Ready for a rewarding career in HEALTH CARE?

Dental Assisting
Moraine Valley’s 60-hour noncredit course prepares students for entry-level positions as a dental assistant—one of the fastest growing health care positions. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a formal dental hygienist program.

Dialysis Technician
Become a crucial member of a care-giving team that provides assistance ranging from monitoring and maintaining equipment to serving as a caregiver for people undergoing treatment. This 50-hour noncredit course provides students with the knowledge and skills needed to prepare, assess, monitor, and care for dialysis patients.

Pharmacy Technician Review Program
Enroll now in our Pharmacy Technician Review Program for certification that can enhance your career opportunities in an industry that’s growing fast. This 40-hour noncredit review course and Pharmacy Mathematics noncredit class (4 hours) are taught by a licensed pharmacist to challenge the National Pharmacy Technicians exam.

See class listings in Health Professionals section of this schedule.

Learn more now! (708) 974-5735
3 easy ways to register!

online
morainevalley.edu/ccce/register

by phone
Call (708) 974-2110 TTY 711

in person
Visit the registration office in Building S, Room S103.

Professional Development
Personal Enrichment
Moraine Valley offers noncredit classes for community residents

» Tap into your creative side with pottery, jewelry making, quilting, stained glass, painting, music lessons, creative writing, ballroom dancing

» Get career training in health care, veterinary assistant, nondestructive testing, real estate, project management

» Update your computer skills or learn a new language

» Explore yoga, healthy living, meditation, stress management

» Choose workshops on retirement strategies, genealogy, history

» Enjoy special classes for those 50+ in art, computers, investing

Register Early!
Classes are canceled a week before start date if minimum enrollment is not reached.
**50 Plus Ageless Learning**

Pursuing a new career, mastering computer skills, exploring a hobby or other special interest, we offer a wide variety of courses and workshops to fit your needs. These courses are for those 50 and older. For more information, call (708) 974-5735, morainevalley.edu/ccce

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**50 Plus Art**

**Drawing Basics**

Expand your knowledge if you are an advanced student and acquire the basics if you are a novice. Gain the ability to render any subject matter and use drawing mediums such as charcoal, pastel, pen and ink. Learn the three forms of drawing: gesture, contour, and mass drawing. Covers composition, light, shadow arrangements, and perspective. Supply list given at first class.

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<td>EC4-102-170</td>
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<td>4/12</td>
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**Oil Painting**

Use techniques and learn to apply paint with confidence. Materials list given at first class.

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<th>Course Code</th>
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<th>Location</th>
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<td>EC4-103-170</td>
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<td>EC4-104-170</td>
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<td>4/17</td>
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<td>1:00p-3:00p</td>
<td>MVCC</td>
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**Watercolors**

Learn to paint with watercolor using transparent pigment, color and design. Materials list given at first class.

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<tr>
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<th>Location</th>
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**50 Plus Computers**

**50 Plus Computer Basics**

Introduces computers to those with little to no computer experience. Concepts include basic navigation, desktop, taskbar, file browsing, file management, web basics, and fundamentals of word processing using Word. Textbook and USB flash drive required.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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<tr>
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<td>1/23</td>
<td>3W</td>
<td>9:00a-12:00p</td>
<td>MVCC</td>
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<tr>
<td>EC4-108-171</td>
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<td>3W</td>
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<td>MVCC</td>
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<tr>
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<td>6W</td>
<td>1:00p-4:00p</td>
<td>ECBi</td>
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<tr>
<td>EC4-108-592</td>
<td>TR</td>
<td>3/21</td>
<td>3W</td>
<td>6:00p-9:00p</td>
<td>SWEC</td>
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</table>

**50 Plus Computer Basics Continued**

Includes instruction in word processing, spreadsheet, PowerPoint, and database applications for personal use. Textbook and USB flash drive required. **Prerequisite:** 50 Plus Computer Basics (EC4-108) or equivalent.

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<tr>
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<th>Location</th>
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**50 Plus Investing**

**Creating Retirement Income**

Examine savvy Social Security claiming strategies. Explore the use of investments and annuities to create the income you need in retirement. Compare income-generating strategies to determine which options work best for you.

<table>
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<tr>
<th>Course Code</th>
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<th>Start Time</th>
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<td>7:00p-9:00p</td>
<td>MVCC</td>
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</table>

**Cutting Taxes on IRA Withdrawals**

This program is for investors age 60+ who have money in any type of retirement plan and want to pay less to the IRS.

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<tr>
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<td>1/26</td>
<td>1D</td>
<td>1:30p-3:00p</td>
<td>MVCC</td>
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</table>

**Investing After 50**

Craft a successful retirement strategy. As you prepare for retirement, it is important to know exactly where you stand with old 401(K)s, IRAs and retirement programs scattered across your retirement landscape. Also learn the risk you are exposed to and costs that can drain you and those accounts dry.

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<td>7:00p-9:00p</td>
<td>MVCC</td>
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**Retirement Strategies for Challenging Times**

Are you getting ready to retire or are already retired, and you have this gnawing feeling that things are not going as well as they should for you financially? Low interest rates, stock market volatility, stagnant or falling real estate prices, potential for higher taxes, fear of runaway inflation, and skyrocketing cost of health care are just a few things that can keep you awake at night. Learn what you can do.

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<td>7:00p-9:00p</td>
<td>MVCC</td>
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**Social Security for Baby Boomers**

Learn how this important piece of your retirement puzzle works and how you can use advanced-claiming strategies to increase your benefits by tens of thousands, even hundreds of thousands of dollars. For a couple, there can be up to 81 election options that you need to consider as you prepare to claim Social Security benefits. Making the wrong election can cost you and your family well over $100,000.

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**Top 10 IRA Mistakes**

For most people their IRAs and retirement plans are their second-biggest asset next to their homes. You will learn how to protect it from market losses, unnecessary taxes and fees.

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**50 Plus Special Interests**

**Medicare Workshop**

An educational presentation about Medicare which will cover eligibility, enrollment and the benefits of Medicare Parts A and B and the standardized Medicare Supplemental Plans available in Illinois. Also discusses Medicare Part D, the Medicare prescription drug program, related to enrollment periods, the three phases of coverage, formularies, and tips on how to choose a plan. A boxed lunch is included.

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<td>3/23</td>
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<td>10:00a-2:00p</td>
<td>SWEC</td>
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**Social Security 101 Workshop**

An overview of the benefits administered by Social Security, including eligibility requirements. Also covers planning for retirement benefits, how disability and survivor benefits from Social Security provide for a family, and Social Security’s online services.

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Arts and Crafts

Art

Drawing for Those Who Haven’t
If you can write your signature, you can learn how to draw. Bring a drawing tablet and drawing pencil. Materials not included.
AR4-205-270  T  1/31  9W  7:00p-9:00p  MVCC  F262  $90.00

Jewelry—Metal Fabrication, Beginning
Design, sawing, polishing, soldering and bezel setting techniques used to create jewelry. Some experimental approaches such as water casting and fusing will be introduced. Tools used in class are furnished. Supply list provided at first class.
AR4-493-270  A  2/11  10W  9:00a-12:00p  MVCC  F164  $155.00

Metal Forging & Welded Sculpture
Learn to use welding and forging techniques to make metal sculpture, ornamental iron work and decorative hand-built metal pieces. Gas and coal forging, layout, and joining techniques are demonstrated. Safe work procedures are stressed. Fee covers training materials and some metals. Students need to provide their own personal protective equipment (safety glasses, gloves and work boots) as specified by the instructor.
AR4-496-270  A  2/4  12W  12:30p-3:30p  MVCC  T813  $180.00

Painting on Canvas, Beginning
Emphasizes color mixing, brush and palette knife techniques for landscapes and still-life painting with oils, acrylics, or gouache on canvas. Materials listed given at first session.
AR4-215-200  R  2/2  7W  7:00p-9:30p  MVCC  F260  $95.00

Pottery, Hand Building in Clay
Hand-build small and/or complex forms using pinch, coil and slab techniques. Learn surface decoration using low-firing colored slips and glazing methods. Develop and express an individual artistic voice. You will likely complete three ceramic items during class. Includes clay, glazes and kiln firing.
AR4-215-200  R  2/2  7W  7:00p-9:30p  MVCC  F260  $95.00

