

Career Programs

To prepare students whose goal is immediate employment upon graduation, Moraine Valley offers Career Programs that lead to Associate in Applied Science (A.A.S.) degrees or to certificates.

Many of the Career Programs transfer in whole or in part to some universities. However, these programs are not designed specifically for transfer. Students intending to transfer should consult an academic advisor.

Career outlook information is provided by the Occupational Outlook Handbook and other sources.

High school graduates may be eligible for proficiency credit in some career programs. See Tech Prep on page 24 for information. Additional career programs are offered to Moraine Valley students at other area community colleges through cooperative agreements. See page 154 for more information.

	Certificate	Associate in Applied Science Degree	Semester Hours	Program Requirements on Page
Art				
Computer Graphics/Digital Art Design (1428)		•	66	102
Business				
Business Administration Associate (1202)		•	62	97
Accounting Assistant/Clerk (1328)	•		32	98
Business Skills (1423)	•		9	98
Culinary Arts Management (1324)		•	66	104
Baking/Pastry Arts (1323)	•		30	104
Culinary Arts Management (1322)	•		34	104
Human Resources Management (1412)		•	62	114
Employee Training and Development (1413)	•		30	114
Marketing and Management (1238)		•	62	125
Restaurant/Hotel Management (1256)		•	66	147
Beverage Management (1414)	•		18	147
Restaurant/Hotel Management (1254)	•		35	147
Small Business Management (1411)		•	63	148
Computer Integrated Technologies				
Computer and Local Area Network Technician (1416)		•	62	100
Computer Technician (1418)	•		20	100
LAN Technician (1419)	•		26	101
Network Administrator (1422)	•		32	100
Electronic/Computer Controls Tech (1281)		•	63	105
Electronic Controls Technician (1417)	•		42	105
Electronics Technician (1282)	•		18	105
Integrated Systems Technology (1403)		•	63	115
Internet Specialist (1435)		•	62	117
Cisco Network Associate (1447)	•		19	117
Cisco Network Professional (1448)	•		16	117
Microsoft Professional (1446)	•		23	117
IT Security Specialist (1420)		•	62	116
Network Security Specialist (1424)		•	35	116
Mechanical and Fluid Power Maintenance (1275)	•		40	127
Mechanical Design and Drafting/CAD (1221)		•	67	128
3-D CAD (1439)	•		20	128
Architectural CAD (1436)	•		20	128
CAD Programming/Management (1437)	•		18	129
Computer Animation (1438)	•		20	129
Mechanical Design CAD (2102)	•		23	129
Mechanical Design Drafting (1220)	•		33	129
Health Sciences				
Emergency Medical Services (1320)	•		35	106
Health Information Technology (1244)		•	68	110
Coding Specialist (1431)	•		22	111
Medical Transcription (1432)	•		19	111
Massage Therapy (1249)	•		31	126
Medical Assistant (1455)	•		40	130
Nursing (1246)		•	69	131

C A R E E R P R O G R A M S

	Certificate	Associate in Applied Science Degree	Semester Hours	Program Requirements on Page
Phlebotomy (1306)	•		9	138
Polysomnography Technologist (1441)	•		23	139
Radiologic Technology (1240)		•	66	142
Respiratory Therapy Technology (1241)		•	74	145
Information Management Systems				
Management Information Systems (1206)		•	64	118
C++ Programmer (1459)	•		18	120
C# Programmer (1466)	•		18	120
E-Commerce Assistant (1460)	•		36	121
Java Programmer (1458)	•		18	121
Microsoft Application Developer (1313)	•		15	123
RPG Programmer (1233)	•		18	121
Software Developer (1305)	•		36	122
Visual Basic.NET Programmer (1457)	•		21	123
Website Designer (1434)	•		30	124
Website Developer (1433)	•		36	124
Office Systems and Applications (1257)		•	64	133
Administrative Assistant (1315)	•		36	134
Data Entry (1317)	•		7	136
Desktop Publishing and Graphics (1312)	•		15	135
Legal Office Assistant (1316)	•		36	136
Medical Secretary (1318)	•		34	136
Microsoft Office Specialist (1456)	•		22	136
PC Applications Help Desk (1311)	•		34	135
Receptionist/Office Assistant (1214)	•		19	136
Mechanical Technologies				
Automotive Technology (1277)		•	64	95
Automotive Climate Control Tech (1462)	•		12	95
Automotive Service Technician (1237)	•		48	95
Brake and Chassis Technician (1461)	•		12	96
Drivetrain Technician (1464)	•		16	96
Engine Driveability Technician (1463)	•		24	96
HAC Stationary Engineer (1326)	•		44	113
Heating and Air Conditioning (1215)	•		34	112
Advanced Air Conditioning Tech (1454)	•		16	112
Basic Air Conditioning Tech (1453)	•		19	112
Electrical Troubleshooting (1452)	•		15	112
Individualized Welding (1530)	•		8	152
Multi-Process Welding (1532)	•		9	152
Pipe Welding (1531)	•		18	153
Shielded Metal Arc Welding (1529)	•		9	153
Welding, Advanced (1229)	•		33	152
Welding, Combination (1230)	•		26	152
Public Service				
Addictions Studies (1321)	•		40	94
Child Care (1264)		•	62	99
Criminal Justice (1260)		•	62	103
Fire Science Technology (1262)		•	62	107
Fire Inspection (1285)	•		30	107
Firefighter Specialist (1268)	•		32	108
Fitness Trainer (1279)	•		30	109
Private Protective Services (1307)	•		30	140
Psychiatric Rehabilitation Technician (1445)	•		16	141
Recreation Management (1261)		•	64	143

A pre- or corequisite may be required for some courses.

C A R E E R P R O G R A M S

	Certificate	Associate in Applied Science Degree	Semester Hours	Program Requirements on Page
Recreation Therapy (1259)		•	62	144
Travel Business Management (1288)		•	62	150
Meeting Planner (1465)	•		30	150
Travel-Tourism (1289)	•		26	151
Education				
Paraprofessional Educator (1470)		•	62	137
Paraprofessional Educator (1270)	•		31	137
Workforce Development				
Supply Chain Management (1319)	•		17	149

A pre- or corequisite may be required for some courses.

Addictions Studies

This program consists of one certificate.

Certificate—40 credit hours

Curriculum Code 1321

The primary goal of this program is to give students an opportunity to develop the skills and knowledge necessary to pursue and become certified addictions counselors in Illinois through the Illinois Alcohol and Other Drug Abuse Professional Certification Association and related certification entities.

Much faster than average employment growth for all occupations is expected for human services workers who are needed as society focuses on ways to develop mental well-being, such as controlling job- and family-related stress with the help of counselors. In addition, there will be a continuing need to provide services to those with substance abuse problems.

Required Career Courses—34 credits as follows:

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-106	Individual Counseling	3
ADC-108	Addictions Services	3
ADC-202	Alcohol and Alcoholism	3
ADC-204	Psychoactive Drugs	3
ADC-205	Substance Abuse	3
ADC-206	Group Counseling	3
ADC-207	Family Counseling	3
ADC-208	Case Management	3
ADC-233	Field Practicum	3
ADC-237	Seminar	1

Electives—Select six credits from the following:

ADC-110	Common Behavior Disorders	3
ADC-112	Special Populations	3
ADC-210	Diagnostic and Statistical Evaluation	2
ADC-215	Employee Assistance Programs	3
ADC-219	Contemporary Issues: Alcohol/Drugs	2
ADC-220	Preventionist I	3
ADC-221	Preventionist II	3
ADC-230	Special Topics in Addiction Studies	1
ADC-235	Preventionist Practicum	3
ADC-239	Preventionist Seminar	1
PSR-120	Survey of Psychiatric Rehabilitation	3
PSR-125	Psychiatric Rehabilitation Skills	3
PSR-130	Health Skills for Psychiatric Rehabilitation	3

A pre- or corequisite may be required for some courses.

Automotive Technology—CAP Program

Moraine Valley Community College's Automotive Program is affiliated with the DaimlerChrysler College Automotive Program. Moraine Valley Community College is one of 40 colleges nationwide to have this distinction. The DaimlerChrysler College Automotive Program, also known as CAP, has a similar structure to the college's general automotive Associate in Applied Science (A.A.S.) degree program. It differs in that it focuses course information and hands-on activities exclusively using Chrysler-Dodge-Jeep products and procedures. The student is required to work at an approved Chrysler dealer or Chrysler fleet location as an entry-level technician during the internship period. Students completing the A.A.S. through the CAP program also will receive a certificate from Chrysler Corporation.

Automotive Technology

This program consists of one degree and five certificates.

A.A.S. Degree—64 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 mechanics with the strong electronics background needed to work on today's vehicles. The growing complexity of automotive technology, such as the use of electronic and emissions control equipment, increasingly necessitates that vehicles be serviced by trained mechanics. 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—16 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics or higher	3
PHY-106	Fundamentals of Physics	3
PHY-107	Fundamentals of Physics Lab	1
Select three credits from ANT, ARB, ART, ECO, FRE, GEO, GER, HIS, HUM, JPN, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE		3

Required Career Courses—48 credits 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	Automotive 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

Automotive Service Technician

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 credits 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	Automotive Engine Reconditioning	4
AUT-240	Manual Transmissions & Drivelines	4
AUT-242	Automatic Transmissions	4
AUT-244	OBDII and Emission Control Systems	4
AUT-246	Heating & Air Conditioning Systems	4

Automotive Climate Control Tech

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 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-246	Heating & Air Conditioning Systems	4

A pre- or corequisite may be required for some courses.

Brake and Chassis Technician

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 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-121	Automotive Brake Systems	4
AUT-234	Steering and Suspension Systems	4

Drivetrain Technician

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 credits 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

Engine Driveability Technician

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 credits 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

A pre- or corequisite may be required for some courses.

Business Administration Associate

This program consists of one degree and two certificates.

