - Music – 64 Credit Hours

Curriculum Code 1426

The Associate in Fine Arts - Music (A.F.A.) degree requires a minimum of 64 credit hours and offers the foundation 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 generally requires an audition along with placement exams for admission to the major, advanced course placement and scholarship consideration. The A.F.A. degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guide for many four-year colleges are available in the Academic Advising Center.

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-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	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

(Note: MTH-120, MTH-139, MTH-143, MTH-145, MTH-150, MTH-151, MTH-125, and MTH-212 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-111	General Biology I	4
BIO-112	General Biology II	4
BIO-115	Anatomy and Physiology	5
BIO-119	Introductory Microbiology	4
BIO-180	Human Anatomy & Physiology I	4
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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
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
OR		
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
OR		
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-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
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, GER-202, 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, 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-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp 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-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.

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 the requirements lists as courses examining human diversity from a non-U.S. /non-European perspective or courses examining human diversity within the United States. Students are encouraged to complete any diversity courses required by their intended transfer institution as part of their general education core at Moraine Valley.

Additional Graduation Requirements— refer to Graduation section (p. 33).

Transfer Agreements

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

The following Illinois universities have a compact agreement with Moraine Valley and accept Moraine Valley's Associate in Arts and Associate in Science degrees as satisfying lower-division general education requirements and grant the student junior standing:

Chicago State University
Eastern Illinois University
Governors State University
Illinois State University
Northeastern Illinois State University
Northern Illinois University
Saint Xavier University
Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville
University of Illinois at Springfield
Western Illinois University

See transfer guides for these schools in the Academic Advising Center for special conditions that may apply. The Associate in Fine Arts (A.F.A.) degree and the Associate in General Studies degree (A.G.S) do not qualify for compact agreements.

General Studies, A.G.S.

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

Associate in General Studies - 62 Credit Hours

Curriculum Code 1427

The Associate in General Studies degree 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, MTH, 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)

___-___	Social and Behavioral Sciences Elective	3
___-___	Electives	13

Fourth Semester (15 credit hours)

___-___	Humanities and Fine Arts Elective	3
___-___	General Education Course	3
___-___	Electives	9

Transfer Majors

At Moraine Valley Community College, students can begin the first two years of study for virtually any bachelor's degree program.

Moraine's transfer degree programs in Associate in Arts (A.A.), and Associate in Science (A.S.), and Associate in Fine Arts (A.F.A.) will support a variety of college transfer majors. Each of these transfer degrees are a combination of core general education courses and designated major specific electives.

Students who already know where they will transfer and what major they will pursue can contact a Moraine Valley advisor in the Academic Advising Center who will assist them in obtaining detailed information needed to develop an appropriate education plan. One of the keys to success in transferring to a four-year college or university rests upon the ability of the students to carefully plan their course of study. With proper and guided planning students should encounter few difficulties with the transfer process.

Transfer students who have not decided on a major can select courses to explore interests and fulfill general education requirements. Undecided students are encouraged to make an appointment with a counselor in the Counseling and Career Development Center during their first semester to begin the process of exploring career possibilities and selecting a college major.

Advisors in the Academic Advising Center can assist undecided transfer students in developing a flexible educational plan that will apply to many different majors. Students can also access the Illinois Articulation Initiative Website *iTransfer.org* . This site provides information on selected transfer majors, under the topic of (IAI) Baccalaureate Majors' Recommendation. Within the site, students can find various transfer course recommendations for baccalaureate majors. The site lists courses typically taken by freshman and sophomores pursuing a specific major. The courses recommended on the site are meant for students who are undecided about a transfer school. The IAI website at *iTransfer.org* in conjunction with the assistance from Moraine Valley's academic advisors will ensure a smooth and successful transfer process.

Index for Sample Transfer Majors

Major	Curriculum Code	A.A.	A.S.	A.F.A.
†Art	1425			X
Biological Sciences	1330		X	
Business	1300		X	
Chemistry	1330		X	
Computer Science—Information Technology	1330		X	
Computer Science—Technical	1330		X	
Criminal Justice	1280	X		
†Early Childhood Education	1280	X		
†Elementary Education	1280	X		
Engineering	1330		X	
English	1280	X		
History	1280	X		
Mass Communication	1280	X		
Mathematics	1330		X	
Music	1426			X
Physics	1330		X	
Political Science	1280	X		
Psychology	1280	X		
Sociology	1280	X		
Special Education	1280	X		
Technology	1330		X	
Theater Arts	1280	X		

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

Biological Sciences, A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1330

The study of living organisms, biology, is an extremely large and diverse field. Baccalaureate programs offer a wide variety of study options. Some programs may emphasize cell and molecular biology, whereas others emphasize organismal, ecological and evolutionary biology. In addition, this curriculum provides the pre-professional foundation for many of the health career areas. Students interested in the biological sciences as a four-year major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credit hours as follows:

Communication—9 credit hours

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

Mathematics—5 credit hours

MTH-150	Calculus I/Analytic Geometry	5

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

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

BIO-111: Moraine Valley students should complete the two-course sequence prior to transfer.

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
OR		
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
OR		
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—4 credit hours

Required Course

BIO-112	General Biology II	4

BIO-112: Moraine Valley students should complete the two-course sequence prior to transfer.

Area of Concentration/Major Field—12 credit hours

Required Courses

CHM-132	Chemistry (University Oriented) II	4
CHM-203	Organic Chemistry I	5
CHM-204	Organic Chemistry II	5

Electives—6 or 7 credit hours

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Business Transfer, A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1300

This program is designed for students pursuing a baccalaureate degree in the areas of accounting, finance, general business, management, or marketing. Students interested in business as a four-year major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 or 40 credit hours as follows:

Communication—9 credit hours

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

Mathematics—4 or 5 credit hours

MTH-145 OR	Calculus for Business & Social Scien	4
MTH-150	Calculus I/Analytic Geometry	5

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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 |

PHI-125: Recommended

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

| ECO-101 | Principles of Macro-Economics | 3 |
| ECO-102 | Principles of Micro-Economics | 3 |

Choose an additional three credit hours from

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
GEO-101 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

IMS-115	Microsoft Office I	3

Area of Concentration/Major Field—12 credit hours

Required Courses

BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
MTH-212	Statistics for Business	4

Electives—7 or 8 credit hours

The following courses might be accepted by four-year schools in place of an equivalent course in the business major. Students should consult the catalog of the intended transfer school to determine the most appropriate courses for this major.

Required Courses

BUS-100	Introduction to Business	3
BUS-110 OR	Legal Environment in Business	3
BUS-136	Business Law	3

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Chemistry, A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1330

This program provides an in-depth foundation of sequential coursework in science and math. Courses taken during the third and fourth years of the baccalaureate program provide the additional preparation necessary for graduate studies and/or work in industry. Multiple tracks are often available. For example, some four-year institutions offer a specialty in biochemistry or certification for high school teaching. Students should complete the Associate in Science (A.S.) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credit hours as follows:

Communications—9 credit hours

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

Mathematics—5 credit hours

MTH-150	Calculus I/Analytic Geometry	5

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

PHY-203	Mechanics	4

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3

LIT-215	Bible as Literature I	3
OR		
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
OR		
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above

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.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—4 credit hours

Required Course

CHM-131	Chemistry (University Oriented) I	4

Area of Concentration/Major Field—14 credit hours

Required Courses

CHM-132	Chemistry (University Oriented) II	4
CHM-203	Organic Chemistry I	5
CHM-204	Organic Chemistry II	5

Electives—4-17 credit hours

Required Courses

MTH-151	Calculus II/Analytic Geometry	5
PHY-204	Heat, Electricity and Magnetism	4
PHY-205	Waves and Modern Physics	4

PHY-205: Some four-year universities require completion of Calculus III and Physics III before students can begin physical chemistry, a third-year course.

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Computer Science (Information Technology Emphasis), A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1330

IAI Recommended Curriculum

Computer science majors encompass either a business and information systems emphasis or technical emphasis. The information systems emphasis focuses on the use of computer technology and information management methods to solve business problems. This requires a knowledge of both computer applications and the basics of business. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communication—9 credit hours

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

Mathematics—3 credit hours

MTH-215	Discrete Mathematics	3

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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
OR		
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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-210	Philosophy: Ancient to Enlightenment	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

| ECO-101 | Principles of Macro-Economics | 3 |
| ECO-102 | Principles of Micro-Economics | 3 |

Select an additional three credit hours from

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
GEO-101	Cultural Geography	3
OR		
GEO-102	World Regional Geography	3

GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

| CSC-140 | Introduction to Computer Science | 3 |

Area of Concentration/Major Field—3 credit hours

Required Course

| CSC-240 | Advanced Computer Science | 3 |

Electives—18 credit hours

Students should check the catalog of their transfer school to receive additional guidance on courses to select.

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Computer Science (Technical Emphasis), A.S.

Associate in Science Degree – **62 Credit Hours**

Curriculum Code 1330

Computer science majors encompass either a business and information systems emphasis or technical emphasis. The technical emphasis focuses on algorithms, theoretical

foundations of computer science and development of software. A strong foundation in mathematics and science is needed for this emphasis. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communication—9 credit hours

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

Mathematics—3 credit hours

MTH-215	Discrete Mathematics	3

Physical and Life Sciences—8 credit hours

PHY-203	Mechanics	4

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

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

Humanities and Fine Arts —9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional 3 credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3

Select three additional credit hours from

ANT-201	Introductory Physical Anthropology	3

ANT-202	Intro. to Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
GEO-101	Cultural Geography	3
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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
PSY-215	Educational Psychology	3
SOC-101	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

| CSC-140 | Introduction to Computer Science | 3 |

Area of Concentration/Major Field—3 credit hours

Required Course

| CSC-240 | Advanced Computer Science | 3 |

Electives—18 credit hours

Required Course

| MTH-150 | Calculus I/Analytic Geometry | 5 |

Students should complete the entire sequences in calculus and physics at the same school before transferring since topics are covered in different orders by different schools.

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine

Valley academic advisor for specific course selection advice and transfer planning support.

Criminal Justice, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

The criminal justice curriculum is designed for students pursuing baccalaureate degrees in the fields of corrections, criminal justice, law enforcement, and security management. Students interested in criminal justice as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communication—9 credit hours

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

Mathematics—3 credit hours

Choose three credit hours from

MTH-120	General Education Mathematics	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	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

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
OR		
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
OR		
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	3
LIT-230	African American Literature	3
PHI-101	Introduction to Philosophy	3
PHI-110	Intro to Formal Logic	3
OR		
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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3

Select three additional credit hours from

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3

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-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-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Select three credit hours from Humanities and Fine Arts or Social and Behavioral Sciences or

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
GER-101	German I	4
GER-102	German II	4
GER-201	German III	4
SPA-101	Spanish I	4
SPA-102	Spanish II	4
SPA-201	Spanish III	4

Area of Concentration/Major Field—12 credit hours

Required Courses

CRJ-101	Introduction to Criminal Justice	3
CRJ-105	Criminology	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency & Procedures	3

These courses will be accepted in transfer by participating schools, but they may only transfer as electives within the major. Consult the catalog of your transfer school and an academic advisor for requirements appropriate to the first two years of study.

Electives—9 credit hours

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Early Childhood Education, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

To teach young children (birth to age 8) in Illinois public schools, teachers must be certified by the State of Illinois upon completion of their baccalaureate degree program. Students interested in early childhood education are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. Students who have selected a transfer school should consult the catalog of that school and an academic advisor. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Students should also be aware that admission to the junior year of Early Childhood Education is competitive and that completion of the recommended courses does not guarantee admission. A minimum grade point average determined by the transfer institution and passage of a test of academic proficiency are required for program admission.

Required General Education Core Curriculum—38 credit hours as follows:

Communication—9 credit hours

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

Mathematics—3 credit hours

Choose three credit hours from

MTH-120	General Education Mathematics	3
MTH-121	Math for Teachers I	3
	and	
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	4
MTH-150	Calculus I/Analytic Geometry	5

MTH-122: Recommended

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above.

Recommended that students choose a Non-Western or Third World Cultures course.

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.

Social and Behavioral Sciences—9 credit hours

HIS-201 OR	American History I	3
HIS-202	American History II	3
PSC-110	American National Government	3

Select an additional three credit hours from

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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

OR

GEO-102	World Regional Geography	3

GEO-201	Economic Geography	3
HIS-201	American History I	3
HIS-202	American History II	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-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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

PSY-105	Child Psychology	3

Area of Concentration/Major Field—6-16 credit hours

Required Courses

ECE-101	Introduction to Early Childhood	3
EDU-111	Intro to the Exceptional Child	3

These courses will be accepted in transfer by participating schools, but they may only transfer as electives within the major.

Teachers must choose an area of concentration, 18 hours of coursework in one discipline. Nine of those hours should be taken at the community college level with the other nine hours taken at the transfer school. Students should consult the catalog of the intended transfer school to determine acceptable areas of concentration.

Electives—5-14 credit hours

Select any additional courses to fulfill teacher certification requirements. Students should check the catalog for their transfer school to receive additional guidance on courses to select.

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.

Elementary Education, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

To teach young children (grades K-9) in Illinois public schools, teachers must be certified by the State of Illinois upon completion of a four-year degree. Students interested in elementary education are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Students should be aware that admission to the junior year of elementary education is competitive and that each four-year college has specific admissions requirements including a minimum grade point average and a test of academic proficiency.

Required General Education Core Curriculum—38 credit hours as follows:

Communication—9 credit hours

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

Mathematics—3 credit hours

Choose three credit hours from

MTH-120	General Education Mathematics	3
MTH-121	Math for Teachers I	3
	and	
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	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-122 recommended; however, math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

BIO-111: Recommended

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

CHM-131, PHS-101: Recommended

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose three credit hours from

LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	3
LIT-230	African American Literature	3

Choose three credit hours from

ARB-202	Arabic IV	4
ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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
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

Recommended that students choose a Non-Western or Third World Cultures course and a literature course.

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.

Social and Behavioral Sciences—9 credit hours

HIS-201	American History I	3
OR		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Additional Degree Requirement—3 credit hours

Required Courses

PSY-104	Life-Span Developmental Psychology	3
OR		
PSY-105	Child Psychology	3

Area of Concentration/Major Field—6-15 credit hours

Required Courses

EDU-100	Introduction to Education	3
EDU-111	Intro to the Exceptional Child	3

Teachers must choose an area of concentration, 18 hours of coursework in one discipline. Nine of those hours should be taken at the community college level with the other nine hours taken at the transfer school. Students should consult the catalog of the intended transfer school to determine acceptable areas of concentration.

Electives—6-15 credit hours

Select any additional courses to fulfill teacher certification requirements. Students should check the catalog for their transfer school to receive additional guidance on courses to select.

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.

Engineering, A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1330

The engineer is concerned with the application of scientific principles to practical problems. There is a wide variety of specialties, but not all types are offered at all baccalaureate schools. A typical four-year curriculum provides a background of chemistry, mathematics and physics during the first two years, with the specialty courses occurring primarily in the last two years. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credit hours as follows:

Communication—9 credit hours

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

Mathematics—5 credit hours

MTH-150	Calculus I/Analytic Geometry	5

Physical and Life Sciences—8 credit hours

CHM-131	Chemistry (University Oriented) I	4

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		

HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses

above.

If two courses are selected in one discipline, a two-semester sequence is recommended.

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

Social and Behavioral Sciences—9 credit hours

ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3

Select three additional credit hours from

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
GEO-101 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—5 credit hours

MTH-151	Calculus II/Analytic Geometry	5

Area of Concentration/Major Field—15 credit hours

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

Electives—2 credit hours

This program does not require any further electives; however, the following additional courses are recommended for each engineering specialty area. Students should complete entire course sequences at the same school. Students should consult the intended transfer school and an academic advisor.

Aeronautical, Civil, General, Industrial, Manufacturing, and Mechanical

EGN-150	Engineering Graphics	3
EGN-201	Engineering Statics	3
EGN-202	Engineering Dynamics	3

Chemical Engineering

CHM-132	Chemistry (University Oriented) II	4
CHM-203	Organic Chemistry I	5
CHM-204	Organic Chemistry II	5

CHM-132: University Oriented

Computer Engineering

CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3

Electrical Engineering

CSC-140	Introduction to Computer Science	3

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

English, A.A.

Associate in Arts Degree – **62 Credit Hours**

Curriculum Code 1280

Baccalaureate degrees in English generally emphasize the study of literature and literary criticism. Some four-year colleges also offer specializations in creative or technical writing and/or programs to prepare students for certification as a high school English teacher. Students interested in English as a transfer major are encouraged to complete the Associate in Arts (AA) degree prior to transfer. Students should be aware that admission to the junior year in English may be competitive. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communications—9 credit hours

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

Mathematics—3 credit hours

Select three hours from

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

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3

HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above.

Foreign Language Requirement: For an English major, many universities require competency in a single foreign language through the third or fourth college semester. Two years in high school may substitute for the first two college semesters. See the college catalog for the intended transfer institution for specific details.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

LIT-213	American Literature I	3

Area of Concentration/Major Field—6 credit hours

Required Courses

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

Electives—3 credit hours

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major. See Foreign Language Requirement.

Electives may also include the following:

LIT-214	American Literature II	3

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

History, A.A.

Associate in Arts Degree – **62 Credit Hours**

Curriculum Code 1280

Although history majors generally earn a Bachelor of Arts degree, they may also have a choice of earning a Bachelor of Science degree depending on the four-year university they attend. A history major may also pursue a program leading to state certification as a high school (6-12) history teacher. Students should complete an associate degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communications—9 credit hours

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

Mathematics—3 credit hours

Select three hours from

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

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
OR		
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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

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

Additional Degree Requirement—3 credit hours

Required Course

HIS-201	American History I	3

Area of Concentration/Major Field—9 credit hours

Required Courses

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

Electives—12 credit hours

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

Foreign language is recommended.

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine

Valley academic advisor for specific course selection advice and transfer planning support.

Mass Communication, A.A.

Associate in Arts Degree – **62 Credit Hours**

Curriculum Code 1280

Mass communication encompasses four major program areas: radio/TV/film, advertising/public relations, journalism/news editorial/photojournalism, and multimedia. Students interested in mass communication as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appro-priate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communication—9 credit hours

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

Mathematics—3 credit hours

Choose three credit hours from

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

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3

ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

(THE-107, THE-111 or LIT-227 recommended for radio/TV/film majors)

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.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Select three credit hours from Humanities and Fine Arts or Social and Behavioral Sciences or

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

Area of Concentration/Major Field—3-9 credit hours

Required Course

JRN-101	Introduction to Mass Communications	3

The following courses are recommended for each specialty:

Radio/TV/Film

Choose one:

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

Advertising/Public Relations

JRN-111	Newswriting I	3

Journalism/News Editorial/Photojournalism

JRN-111	Newswriting I	3

Electives—10-18 credit hours

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine

Valley academic advisor for specific course selection advice and transfer planning support.

Mathematics, A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1330

Baccalaureate degree programs in mathematics prepare students with diverse career goals by developing rigorous, logical thinking; an appreciation and familiarity with complex structures and algorithms; and the ability to learn technical materials and abstract concepts. Students interested in mathematics as a transfer major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. Students should be aware that admission to the junior year in mathematics may be competitive. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credit hours as follows:

Communications—9 credit hours

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

Mathematics—5 credit hours

MTH-150	Calculus I/Analytic Geometry	5

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

PHY-203	Mechanics	4

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
OR		
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
OR		
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

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

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

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

Area of Concentration/Major Field 3—9 credit hours

Required Courses

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

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

Electives—10 credit hours

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

Electives may include:

CSC-140	Introduction to Computer Science	3

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Physics, A.S.

Associate in Science Degree – **62 Credit Hours**

Curriculum Code 1330

This program provides an in-depth foundation of sequential coursework in science and math. Courses taken during the third and fourth years of the baccalaureate program provide the additional preparation necessary for graduate studies and/or work in industry. Multiple tracks are often available. Students should complete the Associate in Science (A.S.) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credit hours as follows:

Communications—9 credit hours

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

Mathematics—5 credit hours

MTH-150	Calculus I/Analytic Geometry	5

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

CHM-131	Chemistry (University Oriented) I	4

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3

ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above

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.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—4 credit hours

Required Course

PHY-203	Mechanics	4

Area of Concentration/Major Field—8 credit hours

Required Courses

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

Some four-year universities require completion of Calculus III and Physics III before students can begin physical chemistry, a third-year course.

Electives—10 credit hours

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Political Science, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

Political science is the study of the theory and practice of government and politics. Students of politics describe and analyze political systems and behavior. Baccalaureate programs offer courses in areas such as public administration, public law, international relations, comparative politics, political behavior, political philosophy, and U. S. government. Students interested in political science as a transfer major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that

school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communications—9 credit hours

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

Mathematics — select 3 credit hours from:

MTH-120	General Education Mathematics	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-212	Statistics for Business	4

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above.

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

Social and Behavioral Sciences—9 credit hours

PSC-110	American National Government	3

Select six credit hours from more than one prefix:

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-201	American History I	3
HIS-202	American History II	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-115	State and Local 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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course

PSC-215	Comparative Government	3

Area of Concentration/Major Field—6 credit hours

Required Courses

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

Electives—15 credit hours

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Psychology, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

Psychology is the scientific study of human and animal behavior, along with the biological and mental processes which underlie behavior. Students planning to major in psychology are encouraged to complete foundational coursework in the sciences and mathematics, along with a core of basic psychology courses. Students interested in psychology as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credit hours as follows:

Communication—9 credit hours

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

Mathematics—select 4 credit hours from

MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-212	Statistics for Business	4

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3

LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
OR		
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

PSY-101	Introduction to Psychology	3

Choose six additional credit hours, both should be outside the discipline of psychology.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3

GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
SOC-101	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Choose one:

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

Area of Concentration/Major Field—6 credit hours

Required Courses

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

Electives—15 credit hours

Important note: It is recommended that students interested in Psychology as a major take no more than three Psychology courses beyond Introduction to Psychology prior 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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Sociology, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

Students interested in a major in sociology should complete the Associate in Arts (AA) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. In addition to the specific general education courses listed, students are encouraged to complete additional general education courses (including courses in the social and behavioral sciences other than sociology) and mathematics. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credit hours as follows:

Communication—9 credit hours

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

Mathematics—4 credit hours

MTH-139 OR	Probability and Statistics	4
MTH-143	Finite Mathematics	4

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	Severe and Hazardous Weather	4
GEL-150	Physical Geology	4
PHS-101	Physical Science	4
PHS-103	Descriptive Astronomy	4
PHY-106 and	Fundamentals of Physics	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110 and	Mechanical Universe I	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

SOC-101	General Sociology	3

Select six credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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
OR		
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3

SOC-204	Soc of Contemp Social Problems	3
SOC-201	Sociology of Health	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

ANT-202: Recommended

Additional Degree Requirement—3 credit hours

Required Course

SOC-102	Marriage & Family	3

Area of Concentration/Major Field—6 credit hours

Choose 2 from the following:

SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3

Electives—14 credit hours

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

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Special Education, A.A.

Associate in Arts Degree – **62 Credit Hours**

Curriculum Code 1280

To teach in Illinois public schools, individuals must be certified by the State of Illinois after completion of a baccalaureate degree. Students interested in special education as a transfer major must carefully choose their courses while consulting the requirements of the intended transfer school and an academic advisor. Students are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. Students should be aware that admission to the junior year of special education may be competitive and that each four-year college has specific requirements for admission including a basic skills test and a minimum grade point average. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communications—9 credit hours

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

Mathematics—3 credit hours

Select three hours from

MTH-120	General Education Mathematics	3
MTH-121	Math for Teachers I and	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 Scien	4
MTH-150	Calculus I/Analytic Geometry	5

MTH-122: Recommended

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	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

Choose an additional three credit hours from any of the courses above.

Recommended that students choose a Non-Western or Third World Cultures course and a literature course.

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.

Social and Behavioral Sciences—9 credit hours

HIS-201	American History I	3
OR		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Additional Degree Requirement—3 credit hours

Required Course

| PSY-104 | Life-Span Developmental Psychology | 3 |

Area of Concentration/Major Field—9 credit hours

Required Courses

EDU-100	Introduction to Education	3
EDU-103	Observation/Clinical Experience	1
EDU-111	Intro to the Exceptional Child	3

Electives—12 credit hours

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major. Electives may include additional courses needed for teacher certification.

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.

Technology, A.S.

Associate in Science Degree – 62 Credit Hours

Curriculum Code 1330

Manufacturing technology is a combination of technical (math/science) education with hands-on skills. It is a field of study that specializes in the application of manufacturing concepts, principles and processes to plan, design and

manage machines and people. The courses below are for students planning to transfer into a baccalaureate manufacturing technology/machining program. Students interested in manufacturing technology as a transfer major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credit hours as follows:

Communications—9 credit hours

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

Mathematics—4 credit hours

| MTH-139 | Probability and Statistics | 4 |

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four credit hours from

PHY-106	Fundamentals of Physics and	3
PHY-107	Fundamentals of Physics Lab	1
OR		
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
OR		
PHY-150	Mechanics, Heat & Sound	4
OR		
CHM-111	Fundamentals of Chemistry	4
OR		
CHM-131	Chemistry (University Oriented) I	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215 OR	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 OR	Literature of the Non-Western World	3
LIT-228	Latin American Literature	3
LIT-227	Literature as Film	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

Choose three credit hours from

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206 OR	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	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

Choose an additional three credit hours from any of the courses above.

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

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.

ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 OR	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-201	American History I	3
HIS-202	American History II	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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Select 3 credit hours from Mathematics or Physical and Life Sciences or

MTH-141	College Algebra (Functions)	4
MTH-142	Trigonometric Functions	2
CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
IMS-101	Introduction to Computer Systems	3
IMS-115	Microsoft Office I	3

BIO-115	Anatomy and Physiology	5
BIO-180	Human Anatomy & Physiology I	4

Area of Concentration/Major Field—3 credit hours

Required Course

EGN-150	Engineering Graphics	3

Electives—20 credit hours

Students should consult the catalog of the intended transfer school to choose additional courses most appropriate for this major.

NOTE: In addition to the Associate in Science (A.S.) degree, students may choose to transfer to a baccalaureate manufacturing technology program after completion of an Associate in Applied Science (A.A.S.) degree. Students who have completed an A.A.S. may need to complete additional general education and prerequisite courses. Students should contact an academic advisor and their intended transfer institution for more information.

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

Theater Arts, A.A.

Associate in Arts Degree – 62 Credit Hours

Curriculum Code 1280

The courses below are for students planning to transfer into a baccalaureate theater arts program. Students interested in theater arts as a transfer major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. Students should be aware that admission to the junior year of theater arts may be competitive and often require an audition. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credit hours as follows:

Communications—9 credit hours

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

Mathematics—3 credit hours

Select three hours from

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

Math requirements vary at four-year institutions.

Physical and Life Sciences—8 credit hours

Choose four credit hours from

BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-119	Introductory Microbiology	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Choose four 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-130	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 and	3
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I and	3
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

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

Humanities and Fine Arts—9 credit hours

Choose three credit hours from

ARB-202	Arabic IV	4
FRE-202	French IV	4
GER-202	German 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
OR		
HUM-140	Asian and Oceanic Humanities	3
OR		
HUM-145	Native American Humanities	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3

OR
| 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 |

OR
| LIT-228 | Latin American Literature | 3 |

LIT-227	Literature as Film	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

Choose three credit hours from
| ART-110 | Art Appreciation | 3 |
| ART-205 | Survey of Art I | 3 |

| ART-206 | Survey of Art II | 3 |

OR
| 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 |

OR
| HUM-140 | Asian and Oceanic Humanities | 3 |

OR
| 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

Choose an additional three credit hours from any of the courses above.

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.

Social and Behavioral Sciences—9 credit hours

Select nine credit hours from more than one prefix.
ANT-201	Introductory Physical Anthropology	3
ANT-202	Intro. to 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 |
OR
| GEO-102 | World Regional Geography | 3 |

GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-210	History of Asia	3
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	General Sociology	3
SOC-102	Marriage & Family	3
SOC-204	Soc of Contemp Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

Additional Degree Requirement—3 credit hours

Required Course
| THE-105 | Theater Appreciation | 3 |

Area of Concentration/Major Field—6 credit hours

Required Courses
| THE-115 | Acting I | 3 |
| THE-125 | Stagecraft | 3 |

Electives—15 credit hours

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

Courses may include:
| THE-114 | Oral Interpretation of Literature | 3 |

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. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

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

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. Please refer to the college website for the most up-to-date program information. morainevalley.edu/academics

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 (p. 12).

	Certificate	Associate in Applied Science Degree	Credit Hours
Art			
Digital Art/Design (1428) (p. 127)		■	64
Digital Design (1429) (p. 128)	■		24
Business			
Business Administration Associate (1202) (p. 118)		■	62
Accounting Assistant/Clerk (1328) (p. 119)	■		32
Business Skills (1423) (p. 120)	■		9
Culinary Arts Management (1324) (p. 126)		■	64
Baking and Pastry (1359) (p. 125)		■	65
Baking/Pastry Arts (1323) (p. 127)	■		37
Culinary Arts Management (1322) (p. 127)	■		39
Human Resources Management (1412) (p. 143)		■	62
Employee Training and Development (1413) (p. 144)	■		30
Marketing and Management (1238) (p. 159)		■	62

Integrated Systems Technology (1403) (p. 144)	■	63
Industrial Controls Technician (1364) (p. 145)	■	9
PLC Technician (1365) (p. 146)	■	18
Manufacturing Intern (1404) (p. 145)	■	15
Plant Engineering Mechanic (1405) (p. 145)	■	30
Mechanical Drive Technician (1366) (p. 146)	■	8
Fluid Power Technician (1367) (p. 145)	■	8
Industrial Maintenance Technician (1368) (p. 146)	■	23
Voice and Data Specialist (1435) (p. 189)	■	63
Cisco Network Associate (1447) (p. 190)	■	23
Cisco Network Professional (1448) (p. 190)	■	16
Microsoft Associate (1446) (p. 191)	■	24
IT Security Specialist (1420) (p. 146)	■	63

Education

Nursing (1246) (p. 166)	■	72
Phlebotomy (1306) (p. 175)	■	10
Radiologic Technology (1240) (p. 176)	■	72
Respiratory Therapy Technology (1241) (p. 178)	■	72
Sleep Technology (1370) (p. 182)	■	62
Therapeutic Massage (1249) (p. 187)	■	33

Information Management Systems

Management Information Systems (1206) (p. 149)	■	64
Android Developer (1347) (p. 151)	■	18
Android Programmer (1384) (p. 152)	■	9
Associate Database Administrator (1345) (p. 152)	■	18
C# Programmer (1466) (p. 152)	■	21
Database Administration Skills (1381) (p. 152)	■	12
E-Commerce Assistant (1460) (p. 153)	■	36
iOS Developer (1343) (p. 153)	■	18

iOS Programmer (1383) (p. 154)	■	9
Java Programmer (1458) (p. 154)	■	21
Mobile Application Developer (1385) (p. 155)	■	27
Multimedia Designer (1342) (p. 155)	■	24
PHP Programmer (1344) (p. 155)	■	18
Programming Skills (1382) (p. 156)	■	9
Small Database Administrator (1380) (p. 156)	■	6
Software Developer (1305) (p. 156)	■	36
Visual Basic.NET Programmer (1457) (p. 158)	■	21
Website Designer (1434) (p. 159)	■	33
Website Developer (1433) (p. 158)	■	36
Office Systems and Applications (1257) (p. 169)	■	64
Administrative Assistant (1315) (p. 170)	■	35

Public Service

Addictions Studies (1314) (p. 114)	■	63
Addictions Studies (1321) (p. 115)	■	44
Criminal Justice (1260) (p. 124)	■	62
Emergency Preparedness and Continuity (1386) (p. 134)	■	18
Fire Service Management (1262) (p. 134)	■	62
Fire Service Operations (1331) (p. 135)	■	61
Fitness Trainer (1279) (p. 136)	■	30
Homeland Security (1361) (p. 142)	■	17
Recreation Therapy (1259) (p. 177)	■	63
Security Services (1307) (p. 181)	■	11
Sport and Recreation Management (1261) (p. 184)	■	64
Sign Language		
Sign Language Interpretation (1369) (p. 181)	■	54

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) and related certification entities. The Illinois Division of Alcohol and Substance Abuse (DASA), under the Department of Human Services, requires all clinical staff working in a licensed addictions treatment program to be certified as an Addictions Counselor through IAODAPCA. Students who complete the Associate in Applied Science degree are eligible to take the credentialing exam for the Certified Alcohol and Other Drug Abuse Counselor (CADC). Upon completion of this degree, the normal two-year work experience requirement for new Addictions Counselors prior to certification is waived.

Required General Education Courses

19 credit hours as follows:

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

Select three credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

Select three credit hours from Social/Behaviorial Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select four credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

41 credit hours as follows:

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-106	Theory and Practice of Counseling	3
ADC-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-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
IMS-115	Microsoft Office I	3
PSY-205	Abnormal Psychology	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-112	Diversity in Addictions Counseling	3
ADC-106	Theory and Practice of Counseling	3
ADC-204	Psychopharmacology	3
ADC-207	Family Dynamics and Counseling	3
ADC-208	Case Management	3
___-___	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-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1
___-___	Career Elective	3
___-___	Humanities and Fine Arts Elective	3
___-___	Physical and Life Sciences Elective	4

Addictions Studies, Certificate

Certificate—44 credit hours

Curriculum Code 1321

The primary goal of this program is to give -students an oppor-tunity to develop the skills and knowledge necessary to pursue and become -certified addictions counselors in Illinois through the Illinois Alcohol and Other Drug Abuse Pro-fessional Certification Association and related certification entities.

Much faster than average employment growth for all occupations is expected for human services workers who are needed as society focuses on ways to develop mental well-being, such as controlling job- and family-related stress with the help of counselors. In addition, there will be a continuing need to provide services to those with substance abuse problems.

Required Career Courses

41 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-233	Field Practicum	3
ADC-237	Seminar	1
ADC-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1

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
IMS-115	Microsoft Office I	3
PSY-205	Abnormal Psychology	3
SPA-125	Career Spanish, Law Enforcement I	3
SPA-126	Career Spanish, Law Enforcement II	3

Suggested Schedule

Semester 1 (12 credit hours)

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-202	Substance Use, Abuse and Dependency	3
___-___	Elective	3

Semester 2 (15 credit hours)

ADC-110	Common Behavior Disorders	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-106	Theory and Practice of Counseling	3
ADC-208	Case Management	3
ADC-211	Compliance and Ethics	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

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 curriculum familiarizes the student with the technical aspects of operating and servicing -various components and systems used in automotive applications. Classroom lecture is devoted to -theory of operation, troubleshooting and repair. Lab work incorporates work on equipment in which safety, business ethics, testing procedures, and techniques are -emphasized.

Jobs are plentiful for automotive technicians with the strong electronics background needed to work on today's vehicles. The growing complexity of automotive technology, the introduction of hybrid vehicles, the increased use of

electronics and emissions control systems and the demand for increased fuel efficiency, all require that vehicles be serviced by highly trained technicians. Rising consumer purchase power; expansion of the driving-age population; and automobiles needing maintenance for pollution control, safety devices and air conditioning contribute to the growth of this occupation.

Required General Education Courses

15 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

Select three credit hours from Humanities and Fine Arts or Social/Behaviorial Sciences:

ANT, ARB, ART, ECO, FRE, GEO, GER, 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 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 is 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 (12 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-125	Performance and Driveability I	4

Semester 2 (12 credit hours)

AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance & Driveability II	4
AUT-244	OBDII and Emission Control Systems	4

Automotive Technology – Mopar College Automotive Program (CAP)

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

Business Administration Associate

This program consists of one degree and two certificates.

Business Administration Associate, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1202

This program is designed to provide students with employment or advancement in business, industry, government, or service organizations. The curriculum is intended to serve the needs of students who want to enter management positions and to enable those already in management to upgrade their skills and potential for growth. The student can major in one of four areas: accounting, business information management, management, or marketing. This program includes an internship/seminar component.

Required General Education Courses

19 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

MTH-120: recommended for transfer students

Select 4 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, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

25 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-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
IMS-115	Microsoft Office I	3

Electives

Students must select a total of 18 credit hours from the following options with at least 12 credit hours from a single concentration area.

Accounting

BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-148	Introduction to Finance	3
BUS-240	Intermediate Accounting I	3
BUS-241	Intermediate Accounting II	3
BUS-242	Cost Accounting	3
BUS-243	Federal Income Taxes	3
OSA-122	Microsoft Excel	3

Business Information Management

BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
LAN-103	Security Awareness	1

LAN-111	IT Essentials - A+	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-146	Operating Systems	3
MIS-210	Project Management	3
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint & Presentations	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-257	Microsoft Access	3

(Advanced application courses may be substituted with permission)

Management

BUS-105	Small Business Management	4
BUS-130	Principles of Marketing	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-232	Human Resources Management	3
OSA-230	Microsoft PowerPoint & Presentations	3
PSY-201	Industrial/Organizational Psychology	3
TDL-101	Transportation & Logistics Overview	3

Marketing

BUS-130	Principles of Marketing	3
BUS-131	Principles of Retailing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-155	Display & Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
PSY-201	Industrial/Organizational Psychology	3

Supply Chain Management

TDL-101	Transportation & Logistics Overview	3
TDL-102	Job Skills for Competitive Advantage	3
TDL-103	Transportation	3
TDL-104	Introduction to Import/Export	3
TDL-105	Principles of Operations Management	3
TDL-106	Cargo Security	2

Suggested Schedule

Semester 1 (15 credit hours)

BUS-100	Introduction to Business	3
COM-101	Composition I	3
BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3
IMS-115	Microsoft Office I	3
BUS-110 OR	Legal Environment in Business	3
BUS-136	Business Law	3

(Note: MTH-120 recommended for transfer students)

Semester 2 (16 credit hours)

BUS-142	Financial Accounting	4

ECO-101	Principles of Macro-Economics	3
BUS-231	Principles of Management	3
___-___	Elective	3
___-___	Humanities and Fine Arts Elective	3

Semester 3 (16 credit hours)

BUS-226	Business Ethics	3
COM-103	Speech Fundamentals	3
___-___	Elective	3
___-___	Elective	3
___-___	Physical and Life Sciences Elective	4

Semester 4 (15 credit hours)

BUS-135	Personal Finance	2
BUS-233	Internship	3
BUS-237	Seminar	1
___-___	Elective	3
___-___	Elective	3
___-___	Elective	3

Accounting Assistant/Clerk, Certificate

Certificate—32 credit hours

Curriculum Code 1328

This program is designed to prepare students for entry-level accounting employment in the shortest possible time.

Required Career Courses

26 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-226	Business Ethics	3
IMS-115	Microsoft Office I	3
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3

Electives

Select 6 credit hours from the following:

BUS-134	International Business	3
BUS-148	Introduction to Finance	3
BUS-240	Intermediate Accounting I	3
BUS-242	Cost Accounting	3
BUS-243	Federal Income Taxes	3
MIS-111	Internet Technologies	3
OSA-230	Microsoft PowerPoint & Presentations	3
OSA-257	Microsoft Access	3

Suggested Schedule

Semester 1 (10 credit hours)

BUS-100	Introduction to Business	3
BUS-142	Financial Accounting	4
IMS-115	Microsoft Office I	3

Semester 2 (10 credit hours)

BUS-143	Managerial Accounting	4
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3

Semester 3 (12 credit hours)

BUS-145	Computer Applications in Accounting	3
BUS-226	Business Ethics	3

___-___	Elective	3
___-___	Elective	3

Business Skills, Certificate

Certificate—9 credit hours

Curriculum Code 1423

This certificate provides students with opportunities to develop the most important basic skills needed in virtually all work places today. Students develop an understanding of business theory, accounting fundamentals, the most common PC applications, and essential Internet skills. Students may complete beginning-level or higher-level coursework in accounting and Internet technologies to qualify for this certificate, depending on requirements in other certificates or degrees they are pursuing.

Required Career Courses

9 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-107 OR	Fundamentals of Accounting	2
BUS-142 OR	Financial Accounting	4
OSA-249	QuickBooks for Office Professionals	3
IMS-115	Microsoft Office I	3
IMS-108 OR	Internet Basics	1
MIS-111	Internet Technologies	3

Suggested Schedule

Semester 1 (9 credit hours)

BUS-100	Introduction to Business	3
BUS-107 OR	Fundamentals of Accounting	2
BUS-142 OR	Financial Accounting	4
OSA-249	QuickBooks for Office Professionals	3
IMS-115	Microsoft Office I	3
IMS-108 OR	Internet Basics	1
MIS-111	Internet Technologies	3

Computer and Local Area Network Technician

This program consists of one degree and four certificates.

Computer and Local Area Network Technician, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1416

This career path prepares students for entry-level positions as a data communications specialist in the information technology profession. Common career titles include PC support technician, LAN specialist, help desk support specialist, LAN system administrator, LAN design specialist, LAN engineer, and many others. The program prepares students for rewarding careers at the forefront of the information technological revolution. Students will examine the installation, maintenance, repair, and management of desktop PCs and local area networks. Students receive hands-on training in network operating systems, user administration, network security, and LAN switching and bridging design. The program also helps students prepare for A+, N+, 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.

Employment for electronic and computer technicians is expected to grow as fast as the average for all occupations. New technologies and increased computer use will continue to stimulate the demand for such workers, and many will find employment in private industry.

General Education Requirements

18 credit hours as follows:

BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	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, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Career Courses Requirements

Core IT Technology—18 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1

LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-246	Routing and Switching - CCNA	3

IT Specialty Track—15 credit hours as follows:

LAN-102	Voice and Data Cabling	3
LAN-153	IT Security Essentials - Security+	3
LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3

Elective Courses— Select 12 credit hours from the following:

LAN-253	Network Security	3
LAN-256	LAN Design - CCNA	3
LAN-260	Internship	3
LAN-266	WAN Design - CCNA	3
LAN-269	Advanced Routing	3
LAN-271	Multi-Layer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-273	Managing Information Security	3
LAN-280	High Availability 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

(Take LAN-111 and LAN-121: 1st 8 weeks)

(Take LAN-112 and LAN-122: 2nd 8 weeks)

Semester 2 (16 credit hours)

COM-103	Speech Fundamentals	3
LAN-102	Voice and Data Cabling	3
LAN-103	Security Awareness	1
LAN-153	IT Security Essentials - Security+	3
MTH-120	General Education Mathematics	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

(Take LAN-121: 1st 8 weeks)

(Take LAN-122: 2nd 8 weeks)

LAN Technician, Certificate

Certificate—24 credit hours

Curriculum Code 1419

This certificate prepares students for entry-level positions as a data communication specialist in the information technology profession. Common career titles include LAN specialist, LAN system administrator, LAN design specialist, LAN engineer, and many others. The LAN Technician certificate prepares students for rewarding careers at the forefront of the information technological revolution. Students will examine the installation, maintenance, repair, and design of local area networks. Students receive hands-on training in network operating systems, user administration, network security, and LAN switching and bridging design. This program also helps students prepare for N+, 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

(Take LAN-111 and LAN-121: 1st 8 weeks)

(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

Network Administrator, Certificate

Certificate—30 credit hours

Curriculum Code 1422

The Network Administrator Certificate is designed to address the need for IT professionals with a comprehensive understanding of multiple operating systems in a mix of vendor environments. The program provides a multi-product approach to system administration. The courses introduce Microsoft, UNIX, Cisco, and Netware products in an interoperable environment.