Pottery, Wheel Throwing
Learn techniques to make mugs, bowls and vases. Decorative hand-built accents, handles and glazing techniques are demonstrated. Includes clay, glazes and kiln firing.
AR4-494-200  W  2/1  10W  6:30p-9:30p  MVCC  F165  $270.00

Pottery: Best of Both
Explore hand-building and pottery wheel throw techniques to create functional and sculptural work. No experience required, just a willingness to have fun and create. Includes clay, glazes and kiln firing.
AR4-496-200  M  1/30  10W  6:30p-9:30p  MVCC  F165  $270.00

Crafts

Crocheting I
Learn the basics of crochet chain, single crochet, double crochet, simple shaping, and how to read basic patterns. Bring 1 skein of solid, light-colored #4 medium-weight yarn and size US H-8 (5mm) crochet hook to first class.
CR4-202-200  W  2/8  8W  6:30p-8:30p  MVCC  T900  $90.00

Quilting, Beginning
Introduces basic machine piecing, machine quilting, and the use of the rotary cutter with material and ruler while making a simple lap-size quilt. Bring your own portable sewing machine. Supply list given at first class.
CR4-250-270  A  2/4  6W  9:00a-12:00p  MVCC  T910  $90.00

Sewing I
Learn the basics of sewing. Create a pair of drawstring pants. Students must bring their own sewing machine to class. Supply list given at first session.
CR4-270-270  A  2/25  9W  9:00a-12:00p  MVCC  T910  $100.00

Stained Glass I—Foil Techniques
Learn soldering and cutting techniques. At first class, the instructor will demonstrate techniques and give students a list of materials and tools to purchase (cost about $125).
CR4-214-200  T  1/4  10W  7:00p-9:30p  MVCC  F184  $124.00

Stained Glass II—Foil Techniques
Covers designing, constructing and reinforcing larger, flat stained glass projects. No lamps or 3-D projects. Students can bring projects for discussion or for help in completing one. Bring your own tools and supplies.
Prerequisite: Stained Glass I (CR4-214) or have completed lead or copper foil project.
CR4-215-200  T  4/18  8W  7:00p-9:30p  MVCC  F184  $70.00

Stained Glass Mosaics
Learn the ancient art of mosaics to create beautiful decorator items: candle holders, flower pots, table tops, stepping stones. Tools not included. Supply list given at first class.
CR4-216-200  W  2/1  5W  7:00p-9:30p  MVCC  F184  $70.00

Business

Small Business Start-Up and Management

Business Basics for Entrepreneurs
This eight-class series is designed to educate entrepreneurs in all facets of small business ownership. Students will learn the fundamentals needed to successfully start, manage or expand a business. The information presented is essential for writing a business plan.
SB6-200-200  TR  3/21  8W  6:30p-8:30p  MVCC  M207  $295.00
Basics to Starting a Business  TR  3/21 & 3/23
Accounting & Bookkeeping Basics  T  3/28
Small Business Marketing  T  4/4
Financial Management  T  4/11
Small Business Legal Issues  R  4/20
Writing a Business Plan  T  4/25
Obtaining a Small Business Loan  R  5/4
Cash Flow is King  T  5/9

QuickBooks Concepts
This course will provide students with QuickBooks essential skills. Students will learn the key features such as getting started, working with lists, creating a chart of accounts, working with bank accounts and tracking transactions. Being one of the most popular bookkeeping applications, students will learn the most efficient way to use QuickBooks to effectively maintain accounting records.
MC8-213-200  W  1/25  6W  6:30p-8:45p  MVCC  M205  $269.00

QuickBooks Payroll
Learn to use the payroll feature of QuickBooks. This is an instructor-led lecture/demonstration that meets three times.
MC8-214-200  W  3/22  5W  6:30p-8:45p  MVCC  M205  $229.00

QuickBooks Functionality
This course will build on the skills introduced in the QuickBooks Concepts course. Students will learn how to enter sales, invoices, how to receive payments, make deposits, how to enter and pay bills and how to analyze financial data.
Prerequisite: QuickBooks Concepts (MC8-213)
MC8-214-200  W  3/22  5W  6:30p-8:45p  MVCC  M205  $229.00

Computer Software

Bookkeeping

QuickBooks Concepts
This course will provide students with QuickBooks essential skills. Students will learn the key features such as getting started, working with lists, creating a chart of accounts, working with bank accounts and tracking transactions. Being one of the most popular bookkeeping applications, students will learn the most efficient way to use QuickBooks to effectively maintain accounting records.
MC8-213-200  W  1/25  6W  6:30p-8:45p  MVCC  M205  $269.00

QuickBooks Payroll
Learn to use the payroll feature of QuickBooks. This is an instructor-led lecture/demonstration that meets three times.
MC8-214-200  W  3/22  5W  6:30p-8:45p  MVCC  M205  $229.00

Databases

Access Level 1 Fast Track
Covers what a database is and how it is used, built, managed, maintained, and documented using Access 2010. Textbook and USB flash drive required.
Prerequisites: Experience with Windows or Computer Basics (MC4-401) and keyboarding skills.
MC4-530-001  F  3/24  1D  8:00a-5:00p  MVCC  T952  $99.00

Access Level 2 Fast Track
Design a relational database, create queries, customize input forms, and create custom reports using Access 2010. Textbook and USB flash drive required.
Prerequisites: Access 2010 or Access Fast Track or equivalent experience.
MC4-531-001  F  3/31  1D  8:00a-5:00p  MVCC  T952  $99.00
Email
**Outlook – Fast Track**
This fast-paced course will teach participants how to navigate email as well handle incoming mail and send email, working with contacts, calendars, notes, tasks, and integration. Textbook and USB flash drive required.
MC4-550-001 F 4/21 1D 8:00a-5:00p MVCC T952 $99.00
MC4-550-002 F 4/28 1D 8:00a-5:00p MVCC T952 $99.00

**Presentations**
**Powerpoint Level 1 Fast Track**
Learn to create, design, add graphics, sounds, insert charts, and deliver presentations using PowerPoint 2010. Textbook and USB flash drive required. Prerequisite: Experience with Windows or Computer Basics (MC4-401) and keyboarding skills.
MC4-540-001 F 4/7 1D 8:00a-5:00p MVCC T952 $99.00

**Spreadsheets**
**Excel Level 1 Fast Track**
Learn to create, edit, view print, work with formulas, functions, format cells, and change appearances of a worksheet using Excel 2010. Textbook and USB flash drive required. Prerequisite: Experience with Windows or Computer Basics (MC4-401) and keyboarding skills.
MC4-520-001 F 2/17 1D 8:00a-5:00p MVCC T952 $99.00
MC4-520-270 A 2/4 1D 8:00a-5:00p MVCC T952 $99.00

**Excel Level 2 Fast Track**
Learn to use charts, work with large worksheets, add graphics, use templates, protect worksheets, and manage multiple-sheet workbooks. Textbook and USB flash drive required. Prerequisite: Excel Level 1 (MC4-464) or Excel Level 1 Fast Track (MC4-520) or equivalent experience.
MC4-521-001 F 2/24 1D 8:00a-5:00p MVCC T952 $99.00
MC4-521-270 A 2/11 1D 8:00a-5:00p MVCC T952 $99.00

**Excel Level 3 Fast Track**
Learn to use Excel databases, how to create pivot tables and macros, proper use of financial functions, and data analysis. Textbook and USB flash drive required. Prerequisite: Excel Level 2 (MC4-465) or Excel Level 2 Fast Track (MC4-521) or equivalent experience.
MC4-522-001 F 3/3 1 8:00a-5:00p MVCC T952 $99.00
MC4-522-270 A 2/18 1 8:00a-5:00p MVCC T952 $99.00

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**Get started in a career in REAL ESTATE**

**Real Estate Broker Pre-Licensing**
- Prep for State of Illinois broker exam with our 90-classroom-hour program
- Classes include pre-license topics and applied real estate principles

**Real Estate Managing Broker Pre-Licensing**
- Prepare for State of Illinois managing broker exam
- Program covers broker coursework plus procedures to own and operate your own real estate firm