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 credits as follows:

BUS-120	Business Mathematics	
<i>or</i>		
MTH-120	General Education Mathematics	
	(recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Select four credits from BIO, CHM, EAS, GEL,		
NAT, PHS, PHY, or MTH-098 or above		
		4
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT,		
MUS, PHI, SPA, THE		
		3

Required Career Courses—25 credits as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
<i>or</i>		
BUS-136	Business Law	3
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1
IMS-115	Introduction to PC Applications	3

Electives—Students must select a total of 18 credits from the following options with at least 12 credits 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	Electronic Spreadsheets	3

Business Information Management

BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-146	Operating Systems	3
MIS-210	Project Management	3
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-232	Desktop Publishing	3
OSA-257	Database Management	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	Business Presentations	3
PSY-201	Human Relations in Organizations	3
TDL-101	Transportation and 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 and Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Accounting Assistant/Clerk

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 credits 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	Introduction to PC Applications	3
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3

Electives—Select six credits 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	Business Presentations	3
OSA-257	Database Management	3

Business Skills

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—nine credits as follows:

BUS-100	Introduction to Business	3
BUS-107	Fundamentals of Accounting	
	or	
BUS-142	Financial Accounting	
	or	
OSA-249	Accounting for Office Professionals	2-4
IMS-115	Introduction to PC Applications	3
MIS-108	Internet Basics	
	or	
MIS-111	Internet Technologies	1-3

A pre- or corequisite may be required for some courses.

Child Care

This program consists of one degree.

A.A.S. Degree—62 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, day-care centers, and special programs for children from infancy through age 8.

Employment of preschool workers is projected to increase faster than the average for all occupations through 2008. Such rapid growth results from an increasing population of children under age 5, an increase in the number of working mothers and the turnover rate within the profession. Employment potential for Illinois is large and stable.

Required General Education Courses—25 credits as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
†	Select seven credits from BIO, BUS-120, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above	7
	Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3

Required Career Courses—31 credits as follows:

CCA-101	Introduction to Early Childhood Education	3
CCA-102	Growth and Development—Young Child	3
CCA-104	Language Development and Activities/ Young Child	3
CCA-105	Health-Safety-Nutrition—Young Child	3
CCA-106	Creative Activities—Young Child	3
CCA-108	Observation and Guidance—Young Child	3
CCA-109	Child, Family and Community	3
CCA-201	Math and Science for the Young Child	3
CCA-205	Curriculum—Early Childhood Programs	3
CCA-233	Internship I	3
CCA-237	Seminar I	1

Electives—Select six credits from the following:

CCA-107	Infant and Toddler Care	3
CCA-110	Parenting	3
CCA-203	Administration and Supervision of Early Childhood Programs	3
CCA-204	The Child at Risk	3
CCA-211	Special Topics in Child Development	1
EDU-105	Classroom Management	3
EDU-111	Students with Disabilities in School	3
EDU-205	Literature for Children/Young Adults	3
PEH-170	First Aid	3
PEH-181	Fundamentals of Rhythmical Movement	2
REC-180	Perceptual Motor Development	3

† 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:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

A pre- or corequisite may be required for some courses.

Computer and Local Area Network Technician

This program consists of one degree and three certificates.

A.A.S. Degree—62 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+, CAN, MCP, 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 through 2008. 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:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from the following: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		
†	Select 6 credits from the following: BIO, CHM, EAS, GEL, NAT, PHY, PHS, or MTH-098 or above	6
	Select 3 credits from the following: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3

Career Courses Requirements

Core IT Technology—20 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-146	Internetwork Connectivity	3
LAN-246	Introduction to Routers	3

IT Specialty Track—24 credit hours as follows:

ELT-101	Electronics I	3
LAN-102	Voice and Data Cabling	3
LAN-150	Managing Windows Desktop	3
LAN-201	Managing Network Environment	3
LAN-220	Managing UNIX Environment	3
LAN-230	Managing Windows Servers	3
LAN-251	Managing Network Infrastructure	3
LAN-256	LAN Design	3

A pre- or corequisite may be required for some courses.

Computer Technician

Certificate—20 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.

Core Technology—20 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3

Network Administrator

Certificate—32 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—32 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-150	Managing Windows Desktop	3
LAN-223	Managing Messaging Services	3
LAN-224	Managing Web Servers	3
LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-251	Managing Network Infrastructure	3

† 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:

- 1. Placement in MTH-098 or higher; or*
- 2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.*

LAN Technician

Certificate—26 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+, CAN, MCP, 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—26 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-150	Managing Windows Desktop	3
LAN-201	Managing Netware Environment	3
LAN-220	Managing UNIX Environments	3
LAN-230	Managing Windows Servers	3

A pre- or corequisite may be required for some courses.

Computer Graphics—Digital Art/Design

This program consists of one degree.

A.A.S. Degree—66 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 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 television. Further, the growth of the Internet and increasing demand for Web page design, as well as the increasing need for visually appealing business products, also will spur employment of graphic artists.

Required General Education Courses—19 credits as follows:

* COM-101	Composition I	3
COM-103	Speech Fundamentals	3
	Select 3 credits from Humanities and Fine Arts: ART-205, ART-206, ART-208, ART-209 or HUM, MUS, PHI, THE	3
	Select 3 credits from Mathematics: BUS-120, MTH-098 or MTH-120	3
	Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHS, PHY	4
	Select 3 credits from Social Science: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	3

Required Career Courses—38 credits as follows:

Art Core—15 credits as follows:

ART-101	Drawing I	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	
	<i>or</i>	
ART-150	Sculpture	3
ART-146	Introduction to Computer Art	3
ART-160	Introduction to Photography	3

Digital Core—23 credits as follows:

ART-180	Digital Photography	3
ART-182	Digital Illustration	4
ART-184	Digital Imaging	4
ART-186	Digital Layout and Publishing	3
ART-230	Digital Design Internship	3
ART-232	Digital Portfolio Development	
	<i>or</i>	
ART-246	Advanced Computer Art	3
ART-248	Web Page Layout	3

Electives—Select a minimum of 9 credits from the following:

ART-104	Drawing II	3
ART-105	Life Drawing	3
ART-110	Art Appreciation	3
ART-117	Color Theory	3
ART-118	Three-Dimensional Design	3
ART-120	Beginning Painting	3
ART-121	Watercolor Painting	3
ART-122	Intermediate Painting	3
ART-125	Ceramics I	3
ART-126	Ceramics II	3
ART-150	Sculpture	3
ART-161	Camera and Darkroom Techniques	3
ART-162	Photographic Design	3
ART-170	Printmaking	3
ART-203	History of Design	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-232	Digital Portfolio Development	3
ART-246	Advanced Computer Art	3
ART-248	Web Page Layout	3
ART-249	Intermediate Web Page Design	3
ART-280	Independent Studio: Drawing	3
ART-281	Independent Studio: Painting	3
ART-282	Independent Studio: Ceramics	3
ART-283	Independent Studio: Photography	3
ART-284	Independent Studio: Design	3
BUS-105	Small Business Management	3

A pre- or corequisite may be required for some courses.

Criminal Justice

This program consists of two degrees.

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 through 2008, while employment of correctional officers is expected to increase much faster than the average during the same time period. 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.

Required General Education Courses—32 credits as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3

†	Select eight credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above (two lab science courses recommended)	8
	Select six credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	6

Required Career Courses—24 credits as follows:

CRJ-101	Introduction to Criminal Justice	3
CRJ-103	Police in American Society	3
CRJ-104	Investigation and Criminal Evidence	3
CRJ-105	Criminology	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency and Procedures	3
CRJ-206	Substantive Criminal Law	3
CRJ-207	Procedural Criminal Law	3

Electives—Select six credits from the following course groups or specific courses:*

ADC-205	Substance Abuse	3
ADC-230	Special Topics in Addiction Studies	1
BUS-142	Financial Accounting	4
CRJ-110	Introduction to Homeland Security	3
CRJ-210	Special Topics in Criminal Justice	1
CRJ-219	Contemporary Topics: Criminal Justice	2
CRJ-233	Internship	3
CRJ-237	Seminar	1
EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	6
IMS-115	Introduction to PC Applications	3
MTH-120	General Education Mathematics, or MTH-139 or MTH-141	
SLP	(any Private Protective Services)	

*In addition, any course that fulfills the general education requirement for an A.A. degree can be taken as an elective.

** 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 page 51 for the Illinois Articulation Initiative (IAI) recommended curriculum in criminal justice.

A pre- or corequisite may be required for some courses.

Culinary Arts Management

This program consists of one degree and two certificates.

A.A.S. Degree—66 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 about as fast as the average for all occupations through the year 2008. 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—22 credits as follows:

BUS-120	Business Mathematics (MTH-098 or above can be substituted. BUS-120 is a course for students not planning to transfer to a four-year school.)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	
	<i>or</i>	
ECO-102	Principles of Microeconomics	3
	Select three credits from GEO-101, 102; PSY-101, 104; SOC-101; or SSC-101.	3
	Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3
	Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above	4

Required Career Courses—41 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
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-207	Food, Beverage and Equipment Purchasing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1
RTM-231	Hospitality Supervision	3

Electives—Select three credits from the following:

BUS-142	Financial Accounting	4
IMS-115	Introduction to PC Applications	3
RTM-208	Design and Maintenance of Food Service Facilities	3
RTM-211	Baking/Pastry II	4
RTM-225	Banquet and Specialty Services	3
RTM-233	Hospitality Internship	3

Baking/Pastry Arts

Certificate—30 credit hours

Curriculum Code 1323

Prepares students for entry-level positions in the baking/pastry area of culinary arts.

Required Career Courses—27 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1

Electives—Select three credits from the following:

RTM-206	Menu Writing and Marketing	3
RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

Culinary Arts Management

Certificate—34 credit hours

Curriculum Code 1322

Prepares students for entry-level positions in food production.

Required Career Courses—27 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1

Electives—Select seven credits from the following:

RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-206	Menu Writing and Marketing	3
RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

A pre- or corequisite may be required for some courses.

Electronic/Computer Controls Tech

This program consists of one degree and two certificates.

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 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		
		3
Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHY, PHS		
		4
Select 3 credits from Humanities and Fine Arts: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		
		3
MTH-133	Math for Industry	2

Required Career Courses—40 credits 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
LAN-102	Voice and Data Cabling	3
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
IMM-101	Mechanical Systems I	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3

Electives—Select 5 credits from the following: HAC, IMM, IST, LAN, MDT, MIS, WLD

Electronic Controls Technician

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 credits 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 Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
MTH-133	Math for Industry	2

Electronics Technician

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 credits 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 Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
MTH-133	Math for Industry	2

A pre- or corequisite may be required for some courses.

Emergency Medical Services (EMT-P, Paramedic)

This program consists of one 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 through 2010, and competition for jobs will be keen in fire, police and rescue squad departments due to attractive pay, benefits and job security. Opportunities for EMTs are expected to be excellent in hospitals and private ambulance services where pay and benefits are usually low. Many job openings occur due to replacement needs.

Required Career Courses—35 credits 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

A pre- or corequisite may be required for some courses.

Fire Science Technology

This program consists of one degree and two certificates.