Required Career Courses

30 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-102	Voice and Data Cabling	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-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
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—63 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

19 credit hours as follows:

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

Select 7 credit hours from Math or Physical and Life Sciences:

BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY

A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, 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

44 credit hours as follows:

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	2
CGI-104	Computer Animation I	3
CGI-110	Computer Storyboarding	2
CGI-112	Computer Graphics II	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
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-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	2
CGI-104	Computer Animation I	3
___-___	Science/Math Elective	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (15 credit hours)

CGI-110	Computer Storyboarding	2
CGI-112	Computer Graphics II	3
CGI-114	Computer Animation II	3
CGI-116	3D Computer Animation I	3
___-___	Science/Math Elective	4

Semester 3 (18 credit hours)

CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
CGI-126	Computer Physics Simulation	3
MDT-145	Intro to Computer Aided Drafting	3
MDT-278	Design Visualization	3
___-___	Social and Behavioral Sciences Elective	3

Semester 4 (15 credit hours)

CGI-210	Introduction to Game Design	3
CGI-212	Game Design Elements	3
COM-103	Speech Fundamentals	3
MDT-160	Introduction to 3D Modeling	3
MDT-285	3D Parametric Modeling	3

Computer Graphics Associate, Certificate

Certificate—6 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

6 credit hours as follows:

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	2
CGI-104	Computer Animation I	3

Suggested Schedule

Semester 1 (6 credit hours)

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	2
CGI-104	Computer Animation I	3

Computer Graphics Designer, Certificate

Certificate—11 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

11 credit hours as follows:

CGI-110	Computer Storyboarding	2
CGI-112	Computer Graphics II	3
CGI-114	Computer Animation II	3
CGI-116	3D Computer Animation I	3

Suggested Schedule

Semester 1 (11 credit hours)

CGI-110	Computer Storyboarding	2
CGI-112	Computer Graphics II	3
CGI-114	Computer Animation II	3
CGI-116	3D 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 Master, Certificate

Certificate—26 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

26 credit hours as follows:

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	2
CGI-104	Computer Animation I	3
CGI-110	Computer Storyboarding	2
CGI-112	Computer Graphics II	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 (6 credit hours)

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	2
CGI-104	Computer Animation I	3

Semester 2 (11 credit hours)

CGI-110	Computer Storyboarding	2
CGI-112	Computer Graphics II	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. 51) 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	General 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)

A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

24 credit hours as follows:

CRJ-101	Introduction to Criminal Justice	3
CRJ-103	Police in American Society	3
CRJ-104	Investigation & Criminal Evidence	3
CRJ-105	Criminology	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency & Procedures	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-110	Introduction to Homeland Security	3
CRJ-111	Homeland Security Incident Command	3
CRJ-112	Disaster & Blood Borne Hazards	1
CRJ-210	Special Topics in Criminal Justice	1
CRJ-219	Contemporary Issues:Criminal Justice	2
CRJ-233	Internship	3
CRJ-237	Seminar	1
EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	8
IMS-115	Microsoft Office I	3
MTH-139	Probability and Statistics	4
MTH-141	College Algebra (Functions)	4
PEH-107	Introduction to Group Fitness	1

SLP-___	(any Security Services)	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 (p. 51) 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	General 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-103	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-104	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 small business training essential to effective baking and pastry management in the hospitality industry. Graduates will be able to oversee baking and pastry food service operations including hotel, health care, cruise ship, catering, and manufacturing. They will gain expertise in menu planning, controls, marketing, nutrition, sanitation, and food preparation and production. The Baking and Pastry A.A.S. degree prepares students for entry- to mid-level positions within the hospitality industry. This degree program is associated with the college's 30-credit-hour certificate in Baking 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, GER, 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:

IMS-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-203	Garde Manger	4
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

Suggested Schedule

Semester 1 (15 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-209	Baking/Pastry I	4

Semester 2 (17 credit hours)

COM-101	Composition I	3
___-___	Science Elective	3
RTM-101	Intro to Hospitality Industry	3
RTM-203	Garde Manger	4
RTM-211	Baking/Pastry II	4

Semester 3 (17 credit hours)

COM-103	Speech Fundamentals	3
IMS-115	Microsoft Office I	3
___-___	Fine Arts Elective	3
OR		
___-___	Humanities Elective	3
OR		
___-___	Social Science Elective	3
RTM-212	Basic Cake Decorating	2
RTM-213	Artisan Breads	2
RTM-216	Advanced Cake Decorating	2
RTM-218	Baking Science & Recipe Development	2

Semester 4 (16 credit hours)

RTM-206	Menu Writing and Marketing	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
RTM-240	Purchasing and Cost Control	3

Culinary Arts Management, A.A.S.

A.A.S. Degree—64 credit hours

Curriculum Code 1324

The Culinary Arts Management curriculum is designed to provide small business management training essential to effective culinary arts management in the hospitality industry. Graduates will be able to oversee any food service operation, including hotel, health care, cruise ship, catering, and manufacturing; and will have expertise in menu planning, controls, marketing, nutrition, sanitation, and food preparation and production. The A.A.S. degree prepares students for entry- to mid-level positions within the hospitality industry.

Employment of chefs, cooks and other kitchen workers is expected to increase by 6 percent through 2018. Employment in restaurants is expected to grow rapidly as the average age of the population increases and demand for restaurant services and varied menus increases. Thus, more highly skilled chefs and cooks will be needed. Employment of institutional and cafeteria chefs and cooks will grow about as fast as average, and will be concentrated in educational and health service sectors.

Required General Education Courses

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, GER, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Select 3 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY

Required Career Courses

49 credit hours as follows:

IMS-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	3
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
IMS-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 (13 credit hours)

___-___	Physical and Life Sciences Elective	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3
RTM-226	Front-of-the-House Management	3
RTM-245	Quantity Food Production IV	4

Baking/Pastry Arts, Certificate

Certificate—37 credit hours

Curriculum Code 1323

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)

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-209	Baking/Pastry I	4

Semester 2 (16 credit hours)

RTM-101	Intro to Hospitality Industry	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

Semester 3 (6 credit hours)

RTM-210	Nutrition for Food Service Managers	3
RTM-240	Purchasing and Cost Control	3

Culinary Arts Management, Certificate

Certificate—39 credit hours

Curriculum Code 1322

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 (15 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-209	Baking/Pastry I	4

Semester 2 (16 credit hours)

RTM-101	Intro to Hospitality Industry	3
RTM-202	Quantity Food Production II	4
RTM-210	Nutrition for Food Service Managers	3
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Semester 3 (8 credit hours)

RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4

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:

MTH-120	General Education Mathematics	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Scien	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3
BUS-120	Business 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

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

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
MIS-141	Website Development: HTML & CSS	3
OSA-135	Website Applications	3

Suggested Schedule

Semester 1 (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 (15 credit hours)

COM-103	Speech Fundamentals	3
ART-104	Drawing II	3
ART-118	Three-Dimensional Design	3
ART-182	Digital Illustration	3
___-___	Humanities and Fine Arts Elective	3

Semester 3 (18 credit hours)

ART-184	Digital Imaging	3
ART-186	Design I: Layout	3
___-___	Mathematics Course	3-5
___-___	Social and Behavioral Sciences Elective	3
___-___	Program Elective	3
___-___	Program Elective	3

Semester 4 (16 credit hours)

ART-230	Digital Design Internship	3
ART-246	Advanced Computer Art	3
ART-248	Design II: Interface	3
___-___	Physical and Life Sciences Elective	4
___-___	Program Elective	3

Digital Design, Certificate

Certificate—24 credit hours

Curriculum Code 1429

The Digital Design certificate 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 (9 credit hours)

ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-165	Digital Photography: Introduction	3

Semester 2 (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 (3 credit hours)

ART-248	Design II: Interface	3

Early Childhood Educator

This program consists of one degree and three certificates.

Early Childhood Educator, A.A.S.

A.A.S. Degree—64 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

28 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

Select 7 credit hours from Math or Physical and Life Sciences:

BIO, BUS-120, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

30 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-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	1
EDU-104	Intro. to the Foundations of Reading	3
EDU-111	Intro to the Exceptional Child	3

Electives

Select 6 credit hours from the following:

ECE-203	Administration of EC Programs	3
EDU-105	Classroom Management	3
EDU-106	Language Diversity in the Classroom	3
EDU-108	Foundations of Bilingual Education	3
EDU-205	Literature for Children/Young Adults	3
ECE-211	Special Topics in Education	1-3
PEH-170	First Aid	3
PEH-181	Fundamentals of Rhythmical Movement	2
REC-180	Perceptual Motor Development	3
ASL-101	American Sign Language I	3
ASL-110	Deaf Culture and History	3
ASL-114	Fingerspelling and Numbers in ASL	3

(Note: Directors Level Credential: Students must earn the A.A.S. degree and successfully pass ECE-211 and EDU-105 to be eligible to apply for IL Director Credential – Level 1.)

(Note: Level 4 Infant and Toddler Credential: students must earn the A.A.S. degree and successfully pass ECE-203 and ECE-211 to be eligible to apply for IL ECE Credential – Level 4.)

IL Gateway Application: ilgateways.com/en/credentials

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
ECE-202	Growth and Development/Young Child	3
ECE-105	Health, Safety and Nutrition	3
PSY-101	Introduction to Psychology	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (15 credit hours)

ECE-101	Introduction to Early Childhood	3
ECE-201	Math, Science and Social Studies	3
EDU-103	Observation/Clinical Experience	1
COM-102	Composition II	3
PSY-104	Life-Span Developmental Psychology	3

Semester 3 (16 credit hours)

COM-103	Speech Fundamentals	3
ECE-205	Curriculum-Early Childhood Programs	3
EDU-111	Intro to the Exceptional Child	3
___-___	Science/Math Elective	3
___-___	Science/Math Elective	4

Semester 4 (18 credit hours)

ECE-107	Infant and Toddler Development	3
ECE-109	Child, Family and Community	3
EDU-104	Intro. to the Foundations of Reading	3
MTH-102 OR	Mathematics for Paraprofessionals	3
MTH-121	Math for Teachers I	3
___-___	Career Elective	3
___-___	Career Elective	3

Before and After School Care, Certificate

Certificate—27 credit hours

Curriculum Code 1474

This certificate 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

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	1
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	1
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

Note:

COM-101 Composition I is a prerequisite for ECE-101 Introduction to Early Childhood. It is assumed that if the student has taken COM-101 previously, the student will move ECE-101 to semester 1.

Infant/Toddler Level 2, Certificate

Certificate—16 credit hours

Curriculum Code 1472

The certificate 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 Courses

3 credit hours as follows:

COM-101	Composition I	3

Required Career Courses

10 credit hours as follows:

ECE-105	Health, Safety and Nutrition	3
ECE-107	Infant and Toddler Development	3
ECE-202	Growth and Development/Young Child	3
ECE-211	Special Topics in Education	1-3
	(10 hours of supervised experience in Infants and Toddlers)	

Elective

Select 3 credit hours from the following:

ECE-109	Child, Family and Community	3
ECE-201	Math, Science and Social Studies	3
ECE-205	Curriculum-Early Childhood Programs	3
EDU-104	Intro. to the Foundations of Reading	3

Other Requirements

Membership in a related professional organization (this can be accomplished in ECE 107 – Infant and Toddler Development)

Note:

COM-101 Composition I is a prerequisite for ECE-101 Introduction to Early Childhood. It is assumed that if the student has taken COM-101 previously, the student will move ECE-101 to semester 1.

Suggested Schedule

Semester 1 (9 credit hours)

COM-101	Composition I	3
ECE-105	Health, Safety and Nutrition	3
ECE-107	Infant and Toddler Development	3

Semester 2 (7 credit hours)

ECE-202	Growth and Development/Young Child	3
ECE-211	Special Topics in Education	1-3
	(15 hours of observation)	
___-___	Career Elective	3

Infant/Toddler Level 3, Certificate

Certificate—27 credit hours

Curriculum Code 1473

This certificate 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 OR	Mathematics for Paraprofessionals	3
MTH-121	Math for Teachers I	3
PSY-101	Introduction to Psychology	3

Required Career Courses

12 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-202	Growth and Development/Young Child	3
ECE-107	Infant and Toddler Development	3
EDU-103	Observation/Clinical Experience (20 hours of observation)	1

Elective

Select 6 credit hours from the following:

ECE-105	Health, Safety and Nutrition	3
ECE-201	Math, Science and Social Studies	3
ECE-205	Curriculum-Early Childhood Programs	3
ECE-109	Child, Family and Community	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-106	Language Diversity in the Classroom	3
EDU-108	Foundations of Bilingual Education	3
EDU-111	Intro to the Exceptional Child	3
ASL-101	American Sign Language I	3
ASL-110	Deaf Culture and History	3
ASL-114	Fingerspelling and Numbers in ASL	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 ECE Credential-Level 3. See ilgateways.com/en/credentials.

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
PSY-101	Introduction to Psychology	3
ECE-202	Growth and Development/Young Child	3
EDU-103	Observation/Clinical Experience	1
ECE-___	Elective	3

Semester 2 (12 credit hours)

MTH-102 OR	Mathematics for Paraprofessionals	3
MTH-121	Math for Teachers I	3
ECE-101	Introduction to Early Childhood	3
ECE-107	Infant and Toddler Development	3
ECE-___	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—63 credit hours

Curriculum Code 1281

This career path prepares students for entry-level positions as an electronic and computer control technician found in manufacturing, chemical plants, process control environments, packaging and automated warehouse environments. Electrical, electronic, industrial, PC, and PLC controls will be examined. Lab exercises simulate real-world problems that technicians confront on the job daily. Employment for electronic and computer technicians is expected to grow. New technologies and increased computer use will continue to stimulate the demand for such workers.

Required General Education Courses

18 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-133	Math for Industry	2

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, PHY, PHS

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

40 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-110	Hydraulics	3
IMM-115	Pneumatics	3
LAN-102	Voice and Data Cabling	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3

Electives

Select 5 credit hours from the following:

ELT, HAC, IMM, IST, LAN, MDT, MIS, WLD

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
ELT-101	Electricity and Electronics	3

ELT-112	Computers for Industry	1
IMM-101	Mechanical Systems I	3
LAN-102	Voice and Data Cabling	3
MTH-133	Math for Industry	2

Semester 2 (16 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
___-___	Physical and Life Sciences Elective	4

Semester 3 (15 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-110	Hydraulics	3
LAN-111	IT Essentials - A+	3
___-___	Humanities and Fine Arts Elective	3

Semester 4 (17 credit hours)

ELT-222	Advanced PLCs	3
IMM-115	Pneumatics	3
LAN-112	Managing IT - A+	3
___-___	Career Electives	5
___-___	Social and Behavioral Sciences Elective	3

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-110	Hydraulics	3
IMM-115	Pneumatics	3
LAN-102	Voice and Data Cabling	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
MTH-133	Math for Industry	2

Suggested Schedule

Semester 1 (12 credit hours)

ELT-101	Electricity and Electronics	3
ELT-112	Computers for Industry	1
IMM-101	Mechanical Systems I	3
LAN-102	Voice and Data Cabling	3
MTH-133	Math for Industry	2

Semester 2 (9 credit hours)

| ELT-102 | Digital Logic/Solid State Devices | 3 |

| ELT-201 | Industrial Controls | 3 |
| LAN-121 | Network Essentials | 3 |

Semester 3 (12 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-110	Hydraulics	3
LAN-111	IT Essentials - A+	3

Semester 4 (9 credit hours)

ELT-222	Advanced PLCs	3
IMM-115	Pneumatics	3
LAN-112	Managing IT - A+	3

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
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
ELT-112	Computers for Industry	1
LAN-111	IT Essentials - A+	3
MTH-133	Math for Industry	2

Semester 2 (9 credit hours)

ELT-102	Digital Logic/Solid State Devices	3
LAN-102	Voice and Data Cabling	3
LAN-112	Managing IT - A+	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

Program Description

The Emergency Medical Services A.A.S. degree is designed for students intending to go into the public or private sector as EMT–Paramedics. Individual lives often depend on quick reaction and competent care of paramedics. Incidents as varied as auto accidents, heart attacks, slips and falls, childbirth, and gunshot wounds all

require immediate medical attention. EMT–Paramedics provide these vital services as they care for and transport the sick and injured to a medical facility. The EMT–Paramedic provides the most extensive pre-hospital care, which includes administration of medications orally and intravenously, endotracheal intubation, and defibrillations of patients in lethal arrhythmias. The EMT–Paramedic is employed in a number of industries, including the private ambulance service, municipal fire department or facility responses on helicopters and fixed wing transport vehicles. The EMT–Paramedic may also take the National Registry Examination for Paramedics, which will permit a graduate flexibility when seeking employment opportunities.

Required General Education Courses

19 credit hours:

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

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

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

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

38 credit hours as follows:

EMS-102	EMT-Paramedic I	9
EMS-103	EMT-Paramedic II	8
EMS-104	EMT-Paramedic III	8
EMS-233	EMT-Paramedic-Internship	5
EMS-237	EMT-Paramedic-Seminar	5
IMS-115	Microsoft Office I	3

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 (p. 51) section in the catalog for more information.)

Suggested Schedule

Semester 1 (15-16 credit hours)

COM-101	Composition I	3
EMS-102	EMT-Paramedic I	9
___-___	Humanities and Fine Arts Elective	3-4

Semester 2 (14 credit hours)

MTH-120	General Education Mathematics	3
EMS-103	EMT-Paramedic II	8
___-___	Social and Behavioral Sciences Elective	3

Semester 3 (15 credit hours)

IMS-115	Microsoft Office I	3
EMS-104	EMT-Paramedic III	8
___-___	Physical and Life Sciences Elective	4

Semester 4 (18 credit hours)

COM-103	Speech Fundamentals	3
EMS-233	EMT-Paramedic-Internship	5
EMS-237	EMT-Paramedic-Seminar	5
___-___	Elective	5

Emergency Medical Services (EMT-P, 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.

In addition to the standard college entrance requirements, students applying for admission to this program must meet the following criteria: (1) have a written recommendation for admission to the program from an affiliating agency that is willing to accept responsibility for the candidate's internship; and (2) possess valid/current Emergency Medical Technician (Level B) certification.

This certificate program is held at Advocate Christ Medical Center. Application to the program is made to The Center for Prehospital Care at Advocate Christ Medical Center.

Employment of EMTs is expected to grow much faster than the average, and competition for jobs will be keen in fire, police and rescue squad departments due to attractive pay, benefits and job security.

Required Career Courses

35 credit hours as follows:

EMS-102	EMT-Paramedic I	9
EMS-103	EMT-Paramedic II	8
EMS-104	EMT-Paramedic III	8
EMS-233	EMT-Paramedic-Internship	5
EMS-237	EMT-Paramedic-Seminar	5

Suggested Schedule

Semester 1 (8 credit hours)

EMS-101	Emergency Medical Technician	8

Semester 2 (9 credit hours)

EMS-102	EMT-Paramedic I	9

Semester 3 (8 credit hours)

EMS-103	EMT-Paramedic II	8

Semester 4 (8 credit hours)

EMS-104	EMT-Paramedic III	8

Semester 5 (10 credit hours)

EMS-233	EMT-Paramedic-Internship	5
EMS-237	EMT-Paramedic-Seminar	5

Emergency Preparedness and Continuity, Certificate

Certificate—18 credit hours

Curriculum Code 1386

This certificate program provides a strategic interdisciplinary foundation of public safety, health sciences, and business theoretical concepts in emergency preparedness, coupled with adaptable real world application and identifiable best practices. The Emergency Preparedness and Continuity certificate promotes a versatile approach by building an educational base of knowledge, professional development through structured learning, and essential responsibilities of emergency preparedness and continuity planning. Upon successful completion, participants will be capable of maintaining operational readiness.

Required Career Courses

18 credit hours as follows:

CRJ-111	Homeland Security Incident Command	3
CRJ-113	Emergency Preparedness & Response	3
CRJ-114	Strategic Planning and Leadership	3
CRJ-115	Continuity Management	3
CRJ-116	Public Health Preparedness	3
CRJ-117	Exercise Design & Evaluation	3

Suggested Schedule

Semester 1 (9 credit hours)

CRJ-111	Homeland Security Incident Command	3
CRJ-113	Emergency Preparedness & Response	3
CRJ-114	Strategic Planning and Leadership	3

Semester 2 (9 credit hours)

CRJ-115	Continuity Management	3
CRJ-116	Public Health Preparedness	3
CRJ-117	Exercise Design & Evaluation	3

Fire Service Management

This program consists of one degree.

Fire Service Management, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1262

This program prepares the student to meet fire service career development needs linked to the responsibilities of a company officer and higher positions.

Firefighters can expect to face considerable competition for available job openings. Reasons for such competition result from the low turnover of the profession, relatively high earnings, and the education requirements staying at high school level. Employment potential for Illinois firefighters is stable and some positions will result from replacement needs.

Required General Education Courses

26 credit hours as follows:

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

Select 6 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 8 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

27 credit hours as follows:

FIS-103	Fire Prevention Principles I	3
FIS-107	Fire Fighting Tactics & Strategy I	3
FIS-201	Fire Service Instructor I	3
FIS-202	Fire Service Instructor II	3
FIS-205	Fire Service Leadership I	3
FIS-207	Fire Fighting Tactics & Strategy II	3
FIS-209	Fire Service Leadership II	3
FIS-210	Fire Service Leadership III	3
FIS-211	Fire Service Leadership IV	3

Electives

Select 9 credit hours from the following:

EMS-101	Emergency Medical Technician	8
FIS-110	Hazardous Materials Awareness	1
FIS-111	Hazardous Materials Incident	1
FIS-113	Technical Rescue Awareness	1
FIS-114	Fire Investigation	3
FIS-117	Incident Safety Officer	3
FIS-118	Health and Safety Officer	3
FIS-119	Water Rescue Operations	2
FIS-120	Ice Rescue Technician	1
FIS-203	Fire Apparatus Engineer	3
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle Rescue Operations	3
FIS-212	Fire Inspector I	3
FIS-213	Public Fire and Life Safety Educator	3
FIS-214	Fire Prevention Officer I (Module C)	3
FIS-222	Advanced Technician Firefighter	2
FIS-223	Hazardous Materials Technician A	2

FIS-224	Hazardous Materials Technician B	2
FIS-225	Blue Card Incident Command	4
FIS-226	NIMS: Basic	3
FIS-227	NIMS: Advanced	3
FIS-228	Rope Operations	2
FIS-230	Fire Investigation Module A	3
FIS-231	Fire Investigation Module B	3
FIS-232	Fire Investigation Module C	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
MTH-120	General Education Mathematics	3
___-___	Social and Behavioral Sciences Elective	3
___-___	Program Electives	6

(Note: Take MTH-120 or higher)

Semester 2 (16 credit hours)

COM-103	Speech Fundamentals	3
___-___	Physical and Life Sciences Elective	4
___-___	Social and Behavioral Sciences Elective	3
___-___	Humanities and Fine Arts Elective	3
___-___	Program Elective	3

Semester 3 (15 credit hours)

FIS-103	Fire Prevention Principles I	3
FIS-107	Fire Fighting Tactics & Strategy I	3
FIS-201	Fire Service Instructor I	3
FIS-205	Fire Service Leadership I	3
FIS-209	Fire Service Leadership II	3

Semester 4 (16 credit hours)

FIS-202	Fire Service Instructor II	3
FIS-207	Fire Fighting Tactics & Strategy II	3
FIS-210	Fire Service Leadership III	3
FIS-211	Fire Service Leadership IV	3
___-___	Physical and Life Sciences Elective	4

Fire Service Operations

This program consists of one degree.

Fire Service Operations, A.A.S.

A.A.S. Degree—61 credit hours

Curriculum Code 1331

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

Required General Education Courses

19 credit hours as follows:

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

Select 3 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, PHS, PHY

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GRE, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

33 credit hours as follows:

EMS-101	Emergency Medical Technician	8
FIS-116	Fire Department Special Services	1
FIS-204	Hazardous Materials Operations	3
FIS-215	Fire Service Academy I	3
FIS-216	Fire Service Academy II	3
FIS-217	Fire Service Academy III	3
FIS-218	Fire Service Academy IV	3
FIS-219	Fire Service Academy V	3
FIS-220	Fire Service Seminar	1
FIS-221	FireService Internship	2

Select 3 credit hours from:

PEH-105	Physical Fitness	1
PEH-108	Weightlifting	1
PEH-138	Cardiovascular Conditioning	1
PEH-140	Weight Training	1

Career Elective Courses

Select 9 credit hours from the following:

FIS-101	Principles of Fire Science	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-106	Fire Suppression Apparatus & Equip	3
FIS-112	Building Construct. for Fire Safety	3
FIS-114	Fire Investigation	3
FIS-222	Advanced Technician Firefighter	2
FIS-223	Hazardous Materials Technician A	2
FIS-224	Hazardous Materials Technician B	2
FIS-225	Blue Card Incident Command	4
FIS-226	NIMS: Basic	3
FIS-227	NIMS: Advanced	3
FIS-228	Rope Operations	2
FIS-230	Fire Investigation Module A	3
FIS-231	Fire Investigation Module B	3
FIS-232	Fire Investigation Module C	3

Suggested Schedule

Semester 1 (18 credit hours)

COM-101	Composition I	3
EMS-101	Emergency Medical Technician	8
MTH-120	General Education Mathematics	3
___-___	Social and Behavioral Sciences Elective	3
PEH-___	PEH 105, 108, 138, or 140	1

Semester 2 (15 credit hours)

| FIS-116 | Fire Department Special Services | 1 |

FIS-204	Hazardous Materials Operations	3
COM-103	Speech Fundamentals	3
___-___	Science/Math Elective	4
___-___	Career Elective	3
PEH-___	PEH 105, 108, 138, or 140	1

Semester 3 (15 credit hours)

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 (13 credit hours)

FIS-220	Fire Service Seminar	1
FIS-221	FireService Internship	2
___-___	Career Elective	3
___-___	Career Elective	3
___-___	Humanities and Fine Arts Elective	3
PEH-___	PEH 105, 108, 138, or 140	1

Fitness Trainer

This program consists of one certificate.

Fitness Trainer, Certificate

Certificate—30 credit hours

Curriculum Code 1279

The fitness trainer certificate is a 30-credit-hour program designed for students who desire to integrate education of exercise science methodologies with practical training experience leading to national certification and a career in fitness. This program prepares students to pass national certifying exams and gain entry-level employment in the fitness field. The program coursework emphasizes the analysis of human movement (muscular/skeletal), theoretical applications and methodologies of physical activity.

As Americans have become more conscious of their health by being proactive through fitness, the need of fitness trainers has dramatically increased. People need a trusted professional to assess their fitness level, assist with setting goals, design an appropriate fitness program, and motivate them to complete the program and achieve their goals.

Required Career Courses

27 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	Teaching Group Fitness	2
REC-103	Sport/Recreation Management Careers	3

Electives

Select 3 credit hours from the following:

| BIO-115 | Anatomy and Physiology | 5 |

IMS-115	Microsoft Office I	3
PEH-107	Introduction to Group Fitness	1
PEH-120	Introduction to Body/Mind Fitness	1
PEH-122	Yoga Basics and Beyond	1
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
PEH-141	Classic Cardio Fitness	1
OR		
PEH-142	Cardio Cross Training	1
OR		
PEH-143	Circuit Training Fitness	1
OR		
PEH-144	Dance Cardio Fitness	1

Suggested Schedule

Semester 1 (12 credit hours)

PEH-160	Fundamentals of Human Movement	3
PEH-161	Fitness Methodology	4
PEH-162	Fitness Testing	3
PEH-175	Teaching Group Fitness	2

Semester 2 (12 credit hours)

PEH-163	Fitness Programming	3
PEH-164	Exercise for Special Populations	3
PEH-165	Fitness Business Skills & Promotion	3
REC-103	Sport/Recreation Management Careers	3

Semester 3 (6 credit hours)

| PEH-172 | Nutrition for Today | 3 |
| ___-___ | Elective | 3 |

Geographic Information Systems

This program consists of one degree and three certificates.

Geographic Information Systems, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1371

Geographic information systems integrate computer software and hardware to collect, organize, analyze, and present geographically referenced data. GIS systems extend into many different fields and are prevalent in both local and federal government agencies, at home and abroad. The application of GIS can be found in areas as diverse as disease control, economics, marketing, environmental study, utility management, and crime control and prevention. This career degree program is associated with the GIS Technician, GIS Specialist and GIS Professional certificates.

Required General Education Courses

16 credit hours as follows:

| COM-101 | Composition I | 3 |
| COM-103 | Speech Fundamentals | 3 |

Select 7 credit hours from Math or Physical and Life Sciences:

BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY

A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Select 3 credit hours from Social/Behavioral Sciences, or Humanities and Fine Arts:

ANT, ARB, ART, ECO, FRE, GEO, GER, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Required Career Courses

40 credit hours as follows:

GIS-101	Orientation to GIS Careers	1
GIS-110	Fundamentals of Geospatial Science	3
GIS-112	Intro to Geospatial Technology	3
GIS-114	Data Acquisition & Management	3
GIS-120	Spatial Analysis	3
GIS-122	Cartographic Design	3
GIS-124	Introduction to Remote Sensing	3
GIS-126 OR	GIS Capstone Project	3
GIS-128	Internship in Geospatial Technology	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
MDT-145	Intro to Computer Aided Drafting	3
MIS-123	Database Design	3
MIS-210	Project Management	3
MIS-292	SQL/Database Applications	3

Career Electives

6 credit hours as follows:

Select 6 credit hours from GEO, BUS, CRJ, MDT, MIS, LAN, IMS

Suggested Schedule

Semester 1 (16 credit hours)

COM-101	Composition I	3
GIS-101	Orientation to GIS Careers	1
GIS-110	Fundamentals of Geospatial Science	3
GIS-112	Intro to Geospatial Technology	3
GIS-114	Data Acquisition & Management	3
___-___	Science/Math Elective	3

Semester 2 (16 credit hours)

GIS-120	Spatial Analysis	3
GIS-122	Cartographic Design	3
GIS-124	Introduction to Remote Sensing	3
___-___	Science/Math Elective	4
GIS-126 OR	GIS Capstone Project	3
GIS-128	Internship in Geospatial Technology	3

Semester 3 (15 credit hours)

COM-103	Speech Fundamentals	3
LAN-111	IT Essentials - A+	3
MDT-145	Intro to Computer Aided Drafting	3
MIS-123	Database Design	3
___-___	Career Elective	3

Semester 4 (15 credit hours)

LAN-112	Managing IT - A+	3
MIS-210	Project Management	3
MIS-292	SQL/Database Applications	3
___-___	Career Elective	3
___-___ OR	Humanities and Fine Arts Elective	3
___-___	Social and Behavioral Sciences Elective	3

GIS Technician, Certificate

Certificate—10 credit hours

Curriculum Code 1373

Geographic information systems integrate computer software and hardware to collect, organize, analyze, and present geographically referenced data. GIS systems extend into many different fields and are prevalent in both local and federal government agencies, at home and abroad. The application of GIS can be found in areas as diverse as disease control, economics, marketing, environmental study, utility management, and crime control and prevention. This short-term certificate is associated to the GIS Specialist and GIS Professional certificates, and the Geographic Information System A.A.S. degree.

Required Career Courses

10 credit hours as follows:

GIS-101	Orientation to GIS Careers	1
GIS-110	Fundamentals of Geospatial Science	3
GIS-112	Intro to Geospatial Technology	3
GIS-114	Data Acquisition & Management	3

Suggested Schedule

Semester 1 (10 credit hours)

GIS-101	Orientation to GIS Careers	1
GIS-110	Fundamentals of Geospatial Science	3
GIS-112	Intro to Geospatial Technology	3
GIS-114	Data Acquisition & Management	3

GIS Specialist, Certificate

Certificate—12 credit hours

Curriculum Code 1372

Geographic information systems integrate computer software and hardware to collect, organize, analyze, and present geographically referenced data. GIS systems extend into many different fields and are prevalent in both local and federal government agencies, at home and abroad. The application of GIS can be found in areas as diverse as disease control, economics, marketing, environmental study, utility management, and crime control and prevention. This short-term certificate is associated to

138| MORAINE VALLEY COMMUNITY COLLEGE 2015-2017 CATALOG

the GIS Technician and Professional certificates, and the Geographic Information System A.A.S. degree.

Required Career Courses

12 credit hours as follows:

GIS-120	Spatial Analysis	3
GIS-122	Cartographic Design	3
GIS-124	Introduction to Remote Sensing	3
GIS-126	GIS Capstone Project	3
OR		
GIS-128	Internship in Geospatial Technology	3

Suggested Schedule

Semester 1 (12 credit hours)

GIS-120	Spatial Analysis	3
GIS-122	Cartographic Design	3
GIS-124	Introduction to Remote Sensing	3
GIS-126	GIS Capstone Project	3
OR		
GIS-128	Internship in Geospatial Technology	3

GIS Professional, Certificate

Certificate—25 credit hours

Curriculum Code 1379

Geographic information systems integrate computer software and hardware to collect, organize, analyze, and present geographically referenced data. GIS systems extend into many different fields and are prevalent in both local and federal government agencies, at home and abroad. The application of GIS can be found in areas as diverse as disease control, economics, marketing, environmental study, utility management, and crime control and prevention. This certificate program is associated with the GIS Technician and GIS Specialist certificates, and the Geographic Information System A.A.S. degree.

Required Career Courses

25 credit hours as follows:

GIS-101	Orientation to GIS Careers	1
GIS-110	Fundamentals of Geospatial Science	3
GIS-112	Intro to Geospatial Technology	3
GIS-114	Data Acquisition & Management	3
GIS-120	Spatial Analysis	3
GIS-122	Cartographic Design	3
GIS-124	Introduction to Remote Sensing	3
GIS-126	GIS Capstone Project	3
GIS-128	Internship in Geospatial Technology	3

Suggested Schedule

Semester 1 (10 credit hours)

GIS-101	Orientation to GIS Careers	1
GIS-110	Fundamentals of Geospatial Science	3
GIS-112	Intro to Geospatial Technology	3
GIS-114	Data Acquisition & Management	3

Semester 2 (15 credit hours)

GIS-120	Spatial Analysis	3
GIS-122	Cartographic Design	3

GIS-124	Introduction to Remote Sensing	3
GIS-126	GIS Capstone Project	3
GIS-128	Internship in Geospatial Technology	3

Gerontology

This program consists of one certificate.

Gerontology, Certificate

Certificate—16 credit hours

Curriculum Code 1336

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

Required Career Courses

16 credit hours as follows:

GRN-101	Introduction to Gerontology Careers	3
GRN-102	Diversity in Aging	3
GRN-103	Public Policy and Aging	4
GRN-104	Aging and the Healthcare Systems	3
GRN-105	Death and Dying	3

Suggested Schedule

Semester 1 (6 credit hours)

GRN-101	Introduction to Gerontology Careers	3
GRN-102	Diversity in Aging	3

Semester 2 (7 credit hours)

GRN-103	Public Policy and Aging	4
GRN-104	Aging and the Healthcare Systems	3

Semester 3 (3 credit hours)

GRN-105	Death and Dying	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

Moraine Valley's Health Information Technology Program prepares you for a career that places you right where the expanding arena of health care meets the cutting edge of technology. Health information technicians ensure the quality of medical records by verifying their completeness,

accuracy and proper entry into computer systems. They also may use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. Health information technicians (RHITs) often specialize in coding diagnoses and procedures in patient records for reimbursement and research. RHITs may serve as cancer registrars, compiling and maintaining data on cancer patients. The Health Information Technology Program is a two-year associate degree program that integrates medical science, diagnosis and procedure coding systems, computer technology, and health care management.

Accreditation

The Health Information Technology curriculum meets the basic requirements prescribed by the American Health Information Management Association. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Admission Requirements

See Admission to Allied Health and Nursing Career Programs in the Admission and Registration (p. 8) 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 registration exam given by the American Health Information Management Association. Successfully completing this exam allows the graduate to earn the credential RHIT (registered health information technician).

Program Requirements

• Must earn a grade of "C" (2.0) or better in each required career course (theory and clinical)

• Are responsible for transportation to and from clinical affiliates

• Are responsible for submitting a completed history and physical form signed by a physician as well as a drug screen prior to their first clinical rotation

• Must provide documentation of yearly Mantoux results

• Are responsible for completing a criminal background check prior to acceptance in program.

• Are asked for proof of comprehensive health and accident insurance

• Are responsible for all program fees

Program Calendar

For students who attend full time, this two-year program includes four semesters and one summer session. Part-time students may complete the general education courses prior to program enrollment. The required medical terminology, biology and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis upon approval of the program coordinator. Required career courses must be taken in sequence.

Required General Education Courses

16 credit hours 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

Required Career Courses

56 credit hours as follows:

IMS-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 (6 credit hours)

IMS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3

Semester 2 Fall (17 credit hours)

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
MRT-111	Health Information Management	3
MRT-131	CPT/HCPCS Level II	4
MTH-109	Math for Allied Health	2

Semester 3 Spring (16 credit hours)

MRT-114	Health Care Computer Applications	3
MRT-119	Insurance Reimbursement Procedures	2
MRT-125	Pathophysiology and Pharmacology	3
MRT-132	ICD-10-CM	4
MRT-133	ICD-10-PCS	4

Semester 4 Summer (4 credit hours)

MRT-115	HIT Professional Practice I	4

Semester 5 Fall (16 credit hours)

COM-103	Speech Fundamentals	3
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

Coding Specialist, Certificate

Certificate—41 credit hours

Curriculum Code 1431

This certificate 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. Approval: The Coding Specialist curriculum meets the basic requirements prescribed by the American Health Information Management Association and has been approved as a comprehensive coding program by AHIMA. Graduates may elect to write a credentialing exam which is administered by the American Health Information Management Association to become a Certified Coding Specialist (CCS) or Certified Coding Specialist—Physician Based (CCS-P).

Required Career Courses

41 credit hours as follows:

BIO-115	Anatomy and Physiology	5
IMS-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 (6 credit hours)

IMS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3

Semester 2 (12 credit hours)

BIO-115	Anatomy and Physiology	5
MRT-111	Health Information Management	3
MRT-131	CPT/HCPCS Level II	4

Semester 3 (8 credit hours)

MRT-119	Insurance Reimbursement Procedures	2
MRT-123	EHR and Practice Management	3
MRT-125	Pathophysiology and Pharmacology	3

Semester 4 (11 credit hours)

MRT-132	ICD-10-CM	4
MRT-133	ICD-10-PCS	4
MRT-212	Medical Reimbursement Systems	3

Semester 5 (4 credit hours)

MRT-113	Coding Professional Practice	4

Medical Transcription, Certificate

Certificate—20 credit hours

Curriculum Code 1432

Medical transcriptionists are medical language specialists who transcribe dictation by physicians and other health care professionals regarding patient diagnosis, treatment and prognosis. They use state-of-the-art electronic equipment including voice recognition to transcribe a variety of medical reports that document patient care and facilitate delivery of health care services. Medical transcriptionists have a broad knowledge of medical terminology, anatomy and physiology, surgical procedures, medications, diagnostic tests and curative procedures, and medico-legal principles. They are a vital part of the health care system.

A wide variety of careers exists in the medical transcription field, such as working in doctors' offices, hospitals, outpatient diagnostic services, insurance companies, or transcription services. Opportunities abound for a self-starting individual who is interested in the medical field, has word processing skills, and who takes great pride in efficiency and accuracy. Upon completion of this program, a graduate may wish to become a Registered Medical Transcriptionist (RMT) by passing the national registry exam given by the American Association of Medical Transcription (AAMT).

Required Career Courses

20 credit hours as follows:

IMS-115	Microsoft Office I	3
MRT-105	Beginning Medical Transcription	3
MRT-106	Advanced Medical Transcription	3
MRT-107	Med Transcription Clinical Practicum	2
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	3
MRT-125	Pathophysiology and Pharmacology	3

Suggested Schedule

Program Prerequisite:

MRT-110	Medical Terminology	3

Semester 1 (9 credit hours)

MRT-105	Beginning Medical Transcription	3

| MRT-111 | Health Information Management | 3 |
| IMS-115 | Microsoft Office I | 3 |

Semester 2 (6 credit hours)

| MRT-106 | Advanced Medical Transcription | 3 |
| MRT-125 | Pathophysiology and Pharmacology | 3 |

Semester 3 (2 credit hours)

| MRT-107 | Med Transcription Clinical Practicum | 2 |

Medical Billing, Certificate

Certificate—15 credit hours

Curriculum Code 1440

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

After completion of this certificate, students may choose to continue their education and earn a Coding Specialist Certificate.

Required Career Courses

15 credit hours as follows:

IMS-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)

| IMS-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

Heating and Air Conditioning

This program consists of five certificates.

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 |

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

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

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

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

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

Homeland Security

This program consists of one certificate.