**Learn More!**
Kathy Stearns, senior program manager
(708) 974-5735 ccc@morainevalley.edu

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**Word Processing**
**Word Level 1 Fast Track**
Learn to create and edit various documents and reports, and use the mail merge function within Word 2010. Textbook and USB flash drive required. Prerequisite: Experience with Windows or Computer Basics (MC4-401) and keyboarding skills.
MC4-510-001 F 2/3 1D 8:00a-5:00p MVCC T952 $99.00
MC4-510-270 A 2/28 1D 8:00a-5:00p MVCC T952 $99.00

**Word Level 2 Fast Track**
Learn to work with tables. Create newsletters, employee manuals, promotional brochures, and research papers using Word 2010. Textbook and USB flash drive required. Prerequisite: Word Level 1 (MC4-447) or Word Level 1 Fast Track (MC4-510) or equivalent experience.
MC4-511-001 F 2/10 1D 8:00a-5:00p MVCC T952 $99.00

**Culinary Delights**
**Basic Knife Skills**
Learn how to use your knife as a professional chef. This class will introduce students to the basics of knife prep and maintenance. All materials and knives are provided, and students will bring home the knives. Students also will have the opportunity to learn how to utilize the ingredients that they applied knife skills to and taste recipes prepared toward the end of class.
CA4-298-270 F 2/3 1D 6:30p-9:30p MVCC M134 $79.00

**Advanced Knife Skills**
Take your skills to the next level as you hone in on your culinary passion. A review on how to sharpen, clean, store, and hold knives safely, as well as perform advanced cutting techniques. Students will learn new cuts, such as chiffonade, parisienne, batonnet, julienne, and dice, as well as how to create the perfect segments of citrus fruit. Students also will have the opportunity to learn how to utilize the ingredients that they applied knife skills to and taste recipes prepared toward the end of class. Students must bring their knives from the Basic Knife Skills class.
Prerequisite: Basic Knife Skills (CA4-298)
CA4-299-270 F 2/17 1D 6:30p-9:30p MVCC M134 $79.00

**Fresh Pasta Making**
Join Chef Lampros and bring your passion for Italian food. During this hands-on class, you will learn how to make pasta from scratch, including lasagna, fettuccini, and gnocchi paired with a variety of sauces. Bring your appetite and be prepared to taste the freshly made pasta.
CA4-378-270 F 3/31 1D 6:30p-9:30p MVCC M134 $79.00

**A Chef’s Guide to Herbs and Spices**
Join Chef Lampros and learn about herbs and spices that can enhance and elevate any menu. During this hands-on session you will have an opportunity to smell and identify herbs and spices, learn how to complement your meals with appropriately, and even taste some used in a light dish.
CA4-377-270 F 2/10 1D 6:00p-8:00p MVCC M134 $54.00

**Grill Skills 101**
Join Chef Lampros and learn the basics of grilling. During this hands-on class you will learn how to properly grill different types of proteins and side dishes. Bring your appetite and be prepared to taste a delicious grilled medley of dishes.
CA4-381-270 F 4/7 1D 6:00p-8:00p MVCC M134 $59.00

**It’s Greek to Me!**
Join Chef Lampros, a native of Greece, on a culinary adventure based on Greek cuisine. Learn how to make the perfect Grecian chicken, potatoes, spanakopita, tzatziki and baklava. Bring your appetite and be prepared to learn more about Greek culture, lifestyle and cuisine. Opa!
CA4-392-270 F 3/10 1D 6:00p-9:00p MVCC M134 $79.00

**Dance**
**Ballroom Dancing, Beginning**
Learn proper dance techniques in leading and following, and the basic elements of the waltz, fox trot, tango, rhumba, cha-cha, and swing dance. Couples only. Each person registers individually. Wear smooth-soled dress shoes. Gym shoes not recommended.
DN4-240-200 T 1/31 8W 6:30p-8:00p TBA Off Campus $79.00

**Latin/Social/Swing Dance, Beginning**
Learn basic moves. Your confidence in your dancing ability will soar each week. Couples only. Each person must register individually. Wear smooth-soled dress shoes. Gym shoes not recommended.
DN4-260-200 T 1/31 8W 8:00p-9:30p TBA Off Campus $79.00
**Educator's Academy**

Moraine Valley Community College and Aurora University have partnered to offer graduate credits in Sustainability in Education. For information contact Corporate, Community and Continuing Education at (708) 974-5735.

**Sustainability across the Curriculum**

This course is designed for higher education instructors wishing to infuse issues of sustainability (ecological stability, social equity, and economic vitality) into their curriculum regardless of the discipline. Sustainability issues cross all disciplines and the intent of this course is to identify those areas of intersection. Effective assessment of critical thinking skills, collaboration, creativity, and the ability to analyze, discuss and create solutions to real-world sustainability problems will be explored. Three graduate credits available through Aurora University. Students must have earned a bachelor's degree to receive graduate credits. There is an additional fee of $300 for graduate credit, payable to Aurora University. Before class begins, Moraine Valley will contact enrolled students about completing required form and payment. Instructor Michelle Zurawski

04-500-300 ONLINE 2/6 10W $350.00

**Fitness/Health/Sports**

**Tai Chi I/Qi Gong I**

Tai Chi is an internal system of martial arts that is practiced for its health benefits, but it can be used for self-defense. Qi Gong is an internal system that is a brother/sister to Tai Chi. Its focus is on inner healing and vital energy. The two combine to provide stress reduction, flexibility, inner/outer balance and wellness. Loose-fitting black warm-up clothing and comfortable shoes are recommended. Please bring a mat or blanket.

FT4-302-592 T 2/7 10W 7:00p-9:00p SWEC 213 $100.00

**Yoga I**

Covers relaxing exercises which relieve tension and restore good health, breathing for greater vitality, and meditation for calmness and clarity of mind. Please bring mat or blanket.

FT4-245-592 R 2/2 8W 7:00p-8:30p SWEC 105 $82.00

**Yoga II**

Advanced physical techniques and discussion of Oriental philosophy. Please bring a mat or blanket.

FT4-246-592 R 4/6 8W 7:00p-8:30p SWEC 105 $82.00

**Food Service Sanitation**

This eight-hour course including exam is for restaurant owners and managers needing the ServSafe certification. This course with exam will need to be taken every five years for renewal. Book required. Purchase book prior to first class. Exam will be given at the end of the session.

V04-215-170 F 2/2 1W 8:00a-5:00p MVCC M210 $189.00

V04-215-171 F 3/10 1W 8:00a-5:00p MVCC M210 $189.00

V04-215-270 R 4/22 1W 8:00a-5:00p MVCC M210 $189.00

V04-215-590 M 3/20 1W 8:00a-5:00p SWEC 213 $189.00

**Health Professionals**

**CPR Training and Retraining**

This AHA Basic Life Support (BLS) course is designed for Healthcare Professionals. Intended for either new health care students or current healthcare professionals. Included: Adult/ Pediatric CPR, one/rescuer with barrier device, AED, and FBAO/choking. All materials included in fee. (0.5 AEC)

AH8-039-170 T 1/10 1D 8:00a-1:00p MVCC T909 $89.00

AH8-039-171 T 1/10 1D 1:30p-6:30p MVCC T909 $89.00

AH8-039-172 R 1/12 1D 8:00a-1:00p MVCC T909 $89.00

AH8-039-173 R 1/12 1D 1:30p-6:30p MVCC T909 $89.00

AH8-039-174 F 1/19 1D 8:00a-1:00p MVCC T909 $89.00

AH8-039-175 F 1/19 1D 1:30p-6:30p MVCC T909 $89.00

AH8-039-176 W 1/18 1D 8:00a-1:00p MVCC T909 $89.00

AH8-039-177 W 1/18 1D 1:30p-6:30p MVCC T909 $89.00

AH8-039-178 W 2/8 1D 8:00a-1:00p MVCC T909 $89.00

AH8-039-179 W 2/8 1D 1:30p-6:30p MVCC T909 $89.00

AH8-039-270 A 1/21 1D 8:00a-1:00p MVCC T909 $89.00

AH8-039-271 A 2/11 1D 8:00a-1:00p MVCC T909 $89.00

**Dental Assisting**

This program prepares students to function effectively within the dental field. It covers important background information on the dental profession as well as interpersonal skills, dental ethics and Practice Act laws, dental terminology, patient interactions, dental records management, and basic finance related skills. AH8-355-270 TR 3/21 9W 6:00p-9:30p MVCC C121 $1,399.00

**Dialysis Technician**

This course is designed to teach the principles of kidney failure and dialysis therapy. Two roles have existed for technicians; one is concerned with assembly and maintenance of the equipment and the other focuses on patient care. The timely and accurate assembly of dialysis equipment is vital to any dialysis program. The dialysis technician provides direct treatment to the patients. Within the dialysis unit, under the direction of senior technicians, nurses and doctors, students will learn to work in a professional manner with patients and staff and to master the technical skills required to connect patients to the dialysis machine, control the settings on the machines, and monitor patients.

