Vision Statement
Triton College will address the needs of its diverse community and establish a greater presence within its district. Triton College will expand on an environment that fosters a participatory involvement, innovative programs, performance-based standards, and provide services that will enhance the learning process. Triton College will support learning and a technology enhanced education as a priority in every policy, program and practice.

Mission Statement
Responsive to diverse educational needs, Triton College is committed to a supportive lifelong learning environment empowering individuals personally, professionally and culturally to contribute to a global community.

Core Values
The Core Values of Triton College are Integrity, Communication, Excellence, Teamwork and Service.

Board of Trustees
Mark R. Stephens, Chairman; Donna L. Peluso, Vice Chairwoman; Irene Moskal Del Giudice, Secretary; Merrill M. Becker; Stephen Kubiczky; Glenn A. Stam; Diane Viverito; and Student Trustee, Ifeanyi Onwuachi

President
Patricia Granados, Ed.D
Welcome to Triton College,

For more than 42 years, Triton College has served as a premiere institution of higher education. We are advancing our own tradition of excellence in education through high quality programs and service. We continue to provide the best programs, from the arts, to business, to health sciences. At Triton, we are committed to making our educational programs accessible to people from diverse walks of life and cultural backgrounds. We also keep our eye on the future, responding to the new challenges of a global, interdependent, multicultural, and technologically advanced society.

Our aim is to provide the best educational experience for each and every one of our students. Our campus is changing to meet 21st-century educational needs. New labs and renovated buildings are keeping our facilities in line with the latest technology.

The Triton tradition is a faculty focused on students, providing individual academic and personal attention. Alumni and current students alike cite close relationships with faculty members as hallmarks of their educational experiences at Triton.

At Triton, we strive to accommodate students of all ages. Many students have time-pressured lifestyles and multiple responsibilities. In addition to traditional weekday classes, Triton offers courses at night, on weekends and over the Internet.

You are embarking on a new path, and we are proud that you have chosen Triton College to help you achieve your academic and personal success.

Sincerely,

Dr. Patricia Granados
President
Board of Trustees

Mark R. Stephens  
Chairman

Donna L. Peluso  
Vice Chairwoman

Irene Moskal Del Giudice  
Secretary

Merrill M. Becker  

Stephen Kubiczky  

Glenn A. Stam

Diane Viverito  

Ifeanyi Onwuachi  
Student Trustee  
Term Ending: April 2007
Arts & Sciences Transfer Guarantee

Triton College guarantees that courses approved for transfer to another college will be honored either as program requirements, general education requirements or electives. Students must develop their program of study with an advisor to ensure that selected courses are transferable. If they are not, and all provisions of the Credit Transfer Guarantee are followed, the tuition and course fees will be refunded to the student.

Effective Summer 1998 for new incoming freshmen, the Illinois Articulation Initiative allows transfer of the General Education Core curriculum between participating Illinois institutions. The Baccalaureate Majors Recommendations build on the transferable General Education Core Curriculum by identifying courses in the major as well as prerequisite courses that students need to transfer with junior standing into the specific major. Triton students are encouraged to complete the associate's degree prior to transfer.

To complete a guarantee, students must meet with a Triton College advisor and select courses based on the intended major and transfer institution. The student, the advisor and the Dean of Student Services will sign the guarantee. If the courses do not transfer as per the terms of the signed Credit Transfer Guarantee, the tuition and course fees will be refunded to the student.

Career Educational Guarantee

Triton College, as a demonstration of its dedication to providing exemplary programs and services, and as a reflection of its pride, confidence and accountability in education and workforce preparation, hereby guarantees that all certificate and degree graduates have obtained the skills specified in the program's course outlines. Graduates whose employers have determined they are lacking in the skills contained in the program may receive a maximum of 12 credit hours of occupational course work or up to 100 hours of specially designed instruction, free of tuition, subject to the conditions and procedures of the guarantee policy.

Conditions and Notification

To use the guarantee, the graduate will submit a letter to the appropriate dean, with appropriate documentation. The graduate must be employed in a position directly related to the program of study and must submit a letter, jointly signed by the employer, within one year of program completion certifying that the graduate is lacking entry-level skills guaranteed in the program.

- When a claim is determined to be valid, a written retraining program will be developed by the employer, graduate and program coordinator, subject to the approval of the program's dean. When the course(s) and/or instruction to be provided and the skills to be mastered. The college will have the option of providing retraining through regularly offered courses or by instruction specifically designed for the employee. Course prerequisites and other admission requirements for retraining courses must be met and are not part of this guarantee.

- Instruction and remediation must be completed within one year from the time the retraining plan is agreed upon.

- Instruction and remediation will be provided tuition-free. Lab fees and other costs are not included in the guarantee and said fees and costs will be the sole responsibility of the student.

- Program advisory committees validate the list of skills specified in course outlines and may participate in the development of educational guarantee retraining guidelines. In the event of a disagreement between the college and an employer regarding whether or not the student possesses the skills specified in the course outline, the program advisory committee may serve as arbitrator and will make the final determination.

The limits of the college's liability is to the retraining specified above. Additional conditions or procedures may be required in order to effectuate this guarantee.

CATALOG DISCLAIMER:

This catalog contains information regarding Triton College, which is current at the time of publication. It is not intended to be a complete description of all Triton College's policies and procedures, nor is it intended to be a contract. This catalog and its provisions are subject to change at any time, and may be revised by Triton College in the future without advance notice.

THIS CATALOG IS NOT A CONTRACT.

State of Illinois
General Education Core Curriculum Requirements

Effective for Incoming Freshmen as of Summer 1998

Triton College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate's or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter).

Contact a counselor for additional information and read about the IAI on the World Wide Web at http://www.iTransfer.org.
Accreditation

Triton College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

NCA-CIHE may be reached at:

North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone: (800) 621-7440
Fax: (312) 263-7462
e-mail: info@ncacihe.org
Web site: http://www.ncacihe.org

FICE Code

Triton College’s assigned six digit FICE Code number is 001773 as described in the Higher Education Publication.

Approvals

• Illinois Office of Education
• Illinois Community College Board
• Authorized under federal law to enroll non-immigrant alien students.

Memberships

• American Association of Community Colleges
• Association of Community College Trustees
• Association of Governing Boards
• Illinois Community College Trustees Association
• National Junior College Athletic Association

The information contained in this catalog is not to be construed as part of the enrollment contract.

Affirmative Action and Title IX

Triton College reaffirms its commitment to affirmative action and equal employment for all qualified persons without regard to race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age, or any other basis which is protected by law except where such characteristics are bona-fide occupational requirements.

Inquiries regarding compliance with state and federal nondiscrimination regulations may be directed to:

Affirmative Action Officer
Triton College, 2000 Fifth Ave.
River Grove, IL 60171
or to any of the following agencies:

1. Equal Employment Opportunity Commission
   1400 L Street NW
   Washington, DC 20005
   or the
   Chicago District Office
   500 West Madison, Suite 2800
   Chicago, IL 60661
   (312) 353-2713
   (312) 353-2421 (TTY)
2. Illinois Department of Human Rights
   100 West Randoloph, Suite 10-100
   Chicago, IL 60601
   (312) 814-6200
   (312) 263-1579 (TDD)
3. Office for Civil Rights
   U.S. Department of Education
   111 N. Canal Street, Suite 1053
   Chicago, IL 60606
   (312) 886-8434
   (312) 353-2540 (TDD)
4. Illinois Education Labor Relations Board
   160 North LaSalle Street, Suite N-400
   Chicago, IL 60601
   (312) 793-3170
   (800) 526-0844 (TDD)

Acción Afirmativa y Título IX

Triton College reafirma su cometido de Acción Afirmativa e igualdad de empleo para todas aquellas personas calificadas sin importar raza, color, religión, sexo, nacionalidad, preferencia sexual, desabilidad, edad o cualesquier otras bases, las cuales son protegidas por la ley, excepto donde tales características son necesarias como requisito de empleo.

Usted puede obtener información relacionada conforme a los reglamentos estatales y federales contra la discriminación en las direcciones mencionadas en el párrafo anterior.

Policy on Compliance with Illinois Freedom of Information Act

The Board of Trustees of Triton College acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the board for administrative effectiveness and confidentiality, the protection of the privacy of individuals and the legitimate interests of the public in receiving public information.

The Board of Trustees of Triton College hereby states its intention to comply with the provisions of the Illinois Freedom of Information Act. Information concerning Triton College, and the records of such entity, will be displayed, and lists of records will be maintained, as required by the act. Public records of the entity will be available for inspection and copying. Compliance with the act will be effected in accordance with this policy and regulations issued to implement this policy.

Inquiries should be directed to the Marketing department.
Academic Freedom

The Triton College Board of Trustees supports the concept of academic freedom for the full- and part-time teachers of the college.

Faculty members shall be free to present instructional materials which are pertinent to the subject and level taught and shall be expected to present all facets of controversial issues in an unbiased manner.

As an individual of learning and a representative of the college, he or she shall remember that the public may judge the teaching profession and the college by his or her utterances. Hence, he or she shall exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he or she is not an institutional spokesperson.

College Profile

Diversity and Quality

Triton College is a comprehensive community college that serves 25 towns in the near western suburbs of Chicago. The Triton College district encompasses 63 square miles and includes over 325,000 residents.

Triton College is one of 48 community colleges in the state of Illinois. It operates under the direction of the Illinois Community College Board, with accreditation from the Higher Learning Commission of North Central Association of Colleges and Schools.

Triton College was founded in 1964 and has become recognized for its attractive, 100-acre campus, for its diverse and innovative programs and for the quality of its faculty. Triton transfer students are readily accepted into colleges and universities nationwide. Career program students learn skills that enable them to successfully compete in the job market and to make significant contributions to business and industry. Continuing education students participate in courses geared towards recreation, personal improvement, work force development, and lifelong learning.

Triton's affordable tuition and open admission policy have greatly expanded the accessibility of post-secondary education to residents of the district. Currently, Triton College serves more than 17,000 students during the fall and spring semesters with more than 130 degree and certificate programs. New educational programs and services are constantly being developed in order to meet the needs of district residents. Triton classes are offered at the main campus in River Grove, several extension sites throughout the district, as well as on the Web.
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### Summer Semester 2007

- **April 16**: Advanced (touch-tone/online/walk-in) registration begins
- **May 14**: Tuition deadline for students registering April 16–30 (deadline of five days for those registering May 1–Aug. 3)
- **May 7–June 8**: Placement testing
- **May 23**: Aug. 2007 graduation petition deadline
- **June 11**: Continuing Education classes begin

#### First Five-Week Session
- **May 7–26**: Registration for first five-week session
- **May 28**: Holiday, no classes
- **May 29**: Credit classes begin
- **May 29–30**: Schedule adjustment (add/drop)
- **June 22**: Last day to drop first five-week class with "W"
- **June 29**: End of first five-week session
  - **July 3**: Grades due by 7:30 p.m.

#### Eight-Week Session
- **May 7–June 10**: Registration for eight-week session
- **June 11**: Credit and GED/ESL classes begin
- **June 11–12**: Schedule adjustment (add/drop)
- **July 4**: Holiday, no classes
- **July 20**: Last day to drop eight-week class with "W"
- **Aug. 3**: End of eight-week session
  - **Aug. 7**: Grades due by 7:30 p.m.

#### Second Five-Week Session
- **May 7–July 2**: Registration for second five-week session
- **July 2**: Credit classes begin
- **July 4**: Holiday, no classes
- **July 25**: Last day to drop second five-week classes with "W"
- **Aug. 3**: End of second five-week session
  - **Aug. 7**: Grades due by 7:30 p.m.

*Summer Session final exams are given the last day of class.*

### Fall Semester 2007

- **April 16**: Advanced (touch-tone/online/walk-in) registration begins
- **April 16**: Tuition payment plan available
- **May 23**: Aug. 2007 graduation petition deadline
- **July 25**: Tuition deadline for students who register April 16–July 16 (deadline of 10 days for those registering July 12–Dec. 22)
- **Aug. 6–25**: Graduation petition deadline
- **Aug. 26–31**: Placement testing
- **Aug. 28**: Dept. chairpersons return
- **Aug. 29**: Faculty workshop
- **Aug. 31**: Last day for 100% refund for 15-week classes

#### Continuing Education classes begin
- **Sept. 1**: Last day for 100% refund for 15-week classes
- **Sept. 2**: Credit classes begin
- **Sept. 2–3**: Schedule adjustment (add/drop)
- **Oct. 1**: Last day to make up incomplete (“I”) grades
- **Oct. 3**: Faculty holiday, no classes
- **Oct. 22**: Mid-semester
- **Oct. 24**: Second seven-week classes begin
- **Oct. 25**: Weekend College classes begin, second six-week session
- **Oct. 26**: GED/ESL Mini-term classes begin
- **Nov. 18**: Last day to drop with a “W” for first seven-week classes
- **Nov. 21–25**: Thanksgiving recess, no classes
- **Dec. 4**: Last day to drop with a “W” for second seven-week classes
- **Dec. 7–20**: Final exams
- **Dec. 27**: Grades due by 4:00 p.m.

### crib Summer 2007

- **Aug. 25**: Last day for 100% refund for 15-week classes
- **Aug. 27**: Credit and GED/ESL classes begin
- **Aug. 27–30**: Schedule adjustment (add/drop)
- **Sept. 1**: Last day for 100% refund for 15-week classes
- **Sept. 7**: Last day for 50% refund for 15-week classes
- **Sept. 10**: Continuing Education classes begin
- **Sept. 19**: Dec. 2007 graduation petition deadline
- **Sept. 22**: Last day to drop with a “W” for first seven-week classes
- **Sept. 24**: Faculty holiday, no classes
- **Sept. 26**: Mid-semester
- **Sept. 27**: Second seven-week classes begin
- **Sept. 28**: Weekend College classes begin, first six-week session
- **Sept. 29**: GED/ESL Mini-term classes begin
- **Oct. 18**: Last day to drop with a “W” for second seven-week classes
- **Nov. 21–25**: Thanksgiving recess, no classes
- **Dec. 4**: Last day to drop with a “W” for second seven-week classes
- **Dec. 7–20**: Final exams
- **Dec. 27**: Grades due by 4:00 p.m.
### Spring Semester 2008

- **Nov. 26**: Advanced (touch-tone/online/walk-in) registration begins
- **Nov. 26**: Tuition payment plan available
- **Dec. 10–Jan. 22**: Registration/Placement testing
- **Jan. 2**: Tuition deadline for students who register Nov. 26-Dec. 31 (deadline of ten days for those registering Jan. 1–May 16)
- **Jan. 21**: Holiday
- **Jan. 18**: Dept. chairpersons return
- **Jan. 22**: Faculty Workshop; last day for 100% refund for 15-week classes
- **Jan. 23**: Credit and GED/ESL classes begin
- **Jan. 23–29**: Schedule adjustment (add/drop)
- **Jan. 24**: May 2008 graduation petition deadline
- **Jan. 25**: Weekend College classes begin, first six-week session
- **Jan. 29**: Last day for 80% refund for 15-week classes
- **Jan. 28**: Continuing Education classes begin
- **Feb. 5**: Last day for 50% refund for 15-week classes
- **Feb. 15**: Last day to make up incomplete ("I") grades
- **Feb. 28**: Last day to drop first seven-week classes with a "W"
- **March 14**: Mid-semester
- **March 17–23**: Spring recess, no classes
- **March 26**: Second seven-week classes begin
- **March 26**: GED/ESL Mini-term classes begin
- **March 28**: Weekend College classes begin, second six-week session
- **April 16**: Last day to drop with a “W” for 15-week classes
- **April 28**: Last day to drop with a “W” for second seven-week classes
- **May 14–16, 19**: Final exams
- **May 17**: Graduation—3:00 p.m.
- **May 22**: Grades due by 4:00 p.m.

### Summer Semester 2008

- **April 14**: Advanced (touch-tone/online/walk-in) registration begins
- **May 12**: Tuition deadline for students registering April 14–28 (deadline of five days for those registering April 29–Aug. 1)
- **May 5–June 6**: Placement testing
- **May 21**: Aug. 2008 Graduation petition deadline
- **June 12**:
  - **First Five-Week Session**
    - **May 5–24**: Registration for first five-week session
    - **May 26**: Holiday, no classes
    - **May 27**: Credit classes begin
    - **May 27–28**: Schedule adjustment (add/drop)
    - **June 20**: Last day to drop first five-week class with "W"
    - **June 21**: End of first five-week session
    - **July 1**: Grades due by 7:30 p.m.
  - **Second Five-Week Session**
    - **May 5–June 28**: Registration for second five-week session
    - **July 3**: Credit classes begin
    - **June 30–July 1**: Schedule adjustment (add/drop)
    - **July 4**: Holiday, no classes
    - **July 24**: Last day to drop second five-week classes with "W"
    - **July 25**: End of second five-week session
    - **Aug. 1**: Grades due by 7:30 p.m.

*Summer Session final exams are given the last day of class.*
Admission and Registration

Student Admission

Triton College recognizes that the community college must be available to all residents within its boundaries. All high school graduates and all others who can benefit from college programs will be admitted.

With the belief that every student should be successful, after admission, the college will provide counseling and advising to help each student determine an appropriate field of study according to individual abilities and interests.

Entry into certain programs may be restricted due to limitations in space, number of sections offered, or other considerations. If space is not available for all students who apply, the college will accept those best qualified, using preestablished criteria as guides, and will give preference to in-district students.

Residence Policy

Residence is defined as the place where a student lives and which a student intends to be his true permanent home. A student who temporarily moves into the Triton district for the purpose of attending the college at a reduced tuition rate will not be considered as having established residency within the district.

The student must meet the following criteria to be considered a resident of the district:

- Occupy and/or own a dwelling in the district for 30 days immediately prior to the start of classes. Provide at least two forms of identification such as a driver’s license, automobile registration, property tax statement, voter registration card, lease or purchase agreement, utility or telephone bill, library card or other official documentation.

- A change from out-of-district to in-district status during a semester becomes effective no earlier than the following semester.

Student Right to Know

Triton College maintains a list of information, as required by federal law, that is available for review by students, prospective students, and the general public, upon their request. The categories of information are shown below, and the campus location where the information is available is indicated for each.

Graduation/Completion and Transfer-Out Rates

Information is available on the numbers of degree-seeking or certificate-seeking students who complete their programs at the college. Also, the number of students who transfer out without completing their programs is reported.

This information is available at the Research Office, Learning Resource Center, Room R-317, (708) 456-0300, Ext. 3205.

Campus Crime Statistics and Security Policies

The following information is available for review:

- crime statistics
- current campus security policies
- current policies for reporting campus crimes
- policies for issuing security warnings to students/employees
- the status of allowing confidential reporting of crimes.

The Triton Police maintain a daily, written log of crimes that are reported.

This information is available in the student handbook and at the Campus Police, Building J, Room J-210, (708) 456-0300, Ext. 3203.

Institutional Information

Descriptions of the following items are available to students and the general public:

- requirements and procedures for withdrawing from the institution
• cost of attendance (tuition/fee charges, books/supplies costs)
• refund policy and summary of requirements for return of Title IV grants or loans
• current academic programs of the institution (current degree programs, educational/training programs, faculty)
• names of associations or agencies accrediting the institution
• description of special facilities and services for disabled students
• Triton’s policy on enrollment in study abroad programs

This information is available in the college catalog and at the Office of Admission and Records, College Center, Room C-216E, (708) 456-0300, Ext. 3130, and at the Financial Aid Office, College Center, Room C-216W, (708) 456-0300, Ext. 3441.

Annual Notification Required by FERPA (Family Educational Rights and Privacy Act regulations)

A notice and explanation of Triton’s policy relating to the federal Family Education Rights and Privacy Act regulations is available.

This information is available on Page 31 of this catalog and at the Office of Admission and Records, College Center, Room C-216E, (708) 456-0300, Ext. 3720.

Financial Assistance Available and Eligibility

Information about financial assistance and eligibility requirements is available, including:
• types of aid available
• application forms/procedures to use in applying for aid
• eligibility requirements
• selection criteria
• criteria used to determine amount of aid award,
• satisfactory student progress standards
• how to re-establish satisfactory progress status
• disbursement methods
• loan qualifications and student employment conditions
• conditions for federal loan repayment for students who participate in volunteer services

This information is available on Pages 17-19 of this catalog and at the Financial Aid Office, College Center, Room C-216W, (708) 456-0300, Ext. 3441.

Athletic Participation and EADA (Equity in Athletics Disclosure Act) Report and Data

Information about athletic program participation and financial aid programs is available. Enrollment data about Triton athletes is provided, as well as information about Triton’s Intercollegiate Athletics programs. Triton is a member of the National Junior College Athletic Association (Region IV).

This information is available at the Athletic Office, Robert M. Collins Center, Room RC-202, (708) 456-0300, Ext. 3784, and at the Financial Aid Office, College Center, Room C-216W, (708) 456-0300, Ext. 3441.

Out-of-District Resident Employed In-District

A student who resides outside of the Triton College district, but is employed by a company/organization within the district will not be entitled to in-district tuition rates unless the following conditions for contract training are met:

1. The student must first apply for a chargeback from their local community college if the program of study is not offered by that district.
2. An authorized agent of the company must complete the contract training form, verifying that the student is employed at least 35 hours per week and in a job-related course and/or program of study.
3. All contract training forms submitted by the student are subject to verification by the college.
4. A separate contract training form must be submitted each semester, prior to the start of classes, to confirm eligibility.

For more information, contact the Chargeback Office (708) 456-0300, Ext. 3725.

Towns and villages in the Triton district are:

*Only portions of these communities are located in District 504

Application Procedures

This policy for making application for admission to Triton College is established to accommodate the needs and goals of both degree candidate students and non-degree candidate students.

Degree candidates are those students who intend to earn a degree or certificate at Triton College. A degree candidate must meet the following admission requirements:
1. Submit application for admission to the Office of Admissions.
2. Submit high school transcripts or GED scores or “Ability to Benefit” test scores.
3. Submit ACT and/or SAT scores (optional).
4. Submit college transcripts, where applicable.
5. Attend a student orientation.
6. Take appropriate Triton College placement tests.

Non-degree candidates are all other students enrolled at Triton College. A non-degree student must meet the following admission requirements:
1. Submit application for admission to the Office of Admission.
2. Take appropriate Triton College placement tests.

Non-degree students are strongly encouraged to submit high school transcripts, as well as college transcripts, where applicable. Non-degree students may enroll only as part-time students.

Special Admission Requirements
Nursing and Allied Health Programs

Applicants for some Health Career programs must meet additional admission requirements. For information, please see the catalog section on “Selective Admission Health Programs.” Applicants for these programs also must attend program information sessions. For more information, call (708) 456-0300, Ext. 3858 for Nursing, and Ext. 3545 for all other Allied Health programs.

Associate in Arts/Associate in Science Degree Programs

Illinois General Assembly Public Act 86-0954 establishes minimum high school course requirements for admission to transfer programs at Illinois public community colleges and Illinois public universities, effective fall 1993, as listed below. All students applying for admission to an associate in arts or associate in science degree program will be admitted to the college on a provisional basis until completion of 32 semester hours of AA/AS course work with grades of “C” or better in each course. Prior to the completion of 32 semester hours, an evaluation of the high school transcript may be requested to determine compliance with the requirements.

All entering students are required to complete Triton’s placement tests at the time of registration. These tests are required whether or not all college preparatory course requirements have been met. Upon completion of the placement tests, students will be placed in courses appropriate to their academic needs.

The law requires completion of at least 15 academic units in the following areas: (4) units of English, (3) units each in mathematics, sciences and social studies and (2) elective units. One unit is equivalent to one year of high school study. Electives may be taken in art, music, foreign language or vocational education. Up to three of the 15 units may be redistributed by deducting no more than one unit each from the categories of social studies, mathematics, sciences and electives, and completing them in any of the five categories of course work. For more information, contact the Office of Admission at (708) 456-0300, Ext. 3679.

Contract Training

The following provisions exist for Contract Training programs with individual companies:

Option 1 — Customized training at company site or class-size programs at Triton. Contact: Dean of Workforce Development and Continuing Education, (708) 456-0300, Ext. 3714.

Option 2 — Companies with an insufficient number of employees to contract for customized training may purchase seats in a regular college course offering through the following procedures:

a. Authorized agent of company signs a contractual agreement with the college for a designated number of employees to be retrained.
b. The company is billed directly for tuition at in-district rates.
c. Course work is directly related to employee’s job or future job within the organization.

For more information, contact the Chargeback Office, (708) 456-0300, Ext. 3725.

New Student Orientation

Student Orientation is an opportunity for new Triton students to learn about degree programs, student services, college facilities, strategies for achieving college success and much more. The Orientation program is structured in a small group setting under the mentorship of a faculty or staff member.

Orientations are conducted in June and July for the fall semester and December for the spring semester. Attendance at a Student Orientation is mandatory for all new degree-seeking students and optional, but strongly encouraged, for non-degree seeking students. To sign up for a Student Orientation session or for additional information, call (708) 456-0300, Ext. 3728.

Full Time/Part Time

In addition to the degree and non-degree candidate classifications described above, students also may be considered either full-time or part-time. A part-time student is one taking fewer than 12 semester hours (less than six hours in summer session). A full-time student is one enrolled in 12 or more semester hours (six or more hours in summer session).

Freshman/Sophomore

A freshman is a student who has completed less than 30 semester hours of college credit. A sophomore is one who has completed 30 or more semester hours of college credit.

Servicemembers’ Opportunity College

Triton College is proud to be identified by the American Association of Community Colleges as a Servicemembers’ Opportunity College (SOC) providing educational assistance to active-duty service personnel. An SOC institution offers the following benefits for servicemembers:

1. Use of admission procedures that insure access to higher education for academically qualified military personnel;
2. Evaluation of learning gained through military experiences, and academic credit awarded, where applicable;
3. Evaluation of non-traditional learning and awarding of academic credit for such learning, where applicable;
4. Evaluation of requests for inter-institutional transfer of credits and acceptance of such credits where appropriate; and
5. Flexibility in satisfying residence requirements by making adjustments for military students who transfer from other college districts.

The college is also a charter member of the Servicemembers' Opportunity College Associate Degree Program (SOCAD) Network. The network was established by the American Association of State Colleges and Universities at the request of the U.S. Army to better serve Army-enlisted personnel. Triton and other participating colleges in the network offer a flexible degree program in general studies. Military personnel can complete degree requirements by taking courses at other network colleges. For information about the SOCAD program, contact the Office of Veteran Services, (708) 456-0300, Ext. 3531.

**International Student Admission**

All applicants are required to contact the Records Evaluator for specific admission procedures. International students applying to Triton College are required to take the Test of English as a Foreign Language (TOEFL) and must attain a score of 500 on the examination, with a score of at least 50 in each category.

International students must enroll in a minimum of 12 semester hours and must complete their degree objectives within six semesters. International students pay the out-of-state tuition rate. Financial assistance will not be available to international students.

The Records Evaluator will issue the required Immigration Form 20 (I-20) only after all required documents have been submitted and the student’s application for admission has been accepted.

Other non-native students, whether holding diplomatic, visitor or other non-immigrant visas, must pay out-of-state tuition rates. (For information, contact the Records Evaluator, Office of Admission and Records at (708) 456-0300, Ext. 3733.)

**High School Student Admission**

High school students may be permitted to take college courses after obtaining the written approval of their high school principal or counselor. The college reserves the right to require “ability to benefit” testing for all non-high school graduates prior to admission. (Triton evening high school registration forms are available in the Adult Basic Education department (Room R-106) or in the guidance offices of area high schools. For more information, call (708) 456-0300, Ext. 3609.)

**Registration**

A schedule of classes will be mailed to all in-district homes before each term for the convenience of residents who may want to enroll at Triton College. A notice to register is issued to students who are currently enrolled.

Students may register in person for all courses, by telephone or Internet for many occupations and university transfer credit courses and almost all courses offered through the School of Continuing Education. To insure proper academic placement, degree seeking students, first time enrolled, will be required to participate in new student orientation and placement testing (see Academic Placement, page 30).

Students may pay tuition and fees in cash, by check or by bank card. Failure to comply with payment deadlines may result in cancellation of enrollment and the need to re-register, with no assurance that the same class schedule will be available.

(Inquiries concerning registration dates and procedures should be directed to Admission Call Center at (708) 456-0300, Ext. 3130, or the Triton College Web site: www.triton.edu.)

**Tuition and Fees**

**Tuition**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District</td>
<td>$56 per semester hour</td>
</tr>
<tr>
<td>Out-of-District*</td>
<td>$174.80 per semester hour</td>
</tr>
<tr>
<td>Out-of-State/International Visa Students</td>
<td>$222.32 per semester hour</td>
</tr>
</tbody>
</table>

*Out-of-district student tuition — Students not residing within the Triton College district must pay out-of-district tuition unless the student qualifies for a chargeback or cooperative instructional program as outlined in this catalog. The out-of-district rate is calculated by a formula as prescribed by the Illinois Community College Board.

**Student Services Fee (nonrefundable)**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5.00 per credit hour, $60 maximum</td>
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</tr>
</tbody>
</table>

**Registration Fee**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time students</td>
<td>$10</td>
</tr>
<tr>
<td>Part-time students</td>
<td>$5</td>
</tr>
</tbody>
</table>

**Technology Fee**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time students</td>
<td>$50</td>
</tr>
<tr>
<td>Part-time students</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Charged Where Applicable**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation fees (non-refundable)</td>
<td>$12</td>
</tr>
<tr>
<td>Additional Degrees or Certificates</td>
<td>$12 each</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td>$12 each</td>
</tr>
<tr>
<td>Cap and Gown fee</td>
<td>TBA</td>
</tr>
<tr>
<td>Course fee</td>
<td>variable (lab fees, supplies, etc.)</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$7</td>
</tr>
<tr>
<td>Proficiency Examination</td>
<td>$5 per course credit</td>
</tr>
<tr>
<td>Academic Transcript</td>
<td>$3</td>
</tr>
</tbody>
</table>

All fees are subject to revision by the Triton College Board of Trustees without prior notice.

**Out-of-District Students/Chargebacks**

Individuals who reside outside the Triton College district and want to enroll in a curriculum that is not offered by their local community college must apply for tuition assistance from their community college district at least 30 days before the beginning of the term for which they intend to enroll. The tuition assistance is called a “chargeback.”

Many community college districts do not approve chargebacks for college success courses and/or continuing education courses. It is the responsibility of the student to consult with their home district regarding availability.

**Athletic Tuition Waiver Policy**

Student-athletes eligible under National Junior College Athletic Association (NJCAA) and Conference standards are considered qualified to receive
tuition waivers. Any student who participates in intercollegiate athletics will also be eligible to apply for local, state and national scholarships available to all other Triton College students. Non-athletic scholarships awarded to student-athletes are not counted toward the total tuition waiver.

In accordance with NJCAA regulations, waivers are available to any and all sport offerings designated as Division I or Division II. Triton College will offer waivers that cover in-district tuition only, (not fees) and shall not exceed fifteen (15) credit hours per semester. A maximum of twenty (20) full waivers shall be granted per academic year. These are one year renewable awards and do not include summer school expenditures.

Each year for the subsequent academic year by May 1st, the college administrator overseeing intercollegiate athletics will determine the following:

- Identify programs eligible to offer tuition waivers.
- Determine number of renewable and vacant (available) waivers.
- Make any recommendations or determinations on new or existing provisions issued by NJCAA or Conference.

Written notice of the terms of the original tuition waiver shall be given to the student-athlete no later than fourteen (14) calendar days after the beginning of classes of the academic term in which they participate. This tuition waiver agreement (with the required student signature) shall be in effect for one full academic year. If waivers become vacant, it may be awarded to a different individual for the remainder of that academic year beginning with the next renewal. Renewal of the tuition waiver must be given in writing as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA.

Cooperative Instructional Programs/ Joint Agreements

The following selected programs are available at in-district rates at other community colleges. Students should complete approval forms in the Triton College Chargeback Office, Room C-216-E, in the College Center.

College of DuPage, Glen Ellyn (630) 942-2800, Ext. 2441
Fashion Design
Health Information Technology
Photography
Plastics Technology
Travel and Tourism

Elgin Community College, Elgin (847) 214-7226
Clinical Lab Tech. AAS
Gerontology Mental Health AAS
Physical Therapy Assistant AAS

Harper College, Palatine (847) 925-6000, Ext. 6282
Cardiac Exercise AAS
Dental Hygiene AAS
Dietetic Tech. AAS
Fashion Design AAS
Habilitation Aide Cert.
Interpreter Training Cert.
Paralegal Studies
Pharmacy Tech. Cert.

Morton College, Cicero (708) 656-8000, Ext. 345
Alternative Fuels/Compressed Natural Gas
Physical Therapist Assistant
Therapeutic Massage

Oakton Community College, Des Plaines (847) 635-1716
Certified Novell Administration Certificate
Health Information Technology
Financial Services/Investments
International Trade
Management & Supervision
Physical Therapy Assistant AAS

South Suburban College, South Holland (708) 596-2000, Ext. 3708
Occupational Therapy AAS
Paralegal Assistant
Pharmacy Tech. Cert.

Refund Schedule

A student who registers, fails to attend class and fails to officially withdraw from the class, is still responsible for all tuition and fees. A student who receives grades for a class, but does not pay, will be subjected to collection fees when the unpaid balance is turned over to a collection agency.

A student who officially withdraws from any class may be refunded a percentage of the course tuition, depending on when withdrawal is made (see the following table). The registration, late registration, proficiency test and special examination fees are not refundable. The auxiliary and student service fees are refundable only when official withdrawal occurs before the start of the semester.

Refund

A student is entitled to a 100 percent refund when official withdrawal is made no later than one business day before the first day of class. The remaining refund schedule is as follows (all days are business days):

<table>
<thead>
<tr>
<th>Course Length</th>
<th>In Weeks</th>
<th>80%</th>
<th>50%</th>
<th>Full Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 week</td>
<td>—</td>
<td>1 day</td>
<td>2 days</td>
<td>3 days-end of course</td>
</tr>
<tr>
<td>8-10</td>
<td>1-3 days 4-6 days</td>
<td>7 days-end of course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td>1-4 days 5-8 days</td>
<td>9 days-end of course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-17</td>
<td>1-5 days 6-10 days</td>
<td>11 days-end of course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should consult a current class schedule for specific withdrawal dates for each term.

All requests for exceptions to this policy must be made in writing on a General Petition form and submitted to the Welcome Center of the College Center within one calendar year of the semester in dispute. For more information, you may obtain a guide to refund petitioning at the Welcome Center.

Tuition Refunds/Credit Vouchers for Students Called to Active Military Service

Any active student who is required to withdraw from classes during his/her regular semester or summer term due to active military obligations will be entitled to a full refund of tuition or credit voucher (unless paid by a state/federal agency) upon evidence and notification to the college within the semester or term of withdrawal.

Financial Obligations

All Triton College students have the responsibility to make tuition and fee payments by established due dates. The Bursar’s Office will determine when a student is in default of a required payment. It is the policy of Triton College that the following take place:
1. The student’s records will be sealed and not made available to the student until all financial obligations are met in full.
2. The student will not be permitted to enroll in additional courses until all financial obligations are met in full.
3. Students not meeting financial obligations will have their accounts referred to a collection agency. The fee associated with the collection agency is the student’s responsibility, in addition to all unpaid tuition and fees.

Reduced Tuition for Older Adults

Residents of the Triton College district who are 60 years of age or older may register for classes at reduced rates any time during regular registration periods. The reduced tuition rate is $6 per semester hour for arts and science and career education courses. Senior citizens over the age of 60, also are entitled to a waiver of registration fees ($5.00 per term).

Residents of the Triton College district who are 65 years or older may enroll in regularly scheduled courses during the late registration period without payment of tuition under the following conditions:
1. Annual household income $12,000 or less.
2. The class is not filled.
3. Enrollment of tuition-paying students exceeds the minimum number required for the course.

Proof of age and a signed declaration of annual income are required to qualify for the tuition waiver.

Student Services Fee

This fee is charged to any student enrolled in one or more credit classes. This fee supports athletics, student activities, recreation programs, student organizations, *Fifth Avenue Journal*, extracurricular funding, Internet access, College Center operations and a variety of other programs and services offered by various campus departments.

Programs funded by this fee include:

- Retention Programs
- Career Days
- Learning Resource Center
- Student-based facilities
- Transfer Center Programs
- Future Focus College Fair
- Commencement
- Curriculum Related Seminars
- Model United Nations
- Model Illinois Government
- Cultural Programs
- Student Life Scholarships
- Cernan Earth and Space Center
- Swimming Pool
- Leadership Recognition Programs
- Emergency Service Vehicle
- Internet
Financial Aid & Veterans Affairs

The Office of Financial Aid & Veterans Affairs is available to assist eligible students in completing the application process for federal and state financial aid and veterans' benefits. Students eligible to apply for financial aid must be U.S. citizens or eligible non-citizens, have a high school diploma or equivalent passing GED scores and must be planning to enroll in a degree or certificate program consisting of a minimum of 16 credit hours. Financial aid is not available to cover Adult Continuing Education classes, GED, ESL, or short-term training certificates requiring fewer than 16 credit hours to complete.

The process for applying for financial aid at Triton College requires the following three steps:

1. Complete the Free Application for Federal Student Aid (FAFSA). You may obtain a paper FAFSA application from most high schools or from the Triton College Financial Aid Office. The FAFSA also can be completed on-line at www.fafsa.ed.gov. Be sure to include Triton College's school code 001773 on the application.
2. Complete the Triton College Financial Aid Data Form and return it directly to the Financial Aid Office. This form is available from the Financial Aid Office or may be printed from the financial aid section of Triton’s Web site. All financial Forms are listed under the category of "links & forms."
3. Have your final/official high school transcript or GED scores sent to the Admission and Records Office at Triton College.

Students are encouraged to apply as soon after January 1 as possible. Those who have completed their FAFSA information before April 15 will be given first priority in the processing of their financial aid application. Information received after April 15 will be processed in the date order received and may not be completed prior to the start of the term.

Financial aid based on financial need may be available to a student who is enrolled at Triton College in a certificate or degree program which consists of a minimum of 16 credit hours.

Student financial aid programs involving grants, loans, scholarships, and employment will be available so that no qualified student will be denied an opportunity to receive a college education due to a lack of funds. Guidelines will be developed and published by the Financial Aid Office.

No person will, on the basis of race, color, age, creed, sex, handicap, national origin, or any individual as set forth by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under the college’s financial aid programs.

Grants

Grants are monies that do not have to be repaid. Students who complete the FAFSA also will be applying for the Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP) and the Silas Purnell Illinois Incentive for Access Program (IIA). If the student is eligible for the MAP or IIA
award, it may be used to help pay in-district tuition and some fees.

Students also will apply for the Federal Pell Grant through completion of the FAFSA. The Pell Grant can be used for tuition, books, transportation and other educational expenses.

The Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students still demonstrating exceptional need after receiving the MAP, IIA and Federal Pell Grant awards.

Loans

The Federal Family Education Student Loan, (Stafford Student Loan) allows a student to borrow at a low interest rate. Repayment begins six months after the student ceases to be enrolled in six or more credit hours. The student may borrow up to $2,625, if eligible. A student who has successfully completed the first year of a program of study of undergraduate education, but who has not yet successfully completed the remainder of the program, may borrow up to $3,500 for a program of study of at least one academic year in length. Money may be used toward tuition, fees, books, transportation and other educational expenses.

Scholarship Opportunities

In an effort to reward students for their academic ability and involvement in community and school activities, Triton College offers prospective and current students the opportunity to apply for scholarships. Scholarships are available for students from a variety of sources. An updated list of available scholarships and applications can be found in the Scholarship Office located in the Financial Aid Office, Room C-216W in the College Center or from the Financial Aid section of Triton College’s Web site.

In addition to institutional scholarships, the Scholarship Office has a list of scholarships available to students in specific areas of study, such as accounting, education, criminal justice, health careers, graphic arts/printing, etc. Information on these scholarships and those offered by a variety of service organizations is available in the Scholarship Office. Additional scholarship information may be located in the Transfer Center.

Work Study

The Federal College Work Study Program enables a student to work 15-20 hours per week on campus. This is a need-based program and students must qualify for financial aid. Students who qualify for the program will work in various areas of the college as long as funds are available.

The Triton Work Study program is a non-need based program. The number of hours per week a student can work is based on the position and its allocation.

Students can find out more information on both programs through the Work Study Office located in the Financial Aid Office, Room C-216W in the College Center.

Students wishing to work off campus may investigate job listings in the Job Opportunity Bulletin or stop by Career Services, Room C-113 in the College Center.

Veterans Benefits

Triton College is approved by the Illinois Department of Veterans Affairs state approving agency for the training of eligible persons.

Illinois Veterans Grant (IVG)

The Illinois Veterans Grant is available to veterans of World War II, the Korean Conflict, the Vietnam War and Desert Storm, in addition to veterans who have at least one year of active duty in the US Armed Forces.

The grant will pay for in- or out-of-district tuition (if a chargeback cannot be obtained), and certain fees at all state-controlled colleges, universities and community colleges. The grant may be used for a period equivalent to four calendar years, including summer terms. Use of the program is determined by a point system in which the maximum number of points available is 120.

Illinois National Guard Scholarship

Eligibility — Must be on active duty and must have served for at least one year in the Illinois National Guard or Naval Militia. Recipients must maintain satisfactory academic progress. This program covers tuition and most fees at Illinois state-controlled universities or public community colleges. An applicant is eligible for 120 units of eligibility.

Approval Agency

Approved by the Illinois Department of Veterans Affairs, State Approving Agency. For additional information relating to VA administered programs, contact the Office of Veterans Services at (708) 456-0300, Ext. 3531, or stop by the Financial Aid Office, Room C-216W in the College Center.

Financial Aid Standards of Academic Progress Policy

Public Law 99-498 requires that students make satisfactory and measurable academic progress in
order to be eligible for state and federal financial assistance. When students attend Triton College and receive aid from any of the following programs: Pell Grant, College Work Study, Supplemental Educational Opportunity Grant, Federal Veteran’s Grant, Stafford Student Loan (subsidized and unsubsidized), PLUS loan; or the following state programs: Monetary Award Program, Illinois Incentive for Access Grant, Illinois Merit Recognition Scholarship, Police Officer/Fire Officer Dependent’s Grant, Illinois Veteran Grant (GPA only) or National Guard (GPA only); or any other programs covered by regulations of the U.S. Department of Education, federal or state law, they must meet the following standards:

A. Academic Progress

1. Successful completion of courses. Each semester a financial aid recipient must complete a minimum of 2/3 of the classes that he/she has registered for. The 2/3 requirement is calculated as:

<table>
<thead>
<tr>
<th>Enrolled Credit Hours</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 hours</td>
<td>10 credit hours</td>
</tr>
<tr>
<td>13 hours</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>12 hours</td>
<td>8 credit hours</td>
</tr>
<tr>
<td>11 hours</td>
<td>7 credit hours</td>
</tr>
<tr>
<td>9-9 hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>7 hours</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>6 hours</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>less than 6 hours</td>
<td>all credit hours</td>
</tr>
</tbody>
</table>

Earned credit hours are defined as grades of “A”, “B”, “C”, “D” or “P”.

2. Grade-point average. All students must earn a 1.0 GPA at the end of their first semester of attendance and must maintain a cumulative GPA of 2.0 after two semesters of attendance.

3. Program time frame. Students have a maximum of 96 hours attempted to earn an associate’s degree or 48 hours attempted for a one year certificate program. Maximum time frames will include all semesters of enrollment regardless of receipt of financial aid, and will include all evaluated transfer credit hours. Grades of “W”, “I”, “R” or “F” are considered to be hours attempted and are included in the maximum time frame. Students who have already completed a bachelor’s degree will automatically be considered having completed the 96 hours and will need to appeal for reinstatement.

B. Financial Aid Academic Warning and Disqualification

1. Students who fail to maintain a cumulative GPA of 2.0 in any semester will be placed on Financial Aid Warning (except if the GPA is less than 1.0 in the first semester of attendance).

2. Students who fail to meet the required course completion (see A-1) in any semester will be placed on Financial Aid Warning. Students who receive the Illinois Veterans Grant or National Guard Grant are exempt from the completion portion of the Financial Aid Standards of Academic Progress.

Students may receive financial aid while on warning status without appealing.

3. Students who fail to meet the 1.0 GPA in their first semester of attendance will be placed on Financial Aid Disqualification Status.

4. Students who fail to meet the 2.0 cumulative GPA requirement for two consecutive semesters or who fail to successfully complete their courses as stated in section A-1, will be placed on Financial Aid Disqualification Status.

Students may not receive financial aid while on Disqualification Status. This includes federal and state grants, loans and work study.

C. Financial Aid Reinstatement

1. Students on Disqualification Status may appeal to the Financial Aid Standards of Academic Progress Committee if they have mitigating circumstances. Students wishing to appeal their status must obtain an official appeal form in the Financial Aid Office.

2. Students who have been away from Triton College for a minimum of three years may be allowed to return on a “warning” status for one semester. During that time, the student must make satisfactory progress or become disqualified for further financial assistance. Students who were disqualified at the time they ceased their prior enrollment may be required to submit an appeal for reinstatement.

3. Students who are not reinstated by the Committee may appeal again after they have successfully completed at least six credit hours of additional course work, unless the disqualification status is a result of having exceeded the Program Time Frame (see A-3).

4. Reinstatement of students who have exceeded the maximum Program Time Frame will be considered for an extension only if they can have completed a degree and document a change in academic program and/or that they have taken college success course work.

5. Students have the right to appeal the decision of the Financial Aid Standards Committee. This may be done by submitting a written request to the director of Financial Aid, requesting a review of the committee’s decision. The decision of the Financial Aid director will be final.

6. Students who have been reinstated by the Financial Aid Committee and/or the director of Financial Aid must meet the criteria of the Financial Aid Standards of Academic Progress from that point forward.

Return of Federal Funds Policy

The amount of federal financial assistance that a student receives is based on the completion of all registered course work. Any student who withdraws completely from a semester may be required to return a portion of the federal funds that had been applied to his/her account. The final amount of federal aid earned will be based on the period of time that the student was enrolled during the term. Students who need to withdraw from all registered course work should make an appointment with a Financial Aid Specialist to determine if a portion of unearned federal funds will need to be returned to the federal aid programs.
Counseling

Professional counselors assist students in exploring and clarifying career and educational goals, choosing programs of study and resolving personal issues. Counselors are conveniently located in the following offices: B-204, B-212, F-229, I-102, S-122 and in the Counseling Center, C-100.

Enrollment Facilitators can assist you by providing enrollment information for first time students, degree audits and graduation planning, course selection for majors/degrees, schedule changes and petitions.

Department members are available to students on a walk-in basis and through individual appointments in Room C-100 (College Center). To schedule a Counseling department appointment, call (708) 456-0300, Ext. 3588, or come to Room C-100 in the College Center, or contact us by e-mail at counsel@triton.edu. Service hours are 8:00 a.m.–8:30 p.m. Monday through Thursday, 8:00 a.m.–4:00 p.m. Friday, and 8:00 a.m.–1:00 p.m. Saturday.

Services provided by the Counseling department include:

**Pre-Enrollment Counseling**
Counselors are available to assist students before registration in determining the appropriateness of educational plans.

**Major Selection**
Assistance is available in the selection of a program and curriculum that will meet the student’s life and career goals.

**Transfer Planning**
Individualized counseling is offered to students considering transferring to a four-year institution or other training/educational opportunities.

**Information and Referral**
The Counseling Center make available a variety of resources, publications and catalogs that provide information regarding personal growth, the world of work, careers and educational opportunities. Counselors also can help individuals become aware of agencies, services and personnel that may provide assistance beyond the limits of the programs offered by the college.

**Career Development**
Through the use of self-evaluation techniques and career information, the student is led to a clearer understanding and realization of career goals. This may occur in individual counseling, workshops or credit courses.

**Personal Development**
The student is assisted in personal development through individual conferences, small group sessions and referrals.

**Educational Development**
The student is encouraged to develop college survival skills, including test taking, time management and study skills, through group workshops.

**Testing**
Programs of standardized testing, both individual and group, are used to help students gain new information and insights regarding future career goals.

**Credit Courses**
- COLL 101, Introduction to College (one credit hour), and COLL 102, Being Successful in College (three credit hours), are designed to prepare students to meet the challenges of the college experience. CSG 150, Career/Life Planning is a one-credit-hour course designed to enhance personal growth and career decision-making skills. CSG 296, Special Topics in Counseling, is a credit course on selected topics in the areas of counseling and may vary from semester to semester. The course may be repeated a maximum of four times when topics are differ-
ent. All of these courses can be used as electives towards graduation.

Transfer Center
Each year thousands of students enroll in Triton College with the intent of transferring credits to a baccalaureate institution. The Transfer Center offers assistance to students on either a walk-in or appointment basis by helping them identify appropriate colleges and universities and scholarship sources. In addition, the Transfer Center provides students with transfer guides, admission applications and opportunities to meet with admission counselors from other colleges and universities. Services include:

Personalized Attention from Transfer Center Staff
Students are encouraged to schedule an individual appointment, or walk in for service the first semester they are on campus. A personalized “program plan” outlining specific course work can be created for each student.

Meetings with College Representatives
Each semester the Transfer Center hosts individual visits of admission counselors representing more than 50 different colleges and universities. In addition, the Transfer Center sponsors several college fairs per year.

Transfer Guides
The Transfer Center offers transfer guides for more than 50 colleges and universities. A transfer guide is a planning tool used to select appropriate Triton course work in preparation for transfer. Students can pick up transfer guides in the Transfer Center, Room C-101.

College Information
The Transfer Center has academic, cost and service information for every college and university in the United States. In addition, the Transfer Center provides students with admission applications for many institutions.

Scholarship Information
The Transfer Center is the place to learn more about scholarship opportunities offered by four-year colleges and universities. Each year, Triton transfer students receive scholarship funds to support the completion of a bachelor’s degree.

For more information, contact the Transfer Center at (708) 456-0300, Ext. 3731, or stop by Room C-101 in the College Center.

MathPower Headquarters
The MathPower Headquarters, located on the first floor of the Learning Resource Center, Room R-100, principally supports students in college success mathematics courses, but it is open to all math students on a drop-in-basis. Students in classes with a lab component are required to work two hours a week in the lab outside of class time. The lab offers instruction by faculty and peer tutors, computer programs and math videos. Students also can use the lab to prepare for their math placement exam. For more information, call (708) 456-0300, Ext. 3693, or visit our Web site at: www.triton.edu/depts/math_lab.

Assistance for Students with Disabilities
The Center for Students with Disabilities (CSD) provides academic accommodations and accessibility services for students who have disabilities. Students in need of services such as notetakers, testing accommodations, sign language interpreters, alternate text materials, scribes, adaptive equipment or other accommodative services must make their request at the CSD office. The CSD office is located in Room R-137 and can be contacted at (708) 456-0300, Ext. 3854, or TTY (708) 456-0991.

Triton Retraining Assistance Center
The Triton Retraining Assistance Center is a federally funded program which provides comprehensive counseling, retraining and placement assistance to workers who are unemployed due to layoff, plant shutdown and shifting industry needs.*

The goal of the program is to return participants to quality jobs in the labor market. This is accomplished through counseling, assessment, retraining, job search assistance and job development. Training programs are offered in occupations where there is stability and growth so the likelihood of future displacement is minimized. The program pays 100 percent of training costs for one approved training program. More than 40 areas of study are offered.

Each participant attends an orientation, a counseling session and a pre-employment skills workshop where resumes are written and job search interviewing skills are developed. Participants are given a Triton College placement test to determine if basic skill remediation is needed before entering a training program. Counselors encourage participants to complete their GED if they lack a high school diploma.

The job search assistance component of the Triton Retraining Assistance Center offers job leads by telephone, computerized job leads mailed to participants’ homes, mailing of participants’ resumes to area employers and job development by program staff.

Unique to this program, participants continue to receive unemployment compensation while in training. Eligibility is determined by a person’s previous work history, termination or lay off from employment, and receiving or exhausted unemployment benefits.

For further information, call (708) 456-0300, Ext. 3709.

*The Center is also in partnership with the Maywood IDES Office and has a career resource room located in Room C-219.
Cooperative Education Program

The Cooperative Education Program is designed to enhance students’ academic knowledge, personal development and professional preparation through a combination of classroom theory and practical work experience with area business and industry. Through this hands-on experience, students can test their career goals, gain an edge on the employment market and defray the cost of their college expenses while earning college credit.

Students interested in cooperative education should contact the Cooperative Education Office, Room C-113 in the College Center. For information, call (708) 456-0300, Ext. 3789.

Career Services

The Triton College Career Services Center is located in Room C-113 of the College Center. The center offers comprehensive career planning services to individuals (students, graduates and community members) considering upgrading jobs, starting new careers or re-entering the work force.

Career Planning

Professional counselors are available to assist individuals in exploring and clarifying career and educational goals. Through the use of self-evaluation techniques and career information (printed, audio-visual and computerized), the individual is led to a clearer understanding and realization of career goals. Sigi Plus, computerized self-assessment and information program is available for our students. The Counseling Center is located near the Career Services Center to accommodate students who wish to make an appointment with a counselor. For more information, call (708) 456-0300, Ext. 3588.

Choices

Triton offers area residents and students the opportunity to work individually with a counselor on career/life planning through a comprehensive career assessment program called Choices. The three well-respected assessments are used to provide an in-depth examination of an individual’s personality, interests, work style preferences, skills and values. Personal assistance from a counselor is included to help interpret the results and to develop an individualized plan which may include completing an educational program or improving skills needed to get the job desired. Additionally, workshops on all aspects of the job search including resume writing and interviewing skills are available. Fees for the Choices program vary based on residency. For more information, call (708) 456-0300, Ext. 3676.

Employment Assistance

The center maintains information on job-seeking skills, employment opportunities, job trends and an employer data bank. A Job Opportunities Bulletin is published to inform students and community members of employers who have current job offerings. Personalized career assistance is available through the Computerized Job Notification System. This service allows students to complete a mini-resume card that is shared with area employers who make employment requests. In addition, datamailers listing current job opportunities are sent to students twice per week. The datamailers include job opportunities based upon the occupational preferences of the applicant.

Job recruiters work through the Career Services staff to set up interviews with students throughout the school year.

Credential files also are maintained for Allied Health students and are sent to employers at the stu-
Assessment Services

Programs of standardized testing, both individual and group, are used to assist students in identifying interest areas and aptitudes which may influence selection of future educational or career goals. In addition, the College Level Examination Program (CLEP) is administered through the Assessment Center. Through CLEP, students may earn up to 30 hours of credit in the five general areas of English, humanities and fine arts, mathematics, physical and life science and social and behavioral science/history. Placement testing is administered on a daily basis throughout the school term. Scores from the math, reading and writing placement tests are used by counselors and enrollment facilitators to assist students in the selection of appropriate courses. Assessment Services also administers proficiency examinations and oversees the Portfolio Development Program. These are explained in detail under Acceptance of Academic Credit. Students who are in need of testing services should contact Assessment Services at (708) 456-0300, Ext. 3602.

Library/LRC

The Library/Learning Resource Center (LRC), located at the north end of the Learning Resource Center Building, (Building R), is a newly renovated, state-of-the-art information and study center. It offers a wealth of information in various formats to support teaching and learning at Triton College. The Library maintains a collection of more than 75,000 volumes and more than 400 current periodical subscriptions, many other resources are available in electronic formats. Services include reference and research, computer-database searches, inter-library loans, library orientation, instruction in use of resources, reserve materials and Internet access. Small group study rooms are available to currently enrolled Triton students.