Homeland Security, Certificate

Certificate – 17 credit hours

Curriculum Code 1361

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

Required career courses

17 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 (6 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

19 credit hours as follows:

BUS-120 OR	Business Mathematics	3
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 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, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

34 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-110 OR	Legal Environment in Business	3
BUS-136	Business Law	3
BUS-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-232	Human Resources Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
IMS-115	Microsoft Office I	3

Electives

Select 9 credit hours from the following:

BUS-105	Small Business Management	4
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
MIS-111	Internet Technologies	3
OSA-122	Microsoft Excel	3
OSA-230	Microsoft PowerPoint & Presentations	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-257	Microsoft Access	3
PSY-201	Industrial/Organizational Psychology	3

Suggested Schedule

Semester 1 (16 credit hours)

BUS-100	Introduction to Business	3
BUS-142	Financial Accounting	4
COM-101	Composition I	3
IMS-115	Microsoft Office I	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (15 credit hours)

BUS-110 OR	Legal Environment in Business	3
BUS-136	Business Law	3
BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3
BUS-170	Introduction to Human Resources	3
BUS-231	Principles of Management	3
___-___	Career Program Elective	3

(Note: MTH-120 recommended for transfer students)

Semester 3 (15 credit hours)

BUS-226	Business Ethics	3
BUS-232	Human Resources Management	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3
___-___	Career Program Elective	3

Semester 4 (16 credit hours)

BUS-135	Personal Finance	2
BUS-215	Employee Training and Development	3
BUS-233	Internship	3
BUS-237	Seminar	1
___-___	Science/Math Elective	4
___-___	Career Program 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
IMS-115	Microsoft Office I	3
MIS-111	Internet Technologies	3
OSA-230	Microsoft PowerPoint & Presentations	3

Electives

Select 6 credit hours from the following:

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

Suggested Schedule

Semester 1 (9 credit hours)

BUS-100	Introduction to Business	3
BUS-170	Introduction to Human Resources	3
IMS-115	Microsoft Office I	3

Semester 2 (9 credit hours)

BUS-215	Employee Training and Development	3
BUS-232	Human Resources Management	3
OSA-230	Microsoft PowerPoint & Presentations	3

Semester 3 (12 credit hours)

BUS-226	Business Ethics	3
MIS-111	Internet Technologies	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—63 credit hours

Curriculum Code 1403

This career path prepares students for entry-level positions as electrical and mechanical technicians found in bakeries, manufacturing, chemical plants and material handling and automated warehouse environments. 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

18 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-133	Math for Industry	2

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, PHY, PHS

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

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-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3
IST-109	Prints for Industry	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-113	Basic Metallurgy and Materials	3

Electives

Select 3 credit hours from the following career area electives:

ELT, HAC, IMM, LAN, MDT, MIS, WLD

Suggested Schedule

Semester 1 (15 credit hours)

ELT-101	Electricity and Electronics	3
ELT-112	Computers for Industry	1
IMM-101	Mechanical Systems I	3
MTH-133	Math for Industry	2
COM-101	Composition I	3
___-___	Social and Behavioral Sciences Elective	3

Semester 2 (17 credit hours)

ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
COM-103	Speech Fundamentals	3

	Humanities and Fine Arts Elective	3

Semester 3 (16 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-110	Hydraulics	3
WLD-111	Basic Arc/Gas Welding I	3
___-___	Physical and Life Sciences Elective	4

Semester 4 (15 credit hours)

ELT-222	Advanced PLCs	3
IMM-115	Pneumatics	3
IST-109	Prints for Industry	3
WLD-113	Basic Metallurgy and Materials	3
___-___	Career Elective	3

Manufacturing Intern, Certificate

Certificate—15 credit hours

Curriculum Code 1404

This certificate prepares learners to be interviewed for internships in manufacturing. The learners gain an opportunity to explore industrial maintenance as a career.

Required Career Courses

15 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-112	Computers for Industry	1
IMM-101	Mechanical Systems I	3
IMM-110	Hydraulics	3
IST-109 OR	Prints for Industry	3
MDT-145	Intro to Computer Aided Drafting	3
MTH-133	Math for Industry	2

Suggested Schedule

Semester 1 (15 credit hours)

ELT-101	Electricity and Electronics	3
ELT-112	Computers for Industry	1
IMM-101	Mechanical Systems I	3
IMM-110	Hydraulics	3
IST-109 OR	Prints for Industry	3
MDT-145	Intro to Computer Aided Drafting	3
MTH-133	Math for Industry	2

Plant Engineering Mechanic, Certificate

Certificate—30 credit hours

Curriculum Code 1405

This certificate integrates short, stackable certificates into a medium size certificate aligned with the postsecondary educational needs of manufacturing employers in the transportation and logistics industries. The certificate introduces topics covering the installation, configuration, and maintenance of automated handling equipment.

Required Career Courses

30 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-107	Mechanical Systems II	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

Suggested Schedule

Semester 1 (6 credit hours)

ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3

Semester 2 (6 credit hours)

ELT-201	Industrial Controls	3
ELT-211	Introduction to PLCs	3

Semester 3 (6 credit hours)

IMM-107	Mechanical Systems II	3
ELT-202	Advanced Industrial Controls	3

Semester 4 (6 credit hours)

IMM-110	Hydraulics	3
IMM-115	Pneumatics	3

Semester 5 (6 credit hours)

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

Fluid Power Technician, Certificate

Certificate—8 credit hours

Curriculum Code 1367

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

Required Career Courses

8 credit hours as follows:

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

Suggested Schedule

Semester 1 (3 credit hours)

IMM-110	Hydraulics	3

Semester 2 (5 credit hours)

IMM-103	Machinery Moving and Set-Up	2
IMM-115	Pneumatics	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 (3 credit hours)

ELT-101	Electricity and Electronics	3

Semester 2 (6 credit hours)

ELT-201	Industrial Controls	3
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-110	Hydraulics	3
IMM-115	Pneumatics	3

Suggested Schedule

Semester 1 (9 credit hours)

ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3
IMM-110	Hydraulics	3

Semester 2 (9 credit hours)

ELT-201	Industrial Controls	3
IMM-107	Mechanical Systems II	3
IMM-115	Pneumatics	3

Semester 3 (5 credit hours)

ELT-202	Advanced Industrial Controls	3
IMM-103	Machinery Moving and Set-Up	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 (3 credit hours)

IMM-101	Mechanical Systems I	3

Semester 2 (5 credit hours)

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

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-211	Introduction to PLCs	3

Semester 2 (9 credit hours)

ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-222	Advanced PLCs	3

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 certificate is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. Additionally, the program concentrates on industry-specific requirements in the health care and financial areas, as well as other institutions that currently use electronic commerce.

The degree program is designed with an IT Security core curriculum combined with a set of fundamental IT courses. In addition, the program requires the completion of a traditional group of general education courses.

Required General Education Courses

15 credit hours as follows:

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

Select 3 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, GER, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

48 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-143	Digital Forensics	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-220	Linux Administration	3
LAN-221	Scripting and Security	3
LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-243	Computer Forensics	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-220	Linux Administration	3
LAN-143	Digital Forensics	3
LAN-246	Routing and Switching - CCNA	3
MTH-120	General Education Mathematics	3
___-___	Physical and Life Sciences Elective	3

(Note: MTH-120 or higher)

Semester 3 (15 credit hours)

COM-103	Speech Fundamentals	3
LAN-253	Network Security	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-243	Computer Forensics	3

(Take LAN-153: 1st 8 weeks)

(Take LAN-163: 2nd 8 weeks)

Semester 4 (15 credit hours)

LAN-273	Managing Information Security	3
LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-221	Scripting and Security	3
___-___ OR	Social and Behavioral Sciences Elective	3
___-___	Humanities and Fine Arts Elective	3

(Take LAN-273: 1st 8 Weeks)

(Take LAN-230: 2nd 8 weeks)

Network Security Associate, Certificate

Certificate—21 credit hours

Curriculum Code 1360

This certificate provides students with entry-level skills for a profession in network security. Managing network security includes preserving information confidentiality, availability and integrity. Network security professionals are tasked with performing network risk assessments, implementing safeguards that protect data and system integrity, implementing and maintaining system authentication systems and perimeter protection systems. This program

prepares graduates to become employed as network security technicians, network firewall technicians, VPN administrators and remote security communication support specialists.

Required Career Courses

21 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 certificate is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. Additionally, the program concentrates on industry-specific requirements in the health care and financial areas, as well as other institutions that currently use electronic commerce.

The certificate is designed for professionals returning to upgrade skills or students who are interested in obtaining employment skills in IT security professions. The certificate can be completed as a student progresses through the degree program.

Required Career Courses

36 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-143	Digital Forensics	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-243	Computer Forensics	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)

LAN-143	Digital Forensics	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-251	WLAN Design - CWNA	3

Semester 3 (9 credit hours)

LAN-243	Computer Forensics	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 advanced certificate program 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 (9 credit hours)

RAD-260	Breast Pathology	1
RAD-261	Principles and Procedures	3

| RAD-262 | Quality Assurance | 2 |
| RAD-263 | Mammography Clinical Internship | 3 |

Management Information Systems

This program consists of one degree and 18 certificates.

Management Information Systems, A.A.S.

A.A.S. Degree—64 credit hours

Curriculum Code 1206

This program prepares students for pursuit of careers in information technology. Graduates qualify for information systems support staff positions such as applications trainers; technical support; software support; and database, web and programming applications trainees.

Students may specialize in information technology areas, including database, web, or applications concentrations. Students will use state-of-the-art technology to complete their coursework.

Students with work experience and advanced skills should contact the internship coordinator for assessment and course substitution information. Students without prerequisite skills are expected to take the necessary additional courses. An important feature of this program is the internship component where students seek on-the-job training in a professional setting. Students wishing to enroll in the internship should contact the internship coordinator prior to enrollment.

According to the Bureau of Labor Statistics Occupational Outlook Handbook, employment in information technology careers is expected to grow faster than the average through 2018. Management information systems jobs should be plentiful in information services departments and businesses. Information technology skills are needed in all industries.

Required General Education Courses

16 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3

Select 3 credit hours from Social/Behavioral Sciences, or Humanities and Fine Arts:

ANT, ARB, ART, ECO, FRE, GEO, GER, 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, PHY, PHS

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

21 credit hours as follows:

IMS-101 OR	Introduction to Computer Systems	3
IMS-115	Microsoft Office I	3
CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-123	Database Design	3
MIS-146	Operating Systems	3
MIS-295	Internship	3

Concentrations

Students may select from Application Development, E-Commerce, or Web Development

Application Development—27 credit hours as follows:

Required Special Career Courses—9 credit hours as follows:

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

Choose one track (9 credit hours):

Android Programmer Track (9 credit hours)

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

C# Programmer Track (9 credit hours)

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285 OR	ASP.NET Web Applications	3
MIS-289	Advanced .NET Development	3

iOS Programmer Track (9 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-154 OR	C# Programming I	3
MIS-160 OR	C++ Programming	3
MIS-176	Java Programming I	3
MIS-124	iOS Programming I	3
MIS-224	iOS Programming II	3

Java Programmer Track (9 credit hours)

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

MIS-283	Java Web Applications	3
OR		
MIS-286	Advanced Java Development	3

Visual Basic.NET Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
OR		
MIS-289	Advanced .NET Development	3

Choose another track (6 credit hours not duplicating selections from the prior track):

(NOTE: Courses from each track can be pursued simultaneously.)

Android Programming Track (6 credit hours)

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

C# Programming Track (6 credit hours)

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

iOS Programming Track (6 credit hours)

MIS-124	iOS Programming I	3
CSC-140	Introduction to Computer Science	3
OR		
MIS-154	C# Programming I	3
OR		
MIS-160	C++ Programming	3
OR		
MIS-176	Java Programming I	3

Java Programming Track (6 credit hours)

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

PHP Programming Track (6 credit hours)

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

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

RPG Programming Track (6 credit hours)

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

Visual Basic.NET Programming Track (6 credit hours)

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

Web Client Scripting Track (6 credit hours)

| MIS-141 | Website Development: HTML & CSS | 3 |
| MIS-241 | Adv. Website Dev: Javascript & jQuery | 3 |

E-Commerce Development Track (6 credit hours)

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

Web Design Track (6 credit hours)

| OSA-125 | Introduction to Website Design | 3 |
| OSA-135 | Website Applications | 3 |

Web Development Track (6 credit hours)

| MIS-251 | ColdFusion Programming | 3 |
| MIS-297 | Data-Driven Websites | 3 |

Electives

Select 3 credit hours that have not been selected above:

CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
MIS-120	RPG Programming I	3
MIS-124	iOS Programming I	3
MIS-126	PHP Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Website Development: HTML & CSS	3
MIS-142	Android Programming I	3
MIS-154	C# Programming I	3
MIS-160	C++ Programming	3
MIS-176	Java Programming I	3
MIS-197	E-Commerce Development	3
MIS-199	Special Short Topics in Technology	1
MIS-200	Special Topics in Technology	3
MIS-224	iOS Programming II	3
MIS-226	PHP Programming II	3
MIS-241	Adv. Website Dev: Javascript & jQuery	3
MIS-242	Android Programming II	3
MIS-251	ColdFusion Programming	3
MIS-254	C# Programming II	3
MIS-261	C++ Programming II	3
MIS-259	Flash ActionScript	3
MIS-264	C++ Software Development	3
MIS-283	Java Web Applications	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Advanced Java Development	3
MIS-289	Advanced .NET Development	3
MIS-294	Oracle Database Management	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-234	Adobe Illustrator	3
OSA-236	Adobe Photoshop	3

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

Web Development—27 credit hours as follows:

Required Special Career Courses–18 credit hours as follows:

OSA-125	Introduction to Website Design	3
OR		
OSA-135	Website Applications	3
MIS-141	Website Development: HTML & CSS	3
MIS-241	Adv. Website Dev: Javascript & jQuery	3
MIS-292	SQL/Database Applications	3

(Note: OSA-125 is recommended for students pursuing the VB.NET or C# Programmer Tracks)

(Note: OSA-135 is recommended for students pursuing the Java or Multimedia Programmer Tracks)

Choose 6 credit hours (one must be an MIS course) from:

MIS-210	Project Management	3
MIS-291	Systems Analysis and Design	3
BUS-105	Small Business Management	4
BUS-130	Principles of Marketing	3
BUS-131	Principles of Retailing	3
BUS-134	International Business	3

BUS-136	Business Law	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
BUS-231	Principles of Management	3

Choose one track (9 credit hours):

C# Programmer Track (9 credit hours)

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3

Java Programmer Track (9 credit hours)

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

Multimedia Programmer Track (9 credit hours)

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

PHP Programmer Track (9 credit hours)

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

Visual Basic .NET Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3

Database Management —27 credit hours as follows:

Required Special Career Courses–25 credit hours as follows:

LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-233	Managing Database Services	3
LAN-253	Network Security	3
MIS-210	Project Management	3
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3
MIS-294	Oracle Database Management	3

Choose at least two credit hours (one course) from the following:

BUS-107	Fundamentals of Accounting	2
LAN-263	Managing Network Security II	3
OSA-257	Microsoft Access	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3
IMS-101 OR	Introduction to Computer Systems	3
IMS-115	Microsoft Office I	3
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3

Semester 2 (16 credit hours)

COM-103	Speech Fundamentals	3
MIS-123	Database Design	3
MIS-146	Operating Systems	3

MIS or BUS	Required Career Course	3
___-___	Physical and Life Sciences Elective	4

Semester 3 (18 credit hours)

MIS-121	Networking for Business	3
MIS or BUS	Required Career Course	3
MIS-___	Required Career Course	3
MIS-___	Required Career Course	3
MIS-___	Required Career Course	3
___-___ OR	Humanities and Fine Arts Elective	3
___-___	Social and Behavioral Sciences Elective	3

Semester 4 (15 credit hours)

MIS-295	Internship	3
MIS-___	Required Career Course	3
MIS-___	Required Career Course	3
MIS-___	Required Career Course	3
MIS-___ OR	Required Career Course	3
___-___	Career Course	3

Android Developer, Certificate

Certificate—18 credit hours

Curriculum Code 1347

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

Required Career Courses

18 credit hours as follows:

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-142	Android Programming I	3
MIS-176	Java Programming I	3
MIS-242	Android Programming II	3
MIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3

Semester 2 (3 credit hours)

MIS-123	Database Design	3

Semester 3 (6 credit hours)

MIS-176	Java Programming I	3

| MIS-292 | SQL/Database Applications | 3 |

Semester 4 (6 credit hours)

| MIS-142 | Android Programming I | 3 |
| MIS-242 | Android Programming II | 3 |

Android Programmer, Certificate

Certificate—9 credit hours

Curriculum Code 1384

This certificate program will prepare students who are experienced programmers or software developers or have already completed the Programming Skills certificate (curriculum code 1382) with Android programming skills.

Required Career Courses

9 credit hours as follows:

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

Suggested Schedule

Semester 1 (3 credit hours)

| MIS-176 | Java Programming I | 3 |

Semester 2 (6 credit hours)

| MIS-142 | Android Programming I | 3 |
| MIS-242 | Android Programming II | 3 |

Associate Database Administrator, Certificate

Certificate—18 credit hours

Curriculum Code 1345

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

Required Career Courses

18 credit hours as follows:

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

Suggested Schedule

Semester 1 (6 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
MIS-123	Database Design	3

Semester 2 (6 credit hours)

| MIS-292 | SQL/Database Applications | 3 |
| OSA-257 | Microsoft Access | 3 |

Semester 3 (6 credit hours)

| MIS-291 | Systems Analysis and Design | 3 |
| MIS-294 | Oracle Database Management | 3 |

C# Programmer, Certificate

Certificate—21 credit hours

Curriculum Code 1466

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

C# is a language similar to C++ and Java while utilizing a drag-and-drop development environment more commonly found in Visual Basic. The result is a tool that allows for the rapid development of desktop, PDA, data-driven Web applications using state-of-the-art object-oriented techniques. Within this certificate's courses, you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Visual C#.

Required Career Courses

21 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3
MIS-289	Advanced .NET Development	3
MIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3

Semester 2 (6 credit hours)

| MIS-123 | Database Design | 3 |
| MIS-154 | C# Programming I | 3 |

Semester 3 (6 credit hours)

| MIS-254 | C# Programming II | 3 |
| MIS-292 | SQL/Database Applications | 3 |

Semester 4 (6 credit hours)

| MIS-285 | ASP.NET Web Applications | 3 |
| MIS-289 | Advanced .NET Development | 3 |

Database Administration Skills, Certificate

Certificate—12 credit hours

Curriculum Code 1381

This certificate program will prepare students with foundational skills in database design and administration or enhance an information technology professional's versatility and career advancement potential. Students in this certificate program will gain exposure to a variety of tools, including data modeling software as well as several widely used database management systems. The coursework maps to industry certification in database administration fundamentals.

Required Career Courses

12 credit hours as follows:

IMS-115	Microsoft Office I	3
MIS-123	Database Design	3
MIS-292	SQL/Database Applications	3
OSA-257	Microsoft Access	3

Suggested Schedule

Semester 1 (6 credit hours)

IMS-115	Microsoft Office I	3
MIS-123	Database Design	3

Semester 2 (6 credit hours)

MIS-292	SQL/Database Applications	3
OSA-257	Microsoft Access	3

E-Commerce Assistant, Certificate

Certificate—36 credit hours

Curriculum Code 1460

This program prepares students to assist in the development and management of electronic commerce websites. E-Commerce has become a major objective of most mid- to large-size companies as well as small companies. E-Commerce includes the knowledge of business principles as well as web development, database design, and infrastructures. Demand for people with e-commerce skills will continue to grow as businesses continue to expand their use of electronic technology.

Required Career Courses

36 credit hours as follows:

IMS-101 OR	Introduction to Computer Systems	3
IMS-115	Microsoft Office I	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-141	Website Development: HTML & CSS	3
MIS-197	E-Commerce Development	3
MIS-210 OR	Project Management	3
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3
MIS-297	Data-Driven Websites	3
MIS-298	E-Commerce Policy and Strategy	3
OSA-135	Website Applications	3

Select 6 credit hours from the following:

BUS-105	Small Business Management	4
BUS-130	Principles of Marketing	3
BUS-131	Principles of Retailing	3
BUS-134	International Business	3
BUS-136	Business Law	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
BUS-231	Principles of Management	3

Suggested Schedule

Semester 1 (9 credit hours)

IMS-101 OR	Introduction to Computer Systems	3
IMS-115	Microsoft Office I	3
MIS-111	Internet Technologies	3
BUS-___	BUS 105, 130, 131, 134, 136, 200, 230, or 231	3

Semester 2 (9 credit hours)

MIS-123	Database Design	3
MIS-141	Website Development: HTML & CSS	3
MIS-197	E-Commerce Development	3

Semester 3 (9 credit hours)

MIS-210 OR	Project Management	3
MIS-291	Systems Analysis and Design	3
MIS-297	Data-Driven Websites	3
OSA-135	Website Applications	3

Semester 4 (9 credit hours)

MIS-292	SQL/Database Applications	3
MIS-298	E-Commerce Policy and Strategy	3
BUS-___	BUS 105, 130, 131, 134, 136, 200, 230, or 231	3

iOS Developer, Certificate

Certificate—18 credit hours

Curriculum Code 1343

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

Required Programming Skills

6 credit hours as follows:

Select one track:

Track one

CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3

Track two

MIS-105	Programming Principles	3
MIS-154 OR	C# Programming I	3
MIS-160 OR	C++ Programming	3
MIS-176	Java Programming I	3

Required career courses

12 credit hours as follows:

MIS-123	Database Design	3
MIS-124	iOS Programming I	3
MIS-224	iOS Programming II	3
MIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3

Semester 2 (6 credit hours)

MIS-123	Database Design	3
CSC-240 OR	Advanced Computer Science	3
MIS-154 OR	C# Programming I	3
MIS-160 OR	C++ Programming	3
MIS-176	Java Programming I	3

Semester 3 (9 credit hours)

MIS-124	iOS Programming I	3
MIS-224	iOS Programming II	3
MIS-292	SQL/Database Applications	3

iOS Programmer, Certificate

Certificate—9 credit hours

Curriculum Code 1383

This certificate program will prepare students who are experienced programmers or software developers or have already completed the Programming Skills certificate with iOS programming skills.

Required career courses

9 credit hours as follows:

CSC-140 OR	Introduction to Computer Science	3
MIS-154 OR	C# Programming I	3
MIS-160 OR	C++ Programming	3
MIS-176	Java Programming I	3
MIS-124	iOS Programming I	3
MIS-224	iOS Programming II	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140	Introduction to Computer Science	3

OR		
MIS-154 OR	C# Programming I	3
MIS-160 OR	C++ Programming	3
MIS-176	Java Programming I	3

Semester 2 (6 credit hours)

MIS-124	iOS Programming I	3
MIS-224	iOS Programming II	3

Java Programmer, Certificate

Certificate—21 credit hours

Curriculum Code 1458

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

Because Java was designed for the Internet, it has been a popular choice for writing programs that are platform independent and safe. Java remains popular for network programming and web development. More recently, object-oriented features in the language have made Java a competitive option for writing stand-alone applications. Within this certificate's courses you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Java.

Required Career Courses

21 credit hours as follows:

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
MIS-286	Advanced Java Development	3
MIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3

Semester 2 (6 credit hours)

MIS-123	Database Design	3
MIS-176	Java Programming I	3

Semester 3 (6 credit hours)

MIS-276	Java Programming II	3
MIS-292	SQL/Database Applications	3

Semester 4 (6 credit hours)

MIS-283	Java Web Applications	3
MIS-286	Advanced Java Development	3

Mobile Application Developer, Certificate

Certificate—27 credit hours

Curriculum Code 1385

This certificate program will prepare students, who otherwise have a degree, with combined mobile programming technology and database skills that will provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential. Within this certificate's courses, students will gain hands-on experience programming for the user interface of prominent mobile application platforms designed with the Android and iOS programming languages. Students will create applications for these mobile devices using a version of Java and Objective C customized for development on the Android and iOS platforms.

Required career courses

27 credit hours as follows:

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-124	iOS Programming I	3
MIS-142	Android Programming I	3
CSC-240 OR	Advanced Computer Science	3
MIS-154 OR	C# Programming I	3
MIS-160	C++ Programming	3
MIS-176	Java Programming I	3
MIS-224	iOS Programming II	3
MIS-242	Android Programming II	3
MIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (6 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3

Semester 2 (9 credit hours)

CSC-240 OR	Advanced Computer Science	3
MIS-154 OR	C# Programming I	3
MIS-160	C++ Programming	3
MIS-176	Java Programming I	3
MIS-292	SQL/Database Applications	3

Semester 3 (6 credit hours)

MIS-124	iOS Programming I	3
MIS-224	iOS Programming II	3

Semester 4 (6 credit hours)

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

Multimedia Designer, Certificate

Certificate—24 credit hours

Curriculum Code 1342

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

Required career courses

24 credit hours as follows:

MIS-141	Website Development: HTML & CSS	3
MIS-241	Adv. Website Dev: Javascript & jQuery	3
OSA-135	Website Applications	3
OSA-138	Video Editing: Adobe Premiere	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3
OSA-236	Adobe Photoshop	3
OSA-238	Adv. Video Editing:Adobe AfterEffects	3

Suggested Schedule

Semester 1 (9 credit hours)

MIS-141	Website Development: HTML & CSS	3
OSA-138	Video Editing: Adobe Premiere	3
OSA-232	Introduction to Adobe Creative Suite	3

Semester 2 (9 credit hours)

MIS-241	Adv. Website Dev: Javascript & jQuery	3
OSA-135	Website Applications	3
OSA-234	Adobe Illustrator	3

Semester 3 (6 credit hours)

OSA-236	Adobe Photoshop	3
OSA-238	Adv. Video Editing:Adobe AfterEffects	3

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. This program will also provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

Required Career Courses

18 credit hours as follows:

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3

MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-126	PHP Programming I	3
MIS-141	Website Development: HTML & CSS	3
MIS-226	PHP Programming II	3

Suggested Schedule

Semester 1 (9 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-141	Website Development: HTML & CSS	3

Semester 2 (6 credit hours)

MIS-123	Database Design	3
MIS-126	PHP Programming I	3

Semester 3 (3 credit hours)

MIS-226	PHP Programming II	3

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:

Select one track (three courses) from below:

Track one

CSC-140	Introduction to Computer Science	3
MIS-123	Database Design	3
CSC-240	Advanced Computer Science	3

Track two

MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-139	VB.NET Programming I	3
OR		
MIS-154	C# Programming I	3
OR		
MIS-160	C++ Programming	3
OR		
MIS-176	Java Programming I	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3

Semester 2 (6 credit hours)

MIS-123	Database Design	3
CSC-240	Advanced Computer Science	3

OR		
MIS-139	VB.NET Programming I	3
OR		
MIS-154	C# Programming I	3
OR		
MIS-160	C++ Programming	3
OR		
MIS-176	Java Programming I	3

Small Database Administrator, Certificate

Certificate—6 credit hours

Curriculum Code 1380

This certificate program will prepare 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:

IMS-115	Microsoft Office I	3
OSA-257	Microsoft Access	3

Suggested Schedule

Semester 1 (3 credit hours)

IMS-115	Microsoft Office I	3

Semester 2 (3 credit hours)

OSA-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 industry experience, provide the background for entry-level or trainee software development positions. Information technology professionals may also pursue this program to enhance their versatility and career advancement potential.

Within this certificate's courses you will gain hands-on experience using at least two programming languages — selecting from C#, C++, Java, iOS, Android, and Visual Basic. Software development lifecycle issues — including solution conception, design, implementation, and testing — are addressed with hands-on experiences using the latest hardware and software development tools. Students expand on their breadth of knowledge by selecting from database, web design/development, eCommerce, and Microsoft Office application integration course options.

Required Career Courses

15 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
MIS-123	Database Design	3

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

Choose one track (9 credit hours):

Android Programmer Track (9 credit hours)

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

C# Programmer Track (9 credit hours)

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3
OR		
MIS-289	Advanced .NET Development	3

iOS Programmer Track (9 credit hours)

MIS-124	iOS Programming I	3
CSC-140	Introduction to Computer Science	3
OR		
MIS-154	C# Programming I	3
OR		
MIS-160	C++ Programming	3
OR		
MIS-176	Java Programming I	3
MIS-224	iOS Programming II	3

Java Programmer Track (9 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
OR		
MIS-286	Advanced Java Development	3

Visual Basic.NET Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
OR		
MIS-289	Advanced .NET Development	3

Choose another track (6 credit hours not duplicating selections from the prior track):

Android Programming Track (6 credit hours)

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

C# Programming Track (6 credit hours)

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

E-Commerce Development Track (6 credit hours)

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

iOS Programming Track (6 credit hours)

MIS-124	iOS Programming I	3
MIS-154	C# Programming I	3
OR		
MIS-160	C++ Programming	3

| OR | | |
| MIS-176 | Java Programming I | 3 |

Java Programming Track (6 credit hours)

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

PHP Programming Track (6 credit hours)

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

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

RPG Programming Track (6 credit hours)

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

Visual Basic.NET Programming Track (6 credit hours)

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

Web Client Scripting Track (6 credit hours)

| MIS-141 | Website Development: HTML & CSS | 3 |
| MIS-241 | Adv. Website Dev: Javascript & jQuery | 3 |

Web Design Track (6 credit hours)

| OSA-125 | Introduction to Website Design | 3 |
| OSA-135 | Website Applications | 3 |

Electives

Select 6 credit hours that have not been selected above:

CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
MIS-120	RPG Programming I	3
MIS-124	iOS Programming I	3
MIS-126	PHP Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Website Development: HTML & CSS	3
MIS-142	Android Programming I	3
MIS-154	C# Programming I	3
MIS-160	C++ Programming	3
MIS-176	Java Programming I	3
MIS-197	E-Commerce Development	3
MIS-199	Special Short Topics in Technology	1
MIS-200	Special Topics in Technology	3
MIS-220	RPG Programming II	3
MIS-224	iOS Programming II	3
MIS-226	PHP Programming II	3
MIS-239	VB.NET Programming II	3
MIS-241	Adv. Website Dev: Javascript & jQuery	3
MIS-242	Android Programming II	3
MIS-251	ColdFusion Programming	3
MIS-254	C# Programming II	3
MIS-259	Flash ActionScript	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Advanced Java Development	3
MIS-289	Advanced .NET Development	3
MIS-294	Oracle Database Management	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

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

Suggested Schedule

Semester 1 (6 credit hours)

Required Career Courses—15 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
___-___	Elective	3

Semester 2 (9 credit hours)

MIS-123	Database Design	3
___-___	Elective	3
___-___	Elective	3

Semester 3 (9 credit hours)

MIS-210	Project Management	3
MIS-291	Systems Analysis and Design	3
___-___	Elective	3

Semester 4 (12 credit hours)

MIS-292	SQL/Database Applications	3
___-___	Elective	3
___-___	Elective	3
___-___	Elective	3

Visual Basic .NET Programmer, Certificate

Certificate—21 credit hours

Curriculum Code 1457

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

Visual Basic is considered to be one of the easiest-to-learn programming languages and it boasts the largest community of software developers worldwide. Visual Basic provides developers with a tool they can use to rapidly deliver desktop, PDA, and data-driven web applications using state-of-the-art object-oriented techniques. Within this certificate's courses you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Visual Basic.

Required Career Courses

21 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
MIS-289	Advanced .NET Development	3
MIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (3 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3

Semester 2 (6 credit hours)

MIS-123	Database Design	3
MIS-139	VB.NET Programming I	3

Semester 3 (6 credit hours)

MIS-239	VB.NET Programming II	3
MIS-292	SQL/Database Applications	3

Semester 4 (6 credit hours)

MIS-285	ASP.NET Web Applications	3
MIS-289	Advanced .NET Development	3

Website Developer, Certificate

Certificate—36 credit hours

Curriculum Code 1433

This certificate is designed for the experienced computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in website development and who do not possess these prerequisite skills should meet with the department chair or coordinator to plan appropriate course selection.

Required Career Courses

27 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-123	Database Design	3
MIS-141	Website Development: HTML & CSS	3
MIS-241	Adv. Website Dev: Javascript & jQuery	3
MIS-292	SQL/Database Applications	3
OSA-125	Introduction to Website Design	3
OR		
OSA-135	Website Applications	3

Select 3 credit hours from:

MIS-210	Project Management	3
MIS-291	Systems Analysis and Design	3
BUS-105	Small Business Management	4
BUS-130	Principles of Marketing	3
BUS-131	Principles of Retailing	3
BUS-134	International Business	3
BUS-136	Business Law	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
BUS-231	Principles of Management	3

Choose one track (9 credit hours):

C# Programmer Track (9 credit hours)

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

MIS-285	ASP.NET Web Applications	3

Java Programmer Track (9 credit hours)

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

Multimedia Programmer Track (9 credit hours)

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

PHP Programmer Track (9 credit hours)

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

Visual Basic .NET Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3

(NOTE: OSA-125 is recommended for students pursuing the VB.NET or C# Programmer Tracks; OSA-135 is recommended for students pursuing the Java or Multimedia Programmer Tracks.)

Suggested Schedule

Semester 1 (9 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3

Semester 2 (9 credit hours)

MIS-141	Website Development: HTML & CSS	3
___-___	Track Selection Course	3
OSA-125 OR	Introduction to Website Design	3
OSA-135	Website Applications	3

Semester 3 (9 credit hours)

MIS-241	Adv. Website Dev: Javascript & jQuery	3
___-___	Track Selection Course	3
MIS or BUS	Required Career Course	3

Semester 4 (9 credit hours)

MIS-121	Networking for Business	3
MIS-292	SQL/Database Applications	3
___-___	Track Selection Course	3

Website Designer, Certificate

Certificate—33 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 with the department chair or coordinator to plan appropriate course selection.

Required Career Courses

33 credit hours as follows:

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-141	Website Development: HTML & CSS	3
MIS-241	Adv. Website Dev: Javascript & jQuery	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3
OSA-236	Adobe Photoshop	3

Suggested Schedule

Semester 1 (12 credit hours)

CSC-140 OR	Introduction to Computer Science	3
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
OSA-232	Introduction to Adobe Creative Suite	3

Semester 2 (9 credit hours)

MIS-141	Website Development: HTML & CSS	3
OSA-125	Introduction to Website Design	3
OSA-234	Adobe Illustrator	3

Semester 3 (12 credit hours)

MIS-241	Adv. Website Dev: Javascript & jQuery	3
MIS-297	Data-Driven Websites	3
OSA-135	Website Applications	3
OSA-236	Adobe Photoshop	3

Marketing and Management

This program consists of one degree.

Marketing and Management, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1238

The marketing and management program is designed to provide students with entry-level employment or advancement within businesses involved in the marketing of goods or services. This program prepares students for career opportunities as store managers, department and division managers, product managers, warehouse managers, and purchasing agents. This list is not inclusive of all occupations available to marketing and management graduates since management positions vary in fields such as product and production planning, advertising, sales, retailing, wholesaling, distribution, consumer research, small business ownership, and general business administration. An important feature of this program is the internship/seminar component.

According to the U.S. Department of Labor, employment of marketing and management professionals is expected to increase through 2018. Jobs for retail supervisors and managers without college-level coursework are expected to be very competitive. Some retail companies have begun requiring their sales staff to report directly to upper-management personnel, bypassing the department-level manager. Many job openings will occur as experienced supervisors and managers move into higher levels of management.

Required General Education Courses

19 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 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, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

25 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-237	Seminar	1

Electives

Select 18 credit hours from the following concentrations with at least 12 credit hours being selected from a single concentration area:

Management

BUS-105	Small Business Management	4
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-170	Introduction to Human Resources	3
BUS-200	Consumer Behavior	3
BUS-215	Employee Training and Development	3
BUS-232	Human Resources Management	3
IMS-115	Microsoft Office I	3
OSA-230	Microsoft PowerPoint & Presentations	3
PSY-201	Industrial/Organizational Psychology	3

Marketing

BUS-131	Principles of Retailing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-155	Display & Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
IMS-115	Microsoft Office I	3
OSA-230	Microsoft PowerPoint & Presentations	3
PSY-201	Industrial/Organizational Psychology	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
BUS-231	Principles of Management	3

(Take MTH-120 or higher)

(Note: 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
ECO-101	Principles of Macro-Economics	3
___-___	Elective	3
___-___	Humanities and Fine Arts Elective	3

Semester 3 (16 credit hours)

BUS-226	Business Ethics	3
COM-103	Speech Fundamentals	3
___-___	Elective	3
___-___	Elective	3
___-___	Science/Math Elective	4

Semester 4 (15 credit hours)

BUS-135	Personal Finance	2

BUS-233	Internship	3
BUS-237	Seminar	1
___-___	Elective	3
___-___	Elective	3
___-___	Elective	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-110	Hydraulics	3
IMM-115	Pneumatics	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 (8 credit hours)

ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3
MTH-133	Math for Industry	2

Semester 2 (11 credit hours)

ELT-201	Industrial Controls	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
WLD-113	Basic Metallurgy and Materials	3

Semester 3 (9 credit hours)

ELT-202	Advanced Industrial Controls	3
IMM-110	Hydraulics	3

WLD-111	Basic Arc/Gas Welding I	3

Semester 4 (12 credit hours)

ELT-211	Introduction to PLCs	3
IMM-115	Pneumatics	3
IST-109	Prints for Industry	3
WLD-112	Basic Arc/Gas Welding II	3

Mechanical Design Technology

This program consists of one degree and eight certificates.

Mechanical Design Technology, A.A.S.

A.A.S. Degree—65 credit hours

Curriculum Code 1221

This program prepares students for careers as professional draftsmen, mechanical designers and CAD technicians. Employment opportunities for those completing the program include positions such as drafter, detailer, CAD operator, CAD technician, mechanical design technician, layout designer, and laboratory technician.

Job opportunities for CAD drafters and designers are widespread. Industrial growth and the increasingly complex design problems associated with new products and processes will greatly increase the demand for drafting services. Replacement needs and CAD—and the ease of obtaining computer-generated information—stimulates a demand for more information, so there will continue to be growth in this occupation.

Required General Education Courses

19 to 23 credit hours as follows:

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

Math Option I—6 credit hours

MTH-141	College Algebra (Functions) and	4
MTH-142	Trigonometric Functions	2

Math Option II—10 credit hours

MTH-150	Calculus I/Analytic Geometry and	5
MTH-151	Calculus II/Analytic Geometry	5
PHY-150	Mechanics, Heat & Sound	4

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSY, PSC, SOC, SSC

Required Career Courses

40 credit hours as follows:

IMM-101	Mechanical Systems I	3
OR		
MDT-285	3D Parametric Modeling	3
MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3

MDT-115	Applied GDT	2
MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-210	Statics and Strength of Materials	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3
MDT-255	Machine Design	3
WLD-113	Basic Metallurgy and Materials	3

Electives

Select 6 credit hours from the following:

MDT-233	Internship	3
MDT-237	Internship Seminar	1
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3

Suggested Schedule

Semester 1 (17-18 credit hours)

COM-101	Composition I	3
IMM-101 OR	Mechanical Systems I	3
MDT-285	3D Parametric Modeling	3
MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
MDT-145	Intro to Computer Aided Drafting	3
MTH-___	Select the first course from a Math Option	4-5

Semester 2 (16 credit hours)

MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-160	Introduction to 3D Modeling	3
WLD-113	Basic Metallurgy and Materials	3
___-___	Social Science Elective	3

Semester 3 (17-19 credit hours)

MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-220	Tool Drafting	3
MDT-___	Elective	3
MTH-___	Select the second course from a Math Option	2-5
PHY-150	Mechanics, Heat & Sound	4

Semester 4 (15 credit hours)

COM-103	Speech Fundamentals	3
MDT-210	Statics and Strength of Materials	3
MDT-213	Plant Engineering Drafting	3
MDT-255	Machine Design	3
MDT-___	Elective	3

3-D CAD Specialist, Certificate

Certificate—18 credit hours

Curriculum Code 1439

This program prepares the student for a career as a three-dimensional CAD drafter, designer, or detailer.

Required Career Courses

18 credit hours as follows:

MDT-103	Orientation to MDT Careers	1
MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3
MDT-289	3D Parametric Assemblies	2

Suggested Schedule

Semester 1 (7 credit hours)

MDT-103	Orientation to MDT Careers	1
MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3

(Take MDT-145: 1st 8 weeks)

Semester 2 (6 credit hours)

MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3

(Take MDT-285: 1st 8 weeks)

(Take MDT-288: 2nd 8 weeks)

Semester 3 (5 credit hours)

MDT-278	Design Visualization	3
MDT-289	3D Parametric Assemblies	2

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:

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-278	Design Visualization	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)

MDT-145	Intro to Computer Aided Drafting	3
MDT-190	Construction Blueprint Reading	2
MDT-278	Design Visualization	3

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—13 credit hours

Curriculum Code 1363

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

Required Career Courses

13 credit hours as follows:

MDT-103	Orientation to MDT Careers	1
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 (7 credit hours)

MDT-103	Orientation to MDT Careers	1
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—9 credit hours

Curriculum Code 1339

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

Required Career Courses

9 credit hours as follows:

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

Suggested Schedule

Semester 1 (7 credit hours)

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

Semester 2 (2 credit hours)

| MDT-289 | 3D Parametric Assemblies | 2 |

CAD Programming/Management, Certificate

Certificate—18 credit hours

Curriculum Code 1437

This program prepares the student for a career as a CAD programmer and a CAD network manager.

Required Career Courses

12 credit hours as follows:

MDT-145	Intro to Computer Aided Drafting	3
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MIS-105	Programming Principles	3

Electives

Select 6 credit hours from the following:

Visual BASIC Track

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

C++ Track

| MIS-160 | C++ Programming | 3 |
| MIS-261 | C++ Programming II | 3 |

Suggested Schedule

Semester 1 (9 credit hours)

MDT-145	Intro to Computer Aided Drafting	3
MDT-245	Applied CAD	3
MIS-105	Programming Principles	3

Semester 2 (6 credit hours)

| MDT-260 | CAD Management | 3 |
| ___-___ | Track Selection Course | 3 |

Semester 3 (3 credit hours)

| ___-___ | Track Selection Course | 3 |

Mechanical CAD Specialist, Certificate

Certificate—24 credit hours

Curriculum Code 2102

This program is only open to students who have 30 hours in a drafting program, or two years of industrial drafting or engineering experience, or consent of instructor.

Required Career Courses

24 credit hours as follows:

MDT-100	Introduction to Computer Graphics	2
MDT-103	Orientation to MDT Careers	1
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
MDT-275	Introduction to Animation	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3

Suggested Schedule

Semester 1 (12 credit hours)

MDT-100	Introduction to Computer Graphics	2
MDT-103	Orientation to MDT Careers	1
MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-278	Design Visualization	3

Semester 2 (12 credit hours)

| MDT-245 | Applied CAD | 3 |

MDT-260	CAD Management	3
MDT-275	Introduction to Animation	3
MDT-285	3D Parametric Modeling	3

Mechanical Design Associate, Certificate

Certificate—46 credit hours

Curriculum Code 1362

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

Required Career Courses

40 credit hours as follows:

IMM-101	Mechanical Systems I	3
OR		
MDT-285	3D Parametric Modeling	3
MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-210	Statics and Strength of Materials	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3
MDT-255	Machine Design	3
WLD-113	Basic Metallurgy and Materials	3

Electives

Select 6 credit hours from the following:

MDT-233	Internship	3
MDT-237	Internship Seminar	1
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3

Suggested Schedule

Semester 1 (15 credit hours)

IMM-101	Mechanical Systems I	3
OR		
MDT-285	3D Parametric Modeling	3
MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-145	Intro to Computer Aided Drafting	3

Semester 2 (16 credit hours)

MDT-115	Applied GDT	2
MDT-160	Introduction to 3D Modeling	3

MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-___	Elective	3
WLD-113	Basic Metallurgy and Materials	3

Semester 3 (15 credit hours)

MDT-210	Statics and Strength of Materials	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3
MDT-255	Machine Design	3
MDT-___	Elective	3

Mechanical Drafting Associate, Certificate

Certificate—20 credit hours

Curriculum Code 1220

Prepares students for entry-level positions in mechanical drafting and computer aided design (CAD). Development of drafting/CAD skills and practical applications are stressed.

Required Career Courses

20 credit hours as follows:

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

Suggested Schedule

Semester 1 (9 credit hours)

MDT-103	Orientation to MDT Careers	1
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3

Semester 2 (11 credit hours)

MDT-115	Applied GDT	2
MDT-145	Intro to Computer Aided Drafting	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3

Mechatronics Technology

This program consists of one degree.