AH8-525-270 MW 3/20 8W 6:00p-9:30p MVCC B266 $1,199.00

**Health Care Transportation**

**Non-Emergency Medical Transport**

This class provides certification training for the State of Illinois Healthcare & Family Services - safety training requirement for non-emergency transport technicians under [Public Act 95-050]. The class covers all aspects of transport safety issues relating to passenger safety and paratransit vehicle operations. As provided in State of Illinois Department of Healthcare and Family Services, Administrative Rules and Regulations.

AH8-260-270 FA 4/28 1W 8:00a-5:00p MVCC T909 $150.00

**Massage Therapy Continuing Education**

Classes start in late spring. For course information, call (708) 974-5735.

**Pharmacy**

**Pharmacy Mathematics**

Review of pharmacy mathematical calculations used in a variety of pharmacy practice settings. Examines concepts in dosage calculations, metric system and conversions as applied to pharmacy. Simulated case situations directly related to the student's field of study are included. Highly recommended for those pursuing the PCTE National Pharmacy Technicians Exam. Textbook required.

AH4-701-200 W 3/29 1D 6:00p-10:00p MVCC M208 $125.00

**Pharmacy Technician Review**

This course provides a review of pharmacy principles and procedures to prepare entry level pharmacy technicians to challenge the PCTE National Pharmacy Technicians Exam. Course content includes review of various disease states, basic physiology, pharmacy law, ethics, and the fundamentals of technician training. Emphasis will be given to pharmacy abbreviations and generic medications, prescription processing and hands-on compounding techniques. The course will introduce students to various settings in pharmacy practice, including the community, hospital, managed care, mail order and long-term care. Information on qualifying for the pharmacy certification examination will be provided. Concurrent registration in AH4-701, Pharmacy Mathematics, is recommended but not required. Textbook required. (2.5 AEC)

AH8-700-200 T 2/7 13W 6:00p-10:00p MVCC M208 $1,200.00

**Healthy Living**

**Fit for Life**

Master the fundamentals of exercise and eating to help you overcome the stress and fatigue of life. Learn the basics of exercise that can be applied anywhere along with how to fuel your body with the right foods to create abundant energy. Discover how building a stronger body is the key to shedding extra weight and step off the scale into better health.

HL4-255-592 M 3/20 1D 7:00p-8:30p SWEC 213 $15.00

**Motivation for Life**

Build an action plan for developing healthy habits. Discover how mastering the art of creating healthy habits is the key to shaping your life and creating positive emotions which fuel willpower, the cornerstone of motivation. Bring a 5x7 notebook.

HL4-254-592 M 4/17 1D 7:00p-8:30p SWEC 213 $15.00

**Positive Thinking for Life**

Whether you think you can or think you can't, you're right. Discover how an “attitude of gratitude’’ is the foundation for positive thinking and watch doors open in ways you never thought possible. Realize how focusing on your strengths and letting go of the negatives will help you live a healthier, happier life. Bring a 5x7 journal.

HL4-252-592 M 5/15 1D 7:00p-8:30p SWEC 213 $15.00

**REGISTER** morainevalley.edu • (708) 974-2110 • Building 5
History

World War I
Surveys the key questions related to the first world war or "Great War." What led the world to war in 1914? What impact did the Archduke Franz Ferdinand's assassination have? How was the war conducted? Why did the US enter the war? What impact did the Versailles Treaty have on 20th century politics? This is the 100th anniversary of the US entry into World War I.
HS4-219-200 R 4/6 4W 6:00p-7:45p MVCC M208 $40.00

Ireland: Famine and Migration
Interested in Ireland? Family heritage? Or just want to know a little more? This two-session course provides an introductory overview of Ireland's 19th century famine and resulting migrations that created a global Irish diaspora and Irish communities worldwide.
HS4-226-200 TR 3/7 2D 6:00p-7:45p MVCC M207 $20.00

Hobbies

"Reel" Classic Films
Explore some of the best offerings that Hollywood and foreign filmmakers have put forth during the past 60 years. Discuss and view dramas, comedies, classics and not-so-classic films. Some films shown during class; other viewed independently.
HB4-150-592 R 2/2 10W 7:00p-9:30p SWEC 118 $100.00

Irish Genealogy
Provides an overview of Irish records of value to those seeking to research their Irish ancestry, including Irish census records, church registers and other records.
HB4-363-200 M 3/6 1D 6:30p-9:30p MVCC T909 $25.00

Researching Your Chicago Roots
This will be a presentation on researching your family in the city of Chicago.
HB4-366-200 M 3/27 1D 6:30p-9:30p MVCC T909 $25.00

The Internet and Genealogy
Explore using Google and other search engines, as well as Facebook, to enhance genealogical searching.
HB4-365-200 M 2/27 1D 6:30p-9:30p MVCC T909 $25.00

Home Improvement

Remodeling: Residential
This class provides an introduction to building codes and regulations, electrical, wiring, plumbing, tile, wall and door installation, and measurement for those wanting to know the basics of remodeling. Class will have a hands-on field trip to a site to put your new skills to work. (1 AEC)
RM5-250-200 T 1/31 10W 6:30p-9:30p ECSI 125 $265.00

Investments and Money Matters

Stock Market Basics
Review stock selection through fundamental and technical analysis, using the Internet and other tools. Discuss the risk/return trade off of stocks vs. bonds, and how this could work into building your personal portfolio.
IMA-359-200 W 3/22 4W 7:00p-9:30p MVCC M201 $60.00

The Educated Investor
Examine risk management, money markets, CDs, annuities, mutual funds, municipal bonds, IRAs, 401(k)s, and other pension plans. Class taught by a financial planner.
IMA-369-200 T 3/21 2W 7:00p-9:30p MVCC M201 $30.00

Languages

Conversational French, Beginning
Learn how to ask directions, tell time, and order a meal. Covers money issues and basic grammar. Textbook required.
LN4-205-200 M 1/23 10W 7:00p-9:30p MVCC A121 $140.00

Conversational French, Continued
Review and reinforce your basic knowledge of French while adding to your vocabulary and fluency in conversation. Textbook required.
LN4-206-200 M 4/17 6W 7:00p-9:30p MVCC A121 $84.00

Conversational Italian, Beginning
Covers words and phrases for travelers. Covers basic grammar, shopping, cuisine, money, and customs. Textbook required.
LN4-260-592 T 1/24 10W 7:00p-9:30p SWEC 204 $140.00

Conversational Italian, Continued
Review and reinforce your basic knowledge of Italian while adding to your vocabulary and fluency in conversation. Textbook required.
LN4-261-592 T 4/18 6W 6:30p-9:30p SWEC 204 $84.00

Conversational Polish, Beginning
Practice in speaking Polish and acquiring the grammar basics.
LN4-230-200 T 1/31 10W 7:00p-9:30p MVCC T910 $140.00

Conversational Spanish, Beginning
Learn to use basic vocabulary and conversation. Spanish customs and culture are explored. Textbook required.
LN4-265-200 R 2/2 10W 7:00p-9:30p MVCC T910 $140.00

Conversational Spanish, Continued
Review and reinforce your basic knowledge of Spanish while adding to your vocabulary and fluency in conversation. Textbook required.
Prerequisite: LN4-265
LN4-266-200 R 4/20 6W 6:30p-9:30p MVCC T910 $84.00