Other Learning Resource Programs include a Summer Bridge Program, Tech Prep Transition Services and the Mars Millennium Project. Summer Bridge is an intensive college preparatory experience for in-district high school juniors and seniors. The Tech Prep Transition Program assists feeder high school students enrolled in Tech Prep (2+2) curricula in making the transition to college. Support services include, but are limited to, mentoring, and academic enrichment. The Mars Millennium Project is an extended learning program for kindergarten-12th grade students. The Mars Project is a collaborative initiative of the Library and Cernan Earth and Space Center.

Library/LRC hours during fall and spring semesters are:

8 a.m. to 10 p.m.—Mondays through Thursdays
8 a.m. to 4 p.m.—Fridays
8:30 a.m. to 4 p.m.—Saturdays
12 p.m. to 4 p.m.—Sundays

For additional information, call (708) 456-0300, Ext. 3215 or 3698, or visit the Library Web site at: www.triton.edu/library/.

College Center

The College Center is a place to meet other students and faculty, participate in campus activities and enjoy diverse dining opportunities. In addition to campus activities, the College Center houses Triton College Library and Health Services.

Library/LRC

The College Center is a place to meet other students and faculty, participate in campus activities and enjoy diverse dining opportunities. In addition to campus activities, the College Center houses the Admission and Records Office, Counseling, Welcome Center, Transfer Center, Career Services, Cooperative Education, Health Services, Assessment Services, Student Government Association, Program Board, Campus Ministry and Parachutes, the student lounge.

The second floor of the building houses the Financial Aid and Veterans Offices, the Records Office, as well as dining facilities for staff and students.

Health Services

The Board of Trustees recognizes that health services should be made available to all students. The Health Service Office, (located in Room C-112 in the College Center), will provide the services of a registered nurse during scheduled class hours to care for emergency, illness or injury. Parents or next of kin will be notified of any serious illness or accident occurring at Triton College. If necessary, the student will be transported to a medical facility by ambulance. The cost of treatment shall be the responsibility of the student.

The following health services will be provided to all:

Health Services:

1. Caring of the ill and injured student.
2. Dispensing of non-prescriptive medications.
3. Referral to other health agencies.
4. Offering of routine tests.
5. Wellness and Health Education programming.

NOTE: Strict confidentiality is maintained at all times concerning any visits to the Health Services Office.

Health Career students will need to meet additional specific health requirements. Consult the individual programs or the Health Services Office for further information at (708) 456-0300, Ext. 3344.

Triton College/Student Policy for Drug-Free Campus

It is the policy of Triton College, District 504, to provide a “drug-free” campus environment as defined by college policy as approved by the Board of Trustees. The college policy is made available to all students via the student handbook and is disseminated throughout the college community.

Triton College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance within the campus environment. Appropriate sanctions include but are not limited to:

1. Required participation in an approved chemical dependency program provided by the Student Assistance Plan (SAP)
2. Disciplinary warning
3. Suspension
4. Dismissal

Such sanctions will be imposed on students found to be in violation of this policy.

Substance abuse counseling is available via the Student Assistance Program. Information regarding the Student Assistance Program is available from the Counseling department. Additional information regarding the dangers of drug abuse is available in the Counseling Center, Triton College Library and Health Services.
Student Services

Alcoholic Beverage Policy
The use of alcohol at college functions is inconsistent with the institution’s endorsement of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and its Drug-Free Campus Policy.

Alcoholic beverages may not be served on the Triton College premises except for instructional purposes (i.e., hospitality industry management and/or associated programming). In these cases, prior approval must be granted in writing through the supervising academic dean. In the service of alcoholic beverages for associated instructional purposes, the following procedures should be strictly followed:

- The serving of alcoholic beverages must be incidental to and not the primary purpose for the activity at which alcoholic beverages are served. Alcoholic beverages may only be served at catered events and associated with the delivery of a pre-approved instructional program.
- Alcoholic beverages may be served on those portions of the Triton campus that are used for food service and convention-type activities. The serving of alcoholic beverages shall be limited to participants in educational activities held in such facilities.
- No person under 21 years of age, nor anyone who is under the influence of alcohol or dangerous substances or who is disorderly in conduct, may serve, consume or dispense alcoholic beverages.
- Supervising faculty must demonstrate that they can comply responsibly with all the laws and college regulations pertaining to the use of alcoholic beverages on campus.
- No alcoholic beverages may be served until the Vice President of Business Services or designee shall have satisfied that there exists maximum insurance coverage limits so as to save harmless Triton College from all financial loss, damage and harm.

Student Assistance Plan
At Triton College, student success is a primary concern. Services are provided to assist students both academically and financially. In cooperation with Perspectives, students can receive personalized attention when they need it, quickly and privately.

The Student Assistance Plan will help assess their academic and financial concerns. They will be referred for the appropriate treatment and follow-up will occur to ensure that the treatment was suitable for the student.

The first step to solving a student’s problems is to contact a Triton counselor at (708) 456-0300, Ext. 3588. Students should tell the counselor that they are interested in the Student Assistance Plan. The counselor will connect them with a staff member of Perspectives who will work directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly with the student.

Clean Indoor Air Policy
Triton College is dedicated to providing a healthy working environment for all of its students, employees, and guests.

As of July 1, 1990, the “Illinois Clean Indoor Air Act” took effect. This law states that “No person shall smoke in a public place except in that portion of a public place which may be established and posted.”

In light of these findings, Triton College shall implement the following changes as of July 1, 2006:
- All buildings on the campus of Triton College shall be entirely smoke-free.
- There shall be no smoking within 15 feet of any building entrance.
- The Vice President of Business Service may establish designated smoking areas as deemed necessary or for special events providing adequate ventilation and disposal facilities are available.
- No tobacco products shall be sold on campus.
- All public meetings will be smoke-free.
- Triton College shall offer stop-smoking programs for those employees who smoke and would like to quit smoking.

Insurance
As a service, health and accident insurance applications are available for purchase by all registered students. This program is administered through the Health Services Office (Room C-112 in the College Center). Students seeking admission to Nursing and Allied Health programs must provide proof of valid hospitalization insurance as required by the program. Student Athletes are required to complete insurance information forms with the Health Services Office.

Campus Ministry
The campus ministry members are on campus regularly and are responsible for providing the following:
1. Educational programming on economic and social justice issues
2. Pastoral counseling and spiritual direction
3. Information and opportunities for volunteer service
4. Retreat opportunities
5. Listening to the needs of the campus community
The ministry is available to all students, faculty and staff and is located in the Office of Student Life, Room C-120 in the College Center. The ministry can be reached at (708) 456-0300, Ext. 3598.

Housing
The college does not offer on-campus housing. However, the Housing Office does maintain a listing of off-campus housing available to students. This is a listing of rooms, apartments and homes in the area that have been listed by community residents, real estate and management companies. It is the student’s responsibility to arrange appointments to view potential accommodations. The student will sign a lease directly with the landlord. This listing is published monthly in the Housing Opportunities Bulletin.

For more information, call (708) 456-0300, Ext. 3616.

Child Care
Child care is available days and evenings. Rates vary based on the plan selected.

The Triton College Child Development Center offers Flex-time, a special program for students with children. While students attend classes, children learn in a safe, caring environment on the college campus.

A nominal fee per hour is charged. Children must be between the ages of 3 and 7 and must be toilet-trained.

Hours (based on enrollment) are:
7 a.m. to 5:30 p.m. — Mondays through Fridays.
Evening hours are available based on demand.
General Information

The Triton College Child Development Center also offers a full-day Kindergarten from 8:30 a.m. to 3:30 p.m., Mondays through Fridays. All Kindergarten fees include before and after school care, a hot, nutritious lunch including two snacks, and all curriculum materials and supplies.

For an application and further details, contact the Child Development Center at (708) 456-0300, Ext. 3222.

Campus Activities

Every attempt is made in campus activities to integrate students’ formal academic studies with personal experiences that are integral to the total learning experience.

Triton College Student Association

The Triton College Student Association (TCSA) is the umbrella organization for all of the student groups on campus and serves as the student government for the institution. Its purpose is to represent all students enrolled in a credit course at Triton College, approve allocation of Student Services fees, provide input on campus-wide student governance committees, establish the necessary framework for the implementation of activities for students and provide leadership for the student body.

The TCSA is made up of five executive officers and 25 student senators. Officer elections are held in April and Senate elections are held in September. To join a committee, contact the TCSA Office at (708) 456-0300, Ext. 3861. Meetings are open to the public and are held every Tuesday at 2:15 p.m. in the Senate Chambers, Room C-140 in the College Center.

TCSA Program Board

The TCSA Program Board is a committee of the Triton College Student Association with responsibility for programming student activities. The purpose of this organization is twofold: (1) to allow students an opportunity to take on a leadership role in a student activities programming capacity and exercise skill development via program planning; and (2) to provide a comprehensive program of cultural, educational and social activities for the student body of Triton College. The TCSA Program Board traditionally schedules a variety of events on campus including concerts, comedy shows, film series, leadership seminars and other special events.

Applications to join the TCSA Program Board are available in the Office of Student Life, Room C-120 in the College Center. For further information, contact the TCSA Program Board coordinator(s) at (708) 456-0300, Ext. 3221. Meetings are open to all students and are held on a weekly basis in the Senate Chambers, Room C-140 in the College Center.

TCSA Program Board CampusNet

The TCSA Program Board also is responsible for coordinating the needs of the campus student organizations through CampusNet. CampusNet is a committee of the TCSA Program Board and is made up of representatives from all of the clubs on campus.

The purpose of CampusNet is threefold: (1) to provide a president’s network which acknowledges student leaders and sponsored events from the various student organizations recognized on Triton’s campus; (2) to provide leadership development training to student organization leaders; and (3) to provide a mechanism for recruit-
ment and retention of membership for the student organizations represented.

CampusNet represents all the presidents/delegates of Triton's clubs and organizations. Meetings are open to all students and are held during the first and third weeks of every month throughout the school year in C-140, on the first floor of the College Center.

Phi Theta Kappa
In 1918, the presidents of eight junior colleges for women in Missouri met to organize an honor society to recognize academic achievement. Patterned after Phi Beta Kappa, the historic and prestigious honor society for four-year colleges, Phi Theta Kappa's initial letters (PTK) for the Greek words phronimon, thumos and kathorotes mean wisdom, aspiration and purity.

The 70-plus years of Phi Theta Kappa history that provide this society with its unique identity, reached its most important milestone in 1929. In this year, the American Association of Junior Colleges (now the American Association of Community Colleges) recognized this organization as the official honor society of America's two-year colleges.

Today, more than 60,000 students, initiated by more than 1,000 chapters located in all 50 states, U.S. territorial possessions and other world countries, provide an unprecedented growth, no longer limited to a national commitment but of international accord.

On the local level, chapters belong to regions composed of a single state or a group of states. With more than 50 chapters, Illinois represents itself as a single state region. Chi Zeta chapter at Triton College exemplifies the four hallmarks of scholarship, leadership, fellowship and service.

Membership is extended by invitation. To be considered a student must:
1. be enrolled in an associate's degree program;
2. have completed at least 12 hours of course work in courses leading to the associate's degree;
3. have established a minimum cumulative grade point average of 3.5.

Students who have received an associate's degree are encouraged to join the alumni PTK organization.

More information concerning Phi Theta Kappa may be found in the student handbook, or from the PTK advisor in Room E-105 or by calling (708) 456-0300, Ext. 3678.

Academic Co-Curricular Activities
The School of Arts and Sciences promotes a variety of student activities that support and extend the academic program. The student paper, The Fifth Avenue Journal, relies upon the work of students from journalism, desktop publishing, creative writing and other areas. The Theater department offers four major productions each year. All students are welcome to audition or to work as technicians. Music faculty and students form the award-winning Triton Jazz Band, the Triton Community Concert Band and the Triton College Choir. Concerts and recitals are presented regularly. Foreign language clubs represent the languages taught at Triton and promote the language and culture of their respective countries. Activities include excursions to restaurants and theaters and on-campus cultural events.

In the social sciences, Triton offers participation in two unique programs, Model Illinois Government (MIG) and Model United Nations (MUN). Students are selected to participate on a competitive basis. MUN gathers students from around the nation and world to simulate the deliberations of the UN for a full week at UN Headquarters in New York. MIG gathers more than 200 students from around Illinois in Springfield to simulate the functioning of the Legislature.

In the sciences, Triton sponsors the Science Lecture Series. Three times each semester, prominent scientists and educators are invited to speak on their research and interests to students, faculty and staff.

Arts and Sciences also sponsors the Salute to the Arts, a month long celebration of the arts on campus, a poetry competition in the English department, and the Triton College Art Gallery which features exhibitions of student, faculty, community and professional artists.

Cernan Earth and Space Center
The Cernan Earth and Space Center of Triton College is a unique and exciting place for persons of all ages. The facility houses a 100-seat dome theater, a Space Hall with exhibits on space exploration and astronomy, and the Star Store gift shop.

The Cernan Center is equipped to present a variety of innovative multimedia planetarium programs, C-360 wraparound films and exciting laser light shows. These programs are presented to the public on Fridays, Saturdays and Sundays.

Triton College students (with a current semester I.D.) are admitted to programs at a discount rate.

For more information, call the Cernan Earth and Space Center at (708) 456-0300, Ext. 3372. For current program information, call (708) 583-3100, or visit the Web site at: www.triton.edu/cernan.

Intercollegiate Athletics
The Triton College Athletic department welcomes all interested students to take part in intercollegiate athletics. All students must be full time and meet GPA requirements in order to qualify. The following sports are offered as part of the athletic program:

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<th>Men's</th>
<th>Women's</th>
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<tr>
<td>Baseball</td>
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<td>Basketball</td>
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<td>Soccer</td>
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<tr>
<td>Wrestling</td>
<td>Volleyball</td>
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Triton’s athletic teams are nationally recognized throughout the country. It continues this strong tradition by winning championships, developing All-Americans and placing its student-athletes at four-year universities. As a member of the National Junior College Athletic Association (Region IV), Triton gives its athletes the opportunity to challenge the nation’s top athletic programs.

For more information on any of these sports, call (708) 456-0300, Ext. 3784, or visit the Athletic Office in Room RC-202 in the Robert M. Collins Center on the east campus.

Recreational Activities
Swimming Pool and Fitness Center—The Triton College swimming pool is available for class credit or for personal fitness and recreation with a pass. The indoor pool features a six-lane, 25-yard pool and one-and-three-meter diving boards. The Fitness Center can be used through a class (PED 106-9) and features a full Super Circuit of Universal variable resistance equipment. The Fitness Center also includes high-tech Treadmill equipment, stairmasters, treadmills, a recumbent bike and a Concept II rower, backed by an indoor track. These facilities are located in the Robert M. Collins Center.
Grading System

Triton College will use the following system of grading for all courses in all programs (except where indicated):

- **A** Excellent: 4 points per semester hour
- **B** Good: 3 points per semester hour
- **C** Fair: 2 points per semester hour
- **D** Poor: 1 point per semester hour
- **F** Failure: 0 points per semester hour
- **I** Incomplete: 0 points per semester hour
- **W** Withdrawn: No penalty
- **P** Pass: Credit only, no grade-point value
- **R** Reschedule: No penalty, no credit
- **T** Audit: No penalty, no credit

Grades of “P” or “R”; “P” or “F” are assigned in specific approved courses based on individual academic department policy. (Students should contact the instructor for information on pass/fail grades.)

**Computing the Grade-Point Average**

A student’s overall academic record is stated in terms of a grade-point average (GPA). The formula for computing the GPA is as follows:

Grade points (see “Grading system” above) x semester hours graded “A” through “F”/semester hours graded “A” through “F” = GPA.

Example: If a student earns an “A” in a course with five semester hours of credit and a “C” in a course with two semester hours of credit, his/her GPA would be computed:

- 4 x 5 = 20 grade points
- 2 x 2 = 4 grade points
- 24 grade points/seven total semester hours
- GPA = 3.429 GPA.

Academic Honors

Triton College encourages academic excellence and officially recognizes outstanding student achievement by designation to the President’s Honors List for students with a semester grade point average of 3.75 or higher and Dean’s Honors List for students with a semester grade point average of 3.50 to 3.74.

Records will be reviewed at the end of the fall and spring semesters to determine honors eligibility. No more than 50 percent of the semester hours completed during the period for which honors are awarded may be college success courses (numbered 001-099).

- **Full-time students** — Students who complete a minimum of 12 semester hours in one semester will be eligible for academic honors.
- **Part-time students** — Students who complete fewer than 12 semester hours during one semester will be eligible for honors when they have completed a total of 12 semester hours. Students’ records will be reviewed for honors eligibility upon completion of each increment of 12 semester hours with no carry-over from the previous period of honors eligibility. (Graduation honors are based on cumulative GPA.)

Academic Support Programs

The Academic Support Programs are those areas of the college where students of all academic levels are assisted in successfully completing their programs. They offer direct instruction in college success mathematics, writing and reading, for students who need to begin their academic careers in those courses. Direct instruction also is offered in Literacy, GED, Adult Basic Education, and...
English as a Second Language through the Adult Basic Education department.

All students are encouraged to take advantage of the tutoring services offered by this department. Students who are tutored have a much higher success rate than those who are not. Tutoring is provided at no cost to more than 4,000 students each year through the Academic Success Center, the MathPower Headquarters and the Writing Across the Curriculum Center.

For more information, contact the Academic Support Programs at (708) 456-0300, Ext. 3485 or 3470, or visit Room R-100. Additional information can be found on the Triton College Web site: www.triton.edu/depts/asc.

Scholars Program
The Scholars Program at Triton College offers a unique college alternative for academically superior students. Students admitted to the program can anticipate a demanding course of studies yielding an associate’s degree and excellent opportunities to transfer to competitive four-year colleges and universities. Qualified students receive full in-district tuition and fee waiver, freeing their financial resources for the final two years of baccalaureate work. Students will be admitted to the program based on their academic ability and potential which is measured by:

- an ACT score of 25 and/or a minimum cumulative grade point average of 3.35
- faculty recommendation
- personal interviews and other academic indicators

The application process is managed in cooperation with the public high schools in the Triton district. Private high school students residing in the district or students currently enrolled at Triton should submit applications directly to Triton College. Foreign students are not eligible for this scholarship. For more information about the Scholars Program and an application form, contact your high school counselor, the Scholars Program director or the Office of the dean of Education department.

Honors Study
The opportunity for honors study is available through general petition into Scholars Program course sections (see above). These courses are designed, a maximum of two per semester, to provide an intellectual challenge for the serious student. Courses completed in the program can be noted on the student’s official college transcript as “honors.”

To qualify for the Honors Program, students must have a GPA of 3.5 or greater in 12 hours of college level credit courses completed at Triton. A tuition waiver for up to two courses will be provided upon admission to scholars classes. Admission to scholars classes does not indicate admission to the Scholars Program.

For additional information, contact the director of the Scholars Program or the Office of the Dean of the School of Arts and Sciences at (708) 456-0300, Ext. 3635.

Standards of Academic Progress Policy
The college is committed to helping students attain their educational goals. The Standards of Academic Progress are intended to identify students who seemingly are making little or no progress and help them correct academic weaknesses as early as possible. The standards include limits on the number of credits for which students may register and prescribe specific kinds of assistance. A student’s academic progress will be reviewed at intervals of each 12 semester hours attempted.

- **Academic warning** — 6-12 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

Academic warning is indicated on the grade report. Students are required to review their academic program with a counselor prior to enrollment for the next semester.

- **Academic probation** — 13-24 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

Academic probation is indicated on the grade report. Students may enroll for a maximum of 12 semester hours and are required to review their academic program with a counselor prior to enrollment for the next semester. Students will be required to take COL 102, Being Successful in College. They also may be required by the counselor to engage in one or more of the following: (1) college success courses, (2) CSG 150, Career/Life Planning, (3) workshops.

- **Academic suspension** — 25-36 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

Academic suspension is indicated on the grade report. Students are required to discontinue enrollment for one semester (fall or spring).

- Students are eligible to apply for readmission to the college after the suspension period. Admission will be on a petition basis; in order for readmission to be approved, the petition must present evidence of some change in the student’s circumstances. The petition must be approved by a counselor.

- If a student is readmitted, the student must review his/her academic program with the counselor prior to enrollment for the next semester. Students may be required by the counselor to engage in one or more of the following: (1) an assessment program, (2) college success courses or (3) CSG 150, Career/Life Planning course.

- **Academic dismissal** — More than 36 semester hours attempted with completion of less than 50 percent of semester hours attempted or GPA of less than 2.00.

Academic dismissal will be indicated on the grade report. Students are required to discontinue enrollment for one year.

- Students are eligible to apply for readmission to the college after the dismissal period (one year). Admission will be on a petition basis; in order for readmission to be approved, the petition must present evidence of some
change in the student’s circumstances. The petition must be approved by a counselor.

If a student is readmitted, the student must review his/her academic program with the counselor prior to enrollment after dismissal and may be required by the counselor to engage in one or more of the following: (1) an assessment program, (2) college success courses or (3) CSG 150 Career/Life Planning course.

Mandatory Enrollment in COL102®, Being Successful in College

When students consistently underachieve academically, the institution shall take a pro-active position in order to improve academic performance. Specifically, students on academic probation have demonstrated inadequate academic performance, resulting in a cumulative grade-point average below 2.0. In order to correct or improve on academic performance: (1) Students who have completed 12 credit hours and have a cumulative GPA below 2.0 shall be required to enroll in COL 102®, Being Successful in College, in the next semester, (2) This policy shall be mandated for students placed on academic probation as a result of course work completed during the previous 12 months.

Responsibility of Student

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work and college policies. Triton counselors and enrollment facilitators are available to assist students; however, ultimate responsibility for meeting all requirements and deadlines rests with the student.

For information on college policies and procedures, refer to the college catalog or the student handbook. Student handbooks are available through the Student Life Office, Room C-120 in the College Center.

Classroom Behavior

Access to higher education is a privilege. It is earned by one’s prior academic achievement, one’s demonstrated abilities and interests, and one’s ability to benefit from instruction. Once gained by admittance to the college, the privilege needs to be guarded and maintained. Actions and behavior that violate the college’s published administrative and academic policies and procedures, and academic records that do not meet the college’s Standards of Academic Progress, may lead to student suspension from class or from the college. Students are especially reminded that appropriate classroom behavior is prescribed by the instructor. If an instructor determines that certain behaviors are disruptive or affect the instructional purposes of the classroom, the instructor may impose certain sanctions. These include suspension from the class for the day affected or a three consecutive school day suspension. The latter sanction must be accompanied by a written statement of the incident which must be sent to the dean of Student Services. The dean will conduct a hearing to resolve the case and may impose further sanctions, if warranted. In all cases, the student will be informed of all action taken on behalf of the college.

Academic Honesty Policy

Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, and investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore, considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials.

Below is a non-inclusive list of behaviors that are considered to be violations of academic honesty.

Examples of Academic Dishonesty

- copying someone else's work or answers
- allowing another student to copy your work or answers for internal or external class assignments
- using materials or information hidden on one's person during quizzes and examinations
- obtaining and using tests and answers in an unauthorized fashion
- providing course materials such as papers, lab data, reports, or answers to be used by another student
- fabricating information for the purpose of completing an assignment, quiz, exam or presentation
- taking an exam in place of another student or having someone take an exam in your place
- turning in the same paper to two different classes without receiving permission from both instructors
- copying a computer program for unauthorized use
- breaking into or utilizing college owned computer files in an unauthorized manner
- altering a grade sheet or forging a signature on an academic document
- enrolling in a telecourse while serving as an employee in the Media Center or within six months of termination

Another example of academic dishonesty, known as plagiarism, is less simple to define, but is nonetheless considered a serious violation. When using direct quotes or ideas created by someone other than yourself, it is imperative that the source of information be clearly identified. It is appropriate and acceptable to borrow ideas, thoughts and data from other sources as long as the original authors receive credit for their contributions through referencing.

Examples of Plagiarism

- borrowing or paraphrasing (other than common knowledge) for a paper without referencing the source
- intentionally or knowingly representing the words or ideas of another as your own
- purchasing a term paper or having someone write a paper to submit as your own work

All members of the Triton College community including faculty, staff and fellow students share responsibility for maintaining an academically honest learning environment. Therefore, all members of the Triton College community are eligible to report apparent acts of academic dishonesty to the Dean.

Below is a non-inclusive summary of consequences that may result from student violation of the academic honesty policy.

(708) 465-0300
Consequences of Academic Dishonesty

- a failing grade for the assignment in question
- a failing grade for the course
- placement on academic probation
- a notation on the academic transcript stating, “Student violated academic honesty policy” for a specific course
- an immediate suspension from the class for one or more class sessions
- administrative withdrawal from the course in question
- administrative withdrawal from the student’s major or related majors as determined by the dean
- suspension or academic dismissal from Triton College

The decision of the academic dean or the Dean of Student Services is final. Thereafter, any student grievances must be submitted in writing within thirty calendar days of the disciplinary hearing to the Student Life Committee, College Center, Room 100, 2000 Fifth Avenue, River Grove, Illinois, 60171. The request for a grievance hearing must include a brief summary of the alleged incident in addition to reasoning as to why the disciplinary process did not adequately serve the rights of the student who was deemed to be in violation of the academic honesty policy.

Disciplinary Probation and Disqualification

Students who fail to comply with Triton College policies, regulations and rules will be subject to disciplinary action, including dismissal from the college. Disciplinary hearings will be conducted by the Dean of Student Services or designee.

In cases of suspension or dismissal, the decision of the Dean of Student Services may be appealed through the Student Life Committee. In cases which involve academic concerns (grades, course content, academic honesty), grievance will be initiated with the instructor, department chairperson and academic dean. The decision of the academic dean is final.

A student accused of violating college policies and/or regulations may be diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, as a result of the psychological disorder, engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others, or would cause significant property damage or impedes the lawful activities of others.

Therefore, it is important for students and faculty to follow procedures which are objective, consistent and fair when the student’s clinical performance is unsatisfactory. Procedures for addressing unsatisfactory performance in a clinical setting are outlined in the student handbook, available in the Office of Student Life, Room C-120.

Academic Placement

As a comprehensive community college, Triton College has a fundamental responsibility to provide educational opportunities for community residents able to benefit from college-level instruction.

In accordance with this objective, the institution expects all students to either possess at the time of admission or acquire through appropriate college coursework the basic reading, writing, and mathematical skills that are necessary for success in the course or program of study chosen by the student.

Therefore, the institution requires all entering degree seeking students to take institutional placement tests or provide formal documentation of basic learning skills. The following students are exempted: Non-degree course takers, students enrolled in programs not requiring math or English classes and not otherwise required by the program of study, and degree seeking students enrolled in less than 12 cumulative credit hours.

All students are required to take appropriate placement tests prior to enrolling in math or English classes.

A student scoring in the college success range on the English placement test must enroll in appropriate college reading and/or writing courses prior to registering for 12 or more academic credit hours.

Upon instructor recommendation, a student may be referred to the Counseling department for other assessment of academic skills. Based upon a basic skills assessment, the counselor may require the student to withdraw or take appropriate college success courses.

Students who do not possess a high school diploma or equivalent, may not receive financial aid until the “ability to benefit” testing requirement is fulfilled. These guidelines are in accordance with the Department of Education’s “ability to benefit” regulations.

“Students must submit a high school diploma or its equivalent to the Office of Admission prior to receiving Title IV aid at Triton College. Those students in GED, ESL, and high school completion programs (who are enrolling in credit courses) may only be eligible to receive financial aid if they have taken the Testing of Adult Basic Ed. (TABE) and scored at Level D (or above), Forms 5 or 6 examinations.
Schedule Changes/Withdrawals

Students who officially drop from courses during the schedule adjustment period — first week of a semester and first two days of a summer term — will not be assigned a grade for the course(s).

Students who do not officially drop/withdraw from courses in which they are enrolled may be assigned a failing grade (“F”) even if they never attend the class. Add/Drop and Withdrawal forms are available from the Welcome Counter, College Center and at each of the counseling offices.

The “W” grade will be assigned as follows when students officially withdraw from a course:

- From the beginning of the second week through the 12th week of a full semester course
- Until 75 percent of the term has elapsed for courses scheduled for less than a full semester.

Students are responsible for official withdrawal from courses. Any informal arrangements they make with the instructor or any other college staff member may result in a failing grade for the course. Withdrawal forms must be submitted to the registration center in the College Center. Students should consult a current class schedule for specific withdrawal dates for each term.

Incomplete Grades

If a student is passing and misses the final examination with the authorization of the appropriate dean or fails to complete a major assignment, the instructor may assign a grade of “I” — Incomplete.

Removal of Incomplete — An “I” grade will become an “F” grade on the student’s permanent record unless the required course work is completed within 30 calendar days after the beginning of the next regular semester (i.e., fall or spring term).

Change of Grades

Students may challenge a final grade given by an instructor by first presenting their grievances to the instructor in question. Students may further pursue a grievance by consulting with the chairperson who supervises that instructor, and, finally, with the dean who supervises the chairperson. The decision of the academic dean will be final.

Repeating a Course

Students may repeat a course in which they have received a “D” or “F” grade, but may not receive credit for the course more than once. Only the higher of the two grades will be used in computing the grade point average. Students who repeat a course in which they have received a “D” or “F” grade, but may not receive credit for the course more than once. Only the higher of the two grades will be used in computing the grade point average. If students repeat a course in which they have received an “A”, “B”, or “C” grade, they will not receive credit for the repeated course, and the grade points will not be counted in the students’ record. The only exception is for courses noted in the “Course Descriptions” section of the catalog as those that may be repeated for full credit. In all cases, both grades will remain on the students’ official college transcript. This policy pertains only to courses taken and repeated at Triton College. In order to benefit from this provision, the student is responsible for submitting a Petition for Repeated Course upon successful completion of repeated course.

Auditing a Course

Auditing of courses is not encouraged; however, in some cases it may be permitted if there is room available after students enrolling for credit are accommodated. Late registration is the only time students may register to audit a course. Students must receive written permission from the instructor via a general petition to audit a course. Students may preregister for all courses except those intended for audit. The cost of auditing a course is the same as that charged for enrolling for credit.

Cancellation of Courses by the College

The college reserves the right to cancel any course for which there is insufficient enrollment or for other reasons as judged necessary.

Semester Hour Course Load

Seventeen semester hours constitute the normal semester course load at the college. In some cases, it may take more than four semesters of 17 semester hours to complete the program requirements. In such situations, summer attendance or an extra semester may be necessary. A student is considered as “full-time” if the semester-hour course load is 12 hours or more.

For many students, a 17-semester-hour course load will be an extremely heavy schedule. New students should consider taking a lighter course load for the first semester. In unusual circumstances, it may be necessary for a student to carry more than the normal course load. Permission to carry such course load may be granted to individual students depending on their academic record and other pertinent factors. Such permission is only granted by a counselor or the dean of Enrollment Services or their designee depending on the proposed course load.

Class Attendance

Inasmuch as regular class attendance contributes substantially to learning, students are expected to attend all scheduled meetings of each course. However, since attendance requirements vary, the number of absences permitted also will vary from one course to another. The instructor will inform the class of attendance policies.

Students who are absent from class are responsible for the completion of assignments made during their absence.

Students may be terminated from class by the instructor for excessive absence. The student may petition to the instructor for readmission to classes through a general petition which must be signed by the instructor.

Privacy Act & Directory Information

Students will be annually informed of the Family Education Rights and Privacy Act of 1974 through the Student Handbook. Copies of the college’s policy are available in the Office of Admissions (Room C-216E in the College Center).

A directory of records for all students will be maintained by the college. There will be three categories of directory information: 1) name, address, telephone number, dates of attendance and class; 2) previous institutions
attended, major field of study, awards, honors and
degree(s) conferred and associated dates; and 3) past and
present participation in officially recognized sports and
activities, physical factors such as height and weight of ath-
letes and date and place of birth.

To withhold directory information from disclo-
sure, students must notify the Admission and Records
Office in writing at the beginning of each semester. Failure to make such a written request will indicate
approval to disclose directory information by the col-
lege for any purpose, at its discretion. The vice presi-
dent of Academic Affairs and Student Services will
review and approve all requests for student directory
information. Directory information will be provided
when the vice president determines it is in the best
interest of Triton College students. (All student
records are maintained in the Records Office, Room
C-216E in the College Center.)

Change of Student Records

In accordance with the provisions of the Family Edu-
cational Rights and Privacy Act of 1974, students may
appeal the accuracy of their permanent record. This right
to a hearing does not permit a student to contest the grade
given by the instructor, but only the accuracy of the record
that contains the grade. Appeals should be filed with
Admission and Records, Room C-216E in the College
Center.

Final Examinations

Final examinations/evaluations are held in all
subjects according to the schedule. No examination
will exceed two hours in length. No student will be
excused from the final examination. Should any
unusual circumstances develop requiring a special
examination at a time other than which is scheduled,
special authorization must be secured from the appro-
priate academic dean. Failure to secure this authoriza-
tion will result in a final grade of “F” or, at the discre-
tion of the instructor, in a reduced grade.

Under certain circumstances, special early exami-
nation arrangements may be approved.

Transcripts

Transcripts, a permanent record of courses and
credit, are provided by the Records Office. The fee is
$3 per transcript. Students must complete a Transcript
Request Form available in the Welcome Center of the
College Center, at the Cashiers’ Office, Learning
Resource Center and on our Web site.

Acceptance of Academic Credit

Students who are seeking academic credit for
courses completed at other institutions must consult
with the Records Evaluator. The following conditions
apply:

- Only those credits that are applicable to the stu-
  dent’s curriculum at Triton College will be accepted.

Transfer Credit

Academic credit is generally accepted only from
institutions that are accredited by one of the regional
accrediting associations approved by the Council on
Higher Education Accreditation.

CLEP

Triton College follows the guidelines of the Illi-
nois Community College Board in accepting credit
from the general examinations of College Level Exam-
ination Program. Students may earn up to 30 hours of
credit through such examinations.

Proficiency Examinations

Academic credit or advanced placement may be
granted following either a review of the content of spe-
cific courses or proficiency examination in compliance
with individual department policies and subject to
approval by the department chairperson and the
appropriate dean.

Application of CLEP general exam credit

<table>
<thead>
<tr>
<th>CLEP</th>
<th>Triton credit awarded for CLEP general exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition six semester hours credit</td>
<td>Three to six semester hours credit will be applied to communications general education requirements. If the student has completed RHT 101 or RHT 102, three semester hours of CLEP will be awarded. If the student has completed both RHT 101 and RHT 102, no CLEP credit will be awarded.</td>
</tr>
<tr>
<td>Humanities and Fine Arts six semester hours credit</td>
<td>Three to six semester hours credit will be applied to humanities general education requirements or electives.</td>
</tr>
<tr>
<td>Mathematics six semester hours credit</td>
<td>Three to six semester hours credit will be applied to mathematics general education requirements or electives.</td>
</tr>
<tr>
<td>Physical and Life Science** six semester hours credit</td>
<td>Three to six semester hours credit will be applied to science general education requirements or electives.</td>
</tr>
<tr>
<td>Social and Behavioral Science six semester hours credit</td>
<td>Three to six semester hours credit will be applied to social and behavioral science general education requirements or electives.</td>
</tr>
</tbody>
</table>

*Students who earn six semester hours of CLEP credit in any of the five general exam areas are advised to enroll in advanced or specialized courses, as the freshman level or introductory courses may be repetitive. Students should consult with a counselor or an enrollment facilitator before registration.

**Students may not substitute CLEP credit toward a laboratory science course requirement.
Portfolio Development Program
The Portfolio Development Program allows students to identify and document college level learning acquired through life and work experiences. The portfolio is reviewed by the appropriate academic instructor and/or department chairperson who assesses the information presented. The department chairperson may recommend:
  a) No credit awarded
  b) Credit for specific course to be awarded, or
  c) Credit for specific course awarded after specific conditions have been met.

Advanced Placement
Students may be granted college credit through successful performance on any of the Advanced Placement Tests of the College Entrance Examination Board. Students are responsible for submitting the scores to the Record Evaluator's Office and for petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points.

Military
The College follows the recommendation of the American Council on Education in granting four semester hours of undergraduate credit in physical education and two semester hours of credit for health education received in Basic Training. In addition, courses completed in training may also be accepted for college credit.

Sports Participation
Two semester hours of credit may be granted in physical education to students for approved sports participation on college teams. Students must register for a class that corresponds to the varsity sport to receive credit. Credits for such sports participation may be only granted once for a given sport.

Advanced Placement (CEEB)
Students may be granted credit through successful performance on any of the Advanced Placement (AP) Tests of the College Entrance Examination Board. Students are responsible for submitting the scores to the Office of Admission and for petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points. Effective for new incoming freshmen, Summer 1998 and thereafter, students planning to transfer as part of the new Illinois Articulation Initiative (IAI) should note that passing scores on appropriate AP exams may be used to fulfill general education core requirements for students only if an associate in arts or an associate in science degree is earned prior to transfer.

Credit for Articulated High School Classes
Through agreements with selected in-district public high schools, students have the opportunity to receive college credit from Triton for numerous articulated vocational/technical courses taken in high school. In addition, there are a few agreements involving specific courses taken at out-of-district high schools. Students should submit a Petition for Articulated High School Credit to the Office of Admission, Room C-216E. Information regarding the eligible courses and their Triton equivalents is available at each participating high school, the counseling and advising offices and the Office of Admission.

ASE Certification
The College follows the recommendations of the American Council on Education in granting credit for ASE (National Institute for Automotive Service Excellence) certification. Students enrolled in the Automotive Manufacturer Specific Training (AMS) degree or the Automotive Technology (AUT) degree or a related certificate program may receive course credit for areas they are certified in by ASE. Interested students should contact the Counseling department at (708) 456-0300, Ext. 3588.

Scheduling Solutions
Triton College provides a variety of class times, course lengths and locations to accommodate students' needs. Scheduling options include:

Fast Track Classes
The Triton College Fast Track Program is an accelerated program which gives students the opportunity to complete their associate's degree by attending classes throughout the week or on the weekend. Students meet for longer class sessions than they would for semester-length classes, but they cover the same
course content. Seven-week courses are offered at the beginning of each semester, as well as at midterm. Eight-week and five-week courses are offered during the summer session.

**Off-Campus Credit**
A limited selection of daytime and evening classes are offered at Triton extension centers, including area high schools. This arrangement eliminates the time and cost of traveling to campus and allows students to attend classes close to home. (See community map in the back of this catalog for locations.)

**Weekend Classes**
Weekend College is primarily designed for those individuals who prefer intensive weekends of study. There are different scheduling options. Some courses meet the full semester while others are Fastrack classes. By choosing from these many scheduling options, students can organize their classes around their jobs, family obligations and transportation needs.

**Distance Learning**
Triton College offers a variety of instruction through Distance Education. Distance Education allows the student to complete courses with limited or no required on-campus visits. Triton offers Distance Education through telecourses and online courses.

**Telecourses**
Students learn through television and videocassette programs. This format allows students to select their own time and pace for study while earning the same amount of credit as equivalent courses taught on campus. Telecourses are broadcast on selected local cable stations. They also can be viewed at Triton College and three nearby public libraries. Videocassettes may be viewed days, evenings, or weekends in Triton’s Educational Technology Resource Center (ETRC). A limited number of sessions may be required on campus for orientation and examinations. An instructor is available to answer questions and offer additional help. Students may enroll in media courses until mid-semester.

**Online Courses**
Triton offers a variety of instruction over the Internet with both credit and non-credit courses available.
An online course provides the same course information as a classroom course without meeting in a classroom. Faculty and students are linked via computer over the Internet. More information can be found at our Web site at: http://www.triton.edu/online/internet_courses.

**General Education Core Courses**
Many General Education Core courses are available through Distance Education. This allows the student flexibility in completing the General Education requirements.
For a full listing of distance education course offerings refer to the Triton College Web site: http://www.triton.edu/online/internet_courses.
Degrees and Certificates

Triton College recognizes the educational achievement of its students by granting the associate in arts degree, associate in arts in teaching degree, the associate in science degree, the associate in applied science degree, the associate in general studies degree, the associate in fine arts degree, the career certificate and the advanced career certificate.

Students who complete a degree or certificate program without interruption must satisfy the requirements specified in the college catalog for the year in which they first enrolled. If degree or certificate requirements are changed after enrollment, the student may choose to satisfy the new requirements.

Those who re-enroll after withdrawal from the college for at least one year must satisfy the requirements specified in the catalog for the year in which they re-enter.

Academic procedures, regulations and fees are subject to changes that may go into effect at any time.

Application of Certificates Toward Associate in Applied Science Degree

Students are allowed to apply credits earned in career certificates and advanced career certificates toward the associate in applied science degree (AAS). However, students who complete the requirements for the associate in applied science degree (AAS) and the career certificate in the same occupational area will not be eligible for simultaneous awards of the associate in applied science degree and the career certificate.

Pre-Baccalaureate Degree Completion Opportunities

Illinois Articulation Initiative

The Illinois Articulation Initiative (IAI) is a statewide agreement that allows transfer of the completed General Education Core Curriculum between participating Illinois institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate’s or bachelor’s degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 and thereafter. For a complete list of participating Illinois colleges and universities, visit the Web site at http://www.iTransfer.org.

Compact Agreement

The articulation compact is an agreement between public and private four-year colleges/universities and Illinois community colleges. Graduates of Illinois community colleges who have completed an associate in arts (AA) or an associate in science (AS) degree are accepted as having “junior status” at the following colleges and/or universities: Aurora University, Chicago State University, Concordia University, Eastern Illinois University, Governor’s State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois at Springfield and Western Illinois University.
AA and AS degree students transferring to these institutions are considered to have met the lower division general education requirements. Certain programs of study at the senior transfer institution may require additional prerequisites beyond those specified in the institution’s general education requirements. For additional information, students are encouraged to contact the Transfer Center.

“2 + 2” Agreements
These agreements define two years of specific Triton course work that would allow for transfer into specific programs of study at participating four-year institutions. The agreement(s) also define(s) the two years of course work required at the senior institution for completion of the baccalaureate degree. For additional information, students are encouraged to contact the Transfer Center.

Capstone Agreement
While the associate in applied science (AAS) degree is not intended to transfer, some participating four-year colleges will accept the AAS degree in its entirety for specific program majors (technology, criminal justice, etc.). Students should substitute transferable courses for those AAS degree requirements whenever possible. For a list of four-year institutions that participate in the capstone agreement, contact the Transfer Center in Room C-100 of the College Center.

Second Associate’s Degree
A student may earn a second associate’s degree by meeting the following:
1. The general education requirements for the second degree.
2. Program requirements for the second degree.
3. Completion of 15 additional semester hours in residence that do not apply to the first degree.

Degree Graduation Requirements
It is the student’s responsibility to see that all graduation requirements are satisfied. Students are encouraged to consult with an enrollment facilitator or counselor to monitor their educational progress.

A degree, career certificate, or advanced certificate is not automatically conferred upon completion of the baccalaureate degree. For additional information, students are encouraged to contact the Transfer Center.

College Success Courses
College success courses (numbered 001-099) may not be used to meet graduation requirements. Courses numbered 001-099 taken prior to fall 1980 may not be classified as developmental. Contact a counselor or enrollment facilitator for further information.

Articulated Courses
Courses that have been articulated with at least three individual colleges or universities in Illinois, or approved by an Illinois Articulation Initiative (IAI) panel are identified by the “✧” symbol following courses numbered 100-299 (i.e., RHT 101✧). Such courses include: 1) arts and sciences courses designed to transfer to colleges and universities; and 2) articulated career courses (with limited applicability to transfer institutions). When making transfer plans, students should check with the college or university they plan to attend to assure these courses will transfer. For more information consult with a counselor, or stop by the Transfer Center in C-100.

Physical Education Elective
A maximum of six semester hours of physical education activity courses (PED courses numbered below 150✧) may be used as electives to fulfill graduation requirements.

Semester Hour Requirement
Students must complete the number of semester hours and all requirements specified for the particular curriculum in which the degree is awarded.

Residence Requirement
Students must complete at least 15 of the last 18 semester hours of course work in residence at Triton College.

General Education Requirements and Minimum Semester Hours

<table>
<thead>
<tr>
<th>Area</th>
<th>AA</th>
<th>AS</th>
<th>AGS</th>
<th>AAS</th>
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<tbody>
<tr>
<td>Communications</td>
<td>9</td>
<td>9</td>
<td>6</td>
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<tr>
<td>Social &amp; Behavioral Science</td>
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<td>Health/Physical Fitness</td>
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<td>2</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>9</td>
<td>9</td>
<td>3</td>
<td>1-3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Physical &amp; Life Science</td>
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<tr>
<td>Minimum general education semester hours</td>
<td>37-41</td>
<td>40-41</td>
<td>15</td>
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<tr>
<td>Program requirements &amp; electives</td>
<td>23-27</td>
<td>23-24</td>
<td>49-59</td>
<td>30</td>
</tr>
<tr>
<td>Minimum semester hours for graduation</td>
<td>64</td>
<td>64</td>
<td>64</td>
<td>64-72</td>
</tr>
</tbody>
</table>

* Mathematics or Science (three hours)
Two examination options are available to students: 1) completing PSC 150, American National Politics; 2) taking the Constitution examination*; or 3) evidence that the student has met the requirement at a high school in Illinois (or Illinois GED).

*Two examination options are available to students:
1. Students may register for "Constitution Review Workshop," GED E07, a three-week workshop offered several times throughout each semester. The cost is $11 plus a $1 registration fee. Students take the exam during the last class session and may request a retest if necessary.
2. Students may take the Constitution exam at any time during the semester in the Educational Technology Resource Center (ETRC) after registering for GED C01 001. The cost is $5. Students may prepare for the test on their own by studying "Better Government" by Sigalos, available in the bookstore or by using audiovisual materials in the Educational Technology Resource Center (ETRC).

Certificate Graduation Requirements
The certificate is awarded to students in career education certificate curricula (of 7-50 semester hours or more) who meet the following requirements:

Course Completion Requirement
The certificate is awarded to students who complete a minimum of seven semester hours of specified courses in a certificate curriculum.

Cumulative Grade-Point Average Requirement
Students must achieve a minimum cumulative GPA of 2.00 ("C" average) in all courses used to fulfill graduation requirements.

Residence Requirement
Students must complete at least one-half of the total required semester hours at Triton College, and/or the last six semester hours.

Advanced Career Certificate Completion Requirements
Advanced certificates are career education certificates that require a substantive set of prior skills or knowledge base to build upon. They are awarded to students who meet the following:

Course Completion Requirement
Advanced career certificates are awarded to students who complete a minimum of seven semester hours of specified courses in an advanced career certificate curriculum.

Cumulative Grade-Point Average
Students must achieve a minimum cumulative GPA of 2.00 ("C" average) in all courses used to fulfill certificate completion requirements.

Residence Requirement
Students must complete at least one-half of the total required semester hours at Triton College, including the last six semester hours.

Graduation Procedures
It is the student's responsibility to see that all graduation requirements are satisfied. Students are encouraged to consult with an advisor or counselor to monitor their educational progress.

A degree, career certificate or advanced certificate is not automatically conferred upon completion of Triton College curriculum requirements. Candidates must file a Petition for Graduation with a records evaluator according to published deadline dates. Deadline dates are listed in the calendar section of this catalog, various college publications and in the Office of Admission.

Candidates for May graduation, as well as August and December graduates, are encouraged to participate in the annual commencement exercises held at the end of each spring semester. Students completing any degree or certificate program will have up to one year to participate in a commencement ceremony. Exceptions will be approved by the dean of Student Services.

High Honors, designated by gold honor cords, are awarded at the annual commencement to graduating associate's degree students having a 3.75 or better cumulative GPA.

Blue honor cords are awarded at the annual commencement to graduating students receiving career certificates, including advanced certificates, if they have a 3.50 or better cumulative GPA.

Students who have not attended Triton College for an uninterrupted period of five years may petition through a records evaluator to exclude all prior grades from the computation of the cumulative GPA to determine eligibility for graduation with honors.

General Petitions
If you have a special request, you need a general petition signed by the proper authorities. A general petition is the formal vehicle used by students when requesting that the college initiate an action pertaining to student enrollment. Refer to the policy statement on the next page for specifics. General petitions are available at the Welcome Center in the College Center.
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<tr>
<td>Substitution of course(s) required by student’s curriculum (Substitution of course may nullify requirements that fulfill the IAI General Education Core.)</td>
<td>Academic dean (after department chairperson)</td>
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<tr>
<td>Waiver of course required by curriculum (Waiver of course may nullify requirements that fulfill the IAI General Education Core.)</td>
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<td>Proficiency examination</td>
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<td>Chargebacks—to District 504</td>
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<td>Request for college credit for specified high school classes</td>
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Short Term Professional Training and Continuing Education

Programs for Lifelong Learning

Triton’s Continuing Education programs provide community access to lifelong learning by providing courses, workshops, seminars and conferences at convenient neighborhood locations, as well as on the campus. All programs are based on a continuous assessment of community needs.

The Continuing Education Schedule is sent to every home in Triton’s district several times each year. The schedule lists courses in a variety of categories. These courses focus on developing skills valuable to the work world and on constructive, enriching use of leisure time. Courses related to getting a job or enhancing a career include clerical skills training, accounting, real estate licensing, computer skills and many more. Leisure time courses teach auto care, gourmet food preparation, languages, photography and private piloting, as well as yoga, aerobics and swimming. New courses are constantly being developed, many with the aid of community residents who have a desire to teach or learn something special. For information on general Continuing Education programs, call (708) 456-0300, Ext. 3500.

Career Development

A major goal of Short Term Professional Training and Continuing Education is to provide assistance to district adults at various stages of their working lives.

Short-Term Professional Training

Short-term training programs offered through the Continuing Education Office are designed for those who are seeking to upgrade their employment skills, enter new fields or gain skills to earn a second income. Many of these training programs are unique to Triton. Short-term training programs include computer software training, office executive, general office clerk, bank teller, pharmacy technician, certified nursing assistant, paralegal, bookkeeping, and career enhancement seminars. For more information or orientation dates on short-term training programs, call (708) 456-0300, Ext. 3510.

Center for Business and Professional Development

Besides the job preparation and professional development courses offered in the general Continuing Education Program, Triton also is committed to meeting the challenge of rapidly changing technology and regulations by designing and sponsoring programs to train, retrain and upgrade the skills of individuals in business and industry. The Center for Business and Professional Development (CBPD) offers on-site training programs tailored to the specific needs of local businesses. These programs are taught by experts in the fields of industry, business and government. The Center also offers a variety of public seminars and workshops on topics of current interest to the business community. Topics include management/supervisory development, customer relations, business writing and computer software training. For information on these programs, call (708) 456-0300, Ext. 3765.

Nuevos Horizontes — Triton Community Center

Triton College attempts to meet the educational needs of the Hispanic/Latino community in the district through Nuevos Horizontes. Established in 1981 in Melrose Park, Nuevos Horizontes serves as an outreach and community resource center for Spanish-speaking persons and the general community. The center offers career and academic advising, ESL registration, Spanish GED registration, ESL and GED courses, bilingual computer classes and bilingual computer learning center, legal counseling and translation of minor documents such as birth and marriage certificates. In addition, the center develops informational programs to meet the needs of the Hispanic/Latino population. For more information, please call (708) 649-2100 or visit www.triton.edu/community/nuevos.

Triton College Children’s Programming

Every semester through Continuing Education, Triton offers a variety of programs for young learners ages 4 and up. From acting to astronomy, story writing to study skills, magic to mathematics, Triton College Children’s Programming represents a constantly growing and expanding curriculum that strives to maintain its programming perspective to the world in which we live. Programs include: 1) specially designed age-specific courses open to all children ages 4-16; 2) courses scheduled on-campus and at select community sites; 3) competitive swimming, diving and wrestling.

Programs employ various teaching techniques and instructional activities using projects, presentation and discovery learning to fully enrich the learning of young people. Triton College Children’s Programming’s principal objective is to complement regular school schedules and activities with recreational and educational learning experiences aimed to engage and promote the development of a young person’s interest and desire to learn. Through challenging, entertaining and enlightening topics and formats, Triton College Children’s Programming’s goal is to constructively contribute to an educational foundation that inspires youngsters to be stimulated, motivated and encouraged about learning both today and tomorrow.

For more information on Triton College Children’s Programming, call (708) 456-0300, Ext. 3500.
The Lifelong Learning Series

The Lifelong Learning Series offers courses that are designed to provide intellectual, social, cultural, and recreational opportunities for adults, including seniors. These courses cover a variety of subjects including literature, drama, philosophy, fitness, swimming, dancing, music, computer literacy, driver education, and many others. While older adults are welcome in all of Triton’s programs, some special courses are also offered for seniors (age 60 and older). For more information about courses and other activities, call (708) 456-0300, Ext. 3559 or 3501.

Cultural Programming

The Triton College Performing Arts Center is the setting for a variety of cultural activities ranging from ballet and plays to puppetry and musicals. The programs vary each year and offer district residents a cultural center in their neighborhood as well as trips to operas, plays and concerts. For information on current programs, call (708) 456-0300, Ext. 3757.

Recreation and Self-Improvement

Triton encourages adults of all ages and educational backgrounds to turn leisure time into creative, productive opportunities. Adults can sample various kinds of exercise, games, sports, hobbies, crafts, art, music and dance. Qualified experts create informal classrooms in which participants can express themselves.

Self-improvement courses enable individuals and groups, young and old, to benefit from new skills. Many classes enhance the students’ opportunities to learn for profit as well as pleasure. For more information, call Continuing Education at (708) 456-0300, Ext. 3500.

Cultural Programming and Community Forums

The Office of Continuing Education promotes the creative and intellectual life of residents of the Triton district through cultural programming and community forums. Cultural programs including opera excursions, lecture series, art exhibits and theater excursions are scheduled. Special events, such as Italian-American Week, Community Education Day and the Hispanic-American festival, focus on the concerns and leisure of the Triton College community.

The following programs and services are offered through the School of Continuing Education, sometimes in cooperation with other community agencies:

- Active Retired Citizens
- Business management seminars
- Community chorus
- Community orchestra
- Lectures and community forums
- Neighborhood site courses
- Programs for young people

For information about these offerings, contact the School of Continuing Education in Room R-201 of the Learning Resource Center or call (708) 456-0300, Ext. 3500.

RSVP Volunteer Program

A national volunteer program, locally sponsored by Triton College, RSVP provides individuals an opportunity to impact their community through volunteer service activities. RSVP volunteers serve in capacities, which call on their experiences, skills, training, interest and willingness to keep learning. A few volunteer service activities examples are storyteller, tax assistance, homework helper, homeless shelter aide, clerical, advocate, teacher aide, Meals on Wheels driver. Volunteers play an important role; for volunteer opportunities and information, call (708) 456-0300, Ext. 3835.

Active Retired Citizens Club

The Active Retired Citizens Club (ARCC) is an activity and social club for community residents who are young at heart, and interested in expanding their social and intellectual life through adult education and community programs. ARCC meets twice monthly; the first and third Fridays of the month. Dues are $12 in district and $15 out of district. For more information call (708) 456-0300, Ext. 3603.
Adult Basic Education (ABE) programs are designed to assist adults gain the skills or certification needed to take college courses. The department is composed of the following areas: English as a Second Language (ESL), High School Completion, Literacy and Adult Transition Program. The ABE department works closely with both Nuevos Horizontes (Triton College Community Center) and the Triton College Learning Resource Center.

Additional support services and programs also are provided to individuals receiving Temporary Assistance for Needy Families (TANF). Job placement is available for all ABE students. For more information or a catalog about the ABE program, please call (708) 456-0300, Ext. 3609.