Mechatronics Technology, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1338

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

incorporating these inter-disciplinary, cutting-edge technologies to design these new products.

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

Required General Education Courses

25 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
COM-201	Business and Technical Writing	3
MTH-141	College Algebra (Functions)	4
MTH-142	Trigonometric Functions	2
PHY-150	Mechanics, Heat & Sound	4

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, 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:

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
IMM-101 OR	Mechanical Systems I	3
MDT-285	3D Parametric Modeling	3
IMS-101	Introduction to Computer Systems	3
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-145	Intro to Computer Aided Drafting	3
MDT-205	Machine Elements	3
MDT-210	Statics and Strength of Materials	3
WLD-113	Basic Metallurgy and Materials	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
IMS-101	Introduction to Computer Systems	3
MDT-101	Introduction to Drafting	3
MDT-145	Intro to Computer Aided Drafting	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (15 credit hours)

COM-103	Speech Fundamentals	3
ELT-101	Electricity and Electronics	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3

MTH-141	College Algebra (Functions)	4

Semester 3 (18 credit hours)

COM-201	Business and Technical Writing	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
MDT-205	Machine Elements	3
MTH-142	Trigonometric Functions	2
PHY-150	Mechanics, Heat & Sound	4

Semester 4 (15 credit hours)

ELT-202	Advanced Industrial Controls	3
IMM-101 OR	Mechanical Systems I	3
MDT-285	3D Parametric Modeling	3
MDT-210	Statics and Strength of Materials	3
WLD-113	Basic Metallurgy and Materials	3
___-___	Social and Behavioral Sciences Elective	3

Medical Assistant

This program consists of one certificate.

Medical Assistant, Certificate

Certificate—45 credit hours

Curriculum Code 1455

The Medical Assistant Certificate Program prepares graduates to begin careers as members of a multidisciplinary health care team within an ambulatory care setting. Students develop skills in accordance with the American Association of Medical Assistants entry-level competencies to perform administrative and clinical procedures. Additionally, the program will instill a code of professional ethics coupled with a foundation in skills that are needed to assist physicians in caring for patients. Graduates are eligible to take a national certification exam upon course and externship completion.

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, chiropractors and other health care practitioners running smoothly. Administrative duties may include scheduling appointments, greeting clients, maintaining medical records, coding and filling out insurance forms, arranging for diagnostic testing and referrals, handling correspondence, performing billing and bookkeeping procedures, and using computer applications.

Clinical duties vary by state. They may include conducting medical histories, explaining treatment procedures, preparing clients for examinations, and assisting the physician during the exam. Medical assistants also may collect and prepare laboratory specimens for testing and may perform basic laboratory testing. They instruct clients about medication and diets, telephone prescriptions to a pharmacy as directed, take electrocardiograms, and change dressings. They help patients feel at ease in the health care setting. They respect the confidential nature of medical information and promote patient privacy.

The Medical Assisting Externship consists of 160 hours of unpaid training at one of the Moraine Valley affiliated clinical sites. Most externship sites require that students have a completed health/physical form, required immunizations, current CPR certification, HIPAA understanding, health insurance, and a criminal background check and/or drug screening. Students must be 18 years old to begin their externship. They must be prepared to travel to the assigned externship site. Students must achieve a minimum grade of "C" in all prerequisites and required courses to advance within the program.

Required General Education Course

5 credit hours as follows:

BIO-115	Anatomy and Physiology	5

Required Career Courses

40 credit hours as follows:

IMS-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, MOA-147. The 160 unpaid hours of clinical externship is at an affiliated ambulatory care site, usually completed within four to six weeks.)

Suggested Schedule

Semester 1 (16 credit hours)

BIO-115	Anatomy and Physiology	5
MRT-110	Medical Terminology	3
IMS-115	Microsoft Office I	3
MOA-130	Law and Ethics in Healthcare	2
MOA-140	Medical Office Administration	3

Semester 2 (18 credit hours)

MOA-115	Clinical Laboratory Procedures	4
MOA-142	Medical Office Finance Systems	3
MOA-144	Pharmacology-Principles/Applications	5
MOA-147	Medical Assistant Clinic Procedures	6

Semester 3 (11 credit hours)

MOA-155	Medical Assistant Externship	3
MOA-156	Medical Assistant Seminar	2
PHB-110	Principles & Practice of Phlebotomy	6

Nursing

This program consists of one degree.

Nursing, A.A.S.

A.A.S. Degree—72 credit hours

Curriculum Code 1246

The Nursing (ADN) Program prepares students for nursing careers in hospitals and other health care facilities. Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

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

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

Employment Outlook

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

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

Accreditation

Moraine Valley's Nursing Program is approved and licensed by the Illinois Department of Professional Regulation, the Illinois Community College Board, the Illinois Board of Higher Education, and the Illinois Department of Vocational Technical Education.

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

• Submit the mandatory Moraine Valley college admission form

• Attend a mandatory information session

• 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

Selection Process

• **Ranking score:**
Points will be awarded based on:

  • Points for 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" = 3 points, "B" = 2 points, "C" = 1 point

  • IL Certification/Licensures

    • LPN = 6 points

    • CNA = 5 points

    • Paramedic/Military Medic = 4 points

    • MOA/EMT = 2 points

• **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

• Any general education course that applies to the nursing program completed prior to or during enrollment in the program must be completed with a grade of "C" or better.

• As per the Moraine Valley policy, course work may be repeated only twice for a total of three enrollments in a course.

Fees — Fees associated with specific nursing courses include use of equipment, some supplies, online learning assessment and remediation, and malpractice insurance if it is a clinical nursing course.

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. The student is encouraged to maintain a copy of all health physical information submitted to the program.

See the ADN rules and regulations for specific information on reporting pregnancy, illness, injury, surgery or need for medications.

Readmission— Upon withdrawal or failure to maintain a minimum GPA in the Nursing Program, students seeking readmission must follow the Department of Nursing policies for readmission. The readmission policies are contained in the Nursing rules and regulations that are distributed to every student at orientation and discussed the first day of class.

Students seeking readmission need to:

• Complete and submit a readmission form. (Readmission forms are available from and should be returned to the Records Office.)

• Meet conditions for readmission as stated on the Nursing Program -attrition form, and the program rules and regulations.

• Make sure health record and CPR status meet program requirements.

Program Requirements

All General Education courses in the Nursing Program must be completed with a grade of "C" or better.

• Responsible for transportation to and from clinical affiliates.

• Responsible for submitting a completed health physical prior to start of program and update results as required— see Health Physical section on this page.

• Responsible for complying with drug screens, criminal background check, etc., as required by clinical affiliates. This will be at the student's expense.

• Provide proof of comprehensive health and accident insurance.

• Responsible for all program fees.

• Responsible for obtaining uniforms.

• Maintain and report proof of current AHA Health Care Provider CPR certification while in program.

• Required to adhere to the Code of Student Conduct. See the Student Rights and Responsibilities (p. 43) section of this catalog.

Curriculum

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 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	General Sociology	3

Required Career Courses—48 credit hours as follows:

HSC-120	Pharmacology & Disease Processes I	3
HSC-140	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	2
NUR-152	Nursing Arts III	1
NUR-160	Nursing Clinical Practice I	2
NUR-161	Nursing Clinical Practice II-OB	2
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-260	Nursing Clinical Practice III	2
NUR-261	Nursing Clinical Practice IV	2
NUR-262	Nursing Clinical Practice V	3
NUR-265	Nursing Transitions II	1

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

Summer (7 credit hours)

BIO-119	Introductory Microbiology	4
PSY-104	Life-Span Developmental Psychology	3

(BIO-119 and PSY-104: full semester)

Semester 1 (16 credit hours)

HSC-120	Pharmacology & Disease Processes I	3
BIO-180	Human Anatomy & Physiology I	4
NUR-140	Nursing Concepts I	4
NUR-150	Nursing Arts I	2
NUR-151	Nursing Arts II	2
NUR-160	Nursing Clinical Practice I	2

(HSC-120 and BIO-180: full semester)

(NUR-140 and NUR-150: 1st 8 weeks)

(NUR-151 and NUR-160: 2nd 8 weeks)

Semester 2 (18 credit hours)

HSC-140	Pharmacology & Disease Processes II	2
BIO-181	Human Anatomy & Physiology II	4
NUR-141	Nursing Concepts II	3
NUR-152	Nursing Arts III	1
NUR-161	Nursing Clinical Practice II-OB	2
NUR-142	Nursing Concepts III	3
NUR-162	Nursing Clinical Practice II-MS	2

(HSC-140 and BIO-181: full semester)

(NUR-141, NUR-152 and NUR-161: 1st 8 weeks)

(NUR-142 and NUR-162: 2nd 8 weeks)

Note: Semesters 1 and 2 constitute the LPN certificate program

Semester 3 (15 credit hours)

COM-101	Composition I	3
NUR-250	Nursing Arts IV	2
NUR-240	Nursing Concepts IV	3
NUR-260	Nursing Clinical Practice III	2
NUR-241	Nursing Concepts V	3
NUR-261	Nursing Clinical Practice IV	2

(COM-101 and NUR-250: full semester)

(NUR-240 and NUR-260: 1st 8 weeks)

(NUR-241 and NUR-261: 2nd 8 weeks)

Semester 4 (16 credit hours)

COM-103	Speech Fundamentals	3
SOC-101	General Sociology	3
NUR-242	Nursing Concepts VI	3
NUR-262	Nursing Clinical Practice V	3
NUR-243	Nursing Concepts VII	3
NUR-265	Nursing Transitions II	1

(COM-103 and SOC-101: full semester)

(NUR-242 and NUR-262: 1st 8 weeks)

(NUR-243 and NUR-265: 2nd 8 weeks)

Office Systems and Applications

This program consists of one degree and eight certificates.

Office Systems and Applications, 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. Depending upon a student's area of concentration, graduates will qualify for positions as administrative assistant, legal office assistant, medical secretary, graphics and desktop publisher, web design assistant, office manager, or help desk specialist.

Students completing this program are expected to possess excellent keyboarding, proofreading, and document formatting skills; advanced computer application skills; strong communication skills; broad administrative support skills; excellent interpersonal skills; flexibility; and professionalism. Students completing this program may be expected to supervise lower-level clerical staff.

Students with work experience and advanced skills should contact the program coordinator for assessment and course substitution information. Students without prerequisite skills are expected to take the necessary additional courses. An important feature of this program is the internship/seminar component that provides on-the-job training and offers the student new to the field an opportunity to work in and evaluate a professional setting. The employer also can evaluate the student for possible full-time employment upon graduation. Students wishing to enroll in the internship/seminar should contact the internship coordinator prior to enrollment.

Program prerequisite: keyboarding skill of 26 net words per minute by touch. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

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

(Take MTH-120 or higher)

(Note: 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, GER, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SSC, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

30 credit hours as follows:

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

Concentrations

Students may select Administrative Assistant, Graphics and Desktop Publisher, Help Desk Specialist, Legal Office Assistant, Medical Secretary, Office Manager, or Web Design Assistant concentration.

Administrative Assistant Concentration—18 credit hours

Required Special Career Courses—15 credit hours as follows:

OSA-102	Document Formatting	3
OSA-104	Keyboarding Speed and Accuracy	1
OSA-243	Business Writing	2
OSA-246	Microsoft Office Integration	3
OSA-250	Records Management	2
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-141	Website Development: HTML & CSS	3
OSA-116	Microsoft Outlook	1
OSA-225	Microsoft Publisher	3
OSA-232	Introduction to Adobe Creative Suite	3

Graphics and Desktop Publisher—18 credit hours

Required Special Career Courses—18 credit hours as follows:

MIS-141	Website Development: HTML & CSS	3
OSA-125	Introduction to Website Design	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3
OSA-235	Adobe InDesign	3
OSA-236	Adobe Photoshop	3

Help Desk Specialist—18 credit hours

Required Special Career Courses—15 credit hours as follows:

COM-203	Interpersonal Communication	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-121	Network Essentials	3

| LAN-122 | Network Services | 4 |
| OSA-116 | Microsoft Outlook | 1 |

Electives—Select 3 credit hours from the following:

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

Legal Office Assistant —18 credit hours

Required Special Career Courses—16 credit hours as follows:

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

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Electives—Select 2 credit hours from the following:

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

Medical Secretary—18 credit hours

Required Special Career Courses—18 credit hours as follows:

MRT-105	Beginning Medical Transcription	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	3
OSA-102	Document Formatting	3
OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Microsoft Outlook	1
OSA-255	Administrative Office Procedures	3

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Office Manager —18 credit hours

Required Special Career Courses—15 credit hours as follows:

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

Electives—Select 3 credit hours from the following:

MIS-141	Website Development: HTML & CSS	3
OSA-116	Microsoft Outlook	1
OSA-232	Introduction to Adobe Creative Suite	3
OSA-243	Business Writing	2
OSA-246	Microsoft Office Integration	3

Web Design Assistant —18 credit hours

Required Special Career Courses—18 credit hours as follows:

MIS-141	Website Development: HTML & CSS	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-234	Adobe Illustrator	3
OSA-236	Adobe Photoshop	3
	and	
MIS-105	Programming Principles	3
OR		

MIS-241	Adv. Website Dev: Javascript & jQuery	3
OR		
OSA-232	Introduction to Adobe Creative Suite	3
OR		
OSA-246	Microsoft Office Integration	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
IMS-115	Microsoft Office I	3
OSA-103	Office Language Skills	3
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 (18 credit hours)

COM-103	Speech Fundamentals	3
MIS-146	Operating Systems	3
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
___-___	Elective: Career course from Chosen Concentration	3
___-___	Elective: Career course from Chosen Concentration	3

Semester 3 (16 credit hours)

MIS-111	Internet Technologies	3
OSA-249	QuickBooks for Office Professionals	3
___-___	Elective: Career course from Chosen Concentration	3
___-___	Elective: Career course from Chosen Concentration	3
___-___	Physical and Life Sciences Elective	4

Semester 4 (15 credit hours)

OSA-230	Microsoft PowerPoint & Presentations	3
OSA-257	Microsoft Access	3
OSA-258	Internship	3
___-___	Elective: Career course from Chosen Concentration	3
___-___	Elective: Career course from Chosen Concentration	3

Administrative Assistant, Certificate

Certificate—35 credit hours

Curriculum Code 1315

This program prepares students for positions as administrative assistants, executive assistants, and secretaries. Graduates acquire strong skills in computer applications, written communications, and office procedures. Keyboarding, proofreading, document formatting, and language skills are emphasized.

Program prerequisite: keyboarding skill of 26 net words per minute by touch. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses

33 credit hours as follows:

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

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Electives

Select at least 2 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-111	Internet Technologies	3
MIS-141	Website Development: HTML & CSS	3
MIS-146	Operating Systems	3
OSA-225	Microsoft Publisher	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-243	Business Writing	2
OSA-250	Records Management	2
OSA-258	Internship	3

Suggested Schedule

Semester 1 (10 credit hours)

IMS-115	Microsoft Office I	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
OSA-104	Keyboarding Speed and Accuracy	1

Semester 2 (7 credit hours)

OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3

Semester 3 (12 credit hours)

OSA-230	Microsoft PowerPoint & Presentations	3
OSA-246	Microsoft Office Integration	3
OSA-249	QuickBooks for Office Professionals	3
OSA-255	Administrative Office Procedures	3

Semester 4 (6 credit hours)

OSA-257	Microsoft Access	3
OSA-260	Seminar	1
___-___	Elective	2

(Note: For elective select from program elective list)

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:

IMS-115	Microsoft Office I	3
OSA-100	Keyboarding & Basic Formatting	1-3
OSA-104	Keyboarding Speed and Accuracy	1

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Suggested Schedule

Semester 1 (7 credit hours)

IMS-115	Microsoft Office I	3
OSA-100	Keyboarding & Basic Formatting	1-3
OSA-104	Keyboarding Speed and Accuracy	1

Graphics and Desktop Publishing, Certificate

Certificate—15 credit hours

Curriculum Code 1312

This certificate provides skill development in beginning-level desktop publishing. Students utilize software such as Microsoft Publisher, Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. This program is designed for the experienced computer user who possesses strong skills in Microsoft Windows navigation and computer application packages. It is appropriate for students who have earned a degree previously or who can prove substantial work experience. Students who are interested in beginning a career in graphics or desktop publishing and do not possess these prerequisite skills should meet with the department chair or program coordinator to plan appropriate course selections.

Required Career Courses

15 credit hours as follows:

OSA-225	Microsoft Publisher	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3
OSA-235	Adobe InDesign	3
OSA-236	Adobe Photoshop	3

Suggested Schedule

Semester 1 (6 credit hours)

OSA-232	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3

Semester 2 (9 credit hours)

OSA-225	Microsoft Publisher	3
OSA-235	Adobe InDesign	3
OSA-236	Adobe Photoshop	3

Help Desk Specialist, Certificate

Certificate—33 credit hours

Curriculum Code 1311

This program prepares students for entry-level positions in desktop support for PC applications. Students acquire hardware and software knowledge and customer service skills necessary to troubleshoot and resolve basic PC and applications problems. Students 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. Employers seek computer specialists who possess a strong background in fundamental computer skills, combined with good interpersonal and communication skills.

Required Career Courses

33 credit hours as follows:

COM-203	Interpersonal Communication	3
IMS-115	Microsoft Office I	3
IMS-215	Microsoft Office II	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-116	Microsoft Outlook	1
OSA-232	Introduction to Adobe Creative Suite	3

Suggested Schedule

Semester 1 (10 credit hours)

IMS-115	Microsoft Office I	3
LAN-103	Security Awareness	1
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3

Semester 2 (12 credit hours)

IMS-215	Microsoft Office II	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
OSA-232	Introduction to Adobe Creative Suite	3

Semester 3 (11 credit hours)

COM-203	Interpersonal Communication	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
OSA-116	Microsoft Outlook	1

Legal Office Assistant, Certificate

Certificate—40 credit hours

Curriculum Code 1316

This program prepares students for positions as administrative assistants in a legal office. Graduates are skilled in office applications with an emphasis on advanced word processing, legal terminology and legal procedures. Graduates of this program must possess superior keyboarding language skills and proofreading skills.

Program prerequisite: keyboarding skill of 26 net words per minute by touch. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses

38 credit hours as follows:

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

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Electives

Select at least 2 credit hours from the following:

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

Suggested Schedule

Semester 1 (13 credit hours)

BUS-136	Business Law	3
IMS-115	Microsoft Office I	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
OSA-104	Keyboarding Speed and Accuracy	1

Semester 2 (12 credit hours)

OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-243	Business Writing	2
OSA-252	Legal Documents and Terminology	3

Semester 3 (9-10 credit hours)

OSA-230	Microsoft PowerPoint & Presentations	3
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1
___-___	Elective	2-3

(Note: For elective select from program elective list)

Semester 4 (6 credit hours)

OSA-246	Microsoft Office Integration	3
OSA-257	Microsoft Access	3

Medical Secretary, Certificate

Certificate—34 credit hours

Curriculum Code 1318

This program prepares students for administrative assistant positions in medical offices or in health-related industries. Students gain knowledge of administrative and receptionist duties, medical transcription, and data entry. They will be prepared to produce reports, schedule appointments, answer telephones, and interact with vendors and patients. Familiarity with medical terminology, filing procedures, and computer applications is included.

Program prerequisite: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses

34 credit hours as follows:

IMS-115	Microsoft Office I	3
MRT-105	Beginning Medical Transcription	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint & Presentations	3
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Suggested Schedule

Semester 1 (10 credit hours)

IMS-115	Microsoft Office I	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
OSA-104	Keyboarding Speed and Accuracy	1

Semester 2 (10 credit hours)

MRT-110	Medical Terminology	3
OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3

Semester 3 (7 credit hours)

MRT-111	Health Information Management	3
OSA-230	Microsoft PowerPoint & Presentations	3

Semester 4 (7 credit hours)

MRT-105	Beginning Medical Transcription	3
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

Microsoft Office Specialist, Certificate

Certificate—22 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 Assistant certificate and the A.A.S. degree in Office Systems and Applications. Students pursuing certificates and degrees in business should consider this certificate as well. Courses in this certificate prepare students for Microsoft Office Specialist certification.

Program prerequisites: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I. Students with little or no knowledge of microcomputers should also enroll in IMS 100, Personal Computer Basics.

Required Career Courses

22 credit hours as follows:

IMS-115	Microsoft Office I	3
OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-225	Microsoft Publisher	3
OSA-230	Microsoft PowerPoint & Presentations	3
OSA-246	Microsoft Office Integration	3
OSA-257	Microsoft Access	3

Suggested Schedule

Semester 1 (3 credit hours)

IMS-115	Microsoft Office I	3

Semester 2 (6 credit hours)

OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint & Presentations	3

Semester 3 (7 credit hours)

OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-257	Microsoft Access	3

Semester 4 (6 credit hours)

OSA-225	Microsoft Publisher	3
OSA-246	Microsoft Office Integration	3

Receptionist/Office Assistant, Certificate

Certificate—19 credit hours

Curriculum Code 1214

This program prepares students for positions as receptionists and office assistants. Students learn proper techniques and procedures for greeting visitors, handling incoming calls, sorting and routing incoming materials, and performing general administrative duties. Filing, document formatting, and language skills are emphasized.

Program prerequisite: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level must enroll in OSA-100.

Required Career Courses

19 credit hours as follows:

IMS-100	Personal Computer Basics	1
IMS-115	Microsoft Office I	3

IMS-108	Internet Basics	1
OR		
MIS-111	Internet Technologies	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Microsoft Outlook	1
OSA-250	Records Management	2
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

(Note: OSA-104 May need to be repeated. Minimum skill level recommended for employment is 50 wpm)

Suggested Schedule

Semester 1 (7 credit hours)

IMS-100	Personal Computer Basics	1
IMS-115	Microsoft Office I	3
OSA-103	Office Language Skills	3

Semester 2 (7 credit hours)

IMS-108	Internet Basics	1
OR		
MIS-111	Internet Technologies	3
OSA-102	Document Formatting	3
OSA-104	Keyboarding Speed and Accuracy	1
OSA-250	Records Management	2

Semester 3 (5 credit hours)

OSA-116	Microsoft Outlook	1
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

Paraprofessional Educator

This program consists of one degree.

Paraprofessional Educator, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1470

This program can prepare you for a career as a paraprofessional educator (teacher's aide) in regular and special education classes in elementary and secondary schools and in social service agencies. Moraine Valley's program provides you with a strong foundation for a career in education through classroom work and observation in the field. Employment of paraprofessionals is expected to grow.

Required General Education Courses

19 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, GER, HUM, LIT, MUS, PHI, SPA, THE

Recommended that students choose a Non-Western or Third World Cultures course

Choose a laboratory science course 4 credit hours

Required Career Courses

28 credit hours as follows:

EDU-100	Introduction to Education	3
EDU-102	Intro for Paraprofessional Educator	3
EDU-103	Observation/Clinical Experience	1
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 15 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
CCA-106	Creative Activities/Young Child	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
___-___	Foreign Language Sequence	4-8
IMS-100	Personal Computer Basics	1
MTH-122	Math for Teachers II	3
MUS-107	Music Appreciation	3
PEH-181	Fundamentals of Rhythmical Movement	2
PSY-205	Abnormal Psychology	3
___-___	Science Elective	4
SOC-102	Marriage & Family	3

(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
___-___	Elective	3
PSY-104	Life-Span Developmental Psychology	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	1
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
___-___	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
___-___	Elective	3
___-___	Elective	3
___-___	Elective	3
___-___	Social and Behavioral Sciences Elective	3

Phlebotomy (Blood Collection)

This program consists of one certificate.

Phlebotomy (Blood Collection), Certificate

Certificate—10 credit hours

Curriculum Code 1306

Laboratory scientists, technologists and technicians require blood specimens that have been obtained promptly, efficiently and safely by qualified phlebotomists. The phlebotomist is an integral member of the laboratory team. This indivi-dual must be well trained in all aspects of specimen collection and processing. The phlebotomist must also be able to maintain high standards of professionalism with clients or patients. To ensure quality training is available to persons interested in this field of work, Moraine Valley has developed a training program in phlebotomy. This certificate program presents the basics of phlebotomy in three courses consisting of nine credit hours.

Employment opportunities for phlebotomists are widespread. The growth is driven by the increased medical needs of an aging population and more diagnostic testing. Locally, the labor market is growing, primarily due to the increase in home health care services and employment opportunities with contract laboratory organizations.

Accreditation/Approval

The Phlebotomy Program curriculum is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Moraine Valley's Phlebotomy Program is one of four programs in the nation to earn NAACLS charter approval.

Certification

Program graduates are eligible to take the phlebotomy certification examination of their choice.

Program Requirements

• In order to register for PHB-110, students must take the Compass test for reading and attain an appropriate score on the placement test. If students do not attain an appropriate reading score, students must take RDG-091 and attain a grade of "C" or higher in order to enroll in 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 high school transcript showing date of graduation or a GED certificate must be submitted to the coordinator prior to completion of the program.

• A liability insurance fee is required.

• The college requires that students have minimal health insurance coverage during the clinical experience.

• A criminal background check must be successfully completed before a clinical assignment is made.

• A drug screening must be successfully completed before a clinical assignment is made.

• A student must be 18 years of age or older before being assigned to a clinical rotation.

• Students must complete the Moraine Valley HIPAA training session.

Program Calendar

Students may complete the program in any two consecutive semesters. Students may opt to complete their clinical -rotations at any time within one year of their completion of PHB-110.

Required Career Courses

10 credit hours as follows:

PHB-110	Principles & Practice of Phlebotomy	6
PHB-111	Phlebotomy Clinical Practice Seminar	2
PHB-112	Phlebotomy Clinical Practice	2

Suggested Schedule

Semester 1 (6 credit hours)

PHB-110	Principles & Practice of Phlebotomy	6

Semester 2 (4 credit hours)

PHB-111	Phlebotomy Clinical Practice Seminar	2

PHB-112	Phlebotomy Clinical Practice	2

Radiologic Technology

Radiologic Technology, A.A.S.

This program consists of one degree.

A.A.S. Degree—72 credit hours

Curriculum Code 1240

Prepares graduates for professional careers in the medical health field. Graduates are eligible for employment in hospitals, clinics and physicians' offices. The program includes instruction in radiologic technique theory, patient positioning for diagnostic procedures and progressive clinical experience.

Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

Employment of radiologic technologists is expected to grow as fast as the average for all occupations, as the health care industry grows and because of the vast clinical potential of diagnostic imaging and therapeutic technology. However, while a significant increase in radiologic technologist employment is anticipated, job seekers are likely to face competition from many other qualified applicants for most openings.

Accreditation

Accredited by the Joint Review Committee on Education in Radiologic Technology.

Admission Requirements

See Admission to Health Science Programs in the Admission and Registration (p. 8) 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.

Transfer Students - Placement is considered on an -individual basis.

Certification

Program graduates are eligible to take the national examination of the American Registry of Radiologic Technologists.

Program Requirements

• Students must earn a grade of "C" (2.0) or better in each required career course (theory and clinical).

• Students are responsible for transportation to and from clinical affiliates.

• Students are responsible for securing uniforms.

• A liability insurance fee is required.

• The college requires that students have minimal health insurance coverage.

• Successful completion of a criminal background check.

Program Calendar

For students who attend full time, this 26-month program starts in June of each year and includes two academic years and three summer sessions. Students who attend part-time may complete their general education courses prior to program enrollment. The required biology and mathe-matics 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 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, GER, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

50 credit hours as follows:

IMS-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 Computer 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)

MRT-110	Medical Terminology	3
MTH-109	Math for Allied Health	2
IMS-115	Microsoft Office I	3
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)

___-___	Social and Behavioral Sciences Elective	3
COM-101	Composition I	3
RAD-202	Physics: Product and Characteristics	3
RAD-210	Radiologic Clinical Practice III	3

Semester 3 Fall (13 credit hours)

___-___	Humanities and Fine Arts Elective	3
RAD-204	Radiographic Procedures III	2
RAD-205	Radiologic Pathology	1
RAD-206	Medical Imaging Equipment	3
RAD-211	Radiologic Clinical Practice IV	4

Semester 4 Spring (11 credit hours)

COM-103	Speech Fundamentals	3
RAD-207	Radiology Science, Ethics, and Law	1
RAD-208	Introduction to Computer Tomography	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

Prepares graduates for professional careers in recreation therapy. Graduates are eligible for employment in physical rehabilitation centers, medical rehabilitation centers, hospitals, long-term care, skilled care, adult day care, alcohol and drug treatment centers, special recreation associations, and mental health agencies. The program includes instruction in program planning, disability information, leadership techniques, and public relation skills.

Employment of recreation therapists is expected to grow because of anticipated expansion of long-term care, physical and psychiatric rehabilitation, and services for the disabled. Hospitals will provide a large number of recreation therapy jobs, with additional jobs provided by long-term rehabilitation and psychiatric hospitals. The rapidly growing number of older persons is expected to spur job growth for activity directors in nursing homes, retirement communities, adult day care programs and social service agencies. Continued growth is expected in community residential facilities, park districts and day care programs for people with disabilities.

Required General Education Courses

26 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	General Sociology	3

(Note: Take MTH-120 or higher)

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

27 credit hours as follows:

REC-101	Introduction to Wellness Careers	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 of 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
PSR-120	Survey of Psychiatric Rehabilitation	3
PSR-125	Psychiatric Rehabilitation Skills	3

PSR-130	Health Skills for Psychiatric Rehab.	3

Select 1 credit hour from the following PEH courses:

PEH-105	Physical Fitness	1
PEH-107	Introduction to Group Fitness	1
PEH-108	Weightlifting	1
PEH-120	Introduction to Body/Mind Fitness	1
PEH-140	Weight Training	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	Abnormal Psychology	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	Introduction to Wellness Careers	3
THR-150	Recreation Therapy Techniques I	3
___-___	Career Elective	3

Semester 2 (16 credit hours)

COM-102	Composition II	3
SOC-101	General Sociology	3
REC-102	Older Adult Recreation and Wellness	3
THR-152	Recreation Therapy Techniques II	3
REC-180	Perceptual Motor Development	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
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
___-___	Career Elective	3

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 Technology

This program consists of one degree.

Respiratory Therapy Technology, A.A.S.

A.A.S. Degree—72 credit hours

Curriculum Code 1241

Prepares students as critical-care specialists to assist a primary-care physician in managing patients with serious heart and lung disorders. Respiratory therapists are responsible for administering medical gases, managing electronic monitoring equipment, controlling life-support systems, and handling various medical emergencies. Related responsibilities may include diagnostic testing of breathing disorders, rehabilitation of patients with long-standing pulmonary disease, and asthma education.

Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with the Allied Health and Nursing Program advisor in the Academic Advising Center.

Job opportunities are expected to remain good. Employment of respiratory therapists is expected to increase much faster than average because of substantial growth of middle-aged and elderly populations. Locally, the labor market should grow much faster than average for licensed therapists due to changes in Illinois licensing law. It is expected that licensed therapists will be in high demand due to the legislative changes.

Accreditation— Accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Admission Requirements— See Admission to Health Science Programs in the Admission and Registration (p. 8) section.

Fees— Fees associated with the Respiratory Therapy Technology Program include use of equipment, supplies, and malpractice insurance. Additional expenses include the cost of a uniform, transportation to and parking at clinical sites, physical examination, a CPR course, criminal background check, drug screening, and national board practice exams. Membership to the American 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 Res-piratory Therapy Program, students must receive permission from program -faculty before they may be considered for readmission. They must also meet any current requirements for readmission contained in the Program Policy Guide issued to students upon beginning the program. If all stipulations are met, readmission is still contingent on space-available -considerations.

Certification

Graduates of the Respiratory Therapy Program are qualified to take the Registry Examination administered by the National Board of Respiratory Care (NBRC) upon successful completion of the NBRC entry-level exam.

Program Requirements

• Students must earn a grade of "C" (2.0) or -better in each required career course (theory and clinical).

• Students are responsible for transportation to and from clinical affiliates.

• Students are responsible for securing uniforms.

• A liability insurance fee is required.

• The college requires that students have minimal health insurance coverage.

• Successful completion of a criminal background check.

Additional Requirements— A current health care provider level CPR card from the American Health Association is required for clinical placement. A criminal background check is required and drug screen may be required prior to clinical placement.

Program Calendar

The two-year program starts in the fall term and includes five semesters, including one summer term. Students may complete general education requirements prior to program enrollment. The required biology, chemistry and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis by the program coordinator. The required career courses must be taken in sequence.

Required General Education Courses

30 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
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
PSY-104	Life-Span Developmental Psychology	3

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, 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)

CHM-111	Fundamentals of Chemistry	4
MRT-110	Medical Terminology	3

Semester 1 (18 credit hours)

BIO-180	Human Anatomy & Physiology I	4
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 (14 credit hours)

BIO-181	Human Anatomy & Physiology II	4
RES-104	Airway Care and Gas Exchange	4
RES-105	Respiratory Therapeutic Modalities	5
RES-154	Respiratory Clinical Practice I	1

Summer (6 credit hours)

MTH-109	Math for Allied Health	2
RES-106	Patient and Ventilator Management	3
RES-157	Respiratory Clinical Practice II	1

Semester 3 (14 credit hours)

BIO-119	Introductory Microbiology	4
COM-103	Speech Fundamentals	3
RES-107	Managing the Critically Ill Patient	2
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—62 credit hours

Curriculum Code 1256

The Restaurant/Hotel Management curriculum applies small-business management training to the hospitality industry in general, and the restaurant and hotel industry in particular. Management operations taught include personnel, inventory control, accounting, menu planning, food preparation, marketing, layout and design, front desk procedures, and catering.

Employment of restaurant and food service managers is expected to increase for all occupations through the year 2018. In addition to growing demand for managers, the need to replace managers who transfer to other occupations or stop working for a variety of reasons will create many new jobs. Job opportunities are expected to be

best for persons with associate's or bachelor's degrees in restaurant and institutional food service management.

Required General Education Courses

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, GER, 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

47 credit hours as follows:

BUS-142	Financial Accounting	4
IMS-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-225	Banquet & Specialty Services	3
RTM-226	Front-of-the-House Management	3
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
IMS-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 (15 credit hours)

___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3
RTM-205	Beverage Management	3
RTM-223	Convention Management and Service	3

RTM-225	Banquet & Specialty Services	3
RTM-226	Front-of-the-House Management	3

Beverage Management, Certificate

Certificate—19 credit hours

Curriculum Code 1414

This intensive program prepares students for entry-level positions in the beverage area of restaurants or hotels.

Required Career Courses

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 (10 credit hours)

BUS-120	Business Mathematics	3
RTM-100	Food Service Sanitation	2
RTM-103	Basic Food Theory	2
RTM-206	Menu Writing and Marketing	3

Semester 2 (9 credit hours)

RTM-205	Beverage Management	3
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Restaurant/Hotel Management, Certificate

Certificate—36 credit hours

Curriculum Code 1254

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

30 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	3
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Suggested Schedule

Semester 1 (17 credit hours)

BUS-120	Business Mathematics	3
COM-101	Composition 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 (16 credit hours)

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	3
RTM-231	Hospitality Supervision	3

Semester 3 (3 credit hours)

| RTM-240 | Purchasing and Cost Control | 3 |

Security Services

This program consists of one certificate.

Security Services, Certificate

Certificate—11 credit hours

Curriculum Code 1307

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

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

Required Career Courses

10 credit hours as follows:

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

Elective Course

Select 1 credit hour from the following:

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

Suggested Schedule

Semester 1 (11 credit hours)

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

Sign Language Interpretation

This program consists of one certificate.

Sign Language Interpretation, Certificate

Certificate—54 credit hours

Curriculum Code 1369

This certificate program serves students who are pursuing employment in the fields of Deafness and Sign Language Interpreting. Specifically, the certificate will benefit students who are interested in working with the deaf/hard-of-hearing community, learning American Sign Language, and working with deaf/hard-of-hearing children in a K-12 setting. As a two-year certificate program, this program will 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

48 credit hours as follows:

ASL-101	American Sign Language I	3
ASL-102	American Sign Language II	3
ASL-103	American Sign Language III	3
ASL-104	Introduction to Interpreting	3
ASL-110	Deaf Culture and History	3
ASL-112	Intro to Interpreting Professions	3
ASL-114	Fingerspelling and Numbers in ASL	3
ASL-120	Ethics for Interpreters	3
ASL-121	Linguistics of ASL	3
ASL-122	Classifiers in ASL	3
ASL-201	Advanced ASL	3
ASL-202	Intermediate Interpretation	3
ASL-203	ASL to English Interpreting	3
ASL-204	Advanced Interpreting	3
ASL-205	Transliterating	3
ASL-206	Interpreting Practicum	2
ASL-207	Interpreting Seminar	1

Elective Courses

Select 6 credit hours from the following:

ASL-208	Interpreting in Educational Settings	3
ASL-209	Interpreting in Specialized Settings	3
ASL-210	Advanced Vocabulary for Interpreters	3
EDU-100	Introduction to Education	3
EDU-106	Language Diversity in the Classroom	3

Suggested Schedule

Semester 1 (12 credit hours)

ASL-101	American Sign Language I	3
ASL-110	Deaf Culture and History	3
ASL-112	Intro to Interpreting Professions	3
ASL-114	Fingerspelling and Numbers in ASL	3

Semester 2 (12 credit hours)

ASL-102	American Sign Language II	3
ASL-120	Ethics for Interpreters	3
ASL-121	Linguistics of ASL	3
ASL-122	Classifiers in ASL	3

Summer (6 credit hours)

| ASL-103 | American Sign Language III | 3 |
| ASL-104 | Introduction to Interpreting | 3 |

Semester 3 (12 credit hours)

| ASL-201 | Advanced ASL | 3 |

ASL-202	Intermediate Interpretation	3
ASL-203	ASL to English Interpreting	3
___-___	Elective	3

Semester 4 (12 credit hours)

ASL-204	Advanced Interpreting	3
ASL-205	Transliterating	3
ASL-206	Interpreting Practicum	2
ASL-207	Interpreting Seminar	1
___-___	Elective	3

Sleep Technology

This program consists of one degree.

Sleep Technology, A.A.S.

Associate in Applied Science Degree—62 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 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 (COPSG).

Commission on Accreditation of Allied Health Education Programs
1361 Park St.
Clearwater, FL 33756
(727) 210-2350
caahep.org

Admissions Requirements— See admission to Health Science Programs in the Admission and Registration (p. 8) 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. History and physical forms may be obtained from the Admissions Office. The student is encouraged to maintain a copy of all health physical information submitted to the program.

Additional Requirements— A current health care provider level CPR card from the American Health Association is required for clinical placement. A criminal background check is required and drug screen may be required by the clinical affiliate prior to clinical placement.

Re-Application— Applicants not selected for one starting class are responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new sleep technology admission application and submit to the Admissions Office during the application period as stated in the Admissions and Registration (p. 8) section of this catalog.

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	General Sociology	3

(Note: Take MTH-109 or higher)

MTH-109: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

40 credit hours as follows:

IMS-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	2
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	Aging in Contemporary Society	3
SOC-204	Soc of Contemp 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

Summer (4 credit hours)

PSG-125	Pediatric Sleep	2
PSG-135	Sleep Disorders	2

Semester 3 (14 credit hours)

COM-103	Speech Fundamentals	3
IMS-115	Microsoft Office I	3
PSG-210	Clinical Sleep Education	3
PSG-220	Sleep Technology Clinical II	2
SOC-101	General 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

Small Business Management

This program consists of one degree.

Small Business Management, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1411

This program is designed to provide students with the specific skills and abilities to operate a new business, or to improve operations in an existing small business. This program includes an internship/seminar component.

Small business managers are employed in a variety of industries and capacities nationwide. Due to the nature of small businesses, starting salaries vary greatly.

Required General Education Courses

19 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)

(Note: MTH-120 Recommended for transfer students)

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, GER, HUM, LIT, MUS, PHI, SPA, THE

BUS-120, MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

38 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-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-145	Computer Applications in Accounting	3
OR		
OSA-122	Microsoft Excel	3

BUS-170	Introduction to Human Resources	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
IMS-115	Microsoft Office I	3

Electives

Select 6 credit hours from the following:

BUS-131	Principles of Retailing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-148	Introduction to Finance	3
BUS-155	Display & Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-215	Employee Training and Development	3
BUS-230	Advertising	3
BUS-232	Human Resources Management	3
MIS-111	Internet Technologies	3
MIS-210	Project Management	3
OSA-230	Microsoft PowerPoint & Presentations	3
PSY-201	Industrial/Organizational Psychology	3

Suggested Schedule

Semester 1 (15 credit hours)

BUS-100	Introduction to Business	3
COM-101	Composition I	3
BUS-110 OR	Legal Environment in Business	3
BUS-136	Business Law	3
BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3
IMS-115	Microsoft Office I	3

(Note: MTH-120 or higher)

(Note: MTH-120 recommended for transfer students)

Semester 2 (16 credit hours)

BUS-142	Financial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-130	Principles of Marketing	3
ECO-101	Principles of Macro-Economics	3
___-___	Humanities and Fine Arts Elective	3

Semester 3 (17 credit hours)

BUS-105	Small Business Management	4
BUS-145 OR	Computer Applications in Accounting	3
OSA-122	Microsoft Excel	3
BUS-226	Business Ethics	3
COM-103	Speech Fundamentals	3
___-___	Science/Math Elective	4

Semester 4 (15 credit hours)

BUS-135	Personal Finance	2
BUS-231	Principles of Management	3

BUS-233	Internship	3
BUS-237	Seminar	1
___-___	Elective	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

Prepares graduates for professional careers in the recreation industry. Graduates are eligible for employment in park districts, corporate recreation, commercial recreation, and employee recreation. The program includes instruction in facility management, program planning, budgeting, computer skills, and public relations. Graduates may apply for Illinois Parks and Recreation Association certification.

Employment of recreation leaders is expected to grow as fast as the average for all occupations as growing numbers of people possess both the time and money to purchase leisure services. Growth in these jobs will stem from an increased interest in fitness and health, and the rising demand for recreational opportunities for older adults in senior centers and retirement communities.

Required General Education Courses

25 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	General Sociology	3

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

30 credit hours as follows:

IMS-115	Microsoft Office I	3
REC-102	Older Adult Recreation and Wellness	3
REC-103	Sport/Recreation Management Careers	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
CCA-106	Creative Activities/Young Child	3
COM-201	Business and Technical Writing	3
IMS-101	Introduction to Computer Systems	3
LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
PEH-170	First Aid	3
PEH-190	Outdoor Recreation & 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-103	Sport/Recreation Management Careers	3
REC-124	Sport/Recreation Facility Management	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (16 credit hours)

BIO-111	General Biology I	4
COM-102	Composition II	3
REC-102	Older Adult Recreation and Wellness	3
REC-180	Perceptual Motor Development	3
SOC-101	General Sociology	3

Semester 3 (15 credit hours)

COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
___-___	Elective	3

(Note: Take MTH-120 or higher)

Semester 4 (18 credit hours)

IMS-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

17 credit hours as follows:

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

Select 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 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
HIS-101	Western Civilization I	3
HUM-135 OR	African & Middle Eastern Humanities	3
HUM-140 OR	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
IMS-115	Microsoft Office I	3
SOC-210	Minority Groups	3

Suggested Schedule

Semester 1 (16 credit hours)

COM-101	Composition I	3
HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
___-___	Elective	3
___-___	Social and Behavioral Sciences Elective	3

(Note: Select from Elective list)

Semester 2 (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 from Elective list)

HAC Stationary Engineer, Certificate

Certificate—43 credit hours

Curriculum Code 1326

The purpose of this certificate is to prepare students to repair and maintain heating, air conditioning and refrigeration equipment in commercial and industrial high-rise environments.