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 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH	MTH-098 or above	3
	Select six credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	6
	Select eight credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY	8
	Select three credits from ARB, ART, FRE, GER, HUM, JPN, MUS, SPA, THE	3

Required Career Courses—27 credits as follows:

FIS-103	Fire Prevention Principles I	3
FIS-107	Fire Fighting Tactics and Strategy I	3
FIS-201	Fire Service Instructor I	3
FIS-202	Fire Service Instructor II	3
FIS-205	Fire Service Management I	3
FIS-207	Fire Fighting Tactics and Strategy II	3
FIS-209	Fire Service Management II	3
FIS-210	Fire Service Management III	3
FIS-211	Fire Service Management IV	3

Electives—Select 9 credits from the following:

BUS-226	Business Ethics	3
EMS-101	Emergency Medical Technician	6
FIS-101	Principles of Fire Science	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-106	Fire Suppression Apparatus and Equipment	3
FIS-110	Hazardous Materials Awareness	1
FIS-111	Hazardous Materials Incident	1
FIS-112	Building Construction for Fire Safety	3
FIS-113	Technical Rescue Awareness	1
FIS-114	Fire Investigation	3
FIS-203	Fire Apparatus Engineer	3
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle Rescue Operations	3
FIS-212	Fire Prevention Officer I (Module A)	3
FIS-213	Fire Prevention Officer I (Module B)	3
FIS-214	Fire Prevention Officer I (Module C)	3
IMS-101	Introduction to Computer Systems	3
OSA-100	Keyboarding I	3
PHI-111	Critical Thinking	3
PSY-202	Social Psychology	3
SLP-106	Crisis Management	3
SPA-115	Career Spanish for Health Care I	3
SPA-116	Career Spanish for Health Care II	3

Fire Inspection

Certificate—30 credit hours

Curriculum Code 1285

This program provides skills and technological expertise in fire prevention and safety for both fire service and non-fire service personnel.

Required Career Courses—30 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
EMS-100	First Responder	2
FIS-103	Fire Prevention Principles I	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-110	Hazardous Materials Awareness	1
FIS-112	Building Construction for Fire Safety	3
FIS-114	Fire Investigation	3
FIS-204	Hazardous Materials Operations	3
IMS-101	Introduction to Computer Systems	3

A pre- or corequisite may be required for some courses.

Firefighter Specialist

Certificate—32 credit hours

Curriculum Code 1268

This program provides students the opportunity to explore fire service as a career, while providing fire service practitioners an opportunity to pursue specialized training linked to alternative fire service career paths.

Required Career Courses—24 credits as follows:

FIS-101	Principles of Fire Science	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-106	Fire Suppression Apparatus and Equipment	3
FIS-114	Fire Investigation	3
FIS-203	Fire Apparatus Engineer	3
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle Rescue Operations	3

Electives—Select eight credits from the following:

EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	6
FIS-110	Hazardous Materials Awareness	1
FIS-111	Hazardous Materials Incident	1
SLP-106	Crisis Management	3
SPA-115	Career Spanish for Health Care I	3
SPA-116	Career Spanish for Health Care II	3

A pre- or corequisite may be required for some courses.

Fitness Trainer

This program consists of one certificate.

Certificate—30 credit hours

Curriculum Code 1279

This program prepares students to pass national certifying exams and gain entry-level employment in the fitness field. The 30-credit-hour program is designed for students who desire to integrate a classroom experience with practical hands-on training. 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 good and lasting health 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.

Employment of fitness workers is expected to grow faster than average for all occupations through 2010, due to rising interest in personal training, group fitness (aerobic) instruction and other fitness activities. Projected job growth stems, in part, from older adults in active retirement communities, senior centers and other settings.

Required Career Courses—27 credits as follows:

PEH-160	Fundamentals of Human Movement	3
PEH-161	Fitness Methodology	4
PEH-162	Fitness Testing and Promotion	3
PEH-163	Fitness Programming	3
PEH-170	First Aid	3
PEH-172	Nutrition for Today	3
PEH-175	Teaching Group Fitness	2
REC-101	Recreation and Wellness Professions	3
REC-201	Applied Leadership Essentials	3

Electives—Select 3 credits from the following:

BIO-115	Anatomy and Physiology	4
IMS-115	Introduction to PC Applications	3
PEH-107	Introduction to Group Fitness	1
PEH-120	Introduction to Body/Mind Fitness	1
PEH-141	Classic Cardio Fitness	1
or		
PEH-142	Cardio Cross Training	1
or		
PEH-143	Aerobics III (Life Fitness)	1
or		
PEH-144	Dance Cardio Fitness	1
PEH-171	A Healthy Lifestyle and You	3
REC-102	Older Adult Recreation and Wellness	3

A pre- or corequisite may be required for some courses.

Health Information Technology

This program consists of one degree and two certificates.

A.A.S. Degree—68 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's degree program that integrates medical science, ICD-9 and CPT coding systems, computer technology, and health care management. 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).

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 section of this catalog, page 13. 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 registration exam given by the American Health Information Management Association.

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 health physical 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. This will be at the student's expense.
- 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 starts with the fall term and includes four semesters and one summer session. Part-time students may complete the general education courses prior to program enrollment. The required 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—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BIO-115	Anatomy and Physiology	4
MTH-109	Math for Allied Health	2
PSY-201	Human Relations in Organizations	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSY, PSC, SOC, SSC		

Required Career Courses in Sequence—50 credits as follows:

MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
MRT-112	Clinical Classification Systems	4
MRT-114	Health Care Computer Applications	3
MRT-115	Clinical Practicum I	2
MRT-116	Clinical Practicum II	2
MRT-117	Introduction to ICD-9-CM	2
MRT-118	Introduction to CPT	2
MRT-119	Insurance Reimbursement Procedures	1
MRT-120	Body Structure and Pharmacology	3
MRT-130	Computers in Allied Health	1
MRT-210	Introduction to Pathophysiology	4
MRT-211	Health Statistics and Data Analysis	4
MRT-212	Medical Reimbursement Systems	3
MRT-213	Supervisory Techniques	3
MRT-215	Clinical Practicum III	2
MRT-216	Clinical Practicum IV	5
MRT-218	Quality Management	2

A pre- or corequisite may be required for some courses.

Coding Specialist

Certificate—22 credit hours

Curriculum Code 1431

This certificate program prepares students to become medical coding specialists and gain a working knowledge of ICD-9-CM and CPT coding systems. Medical coders classify diagnoses and procedures into numerical format to be used for reimbursement, data quality and medical research. Coders develop a broad base of knowledge to enable the application of coding theory using medical terminology, disease process, surgical procedures, and pharmacology principles. 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. Coders who have gained several years of experience in hospital and ambulatory settings 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—22 credits as follows:

MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
MRT-112	Clinical Classification Systems	4
MRT-113	Coding Specialist Clinical Practicum	2
MRT-117	Introduction to ICD-9-CM	2
MRT-118	Introduction to CPT	2
MRT-119	Insurance Reimbursement Procedures	1
MRT-120	Body Structure and Pharmacology	3
MRT-130	Computers in Allied Health	1

Medical Transcription

Certificate—19 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 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 information management department.

A wide variety of careers exists in the medical transcription field, such as working in doctors' offices, hospitals, outpatient diagnostic services, insurance companies, or private dictation 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—19 credits as follows:

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	4
MRT-120	Body Structure and Pharmacology	3
MRT-130	Computers in Allied Health	1

A pre- or corequisite may be required for some courses.

Heating and Air Conditioning

This program consists of five certificates.

Certificate—34 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 through 2008. 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—7 credits as follows:

COM-101	Composition I	3
** MTH-095	Beginning Algebra	4

Required Career Courses—23 credits 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 credits from the following:

HAC-140	Sheet Metal Hand Forming	4
HAC-180	Electronic Controls	4
HAC-233	Seminar	1
HAC-237	Internship	3

**Higher-level MTH course may be substituted. Course work below the 100 level does not earn transfer credit.

Advanced Air Conditioning Technician

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 credits 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

Basic Air Conditioning Technician

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 credits 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

Electrical Troubleshooting

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 credits 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

A pre- or corequisite may be required for some courses.

HAC Stationary Engineer

Certificate - 44 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—13 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-095	Beginning Algebra	4
IMS-115	Intro to PC Applications	3

Required Career Courses—31 credits as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Intro 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	Intro to Heating	4
HAC-180	Electronic Controls	4

A pre- or corequisite may be required for some courses.

Human Resources Management

This program consists of one degree and one certificate.

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 faster than average through the year 2014.

Required General Education Courses—19 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics (recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above		4
Three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—34 credits as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
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-235	Personal Development	2
BUS-237	Seminar	1
IMS-115	Introduction to PC Applications	3

Electives—Select nine 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	Electronic Spreadsheets	3
OSA-230	Business Presentations	3
OSA-232	Desktop Publishing	3
OSA-257	Database Management	3
PSY-201	Human Relations in Organizations	3

Employee Training and Development

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 credits 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	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
OSA-230	Business Presentations	3

Electives—Select six credits from the following:

BUS-134	International Business	3
BUS-231	Principles of Management	3
OSA-122	Electronic Spreadsheets	3
OSA-257	Database Management	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Integrated Systems Technology

This program consists of one degree.

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. IST workers 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 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHY, PHS		4
Select 3 credits from Humanities and Fine Arts: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
MTH-133	Math for Industry	2

Required Career Courses—42 credits 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-101	Introduction to Machine Tools	3
IST-109	Prints for Industry	3
IST-111	Threading, Milling and Grinding	3

Electives—Select 3 credits from the following Career area electives: HAC, IMM, LAN, MDT, MIS, WLD

A pre- or corequisite may be required for some courses.

IT Security Specialist

This program consists of one degree and one certificate.

A.A.S. Degree—62 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—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
	Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	3
†	Select 6 credits from Science/Math: BIO, CHM, EAS, GEL, NAT, PHY, PHS, or MTH-098 or above	6
	Select 3 credits from Humanities/Language: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3

Required Career Courses—44 credits as follows:

Core IT Technology—20 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-146	Internetwork Connectivity	3
LAN-246	Introduction to Routers	3

Internet Security Specialty Track—24 credits as follows:

LAN-153	IT and Data Assurance I	3
LAN-163	IT and Data Assurance II	3
LAN-223	Managing Messaging Services	3
LAN-224	Managing Web Servers	3
LAN-233	Managing Database Services	3
LAN-253	Managing Network Security I	3
LAN-263	Managing Network Security II	3
LAN-273	Network Security Design	3

† 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:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

A pre- or corequisite may be required for some courses.