English as a Second Language

English as a Second Language (ESL) is designed for non-English speaking adults to build reading, writing, listening and speaking skills. Class times meet the needs of working adults in the morning, at lunchtime and in the evening. Some Saturday classes are also available. In addition, the ESL Program offers Citizenship courses. As classes tend to fill up quickly, registering early is strongly advised. For more information, please call (708) 456-0300, Ext. 3341.

High School Completion Programs

These programs are designed to assist adults who do not have a high school diploma or who wish to develop their basic skills.

Adult and Evening High School

This program is operated in partnership with local high school districts. It enables students currently enrolled in high school to make up credits and graduate on time. It also enables adults who left high school prior to graduation to complete classes and receive a high school diploma.

GED

This program provides classes that prepare students to take the GED (high school equivalency) examination. Students are given a placement test to determine the number and type of classes needed. The GED classes are offered in both English and Spanish. Classes are held in the morning and evenings at Triton and throughout the community. Some preparation classes are available online. For more information, please call (708) 456-0300, Ext. 3609.

Literacy

The Access to Literacy Program is designed to help adults develop basic reading and writing skills. A component of this program is the ESL preparation program for Spanish speakers. ESL prep provides instruction in Spanish in order to help students develop the grammar skills needed to transition to the English as a Second Language program. Volunteer tutors are trained to assist students in individual tutoring sessions. Classes and a computer lab also are available. For more information, please call (708) 456-0300, Ext. 3407.

Adult Transition Program

This program provides support services to students who transition from non-credit ESL, GED and Adult or Evening High School classes to credit courses in Arts and Sciences, Business and Technology and Allied Health and Public Service programs. Support services include: career and vocational counseling, peer counseling, informational workshops, tutorial and financial aid assistance and referral. For more information, please call (708) 456-0300, Ext. 3573.

ABE Computer-Assisted Language Learning (CALL) Lab

The ABE Computer-Assisted Language Learning Lab in Room R-112 is the result of a partnership between the ABE department and the Triton College Learning Resource Center. Computer programs are available to improve reading, spelling, math, grammar, vocabulary and pronunciation to students enrolled in ABE classes. Independent computer-assisted courses also are available. Lab supervisors who also are ABE instructors are available to assist students with program content and computer questions. For more information, please call (708) 456-0300, Ext. 3667.
Courses in the Arts and Sciences curricula parallel those offered at universities and are transferable to four-year institutions. Students may complete the first two years of the bachelor’s degree at Triton in the areas listed below.

Students will be audited for graduation against the prescribed associate in arts (AA), the Associate in Arts in Teaching (AAT), the Associate in Science (AS), or the Associate in Fine Arts (AFA) general education requirements. The remaining required semester hours should be completed according to the intended major at a four-year school.

**Arts and Sciences Programs**

- Accounting & Business Administration*
- Anthropology
- Architecture
- Art (AA & AFA degrees)*
- Biological Sciences*
- Chemistry*
- Community Studies
- Computer Science (Information Systems)*
- Computer Science (Technical Administration (AA, AS, & AAS degrees)*)
- Economics
- Education:
  - Early Childhood*, Elementary*, Secondary*, and Special Education*
- Early Childhood Education (AAT)
- Secondary Mathematics (AAT)
- Secondary Science (AAT)
- English and Rhetoric*
- Foreign Languages
- Geography

*IAI baccalaureate majors

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<td>Art (AA &amp; AFA degrees)*</td>
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<td>Biological Sciences*</td>
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<td>Chemistry*</td>
<td>Marketing Management (AA, AS &amp; AAS degrees)</td>
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<td>Community Studies</td>
<td>Mass Communication - Multimedia*</td>
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<tr>
<td>Computer Science (Information Systems)*</td>
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<tr>
<td>Computer Science (Technical Administration (AA, AS, &amp; AAS degrees)*)</td>
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<tr>
<td>Early Childhood*, Elementary*, Secondary*, and Special Education*</td>
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<tr>
<td>Early Childhood Education (AAT)</td>
<td>Psychology*</td>
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**Transferring to a Four-year Institution**

It is important for students to plan for transfer to a senior institution as early as possible in their academic career. Triton College has a full-service Transfer Center, located in the College Center, to assist with transfer planning. A computerized transfer articulation system provides students with direct access to information regarding the transferability of specific courses to more than 50 Illinois colleges and universities. While attending Triton, students should contact the college or university to which they intend to transfer to ensure transferability and to plan their Triton course work accordingly. Visits to these college campuses also are encouraged. Triton counselors and Transfer Center staff are available to provide additional information to transfer student.

**Illinois Articulation Initiative**

Triton College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the General Education Core curriculum between participating institutions. Completion of the General Education Core curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate’s or bachelor’s degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as first-time freshman in summer 1998 and thereafter.

The baccalaureate majors recommendations build on the transferable General Education Core curriculum by identifying courses in the major and prerequisite courses that students need to complete to transfer as a junior, that is, with a minimum of 60 semester credits, into the specific major.

Students are strongly encouraged to complete an AA, AS, AAT or AFA degree prior to transfer, to facilitate the transferability of credits through the IAI. Nursing students may complete the AAS (Associate in Applied Science degree) and Music and Art students may complete the Associate in Fine Arts degree (AFA).
For more information on the IAI, students should see a counselor or visit the IAI Web site at http://www.iTransfer.org.

Course Applicability System (CAS)

The Course Applicability System (CAS) is an electronic advising system intended primarily for potential transfer students. Using the World Wide Web (http://www.ibhe.org/cas), CAS provides consistent and up-to-date information about degree requirements to students, counselors, faculty and administrators. CAS allows a user to view course equivalency guides, academic programs, course descriptions, transfer course evaluations and planning guides. Triton College participates as a sending institution in CAS.

Foreign Language Options

Many colleges and universities require one or two years of a foreign language. Students should consult the college or university to which they plan to transfer.

Students with some foreign language background should contact the Foreign Language department at Triton or a counselor for appropriate placement. Generally, a student with high school language is placed as follows:

- High School 0-2 years = 101 or 102 Triton Foreign Language
- High School 2-3 years = 102 or 103 Triton Foreign Language
- High School 3-4 years = 103 or 104 Triton Foreign Language

Foreign language placement tests can be taken at the testing center in the College Center.

Students enrolled in selected foreign language courses may choose to be graded on either the letter-grade (A through F) or the Pass/Reschedule system. The class indicated on the form will be the starting point for the grading option you choose.

Students who place into College Success Mathematics are able to take Mathematics classes until the last semester of their program. They do not count toward graduation. They do count toward the GPA.

New College Success Math Course Requirements

Students who place into College Success Mathematics are able to complete their remediation and successfully take a Math course that will fulfill their degree requirements in two years or less. The following sequence is advised for students to complete their Math AA or AS degree requirements:

Step 1: Taking a Math Placement Test

Step 2: Developmental Mathematics

Step 3: The score you receive will indicate which level of Mathematics is best for you. The courses for which you are eligible will be on the evaluation form. Many students need a refresher class before they are ready to take a course which will fulfill the degree requirements. The class indicated on the form will be the starting point for you.

Step 4: Register for your first Mathematics class during your first semester at Triton. Sometimes students need more than one brush-up class before they can take a class which will meet the degree requirements. Do not wait to take Math classes until the last semester you are here at Triton; this may very well delay your graduation.

Step 5: Students who are getting an AA or AS degree may fulfill their degree requirements with many courses. The ones that have the prerequisite of MAT 085, Algebra and Geometry II, are MAT 101*, Quantitative Literacy, MAT 102*, Liberal Arts Math, MAT 170*,
### Arts, Sciences and Teaching Programs Offered

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<td>Women's and Gender Studies, U224A15</td>
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### Associate in Arts Teaching Degree/Early Childhood Education

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### Associate in Arts Teaching Degree/Secondary Mathematics

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### Associate in Arts Teaching Degree/Secondary Science

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### Associate in Science Degree

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### Curriculum Page

#### Triton College Catalog, 2007-2008

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<td>Technology, U230A15</td>
<td>70</td>
</tr>
</tbody>
</table>

### Notes for this section:

- **# Prerequisites/Corequisites:** See the course description section of this catalog to ensure course prerequisites or corequisites are met prior to enrolling in courses. Students may petition for waiver of course prerequisites/corequisites if they believe they have comparable experience or completed course work with similar content. Counselors can assist in this process.

- **Articulated Courses:** See Page 36 for additional information.

#### Degree graduation requirements:

In addition to fulfilling general education and program requirements, students must maintain a minimum grade-point average, meet public-law and residency requirements and complete proper filing procedures to graduate. For information, see degree graduation requirements in the “Degrees and Certificates” section of this catalog and the general education requirements for the Associate in Applied Science degree at the beginning of the “Applied Science Programs” section. Also see your counselor for assistance.

#### Additional certificate requirements:

In addition to fulfilling certificate program requirements, students must maintain a minimum grade-point average, meet residency requirements and complete proper filing procedures to receive their diplomas. For information, see certificate graduation requirements in the “Degrees and Certificates” section of this catalog. Also see your counselor for assistance.
To find out how a given course articulates, go to your online registration page; select 'Xfer Course' and enter the course number. For example, ACC 152, ACC 151, ACC 150, ACC 149, ACC 148, ACC 147, ACC 146, ACC 145, ACC 144, ACC 143, ACC 142, ACC 141, ACC 140, ACC 139, ACC 138, ACC 137, ACC 136, ACC 135, ACC 134, ACC 133, ACC 132, ACC 131, ACC 130, ACC 129, ACC 128, ACC 127, ACC 126, ACC 125, ACC 124, ACC 123, ACC 122, ACC 121, ACC 120, ACC 119, ACC 118, ACC 117, ACC 116, ACC 115, ACC 114, ACC 113, ACC 112, ACC 111, ACC 110, ACC 109, ACC 108, ACC 107, ACC 106, ACC 105, ACC 104, ACC 103, ACC 102, ACC 101, ACC 100.

Articulated 1.2 PCS courses through the petition process.


Students are encouraged to contact their counselor and transfer school for the current transfer status of a course.
Associate in Arts Degree Requirements

Associate in Arts Degree Requirements
Curriculum U224A (64 semester hours required)

This degree is for students who intend to pursue a Bachelor of Arts degree at a four-year school.

Students must meet the prescribed general education requirements listed below for the Associate in Arts degree and should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. The "*" symbol on courses means articulated courses (see Page 36).

**NOTE:** The following A. A. degree requirements, effective summer 1998, meet the Illinois Community College Board's recommended model including the IAI General Education Core curriculum.

**Communications:** Three courses (nine semester credits)
- # R HT 101 ♦ Freshman Rhetoric and Composition I ........... 3
- # R HT 102 ♦ Freshman Rhetoric and Composition II .......... 3
- SPE 101 ♦ Principles of Effective Speaking ..................... 3

Note: Grade of "C" or better is an IAI requirement for RHT 101 ♦ and RHT 102 ♦.

**Social and Behavioral Science:** Three courses (nine semester credits), with courses selected from at least two disciplines.

Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity which may be taken as a Social and Behavioral Science or a Humanities and Fine Arts course. These courses are noted with an (*). Non-Illinois high school graduates and non-Illinois GED students must take PSC 150 ♦ or take the Constitution examination as a requirement for graduation (see Page 37).

- ANT 101 ♦ *Introduction to Anthropology .......................... 3
- ANT 102 ♦ Introduction to Physical Anthropology ............... 3
- ANT 103 ♦ *Introduction to Cultural Anthropology .............. 3
- ANT 105 ♦ *Introduction to Archaeology ............................ 3
- ANT 150 ♦ *Cultural Contexts ...................................... 3
- ECO 102 ♦ Macroeconomics .................................. 3
- ECO 103 ♦ Microeconomics ........................................ 3
- GEO 104 ♦ *Contemporary World Cultures ......................... 3
- GEO 105 ♦ *Introduction to Economic Geography .................. 3
- GEO 106 ♦ *Geography of the (Non-Western) World .......... 3
- HIS 121 ♦ History of Western Civilization I ..................... 3
- HIS 122 ♦ History of Western Civilization II ................... 3
- HIS 141 ♦ *World History I ...................................... 3
- HIS 142 ♦ *World History II ..................................... 3
- HIS 151 ♦ History of the United States to 1877 .......... 3
- HIS 152 ♦ History of the United States Since 1877 .......... 3
- HIS 156 ♦ *African History ........................................ 3
- HIS 191 ♦ *History of Asia and the Pacific I .................. 3
- HIS 192 ♦ *History of Asia and the Pacific II ................... 3
- PSC 150 ♦ American National Politics ....................... 3
- PSC 151 ♦ American State and Urban Politics ................. 3
- PSC 184 ♦ *Global Politics ...................................... 3
- PSY 100 ♦ Introduction to Psychology ............................ 3
- # PSY 201 ♦ Introduction to Social Psychology ................. 3
- # PSY 216 ♦ Child Psychology ................................ 3
- # PSY 222 ♦ Adolescent Psychology .............................. 3
- # PSY 228 ♦ Psychology of Adulthood and Aging .............. 3
- SOC 100 ♦ Introduction to Sociology ............................. 3
- # SOC 120 ♦ Social Patterns of Courtship & Marriage ....... 3
- SOC 131 ♦ Social Problems .................................. 3
- # SOC 225 ♦ Racial and Cultural Minorities ................. 3

**Humanities and Fine Arts:** Three courses (nine semester credits), with at least one course selected from Humanities and at least one course from the Fine Arts. Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity which may be taken as a Humanities and Fine Arts or Social and Behavioral Science course. These courses are noted with an (*).

- # ENG 101 ♦ Introduction to Poetry ................................. 3
- # ENG 102 ♦ Introduction to Drama ............................... 3
- # ENG 103 ♦ Introduction to Fiction ................................ 3
- # ENG 105 ♦ Literature of the Western World .................. 3
- # ENG 113 ♦ Classic American Authors Before Civil War .... 3
- # ENG 114 ♦ Classic American Authors, Civil War to Present 3
- # ENG 121 ♦ Chief English Writers Before 1800 ................ 3
- # ENG 122 ♦ Chief English Writers of the Nineteenth Century 3
- # ENG 123 ♦ Chief English Modern Writers ..................... 3
- # ENG 231 ♦ Introduction to Shakespeare .......................... 3
- # FRE 104 ♦ Intermediate French II ......................... 4
- # HUM 104 ♦ Humanities Through the Arts ..................... 3
- # HUM 151 ♦ Great Books I .................................... 3
- # HUM 152 ♦ Great Books II .................................... 3
- # HUM 165 ♦ *Introduction to the Latin American Experience .... 3
- IDS 101 ♦ The Arts in Western Culture I ...................... 3
- IDS 102 ♦ The Arts in Western Culture II ..................... 3
- # ITL 104 ♦ Intermediate Italian II ............................. 4
- # PHL 101 ♦ Introduction to Philosophy .......................... 3
- # PHL 102 ♦ Logic .............................................. 3
- # PHL 103 ♦ Ethics ............................................. 3
- # PHL 105 ♦ *World Religions .................................. 3
- # SPN 104 ♦ Intermediate Spanish II ............................ 4
- # SPN 151 ♦ Introduction to Spanish-American Literature I ........ 3
- # SPN 152 ♦ Introduction to Spanish-American Literature II .... 3

**Fine Arts:**
- ART 111 ♦ Ancient to Medieval Art .......................... 3
- ART 112 ♦ Renaissance to Modern Art ......................... 3
- ART 114 ♦ *Survey of Asian Art ................................. 3
- # HUM 104 ♦ Humanities Through the Arts ..................... 3
- IDS 101 ♦ The Arts in Western Culture I ...................... 3
- IDS 102 ♦ The Arts in Western Culture II ..................... 3
- # MCM150 ♦ Film History and Appreciation ................... 3
- # MUS 110 ♦ Listening to Music ................................. 3
- # MUS 215 ♦ Introduction to Music History ..................... 3
- # MUS 216 ♦ Music in America ................................ 3
- SPE 130 ♦ Introduction to Theater ............................ 3

**Mathematics:** One course (three semester credits)

- # ECO 170 ♦ Statistics for Business and Economics ........ 3
- # MAT 101 ♦ Quantitative Literacy .................................. 3
- # MAT 102 ♦ Liberal Arts Mathematics ....................... 3
- # MAT 117 ♦ Math for Elementary School Teachers II .... 3
- # MAT 124 ♦ Finite Mathematics .................................. 3
- # MAT 131 ♦ Calculus & Analytic Geometry I ............. 5
- # MAT 133 ♦ Calculus & Analytic Geometry II ............. 5
- # MAT 134 ♦ Introduction to Calculus for Business and Social Science .......................... 5
- # MAT 135 ♦ Calculus & Analytic Geometry III ............ 3
- # MAT 170 ♦ Elementary Statistics ............................. 3
Arts and Sciences Programs

Physical and Life Science: Two courses (seven to eight semester credits), with one course selected from the Life Sciences and one course from the Physical Sciences including at least one laboratory course.

Physical Science
AST 101  Introduction to Astronomy 4
AST 102  Astronomy of the Solar System 4
AST 103  Astronomy of the Stars and Beyond 4
CHM 100  Chemistry and Society 4
CHM 110  Fundamentals of Chemistry 4
CHM 140  General Chemistry I 5
GEO 200  Physical Geography: Weather and Climate 4
GEO 201  Physical Geography: Maps and Land Forms 4
GOL 101  General Geology 4
GOL 102  Historical Geology 4
PHS 141  Applications of Physical Science Concepts 4
PHS 142  Science of Light and Music 4
# PHY 100  General Physics 4
# PHY 101  General Physics (Mechanics, Heat & Sound) 5
# PHY 106  General Physics (Mechanics) 4

Life Science
BIS 100  General Biology 4
BIS 102  Human Genetics 4
BIS 104  Issues in Modern Biology 4
BIS 105  Environmental Biology 4
# BIS 150  Principles of Biology I 4
# BIS 122  Introductory Microbiology 4
ORN 125  Plants and Society 4

General Education Core:
12 to 13 courses (37 to 41 semester credits)

Total credits required for graduation 64

• No more than two courses from any one discipline can be used to fulfill General Education Core curriculum requirements.
• While few baccalaureate institutions require a foreign or second language in their campus-wide general education requirements, competency through two, three, or four college semesters (or the high school equivalent) in a single foreign/second language is required for the Bachelor of Arts degree at some universities, for all bachelor's degrees in some colleges (such as Colleges of Liberal Arts), and for some bachelor's degree majors.
• Community college students who intend to transfer should complete the foreign language courses required by their intended transfer institution, college within a university, and/or major, prior to transferring.
• Students must earn a passing grade in each course used to fulfill requirements. Passing scores (based on national norms) on appropriate AP and CLEP exams may be used to fulfill requirements for students who earn an Associate of Arts or an Associate of Science degree prior to transfer. For other transfer students, receiving institutions will follow established credit policies.
• Transfer Major and Electives (23-27 credit hours)
• It is recommended that students select the remaining courses from their major area of study of the IAI approved or articulated courses with a counselor or transfer specialist.
• It is highly recommended that students enroll in COL 101#, COL 102#, CSG 150# and HTH 104# or HTH 281#.

Architecture

Curriculum U224A04

Architects are involved in all aspects of building design, including appearance, economy, function, structure, environmental planning, sustainability and responding to the needs of those who will use the building. They design, prepare drawings, build models, analyze costs, specify building materials and administer construction contracts. Architecture, as a profession, is a business, a science and an art.

Triton College's Architectural curriculum offers courses required in the first two years of a bachelor's degree program in Architecture.

Some universities will require a prospective transfer student to submit a portfolio of studio work to place the student in their design sequence, to determine the amount of credit to be awarded for architecture courses from Triton College and, in some cases, for admission to their Architectural program. Architectural schools differ slightly in their requirements and students should work closely with Triton's architectural coordinator to determine specific transfer course requirements.

(Select courses that meet the BA requirements of your transfer college.)

Semester One  Credit Hours
ARC 109  Architectural Drafting Fundamentals 2
# ARC 187  Architectural Drawing & Models 3
HIS 121  History of Western Civilization I 3
MAT 131  Calculus & Analytic Geometry I 5
RHT 101  Freshman Rhetoric and Composition I 3

Semester Two
# ARC 110  Wood and Masonry Construction Technology 5
# ARC 171  Architectural Design 3
ART 111  Ancient to Medieval Art 3
HIS 122  History of Western Civilization 3
RHT 102  Freshman Rhetoric and Composition II 3

Semester Three
# ARC 120  Steel Construction Technology 5
# ARC 172  Architectural Design II 5
ARC 210  Introduction to the History of Architecture 3
ART 112  Renaissance to Modern Art 3

Semester Four
ANT 101  Introduction to Anthropology 3
PEHL 101  Introduction to Philosophy 3
# PHY 101  General Physics (Mechanics, Heat & Sound) 5
SOC 100  Introduction to Sociology 3
SPE 101  Principles of Effective Speaking 3

General education requirements: AA degree (see Page 46) . . . 37-41
Architecture courses or other electives for AA degree . . . . . . 23-27

See ARC course descriptions Page 132.

Coordinator: Jo Beth Halpin, Ext. 3601

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AA Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 46 with AA Degree Requirements for required hours and number of courses in each discipline*.

*discipline: a subject or field of activity, for example, an academic subject
Art

Curriculum U224A50
While the following sequence of courses is strongly recommended, students should select general education courses and plan the sequence for completing general education requirements in consultation with a member of the Counseling department. Students may select art electives that will best prepare them for transfer to senior institutions. Consultation with a transfer specialist is highly recommended.

(Select courses that meet the BA requirements of your transfer college.)

Semester One Credit Hours
ART 111 Ancient to Medieval Art ........................................ 3
ART 117 Drawing I ............................................................ 3
ART 119 Two-dimensional Design ......................................... 3
General education .............................................................. 7-9
16-18

Semester Two
ART 112 Renaissance to Modern Art ...................................... 3
ART 116 Color Composition .................................................. 2
ART 118 Drawing II ............................................................ 3
ART 120 Three-dimensional Design (optional) ....................... 3
General education .............................................................. 6-7
17-18

Semester Three
# ART 125 Life Drawing I .................................................... 3
Art elective (ART 141 if required by the institution transferring to) .................................................. 3
General education .............................................................. 12-14
18-20

Semester Four
# ART 126 Life Drawing II .................................................... 3
Art elective (ART 151 if required by the institution transferring to) .................................................. 3
General education .............................................................. 12-14
18-20

Recommended Art electives:
ART 114 Survey of Asian Art .................................................. 3
ART 120 Three-dimensional Design ........................................ 3
# ART 135 Ceramics I ............................................................ 3
ART 140 Printmaking ............................................................ 3
ART 141 Painting I .............................................................. 3
ART 142 Painting II .............................................................. 3
ART 151 Sculpture I ............................................................. 3
VIC 100 Graphic Design ...................................................... 3

General education requirements: AA degree (see Page 46) ... 37-41
Art courses or other electives for AA degree ....................... 23-27

See ART course descriptions and IAI codes, Page 134.
*These courses also fulfill Humanities requirements in general education.

Students with an emphasis in two-dimensional pictorial arts are advised to select from a combination of ART 140, ART 141 and ART 142 for their Art electives. Students with an emphasis on three-dimensional media should select from ART 135 and ART 151 for their Art electives. Students with an emphasis in Advertising Art should select their electives from the Visual Communication curriculum.

Chairperson: Angela Latham, Ext. 3412

Community Studies

Curriculum U224A07
The focus of Community Studies is designed to focus on aspects of the community with an emphasis on leadership skills and knowledge of community organizational processes. It will enable the student who wishes to take a leadership role to incorporate and develop skills necessary for participation in contemporary organizations. Students who are planning on transferring are advised to select courses that will transfer to the four-year school of their choice.

(Select courses that meet the BA requirements of your transfer college.)

Semester One Credit Hours
HTH 281 First Aid & CPR ...................................................... 2
# RHT 101 Freshman Rhetoric and Composition I .................. 3
SPE 101 Principles of Effective Speaking ................................ 3
General Education/Humanities & Fine Arts .......................... 3
Community Studies elective .................................................. 3
17

Semester Two
PSC 151 American State and Urban Politics ......................... 3
# RHT 102 Freshman Rhetoric and Composition II ................. 3
General Education/Humanities & Fine Arts .......................... 3
General Education/Social & Behavioral Science ................. 3
General Education/Mathematics ......................................... 3
Community Studies elective .................................................. 3
18

Semester Three
General Education/Physical & Life Science ......................... 4
General Education/Humanities & Fine Arts .......................... 3
General Education/Social & Behavioral Science ................. 3
Community Studies elective .................................................. 6
16

Semester Four
General Education/Physical & Life Science ......................... 4
General Education/Social & Behavioral Science ................. 3
Community Studies elective .................................................. 9
16

General education requirements: AA degree (see Page 46) ... 37-41
Community Studies electives for AA degree ....................... 19-23

Required Community Studies Courses:
BUS 141 Introduction to Business ........................................... 3
# SOC 210 Sociology of Leadership ................................... 3

Select 13 to 17 credits from the following courses:
ACC 101 Financial Accounting .............................................. 3
ACC 105 Managerial Accounting .......................................... 3
BUS 150 Principles of Management ..................................... 3
BUS 161 Business Law I ....................................................... 3
BUS 200 Introduction to Human Resource Management ........ 3
HIS 151 History of the United States to 1877 ......................... 3
MKT 125 Principles of Marketing ......................................... 3
PSC 150 American National Politics .................................... 3
PSC 184 Global Politics ....................................................... 3
SOC 131 Social Problems ..................................................... 3
# SOC 225 Racial & Cultural Minorities ............................... 3

Note: Courses taken to meet the General Education Core requirements cannot serve as Community Studies electives. Selection of Community Studies electives should be based on specific career goals.

Coordinator: Ruth Hallongren, Ext. 3995
Criminal Justice Administration

Curriculum U224A43

This concentration of courses prepares students interested in transferring to a four-year school for a bachelor’s degree in Criminal or Social Justice. The courses also provide a background for students interested in law, law enforcement, juvenile work, probation services, parole services, work release or halfway house counseling.

(Select courses that meet the BA requirements of your transfer college.)

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CJA 111† Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJA 121† Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>COL 101† Introduction to College</td>
<td>1</td>
</tr>
<tr>
<td>RHT 101† Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Physical &amp; Life Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Social &amp; Behavioral Science</td>
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Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 181† Juvenile Delinquency &amp; Law</td>
<td>3</td>
</tr>
<tr>
<td>HTH 10† Science of Personal Health</td>
<td>2</td>
</tr>
<tr>
<td>HTH 28† First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>RHT 102† Freshman Rhetoric and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Social &amp; Behavioral Science</td>
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<tr>
<td>Electives†</td>
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Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CJA 219† Criminal Law I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101† Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Physical &amp; Life Science</td>
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</table>

Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># CJA 201† Criminology</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Social &amp; Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Electives†</td>
<td>6-8</td>
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</table>

Total credits required for graduation: 64

Suggested General Education and/or Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 102† Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100† Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100† Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 225† Racial &amp; Cultural Minorities</td>
<td>3</td>
</tr>
<tr>
<td>PHL 103† Ethics</td>
<td>3</td>
</tr>
<tr>
<td>One year of a foreign language sequence</td>
<td>8</td>
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</tbody>
</table>

Recommended Criminal Justice Administration Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 161† Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJA 246† Laws of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CJA 257† Law Enforcement Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJA 296† Special Topics in Criminal Justice</td>
<td>0.5-4</td>
</tr>
</tbody>
</table>

General education requirements: AA degree (see Page 46) 37-41
Criminal Justice courses or other electives for AA degree 23-27

See CJA course descriptions and IAI codes, Page 150.

Education

Curriculum U224A13

An introduction to teaching as a profession in the American education system offering a variety of perspectives on education including historical, professional, social, legal and ethical issues in a diverse society. The curriculum also includes how schools are structured, governed and operated. Observation and assessment skills will be fostered through field experience.

GENERAL EDUCATION CORE:

11 courses (35-37 semester credits)

Communications: Three courses (nine semester credits)

RHT 101† Freshman Rhetoric & Composition I 3
# RHT 102† Freshman Rhetoric & Composition II 3
SPE 101† Principles of Effective Speaking 3
Social & Behavioral Sciences: Three courses (nine semester credits)

PSC 150† American National Politics 3
HIS 151† History of the United States to 1877 3
Electives 3

Humanities & Fine Arts: Three courses (nine semester credits)

At least one Humanities course and one Fine Arts course

Physical & Life Sciences: Two courses (eight to 10 semester credits)

At least one Physical Science course and one Life Science course

EARLY CHILDHOOD EDUCATION (Birth to grade 3/age 8)

Additional General Education Core: Six courses (19-20 semester credits)

Mathematics: Two courses (six semester credits)

# MAT 116† Math for Elementary School Teachers I 3
# MAT 117† Math for Elementary School Teachers II 3
Physical & Life Sciences: One course (four-five semester credits)

Humanities & Fine Arts: One course (three semester credits)

Social & Behavioral Sciences: One course (three semester credits)

Health/Physical Development: One course (three semester credits)

# ECE 118† Health, Nutrition and Safety 3

Recommended Courses (up to 13 semester credits)

ECE 110† Early Child Development 3
ECE 111† Introduction to Early Childhood Education 3
# ECE 138† Observation, Assessment, Curriculum and Guidance of Young Children 4

One course selected from the two listed below:

# ECE 142† Students with Disabilities in School 3
EDU 200† Introduction to Special Education 3

Area of Concentration Courses 3

Up to nine semester credits in one of the following disciplines selected in consultation with the counselor for education majors: Art, Biology, Chemistry, Economics, English, a single foreign language, History, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology or Theater.

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative (IAI) for graduation if planning to transfer within Illinois. AA Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences at least two disciplines*. See catalog page 46 with AA Degree Requirements for required hours and number of courses in each discipline*.

*discipline: a subject or field of activity, for example, an academic subject

Note: Students interested in an Associate in Applied Science degree in Criminal Justice Administration should see Page 96 for more information. Also available are certificates in corrections, law enforcement and armed security (Page 97).

Coordinator: Nicholas Jason, Ext. 3791
Additional General Education Core Courses to meet the AA degree requirements: 0-10 semester credits

ELEMENTARY EDUCATION (Grades K through 9)
Additional General Education Core: Six courses (18-19 semester credits)
Mathematics: Two courses (six semester credits)
# MAT 116 Math for Elementary School Teachers I .......................... 3
# MAT 117 Math for Elementary School Teachers II .......................... 3
Physical & Life Sciences: One course (four to five semester credits)
Humanities & Fine Arts: Two courses (six semester credits)
RHT 211 Introduction to Linguistics .......................... 3
Humanities & Fine Arts elective .................................. 3-4
Health/Physical Development: One course (two semester credits)
HHTH 104 Science of Personal Health .......................... 2

Recommended Courses (up to seven semester credits)
EDU 203 Portfolio Development for Educators .......................... 1
# EDU 206 Human Growth and Development .................................. 3
# EDU 207 Introduction to Education .................................. 3

Area of Concentration Courses
Up to nine semester hours of credit in one academic discipline at the sophomore level. Acceptable disciplines are: Art, Biology, Chemistry, Economics, English, a single foreign language, History, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology or Theater.

Additional General Education Core Courses to meet the AA degree requirements: 0 - 11 semester credits

SECONDARY EDUCATION (Grades 6 - 12)
Additional General Education Core: Five courses (15-19 semester credits)
Mathematics: One course (three to five semester credits) selected from the following list:
# MAT 101 Quantitative Literacy .................................. 3
# MAT 102 Liberal Arts Mathematics .................................. 3
# MAT 124 Finite Mathematics .................................. 3
# MAT 131 Calculus & Analytic Geometry .................................. 5
# MAT 134 Introduction to Calculus for Business & Social Science .................................. 5
# MAT 170 Elementary Statistics .................................. 3
Physical & Life Sciences: One additional course (four to five semester credits) will be necessary if the student has less than nine semester hours in this category.
Humanities & Fine Arts: Two courses (six to seven semester credits)
RHT 211 Introduction to Linguistics .......................... 3
Humanities & Fine Arts elective .................................. 3-4
Health/Physical Development: One course (two semester credits)
HHTH 104 Science of Personal Health .......................... 2

Recommended Courses (up to nine semester credits)
EDU 203 Portfolio Development for Educators .......................... 1
# EDU 206 Human Growth and Development .................................. 3
# EDU 207 Introduction to Education .................................. 3
PSY 100 Introduction to Psychology .................................. 3

Additional General Education Core Courses to meet the AA degree requirements: 0 - 15 semester credits

SPECIAL EDUCATION (Grades Pre-K through 12)
Additional General Education Core: Five courses (15-19 semester credits)
Mathematics: One course (three to five semester credits) selected from the following list:
# MAT 101 Quantitative Literacy .................................. 3
# MAT 102 Liberal Arts Mathematics .................................. 3
# MAT 124 Finite Mathematics .................................. 3
# MAT 131 Calculus & Analytic Geometry .................................. 5
# MAT 134 Introduction to Calculus for Business & Social Science .................................. 5
# MAT 170 Elementary Statistics .................................. 3
Physical & Life Sciences: One additional course (four to five semester credits) will be necessary if the student has less than nine semester credits in this category.
Humanities & Fine Arts: Two courses (six to seven semester credits)
RHT 211 Introduction to Linguistics .......................... 3
Humanities & Fine Arts elective .................................. 3-4
Health/Physical Development: One course (two semester credits)
HHTH 104 Science of Personal Health .......................... 2

Recommended Courses (up to nine semester credits)
EDU 203 Portfolio Development for Educators .......................... 1
# EDU 206 Human Growth and Development .................................. 3
# EDU 207 Introduction to Education .................................. 3
PSY 100 Introduction to Psychology .................................. 3

Additional General Education Core Courses to meet the AA degree requirements: 0 - 14 semester credits

Note: Wherever specific courses are not identified, every effort should be made to utilize only IAI approved courses.

1Students must complete at least one three-semester hour course in “Non-Western or Third-World Cultures” either in the Humanities & Fine Arts category or the Social & Behavioral Science category. Courses may be selected from:
ART 114 Survey of Asian Art .................................. 3
HIS 156 African History .................................. 3
HIS 191 History of Asia and the Pacific I .................................. 3
HIS 192 History of Asia and the Pacific II .................................. 3
HUM 165 Introduction to the Latin American Experience .................................. 3
PHL 105 World Religions .................................. 3

2If this course is not completed at Triton, a similar course will have to be completed at the transfer school.

3The student, in cooperation with the counselor for education, should carefully select one discipline for additional study because an additional nine semester hours of upper division course work will be completed in that one discipline at the transfer school. These courses may or may not be listed in the General Education Core Curriculum.

See EDU course descriptions and IAI codes, Page 155; See ECE course descriptions and IAI codes, Page 153;

Coordinator: Education, Diana Rosenbrock, Ext. 3615
Counselor: Kathy Cunningham, Ext. 3644
### English and Rhetoric

**Curriculum U224A21**

Courses in Rhetoric train students in the craft of writing and develop skills in critical thinking. Some courses are required; others may be selected as a basis for a major in English.

Courses in English introduce the major genres, survey American and British literature, and examine authors or special fields of literature. Some courses meet general education requirements and all contribute toward developing a major in the field.

*(Select courses that meet the BA requirements of your transfer college.)*

**Recommended courses:**
- RHT 101 freshmen rhetoric and composition I: 3
- RHT 102 freshmen rhetoric and composition II: 3
- RHT 255 creative writing: 3

**Recommended electives:**
- ENG 101 introduction to poetry: 3
- ENG 102 introduction to drama: 3
- ENG 103 introduction to fiction: 3
- ENG 123 chief modern English Writers: 3
- ENG 170 children’s literature: 3
- ENG 231 introduction to Shakespeare: 3
- ENG 285 the short story: 3
- ENG 288 twentieth century American novel: 3

General education requirements: AA degree (see Page 46) . . . 37-41

*Not offered every semester.

**Chairperson:** Michael Flaherty, Ext. 3250

### Foreign Languages

**Curriculum U224A16**

The Foreign Language curriculum is designed to prepare students to participate in a highly competitive multicultural global society. Two years of language study at Triton will, in most instances, fulfill curriculum language requirements for advanced programs at many universities. Triton’s Foreign Language department is prepared to help students make language choices and take programs based upon their needs and plans for the future.

Career areas enhanced by foreign language skills include:
- Foreign language teaching in schools and colleges (see also Education)
- International business or professional careers — international export, import, marketing, sales, investment, law, health, development, missionary, Peace Corps
- Tourism
- Research — scientific and social engineering
- Government Service
- Airline positions
- Translating, interpreting
- Bilingual, administrative or secretarial work
- International banking and finance
- Law Enforcement — local, national

*(Select courses that meet the BA requirements of your transfer college.)*

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
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<tr>
<td>or SPN 101</td>
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</tr>
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**Semester Two**

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<tr>
<td>or SPN 102</td>
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<tr>
<td>General education</td>
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**Semester Three**

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<tr>
<td>or ITL 103</td>
<td></td>
</tr>
<tr>
<td>or SPN 103</td>
<td></td>
</tr>
<tr>
<td>General education</td>
<td>9</td>
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<tr>
<td>Electives</td>
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**Semester Four**

<table>
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</tr>
<tr>
<td>or ITL 104</td>
<td></td>
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<td>or SPN 104</td>
<td></td>
</tr>
<tr>
<td>General education</td>
<td>9</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**History**

**Curriculum U224A46**

Courses in History cover a variety of American and international topics. Designed at the freshman and sophomore levels, they provide a broad foundation on which a student may specialize. Beyond general education requirements and personal interests, students should select courses that meet requirements at the transfer institution of choice.

*(Select courses that meet the BA requirements of your transfer college.)*

**Recommended courses:**
- HIS 121 history of Western Civilization I: 3
- HIS 122 history of Western Civilization II: 3
- HIS 141 World History I: 3
- HIS 142 World History II: 3
- HIS 151 History of the United States to 1877: 3
- HIS 152 History of the United States Since 1877: 3
- HIS 155 History of the Afro-American in the U.S.: 3
- HIS 156 African History: 3
- HIS 192 History of Asia and the Pacific II: 3

General education requirements: AA degree (see Page 46) . . . 37-41

**Chairperson:** Maxi Armas, Ext. 3958

*Not offered every semester.

General Education electives must be selected from the AAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AA Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines. See catalog page 46 with AA Degree Requirements for required hours and number of courses in each discipline.*

*discipline: a subject or field of activity, for example, an academic subject
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**Intercultural Studies**

Recommended electives include other courses in the Social Sciences, Behavioral Sciences, Humanities, Literature, Language, Economics and the Arts.

Chairperson: Tom Porebski, Ext. 3509

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**Intercultural Studies**

**Curriculum U224A05**

Triton’s students represent a great variety of ethnic backgrounds. This mix reflects the national population and the interests, concerns and needs of such a population reflect, in turn, those of the nation in our increasing involvements with the international community.

Courses in Intercultural Studies are designed to promote the understanding of such issues as they relate both to our own communities and to international interests.

*(Select courses that meet the BA requirements of your transfer college.)*

**Recommended courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 210</td>
<td>Afro-American Art</td>
<td>3</td>
</tr>
<tr>
<td>GEO 104</td>
<td>Contemporary World Culture</td>
<td>3</td>
</tr>
<tr>
<td>HIS 141</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 142</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 155</td>
<td>History of the Afro-American in the United States</td>
<td>3</td>
</tr>
<tr>
<td>HIS 156</td>
<td>African History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 192</td>
<td>History of Asia and the Pacific II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 165</td>
<td>Introduction to the Latin American Experience</td>
<td>3</td>
</tr>
<tr>
<td>PSC 184</td>
<td>Global Politics</td>
<td>3</td>
</tr>
<tr>
<td>PHL 104</td>
<td>Social and Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHL 105</td>
<td>World Religions</td>
<td>3</td>
</tr>
<tr>
<td>SOC 131</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 225</td>
<td>Racial and Cultural Minorities</td>
<td>3</td>
</tr>
<tr>
<td>PSC 210</td>
<td>Introduction to Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

General education requirements: AA degree (see Page 46) . . . 37-41

Intercultural Studies courses or other electives for AA degree . . . . 23-27

Recommended electives include courses in the Sciences, Mathematics and Computer Science, Economics, Political Science, Foreign Language and Literature.

Chairperson: Tom Porebski, Ext. 3509

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**Marketing Management**

**Curriculum U224A19**

The Marketing Management degree offers courses as a foundation in the study of Marketing. Students planning on transferring with a major in Marketing to a four-year school for a bachelor’s degree should select general education courses based on requirements at that school to which they intend to transfer.

*(Select courses that meet the BA requirements of your transfer college.)*

**Semester One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 141</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT 125</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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**Semester Two**

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<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td># ACC 105</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 190</td>
<td>Principles of Sales</td>
<td>3</td>
</tr>
<tr>
<td># RHT 102</td>
<td>Freshman Rhetoric &amp; Composition II</td>
<td>3</td>
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<td>General Education/Humanities &amp; Fine Arts</td>
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<td>3</td>
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<td>Elective</td>
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**Semester Three**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ECO 103</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td># MAT 124</td>
<td>Finite Mathematics</td>
<td>3</td>
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<tr>
<td>MKT 275</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
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<td>General Education/Humanities &amp; Fine Arts</td>
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<tr>
<td>General Education/Physical &amp; Life Science</td>
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**Semester Four**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td># MKT 289</td>
<td>Consumer Behavior</td>
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<tr>
<td># MKT 292</td>
<td>Sales Strategies</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Humanities &amp; Fine Arts</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Education/Physical &amp; Life Science</td>
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<td>4</td>
</tr>
</tbody>
</table>

General education requirements: AA degree (see Page 46) . . . 37-41

Marketing courses or other electives for AA degree . . . . 19-23

See MKT course descriptions Page 172.

NOTE: Students interested in an Associate in Applied Science degree in Marketing Management should see Page 110 for additional information.

Chairperson: Annette Jajko, Ext. 3332

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**Mass Communication—Multimedia**

**Curriculum U224A09**

Mass Communication includes careers in multimedia, journalism, public relations, film, television, radio broadcasting and advertising. The Mass Communication - Multimedia degree uses digital computer-based technology for designing graphics, creating Websites and animations, and incorporating sound with still and moving images. Students may choose elective courses to specialize in specific areas of Mass Communication. Four-year schools differ in their requirements. Students are advised to select courses that will transfer to the four-year school of their choice.

*(Select courses that meet the BA requirements of your transfer college.)*

**Semester One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># MCM 120</td>
<td>Mass Communication</td>
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<tr>
<td>RHT 101</td>
<td>Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Mathematics</td>
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<td>3</td>
</tr>
<tr>
<td>General Education/Humanities</td>
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**Semester Two**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>VIC 172</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>MCM 150</td>
<td>Film History and Appreciation*</td>
<td>3</td>
</tr>
<tr>
<td># RHT 102</td>
<td>Freshman Rhetoric and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Physical &amp; Life Science</td>
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<td>4</td>
</tr>
<tr>
<td>General Education/Social &amp; Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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* Please check with your school's admissions office for any additional information or requirements.
Arts and Sciences Programs

Semester Three
VIC 273\textsuperscript{*} Introduction to Flash Animation \hspace{1cm} 3
VIC 285\textsuperscript{*} Digital Voice \hspace{1cm} 3
General education/Humanities or Fine Arts \hspace{1cm} 3
General education/Physical & Life Science \hspace{1cm} 4
General education/Social & Behavioral Science \hspace{1cm} 3
\textbf{17}

Semester Four
JRN 150\textsuperscript{*} Basic News Writing \hspace{0.5cm} or
# MCM 130\textsuperscript{*} Introduction to Radio Production \hspace{1cm} 3
MKT 275\textsuperscript{*} Principles of Advertising \hspace{1cm} 3
General education/Social & Behavioral Science \hspace{1cm} 3
Electives \hspace{1cm} 8
\textbf{25}

Suggested electives:
ART 117\textsuperscript{*} Drawing I \hspace{1cm} 3
ART 119\textsuperscript{*} Two-dimensional Design \hspace{1cm} 3
CIS 101\textsuperscript{*} Introduction to Computer Science \hspace{1cm} 3
# JRN 200\textsuperscript{*} Basic News Editing \hspace{0.5cm} or
# MCM 205\textsuperscript{*} Basic Broadcast Announcing \hspace{1cm} 3
MCM 125\textsuperscript{*} Broadcasting History \hspace{1cm} 3
# MCM 296\textsuperscript{*} Special Topics in Mass Communication and Journalism \hspace{1cm} 1-4
PSC 184\textsuperscript{*} Global Politics \hspace{1cm} 3
VIC 104\textsuperscript{*} Computer Art I \hspace{1cm} 3
VIC 121 Introduction to Quark InDesign \hspace{1cm} 4
VIC 162 Digital Photography \hspace{1cm} 4
VIC 270 Writing for Multimedia \hspace{1cm} 3
# VIC 272 Advanced Web Page Design \hspace{1cm} 3

General education requirements: AA degree (see Page 46) \hspace{1cm} 37-41
Mass Communication-Multimedia courses or other electives for AA degree \hspace{1cm} 23-27
See JRN course descriptions and IAI codes, Page 171; MCM course descriptions and IAI codes, Page 173

*Meets Fine Arts general education requirement

*Beyond designated requirements, select courses required by transfer institutions. In addition, selection should be based on specific career goals. For teaching, see Education section.

Coordinator: Lorette Dohr, Ext. 3519

Music

Curriculum U22A51
This series of courses is designed to offer all of the required freshman- and sophomore-level music course work for students planning to pursue a Bachelor of Music or Bachelor of Music Education degree at senior institutions.

All incoming music students must take a Music theory proficiency test administered by the Music faculty. This examination will determine placement in Music courses. Students desiring applied private lessons for two hours of credit (major applied lessons) must audition for the faculty before enrolling.

One semester of Class Piano Instruction (MUS 177\textsuperscript{*}) and one semester of Private Piano Instruction (MUS 180\textsuperscript{*}) are required of all instrumental and vocal majors; however, instrumental and vocal majors with backgrounds in piano and the consent of the piano staff may enroll in MUS 180\textsuperscript{*} in lieu of the required semester of MUS 177\textsuperscript{*}. All full-time students enrolled in this curriculum who are taking applied lessons are required to participate in convocation activities. Students failing to meet this requirement will receive an “Incomplete” in their applied area.

*(Select courses that meet the BA requirements of your transfer college.)*

Semester One Credit Hours
MUS 105\textsuperscript{*} Theory of Music I \hspace{1cm} 3
MUS 115\textsuperscript{*} Sight-singing & Ear-training I \hspace{1cm} 1
# MUS 135\textsuperscript{*} Keyboard Harmony I \hspace{1cm} 1

Applied Music—Major area chosen from:
MUS 180\textsuperscript{*} Piano \hspace{1cm} or
MUS 181\textsuperscript{*} Voice \hspace{1cm} or
MUS 179\textsuperscript{*} Instrumentation \hspace{1cm} 2
MUS 180\textsuperscript{*} (Applied Music—Piano requirement). \hspace{1cm} 1
Music Ensemble (Chosen from MUS 250\textsuperscript{*}, MUS 251\textsuperscript{*}, MUS 252\textsuperscript{*}, MUS 253\textsuperscript{*}, MUS 261\textsuperscript{*}, MUS 262\textsuperscript{*}, MUS 266\textsuperscript{*}) \hspace{1cm} 1

Semester Two
MUS 106\textsuperscript{*} Theory of Music II \hspace{1cm} 3
MUS 116\textsuperscript{*} Sight-singing & Ear-training II \hspace{1cm} 1
Applied Music—Major area chosen from:
MUS 179\textsuperscript{*} Instrumentation \hspace{1cm} or
MUS 180\textsuperscript{*} Piano \hspace{1cm} or
MUS 181\textsuperscript{*} Voice \hspace{1cm} 2
MUS 180\textsuperscript{*} (Applied Music—Piano). \hspace{1cm} 1
Music Ensemble (Chosen from MUS 250\textsuperscript{*}, MUS 251\textsuperscript{*}, MUS 252\textsuperscript{*}, MUS 253\textsuperscript{*}, MUS 261\textsuperscript{*}, MUS 262\textsuperscript{*}, MUS 266\textsuperscript{*}) \hspace{1cm} 1

Semester Three
MUS 207\textsuperscript{*} Theory of Music III \hspace{1cm} 3
MUS 217\textsuperscript{*} Sight-singing & Ear-training III \hspace{1cm} 1
Applied Music—Major area chosen from:
MUS 179\textsuperscript{*} Instrumentation \hspace{1cm} or
MUS 180\textsuperscript{*} Piano \hspace{1cm} or
MUS 181\textsuperscript{*} Voice \hspace{1cm} 2
MUS 215\textsuperscript{*} Introduction to Music History \hspace{1cm} 3
Music Ensemble (Chosen from MUS 250\textsuperscript{*}, MUS 251\textsuperscript{*}, MUS 252\textsuperscript{*}, MUS 253\textsuperscript{*}, MUS 261\textsuperscript{*}, MUS 262\textsuperscript{*}, MUS 266\textsuperscript{*}) \hspace{1cm} 1

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AA Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 46 with AA Degree Requirements for required hours and number of courses in each discipline*. 

*discipline: a subject or field of activity, for example, an academic subject
### Music Technology

**Semester Four**

- MUS 208* Theory of Music IV ........................................ 3
- MUS 218* Sight-singing & Ear-training IV ........................ 1

Applied Music—Major area chosen from:

- MUS 179* Instrumentation or ................................. 1
- MUS 180* Piano or ................................................. 2
- MUS 181* Voice .................................................... 2

Music Ensemble (chosen from MUS 250*, MUS 251*, MUS 252*, MUS 253*, MUS 261*, MUS 262*, MUS 266*): ........ 1

**Suggested electives:**

- MUS 110* Listening to Music ................................. 3
- MUS 179* Applied Music—Instrumentation includes:
  - organ, violin, viola, cello, string bass, flute, clarinet, oboe, bassoon, trumpet, French horn, trombone, baritone, tuba, percussion, saxophone and guitar. ......................... 1-2
- MUS 180* Applied Music—Piano ................................ 1-2
- MUS 181* Applied Music—Voice ............................. 1-2
- MUS 200* Improvisation I ................................... 2
- MUS 201* Improvisation II .................................... 2
- MUS 216* Music in America ................................... 3

**General education requirements:** AA degree (see Page 46) . . . 37-41

**Notes:**

1. MUS 105*, MUS 115* and MUS 135* should be taken concurrently. It is recommended that students without a keyboard background should enroll in MUS 135* in the first semester.
2. Beginners in piano may take MUS 177*, Class Piano Instruction, in lieu of MUS 180* for one semester.
3. Students who elect MUS 180*, Applied Music—Piano, as their major applied area, can satisfy their remaining applied Music requirement with any other applied Music area.
4. It is recommended that MUS 215*, Introduction to Music History, be taken during the third or fourth semester.

*See MUS course descriptions and IAI codes, Page 175.*

Students are encouraged to participate in the Triton Jazz Band and the Triton Concert Band.

**Chairperson:** Angela Latham, Ext. 3412

#### Music Technology (formerly Commercial Music)

**Curriculum U224A52**

This curriculum offers students an opportunity to acquire specific skills in the diverse field of Music Technology. This curriculum provides a basic foundation in Music theory as well as computer Music skills. Interested students should pursue a bachelor’s degree in Music Technology. Four-year schools differ in their requirements. Students are advised to select courses that will transfer to the four-year institution of their choice.

*Select courses that meet the AA requirements of your transfer college.*

**Semester One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 101*</td>
<td>Electronic Music Production</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105*</td>
<td>Theory of Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 115*</td>
<td>Sight-singing &amp; Ear-training I</td>
<td>1</td>
</tr>
<tr>
<td># MUS 135*</td>
<td>Keyboard Harmony I</td>
<td>1</td>
</tr>
<tr>
<td>RHT 101*</td>
<td>Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**General education/Social and Behavioral Sciences** ........................ 3

---

### Philosophy and Logic

**Curriculum U224A38**

These courses offer a foundation in the study of Philosophy. Some also meet general education requirements. Students planning to transfer into a major in Philosophy should select courses based on requirements at the four-year school to which transfer is planned.

*Select courses that meet the BA requirements of your transfer college.*

**Recommended courses:**

- PHL 101* Introduction to Philosophy ...................... 3
- PHL 102* Logic .................................................. 3
- PHL 103* Ethics .................................................. 3
- PHL 104* Social and Political Philosophy ................. 3
- PHL 105* World Religions ................................... 3
- PHL 106* Biomedical Ethics .................................. 3
- PHL 296* Special Topics in Philosophy .................... 3

**General education requirements:** AA degree (see Page 46) ... 37-41

*See PHL course descriptions Page 183.*

**Chairperson:** Ruth Hallongren, Ext. 3995
Psychology

Curriculum U224A42

Students planning to major in Psychology when they transfer to a four-year school should use the following as a guide.

Required Course:
PSY 100† Introduction to Psychology ................................. 3

Recommended Electives for Psychology Majors (a maximum of nine semester credits selected from the courses listed below):
PSY 201† Introduction to Social Psychology ............................. 3
PSY 210† Psychology of Personality ................................ 3
PSY 238† Abnormal Psychology ........................................ 3
PSY 245† Industrial Psychology .......................................... 3

(Only one of the developmental psychology courses listed below may be used in meeting the nine credit hours of recommended electives for psychology majors):
PSY 216‡ Child Psychology ............................................... 3
PSY 222‡ Adolescent Psychology ........................................ 3
PSY 228‡ Psychology of Adulthood and Aging ...................... 3

Electives for Non-Psychology Majors:
PSY 105‡ Personal Applications of Psychology ...................... 3
PSY 296‡ Special Topics in Psychology ............................... 3

General education requirements: AA degree (see Page 46) ....... 37-41
Psychology courses or other electives for AA degree ............. 23-27

See PSY course descriptions and IAI codes, Page 187.

Chairperson: Ruth Hallongren, Ext. 3995

Social and Political Science

Curriculum U224A45

These courses offer a study of contemporary political and economic issues. Social Science courses provide an historical perspective. Political Science courses examine the nature of the state both nationally and internationally.

(Select courses that meet the BA requirements of your transfer college.)

Recommended courses:
PSC 150† American National Politics ................................. 3
PSC 151† American State and Urban Politics ......................... 3
PSC 184† Global Politics .................................................. 3
PSC 296† Special Topics in Political Science ......................... 3

General education requirements: AA degree (see Page 46) ....... 37-41
Social/Political Science courses or other electives for AA degree ...... 23-27

See PSC course descriptions Page 187, SSC course descriptions Page 194.

Chairperson: Tom Porebski, Ext. 3509

Sociology/Social Work

Curriculum U224A44

Triton provides students the opportunity to develop a comprehensive understanding of the discipline of Sociology and the applied field of Social Work. A student planning to transfer to a four-year school and major in Sociology or Social Work can meet most, if not all, of the general education requirements and some of the major requirements for those two areas. The specific major field courses completed will be determined by whether the student plans to major in Sociology or Social Work.

(Select courses that meet the BA requirements of your transfer college.)

Sociology

Required Sociology Prerequisite Course:
SOC 100† Introduction to Sociology ..................................... 3

Recommended courses (up to nine semester credit hours)
# SOC 120† Social Patterns of Courtship and Marriage .............. 3
# SOC 131† Social Problems .............................................. 3
# SOC 225† Racial and Cultural Minorities ............................ 3

Social Work

Social Work Core Courses:
SOC 175† Introduction to Social Work ................................. 3
SOC 180† Human Sexuality ............................................. 3

Students also can complete courses in the following list:
SOC 131† Social Problems .............................................. 3
# PSY 201† Introduction to Social Psychology ....................... 3
# PSY 238† Abnormal Psychology ...................................... 3

General education requirements: AA degree (see Page 46) ....... 37-41
Sociology courses or other electives for AA degree ............. 23-27

See SOC course descriptions and IAI codes, Page 194.