Required General Education Courses

9 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
IMS-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
IMS-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 one certificate.

Supply Chain Management, Certificate

Certificate—17 credit hours

Curriculum Code 1319

This six-course, application-based certificate program provides a solid foundation in all facets of supply chain network, operations management and cargo security. Students will address both domestic and global issues in supplier and customer relations, value-added product differentiation, cost management, customs/security compliance, and the basic professional skills required to succeed within this industry. These courses have been designed based on current industry needs and in consultation with logistics and supply chain leaders.

The U.S. Bureau of Labor Statistics reports that employment in the transportation industry is expected to increase locally and nationally. Moraine Valley's district is located in a transportation hub which encompasses businesses tied to air, land, water, and rail. Students participating in this program will gain background for entry-level and trainee positions or, if currently employed in the industry, enhanced professional knowledge and career advancement potential.

Required Career Courses

17 credit hours as follows:

TDL-101	Transportation & Logistics Overview	3
TDL-102	Job Skills for Competitive Advantage	3
TDL-103	Transportation	3
TDL-104	Introduction to Import/Export	3
TDL-105	Principles of Operations Management	3
TDL-106	Cargo Security	2

Suggested Schedule

Semester 1 (9 credit hours)

TDL-101	Transportation & Logistics Overview	3
TDL-102	Job Skills for Competitive Advantage	3
TDL-103	Transportation	3

Semester 2 (8 credit hours)

TDL-104	Introduction to Import/Export	3
TDL-105	Principles of Operations Management	3
TDL-106	Cargo Security	2

Therapeutic Massage

This program consists of one certificate.

Therapeutic Massage, Certificate

Certificate—33 credit hours

Curriculum Code 1249

The Therapeutic Massage Certificate trains students in the art of touch and the application of pressure to clients' sore muscles and limbs to induce relaxation, assist in rehabilitation and contribute to their overall physical and emotional well being. The program will institute a code of professional ethics coupled with a foundation of business skills. Additionally, Moraine Valley offers a supervised student clinic that is open to the public and gives students the opportunity to work with a variety of people.

Required Program Prerequisites

Courses

BIO-115	Anatomy and Physiology	5
MRT-110	Medical Terminology	3
PEH-170	First Aid	3

(Note: Need PEH-170 or valid First Aid and CPR Card)

Required Career Courses

33 credit hours as follows:

MAS-101	Introduction to Massage	1
MAS-109	Pathology for Massage Therapy	3
MAS-110	Basic Swedish Massage	3
MAS-112	Assessment and Sports Massage	4
MAS-114	Massage Modalities	4
MAS-118	Business, Ethics and Documentation	4
MAS-120	Massage Lab Practicum	2
PEH-160	Fundamentals of Human Movement	3
PEH-171	A Healthy Lifestyle and You	3
REC-101	Introduction to Wellness Careers	3
REC-201	Applied Leadership Essentials	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 grade of "C" or better.)

Suggested Schedule

Semester 1 (12 credit hours)

BIO-115	Anatomy and Physiology	5
MAS-101	Introduction to Massage	1
MRT-110	Medical Terminology	3
PEH-170	First Aid	3

(Note: Need PEH-170 or valid First Aid and CPR card)

Semester 2 (15 credit hours)

MAS-109	Pathology for Massage Therapy	3
MAS-110	Basic Swedish Massage	3
PEH-160	Fundamentals of Human Movement	3
PEH-171	A Healthy Lifestyle and You	3
REC-101	Introduction to Wellness Careers	3

Semester 3 (15 credit hours)

MAS-112	Assessment and Sports Massage	4
MAS-114	Massage Modalities	4
MAS-118	Business, Ethics and Documentation	4
REC-201	Applied Leadership Essentials	3

Semester 4 (2 credit hours)

MAS-120	Massage Lab Practicum	2

Travel Business Management

This program consists of one degree and two certificates.

Travel Business Management, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1288

The primary goal of this program is to give students an opportunity to develop the professional skills and expertise necessary to pursue a career in the travel industry.

Required General Education Courses

15 credit hours as follows:

BUS-120 OR	Business Mathematics	3
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3

(Note: Take MTH-120 or higher)

Select 6 credit hours from Social/Behavioral Sciences or Humanities and Fine Arts:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC, ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses

40 credit hours as follows:

IMS-115	Microsoft Office I	3
BUS-100	Introduction to Business	3
BUS-107	Fundamentals of Accounting	2
LSC-106	Introduction to Travel Planning	3
LSC-108	International Travel	3
LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-130	Airline Pricing and Documentation	3
LSC-133	Client Communications	2
LSC-140 OR	Airline Computing-Sabre	3
LSC-141	Airline Computing-Apollo	3
LSC-210	Travel Business Entrepreneurship	2

LSC-214	Destination Planning-North America	3
LSC-225	Cruising: A-Z	2
LSC-226	Travel/Tourism Special Topics	1
OSA-100	Keyboarding & Basic Formatting	1-3
OSA-116	Microsoft Outlook	1

Career Electives

Select minimum of 7 credit hours from the following:

BUS-130	Principles of Marketing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-231	Principles of Management	3
LSC-234	Internship - Travel	3
LSC-238	Seminar - Travel	1
REC-103	Sport/Recreation Management Careers	3

(Note: LSC-234 and LSC-238 must be taken together. Students should contact the program coordinator one semester prior to enrollment.)

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OSA-100	Keyboarding & Basic Formatting	1-3
LSC-106	Introduction to Travel Planning	3
LSC-109	Tour/Itinerary Planning	2
LSC-130	Airline Pricing and Documentation	3

(Note: Take MTH-120 or higher)

Semester 2 (16 credit hours)

BUS-107	Fundamentals of Accounting	2
COM-103	Speech Fundamentals	3
IMS-115	Microsoft Office I	3
LSC-210	Travel Business Entrepreneurship	2
LSC-214	Destination Planning-North America	3
LSC-140	Airline Computing-Sabre	3
OR		
LSC-141	Airline Computing-Apollo	3

Semester 3 (16 credit hours)

___-___	Career Elective	3
BUS-100	Introduction to Business	3
OSA-116	Microsoft Outlook	1
LSC-108	International Travel	3
LSC-110	Fundamentals of Meeting Planning	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

Semester 4 (15 credit hours)

___-___	Career Elective	4
LSC-133	Client Communications	2
LSC-122	Special Events Management	3
LSC-225	Cruising: A-Z	2
LSC-226	Travel/Tourism Special Topics	1

___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

Meeting Planner, Certificate

Certificate—30 credit hours

Curriculum Code 1465

This program prepares the student for a career in the meeting planning/special events industry.

Required General Education Courses

6 credit hours as follows:

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

Required Career Courses

24 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-120	Business Mathematics	3
IMS-115	Microsoft Office I	3
LSC-106	Introduction to Travel Planning	3
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-133	Client Communications	2
LSC-214	Destination Planning-North America	3
OSA-100	Keyboarding & Basic Formatting	1-3

Suggested Schedule

Semester 1 (15 credit hours)

BUS-100	Introduction to Business	3
COM-101	Composition I	3
LSC-106	Introduction to Travel Planning	3
LSC-110	Fundamentals of Meeting Planning	3
LSC-133	Client Communications	2
OSA-100	Keyboarding & Basic Formatting	1-3

Semester 2 (15 credit hours)

BUS-120	Business Mathematics	3
COM-103	Speech Fundamentals	3
IMS-115	Microsoft Office I	3
LSC-122	Special Events Management	3
LSC-214	Destination Planning-North America	3

Travel-Tourism, Certificate

Certificate—26 credit hours

Curriculum Code 1289

This program provides entry-level technical knowledge, skills and attitudes necessary for employment in the travel-tourism industry.

Required Career Courses

20 credit hours as follows:

IMS-115	Microsoft Office I	3
LSC-106	Introduction to Travel Planning	3
LSC-108	International Travel	3
LSC-130	Airline Pricing and Documentation	3
LSC-133	Client Communications	2
LSC-140	Airline Computing-Sabre	3

OR		
LSC-141	Airline Computing-Apollo	3
LSC-214	Destination Planning-North America	3

Electives

Select 6 credit hours from the following:

LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-140	Airline Computing-Sabre	3
OR		
LSC-141	Airline Computing-Apollo	3
LSC-210	Travel Business Entrepreneurship	2
LSC-225	Cruising: A-Z	2
LSC-226	Travel/Tourism Special Topics	1
LSC-234	Internship - Travel	3
LSC-238	Seminar - Travel	1

(Note: LSC-234 and LSC-238 must be taken together. Students should contact the program coordinator one semester prior to enrollment.)

Suggested Schedule

Semester 1 (14 credit hours)

IMS-115	Microsoft Office I	3
LSC-106	Introduction to Travel Planning	3
LSC-108	International Travel	3
LSC-130	Airline Pricing and Documentation	3
LSC-133	Client Communications	2

Semester 2 (12 credit hours)

LSC-140	Airline Computing-Sabre	3
OR		
LSC-141	Airline Computing-Apollo	3
LSC-214	Destination Planning-North America	3
___-___	Elective	3
___-___	Elective	3

Voice and Data Specialist

This program consists of one degree and three certificates.

Voice and Data Specialist, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1435

This career path prepares students for entry-level positions as an Internet or Web site specialist in the information technology profession. Common career titles include Web site manager, Web site administrator, WAN specialist, WAN design specialist, WAN engineer, and many others. The Internet Specialist Program prepares students for rewarding careers at the forefront of the information technological revolution.

A first-year, full-time student schedule includes core courses in basic hardware and software, introduction to Internet technologies, Web page design, and networking fundamentals. Second-year students can select specialty tracks in technologies, including Cisco product specialist, Lotus Notes specialist, Microsoft specialist, or Novell specialist. This program helps students prepare for A+, N+, iNET+, CCNA, MCP, and CCNP certification. Graduates of this program possess a wide range of product knowledge as well as hands-on experience in LAN, WAN and enterprise Web site design.

Employment of computing professionals is expected to increase much faster than average as technology becomes more sophisticated and organizations continue to adopt and integrate these technologies. Internet specialists are included among the fastest growing occupations. Job availabilities will be driven by growth in computer and data processing services, and thousands of additional positions will arise from the need to replace workers who move into managerial positions, other occupations or who leave the labor force.

Required General Education Courses

18 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

MTH-120 or higher

MTH-120: Recommended for transfer students

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, NAT, PHY, PHS

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE

MTH-120: A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

• Placement into MTH-120 or higher; or

• Successful completion with an earned grade of "C" or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or

• An equivalent transfer course from another college with an earned grade of "C" or better.

Required Career Courses—45 credit hours as follows:

Core IT Technology—18 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3

LAN-122	Network Services	4
LAN-246	Routing and Switching - CCNA	3

Internet Security Specialty Track—27 credit hours as follows:

LAN-102	Voice and Data Cabling	3
LAN-251	WLAN Design - CWNA	3
LAN-256	LAN Design - CCNA	3
LAN-266	WAN Design - CCNA	3
LAN-269	Advanced Routing	3
LAN-271	Multi-Layer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-274	Managing VoIP Services	3
LAN-280	High Availability Virtualization	3

Suggested Schedule

Semester 1 (17 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-102	Voice and Data Cabling	3
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)

COM-101	Composition I	3
LAN-103	Security Awareness	1
___-___	Humanities and Fine Arts Elective	3
LAN-256	LAN Design - CCNA	3
LAN-266	WAN Design - CCNA	3
LAN-246	Routing and Switching - CCNA	3

Semester 3 (15 credit hours)

COM-103	Speech Fundamentals	3
LAN-251	WLAN Design - CWNA	3
LAN-269	Advanced Routing	3
LAN-271	Multi-Layer Switch Network Design	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3

(Note: Take MTH-120 or higher)

Semester 4 (15 credit hours)

LAN-272	Advanced Troubleshooting	3
LAN-274	Managing VoIP Services	3
LAN-280	High Availability Virtualization	3
___-___	Science Elective	3
___-___	Social and Behavioral Sciences Elective	3

Cisco Network Associate, Certificate

Certificate—23 credit hours

Curriculum Code 1447

This certificate 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 just beginning to train for a career in Cisco network management, or if they already work in 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

23 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
LAN-266	WAN 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
LAN-246	Routing and Switching - CCNA	3

(Take LAN-121: 1st 8 weeks)

(Take LAN-122: 2nd 8 weeks)

Semester 2 (12 credit hours)

LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-251	WLAN Design - CWNA	3
LAN-256	LAN Design - CCNA	3
LAN-266	WAN Design - CCNA	3

Cisco Network Professional, Certificate

Certificate—16 credit hours

Curriculum Code 1448

This certificate program gives students the skills they need to work in the cutting edge field of information technology. Students will learn to build scalable, remote access, and switched networks. Students will also gain experience in installing, maintaining, repairing and managing Cisco networks. Students can use this program as an introduction to courses required for the CCNP (Cisco Certified Network Professional). Common job titles for recipients of this certificate include computer system administrator, LAN technician, Cisco service representative, technical support specialist, and network system administrator. This certificate has a prerequisite of CCNA (Cisco Certified Network Associate) certification or completion of the CCNA training series at Moraine Valley Community College or another institution.

Required Career Courses

16 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-251	WLAN Design - CWNA	3
LAN-269	Advanced Routing	3
LAN-271	Multi-Layer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-280	High Availability Virtualization	3

Suggested Schedule

Semester 1 (4 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-269	Advanced Routing	3

Semester 2 (12 credit hours)

LAN-251	WLAN Design - CWNA	3
LAN-271	Multi-Layer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-280	High Availability Virtualization	3

Microsoft Associate, Certificate

Certificate—24 credit hours

Curriculum Code 1446

This certificate 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

(Take LAN-111 and LAN-121: 1st 8 weeks)

(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

Welding, Advanced

This program consists of six certificates.

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 IýAdvanced 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 IýAdvanced 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 IýAdvanced 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

MTH-120 or higher

Semester 2 (12 credit hours)

WLD-121	Advanced SMAW & Cutting IýAdvanced 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

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 IýAdvanced 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 IýAdvanced 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 IýAdvanced 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 IýAdvanced SMAW & Cutting I	3

Courses

Moraine Valley's courses meet a variety of students' needs. Course descriptions are listed by prefix and include the course code, credit hours, course title, pre- and corequisites, content description, and weekly course contact hours. Where appropriate, the Illinois Articulation Initiative general education core curriculum (IAI) are listed following the contact hours. Not all courses are offered every year. See the subdivision dean or the department chair for information on courses that are offered on a rotational basis.

Prerequisite—coursework must be completed before enrolling in the designated class, often an introductory course.

Corequisite—you are required to take two designated courses during the same semester.

Consent of instructor—a course permission slip must be granted by the instructor.

IAI Code—meets the requirements of the Illinois Articulation Agreement.

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)

Prerequisite: ADC-101.

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-108 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 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.

ANT - Anthropology

ANT 201 - Introductory Physical 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)

ANT 202 - Intro. to 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)

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)

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 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.

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)

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.

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 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)

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)

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.

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)

Corequisite: Registration or credit in ART-101 and ART-116 or consent of instructor.

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)

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)

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)

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)

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-180, 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-180, 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. Fee is required. (4 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. Fee is required. (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. Fee is required. (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. Fee is required. (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. Fee is required. (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 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. (3 contact hours).

Prerequisite: RDG-071 or appropriate placement test score at or above RDG-091 level.

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. (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. (3 contact hours)

Prerequisite: ASL-102.

ASL 104 - Introduction to Interpreting (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. (3 contact hours)

Prerequisite: ASL-112.

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. (3 contact hours)

ASL 112 - Intro to Interpreting Professions (3)

This course provides an introduction to the field of 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, interpreting environments and settings, and the history of the interpreting profession. (3 contact hours)

ASL 114 - Fingerspelling and Numbers in ASL (3)

This course will provide students with the tools and practice for successful production and reception of fingerspelling and numbers used in American Sign Language. (3 contact hours)

ASL 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: ASL-112.

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 (3)

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. (3 contact hours)

Prerequisite: ASL-101.

ASL 201 - Advanced ASL (3)

This course completes the series of American Sign Language study begun with ASL-101. The complex aspects of ASL grammar and conversational dynamics will be covered and explored. Comprehension and production will be emphasized and evaluated. ASL will be used as the method of instruction. (3 contact hours)

Prerequisite: ASL-103.

ASL 202 - Intermediate Interpretation (3)

This course will build on the skills developed in ASL-104, Introduction to Interpretation, and introduce students to simultaneous interpretation from ASL to English and English to ASL. Students will work from recorded and live interactions and monologues. (3 contact hours)

Prerequisite: ASL-104.

ASL 203 - 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. (3 contact hours)

Prerequisite: ASL-104.

ASL 204 - Advanced Interpreting (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. (3 contact hours)

Prerequisite: ASL-202.

ASL 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. (3 contact hours)

ASL 206 - Interpreting Practicum (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 ASL-207, Interpreting Seminar, and meet weekly to discuss and plan their off-campus practicum experiences. (4 contact hours)

Corequisite: ASL-207 and consent of instructor.

ASL 207 - Interpreting Seminar (1)

Students will meet to discuss and plan their off-campus practicum experiences in the co-requisite course ASL-206, Interpreting Practicum. (1 contact hour)

Corequisite: ASL-206 and consent of instructor.

ASL 208 - Interpreting in Educational Settings (3)

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. (3 contact hours)

Prerequisite: ASL-103 and ASL-104.

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. (3 contact hours)

Prerequisite: ASL-103 and ASL-104.

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. (3 contact hours)

Prerequisite: ASL-103 and ASL-104.

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. (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. (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. (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. (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. (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. (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. (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. (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. (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. (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. (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. (6 contact hours)

Prerequisite: AUT-112.

BIO - Biology

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)

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)

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)

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 strongly recommended that students select one of the following courses prior to taking this course: BIO-111, BIO-115, or CHM-131. Fee is required. (6 contact hours)

Prerequisite: CHM-111 or 1 year of high school chemistry.

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 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: MTH-090 or 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: planning, product, placement, price, and promotion. The student will learn the concepts behind effective strategic retail planning as practiced by different types of retail institutions: location selection, buying, selling, advertising, store management, pricing, customer services, and financing. Includes management of human resources and information systems. (3 contact hours)

BUS 133 - 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: MTH-090 or appropriate math placement test score.

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.

BUS 145 - Computer Applications in Accounting (3)

This course introduces the student to the use of a contemporary accounting software package, such as Peachtree. Through classroom discussions and laboratory exercises, the student will gain a practical knowledge of computerized accounting applications including accounts receivable, accounts payable, purchasing, invoicing, job costing, payroll, budgeting, and reporting. The course assumes a basic knowledge of personal computers, as well as a working knowledge of the accounting cycle. (4 contact hours)

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 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 the human resources professional in developing, designing, implementing, and evaluating employee training and development programs. Covers skill-

based and employee development training methods for both on-site and off-site training. (3 contact hours)

BUS 226 - 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. (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-143.

CCA - Child Care

CCA 104 - Lang. Dev. & Activities/Young Child (3)

In-depth knowledge and understanding of language development, the stages involved, the role that adults play, and the relationship of language to other aspects of development are covered. Introduces the student to a wide variety of language activities appropriate for young children and helps develop skills in preparing, presenting and evaluating each of the language activities included in the course. (3 contact hours)

CCA 106 - Creative Activities/Young Child (3)

An overview of a wide variety of experiences and methods for developing self-expression and creativity in the young child, including art, music, rhythm, and movement. (4 contact hours)

CCA 108 - Observation & Guidance-Young Child (3)

Study of guidance practices which support the development of the young child. Theories are provided that support an analysis of child behavior as well as the development of guidance techniques. Students will develop and understand the relationship between careful observation, communication, and effective interaction with children. (4 contact hours)

CCA 110 - Parenting (3)

An overview of the parenting process. Reviews the history of childhood, theories and models of development which apply to parenting, and the status of children today. Child-rearing problems and issues are discussed, and specific discipline and communication styles are explored. Focuses on the influences of contemporary stresses, family and culture on the development of the child's self-concept. (3 contact hours)

CCA 204 - The Child At Risk (3)

Studies social and economic conditions contributing to "at risk" factors in early childhood. Analyzes programs and methods that meet educational needs of children. (3 contact hours)

CCA 233 - Internship I (3)

A planned and supervised experience in a child care facility. Fee is required. (15 contact hours)

Prerequisite: ECE-101, ECE-202, CCA-104, ECE-105, CCA-106, CCA-108, ECE-109, ECE-201, ECE-205 and/or consent of instructor. Corequisite: CCA-237.

CCA 237 - Seminar I (1)

Discuss internship activities and challenges. (1 contact hour)

Prerequisite: Consent of coordinator. Corequisite: CCA-233.

CGI - Computer Graphics Imagery

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 (2)

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. (3 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. (4 contact hours)

CGI 110 - Computer Storyboarding (2)

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. (3 contact hours)

CGI 112 - Computer Graphics II (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 mediums. Adobe Illustrator will be the primary software program used. (4 contact hours)

Prerequisite: CGI-102.

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. (4 contact hours)

Prerequisite: CGI-104.

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. (4 contact hours)

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. (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. (4 contact hours)

Prerequisite: CGI-116.

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. (4 contact hours)

Prerequisite: CGI-116.

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. (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. (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.

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. This course includes a one-hour laboratory component. (6 contact hours)

Prerequisite: CHM-111 or one year of high school chemistry.

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.

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.

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.

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, full-time students. (1 contact hour)

COM - Communication

COM 085 - Sentence and Paragraph Writing (4)

This course is designed to help students understand and use the basics of grammar and punctuation with simple, compound and complex sentences, and to use these sentences to develop effective paragraphs. (4 contact hours)

COM 090 - Paragraph and Theme Writing (3)

Understand and write basic paragraphs and short themes. Covers developing the topic sentence, ordering ideas and achieving coherence in paragraphs, and incorporating paragraphs into essays. Credit hours for the course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

Prerequisite: COM-085 with minimum grade of "C" or appropriate placement test score.

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. (1 contact hour)

Prerequisite: Placement into the COM-Bridge Program.

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-090 or IEL-086 with a minimum grade of "C" or appropriate placement test score.

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".

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)

COM 105 - Writing Laboratory (1)

Develops job-related communication skills, research paper skills and writing skills for personal improvement. Credit hours for the course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. This course may be taken four times for credit.(2 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 111 - Technical Communications I (3)

Introduces basic theories of communication. Emphasizes writing development, including technical writing, letter writing and grammar. Fee is required. (3 contact hours)

Prerequisite: COM-090 or appropriate placement test score.

COM 112 - Technical Communications II (3)

Theory and practice of oral communication are discussed. Emphasizes group discussion, listening skills, and informative and persuasive speaking. (3 contact hours)

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 or COM-111.

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.

COS - College Skills

COS 100 - College Skills I (1-6)

Techniques for improving reading skills, including basic word attack, comprehension, interpretation, skimming, scanning. Techniques for improving listening, note-taking, test-taking and study methods. Credit hours for this course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. This course may be taken four times for credit. (1 to 6 contact hours)

CRJ - Criminal Justice

CRJ 101 - Introduction to Criminal Justice (3)

Covers the American criminal justice system and its processes. Introduces crime statistics, crime causation theories, and criminal law as tools of the justice system; the function of law enforcement, courts and corrections; a

sampling of international criminal justice systems; and career opportunities and resources. (3 contact hours)

CRJ 103 - Police in American Society (3)

Examines American law enforcement. Introduces the nature, scope and history of law enforcement; the police function; police-citizen relations; civil rights and civil liability; ethics in policing; organizational, political and social influences; and a range of policing issues. (3 contact hours)

CRJ 104 - Investigation & Criminal Evidence (3)

Looks at the police investigative process. Emphasizes preliminary and follow-up investigations; collection and preservation of physical evidence at the crime scene; methods used in the scientific interpretation of evidence; and preparation of criminal cases for trial. (3 contact hours)

CRJ 105 - Criminology (3)

Examines crime and criminal behavior. Introduces criminology; views of crime; major explanations of crime; strategies designed to reduce the crime rate; and types of crime, such as violent, political, organized, and property. (3 contact hours)

CRJ 106 - Introduction to Corrections (3)

Examines the development of the correctional system. Describes the various forms of punishment and presents correctional ideologies, including punishment, treatment and crime prevention. Traditional institutions, community-based programs and other options are analyzed. (3 contact hours)

CRJ 107 - Juvenile Delinquency & Procedures (3)

Covers the juvenile justice system. Introduces the nature, etiology and extent of juvenile crime; functions and jurisdictions of juvenile agencies; juvenile processing, detention and case disposition; and contemporary issues in juvenile justice. (3 contact hours)

CRJ 110 - Introduction to Homeland Security (3)

This course provides an overview of homeland security as a major contemporary issue in the public safety fields, and introduces the major themes and issues in homeland security. Students will examine the roles of the emergency management system, including public health and private sector participants. The course will review current legislation, civil liberties, intelligence gathering and counter terrorism initiatives, as well as provide a historical perspective and describe risk assessment and prevention techniques. (3 contact hours)

CRJ 111 - Homeland Security Incident Command (3)

This course provides an overview of incident command and disaster response as a major contemporary issue in the public safety field for all first responders. Introduces many

major themes and issues in incident command and disaster operations. Examines the roles of first responders, including police, fire, EMS and public health; along with private sector and community participants. Reviews current legislation, civil liberties, current best practices, and discusses local political concerns. Provides a historical perspective and describes risk assessment and mitigation techniques. (3 contact hours)

CRJ 112 - Disaster & Blood Borne Hazards (1)

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

CRJ 113 - Emergency Preparedness & Response (3)

This course focuses on the philosophical and theoretical underpinnings of the emergency preparedness profession and the principles that define effective practice. The starting points are current definitions of emergency preparedness, the mission and vision of the profession, and "The Principles of Emergency Preparedness" developed by the Emergency Management Roundtable in 2007. (3 contact hours)

CRJ 114 - Strategic Planning and Leadership (3)

This course explores the principles that promote effective emergency preparedness operations, management, planning and communication. The main objective of this course is to establish the importance of strategic planning and management across various fields in emergency preparedness utilizing contemporary best practices. It will highlight challenges in communication between coordinating agencies before, during, and after a disaster, in addition to the challenges faced in inter-personal communication. This course will elaborate on critical thinking, problem solving, group thinking, and leadership in stressful environments. (3 contact hours)

CRJ 115 - Continuity Management (3)

This is an introduction to crisis management and organizational continuity from a public/private sector partnership perspective. Course topics reflect the changes in the aftermath of the tragic events of Sept. 11, 2001, and the lessons learned in recent disasters and catastrophes, particularly Hurricane Katrina. The topics include comprehensive emergency management, public and private roles and partnerships for emergency and crisis management, the risk management process, strategic crisis

management, contingency planning, training and exercises, emergency response, business continuity and recovery, the role of the crisis management team, and crisis communication. Students also will review relevant case studies to understand the aforementioned topics. (3 contact hours)

CRJ 116 - Public Health Preparedness (3)

This course introduces students to an approach to understanding hazards and disasters grounded in public health analysis through the federal Centers for Disease Control and State of Illinois Prevention Public Health Emergency Preparedness Capabilities. Using a multi-disciplinary approach, the course will examine historical, geographical, social, and cultural factors and conditions that put people differentially at risk before, during, and after disasters. Drawing on current theory and research, field studies, class activities, and life experiences, students will explore how social groups are vulnerable to hazardous conditions and events, and strategies for community-based mitigation engaging those most at risk. (3 contact hours)

CRJ 117 - Exercise Design & Evaluation (3)

Exercises play a vital role in national preparedness by enabling whole community stakeholders to test and validate plans and capabilities, and identify both capability gaps and areas for improvement. This course will identify how a well-designed exercise can provide a low-risk environment to test capabilities, familiarize personnel with roles and responsibilities, and foster meaningful interaction and communication across organizations. The Homeland Security Exercise and Evaluation Program (HSEEP) will provide a set of guiding principles for exercise programs, as well as a common approach to planning and conducting individual exercises. The methodology applies to exercises in support of all national preparedness mission areas and ensures a consistent and interoperable approach to exercise design and development, conduct, evaluation, and improvement planning. (3 contact hours)

CRJ 206 - Substantive Criminal Law (3)

Examines the theory and practice of substantive criminal law. Introduces the definition and classification of crimes, legal principles of criminal conduct, legal elements required for proof of crime, punishment, defenses, and mitigating circumstances. Emphasizes criminal offenses in Illinois. (3 contact hours)

CRJ 207 - Procedural Criminal Law (3)

Covers the theory and practice of procedural criminal law. Introduces the law of arrest, search and seizure; confessions; suspect identification; and electronic surveillance. Emphasizes the criminal law in Illinois and updated decided court cases. (3 contact hours)

CRJ 210 - Special Topics in Criminal Justice (1)

Students work with instructor individually or in small groups to develop special projects designed to focus on specific criminal justice or related topics. This course may be taken four times for credit. (1 contact hour)

CRJ 219 - Contemporary Issues:Criminal Justice (2)

Intended primarily for students interested in criminal justice issues, the course examines basic policy problems: legislation, professionalism, education, training, literature and research, procedures, administration, social problems. This course may be taken four times for credit. (2 contact hours)

CRJ 233 - Internship (3)

Planned and supervised career field experience relating to the student's degree program. Students will intern in criminal justice agencies or related public service agencies. (15 contact hours)

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)

Discusses internship activities and issues. (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 Transfer

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: 3 years of high school math, including precalculus or advanced algebra, and appropriate placement test score or MTH-098, or consent of instructor.

CSC 206 - FORTRAN Programming (3)

The FORTRAN language is used primarily for statistical analysis, simulation, analysis of research data, and other applications involving complex mathematical manipulation. Students write, compile and test programs using a version of FORTRAN. The emphasis in this course is on problem solving and analysis, and not on the intricacies of the FORTRAN language. Students with no prior programming experience are strongly advised to take CSC-140 or its equivalent. Fee is required. (4 contact hours)

Prerequisite: Previous experience programming with a structured language or CSC-140, or consent of instructor, and a first course in calculus either MTH-145 or MTH-150.

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 or consent of instructor.

CSC 280 - Data Structures with Applications (3)

An introduction to various data representations and structures such as linked lists, stacks, queues, rings, and trees. Each structure is explored in terms of applicability to various data management situations with programming exercises included to demonstrate design and use in problem solving. Fee is required. (4 contact hours)

Prerequisite: CSC-240.

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 land forms; the atmosphere and major elements and controls of weather in their relationship to climatic characteristics and distributions; the physical characteristics of ocean water, movements and the ocean floor; and the characteristics of the solar system and outer space. This course is particularly suited for students not majoring in the sciences. This course includes a one-hour laboratory component. Fee is required. (6 contact hours)

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)

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. (5 contact hours)

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. (4 contact hours)

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. (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. (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. (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. Upon completion of 100 hours of early childhood (EC) experiences that have been embedded within the coursework in the EC program, a student will be able to apply for the Illinois Gateways Credential. An additional 300 hours will be required to earn this credential. A student can obtain these additional hours by completing an internship program ECE-237. (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. (3 contact hours)

Prerequisite: ECE-101 and ECE-201 or consent of ECE coordinator.

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. (1-3 contact hours)

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)

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)

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. (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 (1)

Documented clinical experience(s) based on community collaborations involving observation of and interaction with students and practitioners at work, according to specified guidelines, within the appropriate subject matter and age category. The experience, comprising a minimum of 40 hours, is planned, guided, and evaluated by a supervisor and can occur in a variety of educational settings, including those with diverse populations. (3.5 contact hours)

EDU 104 - 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 environment. Strategies and their application, which address components of diverse behavioral, cultural and learning theories, are examined. Recognized behavioral interventions to ensure appropriate

socialization and learning are researched and utilized. Individual and school-wide discipline behavior theories and models are analyzed and applied. (3 contact hours)

EDU 106 - Language Diversity in the Classroom (3)

This course is designed to introduce students to an understanding of linguistic diversity and services for culturally diverse populations. The course will cover normal language development from birth through school age, and how children of all cultures progress through language development stages at different rates. This course also will cover the effects of cultural and linguistic diversity on language development. (3 contact hours)

EDU 108 - Foundations of Bilingual Education (3)

This course is designed to introduce students to historical, philosophical, socioeconomic, and educational issues that have led to the formation of ESL and bilingual education policies, programs, and services for culturally diverse populations. Theories of language learning are included. (3 contact hours)

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 IMS-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 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. (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)

EGN - Engineering

EGN 150 - Engineering Graphics (3)

The graphic description of objects in three dimensions and the application of graphic methods to solution of three-dimensional space problems are included. Covers orthographic projection of points, lines, planes, and solids, and the relative positions of these elements. Includes sections, conventions and dimensioning, tolerance systems, surface intersections, developments, vectors, and pictorial systems. Fee is required. (5 contact hours)

EGN 201 - 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.

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: PHY-203. 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. (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. (4 contact hours)

Prerequisite: ELT-101.

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)

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 100 - First Responder (2)

Develops functional emergency procedures for fire and police service personnel who may be required to provide the initial care to sustain life and maintain life support until the victims of accidents or sudden illnesses are cared for by qualified medical personnel. Includes artificial respiration, poisoning, burns, dressings and bandages, fractures, emergency childbirth, bone and joint injuries, emergency rescue and transfer, and extrication. (2 contact hours)

EMS 101 - 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.

EMS 102 - EMT-Paramedic I (9)

Provides classroom training and clinical experience to enable students to become state-certified paramedics. Examines the role and responsibility of the paramedic in the health care delivery system, including an overview of human body systems, basic general pharmacology, medical terminology, patient assessment and examination, fluid therapy, and an in-depth study of the respiratory system. Fee is required. (15 contact hours)

Prerequisite: Illinois Emergency Medical Technician "B" certification.

EMS 103 - EMT-Paramedic II (8)

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, neorological, and psychiatric patients. The management of substance abuse and toxic emergency patients are discussed. (14 contact hours)

Prerequisite: EMS-102 and Emergency Medical Technician B licensure.

EMS 104 - EMT-Paramedic III (8)

This course covers the anatomy and physiology and management of the geriatric client, environmental and hematological emergencies, anaphylaxis, allergies, the challenged patients and chronic care patients. Examines the EMS considerations for violent situations and crime scenes and hazardous material situations. Also covers the pathophysiology and management of the musculoskeletal system and of trauma, including soft tissue injuries, burns, hemorrhage and shock. (14 contact hours)

Prerequisite: EMS-102, EMS-103 and Emergency Medical Technician B licensure.

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 - EMT-Paramedic-Internship (5)

The student, while under the direct supervision of a certified paramedic, will accumulate a minimum of 248 hours of actual ambulance service (including a minimum of 50 calls, 25 of which must be Advanced Life Support responses). Included in the above calls, the student must serve as team leader in at least 50 calls. Fee is required. (16.5 contact hours)

Prerequisite: EMS-102 and completion of Cardiac Mod in EMS-103. Corequisite: Registration in EMS-103 and EMS-104.

EMS 237 - EMT-Paramedic-Seminar (5)

These semiweekly seminars allow the paramedic intern to present case studies to the EMS instructor and classmates as related to the Region VII Standard Medical Orders. The student also will be required to successfully complete ACLS, PHTLS, and PALS courses in order to graduate and complete EMS-237. Upon successful completion, the student is eligible to take the State of Illinois Certification Examination for Paramedics. (16.5 contact hours)

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 103 - Fire Prevention Principles I (3)

In this course students develop an understanding of the purpose and objectives of fire prevention codes and ordinances in relation to building construction, fire protection systems and field inspection techniques. (3 contact hours)

Prerequisite: Office of the State Fire Marshal Firefighter II Certification.

FIS 104 - Fire Protection Systems (3)

Studies basic built-in fire detection, alarm and extinguishing systems. Examines devices and systems installed in buildings to protect life and property, and to support the fire department through early detection and control. (3 contact hours)

FIS 105 - Industrial Fire Protection (3)

Studies recommended practices for protection of industrial properties and processes from fire, explosion and damage peculiar to certain types of public and private industry. Includes organization and training of plant fire brigades. (3 contact hours)

FIS 106 - Fire Suppression Apparatus & Equip (3)

Basic principles of construction and use of fire apparatus and related equipment are included. Apparatus operation and maintenance of pumps, pumper procedures, tests, aerial ladders, and aerial platforms are covered. Elementary fireground hydraulic calculations are studied. (3 contact hours)

FIS 107 - Fire Fighting Tactics & Strategy I (3)

This course studies various areas of basic firefighting tactics and strategy, including pre-fire planning, apparatus requirements, initial attack, and confinement problems unique to different types of building construction. (3 contact hours)

Prerequisite: FIS-103.

FIS 110 - Hazardous Materials Awareness (1)

Designed to give the student the knowledge necessary to implement a planned response to a hazardous materials circumstance. Emphasizes surveying the incident scene and collecting hazardous materials information. (1 contact hour)

FIS 111 - 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 112 - Building Construct. for Fire Safety (3)

An in-depth analysis of the various classifications of building construction, types of construction materials, and

structural design. Includes fire resistance ratings, fire detection and suppression systems, and life safety considerations. Introduces building and fire codes and laws. (3 contact hours)

FIS 113 - Technical Rescue Awareness (1)

This course provides instruction in the identification of situations requiring a technical rescue. Several methods of technical rescue will be discussed, including structural collapse, confined space, vehicle and machinery and water. Safety measures required at each type of rescue will be emphasized. (1 contact hour)

Prerequisite: FIS-101 and EMS-101, or 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 116 - Fire Department Special Services (1)

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

FIS 117 - 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: FIS-107 or approval of the 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: FIS-107 or approval of the 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 120 - Ice Rescue Technician (1)

Students will be instructed on the techniques and procedures for responding to ice-related emergencies. Topics include terminology and types of ice that are created. Personal protective equipment and emergency actions are explored. Rescues are practiced using simulated victims. Substantial time is spent on the ice and in the water. (1.5 contact hours)

Prerequisite: FIS-119.

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: FIS-103.

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: FIS-101 and EMS-101, or Office of the State Fire Marshal Firefighter II Certification.

FIS 205 - Fire Service Leadership I (3)

This course studies the role of the fire service company officer. Topics emphasize the management functions of planning, organizing, staffing, directing, and controlling. This course meets requirements for Management I as defined by the Illinois Office of the State Fire Marshal. (3 contact hours)

Prerequisite: FIS-103.

FIS 206 - Vehicle Rescue Operations (3)

This course is designed to develop student skills in the use and care of extrication equipment needed to perform in rescue, extrication and hazard control functions. Upon successful completion of this course, the student is qualified for state certification as an emergency rescue technician. Fee is required. (4 contact hours)

Prerequisite: FIS-113.

FIS 207 - Fire Fighting Tactics & Strategy II (3)

Studies various areas of firefighting tactics and strategy. Provides the chief officer with fundamental knowledge required to operate at multicompany, extra-alarm fires. Covers disaster planning and hazardous materials incident management. (3 contact hours)

Prerequisite: FIS-107 or consent of instructor.

FIS 209 - Fire Service Leadership II (3)

This course provides the student who is in charge of a single fire company or station with information and skills in personnel management. This course covers basic communications, report writing, interpersonal communications, group dynamics, safety, conflict resolution, and stress management. (3 contact hours)

Corequisite: Registration or credit in FIS-205 or consent of instructor.

FIS 210 - Fire Service Leadership III (3)

Studies the role of the fire officer who is in charge of multiple fire companies or stations. Emphasizes skills in officer supervision and administrative functions. Includes decision making, budgeting and finance, risk management, public relations, and the news media. (3 contact hours)

Prerequisite: FIS-205 and FIS-209, or consent of instructor.

FIS 211 - Fire Service Leadership IV (3)

Studies the role of the fire officer in personnel management. Includes performance evaluation, coaching and counseling skills, interviewing techniques, labor relations and collective bargaining, fire officer liability, and team building. (3 contact hours)

Prerequisite: FIS-210 or consent of instructor.

FIS 212 - Fire Inspector I (3)

This course introduces the student to the rolesand 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 suh as the National Fire Protection Agency and state statutes are explored. (3 contact hours)

FIS 214 - Fire Prevention Officer I (Module C) (3)

This course prepares the student to design and deliver fire prevention programs to a variety of audiences, including children, senior citizens and other civic groups. Resources available for program development will be explored. Mechanisms of fire prevention program evaluation also are surveyed. (3 contact hours)

Prerequisite: FIS-212 and FIS-213.

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)

Corequisite: Registration in FIS-221 and permission of the Fire Science Technology program coordinator.

FIS 221 - FireService 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. (9 contact hours)

Corequisite: Registration in FIS-220 and permission of the Fire Science Technology program coordinator.

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 A (2)

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. (3 contact hours)

Prerequisite: FIS-204 or consent of coordinator.

FIS 224 - Hazardous Materials Technician B (2)

This course is intended to prepare the student to conduct offensive procedures for controlling a hazardous materials incident. This course covers pipeline, barges and highway cargo emergencies. Medical evaluation needs and annual medical clearance is discussed. The need for emergency decontamination and rapid intervention teams is exposed. Terminating a hazardous materials incident and describing the lessons learned also are covered. (3 contact hours)

FIS 225 - Blue Card Incident Command (4)

This course is intended to prepare the student to function as an incident commander for many different types of incidents. The course covers initial situation assessment, determining the initial action plan, transferring command, changing tactics, and how to handle long-term incidents. The course will include numerous computer-based simulations and communications-based exercises. (5 contact hours)

Prerequisite: FIS-219 or consent of coordinator.

FIS 226 - NIMS: Basic (3)

This course is designed to prepare emergency response personnel to manage incidents effectively by using the functional components of the National Incident Management System (NIMS) developed by Federal Emergency Management Agency (FEMA). The course integrates classroom activities that will promote teamwork and incorporate the various components of multiple command functions. The focus of the course is to develop the skills necessary to operate as a team in various incident management positions. This class also will promote an understanding of the various management positions through in-class simulations and in-depth coverage of the numerous forms and worksheets required by the NIMS model. This class meets the National Incident Management System requirements for certification at the 100, 200, 700, and 800 levels. (3 contact hours)

Prerequisite: FIS-219.