Network Security Specialist

Certificate—35 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—35 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-146	Internetwork Connectivity	3
LAN-153	IT and Data Assurance I	3
LAN-163	IT and Data Assurance II	3
LAN-246	Introduction to Routers	3
LAN-253	Managing Network Security I	3
LAN-263	Managing Network Security II	3
LAN-273	Network Security Design	3

Internet Specialist

This program consists of one degree and three certificates.

A.A.S. Degree—62 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 through 2008. 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 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
	Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	3
†	Select 6 credits from Science/Math: BIO, CHM, EAS, GEL, NAT, PHY, PHS, or MTH-098 or above	6
	Select 3 credits from Humanities/Language: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3

Required Career Courses—44 credits as follows:

Core IT Technology—20 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-146	Internetwork Connectivity	3
LAN-246	Introduction to Routers	3

Internet Security Specialty Track—24 credits as follows:

LAN-153	IT and Data Assurance I	3
LAN-251	Managing Network Infrastructure	3
LAN-256	LAN Design	3
LAN-266	WAN Design	3
LAN-269	Building Scalable Networks	3
LAN-270	Building Remote Access Networks	3
LAN-271	Building Switched Networks	3
LAN-272	LAN/WAN Troubleshooting	3

Cisco Network Associate

Certificate—19 credits

Curriculum Code 1447

Required Career Courses—19 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-146	Internetwork Connectivity	3
LAN-246	Introduction to Routers	3
LAN-256	LAN Design	3
LAN-266	WAN Design	3

Cisco Network Professional

Certificate—16 credits

Curriculum Code 1448

Required Career Courses—16 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-266	WAN Design	3
LAN-269	Building Scalable Networks	3
LAN-270	Building Remote Access Networks	3
LAN-271	Building Switched Networks	3
LAN-272	LAN/WAN Troubleshooting	3

Microsoft Professional

Certificate—23 credits

Curriculum Code 1446

Required Career Courses—23 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Hardware Essentials	3
LAN-112	IT Operating Systems Essentials	3
LAN-121	Managing LAN Hardware	3
LAN-122	Managing Network OS	3
LAN-150	Managing Windows Desktop	3
LAN-230	Managing Windows Servers	3
LAN-251	Managing Network Infrastructure	3

† 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:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

A pre- or corequisite may be required for some courses.

Management Information Systems

This program consists of one degree and 11 certificates.

A.A.S. Degree—64 credit hours

Curriculum Code 1206

This program prepares students for pursuit of careers in information technology. Graduates qualify for management information systems support staff positions such as applications trainers, technical support staff, software support staff, and programming and Web applications trainees.

Students may specialize in various information technology areas, including e-commerce, Web, or applications development. 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 2014. Management information systems jobs should be plentiful in information services department and businesses. Information technology skills are needed in all industries.

Required General Education Courses—16 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select three credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC, ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	3
Select four credits from BIO, CHM, EAS, GEL, NAT, PHY, PHS		4

Required Career Courses—21 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	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

A pre- or corequisite may be required for some courses.

Concentrations

Students may select from Application Development, E-Commerce, or Web Development

Application Development

Required Special Career Courses—9 credits 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):		
<i>Visual Basic.NET Programmer Track (9 credit hours)*</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	
or		
MIS-289	.NET Desktop Application Development	3
<i>C# Programmer Track (9 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	
or		
MIS-289	.NET Desktop Application Development	3
<i>Java Programmer Track (9 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Development	
or		
MIS-286	Java Software Development	3
<i>C++ Programmer Track (9 credit hours)</i>		
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3
<i>RPG Programmer Track (9 credit hours)</i>		
MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
MIS-221	Interactive Programming for RPG	3
Choose another track**** (6 credit hours not duplicating selections from the prior track):		
<i>Visual Basic.NET Programming Track (6 credit hours)*</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
<i>C# Programming Track (6 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
<i>Java Programming Track (6 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
<i>C++ Programming Track (6 credit hours)</i>		
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
<i>RPG Programming Track (6 credit hours)</i>		
MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
<i>Web Client Scripting Track (6 credit hours)</i>		
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
<i>E-Commerce Development Track (6 credit hours)</i>		
MIS-197	E-Commerce Development	3
MIS-297	Data-Driven Websites for E-Commerce	3

C A R E E R P R O G R A M S

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 for E-Commerce	3

Electives—Select 3 credit hours that have not been selected above:

MIS-120	RPG Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Web Page Authoring and Publishing	3
MIS-154	C# Programming I	3
MIS-160	C++ Programming I	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-221	Interactive Programming for RPG	3
MIS-251	ColdFusion Programming	3
MIS-259	Flash ActionScript	3
MIS-264	C++ Software Development	3
MIS-283	Java Web Applications	3
MIS-284	XML.NET Web Services	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Java Software Development	3
MIS-287	Visual Basic for Applications**	3
MIS-289	.NET Desktop Application Development	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

*NOTE: Students pursuing VB.NET (or C#) in one track may not choose C# (or VB.NET) in the other track.

**NOTE: MIS-287 is a recommended elective for students who select the VB.NET Track.

***NOTE: MIS-199 and MIS-200 can be repeated up to three times for credit as long as different topics are selected.

****NOTE: Courses from each track can be pursued simultaneously.

E-Commerce —27 credits as follows:

Required Special Career Courses—27 credits as follows:

MIS-141	Web Page Authoring and Publishing	3
MIS-197	E-Commerce Development	3
MIS-210	Project Management	
or		
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 credits from BUS		6

Web Development

Required Special Career Courses-18 credits as follows:

OSA-125*	Introduction to Website Design	
or		
OSA-135*	Website Applications	3
MIS-141	Web Page Authoring and Publishing	3
Choose 6 credits (one must be an MIS course) from:		
MIS-210, MIS-291, BUS-105, BUS-130, BUS-131, BUS-134, BUS-136, BUS-200, BUS-230, BUS-231		6
MIS-241	Advanced Web Page Authoring	3
MIS-292	SQL/Database Applications	3
Choose one track (9 credit hours):		
<i>Java Programmer Track (9 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
<i>C# Programmer Track (9 credit hours)</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3
<i>Visual Basic .NET Programmer Track (9 credit hours)</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
<i>Multimedia Programmer Track (9 credit hours)</i>		
MIS-259	Flash ActionScript	3
MIS-251	ColdFusion Programming	3
MIS-297	Data-Driven Websites	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

A pre- or corequisite may be required for some courses.

C++ Programmer

Certificate—18 credit hours

Curriculum Code 1459

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 the primary language of choice when performance is critical. Designed as a general-purpose, cross-platform language, C++ can be used to write a wide variety of applications for many of today's popular operating systems, including Windows, Unix and Linux. C++ offers the tools necessary to develop object-oriented skills that will be in demand for years. 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 C++.

Required Career Courses—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3

C# Programmer

Certificate—18 credit hours

Curriculum Code 1466

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level 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—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
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
or		
MIS-289	.NET Desktop Application Development	3

A pre- or corequisite may be required for some courses.

E-Commerce Assistant

Certificate—36 credit hours

Curriculum Code 1460

This program prepares students to assist in the development and management of electronic commerce Web sites. 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:

Select six credits from BUS-105, BUS-130, BUS-131, BUS-134, BUS-136, BUS-200, BUS-230, BUS-231		6
IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-141	Web Page Authoring and Publishing	3
MIS-197	E-Commerce Development	3
MIS-210	Project Management	
or		
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

Java Programmer

Certificate—18 credit hours

Curriculum Code 1458

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level 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—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	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	
or		
MIS-286	Java Software Development	3

RPG Programmer

Certificate—18 credit hours

Curriculum Code 1233

This certificate prepares students to program in RPG IV on the IBM System i. According to *search400.com*, RPG skills will be in demand for a long while to come. Since most employers are looking for programmers with skills in other areas in addition to a strong RPG skill set, the e-Commerce Assistant, Software Developer and Business Skills certificates would be excellent complements to this certificate.

Required Career Courses—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-120	RPG Programming I	3
MIS-123	Database Design	3
MIS-220	RPG Programmer II	3
MIS-221	Interactive Programming for RPG	3

A pre- or corequisite may be required for some courses.

Software Developer

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, 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 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-210	Project Management	
or		
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3

Choose one track (9 credit hours):

<i>Visual Basic.NET Programmer Track (9 credit hours)*</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
or		
MIS-289	.NET Desktop Application Development	
<i>C# Programmer Track (9 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3
or		
MIS-289	.NET Desktop Application Development	
<i>Java Programmer Track (9 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	
or		
MIS-286	Java Software Development	3
<i>C++ Programmer Track (9 credit hours)</i>		
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3
<i>RPG Programmer Track (9 credit hours)</i>		
MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
MIS-221	Interactive Programming for RPG	3

Choose another track** (6 credit hours not duplicating selections from the prior track):

<i>Visual Basic.NET Programming Track (6 credit hours)*</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
<i>C# Programming Track (6 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
<i>Java Programming Track (6 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
<i>C++ Programming Track (6 credit hours)</i>		
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
<i>RPG Programming Track (6 credit hours)</i>		
MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
<i>Web Client Scripting Track (6 credit hours)</i>		
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
<i>E-Commerce Development Track (6 credit hours)</i>		
MIS-197	E-Commerce Development	3
MIS-297	Data-Driven Websites for E-Commerce	3
<i>Web Design Track (6 credit hours)</i>		
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

Electives—Select 6 credit hours that have not been selected above:

MIS-120	RPG Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Web Page Authoring and Publishing	3
MIS-154	C# Programming I	3
MIS-160	C++ Programming I	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-210	Project Management	3
MIS-220	RPG Programming II	3
MIS-221	Interactive Programming for RPG	3
MIS-239	VB.NET Programming II	3
MIS-241	Advanced Web Page Authoring	3
MIS-251	ColdFusion Programming	3
MIS-254	C# Programming II	3
MIS-259	Flash ActionScript	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
MIS-284	XML.NET Web Services	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Java Software Development	3
MIS-287	Visual Basic for Applications**	3
MIS-289	VB.NET Desktop Application Development	3
MIS-291	Systems Analysis and Design	3
MIS-297	Data-driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

A pre- or corequisite may be required for some courses.