Note: If a general education course also is listed as a transfer major course, the student will have to determine if the transfer school will accept the course as meeting two requirements or if the student will have to take additional general education courses to meet the General Education Core requirements for transfer with a standing as a junior.

Chairperson: Ruth Hallongren, Ext. 3995

Speech/Communications

Curriculum U224A23

The following sequence of courses is intended for persons interested in pursuing such careers as advertising, business, Education, law, politics, public relations and teaching of Speech (see also Education section).

(Select courses that meet the BA requirements of your transfer college.)

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># MCM 120† Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100† Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RHT 101† Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101† Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General education /Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AA Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 46 with AA Degree Requirements for required hours and number of courses in each discipline*.

*discipline: a subject or field of activity, for example, an academic subject
### Semester Two
- HIS 151♦ History of the United States to 1877 or
- PSC 150♦ American National Politics .......................... 3
- RHT 102♦ Freshman Rhetoric and Composition I ............ 3
- SPE 141♦ Introduction to Performance Studies ............... 3
  - General education/Humanities & Fine Arts ................. 3
  - General education/Physical & Life Science ................. 4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 151♦</td>
<td>History of the United States to 1877</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150♦</td>
<td>American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>RHT 102♦</td>
<td>Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 141♦</td>
<td>Introduction to Performance Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

### Semester Three
- SPE 113♦ Group Discussion & Conference Leadership .......... 3
- General education/Humanities & Fine Arts ................. 3
- General education/Physical & Life Science ................. 4
- Electives .................................................................. 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 113♦</td>
<td>Group Discussion &amp; Conference Leadership</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General education/Physical &amp; Life Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Semester Four
- # SPE 121♦ Advanced Public Speaking .......................... 3
- General education/Humanities & Fine Arts ................. 3
- Electives .................................................................. 10

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># SPE 121♦</td>
<td>Advanced Public Speaking</td>
<td>3</td>
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<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>10</td>
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</tr>
</tbody>
</table>

**General education requirements: AA degree (see Page 46) ... 37-41**

**Speech/communications courses or other electives for AA degree ........... 23-27**

**See SPE course descriptions Page 195.**

**Chairperson: Angela Latham, Ext. 3412**

## Undergraduate Center, Interdisciplinary Studies Department

### Curriculum U224A01

The Undergraduate Center is an interdisciplinary, multicultural program within the Interdisciplinary Studies department that offers courses in the Liberal Arts, Social and Behavioral Sciences and general education requirements.

The Learning Community Program is designed for transfer.

- Continuing personal guidance in course selection, instruction, degree requirements and transfer decisions
- Promotion of extracurricular activities
- Field trips to four-year institutions
- Small group activities and seminars
- Interaction with other students and faculty in a learning community
- An integrated academic program
- The study of multicultural issues (The center welcomes minority students and is designed to promote their success at Triton.)
- Internet-supported and “Distance Learning” classes
- International Study and Travel for college credit
- Travel Scholarship Award

The Undergraduate Center offers interdisciplinary combinations of courses such as these:

### Semester One (Fall)
- # ENG 103♦ Introduction to Fiction .......................... 3
- PHL 103♦ Introduction to Philosophy ........................ 3
- SOC 100♦ Introduction to Sociology .......................... 3
- SPE 101♦ Principles of Effective Speaking ................. 3

### Semester Two (Spring)
- # BIS 241♦ Human Anatomy and Physiology II .......... 4
- HIS 151♦ History of the United States to 1877 .......... 3
- # RHT 102♦ Freshman Rhetoric & Composition II ....... 3
- PHL 103♦ Ethics .................................................. 3
- PSY 201♦ Introduction to Social Psychology .............. 3
- # PSY 228♦ Psychology of Adulthood & Aging ............ 3
- SPE 130♦ Introduction to Theater ............................ 3

### Notes:
- Required courses to complete the AA degree.
- Recommended electives include: Drawing (ART 117♦), Music (Applied Voice), Dance (PED 146♦), Literature (ENG 101♦, ENG 103♦, ENG 105♦), History, Psychology and Sociology.
- Chairperson: Angela Latham, Ext. 3412
Communications: 12 to 13 courses (37-41 semester credits)

HUM 296* Special Topics in Humanities………………….. 1-4
IDS 101* The Arts in Western Culture I………………….. 3
IDS 102* The Arts in Western Culture II………………….. 3
PHL 103* Ethics………………………………………………. 3
PSY 201* Introduction to Social Psychology………………. 3
SOC 100* Introduction to Sociology…………………….. 3
SPE 130* Introduction to Theater ………………………….. 3

Note: Combinations of courses may be indicated in the class schedules by a special “UC” designation and number, for example:
SPE 101* Principles of Effective Speaking (UC2) and ………… 3
RHT 101* Freshman Rhetoric and Composition I (UC2)……. 3

Chairperson: Allen Salzman, Ext. 3449

Women’s and Gender Studies

Curriculum U224A15

The formation of women's identity and the construction of gender, past and present, are integral to the courses in this program. This interdisciplinary curriculum includes exciting coursework that explores human experience and identity through the lens of gender. Students investigate and analyze how society, economics, history and culture impact the construction of gender.

Students who enroll in Women's and Gender Studies will be well-prepared to transfer into a four-year degree program that offers a major or minor in Women's and/or Gender Studies. Many courses in the Women's and Gender Studies program also fulfill general education requirements that will easily transfer to four-year colleges and universities, even if a student wishes to major in another area. This curriculum is appropriate for those planning to study a variety of disciplines, including, but not limited to business, communications, humanities, health and human services. Exploration of the women's and gender-focused topics in this curriculum also will be useful for those already in professional settings, as it will broaden understanding of current cultural expectations of women and men and support sensitivity to gender issues in the workplace.

The following courses, when designated as Women’s and Gender Studies sections, are recommended to complete the General Education Core requirements and/or fulfill elective requirements. There also will be special topics courses in Women's and Gender Studies offered in various disciplines that are appropriate to this curriculum.

(Select courses that meet the BA requirements of your transfer college.)

GENERAL EDUCATION CORE:
12 to 13 courses (37-41 semester credits)

Communications: Three courses (nine semester credits)
RHT 101* Freshman Rhetoric and Composition I ………….. 3
RHT 102* Freshman Rhetoric and Composition II…………… 3
SPE 101* Principles of Effective Speaking…………………… 3

Social & Behavioral Sciences: Three courses (nine semester credits) with courses selected from at least two disciplines.
ANT 101* *Introduction to Anthropology ……………………… 3
ANT 103* *Introduction to Cultural Anthropology ……………… 3
ANT 150* *Cultural Contexts …………………………………….. 3
GEO 104* *Contemporary World Cultures ……………………… 3

Women’s and Gender Studies

GEO 105* *Introduction to Economic Geography…………….. 3
GEO 106* *Geography of the (Non-Western) World………….. 3
HIS 141* *World History I………………………………………. 3
HIS 142* *World History II……………………………………….. 3
HIS 151* History of the United States to 1877………………….. 3
HIS 152* History of the United States Since 1877…………….. 3
HIS 156* *African History………………………………………… 3
# PSY 216* Child Psychology……………………………………. 3
SOC 100* Introduction to Sociology ……………………………. 3
# SOC 120* Social Patterns of Courtship & Marriage…………… 3
SOC 131* Social Problems ………………………………………… 3

Humanities & Fine Arts: Three courses (nine semester credits) with at least one course selected from Humanities and at least one course from the Fine Arts.

Fine Arts

ART 111* Ancient to Medieval Art ……………………………. 3
ART 112* Renaissance to Modern Art………………………….. 3
MCM 190* Film History and Appreciation …………………….. 3
MUS 110* Listening to Music ……………………………………. 3
SPE 130* Introduction to Theater……………………………... 3

Mathematics: One course (three semester credits)

Physical & Life Sciences: Two courses (seven to eight semester credits), with one course selected from the Life Sciences and one course from the Physical Sciences, including at least one laboratory course.

Life Science

BIS 102* Human Genetics ……………………………………. 4
BIS 104* Issues in Modern Biology ……………………………. 4

Recommended Electives:

ART 110* Looking at Art …………………………………………. 3
COL 101* Introduction to College ………………………………. 1
CSG 150* Career/Life Planning ……………………………….. 1
ENG 170* Children’s Literature …………………………………. 3
SPE 141* Introduction to Performance Studies …………………. 3

General education requirements: AA degree (see Page 46) ………… 37-41
Women's and Gender Studies designated courses or other electives for AA degree ………………………………………………….. 23-27

Chairperson: Angela Latham, Ext. 3412

*discipline: a subject or field of activity, for example, an academic subject

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AA Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 46 with AA Degree Requirements for required hours and number of courses in each discipline*.
Associate in Arts Teaching Degree/Early Childhood Education

Curriculum U213E (64 semester hours required)

Designed to allow a student to achieve an Associate in Arts Teaching (AAT) degree. The Associate of Arts in Teaching Early Childhood Education provides the equivalent of the first two years of a baccalaureate degree. With successful completion of the AAT degree program requirements, a student will be able to transfer to a teacher preparation program at a senior institution. Admission into the AAT degree program is dependent upon completion of AAT degree prerequisite courses with a grade of "C" or better in each course and an overall GPA of 2.5 or better in the prerequisite courses. Courses in this program contain the Illinois Professional Teaching Standards, the Core Language Arts Standards, the Core Technology Standards and the Core Content Standards for Early Childhood Education as required for certification as an Early Childhood Educator.

Degree Requirements:
- Successful completion of the Illinois Test of Basic Skills (ITBS). It is required that students take the Basic Skills Test prior to their accumulation of 45 semester hours of credit. A student must pass the ITBS prior to being awarded an AAT degree. Official Illinois Test of Basic Skills test results must be submitted to the college prior to graduation.
- Initiation of standards-based professional portfolio.
- Evidence of appropriate professional dispositions.

AAT Degree Prerequisite Courses:

General Education/Communications (nine semester credits)
- RHT 101 Freshman Rhetoric and Composition I 3
- # RHT 102 Freshman Rhetoric and Composition II 3
- SPE 101 Principles of Effective Speaking 3

Remaining General Education:
General Education/Humanities & Fine Arts (nine semester credits)
(to include Music, drama, dance and visual arts)
- ART 110 Looking at Art 3
- # HUM 104 Humanities Through the Arts 3
- # MUS 110 Listening to Music 3

General Education/Mathematics (six semester credits)
- # MAT 102 Liberal Arts Mathematics 3
- # MAT 170 Elementary Statistics 3

General Education/Physical & Life Sciences (seven semester credits)
(one course from Life Sciences and one course from Physical Sciences, including at least one laboratory course)
(refer to NOTE under AAT Science Core Courses)

General Education/Social & Behavioral Sciences (nine semester credits)
(to include History, Geography, Economics and Political Science)
(courses should be taken from at least two disciplines)

Professional Education Component
Required: (Professional Ed. Component) (nine semester credits)
- ECE 110 Early Childhood Development 3
- # ECE 142 Students with Disabilities in School 3
- # EDU 207 Introduction to Education (with a clinical component*) 3

Note: A minimum grade of “C” is a requirement for each ECE course.

Associate in Arts Teaching Degree/Secondary Mathematics

Curriculum U213M (63 semester hours required)

An introduction to teaching as a profession in the American education system offering a variety of perspectives on Education, including historical, professional, social, legal and ethical issues in a diverse society. The curriculum includes how schools are structured, governed and operated. Observation and assessment skills will be fostered through field experience. Admission into the AAT degree program is dependent upon completion of AAT degree prerequisite courses with a grade of “C” or better in each course and an overall GPA of 2.5 or better in the prerequisite courses.

Degree Requirements:
- Successful completion of the Illinois Test of Basic Skills (ITBS). It is recommended that students take the Basic Skills Test prior to their accumulation of 45 semester hours of credit. A student must pass the ITBS prior to being awarded an AAT degree. Official Illinois Test of Basic Skills test results must be submitted to the college prior to graduation.
- Initiation of standards-based electronic professional portfolio.
- Evidence of appropriate professional dispositions.

AAT Degree Prerequisite Courses:

General Education/Communications (nine semester credits)
- RHT 101 Freshman Rhetoric and Composition I 3
- # RHT 102 Freshman Rhetoric and Composition II 3
- SPE 101 Principles of Effective Speaking 3

Remaining General Education:
General Education/Humanities & Fine Arts (nine semester credits)
(one course from Humanities and one course from Fine Arts)
Associate in Arts Teaching Degree/ Secondary Science

Curriculum U213S (63 semester hours required)

Triton’s Education curriculum is designed to allow a student to achieve an Associate in Arts Teaching (AAT) degree. Students obtaining an AAT degree in Secondary Science should have equal status with university native students at the beginning of the junior year. Admission into the AAT degree program is dependent upon completion of AAT degree prerequisite courses with a grade of “C” or better in each course and an overall GPA of 2.5 or better in the prerequisite courses.

Degree Requirements:
• Successful completion of the Illinois Test of Basic Skills (ITBS). It is recommended that students take the Basic Skills Test prior to their accumulation of 45 semester hours of credit. A student must pass the ITBS prior to being awarded an AAT degree. Official Illinois Test of Basic Skills test results must be submitted to the college prior to graduation.
• Initiation of standards-based electronic professional portfolio.
• Evidence of appropriate professional dispositions.

AAT Degree Prerequisite Courses:
General Education/Communications (nine semester credits)
RHT 101† Freshman Rhetoric and Composition I ............... 3
# RHT 102† Freshman Rhetoric and Composition II ............... 3
SPE 101† Principles of Effective Speaking ......................... 3

General Education/Mathematics
# MAT 131† Calculus & Analytic Geometry I ..................... 5

General Education/Physical & Life Sciences (eight semester credits)
(one course from Life Sciences and one course from Physical Sciences, with one of the courses to include a lab)

AAT Mathematics Major Courses (20 semester credits)
CIS 101† Introduction to Computer Science or
SPN 190† Career Spanish .............................................. 3
# EDU 207† Introduction to Education ................................ 3
# MAT 132† Calculus & Analytic Geometry II ................. 5
# MAT 135† Calculus & Analytic Geometry III ............. 3
# MAT 224† Linear Algebra ........................................ 3
VIC 105† Technology for Educators ................................. 3

Take one of the following courses (three semester credits)
# EDU 215† Educational Psychology .............................. 3
EDU 200† Introduction to Special Education or
# ECE 142† Students with Disabilities in School .............. 3
EDU 206† Human Growth & Development ...................... 3

Total semester hours required for AAT in Secondary Mathematics degree 63

1Human Diversity is required; student needs to take one course with an asterisk, from Humanities & Fine Arts or Social and Behavioral Sciences as noted in the Associate in Arts degree on Page 47.

See EDU course descriptions and IAI codes, Page 155.
See MAT course descriptions and IAI codes, Page 173.

Coordinator: Diana Rosenbrock, Ext. 3615

Associate in Arts Teaching Degree/ Secondary Science

Remaining General Education:
General Education/Humanities & Fine Arts† (six semester credits)
(one course from Humanities and one course from Fine Arts)

General Education/Mathematics (eight semester credits)
# MAT 131† Calculus & Analytic Geometry I ..................... 5

# MAT 133† Calculus & Analytic Geometry II ..................... 5
# MAT 170† Elementary Statistics or ............................. 3
# MAT 224† Linear Algebra ........................................ 3

General Education/Physical & Life Sciences (nine semester credits)
(one course from Life Sciences and one course from Physical Sciences, with one of the courses to include a lab)
(refer to NOTE under AAT Science Core Courses)

AAT Science Required Core Courses (8 semester credits)
NOTE: All four of the following core courses are required; however, BIS 150† and CHM 140† fulfill the Physical & Life Sciences general education requirement.

# BIS 150† Principles of Biology I ................................. 4
# CHM 140† General Chemistry I ................................. 5
PHS 100† Introduction to Earth Science .......................... 4
# PHY 106† General Physics (Mechanics) ....................... 4

Major Courses (13 semester credits)
In order to facilitate transfer, the following courses are necessary to complete the introductory Biology, Chemistry and Physics sequences:

# BIS 151† Principles of Biology II ............................... 4
# CHM 141† General Chemistry II ............................... 5
# PHY 107† General Physics (Electricity, Magnetism and Thermodynamics) .................. 4

Professional Education Courses (four semester credits)
EDU 203† Portfolio Development for Educators ................ 1
# EDU 207† Introduction to Education ............................ 3

Total semester hours required for AAT in Secondary Science degree 63

Elective Option
These courses are in addition to the required hours for the AAT/ Secondary Science degree. If additional hours will be accepted at your transfer school, choose one course from the following list, which best supports your area of concentration.

BIS 104† Issues in Modern Biology ................................ 4
# BIS 240† Human Anatomy & Physiology ..................... 4
# CHM 234† Organic Chemistry I ................................ 5
PHY 108† General Physics (Waves, Optics
Relativity & Quantum Mechanics) ........................... 4

1Human Diversity is required; student needs to take one course with an asterisk, from Humanities & Fine Arts or Social and Behavioral Sciences as noted in the Associate in Arts degree on Page 47.

See EDU course descriptions and IAI codes, Page 155.
See MAT course descriptions and IAI codes, Page 173.

Coordinator: Diana Rosenbrock, Ext. 3615
Associate in Science Degree Requirements

**Associate in Science Degree Requirements**

**Curriculum U230A (64 semester hours required)**

This degree is for students who intend to pursue a Bachelor of Science degree at a four-year school.

Students must meet the prescribed general education requirements listed below for the Associate in Science degree and should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. The “★” symbol on courses means articulated courses (see Page 36).

**Communications:** Three courses (nine semester credits)
- # RHT 101 Freshman Rhetoric and Composition I
- # RHT 102 Freshman Rhetoric and Composition II
- SPE 101 Principles of Effective Speaking

**Note:** Grade of “C” or better is an IAI requirement for RHT 101 and RHT 102.

**Social and Behavioral Science:** Three courses (nine semester credits), with courses selected from at least two disciplines.

**Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity which may be taken as a Social and Behavioral Science or a Humanities and Fine Arts course. These courses are noted with an (*). Non-Illinois high school graduates and non-Illinois GED students must take PSC 150 or take the Constitution examination as a requirement for graduation. (see Page 37)

**Humanities and Fine Arts:** Three courses (nine semester credits), with at least one course selected from Humanities and at least one course from the Fine Arts. Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity which may be taken as a Humanities and Fine Arts or Social and Behavioral Science course. These courses are noted with an (*).

**Humanities**

- # ENG 101 Introduction to Poetry
- # ENG 102 Introduction to Drama
- # ENG 103 Introduction to Fiction
- # ENG 105 Literature of the Western World
- # ENG 113 Classic American Authors Before Civil War
- # ENG 114 Classic American Authors, Civil War to Present
- # ENG 121 Chief English Writers Before 1800
- # ENG 122 Chief English Writers of the Nineteenth Century
- # ENG 123 Chief English Modern Writers
- # ENG 231 Introduction to Shakespeare
- # FRE 104 Intermediate French
- # HUM 104 Humanities Through the Arts
- # HUM 151 Great Books I
- # HUM 152 Great Books II
- # HUM 165 Introduction to the Latin American Experience
- # IDS 101 The Arts in Western Culture I
- # IDS 102 The Arts in Western Culture II
- # ITL 104 Intermediate Italian
- # PHL 101 Introduction to Philosophy
- # PHL 102 Logic
- # PHL 103 Ethics
- # PHL 105 World Religions
- # SPN 104 Intermediate Spanish
- # SPN 151 Introduction to Spanish-American Literature I
- # SPN 152 Introduction to Spanish-American Literature II

**Fine Arts**

- # ART 111 Ancient to Medieval Art
- # ART 112 Renaissance to Modern Art
- # ART 114 Survey of Asian Art
- # HUM 104 Humanities Through the Arts
- # IDS 101 The Arts in Western Culture I
- # IDS 102 The Arts in Western Culture II
- # MCM 150 Film History and Appreciation
- # MUS 110 Listening to Music
- # MUS 215 Introduction to Music History
- # MUS 216 Music in America
- # SPE 130 Introduction to Theater

**Mathematics:** Two courses (six semester credits)

- # ECO 170 Statistics for Business and Economics
- # MAT 101 Quantitative Literacy
- # MAT 102 Liberal Arts Mathematics
- # MAT 124 Finite Mathematics
- # MAT 131 Calculus & Analytic Geometry I
- # MAT 132 Calculus & Analytic Geometry II
- # MAT 134 Introduction to Calculus for Business and Social Science
- # MAT 135 Calculus & Analytic Geometry III
- # MAT 170 Elementary Statistics
Arts and Sciences Programs

Physical and Life Science: Two courses (seven to eight semester credits), with one course selected from the Life Sciences and one course from the Physical Sciences including at least one laboratory course.

Physical Science

AST 100: Introduction to Astronomy .......................... 4
AST 101: Astronomy of the Solar System .................. 4
AST 102: Astronomy of the Stars and Beyond .......... 4
CHM 100: Chemistry and Society ......................... 4
# CHM110: Fundamentals of Chemistry ................. 4
# CHM140: General Chemistry I ......................... 4
GEO 200: Physical Geography: Weather and Climate .. 4
GEO 201: Physical Geography: Maps and Land Forms .. 4
GOL 101: Physical Geology ................................ 4
GOL 102: Historical Geology ............................... 4
PHS 141: Applications of Physical Science Concepts .... 4
PHS 142: Science of Light and Music ........................ 4
# PHY 100: General Physics ................................ 4
# PHY 101: General Physics (Mechanics, Heat & Sound) 5
# PHY 106: General Physics (Mechanics) ................. 4

Life Science

BIS 100: General Biology .................................. 4
BIS 102: Human Genetics .................................. 4
BIS 104: Issues in Modern Biology .......................... 4
BIS 105: Environmental Biology ............................ 4
# BIS 150: Principles of Biology I ........................ 4
# BIS 122: Introductory Microbiology .................... 4
ORN 125: Plants and Society ................................ 4

General Education Core:
12 to 13 courses (40 to 41 semester credits)

Total credits required for graduation 64

- No more than two courses from any one discipline can be used to fulfill General Education Core curriculum requirements.

Accounting & Business Administration

• While few baccalaureate institutions require a foreign or second language in their campus-wide general education requirements, competency through two, three, or four college semesters (or the high school equivalent) in a single foreign/second language is required for the Bachelor of Arts degree at some universities, for all bachelor’s degrees in some colleges (such as Colleges of Liberal Arts), and for some bachelor's degree majors.

• Community college students who intend to transfer should plan to complete the foreign language courses required by their intended transfer institution, college within a university and/or major prior to transferring.

• Students must earn a passing letter grade in each course used to fulfill requirements. Passing scores (based on national norms) on appropriate AP and CLEP exams may be used to fulfill requirements for students who earn an Associate of Arts or an Associate of Science degree prior to transfer. For other transfer students, receiving institutions will follow established credit policies.

Transfer Major and Electives (23-24 credit hours)

- It is recommended that students select the remaining courses from their major area of study of the IAI approved or articulated courses with a counselor or transfer specialist.

- It is highly recommended that students enroll in COL 101, COL 102, CSG 150, and HTH 104 or HTH 281.

Curriculum U230A06

This series of courses is for transfer students with interests in accounting, law, economic history, economics of government and business, finance, general economics, labor economics, management, marketing, personnel management and business education.

Since four-year schools differ greatly in their requirements, students should select courses from the general education requirements, and electives list that will best fit the program of the school to which they intend to transfer.

(Select courses that meet the BS requirements of your transfer college.)

Semester One Credit Hours

ACC 101: Financial Accounting .............................. 3
BUS 141: Introduction to Business .......................... 3
# RHT 101: Freshman Rhetoric & Composition I ........ 3
General education/Humanities & Fine Arts ............... 3
General education/Social & Behavioral Science .......... 3
15

Semester Two

ACC 105: Managerial Accounting .......................... 3
BUS 161: Business Law I .................................. 3
CIS 101: Introduction to Computer Science ............... 3
# ECO 170: Statistics for Business and Economics* .................. 3
# RHT 102: Freshman Rhetoric & Composition II ......... 3
General education/Humanities & Fine Arts ............... 3
15

Semester Three

ECO 102: Macroeconomics ................................ 3
SPE 101: Principles of Effective Speaking ................ 3
General education/Physical & Life Science ............... 4
Electives ................................................. 6
16

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 60 with AS Degree Requirements for required hours and number of courses in each discipline*

* discipline: a subject or field of activity, for example, an academic subject
Anthropology
Curriculum U230A31

Anthropology is the study of humans in all areas and in all periods of time. Physical and cultural courses are offered. Students interested in anthropology as a four-year major should consult the catalog of their transfer school for Social, Physical and Life Science requirements appropriate to the first two years of study.

(Select courses that meet the BS requirements of your transfer college.)

Recommended courses:
ANT 102 \* Introduction to Physical Anthropology ........ 3
ANT 103 \* Introduction to Cultural Anthropology ........ 3
ANT 105 \* Introduction to Archaeology ................. 3
ANT 201 \* Northern American Indians ................. 3
ANT 296 \* Special Topics in Anthropology ............ 3

General education requirements: AS degree (see Page 60) ... 37-41

See ANT course descriptions Page 134.

Chairperson: Ruth Hallongren, Ext. 3995

Biological Sciences
Curriculum U230A26

Biological Science majors may find careers available in biological research, teaching, state and federal government departments, such as environmental protection agencies, park services, departments of natural resources or in private industries, such as forest products, agriculture and food products.

Students planning to major in Biological Sciences must be ready to take RHT 101, MAT 111 and have had at least one unit of high school Biology and one unit of high school Chemistry. Students meeting these qualifications may then take the following sequence of Science and Mathematics courses along with the appropriate general education courses.

(Select courses that meet the BS requirements of your transfer college.)

Semester One
Table: Semester One
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 140 * General Chemistry I ........................................ 5</td>
<td></td>
</tr>
<tr>
<td># MAT 131 * Calculus &amp; Analytic Geometry or MAT 170 * Elementary Statistics .......................... 3-5</td>
<td></td>
</tr>
<tr>
<td>General education ......................................................... 6</td>
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<tr>
<td>Total credits required for graduation ................................ 14-16</td>
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Semester Two
Table: Semester Two
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td># CHM 141 * General Chemistry II ..................................... 5</td>
<td></td>
</tr>
<tr>
<td>BIS 150 * Principles of Biology I .................................. 4</td>
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<tr>
<td>General education ......................................................... 7</td>
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<td>Total credits required for graduation ................................ 16</td>
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Semester Three
Table: Semester Three
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># CHM 234 * Organic Chemistry I .................................. 5</td>
<td></td>
</tr>
<tr>
<td>PHY 101 * General Physics (Mechanics, Heat &amp; Sound) ........ 5</td>
<td></td>
</tr>
<tr>
<td>General education ......................................................... 6</td>
<td></td>
</tr>
<tr>
<td>Total credits required for graduation ................................ 16</td>
<td></td>
</tr>
</tbody>
</table>

Suggested additional electives:
- \# BIS 151 \* Principles of Biology II or BIS 205 \* Field Ecology\*
- # CHM 235 \* Organic Chemistry II

General education requirements: AS degree (see Page 60) ... 37-41

NOTE: MAT 111 is strongly recommended and cannot be used to fulfill the general education requirement. MAT 110 and MAT 114 can be taken in place of MAT 111.

\*Course selection should be coordinated with major area of interest.

\*Recommend completion of CHM 234 and CHM 235 sequence at Triton.

Chairperson: Elizabeth Perez, Ext. 3312

(708) 456-5000
Chemistry

Curriculum U230A28

Many careers are open to Chemistry majors. Lab technician positions in the chemical industry are available for students with an Associate in Science degree. Students continuing with a four-year Chemistry major program have career possibilities in research, government, patent law, business administration, sales and purchasing, chemical engineering, environmental work (pollution control and ecology) and quality control in the food industry. Students planning a career in medicine, dentistry or veterinary science often major in Chemistry with supporting Biology courses.

The following courses are recommended for transfer to a four-year college or university for students intending to major in Chemistry. To complete the Associate in Science degree, all general education requirements must be completed, plus additional courses for a total of 64 credits.

(Select courses that meet the BS requirements of your transfer college.)

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM140* General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 131* Calculus &amp; Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>RHT 101* Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General education</td>
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I6

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># CHM141* General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 132* Calculus &amp; Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>RHT 102* Freshman Rhetoric and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General education</td>
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</table>

I8

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># CHM234* Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MAT 135* Calculus &amp; Analytic Geometry III</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101* General Physics (Mechanics, Heat &amp; Sound)</td>
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<tr>
<td>General education</td>
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I2

<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 102* General Physics (Elect., Magnetism, Optics &amp; Modern Physics)</td>
<td>5</td>
</tr>
</tbody>
</table>

| Suggested additional elective: | |
| # CHM235* Organic Chemistry II | 5 |

See CHM course descriptions Page 144.

| General education/Physical & Life Science | 41 |
| General education/Humanities & Fine Arts | 27 |

| Total Semester Hours Recommended | 66 |

Chairperson: Elizabeth Perez, Ext. 3312

Computer Science

Curriculum U230A11

Students intending to major in Computer Science with a business emphasis will need a background in Mathematics, Economics and Accounting in addition to information systems. Baccalaureates in Business Computer Science generally find employment as programmers, systems analysts, operations research, database management or help-desk personnel in business.

Recommended courses for the Associate in Science degree:

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education/Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 101† Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101† Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td># CIS 121 Introduction to Programming or</td>
<td></td>
</tr>
<tr>
<td># CIS 195† Programming for Engineers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 124† Finite Mathematics or</td>
<td></td>
</tr>
<tr>
<td>MAT 131† Calculus &amp; Analytic Geometry I or</td>
<td></td>
</tr>
<tr>
<td>MAT 134† Introduction to Calculus for Business &amp; Social Science</td>
<td>3-5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education/Communications</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td># CIS 125† Discrete Mathematics for Computing</td>
<td>4</td>
</tr>
<tr>
<td># CIS 253† Visual Basic Programming or</td>
<td></td>
</tr>
<tr>
<td># CIS 254† COBOL Programming or</td>
<td></td>
</tr>
<tr>
<td># CIS 255† Programming in C++</td>
<td>3-5</td>
</tr>
<tr>
<td>ECO 102† Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education/Communications</td>
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<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>General education/Physical &amp; Life Science</td>
<td>4</td>
</tr>
<tr>
<td>ACC 105† Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td># CIS 253† Visual Basic Programming or</td>
<td></td>
</tr>
<tr>
<td># CIS 254† COBOL Programming or</td>
<td></td>
</tr>
<tr>
<td># CIS 255† Programming in C++</td>
<td>3-5</td>
</tr>
<tr>
<td>ECO 103† Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>General education/Physical &amp; Life Science</td>
<td>4</td>
</tr>
<tr>
<td>General education/Social &amp; Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td># CIS 265† Computer Architecture and Assembly Language or</td>
<td></td>
</tr>
<tr>
<td># CIS 295† Data Structures with C/C++</td>
<td>3-4</td>
</tr>
<tr>
<td>ECO 170† Statistics for Business and Economics† or</td>
<td></td>
</tr>
<tr>
<td>MAT 170† Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Semester Hours Recommended | 66 |

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines. See catalog page 60 with AS Degree Requirements for required hours and number of courses in each discipline.*

*discipline: a subject or field of activity, for example, an academic subject
Computer Science

Electives: (Choose electives that meet the BS requirements of your transfer college.)

- BUS 141 INTRODUCTION TO BUSINESS ........................................ 3
- BUS 161 BUSINESS LAW I ......................................................... 3
- # CIS 150 COMPUTER SYSTEMS APPLICATIONS ............................ 3
- # CIS 275 PROJECT MANAGEMENT FOR SMALL BUSINESS SYSTEMS . 3
- # CIS 278 DATABASE MANAGEMENT SYSTEMS ................................ 3
- # CIS 280 BUSINESS SYSTEMS ANALYSIS AND DESIGN ............... 3
- # MAT 133 CALCULUS & ANALYTIC GEOMETRY II ..................... 5

General education requirements: AS degree (see Page 60).............. 37-41
Computer Science courses or other electives for AS degree ......... 23-27

See CIS course descriptions and IAI codes, Page 145.

1CIS 125 and ECO 170 may meet the Math requirement for
the AS degree.

Coordinator: (Computer Information Systems): Marianne
Stefanski, Ext. 3786
Coordinator: (Business): Sal Marchionna, Ext. 3579

Computer Science (Technical)
Curriculum U230A12

Students majoring in Computer Science with a Mathematics emphasis need a strong background in Mathematics and computing theory. Bachelor of science degree graduates will find employment as programmers in scientific and engineering applications, graphics, operating systems or be prepared for graduate education in Computer Science.

Recommended courses for the Associate in Science degree:

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>General education/Communications</td>
<td>3</td>
</tr>
<tr>
<td># CIS 121 Introduction to Programming or</td>
<td></td>
</tr>
<tr>
<td># CIS 195 Programming for Engineers</td>
<td>3</td>
</tr>
<tr>
<td># CIS 125 Discrete Mathematics for Computing</td>
<td>4</td>
</tr>
<tr>
<td>ECO 102 Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>MAT 131 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
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</table>

Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
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<tr>
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<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td># CIS 255 Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td># ECO 103 Microeconomics</td>
<td></td>
</tr>
<tr>
<td>MAT 133 Calculus &amp; Analytic Geometry II</td>
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Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td># CIS 295 Data Structures with C/C++</td>
<td>3</td>
</tr>
<tr>
<td># PHY 106 General Physics (Mechanics)</td>
<td>4</td>
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</table>

Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education/Social &amp; Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>General education/Physical &amp; Life Science</td>
<td>4</td>
</tr>
<tr>
<td># CIS 265 Computer Architecture and Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td># PHY 107 General Physics (Electricity, Magnetism, Thermodynamics)</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended Electives:

- MAT 135 Calculus & Analytic Geometry III ........ 3
- PHL 102 Logic .................................................. 3
- # PHY 108 General Physics (Waves, Optics, Relativity & Quantum Mechanics) .......... 4

General education requirements: AS degree (see Page 60) ........ 37-41
Computer Science courses or other electives for AS degree .... 23-27

See CIS course descriptions and IAI codes, Page 145.

Coordinator: Marianne Stefanski, Ext. 3786

Criminal Justice Administration
Curriculum U230A43

This concentration of courses prepares students interested in transferring to a four-year school for a bachelor’s degree in Criminal or Social Justice. The courses also provide a background for students interested in law, law enforcement, juvenile work, probation services, parole services, work release or halfway house counseling.

(Select courses that meet the BS requirements of your transfer college.)

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 111 Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CJA 121 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>COL 101 Introduction to College</td>
<td>1</td>
</tr>
<tr>
<td>RHT 101 Freshman Rhetoric and Composition I</td>
<td>3</td>
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<tr>
<td>General education/Physical &amp; Life Science</td>
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<tr>
<td>General education/Social &amp; Behavioral Science</td>
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Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CJA 181 Juvenile Delinquency &amp; Law</td>
<td>3</td>
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<tr>
<td>HTH 104 Science of Personal Health</td>
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<tr>
<td>HTH 281 First Aid &amp; CPR</td>
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<tr>
<td>RHT 102 Freshman Rhetoric and Composition II</td>
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<td>General education/Humanities &amp; Fine Arts</td>
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</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
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</table>

Semester Three

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CJA 219 Criminal Law I</td>
<td>3</td>
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<tr>
<td>SPE 101 Principles of Effective Speaking</td>
<td>3</td>
</tr>
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<td>General education/Humanities &amp; Fine Arts</td>
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</tr>
<tr>
<td>General education/Mathematics</td>
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<tr>
<td>General education/Physical &amp; Life Science</td>
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Semester Four

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td># CJA 201 Criminology</td>
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<td>General education/Humanities &amp; Fine Arts</td>
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<td>General education/Social &amp; Behavioral Science</td>
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</tr>
<tr>
<td>Electives</td>
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</tbody>
</table>

Total credits required for graduation 66
### Arts and Sciences Programs

#### Suggested General Education and/or Electives:
- ECO 102 $\Phi$ Macroeconomics ........................................... 3
- PSY 100 $\Phi$ Introduction to Psychology ................................. 3
- SOC 100 $\Phi$ Introduction to Sociology .................................. 3
- SOC 225 $\Phi$ Racial & Cultural Minorities ................................. 3
- PHL 103 $\Phi$ Ethics .......................................................... 3
- One year of a foreign language sequence .............................. 8

#### Recommended Criminal Justice Administration Courses:
- CJA 161 $\Phi$ Administration of Justice ............................... 3
- CJA 246 $\Phi$ Laws of Evidence ........................................... 3
- CJA 257 $\Phi$ Law Enforcement Administration ....................... 3
- CJA 296 $\Phi$ Special Topics in Criminal Justice ....................... 0.5-4

General education requirements: AS degree (see Page 60) .......... 40-41
Criminal Justice courses or other electives for AS degree ............ 23-24

See CJA course descriptions and IAI codes, Page 150.

1It is recommended that students select the remaining courses from their major area of study with a counselor.

Note: Students interested in an Associate in Applied Science degree in Criminal Justice Administration, see Page 96 for more information. Also available are certificates in corrections, law enforcement and armed security (Page 97).

**Coordinator:** Nicholas Jason, Ext. 3791

### Economics

#### Curriculum U230A08

Triton’s courses in Economics will give you an understanding of fiscal and monetary policies and cover such topics as supply and demand analysis, market structures and resource allocations.

(Select courses that meet the BS requirements of your transfer college.)

#### Recommended courses:
- ECO 102 $\Phi$ Macroeconomics ........................................... 3
- ECO 103 $\Phi$ Microeconomics ........................................... 3
- ECO 170 $\Phi$ Statistics for Business and Economics .............. 3
- MAT 131 $\Phi$ Introduction to Calculus for Business and Social Science ...................................................... 5

#### Suggested electives:
- MAT 131 $\Phi$ Calculus & Analytic Geometry I ....................... 5
- MAT 133 $\Phi$ Calculus & Analytic Geometry II ...................... 5
- ACC 101 $\Phi$ Financial Accounting ................................. 3
- ACC 105 $\Phi$ Managerial Accounting ............................... 3

General education requirements: AS degree (see Page 60) .......... 40-41
Economics courses or other electives for AS degree ............... 23-24

See ECO course descriptions Page 155.

**Chairperson:** Tom Porebski, Ext. 3509

### Geology

#### Geography

**Curriculum U230A32**

Geography is the study of the interaction of Earth surface forms and human settlements. It is not only an interesting subject that broadens the horizons of those who study it, but also one that helps individuals, business concerns and governments.

(Select courses that meet the BS requirements of your transfer college.)

#### Recommended courses:
- GEO 104 $\Phi$ Contemporary World Cultures .................. 3
- GEO 105 $\Phi$ Economic Geography ................................. 3
- GEO 200 $\Phi$ Physical Geography: Weather & Climate ........ 4
- GEO 201 $\Phi$ Physical Geography: Maps & Land Forms ........ 4
- GEO 296 $\Phi$ Special Topics in Geography ....................... 3

General education requirements: AS degree (see Page 60) .......... 40-41
Geography courses or other electives for AS degree ............... 23-24

See GEO course descriptions Page 165.

**Chairperson:** Tom Porebski, Ext. 3509

#### Geology

**Curriculum U230A33**

The geological sciences are fundamentally the study of Earth, its crust and global internal structure, ocean basins, continents, mountains, volcanoes, earthquakes, glaciers and other surface features. Geology also is concerned with the history of the planet, the origin and evolution of the continents, seas and life. Employment opportunities for the geologist are found with state and federal agencies and private engineering firms concerned with land use, geologic hazards, hazardous waste disposal and the management of important resources such as oil, gas, coal, water and various minerals.

(Select courses that meet the BS requirements of your transfer college.)

#### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOL 101 $\Phi$ Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td># MAT 111 $\Phi$ College Algebra and Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>General education and/or electives</td>
<td>15</td>
</tr>
</tbody>
</table>

#### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOL 102 $\Phi$ Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>General education and/or electives</td>
<td>12</td>
</tr>
</tbody>
</table>

#### Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 140 $\Phi$ General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 101 $\Phi$ General Physics (Mechanics, Heat &amp; Sound)</td>
<td>5</td>
</tr>
<tr>
<td>General education and/or electives</td>
<td>16</td>
</tr>
</tbody>
</table>

#### Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># CHM 141 $\Phi$ General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 102 $\Phi$ General Physics (Elect., Magnetism, Optics &amp; Modern Physics)</td>
<td>5</td>
</tr>
<tr>
<td>General education and/or electives</td>
<td>17</td>
</tr>
</tbody>
</table>

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 60 with AS Degree Requirements for required hours and number of courses in each discipline*.

*discipline: a subject or field of activity, for example, an academic subject
Mathematics2: These courses are notated with an asterisk (*).

Humanities and Fine Arts or Social and Behavioral Science or university requires satisfactory completion of one or more one course from Fine Arts. Graduation from an Illinois college CORE REQUIRED HEALTH, SPORT & EXERCISE SCIENCE

Three courses (nine semester credits) with courses selected from the Life Sciences and one course from Physical Sciences.

Communications: Three courses (nine semester credits)
RHT 101† Freshman Rhetoric and Composition I ........ 3
RHT 102† Freshman Rhetoric and Composition II ....... 3
SPE 101† Principles of Effective Speaking ............... 3

Social & Behavioral Sciences: Three courses (nine semester credits) with courses selected from at least two disciplines
PSY 100† Introduction to Psychology. ................. 3
SOC 100† Introduction to Sociology ..................... 3
Plus one course from Social & Behavioral Sciences. ...... 3

Humanities & Fine Arts†: Three courses (nine semester credits) with at least one course selected from Humanities and at least one course from Fine Arts. Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity, which may be taken as a Humanities and Fine Arts or Social and Behavioral Science course. These courses are notated with an asterisk (*).

Mathematics†: Two courses (six semester credits)

Physical & Life Sciences†: Two courses with one course selected from the Life Sciences and one course from Physical Sciences.

REQUIRED HEALTH, SPORT & EXERCISE SCIENCE CORE

HTH 104† Science of Personal Health .................... 2
HTH 120† Principles of Nutrition .......................... 3
HTH 281† First Aid & CPR ................................. 2
PED 106† Physical Fitness ................................. 1
PED 153† Foundations of Exercise ....................... 3
PED elective† .................................................. 0-1

AREA OF CONCENTRATION COURSES (12-13 semester credits) Students will choose courses from one of the following areas:

PHYSICAL EDUCATION TEACHING CONCENTRATION:
PED 150† Introduction to Physical Education ............. 2
PED 159† Selected Team and Recreation Sports .......... 4
PED 169† Elementary School Games ..................... 3
EDU 207† Introduction to Education .................... 3

ATHLETIC TRAINING CONCENTRATION:
PED 200† Introduction to Biomechanics .................. 3
PED 210† Exercise, Testing and Prescription ............. 3
HTH 220† Athletic Training Techniques .................. 3
HTH 221† Sport Specific Training and Rehabilitation .... 3

COACHING CONCENTRATION:
HTH 110† Introduction to Biomechanics .................. 3
PED 168† Theory & Practice of Weight Training .......... 2
PED 194† Principles of Coaching .......................... 3
PED 196† Sport & Exercise Psychology or
PED 197† Sociology of Sport ............................... 3
PED Team or Individual Sports elective† ................. 1

WELLNESS CONCENTRATION:
HTH 110† Public Health & Wellness ....................... 3
HTH 150† Health & Modern Life ............................ 3
HTH 175† Drug & Alcohol Education ..................... 3
HTH 213† Lifestyle for Health and Fitness ............... 3

See PED course descriptions Page 184.

1 Grade of ‘C’ or better is an IAI requirement
2 See Associate in Science degree requirements, U230A, on Page 60, for a list of applicable general education courses.
3 The number of required elective credit is determined by the program option completed.

Chairperson: Thomas Doyle, Ext. 3783
International Business

Curriculum U230A07

This concentration is designed for transfer students with interests in international marketing, finance, economics and management.

(Select courses that meet the BS requirements of your transfer college.)

Recommended courses:
- ACC 101: Financial Accounting 3
- ACC 105: Managerial Accounting 3
- BUS 161: Business Law I 3
- CIS 101: Introduction to Computer Science 3
- ECO 102: Macroeconomics 3
- ECO 103: Microeconomics 3
- FRE 101: French 1 3
- FRE 102: French 2 3
- ITL 101: Italian 1 3
- ITL 102: Italian 2 3
- MAT 124: College Algebra 5
- MAT 134: Introduction to Calculus for Business & Social Science 5
- SPN 101: Spanish 1 3
- SPN 102: Spanish 2 3
- SPN 103: Spanish 3 3
- SPN 104: Spanish 4 3
- GEO 105: Economic Geography 3

Suggested electives:
- ANT 101: Introduction to Cultural Anthropology 3
- BUS 141: Introduction to Business 3
- ECO 103: Macroeconomics 3
- MAT 124: Finite Mathematics 5
- MAT 134: Introduction to Calculus for Business & Social Science 5
- PSC 184: Global Politics 3

General education requirements: AS degree (see Page 60) 37-41
Business courses or other electives for AS degree 23-24

See BUS course descriptions Page 140.

Chairperson (Foreign Language): Maxi Armas, Ext. 3958
Coordinator (Business): Sal Marchionna, Ext. 3579

Marketing Management

Curriculum U230A19

The Marketing Management degree offers courses as a foundation in the study of marketing. Students planning on transferring with a major in Marketing to a four-year school for a bachelor's degree should select general education courses based on requirements at that school to which they intend to transfer.

(Select courses that meet the BS requirements of your transfer college.)

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101: Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 141: Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT 125: Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100: Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101: Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two

# ACC 105: Managerial Accounting 3
= ECO 102: Macroeconomics 3
= MKT 150: Principles of Sales 3
# RHT 102: Freshman Rhetoric & Composition II 3
General Education/Humanities & Fine Arts 3

Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 103: Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 275: Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td># MAT 134: Introduction to Calculus for Business &amp; Social Science</td>
<td>5</td>
</tr>
<tr>
<td>General education/Physical &amp; Life Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Semester Four

# MAT 124: Finite Mathematics 3
# MKT 289: Consumer Behavior 3
SPE 101: Principles of Effective Speaking 3
General education/Humanities & Fine Arts 3
General education/Physical & Life Science 4

See MKT course descriptions Page 172.

NOTE: Students interested in an Associate in Applied Science degree in Marketing Management should see Page 110 for additional information.

Chairperson: Annette Jakjo, Ext. 3332

Mathematics

Curriculum U230A27

The study of the various mathematical sciences involves learning ideas and techniques that are essential for the Natural and Social Sciences and increasingly important in all areas of technological society.

Triton College Mathematics department offers classes that range from the college success level to those which would be suitable for the first two years of a Mathematics or related major at a transfer institution.

College success courses are designed to prepare students for college-level Mathematics and programs of study requiring the use of Mathematics, such as Chemistry, Accounting and the technologies. These courses are not designed for transfer and do not meet any degree requirements. Entry point in the Mathematics course sequence depends on a placement test score. Students are urged to begin their math sequence as soon as possible, since several semesters of course work may be necessary before a class can be applied toward degree requirements.

Triton has a new course to prepare those prospective teachers who are planning to take the Basic Skills test in Mathematics. MAT 095, Basic Skills Test Math Review for Prospective Teachers, is designed to assist students who wish to review material which is covered on the test.

College Success Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 045: Pre-Algebra</td>
<td>5</td>
</tr>
<tr>
<td># MAT 055: Algebra &amp; Geometry I</td>
<td>5</td>
</tr>
<tr>
<td># MAT 085: Algebra &amp; Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 095: Basic Skills Test Math Review for Prospective Teachers</td>
<td>2</td>
</tr>
</tbody>
</table>

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least two disciplines*. See catalog page 60 with AS Degree Requirements for required hours and number of courses in each discipline*.

*discipline: a subject or field of activity, for example, an academic subject
Physics

The following courses all are articulated and intended to transfer under the Illinois Articulation Initiative. They may be used to fulfill General Education Core requirements:

- MAT 101: Quantitative Literacy ........................................ 3
- MAT 102: Liberal Arts Math ................................................. 3
- MAT 116: Math for Elementary School Teachers ........................ 3
- MAT 117: Math for Elementary School Teachers II ..................... 3
- MAT 124: Finite Mathematics .............................................. 3
- MAT 131: Calculus & Analytic Geometry I .................................. 5
- MAT 133: Calculus & Analytic Geometry II ............................. 5
- MAT 134: Introduction to Calculus for Business & Social Science ........ 5
- MAT 135: Calculus and Analytic Geometry III ...................... 3
- MAT 170: Elementary Statistics .......................................... 3

Some students will be required to take courses, which transfer as electives and are not applied to the General Education Core, but do constitute a prerequisite toward the calculus sequence and Finite Math. They are:

- MAT 110: College Algebra .................................................. 5
- MAT 111: College Algebra & Trigonometry ............................. 5
- MAT 114: Plane Trigonometry ........................................... 3

Students who select a major in Mathematics or a related field should plan their selections with the transfer college requirements in mind. In all cases, it is strongly recommended that the Calculus sequence be completed at Triton College, as many transfer schools will not accept single courses as evidence of meeting requirements.

General education requirements: AS degree (see Page 60) .... 40-41
Mathematics courses or other electives for AS degree........ 23-24

See MAT course descriptions Page 173.

Chairperson: Ellen O’Connell, Ext. 3345

Personal Trainer
(See Page 114)

Physics

Curriculum U230A34

The Physics curriculum consists of the first two years of courses needed for a bachelor’s degree in Physics. The curriculum includes 12 hours of Physics, 10 hours of Chemistry, 16 hours of Mathematics, and 27 hours of general education courses. Students begin the two-year AS Physics program when they are ready to take RHT 101 and MAT 131.

(Select courses that meet the BS requirements of your transfer college.)

Semester One                   Credit Hours
General education/Humanities & Fine Arts ......................... 3
# MAT 131: Calculus & Analytic Geometry I .................. 5
RHT 101: Freshman Rhetoric & Composition I .................. 3
SPE 101: Principles of Effective Speaking .................... 3

Semester Two
General education/Humanities & Fine Arts ......................... 3
# CIS 195: Programming for Engineers ........................... 3
# MAT 133: Calculus & Analytic Geometry II ................ 5
# RHT 102: Freshman Rhetoric & Composition II ............. 3
General education/Social & Behavioral Science .............. 3

Semester Three
General education/Humanities & Fine Arts ......................... 3
General education/Social & Behavioral Science .............. 3
General education/Life Science .................................... 4
# MAT 135: Calculus & Analytic Geometry III ................ 3
# PHY 106: General Physics (Mechanics) ..................... 4

Semester Four
General education/Social & Behavioral Science .............. 3
# MAT 341: Differential Equations ................................. 3
# PHY 107: General Physics (Electricity, Magnetism, and Thermodynamics) ............ 4
Electives ................................................................. 6-7

General education requirements: AS degree (see Page 60) .... 40-41
Mathematics courses or other electives for AS degree ........ 23-24

See PHY course descriptions Page 186.

Chairperson: Elizabeth Perez, Ext. 3312
## Pre-Profession

### Curriculum U230A30

Pre-professional studies include programs in the Health Sciences (Nutrition, Medical Dietetics, Physical Therapy, Occupational Therapy, Medical Lab Technology, Nursing), Pre-Veterinary Medicine, Pre-Pharmacy, Pre-Dentistry, Pre-Medicine, Pre-Optometry and Pre-Chiropractic. Students typically begin a pre-professional program when ready to take RHT 101, MAT 110, and with the equivalent of at least one unit of high school Biology and one unit of high school Chemistry. To facilitate the transfer of credits to the professional school, the student should contact the school to help coordinate his/her course selection at Triton.

(Select courses that meet the BS requirements of your transfer professional school.)

### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 150 Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 140 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 111 College Algebra and Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>RHT 101 Freshman Rhetoric and Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 141 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>BIS 107 General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>General education</td>
<td>4</td>
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</tbody>
</table>

### Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 234 Human Anatomy &amp; Physiology</td>
<td>4-6</td>
</tr>
<tr>
<td>BIS 240 Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 234 Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 131 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>General education</td>
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</table>

### Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 241 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 235 Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 101 General Physics (Mechanics, Heat &amp; Sound)</td>
<td>5</td>
</tr>
<tr>
<td>General education</td>
<td>3</td>
</tr>
</tbody>
</table>

### Optional Semester Five or Summer School

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 102 General Physics (Elec., Magnetism, Optics &amp; Modern Physics)</td>
<td>5</td>
</tr>
<tr>
<td>General education</td>
<td>4-10</td>
</tr>
<tr>
<td></td>
<td>9-15</td>
</tr>
</tbody>
</table>

General education requirements: AS degree (see Page 60). . . . 40-41
Pre-profession courses or other electives for AS degree . . . 23-24

\*Courses may not be required for all of the pre-profession programs and therefore should be coordinated with the transfer school.

The following specialized programs can be started at Triton College and then completed at a four-year college.

Students should meet the general education requirements and recommended course work for Triton and then plan the remainder of their courses according to the four-year college requirements.

### Pre-Dentistry

To be admitted to a College of Dentistry, a student should have a minimum of two years of work in Liberal Arts. Course selections should include strong emphasis in Chemistry, Physics and Biology. The Dental Aptitude Test usually is required of an applicant for admission to dental school.

### Pre-Engineering

Engineers use analytical and technical tools to provide creative yet economic solutions to problems. Degreed engineers have been consistently in demand, commanding the highest starting salaries among college graduates.

Students should note that four-year colleges and universities vary in specific course and transfer requirements. Therefore, it is important that in selecting Triton courses, students should consult a Triton counselor as well as the catalog and/or admissions advisor at the senior institution to which transfer is intended.

#### Recommended courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># MAT 131 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td># MAT 133 Calculus &amp; Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td># MAT 135 Calculus &amp; Analytic Geometry III</td>
<td>3</td>
</tr>
<tr>
<td># MAT 341 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td># CHM 140 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td># PHY 106 General Physics (Mechanics)</td>
<td>4</td>
</tr>
<tr>
<td># PHY 107 General Physics (Electricity, Magnetism and Thermodynamics)</td>
<td>4</td>
</tr>
<tr>
<td>EGR 100 Engineering Lecture</td>
<td>1</td>
</tr>
<tr>
<td>EGR 103 Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td># CIS 195 Programming for Engineers</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Optional courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># PHY 108 General Physics (Waves, Optics, Relativity &amp; Quantum Mechanics)</td>
<td>4</td>
</tr>
<tr>
<td># EGR 152 Engineering Statics</td>
<td>3</td>
</tr>
<tr>
<td># EGR 211 Engineering Dynamics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Pre-Forestry

The first two years of forestry can be taken primarily in Liberal Arts. Science and Mathematics courses should be chosen carefully according to the requirements stated in the four-year college catalog.

### Pre-Law

A College of Law usually has no specific pre-legald course requirements, but prospective law students should choose their pre-legal subjects so as to achieve a well-rounded general education and one that would be relevant to future career interests.

A four-year college degree is usually required to enter a College of Law as is the law school admissions test. Each law school determines its own requirements for grade-point average. It is recommended that a student meet the requirements of either the Liberal Arts or Business Administration curriculum.

### Pre-Medicine

Students desiring admission to a College of Medicine should have a Bachelor of Science or Bachelor of Arts degree or at least 90 semester hours of college work and be eligible for full senior status in college. Their chosen courses should have emphasis in Biology, Chemistry and Physics. The medical college admissions test is required by most medical schools.

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*discipline: a subject or field of activity, for example, an academic subject
Pre-Nursing
A student who plans to get a Bachelor of Science degree with a major in Nursing may take the first and/or second years of work in Liberal Arts and should be careful especially in selecting Science courses.