FIS 227 - NIMS: Advanced (3)

This course is designed to prepare emergency response personnel to manage large, complex incidents effectively by using the functional components of the Incident Command System. The course integrates many activities that will promote teamwork among various first responder agencies. The focus of the course is to enhance the skills necessary to operate as a team in various command and staff positions and to promote an understanding of team operations through applied learning modules using various simulations. This class meets the National Incident Management System (NIMS) requirements for certification at the 300 and 400 levels. (3 contact hours)

Prerequisite: FIS-219 and FIS-226 or consent of 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 insure 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.

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)

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)

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)

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)

GER - German

GER 101 - German I (4)

Speak and understand everyday German. Develops reading ability, introduces grammar and studies pronunciation. (4 contact hours)

GER 102 - German II (4)

Offers continued practice in speaking and understanding everyday German, including pronunciation. Emphasizes reading. Studies essentials of grammar and the influence of German culture and immigrants on the United States. (4 contact hours)

Prerequisite: GER-101 or 2 years of high school German.

GER 201 - German III (4)

Introduces German culture. Reviews grammar. Emphasizes writing skills development. (4 contact hours)

Prerequisite: GER-102 or 3 years of high school German.

GER 202 - German IV (4)

An introduction to literature, this course is also a continued review of grammar and further development of writing skills. (4 contact hours)

Prerequisite: GER-201 or 4 years of high school German.

GER 250 - Beginning German Conversation (2)

This course is designed for beginners, accompanying the grammar-oriented German I course. The structure of the course includes dialogues and short texts, vocabulary and phrases, and language functions applied in various situations. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (2 contact hours)

GIS - Geographic Information Systems

GIS 101 - Orientation to GIS Careers (1)

This course is an introduction to careers in geographic information science and technology, including geographic information systems (GIS), global positioning systems (GPS), cartography, remote sensing, and spatial analysis. The class will review industry organizations, associations, certifications and related credentials. The class will also review the GIS curriculum career pathways and articulation opportunities with upper division schools. The class will introduce organizations and business that employ GIS professionals. (1 contact hour)

GIS 110 - Fundamentals of Geospatial Science (3)

This course is an introduction to the fundamental concepts of geographic information science and technology (GIST), including geographic information system (GIS), global positioning systems (GPS), cartography, remote sensing, and spatial analysis. Exploration of how geospatial technologies are used in addressing human and environmental issues also are discussed. (3 contact hours)

GIS 112 - Intro to Geospatial Technology (3)

This course is an introduction to the fundamentals of geospatial technology, including geographic information systems (GIS), global positioning systems (GPS), cartography, remote sensing, and spatial analysis through a series of hands-on computer-based exercises. Participants will learn how to utilize geospatial technology to address social and environmental issues. This course is designed to be used as stand-alone course to complement other disciplines or as an entry-level course into a geospatial program. Course content is based upon the United States Department of Labor's Geospacial Technology Competency Model for entry-level geospatial occupations, including geospatial or GIS technicians and technologists. (4 contact hours)

GIS 114 - Data Acquisition & Management (3)

This course addresses the interpretation and understanding of a variety of data formats available in GIS. It introduces the fundamental concepts of primary GIS data creation and discusses quantitative techniques for collection, classification, and management of geographical data. (4 contact hours)

Prerequisite: GIS-112.

GIS 120 - Spatial Analysis (3)

This course is an introduction for students to develop problem-solving and decision-making skills using geospatial analysis techniques, applicable to a range of disciplines. (4 contact hours)

Prerequisite: GIS-112.

GIS 122 - Cartographic Design (3)

This course introduces fundamental cartographic concepts. Successful students will be able to employ design principles to create and edit effective visual representations of data (e.g., maps, graphs and diagrams) in different formats (e.g., hardcopy, digital, web). Specific topics include the ethical and appropriate application of map scale, map projections, generalization and symbolization. Course content is based upon the United States Department of Labor's Geospatial Technology Competency Model for entry-level geospatial occupations, including geospatial or GIS technicians and technologists. (4 contact hours)

Prerequisite: GIS-112, GIS-114, and GIS-120.

GIS 124 - Introduction to Remote Sensing (3)

This course is an introduction to remote sensing of the earth. Topics include the physical principles on which remote sensing is based, history and future trends, sensors and their characteristics, image data sources, and image classification, interpretation and analysis techniques. (4 contact hours)

GIS 126 - GIS Capstone Project (3)

This course is designed to integrate study with practical hands-on experience in geographic information systems. The individual student will identify a topic of study, set specific analysis, and make a presentation of the project. (5 contact hours)

GIS 128 - Internship in Geospatial Technology (3)

This course is a structured experience in a supervised setting that is related to the student's major and career interests. Practical experience is under the guidance of faculty and the internship supervisor. Students will work under the direction of a qualified professional with a focus on geospatial technology. The internship provides students with an overview of procedural, professional, and ethical issues faced by a geospatial technician on the job. Students will prepare a summary presentation. (6 contact hours)

GRN - Gerontology

GRN 101 - Introduction to Gerontology Careers (3)

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

GRN 102 - Diversity in Aging (3)

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

GRN 103 - Public Policy and Aging (4)

This course is designed to provide a knowledge base for understanding the history, processes, outcomes and impacts of social policy affecting older Americans. It will examine the political systems and interventions for change in which older Americans participate. Students will obtain a

perspective on the magnitude and character of problems facing our aging society. By examining public policies and forces that influence policy making, students will comprehend how the current policies for aging will affect the concerns and retirement in the future. (4 contact hours)

GRN 104 - Aging and the Healthcare Systems (3)

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

GRN 105 - Death and Dying (3)

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

HAC - Heating and Air Conditioning

HAC 105 - 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)

Prerequisite: HAC-115.

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. (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. (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 - Human Potentials (2)

In this course students will become aware of their potential through discussion of achievements, strengths, values, and goals. Group participation is included. (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. (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)

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)

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 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)

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)

HIS 204 - African-American History (3)

Covers the great African empires to the contemporary scene. Emphasizes problems of blacks and contributions of blacks to civilization. (3 contact hours)

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)

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)

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)

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 100 - Basic Nursing Concepts (2)

This course will serve as a review and update of content covered in a practical nursing program. It also will include an orientation to the Nursing A.A.S. Program and professional nursing to assist LPNs successful transition to the new role. The course will focus on utilizing the nursing process with emphasis on assessment, nursing diagnosis, planning of interventions, and evaluation of care. Nursing content and concepts related to commonly occurring alterations will be reviewed, as well as principles of selected psychomotor skills. Demonstration of competencies appropriate to this level student will be required. (3 contact hours)

Prerequisite: Current LPN licensure and admission to ADN program or faculty recommendation for ongoing ADN students. (Note: For students who graduated five years or more ago from a nursing program, admission and awarding of credit for prior learning will be based on individual assessment. Students graduating from non-NLN accredited nursing programs will apply for transfer based on individual competencies, not the program articulation mandates set forth in the Illinois Articulation Initiative).

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 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.

HSC 140 - 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: HSC-120.

HSC 150 - Basic Nurse Assistant Training (7)

Upon successful completion of this 144-hour course, approved by the Illinois Department of Public Health, students may apply for the State certification exam and subsequent employment as a Certified Nurse Aide in long-term care facilities, home health agencies, and hospitals. Lecture and lab sessions will be conducted on campus, with clinical rotations conducted at long-term care facilities. Participation requires: MVCC student ID, uniform, stethoscope, textbooks, workbook, and wristwatch with second hand, health insurance, and physical examination with required titer lab results and a 2-step TB test 10 days prior to the start of clinical sessions. Attendance is mandatory in all Alzheimer, lab and clinical sessions. During the course of the lab sessions, students will receive their AHA CPR certification which will meet the CPR requirement to attend clinical. (9.5 contact hours)

Prerequisite: Valid U.S. Soc Sec Number, minimum of 17 years of age, and reading placement score at or above RDG-091.

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)

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)

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)

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)

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)

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)

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)

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 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 simple 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 Maint

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. (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. (5 contact hours)

Prerequisite: IMM-101.

IMM 110 - Hydraulics (3)

Covers hydraulic principles, circuits, oils, controls, valves, troubleshooting, repairing and rebuilding, and hydraulic pumps, motors and servo-systems. (5 contact hours)

IMM 115 - Pneumatics (3)

This course parallels the development followed in hydraulics: principles, circuits, meters, gauges, actuators, controls, troubleshooting, repairing, and rebuilding. (4 contact hours)

IMS - Information Management Systems

IMS 100 - Personal Computer Basics (1)

This course is designed to assist students with no previous computer experience in defining computer terminology and acquiring basic navigation skills in the Windows environment. Students will develop an understanding of how computers can be used for personal and business use. Students with little or no previous computer experience are strongly encouraged to enroll in this course prior to or concurrent with enrollment in IMS-101, Introduction to Computer Systems, or IMS-115, Introduction to PC Applications. Fee is required. (1.5 contact hours)

IMS 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 IMS 100, Personal Computer Basics, prior to or concurrent with IMS 101. Students who successfully complete this course will possess the skills and knowledge necessary to take the Internet and Computing Core Certification exam (IC3). Fee is required. (4 contact hours)

IMS 108 - Internet Basics (1)

This course is intended to familiarize the student with the Internet. Basic computer literacy is assumed. Students will be presented with an overview of Internet basics, and the fundamentals of browsers, the World Wide Web, email, and other Internet utilities. Students in this course will complete projects that integrate the skills learned in all applications. (1.5 contact hours)

IMS 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 IMS-100 Personal Computer Basics prior to or concurrent with IMS-115. Keyboarding skills are recommended for successful completion of this course. Students may enroll in OSA-100 Keyboarding I. Fee is required. (4 contact hours)

IMS 215 - Microsoft Office II (3)

This course is designed to develop advanced PC application skills required for the completion of personal and business projects using the Microsoft Office Suite. Advanced projects utilizing word processing, spreadsheet, database management, and presentation graphics software are included. Advanced collaborative features and application integration are also included. Keyboarding skills are recommended for successful completion of this course; students may enroll in OSA-100 to develop keyboarding skills. Fee is required. (4 contact hours)

Prerequisite: IMS-115.

IST - Integrated Systems Technology

IST 101 - Introduction to Machine Tools (3)

This course provides a general introduction to machining as a foundation technology in manufacturing. Students will be introduced to the theory and operation of drilling, milling, and turning machines; speeds and feeds; and precision measurement. Fee is required. (5 contact hours)

IST 109 - 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 111 - Threading, Milling, and Grinding (3)

Studies single point threading on an engine lathe and horizontal milling. Introduces grinding and surface grinders. Fee is required. (5 contact hours)

Prerequisite: IST-101 or consent of instructor.

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.

JRN 111 - Newswriting I (3)

Development of basic journalistic skills in reporting and writing news stories. Includes form and organization of news stories; leads; interviews; and human interest, investigative and interpretative stories. Emphasis is on news value, accuracy and copy preparation. (3 contact hours)

Prerequisite: JRN-101.

JRN 112 - Newswriting 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 a nd 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 alligned to the CompTIA A+ certification. 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 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. (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. Course fee is required. (4 contact hours)

Prerequisite: LAN-220.

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 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. (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. (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-246.

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 269 - Advanced Routing (3)

This class will introduce advanced routing protocols required on scalable networks. Topics include Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), and Border Gateway Protocol (BGP) operations and configuration. Building scalable networks addresses those tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed, networks once basic connectivity has been established. BSCN discusses router capabilities used to control traffic over LANs and WANs, as well as connecting corporate networks to an internet service provider (ISP). The class is designed to prepare students to pursue the Cisco CCNP examination. (4 contact hours)

Prerequisite: LAN-266 or CCNA certification.

LAN 271 - Multi-Layer Switch Network Design (3)

This course prepares the student to install, configure, and maintain multilayer enterprise switched networks. The students will learn how to create an efficient and expandable enterprise network by installing, configuring, monitoring, and troubleshooting network infrastructure equipment according to the Campus Infrastructure module in the Enterprise Composite Network model. The class is designed to prepare students to pursue the Cisco CCNP examination. (4 contact hours)

Prerequisite: LAN-266 or CCNA certification.

LAN 272 - Advanced Troubleshooting (3)

This course is designed to enable students to optimize their networks as mobility and converged networks become more prevalent in businesses of today. Students will learn about the new Intelligent Information Network model (IIN) and the Service-Oriented Network Architecture (SONA) as architectural frameworks for converged networks. These networks bring with them a number of VoIP related challenges and students will be given an understanding of VoIP network essentials. In order to ensure the quality in a converged network, students will work with concepts and

implementation methods for Quality of Service (QoS). (4 contact hours)

Prerequisite: LAN-269 and LAN-271.

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 274 - Managing VoIP Services (3)

This course prepares a student for installing, configuring, and maintaining a Cisco IP telephony solution. Emphasis is on Cisco CallManager, the call routing and signaling component for the Cisco IP telephony solution. The lab practice will instruct students on the installation and configuration of Cisco CallManager, configuration gateways, gatekeepers, and switches; and build route plans to place intra- and inter-cluster Cisco IP phone calls. Additional topics will include the installation of the Cisco unified messaging system. (4 contact hours)

Prerequisite: LAN-266.

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-266.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 will examine genres and literary trademarks in significant representative texts from these cultures while also exploring the aesthetics, religions, histories, and philosophies that shape these cultures' contribution to the world. (3 contact hours)

Prerequisite: COM-101.

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.

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.

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.

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.

LSC - Travel Mgmt Meeting Planning

LSC 106 - Introduction to Travel Planning (3)

Designed to prepare students for specialized travel/tourism curriculum courses by introducing them to travel/tourism services, the travel/tourism industry, basic terminology, and available references ources. Career opportunities are examined. (3 contact hours)

LSC 108 - International Travel (3)

Provides instruction in international travel, international documentation requirements, worldwide travel codes and terminology, international hotels and tour manuals. Includes an introduction to international travel geography. (3 contact hours)

LSC 109 - Tour/Itinerary Planning (2)

Provides instruction in domestic tour and itinerary planning, tour documents and manuals, hotel directories, and specialty services. Includes tour escorting, group meeting and convention planning, and major modes of transportation. (2 contact hours)

LSC 110 - Fundamentals of Meeting Planning (3)

Provides an overview of meeting planning including: housing, transportation, catering, function arrangements, audiovisuals, budgeting, negotiations, and legal issues. (3 contact hours)

LSC 122 - Special Events Management (3)

The purpose of this course is to acquire an in-depth knowledge about the specialized field of event management, and to become familiar with management techniques and strategies required for successful planning, promotion, and implementation and evaluation of special events. (3 contact hours)

LSC 130 - Airline Pricing and Documentation (3)

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

LSC 133 - Client Communications (2)

This course is designed to emphasize the importance of verbal, nonverbal and written modes of communication in industry. Emphasis will be placed on written business correspondence, professional selling skills, problem solving, and developing a positive customer service attitude. (2 contact hours)

LSC 140 - Airline Computing-Sabre (3)

Provides intensive instruction in the airline computer reservation system. Through a simulation system, students learn to create airline schedule availability and flight status displays; the functions necessary to sell the flight space, and how to build a basic passenger name record; assign seats; use client profiles; work queues; modify data and itineraries; and related techniques. (4 contact hours)

LSC 141 - Airline Computing-Apollo (3)

Provides intensive instruction in the airline computer reservation system. Through a simulation system, students learn to create airline schedule availability and flight status displays; the functions necessary to sell the flight space and how to build a basic passenger name record; assign seats; use client profiles; work queues; modify data and itineraries; and related techniques. (4 contact hours)

LSC 210 - Travel Business Entrepreneurship (2)

This course is designed to provide the skills and knowledge needed to succeed as an entrepreneur in the travel industry. Topics include best business practices, technology, challenges for start-ups, social media, marketing, legal, accounting, strategic planning, budgeting and special promotions. (2 contact hours)

LSC 214 - Destination Planning-North America (3)

Instruction in domestic travel will include the United States, Canada, Mexico, Bermuda, and the Caribbean islands. Points of interest; location of major cities, ports, airports, tourist attractions, air, land and sea companies and travel resources will be emphasized. It encourages students to develop research skills, using print, electronic, and human resources to help meet client wants and needs. (3 contact hours)

LSC 225 - Cruising: A-Z (2)

Provides an overview of the cruise industry, including cruise companies, cruise geography, ships, passenger profiles, brochures, promotion, and selling. (2 contact hours)

LSC 226 - Travel/Tourism Special Topics (1)

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

LSC 234 - Internship - Travel (3)

Planned and supervised career field experience relating to the student's degree program. Student will intern in travel-tourism sites or related agencies. (15 contact hours)

Prerequisite: Consent of instructor or program coordinator. Corequisite: LSC-238.

LSC 238 - Seminar - Travel (1)

Sharing, evaluating and integrating internship experiences are involved in this seminar. (1 contact hour)

Prerequisite: Consent of instructor or program coordinator. Corequisite: LSC-234.

MAS - Therapeutic Massage

MAS 101 - Introduction to Massage (1)

Students are given an introduction to therapeutic massage. Students are exposed to terminology, anatomy and physiology, safety and equipment, scope of practice, and strokes. Students have hands-on experience with massage therapy and will practice on each other. (1.5 contact hours)

MAS 109 - 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. (3 contact hours)

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

MAS 110 - Basic Swedish Massage (3)

Students will learn the benefits of touch and a Swedish massage from head to toe. Students will begin the process of client information collection. Students will conduct a case study. (4 contact hours)

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

MAS 112 - Assessment and Sports Massage (4)

Students will learn the basis of exercise physiology, joint mobilization, pre-and post-event, maintenance massage, stretches and care of frequent sports injuries. Thermotherapy and heat-related injuries for the professional and amateur athlete will be discussed. (5 contact hours)

Prerequisite: MAS-110 and PEH-160.

MAS 114 - Massage Modalities (4)

Students will be introduced to several specialties in massage such as chair massage, pregnancy/infant massage, stone massage, Oriental approach to massage, and energy work. Introduction to such modalities as cranio-sacral, orthobionomy and reflexology will also occur. (5 contact hours)

Prerequisite: MAS-110.

MAS 118 - Business, Ethics and Documentation (4)

Students explore aspects of developing and maintaining a successful therapeutic massage practice. Ethical issues related to massage are discussed, and a code of ethics is developed. Standards of practice are discussed. Documentation skills are discussed and formulated. (4 contact hours)

Prerequisite: MAS-101.

MAS 120 - Massage Lab Practicum (2)

Students are supervised in a clinic-style setting. This course provides an opportunity for students to apply the principles, techniques and procedures practiced in professional massage therapy. Students demonstrate proper client-therapist communication skills (including chart documentation), draping techniques and sanitary precautions. (6 contact hours)

Prerequisite: MAS-110, MAS-112, MAS-114, and MAS-118.

MDT - Mechanical Design and Drafting

MDT 100 - Introduction to Computer Graphics (2)

Surveys computer graphics hardware and software fundamentals. Develops basic concepts and skills of computer representation of graphical information. An introduction to the basic usage of computer-aided drafting, animation, desktop publishing, business graphics, and Web pages. Emphasize graphical areas relating specific areas of study and complete a term project. Fee is required. (4 contact hours)

MDT 101 - 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)

The design considerations and industrial applications of castings, forgings, stampings, and machined components are emphasized. Fit specifications and geometric dimensioning and tolerancing are introduced. Fee is required. (5 contact hours)

Prerequisite: MDT 101 or consent of instructor. Corequisite: MDT-106.

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 120 - Fundamentals of 2D Design (3)

This course introduces students to the basics of 2-D design concepts used for the production of graphic communications. Emphasis is placed on learning the fundamental tools, theories and principals of design. Students will design layouts for production from electronic formats for outputting to a variety of print medias. Primary software program used is Adobe Illustrator. Fee is required. (5 contact hours)

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. (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 (3)

Machine elements and basic mechanisms are covered. Elements to be studied specifically are gears, cams, bearings, belt and chain drives, splines, and linkages. The focus will be on the calculation, selection and application of these elements in mechanical design. Fee is required. (5 contact hours)

Prerequisite: MDT-106, MDT-110, MDT-145 or consent of instructor.

MDT 209 - Hydraulics and Pneumatics (2)

The study of the basic theory and applications of hydraulic and pneumatic components and circuits. Special attention is given to the application and design use of hydraulics and pneumatics for power transmission and the control of industrial processes. Fee is required. (3 contact hours)

Prerequisite: MTH-141.

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 (3)

Study piping layouts, symbols and detailing, electrical drafting of wiring diagrams, welding drafting, structural detailing and materials handling. Cover CAD applications to these techniques in detail. Fee is required. (5 contact hours)

Prerequisite: MDT-145.

MDT 220 - Tool Drafting (3)

Introduction to die, jig, drawing, theory, technical skills, industrial application and typical practices in tooling drawings are studied. Fee is required. (5 contact hours)

Prerequisite: MDT-106, MDT-110 or consent of instructor.

MDT 233 - Internship (3)

Gain planned, supervised work experience as a mechanical design/CAD intern. Emphasizes use of human relations, technical and communication skills. (15 contact hours)

Prerequisite: 30 credit hours in the Mechanical Design Technology Program or consent of program coordinator or department chair. Corequisite: MDT-237.

MDT 237 - Internship Seminar (1)

Discussion of various experiences and issues encountered during supervised mechanical drafting design/CAD internship. (1 contact hour)

Prerequisite: 30 credit hours in the Mechanical Design Technology Program or consent of program coordinator or department chair. Corequisite: MDT-233.

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 in the Novell, Ethernet, and Windows NT 95/98, Windows 2000 environments. Fee is required. (5 contact hours)

Prerequisite: MDT-145 or consent of instructor.

MDT 265 - CAD Programming Techniques (3)

CAD programming techniques to cover Lisp, C and/or Visual BASIC, macro writing, menu and icon construction, libraries, database and third-party software. The student, in consultation with staff, will select and solve a design problem using the CAD programming techniques in mechanical design, plant engineering, structural, tool design, systems process design, material handling, or other mutually agreed upon project. Fee is required. (5 contact hours)

Prerequisite: MDT-145 or consent of instructor.

MDT 275 - Introduction to Animation (3)

Covers the basics of 2-D and 3-D animation and rendering. Students learn the concepts and techniques required to construct 2-D and 3-D objects. These include simple modeling, 3-D shaping. lofting, animating, keyframing, 3-D editing, materials mapping, and simple morphing. Students design projects using these techniques with the use of tools and inks, color palettes, 2-D and 3-D CAD geometry, maps and rendering processes. Fee is required. (5 contact hours)

Corequisite: MDT-100 or consent of instructor.

MDT 276 - Applied Animation Techniques (3)

This course covers the applied techniques of 2-D and 3-D animation and rendering. Students learn the applied concepts and techniques of modeling with modification techniques that use the materials edit or, special effects lighting, geometric modifiers, keyframing and tracking to derive practical animation solutions to complex animated effects. Fee is required. (5 contact hours)

Prerequisite: MDT-275 or consent of instructor.

MDT 277 - Computer Character Animation (3)

This course covers applied character animation. Students learn the concepts and techniques required to construct biped and physique techniques. These include skeletal animation for 2 legged characters. Physique modifiers applied to models to achieve realistic skinning deformations to animated characters are also studied. Fee is required. (5 contact hours)

Prerequisite: MDT-275 or consent of instructor.

MDT 278 - Design Visualization (3)

Students will be introduced to the creation and display of 3-D computer scenes of architectural and industrial objects. Students will learn how to import and adjust previously created 3-D geometry from a variety of computer-aided drafting software. Material properties, surfaces, and lights will be added to develop photo-realistic scenes. Camera animations including "walk-thrus" or "fly-bys" will be discussed and developed. Course topics include 3-D geometry, rendering, lighting (basic and advanced), photometric lights, radiosity, material creation, editing and mapping, ray-tracing, and camera effects. Build and animate simple hierarchies and produce basic time, length, key frame animation will also be studied, A student final project will be completed at the end of the course. Fee is required. (4 contact hours)

MDT 279 - Storyboarding (3)

Covers basic to advanced storyboarding. Students will learn how to traditionally draw out storyboard projects using discussed techniques and styles; build a storyboard with drama, mood and excitement; develop their own style; and incorporate storyboarding into computer animation. Cinematic techniques, terminology, camera angles for the most drama, scene and shot development, character development, character expressions, dramatic character positioning and movement, coloring, and scene environment also are covered, as well as a basic understanding of the entire film production process. (5 contact hours)

MDT 280 - Video Integration (3)

Provides the student with a basic understanding of image compositing in 3-D space. The fundamental concepts of creating composites, paint projects, developing animations, and applying visual effects a reintroduced. Students will learn how to combine layers, 3DS Max animations, and effects into composites. Software used will be Discreet Combustion. (5 contact hours)

MDT 281 - Introduction to Flash (3)

This course covers the basics of creating animated, vector-based web content using Macromedia Flash. Students will learn how to create interactive vector graphics and animations. (5 contact hours)

MDT 282 - Advanced Flash for 3D Animation (3)

This course covers advanced concepts of integrating 3-D models and animations into Macromedia Flash. Students will learn how to optimize and import 3DS MAX files into Flash. (5 contact hours)

Prerequisite: MDT-281 or consent of instructor.

MDT 283 - Character Modeling (3)

Provides a basic understanding required for designing, building and mapping 3-D computer characters. The fundamental concepts of character design are explored for producing high-resolution and low-polygon count models. Students will learn a variety of modeling techniques necessary to build and properly map models. (5 contact hours)

Prerequisite: MDT-275. Corequisite: MDT-277 or consent of instructor.

MDT 284 - Dynamic Simulations (3)

Covers the simulation and physical behaviors of complex models in a 3-D environment. Students learn the applied concepts and techniques required for creating realistic physics-based animations. (5 contact hours)

Prerequisite: MDT-275.

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. (5 contact hours)

MDT 287 - Game Design (3)

This course will introduce the student to computer game design. All manner and type of computer games will be discussed including the history and future of computer games. Students will learn to analyze, evaluate and review computer games. Game design theory and concepts will be introduced and students will develop ideas for games. Marketing and presentation issues also will be investigated. Fee is required. (4 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. (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.

MDT 293 - 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 Photoshop skills, material creation and mapping skills as they apply to working with characters in 3-D environments. Fee is required. (5 contact hours)

Prerequisite: MDT-100, MDT-275, and MDT-287.

MIS - Management Information Systems

MIS 105 - Programming Principles (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 MIS-105 should already demonstrate a proficiency in file management. Fee is required. (4 contact hours)

MIS 111 - Internet Technologies (3)

This course prepares students to work effectively in today's business environment. This course is designed for students who are expecting to enter the information technology field, or for non-technical professionals who are pursuing related careers such as business, sales and marketing, and multimedia communications on the web. A wide range of material is covered about the Internet, from using the Internet to demonstrating how the Internet works, using various Internet protocols, social media on the Internet, the Internet infrastructure, security, creating a website, databases as related to search engines, and project management fundamentals. It not only introduces a variety of concepts, but also presents an in-depth coverage of the most significant aspects of the Internet. In addition to explaining concepts, the course uses a multitude of real world case studies from a professional's standpoint. The course includes a high stakes, industry-recognized certification exam from CIW (Certified Internet Web Professional) titled Internet Business Associate exam #1D0-61A. Students who successfully pass this exam, which will be administered in the classroom, will have a certification credential to add to their resume. Fee is required. (4 contact hours)

MIS 120 - RPG Programming I (3)

This course introduces the elements of RPG programming and program documentation using RPG IV. The basics of the RPG language, the production of reports, and the usage of files are emphasized. Fee is required. (4 contact hours)

Prerequisite: CSC-140 or MIS-105.

MIS 121 - Networking for Business (3)

This course is designed to provide a comprehensive understanding of networking technologies, concepts and terminology specifically used within the business environment. A variety of network equipment will be examined, including hubs, routers, switches, and NICs. LAN architectures will also be discussed. Students will also learn how to install, manage, maintain and secure various types of web servers. Topics include TCP/IP, IPv6, OSI communications model, network design, network cabling, and network management and services. Fee is required. (4 contact hours)

Prerequisite: MIS-111.

MIS 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)

MIS 124 - iOS Programming I (3)

This course is an introduction to programming iOS applications. Students will use Objective-C and the Xcode software development tool from Apple to create basic applications using the iOS SDK, Cocoa Touch and the UIKit framework. The model-view-controller design pattern and object modeling will be introduced and used throughout the course. (4 contact hours)

Prerequisite: CSC-140 or MIS-154 or MIS-160 or MIS-176 with a minimum grade of "C".

MIS 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 MIS-105 and MIS-141 all with a minimum grade of "C".

MIS 139 - VB.NET Programming I (3)

This course is an introduction to the VB.NET computer programming language and its use in solving problems from business or other disciplines. Topics include problem-solving, algorithm design and implementation, user-interface design, visual-event-driven, and object-oriented programming, along with testing and debugging methodologies. Programming language elements introduced will include scoped and typed variables, decision and repetition structures, arithmetic and string functions, user-defined procedures, arrays, structured types, and file processing. Fee is required. (4 contact hours)

Prerequisite: CSC-140 or MIS-105 with a minimum grade of "C" or consent of instructor.

MIS 141 - 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 a FTP client. (4 contact hours)

MIS 142 - Android Programming I (3)

This course is an introduction to programming Android applications. Students will use Java and the Eclipse software developmental tool to create basic mobile applications using the Android SDK. Topics will include: creating activities, linking activities using Intents and designing user interfaces using a wide variety of views. (4 contact hours)

Prerequisite: MIS-176 with a minimum grade of "C".

MIS 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)

Prerequisite: IMS-101 or IMS-115 or ELT-112.

MIS 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: CSC-140 or MIS-105 with a minimum grade of "C".

MIS 160 - C++ Programming (3)

This course introduces the C++ programming language to students already familiar with basic programming principles. Fundamentals are illustrated through the coding and execution of programs. Problem-solving and algorithm development are emphasized in program design through procedural, structured, and object-oriented programming techniques. Topics include basic variable types, arithmetic and logical expressions, control structures, classes, objects, functions, arrays, strings, simple inheritance, and sequential files. Fee is required. (4 contact hours)

MIS 176 - 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: CSC-140 or MIS-105 with a minimum grade of "C".

MIS 197 - E-Commerce Development (3)

This course provides an introduction to the development of an e-business by using both a conceptual and hands-on approach. This approach is used to allow for the acquisition of necessary business and technological skills before designing and building web applications. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Fee is required. (4 contact hours)

Prerequisite: IMS-101 or consent of instructor.

MIS 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)

MIS 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)

MIS 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)

MIS 220 - RPG Programming II (3)

This course continues the development of skill in the use of RPG IV. Interactive applications, tables, arrays, and structured coding techniques are used to write, compile, and run programs. Advanced topics such as procedures, subfiles, modular programming, and APIs provide the foundation for moving from older RPG environments to the modern RPG IV language. Fee is required. (4 contact hours)

Prerequisite: MIS-120.

MIS 224 - iOS Programming II (3)

This course is an extension of iOS Programming I. Students will be introduced to techniques to incorporate maps, location services, and the accelerometer in their applications. More advanced user interface elements including SplitView, TabBar, DynamicViews, scrolling views, and screen rotation will be covered. Other topics that will be presented include application preferences, drawing and animation, video playback, and creation of universal apps (for iPad and other Apple devices). (4 contact hours)

Prerequisite: MIS-123 and MIS-124 both with a minimum grade of "C".

MIS 226 - PHP Programming II (3)

This course is designed as an extension of MIS-126 providing greater in-depth experience with PHP programming. The course will build upon the skills developed using platform. Open Source topics and concepts also will be covered. MIS-111 is recommended but not required. Fee is required. (4 contact hours)

Prerequisite: MIS-126 with a minimum grade of "C" or consent of instructor.

MIS 239 - VB.NET Programming II (3)

This course introduces the student to use of the Visual Basic.NET programming language to solve problems from business and other disciplines. Students will be introduced to software design and development using visual, event-driven, procedural, structured, object-oriented, and n-tier architecture techniques. Topics will include coverage of multi-form applications, arrays, database processing, object serialization, standard collections, structured exception handling, and creation of reusable components with classes. (4 contact hours)

Prerequisite: MIS-139 with a minimum grade of "C" or consent of instructor. Corequisite: MIS-123.

MIS 241 - 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 MIS-105 and MIS-141 all with a minimum grade of "C".

MIS 242 - Android Programming II (3)

This course is an extension of Android Programming I. Students will create data-driven applications and will be introduced to techniques to incorporate maps, location-based and geocoding services, sending and receiving messages (SMS and email), and content providers. Capabilities for enhancing user interfaces with webviews, still images, audio animation, and Flash will be covered. Other topics presented will include user preferences, creation of Android services, and publishing an Android app. (4 contact hours)

Prerequisite: MIS-123 and MIS-142 both with a minimum grade of "C".

MIS 251 - ColdFusion Programming (3)

This course is designed to provide students with a comprehensive understanding of ColdFusion for the purpose of developing dynamic, data-driven websites. Using a hands-on approach, students also will develop Web applications using server-side technologies. Topics include ColdFusion variables and logic, form processing and validation, database manipulation, exception handling, cookies, and sessions. Fee is required. (4 contact hours)

Prerequisite: MIS-123 and MIS-241.

MIS 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: MIS-154 with a minimum grade of "C".

MIS 259 - Flash ActionScript (3)

This course provides students with a comprehensive understanding of ActionScript, an object-oriented programming language of Macromedia Flash. Using a hands-on approach, students will develop interactive interfaces, animations, and data-driven applications. Topics include variables and properties, functions, methods, event handling, arrays, objects, core and user-defined classes, components, managing data, and multimedia. (4 contact hours)

Prerequisite: MIS-123 and MIS-241.

MIS 261 - C++ Programming II (3)

This course is an intermediate study of the C++ programming language for students already familiar with fundamental C++ topics. Concepts of object-oriented programming (OOP) design are emphasized. Topics include the specification of classes and creation of objects using data abstraction, levels of inheritance, polymorphism, using variables and arrays with pointers, dynamic memory allocation, binary file I/O, exceptions, templates, basic database concepts, and the Standard Template Library. Fee is required. (4 contact hours)

Prerequisite: MIS-160 or CSC-240 with a minimum grade of "C".

MIS 264 - C++ Software Development (3)

This course is an advanced study in software development for students already skilled with the C++ programming language. Using the Visual C++.NET environment to design and implement Windows-based applications is emphasized. Topics will include a graphical user interface with controls, event handling, document/view architecture, exceptions, database concepts, Microsoft foundation classes (MFC) and managed .NET frameworks and an introduction to unmanaged and managed code interoperability. Fee is required. (4 contact hours)

Prerequisite: MIS-123 and MIS-261 both with a minimum grade of "C".

MIS 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 with applications and applets, basic graphics, exceptions, multithreading, collection classes, serialized I/O, record processing, basic database concepts, and networking. Fee is required. (4 contact hours)

Prerequisite: MIS-176 with a minimum grade of "C".

MIS 283 - Java Web Applications (3)

This course presents advanced topics in the development of Java Web components The focus of study is on Java technology and models for servlets and JavaServer pages (JS) used to construct dynamic web applications and includes topics on web containers, session management, expressions language, standard actions, standard and custom tags, deployment, security issues, and design patterns. This course will include a comprehensive final project. Fee is required. (4 contact hours)

Prerequisite: MIS-276 with a minimum grade of "C".

MIS 285 - ASP.NET Web Applications (3)

Students will learn to create ASP.NET web applications using their choice of C# or VB.NET. Full application development cycle issues will be addressed, including design, implementation, online user assistance, testing, and deployment. Topics will include XML web services, ADO.NET, globalization, security and authentication, optimization, structured exception handling, component creation, and session state management. Fee is required. (4 contact hours)

Prerequisite: MIS-123 and MIS-239 or MIS-254 all with a minimum grade of "C".

MIS 286 - Advanced Java Development (3)

This course is an advanced study in software development for students already skilled with using the Java programming language. The design of both client-side and server-side applications is emphasized. Topics include design patterns, networking, relational database concepts, servlets, Remote Method Invocations, Java Bean development, security, graphics, and multimedia. Fee is required. (4 contact hours)

Prerequisite: MIS-276 with a minimum grade of "C".

MIS 289 - Advanced .NET Development (3)

Students will learn to create complete Windows desktop applications using their choice of C# or VB.NET. Full software development cycle issues will be addressed,

including design, implementation, help system integration, testing, and deployment. Topics will include the .NET Framework, Structured Exception Handling, advanced Object-Oriented features (such as inheritance, polymorphism, patterns, etc.), ADO.NET, Crystal Reports, XML and Serialization, Globalization, Application Security, Remoting, and Web Services. Fee is required. (4 contact hours)

Prerequisite: MIS-123 and MIS-239 or MIS-254 all with a minimum grade of "C".

MIS 291 - Systems Analysis and Design (3)

This course teaches students how to apply object-oriented modeling techniques, tools, and methodologies to define a system specification. Emphasis will be on following the Unified Process (UP) to analyze a real-world business problem, evaluate a variety of options, and design a solution within stated constraints. The focus will be on the earlier phases of the software development lifecycle and the application of the Unified Modeling Language (UML), Use Cases and Design Patterns. Students will apply what they are learning by actively participating in a semester-long project to design a solution to an identified business problem. (4 contact hours)

Prerequisite: MIS-123 with a minimum grade of "C".

MIS 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: MIS-123 with a minimum grade of "C".

MIS 294 - Oracle Database Management (3)

This course is an introduction to the Oracle database management system. Students will learn how to perform basic administrative tasks such as creating users and granting privileges as well as creating and executing scripts. Transaction management and concurrency control will also be addressed. Students will learn proper use of Oracle's native data types and built-in functions and will use PL/SQL to code triggers, functions, and stored procedures. (4 contact hours)

Prerequisite: CSC-140 or MIS-105 and MIS-292 all with a minimum grade of "C".

MIS 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 MIS with a minimum 2.0 GPA and consent of instructor.

MIS 297 - Data-Driven Websites (3)

This course is designed to teach students how to create data-driven websites for e-commerce using popular development software tools. Students develop, implement, and work with databases, database connections, Web-enabled interfaces, server-side security, and shopping cart applications. User interface design principles for e-commerce storefronts and applications will also be examined. This is very much a technical, analytical and creative class. Students will apply what they are learning by actively participating in a semester-long project to design and develop a data-driven website. As the students develop this project throughout the semester, various e-commerce theories will be re-examined. Fee is required. (4 contact hours)

Prerequisite: MIS-141.

MIS 298 - E-Commerce Policy and Strategy (3)

This course is designed to provide students with a comprehensive and integrated understanding of e-commerce development from start to finish. The course will cover both technical and management concepts and will allow students to work in groups while they apply their knowledge through hands-on exercises and case projects. Students will experience the relationship that develops between management and software engineering in a business environment as they develop an electronic commerce application. Topics include defining the entrepreneurial process, creating a business, marketing, and financial plan, recognizing the characteristics and role that e-commerce plays in the global market, working with human resources, and developing an e-commerce website. (4 contact hours)

Prerequisite: CSC-140 or MIS-105, and MIS-197 and MIS-297 all with a minimum grade of "C".

MOA - Medical Assistant

MOA 115 - Clinical Laboratory Procedures (4)

This lecture/laboratory course emphasizes the perfomance 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: MRT-110 or BIO-115 or PHB-110.

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)

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. (4 contact hours)

Prerequisite: RDG-091 with a minimum grade of "C" or appropriate placement test score. Corequisite: Registration or credit in MRT-110.

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 mangement of medical office finances is included. (4 contact hours)

Corequisite: Registration or credit in BIO-115.

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: MTH-090 with a minimum grade of "C" (or appropriate score on placement test), BIO-115 (or BIO-180 and BIO-181), MRT-110, IMS-115, MOA-130, and MOA-140 all courses with a minimum grade of "C". Corequisite: Registration or credit in MOA-142.

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: BIO-115 (or BIO-180 and BIO-181), MRT-110, IMS-115, MOA-130, and MOA-140 all with a minimum grade of "C". Corequisite: Registration or credit in MOA-142.

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. Fee is required. (10 contact hours)

Prerequisite: MOA-115, MOA-144 and MOA-147. 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)

Corequisite: Registration or credit in PHB-110.

MRT - Health Information Technology

MRT 105 - Beginning Medical Transcription (3)

Transcription of medical communications from voice dictation using computers and transcribers. Authentic physician-dictated reports are transcribed with emphasis on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Other techniques developed include using reference material and other resources efficiently, editing and proofreading techniques, and understanding professional issues in medical transcription. Grammar and punctuation review as well as terminology and document format are emphasized. (5 contact hours)

Prerequisite: MRT-110. Corequisite: Registration or credit in IMS-115 and MRT-111.

MRT 106 - Advanced Medical Transcription (3)

Advanced level transcription of inpatient and outpatient medical and surgical documents suitable for permanent records of patient care. Transcriptionists proofreading and editing dictation. Application of medico-legal principles of inpatient and outpatient clinical settings. Transcribing reports of diagnostic and therapeutic areas of medicine from both inpatient and outpatient healthcare services. Clarifying and editing dictation discrepancies. (5 contact hours)

Prerequisite: MRT-105.

MRT 107 - Med Transcription Clinical Practicum (2)

This course is an internship experience concentrating on the development of advanced medical transcription skills on consultations, discharge summaries, history and physicals, special procedures, pathology reports and operative reports. In addition, students develop their skills using the web as a primary reference for medical/surgical terms. Students also expand their knowledge of advance word processing skills and word expansion software. (6 contact hours)

Prerequisite: MRT-106 and MRT-125.

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-091 with a minimum grade of C or appropriate score on placement test.

MRT 111 - Health Information Management (3)

This course includes an orientation to the healthcare delivery system, accreditation standards, the health information management department, health data content and structure as well as application of techniques to assure adequate documentation of healthcare in acute care and ambulatory settings in both a manual and electronic record format. It also focuses on legal and ethical issues applicable to health information, including confidentiality and release of information. (5 contact hours)

MRT 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, DRG and APC grouping, chargemaster and case mix analysis. (6 contact hours)

Prerequisite: MRT-133 with a minimum grade of "C" and MRT-125 and MRT-212.

MRT 114 - Health Care Computer Applications (3)

This course is designed to introduce students to computer systems in health care with particular emphasis on the computerized medical record, health information management applications, medical transcription using a word processing system, database management via UHDDS abstracting systems focusing on data collection techniques and report generation. To correspond with the current emphasis on ambulatory record keeping, one unit will be dedicated to the use of computers in the medical office. Fee is required. (4 contact hours)

Prerequisite: MRT-125 and MRT-131. Corequisite: Registration or credit in MRT-132.

MRT 115 - HIT Professional Practice I (4)

Students are assigned to health information management departments of various healthcare facilities for supervised clinical experiences and application of health information management theory including deficiency analysis, release of information and medical transcription. Students are also assigned to the college Health Information Technology program laboratory and participate in field trips to hospital-based health information management departments. Fee is required. (8 contact hours)

Prerequisite: MRT-114 and MRT-132.