Manufacturing and Industry

Certified Logistics Associate
The program is designed to align with Manufacturing Skills Standards Council (MSSC) standards for the Certified Logistics Associate (CLA). This course covers the core competency areas required for high skilled, frontline material handling workers across all supply chain facilities. Topics include basics of supply chain logistics, global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, material handling and equipment operation, quality control principles, workplace communications, teamwork and workplace behavior and computer usage. Upon completion, students will be assessed for the foundation-level Certified Logistics Associate credential. (2.5 AEC)
MP8-700-205 TR 3/21 6W 6:00p-10:00p MVCC T911 $730.00

EPA 608 Certification Test
EPA 608 certification is required to service building air conditioning and refrigeration units, and to purchase refrigerants. Obtain EPA 608 certification through Moraine Valley's refresher course and on-campus testing. Cost includes 90-minute refresher course, study guide and test. Study guides will be available one week prior to class start in Building T, Room T904.
MP5-600-270 A 3/4 1D 8:00a-11:00a MVCC T911 $99.00
MP5-600-271 A 5/13 1D 8:00a-11:00a MVCC T911 $99.00

Project Management Advanced
Interested in getting your PMP® or CAPM® certification? Or how about improving your ability to deliver projects? This is the second workshop in our PMP Exam Prep series. It's a practical, fast-paced, highly interactive way to get you started toward your ability to deliver projects? This is the first workshop in our PMP Exam Prep series. It's a practical, fast-paced, highly interactive way to get you started toward your ability to deliver projects? This is the first workshop in our PMP Exam Prep series. Taught by a certified Project Management Professional (PMP®) you will get practical insights on advanced topics. Successful completion will qualify for 14 PDUs toward your certification requirement.
MP5-751-175 RF 1/26 1W 9:00a-5:00p MVCC T910 $250.00

Project Management Essentials
Interested in getting your PMP® or CAPM® certification? Or how about improving your ability to deliver projects? This is the first workshop in our PMP Exam Prep series. It's a practical, fast-paced, highly interactive way to get you started toward your ability to deliver projects? This is the first workshop in our PMP Exam Prep series. Taught by a certified Project Management Professional (PMP®) you will get practical insights on advanced topics. Successful completion will qualify for 14 PDUs toward your certification requirement.
MP5-750-175 RF 1/19 1W 9:00a-5:00p MVCC T910 $250.00

EPA 608 Certification Test
EPA 608 certification is required to service building air conditioning and refrigeration units, and to purchase refrigerants. Obtain EPA 608 certification through Moraine Valley’s refresher course and on-campus testing. Cost includes 90-minute refresher course, study guide and test. Study guides will be available one week prior to class start in Building T, Room T904.
MP5-600-270 A 3/4 1D 8:00a-11:00a MVCC T911 $99.00
MP5-600-271 A 5/13 1D 8:00a-11:00a MVCC T911 $99.00

Project Management Advanced
Interested in getting your PMP® or CAPM® certification? Or how about improving your ability to deliver projects? This is the second workshop in our PMP Exam Prep series. It’s a practical, fast-paced, highly interactive way to get you started toward certification and get your organization on track to consistently deliver successful projects. Taught by a certified Project Management Professional (PMP®) you will get practical insights on how to deliver your projects. Successful completion will qualify for 14 PDUs toward your certification requirement.
MP5-751-175 RF 1/26 1W 9:00a-5:00p MVCC T910 $250.00

Project Management Essentials
Interested in getting your PMP® or CAPM® certification? Or how about improving your ability to deliver projects? This is the first workshop in our PMP Exam Prep series. It’s a practical, fast-paced, highly interactive way to get you started toward certification and get your organization on track to consistently deliver successful projects. Taught by a certified Project Management Professional (PMP®) you will get practical insights on how to deliver your projects. Successful completion will qualify for 14 PDUs toward your certification requirement.
MP5-750-175 RF 1/19 1W 9:00a-5:00p MVCC T910 $250.00

Project Management Exam Prep
Interested in getting your PMP® or CAPM® certification? Join us for an intensive workshop of hands-on discussion and practice test-taking. Participants receive two PMP prep books, a CD (which includes practice tests and audio chapter summaries), and a copy of A Guide to the Project Management Body of Knowledge (PMBOK Guide®). Facilitated by an experienced certified PMP® with real-world experience helping people pass the exam. Successful completion will qualify for 7 PDUs toward your certification requirement.
MP5-752-175 R 2/2 1D 9:00a-5:00p MVCC T910 $425.00
Music

Adult Chorale
An auditioned, adult choir, performing repertoire of outstanding choral works from all eras. Students must be mature, experienced singers with a desire to perform. Required audition for new members will be during first class. Call (708) 974-5755 for information.

Class Violin for Adults, Beginning
Learn basic fundamentals of violin playing and technique, including knowledge of pitch, rhythm and reading music. Book required.

Individual Flute Instruction (1 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-330-001 1/17 8W MVCC F126 $350.00
MU4-330-002 3/20 8W MVCC F126 $350.00

Individual French Horn (1 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-470-001 1/17 8W MVCC F126 $350.00
MU4-470-002 3/20 8W MVCC F126 $350.00

Individual French Horn (1/2 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-471-001 1/17 8W MVCC F126 $175.00
MU4-471-002 3/20 8W MVCC F126 $175.00

Individual Oboe Instruction (1 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-340-001 1/17 8W MVCC F126 $350.00
MU4-340-002 3/20 8W MVCC F126 $350.00

Individual Oboe Instruction (1/2 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-341-001 1/17 8W MVCC F126 $175.00
MU4-341-002 3/20 8W MVCC F126 $175.00

Individual Piano Instruction (1 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-320-001 1/17 8W MVCC F126 $350.00
MU4-320-002 3/20 8W MVCC F126 $350.00
MU4-320-003 1/17 8W MVCC F126 $350.00
MU4-320-004 3/20 8W MVCC F126 $350.00
MU4-320-009 1/17 8W MVCC F126 $350.00
MU4-320-010 3/20 8W MVCC F126 $350.00

Individual Trumpet Instruction (1/2 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-370-001 1/17 8W MVCC F126 $175.00
MU4-370-002 3/20 8W MVCC F126 $175.00
MU4-370-003 1/17 8W MVCC F126 $175.00
MU4-370-004 3/20 8W MVCC F126 $175.00

Individual Violin (1 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-390-001 1/17 8W MVCC F126 $175.00
MU4-390-002 3/20 8W MVCC F126 $175.00

Individual Violin (1/2 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-430-001 1/17 8W MVCC F126 $350.00
MU4-430-002 3/20 8W MVCC F126 $350.00

Individual Violin (2/3 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-431-001 1/17 8W MVCC F126 $350.00
MU4-431-002 3/20 8W MVCC F126 $350.00

Individual Voice Instruction (1 Hour)
Prerequisite: 12 years and older, permission of instructor.
MU4-230-009 1/17 8W MVCC F126 $350.00
MU4-230-010 3/20 8W MVCC F126 $350.00
MU4-230-013 1/17 8W MVCC F126 $350.00
MU4-230-014 3/20 8W MVCC F126 $350.00

Individual Violin (2/3 Hour)
Prerequisite: 9 years and older, permission of instructor.
MU4-431-001 1/17 8W MVCC F126 $350.00
MU4-431-002 3/20 8W MVCC F126 $350.00
Individual Voice Instruction (1/2 Hour)
Prerequisite: 12 years and older, permission of instructor
MU4-231-009 1/17 8W MVCC F126 $175.00
MU4-231-010 1/17 8W MVCC F126 $175.00
MU4-231-013 1/17 8W MVCC F126 $175.00
MU4-231-014 3/20 8W MVCC F126 $175.00

MVCC Community Orchestra
The Moraine Valley Symphony Orchestra is a performance group dedicated to the exploration of orchestra literature from the Baroque to the 20th century and beyond. Enrollment is open to orchestral instruments including violin, viola, cello, bass violin and winds. Interested musicians should be proficient music readers with prior experience in high school or college orchestra and/or band. This ensemble will perform several concerts each semester. Director’s approval required for new members. Ages 15 to adult.
MU4-307-200 W 1/18 17W 7:00p-9:00p MVCC F127 $50.00