Pre-Occupational Therapy
The first two years of occupational therapy can be taken primarily in Liberal Arts with some specialization according to the requirements stated in the four-year college catalog.

Pre-Optometry
Admittance to a College of Optometry requires a minimum of 60 semester hours and a minimum GPA of 2.50 for all college courses attempted.
These courses should emphasize Biology, Chemistry and Mathematics. Automatic admission is not implied by the attainment of the minimum requirements set forth in the program.

Pre-Pharmacy
One year of this curriculum may be taken in Liberal Arts and the next four years in a College of Pharmacy. Chemistry and Mathematics courses should be included in chosen courses.

Pre-Veterinary
A student usually should present 60 semester hours of acceptable college credit to be admitted to a College of Veterinary Medicine. These courses may be taken in Liberal Arts and should include emphasis in Chemistry, Biology and Physics.
Chairperson: Elizabeth Perez, Ext. 3312

Technology
Curriculum U230A15
Appropriately selected courses from the list below prepares students for transfer into bachelor's degree programs in industrial technology, occupational technology, manufacturing engineering technology. Projections through the year 2000 indicate growth in the number of professional, technical and managerial positions in manufacturing. Employment opportunities for engineering technologists are expected to increase faster than the average for all occupations.

The blend of traditional general education and courses in the theory and application of various technologies combine to form the foundation of baccalaureate study leading to employment in the fields of construction, manufacturing, graphic arts and supervision, as well as the engineering technology specialties of civil, electrical/electronics, industrial and mechanical.

Since colleges and universities differ greatly in programs offered and course requirements, students should select courses from the general education requirements, recommended courses, and suggested electives that will best fit the program of the school to which they intend to transfer.

(Select courses that meet the BS requirements of your transfer college.)

Recommended courses:
- EGR 103: Engineering Graphics .......................... 3
- EGR 152: Engineering Statics ......................... 3
- EGR 211: Engineering Dynamics ..................... 3
- ENT 110: Technical Drafting .......................... 4
- ENT 210: Materials and Processes .................. 3
- MAT 110: College Algebra ............................ 5
- MAT 114: Plane Trigonometry ........................ 3
- MAT 131: Calculus & Analytic Geometry I ....... 5
- MTT 110: Machine Tool Technology I ............. 4
- MTT 126: Machine Tool Technology II ............ 5
- PHY 101: General Physics (Mechanics, Heat & Sound) .......................... 5
- PHY 102: General Physics (Elect., Magnetism, Optics & Modern Physics) .................. 4

# VIC 101 Graphic Arts Production .................... 4

Suggested electives:
- ARC 110: Wood and Masonry Construction Technology .... 5
- ARC 210: Introduction to the History of Architecture ........ 3
- MTT 100: Introduction to Manual Part Programming ...... 3
- ENT 125: Advanced Drafting & Design ................ 4
- ENT 232: Descriptive Geometry ........................ 3
- WEL 121: Fundamentals of Welding .................. 4

Electives: (selected from any articulated courses) ........ 0-6

General education requirements: AS degree (see Page 60) .... 40-41
Technology courses or other electives for AS degree ........ 23-24*

See EGR course descriptions Page 158; See ENT course descriptions Page 159; See MTT course descriptions Page 171.

* A general petition may be required to apply more than six technology credits toward the AS degree.
Associate in Fine Arts Degree Requirements

The Associate of Fine Arts in Music or Art provides the first two years of post-secondary study in either Music or Art. Accordingly, the student can expect to engage in a variety of courses that will require the student to practice skills necessary for proficiency. The Associate of Fine Arts degree enables the student to achieve competence and understanding necessary for success at the university level.

Art

Curriculum U250A50 (62 semester hours required)

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Ancient to Medieval Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 117</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 119</td>
<td>Two-dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>#RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
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Semester Two

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ART 112</td>
<td>Renaissance to Modern Art</td>
<td>3</td>
</tr>
<tr>
<td># ART 118</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td># ART 120</td>
<td>Three-dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td># RHT 102</td>
<td>Freshman Rhetoric &amp; Composition II</td>
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<tr>
<td>PSC 150</td>
<td>American National Politics</td>
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<tr>
<td>HIS 151</td>
<td>History of the United States to 1877</td>
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Semester Three

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td># ART 125</td>
<td>Life Drawing I</td>
<td>3</td>
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<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
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<tr>
<td>Art elective(s)</td>
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<td>3-6</td>
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<tr>
<td>General education/Life Science</td>
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<tr>
<td>General education/Humanities &amp; Fine Arts</td>
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Semester Four

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>Art elective(s)</td>
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<td>3-6</td>
</tr>
<tr>
<td>General education/Social &amp; Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General education/Physical Science</td>
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<td>4</td>
</tr>
</tbody>
</table>

Total credits required for graduation 62

Suggested Electives

(select at least two of the following disciplines)

- Ceramics:
  - # ART 135 - Ceramics I
  - # ART 136 - Ceramics II

- Painting:
  - ART 141 - Painting I
  - ART 142 - Painting II

- Printmaking:
  - ART 140 - Printmaking

- Sculpture:
  - ART 151 - Sculpture I

- Visual Communication:
  - VIC 100 - Graphic Design
  - VIC 104 - Computer Art I

General education requirements: AFA degree 32
Art courses or other electives for AFA degree 30

See ART course descriptions and IAI codes, Page 134.

Music

Curriculum U250M51 (64 semester hours required)

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># MUS 105</td>
<td>Theory of Music I</td>
<td>3</td>
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<tr>
<td># MUS 115</td>
<td>Sight-singing &amp; Ear-training I</td>
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<tr>
<td># MUS 135</td>
<td>Keyboard Harmony I</td>
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<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150</td>
<td>American National Politics</td>
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</tr>
<tr>
<td>HIS 151</td>
<td>History of the United States to 1877</td>
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Semester Two

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<td># MUS 106</td>
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<td># MUS 116</td>
<td>Sight-singing &amp; Ear-training II</td>
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<td># MUS 235</td>
<td>Keyboard Harmony II</td>
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<td>Freshman Rhetoric &amp; Composition II</td>
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<tr>
<td>Applied Music elective</td>
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Semester Three

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<th>Credit Hours</th>
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<td>Applied Music-Piano</td>
<td>1</td>
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<tr>
<td># MUS 207</td>
<td>Theory of Music III</td>
<td>3</td>
</tr>
<tr>
<td>MUS 215</td>
<td>Introduction to Music History</td>
<td>3</td>
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<tr>
<td># MUS 217</td>
<td>Sight-singing &amp; Ear-training III</td>
<td>1</td>
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<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities &amp; Fine Arts</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Applied Music elective</td>
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<td>2</td>
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<tr>
<td>Ensemble elective</td>
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Semester Four

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<th>Course Title</th>
<th>Credit Hours</th>
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<td># MUS 180</td>
<td>Applied Music-Piano</td>
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<tr>
<td># MUS 208</td>
<td>Theory of Music IV</td>
<td>3</td>
</tr>
<tr>
<td># MUS 218</td>
<td>Sight-singing &amp; Ear-training IV</td>
<td>1</td>
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<tr>
<td>Applied Music elective</td>
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</tr>
<tr>
<td>General education/Social &amp; Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Ensemble elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>General education/Physical Science</td>
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</tbody>
</table>

Total credits required for graduation 64

Ensemble electives: Choose from below courses and repeat four semesters.

- # MUS 250 - Concert Band
- # MUS 253 - Ensemble
- # MUS 261 - College Chorus
- MUS 262 - Choral Ensemble
- # MUS 266 - Jazz Band

General Education electives must be selected from the AAAS applicable course list and must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and one course from Social and Behavioral Sciences from at least two disciplines*. See catalog page 60 with AS Degree Requirements for required hours and number of courses in each discipline*.  

*discipline: a subject or field of activity, for example, an academic subject 

Chairperson: Angela Latham, Ext. 3321

Music
Associate in General Studies Degree Requirements

Applied Music electives: Choose from below courses and repeat four semesters.

# MUS 179 ✧ Applied Music-Instrumentation ................. 2
# MUS 180 ✧ Applied Music-Piano ...................... 2
# MUS 181 ✧ Applied Music-Voice ....................... 2

General education requirements: AFA degree ........... 32
Music courses or other electives for AFA degree .......... 35

See MUS course descriptions and IAI codes, Page 175.

1One Human Diversity course must be taken from either Social & Behavioral Science or Humanities/Fine Arts.

Chairperson: Angela Latham, Ext. 3321

Associate in General Studies Degree Requirements

Curriculum L224A24

The Associate in General Studies (AGS) degree is intended for students whose educational goals will not be adequately met by the other associate degree programs. The AGS is awarded in individualized curricula that has been agreed upon by the student and counselor.

Communications .................. 6 semester hours
RHT 101 ✧ Freshman Rhetoric and Composition I
RHT 102 ✧ Freshman Rhetoric and Composition II
or
RHT 124 ✧ Communications I
RHT 138 ✧ Communications II

Social Science................................. 3 semester hours
Humanities..................................... 3 semester hours
Math/Science................................. 3 semester hours
General education electives................. 9 semester hours
(To be selected from a combination of SPE 101 ✧; Social Science; Humanities; Mathematics; and/or Science course offerings)

Other suggested electives:
SGN 161 ✧ American Sign Language I ................. 5
# SGN 162 ✧ American Sign Language II ............. 5

General education for AGS degree requirements .... 24
Total semester hours required for AGS degree .... 64

Students who wish to discuss pursuing the AGS degree must contact the counselor for the Associate in General Studies degree program. This contact should be made when the student first enrolls for classes or upon changing his/her educational goals.

The Associate in General Studies degree is not considered to be a transferable degree. The student should contact the Counseling Department to determine the transferability of part or all the Associate in General Studies degree. The Counseling Department may be contacted at (708) 456-0300, Ext. 3588.
Applied Science Programs at Triton provide occupational preparation in a range of careers. In many cases, the areas of specialization are not offered at four-year colleges. Therefore, the programs are designed to prepare students for direct or upgraded employment following Triton College graduation. The programs are listed alphabetically.

Courses offered in Applied Science are college-level and designed primarily for career preparation. Some career-education courses transfer to particular colleges and universities in specific majors. Students should contact the institution to which they intend to transfer or consult with a Triton counselor or Triton’s Transfer Center regarding the transferability of career-education courses.

Associate in Applied Science degrees, career certificates and advanced certificates are awarded for the successful completion of requirements.

Some programs, most notably those in Nursing and Allied Health, have special requirements for enrollment. Students must attend a scheduled information session and meet with the program coordinator to be considered for many of these programs. Please call (708) 456-0300, Ext. 3545, for dates and times.

A maximum of six semester hours of physical education activity courses (PED courses numbered below 150) may be selected as electives to fulfill graduation requirements.

College success courses may not be used to meet graduation requirements.

The Applied Science curricula follow with curriculum numbers related to degree, certificate and advanced certificate programs. Students must use these numbers when registering for classes. All degree programs qualify for the Associate in Applied Science degree.

**Constitution Requirement**

Illinois Senate Bill 195 requires that degree-seeking students meet this requirement. This can be accomplished in one of three ways:

- Successful completion of PSC 150 or equivalent at another Illinois college or
- A transcript from an Illinois high school or college (or GED scores) showing that the constitution requirements have been met and are on file in the Admissions office or
- Successful completion of the constitution test at Triton College

**Human Diversity Requirement**

Illinois Public Act 87-581 requires that degree-seeking students meet this requirement. This can be accomplished by successful completion of all the required general education courses in the AAS degree.
Applied Science Programs Offered

Triton College Catalog, 2007-2008

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Certificate, C306A ........................................ 77

Air Conditioning & Refrigeration
Degree, C247A .............................................. 78
Certificate, C347A ........................................ 78

Stationary Engineer
Degree, C247H .............................................. 78
Certificate, C347E ........................................ 79

Aircraft Maintenance
Degree (through agreement with Lincoln Land Community College) .............................................. 79

Architecture
Degree, C248A .............................................. 80
Degree — Building Information Modeling, C248X .............................................. 81
Certificate — Building Information Modeling (formerly Architecture CAD), C448M .............................................. 81

Automotive Manufacturer Specific Training
Degree, C247C .............................................. 82

Automotive Service Department Management
Degree, C247E .............................................. 82

Automotive Technology
Degree, C247D .............................................. 83
Certificate, C347C ........................................ 83
Certificate — Brake and Suspension, C447B .............................................. 84
Certificate — Engine Performance, C447C .............................................. 84
Certificate — Engine Repair, C447D .............................................. 84
Certificate — Transmission, C447E .............................................. 84

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(See Hospitality Industry Administration Culinary Arts)

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(formerly Office Software (MOUS)) .............................................. 90

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Degree, C248V .............................................. 102
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Certificate, C317C .............................................. 127

Notes for this section:
# Prerequisites/Corequisites: See the course description section of this catalog to ensure course prerequisites or corequisites are met prior to enrolling in courses. Students may petition for waiver of course prerequisites/corequisites if they believe they have comparable experience or completed course work with similar content. Counselors can assist in this process.
❖ Articulated Courses: See Page 36 for additional information.

Degree graduation requirements: In addition to fulfilling general education and program requirements, students must maintain a minimum grade-point average, meet public-law and residency requirements and complete proper filing procedures to graduate. For information, see degree graduation requirements in the “Degrees and Certificates” section of this catalog and the general education requirements for the Associate in Applied Science Degree at the beginning of the “Applied Science Programs” section. Also see your counselor for assistance.

Additional certificate requirements: In addition to fulfilling certificate program requirements, students must maintain a minimum grade-point average, meet residency requirements and complete proper filing procedures to receive their diplomas. For information, see certificate graduation requirements in the “Degrees and Certificates” section of this catalog. Also see your counselor for assistance.

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Advanced Digital Photography, C548D) ............ 115
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Advanced Digital Photography, C548D) ............ 115
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Advanced Certificate — Packaging Design and Production (formerly Page Layout, C548H ............ 116
Welding and Fabrication
Degree, C248S .................................................. 116
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Certificate — Arc & Oxyacetylene, C448H .......... 117
Certificate — MIG & TIG Welding, C448G .......... 117

(708) 456-5000
Associate in Applied Science Degree Requirements

The general education requirements for the Associate in Applied Science degree are listed below. The specific requirements for each career-education curriculum are listed on the pages that follow that section of the catalog.

NOTE: Students must meet requirements of Illinois Senate Bill 195. Students may be required to enroll in COL 101 or COL 102 as a condition for admission or re-admission to certain programs at the college.

COMMUNICATIONS
(six semester hours are required for graduation.)
The communications requirement varies by curriculum.
RHT 101 Freshman Rhetoric & Composition I ............ 3
with
RHT 102 Freshman Rhetoric and Composition II ............ 3
or
RHT 101 Freshman Rhetoric & Composition I ............ 3
with
SPE 101 Principles of Effective Speaking .................. 3
or
RHT 124 Communications I .................. 3
with
RHT 138 Communications II .................. 3

SOCIAL AND BEHAVIORAL SCIENCES
(three semester hours are required for graduation)
Anthropology:
ANT 101 Introduction to Anthropology .................. 3
ANT 103 Introduction to Cultural Anthropology ............ 3
ANT 105 Introduction to Archaeology .................. 3
ANT 190 Cultural Contexts .................. 3

Education:
ECE 110 Early Childhood Development .................. 3
Economics:
ECO 102 Macroeconomics .................. 3
ECO 103 Microeconomics .................. 3
ECO 105 Consumer Economics .................. 3

Geography:
GEO 104 Contemporary World Cultures .................. 3
GEO 105 Economic Geography .................. 3
GEO 106 Geography of the Non-Western World ............ 3

History:
HIS 151 History of the United States to 1877 ............ 3
HIS 152 History of the United States Since 1877 ............ 3
HIS 156 African History .......................... 3
HIS 192 History of Asia and the Pacific II ............ 3

Political Science:
PSC 150 American National Politics .................. 3
PSC 151 American State and Urban Politics ............ 3
PSC 184 Global Politics .................. 3

Psychology:
PSY 100 Introduction to Psychology .................. 3
PSY 105 Applied Psychology .................. 3

Sociology:
SOC 100 Introduction to Sociology .................. 3

Social Science:
SSC 190 Contemporary Society .................. 3

HUMANITIES AND FINE ARTS
(one to three semester hours are required for graduation)
The humanities requirement varies by curriculum. Refer to the curriculum listings in this section of the catalog for specific requirements.
Architecture:
ARC 210 Introduction to the History of Architecture ...... 3

Art:
ART 111 Ancient to Medieval Art .................. 3
ART 112 Renaissance to Modern Art .................. 3
ART 114 Survey of Asian Art .................. 3

English:

# ENG 101 Introduction to Poetry .................. 3
# ENG 102 Introduction to Drama .................. 3
# ENG 103 Introduction to Fiction .................. 3

Foreign Language:
(3 semester hours are required for graduation)
(and any FRE, ITL, SGN, SPN course)

History:

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HIS 122 History of Western Civilization II ............ 3
HIS 141 World History I .................. 3
HIS 142 World History II .................. 3

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HUM 102 Mass Media and Culture .................. 3
HUM 104 Humanities Through the Arts .................. 3
HUM 120 Humanities: The Worker in America ............ 1
HUM 124 Professional Ethics .................. 1
HUM 125 The Individual and Technology ............ 1
HUM 126 Modern Business Ethics .................. 1
HUM 151 Great Books I .................. 3
HUM 152 Great Books II .................. 3
HUM 165 Introduction to the Latin-American Experience .. 3
HUM 296 Special Topics in Humanities ............ 1-3

Interior Design:

INT 211 History of Interiors and Furniture ............ 3

Music:

MUS 110 Listening to Music .................. 3

Philosophy:

PHL 101 Introduction to Philosophy ............ 3
PHL 103 Ethics .................. 3
PHL 105 World Religions .................. 3
PHL 106 Biomedical Ethics .................. 3

Speech:

SPE 130 Introduction to Theater .................. 3

PHYSICAL AND LIFE SCIENCES AND MATHEMATICS
(three semester hours are required for graduation)
Review specific requirements for the curriculum selected.

HEALTH AND FITNESS
(two semester hours are required for graduation)

HHT 104 Science of Personal Health .................. 2
HHT 120 Practical Nutrition and Weight Management .... 2
HHT 181 CPR Certification/Re-Certification ............ 1
HHT 281 First Aid & CPR .................. 2
# AHL 107 Venipuncture .................. 1
AHL 108 Electrocardiography .................. 1
AHL 200 Basic Nutrition and Health ............ 1
# AHL 201 Introduction to Diet and Nutritional Therapies .. 1
Accounting

Curriculum C206A

The Accounting curriculum includes the study of theory and practice, proprietorship and corporation accounting procedures, cost accounting, income tax procedures and the applications of data processing to accounting problems.

This program will provide the minimum Accounting requirements needed to enter the Accounting profession as an Accounting clerk or junior member of an Accounting staff in many small to medium-sized businesses. It also will enable the student to pursue an associate or baccalaureate degree in Accounting.

While the accounting curriculum is designed with the career student in mind, many of the courses contained in it will transfer to a four-year college.

ASSOCIATE IN APPLIED SCIENCE DEGREE

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 101financial Accounting</td>
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<tr>
<td>BUS 162Business Law II</td>
<td>3</td>
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<td>MAT 110College Algebra</td>
<td>3-5</td>
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<tr>
<td>CIS 101Introduction to Computer Science</td>
<td>3</td>
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<tr>
<td>RHT 124Communications I</td>
<td>3</td>
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<tr>
<td>RHT 101Freshman Rhetoric &amp; Composition</td>
<td>3</td>
</tr>
<tr>
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<td><strong>Total</strong></td>
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**Semester Two**

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<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 162Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>RHT 138Communications II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101Principles of Effective Speaking</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

**Semester Three**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 151Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 157Principles of Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 166Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 159Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>ECO 103Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

**Semester Four**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 152Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 156Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 149Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 170Statistics for Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157Microcomputer Database Management Software</td>
<td>1</td>
</tr>
<tr>
<td>HTH 104Science of Personal Health</td>
<td>2</td>
</tr>
<tr>
<td>HTH 281First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>SSC 190Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151History of the U.S. to 1877</td>
<td>3</td>
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<tr>
<td><strong>Total credits required for graduation</strong></td>
<td><strong>65</strong></td>
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</tbody>
</table>

See ACC course descriptions Page 130.
See Humanities General Education requirements Page 76.

Suggested electives (7): ACC 296; BUS 290, BUS 291; CIS 150; MKT 125; BUS 106 or BUS 109; PED

 Coordinator: Sal Marchionna, Ext. 3579

Accounting Certificate

Curriculum C306A

This certificate includes the study of accounting in proprietorship and corporation accounting procedures as well as the applications of data processing to accounting problems. Some possible job positions are: accounts payable, accounts receivable, data entry, junior accountant, cost accounting and bookkeeping.

This program will provide the minimum accounting requirements needed to enter the profession.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 161Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101Introduction to Computer Science</td>
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<td>Electives</td>
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<td><strong>Total</strong></td>
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**Semester Two**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ACC 105Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155Introduction to Electronic Spreadsheets</td>
<td>2</td>
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<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Semester Three**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 151Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 166Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157Microcomputer Database Management Software</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

See ACC course descriptions Page 130.

Suggested electives (6): ACC 152, ACC 156, ACC 157, ACC 296; BUS 162; BUS 106 or BUS 109

 Coordinator: Sal Marchionna, Ext. 3579
Air Conditioning & Refrigeration

Curriculum C247A
The Air Conditioning and Refrigeration curriculum provides theory and laboratory experience designed to prepare graduates for employment in this field. Students are trained for competency in installing, operating and maintaining all types of environmental-control equipment. The industry is rapidly growing in all sections of the country. Hand tools are required.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ACR 110◊ Basic Refrigeration &amp; Air Conditioning I</td>
<td>4</td>
</tr>
<tr>
<td># ACR 115◊ Applied Electricity, Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1</td>
</tr>
<tr>
<td># RHT 124◊ Communications I or # RHT 101◊ Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ACR 125◊ Basic Refrigeration &amp; Air Conditioning II</td>
<td>4</td>
</tr>
<tr>
<td># ACR 140◊ Advanced Air Conditioning III</td>
<td>4</td>
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<tr>
<td>CIS 151◊ Introduction to Computer Systems</td>
<td>1</td>
</tr>
<tr>
<td># ENT 105◊ Industrial Physics 2</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138◊ Communications II or # RHT 102◊ Freshman Rhetoric &amp; Composition II or SPE 101◊ Principles of Effective Speaking 2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ACR 250◊ Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td># ACR 260◊ Advanced Air Conditioning III</td>
<td>4</td>
</tr>
<tr>
<td>COT 107◊ Construction Print &amp; Specification Reading</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190◊ Contemporary Society or PSC 150◊ American National Politics or HIS 151◊ History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td># TEC 122◊ Elementary Technical Mathematics 2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ACR 285◊ Heating Systems</td>
<td>4</td>
</tr>
<tr>
<td># ACR 290◊ HVAC Calculation and Design</td>
<td>4</td>
</tr>
<tr>
<td># ACR 295◊ Systems Controls</td>
<td>4</td>
</tr>
<tr>
<td>HTH 104◊ Science of Personal Health or HTH 281◊ First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>WEL 121◊ Fundamentals of Welding</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Total credits required for graduation 65

See ACR course descriptions Page 132.
Coordinator: William Whitman, Ext. 3466

Stationary Engineering Degree

Curriculum C247H
The Stationary Engineering degree provides course work in the maintenance, installation and operation of air conditioning, heating, refrigeration, pneumatic and digital control systems that are germane to commercial and industrial type buildings. The course work is divided equally between theory and hands-on utilization and conservation are stressed. Modern instrumentation for environmental control systems are used. Upon completion of this program, the student will be able to seek employment as an entry-level stationary engineer.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ACR 110◊ Basic Refrigeration &amp; Air Conditioning I</td>
<td>4</td>
</tr>
<tr>
<td># ACR 115◊ Applied Electricity, Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>HUM 124◊ Professional Ethics or HUM 125◊ The Individual &amp; Technology or HUM 126◊ Modern Business Ethics I</td>
<td>1</td>
</tr>
<tr>
<td># RHT 124◊ Communications I or # RHT 101◊ Freshman Rhetoric &amp; Composition I or # TEC 122◊ Elementary Technical Mathematics 2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

See ARC course descriptions Page 132.
Coordinator: William Whitman, Ext. 3466
Applied Science Programs

Semester Two
# ACR 125◊ Basic Refrigeration & Air Conditioning II 4
# ACR 140◊ Applied Electricity II 4
CIS 151◊ Introduction to Computer Systems 1
# ENT 105 Industrial Physics 2
# RHT 138◊ Communications II or
# RHT 102◊ Freshman Rhetoric & Composition II or
SPE 101◊ Principles of Effective Speaking 3

Semester Three
# ACR 250◊ Commercial Refrigeration 4
# ACR 260◊ Advanced Air Conditioning III 4
COT 107◊ Construction Print & Specification Reading 3
SSC 190◊ Contemporary Society or
PSC 150◊ American National Politics or
HIS 151◊ History of the U.S. to 1877 3

Semester Four
# ACR 285◊ Heating Systems 4
# ACR 290◊ HVAC Calculation & Design 4
# ACR 297◊ Systems Controls 4
HTH 104◊ Science of Personal Health or
HTH 281◊ First Aid & CPR 2

Semester Five
# ACR 292◊ Water Distribution and Treatment 4
# ACR 295◊ System Controls 4
WEL 121◊ Fundamentals of Welding 4

Total credits required 70

See ACR course descriptions Page 130.
See Humanities General Education requirements Page 76.

1 Students must complete RHT 124◊ with RHT 138◊, or RHT 101◊ with SPE 101◊, or RHT 101◊ with RHT 102◊. Students intending to transfer are encouraged to complete all three courses: RHT 101◊, RHT 102◊ and SPE 101◊ to meet university requirements.
2 ENT 105 or TEC 122◊ meets the Mathematics and/or Science general education requirement.

Coordinator: William Whitman, Ext. 3466

Stationary Engineering Certificate
Curriculum C347E

The Stationary Engineer certificate program contains the technical courses required to prepare students for entry-level positions in the operation and maintenance of building support systems.

Semester One
# ACR 110◊ Basic Refrigeration & Air Conditioning I 4
# ACR 115◊ Applied Electricity, Refrigeration 4
# TEC 122◊ Elementary Technical Mathematics 3

Semester Two
# ACR 125◊ Basic Refrigeration & Air Conditioning II 4
# ACR 140◊ Applied Electricity II 4
CIS 151◊ Introduction to Computer Systems 1

Semester Three
# ACR 250◊ Commercial Refrigeration 4
# ACR 260◊ Advanced Air Conditioning III 4

Semester Four
# ACR 285◊ Heating Systems 4
# ACR 290◊ HVAC Calculation & Design 4

Semester Five
# ACR 292◊ Water Distribution and Treatment 4
# ACR 295◊ System Controls 4

Total credits required 44

See ACR course descriptions Page 130.

Aircraft Maintenance

The Institute of Aviation at the University of Illinois has entered into an agreement with Lincoln Land Community College and a consortium of 17 other Illinois community colleges to provide high-quality technical training in airframe and powerplant technology to persons in central Illinois and throughout the state.

This program will offer the Associate of Applied Science in Aircraft Maintenance through Lincoln Land Community College in Springfield, with the Institute of Aviation providing all of the technical training leading to Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic Certification.

Upon successful completion of the program, students will have the opportunity to take all written, oral and practical certification examinations with FAA designated examiners at the institute.

ASSOCIATE IN APPLIED SCIENCE DEGREE/
Lincoln Land Community College

Courses to be taken at Triton College

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># ENT 252 Introduction to AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104◊ Science of Personal Health or</td>
<td>2</td>
</tr>
<tr>
<td>HTH 281◊ First Aid &amp; CPR</td>
<td></td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1</td>
</tr>
<tr>
<td># RHT 124◊ Communications I</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138◊ Communications II</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190◊ Contemporary Society or</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150◊ American National Politics or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151◊ History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td># ENT 105 Industrial Physics</td>
<td>3</td>
</tr>
<tr>
<td># TEC 122◊ Elementary Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

All AVI courses to be taken through Lincoln Land Community College at the Institute of Aviation located at Willard Airport, Champaign-Urbana

Semester One (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AVI 100 Introduction to Aviation Technology</td>
<td>3</td>
</tr>
<tr>
<td>AVI 142 Reciprocating Powerplant Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVI 143 Aircraft Materials &amp; Processes I</td>
<td>4</td>
</tr>
<tr>
<td>AVI 144 Turbine Powerplant Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVI 147 Introduction to Federal Aviation Regulations</td>
<td>3</td>
</tr>
</tbody>
</table>
### Architecture

**Curriculum C248A**
Architects are involved in all aspects of building design, including visual appearance, economy, function, structure, environmental planning, sustainability, and responding to the needs of those who will use the building. They design, prepare drawings, build models, analyze costs, specify building materials, and administer construction contracts.

Architecture as a profession is a business, a science, and an art. The Associate in Applied Science degree is an alternative to a university degree in architecture requiring four to six years of study. Students concentrate on courses that will lead them to successful employment. Through the architectural internship program, students can earn money while gaining valuable work experience. Triton is the only college or university in Illinois to offer this opportunity to architectural students. Because of this program, the architectural profession and the building industry are familiar with the high quality of our students and look to Triton as a source for new employees. This program has been approved by the American Institute of Architects.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 101◊ Architectural Drafting Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td># ARC 110◊ Wood and Masonry Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td># ARC 187◊ Architectural Drawing and Models</td>
<td>3</td>
</tr>
<tr>
<td>ARC 210◊ Introduction to the History of Architecture†</td>
<td>3</td>
</tr>
<tr>
<td>INT 211◊ History of Interiors and Furniture†</td>
<td>3</td>
</tr>
<tr>
<td>COT 101◊ Introduction to Architecture, Engineering and Construction</td>
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</tr>
<tr>
<td># RHT 101◊ Freshman Rhetoric &amp; Composition I</td>
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</table>

Total credits required for graduation: 33

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<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td># ARC 129◊ Steel Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td># ARC 171◊ Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 189◊ Introduction to Architectural CAD</td>
<td>3</td>
</tr>
<tr>
<td># MAT 101◊ Quantitative Literacy†</td>
<td>1</td>
</tr>
<tr>
<td># MAT 102◊ Liberal Arts Mathematics</td>
<td>2</td>
</tr>
<tr>
<td># MAT 110◊ College Algebra</td>
<td>3</td>
</tr>
<tr>
<td># MAT 111◊ College Algebra &amp; Trigonometry†</td>
<td>1</td>
</tr>
<tr>
<td># MAT 112◊ Plane Trigonometry†</td>
<td>1</td>
</tr>
<tr>
<td># TEC 143◊ Technical Mathematics I</td>
<td>3-5</td>
</tr>
<tr>
<td># HTH 102◊ Freshman Rhetoric &amp; Composition II</td>
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</tr>
<tr>
<td>SPE 101◊ Principles of Effective Speaking</td>
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</tr>
</tbody>
</table>

Total credits required for graduation: 37-39

See **Humanities General Education requirements Page 76.**

Note: Passage of Physics and Mathematics entrance exam required.

Dean: Ext. 3995

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**Semester Three**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AVI 152 Powerplant Systems I</td>
<td>4</td>
</tr>
<tr>
<td># AVI 156 Powerplant Systems III</td>
<td>3</td>
</tr>
<tr>
<td># AVI 163 Aircraft Materials &amp; Processes III</td>
<td>3</td>
</tr>
<tr>
<td>AVI 169 Aircraft Systems I</td>
<td>4</td>
</tr>
<tr>
<td># AVI 170 Airframe Systems II</td>
<td>5</td>
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</tbody>
</table>

Total credits required for graduation: 19

---

**Semester Four**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># AVI 170 Aircraft Assembly &amp; Inspection</td>
<td>5</td>
</tr>
</tbody>
</table>

---

See **ARC course descriptions Page 132.; COT course descriptions Page 148.**

See **Humanities General Education requirements Page 76.**

1. MAT 101◊, MAT 102◊, MAT 110◊, MAT 111◊, MAT 114◊, or TEC 143◊ meets the Science and Mathematics general education requirement. Students intending to transfer to UIUC, UIUC or SIUC must take MAT 131◊ and PHY 101◊ prior to admission.

2. Students intending to transfer are encouraged to complete all three courses: RHT 101◊, RHT 102◊ and SPE 101◊ to meet university requirements.

3. ARC 210◊ or INT 211◊ meets the Humanities/Fine Arts requirement.

Coordinator: Jo Beth Halpin, Ext. 3601

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Phone Reg: (708) 456-5000
Building Information Modeling

Curriculum C448M

Graduates of this program can qualify for jobs in architectural firms; construction management firms or facility management firms for building operations; perform duties such as computer-aided design and drafting for building design and construction, Building Information Modeling, computer-aided perspective rendering, CADD or BIM manager; install, maintain and keep up-to-date with the software and hardware used for Building Information Modeling and CADD operations, organize a Building Information Modeling team, manage an application service provider, execute electronic transfer of design and Building Information Modeling files between members of the building project team, teach others on the team how to use the specialty programs and produce instructional manuals and standards for the firm.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 101φ Architectural Drafting Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td># ARC 110φ Wood and Masonry Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>ARC 189φ Introduction to Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>COT 101φ Introduction to Architecture, Engineering and Construction</td>
<td>1</td>
</tr>
<tr>
<td># RHT 101φ Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ARC 120φ Steel Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td># ARC 260φ Advanced Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104φ Science of Personal Health or HTH 281φ First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td># MAT 101φ Quantitative Literacy or # MAT 102φ Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td># MAT 110φ College Algebra</td>
<td>3</td>
</tr>
<tr>
<td># MAT 111φ College Algebra &amp; Trigonometry or # TEC 143φ Technical Mathematics I</td>
<td>3-5</td>
</tr>
<tr>
<td># RHT 102φ Freshman Rhetoric &amp; Composition II or SPE 101φ Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-18</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ARC 130φ Concrete Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td># ARC 210φ Introduction to the History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td># ARC 261φ Building Information Modeling and Rendering</td>
<td>3</td>
</tr>
<tr>
<td># ARC 262φ BIM Production</td>
<td>3</td>
</tr>
<tr>
<td>COT 269φ Surveying</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ARC 140φ MEP Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td># ARC 263φ BIM Management</td>
<td>3</td>
</tr>
<tr>
<td>COT 142φ Construction Contract Documents</td>
<td>3</td>
</tr>
<tr>
<td>COT 258φ Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td># COT 270φ Intermediate Surveying or COT 291φ Site Design and Construction</td>
<td>2-3</td>
</tr>
<tr>
<td>SSC 190φ Contemporary Society or PSC 150φ American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151φ History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19-20</strong></td>
</tr>
</tbody>
</table>

Total credits required for graduation: **66-69**

See ARC course descriptions Page 132; COT course descriptions Page 149.
See Humanities General Education requirements Page 76.

Building Information Modeling Certificate
(formerly Architecture CAD Certificate)

Curriculum C448M

Building Information Modeling (BIM) is a specialty activity in architectural, construction management or facility management firms, in which the BIM modeler creates a three-dimensional electronic model of a proposed or existing building containing all the geometry, quantity and material information for the building. This certificate allows a student to concentrate on courses to prepare for jobs in this occupation.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 109φ Architectural Drafting Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td># ARC 110φ Wood and Masonry Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>ARC 189φ Introduction to Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>COT 101φ Introduction to Architecture, Engineering and Construction</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ARC 260φ Advanced Architectural CAD</td>
<td>3</td>
</tr>
<tr>
<td># ARC 261φ Building Information Modeling and Rendering</td>
<td>3</td>
</tr>
<tr>
<td># ARC 262φ BIM Production</td>
<td>3</td>
</tr>
<tr>
<td># ARC 263φ BIM Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Total credits required: **23**

See ARC course descriptions Page 132.
Coordinator: Jo Beth Halpin, Ext. 3601
### Automotive Manufacturer Specific Training

**Curriculum C247C**

The Automotive Manufacturer Specific Training Program is a cooperative agreement between Triton College, General Motors and AC Delco*, which alternates college training and practical experience at the dealership. Students are prepared in all areas of product servicing.

Prospective students must contact the General Motors A.S.E.P. coordinator at Ext. 3279 to apply. Hand tools are required both at the dealership and at Triton.

*GM sponsorship is required at a Chevrolet, Pontiac, Buick, GMC, Cadillac, Saturn, Saab, Hummer or AC Delco TSS shop.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AMS 120* Automotive Electricity &amp; Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AUT 112* Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 114* Fuel Management Systems</td>
<td>4</td>
</tr>
<tr>
<td># AUT 296* Automotive Internship I</td>
<td>2</td>
</tr>
<tr>
<td>HTH 281* First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td># TEC 122* Elementary Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Two (Spring)**

| # AMS 129* Transmissions & Transaxles | 3 |
| # AMS 137* Advanced Automotive Electricity and Electronics | 3 |
| # AMS 139* Drive Lines | 2 |
| # AMS 230* Engine Construction & Familiarization | 4 |
| # AUT 297* Automotive Internship II | 2 |
| SSC 190* Contemporary Society | 1 |
| PSC 150* American National Politics | 1 |
| HIS 151* History of the U.S. to 1877 | 3 |

**Semester Three (Summer)**

| # AMS 282* Advanced Automotive Heating & Air Conditioning | 2 |

**Semester Four (Fall)**

| # AMS 126* Engine Performance & Fuel Management | 5 |
| # AUT 136* Brake, Hardware & Chassis Repair | 4 |
| # AUT 298* Automotive Internship III | 2 |
| # RHT 124* Communications I | 1 |
| # RHT 101* Freshman Rhetoric & Composition I | 3 |

**Semester Five (Spring)**

| # AMS 128* Steering & Suspension Systems | 4 |
| # AMS 277* Advanced Transmissions and Transaxles | 4 |
| # AUT 230* Computerized Engine Controls | 5 |
| # AUT 299* Automotive Internship IV | 1 |
| # RHT 138* Communications II | 1 |
| # RHT 102* Freshman Rhetoric & Composition II | 3 |
| SPE 101* Principles of Effective Speaking | 3 |

Total credits required for graduation: 72

See AUT course descriptions Page 136.
See Humanities General Education requirements Page 76.

1* Students must complete RHT 124* with RHT 138*, or RHT 101* with SPE 101*, or RHT 101* with RHT 102*. Students intending to transfer are encouraged to complete all three courses: RHT 101*, RHT 102* and SPE 101* to meet university requirements.

### Coordinator: William O’Connell/GM/ASEP, Ext. 3279

### Automotive Service Department Management

**Curriculum C247E**

The Automotive Service Department Management program blends technical and management courses to prepare students to enter the automotive service management field.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112* Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 127* Automotive Electricity &amp; Electronics</td>
<td>4</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1</td>
</tr>
<tr>
<td>BUS 146* Business Computations</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124* Communications I or</td>
<td></td>
</tr>
<tr>
<td># RHT 101* Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
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</tbody>
</table>

**Semester Two**

| # AUT 136* Brake, Hardware & Chassis Repair | 4 |
| # AUT 150* Automotive Power Plant Overhaul & Rebuilding | 5 |
| BUS 154* Human Relations in Labor & Management | 3 |
| # RHT 138* Communications II or |
| # RHT 102* Freshman Rhetoric & Composition II or |
| SPE 101* Principles of Effective Speaking | 3 |

**Semester Three**

| # AUT 240* Steering, Suspension & Alignment | 4 |
| # AUT 275* Transmission & Drive Systems | 5 |
| # AUT 280* Automotive Heating & Air Conditioning Fundamentals | 2 |
| BUS 150* Principles of Management | 3 |
| SSC 190* Contemporary Society | 1 |
| PSC 150* American National Politics | 1 |
| HIS 151* History of the United States to 1877 | 3 |

**Semester Four**

| # AUT 226* Engine Performance & Diagnosis | 5 |
| BUS 151* Small-Business Management | 3 |
| CIS 101* Introduction to Computer Science | 3 |
| HTH 104* Science of Personal Health | 2 |
| HTH 281* First Aid & CPR | 2 |
| Electives | 0-3 |

Total credits required for graduation: 65

See AUT course descriptions Page 136.
See Humanities General Education requirements Page 76.

Note: Hand tools are required for AUT courses that include lab time.

1* BUS 146* meets the Mathematics and/or Science general education requirement.

2* CIS 101* meets the computer literacy general education requirement.

3If RHT 101* & RHT 102* are taken, students also must take SPE 101*. 
Automotive Technology

Curriculum C247D

The Automotive Technology degree curriculum provides the student with a working knowledge of automotive repair on today’s high-tech, computerized automobile.

Upon completion of the program, the graduate will be able to seek employment as an auto repair technician in a dealership or the aftermarket and can move into advanced automotive opportunities such as service advising and manufacturer corporate positions. This program is National Automotive Technician Education Foundation (NATEF) division of Automotive Service Excellence (ASE) certified.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112 *Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 114 *Fuel Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 127 *Automotive Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td># RHT 124 *communications I or # RHT 101 *Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td># TEC 122 *Elementary Technical Mathematics</td>
<td>3</td>
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</table>

Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 129 *Automotive Electricity &amp; Electronics II</td>
<td>3</td>
</tr>
<tr>
<td># AUT 136 *Brake, Hardware &amp; Chassis Repair</td>
<td>4</td>
</tr>
<tr>
<td># AUT 150 *Automotive Power Plant Overhaul &amp; Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>General education/ Humanities</td>
<td>1</td>
</tr>
<tr>
<td># RHT 138 *communications II or # RHT 102 *Freshman Rhetoric &amp; Composition II or SPE 101 * Principles of Effective Speaking</td>
<td>17</td>
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</tbody>
</table>

Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 226 *Engine Performance &amp; Diagnosis</td>
<td>5</td>
</tr>
<tr>
<td># AUT 240 *Steering, Suspension &amp; Alignment</td>
<td>4</td>
</tr>
<tr>
<td># AUT 275 *Transmission &amp; Drive Systems</td>
<td>5</td>
</tr>
<tr>
<td>HTH 104 *Science of Personal Health or HTH 281 *First Aid &amp; CPR</td>
<td>16</td>
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</tbody>
</table>

Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 230 *Computerized Engine Controls</td>
<td>5</td>
</tr>
<tr>
<td># AUT 277 *Advanced Automatic Transmission Repair</td>
<td>5</td>
</tr>
<tr>
<td># AUT 280 *Automotive Heating &amp; Air Conditioning Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td># AUT 282 *Advanced Automotive Heating &amp; Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>CIS 151 * Introduction to Computer Systems</td>
<td>1</td>
</tr>
<tr>
<td>SSC 190 * Contemporary Society or PSC 150 * American National Politics or HIS 151 * History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td># ENT 105 * Industrial Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation 65

See AUT course descriptions Page 136.

See Humanities General Education requirements Page 76.

Note: Hand tools are required for AUT courses that include lab time.

1Students must complete RHT 124 \* with RHT 138 \* or RHT

Automotive Technology Certificate

Curriculum C347C

The Automotive Technology certificate curriculum is designed for students who wish to concentrate solely on technically related courses in the repair of today’s high-tech computerized automobile.

Upon completion of the program, the certificate holder will be able to seek employment as an automobile repair technician in a dealership or the aftermarket and can move into advanced automotive opportunities, such as service advising and manufacturer corporate positions. This program is National Automotive Technician Education Foundation (NATEF) division of Automotive Service Excellence (ASE) certified.

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112 *Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 114 *Fuel Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 127 *Automotive Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td># AUT 280 *Automotive Heating &amp; Air Conditioning Fundamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 129 *Automotive Electricity &amp; Electronics II</td>
<td>3</td>
</tr>
<tr>
<td># AUT 136 *Brake, Hardware &amp; Chassis Repair</td>
<td>4</td>
</tr>
<tr>
<td># AUT 150 *Automotive Power Plant Overhaul &amp; Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td># AUT 226 *Engine Performance &amp; Diagnosis</td>
<td>5</td>
</tr>
</tbody>
</table>

Total credits required 17

See AUT course descriptions Page 136.

Dean: Ext. 3522
## Automotive Brake and Suspension Certificate

**Curriculum C447B**

The Brake and Suspension certificate is designed to provide the student with skills necessary for entry-level employment at a brake and suspension repair facility.

This program does not include all of the high-tech courses necessary for today’s master technician.

Instruction includes complete brake system servicing, use of lathes for disc and drum machining, asbestos safety control, front-end alignment, active suspension and steering and suspension system diagnosis and repair.

### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112 Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 127 Automotive Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>Program electives</td>
<td>2-4</td>
</tr>
</tbody>
</table>

**Total semester credits** 9-11

Program electives (5-6):
- AUT 114 Fuel Management Systems
- AUT 129 Automotive Electricity & Electronics II
- AUT 280 Automotive Heating & Air Conditioning Fundamentals
- AMS 250 Automotive Maintenance and Light Repair

See AUT course descriptions Page 136.

### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 136 Brake, Hardware &amp; Chassis Repair</td>
<td>4</td>
</tr>
<tr>
<td># AUT 240 Steering, Suspension &amp; Alignment</td>
<td>4</td>
</tr>
<tr>
<td>Program electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Total semester credits** 11-12

### Total credits required 16

See AUT course descriptions Page 136.

**Dean:** Ext. 3522

## Automotive Engine Performance Certificate

**Curriculum C447C**

The Engine Performance certificate program is designed to provide the student with skills necessary for entry-level employment as an engine repair facility.

This program does not include all of the high-tech courses necessary for today’s master technician.

Instruction includes complete fuel system diagnosis, repair and adjustment, battery, starting, charging and ignition system testing, scope/engine analyzer usage both analog and digital, and computerized engine control systems.

### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112 Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 114 Fuel Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 127 Automotive Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total semester credits** 11

### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 129 Automotive Electricity &amp; Electronics II</td>
<td>3</td>
</tr>
<tr>
<td># AUT 226 Engine Performance &amp; Diagnosis</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total semester credits** 18

### Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 230 Computerized Engine Controls</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total credits required** 24

See AUT course descriptions Page 136.

**Dean:** Ext. 3522

## Automotive Transmission Certificate

**Curriculum C447D**

The Transmission certificate program is designed to provide the student with skills necessary to seek entry-level employment at a transmission repair facility.

This program does not include all of the high-tech courses necessary for today’s master technician.

Instruction includes electricity and electronics for electrical applications to the transmission, complete brake system servicing, use of lathes for disc and drum-machining, asbestos safety control, transmission removal, overhaul and replacement, clutch replacement, universal joints, driveshafts, differential diagnosis and repair, and torque converter clutch systems.

### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112 Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 127 Automotive Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total credits required** 16

See AUT course descriptions Page 136.

**Dean:** Ext. 3522

### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 136 Brake, Hardware &amp; Chassis Repair</td>
<td>4</td>
</tr>
<tr>
<td># AUT 275 Transmission &amp; Drive Systems¹</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total credits required** 21

See AUT course descriptions Page 136.

¹AUT 275 can be taken concurrently with AUT 136.

**Dean:** Ext. 3395
## Basic Addiction Counseling

### Curriculum C217G
With the increased national attention and interest in alcohol and other drug abuse, there arises an interest in the impact of alcohol/drug use on people, their families and their jobs. Employment opportunities in the field of addiction counseling continue to offer entry-level as well as advanced opportunities. Trends in treatment are changing and will continue to change with the focus now on a continuum of treatment for clients. Individuals choosing to work in this field will have an opportunity to seek employment in a variety of settings which in turn will offer a variety of treatment options based on client needs. This program is accredited by the Illinois Alcohol & Other Drug Abuse Professional Certification Association (IAODAPCA) 1305 Wabash, Suite L, Springfield, Ill. 62704, (800) 272-2632. Graduates are eligible to apply for and/or take the certification examination upon completion of their program.

Graduates may work in hospital-based in-patient or out-patient programs, detoxification programs, DUI programs, residential programs, mental health agencies, or in some circumstances private practice.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 101 ♦ Introduction to Basic Addiction Counseling .......... 4</td>
<td></td>
</tr>
<tr>
<td>BIS 190 ♦ Anatomy &amp; Physiology for Allied Health Majors ♦ 4</td>
<td></td>
</tr>
<tr>
<td>PSY 100 ♦ Introduction to Psychology .......................... 3</td>
<td></td>
</tr>
<tr>
<td># RHT 124 ♦ Communications I or</td>
<td></td>
</tr>
<tr>
<td># RHT 101 ♦ Freshman Rhetoric &amp; Composition I ♦ 3</td>
<td></td>
</tr>
<tr>
<td># TEC 122 ♦ Elementary Technical Mathematics ........................... 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 120 ♦ Intake Assessment &amp; Treatment .......................... 4</td>
</tr>
<tr>
<td>BAC 200 ♦ Special Populations &amp; Cultural Considerations ........ 3</td>
</tr>
<tr>
<td>BAC 204 ♦ Pharmacology of Psychoactive Drugs ................... 3</td>
</tr>
<tr>
<td>HTH 281 ♦ First Aid &amp; CPR ..................................... 2</td>
</tr>
<tr>
<td>General education/Humanities ..................................... 1</td>
</tr>
<tr>
<td># RHT 138 ♦ Communications II or</td>
</tr>
<tr>
<td>SPE 101 ♦ Principles of Effective Speaking ........................ 3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 201 ♦ Treatment Processes in Addictions Counseling ....... 4</td>
</tr>
<tr>
<td>BAC 205 ♦ Applied Basic Addiction Counseling .................. 4</td>
</tr>
<tr>
<td>PSY 201 ♦ Introduction to Social Psychology ..................... 3</td>
</tr>
<tr>
<td>PSY 238 ♦ Abnormal Psychology ................................ 3</td>
</tr>
<tr>
<td>Electives .......................................................... 3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 220 ♦ Prevention and Outreach or</td>
</tr>
<tr>
<td># BAC 210 ♦ Dynamics &amp; Treatment of the Addicted Family .......... 3</td>
</tr>
<tr>
<td># BAC 215 ♦ Applied Basic Addiction Counseling II .............. 4</td>
</tr>
<tr>
<td>PSY 210 ♦ Psychology of Personality .................................. 3</td>
</tr>
<tr>
<td># SOC 131 ♦ Social Problems ........................................ 3</td>
</tr>
<tr>
<td>SSC 190 ♦ Contemporary Society or</td>
</tr>
<tr>
<td>PSC 150 ♦ American National Politics or</td>
</tr>
<tr>
<td>HIS 151 ♦ History of the U.S. to 1877 ............................... 3</td>
</tr>
<tr>
<td>Total credits required for graduation .............................. 65</td>
</tr>
</tbody>
</table>

### Applied Science Programs

## Automotive T-Ten Degree

### Curriculum C247I
The Toyota/Lexus T-Ten curriculum is designed to prepare the student for employment in the automotive trades and industry. The training teaches the student the technical facets of both the operation and the servicing of various units and systems on standard automotive product lines. Students are prepared for employment at Toyota/Lexus dealership repair facilities.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 112 ♦ Introduction to Automotive Technology ................. 3</td>
<td></td>
</tr>
<tr>
<td>AUT 114 ♦ Fuel Management Systems .................................. 4</td>
<td></td>
</tr>
<tr>
<td>AUT 127 ♦ Automotive Electricity &amp; Electronics I ................. 4</td>
<td></td>
</tr>
<tr>
<td># RHT 124 ♦ Communications I or</td>
<td></td>
</tr>
<tr>
<td># RHT 101 ♦ Freshman Rhetoric &amp; Composition I ♦ 3</td>
<td></td>
</tr>
<tr>
<td># TEC 122 ♦ Elementary Technical Mathematics ........................... 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 129 ♦ Automotive Electricity &amp; Electronics II ................ 3</td>
</tr>
<tr>
<td>AUT 136 ♦ Brake, Hardware &amp; Chassis Repair ......................... 4</td>
</tr>
<tr>
<td>AUT 150 ♦ Automotive Power Plant Overhaul &amp; Rebuilding .......... 5</td>
</tr>
<tr>
<td>HUM 126 ♦ Modern Business Ethics ................................. 1</td>
</tr>
<tr>
<td># RHT 138 ♦ Communications II or</td>
</tr>
<tr>
<td># RHT 102 ♦ Freshman Rhetoric &amp; Composition II or</td>
</tr>
<tr>
<td>SPE 101 ♦ Principles of Effective Speaking ........................ 3</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three (Summer Session)</th>
</tr>
</thead>
<tbody>
<tr>
<td># AUT 280 ♦ Automotive Heating &amp; Air Conditioning Fundamentals ........................................ 2</td>
</tr>
<tr>
<td># AUT 282 ♦ Advanced Automotive Heating &amp; Air Conditioning ........................................ 2</td>
</tr>
<tr>
<td># AUT 240 ♦ Steering, Suspension &amp; Alignment ........................................ 4</td>
</tr>
<tr>
<td># AUT 275 ♦ Transmission &amp; Drive Systems ........................................ 5</td>
</tr>
<tr>
<td># AUT 296 ♦ Automotive Internship I ........................................ 2</td>
</tr>
<tr>
<td>Total credits required for graduation .............................. 65</td>
</tr>
</tbody>
</table>

See AUT course descriptions Page 136.

Note: Hand tools are required for AUT courses that include lab time.

| Students must complete RHT 124 ♦ with RHT 138 ♦ or RHT 101 ♦ with SPE 101 ♦, or RHT 101 ♦ with RHT 102 ♦. Students intending to transfer are encouraged to complete all three courses RHT 101 ♦, RHT 102 ♦ and SPE 101 ♦ to meet university requirements. |

Coordinator: Gabe Murphy, Ext. 3536

## Basic Addiction Counseling

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 101 ♦ Introduction to Basic Addiction Counseling .......... 4</td>
<td></td>
</tr>
<tr>
<td>BIS 190 ♦ Anatomy &amp; Physiology for Allied Health Majors ♦ 4</td>
<td></td>
</tr>
<tr>
<td>PSY 100 ♦ Introduction to Psychology .......................... 3</td>
<td></td>
</tr>
<tr>
<td># RHT 124 ♦ Communications I or</td>
<td></td>
</tr>
<tr>
<td># RHT 101 ♦ Freshman Rhetoric &amp; Composition I ♦ 3</td>
<td></td>
</tr>
<tr>
<td># TEC 122 ♦ Elementary Technical Mathematics ........................... 3</td>
<td></td>
</tr>
<tr>
<td>Total credits required for graduation .............................. 65</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Addiction Counseling

#### Curriculum C217G

With the increased national attention and interest in alcohol and other drug abuse, there arises an interest in the impact of alcohol/drug use on people, their families and their jobs. Employment opportunities in the field of addiction counseling continue to offer entry-level as well as advanced opportunities. Trends in treatment are changing and will continue to change with the focus now on a continuum of treatment for clients. Individuals choosing to work in this field will have an opportunity to seek employment in a variety of settings which in turn will offer a variety of treatment options based on client needs. This program is accredited by the Illinois Alcohol & Other Drug Abuse Professional Certification Association (IAODAPCA) 1305 Wabash, Suite L, Springfield, Ill. 62704, (800) 272-2632. Graduates are eligible to apply for and/or take the certification examination upon completion of their program.

Graduates may work in hospital-based in-patient or out-patient programs, detoxification programs, DUI programs, residential programs, mental health agencies, or in some circumstances private practice.

### ASSOCIATE IN APPLIED SCIENCE DEGREE
Basic Addiction Counseling

See BAC course descriptions Page 137.

See Humanities General Education requirements Page 76.

1BIS 190 meets the Mathematics and/or Science general education requirement.

2Students must complete either RHT 124 or RHT 138 or RHT 101 and SPE 101.