MRT 119 - Insurance Reimbursement Procedures (2)

This introductory medical insurance course provides students with the basics of filing medical insurance claims. Emphasis is on completion of insurance forms, identification of common types of medical insurance, manual and electronic claims processing, and reimbursement follow-up. Course also focuses on accurate billing through coding, chargemaster, claims management, and bill reconciliation processes. (3 contact hours)

Prerequisite: IMS-115. Corequisite: 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. (6 contact hours)

Prerequisite: MRT-110 with a minimum grade of "C". Corequisite: Registration or credit in IMS-115.

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. Corequisite: Registration or credit in MRT-119, IMS-115 and 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".

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. (6 contact hours)

Prerequisite: IMS-115 and MRT-110 both with a minimum grade of "C". Corequisite: Registration or credit in BIO-115 and MRT-111.

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. (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. (6 contact hours)

Prerequisite: MRT-131 with a minimum grade of "C". Corequisite: Registration or credit in MRT-125 and MRT-132.

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: IMS-115, MRT-132, and MTH-109 all 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 prospective payment system, inpatient ICD-10-CM coding, ambulatory ICD-10-CD coding, and health record computer applications involving health data abstracting, encoding, APC/DRG assignment and medical necessity. (3 contact hours)

Prerequisite: MRT-132 with a minimum grade of "C" and MRT-115 and MRT-212. Corequisite: Registration or credit in MRT-133.

MRT 211 - Health Statistics and Data Analysis (3)

This course focuses on healthcare data analysis. It includes definitions and formulas for computing hospital and public health statistics, data collection, report generation, statistical quality control, and data display. In addition, research and continuous quality improvement study methodologies are introduced and applied to health information data quality projects. (5 contact hours)

Prerequisite: MTH-109 and MRT-114.

MRT 212 - Medical Reimbursement Systems (3)

A continuation of ICD-9-CM and CPT theory with emphasis on prospective payment system regulations, ambulatory care reimbursement issues, case mix analysis, and the impact of prospective payment on healthcare facilities. Other units of instruction include hospital and medical staff organization, managed care, accrediting, approving, licensing, and certifying agencies. (3 contact hours)

Corequisite: Registration or credit in MRT-132 and MRT-119.

MRT 213 - Supervisory Techniques (3)

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.

MRT 215 - HIT Professional Practice II (3)

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 the application of coding systems using a variety of actual inpatient and outpatient medical records. (5 contact hours)

Prerequisite: MRT-115. Corequisite: Registration or credit in MRT-140 and MRT-141.

MRT 216 - HIT Professional Practice III (5)

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, MRT-140 and MRT-141. Corequisite: Registration or credit in MRT-122 or MRT-131.

MRT 218 - Quality Management (2)

This course focuses on quality management. It includes the five basic components of a hospitalwide quality program: quality assurance, quality improvement, utilization management, risk management, and credentialing. Quality applications are integrated throughout the course, stressing the importance of application, including data collection, statistical quality control, data display, and assessment. (2 contact hours)

Prerequisite: MRT-211.

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 credit 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. (1 contact hour)

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, systems of equations, operations with polynomials, factoring, and topics in geometry. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (4 contact hours)

Prerequisite: MTH-090 with a minimum grade of "C" or appropriate placement test score.

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 factoring, operations with algebraic and rational expressions, equations, exponents and radicals, radical equations, functions and graphing, absolute value, one- and two-dimensional linear inequalities, and quadratic equations. (4 contact hours)

Prerequisite: 2 years of high school math including algebra and appropriate placement test score, or MTH-095 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. The course will satisfy the core requirement for the A.A.S. or certificate

program for elementary paraprofessionals. Students seeking general education math credit are advised to register for MTH-121 and MTH-122 if they are pursuing a teaching degree. (3 contact hours)

Prerequisite: MTH-090 with a minimum grade of "C" or appropriate test score.

MTH 109 - Math for Allied Health (2)

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: 1 year of high school algebra and appropriate placement test score, or MTH-095 with 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, multi-step decision making, and quantitative reasoning. The course focuses on mathematical reasoning, mathematical modeling, and the solving of real-life problems involving mathematics. Analysis of mathematical models and written laboratory projects are integral parts of this course. Hand-held calculators and computers will be used as tools in decision making. The course covers three or four of the following topics in depth: counting techniques and probability, game theory, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. This course is not intended as a prerequisite for any other course in math and is not intended for engineering or science majors. Its primary goal is to help the general liberal arts student gain the level of numerical literacy and problem-solving skill necessary to become an educated citizen. (3 contact hours)

Prerequisite: 2 years of high school math including algebra and geometry, and appropriate placement test score, or MTH-097 and MTH-098 with a minimum grade of "C".

MTH 121 - Math for Teachers I (3)

Designed for elementary education majors, topics include problem solving, number theory, numeration systems, mental, electronic and written computation of whole numbers, integers, fractions, decimals and percents. This course will satisfy the mathematics general education requirement for elementary education majors if MTH-122 has also been completed. Students seeking typical general education math credit at this level are advised to register for MTH-120 or MTH-139. (3 contact hours)

Prerequisite: 2 years of high school math including algebra and geometry, and appropriate placement test score, or MTH-097 and MTH-098 with a minimum grade of "C".

MTH 122 - Math for Teachers II (3)

This course is a continuation of MTH-121. It is designed and intended for elementary education majors. Topics include real numbers, informal geometry, measurement, probability, statistics, and problem solving. This course will satisfy the mathematics general education requirement for elementary education majors if MTH-121 has also been completed. (3 contact hours)

Prerequisite: MTH-121 with a minimum grade of "C" or consent of instructor.

MTH 133 - Math for Industry (2)

The purpose of this course is to coordinate and integrate the necessary math skills with concepts presented in electricity and electronics. The objective is to keep pace with ELT-101, covering the same topics, but emphasizing the mathematics involved. (2 contact hours)

Prerequisite: 2 years of high school math including algebra and appropriate placement test score, or MTH-095 with a minimum grade of "C".

MTH 135 - Technical Mathematics (5)

Topics in algebra with physical applications. Recommended for students in the electronics, aircraft inspection and design drafting programs. (5 contact hours)

Prerequisite: 2 years of high school math including algebra and 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: 2 years of high school math including algebra and geometry, and appropriate placement test score, or MTH-097 and MTH-098 with a minimum grade of "C".

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: 3 years of high school math including advanced algebra and appropriate placement test score, or MTH-098 with a minimum grade of "C".

MTH 142 - Trigonometric Functions (2)

Trigonometric functions, their inverse functions, graphs, the unit circle, right triangle trigonometry, basic identities, trigonometric equations, and polar coordinates are studied. (2 contact hours)

Prerequisite: 3 years of high school math including advanced algebra and 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: 3-1/2 years of high school math including precalculus or advanced algebra, and appropriate placement test score, or MTH-141 with a minimum grade of "C".

MTH 145 - Calculus for Business & Social Scien (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: 3-1/2 years of high school math including precalculus or advanced algebra, and appropriate placement test score, or MTH-141 with a minimum grade of "C".

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: 4 years of high school math including pre-calculus or advanced algebra with trigonometry, and appropriate placement test score, or both MTH-141 and MTH-142 with a minimum grade of "C".

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".

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".

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".

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" .

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 nonparametric statistical tests, correlation and regression; and multistep decision-making techniques in a business environment. Students use a statistical computer software package to analyze and interpret data. Note: MTH-139 and MTH-212 cover the same basic core of statistics; however, MTH-212 moves at a faster pace, is more oriented toward business examples, and explores hypothesis tests to a greater depth. No more than four credit hours will be granted to students taking MTH-139 and MTH-212. (4 contact hours)

Prerequisite: 3-1/2 years of high school math including precalculus or advanced algebra and appropriate placement test score, or MTH-141 with a minimum grade of "C".

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 3-1/2 years of high school math including pre-calculus or advanced algebra and appropriate placement test score.

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. (5 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. (5 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)

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)

MUS 109 - Percussion Ensemble I (1)

This course provides ensemble experience for percussionists dedicated to the performance and exploration of percussion literture 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 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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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. (0.5 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. (0.5 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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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. (1 contact hour)

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. (1 contact hour)

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. Fee is required. (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 literture 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. (2 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 literture 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 sebsequent semester. This course also may be taken for noncredit. Fee is required. (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. (0.5 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. (0.5 contact hours)

MUS 171 - College-Community Orchestra (1)

Participation in an established community orchestra, including two performances each semester of a musical, major choral work, or chamber orchestra literature. Emphasis placed on group intonation, ensemble blend, musical nuance, and varied repertoire experiences. Fee is required. (2 contact hours)

MUS 172 - College-Community Orchestra (1)

Participation in an established community orchestra, including two performances each semester of a musical, major choral work, or chamber orchestra literature. Emphasis placed on group intonation, ensemble blend, musical nuance, and varied repertoire experiences. Fee is required. (2 contact hours)

MUS 173 - College-Community Orchestra (1)

Participation in an established community orchestra, including two performances each semester of a musical,

major choral work, or chamber orchestra literature. Emphasis placed on group intonation, ensemble blend, musical nuance, and varied repertoire experiences. Fee is required. (2 contact hours)

MUS 174 - College-Community Orchestra (1)

Participation in an established community orchestra, including two performances each semester of a musical, major choral work, or chamber orchestra literature. Emphasis placed on group intonation, ensemble blend, musical nuance, and varied repertoire experiences. 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. (1 contact hour)

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. (1 contact hour)

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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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. (0.5 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 isrequired. (0.5 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. (1 contact hour)

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. (1 contact hour)

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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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. (5 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". (5 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 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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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. (0.5 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. (0.5 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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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 studen ts 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. (1 contact hour)

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. (1 contact hour)

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. Fee is required. (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 literture 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. Fee is required. (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 eash 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. (0.5 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. (0.5 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

COURSES| 263

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. (1 contact hour)

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. (1 contact hour)

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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

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 requied 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. (0.5 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. (0.5 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. (1 contact hour)

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

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. (0.5 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. (0.5 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. (1 contact hour)

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. (1 contact hour)

NAT - Natural Science

NAT 111 - Environmental Science I (4)

This interdisciplinary analysis of man's environment stresses the physical, biological and ecological aspects. Man's relationship to the natural environment and responsible stewardship are emphasized. The units of study are water, wildlife, population/resources, and geology. Fee is required. (6 contact hours)

NAT 112 - Environmental Science II (4)

An interdisciplinary analysis of man's environment which stresses physical, biological and ecological aspects. Man's relationship to the natural environment and responsible stewardship are emphasized. The units of study are vegetation, soils, weather/climate, and urban land use. Fee is required. (6 contact hours)

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 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: HSC-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. (4 contact hours)

Prerequisite: HSC-120, NUR-151, and NUR-160. Corequisite: HSC-140, 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: HSC-140, 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. (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: HSC-120 and NUR-140.

NUR 151 - Nursing Arts II (2)

Lab experiences focus on health and physical assessment in relation to normal and common health alterations across

the lifespan. Organization of the course will be based on functional health patterns. Fee is required. (4 contact hours)

Prerequisite: NUR-140 and NUR-150. Corequisite: HSC-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: HSC-120, NUR-151, and NUR-160. Corequisite: NUR-141 and NUR-140.

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: HSC-120 and NUR-151.

NUR 161 - Nursing Clinical Practice II-OB (2)

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the Obstetrics arena. (6 contact hours)

Prerequisite: HSC-120, NUR-151, and NUR-160. Corequisite: HSC-140, 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. (9 contact hours)

Prerequisite: NUR-141 and NUR-152. Corequisite: HSC-140 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. (7 contact hours)

Prerequisite: HSC-140, 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-140, NUR-150, NUR-151, NUR-160, NUR-141, NUR-161, NUR-142, NUR-152, NUR-162, HSC-120 and HSC-140), 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. (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: NUR-142 and NUR-162. Corequisite: NUR-250 and NUR-260.

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: NUR-240 and NUR-260. Corequisite: NUR-250 and NUR-261.

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-265.

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. (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: NUR-142 and NUR-162. Corequisite: NUR-240, NUR-241, NUR-260 and NUR-261.

NUR 260 - Nursing Clinical Practice III (2)

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. (9 contact hours)

Prerequisite: HSC-140, NUR-142 and NUR-162. Corequisite: NUR-240 and NUR-250.

NUR 261 - Nursing Clinical Practice IV (2)

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the psychiatric and acute care arena. The clinical will focus on acute care needs across the lifespan and specific experiences with individuals needing psychosocial care. (9 contact hours)

Prerequisite: NUR-240 and NUR-260. Corequisite: NUR-241 and NUR-250.

NUR 262 - Nursing Clinical Practice V (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. (9 contact hours)

Prerequisite: NUR-241, NUR-250, and NUR-261. Corequisite: NUR-242.

NUR 265 - Nursing Transitions II (1)

Clinical experience focuses on the application of knowledge, skills and attitudes in the roles of provider of care, manager of care and member within the profession. Emphasis will be placed on the development of leadership roles. The focus of this course is for the student to make the transition from learner to novice practitioner. Upon successful completion the student will be a candidate for the NCLEX-RN. (3 contact hours)

Prerequisite: NUR-242 and NUR-262. Corequisite: NUR-243.

OSA - Office Systems & Applications

OSA 100 - Keyboarding & Basic Formatting (1-3)

This course provides one-credit or three-credit instruction. The one-credit course is designed to develop basic alphabetic keyboarding skills, numeric keypad skills and fundamental keyboarding techniques. The three-credit course includes one-credit content as well as speed and accuracy development and document formatting. The skills developed in this course are necessary for success in Office Systems and Applications programs. Fee is required. (2 or 6 contact hours)

OSA 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. Students should possess the ability to keyboard a minimum of 25 nwpm by touch prior to enrollment in this course. Fee is required. (4 contact hours)

Prerequisite: OSA-100 or ability to keyboard 26 nwpm. Corequisite: Registration or credit in OSA-104.

OSA 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 with a minimum grade of "B" or appropriate placement test score.

OSA 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. Students should possess the ability to keyboard a minimum of 25 nwpm by touch prior to enrollment in this course. Fee is required. (2 contact hours)

Prerequisite: OSA-100 or ability to keyboard 25 nwpm by touch.

OSA 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. (1.5 contact hours)

Prerequisite: IMS-101 or IMS-115.

OSA 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: IMS-101 or IMS-115.

OSA 125 - Introduction to Website 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 web site. 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: MIS-111 or MIS-141.

OSA 135 - Website Applications (3)

This course will provide students with an understanding of website design and development using popular software applications. Students will use software tools and commands to design and develop web pages and sites that are organized, highly functional and aesthetically pleasing. Students will learn how to create and implement templates, themes, lists, hyperlinks, tables, forms, and multimedia. Topics including design principles, project management, working with clients, creating design plans (including wireframes and mock-ups), researching trends, and working with analytics also will be included. Fee is required. (4 contact hours)

Prerequisite: MIS-111 or MIS-141.

OSA 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. Students with little or no computer experience are strongly encouraged to enroll in IMS-101

prior to or concurrent with OSA-138. Fee is required. (5 contact hours)

OSA 145 - 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 nwpm prior to enrollment in this course. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Word. Fee is required. (4 contact hours)

Prerequisite: IMS-101 or IMS-115.

OSA 225 - Microsoft Publisher (3)

This course introduces students to the concepts, techniques, and features of the Microsoft Publisher application. Students will design publications such as flyers, newsletters, brochures, business forms, and business cards. Other projects include integrating with Microsoft Office applications; developing an e-commerce website, publishing web pages; utilizing photo editing tools; linking and embedding objects from other applications; and publishing for print, email distribution, and web. Fee is required. (4 contact hours)

Prerequisite: IMS-101 or IMS-115.

OSA 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: IMS-101 or IMS-115.

OSA 232 - Introduction to Adobe Creative Suite (3)

This course introduces the fundamental concepts and techniques of the Adobe Creative Suite Design Edition or other current desktop publishing and graphics software. Adobe Illustrator, Photoshop, InDesign, and Acrobat will be included. Students will learn 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. Fee is required. (4 contact hours)

Corequisite: Registration or credit in IMS-101 or IMS-115.

OSA 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)

OSA 235 - Adobe InDesign (3)

This course is designed to further develop skills utilizing Adobe InDesign or other current desktop publishing software. The course is fast-paced and project-oriented with emphasis on independent work and decision-making in the design and layout of computer generated documents, including forms, brochures, and newsletters. Fee is required. (4 contact hours)

Corequisite: Registration or credit in OSA-232.

OSA 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 OSA-232.

OSA 238 - Adv. Video Editing:Adobe AfterEffects (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: OSA-138.

OSA 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 OSA-103 and the ability to keyboard a minimum of 25 nwpm. Fee is required. (3 contact hours)

OSA 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 OSA-122, OSA-230, and OSA-257 is strongly recommended for successful completion of this course. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Word. Fee is required. (4 contact hours)

Prerequisite: OSA-145.

OSA 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)

OSA 250 - Records Management (2)

This course introduces the basic filing methods and procedures needed to ensure the effectiveness of records systems. This course stresses the fundamentals of records programs to manage all phases of the records life cycle. Electronic file management is explored. (2 contact hours)

OSA 252 - 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: IMS-115.

OSA 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. OSA-255 covers decision-making competency, human relations techniques, technical and personal skills needed to meet requirements in diverse national and international offices, telecommunications and telework, records management techniques, document creation skills, organizational skills, online research skills, travel and meeting planning, formal meeting documentation preparation, presentation skills and ethical and legal considerations in the work environment. This course also introduces the student to basic transcription techniques. Fee is required. (4 contact hours)

Prerequisite: IMS-115 and OSA-103 with a minimum grade of "C".

OSA 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: IMS-101 or IMS-115.

OSA 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 OSA-260, Seminar, prior to pursuing an internship. (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.

OSA 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 OSA-258, Internship. (1 contact hour)

Prerequisite: OSA-102 and OSA-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)

Prerequisite: Student must complete the HF3-100 mandatory HFC introduction session prior to beginning all coursework and activity, and 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)

Prerequisite: Student must complete the HF3-100 mandatory HFC introduction session prior to beginning all coursework and activity, and 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 addtional 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)

Prerequisite: Student must complete the HF3-100 mandatory HFC introduction session prior to beginning all coursework and activity, and 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)

Prerequisite: Student must complete the HF3-100 mandatory HFC introduction session prior to beginning all coursework and activity, and 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 Red Cross procedures and principles to be followed in the event of an accident or sudden illness. Upon successful completion students will receive an Adult CPR/AED card, an Infant/Child CPR card and a Community First Aid and Safety 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 - Teaching Group Fitness (2)

This course is designed for students who wish to integrate the study of group fitness methodologies, exercise science, and practical teaching experience. This course prepares students for national certification and potential fitness careers. Fee is required. (3 contact hours)

PEH 181 - 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 provides instruction in two skill areas, namely fundamentals of blood collection and venous access techniques. Students are awarded one credit hour upon successful completion of the lecture and laboratory components. This course does not lead to certification. (1.5 contact hours)

Prerequisite: RAD-110 or RES-103 or NUR-160 or consent of instructor.

PHB 110 - Principles & Practice of Phlebotomy (6)

PHB-110 is a six-credit hour course which consists of lecture and laboratory components. Lecture topics addressed in this course include proper patient and specimen identification, medical terminology, anatomy and physiology appropriate to the practice of phlebotomy, 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: RDG-091 with a minimum grade of "C" or appropriate score on placement test.

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. (1 contact hour)

Prerequisite: PHB-110. Corequisite: PHB-112.

PHB 112 - Phlebotomy Clinical Practice (2)

PHB-112 is a two-credit hour course consisting of 120 contact hours of supervised clinical practice of phlebotomy at one of the Phlebotomy Program's clinical affiliate sites. This course provides the student with additional phlebotomy practice in a clinical setting and is designed to develop blood specimen collection skills to a level consistent with entry into the profession. Clinical experiences will include experience collecting a variety of specimens from a variety of patient types. Fee is required. (8 contact hours)

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)

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)

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)

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)

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)

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)

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)

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.

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)

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 catastrophies, 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. (4 contact hours)

Prerequisite: 1 year of high school algebra.

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.

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.

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.

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 one-hour laboratory component. Fee is required. (6 contact hours)

Prerequisite: MTH-098 or two years of high school algebra.

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 one-hour laboratory component. Fee is required. (6 contact hours)

Prerequisite: MTH-150.

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.

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)

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)

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)

PSC 210 - International Relations (3)

Introduces international relations, foreign policies, international organizations, conflict, and accommodation in the international system. (3 contact hours)

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)

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)

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)

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. Corequisite: PSG-105 and PSG-110.

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. Corequisite: PSG-135.

PSG 135 - Sleep Disorders (2)

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. (2 contact hours)

Prerequisite: PSG-115 and PSG-120. Corequisite: PSG-125.

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. Corequisite: Registration or credit in PSG-220.

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. Corequisite: Registration or credit in PSG-230.

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.

PSR - Psychiatric Rehabilitation

PSR 120 - Survey of Psychiatric Rehabilitation (3)

This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. This survey course has four major themes: understanding psychiatric disability and current approaches to treatment, the mental health system and surrounding legal issues, psychiatric rehabilitation through vocational and skills training, and family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health. (3 contact hours)

Corequisite: Registration or credit in PSR-220.

PSR 125 - Psychiatric Rehabilitation Skills (3)

This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews for use in assessment, treatment planning, and therapeutic interactions with consumers. Students learn to conduct skills-training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations, and preventing and managing aggression are presented. (3 contact hours)

Prerequisite: PSR-120. Corequisite: Registration or credit in PSR-225.

PSR 130 - Health Skills for Psychiatric Rehab. (3)

This course examines three dimensions of wellness: physical, emotional and environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness. The orientation of the course is more practical than theoretical and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The emotional dimension of wellness includes social support, physical and sensory accommodations, and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper. (3 contact hours)

Prerequisite: PSR-120. Corequisite: Registration or credit in PSR-230.

PSR 135 - Vocational & Community Living Skills (3)

This course is the fourth in a series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitation approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. This course examines vocational rehabilitation and community living skills. Both themes address skills for working with community, state and federal agencies that serve persons with severe mental illness. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of vocational rehabilitation, including duties and tasks commonly required in vocational settings (e.g., mediation, negotiation, job coaching, job analysis) and the development of employment sites. Practical application of current policies (e.g., Americans with Disabilities Act) impacting employment sites are presented. (3 contact hours)

Prerequisite: PSR-120. Corequisite: Registration or credit in PSR-235.

PSR 220 - Psychiatric Rehab Internship I (1)

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include four of the following areas: inpatient milieu and general activities, case management activities, vocational training activities, skills training activities, and consumer-led activities. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. (5 contact hours)

PSR 225 - Psychiatric Rehab Internship II (1)

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include interviewing skills and leading skills training groups, and at least one of the following: behavior definition and task analysis, aggression management, assessment and treatment planning, or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. (5 contact hours)

Prerequisite: PSR-120 and PSR-220.

PSR 230 - Psychiatric Rehab Internship III (1)

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include eight activities in the following areas: physical wellness, emotional and social wellness, environmental wellness, and documentation. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. (5 contact hours)

Prerequisite: PSR-120, PSR-125, PSR-220, and PSR-225.

PSR 235 - Psychiatric Rehab Internship IV (1)

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include two areas: vocational rehabilitation and case management. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director

also is required. Clinical staff and/or supervision by field placement director also is required. (5 contact hours)

Prerequisite: PSR-120, PSR-125, PSR-130, PSR-220, PSR-225, and PSR-230.

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)

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)

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)

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)

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)

Students will learn principles and techniques of psychology applied to activities and problems in business and industry. This course emphasizes interpersonal and intergroup relationships for employee morale and motivation. (3 contact hours)

PSY 202 - 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)

Prerequisite: PSY-101.

PSY 205 - Abnormal Psychology (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.

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)

Prerequisite: PSY-101 or PSY-105.

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. (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. Permissable 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. (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. (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. (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. (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. (16 contact hours)

Prerequisite: First year classification in Radiologic Technology program. Corequisite: RAD-106, RAD-107, and RAD-108.

RAD 133 - Principles of Radiologic Technology (2)

Lectures in topography and radiological landmarks are included. Radiographs are evaluated. Technique, positioning and anatomical appearance on the radiograph are studied. (2 contact hours)

Prerequisite: RAD-131. Corequisite: RAD-132.

RAD 139 - Clinical Education III (2)

Gain experience in hospital radiographic rooms correlating and implementing principles and procedures taught in the first year of the program. Requires working with patients and using x-ray equipment. Fee is required. (24 contact hours)

Prerequisite: RAD-138. Corequisite: RAD-133, RAD-140 and RAD-141.

RAD 141 - Pediatric Radiography (1)

Gives an overview of the psychological and physiological considerations in pediatric radiography. Specific procedures and the radiation protection considerations of pediatric radiography are explored. (1 contact hour)

Prerequisite: RAD-131 and RAD-132. Corequisite: RAD-133, RAD-139, and RAD-140.

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. (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. (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 Computer Tomography (1)

This course provides an entry-level radiography student with principles related to computer tomography (CT) imaging. (1 contact hour)

Prerequisite: Second year classification in Radiologic Technology program. Corequisite: RAD-207, RAD-209, and RAD-212.

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. (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. (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. (24 contact hours)

Prerequisite: Second year classification in Radiologic Technology program. Corequisite: RAD-207, RAD-208, and RAD-209.

RAD 247 - Advanced Clinical Education III (2)

Gain experience in all areas of radiology. Develop skills acquired in previous clinical education courses. Prepare for employment upon graduation. Fee is required. (34 contact hours)

Prerequisite: RAD-246.

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 and IEMA license or equivalent. Corequisite: RAD-261, RAD-262 and RAD-263.

RAD 261 - Principles and Procedures (3)

This course emphasizes mammography positioning and related procedures. (4 contact hours)

Prerequisite: American Radiologic Registered Technology (ARRT) license and IEMA license or equivalent. Corequisite: RAD-260, RAD-262 and RAD-263.

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 and IEMA license or equivalent. Corequisite: RAD-260, RAD-261 and RAD-263.

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: American Radiologic Registered Technology (ARRT) license and IEMA license or equivalent. Corequisite: RAD-260, RAD-261 and RAD-262.

RDG - Reading

RDG 041 - Approaches to College Reading (4)

Designed to give the student a solid foundation in the basics of college reading. Primary focus will be on appropriate thinking, reading and writing strategies essential for improving comprehension. Credit hours for this course can be applied to full-or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. Students must be enrolled in COS-100 in every semester they are enrolled in RDG-041. (4 contact hours)

Prerequisite: Appropriate placement test score. Corequisite: COS-100.

RDG 071 - Techniques for Textbook Reading (3)

Development of thinking, reading and writing techniques necessary for comprehension of college textbooks.

Emphasizes planning, organizing, integrating, and evaluating reading strategies. Credit hours for this course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

Prerequisite: RDG-041 with a minimum grade of "C" or appropriate placement test score.

RDG 091 - Critical Reading (3)

Refines and expands the critical, higher order thinking strategies necessary for the interpretation and evaluation of reading content. Credit hours for this course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

Prerequisite: RDG-071 with a minimum grade of "C" or appropriate placement test score.

REC - Recreation Management

REC 101 - Introduction to Wellness Careers (3)

This course reviews the history, development and community utilization of wellness professions. Structures, purposes, and interrelationships of these professions are covered. Trends and career opportunities in wellness professions are explored. The content is delivered through lecture, group discussion, self-assessment, portfolio, academic master plan, and career search project. (3 contact hours)

REC 102 - Older Adult Recreation and Wellness (3)

Thic 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 103 - Sport/Recreation Management Careers (3)

This course provides an introduction to contemporary careers in recreation and sport management including the history, professional foundations and scope. It will incorporate indicators for future directions in these fields and present international perspectives. (3 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. Fee is required. (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. (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 Technology

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 108 - Introduction to Ventilators (1)

This lecture course provides an introduction to the history, operational principles and physiologic effects of mechanical ventilation. Students will discuss indications and goals for mechanical ventilation, responding to the different types of respiratory failure and applying critical thinking skills to respiratory care and problem-solving. Modes and other features of ventilation, including CPAP and bi-level positive airway pressure will be introduced. (1 contact hour)

Prerequisite: RES-102. Corequisite: Registration or credit in RES-104, RES-105, and RES-154.

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 - EKG Application & Theory (1)

This course is designed to provide the health care professional with a basic understanding of electrocardiography theory and application. (1.5 contact hours)

Prerequisite: Current enrollment in or graduation from a health career program accredited by a college recognized agency or sponsor.

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), Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations through discussion, case studies, CDs, computer software and Mock Written Registry Respiratory Therapy (WRRT Examinations). The primary goal of this course is to focus on the complex subjects of the CRT and RRT content outline. Therefore, to enhance performance of the Mock WRRT Examination, outside resources must be utilized (i.e., computer sims and exam matrix). Pediatric Advanced Life Support training and certification also is 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 Respirarory 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 - Rest Hotel Mgt & 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 recipies, 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 108 - Culinary Calculations (2)

This course is designed to teach calculations of metric and imperial measures and conversions utilized in food service operations. Recipe yield and costing also will be covered. (2 contact hours)

Corequisite: RTM-100 and RTM-101.

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 207 - Food, Beverage, and Equipment Purchasing (3)

Introduces food, beverage and equipment purchasing for a hotel or restaurant. (3 contact hours)

Prerequisite: MTH-090 or appropriate placement test score.

RTM 208 - Design & Maint. of Food Service Fac. (3)

Principles of layout, design and maintenance for a hotel, restaurant or commercial kitchen are examined. (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. (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. (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. (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. (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 220 - Concepts of Hospitality Cost Control (3)

Explores how to maximize hospitality profitability by controlling costs. Cost-control techniques and procedures in food, beverage and hotel operations are covered. Standard hospitality accounting practices, financial statements, budgets, and financial planning are covered. (3 contact hours)

Prerequisite: MTH-090 or appropriate placement test score.

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 225 - Banquet & Specialty Services (3)

An orientation to the field of catering, this course includes all of the activities associated with the sales, organization, food preparation, and service of catered functions, banquets and other specialty functions, including hotel room service. (3 contact hours)

RTM 226 - Front-of-the-House Management (3)

This course is designed to introduce students to the front-of-the-house 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. (3 contact hours)

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 230 - Hospitality Seminar (1)

This capstone professional development course is designed to help students transition into a career field within the hospitality industry. Students will develop resumes, cover letters, research hospitality organizations, and work with a mentor to examine personal and professional goals and opportunities. Students will utilize the World Wide Web extensively when completing assignments. This course should be taken near the completion of the certificate or degree program and is recommended for students planning to enroll in RTM-233, Hospitality Internship. (1 contact hour)

Prerequisite: Consent of instructor.

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. (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 foodservice operation. The course emphasizes fine cuisine, menu development and presentation, and systems and controls within the kitchen environment. (6 contact hours)

Prerequisite: RTM-204.

SLP - Security Services

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 - General Sociology (3)

Introduces basic sociological concepts and methods, social processes, social changes, and behavior. (3 contact hours)

SOC 102 - Marriage & Family (3)

Institutions and systems of kinship, marriage, family grouping, child rearing, and status placement are studied. (3 contact hours)

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 - Aging in Contemporary Society (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 - Soc of Contemp 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)

Prerequisite: SOC-101.

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)

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)

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.

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.

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)

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. In addition, students will be able to determine their level of interest in the TDL industry in order to investigate careers in the industry and produce personal educational/career development portfolios to assist them in their search for a career in the industry. (3 contact hours)

TDL 102 - Job Skills for Competitive Advantage (3)

This course focuses on developing basic professional skills to maximize productivity in the workplace and help individuals increase their competitive edge. Emphasis is placed on the ability of a student to be prepared for the challenges of everyday situations in the workplace. Major topics include work ethic, responsibility and accountability, business etiquette, effective communication, teamwork, problem solving, diversity in the work place, stress management, and life balance. (3 contact hours)

TDL 103 - 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)

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)

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 include integrated product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning. (3 contact hours)

TDL 106 - 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.

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)

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)

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)

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)

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)

THE 115 - Acting I (3)

Develops the actor's instrument, including movement, voice production, improvisation, and fundamental characterization. (4 contact hours)

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)

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: MTH-090.

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. (4 contact hours)

WLD 121 - Advanced SMAW & Cutting IýAdvanced 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. (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)

Faculty and Professional Staff

Board of Trustees

Sandra S. Wagner
Chair

Joseph P. Murphy
Vice Chair

Susan Murphy
Secretary

John R. Coleman

Tom Cunningham

Patrick D. Kennedy

Eileen M. O'Sullivan

Eamon Almiladi
Student Trustee

Officers of the College

Sylvia M. Jenkins
President
B.S., Grambling University
M.L.S., State University of New York at Albany
Ph.D., Colorado State University

Andrew M. Duren
Executive Vice President, Administrative Services
A.A., Triton College
B.A., M.S., Lewis University

Pamela J. Haney
Vice President of Academic Affairs
B.S., M.A., Norfolk State University
Ph.D., Bowling Green State University

Margaret M. Lehner
Interim Vice President for Institutional Advancement
Executive Assistant to the President
B.A., Hofstra University
M.A., Northwestern University
Ed.D., Northern Illinois University

Normah Salleh-Barone
Vice President, Student Development
B.S., Ohio University
M.A., Ph.D., State University of New York at Buffalo

Robert J. Sterkowitz, C.P.A.
Chief Financial Officer and Treasurer
B.S., Illinois State University

Faculty and Professional Staff

Joseph Adeszko
Program Coordinator, Heating and Air Conditioning
A.A.S., Daley College

Chris R. Alberts
Assistant Professor/Coordinator, Criminal Justice
B.A., M.S., Lewis University

Tina Allen
Instructor, Developmental Math
B.A., University of St. Francis
M.A., DePaul University

Aaron Almanza
Instructor, Developmental Education/Communications
B.G.S., University of Kansas
M.A., DePaul University

Lissette Alvarado
Academic Advisor
B.A., University of Illinois at Chicago
M.M., Robert Morris University

Cynthia Anderson
Assistant Dean, Center for Teaching and Learning
A.A., Moraine Valley Community College
B.A., Eastern Illinois University
M.A., Governors State University

Krista Appelquist
Associate Professor, Communications
A.A., Harper College
B.S., Eastern Illinois University
M.A., Northern Illinois University

Donald J. Arnold
Senior Applications Developer, Information Technology
B.S., University of Illinois at Chicago

Cynthia S. Austin
Assistant Director, Foundation Operations
B.S., Chicago State University

Michelle August
Professor/Department Chair, Information Management Systems
B.S., Illinois State University
M.A., Concordia University

Andrea D. Bailey
Instructor, Business
B.A., Mundelein College
MBA, Governors State University

Lynn Bailey (Mackey)
Assistant Professor/Department Chair, Counseling and Career Development
B.S.J., Northwestern University
M.S.W., M.A., Boston College

Mitchell Baker
Associate Professor, Psychology
B.S., Southern Illinois University Carbondale
M.A., National Louis University

Severo Balason, Jr.
Dean, Enrollment Services
B.A., M.A., Divine Word Seminary

Lou Balek

Information Security Specialist, Information Technology
A.A., Moraine Valley Community College
B.A., Robert Morris College

Charles H. Bales
Associate Professor/Coordinator, Mechanical Design
Drafting Technology/CAD
B.S.M.E., M.S., University of Florida
B.S., Southern Illinois University Carbondale

Sarah M. Bales
Professor, Biology
B.S., M.S., University of Illinois at Urbana-Champaign

Ahlam Ballouta
Assistant Professor, Mathematics
B.S., Valparaiso University
M.S., Chicago State University

Neil Barker
Instructor/Coordinator, Integrated Systems Technology and
Electronics
B.S., University of Bath, England
M.S., Illinois State University

Mary Barney
Instructor, Philosophy
B.A., Eastern Illinois University
M.A., University of Colorado, Boulder
M.A., University of Phoenix

William A. Barz
Professor/Department Chair, Public Services
B.B.A., University of Notre Dame
M.S., University of Illinois at Urbana-Champaign
M.A., Chicago State University

Randall C. Basick
Telephone Services Manager, Information Technology
B.A., Columbia College Chicago

Kiana L. Battle
Dean, Career Programs
B.A., Columbia College Chicago
M.S., Roosevelt University

Diane Bauer
User Support Engineer, User Support Services, Information
Technology
A.A.S., Moraine Valley Community College
B.B.A., Robert Morris University

Sandra Beauchamp
Associate Professor, Communications and Literature
Coordinator, New Faculty Orientation
B.A., M.A., Eastern Illinois University

Jane M. Bentley
Director, Purchasing
B.S., DePaul University

Gretchen S. Bernard
Associate Professor, Biology
B.A., University of California at San Diego
M.S., San Diego State University

Karrie Bieker
Research Analyst, Institutional Research and Planning
B.S., Northern Illinois University

Sandra L. Bish
Lead Tutor (Math/Science), Academic Skills Center
B.S., M.S.T., University of Illinois at Chicago

Katarzyna Blahusiak
Assistant Professor, Sociology
B.A., M.A., University of Silesia, Poland
Ph.D., Capella University

Debby Blatzer
Assistant Dean, Advising and Counseling
B.A., Monmouth College
M.A., Governors State University

Lisa M. Bly
Assistant Dean, Corporate, Community and Continuing
Education
A.A., Moraine Valley Community College
B.A., M.A., Governors State University

Karen S. Borgstrom
Professor, Biology
B.S., Valparaiso University
M.S., University of Kentucky

Carol Boyle
Associate Professor, Information Management Systems
B.S.Ed., Chicago State University
M.A.T., Rockford College

Linda N. Brandt (Newman)
Professor, Counseling
A.B., M.A.Ed., Washington University
Psy.D., Illinois School of Professional Psychology

Stevan Brasel
Department Chair, Mechanical Technology
B.A., North Central College

Douglass F. Bratt
Coordinator, Academic Music; Associate Professor, Music;
Jazz Ensemble
Director; Concert Band Director; Percussion Ensemble
Director
B.A., University of Wisconsin—Madison
B.A., M.M., Northern Illinois University

Rick Brennan
Director, Campus Operations
B.S., University of Illinois at Chicago

Clare Briner
Director, Marketing and Creative Services
B.A., Purdue University
MBA, University of St. Francis

Patricia Brown
Assistant Professor, Nursing
A.A.S., Olive Harvey College
B.A., University of Illinois at Chicago
M.S.N., University of Phoenix

Kendall Bruton
Campus Safety and Emergency Coordinator, Police
Department
A.A., Moraine Valley Community College
B.A., Trinity Christian College
Grad. Cert., American Military University

Sheryl Bundy
Associate Professor, Communications/Literature;
Coordinator, Writing Center
B.A., Purdue University
M.F.A., American University

Shanicka Burdine
Educational Case Manager, TRIO Student Support
Services
B.A., University of Illinois at Urbana-Champaign
M.A., Lewis University

Dana Campbell
Associate Professor, Chemistry; Department Chair,
Physical Sciences
B.A., Northeastern Illinois University
M.S., Governors State University

Tammi Carlson
Associate Professor, Humanities/Music
B.A., Valparaiso University
M.A., Roosevelt University

Christina Carney-Simon
Transfer Coordinator, Articulation
A.A., Honolulu Community College
B.A., University of Illinois at Urbana-Champaign
M.A., Governors State University

Glenn W. Carpenter
College Photographer/Imaging Specialist, Marketing and
Creative Services
B.A., Cedarville University

Jeffrey Carpenter
Tutor Specialist, Learning Enrichment and College
Readiness
B.A., Calvin College
M.A., Chicago State University

Joseph Chaloka
Associate Professor, Reading
Department Chair, Developmental Education
B.S., M.S., Illinois State University

Christina Chan
Assistant Professor, Developmental Math
B.S., Loyola University
M.S., University of Illinois at Chicago

Samuel Chen
Associate Professor, Biology
B.S., M.S., Northern Illinois University
M.S.N., Rush University

Jeff Christ
Instructor, Philosophy
B.A., St. Norbert College

M.A., University of Wisconsin—Madison

Jeannine M. Christensen
Professor, Chemistry
A.S., Moraine Valley Community College
B.S., M.S., Eastern Illinois University
M.S.P., University of Florida
Ph.D., Capella University

Kristine M. Christensen
Professor, Information Management Systems
Director, Faculty Development
A.A.S., Moraine Valley Community College
B.S., Valparaiso University
MBA, Eastern Illinois University
M.S., Governors State University
M.S., University of St. Francis
Ph.D., Old Dominion University

Mark E. Churchill
Professor, Chemistry
B.S., Lewis University
Ph.D., Loyola University of Chicago

Ricky Cobb
Assistant Professor, Sociology
B.A., Western Kentucky University
M.A., University of Louisville

Lisa Cockerham
Walmart Brighter Futures 2.0 Project Manager, Corporate,
Community and Continuing Education
B.A., Columbia College Chicago

Anna Maria Coco
Counselor, Counseling and Career Development
B.A., University of Wisconsin—Madison
M.S.Ed., Northern Illinois University

Tamarra Coleman-Hill
Assistant Professor, Communications
B.A., California State University, Los Angeles
M.A., DePaul University

Randolph P. Conner
Assistant Professor, Humanities
B.A., M.A., University of Texas at Austin
Ph.D., California Institute of Integral Studies

Mary Ann Cook
Academic Services Specialist, Academic Services
B.S., Northwestern University

Judith Corcoran
Assistant Professor, Nursing
B.S.N., University of Iowa
M.S.N., Governors State University

Gloria Coughlin
Academic Advisor, Athletics; Student Athlete Success
Coordinator
B.G., Governors State University

Dawn Countryman
Assistant Professor, Anatomy and Physiology
B.S., University of Illinois

M.S., University of Western Ontario

Kipp Cozad
Coordinator, Tutoring and Literacy
B.A., University of Missouri–Kansas City

Vernon O. Crawley
President Emeritus
B.S., Virginia State University
M.Ed., University of Virginia
D.Ed., Pennsylvania State University

Michael Crehan
Event Coordinator, Corporate, Community and Continuing
Education
B.A., MBA, University of Illinois at Chicago

Daniel Cristman
Academic Advisor, Academic Advising Center
A.A., College of DuPage
B.A., North Central College

Jessica Crotty
Coordinator, College and Community Relations
B.A., Illinois State University
M.S., National Louis University

Matthew Cullen
Counselor/Instructor, Counseling and Career Development
B.S.W., Northern Michigan University
M.S.W., University of Illinois at Chicago
M.Ed., Loyola University Chicago

Bradley Custer
Coordinator, Code of Conduct
B.A., B.M., Capital University
M.A., Wright State University

Anette D'Silva
Assistant Professor, Economics
B.A., St. Agnes College
B.Ed., St. Ann's College of Education
M.A., University of Mysore, India

Meghan Danaher
Coordinator, Southwest Education Center
B.A., Illinois State University
M.A., Governors State University

Jennifer Davidson
Dean, Academic Services
B.S., University of Illinois at Urbana-Champaign
M.S., MBA, University of St. Francis

