**Building Strong Community**

**What are Non-Credit Programs?**

Non-credit programs do not offer transferable college credit, and are not subject to the same tuition schedule and policies. At Morton College (MC), they are offered through the Adult Education, Community Programming and Outreach department. Some of the programs are funded through state and federal grants, while others are not supported with any public funding. They are all designed to serve the needs of the community, and details about the individual programs are highlighted below.

**Community Education**

Community Education programming at MC is designed to provide community members with opportunities for life-long learning. The courses focus on developing knowledge and skills that will help participants enrich their lives, and reflect the educational, civic, recreational and cultural interests of the community. Courses are offered in:

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

**Adult Education**

Adult Education classes and programs are created to help students develop their basic skills and prepare for college-level courses, certificates and careers for a better quality of life.

- English Language Acquisition (ELA)—formerly known as ESL
- High School Equivalency Certificate (HSEC) Preparation Courses—formerly the GED
- Project CARE: an adult volunteer tutoring program
- Career Awareness and Development Programs
- Bridge Programs
- iCAPS

**Continuing Education**

Continuing Education programming has a wide range of learning options. Instruction can be online or face-to-face.

To search, register and pay for our face-to-face courses, visit https://web-adv.morton.edu.

For more info about our online courses:

- Personal Enrichment visit ed2go.com/morton or
- Business & Professional Services visit ed2go.com/morton-pro
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**REGISTRATION FOR COMMUNITY EDUCATION**

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

**FEES FOR COMMUNITY EDUCATION COURSES**

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

**REFUND AND DROP PROCEDURES FOR COMMUNITY EDUCATION COURSES**

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

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

ACCUPLACER® Review for Language Arts  **TST 002**

This class will focus on Language Arts skills needed for the ACCUPLACER® (college placement test used at MC) Language Arts test, which covers reading comprehension strategies, sentence relationships, sentence structure and construction shifts.

- 5 sessions for 2 hours
- Fee: $24 + $10 technology fee

ACCUPLACER® Review for Mathematics  **TST 003**

This class will focus on Mathematics skills needed for the ACCUPLACER® Mathematics test. Class reviews elementary algebra, rational numbers, absolute value, algebraic expressions, etc.

- 5 sessions for 2 hours
- Fee: $24 + $10 technology fee

Constitution Review  **TST 090**

This class provides an overview of the United States and Illinois Constitutions, the Declaration of Independence, and the United States flag code. This material will prepare students to pass the Illinois Secondary Level Constitution Test, a high school graduation requirement in the state of Illinois. The Study Guide is available in the MC Bookstore.

- 3 sessions for 3 hours
- Fee: $15

BUSINESS OR CAREER DEVELOPMENT (BUSCA)

TOASTMASTERS

Do you want to improve your communication and leadership skills? Increase your self-confidence? Be viewed as a polished professional by co-workers and supervisors? Membership in Toastmasters may be exactly what you’re looking for.

Toastmasters members learn valuable skills that may benefit their personal and professional lives. They are encouraged to present impromptu and prepared speeches, learn how to plan and manage meetings, give and receive constructive feedback and participate in a comprehensive, self-paced education program.

A new Toastmasters community club is being chartered, and the meetings will be held at Morton College. Check the website (morton.edu) for more details about meeting dates and times, or contact the Community Education Department.

*Since 1924, Toastmasters International has helped millions of men and women become more confident in front of an audience. Our network of clubs and their learn-by-doing program are sure to help you become a better speaker and leader. Why pay thousands of dollars for a seminar when you can join a Toastmasters club for a fraction of the cost and have fun in the process?*
**Fitness Center Membership**
This course offers several options for people who want to use the College Fitness Center. Various membership options are available. Hours are posted each term.

Fee: Unlimited visits during posted hours

**Trim and Tone**
Class includes low impact aerobics, toning, stretching and strength training. A beginning class perfect for the active adult. Join us for the fun!

Number of sessions varies each term.
Tuesdays and Thursdays, 8:30-9:30a
Fee: $5

**Soccer Camp**
The class will challenge students to improve the soccer skills of dribbling, shooting, passing and ball control. Each player is required to bring their own soccer ball, shin guards and water. Soccer cleats for outdoor play are recommended but not required.

1 week for 4 days/2 hours each day
*Only offered in the summer term*
Fee: $49

**Special Olympics**
As part of its commitment to the community, MC has started a program for adults with intellectual disabilities. This program is for adults 18 and over, and its goal is to provide a college experience that is level appropriate for these students.