Moraine Valley Community Jazz Band
An auditioned adult jazz band, performing a variety of repertoire of outstanding jazz works. Students must be mature, experienced instrumentalists with a desire to perform. Conductor’s required approval for new members will be during the first two classes. Call (708) 974-5215 for information.
MU4-308-200 T 1/17 17W 7:00p-9:30p MVCC F127 $25.00

Moraine Valley Concert Band
An adult symphonic concert band that performs a wide variety of music including traditional marches, musicals, and contemporary works. This group performs several concerts each year both on and off campus. Open to wind or percussion instrumentalists with a desire to perform; however, previous band experience is helpful. Director’s required approval for new members will be during the first two classes. Seating audition for members will be held during the first rehearsal. Ages 16 to adult. Call (708) 974-5215 for information.
MU4-310-200 R 1/19 17W 7:00p-9:00p MVCC F127 $25.00

Moraine Valley Flute Choir
This course allows intermediate and advanced flute students, through rehearsal and performance venues, to explore music from various eras and cultures. Develop playing and performance skills, improve sight reading, explore a variety of repertoire, enhance teamwork and develop leadership qualities.
MU4-161-170 W 1/18 17W 4:00p-6:00p MVCC F150 $25.00

Moraine Valley Jazz Combo
This performance group is dedicated to the exploration of small-group jazz improvisation and interaction. Enrollment is open to a flexible instrument format, including but not limited to saxophones, trumpets, trombones, strings, percussion, keyboard/piano, guitar, bass and more. Interested musicians should be strong music readers and prior experience paying jazz is very helpful. Study and performance includes masterworks by significant jazz artists as well as important jazz song forms such as 12-bar blues and 32-bar, A-A-B-A rhythm changes. The ensemble will perform several concerts each semester both on and off campus. Director’s required approval for new members will be during the first two classes.
MU4-311-170 T 1/17 17W 4:00p-6:00p MVCC F127 $50.00

Moraine Valley Percussion Ensemble
This group of percussionists is dedicated to the performance and exploration of music such as ragtime, classical, popular, Caribbean/Latin, chamber, and jazz as transcribed for this unique instrumentation. The ensemble will perform several concerts each semester both on and off campus. Member need not have a percussion background to participate, but should possess basic to intermediate music reading skills. Note that after the first few rehearsals, occasional rehearsals will be broken down into smaller trios, quartets, and quintets and may not require member’s attendance for the full rehearsal (schedule announced during the first weeks). Ages 15 to adult. Director’s required approval for members will be during first two classes. Call (708) 974-5215 for information.
MU4-309-170 W 1/18 17W 4:30p-6:30p MVCC F127 $50.00

Youth
Class Violin for Children, Beginning
MU4-112-200 W 1/25 12W 6:00p-7:00p MVCC F116 $100.00

Class Violin Beginning II for Children
Continuation of Violin I. Learn more technical skills such as intonation, rhythm, tone quality and articulation, etc. Students are required to play cooperatively as a group. Book required. Ages 7-15.
MU4-212-200 W 1/25 12W 7:00p-8:00p MVCC F116 $100.00

Piano for Children, Beginning I
Learn basic keyboard and music skills including knowledge of pitch, rhythm, and reading music. Book required. Students ages 7-10 register for MU4-115-200. Students ages 11-14 register for MU4-115-201.
MU4-115-200 R 1/19 12W 6:00p-6:30p MVCC F116 $100.00
MU4-115-201 R 1/19 12W 6:00p-7:00p MVCC F116 $100.00

Piano for Children, Beginning II
Continuation of group piano lessons for children. Build on skills learned in Beginning Piano I. Emphasizes new piano skills and reading music. Book required. Prerequisite: MU4-115 or permission of instructor. More advanced students are encouraged to sign up for private lessons (MU4-321).
MU4-116-200 R 1/19 12W 7:00p-8:00p MVCC F116 $100.00

Nondestructive Testing
Radiation Testing Level 2
Learn to use industrial X-ray machines for component nondestructive evaluation, produce X and gamma ray images of various product forms such as welds, forgings and castings. Consider inspection requirement problems, select X-ray film, set up and X-ray various components; process film, interpret results; and complete inspection reports. This course is based on requirements for level II and I inspectors as recommended by SNT-TC-1A and ANSI/ASNT-CP-189. Prerequisites: ND8-112 and ND8-201, or equivalent experience or instructor’s consent. ND4-202-001 MTWRF 1/9 1W 9:00a-5:00p MVCC T501 $1,100.00

Ultrasonic Testing Level 2
This course prepares students to perform ultrasonic testing using transverse/ shear/angle beam wave techniques to detect flaws in full-penetration welds and forged metallic components. Students will complete a variety of inspection projects, interpret results, and complete reports. This class may be directed toward the inspection and full-penetration welds.

Liquid Penetrant (PT I & II)
This course fulfills the 40 hour requirement for PT. This course prepares students to perform liquid penetrant inspections using visible and/or fluorescent dyes. Students will use water-washable, post-emulsifiable and solvent-removable penetrant processes to locate various categories of surface breaking flaws in welds, assembled structures, forgings, and castings. This class meets requirements for level I/level II inspectors as recommended by SNT-TC-1A and ANSI/ASNT-CP-189.

Longitudinal Ultrasonic Evaluation (UT I)
This course fulfills the 40 hour requirement for UT I. This course prepares students to qualify as nondestructive evaluation technicians using high frequency longitudinal sound waves. Students will consider inspection requirements and problems; select, calibrate and operate equipment; complete a variety of inspection projects; interpret results; and complete inspection reports. This class meets requirements for Level I inspectors as recommended by SNT-TC-1A and ANSI/ASNT-CP-189. (1 AEC)
ND8-107-001 MT 1/23 1D 9:00a-5:00p MVCC T501 $751.00
ND8-107-002 MT 3/6 1D 9:00a-5:00p MVCC T501 $751.00
ND8-107-003 MT 4/17 1D 9:00a-5:00p MVCC T501 $751.00
ND8-107-004 MT 5/8 1D 9:00a-5:00p MVCC T501 $751.00

Magnetic Particle (MT I & II)
This course prepares students to qualify as nondestructive evaluation technicians using induced magnetic fields. Students will perform magnetic particle (MT) nondestructive inspections using wet and dry visible and fluorescent particles, with stationary, mobile and portable equipment. Students will consider inspection requirement problems; select, calibrate and operate equipment; complete a variety of inspection projects; interpret results; and complete inspection reports. This course meets the requirements for Level I/Level II inspectors as recommended by SNT-TC-1A and ANSI/ASNT-CP-189. (1 AEC)
ND8-208-001 MTWRF 1/30 1W 9:00a-5:00p MVCC T501 $1,100.00
ND8-208-002 MTWRF 3/20 1W 9:00a-5:00p MVCC T501 $1,100.00
ND8-208-003 MTWRF 4/24 1W 9:00a-5:00p MVCC T501 $1,100.00
ND8-208-004 MTWRF 5/15 1W 9:00a-5:00p MVCC T501 $1,100.00

For information, call (708) 974-5735 or visit morainevalley.edu/ccce

8
Looking for some direction?
*We have a connection!*

**Career Connections Youth Program**
Young adults ages 18-24 who have finished high school and are ready for the next step can get assistance with:

- Academic advising, scholarship searches
- Career planning, resume writing and job interview techniques

**FREE PROGRAM!**
For more information, call (708) 608-4130.
careerconnections@morainevalley.edu
Education Center at Blue Island 12940 S. Western Ave., Blue Island

**Employer Partnership Opportunities**
Corporate, government and nonprofit partners are being sought to help young adults develop marketable employment skills.

For more information, contact Gailmarie Ward, business services specialist, at (708) 974-5758.

**Career Connections Adult Program**
If you’re ready for a better job, we have a program that *could* help!
The Workforce Innovation and Opportunity Act (WIOA) program can provide a training voucher covering up to $8,000 for specific Moraine Valley career training programs’ tuition, fees and books.