Geoffrey Davis
Head Athletic Trainer/Equipment Manager
B.S., Missouri State University

Meg Dawczak
Coordinator of Records and Assessment, Learning
Enrichment
and College Readiness
B.A., M.Ed., University of Illinois

Paula DeAnda-Shah
Instructor, Developmental Mathematics

B.S., University of Illinois at Urbana-Champaign
M.A., University of Wisconsin—Madison

Erika Leck Deiters
Assistant Professor, Communications; Coordinator,
Communications/Literature
B.A., Wittenberg University
M.F.A., Minnesota State University at Mankato

Joanne Delany
Assistant Professor, Nursing
B.S., M.S.N., Saint Xavier University

Rose Deneen
Instructor, Culinary Arts and Hospitality Management
Vocational Certificate, Cooking and Hospitality Institute of
Chicago
A.A.S., Harper College
B.S., Roosevelt University

Mark Derdzinski
Assistant Professor, Communications
B.A., Saint Xavier University
M.A., Purdue University

Gina Dever
Director, Payroll
B.S., Governors State University

Eric DeVillez
Assistant Professor, Communications/Literature
B.A., Illinois State University
M.F.A., Roosevelt University

Carolyn DeWitt
Program Coordinator/Instructor, Respiratory Therapy
A.S., B.S.N., M.P.A., Indiana University Northwest

John Di Gangi
Coordinator, Addictions Studies Program
B.S., M.S., Illinois State University

Chang Ding
Network Operations Manager, Information Technology
M.S., DePaul University

Gail Ditchman
Assistant Professor/Coordinator, Education
B.A., Western Illinois University
M.A., Northern Illinois University

Aileen Donnersberger
Associate Professor, Education; Department Chair, Social
Sciences
B.A., Regis University
M.A., Saint Xavier University

China Dostal
Web Front End Developer, Information Technology
B.A., Mills College
M.I.S., Indiana University

Thomas Dow
Professor, Communications/English
Department Chair, Communications/Literature/Languages
B.A., Wabash College

M.A., Ph.D., Loyola University Chicago

Sean William Doyle
Professor, Humanities/Philosophy
B.A., Hobart College
M.A., University of Chicago

Bernie Duffy
Lieutenant, Police Department
B.S., Chicago State University

Sheri Dunlop
Manager of Accounting Services, Finance
B.S.A., M.S.A., Governors State University

Diane L. Durkin
Associate Professor, Mathematics
B.A., University of Illinois
M.S., DePaul University

Alexandria Elvira
Coordinator, Student Success Programs, Student Success
Center
B.A., MBA, Saint Xavier University

Michael R. Espinoza
Instructor, Criminal Justice
B.S., Calumet College; M.S., Lewis University

J. Gabe Estill
Director, Academic Assessment
B.A., M.A., Western Illinois University

Lydia Falbo
Director of Nursing
B.S.N., M.S.N., Rush University

Robert Faoro
Instructor, Automotive Technology
Coordinator, MOPAR CAP
A.A.S., Prairie State College

Tamima A. Farooqui
Job Resource Specialist, Job Resource Center
B.A., M.F.A., University of California at Davis

Merri K. Fefles
Associate Professor, History and Political Science
Study Abroad Coordinator
B.A., Elmhurst College
M.A., Arcadia University

Rita Ferriter
Instructor, Developmental Reading
B.A., M.Ed., Loyola University

Jennene C. Fields
Assistant Professor, Physics
B.S., University of Wisconsin—Parkside
M.S., Ph.D., University of Illinois at Chicago

Bret Figura
Creative Designer, Marketing and Creative Services
B.F.A., Western Illinois University

William G. Finn
Director, Health, Education and Wellness Center
B.A., Loras College

M.A., Chicago State University

Joseph Flynn
Professor, Business
B.S., M.S., Eastern Illinois University
M.S., DePaul University

Jermaine Ford
Business Service Consultant, Corporate, Community
and Continuing Education
A.A., Moraine Valley Community College
B.A., DePaul University
MBA, University of Phoenix

Nyree D. Ford
Educational Case Manager/Educational Outreach
Specialist, TRIO Student Support Services/Educational
Talent Search
B.A., M.P.A., Governors State University

Ewa Fredette
Associate Professor, Chemistry
B.A., University of Illinois at Chicago
M.S., University of Illinois at Urbana-Champaign

Scott N. Friedman
Dean, Student Engagement
A.A., Elgin Community College
B.A., Elmhurst College
M.S.Ed., Northern Illinois University
M.Ed., University of Illinois at Chicago

Walter J. Fronczek
Dean, Liberal Arts
B.A., Saint Xavier University
M.A., Columbia College
Ed.D., National Lous University

Josiah Fuller
Director, Educational Talent Search
B.A., Illinois Institute of Technology
M.A., Northeastern Illinois University

Josh Fulton
Assistant Professor, History
B.A., University of Illinois at Urbana-Champaign
M.A., Eastern Illinois University

Michelle R.H. Furlow
Instructor, Criminal Justice
B.A., University of Iowa
M.S., University of Alabama

Patricia Galien
Associate Professor, Coordinator, Intensive English
Language Program
B.A., Calvin College
M.Ed., Rutgers University

Jenine Galka
Assistant Professor Developmental Math
B.S., Benedictine University
M.S., Governors State University

Mary Therese Galka

Assistant Professor/Program Coordinator, Basic Nurse
Assistant Training
B.S.N., Saint Xavier University

Cecilia Galvan
International Student Services Specialist and SEVIS
Coordinator,
International Student Affairs
B.A., Universidad Mayor de San Andres

Panshula Ganeshan
Instructor, Communications
B.A., Governors State University
M.S., Illinois State University

Elena Garant
Associate Professor, Mathematics
B.S., University of Alaska—Fairbanks;
M.A., Central Michigan University

Roseanne Garavan-Oskielunas
Nursing Lab and Simulation Coordinator, Nursing
B.S.N., Saint Xavier University
M.S.N., Loyola University

Michael A. Gatto
Associate Professor/Program Coordinator, Radiologic
Technology
M.S., University of St. Francis

Rayya Ghusein
Student Development Specialist, Southwest Education
Center
A.S., Moraine Valley Community College
B.A., Lewis University
M.A., Elmhurst College

Sandra H. Gibbons
Professor, Biology
B.S., M.S., University of Illinois at Chicago
M.S., Capella University

David Gillham
Professor, Intensive English Language Program
B.A., Houghton College
M.A., Wheaton College
Ed.M., State University of New York at Buffalo

Susan Godwin
Professor, Developmental Reading
A.A.S., Corning Community College
B.A., State University College of New York at Buffalo
M.S., Canisius College

Kimberly Golk
Academic Advisor, Academic Advising Center
B.S., Northern Illinois University
M.S., University of St. Francis

Annette Gonzales
Director, Non-traditional Learning
B.A., University of Maryland
M.A., University of Baltimore

Michael A. Gonzalez

Student Success Specialist, DOL/Science, Business and
Computer Technology
B.A., DePaul University

Daniel Grafton
Instructor, Geography
B.A., West Virginia University
M.A., Clemson University
M.S., Marshall University

Susan Gray
Director, Network Operations, Computing Services and
Information Security
A.A.S., Moraine Valley Community College
B.A., Governors State University
M.M., Robert Morris University

James E. Greer
Professor/Coordinator, Welding
A.S., Moraine Valley Community College
B.S.Ed., Northern Illinois University
M.S.Ed., Chicago State University

Mary Louise Griffin
Director, Registration and Records
B.S., M.S., Illinois State University

Kathleen Grigsby
Professor, Developmental Education
B.S., University of Illinois
M.A., Governors State University

Matt Grotto
Videographer/Producer, Marketing and Creative Services
B.S., University of Illinois at Urbana-Champaign

Debra A. Guerrero
Professor, Respiratory Therapy Technology;
Coordinator, Sleep Technology
A.A.S., Moraine Valley Community College
B.H.A., Governors State University
M.S., University of St. Francis

Nicholas Hackett
Associate Professor, Biology
B.S., Alma College
M.S., Western Kentucky University

Panos Hadjimitsos
Assistant Dean, Science, Business and Computer
Technology
B.E.E., Pratt Institute
M.S.E.E., University of Illinois at Urbana-Champaign

John Halliwell
Assistant Professor, Intensive English Language Program
B.A., Central Michigan University
M.A., Saint Michael's College
M.A., Ph.D., Michigan State University
M.S., University of Vermont

Ericka Hamilton
Assistant Professor, Psychology
B.A., Millikin University
M.A., Eastern Illinois University

Ph.D., Walden University

Teresa Hannon
Counselor/Assistant Professor, Counseling
A.A., Moraine Valley Community College
B.S., University of Illinois
M.A., Governors State University

Eric Harms
Web Applications Developer, Applications Development
A.A.S., Moraine Valley Community College

Marie Harrell
Internship Manager, Job Resource Center
B.S., Tuskegee University

Irronda M. Harrington
Coordinator, Moraine Valley Education Center at Blue Island
B.A., Robert Morris College
M.A., Governors State University

Lynn M. Harrington
Director, Human Resources
B.S., Valparaiso University
M.S., Benedictine University

Tish Hayes
Instructor/Information Literacy Librarian, Library
B.A., University of Illinois at Chicago
M.L.I.S., Dominican University

Peggy Heenan
Recruiter, Admissions
B.A., Western Illinois University

William D. Helmold
Director of Client Services, Information Technology
A.A., Thornton Community College
B.S., California State University—Long Beach
M.I.S.M., Keller Graduate School of Management, DeVry University

Tommy Hensel
Managing Director, Fine and Performing Arts Center
B.A., Florida State University
M.A., University of South Carolina

Ann Henson
Assistant Professor, Communications
M.A., University of South Carolina

Annette Herbert
Coordinator of Learning, Children's Learning Center
A.A.S., A.A., Moraine Valley Community College
B.A., Lewis University

Lara Hernandez Corkrey
Assistant Professor, Developmental Education/Communications
B.A., M.A., Northern Illinois University
Ph.D., University of Kansas

Tyler Hewitt
Professor, Studio Art: Photography and Design
B.S.W., Eastern Michigan University

M.F.A., Cranbrook Academy of Art

William Hogan
Instructor, Communications/Literature/Languages
B.A., Indiana University
M.A., Brooklyn College

Erin Holman
Job Resource Specialist, Job Resource Center
B.S., M.S.Ed., Northern Illinois University

Mark Horstmeyer
Director, College and Community Relations
B.A., Trinity University
M.A., Drake University

Laurie A. Hottinger
Coordinator, Creative Design, Marketing and Creative Services
B.S., Illinois State University

Darren Howard
Manager, Grants Accounting and Compliance, Finance
B.S., Illinois State University
M.S., National-Louis University

Kelly Speaker Hruby
Assistant Professor, Humanities
B.A., University of Virginia
M.A., University of Chicago

Andrew Hufnagl
Emergency Medical Services/Fire Science Coordinator, Career Programs
A.A.S., Moraine Valley Community College
B.A., Southern Illinois University
M.S., Lewis University

Alyssa Humbles
Student Success Specialist, Student Success Center
B.A., University of Illinois at Chicago

Adrienne L. Hunter
Site Facilitator, Education Center at Blue Island
B.S., Chicago State University
MBA, Keller Graduate School of Management

Alia Ibrahim
International Student Services Specialist, International Student Affairs
B.A., University of Illinois at Chicago
M.A., DePaul University

Terra Jacobson
Manager of Library Services, Library
B.A., Augustana College
M.L.S., M.I.S., Indiana University

Ann Marie Jagiella
Assistant Professor, Nursing
B.S.N., Saint Xavier University
M.S., DePaul University

Maryan Jatczak
Associate Professor, Nursing
B.S., Loyola University

M.S., Rush University

Jo Ann Jenkins
Dean, Student Success
B.A., National Louis University
M.A., Governors State University
Ed.D., National Louis University

Aaron B. Johnson
Creative Designer, Marketing and Creative Services
A.A., Moraine Valley Community College
B.F.A., The Illinois Institute of Art – Chicago

Corinne Johnston
Grant Writer, Resource Development
B.A., Columbia College Chicago

Delwyn C. Jones
Associate Professor, Communications/Speech
B.A., M.A., Western Illinois University

Nabil Kanja
Instructor, Geology
B.S., Kuwait University
M.S., Northeastern Illinois University

Toula Karnavas
Associate Professor, Developmental Education/Academic Skills;
Coordinator, LDSS and Developmental Education Communications
B.A., Valparaiso University
M.A., Saint Xavier University

Sharon A. Katterman
Director, Resource Development and Institutional Effectiveness
B.S., Central Michigan University
M.S., Indiana State University
Ed.D., Northern Illinois University

Rita M. Kealy
Instructor, Medical Terminology and Phlebotomy
Program Coordinator, Phlebotomy
A.A.S., Moraine Valley Community College
B.S., University of Illinois

Erin E. Kelly
Instructor, Mathematics
B.S., M.S., California Polytechnic State University

Lisa S. Kelsay
Assistant Dean, Liberal Arts; Director, Academic Arts
B.S., The University of Akron
M.A., Ball State University
Ph.D., Loyola University Chicago

Sadya Khan
Assistant Director, Institutional Research and Planning
B.S., University of Illinois at Urbana-Champaign
M.S.Ed., Northwestern University

Layla Khatib
Associate Professor, Biology
B.S., M.S., University of Illinois at Chicago

Jason King
Associate Professor, Mathematics
A.A., Moraine Valley Community College
B.S., Illinois State University
M.A., DePaul University

Jeremy Kingery
Academic Advisor, Academic Advising Center
A.A., Heartland Community College
B.A., M.A., Governors State University

Laurene Kirby
Associate Professor, Mathematics
B.A., Trinity Christian College
M.A., DePaul University

Neil Kirkpatrick
Assistant Professor, Biology
B.S., M.S., Eastern Illinois University

Myra Koran
Accounts Receivable Accountant, Cashier's Office
B.S., University of Illinois at Chicago

Nancy Koran
Senior Applications Developer
A.A.S., Moraine Valley Community College

Janet A. Kotash
Professor, Natural Science
B.S., M.S., Governors State University

Diane M. Kovacevic
Assistant Professor, Nursing
A.D.N., Richard J. Daley College
B.S.N., University of Illinois at Chicago
M.S.N., Regis University
M.Ed., Concordia University

Christine Kuropas
Health Science Admission Coordinator, Career Programs
A.A., Moraine Valley Community College
B.A., Saint Xavier University

Brian Kurth
Instructor, Mathematics
A.S., Moraine Valley Community College
B.S., M.S., University of Illinois at Chicago

Mary K. Kuzma
Professor, Spanish
B.A., Webster College
M.A., Ph.D., Case Western Reserve University

Erik La Gattuta
Professor, Fine Arts and Humanities
B.A., Sarah Lawrence College
M.F.A., The School of the Art Institute of Chicago

Alison M. Lacny
Associate Professor, Sociology
B.S., Eastern Illinois University
M.A., DePaul University
Ph.D., Capella University

Stephanie Ladewig, C.P.A.

Internal Auditor
B.S., Truman State University

Todd Lamberth
User Support Engineer, Information Technology
A.A.S., Moraine Valley Community College
B.S., Robert Morris University
M.S., Benedictine University

Larry A. Langellier
Professor, Information Management Systems
B.S., University of Illinois at Urbana-Champaign
M.S., University of California at Davis

Susan Langwell
Assistant Professor/Program Coordinator, Early Childhood
M.A., Governors State University

Richard J. Lapidus
Professor/Coordinator, Computer Generated Imagery
Autodesk Certified Instructor
B.F.A., Washington University

Laura Lauzen-Collins
Assistant Professor, Psychology
B.A., University of Wisconsin, Madison
M.S., Ph.D., University of Pittsburgh

Jennifer Lee
Instructor, Developmental Education
B.S., Valparaiso University
M.A., Lewis University

Scott A. Leturno
Webmaster
A.A., Moraine Valley Community College
B.A., National Louis University
MBA, University of Phoenix

Albert Lewis, Jr.
Dean, Corporate, Community and Continuing Education
B.A., Marshall University
M.Ed., University of Akron

Joanne B. Lewis
Coordinator of Adult Basic Education/General Educational Development,
Learning Enrichment and College Readiness
B.A., Capital University
M.S.S.A., Case Western Reserve University

Lisa M. Lezon-Dyrda
Web-based Learning Specialist, Center for Teaching and Learning
A.S., A.A.S., Moraine Valley Community College
B.A., Governors State University
M.S., University of St. Francis

Lisa Lindvay
Art Gallery Coordinator, Fine and Performing Arts Center
B.F.A., Edinboro University of Pennsylvania
M.F.A., Columbia College Chicago
A.S., A.A.S., Moraine Valley Community College
B.A., Governors State University
M.S., University of St. Francis

Sue Linn
Executive Director, Moraine Valley Community College Foundation
B.F.A., Illinois Wesleyan University
M.A., DePaul University

Mark Lloyd
Project Management Specialist, Information Technology
B.A., University of Missouri, Columbia
M.S., DePaul University

Eduardo Lopez
Student Development Specialist, Education Center at Blue Island
B.A., M.Ed., Northeastern Illinois University

Mike Loveday
Web Content Specialist, Marketing and Creative Services
A.A., Frederick Community College
B.A., Mount St. Mary's University

Denise L. Lumpkin
Director, Children's Learning Center
B.A., M.Ed., Chicago State University

Tracie Macejak Miller
Creative Designer/Web, Marketing and Creative Services
B.A., MBA, Purdue University

Chauntai Mack
Career Connections Youth Program Manager, Corporate, Community and Continuing Education
B.S., Northern Illinois University
M.S., Benedictine University

Amy Brett Madden
Professor/Department Chair, Mathematics
B.S., Loyola University
M.S., Ph.D., Northwestern University

Sundus Madi McCarthy
Academic Advisor, Academic Advising Center
B.S., Northern Illinois University
MBA, Keller Graduate School of Management
M.S., DeVry University

Deborah N. Malkinson
Senior Applications Developer, Information Technology
B.S., University of Illinois at Urbana-Champaign

Anthony V. Marcasciano
Instructional Technologist, Center for Teaching and Learning
B.A., Montclair State University
M.S., Northern Illinois University

Denise Marek
Site Facilitator, Southwest Education Center
A.A., Moraine Valley Community College
B.S., Northern Illinois University

Robert Mark
Network Engineer, Network Operations
B.S., DeVry Institute of Technology

Jodi Marneris

Publications Writer, Marketing and Creative Services
A.A., Moraine Valley Community College
B.S., Northern Illinois University

Kent Marshall
Assistant Dean, Code of Conduct and Student Life
B.B.A., Mississippi State University
M.A., Northwestern State University

Ed Martig
Professor, Information Management Systems;
Internship and Program Coordinator, Management
Information Systems
A.S., Moraine Valley Community College
B.S., M.S., Governors State University

Barbara L. Martin
Associate Professor, Nursing
A.A.S., Morton College
B.S.N., M.S.N., Lewis University

Christina Martinez
Employment Engagement Specialist, Science, Business
and Computer Technology
B.S., DeVry University

Faviola Martinez
English Language Learner Specialist, Multicultural Student
Affairs/English Language Learner Center
B.A., Saint Xavier University

Marie M. Martino
Systems and Catalog Services Librarian, Library
M.L.I.S., Dominican University
M.F.A., University of Illinois at Chicago

Steven J. Mastej
Professor, Information Management Systems
B.S., College of St. Joseph; MBA, Saint Xavier University

Grant J. Matthews
Assistant Dean, Learning Enrichment and College
Readiness
A.A., Chemekata Community College
B.A., Oregon State University
M.P.A., Portland State University

Tanginia May
Instructor, Child Care
B.A., Truman State University
M.S.Ed., Northern Illinois University

General McArthur, III
Student Success and Veterans Coordinator
B.S., Xavier University of Louisiana
MBA, M.M., North Park University

Donna J. McCauley
Professor/Coordinator, Recreation Therapy and Recreation
Management
B.A., Illinois State University; M.S., George Williams
College

Irene Swansiger McCauley
Professor, Art; Coordinator, Digital Art/Design
B.A., Hamilton College

M.A., Middlebury Graduate School of French
M.F.A., School of the Art Institute of Chicago

Jeffrey McCully
Assistant Professor, Sociology
B.A., Western Illinois University
Ph.D., University of Missouri

William McGrath
Assistant Professor, Automotive Technology
A.A.S., College of DuPage

Michael S. McGuire
Associate Professor, Communications/Literature;
Coordinator, Writing Center
B.A., University of Illinois at Chicago
M.A., Northeastern Illinois University

Sean McIntosh
Technical Director, Fine and Performing Arts Center
B.A., University of Portland
M.F.A., Boston University

Jim McIntyre
Assistant Professor, History
B.A., Temple University
M.A., University of Illinois

Kevin McWoodson
Assistant Professor, Economics
B.S., Northern Illinois University
M.A., Virginia State University

Donna Mendez
Career Connections Student Success Specialist,
Corporate, Community and Continuing Education
B.A., M.A., Northern Illinois University
M.A., LPC, Saint Xavier University
Ed.D., Loyola University Chicago

Prabhjot M. Menon
Associate Professor, Chemistry
B.S., Delhi University (India)
M.S., North Carolina State University
Ph.D., University of Tennessee, Knoxville

Brittany Menta
Academic Services Specialist, Academic Services
A.S., McHenry County College
B.A., Columbia College of Missouri

Steven Merriman
Instructor, Physical Science
A.S., Moraine Valley Community College
B.S., Loyola University Chicago
M.S., DePaul University

Theresa B. Michalow
Associate Professor/Department Chair, Business
B.A., MBA, DePaul University

Beth Miller
Box Office Manager, Fine and Performing Arts Center
B.S., Northeastern Illinois University

Jonathon Miller

Server Administrator, Network Operations
A.A., B.A., M.I.S., Robert Morris University

Michelle Miller
Research Analyst, Institutional Research and Planning
B.S., Grove City College

Yvonne Miller
Manager, User Support Services

Carey Millsap-Spears
Associate Professor, Communications
B.L.S., Purdue University
M.A., Indiana State University

Lorri Miskus
Staff Accountant, Finance
B.S., University of Illinois at Chicago

Kathy Moehle
Business Service Consultant, Corporate, Community and
Continuing Education
B.A., Loras College

Lisa D. Moore
Instructor, Nursing
A.A.S., Malcolm X College
B.S.N., M.S.N., D.N.P., Governors State University

Ricky L. Moore
Associate Professor, Information Technology
A.A.S., Moraine Valley Community College
B.A., Governors State University

Michael Morsches
Dean, Learning Enrichment and College Readiness
B.A., University of Central Oklahoma
M.A., The University of Akron

Anne Morgan
Associate Professor, Nursing
B.S.N., M.S.N., D.N.P., Governors State University

Deborah Morley
Instructor, Health Information Technology
A.A.S., Moraine Valley Community College
B.S., DeVry University

Joe Mullarkey
Collection Management Librarian, Learning Resources
Center
M.L.I.S., Dominican University
B.F.A., University of Illinois

Scott Murdoch
Associate Professor, Biology
B.A., Columbia College
M.S., Governors State University

Georgina Akis Murphy
Assistant Professor/Program Coordinator, Nursing
B.S.N., Northern Illinois University
M.S.N., Old Dominion University

Mary Jo Murphy
Senior Program Manager, Corporate, Community and
Continuing Education

B.S., Loyola University
MBA, Benedictine University

Keith Nabb
Professor, Mathematics
B.A., Rhode Island College
M.S., Texas Tech University
Ph.D., Illinois Institute of Technology

Ryen Nagle
Dean, Science, Business and Computer Technology
B.A., University of Illinois at Urbana-Champaign
M.S., Illinois State University
Ed.D., University of Illinois at Urbana-Champaign

Souzan Naser
Assistant Professor/Counselor, Counseling and Career
Development
B.S.W., University of Illinois at Chicago
M.S.W., University of Michigan at Ann Arbor

John Nash
Associate Professor, Speech/Communications; Director,
Forensics
B.A., Indiana University
M.A., Kansas State University

Kevin Navratil
Assistant Professor, Political Science
B.S., Eastern Kentucky University
M.A., University of Illinois at Chicago

John Neff
Director, Client Solutions and Program Management,
Corporate, Community and Continuing Education
B.A., Adrian College
M.S.A., Central Michigan University

Victoria Neubeck-O'Connor
Assistant Professor, Humanities
B.F.A., University of Illinois at Chicago
M.L.A., University of Chicago

Daniel Nghiem
Instructor, Mathematics
B.S., University of California, Los Angeles
M.S., University of Illinois at Chicago

Kelli Nickols
Instructor, Nursing
B.S.N., Northern Illinois University
M.S.N., Loyola University Chicago
D.N.P., Chamberlain College of Nursing

Shannon Noble
Coordinator of Enrollment Services, Admissions
B.S., Saint Xavier University

Catherine Nolan
Coordinator, PEH Fitness Trainer Program/FitRec Program
B.A., M.A., Governors State University

Theresa O'Carroll
Controller
B.S., MBA, Lewis University

Kevin O'Connell
Assistant Professor, French and Spanish
B.A., St. Mary's College
M.A.T., School for International Training
M.A., University of California, Santa Barbara
M.A., Middlebury College

Patrick O'Connor
Chief of Police, Police Department
A.A.S., A.A., Moraine Valley Community College
B.A., M.S., Chicago State University

Angela O'Donnell
Administrative Director, Science, Business and Computer
Technology
B.A., Illinois State University
M.A., M.Ed., University of Florida

Stella Okeke
Coordinator, Multicultural Student Affairs
B.S., M.Ed., Iowa State University

Mary A. O'Malley-Absalon
Associate Professor, Medical Assistant
B.S.N., MBA, Loyola University Chicago

Nagieh Omer
English Language Learner Specialist, Multicultural Student
Affairs/English Language Learner Center
A.A., Moraine Valley Community College
B.A., Dominican University

Michael O'Shea
Assistant Professor and Program Coordinator, Culinary
Arts, Baking and Pastry, and Hospitality Management
A.A.S., Washburne Culinary School
B.S., University of Wisconsin—Stout

Theresa Pallanti
Adult Program Manager, Corporate, Community and
Continuing Education
B.A., Governors State University
MBA, Roosevelt University

Kris Paluch
Manager of Benefits Administration, Human Resources
B.S., Valparaiso University

Kari Pantol
Assistant Director, Alumni Relations and Annual Fund,
Foundation
B.S., University of Illinois at Urbana-Champaign
MBA, Illinois State University

Mary K. Paraskis
Academic Advisor, Academic Advising Center
B.A., Houston Baptist University

Donna M. Parks
Coordinator, User Support Services, Information
Technology
B.A.S., Robert Morris College
MBA, University of Phoenix

Dawn Patitucci
Professor, Information Management Systems

B.S., Saint Xavier University
M.S., Old Dominion University
M.A., California State University, Dominguez Hills

Pamela Payne
Director, Job Resource Center
B.S., University of Wisconsin—Madison
M.S., University of Wisconsin—Whitewater

Mattie Y. Payne-Mallory
Director, TRIO Student Support Services
A.A., Olive Harvey College
B.A., M.A., Governors State University

Nikki Payson
Server Administrator, Information Technology
A.S., Moraine Valley Community College
B.A., Governors State University

Megan Pet
Assistant Professor, Nursing
B.S.N., DePaul University
M.S.N., MBA, Saint Xavier University

Le Roy Peters
Educational Specialist, Upward Bound
B.S., Southern Illinois University Carbondale

Lynn Peters
Professor, Sculpture and Ceramics
Three-year diploma, Sheridan School of Design
B.F.A., Alfred University
M.F.A., Rutgers University

Mari Petrik
Professor, Health Information Technology
B.S., Stephens College
MBA, Benedictine University

Amanda Pettigrew
Instructor, Speech/Communications; Assistant Director,
Forensics
B.A., Hastings College
M.S., Minnesota State University, Mankato

Gary A. Piercy
Professor, Developmental Education/Mathematics
A.S., Rend Lake Community College
B.A., M.A., Eastern Illinois University

Holly Pilarczyk
Manager of Compensation and HRIS, Human Resources
A.A.S., A.S., Moraine Valley Community College
B.A., Governors State University

Matthew J. Piper
Manager, Staff Training and Development, Center for
Teaching and Learning
B.A., Millikin University
MBA, DeVry University's Keller Graduate School of
Management

Joline Platt
Career Connections Youth Student Success Specialist,
Corporate, Community and Continuing Education
B.A., M.A., Governors State University

Eliza Plous
International Student Services Specialist, International
Student Affairs
B.A., Beloit College
M.A., SIT Graduate Institute

Janet Polson
Travel Manager, Purchasing
B.S., Elmhurst College

Peter W. Porter
Assistant Professor, Anatomy and Physiology
A.D.N., College of DuPage
B.A., Northern Illinois University
B.S., D.C., National University of Health Science

Cathi Predl
Instructor, Information Management Systems
A.A.S., Moraine Valley Community College
B.A., Governors State University

Stephenie Presseller
Sustainability Manager, Center for Sustainability
A.A., Santa Fe Community College
B.S., Hodges University
M.P.A., American Public University System

David Price
AARP Back to Work 50+ Business Services Specialist,
Corporate, Community and Continuing Education
B.A., MBA, University of Chicago

Kevin J. Przezdziecki
Technical Support Specialist, Information Technology
A.A.S., Moraine Valley Community College

Agata Rawdanik
Data Center Manager, Science, Business and Computer
Technology
B.S., University of Illinois at Springfield

Courtney Reese
Assistant Professor, Developmental Math
B.S., M.S., Chicago State University

Jeffrey R. Reid
Senior Engineer, Multimedia Services
B.S., DeVry University
B.A., DePaul University

Joe Remiasz
Recruiter, Admissions
B.S., Illinois State University

Michael S. Renehan
Professor, Intensive English Language Program
B.A., M.A., Central Michigan University
M.S., University of St. Francis

Ann Marie Renfree
Associate Professor, Biology
B.S., Illinois Institute of Technology
M.S., Northwestern University

Rose Rich
Instructor, Information Management Systems

B.S., Purdue University
MBA, Indiana University

Lee Jaime Rincon
Assistant Professor, Spanish
B.A., Siena Heights University
M.A., Bowling Green State University

Gina Rinella
Cashier Supervisor
B.S., Elmhurst College
M.S., Keller Graduate School of Management

Christopher G. Riola
Associate Professor, Developmental Mathematics
B.S., Saint Xavier University
M.S., University of Illinois at Chicago

Ali Riphagen
Academic Advisor
A.A., Moraine Valley Community College
B.A., Governors State University

Demetrius T. Robinson
Manager, Student Life
B.A., Governors State University
M.A., Lewis University

Karyn Rohder
Research Analyst, Institutional Research and Planning
B.S., Purdue University

William Roman
International Student Housing Specialist, Office of
International Student Affairs
B.S., DeVry University

Beth A. Romanzow
Assistant Professor/Clinical Coordinator, Radiologic
Technology
B.S., M.S., University of St. Francis

Craig Rosen
Professor, Theater; Academic Theater Program
Coordinator
B.A., Temple University
M.A., Emerson College
Ph.D., University of Colorado

Ellen Rowe
Creative Designer, Marketing and Creative Services
B.F.A., School of the Art Institute of Chicago

Beatriz Ruiz
Financial Aid Technical Coordinator
A.L.S., Morton College
B.S., Lewis University
M.M., Robert Morris University

Mark Rupsch
Multimedia Engineer, Information Technology
B.S., Columbia College, Chicago

Suzanne L. Ryerson
Senior Program Manager, Corporate, Community and
Continuing Education

A.A., Triton College
B.S., Loyola University
M.A., Governors State University

Mike Sadler
Oracle Database and UNIX System Administrator,
Information Technology
A.S., Indiana University

Melissa Saeed
Director, Testing Services
B.A., University of Maryland
M.A., Governors State University

Rick Sand
Articulation Transcript Specialist, Academic Advising
Center
A.A., Moraine Valley Community College
B.A., Saint Xavier University

John Sands
Professor/Department Chair, Information Technology;
Director and Principle Investigator, Center for Systems
Security and Information Assurance NSF Regional Center
B.A., Chicago State University
M.A., Governors State University
Ph.D., Colorado State University

Kam Sanghvi
Chief Information Officer, Information Technology
B.S., MBA, M.S., Benedictine University

Andrew Sarata
Director, Admissions and Recruitment
B.S., Illinois State University
M.A., Saint Mary's University of Minnesota

Kevin Scalzo
Applications Support Specialist, Applications Development
B.S., Lewis University

Donna T. Schnepp
Professor/Coordinator, Health Information Technology,
Coding Specialist, Medical Billing, Medical Transcription
B.S., University of Illinois at Chicago
M.H.A., Governors State University

Colette M. Schrank
Associate Professor/Internship Coordinator, Phlebotomy
and Medical Terminology
B.A., Saint Xavier University
M.A., Governors State University
M.S., University of St. Francis

Deron T. Schreck
Professor, Political Science
B.A., The College of New Jersey
M.A., Appalachian State University
Ph.D., University of Illinois, Chicago

Lee Semmerling
Associate Professor/Distance Education Librarian, Library
D.C., Palmer College of Chiropractic
M.L.S., Dominican University

Charmaine Sevier

Manager of Diversity and Employment, Human Resources
B.A., Saint Xavier University
M.S., Roosevelt University

Kashif Shah
Director, Auxiliary Services
B.S., Northern Michigan University
M.P.A., Governors State University

Michael J. Shannon
Associate Professor, Communications
B.A., M.A., Eastern Illinois University

Chet Shaw
Dean, Student Services
A.S., Waubonsee Community College
B.S., Illinois State University
MBA, National Louis University

Shelita M. Shaw
Assistant Professor, Communications
B.A., Johnson C. Smith University
M.A., Bowling Green State University

Mary Jo Shepard
Process Improvement Coordinator, Financial Aid
A.S., Moraine Valley Community College
B.A., Governors State University

Jennifer K. Sheppard
Associate Professor, Earth and Environmental Science
B.S., Western Kentucky University
M.S., University of Georgia

Jeremy Shermak
Assistant Professor, Communications
B.S., Indiana University
M.A., DePaul University

Ann Shillinglaw
Assistant Professor, Communications
B.A., Lake Forest College
M.A., Syracuse University
Ph.D., Loyola University

Nickolas G. Shizas
Associate Professor, Psychology
B.S., University of Illinois at Chicago
M.A., Roosevelt University

Nina Monan Shoman-Dajani
Manager of Transition and ESL, Learning Enrichment and
College Readiness
B.A., M.A., California State University Sacramento

Amanda N. Sidorowicz
Digital Media Coordinator, Multimedia Services
A.A., Moraine Valley Community College
B.A., Benedictine University

Ira Siegel
Program Coordinator/Associate Professor, Automotive
Technology
A.A.S., Oakton Community College
B.A., Governors State University
M.M., Robert Morris University

Deborah Sievers
Director, Center for Disability Services
B.A., M.A., Governors State University

Mary Sifner
Professor, Nursing
B.S.N., M.S.N., MBA, University of Illinois

Sumeet Singh
Academic Advisor, Academic Advising Center
B.S., Northern Illinois University
M.S., University of St. Francis

Craig Slocum
Assistant Professor, Developmental Math
B.S., University of Iowa
M.S., Northwestern University
M.S., Northeastern Illinois University

Aaron Smith
Assistant Professor, Philosophy
B.A., Washington University
M.A., Ph.D., Stony Brook University

Torry Smith
Assistant Technical Director, Fine and Performing Arts
Center
B.A., Columbia College Chicago

James Snooks
Instructor, Business
A.S., Moraine Valley Community College
B.A., MBA, Governors State University

Kathleen D. Stearns
Senior Program Manager, Continuing Education
A.A., A.A.S., Moraine Valley Community College
B.A., MBA, Governors State University

Patricia Sterba
Operations Assistant, Police Department
B.A., Governors State University

Adrienne Stewart
Director, Multicultural Student Affairs and
English Language Learner Center
B.A., Chicago State University
M.A., Governors State University

Mary Stewart
Assistant Director, Marketing and Creative Services
A.A., Joliet Junior College
B.A., University of St. Francis

Bonnie K. Straton
Associate Professor/Coordinator, Therapeutic Massage
B.S., University of Illinois at Urbana/Champaign
M.H.S., Governors State University

Linda S. Strzelczyk
Academic Coordinator, Nursing/Nursing Assistant
Programs
B.A., Saint Xavier University

Elizabeth Suggett
Senior Applications Developer, Applications Development

B.S., Illinois State University

Jana Svec
Associate Professor, Earth/Environmental Science
B.S., Carleton University
M.S., University of Illinois at Urbana-Champaign

Troy Swanson
Teaching and Learning Librarian
Professor and Department Chair, Library Services
B.A., Augustana College
M.L.I.S., Dominican University
Ph.D., Old Dominion University

Maha Sweis-Dababneh
Assistant Professor, Arabic Language
PhD., Educational Management, Amman Arab University
for Graduate School, Jordan University

Krista Syrup
Professor, Environmental/Earth Science
B.S., University of Kansas
M.S., Loyola University Chicago
M.S., Western Michigan University

Dave M. Termunde
Student Success Industry Outreach Coordinator, Science,
Business and Computer Technology
A.A.S., B.S., DeVry University

Sean Terry
Manager of Multimedia Services, Information Technology
B.A., Columbia College Chicago

Myrick J. Thomas
Creative Designer, Marketing and Creative Services
B.F.A., Columbus College of Art and Design

Nicholas Thomas
Associate Professor, Music; Choral Director; Department
Chair,
Fine Arts and Humanities
B.A., Chicago State University
M.A., Governors State University

Carrie L. Timmermans
Veteran Support Specialist, Veteran Services Office
B.A., Trinity Christian College

Alicea S. Toso
Manager, Honors Program and Curricular Learning
Communities
B.A., MBA, Governors State University

Karen Town
Marketing Communications Specialist, Marketing and
Creative Services
B.A., University of Denver
M.A., Saint Xavier University

Dean Townsend
Outreach Specialist, Educational Talent Search (TRIO)
B.A., M.A., Governors State University

Claudia C. Tripoli

Clinical Coordinator/Assistant Professor, Radiologic
Technology
Program Coordinator, Mammography
A.A.S., Moraine Valley Community College
B.S., University of St. Francis
MBA, Saint Xavier University

Wenney Tse
Applications Developer, Information Technology
B.S., National Taiwan University
M.S., University of Wisconsin at Milwaukee

Sherita Tyler
Director, Applications Development, Information
Technology
B.S., Western Illinois University

Lampros Tzimas
Instructor, Culinary Arts and Hospitality Management
A.A.S., Moraine Valley Community College
A.S., B.S., Johnson and Wales University

Jeanne Upreti
User Support Engineer, Information Technology
B.S., Southern Illinois University

Joe Urchak
System Administrator, Information Technology
B.S., Northern Illinois University

Kevin Vaccaro
Instructor, Local Area Networks
M.I.T.M., Illinois Institute of Technology

Justin Valentino
Instructor, Local Area Networks
A.A.S., Moraine Valley Community College
B.S., Fort Hays State University

Kristine Van Baren
Instructor, History
B.A., Concordia University
M.A., University of Chicago

Jennifer Van Cura
Instructor, Nursing
A.S., College of DuPage
B.S.N., M.S.N., Lewis University
MBA, Benedictine University

David Viar
Instructor, Welding
A.S., Combination Welder Cert., Moraine Valley Community
College

Diane M. Viverito
Assistant Dean, Office of International Student Affairs
B.A., University of Wisconsin—Madison
M.S., Spertus Institute

Maura Vizza
Public Relations Generalist, College and Community
Relations
A.A., Moraine Valley Community College
B.A., Drake University

Lisa Vladika
Assistant Professor, Mathematics
B.A., Saint Xavier University
M.A. DePaul University

Maria Vlamakis
Professor, Mechanical Design Drafting/CAD
B.S.M.E., M.S.M.E., University of Illinois at Chicago

Michael J. Wade
Professor, Business; Coordinator, Business Internships
B.S., University of Illinois
MBA, Governors State University

John Wagrowski
Network Architect, Network Operations
A.A.S., Moraine Valley Community College

Melissa A. Walaszczyk
Staff Accountant, Finance
B.S., Lewis University

Jerimi Ann Walker
Assistant Professor, Mathematics
B.S., Troy State University, Dothan
M.S., University of Minnesota, Duluth

Mary Beth Walsh
Professor, Travel Business Management, Meeting Planning
and Special Events
B.A., M.A., Governors State University

Gailmarie Ward
Business Services Specialist, Corporate, Community and
Continuing Education
B.S., Southern Illinois University

Amani Wazwaz
Associate Professor, Communications/Literature;
Coordinator, Speech, Foreign Languages
B.S., University of Illinois at Chicago
M.A., Saint Xavier University
Ph.D., Loyola University at Chicago

Mark Wilkans
Lieutenant, Police
B.A., Coe College

Cara Williams
Assistant Professor, Psychology
B.A., Lake Forest College
S.S.P., Eastern Illinois University

Misty Williams
Director, Upward Bound
B.S., M.S., Eastern Illinois University

Tamra Williams
Instructor, Nursing
B.S., Loyola University Chicago
M.S., Benedictine University

Amy K. Williamson
Professor, Psychology; Department Chair, Behavioral
Science
B.A., M.A., Loras College

Ed.D., Northern Illinois University

LoShay Willis
Assistant Dean, Career programs
A.S., B.S., MBA, Indiana University

Carrie Wolf
Coordinator, Testing Services
A.A., Moraine Valley Community College
B.A., Southern Illinois University

Nancy E. Woodard
Associate Professor/Coordinator/Tutor Supervisor,
Information Management Systems
B.S., Rochester Institute of Technology
M.P.M., Keller Graduate School of Management

Adam Wouk
Educational Case Manager, Center for Disability Services
B.A., Marquette University
M.A., Saint Xavier University

Darice M. Wright
Business Services Specialist, Corporate, Community and
Continuing Education
B.S., University of Illinois at Chicago

Lisa Eaton Wright
Wellness Coordinator, Human Resources
B.S., Lewis University
M.S., Benedictine University

Hiyam Ahman Yusef
WIA Adult Student Success Specialist, Corporate,
Community and Continuing Education
A.A., Moraine Valley Community College
B.A., Saint Xavier University
M.A., Lewis University

Roger J. Zak
Accounting Systems Analyst, Finance
B.S., Bradley University

Pennyann Zoeteman
Senior Applications Developer, Information Technology
A.A.S., Moraine Valley Community College

Michelle Zurawski
Associate Professor, Biology, Sustainability Coordinator
of Teaching and Learning
M.S., Nova Southeastern University
M.Ed., DePaul University

Aurora M. Zwick
Manager of English Language Learning Center,
Multicultural Student Affairs
B.B.A., Robert Morris College
MBA, Roosevelt University

Index

Moraine Valley
Community College

9000 W. College Pkwy., Palos Hills, IL 60465

2017 Marks Moraine Valley Community College's 50th anniversary of serving the community.