MC has applied for the Special Olympics Unified Champion School designation, which includes students with and without intellectual disabilities. The three qualifying factors are unified sports, inclusive youth leadership, and whole school engagement.

On October 21, 2017, Morton became one of four colleges in the state to participate in the first annual Unity Cup at the University of Illinois.

Listed below are the fitness courses that are part of the Special Olympics program.

- **Special Olympics Snowshoeing**
  - **SND 003**

- **Team & Individual Soccer Skills**
  - **SND 006**

- **Special Olympics**
  - **SND 007**

- **Bocce Unity Cup**
  - **SND 010**

**Fun Fitness & Recreation**
This class will provide opportunities for students to improve their individual fitness levels and have fun while participating in a wide variety of movement activities and games. Gym shoes and appropriate workout clothes are required.

1 week for 4 days/2 hours each day.
Fee: $49

* Indicates an enrichment course for adults with mild to moderate intellectual disabilities. Students must be independent in daily living skills. There is no individual supervision before, during or after class, including competitions. Students are expected to demonstrate appropriate behavior while on and off campus.

For more info, e-mail: maryjo.buongiorno@morton.edu

# indicates this is a Unified Sport
COMMUNITY EDUCATION

FITNESS & HEALTH (FITHE) CONTINUED

Basketball Camp*
This class challenges students to improve the basketball skills of dribbling, shooting, passing and ball control. Both individual skills and team play will be stressed. Previous experience playing basketball is helpful. Gym shoes and appropriate workout clothes are required.

1 week for 4 days/2 hours per day
Only offered in the summer term
Fee: $49

SND 008

Computer Basics
This course is designed for students with limited or no computer experience, starting with a brief overview of basic computer concepts, including: hardware and software; mouse and keyboard skills; navigating Windows; exploring the Internet and email; and MS Word.

Course is offered in both English and Spanish

5 sessions for 2 hours each
Fee: $49 + $10 Technology Fee

TECHNOLOGY (TECH)

TEC 001

CHILDREN & FAMILY PROGRAMMING (CHFAM)

STEAMers Club
Science, Technology, Engineering, the Arts and Mathematics for Children (ages 6-9 & 9-12)

Students will enrich their educational experience by hands-on activities that encourage exploration and teamwork, plus develop their self-confidence. One Saturday focuses on STEM activities, and the other Saturday focuses on the Arts.

The club is open to all skill levels. Members will receive a membership card each term, and a water bottle and notebook at their first club meeting. Students can enroll at any time during the term.

2 Saturdays/month, 9a-12p
Sep-Nov & Feb-May
Fee: Varies, depending on the number of club meetings

CMP 002
COMMUNITY EDUCATION

RECREATION & PERSONAL GROWTH (RECPG)

Language Toolbox

Get the tools needed to increase your reading, writing, speaking and listening skills in English. Whether you want to communicate better with your child’s teacher or are seeking a promotion, learn the skills to give you more confidence with the English language.

2 days per week for 4 weeks, each day is 2.5 hours
Fee: $29

EFL 003

Skills for Daily Living*

This course is designed to help students develop and expand life enrichment skills. The class will be student driven; instructors will address various academic, social and fitness skills based on those enrolled in the class.

The class has one hour of academics, one hour of fitness and one hour of social interaction and use of campus facilities, such as the cafeteria, student union and learning resource center.

3 days/week for 3 weeks, 11a-2p
Fee: $89

Landscape Painter’s Workshop

All levels of artists, beginners to semi-professional are invited to join this workshop, which provides space for the students to work independently, or as part of a group. Beginning students will be provided with information regarding materials and processes, as well as the opportunity to experiment with different media, focusing on watercolor, acrylic (or oil) and mixed media including collage.

6 sessions for 2 hours
Fee: $59

CFT 003

Ceramics

Students will create and design their own pottery using hand-built and wheel-thrown techniques in a class appropriate for entry-level artists. Glazing and some decorating will also be covered. Come to class with an apron or smock, and be prepared to HAVE SOME FUN! Supplies average $10-$20.

8 sessions on Sat, 10a-12p
Fee: $79

CFT 002

Skills for Daily Living*

This course is designed to help students develop and expand life enrichment skills. The class will be student driven; instructors will address various academic, social and fitness skills based on those enrolled in the class.

The class has one hour of academics, one hour of fitness and one hour of social interaction and use of campus facilities, such as the cafeteria, student union and learning resource center.