**NOTE: Students pursuing VB.NET (or C#) in one track may not choose C# (or VB.NET) in the other track.*

***NOTE: MIS-287 is a recommended elective for students who select the VB.NET Track.*

****NOTE: MIS-199 and MIS-200 can be repeated up to three times for credit as long as different topics are selected.*

*****NOTE: Courses from each track can be pursued simultaneously.*

Microsoft Application Developer

Certificate—15 credit hours

Curriculum Code 1313

This certificate is designed for experienced software professionals who use Microsoft Technologies to develop and maintain department-level applications, components, Web or desktop clients, back-end data services, or work in teams developing enterprise applications. Students will gain training and practice with numerous features of the .NET framework, including ADO.NET, ASP.NET, Crystal reports, structured exception handling, Web services, remoting, XML support, delegates, encryption, and deployment. Additionally, three-tier architecture, componentization, and object-oriented programming principles will be emphasized using the student's choice of either C# or Visual Basic.NET.

Courses in this certificate will include most of the topics found in Microsoft's 70-305, 70-306, 70-310, 70-315, 70-316, and 70-320 MCAD exams. Successful completion of three of these exams would result in obtaining the industry-respected Microsoft Certified Application Developer credential.

Required Career Courses—15 credits as follows:

Students choose either two semesters of Visual Basic.NET or two semesters of C# programming language for a total of 6 credit hours:

Visual Basic Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming	3

or

C# Track

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3

All student must complete the following 9 credit hours:

MIS-284	XML.NET Web Services	3
MIS-285	ASP.NET Web Applications	3
MIS-289	.NET Desktop Application Development	3

Visual Basic.NET Programmer

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:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
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-287	Visual Basic for Applications	3
MIS-285	ASP.NET Web Applications	
or		
MIS-289	.NET Desktop Application Development	3

A pre- or corequisite may be required for some courses.

Website Developer

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 Web site 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—30 credits as follows:

MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-123	Database Design	3
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
MIS-292	SQL/Database Applications	3
Choose 3 credits from: MIS-210, MIS-291, BUS-105, BUS-130, BUS-131, BUS-134, BUS-136, BUS-200, BUS-230, BUS-231		
OSA-125	Introduction to Website Design	3
or		
OSA-135	Website Applications	3

Choose one track (9 credit hours):

Java Programmer Track (9 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	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

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

Multimedia Programmer Track (9 credit hours)

MIS-251	ColdFusion Programming	3
MIS-259	Flash Action Script	3
MIS-297	Data-Driven Websites	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.*

Website Designer

Certificate—30 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 Web site 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—30 credits as follows:

MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-234	Introduction to PC Graphics	3
OSA-236	PC Graphics Applications	3

A pre- or corequisite may be required for some courses.

Marketing and Management

This program consists of one degree.

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 2011. 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 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	
or above	(recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Select four credits from BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY		4
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—25 credits as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1

Electives—Select 18 credits from the following concentrations with at least 12 credits 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	Introduction to PC Applications	3
OSA-230	Business Presentations	3
PSY-201	Human Relations in Organizations	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 and Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
IMS-115	Introduction to PC Applications	3
OSA-230	Business Presentations	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Massage Therapy

Certificate—31 credit hours

Curriculum Code 1249

The Massage Therapy 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 Career Courses—31 credits as follows:

MAS-101	Introduction to Massage	1
** MAS-110	Basic Swedish Massage	4
MAS-112	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	Recreation and Wellness Professions	3
REC-201	Applied Leadership Essentials	3

*** 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.*

A pre- or corequisite may be required for some courses.

Mechanical & Fluid Power Maintenance

This program consists of one 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 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-201	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
IST-101	Introduction to Machine Tools	3
IST-109	Prints for Industry	3
IST-111	Threading, Milling and Grinding	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

A pre- or corequisite may be required for some courses.

Mechanical Design and Drafting/CAD

This program consists of one degree and six certificates.

A.A.S. Degree—67 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—20 to 23 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Math Option I		
MTH-135	Technical Mathematics	5
and		
MTH-142	Trigonometric Functions	2
or		
MTH Option II		
MTH-150	Calculus I/Analytic Geometry	5
and		
MTH-151	Calculus II/Analytic Geometry	5
PHY-150	Mechanics, Heat and Sound	4
Select three credits from ANT, ECO, GEO, HIS, PSY, PSC, SOC, SSC		
		3

Required Career Courses—42 credits as follows:

IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3-D Modeling	3
MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-210	Statics and Strengths of Material	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3
MDT-255	Machine Design	3
MDT-278	Design Visualization	3
WLD-113	Basic Metallurgy and Materials	3

Electives—Select 5 credits from the following:

MDT-100	Introduction to Computer Graphics	2
MDT-233	Internship	3
MDT-237	Internship Seminar	1
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-285	Introduction to Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3

3-D CAD

Certificate—20 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—20 credits as follows:

MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-260	CAD Management	3
MDT-278	Design Visualization	3
MDT-285	Introduction to Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3
MDT-289	3D Parametric Assemblies	2

Architectural CAD

Certificate—20 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—17 credits as follows:

MDT-145	Introduction 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 Architectural CAD	3
MDT-291	Applied Architectural Facilities	3

A pre- or corequisite may be required for some courses.

CAD Programming/Management

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 credits as follows:

MDT-145	Introduction 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
MIS-287	Visual BASIC for Applications	3

C++ Track

MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3

Computer Animation

Certificate—20 credit hours

Curriculum Code 1438

This program prepares the student for a career in the computer animation, computer graphics and digital imaging fields. Two- and three-dimensional animated computer images are created, edited and produced.

Required Career Courses—11 credits as follows:

MDT-100	Introduction to Computer Graphics	2
MDT-275	Introduction to Animation	3
MDT-276	Applied Animation Techniques	3
MDT-279	Storyboarding	3

Electives—Select 9 credit hours from the following:

Character Animation Track

MDT-277	Computer Character Animation	3
MDT-283	Character Modeling	3
MDT-287	Game Design	3

Technical Animation Track

MDT-278	Design Visualization	3
MDT-284	Dynamic Simulations	3
MDT-285	Introduction to Parametric Modeling	3

Interactive 3D Animation Track

MDT-280	Video Integration	3
MDT-281	Introduction to FLASH	3
MDT-282	Advanced FLASH for 3D Animation	3

Mechanical Design CAD

Certificate—23 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—23 credits as follows:

MDT-100	Introduction to Computer Graphics	2
MDT-145	Introduction 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	Introduction to Parametric Modeling	3

Mechanical Design Drafting

Certificate—33 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 General Education Courses—8 credits as follows:

COM-101	Composition I	3
MTH-135	Technical Mathematics	5

Required Career Courses—25 credits as follows:

IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-278	Design Visualization	3
WLD-113	Basic Metallurgy and Materials	3

A pre- or corequisite may be required for some courses.

Medical Assistant

This program consists of one certificate.

Certificate—40 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 credits as follows:

BIO-115	Anatomy and Physiology	4
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Required Career Courses—34 credits as follows:

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	2
MOA-144	Pharmacology—Principles/Applications	2
MOA-147	Medical Assistant Clinic Procedures	6
* MOA-155	Medical Assistant Externship	3
MOA-156	Medical Assistant Seminar	1
MRT-110	Medical Terminology	3
MRT-119	Insurance Reimbursement Procedures	1
MRT-130	Computers in Allied Health	1
PHB-110	Principles and Practice of Phlebotomy	6

Electives—Select at least 2 credit hours from the following:

MRT-120	Body Structure and Pharmacology	3
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
PEH-172	Nutrition for Today	3
PHB-112	Phlebotomy Clinical Practice	2
REC-101	Recreation and Wellness Professions	3

* *Must be completed within one year of completing the clinical courses (MOA-115, 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.*

A pre- or corequisite may be required for some courses.

Nursing

This program consists of one degree.

A.A.S. Degree—69 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.

Program graduates are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). To take the NCLEX examination, candidates must satisfy the following requirements:

- apply for licensure in the state or territory in which you wish to be licensed.
- meet all of the board of nursing's eligibility requirements to take the NCLEX exam
- register for the examination

The Department of 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 (RN) licensure. Graduating from an accredited nursing program does not guarantee licensure.

Job prospects in the nursing profession are excellent. Employment of registered nurses is expected to grow faster than the average for all occupations through 2010. Driving this growth are technological/scientific advances in patient care, as well as an aging population. Registered nurses practice in a wide variety of settings, including acute care hospitals, home health, clinics, ambulatory surgi-centers, schools, business, and industry.

Accreditation

Moraine Valley's Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC)†, and approved 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.

† National League for Nursing Accrediting Commission (NLNAC)
61 Broadway—33rd Floor
New York, NY 10006
Phone (212) 363-5555

Licensure

Graduating from an accredited nursing program does not guarantee licensure. Graduation gives the student the right to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Illinois Department of Financial and Professional Regulation (IDFPR) reserves the right to determine who will take the exam. IDFPR grants licensure for registered nurses.

Admission Requirements for Nursing A.A.S.

- Completion of the COMPASS placement test

Minimum academic placement level requirements

Mathematics:

Based on COMPASS placement test results, or ACT tests, or previous college credit with a grade of "C" or better, all within two years of application deadline, applicants:

- Must be qualified to take MTH-098

Composition and Reading:

Based on COMPASS placement test results, or ACT tests, or previous college credit with a grade of "C" or better, all within five years of application deadline, applicants:

- Must be qualified to take COM-101
- Must complete any required reading courses or test above the RDG-091 level

To verify placement level, students may check with the Academic Advising Center.

- Successful completion of COL-101, College: Changes, Challenges, Choices
- 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/college-preparatory chemistry with a lab, or a college chemistry course with a lab with a grade of "C" or above
- A minimum overall grade point average of 2.5 on a four-point system. The high school GPA will be used unless 12 hours of college credit applicable to a Moraine Valley degree has been completed.
- Students must be a certified CNA in the State of Illinois.

R.N. Completion Track for L.P.N.s

L.P.N.s with current licensure in the State of Illinois seeking the R.N. Completion Track for L.P.N.s must have successfully completed all the admission requirements plus BIO-180 and PSY-104 (or the equivalent at another college within five years). HSC-100 must be successfully taken as a prerequisite before enrollment in NUR-137.

Fees—Fees associated with specific nursing courses include use of equipment, some supplies and malpractice insurance if it is a clinical nursing course.

See the Nursing career program worksheet available in the Academic Advising Center for more information on approximate annual costs.

A pre- or corequisite may be required for some courses.

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. A yearly Mantoux TB skin test is required. Questions about the health physical should be directed to the program coordinator 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.

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 nursing admission application and submit it to the Admissions Office during the application period as stated in the Admissions and Registration section of this catalog, under Admission to Health Science Career Programs, page 13.

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 Admissions Office.)
- Meet conditions for readmission as stated on or with attrition form.
- Make sure health record and CPR status meet program requirements.