Coordinator: Jacque Elder, Ext. 3428

Basic Addiction Counseling Certificate

Curriculum C417D

The Basic Addiction Counseling certificate is designed for students who want to qualify for the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA) Examination, 1305 Wabash, Suite L, Springfield, Ill. 62704, (800) 272-2632. Career advancement opportunities will be enhanced with completion of the Associate of Applied Science degree in Basic Addiction Counseling.

Semester One Credit Hours
BAC 101  Introduction to Basic Addiction Counseling  4
# BAC 200  Special Populations & Cultural Considerations  3
PSY 201  Introduction to Social Psychology  3

Semester Two
# BAC 120  Intake Assessment & Treatment  4
# BAC 204  Pharmacology of Psychoactive Drugs  3
PSY 210  Psychology of Personality  3

Semester Three
# BAC 201  Treatment Process in Addictions Counseling  4
# BAC 205  Applied Basic Addiction Counseling I  4

Semester Four
# BAC 210  Dynamics & Treatment of the Addicted Family  3

Total credits required 31

Note: A minimum grade of “C” is a required for each BAC course.

See BAC course descriptions Page 137.

Coordinator: Jacque Elder, Ext. 3428

Business Management

Curriculum C206B

The Business Management curriculum provides a foundation in the basic areas of management: knowledge and skills, with a focus on general management, human resource management or information systems, depending on the concentration selected.

Graduates of the two-year curriculum are prepared for entry- and mid-level positions in a variety of industries. The program also can help those already in management positions to be more effective.

The student has a choice of three areas of concentration: General Business Management, Human Resource Management or Information Systems.

In addition, a certificate program in Business Management is available for those students who prefer a selection of Business courses but do not wish to enter a degree program at this time.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One Credit Hours
ACC 100  Basic Accounting I  3
ACC 101  Financial Accounting  3
BUS 141  Introduction to Business  3
BUS 146  Business Computations  3
BUS 154  Human Relations in Labor & Management  3
# RHT 124  Communications I  3
# RHT 101  Freshman Rhetoric & Composition  3
Concentration Specialty Courses and Electives  3

Semester Two
# ACC 103  Basic Accounting II  3
# ACC 105  Managerial Accounting  3
BUS 150  Principles of Management  3
CIS 101  Introduction to Computer Science  3
# RHT 138  Communications II  3
SPE 101  Principles of Effective Speaking  3
Concentration Specialty Courses and Electives  6

Semester Three
BUS 161  Business Law I  3
# BUS 188  Business Writing  3
ECO 102  Macroeconomics  3
ECO 105  Consumer Economics  3
HTH 104  Science of Personal Health  3
HTH 281  First Aid & CPR  2
Concentration Specialty Courses and Electives  3

Semester Four
BUS 296  Special Topics in Business  1
General education/Humanities  1
MKT 125  Principles of Marketing  3
SSC 190  Contemporary Society  3
PSC 150  American National Politics  3
HIS 151  History of the U.S. to 1877  3
Concentration Specialty Courses and Electives  7

Total credits required for graduation 65

See BUS course descriptions Page 140; see MKT course descriptions Page 172.

See Humanities General Education requirements Page 76.
Applied Science Programs

GENERAL BUSINESS MANAGEMENT

This concentration emphasizes basic management skills within a changing business environment. Students also learn how a manager acquires, utilizes and maintains an optimum mix of human and physical resources within the organizational structure and its social environment.

Suggested electives: BUS 112, BUS 130, BUS 149, BUS 151, BUS 162, BUS 260, BUS 290, BUS 291; CIS 155, CIS 157, CIS 161, CIS 167, CIS 285; MKT 150, MKT 275; PED

CUSTOMER SERVICE

This concentration covers all aspects of customer service for business owners, general managers, sales professionals, customer service and sales managers. The emphasis will be on handling problems and complaints, communicating with customers and dealing with difficult customers. This concentration will prepare students for the many jobs available in customer service in various industries.

BUS 171: Introduction to Customer Service .................. 3
# BUS 172: Problem Solving in Customer Service ............ 3
# BUS 173: Excellence in Customer Service .................. 3
Electives .................................................. 10

Suggested electives: BUS 260, BUS 290, BUS 296, CIS 150, CIS 161; MKT 289; PED

INFORMATION SYSTEMS

This concentration is designed to align with the latest Institute for Electrical and Electronic Engineers and Association for Computing Machinery (IEEE/ACM) model curriculum recommendations (Computing Curricula 2001), and to provide students with the skills necessary to obtain an entry-level position in the specialty of programming, Web development and network design, security and administration.

# CIS 150: Computer Systems Applications .................. 3
# CIS 276: Operating Systems Introduction or
# CIS 277: Microcomputer Operating Systems .............. 3
# CIS 310: Data Communications and Networking
  Fundamentals ........................................... 3
  Program electives ..................................... 10

Program electives (10): CIS 174, CIS 176, CIS 177, CIS 178, CIS 179, CIS 220, CIS 230, CIS 234, CIS 236, CIS 238, CIS 250, CIS 275, CIS 278, CIS 280, CIS 299, CIS 312

See CIS course descriptions Page 145.

1ACC 100 or ACC 101, ACC 103 or ACC 105 meets the Mathematics and/or Science general education requirement.
2BUS 146 meets the Mathematics and/or Science general education requirement.
3Students must complete either RHT 124 and RHT 138 or RHT 101 and SPE 101.

Coordinator: Sal Marchionna, Ext. 3579

Business Management Certificate

Curriculum C306B

The Business Management certificate program serves students who may already be employed, but who desire to upgrade themselves at their present place of employment. The program also provides a broad base of business courses for individuals wishing to acquire entry-level skills.

Semester One

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141: Introduction to Business .................. 3</td>
</tr>
<tr>
<td>BUS 146: Business Computations .................... 3</td>
</tr>
<tr>
<td>BUS 154: Human Relations in Labor &amp; Management... 3</td>
</tr>
<tr>
<td>BUS 161: Business Law I ................................ 3</td>
</tr>
<tr>
<td>CIS 101: Introduction to Computer Science .......... 3</td>
</tr>
<tr>
<td>Total credits required ................................ 15</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 150: Principles of Management ................ 3</td>
</tr>
</tbody>
</table>
| ECO 102: Macroeconomics or
  ECO 105: Consumer Economics .................... 3 |
| MKT 125: Principles of Marketing ................ 3 |
| Program electives ................................... 9 |
| Total credits required ................................ 33 |

See BUS course descriptions Page 140; see MKT course descriptions Page 172.

Program electives (9): ACC 100, ACC 101, ACC 103, ACC 105; BUS 112, BUS 113, BUS 162, BUS 276, BUS 290, BUS 291, BUS 296; MKT 150, MKT 275

Coordinator: Sal Marchionna, Ext. 3579

Entrepreneurship Certificate

Curriculum C406D

The Entrepreneurship Program prepares individuals to competently start their own small business. For persons who currently own a small business, the program provides specific skills and knowledge necessary to increase sales and profits, and improve overall operation efficiency.

Semester One

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100: Basic Accounting I ....................... 3</td>
</tr>
<tr>
<td>BUS 151: Small Business Management ............... 3</td>
</tr>
<tr>
<td>BUS 155: Small Business Ownership-Self Assessment 1</td>
</tr>
<tr>
<td>BUS 156: Small Business Type of Ownership .......... 1</td>
</tr>
<tr>
<td>BUS 158: Small Business Financing .................. 1</td>
</tr>
<tr>
<td>BUS 159: Small Business Location Analysis .......... 1</td>
</tr>
<tr>
<td>BUS 160: Small Business Owner Networking .......... 1</td>
</tr>
<tr>
<td>MKT 125: Principles of Marketing ................. 3</td>
</tr>
<tr>
<td>Total credits required ................................ 14</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 103: Basic Accounting II ...................... 3</td>
</tr>
<tr>
<td>BUS 157: Marketing Research for the Small Business 1</td>
</tr>
<tr>
<td>BUS 225: Business Plan for the Small Business .... 1</td>
</tr>
<tr>
<td>BUS 226: Marketing Plan for the Small Business .... 1</td>
</tr>
<tr>
<td>BUS 227: Small Business Sales Staffing and Training 1</td>
</tr>
<tr>
<td>BUS 228: Small Business Forecasting ............. 1</td>
</tr>
<tr>
<td>Total credits required ................................ 8</td>
</tr>
</tbody>
</table>

See BUS course descriptions Page 140.

Coordinator: Sal Marchionna, Ext. 3579
Quality Management

Quality Management Certificate

Curriculum C452A

The Quality Management certificate program is designed to provide training in areas of quality sciences related to Business Management. This area of study is suited for individuals who would like to work in service, medical, educational and manufacturing organizations. Study includes the areas of Quality Management and Quality Costs. Completion of this program will be beneficial for students preparing for American Society of Quality CQE, CQA and CQM certification exams. (Recommended background: MAT 103)

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 130</td>
<td>Quality Control Fundamentals I</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 154</td>
<td>Human Relations in Labor &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Quality Control Fundamentals II</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Three

# MTT 157 | Quality Assurance | 3 |
Program electives | 3

Semester Four

MTT 208 | Quality-Control Management | 3 |
Program electives | 3

Total credits required for graduation | 24

Program electives (6):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 149</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 188</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 296</td>
<td>Special Topics in Business</td>
<td>0.5-3</td>
</tr>
<tr>
<td>CIS 151</td>
<td>Introduction to Computer Systems</td>
<td>1</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Microcomputer Database Management Software</td>
<td>1</td>
</tr>
</tbody>
</table>
# CIS 161 | Advanced Electronic Spreadsheets | 2 |
| CIS 167    | Advanced Database Management Software | 2 |
| ECO 170    | Statistics for Business and Economics | 3 |
| ENT 122    | Metal Trades Blueprint Reading | 3 |
| ENT 126    | Design with Geometric Tolerancing | 3 |
| MAT 170    | Elementary Statistics | 3 |

See BUS course descriptions Page 140; CIS course descriptions Page 145, MTT course descriptions Page 171

Coordinators: Sal Marchionna, Ext. 3579

Financial Services

Curriculum C208A

The Financial Services program is designed to acquaint students with the characteristics of various financial institutions and provide specific information regarding personal investment opportunities, the economy and the legal foundations of business. The program will prepare students for entry-level positions within the Financial Services industry.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 141</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 146</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>
# RHT 124 | Communications I or RHT 101 | 3 |
# RHT 101 | Freshman Rhetoric & Composition | 3 |

Semester Two

# ACC 105 | Managerial Accounting | 3 |
# BUS 112 | Principles of Finance | 3 |
# BUS 113 | Investments and Securities | 3 |
CIS 101   | Introduction to Computer Science | 3 |
# RHT 138 | Communications II or SPE 101 | 3 |

Semester Three

# ACC 151 | Intermediate Accounting I | 3 |
# BUS 114 | Stock Market Analysis | 3 |
BUS 116   | Principles of Insurance | 3 |
BUS 161   | Business Law I | 3 |
SSC 190   | Contemporary Society | 3 |
PSC 150   | American National Politics | 3 |
HIS 151   | History of the U.S. to 1877 | 3 |
MKT 150   | Principles of Sales | 3 |

Semester Four

# ACC 152 | Intermediate Accounting II | 3 |
HTH 104   | Science of Personal Health | 3 |
HTH 281   | First Aid & CPR | 2 |
| General education/Humanities | 3 |
BUS 118   | Financial Planning | 3 |
Electives | 3 |

Total credits required for graduation | 65

See ACC course descriptions Page 130; see BUS course descriptions Page 140.

See Humanities General Education requirements Page 76.

Suggested electives (6): ACC 156; BUS 149; BUS 150; BUS 154; BUS 162; BUS 290; BUS 291; BUS 296; CIS 155; CIS 157; CIS 161; CIS 167; ECO 103; ECO 150; MKT 125; RES 111; RES 133; RES 134

1BUS 146 meets the Mathematics and/or Science general education requirement.

2Students must complete either RHT 124 or RHT 138 or SPE 101.

Coordinator: Sal Marchionna, Ext. 3579
Applied Science Programs

Business—Office Careers

Business Support Specialist Certificate
(formerly Office Technology Certificate)

Curriculum C307D

Students will gain experience in computer software applications, records management and customer service required in today’s high-tech business environment. A grade of “C” in BUS 104 (40 wpm, with five errors or fewer, on a five-minute timing) is required for graduation.

Semester One Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Accounting I or</td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>Financial Accounting or</td>
<td></td>
</tr>
<tr>
<td># BUS 146</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Keyboarding Technique*</td>
<td>1</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Microsoft Word I</td>
<td>2</td>
</tr>
<tr>
<td>BUS 119</td>
<td>Windows</td>
<td>1</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td># BUS 122</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 171</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Keyboarding Speed &amp; Accuracy</td>
<td>1</td>
</tr>
<tr>
<td># BUS 107</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Formatting/Proofreading Business Documents</td>
<td>3</td>
</tr>
<tr>
<td>BUS 126</td>
<td>Microsoft Word II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 267</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td># CIS 158</td>
<td>Introduction to the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>MKT 200</td>
<td>Developing the Professional Image</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 31

See BUS course descriptions Page 140.

1Any student who can type 25 words per minute on a three-minute timing, with five errors or fewer, using proper touch-typing technique, may take a proficiency test for BUS 103.

*Students completing the BUS 103 proficiency requirement in the first semester, may take BUS 104 in the first semester, instead of the second semester.

Coordinator: Sal Marchionna, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654

Medical Administrative Assistant Certificate
(formerly Medical Transcription Certificate)

Curriculum C407K

Graduates of this certificate program will be prepared to begin entry-level careers as a member of the health care team. The program offers specialized training in the creation and maintenance of Medical Records, Medical Terminology, Medical Machine Transcription, Medical Coding for out-patient health care, office procedures and computer applications software skills. A grade of “C” or better in BUS 104 (40 wpm with five errors or fewer, on a five-minute timing) is required for graduation.

Semester One Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 102</td>
<td>Ethics and Law for the Allied Health</td>
<td>1</td>
</tr>
<tr>
<td>AHL 120</td>
<td>Comprehensive Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Keyboarding Technique*</td>
<td>1</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Microsoft Word I</td>
<td>2</td>
</tr>
<tr>
<td>BUS 119</td>
<td>Windows</td>
<td>1</td>
</tr>
<tr>
<td># BUS 122</td>
<td>Business English</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 110</td>
<td>Medical Coding and Office Procedures II</td>
<td>2</td>
</tr>
<tr>
<td># BUS 104</td>
<td>Keyboarding Speed and Accuracy*</td>
<td>1</td>
</tr>
<tr>
<td># BUS 107</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS 126</td>
<td>Microsoft Word II</td>
<td>3</td>
</tr>
<tr>
<td># BUS 265</td>
<td>Medical Transcription</td>
<td>2</td>
</tr>
<tr>
<td>BUS 267</td>
<td>Records Management</td>
<td>2</td>
</tr>
</tbody>
</table>

Total credits required 24

1Any student who can type 25 words per minute, on a three-minute timing, with five errors or fewer, using proper touch-typing technique may take a proficiency test for BUS 103.

*Students completing the BUS 103 proficiency requirement in the first semester, may take BUS 104 in the first semester, instead of the second semester.

See BUS course descriptions Page 140.

Coordinator: Sal Marchionna, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654
Office Assistant Certificate
(formerly Basic Office Skills Certificate)

Curriculum C407D
Designed to provide office procedural and word processing skills for students desiring entry-level office positions.

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103</td>
<td>Keyboarding Technique 1*</td>
<td>1</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Microsoft Word I</td>
<td>2</td>
</tr>
<tr>
<td>BUS 119</td>
<td>Windows</td>
<td>1</td>
</tr>
<tr>
<td># BUS 122</td>
<td>Business English</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># BUS 104</td>
<td>Keyboarding Speed and Accuracy 1</td>
<td>1</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Formatting/Proofreading Business Documents</td>
<td>3</td>
</tr>
<tr>
<td>BUS 267</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>MKT 200</td>
<td>Developing the Professional Image</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 7

*Any student who can type 25 words per minute, on a three-minute timing, with five errors or fewer, using proper touch-typing technique may take a proficiency test for BUS 103.

*Students completing the BUS 103 proficiency requirement in the first semester, may take BUS 104 in the first semester, instead of the second semester.

See BUS course descriptions Page 140.

Coordinator: Sal Marchionna, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654

Office Software Certificate
(formerly Office Software (MOUS))

Curriculum C407F
The Office Software certificate is designed to prepare students to take the Microsoft Office Specialist (MOS) certification exams. Experience using the current version of Windows and keyboarding at 25 wpm (five minutes with five or fewer errors) is assumed.

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># BUS 107</td>
<td>Microsoft Office or</td>
<td></td>
</tr>
<tr>
<td>CIS 155</td>
<td>Introduction to Electronic Spreadsheets and</td>
<td></td>
</tr>
<tr>
<td>CIS 157</td>
<td>Microcomputer Database Management Software</td>
<td>3</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Microsoft Word I</td>
<td>2</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># CIS 150</td>
<td>Computer Systems Applications or</td>
<td></td>
</tr>
<tr>
<td># CIS 161</td>
<td>Advanced Electronic Spreadsheets and</td>
<td></td>
</tr>
<tr>
<td># CIS 167</td>
<td>Advanced Database Management Software</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 126</td>
<td>Microsoft Word II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Presentation Graphics</td>
<td>2</td>
</tr>
</tbody>
</table>

Total credits required 13-14

See BUS course descriptions Page 140.

Coordinator: Sal Marchionna, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654

Computer Information Systems

Curriculum C207A
The Computer Information Systems concentrations are designed to align with the latest Institute for Electrical and Electronic Engineers and Association for Computing Machinery (IEEE/ACM) model curriculum recommendations (Computing Curricula 2001), the ACM Special Interest Group for Information Technology Education (SIGITE) and to provide students with the skills necessary to obtain an entry-level position in the specialty of database design, programming, Web development, network and telecommunications systems.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td># CIS 121</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td># CIS 125</td>
<td>Discrete Mathematics for Computing1</td>
<td>4</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Keyboarding Technique</td>
<td>1</td>
</tr>
<tr>
<td># RHT 124</td>
<td>Communications I 1 or</td>
<td></td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Accounting I 1 or</td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>Financial Accounting I 1 or</td>
<td></td>
</tr>
<tr>
<td># RHT 138</td>
<td>Communications II or</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking2</td>
<td>3</td>
</tr>
<tr>
<td># CIS 170</td>
<td>Introduction to LAN Administration: Novell or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 174</td>
<td>Introduction to LAN Administration: Windows OS or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 177</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td># CIS 310</td>
<td>Data Communications and Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Selections from appropriate concentration</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Semester Three

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ACC 103</td>
<td>Basic Accounting II 1 or</td>
<td>3</td>
</tr>
<tr>
<td># ACC 105</td>
<td>Managerial Accounting1 or</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SSC 190</td>
<td>Contemporary Society or</td>
<td></td>
</tr>
<tr>
<td>PSC 150</td>
<td>American National Politics or</td>
<td></td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td># CIS 276</td>
<td>Operating Systems Introduction or</td>
<td></td>
</tr>
<tr>
<td># CIS 277</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Selections from appropriate concentration</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Semester Four

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTH 104</td>
<td>Science of Personal Health or</td>
<td>17-19</td>
</tr>
<tr>
<td>HTH 281</td>
<td>First Aid &amp; CPR</td>
<td>17-19</td>
</tr>
<tr>
<td>Selections from appropriate concentration</td>
<td>17-19</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for graduation 67-69

DATABASE DESIGN CONCENTRATION
Take:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># CIS 150</td>
<td>Computer Systems Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Microcomputer Database Management Software</td>
<td>1</td>
</tr>
<tr>
<td>CIS 159</td>
<td>Personal Accounting Database Software</td>
<td>1</td>
</tr>
<tr>
<td># CIS 161</td>
<td>Advanced Electronic Spreadsheets</td>
<td>2</td>
</tr>
</tbody>
</table>
and four courses from:
- CIS 290: Web Site Development
- CIS 295: Business Systems Analysis and Design
- CIS 299: Special Topics in Computer Information Systems
- CIS 263: Advanced Database Programming

and five courses from:
**Semester Three**
- CIS 178: Administering Web Servers
- CIS 222: Administering Network Infrastructure
- CIS 224: Managing a Network Environment
- CIS 226: Advanced Network Security
- CIS 228: Administering Directory Services
- CIS 230: Administering Computer Systems
- CIS 234: Administering Computer Applications
- CIS 238: Introduction to Computer Forensics
- CIS 240: Advanced Computer Forensics
- CIS 246: Database Programming
- CIS 259: Special Topics in Computer Information Systems
- CIS 312: Internetworking, Routing & Switching

**PROGRAMMING CONCENTRATION**

Take:
- CIS 250: Introduction to Visual BASIC Programming
- CIS 255: Programming in C++
- CIS 275: Project Management for Small-Business Systems
- CIS 280: Business-Systems Analysis

and two courses from:
- CIS 190: Web Site Development
- CIS 253: Visual Basic Programming
- CIS 257: Database Programming

and two courses from:
- CIS 192: Server-side Programming
- CIS 263: Java Programming
- CIS 265: Computer Architecture and Assembly Language
- CIS 267: Advanced Database Programming
- CIS 278: Database Management Systems
- CIS 295: Data Structures with C++
- CIS 297: Visual C++ (MFC)

and one CIS elective:
- CIS 150: Computer Systems Applications
- CIS 196: E-Commerce
- CIS 262: Oracle DBMS Development
- CIS 299: Special Topics in Computer Information Systems or any additional course from the above groups

---

**WEB TECHNOLOGIES CONCENTRATION**

Take:
- CIS 158: Introduction to the World Wide Web
- CIS 172: Advanced LAN Administration
- CIS 176: Advanced LAN Administration: Windows OS
- CIS 179: Advanced UNIX
- CIS 178: Administering Web Servers
- CIS 190: Web Site Development
- CIS 220: Introduction to Network Security
- CIS 255: Programming in C++
- VIC 100: Graphic Design
- VIC 172: Web Page Design

and two courses from:
- CIS 150: Computer Systems Applications
- CIS 192: Server-side Programming
- CIS 263: Java Programming
- CIS 275: Project Management for Small-Business Systems
- CIS 278: Database Management Systems
- CIS 280: Business Systems Analysis and Design
- CIS 299: Special Topics in Computer Information Systems
- CIS 312: Internetworking, Routing & Switching

---

See CIS course descriptions Page 145.

See Humanities General Education requirements Page 76.

1CIS 125 meets the Mathematics and/or Science general education requirement.
2Students must complete either RHT 124 or RHT 138 or RHT 101 and SPE 101.
3ACC 101 plus ACC 105 may be substituted for ACC 100 plus ACC 103.

Coordinator: Marianne Stefanski, Ext. 3786

---

**Computer Information Systems Certificate**

Curriculum C307A

The Computer Information Systems certificate is designed for students preparing for entry-level positions in computing using microcomputers.

**Semester One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Discrete Mathematics for Computing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Keyboarding Technique</td>
<td>1</td>
</tr>
<tr>
<td>RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Semester Two**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150</td>
<td>Computer Systems Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Three to four Credit Hours from:
- CIS 151: Introduction to Computer Systems
- CIS 155: Introduction to Electronic Spreadsheets
- CIS 157: Microcomputer Database Management Software
- CIS 159: Personal Accounting Database Software
- CIS 161: Advanced Electronic Spreadsheets
- CIS 167: Advanced Database Management Software
- CIS 158: Introduction to the World Wide Web

Selections from concentrations A & B: 6-8

---

**Credit Hours:**

- 10-13
### Web Technologies Certificate

**Concentration A**: (choose three courses)
- CIS 190: Web Site Development
- CIS 250: Introduction to Visual Basic Programming
- CIS 253: Visual Basic Programming
- CIS 254: COBOL Programming
- CIS 259: Programming in C++
- CIS 257: Database Programming
- CIS 260: Communications & Networks

Total credits required: **12-14**

**Concentration B**: (choose three courses)
- CIS 275: Project Management for Small-Business Systems
- CIS 276: Operating Systems Introduction
- CIS 277: Microcomputer Operating Systems
- CIS 278: Database Management Systems
- CIS 280: Business Systems Analysis and Design
- CIS 285: Communications & Networks

Total credits required: **36-41**

See CIS course descriptions Page 145.

Coordinator: Marianne Stefanski, Ext. 3786

**Windows Programming Advanced Certificate**

**Curriculum C515C**

The Computer Information Systems Windows Programming Advanced Certificate is designed for current data processing professionals who want exposure to the fundamentals of Windows programming.

Completion of standard data processing course work or job experience in programming is expected.

Expected background: CIS 101 and CIS 121

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 253: Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 255: Programming in C++</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Two**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 295: Data Structures with C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 297: Visual C++ (MFC)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: **12**

See CIS course descriptions Page 145.

Coordinator: Marianne Stefanski, Ext. 3786

### Computer Network and Telecommunications Systems (formerly Computer Networking and Support Services)

**Curriculum C207F**

The Computer Network and Telecommunications Systems program is designed to align with the latest Institute for Electrical and Electronic Engineers and Association for Computing Machinery (IEEE/ACM) model curriculum recommendations (Computing Curricula 2001), the ACM Special Interest Group for Information Technology Education (SIGITE) and to provide students with the skills necessary to obtain an entry-level position in the specialty of Network and Telecommunications Systems.

ASSOCIATE IN APPLIED SCIENCE DEGREE

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101: Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 121: Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125: Discrete Mathematics for Computing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 170: Introduction to LAN: Administration-Novell or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 174: Introduction to LAN: Administration: Windows OS or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 177: Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>RHT 124: Communications I or</td>
<td>1</td>
</tr>
<tr>
<td>RHT 101: Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: **12**

**Semester Two**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 276: Operating Systems Introduction or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 277: Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 310: Data Communications &amp; Networking</td>
<td>3</td>
</tr>
<tr>
<td>RHT 138: Communications II or</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101: Principles of Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: **15**

(708) 456-0300
Applied Science Programs

**Home Technology Integrator**

**Curriculum C47F**

The Home Technology Integrator is a short-term program that will teach the student to understand home design and construction to integrate and build an integrated digital home or business. Systems integrated will include: communication systems, home/office entertainment, light and energy management, health safety and security into a home or office network. Hands-on labs will offer the student the opportunity to work with low voltage cable systems and a variety of digital sub-systems. Upon completing the program, students are encouraged to register for ELT 291, Certification Test Review prior to taking the HTI+ exam.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 236 Introduction to Wireless LAN Admin.</td>
<td>3</td>
</tr>
<tr>
<td>ELT 105 Home Technology Integration</td>
<td>3</td>
</tr>
<tr>
<td>ELT 211 Video, Voice, Data Cable Installation</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

*See ELT course descriptions Page 155.*

**HTI+ Certified Technicians can earn credit towards ELT 105 and/or ELT 211.**

**Coordinator:** Marianne Stefanski, Ext. 3786

**A+ Microcomputer Technician Certificate**

(Formerly PC End-User Support Specialist)

**Curriculum C407N (was C307G)**

Short-term certificate program designed to offer the student highly integrated real world hands-on labs that parallel the job functions of an entry-level PC service support specialist. All four courses parallel CompTIA's A+ test objectives and primarily focuses on required job skill set. Upon completing the program, students are encouraged to register for ELT 291, Certification Test Review, prior to taking the A+ exam.

**Program Prerequisite:** CIS 101 equivalent course work or work experience.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 277 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELT 201 A+ Hardware-PC Maintenance &amp; Repair</td>
<td>3</td>
</tr>
<tr>
<td>ELT 205 A+ Hardware-PC Peripherals and Upgrades</td>
<td>3</td>
</tr>
<tr>
<td>ELT 225 A+ Hardware-Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

*See CIS course descriptions Page 145; See ELT course descriptions Page 155.*

**NOTE:** A+ Certified technicians can earn credit towards ELT 201 and/or ELT 205.

**Coordinator:** Marianne Stefanski, Ext. 3786

---

**Semester Three**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 158 Introduction to the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>SSC 190 Contemporary Society or</td>
<td></td>
</tr>
<tr>
<td>PSC 150 American National Politics or</td>
<td></td>
</tr>
<tr>
<td>HIS 151 History of the U. S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104 Science of Personal Health or</td>
<td></td>
</tr>
<tr>
<td>HTH 281 First Aid &amp; CPR</td>
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<tr>
<td>Program electives</td>
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<td>Total credits required</td>
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**Semester Four**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CIS 220 Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 236 Introduction to Wireless LAN Admin.</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275 Project Management for Small-Bus. Sys.</td>
<td>3</td>
</tr>
<tr>
<td>CIS 280 Business Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
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<tr>
<td>Total credits required</td>
<td>18</td>
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</tbody>
</table>

Program electives (24):  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150 Computer Systems Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 167 Advanced Database Management Software</td>
<td>2</td>
</tr>
<tr>
<td>CIS 172 Advanced LAN Administration or</td>
<td></td>
</tr>
<tr>
<td>CIS 176 Advanced LAN Administration: Windows OS</td>
<td></td>
</tr>
<tr>
<td>CIS 179 Advanced UNIX</td>
<td></td>
</tr>
<tr>
<td>CIS 178 Administering Web Servers</td>
<td></td>
</tr>
<tr>
<td>CIS 222 Administering Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CIS 224 Managing a Network Environment</td>
<td>3</td>
</tr>
<tr>
<td>CIS 226 Advanced Network Security</td>
<td></td>
</tr>
<tr>
<td>CIS 228 Administering Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>CIS 230 Administering Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 234 Administering Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 238 Introduction to Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240 Advanced Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>CIS 278 Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 299 Special Topics in Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 312 Internetworking, Routing &amp; Switching</td>
<td>3</td>
</tr>
</tbody>
</table>

*See CIS course descriptions Page 145.*

*See Humanities General Education requirements Page 76.*

1*CIS 125 meets the Mathematics and/or Science general education requirement.

2Students must complete either RHT 124 and RHT 138, or RHT 101 and SPE 101.

**Coordinator:** Marianne Stefanski, Ext. 3786

---

**A+ Microcomputer Technician Certificate**

(Formerly PC End-User Support Specialist)

**Curriculum C407N (was C307G)**

Short-term certificate program designed to offer the student highly integrated real world hands-on labs that parallel the job functions of an entry-level PC service support specialist. All four courses parallel CompTIA's A+ test objectives and primarily focuses on required job skill set. Upon completing the program, students are encouraged to register for ELT 291, Certification Test Review, prior to taking the A+ exam.

**Program Prerequisite:** CIS 101 equivalent course work or work experience.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 277 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELT 201 A+ Hardware-PC Maintenance &amp; Repair</td>
<td>3</td>
</tr>
<tr>
<td>ELT 205 A+ Hardware-PC Peripherals and Upgrades</td>
<td>3</td>
</tr>
<tr>
<td>ELT 225 A+ Hardware-Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

*See CIS course descriptions Page 145; See ELT course descriptions Page 155.*

**NOTE:** A+ Certified technicians can earn credit towards ELT 201 and/or ELT 205.

**Coordinator:** Marianne Stefanski, Ext. 3786

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**Phone Reg.**

(708) 456-5000
Network Management Certificate

Curriculum C407M (formerly C307H)

The Network Management certificate is designed to provide students with the skills necessary to obtain an entry-level position in the growing specialty of network planning, installation, security and administration. The certificate may be repeated by completing six to nine credit hours in a different concentration. Courses are preparatory for industry certification exams as listed.

Expected background: CIS 101, Introduction to Computer Science and ELT 201, A+ Hardware-PC Maintenance & Repair

Core Courses: Credit Hours
# CIS 277 Microcomputer Operating System .............. 3
# CIS 285 Communications & Networking or # CIS 310 Data Communications & Networking ....... 3
CIS 174 Introduction to LAN Administration: Windows OS or # CIS 177 Introduction to UNIX ......................... 3
          Selections from one concentration ............... 6-9

CISCO CERTIFICATION CONCENTRATION - CCNA (C1)
# CIS 312 Internetworking, Routing and Switching .......... 3
# CIS 176 Advanced LAN Administration: Windows OS or # CIS 179 Advanced UNIX ..................................... 3

MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR CONCENTRATION - MCSA (C2)
# CIS 176 Advanced LAN Administration: Windows OS or # CIS 222 Administering Network Infrastructure ....... 3
# CIS 224 Managing a Network Environment ................ 3

MICROSOFT CERTIFIED SYSTEM ENGINEER CONCENTRATION - MCSE (C3)
# CIS 178 Administering Web Servers ...................... 3
# CIS 226 Advanced Network Security ...................... 3
# CIS 228 Administering Directory Services .............. 3

CERTIFIED INTERNET WEB MASTER - CIW ADMINISTRATION CONCENTRATION (C4)
# CIS 158 Introduction to the World Wide Web ............ 1
# CIS 178 Administering Web Servers ...................... 3
# CIS 220 Introduction to Network Security ................. 3

WIRELESS NETWORK MANAGEMENT CERTIFICATE CONCENTRATION - CWNA (C5)
# CIS 176 Advanced LAN Administration: Windows OS or # CIS 179 Advanced UNIX ..................................... 3
# CIS 236 Introduction to Wireless LAN Administration .... 3

INTERNET AND NETWORK SECURITY CONCENTRATION (C6)
# CIS 220 Introduction to Network Security ................ 3
# CIS 226 Advanced Network Security ...................... 3

COMPUTER FORENSICS CONCENTRATION (C7)
# CIS 238 Introduction to Computer Forensics ............... 3
# CIS 240 Advanced Computer Forensics ............... 3

COMPUTER SYSTEMS SOFTWARE ADMINISTRATION CONCENTRATION (C8)
# CIS 150 Computer Systems Applications ................ 3
# CIS 230 Administering Computer Systems .............. 3
# CIS 234 Administering Computer Applications .......... 3

DATABASE ADMINISTRATOR - DBA CONCENTRATION (C9)
# CIS 167 Advanced Database Management Software ........ 2
# CIS 176 Advanced LAN Administration: Windows OS or # CIS 278 Database Management Systems ................. 3
Total credits required 13-18

See CIS course descriptions Page 145.

ELT 201, ELT 205 and ELT 210 prepares the student for Comptia’s A+ certification exam.

Prepares the student for the Comptia Network+ certification exam.

Students must first complete the Microsoft Certified System Administrator - MCSA (C2) certification.

Prepares the student for the CompTIA Security+ certification exam.

Coordinator: Marianne Stefanski, Ext. 3786

Construction Management

Curriculum C246D

This program provides students with the skill-set needed to manage a construction firm as well as individual commercial and residential construction projects. Topics studied include, but are not limited to: understanding prints and specifications, bidding and estimating (Timberline), scheduling (Sure Trak and MS Project), project management, contract documents, site supervision, safety, code enforcement, land surveying and soils science. Students earning this degree may transfer to Purdue University-Calumet and other four-year schools to pursue a baccalaureate degree in Construction Management or other related fields.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One Credit Hours
# ARC 110 Wood and Masonry Construction Technology .... 5
ARC 109 Architectural Drafting Fundamentals .............. 2
COT 101 Introduction to Architecture, Engineering and Construction ........................................... 1
COT 118 Construction Safety & Loss Prevention ............ 2
# RHT 101 Freshman Rhetoric & Composition I ............ 3
# TEC 143 Technical Mathematics I or # MAT 101 Quantitative Literacy or # MAT 110 College Algebra ......................... 3-5 16-18

Semester Two
# ARC 120 Steel Construction Technology ................. 5
COT 164 Soils ................................................. 2
COT 258 Construction Cost Estimating ..................... 3
HTH 104 Science of Personal Health or HTH 281 First Aid & CPR ........................................... 2
# RHT 102 Freshman Rhetoric & Composition II or SPE 101 Principles of Effective Speaking .................. 3
General education/Humanities ................................ 1-3 16-18
### Applied Science Programs

#### Semester Three

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 130</td>
<td>Concrete Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>COT 248</td>
<td>Construction Planning &amp; Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>COT 269</td>
<td>Surveying</td>
<td>3</td>
</tr>
<tr>
<td>GOL 101</td>
<td>Physical Geology or</td>
<td></td>
</tr>
<tr>
<td># PHY 100</td>
<td>General Physics</td>
<td>4</td>
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</table>

#### Semester Four

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ARC 140</td>
<td>MEP Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>COT 142</td>
<td>Construction Contract Documents</td>
<td>3</td>
</tr>
<tr>
<td>COT 245</td>
<td>Construction Jobsite Supervision</td>
<td>3</td>
</tr>
<tr>
<td>COT 250</td>
<td>Construction Project Management</td>
<td>3</td>
</tr>
<tr>
<td># COT 270</td>
<td>Intermediate Surveying or</td>
<td></td>
</tr>
<tr>
<td># COT 291</td>
<td>Site Design and Construction</td>
<td>2-3</td>
</tr>
<tr>
<td>SSC 190</td>
<td>Contemporary Society</td>
<td></td>
</tr>
<tr>
<td>PSC 150</td>
<td>American National Politics</td>
<td></td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 18-20

See COT course descriptions Page 149; See ARC course descriptions Page 132.

### Surveying

#### Curriculum C246F

The Surveying program provides skills in Land Surveying, Construction Layout for buildings and Civil Engineering projects, Construction Cost Estimating and survey-related tasks in order to prepare students to specialize as technicians in the Surveying industry. Students also will receive hands-on skilled experience in Surveying. Students receiving this degree will be able to transfer to Purdue University-Calumet and other four-year Surveying programs to lead to state registration as a land surveyor.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

#### Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 109</td>
<td>Architectural Drafting Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td># ARC 110</td>
<td>Wood and Masonry Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>COT 101</td>
<td>Introduction to Architecture, Engineering</td>
<td>3</td>
</tr>
<tr>
<td># MAT 110</td>
<td>College Algebra</td>
<td>5</td>
</tr>
<tr>
<td># HRT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: 16

#### Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COT 118</td>
<td>Construction Safety &amp; Loss Prevention</td>
<td>2</td>
</tr>
<tr>
<td>COT 142</td>
<td>Construction Contract Documents</td>
<td>3</td>
</tr>
<tr>
<td>COT 164</td>
<td>Soils</td>
<td>2</td>
</tr>
<tr>
<td>COT 269</td>
<td>Surveying</td>
<td>3</td>
</tr>
<tr>
<td># MAT 114</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td># HRT 102</td>
<td>Freshman Rhetoric &amp; Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: 16

#### Semester Three

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>COT 248</td>
<td>Construction Planning &amp; Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>COT 258</td>
<td>Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td># COT 270</td>
<td>Intermediate Surveying</td>
<td>3</td>
</tr>
<tr>
<td># PHY 100</td>
<td>General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

General education/Humanities: 1-3

Total credits required: 17-19

#### Semester Four

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COT 250</td>
<td>Construction Project Management</td>
<td>3</td>
</tr>
<tr>
<td># COT 273</td>
<td>Advanced Surveying</td>
<td>3</td>
</tr>
<tr>
<td># COT 272</td>
<td>Surveying Law</td>
<td>3</td>
</tr>
</tbody>
</table>
Semester One Credit Hours

Criminal Justice Administration

A concentration of general education courses combined with the Associate in Arts degree programs (U224A), which requires the university should enroll in the Associate in Science (U230A) or unarmed. Areas of employment include industrial, hospital, airline, courses to prepare students for entry-level security, armed and qualified credentials. The Criminal Justice program provides corrections, and psychiatric and medical agencies.

Criminal offenders is included, with emphasis on corrections. The two-year program includes the study of careers in the social-justice services includes such agencies as industrial, hospital, airline, and police and community relations, and criminalistics.

Students who wish to become probation, parole or correction officers will receive the necessary foundation through this program. The study of law, social and justice agencies, and criminal offenders is included, with emphasis on corrections.

Students planning additional study at a four-year college or university should enroll in the Associate in Science (U230A) or the Associate in Arts degree programs (U224A), which requires a concentration of general education courses combined with selected core criminal justice courses and electives.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 151</td>
<td>1</td>
</tr>
<tr>
<td>CJA 111</td>
<td>3</td>
</tr>
<tr>
<td>CJA 171</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4-5</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 16

See COT course descriptions Page 149; ARC course descriptions Page 132.

See Humanities General Education requirements Page 76.

Students must complete either RHT 124 and RHT 138 or RHT 101 and SPE 101, or RHT 101 with RHT 102. Students interested in transferring are encouraged to complete all three courses: RHT 101, RHT 102, and SPE 101 to meet university requirements.

The American system of criminal justice is comprised of three major components: law enforcement, courts, and correctional systems at community, county, state and federal levels.

Criminal Justice Administration is a comprehensive field with career opportunities in several areas: law; law enforcement; probation, parole and corrections; social-justice services; and security and loss prevention. This program prepares students for careers in public and private agencies in the social and criminal justice system. The two-year program includes the study of contemporary and advanced problems in modern law enforcement as well as criminal justice systems, administration, criminal laws and procedures, policy and community relations, and criminalistics.

Students who wish to become probation, parole or correction officers will receive the necessary foundation through this program. The study of law, social and justice agencies, and criminal offenders is included, with emphasis on corrections.

The study of careers in the social-justice services includes such agencies as the Department of Children and Family Services, Public Aid, Corrections, and psychiatric and medical agencies.

Private Security is an emerging career field in need of personnel with qualified credentials. The Criminal Justice program provides courses to prepare students for entry-level security, armed and unarmed. Areas of employment include industrial, hospital, airline, bank, railroad, college and university security.

Students planning additional study at a four-year college or university should enroll in the Associate in Science (U230A) or the Associate in Arts degree programs (U224A), which requires a concentration of general education courses combined with selected core criminal justice courses and electives.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 151</td>
<td>1</td>
</tr>
<tr>
<td>CJA 111</td>
<td>3</td>
</tr>
<tr>
<td>CJA 171</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4-5</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 16

See COT course descriptions Page 149; ARC course descriptions Page 132.

See Humanities General Education requirements Page 76.

Students must complete either RHT 124 and RHT 138 or RHT 101 and SPE 101, or RHT 101 with RHT 102. Students interested in transferring are encouraged to complete all three courses: RHT 101, RHT 102, and SPE 101 to meet university requirements.

1The number of required elective credits is determined by program option completed.

Coordinator: Nicholas Jason, Ext. 3791
Criminal Science Programs

Criminal Justice Administration
Armed-Security Certificate

Curriculum C443C
This certificate program is designed for students who wish to specialize in the expanding field of armed security.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 115✓ Professional Skills: Private Security-Basic Firearms Training</td>
<td>3</td>
</tr>
<tr>
<td>CJA 116✓ Current Security Problems</td>
<td>3</td>
</tr>
<tr>
<td>CJA 117✓ Introduction to Private Security</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 9

See CJA course descriptions Page 150.

Note: CJA 115✓ will meet the requirements outlined in the Private Detective and Private Security Act of 1983. It is approved by the Department of Education and Registration.

Coordinator: Nicholas Jason, Ext. 3791

Criminal Justice Administration
Corrections Certificate

Curriculum C443A
This program prepares students for entry-level positions in corrections or related fields.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 111✓ Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJA 121✓ Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJA 125✓ Principles of Probation &amp; Parole</td>
<td>3</td>
</tr>
<tr>
<td>CJA 127✓ Correctional Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100✓ Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 15

See CJA course descriptions Page 150.

Coordinator: Nicholas Jason, Ext. 3791

Criminal Justice Administration
Law Enforcement Certificate

Curriculum C443B
The Criminal Justice Administration Law Enforcement certificate program is designed for students who wish to specialize solely in technically related courses to prepare for entry-level positions in one of the many public and private law enforcement agencies.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 111✓ Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJA 166✓ Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJA 171✓ Patrol Administration</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total credits required 15

See CJA course descriptions Page 150.

Note: CJA 115✓ will meet the requirements outlined in the Private Detective and Private Security Act of 1983. It is approved by the Department of Education and Registration.

Coordinator: Nicholas Jason, Ext. 3791

Early Childhood Education

Curriculum C220A
The Early Childhood Education (ECE) professional will provide developmentally appropriate care to children in Early Childhood Care and Education programs. The field of Early Childhood covers birth through eight years of age.

Daytime morning, field experiences are requirements in all ECE classes, progressing from basic observations to a supervised observation/participation class which precedes student teaching in program approved and licensed Early Childhood Care and Education programs. Experiences include working with children and families, curriculum development, team teaching responsibilities, classroom management, guidance techniques and portfolio development. Communication skills and collaborative behaviors are emphasized.

College and state medical assessments and background inquiry checks are required of all individuals working with young children.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Early Childhood Education

Curriculum C220A
The Early Childhood Education (ECE) professional will provide developmentally appropriate care to children in Early Childhood Care and Education programs. The field of Early Childhood covers birth through eight years of age.

Daytime morning, field experiences are requirements in all ECE classes, progressing from basic observations to a supervised observation/participation class which precedes student teaching in program approved and licensed Early Childhood Care and Education programs. Experiences include working with children and families, curriculum development, team teaching responsibilities, classroom management, guidance techniques and portfolio development. Communication skills and collaborative behaviors are emphasized.

College and state medical assessments and background inquiry checks are required of all individuals working with young children.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110✓ Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 111✓ Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100✓ Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101✓ Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities/Fine Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required 15

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ECE 118✓ Health, Nutrition and Safety</td>
<td>3</td>
</tr>
<tr>
<td># ECE 121✓ Language Development &amp; Activities</td>
<td>3</td>
</tr>
<tr>
<td># ECE 146✓ Child, Family &amp; Community</td>
<td>2</td>
</tr>
<tr>
<td>HTH 281✓ First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>SPE 101✓ Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General education/Mathematics or General education/Physical &amp; Life Science</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Total credits required 16-17

See CJA course descriptions Page 150.

Appropriate choice for students interested in private police security.

Coordinator: Nicholas Jason, Ext. 3791

Diagnostic Medical Sonography
(See Page 120)
Early Childhood Education

Semester Three
# ECE 138 Observation, Assessment, Curriculum and Guidance of Young Children. 4

Semester Four
# ECE 231 Science & Math for Children 3
# ECE 233 Creative Activities for the Young Child 3
# ECE 142 Students with Disabilities in School 3
  General education/Social & Behavioral Sciences 3
  Electives 4

Semester Five
# ECE 251 Practicum 4
# ECE 252 Seminar 3
  Electives 7

Total credits required for graduation 65-66

Note: A minimum grade of “C” is required as a prerequisite for each ECE course in all ECE programs.

See ECE course descriptions Page 153.
See Humanities and Social & Behavioral Science General Education requirements Page 76.
See Associate in Arts degree requirements for Physical and Life Sciences General Education Page 46.

Suggested electives (7): Refer to the Associate of Arts Teaching electives for the Early Childhood Education Associate’s degree. Program electives can be applied towards graduation.

Early Childhood Education Certificate Curriculum C320A

The Early Childhood Education certificate program is designed for students wishing to prepare for entry-level positions in day-care centers, nursery schools and kindergartens. Emphasis is placed on directly related Early Childhood Education course work.

Field experiences are requirements in all ECE classes, progressing from basic observations to a supervised observation/participation class, in program approved and licensed Early Childhood programs. Experiences include working with children and families, curriculum, team teaching responsibilities, classroom management and guidance techniques.

Semester One Credit Hours
ECE 110 Early Childhood Development 3
ECE 111 Introduction to Early Childhood Education 3
  Program electives 9
  15

Semester Two
# ECE 138 Observation, Assessment, Curriculum and Guidance of Young Children 4
  Program electives 11
  15

Total credits required 30

Program electives (20):
# ECE 118 Health, Nutrition and Safety 3
# ECE 121 Language Development & Activities 3
# ECE 122 Infant/Toddler Care and Curriculum 3
# ECE 136 School Age Programming 3
# ECE 142 Students with Disabilities in School 3
# ECE 146 Child, Family & Community 2
# ECE 151 Communicating with Parents and Children 1
# ECE 152 Principles of Child Growth and Development, Birth - 8 1
# ECE 153 Guiding Children and Managing the Classroom 1
# ECE 154 Activities and Resources for Young Children 1
# ECE 155 Activities and Resources for Young Children II 1
# ECE 156 Effective Teaching 1
# ECE 230 Theory of Play 3
# ECE 231 Science & Math for Children 3
# ECE 233 Creative Activities for the Young Child 3
# ECE 250 Administration & Supervision of Early Childhood Programs 3
# ECE 296 Special Topics in Early Childhood Education 1
EDU 200 Introduction to Special Education 3
ENG 170 Children’s Literature 3
HIA 115 Food Sanitation & Safety 2
HTH 281 First Aid & CPR 2
PSY 100 Introduction to Psychology 3

Note: A minimum grade of “C” is required as a prerequisite for each ECE course in all ECE programs.

See ECE course descriptions Page 153.

1 Only three of the one-credit hour courses can serve as program electives for the Early Childhood Education Associate’s degree.

Early Childhood Education Certificate Curriculum C320A

Child Development CDA Preparation Certificate

Curriculum C420C

The CDA Preparation certificate prepares students for Child Development Associate (CDA) assessment by fulfilling the requirement for 120 clock hours of training in eight subject areas that is needed to apply for the CDA credential.

Upon completing the CDA Preparation certificate and earning a CDA credential from the Council for Professional Recognition, a student is eligible to receive credit toward the Child Development AAS degree. The number of additional credit hours (generally seven) is awarded after the Child Development faculty evaluates the student’s resource file and training experiences.

NOTE: Only one of the following CDA Preparation certificates can be applied towards graduation.

CDA PREPARATION CORE

Semester One Credit Hours
ECE 151 Communicating with Parents and Children 1
ECE 152 Principles of Child Growth and Development, Birth - 8 1
ECE 153 Guiding Children and Managing the Classroom 1

Semester Two
ECE 111 Introduction to Early Childhood Education 3

Program electives (20):
# ECE 118 Health, Nutrition and Safety 3
# ECE 121 Language Development & Activities 3
# ECE 122 Infant/Toddler Care and Curriculum 3
# ECE 136 School Age Programming 3
# ECE 142 Students with Disabilities in School 3
# ECE 146 Child, Family & Community 2
# ECE 151 Communicating with Parents and Children 1
# ECE 152 Principles of Child Growth and Development, Birth - 8 1
# ECE 153 Guiding Children and Managing the Classroom 1

Triton College Catalog, 2007-2008
Applied Science Programs

These first four courses represent the core of CDA Preparation whether you are interested in Pre-school or Infant/Toddler. Once these are complete you can choose one of the following two tracks:

**CDA INFANT/TODDLER TRACK** (ages birth to 36 months)
- CDA Preparation Core ........................................... 6
- ECE 115† Infant/Toddler Development ....................... 3
- # ECE 122† Infant/Toddler Care and Curriculum ........... 3

**CDA PRE-SCHOOL TRACK** (ages 3 to 5)
- CDA Preparation Core ........................................... 6
- ECE 110† Early Childhood Development .................... 3
- Choose one of the following 3 credit hour electives:
  - # ECE 118† Health, Nutrition and Safety ............... 3
  - # ECE 121† Language Development & Activities .......... 3
  - # ECE 231† Science & Math for Children ............... 3
  - # ECE 233† Creative Activities for the Young Child .. 3

Total credits required 12

Note: A minimum grade of “C” is required as a prerequisite for each ECE course in all ECE programs.

*See ECE course descriptions Page 153.*

**Coordinator:** Diana Rosenbrock, Ext. 3615

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**Infant/Toddler Care Certificate**

**Curriculum C420B**

The Infant/Toddler certificate program is designed for students wishing to prepare for entry-level positions in infant-care centers. The program’s emphasis is on infant/toddler development and creating appropriate environments and programs. A supervised, practical experience in an infant center will be an important component of the program.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110† Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 115† Infant/Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td># ECE 146† Child, Family &amp; Community</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Semester Two**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ECE 118† Health, Nutrition and Safety</td>
<td>3</td>
</tr>
<tr>
<td>ECE 122† Infant/Toddler Care and Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>HTH 281† First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>7</td>
</tr>
</tbody>
</table>

Note: A minimum grade of “C” is required as a prerequisite for each ECE course in all ECE programs.

*See ECE course descriptions Page 153.*

**Coordinator:** Diana Rosenbrock, Ext. 3615

---

**Child Care Center Administration & Management**

**Child Care Center Administration & Management Advanced Certificate**

**Curriculum C520A**

The Early Childhood director is responsible for the management of a licensed day-care center. The director provides supervision of center staff and develops program goals, objectives, budgets and job descriptions for center employees, as well as orientations for parents and children.

Opportunities for the student to develop techniques in observation of children, guidance techniques and curriculum development and implementation, as well as assessment and evaluation of staff performances, are included. Emphasis is on implementing Illinois Licensing Standards for child care centers.

Field experiences are requirements in all ECE classes, progressing from basic observations to a supervised observation/participation class, in program approved and licensed early childhood programs. Experiences include working with children and families, curriculum, team teaching responsibilities, classroom management and guidance techniques.

The program is open to students desiring to meet the Department of Children and Family Services requirements for a child care director. **Program prerequisites:** 60-65 college semester hours from an approved college or university and approval of the program coordinator.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110† Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 111† Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td># ECE 118† Health, Nutrition and Safety</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Semester Two**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ECE 138† Observation, Assessment, Curriculum and Guidance of Young Children</td>
<td>4</td>
</tr>
<tr>
<td># ECE 250† Administration &amp; Supervision of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Program electives (3):**

- # ECE 121† Language Development & Activities ............... 3
- ECE 122† Infant/Toddler Care and Curriculum ............... 3
- ECE 136† School Age Programming ................................ 3
- # ECE 146† Child, Family & Community .......................... 2
- # ECE 233† Creative Activities for the Young Child ....... 3

Note: A minimum grade of “C” is a requirement for each ECE course in all ECE programs.

*See ECE course descriptions Page 153.*

**Coordinator:** Diana Rosenbrock, Ext. 3615
If a student is planning on obtaining an Illinois Teaching Associate in Arts degree Page 46.

See Humanities and Fine Arts and Social & Behavioral Science General Education requirements Page 76, Mathematics requirements for Associate in Arts degree Page 46.

1ECE 118 meets the Health and Fitness graduation requirement.

2If a student is planning on obtaining an Illinois Teaching Certificate, elective choices should be based on certificate level.
Engineering Technology/Computer-Aided Design (CAD)

Curriculum C248U

The Engineering Technology/Computer-Aided Design (CAD) curriculum provides the student with a working knowledge of various CAD systems used in the field, along with basic and advanced drafting and design principles (including integrating continuous quality improvements in the process and skills in working with the various measurement devices used in determining Quality Assurance of prototypes and finished goods).

Upon completion of the program, the student will be able to seek employment as CAD Technician/Engineering Technologist and can move into advanced engineering technology design opportunities within various organizations. Jobs can be found in companies that produce diverse products.

Program prerequisites: One year high school drafting or ENT 110 and one year high school algebra or TEC 122. Prerequisite courses cannot be used to meet graduation requirements.

NOTE: Engineering technology courses transfer to four-year schools offering Bachelor of Science in Technology degrees, including (but not limited to) the Illinois Institute of Technology, Illinois State University, Northern Illinois University and Purdue University-Calumet.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 111 Dimensional Metrology I</td>
<td>3</td>
</tr>
<tr>
<td>ENT 125 Advanced Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT 252 Introduction to AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td>RHT 101 Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110 College Algebra or TEC 153 Technical Mathematics I</td>
<td>4-5</td>
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</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 123 Technical Physics I</td>
<td>3</td>
</tr>
<tr>
<td>ENT 126 Design with Geometric Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>ENT 215 Basic Pro-E</td>
<td>3</td>
</tr>
<tr>
<td>ENT 232 Descriptive Geometry I</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104 Science of Personal Health or HTH 284 First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>MAT 114 Plane Trigonometry I or TEC 153 Technical Mathematics II</td>
<td>3-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 103 Introduction to Automation</td>
<td>3</td>
</tr>
<tr>
<td>ENT 218 Intermediate Pro-E</td>
<td>3</td>
</tr>
<tr>
<td>ENT 270 Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT 255 Introduction to Autodesk Inventor or ENT 257 Autocad 3D Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>RHT 102 Freshman Rhetoric &amp; Composition II or SPE 101 Principles of Effective Speaking</td>
<td>3</td>
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</tbody>
</table>

Total credits required for graduation: 63-65

See ENT course descriptions Page 159.