3 days/week for 3 weeks, 11a-2p
Fee: $89

Panther Adventures*

Join other classmates for an off-campus activity that will enrich your learning and life experience. These activities could include sporting or cultural visits to local landmarks and historical spots, or activities in natural settings.

Pre-requisite: Previous or current enrollment in SND 004

8 sessions on Sat, 10a - 12p
Fee: $79

EFL 003

CFT 003

CFT 002

SND 004

SND 009

* Indicates an enrichment course for adults with mild to moderate intellectual disabilities. Students must be independent in daily living skills. There is no individual supervision before, during or after class, including competitions. Students are expected to demonstrate appropriate behavior while on and off campus.

For more info, e-mail: maryjo.buongiorno@morton.edu.
COMMUNITY EDUCATION
RECREATION & PERSONAL GROWTH (RECPG) CONTINUED

**Auto Maintenance**  MEC 001
Learn the operation of various auto systems with an emphasis on preventive maintenance. You will have the chance to work on your own automobile in the college’s auto shop.

- 8 sessions for 3 hours
- Fee: $79 + $10 lab fee

**Under the Hood**  MEC 003
This course is designed for students who want to learn how a car works, and how repairs are done, yet don’t want to get their hands dirty. Each class will cover one or two sections of the vehicle. By the end of the class, the student will understand how a vehicle functions, the purpose of its different systems, how to check oil and fluids and how to change a light bulb.

- 10 sessions for 2.5 hours
- Fee: $39

**How to Buy a New or Used Car**  MEC 002
This workshop will inform auto consumers, particularly first-time purchasers, what to look for when buying a new or used vehicle, as well as understanding their rights as a consumer of automotive services.

- 1 session for 3 hours
- Fee: Free

Check the MC website or call x2281/x2406 for specific information on Community Education class offerings.
ADULT EDUCATION

HSEC

(FORMERLY CALLED GED®)

WHAT DOES HSEC MEAN?

HSEC stands for High School Equivalency Certificate. This is the equivalent of 12 years of education in the United States. MC offers HSEC preparation courses in Language Arts, Math and General Test Review. Upon successful completion of the State of Illinois HSEC Tests, you may participate in the annual Morton College HSEC graduation.

REQUIREMENT TO ENROLL

Adults 17 years of age and older may be eligible to enroll in HSEC courses if they are not required to be in compulsory schooling. They must also present an official letter of separation from their resident high school if they are under the age of 18.

HOW TO ENROLL

On assigned dates, students are enrolled in orientation classes that cover:

OVERVIEW
– HSEC preparation program & services
– Policies & procedures
– Campus tour

PLACEMENT
– Complete the ABE/HSEC placement tests

ADVICEMENT
– Computer Lab visit
– Placement test results
– Class sign-up
– Information about the HSEC Tests
All classes are held on MC's main campus. Below are the program class schedules and the class terms they are offered year round:

<table>
<thead>
<tr>
<th>ABE/HSEC CLASS SCHEDULES</th>
<th>ABE/HSEC CLASS TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATH:</strong></td>
<td><strong>FALL-1:</strong></td>
</tr>
<tr>
<td>Mon &amp; Wed</td>
<td>Aug-Oct</td>
</tr>
<tr>
<td>8-11a</td>
<td></td>
</tr>
<tr>
<td>Mon &amp; Wed</td>
<td><strong>FALL-2:</strong></td>
</tr>
<tr>
<td>6-9p</td>
<td>Oct-Dec</td>
</tr>
<tr>
<td><strong>LANGUAGE ARTS:</strong></td>
<td><strong>SPRING-1:</strong></td>
</tr>
<tr>
<td>Tue &amp; Thu</td>
<td>Jan-Mar</td>
</tr>
<tr>
<td>8-11a</td>
<td></td>
</tr>
<tr>
<td>Tue &amp; Thu</td>
<td><strong>SPRING-2:</strong></td>
</tr>
<tr>
<td>6-9p</td>
<td>Mar-May</td>
</tr>
<tr>
<td></td>
<td><strong>SUMMER-1:</strong></td>
</tr>
<tr>
<td></td>
<td>May-Jun</td>
</tr>
</tbody>
</table>

**REGISTRATION FOR CLASSES**

Morton College - Adult Education Lobby  
3801 S. Central Avenue, Room 214C  
Cicero, IL 60804  
708.656.8000, x2373  
Mon-Thu, 8a-6:30p  
Fri, 8a-4:30p

For the purposes of compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 37% of the FY17 funding for Adult Education, Community Programming & Outreach came from federal sources. The total amount of federal funding received in FY17 was $465,110.