More than 40 Moraine Valley career programs are approved for WIOA funding, including:

- Basic Nurse Assistant Certificate
- IT Security Specialist A.A.S.
- Medical Assistant Certificate
- Automotive Service Technician Certificate
- Nondestructive Testing
- Sleep Technology A.A.S.
- Program Management Certificate
- Dental Assistant Program
- Website Design Certificate
- Database Administrator Skills Certificate
- Health Information Technology A.A.S.
- Integrated Systems Technology A.A.S.
- Nursing A.A.S.
- Veterinary Assistant
- Computer Technician Certificate
- Dialysis Technician
- E-Commerce Assistant Certificate
- Microsoft Professional Certificate
- Network Administrator Certificate
- Electronic Controls Technician Certificate

**AND MORE!**

FIND OUT IF YOU QUALIFY.  morainevalley.edu/ccce/community/career-connections  (708) 974-5735
Passionate about pets?

Veterinary Assistant Course

You’ll learn: medical terminology and animal behavior, laboratory procedures, patient monitoring, disease prevention and more.

Course is for persons 18 years and older who seek to start or change careers. Each student is required to complete 60 hours of observation in a veterinary hospital. See information under Veterinarian Assisting.

Find out more: Kathy Stearns, senior program manager
(708) 974-5735  ccce@morainevalley.edu

Personal Development

An Organized Kitchen!
Find time, money and space in this heart of your home. Organize the space; explore menu planning and savvy shopping; and make your kitchen work for you and your wellness, family and life.
P4-035-200 M 3/6 1D 6:30p-8:30p  MVCC  M207 $12.00

Clear the Clutter!
Get organized! Learn the skills and find the motivation to get your home and life organized. Identify clutter in all parts of your life, and discuss and implement strategies to help rid yourself of clutter for good. Save money and time; decrease stress; live better.
P4-357-200 M 1/23 1D 6:30p-8:30p  MVCC  M201 $12.00

Get a Grip on Paper Management
Do you control your papers, or do they control you? Learn about the different types of paper, what to do with each type, and how to think differently about paper and information in general. Save time and money, decrease stress, and live better.
P4-034-200 M 3/27 1D 6:30p-8:30p  MVCC  M202 $12.00

Intro to Mindful Meditation
Learn relaxation and breathing techniques for stress reduction. Experience benefits of meditation. Tap into the brain’s ability to heal the body.
P4-260-200 M 2/6 1D 7:00p-9:00p  MVCC  T909 $12.00
P4-260-270 A 4/8 1D 9:00a-11:00a  MVCC  T909 $12.00
P4-260-582 M 3/6 1D 7:00p-9:00p  ECBI  209 $12.00
P4-260-592 M 3/27 1D 7:00p-9:00p  SWEC  213 $12.00

Creative Strategies for Managing Stress
Creativity is the best tool to reduce stress. As a resource it is easy and effective in achieving a better state of mind. For those who need support and better coping skills, learn how to develop your own personal strategy to manage stress using creative exercises such as the BodyMap to locate stress in the body. The Breath-Work and writing exercise to release emotional garbage will inspire you to get a grip on your stress. Bring a blank journal. Other supplies provided.
P4-022-592 W 4/5 4W 6:30p-8:30p  SWEC  201 $49.00
P4-022-001 T 4/4 4W 1:00p-3:00p  MVCC  T909 $49.00

Sand Mandala Workshop
The construction of a sand mandala is a mindful art practice done by Tibetan monks all over the world for peace, harmony and good will. In this workshop, learn the five steps to create a sand painting. Tibetan monks are highly trained artists, but no artistic training is needed to follow these steps. Emphasis is placed on contributing to the greater good of the world than producing a work of art. Take a journey with others in constructing a vibrant and colorful sand painting using simple images and symbols created by you. As one of the steps, everyone is given a small amount of sand to distribute.
P4-029-200 W 3/29 1D 6:30p-8:30p  MVCC  T002 $25.00

Time Management Tool Box
Want to get more done at work or at home? Learn a variety of time management strategies to have in your time management tool box. Tools include an uncluttered work space, routines that work, managed priorities, technology, and more.
P4-364-200 M 2/13 1D 6:30p-8:30p  MVCC  M207 $12.00

Photography

Photography, Beginning
Is your digital camera’s menu a list of gibberish? Do you have settings on your camera that you have never used because you have no idea what they do? This class will clarify those settings and take the mystery out of f/stops, shutter speeds, and ISO. Covers photography basics, composition tips, equipment choices, and useful accessories. Bring your camera and discover what it and you are capable of.
P4-300-200 W 1/25 8W 7:00p-9:30p  MVCC  F222 $110.00

Photography, Intermediate
For the photography enthusiast who has a working knowledge their camera and wishes to expand abilities and interests. Covers equipment choices, software options, editing, and printing of class photographs. Students will be expected to submit work completed in response to assignments made during class. Designed as a follow-up to Photography, Beginning P4-300.
P4-301-200 W 3/29 8W 7:00p-9:30p  MVCC  F222 $110.00

Radiation Safety
This course fulfills the 40 hour requirement. Provides initial classroom training for industrial radiographers. Upon completion, students will be able to establish industrial radiation safety barriers, select, set-up, and calibrate radiation safety equipment, set-up and operate X-ray devices, gamma radiographic devices and other equipment, and determine proper exposure levels. Students receiving a passing grade in this class will be prepared to take the radiographer trainee test administered by the Illinois Emergency Management Agency (IEMA). (2.5 AEC)
ND8-112-001 MTWRF 2/6 1W 9:00a-5:00p  MVCC  T501 $1,100.00
ND8-112-002 MTWRF 3/27 1W 9:00a-5:00p  MVCC  T501 $1,100.00
ND8-112-003 MTWRF 5/1 1W 9:00a-5:00p  MVCC  T501 $1,100.00

Facebook
Learn the basic and advanced features of Facebook.
PC4-017-200 R 3/2 2W 6:30p-9:30p  MVCC  T951 $45.00

LinkedIn
Learn the basic and advanced features of LinkedIn.
PC4-018-200 R 2/16 2W 6:30p-9:30p  MVCC  T951 $45.00

Working with the iPad/iPhone
This class will demonstrate insanely cool tips and techniques that will help each participant get better use and enjoyment from their iPad in the classroom, the office and at home.
PC4-010-200 R 1/26 1D 6:00p-9:30p  MVCC  T951 $50.00
PC4-010-201 R 2/9 1D 6:00p-9:30p  MVCC  T951 $50.00
**Real Estate Training**

**Real Estate Broker**

**Broker Applied Principles/Interactive**

Course includes role play, situational and case study examples. Topics include listing presentation, buyer representation, agency disclosure, purchase agreements, handling offers, market analysis, fair housing, antitrust, and inspection/repair issues. Textbook required. Students are required to attend all sessions of class. (Required broker course) (1 AEC)

REB-102-200 TR 5/4 3W 6:30p-9:30p MVCC D116 $139.00

**Broker Pre-License Topics**

Course provides instruction in real estate fundamentals. Topics include license law, real property, agency basics, seller and buyer relationships and counseling, local, state and federal laws affecting real estate, brokerage, marketing and advertising, market analysis and appraisal, financing, contracts, independent contractor and employee status, and occupational disciplines and business planning. Textbook required. Study guide optional. Purchase textbook prior to first class and read chapters 1, 2, 3. Students are required to attend all sessions of class. (Required Broker Course) (5 AEC)

REB-101-200 TR 1/24 13W 6:30p-9:30p MVCC D116 $695.00

**Real Estate Managing Broker**

**Managing Broker Pre-License Topics**

Course covers licensing, operations, handling of money, recruiting, brokerage support, transaction supervision, marketing and advertising, dispute resolution, company policies, disclosure issues and industry issues. Textbook required. Students must attend all sessions of class. (Required Managing Broker Course) (5 AEC)

REB-104-200 MW 3/1 3W 6:30p-9:30p MVCC D116 $133.00

**Managing Broker Applied Management/Interactive**

Course covers role playing, situational, and case study examples. Topics include brokerage contract disputes, minimum service activities, team activities, commission disputes, dual agency disclosure problems, escrow documents. Problem solving cases in a variety of topics such as short sales, foreclosure, clear title, confidentiality, ethics, and internet/social media. Textbook required. Students must attend all sessions of class. (Required Managing Broker Course)

REB-103-200 MW 1/23 3W 6:30p-9:30p MVCC D116 $206.00

**Theater**

**Adult Improv**

Whose Line Is It Anyway?, Second City, and the Improv Olympic are examples of what can be done with improvisation. Learn the basics of what these performers have perfected. This 8 week class is the student's ticket to the fun and challenging world of improvisation. Students will learn the rules of improv and be introduced to a variety of games and skits that will promote on the spot thinking and reactions. The skills learned in improvisation are essential tools to every actor for recovery in a scene and honest reactions.