Program Requirements

ADN students:

- Must earn a grade of “C” (2.0) or better in BIO-119, BIO-180, BIO-181, and PSY-104.
- Are responsible for transportation to and from clinical affiliates.
- Are responsible for submitting a completed health physical prior to start of semester—see Health Physical section on this page.
- Must provide documentation of yearly Mantoux results.

A pre- or corequisite may be required for some courses.

- Are responsible for complying with drug screens, criminal background check, etc., as required by clinical affiliates. This will be at the student’s expense.
- Are asked to provide proof of comprehensive health and accident insurance.
- Are responsible for all program fees.
- Are responsible for obtaining uniforms.
- Must maintain and report proof of current Health Care Provider CPR certification while in program.
- Are required to adhere to the Code of Student Conduct. See the Student Rights and Responsibilities section of this catalog.

Program Calendar

For students who attend full time, 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. Students may complete general education requirements before enrolling in the program. The required nursing courses must be taken in sequence.

Required General Education Courses—27 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
** BIO-119	Introductory Microbiology	4
** BIO-180	Human Anatomy and Physiology I	4
** BIO-181	Human Anatomy and Physiology II	4
PSY-104	Life-Span Developmental Psychology	3
	Select three credits from SOC	3
	Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3
** <i>BIO-119, 180, 181 must have been completed within five years of entrance into NUR-113 and NUR-114.</i>		

Required Career Courses—42 credits as follows:

** NUR-113	Care of the Adult I	3
** NUR-114	Care of the Adult II	4
NUR-117	Pharmacology I	1
NUR-134	Adult Medical Surgical Nursing	6
NUR-137	Psychiatric Mental Health Nursing	4
NUR-138	Pharmacology II	1
NUR-180	Physical Assessment for Nursing	1
NUR-203	Maternity Nursing	5
NUR-204	Pediatric Nursing	5
NUR-205	Advanced Medical Surgical Nursing	5
NUR-206	Leadership/Management	5
NUR-208	Professional Nursing Issues Seminar	2

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.

*** LPN receives credit for this course.*

Office Systems and Applications

This program consists of one degree and six certificates.

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, executive assistant, legal office assistant, medical secretary, desktop publishing specialist, Web design assistant, office administrator, office supervisor, or desk-top support (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. Students who need to reach this skill level must enroll in OSA 100, Keyboarding I.

Required General Education Courses—16 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics (recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY		
		4
Select three credits from ARB, ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		
		3

Required Career Courses—30 credits as follows:

IMS-115	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-103	Office Language Skills	3
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-249	Accounting for Office Professionals	3
OSA-257	Database Management	3
OSA-258	Internship	3

Concentrations

Students may select Administrative Assistant, Legal Office Assistant, Desktop Publishing Specialist, Web Design Assistant, PC Applications Help Desk Specialist or Office Administrator Concentration.

Administrative Assistant Concentration—18 credits

Required Special Career Courses—15 credits as follows:

OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-243	Business Writing	2
OSA-246	PC Applications Integration	3
OSA-250	Records Management	2
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-275	PC Applications for Power Users	3

Office Administrator —18 credits

Required Special Career Courses—15 credits as follows:

BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
OSA-246	PC Applications Integration	3
OSA-255	Administrative Office Procedures	3
PSY-201	Human Relations in Organizations	3

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-275	PC Applications for Power Users	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

A pre- or corequisite may be required for some courses.

Legal Office Assistant—18 credits

Required Special Career Courses—15 credits as follows:

BUS-110	Legal Environment in Business	3
OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-246	PC Applications Integration	3
OSA-250	Records Management	2
OSA-252	Legal Terminology and Procedures	3

Electives—Select 3 credit hours from the following:

BUS-136	Business Law	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-243	Business Writing	2
OSA-260	Seminar	1

Desktop Publishing Specialist—18 credits

Required Special Career Courses—18 credits as follows:

OSA-125	Introduction to Website Design	3
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-235	Desktop Publishing Applications	3
OSA-236	PC Graphics Applications	3
MIS-141	Web Page Authoring and Publishing	3

Electives—None

Web Design Assistant—18 credits

Required Special Career Courses—15 credits as follows:

MIS-141	Web Page Authoring and Publishing	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-234	Introduction to PC Graphics	3
OSA-236	PC Graphics Applications	3

Electives—Select 3 credit hours from the following:

MIS-105	Programming Principles	3
MIS-241	Advanced Web Page Authoring	3
OSA-232	Desktop Publishing	3
OSA-246	PC Applications Integration	3

PC Applications Help Desk Specialist—18 credits

Required Special Career Courses—18 credits as follows:

LAN-111	IT Hardware Essentials	3
MIS-121	Networking for Business	3
OSA-246	PC Applications Integration	3
OSA-275	PC Applications for Power Users	3
PSY-201	Human Relations in Organizations	3

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
MIS-105	Programming Principles	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-243	Business Writing	2

Medical Secretary—18 credits

Required Special Career Courses—18 credits as follows:

MRT-105	Beginning Medical Transcription	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Outlook	1
OSA-255	Administrative Office Procedures	3

Electives—None

Administrative Assistant

Certificate—36 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. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses—34 credits as follows:

IMS-115	Introduction to PC Applications	3
MIS 146	Operating Systems	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-246	PC Applications Integration	3
OSA-249	Accounting for Office Professionals	3
OSA-255	Administrative Office Procedures	3
OSA-257	Database Management	3

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	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-243	Business Writing	2
OSA-250	Records Management	2
OSA-258	Internship	3
OSA-260	Seminar	1
OSA-275	PC Applications for Power Users	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

A pre- or corequisite may be required for some courses.

Desktop Publishing and Graphics

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, Adobe InDesign, and Quark Express. 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 credits as follows:

OSA-225	Microsoft Publisher	3
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-235	Desktop Publishing Applications	3
OSA-236	PC Graphics Applications	3

Legal Office Assistant

Certificate—36 credit hours

Curriculum Code 1316

This program prepares students for positions as administrative assistants in a legal office. Graduates are skilled in general office applications with an emphasis on advanced word processing, legal terminology and legal procedures. Students acquire skills in preparing legal papers and correspondence such as summonses, complaints, motions, and subpoenas and become familiar with legal research. Graduates of this program must possess excellent keyboarding and proofreading skills.

Program prerequisite: keyboarding skill of 26 net words per minute. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses—33 credits as follows:

BUS-110	Legal Environment in Business	3
IMS-115	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-145	PC Word Processing	3
OSA-243	Business Writing	2
OSA-246	PC Applications Integration	3
OSA-250	Records Management	2
OSA-252	Legal Terminology and Procedures	3
OSA-260	Seminar	1

Electives—Select at least three credit hours from the following:

BUS-136	Business Law	3
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-230	Business Presentations	3
OSA-249	Accounting for Office Professionals	3
OSA-257	Database Management	3
OSA-258	Internship	3

PC Applications Help Desk

Certificate—34 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 pursuing this program learn to answer questions or resolve computer problems for clients in person, via telephone or from remote location. They may provide assistance concerning the use of computer hardware and software including printing, installing hardware and software, application programs, electronic mail, and operating systems.

Required Career Courses—34 credits as follows:

IMS-115	Introduction to PC Applications	3
LAN-111	IT Hardware Essentials	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-146	Operating Systems	3
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-246	PC Applications Integration	3
OSA-257	Database Management	3
PSY-201	Human Relations in Organizations	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

A pre- or corequisite may be required for some courses.

Microsoft Office Specialist

Certificate—22 credit hours

Curriculum Code 1456

This program is appropriate for any individual who wishes to become proficient in microcomputer 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, the PC Applications Help Desk 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.

For more information, visit www.morainevalley.edu/ims/mos.htm.

Program prerequisites: keyboarding skill of 26 nwpm. Students who need to reach this skill level should 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 credits as follows:

IMS-115	Introduction to PC Applications	3
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-225	Microsoft Publisher	3
OSA-230	Business Presentations	3
OSA-246	PC Applications Integration	3
OSA-257	Database Management	3

Receptionist/Office Assistant

Certificate—19 credit hours

Curriculum Code 1214

This program prepares students for positions as receptionists, front desk coordinators, 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. Students who need to reach this skill level must enroll in OSA-100.

Required Career Courses—19 credits as follows:

IMS-100	Personal Computer Basics	1
IMS-115	Introduction to PC Applications	3
MIS-108	Internet Basics	1
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Outlook	1
OSA-250	Records Management	2
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

A pre- or corequisite may be required for some courses.

Data Entry

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	Introduction to PC Applications	3
OSA-100	Keyboarding I	3
* OSA-104	Keyboarding Speed and Accuracy	1

*May need to be repeated. Minimum skill level recommended for employment: 40 nwpm.

Medical Secretary

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. Students who need to reach this skill level may enroll in OSA-100, Keyboarding I.

Required Career Courses—34 credit hours as follows:

IMS-115	Introduction to PC Applications	3
MRT-105	Beginning Medical Transcription	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

Paraprofessional Educator

This program consists of one degree and one certificate.

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 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3
	Choose 3 credits from Social Science general education list	3
	Choose 3 credits from Humanities/Fine Arts general education list	3
	<i>Recommended that students choose a Non-Western or Third World Cultures course</i>	
	Choose a laboratory science course	4

Required Career Courses—28 credits as follows:

EDU-100	Introduction to Education	3
EDU-102	Introduction to Paraprofessional Educator	3
EDU-103	Observation/Clinical Experience	1
EDU-104	Principles of Reading	3
EDU-110	Technology for Educators	3
EDU-111	Students with Disabilities in School	3
EDU/LIT-205	Literature for Children/Young Adults	3
PSY-104	Life-Span Developmental Psychology	3
MTH-102	Mathematics for Paraprofessionals	
	or	
MTH-121	Math for Teachers I	3
PSY-215	Educational Psychology	3

Electives—Select 15 credits from the following:

ADC-205	Substance Abuse	3
ART-110	Art Appreciation	3
CCA-101	Introduction to Early Childhood Education	3
CCA-105	Health-Safety-Nutrition-Young Child	
	or	
PEH-171	A Healthy Lifestyle and You	3
CCA-106	Creative Activities-Young Child	3
COL-101	College: Changes, Challenges, Choices	1
COM-102	Composition II	3
CRJ-107	Juvenile Delinquency and Procedures	3
* EDU-105	Classroom Management	3
EDU-233	Paraprofessional Educator Internship	3
EDU-237	Paraprofessional Educator Seminar	1
	Select 4-8 credits in a foreign language sequence.	
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 to complete sequence	4
SOC-102	Marriage and Family	3

* Recommended

Paraprofessional Educator

Certificate—31 credit hours

Curriculum Code 1270

This program prepares students for careers as teacher's aides in regular and special education classes in elementary and secondary schools, and in social agencies.