See Humanities General Education requirements Page 76.

1ENT 123, ENT 232, MAT 110, MAT 114, TEC 143 or TEC 153 meets the Mathematics and/or Science general education requirement.

2Students must complete RHT 101 with SPE 101 or RHT 102 with HTH 104. Students intending to transfer are encouraged to complete all three courses: RHT 101, RHT 102 and SPE 101 to meet university requirements.

Coordinator: Antigone Sharris, Ext. 3622

Engineering Technology/CAD Advanced Certificate

Curriculum C548E

The Engineering Technology/CAD Advanced certificate is intended for professionals with a degree in the field of Engineering providing exposure to the most commonly used CAD products found in the field, including the most commonly found 3D parametric CAD products, found in engineering design firms (Pro-E, Inventor, Solidworks). Training is done on the latest versions of the CAD products. Included in the program is a course on CAD customization and management, as well as a specialty course that covers the latest issues in the field of CAD (from advanced surfacing to sheet metal design). An excellent series of credit courses for the professional seeking to enhance their CAD knowledge in a variety of CAD packages.

NOTE: Non-credit continuing education courses and UPGRADE seminars are available at Triton College for all the CAD products covered in this certificate. Please contact the Continuing Education Office for more details, (708) 456-0300, Ext. 3500.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 215 Basic Pro-E</td>
<td>3</td>
</tr>
<tr>
<td>ENT 251 Introduction to UG/Solidedge or ENT 252 Introduction to AUTOCAD</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 255 Introduction to Autodesk Inventor</td>
<td>3</td>
</tr>
<tr>
<td>ENT 259 CAD Customization &amp; Management</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 257 Autocad 3D Solids Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENT 280 Introduction to Solidworks</td>
<td>3</td>
</tr>
<tr>
<td>ENT 296 Special Topics in Engineering Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: 21

See ENT course descriptions Page 159.

Coordinator: Antigone Sharris, Ext. 3622
### Engineering Technology/Pro-E

#### Advanced Certificate

Curriculum C548A

The Engineering Technology Pro-E certificate is intended for professionals with a degree in the field of engineering. Provides the skills needed to master Pro-E, one of the most commonly found 3D parametric CAD products found in engineering design firms. An excellent series of credit courses for the engineer seeking to gain CAD knowledge that is NOT seminar-based.

NOTE: Non-credit continuing education courses and UPGRADE seminars are available at Triton College for Pro-E, as well as are other CAD products (AutoCAD, Inventor, Solidworks, UG, Solidedge). Please contact our Continuing Education office for more details, (708) 456-0300, Ext. 3500.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ENT 215 Basic Pro-E</td>
<td>3</td>
</tr>
<tr>
<td># ENT 218 Intermediate Pro-E</td>
<td>3</td>
</tr>
<tr>
<td># ENT 220 Advanced Pro-E</td>
<td>3</td>
</tr>
<tr>
<td># ENT 296 Special Topics in Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

See ENT course descriptions Page 159.

Coordinator: Antigone Sharris, Ext. 3622

### Engineering Technology/Design

Curriculum C248V

The Engineering Technology/Design curriculum provides the student with the design knowledge needed to be employable at companies that produce a variety of products we work and live with in our daily lives (examples include chairs made from metal and plastic, sinks from composite material or stainless steel). Also introduced is the CAD systems used in the field to do the actual design work; field concepts, such as quality improvement principles in the design process and skills in working with the various measurement devices used to determine quality assurance of prototypes and finished goods.

Upon completion of the program, the graduate will be able to seek employment as a junior designer/engineering technologist and can move into advanced engineering technology design opportunities within various organizations. Jobs can be found in companies that produce diverse products.

NOTE: Engineering technology courses transfer to four-year schools offering Bachelor of Science Technology degrees, including, but not limited to, the Illinois Institute of Technology, Illinois State University, Northern Illinois University and Purdue University-Calumet.

#### ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ENT 111 Dimensional Metrology I</td>
<td>3</td>
</tr>
<tr>
<td># ENT 125 Advanced Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td># ENT 252 Introduction to AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td># RTH 101 Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td># MAT 110 College Algebra I or TEC 153 Technical Mathematics I</td>
<td>4-5</td>
</tr>
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</table>

Total credits required for graduation 16-17

See ENT course descriptions Page 159.

See Humanities General Education requirements Page 76.

1 ENT 123, MAT 110, MAT 114, TEC 143 or TEC 153 meets the Mathematics and/or Science general education requirement.

2 Students must complete RTH 101 with SPE 101, or RHT 102 with SPE 101. Students intending to transfer are encouraged to complete all three courses: RHT 101, RHT 102 and SPE 101 to meet university requirements.

Coordinator: Antigone Sharris, Ext. 3622
Applied Science Programs

Engineering Technology/CAD Design Certificate
(formerly Engineering Technology/Drafting Certificate)
Curriculum C348B
The Engineering Technology/CAD Design certificate curriculum provides the student with an introduction to both CAD and design principles that are transferable to either the Engineering Technology CAD or Design AAS degrees. Included in your education on design are the first discussions on the concepts of quality improvement principles in the design process and skills in working with the various measurement devices used in determining quality assurance of prototypes and finished goods.

Upon completion of the certificate, the graduate will be able to seek employment as a CAD technician/junior engineering technologist. Higher level positions require an AAS in Engineering Technology degree. Jobs can be found in companies that produce diverse products.

NOTE: Engineering technology courses transfer to four-year schools offering Bachelor of Science Technology degrees, including, but not limited to, the Illinois Institute of Technology, Illinois State University, Northern Illinois University and Purdue University-Calumet. For the greatest benefit to this transfer option, it is suggested you complete the AAS in Engineering Technology, not only this certificate.

See ENT course descriptions Page 159.
Also see Engineering Technology/Computer-Aided Design (CAD).
Coordinator: Antigone Sharris, Ext. 3622

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 110</td>
<td>Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td># ENT 111</td>
<td>Dimensional Metrology I</td>
<td>3</td>
</tr>
<tr>
<td># MAT 110вед</td>
<td>College Algebra1 or</td>
<td>3-4</td>
</tr>
<tr>
<td># TEC 143вед</td>
<td>Technical Mathematics I</td>
<td>3-4</td>
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10-11

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ENT 125</td>
<td>Advanced Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td># ENT 232</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td># ENT 252</td>
<td>Introduction to AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td># MAT 114вед</td>
<td>Plane Trigonometry1 or</td>
<td>3-4</td>
</tr>
<tr>
<td># TEC 153вед</td>
<td>Technical Mathematics II</td>
<td>3-4</td>
</tr>
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</table>

12-13

Semester Three

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ENT 215вед</td>
<td>Basic Pro-E</td>
<td>3</td>
</tr>
<tr>
<td># ENT 255вед</td>
<td>Introduction to Inventor or</td>
<td>3</td>
</tr>
<tr>
<td># ENT 280вед</td>
<td>Introduction to Solidworks</td>
<td>3</td>
</tr>
<tr>
<td>ENT 210Materials and Processes</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td># ENT 260</td>
<td>Jig &amp; Fixture Design</td>
<td>3</td>
</tr>
</tbody>
</table>

9

Total credits required 31-33

See ENT course descriptions Page 159.

Engineering Technology/Design Advanced Certificate
(formerly Engineering Technology/Machine Design Advanced Certificate)
Curriculum C548F
The Engineering Technology/Design Advanced certificate curriculum is designed for professionals seeking design-specific courses to assist them in their profession, self-employed custom products manufacturer, and/or persons seeking career advancement in this field. The coursework covers a variety of design concepts, including quality improvement principles in design; two CAD products, one for 2D work (ENT 252) and one for 3D parametric work (ENT 215).

This is an advanced certificate. It is suggested that the certificate students without any prior technical drawing experience or machining background, without a grasp of physics and college-level trigonometry, consider the CAD design certificate prior to enrolling in this advanced-level certificate. Some of the courses are shared between these two certificates.

NOTE: Non-credit continuing education courses and UPGRADE seminars are available at Triton College for all the CAD products covered in this certificate. Please contact our Continuing Education Office for more details, (708) 456-0300, Ext. 3500.

See ENT course descriptions Page 159.

NOTE: Students not in these types of career fields would need to complete several course prerequisites for this certificate and should consider the Engineering Technology/CAD Design certificate (C348B) as a more appropriate beginning point.

Coordinator: Antigone Sharris, Ext. 3622

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ENT 215</td>
<td>Basic Pro-E</td>
<td>3</td>
</tr>
<tr>
<td># ENT 252</td>
<td>Introduction to AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td># ENT 264</td>
<td>Plastic Injection Mold Design</td>
<td>3</td>
</tr>
<tr>
<td># ENT 270</td>
<td>Machine Design</td>
<td>3</td>
</tr>
</tbody>
</table>

12

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ENT 260</td>
<td>Jig &amp; Fixture Design</td>
<td>3</td>
</tr>
<tr>
<td># ENT 262</td>
<td>Die Design</td>
<td>3</td>
</tr>
<tr>
<td># ENT 259вед</td>
<td>CAD Customization &amp; Management or</td>
<td>3</td>
</tr>
<tr>
<td># ENT 275вед</td>
<td>Applications in Machine Design</td>
<td>3</td>
</tr>
<tr>
<td># ENT 295</td>
<td>Mechanics/Mechanisms</td>
<td>3</td>
</tr>
</tbody>
</table>

12

Total credits required 24

Coordinator: Antigone Sharris, Ext. 3622
Eye Care Assistant Certificate

Curriculum C451A

This program will prepare individuals to be qualified to work at the entry-level in a variety of eye care settings. Employment opportunities are excellent due to an increase in the use of support personnel in eye care and a rising demand for ophthalmic services. Eye Care Assistants work under the direction of the optometrist or ophthalmologist and graduates could seek employment in private or group practice settings, clinics, hospital ophthalmology departments or commercial eye care facilities.

Semester One
AHL 101 Essentials of Medical Terminology 1
EYE 100 Introduction to Eye Care 2
EYE 101 Ocular Disease 3
EYE 110 Ophthalmic Skills I 4
10

Semester Two
EYE 105 Optical Principles 3
EYE 120 Ophthalmic Skills II 4
EYE 130 Ophthalmic Office Procedures 2
19

Total credits required 19

Note: A minimum grade of “C” is required as a prerequisite for each EYE course.

See EYE course descriptions Page 163.

Coordinator: Debra Baker, Ext. 3442

Fire Science Technology

Curriculum C243B

The Fire Science program is designed for individuals pursuing a career in fire service and related fields. Some fire departments offer promotional and salary incentives to associate’s degree program graduates. In addition, with recommendations from fire chiefs, graduates generally qualify for the National Fire Academy.

Other areas of employment for Fire Science graduates include fire-equipment sales and service, municipal fire protection, fire prevention inspection in industry and architectural firms, investigation for insurance companies and emergency medical services. Upon petition, students who have completed programs approved by the Illinois State Fire Marshall’s Office will be granted equivalent credit toward the associate’s degree in Fire Science.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One
FIR 110 Fire Protection 3
FIR 135 Fire Service Law 2
FIR 150 Fire Suppression 4
FIR 180 Fire Prevention 3
# MAT 101 Quantitative Literacy or
# MAT 102 Liberal Arts Mathematics 3 3
15

Semester Two
# FIR 129 Hazardous Materials 3
# EMS 131 Emergency Medical Technician-Basic 3 6
# FIR 275 Hydraulics & Fix Installations 3
PSY 105 Personal Applications of Psychology 3
# RHT 124 Communication I or
# RHT 101 Freshman Rhetoric & Composition 1 3
18

Semester Three
# FIR 189 Fire Department Administration 3
# FIR 281 Building Construction (Fire) 3
SSC 190 Contemporary Society or
PSC 150 American National Politics or
HIS 151 History of the U.S. to 1877 3
# CIS 101 Introduction to Computer Science 3
Program electives 3 3
15

Semester Four
FIR 190 Arson 3
# FIR 254 Fire Supervision & Community Relations 3
General education/Humanities 3
# RHT 138 Communication II or
SPE 101 Principles of Effective Speaking 4 3
Electives 5 5
17

Total credits required 65

See FIR course descriptions Page 163.
See Humanities General Education requirements Page 76.

Program electives (3): CHM 110; FIR 195, FIR 196, FIR 250

Note: A minimum grade of “C” is required for each FIR and EMS course.

1MAT 101 or MAT 102 meets the Mathematics general education requirement.
2CIS 101 meets the Science general education requirement.
3EMS 131 meets the Health general education requirement.
4Students must complete either RHT 124 or RHT 138 or SPE 101.

Coordinator: Mike Dravo, email: mdravo@triton.edu

Fire Science Technology Certificate

Curriculum C343A

This program is designed for individuals who wish to increase their knowledge of the field. The program is primarily directed toward individuals presently in the field. Opportunities to enter the field as regular fire personnel are limited; however, some opportunities do exist in fire-equipment sales and service, insurance and inspection.

Semester One
FIR 110 Fire Protection 3
# FIR 129 Hazardous Materials 3
FIR 135 Fire-Service Law 2
FIR 150 Fire Suppression 4
FIR 180 Fire Prevention 3
15

Semester Two
# FIR 189 Fire-Department Administration 3
FIR 190 Arson 3
# FIR 254 Fire Supervision & Community Relations 3
# FIR 275 Hydraulics & Fix Installations 3
# FIR 281 Building Construction (Fire) 3
15

Total credits required 30

See FIR course descriptions Page 163.

Note: A minimum grade of “C” is required for each FIR course.

Coordinator: Mike Dravo, email: mdravo@triton.edu
Leadership for Paramedics

Curriculum C251B

Designed to prepare serving paramedics for supervisory roles. Candidates for this degree must be currently licensed as an EMT-P (Emergency Medical Technician-Paramedic) in the state of Illinois. To gain admittance into this degree program, each candidate must have an interview with the program coordinator. In that interview, each candidate must present a "Letter of Good Standing" from the candidate’s Project Medical Director, copies of his/her credentials, work history and resume. Candidate’s previous training will be evaluated for credit grant. This program also is open to paramedic students enrolled in a paramedic program that has a co-operative agreement with Triton College.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td># MAT 101 or MAT 102</td>
<td>Quantitative Literacy or Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
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</table>

18-19

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># EMS 131</td>
<td>Emergency Medical Technician-Basic</td>
<td>6</td>
</tr>
<tr>
<td># EMS 151</td>
<td>Paramedic I</td>
<td>4</td>
</tr>
<tr>
<td># EMS 152</td>
<td>Paramedic II</td>
<td>3</td>
</tr>
<tr>
<td># EMS 153</td>
<td>Paramedic III</td>
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Semester Three

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># EMS 154</td>
<td>Paramedic IV</td>
<td>6</td>
</tr>
<tr>
<td># EMS 155</td>
<td>Paramedic V</td>
<td>3</td>
</tr>
<tr>
<td># EMS 156</td>
<td>Paramedic VI</td>
<td>2</td>
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<tr>
<td># EMS 157</td>
<td>Paramedic VII</td>
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</table>

14

Semester Four

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUS 154</td>
<td>Human Relations in Labor &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td># FIR 129</td>
<td>Hazardous Materials</td>
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</tr>
<tr>
<td># EMS 161</td>
<td>EMS Lead Instructor</td>
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<tr>
<td># EMS 191</td>
<td>Risk Management in EMS</td>
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<tr>
<td>SSC 190 or PSC 150</td>
<td>Contemporary Society or American National Politics</td>
<td>2</td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U. S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
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</tbody>
</table>

17-18

Total credits required for graduation 66

See EMS course descriptions Page 158.

See FIR course descriptions Page 163.

See Humanities General Education requirements Page 76.

Program electives (3-4): BIS 190, BUS 150, CHM 140 or RHT 102.

1EMS 131 meets the Health general education requirement.

2To determine how many elective hours to complete: the program elective and electives should equal seven semester hours.

Coordinator: William Justiz, Ext. 6109

Hospitality Industry Administration Culinary Arts

Curriculum C206L

This curriculum prepares students for potential positions as chefs in restaurants, hotels, country clubs or other food establishments. Students are trained in a laboratory kitchen and develop skill in quantity food production, baking, garde-manger and kitchen management. They also gain knowledge of nutrition, purchasing, menu design, supervision and cost control.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 110</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115</td>
<td>Food Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 128</td>
<td>Introduction to Baking &amp; Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 132</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HIA 133</td>
<td>Menu Writing</td>
<td>2</td>
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<tr>
<td>HIA 150</td>
<td>Food Preparation Essentials &amp; Theory</td>
<td>3</td>
</tr>
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<td>General education/Humanities</td>
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16

Semester Two (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIA 120</td>
<td>Dining Room Service</td>
<td>3</td>
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<tr>
<td>HIA 130</td>
<td>Culinary Arts Quantity-Food Preparation I</td>
<td>3</td>
</tr>
<tr>
<td>HIA 225</td>
<td>Hospitality Supervision</td>
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<tr>
<td>HIA 250</td>
<td>Hospitality Marketing</td>
<td>3</td>
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<tr>
<td>HIA 276</td>
<td>Food &amp; Beverage Purchasing/Control</td>
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<tr>
<td>Elective (to be taken from any HII course)</td>
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16

Semester Three (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Accounting</td>
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<tr>
<td># HIA 228</td>
<td>Specialty Baking &amp; Pastry</td>
<td>3</td>
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<tr>
<td>HIA 255</td>
<td>Culinary Arts Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td># HIA 260</td>
<td>Culinary Arts Quantity-Food Preparation II</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
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</table>

17

Semester Four (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 277</td>
<td>Catering Management</td>
<td>3</td>
</tr>
<tr>
<td># HIA 295</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104</td>
<td>Science of Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>HTH 281</td>
<td>First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td># RHT 138</td>
<td>Communications II</td>
<td>3</td>
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<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190 or PSC 150</td>
<td>Contemporary Society or American National Politics</td>
<td>2</td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U. S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

16

Total credits required for graduation 65

See HIA course descriptions Page 166.

See Humanities General Education requirements Page 76.

Program electives (4): CIS 101, HIA 114, HIA 117, HIA 129, HIA 210, HIA 215, HIA 280, HIA 285, HIA 296, French, Italian, Spanish

1HIA 115 or ACC 100 meet the Mathematics and/or Science general education requirement.

Students must complete either RHT 124 and RHT 138 or RHT 101 and SPE 101.

Coordinator: Jerome Drosos, Ext. 3624
**Culinary Training**

**Culinary Training Certificate**

**Curriculum C420A**

This program, offered in conjunction with the Chefs of Cuisine Association of Chicago, is designed for individuals interested in becoming cooks and chefs. The strength of this program lies in required, on-the-job training combined with required academic courses.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 110* Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115* Food Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 128* Introduction to Baking/Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 132* Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HIA 133* Menu Writing</td>
<td>2</td>
</tr>
<tr>
<td>HIA 150* Food Preparation Essentials &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Semester Two**

| HIA 130* Culinary Arts Quantity Food Preparation I | 3 |
| HIA 255* Culinary Arts-Garde Manger               | 3 |
| HIA 276* Food Purchasing/Control                  | 3 |
| # HIA 295* Cooperative Work Experience            | 3 |
| Program electives                                | 2 |
| **Total credits required**                        | 14 |

See HIA course descriptions Page 166.

**Program electives (2):** HIA 129*; HII 202* thru 219*

**Coordinator:** Jerome Drosos, Ext. 3624

**Baking and Pastry Certificate**

**Curriculum C306H**

The Baking and Pastry certificate will provide students with comprehensive, hands-on experience in the fundamentals of baking and pastry arts. Students will obtain necessary skills to produce quality bakery products from scratch. Upon completion of the program, students are employable as entry-level bakery workers and assistant pastry chefs in a variety of commercial food service establishments including retail baking, in-store bakeries, and creating bakery and pastry items for restaurants and hotels. Advancement to positions of baker, bakery management and/or pastry chef may be achieved with additional work experience.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 110* Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115* Food Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 128* Introduction to Baking/Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 132* Nutrition</td>
<td>2</td>
</tr>
<tr>
<td># HIA 295* Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>17</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td>14</td>
</tr>
</tbody>
</table>

**Semester Two**

| HIA 130* Culinary Arts-Quantity Food Preparation I | 3 |
| # HIA 134* Artisan Breads                        | 3 |
| # HIA 228* Specialty Baking & Pastry             | 3 |
| HIA 276* Food & Beverage Purchasing/Control     | 3 |
| # HIA 295* Cooperative Work Experience          | 3 |
| Program electives                                | 17 |
| **Total credits required**                      | 30 |

See HIA course descriptions Page 166.

**Hospitality Industry Administration**

**Hotel/Motel Management**

**Curriculum C206H**

This curriculum prepares students for potential positions as front office supervisors, sales managers, catering managers or other entry-level management positions in the hotel industry. Students gain knowledge of front office operations, convention management, travel industry, and sales and catering. They develop skill in basic food production and service, supervision, cost control and planning.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 110* Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115* Food Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 120* Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>HIA 122* Introduction to Convention Management</td>
<td>3</td>
</tr>
<tr>
<td>HIA 150* Food Preparation Essentials &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>HIA 210* Hotel &amp; Motel Front-Office Operations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

**Semester Two**

| HIA 117* Beverage Management                      | 2 |
| HIA 123* Introduction to Travel and Tourism      | 3 |
| HIA 130* Culinary Arts Quantity-Food Preparation I | 3 |
| HIA 215* Housekeeping for the Hospitality Industry | 3 |
| HIA 225* Hospitality Supervision                  | 3 |
| HIA 250* Hospitality Marketing                    | 3 |
| **Total credits required for graduation**         | 17 |

**Semester Three**

| ACC 100* Basic Accounting | 3 |
| # HIA 295* Cooperative Work Experience | 3 |
| HTH 104* Science of Personal Health | 2 |
| HTH 281* First Aid & CPR | 2 |
| # RHT 124* Communications I or | 2 |
| # RHT 101* Freshman Rhetoric & Composition | 3 |
| SSC 190* Contemporary Society | 3 |
| PSC 150* American National Politics | 3 |
| HIS 151* History of the U.S. to 1877 | 3 |
| **Total credits required for graduation** | 17 |

**Semester Four**

| CIS 101* Introduction to Computer Science | 3 |
| HIA 277* Catering Management | 3 |
| # HIA 295* Cooperative Work Experience | 3 |
| General education/Humanities.             | 1 |
| # RHT 138* Communications II or | 3 |
| SPE 101* Principles of Effective Speaking | 3 |
| Program electives                        | 4 |
| **Total credits required for graduation** | 65 |

See HIA course descriptions Page 166.

See Humanities General Education requirements Page 76.

Program electives (4): HIA 128*; HIA 132*; HIA 133*; HIA 228*; HIA 255*; HIA 260*; HIA 276*; HIA 280*; HIA 285*; HIA 296*; French, Italian, Spanish
# Hospitality Industry Administration/Restaurant Management

## Hotel/Motel Certificate

**Curriculum C406F**

The certificate program prepares students for potential positions as front desk clerks, reservationists, concierges, guest attendants, and other entry-level positions in the hotel industry. Students develop skill in guest handling procedures, housekeeping, and planning catering functions. This program may be completed by full-time students in one year. All courses can be applied to the AAS in Hotel and Motel Management.

### Semester One (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>HIA 110</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115</td>
<td>Food Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 122</td>
<td>Introduction to Convention Management</td>
<td>3</td>
</tr>
<tr>
<td>HIA 210</td>
<td>Hotel &amp; Motel Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124</td>
<td>Communications I</td>
<td>1</td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required**: 32

**Coordinator**: Jerome Drosos, Ext. 3624

### Semester Two (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 215</td>
<td>Housekeeping for the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 225</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HIA 250</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HIA 277</td>
<td>Catering Management</td>
<td>3</td>
</tr>
<tr>
<td># HIA 295</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required**: 32

**Coordinator**: Jerome Drosos, Ext. 3624

## Hospitality Industry Administration/Restaurant Management

**Curriculum C206F**

This curriculum prepares students for potential positions as restaurant managers or restaurant owners. Students gain knowledge of all phases of restaurant operation. They develop skill in food preparation, service, cost control, purchasing, and supervision.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

### Semester One (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 110</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115</td>
<td>Food Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 120</td>
<td>Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>HIA 132</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HIA 133</td>
<td>Menu Writing</td>
<td>2</td>
</tr>
<tr>
<td>HIA 150</td>
<td>Food Preparation Essentials &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>HTH 101</td>
<td>Science of Personal Health or</td>
<td></td>
</tr>
<tr>
<td>HTH 281</td>
<td>First Aid &amp; CPR</td>
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**Coordination C206F**

### Semester Two (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIA 117</td>
<td>Beverage Management</td>
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<td>HIA 128</td>
<td>Introduction to Baking/Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 130</td>
<td>Culinary Arts Quantity-Food Preparation I</td>
<td>3</td>
</tr>
<tr>
<td>HIA 225</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HIA 250</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124</td>
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<td>1</td>
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<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
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**Semester Three (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 100</td>
<td>Basic Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>HIA 255</td>
<td>Culinary Arts-Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td># HIA 260</td>
<td>Culinary Arts Quantity-Food Preparation II</td>
<td>3</td>
</tr>
<tr>
<td># HIA 290</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138</td>
<td>Communications II</td>
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</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
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**Semester Four (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>HIA 276</td>
<td>Food &amp; Beverage Purchasing/Cost Control</td>
<td>3</td>
</tr>
<tr>
<td># HIA 295</td>
<td>Cooperative Work Experience</td>
<td>3</td>
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<tr>
<td># General education/Humanities</td>
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<td></td>
</tr>
<tr>
<td>SSC 190</td>
<td>Contemporary Society or</td>
<td></td>
</tr>
<tr>
<td>PSC 150</td>
<td>American National Politics or</td>
<td></td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Total credits required for graduation**: 65

**See HIA course descriptions Page 166.**

**See Humanities General Education requirements Page 76.**

Program electives (3): HIA 122, HIA 210, HIA 215, HIA 228, HIA 277, HIA 280, HIA 285, HIA 296; French, Italian, Spanish

1. Students must complete either RHT 124 or RHT 138 or HRT 101 and SPE 101.

2. ACC 100 meets the Mathematics and/or Science general education requirement.

## Hospitality Industry Administration/Restaurant Management Certificate

**Curriculum C306C**

The Hospitality Industry Administration certificate program is designed for individuals who wish to concentrate solely on technically related courses leading to entry-level employment.

### Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIA 110</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 115</td>
<td>Food Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>HIA 120</td>
<td>Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>HIA 132</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HIA 133</td>
<td>Menu Writing</td>
<td>2</td>
</tr>
<tr>
<td>HIA 150</td>
<td>Food Preparation Essentials &amp; Theory</td>
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**Coordination C306C**

### Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HIA 117</td>
<td>Beverage Management</td>
<td>2</td>
</tr>
<tr>
<td>HIA 128</td>
<td>Introduction to Baking/Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HIA 130</td>
<td>Culinary Arts Quantity-Food Preparation I</td>
<td>3</td>
</tr>
<tr>
<td>HIA 225</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HIA 250</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124</td>
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</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
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**Semester Three**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 100</td>
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</tr>
<tr>
<td>HIA 255</td>
<td>Culinary Arts-Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td># HIA 260</td>
<td>Culinary Arts Quantity-Food Preparation II</td>
<td>3</td>
</tr>
<tr>
<td># HIA 290</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138</td>
<td>Communications II</td>
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<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
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</tbody>
</table>

**Semester Four**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>HIA 276</td>
<td>Food &amp; Beverage Purchasing/Cost Control</td>
<td>3</td>
</tr>
<tr>
<td># HIA 295</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td># General education/Humanities</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SSC 190</td>
<td>Contemporary Society or</td>
<td></td>
</tr>
<tr>
<td>PSC 150</td>
<td>American National Politics or</td>
<td></td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Program electives</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits required for graduation**: 65

**See HIA course descriptions Page 166.**

**See Humanities General Education requirements Page 76.**

Program electives (3): HIA 122, HIA 210, HIA 215, HIA 228, HIA 277, HIA 280, HIA 285, HIA 296; French, Italian, Spanish
Human Resource Management

Curriculum C206J

Human Resource Management

This program will assist the student in understanding Human Resource Management. Human Resource Management (HRM) involves all management decisions, activities, and practices that directly affect or influence the effectiveness of people, or human resources, who work for the organization.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

ACC 100◊ Basic Accounting I .......................... 3
HIA 117◊ Beverage Management .................. 2
HIA 128◊ Introduction to Baking/Pastry .......... 3
HIA 130◊ Culinary Arts Quantity-Food Preparation I .......................... 3
# HIA 260◊ Culinary Arts Quantity-Food Preparation II or
# HIA 290◊ Dining Room Management ............ 3
HIT 104◊ Science of Personal Health or
HITH 281◊ First Aid & CPR ......................... 2
# RHT 124◊ Communications I .......................... 3

Total credits required

Semester Two

BUS 146◊ Business Law I .......................... 3
# BUS 210◊ Recruitment and Selection ............ 3
# BUS 220◊ Training and Development ............ 3
# BUS 250◊ Employee and Labor Relations ........ 3
# RHT 138◊ Communications II or
SPE 101◊ Principles of Effective Speaking2 .......................... 3
General education/Humanities ..................... 1

Semester Three

BUS 150◊ Principles of Management .............. 3
BUS 188◊ Business Writing .......................... 3
# BUS 240◊ Compensation and Benefits .......... 3
BUS 260◊ Labor Law ................................. 3
# BUS 270◊ Employee Health and Safety .......... 3
# CIS 150◊ Computer Systems Applications ....... 3

Semester Four

BUS 146◊ Business Computations3 .......................... 3
# BUS 205◊ Problem Solving for Human Resources .... 3
HITH 104◊ Science of Personal Health or
HITH 281◊ First Aid & CPR ......................... 2
SCE 190◊ Contemporary Society or
PSC 150◊ American National Politics or
HIS 151◊ History of the U.S. to 1877 .............. 3
Electives ........................................... 6

Total credits required for graduation

See HIA course descriptions Page 166.
Coordinator: Jerome Drosos, Ext. 3624

Human Resource Management Certificate

Curriculum C206J

The Human Resource Management certificate program will assist the student in understanding the basic concepts of Human Resource Management (HRM), as it relates to people, or human resources, who work for the organization.

Semester One

BUS 200◊ Introduction to Human Resource Management ............ 3
# BUS 210◊ Recruitment and Selection ............ 3
# BUS 220◊ Training and Development ............ 3
BUS 260◊ Labor Law ................................. 3

Total credits required

Semester Two

# BUS 240◊ Compensation and Benefits ............ 3
# BUS 250◊ Employee and Labor Relations ........ 3
# BUS 270◊ Employee Health and Safety .......... 3

See BUS course descriptions Page 140.
Coordinator: Sal Marchionna, Ext. 3579

Interior Design

Curriculum C248P

The Interior Design program is for students who wish to blend technical training with design courses in order to prepare for a variety of positions in the Architecture and Interior Design Industry. Architecture, space planning, kitchen design, interior furniture sales techniques, residential and commercial interiors are studied. Students are exposed to a variety of design projects, including residences, offices, banks, restaurants, schools, libraries and retail stores. This degree, combined with an internship period, will make the student eligible to take the national NCIDQ examination to become registered as an interior designer in Illinois.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

ARC 109◊ Architectural Drafting Fundamentals .......... 2
# ARC 187◊ Architectural Drawing and Models ........... 3
ARC 210◊ Introduction to the History of Architecture1 .......................... 3
# MAT 101◊ Quantitative Literacy .......................... 3
# RHT 101◊ Freshman Rhetoric & Composition I1 .......................... 3

Total credits required

See BUS course descriptions Page 140.
Coordinator: Sal Marchionna, Ext. 3579

Coordinator: Sal Marchionna, Ext. 3579
### Applied Science Programs

#### Semester Two
- [ARC 110] Wood and Masonry Construction Technology 5
- [ARC 171] Architectural Design I 3
- [ARC 187] Architectural Drawing and Models 3
- [INT 160] Residential Interior Design 3
- [RHT 102] Freshman Rhetoric & Composition II or SPE 101 Principles of Effective Speaking 3

#### Semester Three
- [HTH 104] Science of Personal Health 2
- [HTH 281] First Aid & CPR 2
- [INT 112] Interior Color and Materials 3
- [INT 201] Interior Design I 3
- [INT 211] History of Interiors and Furniture 3
- [INT 212] Residential Kitchen Design 3
- [SPE 101] Principles of Effective Speaking 3
- [SPE 101] Principles of Effective Speaking 3

#### Semester Four
- [ARC 260] Advanced Architectural CADD 3
- [INT 202] Interior Design II 3
- [INT 203] Lighting Design 3
- [INT 204] Interior Design Business Practice 3
- Program electives 2 2

**Total credits required for graduation** 62

**Program electives (2):**
- [ARC 296] Special Topics in Architecture & Interior Design 5-3
- [INT 199] Interior Design Internship 3
- [MKT 150] Principles of Sales 3
- [MKT 260] Textiles 3

See ARC course descriptions Page 132; INT course descriptions Page 169.

*Students intending to transfer are encouraged to complete all three courses: RHT 101, RHT 102, and SPE 101 to meet university requirements.

*ARC 210 or INT 211 meets the Humanities/Fine Arts requirement.

**Coordinator:** Jo Beth Halpin, Ext. 3601

### Interior Design Certificate

**Curriculum C348T**

The Interior Design certificate program is for students who wish to concentrate solely on Interior Design classes. Graduates are prepared for a variety of entry-level positions in the design industry.

#### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 109 Architectural Drafting Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>ARC 171 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 187 Architectural Drawing and Models</td>
<td>3</td>
</tr>
<tr>
<td>ARC 189 Introduction to Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>INT 201 Interior Design I</td>
<td>3</td>
</tr>
<tr>
<td>INT 160 Residential Interior Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 17

#### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 110 Wood and Masonry Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>INT 112 Interior Color and Materials</td>
<td>3</td>
</tr>
<tr>
<td>INT 202 Interior Design II</td>
<td>3</td>
</tr>
<tr>
<td>INT 211 History of Interiors and Furniture</td>
<td>3</td>
</tr>
<tr>
<td>INT 212 Residential Kitchen Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 17

See ARC course descriptions Page 132; INT course descriptions Page 169.

**Coordinator:** Jo Beth Halpin, Ext. 3601

### Kitchen and Bath Design

**Curriculum C248W**

The Kitchen and Bath Design degree is a certified degree under the National Kitchen and Bath Association’s Endorsed Colleges Program, which will enable graduates to become Certified Kitchen Designers (CKD) or Certified Bath Designers (CBD), or both, by completing a shortened internship and passing a national examination.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

#### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 109 Architectural Drafting Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>ARC 187 Architectural Drawing and Models</td>
<td>3</td>
</tr>
<tr>
<td>ARC 210 Introduction to the History of Architecture</td>
<td>2</td>
</tr>
<tr>
<td>MAT 101 Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>RHT 101 Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 17

#### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 109 Wood and Masonry Construction Technology</td>
<td>5</td>
</tr>
<tr>
<td>ARC 171 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 187 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>INT 201 Interior Design I</td>
<td>3</td>
</tr>
<tr>
<td>INT 211 History of Interiors and Furniture</td>
<td>3</td>
</tr>
<tr>
<td>INT 212 Residential Kitchen Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 210 Introduction to Architectural CAD</td>
<td>3</td>
</tr>
<tr>
<td>INT 160 Residential Interior Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 17

#### Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTH 104 Science of Personal Health</td>
<td>2</td>
</tr>
<tr>
<td>HTH 281 First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>INT 112 Interior Color and Materials</td>
<td>3</td>
</tr>
<tr>
<td>INT 201 Interior Design I</td>
<td>3</td>
</tr>
<tr>
<td>INT 211 History of Interiors and Furniture</td>
<td>3</td>
</tr>
<tr>
<td>INT 212 Residential Kitchen Design</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190 Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150 American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151 History of the U.S to 1877</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required** 17

#### Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 260 Advanced Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>INT 199 Interior Design Internship</td>
<td>3</td>
</tr>
<tr>
<td>INT 202 Interior Design II</td>
<td>3</td>
</tr>
<tr>
<td>INT 203 Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>INT 204 Interior Design Business Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required for graduation** 65
**Marketing Management**

Curriculum C206G

The Marketing Management program gives individuals the opportunity to concentrate in a specific marketing-related area. These areas of concentration are:
- Fashion Management
- International Marketing
- Retail Management
- Sports Marketing Management

In the employment setting, individuals need to have the professional courses in marketing and business, along with the technical background to become a specialist in their career area. The areas of concentration will help prepare individuals for entry-level employment or employment advancement.

A special feature of the Marketing Management program allows the individual an opportunity to enroll in the work experience program (cooperative education), in their concentration and gain the on-the-job experience needed as a prerequisite to many organizations today. Students who wish to pursue further study at a four-year institution, should refer to the Associate in Arts or Associates in Science degrees in Marketing.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141 ◗ Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 154 ◗ Human Relations in Labor &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 125 ◗ Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124 ◗ Communications I or # RHT 101 ◗ Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Concentration/electives</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101 ◗ Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MKT 150 ◗ Principles of Sales</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138 ◗ Communications II or SPE 101 ◗ Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MKT 200 Developing the Professional Image</td>
<td>3</td>
</tr>
<tr>
<td>Concentration/electives</td>
<td>5</td>
</tr>
</tbody>
</table>

**Semester Three**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 146 ◗ Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150 ◗ Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 161 ◗ Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 256 ◗ Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Concentration/electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Semester Four**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTH 104 ◗ Science of Personal Health or HTH 281 ◗ First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td># MKT 286 ◗ Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190 ◗ Contemporary Society or PSC 150 ◗ American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151 ◗ History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Concentration/electives</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose From One of the Following Concentrations:

**FASHION MANAGEMENT**

The Fashion Management concentration will allow students to be prepared for positions in fashion organizations as department managers, division managers, buyers, sales associates or visual merchandising specialists. These career areas could lead to an advanced management position within the organization.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 126 ◗ Fashion Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 127 ◗ Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKT 129 ◗ Fashion Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 256 ◗ Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 260 ◗ Textiles</td>
<td>3</td>
</tr>
<tr>
<td># MKT 292 ◗ Sales Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERNATIONAL MARKETING**

As the world of business becomes one, it becomes imperative that if marketers are to become successful in other countries they must understand the business, economic, political, legal and social environment of those countries. More and more companies are developing strategies to increase their sales outside of the United States. There are many job opportunities within this field within manufacturing companies, and service companies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 103 ◗ Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEO 104 ◗ Contemporary World Cultures</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Level I &amp; II Language</td>
<td>8</td>
</tr>
<tr>
<td># MKT 290 ◗ Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Suggested electives (1-3): BUS 296 ◗; MKT 256 ◗; MKT 281 ◗; MKT 296 ◗

**RETAIL MANAGEMENT**

The Retail Management Concentration will allow students to be employed by retail organizations as department managers, division managers, buyers, merchandise managers and shipping and receiving managers. These career areas could lead to store managers, assistant managers and operations managers.
Suggested electives (6): MKT 126♀, MKT 129♀

**SPORTS MARKETING MANAGEMENT**

There are a variety of job opportunities in sports marketing. These opportunities could be in professional teams, semi-professional teams, health clubs, community recreation facilities, facilities management, director for Special Olympics, sports association, college athletic programs, sporting goods companies and event planning and marketing.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 102♀ Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td># MKT 276♀ Principles of Sport Marketing</td>
<td>3</td>
</tr>
<tr>
<td># MKT 277♀ Sports Economics and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>PED 195♀ Introduction to Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>PED 196♀ Sport and Exercise Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PED 197♀ Sociology of Sport</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits required for graduation** 65

See **MKT course descriptions Page 172**.

See **Humanities General Education requirements Page 76**.

Suggested electives (18): ACC 101♀, ACC 105♀, ACC 166♀; BUS 112♀, BUS 149♀, BUS 151♀, BUS 157♀, BUS 158♀, BUS 159♀, BUS 188♀, BUS 225♀, BUS 226♀, BUS 227♀, BUS 228♀; CIS 150♀, CIS 161♀, CIS 167♀; ECO 102♀, ECO 103♀, ECO 105♀, ECO 170♀; MKT 256♀, MKT 281♀, MKT 292♀, MKT 296♀

1Students must complete RHT 124♀ with RHT 138♀ or RHT 101♀ with SPE 101♀. Students who determine that the college they plan to transfer to require RHT 101♀ with RHT 102♀ may substitute RHT 102♀ for SPE 101♀.

2BUS 146♀ meets the Mathematics and/or Science general education requirement. Students who determine that the college they plan to transfer to require a higher level math course, may substitute it for the course that will assist them in the completion of their continuing program.

3The number of concentration or elective hours is dependent on the concentration that has been selected.

Coordinator: Annette Jajko, Ext. 3332

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**Marketing/Sales**

**Curriculum C208E**

This program helps prepare individuals for employment by advancing sales skills and increasing inner sales potential. This knowledge may help an individual increase sales or prepare for a sales management position within a company or corporation. Some career opportunities in the field are: sales agents, brokers, industrial sales, institutional sales, commercial sales, wholesale sales, retail sales, sales representatives and detail sales. This list is not inclusive of all the occupational areas that are available to sales graduates; new positions are being added everyday for innovative products or services within the business world.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141♀ Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104♀ Science of Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>HTH 281♀ First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>MKT 125♀ Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124♀ Communications I or</td>
<td></td>
</tr>
<tr>
<td># RHT 101♀ Freshman Rhetoric &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190♀ Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150♀ American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151♀ History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td>65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 154♀ Human Relations in Labor &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101♀ Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MKT 150♀ Principles of Sales</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138♀ Communications II or</td>
<td></td>
</tr>
<tr>
<td>SPE 101♀ Principles of Effective Speaking¹</td>
<td>3</td>
</tr>
<tr>
<td>MKT 200♀ Developing the Professional Image</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td>65</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 112♀ Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 146♀ Business Computations²</td>
<td>3</td>
</tr>
<tr>
<td>BUS 161♀ Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 275♀ Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td>65</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 102♀ Macroeconomics</td>
<td>3</td>
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<tr>
<td># MKT 292♀ Sales Strategies</td>
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<td>Electives</td>
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</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td>65</td>
</tr>
</tbody>
</table>

See **MKT course descriptions Page 172**.

See **Humanities General Education requirements Page 76**.

Suggested electives (15): ACC 101♀, ACC 105♀, BUS 150♀, BUS 162♀, BUS 188♀, MKT 256♀, MKT 281♀, MKT 289♀; PED; PSY 100♀; SOC 100♀

¹Students must complete either RHT 124♀ and RHT 138♀ or RHT 101♀ and SPE 101♀.

²BUS 146♀ meets the Mathematics and/or Science general education requirement.

Coordinator: Annette Jajko, Ext. 3332
Ornamental Horticulture/Floral Design & Greenhouse Management

Curriculum C201B

The Floral Design and Greenhouse Management program prepares individuals for self-employment or entry-level positions in floral designs or greenhouse management. The AAS degree is designed to enhance promotability.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 157 ✧ Microcomputer Database Management Software</td>
<td>1</td>
</tr>
<tr>
<td>ORN 110 ✧ Basic Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORN 128 ✧ Pathology/Plant Disease¹</td>
<td>3</td>
</tr>
<tr>
<td>ORN 114 ✧ Floral Design &amp; Display I</td>
<td>4</td>
</tr>
<tr>
<td># RHT 124 ✧ Communications I or # RHT 101 ✧ Freshman Rhetoric &amp; Composition I²</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Semester Two (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 125 ✧ Plants and Society</td>
<td>4</td>
</tr>
<tr>
<td># ORN 134 ✧ Floral Design &amp; Display II</td>
<td>4</td>
</tr>
<tr>
<td>ORN 135 ✧ Soils &amp; Nutrition¹</td>
<td>2</td>
</tr>
<tr>
<td># RHT 138 ✧ Communications II or # RHT 102 ✧ Freshman Rhetoric &amp; Composition II or SPE 101 ✧ Principles of Effective Speaking²</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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Semester Three (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># ORN 154 ✧ Ornamental Horticulture Internship A or ORN 156 ✧ Ornamental Horticulture Internship B</td>
<td>3-4</td>
</tr>
<tr>
<td># ORN 158 ✧ Ornamental Horticulture Seminar</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5-6</strong></td>
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</tbody>
</table>

Semester Four (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 154 ✧ Human Relations in Labor &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104 ✧ Science of Personal Health or HTH 281 ✧ First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td>ORN 250 ✧ Flower Shop Operation</td>
<td>4</td>
</tr>
<tr>
<td>ORN 282 ✧ Office Plant Care</td>
<td>4</td>
</tr>
<tr>
<td>SSC 190 ✧ Contemporary Society or PSC 150 ✧ American National Politics or HIS 151 ✧ History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</table>

Semester Five (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141 ✧ Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Humanities</td>
<td>1</td>
</tr>
<tr>
<td>ORN 127 ✧ Entomology/Insect Pests</td>
<td>3</td>
</tr>
<tr>
<td>ORN 280 ✧ Flower Shop/Greenhouse Enterprises</td>
<td>3</td>
</tr>
<tr>
<td>ORN 298 ✧ Nursery/Garden Center Management</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Total credits required for graduation **70-71**
**Applied Science Programs**

**Ornamental Horticulture/Floral Design & Greenhouse Management Certificate**

Curriculum C301B

The certificate program is designed for students who wish to concentrate solely on technically related courses. Students may specialize in Floral Design and Greenhouse Management, preparing either for self-employment or entry-level positions.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 110 Basic Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORN 128 Pathology/Plant Disease</td>
<td>3</td>
</tr>
<tr>
<td>ORN 135 Soils &amp; Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>Program electives</td>
<td>4</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 125 Plants and Society</td>
<td>4</td>
</tr>
<tr>
<td>Program electives</td>
<td>8</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program electives (20):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 111 Horticulture Therapy</td>
</tr>
<tr>
<td>ORN 114 Floral Design &amp; Display I</td>
</tr>
<tr>
<td>ORN 126 Arboriculture/Propagation</td>
</tr>
<tr>
<td># ORN 134 Floral Design &amp; Display II</td>
</tr>
<tr>
<td>ORN 250 Flower Shop Operation</td>
</tr>
<tr>
<td>ORN 261 Annuals/Perennials</td>
</tr>
<tr>
<td>ORN 265 Wild Flowers, Bulbs, Vegetables &amp; Herbs</td>
</tr>
<tr>
<td>ORN 266 Horticulture Terminology Bi-Lingual</td>
</tr>
<tr>
<td>ORN 267 Horticulture Mechanics &amp; Sports Turf</td>
</tr>
<tr>
<td>ORN 280 Flower Shop/Greenhouse Enterprises</td>
</tr>
<tr>
<td>ORN 282 Office Plant Care</td>
</tr>
<tr>
<td>ORN 296 Special Topics in Ornamental Horticulture</td>
</tr>
<tr>
<td>ORN 298 Nursery/Garden Center Management</td>
</tr>
</tbody>
</table>

See ORN course descriptions Page 181.

Coordinator: Ken Benson, Ext. 3785

**Ornamental Horticulture/Landscape Design & Maintenance**

Curriculum C201A

The Landscape Design and Maintenance program is designed to prepare individuals for self-employment or for entry-level positions in Landscape Design or Maintenance. The AAS degree is designed to enhance promotability.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Semester One (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 141 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1</td>
</tr>
<tr>
<td>ORN 110 Basic Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORN 126 Arboriculture/Propagation</td>
<td>3</td>
</tr>
<tr>
<td>ORN 128 Pathology/Plant Disease</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124 Communications I</td>
<td>1</td>
</tr>
<tr>
<td># RHT 101 Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>16</td>
</tr>
</tbody>
</table>

See ORN course descriptions Page 181.

See Humanities General Education requirements Page 76.

Suggested electives (0-3): ARC 114; ORN 127, 261; ORN 263, 265, 266, 267, 282, 296; PED

1ORN 128 or ORN 135 meets the Mathematics and/or Science general education requirement.

2Students must complete RHT 124 with RHT 138, or RHT 101 with SPE 101, or RHT 101 with RHT 102. Students intending to transfer are encouraged to complete all three courses: RHT 101, RHT 102 and SPE 101 to meet university requirements.

Coordinator: Ken Benson, Ext. 3785

<table>
<thead>
<tr>
<th>Semester Two (Spring)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 125 Plants and Society</td>
<td>4</td>
</tr>
<tr>
<td>ORN 135 Soils &amp; Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>ORN 140 Landscape Construction and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td># ORN 145 Fall Landscape Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td># RHT 138 Communications II</td>
<td>1</td>
</tr>
<tr>
<td># RHT 102 Freshman Rhetoric &amp; Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three (Summer)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 154 Ornamental Horticulture Internship A</td>
<td>3-4</td>
</tr>
<tr>
<td>ORN 156 Ornamental Horticulture Internship B</td>
<td>2</td>
</tr>
<tr>
<td>Total credits required</td>
<td>5-6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Four (Fall)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 154 Human Relations in Labor &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>ORN 280 Flower Shop/Greenhouse Enterprises</td>
<td>3</td>
</tr>
<tr>
<td>ORN 295 Spring Landscape Design/Garden Design</td>
<td>4</td>
</tr>
<tr>
<td>ORN 298 Nursery/Garden Center Management</td>
<td>4</td>
</tr>
<tr>
<td>SSC 190 Contemporary Society</td>
<td>4</td>
</tr>
<tr>
<td>HIS 151 History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required for graduation</td>
<td>70-71</td>
</tr>
</tbody>
</table>

See ORN course descriptions Page 181.
Ornamental Horticulture/Landscape Design & Maintenance: Botanic Gardens Certificate

Curriculum C301A

The certificate program is designed for students who wish to concentrate solely on technically related courses. Students may specialize in landscape design and maintenance, botanic gardens and park maintenance in preparation for self-employment or entry-level positions.

Semester One  
ORN 110 ▶ Basic Ornamental Horticulture  
ORN 128 ▶ Pathology/Plant Disease  
ORN 135 ▶ Soils & Nutrition  
Program electives  
Total credits required  
12

Semester Two  
ORN 125 ▶ Plants and Society  
Program electives  
Total credits required  
12

Semester Three  
ORN 127 ▶ Entomology/Insect Pests  
Program electives  
Total credits required  
11

Program electives (20):
ARC 114 ▶ Architecture Models  
ORN 140 ▶ Landscape Construction and Maintenance  
ORN 145 ▶ Fall Landscape Plant Identification  
ORN 225 ▶ Spring Landscape Plant Identification  
ORN 240 ▶ Fall Landscape Design/Garden Design  
ORN 280 ▶ Flower Shop/Greenhouse Enterprises  
ORN 282 ▶ Office Plant Care  
ORN 285 ▶ Turf & Lawn Management  
ORN 295 ▶ Spring Landscape Design/Garden Design  
ORN 296 ▶ Special Topics in Ornamental Horticulture  
ORN 298 ▶ Nursery/Garden Center Management  
Students interested in Parks or Botanic Gardens could select from these courses:
ORN 126 ▶ Arboriculture/Propagation  
ORN 261 ▶ Annuals/Perennials  
ORN 263 ▶ Botanic Garden  
ORN 266 ▶ Landscape Terminology Bilingual  
ORN 267 ▶ Horticulture Mechanics & Sports Turf

See ORN course descriptions Page 181.

Coordinator: Ken Benson, Ext. 3785

Personal Trainer Certificate

Curriculum C336A

This program will provide the educational background specific to individuals pursuing job opportunities in the Sport and Fitness industry. The curriculum provides a basic foundation needed to analyze human body functions and the means to train the body to achieve the highest level of performance. The curriculum prepares the individual with the knowledge and skills for certification testing and accreditation by certifying boards (i.e., American College of Exercise). Job opportunities include personal trainer and/or positions available at fitness locations (i.e., health clubs, hospital fitness centers, corporate fitness centers, etc.).

Program prerequisite: Students must have current CPR certification or must have completed HTH 281 or HTH 181 prior to enrolling in this program.

Semester One
RIS 101 ▶ Human Biology or  
# RIS 103 ▶ Introduction to Human Physiology  
HTH 104 ▶ Science of Personal Health  
PED 153 ▶ Foundations of Exercise  
PED 195 ▶ Introduction to Sport Management  
HTH 120 ▶ Principles of Nutrition  
Total credits required  
15

Semester Two
PED 168 ▶ Theory and Practice of Weight Training  
PED 200 ▶ Introduction to Biomechanics  
# PED 210 ▶ Exercise, Testing and Prescription  
# PED 230 ▶ Sport & Exercise Science Practicum  
SPE 101 ▶ Principles of Effective Speaking  
Electives  
Total credits required  
15

Suggested electives:
HTH 175 ▶ Drug & Alcohol Education  
HTH 220 ▶ Athletic Training Techniques  
HTH 221 ▶ Sport Specific Rehabilitation and Training  
PED 106 ▶ Physical Fitness  
# PED 107 ▶ Beginning Swimming  
PED 117 ▶ Jogging and Calisthenics  
PED 159 ▶ Selected Team and Recreation Sports  
# PED 189 ▶ Water Safety Instructor  
PED 194 ▶ Principles of Coaching  
PED 196 ▶ Sport and Exercise Psychology  
PED 197 ▶ Sociology of Sport  
PED 198 ▶ Lifeguarding  
PED 275 ▶ Facilities Management  
PED 296 ▶ Special Topics in Physical Education  
Total credits required  
0.5-4

See PED course descriptions Page 184.

Chairperson: Thomas Doyle, Ext. 3783

Radiologic Technology
(See Page 125)

Respiratory Care
(See Page 126)

Stationary Engineering
(See Air Conditioning & Refrigeration Page 78)

Surgical Technology
(See Page 127)
**Visual Communication—Graphic Design and Graphic Arts Certificate**  
*(formerly Visual Communication)*  

**Curriculum C348C**  
Specific skills in the diverse industry of Visual Communication are offered to provide background in layout, design, typography, illustration, and production techniques for print, Web, and multimedia. Computer skills are developed as a design, communication, and production tool using software including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Quark XPress, Dreamweaver, Flash, and other current software packages as necessary.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIC 100 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VIC 101 Graphic Arts Production</td>
<td>4</td>
</tr>
<tr>
<td>VIC 104 Computer Art I</td>
<td>3</td>
</tr>
<tr>
<td>VIC 121 Introduction to Quark InDesign</td>
<td>4</td>
</tr>
<tr>
<td>VIC 123 Introduction to Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>VIC 124 Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VIC 202 Graphic Design Typography</td>
<td>3</td>
</tr>
<tr>
<td>VIC 272 Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>VIC 273 Introduction to Flash Animation</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104 Science of Personal Health</td>
<td>1</td>
</tr>
<tr>
<td>HTH 281 First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

*See VIC course descriptions Page 198.*

**Coordinator:** Lorette Doh, Ext. 3519

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**Digital Photography Certificate**  
*(formerly Advanced Digital Photography, C548D)*  

**Curriculum C448O**  
For individuals interested in specializing in digital photography, Digital studio photography and compositional photography, as well as image manipulation techniques are covered. Recommended for students wanting to apply digital photography skills to in-house photography positions or freelancing photography.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIC 161 Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VIC 162 Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>VIC 163 Digital Studio Photography</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

---

**Visual Communication—Graphic Design and Graphic Arts Certificate**  
*(formerly Visual Communication)*  

**Curriculum C248C**  
Offers students an opportunity to acquire specific skills in the diverse industry of Visual Communication including Graphic Design and Graphic Arts. The Associate's degree program provides background in basic layout, design, typography, and production design techniques for print, web, and multimedia. Computer skills are developed as a design, communication, and production tool using software, including Adobe Photoshop, Adobe Illustrator, Quark XPress, Flash, Dreamweaver and others to meet the needs of the industry.