TH4-300-200 W 1/25 8W 6:30p-8:30p MVCC F150 $100.00

**Youth - Theater**

**Teen Improv**

Introduces the fun and challenging art form of improvisational theater for the young improvisors. Learn to tap into your imagination, think on your feet, have fun in group games and skits that teach you to trust your instincts and “go with the flow,” and learn to relax and gain confidence in public presentations. Each week students are introduced to new activities and adventures into the quirky world of humor and fantasy that is just under the surface of mundane reality through the unique perspective of the improv. Age 12 and up. Instructor: Anthony Whitaker

TH4-250-270 A 1/21 17W 9:30a-11:00a MVCC F120 $100.00

**Veterinarian Assisting**

**Veterinary Assistant**

Veterinary assistants are an integral member of the veterinary team and are in demand. This course will prepare students for a career working with animals. Topics include medical terminology, animal behavior and restraint, laboratory procedures and safety, pharmacology, radiation safety, patient monitoring, disease prevention, and more. This program is appropriate for students 18 and older who have recently graduated high school, those seeking to change careers or re-enter the workforce, and, of course, pet lovers. Clinical experience is an asset, and this program provides each student with a 60-hour observation experience in a veterinary hospital. Students who have successfully completed the course will receive a Certificate of Completion which might satisfy some entrance requirements in more advanced veterinary career programs.

VT4-101-200 MW 1/23 17W 6:00p-8:45p MVCC T910 $1,700.00

**Writing/Communication Skills**

**Creative Writing I**

Explore your creative side by learning the basics of fiction writing. Write engaging prose through principles and techniques for short stories and novels. Learn the fundamentals of plotting, point of view, setting, and dialogue. Taught by a professional writer who has written more than 20 books.

WR4-339-200 W 1/25 6W 7:00p-9:00p MVCC T911 $60.00

**Creative Writing II**

Designed to augment principles and techniques covered in Creative Writing I. Further refine your writing through creative exercises to help you become a better writer. This course offers more individualized critiques of student work with an additional focus on a creative project.

WR4-343-200 W 3/22 6W 7:00p-9:00p MVCC T911 $60.00

**Host an International Student**

Community members with an interest in learning about different cultures can open their home to an international student studying at Moraine Valley. As participants in the college's Host Home Program, individuals, couples or families provide a room for an international student and receive compensation directly from the student. This arrangement allows the host to discover interesting things about students' native countries—food, music, language, and more. The international students learn about American life in a home-like environment where they get support as they adjust to life in the U.S. and improve their English. And everyone benefits by building cross-cultural friendships.

To qualify as a host, interested individuals must:

1. Complete an application
2. Go through a selection process
3. Provide a private bedroom with amenities, including internet access

Applications are accepted by Moraine Valley's Office of International Student Affairs throughout the year. A host's home also must be in close proximity to a Pace bus line that serves Moraine Valley.

To learn more, visit morainevalley.edu/international or call (708) 974-5443.

**To Register:** morainevalley.edu • (708) 974-2110 • Building S
Tuition and Fees

Noncredit/Vocational Skills Courses—Tuition and fees are assigned differently for each course and are listed in the course descriptions. Tuition and fees may change without notice. Courses designated with adult education credit (AEC) are supported by state and local funds. Tuition refund policy follows that of the Noncredit/Vocational Skills (AEC) courses. Courses designated AEC courses are graded with a pass/fail and are placed on the student’s official college transcript.

Refund Policy

Noncredit/Vocational Skills Courses—It is the student’s responsibility to drop a course three calendar days prior to the start date of the course to receive a full refund. Courses dropped less than three calendar days before, or dropped after the start of the course will not receive a refund. Please note, if registration for a class occurs within three calendar days of the class starting, there is no refund. No-shows do not constitute cancellation. No credit may be used toward another selection for missed classes. Classes canceled by the college will be refunded in full.

Stay Connected!  
#morainevalley
Classes closer to HOME!

Do you live or work near Moraine Valley’s Blue Island or Tinley Park locations?

Education Center at Blue Island
Spring Noncredit Classes
50 Plus Computer Basics and Continued
Introduction to Mindful Meditation
Remodeling: Residential

Southwest Education Center
17900 S. 94th Ave., Tinley Park morainevalley.edu/swec (708) 974-5400
Spring Noncredit Classes
50 Plus Computer Basics and Continued
Conversational Italian, Beginning and Continued
Conversational Spanish, Beginning
Fit for Life
Food Service Sanitation
Introduction to Mindful Meditation
Medicare Workshop
Motivation for Life
Positive Thinking for Life
"Reel" Classic Films
T’ai Chi/Qi Gong I
Yoga I and II
Visit Building H today to sign up and see for yourself.

morainevalley.edu/fitrec
(708) 608-4015

Take advantage of FitRec

Amenities

» Top-of-the-line cardio machines equipped with personal viewing screens and online access capability
» Locker rooms with steam room, full-size lockers, private showers and towel service
» Three-court field house featuring basketball, volleyball and badminton
» Group fitness classes—yoga, cycling, Zumba, Pilates, aqua, and more
» Four-lane lap pool with a deep end and whirlpool
» Great programs and services, like swim lessons, personal training, family programming, and Kid Rec.
» Spacious free-weight area

KidRec
9,000 sq. ft. of dedicated youth and family program space

Rates as low as $26 PER MONTH for Community members, senior citizens, veterans, retirees, and more!
FREE! FOR FULL-TIME STUDENTS
$48 PER SEMESTER FOR Part-Time Students

morainevalley.edu/kidrec

morainevalley.edu/fitrec
(708) 608-4015
Children’s Learning Center
High Quality Child Care
in a Fun and Nurturing Environment

Moraine Valley’s Children’s Learning Center offers extraordinary daycare and early education for children ages 2 to 5 years old. Our caring early childhood educators are dedicated to preparing students for future success.

Children’s natural curiosity is encouraged as they participate in hands-on experiences that help them develop socially, emotionally, cognitively, and physically. Music, play, science, books, and on-campus field trips make learning fun and exciting.

Center features
- Bright and colorful classrooms
- Large motor-development room
- Observation room
- Kitchen
- Secure, fully enclosed outdoor playground

It adheres to the Illinois Early Learning and Development guidelines, is licensed by the Illinois Department of Children and Family Services, and is listed with the Cook County Childcare Resource and Referral Agency.

The Children’s Learning Center is available to community members, as well as college students and staff.

Children’s Learning Center
Building S, Room S131
Contact Denise Lumpkin, Director
(708) 974-5729 morainevalley.edu/clc
INSTRUCTOR-LED NONCREDIT
ONLINE COURSES

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer’s Workshop
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

www.ed2go.com/morainevalley
(708) 974-5735

Enroll Now!

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: $99

Over 300 online courses available
Slice ’n Dice, Pasta ’n Spices

Take a class or two in Moraine Valley’s new demo kitchen.

We’re sure you’re going to feel right at home.

Our state-of-the-art kitchen has the look and functionalities of your kitchen at home. Plus, a camera that hovers over pots on the stove or gets a close-up view of an instructor chopping vegetables helps you clearly see techniques.

Spring noncredit classes include Basic and Advanced Knife Skills, Fresh Pasta Making, Herbs and Spices, Grill Skills, and It’s Greek to Me.

Open to budding chefs of all skills

Take classes with family and friends—take it for fun!

For more information, see the Culinary Delights class listing in this schedule.

A tradition of serving students, the community and businesses since 1967
Just east of LaGrange Road at 111th Street

Valley Learning Center
Enroll your child in our camps and classes, and get ready to hear
“BEST. SUMMER. EVER!”

Lego robotics
Academics—math, science, reading, study skills, more
Arts and crafts
Computer coding
Sewing
Many more!

Registration begins Feb. 27.
morainevalley.edu/vlc
(708) 974-5735