Employment of teacher aides is expected to grow faster than the average for all occupations through the year 2008. Many jobs will become available as the result of workers transferring to other occupations or leaving the labor force, as well as increasing student enrollments. An increasing number of teacher aides have been hired to assist teachers, and this trend should continue, with many working in special education and English as a second language.

Required General Education Courses—6 credits as follows:

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

Required Career Courses—25 credits as follows:

EDU-100	Introduction to Education	3
EDU-102	Introduction to Paraprofessional Educator	3
EDU-103	Observation/Clinical Experience	1
EDU-104	Introduction to the Foundations of Reading	3
EDU-105	Classroom Management	3
EDU-110	Technology for Educators	3
EDU-111	Students with Disabilities in School	3
PSY-104	Life-Span Developmental Psychology	3
MTH-102	Mathematics for Paraprofessionals	
	or	
MTH-121	Math for Teachers I	3

A pre- or corequisite may be required for some courses.

Phlebotomy (Blood Collection)

This program consists of one certificate.

Certificate—9 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 individual must be well trained in all aspects of specimen collection and processing. The phlebotomist must also be able to maintain high standards of professionalism with 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

- 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 health 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.
- A criminal background check 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 attend 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—nine credits as follows:

PHB-110	Principles and Practice of Phlebotomy	6
PHB-111	Phlebotomy Clinical Practice Seminar	1
PHB-112	Phlebotomy Clinical Practice	2

A pre- or corequisite may be required for some courses.

Polysomnography Technologist

This program consists of one certificate.

Certificate—23 credit hours

Curriculum Code 1441

This certificate program prepares graduates for careers as polysomnographic technologists in sleep disorder centers. Technologists operate, monitor and troubleshoot computerized sleep equipment, collecting and analyzing physiologic patient data. PSG technicians also work closely with physicians and other sleep specialists participating in patient education and treatment plan coordination. The curriculum includes cardiopulmonary anatomy and physiology, normal and abnormal sleep, and diagnostic and therapeutic techniques performed by polysomnographic technologists. Most PSG positions are on a 10- or 12-hour midnight schedule.

Admissions Requirements—See admission to Health Science Programs in the Admission and Registration section of this catalog, pg. 13.

Fees—Fees associated with the polysomnography 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 health 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. 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.

Additional Requirements—A current health care provider level CPR card from the American Heart 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 polysomnography admission application and submit to the Admissions Office during the application period as stated in the Admissions and Registration section of this catalog.

Required Career Courses—23 credits as follows:

BIO-115	Anatomy and Physiology	4
MRT-110	Medical Terminology	3
MRT-130	Computers in Allied Health	1
PSG-105	Polysomnography Patient Care I	3
PSG-110	Cardiopulmonary Physiology	3
PSG-115	Polysomnography Patient Care II	4
PSG-120	Polysomnography Clinical Application	4
RES-200	EKG Application and Theory	1

*Note: PSG-105 and 110 are corequisites
PSG-115 and 120 are corequisites*

A pre- or corequisite may be required for some courses.

Private Protective Services

This program consists of one certificate.

Certificate—30 credit hours

Curriculum Code 1307

This certificate program prepares students for entry-level positions in private security

Job openings in loss prevention and security guarding are expected to be plentiful through 2008, primarily due to high turnover. Many opportunities are expected for persons seeking full-time employment, as well as those seeking part-time or second jobs. Some competition is expected for in-house security guard positions, and job growth is expected to be concentrated among contract security guard agencies because engaging the services of a security guard firm is easier and less costly. Employment potential for Illinois is large and stable.

Required General Education Courses—6 credits as follows:

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

Required Career Courses—13 credits as follows:

PEH-170	First Aid	3
SLP-100	Unarmed Security Guard Training	1
SLP-101	Introduction to Security	3
SLP-106	Crisis Management	3
SLP-107	Security Procedures	3

Concentrations

Students may select an entry-level officer, supervisory, or life safety concentration.

Entry-Level Officer—Select 11 credits from the following:

ADC-230	Special Topics in Addiction Studies	1
CRJ-104	Investigation and Criminal Evidence	3
CRJ-206	Substantive Criminal Law	3
SLP-103	Armed Security Guard Training	1
SLP-104	Firearms I	2
SLP-108	Applied Security Operations	3
SLP-109	Private Alarm Training	1
SLP-114	Hospital Security	3
SLP-201	Specialized Security Problems	3
SLP-206	Security and the Law	3
SLP-210	Special Topics in Security	1-3
SLP-219	Contemporary Issues: Security	2

Optional Courses:

SLP-233	Internship	3
SLP-237	Seminar	1

Supervisory—Select 11 credits from the following:

ADC-230	Special Topics in Addiction Studies	1
BUS-142	Financial Accounting	4
BUS-231	Principles of Management	3
IMS-101	Introduction to Computer Systems	3
PHI-111	Critical Thinking	3
PSY-201	Human Relations in Organizations	3
SLP-210	Special Topics in Security	1-3
SLP-219	Contemporary Issues: Security	2

Life Safety—Select 11 credits from the following:

EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	6
FIS-103	Fire Prevention Principles I	3
FIS-204	Hazardous Materials Operations	3

A pre- or corequisite may be required for some courses.

Psychiatric Rehabilitation Technician

This program consists of one certificate.

Certificate—16 credit hours

Curriculum Code 1445

The Psychiatric Rehabilitation certificate program (PRCP) is a training program addressing the needs of the entire range of entry-level jobs in the mental health service delivery system for individuals who are not credentialed in one of the traditional mental-health related fields. PRCP is designed to provide individuals with necessary background and skills needed to work with individuals with severe mental and/or drug, alcohol, and abuse problems. The certificate can also provide needed in-service training for those who are already employed in mental health positions. Each course emphasizes a philosophy of consumer empowerment and rehabilitation, and focuses on the practical skills that paraprofessionals need to do their jobs. The certificate is available for students to pursue on-line as well as in the traditional classroom format.

Required Career Courses—16 credits as follows:

PSR-120	Survey of Psychiatric Rehabilitation	3
PSR-125	Psychiatric Rehabilitation Skills	3
PSR-130	Health Skills for Psychiatric Rehabilitation	3
PSR-135	Vocational and Community Living Skills	3
PSR-220	Psychiatric Rehabilitation Internship I	1
PSR-225	Psychiatric Rehabilitation Internship II	1
PSR-230	Psychiatric Rehabilitation Internship III	1
PSR-235	Psychiatric Rehabilitation Internship IV	1

Note: PSR-120/PSR-220 are corequisites

PSR-125/PSR-225 are corequisites

PSR-130/PSR-230 are corequisites

PSR-135/PSR-235 are corequisites

A pre- or corequisite may be required for some courses.

Radiologic Technology

This program consists of one degree.

A.A.S. Degree—66 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 through 2008, 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 through 2006.

Accreditation

Accredited by the Joint Review Committee on Education in Radiologic Technology.

Admission Requirements

See Admission to Health Science Programs in the Admission and Registration section of this catalog, page 13.

Health Physical/Re-Application—Prior to enrollment, admitted students must submit a completed health history and physical form 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.

A pre- or corequisite may be required for some courses.

- The college requires that students have minimal health insurance coverage.

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 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. The required career courses must be taken in the sequence shown in the next section.

Required General Education Courses—20 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select three credits from PSY-101, PSY-104, PSY-201		3
Select a minimum of two credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		2
BIO-115 or BIO-180 and BIO-181		4
MTH-109		2
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses in Sequence—46 credits as follows:

MRT-110	Medical Terminology	3
MRT-130	Computers for Allied Health	1
PHB-105	Phlebotomy for Health Care Providers	1
RAD-127	Introduction to Radiologic Technology	1
RAD-129	Radiation Protection	1
RAD-130	Principles of Radiographic Exposure	3
RAD-131	Principles of Radiographic Positioning I	3
RAD-132	Principles of Radiographic Positioning II	3
RAD-133	Principles of Radiologic Technology	2
RAD-136	Clinical Education I	2
RAD-138	Clinical Education II	2
RAD-139	Clinical Education III	2
RAD-140	Radiographic Processing	1
RAD-141	Pediatric Radiography	1
RAD-240	Radiologic Physics	4
RAD-241	Advanced Radiologic Technology I	3
RAD-243	Application of Radiography to Pathology	1
RAD-244	Radiobiology	2
RAD-245	Advanced Clinical Education I	2
RAD-246	Advanced Clinical Education II	2
RAD-247	Advanced Clinical Education III	2
RAD-248	Departmental Administration	1
RAD-250	Radiographic Equipment and Imaging Modalities	3

Recreation Management

This program consists of one degree.

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 through the year 2008 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 credits 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 three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—30 credits as follows:

IMS-115	Introduction to PC Applications	3
REC-101	Recreation and Wellness Professions	3
REC-102	Older Adult Recreation and Wellness	3
REC-120	Recreation Programming	3
REC-124	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 credits from the following:

ART-107	Arts and Crafts	3
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 and Nature Study	3
PSY-201	Human Relations in Organizations	3
RTM-101	Introduction to Hospitality Industry	3
SLP-106	Crisis Management	3
THE-150	Creative Dramatics	3

A pre- or corequisite may be required for some courses.

Recreation Therapy

This program consists of one degree.

A.A.S. Degree—62 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—25 credits as follows:

BIO-115	Anatomy and Physiology	4
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
MTH-120	General Education Mathematics	3
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—27 credits as follows:

REC-101	Recreation and Wellness Professions	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 credits from the following:

Electives to enhance skills identified to be important in the field.

ADC-101	Introduction to Addiction Counseling	3
ADC-205	Substance Abuse	3
CRJ-107	Juvenile Delinquency and 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 and Nature Study	3
PSR-120	Survey of Psychiatric Rehabilitation	3
PSR-125	Psychiatric Rehabilitation Skills	3
PSR-130	Health Skills for Psychiatric Rehabilitation	3

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

Select one credit hour from the following PEH courses:

105, 107, 108, 120, 140	1
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A pre- or corequisite may be required for some courses.

Respiratory Therapy Technology

This program consists of one degree.

A.A.S. Degree—74 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 of Allied Health Education Programs (CAAHEP) and the Joint Review Committee for Respiratory Therapy Education. Sponsored by the American Association of Respiratory Therapy, American College of Chest Physicians, American Society of Anesthesiologists, and American Thoracic Society.