“GED® and the GED Testing Service® are registered trademarks of the American Council on Education® and may not be used or reproduced without the express written permission of the American Council on Education.”
MC's Adult Education program offers English Language Acquisition (ESL) courses to students whose native tongue is not English to help them improve their speaking, listening, writing and reading skills.

Morton College receives state and federal funding that allows us to offer ESL classes at no cost.

1. Sign up for placement test by calling 708.656.8000, x2373 for an appointment date.
2. Take the placement test on the scheduled date.
3. Attend a required student orientation to receive the placement test results and enroll in class.

Currently, there are six levels of ESL classes, literacy level through high intermediate. Classes run for eight weeks and meet twice a week for a total of six hours per week. ESL classes have two eight week components, one after the other. Specific class schedules are available at the student orientation.
Below are the program class schedules and the class terms information:

<table>
<thead>
<tr>
<th>ESL CLASS SCHEDULES</th>
<th>ESL CLASS TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon &amp; Wed</td>
<td>FALL-1:</td>
</tr>
<tr>
<td>8:30-11a</td>
<td>Aug-Oct</td>
</tr>
<tr>
<td>Mon &amp; Wed</td>
<td>FALL-2:</td>
</tr>
<tr>
<td>5:45-8:45p</td>
<td>Oct-Dec</td>
</tr>
<tr>
<td>Tue &amp; Thu</td>
<td>SPRING-1:</td>
</tr>
<tr>
<td>9:30a-12:30p</td>
<td>Jan-Mar</td>
</tr>
<tr>
<td>Tue &amp; Thu</td>
<td>SPRING-2:</td>
</tr>
<tr>
<td>5:45-8:45p</td>
<td>Mar-May</td>
</tr>
<tr>
<td>Friday (Conversation)</td>
<td>SUMMER-1:</td>
</tr>
<tr>
<td>9:30a-12:30p</td>
<td>May-Jun</td>
</tr>
<tr>
<td></td>
<td>SUMMER-2:</td>
</tr>
<tr>
<td></td>
<td>Jul-Aug</td>
</tr>
</tbody>
</table>

WHERE ARE CLASSES HELD?

For your convenience, ESL classes are located at various educational and community sites in MC’s district, as well as on-campus in Cicero. Classes are offered in both the morning and evening, although not all levels are offered at every class site.

REGISTRATION FOR FREE ESL CLASSES

Morton College - Adult Education Lobby
3801 S. Central Avenue, Room 214C
Cicero, IL 60804
708.656.8000, x2373
Mon-Thur, 8a-6:30p
Fri, 8a-4:30p
BRIDGE TO HEALTHCARE PROGRAM

ABOUT THE PROGRAM

The Bridge to Healthcare Careers program introduces students to careers in the field of Health Care, while also preparing them to pass the High School Equivalency Certificate (HSEC – formerly called GED) in an accelerated format, then transitioning to college credit coursework that is career-focused.

HOW IT WORKS FOR YOU

The Bridge program assists and prepares students to enter postsecondary education and training leading to employment in high-demand occupations. Support services help them succeed and reach their goals.

WHAT IS REQUIRED

The following are requirements for the program:
– Current placement assessment
– Orientation
– Application and interview process
– Time and commitment to the program
– Completion of assignments and homework
ADULT EDUCATION

The Bridge to Healthcare Careers program at MC can prepare students to obtain a Career Certificate in:

- Certified Nurse Assistant Program, (CNA)
- Health Information Technology (HIT)
- Advanced Bedside Care Technician (ABCT)
- Medical Billing and Coding
- Electrocardiography (EEG)
- Nursing
- Physical Therapy Assistant and more...

Contextualized Classroom Instruction—Students join cohorts that are highly engaging, collaborative and active learning environments. Students explore, discover and practice key concepts and professional skills focused on a specific career pathway;

Career Pathways Planning—Students develop a strategy for educational and professional growth beyond earning the HSEC;

College Readiness Activities—Students are introduced to post-secondary academic environment while studying to earn their HSEC;

Transition Support Services—Students and graduates receive ongoing assistance as they progress into college credit and certificate programs. Transitional support includes assistance with the college application process, financial aid guidance, academic advisement and tutoring. Tuition waivers are awarded to HSEC graduates who want to transition into college credit and certificate programs.

All classes are held on the Morton College campus and held in both Fall and Spring semesters.