Admission Requirements—See Admission to Health Science Programs in the Admission and Registration section of this catalog, page 13.

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 Society 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 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 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.

Readmission—Upon withdrawal or failure to maintain a minimum grade of “C” in any required course in the Respiratory Therapy Program, students must receive permission from program faculty before they may be considered for readmission. They must also meet any current requirements for readmission contained in the 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.

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—29 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BIO-180	Human Anatomy and Physiology I	4
BIO-181	Human Anatomy and Physiology II	4
MTH-109	Math for Allied Health	2
CHM-111	Fundamentals of Chemistry	4
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		
PSY-104	Life-Span Developmental Psychology	3
PSY-201	Human Relations in Organizations	3

Required Career Courses in Sequence—44 credits as follows:

MRT-110	Medical Terminology	3
RES-137	Microorganisms and Disease Prevention	1
RES-141	Respiratory Therapy Procedures I	7
RES-142	Respiratory Therapy Procedures II	7
RES-145	Respiratory Therapy Patient Care	2
RES-154	Clinical Practice I	2
RES-157	Clinical Practice II	6
RES-158	Advanced Physiology and Clinical Applications	2
RES-250	Clinical Practice III	4
RES-251	Clinical Practice IV	4
RES-254	Respiratory Therapy Procedures III	3
RES-255	Respiratory Therapy Procedures IV	3

Required Elective Career Courses—Choose one of the following:

PHB-105	Phlebotomy for Health Care Providers	1
RES-200	EKG Application and Theory	1

A pre- or corequisite may be required for some courses.

Restaurant/Hotel Management

This program consists of one degree and two certificates.

A.A.S. Degree—66 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 as fast as the average for all occupations through the year 2008. 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—22 credits as follows:

BUS-120	Business Mathematics (MTH-098 or above can be substituted. BUS-120 is a course for students not intending to transfer to a four-year school.)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	
	or	
ECO-102	Principles of Microeconomics	3
	Select three credits from GEO-101, 102; PSY-101, 104; SOC-101; SSC-101	3
	Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3
	Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above	4

Required Career Courses—36 credits as follows:

BUS-142	Financial Accounting	4
IMS-115	Introduction to PC Applications	3
RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-220	Concepts of Hospitality Cost Control	3
** RTM-230	Hospitality Portfolio	1
RTM-231	Hospitality Supervision	3

Required Special Career Courses—Select 8 credits from the following:

RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-208	Design and Maintenance of Food Service Facilities	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-222	Supervisory Housekeeping	3
RTM-223	Convention Management and Service	3
RTM-225	Banquet and Specialty Services	3
RTM-227	Front Office Procedures	3
RTM-233	Hospitality Internship	3

Beverage Management

Certificate—18 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—18 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1
RMT-231	Hospitality Supervision	3

Restaurant/Hotel Management

Certificate—35 credit hours

Curriculum Code 1254

Prepares students for entry-level positions in the hospitality industry.

Required Career Courses—29 credits as follows:

COM-101	Composition I	3
RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1

Electives—Select 6 credits from the following:

RTM-222	Supervisory Housekeeping	3
RTM-223	Convention Management and Service	3
RTM-225	Banquet and Specialty Services	3
RTM-227	Front Office Procedures	3
** RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

** Required to satisfy the National Restaurant Association's (NRA) Management Development Diploma Program

A pre- or corequisite may be required for some courses.

Small Business Management

This program consists of one degree.

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 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	
or above	(recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above		4
Three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—38 credits as follows:

BUS-100	Introduction to Business	3
BUS-105	Small Business Management	4
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-142	Financial Accounting	4
BUS-145	Computer Applications in Accounting	
or		
OSA-122	Electronic Spreadsheets	3
BUS-170	Introduction to Human Resources	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1
IMS-115	Introduction to PC Applications	3

Electives—Select 6 credits 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 and 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	Business Presentations	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Supply Chain Management

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 through 2012. 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 credits 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

A pre- or corequisite may be required for some courses.

Travel Business Management

This program consists of one degree and two certificates.

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—21 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
	Select six credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	6
	Select six credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	6
†	Select three credits from BIO, BUS-120, CHM, EAS, GEL, NAT, PHS, PHY, MTH-120 or above	3

Required Career Courses—17 credits as follows:

IMS-115	Introduction to PC Applications	3
LSC-106	Introduction to Travel Planning	3
LSC-130	Airline Ticketing I	3
LSC-133	Client Communications	2
LSC-140	Airline Computing—SABRE	
	or	
LSC-141	Airline Computing—APOLLO	3
LSC-214	Destination Planning—North America	3

Business Electives—Select a minimum of 9 credits from the following:

BUS-100	Introduction to Business	3
BUS-130	Principles of Marketing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-231	Principles of Management	3

Program Electives—Select a minimum of 15 hours from the following:

BUS-107	Basic Bookkeeping	2
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-131	Airline Ticketing II	2
LSC-140	Airline Computing—SABRE	
	or	
LSC-141	Airline Computing—APOLLO	3
LSC-210	Travel Agency Management	2
LSC-225	Cruising: A-Z	2
** LSC-234	Internship—Travel	3
** LSC-238	Seminar—Travel	1
OSA-100	Keyboarding I	1-3
REC-101	Recreation and Wellness Professions	3

A pre- or corequisite may be required for some courses.

Meeting Planner

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 credits as follows:

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

Required Career Courses—24 credits as follows:

BUS-100	Introduction to Business	3
BUS-120	Business Mathematics	3
IMS-115	Introduction to PC Applications	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 I	1

† 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:

- 1. Placement in MTH-098 or higher; or*
- 2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.*

*** LSC-234 and 238 must be taken together. Students should contact the program coordinator one semester prior to enrollment.*

Travel-Tourism

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—21 credits as follows:

LSC-106	Introduction to Travel Planning	3
LSC-108	International Travel	3
LSC-130	Airline Ticketing I	3
LSC-131	Airline Ticketing II	2
LSC-133	Client Communications	2
LSC-140	Airline Computing—SABRE	
or		
LSC-141	Airline Computing—APOLLO	3
LSC-214	Destination Planning—North America	3
LSC-225	Cruising: A-Z	2

Electives—Select 5 credits from the following:

IMS-115	Introduction to PC Applications	3
LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-140	Airline Computing—SABRE	
or		
LSC-141	Airline Computing—APOLLO	3
LSC-210	Travel Agency Management	2
** LSC-234	Internship—Travel	3
** LSC-238	Seminar—Travel	1
OSA-100	Keyboarding I	1-3
PEH-170	First Aid	3
REC-101	Recreation and Wellness Professions	3
RTM-223	Convention Management and Service	3
RTM-227	Front Office Procedures	3

** LSC-234 and 238 must be taken together. Students should contact the program coordinator one semester prior to enrollment.

A pre- or corequisite may be required for some courses.

Welding, Advanced

This program consists of six certificates.

Certificate—33 credit hours

Curriculum Code 1229

This program prepares students for employment in the welding field. Students gain training and practice in arc/gas, SMAW, MIG, TIG, and brazing. Metallurgy, print interpretation, electrical welding circuits, and related safety procedures are introduced. Advanced training in pipe welding using the shielded metal arc process or advanced training in industrial problems are options.

Excellent opportunities are available for welders with the right skills set. Knowledgeable, well-trained and conscientious welders can find positions working with new higher-strength materials requiring special welding procedures. Trained welders are required due to new government regulations and personal safety requirements that dictate stricter codes, and more products have emerged requiring certified and qualified welders.

Required General Education Courses—3 credits as follows:

** MTH	Elective	3
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Required Career Courses—26 credits 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 and Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-123	MIG, TIG and Brazing I	3
WLD-124	MIG, TIG and Brazing II	3

Career Program Option—Minimum of 4 credits 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

*** MTH-090 will satisfy this requirement. Higher-level MTH course may be substituted. Course work below the 100 level does not earn college credit.*

Welding, Combination

Certificate—26 credit hours

Curriculum Code 1230

This program prepares the student for employment in welding by continuing education in the oxy-fuel and shielded metal arc welding processes with an introduction to electrical welding circuits and basic skills required for gas metal arc (MIG), gas tungsten arc (TIG), flux-cored arc, submerged arc welding processes, and related safety procedures.

Required General Education Courses—3 credits as follows:

** MTH	Elective	3
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Required Career Courses—23 credits as follows:

WLD-104	Electrical 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 and Cutting I	3
* WLD-122	Advanced SMAW and Cutting II	3
* WLD-123	MIG, TIG and Brazing I	3
* WLD-124	MIG, TIG and Brazing II	3

*** MTH-090 will satisfy this requirement. Higher-level MTH course may be substituted. Course work below the 100 level does not earn college credit.*

Individualized Welding

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 credits 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

Multi-Process Welding

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 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-123	MIG, TIG and Brazing I	3
WLD-124	MIG, TIG and Brazing II	3

A pre- or corequisite may be required for some courses.

Pipe Welding

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 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW and 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

Shielded Metal Arc Welding

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 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW and Cutting I	3

Cooperative Programs

Moraine Valley has cooperative agreements with 11 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 at **(708) 974-5346**, C113.

General education and related technical courses in these cooperative programs can be taken at Moraine Valley or at the cooperating college. Specialized career courses must be taken at the cooperating college.

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. For more information about cooperative agreements, check with the office of Enrollment Services at **(708) 974-5346**, C113.

Cooperating Colleges

Heartland Community College

1500 Raab Rd.
Normal, IL 61761
(309) 268-8000

Illinois Valley Community College

815 N. Orlando Smith Ave.
Oglesby, IL 61348-9692
(815) 224-2720

Joliet Junior College

1215 Houbolt Ave.
Joliet, IL 60431-8938
(815) 729-9020

Kankakee Community College

P.O. Box 888
Kankakee, IL 60901-0888
(815) 933-0345

Kishwaukee College

21193 Malta Rd.
Malta, IL 60150-9699
(815) 825-2086

McHenry County College

8900 U.S. Hwy. 14
Crystal Lake, IL 60012
(815) 455-3700

Morton College

3801 S. Central Ave.
Cicero, IL 60804-4398
(708) 656-8000

Prairie State College

202 S. Halsted St.
Chicago Heights, IL 60411-8226
(708) 756-3516

Richland Community College

One College Park
Decatur, IL 62521
(217) 875-7200

South Suburban College

15800 S. State St.
South Holland, IL 60473-1270
(708) 596-2000

Waubonsee Community College

Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

A pre- or corequisite may be required for some courses.