Tue & Thu

- Afternoon Classes: 12:30-3:30p
- Evening Classes: 6–9p

To find out more about the program and how it fits with your academic and career goals, call the Adult Education office at 708.656.8000, x2324.
Project CARE (Community Adult Reading Experience) is a volunteer adult tutoring program at Morton College. Project CARE serves Adult Basic Education students and English as a Second Language learners. Tutoring instruction covers English and Math. The tutoring services are free for all eligible students. Project CARE was founded in 1986 and serves the communities of Berwyn, Cicero, Stickney, Lyons, Forest View, and McCook.

WHAT IS PROJECT CARE?

Project CARE is looking for volunteer tutors to provide individual and small group tutoring instruction at Morton College and local public libraries. Tutors must be at least 18 years old and have a High School Diploma or the equivalent. Volunteers receive 15 hours of pre-service training. After completing the training sessions, volunteers are asked to provide three hours of tutoring per week for a minimum of 3 months.

VOLUNTEER TUTORS

GOALS

Project CARE GOALS are:

1. To offer individualized tutoring instruction and academic support to eligible adult students;
2. To create a path for volunteering and community involvement-for Morton College students and community members, including seniors.
Project CARE offers the following types of tutoring:

**One-on-One Tutors** – provide individual tutoring to students and prepare creative lesson plans. Tutors also assist students in improving academic achievement by meeting with them on a regular basis. They help students solve their learning problems and work on study skills.

**Group Tutors** – provide small group instruction (for up to 10 students) and prepare creative lesson plans in accordance with the established curriculum content for ESL and ABE levels. They monitor student performance, with the goal of advancing students through our levels and passing them to the programs. Tutors maintain accurate records of student attendance, testing, goal assessment, evaluation, and writing samples.

**Tutoring Aides** – assist a classroom teacher in the general supervision and reinforce the instruction taught in the classroom to students. Other assistance might include reviewing class material, discussing the text, or working on solutions to problems.

**Benefits of Becoming a Project CARE Tutor**

There is so much to gain by joining Project CARE and serving as a tutor. This valuable experience allows not only to make a difference in the local community but also to obtain important professional skills. Tutoring opens numerous possibilities for networking, professional development and friendship. Adding volunteer tutoring to a resume will definitely help in the future job hunt. Here are only some of the benefits of becoming a tutor:

- Community involvement
- Personal sense of giving back
- Helping others achieve their goals
- Gaining professional experience
- Enhancing your resume
- Obtaining references and letters of recommendation
- Expanding your professional network
- Making a new friend
- Developing your knowledge in education

And, most importantly, volunteer tutoring is a lot of FUN! So join Project CARE today.

**Contact Information** for prospective students and volunteer tutors:

**Irina Cline**
Room 245C
708.656.8000, x2383
project.care@morton.edu

"This project was made possible by a grant awarded by the Illinois State Library, a division of the Office of Secretary of State, using funds designated for literacy."
CALL FOR TUTORS

Help adult learners with Reading, Writing, or Math

- Free Training
- Flexible Hours
- Convenient Locations

Contact Us:
Morton College
3801 South Central Ave, 245C
Cicero, IL 60804
708-656-8000 Ext. 2383
project.care@morton.edu

https://www.facebook.com/projectare
Uncover your leadership potential

Find your inner leader with Toastmasters. Learn how to speak in front of a group with confidence and work with others in a positive, supportive environment. Let us help you advance your career and discover new opportunities.

**Participating in Toastmasters gives you powerful tools to get ahead:**

- Build strong leadership skills
- Develop better speaking and presentation skills
- Gain self-confidence
- Boost your ability to collaborate and inspire

**WHERE LEADERS ARE MADE**

www.toastmasters.org/membership

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**Take charge of your future and join our club today.**

New Club Forming at Morton College, 3801 South Central Avenue, Cicero.

Demo meetings will occur on--
- Thursday, February 22, 2018, 12:30-1:30pm, Room 230C
- Thursday, March 1, 2018, 5:30-6:30 pm, Room 230C

For more information, contact Jody Davidson, 708.656.8000, x2406. or e-mail her at jody.davidson@morton.edu.
Register Early!

Look inside for our SPRING non-credit programming.

REGISTER TODAY!

COMMUNITY EDUCATION
Call 708-656-8000, ext. 2281 or ext. 2406

ADULT EDUCATION
Call 708.656.8000, ext 2373 or ext. 2374 or go to Room 214C

CONTINUING EDUCATION
Visit ed2go.com/morton or ed2go.com/morton-pro

For more info about community, adult and continuing education programs visit morton.edu/community