Selected as one of the top 50 growing occupations, qualified individuals may find employment in advertising agencies, art departments, printing and media studios. Typical job titles include: Graphic Designer, Graphic Artist, Publishing Designer, Web Page Artist, Commercial Artist and Photo-Manipulation Artist.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIC 101 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VIC 104 Computer Art I</td>
<td>3</td>
</tr>
<tr>
<td>VIC 121 Introduction to Quark InDesign</td>
<td>4</td>
</tr>
<tr>
<td>VIC 123 Introduction to Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>VIC 124 Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VIC 202 Graphic Design Typography</td>
<td>4</td>
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</tbody>
</table>

**Semester Two**

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 101 Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>VIC 142 Introduction to Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>VIC 161 Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>VIC 172 Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td># VIC 202 Graphic Design Typography</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester Three**

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># VIC 221 Advanced Quark/InDesign</td>
<td>4</td>
</tr>
<tr>
<td># VIC 222 Advanced Illustrator</td>
<td>4</td>
</tr>
<tr>
<td>VIC 261 Advanced Photoshop</td>
<td>4</td>
</tr>
<tr>
<td>VIC 272 Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>VIC 273 Introduction to Flash Animation</td>
<td>3</td>
</tr>
<tr>
<td>HTH 104 Science of Personal Health</td>
<td>1</td>
</tr>
<tr>
<td>HTH 281 First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total credits required</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

*See VIC course descriptions Page 198.*

**Coordinator:** Lorette Doh, Ext. 3519
Layout Design Certificate
(formerly C348W, Page Layout)
Curriculum C448W
Introduction to layout and design of printed materials including logo development, marketing pieces and newsletters. Basic design, typography and printing production techniques are covered. Current Adobe software for photo manipulation, graphic design and page layout is used in the development of course projects. Recommended for individuals designing for single color or spot color pieces.

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIC 100 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VIC 121 Introduction to Quark InDesign</td>
<td>4</td>
</tr>
<tr>
<td>VIC 142 Introduction to Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>VIC 161 Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>13</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># VIC 164 Advanced Digital Photography.........</td>
<td>4</td>
</tr>
<tr>
<td>VIC 213 Color Management</td>
<td>3</td>
</tr>
<tr>
<td>VIC 261 Advanced Photoshop</td>
<td>4</td>
</tr>
<tr>
<td>Program electives</td>
<td>4</td>
</tr>
<tr>
<td>Total credits required</td>
<td>15</td>
</tr>
</tbody>
</table>

See VIC course descriptions Page 198.
Coordinator: Lorette Dodt, Ext. 3519

Advanced Packaging Design and Production Certificate
(formerly Advanced Page Layout)
Curriculum C548H
Advanced training for individuals interested in careers in the package design industry. Courses cover a variety of hardware and software used in development of packaging graphics and structural layout for packaging. Production and design courses are included, as well as issues related to the industry and advanced color techniques.

Expected Background: Experience in Adobe Illustrator and Adobe Photoshop.

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIC 201 Paper, Plastic, Ink &amp; Finishing</td>
<td>4</td>
</tr>
<tr>
<td># VIC 210 Introduction to Packaging</td>
<td>4</td>
</tr>
<tr>
<td># VIC 212 Structural Design</td>
<td>4</td>
</tr>
<tr>
<td>VIC 213 Color Management</td>
<td>3</td>
</tr>
<tr>
<td>Total credits required</td>
<td>15</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># VIC 215 Package Design and Production</td>
<td>4</td>
</tr>
<tr>
<td># VIC 231 Production for Design</td>
<td>4</td>
</tr>
<tr>
<td>VIC 280 Print for Design</td>
<td>4</td>
</tr>
<tr>
<td>Total credits required</td>
<td>12</td>
</tr>
</tbody>
</table>

See VIC course descriptions Page 198.
Coordinator: Lorette Dodt, Ext. 3519

Welding and Fabrication
Curriculum C248S
The Welding and Fabrication curriculum provides intensive technical training in all common types of welding. In addition to welding theory and extensive laboratory practice, the student will be exposed to the basic principles of physical metallurgy as applied to welding. The curriculum is the direct result of industrial advisement. Graduates will receive an Associate’s degree and training that may enable them to become certified in gas, arc, MIG and TIG methods, or it may lead to employment as a welding technician. Hand tools are required.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 122 Metal-trades Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 110 Machine Tool Technology I</td>
<td>4</td>
</tr>
<tr>
<td># RHT 124 Communications I or</td>
<td></td>
</tr>
<tr>
<td># RHT 101 Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td># TEC 122 Elementary Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WEL 121 Fundamentals of Welding</td>
<td>4</td>
</tr>
<tr>
<td>Total credits required</td>
<td>17</td>
</tr>
</tbody>
</table>

See VIC course descriptions Page 198.
Applied Science Programs

Semester Two

ELT 110◊ Concepts of Electronics ............................. 3
# ENT 105◊ Industrial Physics ................................. 3
CIS 151◊ Introduction to Computer Systems ................. 1
# RHT 138◊ Communications II or
# RHT 102◊ Freshman Rhetoric & Composition II or
SPE 101◊ Principles of Effective Speaking .......................... 3
# WEL 132◊ Welding & Fabrication Techniques ................. 4

Semester Three

BUS 154◊ Human Relations in Labor & Management .......... 3
ENT 103◊ Introduction to Automation ......................... 3
ENT 210◊ Materials and Processes ................................. 3
# WEL 253◊ Advanced Welding I ................................. 4
Electives ......................................................................... 4

Semester Four

HTH 101◊ Science of Personal Health or
HTH 201◊ First Aid & CPR ........................................ 2
General Education/Humanities ..................................... 2
SSC 190◊ Contemporary Society or
PSC 150◊ American National Politics or
HIS 151◊ History of the U.S. to 1877 .............................. 3
# WEL 204◊ Advanced Welding Techniques ........................ 4
Electives ......................................................................... 0-6

Total credits required for graduation 65

See WEL course descriptions Page 200.

See Humanities General Education requirements Page 76.

Note: Students may substitute TEC 143◊ for TEC 122◊; ENT 123 for ENT 105; and reduce electives accordingly.

1Students must complete RHT 124◊ with RHT 138◊, or RHT 101◊ with SPE 101◊, or RHT 101◊ with RHT 102◊. Students intending to transfer are encouraged to complete all three courses: RHT 101◊, RHT 102◊ and SPE 101◊ to meet university requirements.

2ENT 105 or TEC 122◊ meets the Mathematics and/or Science general education requirement.

Coordinator: Joe Dusek, Ext. 3711

Welding and Fabrication Certificate

Curriculum C438P

The Welding and Fabrication certificate program contains the principal technical courses included in the AAS degree. Graduates will be prepared for entry-level positions in arc, oxyacetylene, MIG and TIG welding, as well as brazing, soldering and testing techniques. Hand tools are required.

Semester One

ENT 122◊ Metal-trades Blueprint Reading .......................... 3
# RHT 124◊ Communications I .................................... 3
# TEC 122◊ Elementary Technical Mathematics or
# TEC 143◊ Technical Mathematics I ............................ 3-4
WEL 121◊ Fundamentals of Welding ............................... 4

Semester Two

ENT 103◊ Introduction to Automation ............................ 3
MTT 110◊ Machine Tool Technology I ............................ 4
# WEL 132◊ Welding & Fabrication Techniques ................. 4
Electives ......................................................................... 4

Total credits required 15

See WEL course descriptions Page 200.

Coordinator: Joe Dusek, Ext. 3711

MIG & TIG Welding Certificate

Curriculum C448G

The MIG and TIG Welding certificate program provides skills in MIG and TIG welding for individuals who want to prepare for theory-level positions in these areas and for those who require these added welding skills in their present jobs. Hand tools are required.

Semester One

# TEC 122◊ Elementary Technical Mathematics .................. 3
WEL 121◊ Fundamentals of Welding ............................... 4

Total credits required 7

See WEL course descriptions Page 200.

Coordinator: Joe Dusek, Ext. 3711

MIG & TIG Welding Certificate

Curriculum C448H

The MIG and TIG Welding certificate program provides skills in MIG and TIG welding for individuals who want to prepare for theory-level positions in these areas and for those who require these added welding skills in their present jobs. Hand tools are required.

Semester One

# TEC 122◊ Elementary Technical Mathematics .................. 3
WEL 121◊ Fundamentals of Welding ............................... 4

Total credits required 7

See WEL course descriptions Page 200.

Coordinator: Joe Dusek, Ext. 3711

MIG & TIG Welding Certificate

Curriculum C448G

The MIG and TIG Welding certificate program provides skills in MIG and TIG welding for individuals who want to prepare for theory-level positions in these areas and for those who require these added welding skills in their present jobs. Hand tools are required.

Semester One

# TEC 122◊ Elementary Technical Mathematics .................. 3
WEL 121◊ Fundamentals of Welding ............................... 4

Total credits required 7

See WEL course descriptions Page 200.

Coordinator: Joe Dusek, Ext. 3711

MIG & TIG Welding Certificate

Curriculum C448H

The MIG and TIG Welding certificate program provides skills in MIG and TIG welding for individuals who want to prepare for theory-level positions in these areas and for those who require these added welding skills in their present jobs. Hand tools are required.

Semester One

# TEC 122◊ Elementary Technical Mathematics .................. 3
WEL 121◊ Fundamentals of Welding ............................... 4

Total credits required 7

See WEL course descriptions Page 200.

Coordinator: Joe Dusek, Ext. 3711
Selective Admission Health Programs

The Board of Trustees accepts that the fields of Nursing and Allied Health, because of their importance to the welfare of all society, must have selective admission requirements.

Programs identified below have selective admission policies. Specific admission, progression, retention and graduation requirements and/or policies supersede general college policies in the catalog and student handbook.

**Nursing:**
- Associate Degree Nursing (ADN)
- Practical Nurse Exit Option (LPN)
- License Practical Nurse to Associate Degree Nurse
  - Upward Mobility Track
- Nurse Assistant (NAS)

**Allied Health:**
- Diagnostic Medical Sonography (DMS)
- Nuclear Medicine Technology (NUM)
- Ophthalmic Technician (OPH)
- Radiologic Technology (RAS)
- Respiratory Care (RSC)
- Surgical Technology (SRT)

The following programs do not employ selective admission policy and require the same standards as other college programs:
- Basic Addiction Counseling (BAC)
- Eye Care Assistant (EYE)
- Fire Science Technology (FIR)
- Leadership for Paramedics (FIR)

**Special Requirements for Nursing and Allied Health**

Admission procedure for Nursing and Allied Health programs:

1. Submit to the Office of Admission
   a) A completed Triton College Application.
   b) An official transcript of high school graduation or GED certificate. Neither a high school diploma or GED certification is required for admission into the Nurse Assistant program.
   c) An official transcript of completed college course work.
   d) Documentation of completed program prerequisites for the Nursing and Diagnostic Medical Sonography program(s).

2. Attend an information session for the program of interest.

3. Take college placement tests for math, reading and writing; except when college transcripts show successful completion of math and English courses. Take the pre-entrance test for Nursing. The Admission Committee of the specific program determines acceptable scores.

4. Receive acceptance letters from the Admission Committee of the specific program chosen. Priority is given to qualified in-district residents. The Admission Committee of each program establishes criteria for program acceptance. Admission is based on completion of program prerequisites, when required, and ranking on a rating scale. Points are given for grades in completed course work for prerequisites, general education and support courses, and Science courses taken in high school or college. For admission into selected Allied Health programs points also are given for documented/related health care experiences and military service. The Nursing program requires a minimum 2.5 cumulative GPA for college-level program prerequisites (RHT 101, PSY 100 and BIS 136 or BIS 240). Points for admission into the Nursing program are based on GPA for college-level program prerequisites, ASSET test scores,
Selective Admission Health Programs

Transfer Students
1. Transfer students must complete admission procedure for Health Career programs no later than 30 days prior to the semester in which they seek admission.
2. All required Math and Science courses and courses in program majors will be considered only if completed within the last five years with “C” grades or better. Comparable achievement in terms of course objectives and content must be documented.

Progression and Retention
1. A minimum grade-point average of 2.0 is required for progression in all programs.
2. A “C” grade or better within the last five years is required for progression in all required Science, Math and major Health-Career courses (including Early Childhood Education) to count towards graduation requirements.
3. All clinical components or clinical courses must be completed with a minimum grade of “P,” “C” or “S,” regardless of theory grade.
4. Students admitted to the Nursing program are allowed to repeat only one course in each of the 100 and 200 level NUR courses following withdrawal or earning a failing grade (“D” or “F”). A failing grade, or withdrawal from a repeated course, or any subsequent NUR course in the same level (100 or 200) will result in termination from the program making the student ineligible for readmission or graduation from the same program. Students in the Nursing program achieving a “D” or “F” in any Nursing course and who are seeking readmission will develop a remediation plan in collaboration with the Nursing department prior to being considered for readmission. The remediation plan may include completion of NUR 105⊥ or NUR 180⊥.
5. Students who achieve a course grade of “C” in NUR 145⊥ or NUR 155⊥ are strongly encouraged to complete NUR 180⊥ before progressing to the second year nursing courses. Students choosing the Practical Nurse exit option are strongly encouraged to complete NUR 180⊥ and may do so concurrently with NUR 190⊥.
6. Students who are unsuccessful in completing either standardized comprehensive nursing exams may enroll in NUR 095 for Practical Nurse certificate or Associate in Applied Science degree (A.A.S.) completion.
7. A failing grade (“D” or “F”) in a repeated Allied Health program course or Public Service program course will result in dismissal or termination from the program, making the student ineligible for readmission or graduation from the same program.
8. Students returning to the clinical following a major illness or delivery must provide written documentation from their physician stating that they may be involved in all clinical activities without physical restrictions.
9. Requirements stated in the catalog at the time of admission or readmission to a Health Career/Public Service program must be met for graduation.
10. Nursing students are required to earn a grade of “C” or better in all general education courses.

Readmission
(for students who withdrew, are repeating a course or were terminated prior to program completion)
1. All students seeking readmission should submit completed “Request for Readmission to a Health Career program” form to the Health Careers information specialist no later than 30 days prior to the start of the semester in which they seek readmission. Students seeking readmission to a nursing course should submit completed ‘Request for Re-Admission’ form to the nursing chairperson no later than

Advanced Placement
1. Proficiency examinations, if available, for beginning courses, must be taken before enrollment in the course according to specific departmental or program requirements and subject to approval by the dean.
2. Clinical proficiency examinations may be required prior to acceptance of credits for clinical courses.
3. All program requirements for acceptance to selective admission programs will be required of the student applying for advanced placement.
4. The Admission Committee of the specific program, using established program criteria, will evaluate requests for advanced placement on an individual basis.
5. Advanced placement students are admitted only after currently enrolled students have been placed.

Selective Admission Health Requirements

NOTE: Any applicant to the clinical portions of Health Care programs who is afflicted with epilepsy or any other condition that causes loss of consciousness or otherwise may impair his/her ability to perform will furnish the office of the Dean of Careers programs with a verified statement from a licensed physician to the effect that the applicant’s condition does not pose a direct health or safety threat or significant risk to the student, patients, hospital staff or others in the Health Career program or clinical facility. In addition, the applicant will agree to remain under the care of a physician and follow treatment as prescribed.

Furthermore, each applicant’s physician must report immediately to the college any change in the applicant’s ability to function safely in the clinical portion of the program. Any default in this agreement will constitute cause for the removal of the student from the clinical portion of the program.

Advanced Placement
1. Proficiency examinations, if available, for beginning courses, must be taken before enrollment in the course according to specific departmental or program requirements and subject to approval by the dean.
2. Clinical proficiency examinations may be required prior to acceptance of credits for clinical courses.
3. All program requirements for acceptance to selective admission programs will be required of the student applying for advanced placement.
4. The Admission Committee of the specific program, using established program criteria, will evaluate requests for advanced placement on an individual basis.
5. Advanced placement students are admitted only after currently enrolled students have been placed.

Selective Admission Health Programs
Diagnostic Medical Sonography

30 days prior to the semester for which readmission is sought.
2. All students petitioning for readmission will be evaluated and re-admitted depending on availability of seats or clinical spaces after currently enrolled students have been placed.
3. Any student who has withdrawn ("W") and/or was terminated twice in a single Health Career/Public Service course will be subject to individual review of academic performance by the program Admission Committee prior to granting of permit to register for the same course.
4. Students seeking readmission into Diagnostic Medical Sonography, Nuclear Medicine Technology, Ophthalmic Technician, Radiologic Technology, Respiratory Care and Surgical Technology who for any reason have not taken any program specific courses in the two years prior to the readmission date, will be required to retake all previously completed program specific course requirements.
5. Students must complete the nursing program within five years of admission to NUR 115◊/NUR 125◊ and within four years of admission into NUR 180◊/NUR 200◊.

Diagnostic Medical Sonography

Curriculum C217E

The Diagnostic Medical Sonographer provides patient services using diagnostic ultrasound under the supervision of a physician responsible for the use and interpretation of ultrasound procedures. The Sonographer assists in gathering sonographic data necessary to reach diagnostic decisions.

Diagnostic Medical Sonography (ultrasound) is one of the most recent and fastest-growing medical specialties today. Graduates are employed in medical centers and hospitals. The program provides students with theory and clinical instruction in Diagnostic Medical Sonography, including abdominal and OB/GYN and small parts.

This program is accredited by the Commission on Accreditation of Allied Health Education programs, 35 East Wacker Dr. Chicago, Ill. 60601, (651) 731-1582, in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography, 2025 Woodland Dr., St. Paul, Minn. 55125-2995, (651) 731-1582.

Program prerequisites: One year of high school algebra, biology, chemistry and physics, or college equivalents within the last five years with grades of "C" or better (MAT 055, BIS 101◊ or BIS 103◊, CHM 110◊ or CHM 140◊). AHL 115◊ may be used as a prerequisite physics.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 100◊</td>
<td>Introduction to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>AHL 101◊</td>
<td>Essentials of Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td># BIS 234◊</td>
<td>Human Anatomy &amp; Physiology1</td>
<td>6</td>
</tr>
<tr>
<td># DMS 101◊</td>
<td>Ultrasound Physics I</td>
<td>3</td>
</tr>
<tr>
<td># DMS 106◊</td>
<td>Introduction to Ultrasound Principles &amp; Procedures</td>
<td>2</td>
</tr>
<tr>
<td># MAT 103◊</td>
<td>Applied Intermediate Algebra1</td>
<td>3</td>
</tr>
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</table>

Total credits required for graduation: 17

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AHL 102◊</td>
<td>Ethics &amp; Law for Allied Health</td>
<td>1</td>
</tr>
<tr>
<td># DMS 102◊</td>
<td>Ultrasound Physics II</td>
<td>2</td>
</tr>
<tr>
<td># DMS 121◊</td>
<td>Cross-sectional Anatomy</td>
<td>5</td>
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<tr>
<td># DMS 125◊</td>
<td>Abdominal Sonography</td>
<td>3</td>
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<tr>
<td># DMS 132◊</td>
<td>Obstetrical/Gynecologic Sonography</td>
<td>3</td>
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<tr>
<td>HTH 128◊</td>
<td>First Aid &amp; CPR</td>
<td>2</td>
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</tbody>
</table>

Total credits required for graduation: 16

See DMS course descriptions Page 152.

See Humanities General Education requirements Page 76.

Suggested electives: AHL 108◊; PED

Note: A minimum grade of “C” is required as a prerequisite for each AHL and DMS course. All Science, Math and AHL coursework must be completed within five years of start of the DMS curriculum.

1BIS 234◊ or MAT 103◊ meets the Mathematics and/or Science general education requirement.
2Students must complete either RHT 124◊ and RHT 138◊ or RHT 101◊ and SPE 101◊.

Coordinator: Debra Krukowski, Ext. 3979, email: dkrukows@triton.edu

Triton College Catalog, 2007-2008
Diagnostic Medical Sonography Certificate

Curriculum C317E

The Diagnostic Medical Sonographer performs diagnostic ultrasound procedures under the supervision of a physician. The sonographer collects essential patient data to aid in diagnosis. The program covers basic theory and clinical instruction in sonography, which will provide an avenue for cross-training and multicompetency in allied health. This will make the individual more marketable in many health care agencies that call for multicompetent practitioners. Employment opportunities are excellent in hospitals, medical centers and other health care agencies.

Program prerequisites: In addition to college admission requirements, program admission requirements must be met. The certificate program is open only to registered radiographers (ARRT). Students also must have completed Anatomy and Physiology with a grade of “C” or better within the last five years. DMS 121 does not fulfill this requirement. Graduation in a Radiology program in the past five years fills the application process requirements.

Semester One (Spring)       Credit Hours
# DMS 101 UltraSOUND Physics I .............................. 3
# DMS 121 Cross-sectional Anatomy .......................... 5
# DMS 125 Abdominal Sonography ............................. 3
# DMS 141 Clinical Applications II .......................... 4

Semester Two (Summer)
# DMS 102 Ultrasonic Physics II .............................. 2
# DMS 132 Obstetrical/Gynecologic Sonography ............ 3
# DMS 135R Ultrasound Film Critique ........................ 2

Semester Three (Fall)
# DMS 146 Pathology & Diagnostic Sonography ............ 3
# DMS 151 Clinical Applications III ......................... 4
# DMS 200 Principles of Computerized Sonography .... 2
# DMS 201 Sonographic Specialties .......................... 3

Total credits required 34

See DMS course descriptions Page 152.

Coordinator: Debra Krukowski, Ext. 3979, email: dkrukows@triton.edu

Nuclear Medicine Technology

Curriculum C217B

Nuclear Medicine uses small amounts of radioactive materials to diagnose and treat patients. The Nuclear Medicine technologist administers the radiopharmaceutical and images the area or organ of interest to detect the radiation being emitted. The detectors used for imaging are integrated with computers to provide detailed images showing function and anatomy. Graduates of the program are employed in entry-level technologists in various settings from hospitals, clinics and medical imaging centers anywhere in the United States.

This two-year Associate’s degree program at Triton is the only one of its kind offered by an Illinois community college.

This program is accredited by the Joint Review Committee on Educational programs in Nuclear Medicine Technology, 2000 W. Danforth Road, Suite 130, Edmond, OK, 73003; (405) 285-0546. Graduates qualify for the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technology, Nuclear Medicine Registry examinations.

Program Prerequisites: Must score at level 8 on math placement exam or may complete necessary coursework to successfully pass MAT 110, with a grade of ‘C’ or better, for program entry.

Public Law 195, for degree seeking students, may be satisfied by successful completion of PSC 150 or taking the Constitution examination through enrollment in GED 007 or GED C01 001, or evidence that the student has met the requirement at a high school in Illinois (or Illinois GED)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One       Credit Hours
AHL 100 Introduction to Health Care .......................... 2
CHM 110 Fundamentals of Chemistry .......................... 5
CHM 140 General Chemistry I ................................. 4
CIS 101 Introduction to Business Computer Systems .... 3
NUM 100 Science of Nuclear Medicine ....................... 3
NUM 103 Radiation Safety and Protection ................. 2
RHT 101 Freshman Rhetoric & Composition I ............. 3

Semester Two
AHL 120 Comprehensive Medical Terminology ................ 3
BIS 136 Functional Human Anatomy I ........................ 4
BIS 240 Human Anatomy & Physiology I .................... 4
HTH 281 First Aid & CPR ..................................... 2
NUM 140 Nuclear Medicine Instrumentation ............... 5
NUM 155 Patient Care in Nuclear Medicine ................ 3

Semester Three
# NUM 160 Nuclear Medicine Procedures I .................. 3
# NUM 161 Applied Nuclear Medicine Technology I .... 3

Semester Four
# BIS 137 Functional Human Anatomy II .................... 4
# BIS 241 Human Anatomy & Physiology II ................ 4
General education/Humanities ................................ 1
NUM 242 Invitro Nuclear Medicine Principles and Procedures .................................. 2
NUM 260 Nuclear Medicine Procedures II ................... 3
NUM 261 Applied Nuclear Medicine Technology II .... 4
NUM 262 Nuclear Pharmacy I .................................. 2

Semester Five
AHL 102 Ethics & Law for Allied Health ..................... 1
NUM 280 Nuclear Medicine Procedures III .................. 3
# NUM 281 Applied Nuclear Medicine Procedures III .... 4
# NUM 282 Nuclear Pharmacy II ............................... 2
SPE 101 Principles of Effective Speaking ................. 3
General education/Social & Behavioral Sciences .......... 3

Total credits required 72-73

See NUM course descriptions Page 177.
See Humanities General Education requirements Page 76.
See Social and Behavioral Sciences General Education requirements Page 76

1BIS 136/BIS 137 or BIS 240/BIS 241 (must be taken in succession); CHM 100 or CHM 140 meets the Mathematics and/or Science general education requirement.

Coordinator: Susan Campos, Ext. 3655
Triton’s Nursing program provides students with a basic knowledge of nursing theory and practice, Humanities, and Social and Biological Sciences. Clinical experiences are provided in a variety of settings. Graduates earn an Associate in Applied Science degree and qualify to sit for the National Council Licensing Examination (NCLEX) for the registered nurse. Students may choose to sit for the NCLEX for the practical nurse after successful completion of the first two semesters of the program and NUR 100#. Students are required to achieve a satisfactory score on a standardized comprehensive nursing exam prior to graduation with a Practical Nursing certificate or Associate in Applied Science degree. Students who are unsuccessful in completing either standardized comprehensive nursing exams may enroll in NUR 095 for Practical Nurse certificate or Associate in Applied Science degree (A.A.S.) completion. Candidates for the PN and RN-NCLEX are required by law to meet fingerprinting requirements, submit to a criminal background check and report conviction of any criminal offenses as part of the licensure application process. The program is approved by the Illinois Department of Professional Regulation, 100 West Randolph, Suite 9-300, Chicago, Ill. 60601, (312)814-4500. It is accredited by the National League for Nursing Accrediting Commission, 61 Broadway-33rd Floor, NY, NY 10006, (800/669-1656), Web site: www.nlnac.org.

Admission is determined by a point system based on pre-admission test results, GPA for college level prerequisite courses (RHT 101#, PSY 100#, and BIS 136# or BIS 240#), and previous college academic history. Candidates are required to meet CPR and health requirements prior to entry into the clinical setting. Preference is given to candidates who are permanent residents of Triton College’s district. Nursing is a selective admission program with preference for admission given to the most highly qualified individuals for the available seats.

Program prerequisites:
• High school graduation or GED
• Attendance at a Nursing Information Session
• Score of four on college math, reading and writing placement tests
• Acceptable scores on nursing pre-admission test*
• Computer proficiency (word processing, e-mail, Internet use) as evidenced by transcripts, employer documentation, student documentation or completion of CIS 151#
• COURSES -- All courses must be completed with grade of “C” or better

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<thead>
<tr>
<th>Semester</th>
<th>Pre-Admission Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># BIS 136#  Functional Human Anatomy I or</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td># BIS 240#  Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td># RHT 101# Freshman Rhetoric and Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 100# Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Semester One

| Shane   | # BIS 137#  Functional Human Anatomy II or | 4 |
|---------| # BIS 241#  Human Anatomy & Physiology II | 5 |
|         | # NUR 145# Nursing Care of Individuals with Commonly | 4 |
|         | Recurring Adaptation Problems I | 2 |
|         | # NUR 146# Pharmacology in Nursing I | 1 |
|         | # NUR 155# Nursing Care of Individuals with Commonly | 5 |
|         | Recurring Adaptation Problems II | 5 |
|         | # NUR 156# Pharmacology in Nursing II | 1 |
|         |                                      | 12 |

Summer Session*(optional)

| Semester Four | # BIS 122# Introductory Microbiology | 4 |
|               | # NUR 225# Promoting Adaptation: Chronic Health Problems | 4 |
|               | # NUR 235# Promoting Adaptation: Psychosocial and Rehabilitation Problems | 4 |
|               |                                      | 15 |

Total credits required for graduation with Associate's degree: 71

All program requirements must be completed with a grade of “C” or better.

Public Law 195, for degree seeking students, may be satisfied by successful completion of PSC 150# or taking the Constitution examination through enrollment in GED E07 or GED C01 001, or evidence that the student has met the requirement at a high school in Illinois (or Illinois GED).
Selective Admission Health Programs

**LPN EXIT OPTION -- C317D**

Program prerequisites
Pre-Admission Semester ................................................. 10
Semester One .......................................................... 12
Semester Two .......................................................... 16
# NUR 190 "Preparation for the Practical Nurse Role" ............ 4

Total credits required for graduation with certificate 32

1 BIS 136 and BIS 137 recommended for nursing students. May be substituted for by BIS 240/BIS 241 sequence. Students must complete both courses within the same sequence.

2Certified Nursing Assistants must complete NUR 115 skills testing prior to enrollment into NUR 125. Upon completion of NUR 125, CNAs will petition to receive credit for NUR 115.

3NUR 155 meets the health/fitness general education requirement.

4Students may opt to enroll in NUR 190 in Summer Session and return for semester three and four. Students may opt to enroll in NUR 180, Nursing Enrichment, in Summer Session. Students identified as high-risk by the Nursing Admissions and Progression Committee will be strongly encouraged to complete NUR 180 before progressing to semester three.

All program requirements must be completed with a grade of “C” or better.

See Special Requirements for Selective Admission Health programs section Page 118, which apply to the Nursing program.

**LPN TO ASSOCIATE DEGREE UPWARD MOBILITY**

Program Prerequisites listed above *

Additional Prerequisites:

Illinois LPN license

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100 &quot;Introduction to Psychology&quot;</td>
<td>3</td>
</tr>
<tr>
<td># PSY 228 &quot;Psychology of Adulthood &amp; Aging&quot;</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101 &quot;Freshman Rhetoric &amp; Composition I&quot;</td>
<td>3</td>
</tr>
<tr>
<td># BIS 136 &quot;Functional Human Anatomy I&quot;</td>
<td>4</td>
</tr>
<tr>
<td># BIS 240 &quot;Human Anatomy and Physiology I&quot;</td>
<td>4</td>
</tr>
<tr>
<td># BIS 137 &quot;Functional Human Anatomy II&quot;</td>
<td>4</td>
</tr>
<tr>
<td># BIS 241 &quot;Human Anatomy &amp; Physiology II&quot;</td>
<td>4</td>
</tr>
<tr>
<td># NUR 146 &quot;Pharmacology in Nursing I&quot;</td>
<td>1</td>
</tr>
<tr>
<td># NUR 156 &quot;Pharmacology in Nursing II&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>19</td>
</tr>
</tbody>
</table>

5LPNs who have completed State of Illinois approved pharmacology course or equivalent will petition to receive credit for NUR 146 and NUR 156 upon completion of NUR 180 and NUR 200.

*Students may be admitted pending completion of Introduction to Nursing Academics (NUR 105) with a "B" or better if they:
  * are admitted with ASSET scores of 41-43 AND/OR
  * earned a "C" grade in the Biology, Chemistry, Anatomy and Physiology prerequisites.

**PROGRAM REQUIREMENTS:**

# NUR 180 "Nursing Enrichment" 1
# NUR 200 "Bridge from LPN to AD Student" 2
Semester Three .................................................. 15
Semester Four ................................................... 18

Nurse Assistant

**Curriculum C417E**

This program is designed to prepare qualified individuals to work as nursing assistants in long-term care facilities (nursing homes), home health settings and hospitals, under the direction of a registered nurse. The course of study (165 hours of training) provides opportunities to acquire knowledge and skills used by nursing assistants.

Upon successful completion of program requirements, the student receives a certificate and becomes eligible to take the Illinois Nurse Aide Test which is required for certification by the Illinois Department of Public Health (IDPH). Upon certification by the IDPH, the student may opt to take NAS 102 for additional education in home health.

This program is approved by the Illinois Department of Public Health, 525 W. Jefferson St., Springfield, Ill. 62761, (217) 785-5133.

Students must be 16 years of age. A GED or high school diploma is not required.

Program prerequisites: Level 3 or above on the Triton College reading assessment test, ability to speak and understand English as determined by designated college staff. Upon registration, a criminal background check will be initiated. Payment of $15 is due upon registration in the form of a money order or cashier’s check made payable to SIUC.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAS 100 &quot;Basic Nurse Assistant&quot;</td>
<td>6</td>
</tr>
<tr>
<td># NAS 101 &quot;Nurse Assistant: Care of Patients With Alzheimer’s&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Total credits required</td>
<td>7</td>
</tr>
</tbody>
</table>

Optional Course:

# NAS 102 "Introduction to Home Health Nurse Aide" 2

See NAS course descriptions Page 179.

For information sessions, call Ext. 6188.

Coordinator: Sandra Bowling, Ext. 3828
Ophthalmic Technician

Curriculum C217I

Ophthalmic Technology is a rapidly expanding field with a growing demand for qualified technicians. The Ophthalmic technician, under the direct supervision of an ophthalmologist, assists in direct and indirect patient care. This includes case histories, visual acuity measurement, visual field testing, refractometry, contact lenses, instrument maintenance and assisting the doctor with minor ophthalmic surgery.

This program is accredited by the Committee on Accreditation for Ophthalmic Medical Personnel (CoA-OMP), 2025 Woodlane Dr., St. Paul, MN 55125-2998, (651) 731-7237, e-mail CoA-OMP@jcahpo.org. Employment opportunities in the field are excellent due to an increase in the number of support personnel employed by ophthalmologists and a rising demand for eye-care services.

ASSOCIATE IN APPLIED SCIENCE DEGREE

See OPH course descriptions Page 180.

See Humanities General Education requirement Page 76.

Note: Ophthalmic technician courses must be taken according to assigned sequence number.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 100✔ Introduction to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>AHL 101✔ Essentials of Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>BIS 101✔ Functional Human Anatomy I</td>
<td>1</td>
</tr>
<tr>
<td># BIS 136✔ Functional Human Anatomy II</td>
<td>4</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1</td>
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<tr>
<td>OPH 112✔ Ocular Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td># OPH 114✔ Ophthalmic Optics</td>
<td>3</td>
</tr>
<tr>
<td># RHT 124✔ Communications I</td>
<td>3</td>
</tr>
<tr>
<td># RHT 101✔ Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td><strong>67</strong></td>
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Semester Two

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 102✔ Ethics and Law for Allied Health</td>
</tr>
<tr>
<td>AHL 103✔ Basic Pharmacology for Allied Health</td>
</tr>
<tr>
<td>OPH 113✔ Ophthalmic Dispensing I</td>
</tr>
<tr>
<td># OPH 120✔ Basic Visual Examination</td>
</tr>
<tr>
<td># OPH 121✔ Visual Field Examination</td>
</tr>
<tr>
<td># OPH 130✔ Ocular Pharmacology</td>
</tr>
<tr>
<td># RHT 138✔ Communications II</td>
</tr>
<tr>
<td>SPE 101✔ Principles of Effective Speaking</td>
</tr>
<tr>
<td>Electives</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
</tr>
</tbody>
</table>

Semester Three

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># OPH 122✔ Retinoscopy and Refractometry</td>
</tr>
<tr>
<td>PSY 105✔ Personal Applications of Psychology</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
</tr>
</tbody>
</table>

Semester Four

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># OPH 230✔ Practicum I</td>
</tr>
<tr>
<td># OPH 231✔ OPH Seminar I</td>
</tr>
<tr>
<td># OPH 232✔ Contact Lenses</td>
</tr>
<tr>
<td># OPH 237✔ Integrated Science for Ophthalmic Technicians</td>
</tr>
<tr>
<td>HTH 281✔ First Aid &amp; CPR</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
</tr>
</tbody>
</table>

Semester Five

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># OPH 123✔ Ocular Motility Examination</td>
</tr>
<tr>
<td># OPH 240✔ Practicum II</td>
</tr>
<tr>
<td># OPH 241✔ OPH Seminar II</td>
</tr>
<tr>
<td># OPH 243✔ Ophthalmic Therapeutic Procedures</td>
</tr>
<tr>
<td># OPH 244✔ Advanced Ophthalmic Procedures</td>
</tr>
<tr>
<td># RHT 110✔ Introduction to Surgical Technology</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
</tr>
</tbody>
</table>

Note: Ophthalmic technician courses must be taken according to assigned sequence number.

1BIS 101✔ or BIS 136✔ meets the Mathematics and/or Science general education requirement.

2Students must complete either RHT 124✔ and RHT 138✔ or RHT 101✔ and SPE 101✔.

Coordinator: Debra Baker, Ext. 3442
Radiologic Technology

Curriculum C217C
The Radiologic Technologist operates X-ray equipment to perform diagnostic examinations ordered by a patient's physician. This two-year program offers classroom, college lab and clinical site experiences at various Chicago metropolitan area hospitals. Employment opportunities exist in hospitals, clinics and medical imaging centers. Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 900, Chicago, Ill. 60602-2901, (312) 704-5300, graduates qualify for the National Registry Examination given by American Registry of Radiologic Technologists (ARRT) and Illinois licensure.

Admission requirements include:
1. College level reading, writing, math courses within the last five years or college placement test scores within the last two years.
2. Level "004" proficiency on college placement tests in reading and writing.
3. Level "006" math proficiency on college placement test or completion of MAT 085 or higher.
4. ASSET test scores current within the last two years.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 102♦Basic Pharmacology for Allied Health</td>
<td>1</td>
</tr>
<tr>
<td>AHL 120♦Basic Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td># NUR 115♦Nursing Skills</td>
<td>2</td>
</tr>
<tr>
<td># RAS 111♦Radiographic Anatomy &amp; Positioning I</td>
<td>2</td>
</tr>
<tr>
<td># RAS 114♦Basic Radiation Protection</td>
<td>1</td>
</tr>
<tr>
<td># RAS 115♦Imaging Production</td>
<td>2</td>
</tr>
<tr>
<td># RAS 150♦Applied Radiologic Technology I</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>0-2</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>13-15</strong></td>
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<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># BIS 136♦Functional Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td># RAS 117♦Fundamentals of Radiation</td>
<td>3</td>
</tr>
<tr>
<td># RAS 122♦Radiographic Anatomy &amp; Positioning II</td>
<td>2</td>
</tr>
<tr>
<td># RAS 124♦Radiation Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td># RAS 125♦Radiological Health</td>
<td>2</td>
</tr>
<tr>
<td># RAS 160♦Applied Radiologic Technology II</td>
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<td>Elective</td>
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<tr>
<th>Semester Three</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td># RAS 170♦Applied Radiologic Technology III and IV</td>
<td>4</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>16</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTH 281♦First Aid &amp; CPR</td>
<td>2</td>
</tr>
<tr>
<td># RHT 101♦Freshman Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150♦American National Politics</td>
<td>1-3</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1-3</td>
</tr>
<tr>
<td># RAS 232♦Radiographic Anatomy &amp; Positioning III</td>
<td>2</td>
</tr>
<tr>
<td># RAS 243♦Mammography and Digital Radiography</td>
<td>1</td>
</tr>
<tr>
<td># RAS 280♦Applied Radiologic Technology V</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>16-18</strong></td>
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</tbody>
</table>

Semester Five
AHL 103♦Basic Pharmacology for Allied Health .......... 1
# AHL 107♦Venipuncture .................................. 1
# SPE 101♦Principles of Effective Speaking ............... 3
# CIS 101♦Introduction to Computer Science or
# CIS 151♦Introduction to Computer Systems
(two additional hours from CIS 101♦ applied to electives)
OR
# BUS 107♦Microsoft Office .................................. 3
# RAS 243♦Radiographic Anatomy & Positioning IV .......... 2
# RAS 253♦Special Radiologic Procedures .................. 1
# RAS 260♦Radiologic Pathology ............................ 2
# RAS 290♦Applied Radiologic Technology VI ............... 4
| **Total credits required for graduation:** | **72-74** |

Suggested electives: RAS 296♦; AHL 200♦; AHL 201♦; BIS 137♦

See RAS course descriptions Page 188.
See Humanities General Education requirement Page 76.
Coordinator: Catherine Lekostaj, Ext. 3370
Respiratory Care

Curriculum C217D

Respiratory Care is a rapidly evolving and highly sophisticated allied health care career. Respiratory care practitioners work directly with patients who have disorders that affect the cardiac and pulmonary systems, providing specialized treatment and diagnostic care. In addition to general procedures, practitioners also monitor and maintain complex life-support systems such as mechanical ventilators. Respiratory care practitioners work with all types of patients, from premature babies to geriatrics. Students in the program have the opportunity to apply each procedure, using the college laboratory and supervised clinical experience in cooperating hospitals and other health care delivery systems.

Graduates of the program will have attained all the skills needed to be competent for entry into the profession as an advanced respiratory care practitioner. They can work in a variety of settings, including general and critical care units in hospitals, pulmonary function laboratories, home care, long-term/sub-acute care, nursing homes, sleep labs, sales, administration, physician’s offices and education. The job outlook is excellent. Students are required to achieve a satisfactory score on the standardized comprehensive respiratory care examinations in order to graduate.

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1570, Chicago, IL 60601, (312) 555-9595, in cooperation with the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021, (817) 283-2835. Graduates are eligible to take both the entry-level examination (CRT) and the more advanced registry examinations (RRT) offered by the National Board for Respiratory Care (NBRC), as well as the certification (CPFT) and registry (RPFT) for pulmonary function technologists, and the neonatal/pediatric specialty examination (NPS).

An Advanced Standing program is available for respiratory care practitioners who are graduates of an accredited entry-level Respiratory Care program, who have obtained the CRT credential and are licensed RCPs. In order to graduate from the program as advanced respiratory care practitioners, individuals must successfully complete RSC 200, RSC 209, RSC 210, RSC 211, RSC 212, RSC 220, RSC 222, RSC 251, RSC 256 and RSC 281 at Triton, and all the general education requirements in the program. Transfer credit will be given for 100-level respiratory care courses and any of the general education courses once official transcripts are evaluated.

The program has a capstone agreement with National-Louis University for graduates desiring a Bachelor’s degree. Contact program coordinator for details.

Program Prerequisites: Score four or better on math placement exam or course equivalency within the past five years; score four or five on reading and writing placement exam or course equivalency and MAT 099, with a “C” or better within the past five years.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 101</td>
<td>Essentials of Medical Terminology or</td>
</tr>
<tr>
<td>AHL 120</td>
<td>Comprehensive Medical Terminology</td>
</tr>
<tr>
<td>AHL 122</td>
<td>Ethics &amp; Law for Allied Health</td>
</tr>
<tr>
<td># BIS 136</td>
<td>Functional Human Anatomy</td>
</tr>
<tr>
<td># RSC 100</td>
<td>Science Principles in Respiratory Care</td>
</tr>
<tr>
<td># RSC 101</td>
<td>Introduction to Respiratory Care</td>
</tr>
<tr>
<td># RSC 110</td>
<td>Basic Respiratory Care Procedures</td>
</tr>
<tr>
<td># RSC 125</td>
<td>Pulmonary Pharmacology</td>
</tr>
<tr>
<td>General education/Humanities</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 66-74

ADVANCED STANDING PROGRAM

<table>
<thead>
<tr>
<th>Semester One - Summer</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># BIS 136</td>
<td>Functional Human Anatomy</td>
</tr>
<tr>
<td># RSC 211</td>
<td>Neonatal/Pediatric Respiratory Care</td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 68-72

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># RSC 105</td>
<td>Infection Control and Communication in Respiratory Care</td>
</tr>
<tr>
<td># RSC 120</td>
<td>Advanced Respiratory Care Procedures</td>
</tr>
<tr>
<td># RSC 123</td>
<td>Basic Physiologic Diagnostics</td>
</tr>
<tr>
<td># RSC 126</td>
<td>Cardiopulmonary Pharmacology</td>
</tr>
<tr>
<td># RSC 140</td>
<td>Applied Respiratory Care I</td>
</tr>
<tr>
<td># RHT 101</td>
<td>Freshman Rhetoric &amp; Composition I</td>
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</tbody>
</table>

Total credits required for graduation: 71-75

<table>
<thead>
<tr>
<th>Semester Two - Fall</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># RSC 200</td>
<td>Advanced Intensive Respiratory Care</td>
</tr>
<tr>
<td># RSC 209</td>
<td>Long-term &amp; Rehabilitative Care</td>
</tr>
<tr>
<td># RSC 210</td>
<td>Cardiopulmonary Diseases</td>
</tr>
<tr>
<td># RSC 212</td>
<td>Advanced Physiologic Diagnostics</td>
</tr>
<tr>
<td># RSC 256</td>
<td>Cooperative Education for Respiratory Care I</td>
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</tbody>
</table>

Total credits required for graduation: 17-19
### Semesters

#### Selective Admission Health Programs

**Semester Three - Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Personal Applications of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Principles of Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td># RSC 220</td>
<td>Respiratory Care in Human Diseases</td>
<td>2</td>
</tr>
<tr>
<td># RSC 222</td>
<td>Advanced Respiratory Care Techniques</td>
<td>2</td>
</tr>
<tr>
<td># RSC 251</td>
<td>Respiratory Care Seminar II</td>
<td>1</td>
</tr>
<tr>
<td># RSC 281</td>
<td>Cooperative Education for Respiratory Care II</td>
<td>3</td>
</tr>
<tr>
<td>SSC 190</td>
<td>Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>PSC 150</td>
<td>American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 151</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
</tr>
</tbody>
</table>

Transfer credits from entry-level program, attended previously ............ 29

Total credits required for graduation ............................................ 77

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See RSC course descriptions Page 190.

See Humanities General Education requirement Page 76.

Suggested electives: (1) AHL 107, AHL 108, AHL 200, AHL 201, FIR 189, RSC 295, RSC 296

1BIS 136 meets the Mathematics and/or Science general education requirement.

2RSC 220 meets the Health general education requirement.

**Coordinator:** Kristine Anderson, Ext. 3429

### Polysomnography Technology Certificate

**Curriculum C517F**

A Polysomnographic technologist performs sleep studies, which is a test to assess if an individual has a disease or disorder that is affecting them when they sleep. Polysomnographers utilize complex monitoring equipment and apply and assess the effectiveness of various treatment modalities for the disorder. Employment opportunities exist in hospitals, sleep centers outside of hospitals and in a patient's home. Typically, individuals who perform sleep studies work the night shift.

This program is intended for graduates of an accredited, advanced practitioner respiratory care program, who have an Associate's degree and are interested in upgrading their skills and working full time in a sleep lab. Licensed respiratory therapists also can obtain continuing education units (CRCEs) to meet the Illinois Department of Professional Regulation license requirements for Respiratory Care upon completion of any of the courses.

The program prepares the graduate for the comprehensive registry examination for polysomnographic technologists (RPSGT). In addition to completing the required course work, graduates must work full time in a sleep laboratory for an additional 720 hours (18 weeks full-time) to be eligible for the RPSGT examination.

**Program prerequisites:** Graduate of an accredited Advanced Practitioner Respiratory Care program with a minimum of an Associate's degree. Official transcripts must be provided.

**Semester One**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td># RSC 270</td>
<td>Polysomnography Technology I</td>
<td>3</td>
</tr>
<tr>
<td># RSC 271</td>
<td>Applied Polysomnography Technology I</td>
<td>1</td>
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</tbody>
</table>

**Semester Two**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td># RSC 272</td>
<td>Polysomnography Technology II</td>
<td>3</td>
</tr>
<tr>
<td># RSC 273</td>
<td>Applied Polysomnography Technology II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Semester Three**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td># RSC 274</td>
<td>Cooperative Education in Polysomnography Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total credits required ......................................................... 17

See RSC course descriptions Page 190.

**Coordinator:** Kristine Anderson, Ext. 3429

### Surgical Technology Certificate

**Curriculum C317C**

This program prepares the student to help the surgeon, anesthesiologist and the registered nurse with patient care in the operating room, and in auxiliary areas, such as central supply and the delivery room. Surgical technologists work under the supervision of the registered nurse in the operating room. They most often function in the scrub role, but their responsibilities may include a variety of duties before, during and after surgery.

The program includes theory, laboratory and clinical components. Students receive supervised experience in surgery, recovery room, delivery room and central supply in several cooperating area hospitals.

A variety of employment opportunities exist in hospitals, medical centers, surgical centers and other health care agencies. The U.S. Bureau of Labor Statistics has targeted surgical technology as one of the top 10 occupations for job growth over the next decade.

This program is accredited by the Commission on Accreditation of Allied Health Education programs, 35 East Wacker Drive, Suite 1570, Chicago, Ill. 60601, (312) 553-9355, in cooperation with the Accreditation Review Committee on Education in Surgical Technology, 7108-C South Alton Way, Suite 150, Englewood, Colorado 80112-2106, (303) 694-9262. Graduates qualify for the National Certification examination given by the Liaison Council on Accreditation for the Surgical Technologist or the Association of Surgical Technologists.

**Semester One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIS 190</td>
<td>Anatomy &amp; Physiology for Allied Health Majors</td>
<td>4</td>
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<tr>
<td># SRT 110</td>
<td>Introduction to Surgical Technology</td>
<td>7</td>
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<tr>
<td># SRT 120</td>
<td>Surgical Procedures I</td>
<td>5</td>
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<tr>
<td># SRT 122</td>
<td>Applied Surgical Procedures I</td>
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**Semester Two**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHL 101</td>
<td>Essentials of Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Personal Applications of Psychology</td>
<td>3</td>
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<tr>
<td># SRT 130</td>
<td>Surgical Procedures II</td>
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<tr>
<td># SRT 132</td>
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<td># SRT 142</td>
<td>Applied Surgical Procedures III</td>
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</tbody>
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Total credits required ......................................................... 73

See SRT course descriptions Page 196.

**Coordinator:** Natasha Morris, Ext. 3563
Course Descriptions

Courses listed in this section are offered in university-transfer and career-education programs. (Continuing education courses are listed in a separate brochure.) Courses are arranged numerically within each discipline.

Within each description, information is arranged in this sequence:

- Course code and numbering:
  - 001-099 are college success courses that include content and skills prerequisite to college-level course work.
  - 100-299 are courses designed primarily for career preparation that are applicable to AAS (associate in applied science) degree programs and career certificates. (Some courses may transfer to particular four-year colleges or universities and be applicable to specific majors.)
  - Special note: AMR and PSA are Vocational Skills courses not applicable to AA/AFA/AAT/AS/AAS degree or certificate requirements. For more information contact Continuing Education.
  - 100-299+ symboled courses: See Page 36 for additional information.
- Number of semester hours of credit
- Course title
- Course description, which includes a general statement of the course objectives as well as materials, procedures and topics to be covered.
- Prerequisite or corequisite courses, if any are required (no mention of prerequisites indicates none is required). Students may petition for waiver of course prerequisites/corequisites if they believe they have comparable experience or completed course work with similar content. Counselors can assist in this process.
- Number of class hours expected for lecture or classroom practice and/or laboratory experience each week.
- Any applicable fee
- Code number of approved Triton College course by Illinois Articulation Initiative (IAI)

IAI Codes for the General Education Core

C 1 - Communication
M1 - Mathematics
P* - Physical Science
L1 - Life Science
H*, HF - Humanities
F* - Fine Art
S* - Social & Behavioral Science
*Represents a number 1-9

IAI Code Suffixes for the General Education Core
D - Diversity
L - Lab
N - Non-Western
R - Research Paper

IAI Codes for Baccalaureate Majors

AG - Agriculture
ART - Art
BIO - Biological Science
BUS - Business
CHM - Chemistry
CS - Computer Science
CRJ - Criminal Justice
ECE - Early Childhood Education
EED - Elementary Education
EDU - Teacher Education
EGR - Engineering
EGL - English
Students should check their curricula to determine the recommended semesters for registering for a particular course; some courses may be canceled because of insufficient enrollment or for other reasons, and students will then need to consult with a counselor or the Transfer Center for adjustments in their programs.

Counseling services, as detailed in the Student Information section of this catalog, are available to every student. Students who plan to apply Triton College credits toward a degree offered by four-year colleges should consult their counselor for assistance in planning their programs.

College course offerings and standard abbreviations are as follows:

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<td>ACR Air Conditioning &amp; Refrigeration</td>
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<td>AHL Allied Health</td>
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<td>ANT Anthropology</td>
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<td>ARC Architecture</td>
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<td>AST Astronomy</td>
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<td>AMS Automotive Manufacturer Specific Training</td>
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<td>AUT Automotive Technology</td>
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<td>BAC Basic Addiction Counseling</td>
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<td>BIS Biological Sciences</td>
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<td>BUS Business</td>
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<td>BUS Business Office Careers (formerly OFC)</td>
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<td>CHM Chemistry</td>
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<td>COL College Orientation</td>
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<td>COM Commerce Technologies</td>
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<td>CIS Computer Information Systems</td>
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<td>COT Construction</td>
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<td>CWE Cooperative Education</td>
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<td>CSG Counseling &amp; Guidance</td>
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<td>CJA Criminal Justice Administration</td>
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<td>DMS Diagnostic Medical Sonography</td>
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<td>ECE Early Childhood Education</td>
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<td>ECO Economics</td>
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<td>EDU Education</td>
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<td>ELT Electronics Technology</td>
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<td>EMS Emergency Medical Services</td>
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<td>EGR Engineering Science</td>
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<tr>
<td>ENT Engineering Technology</td>
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<tr>
<td>ENG English/Literature &amp; Composition Literature</td>
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<td>RHT English/Rhetoric &amp; Composition</td>
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<td>EYE Eye Care</td>
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<td>FIR Fire Science Technology</td>
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<td>FRE French</td>
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<td>GEO Geography</td>
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<td>GOL Geology</td>
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<td>HTH Health Education</td>
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<td>HIS History</td>
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<td>HIA Hospitality Industry Administration</td>
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<td>HII Hospitality Institute International</td>
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<td>HUM Humanities</td>
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<td>IND Independent Study</td>
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<td>IRT Industrial-Related Training</td>
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<td>IDS Interdisciplinary Study</td>
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<td>INT Interior Design</td>
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<td>ITL Italian</td>
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<td>JRN Journalism</td>
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<tr>
<td>MMT Manufacturing &amp; Machine Tool Technology</td>
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<td>MKT Marketing</td>
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<td>MCM Mass Communication</td>
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<td>MAT Mathematics</td>
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<td>MUS Music</td>
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<tr>
<td>NUM Nuclear Medicine Technology</td>
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<td>NAS Nurse Assistant</td>
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<td>NUR Nursing</td>
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<td>OPH Ophthalmic Technician</td>
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<tr>
<td>ORN Ornamental Horticulture</td>
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<tr>
<td>PHL Philosophy and Logic</td>
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<tr>
<td>PED Health, Sport &amp; Exercise Science</td>
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<tr>
<td>PHS Physical Science</td>
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<td>PHY Physics</td>
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<td>PSC Political Science</td>
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<td>PSY Psychology</td>
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<td>PSV Public Service</td>
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<td>RAS Radiologic Technology</td>
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<td>RES Real Estate</td>
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<td>RSC Respiratory Care</td>
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<tr>
<td>SGN Sign Language</td>
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<tr>
<td>SSC Social Science</td>
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<tr>
<td>SOCI Sociology</td>
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<tr>
<td>SPN Spanish</td>
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<tr>
<td>SPE Speech/Theater</td>
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<td>SRT Surgical Technology</td>
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<td>TEC Technology</td>
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<td>TDM Tool &amp; Die</td>
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<tr>
<td>VIC Visual Communication - Graphic Design and Graphic Arts</td>
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<tr>
<td>WEL Welding Technology</td>
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</tbody>
</table>
Accounting

ACC 100◊ 3 credits

Basic Accounting I
Includes the nature of accounting, development and use of accounts, books of original entry, controlling accounts, financial statements, adjusting entries, and accounting for purchase and sale of merchandise. Credit will not be awarded for both ACC 100◊ and BUS 103◊.
Lecture: 3 hours

ACC 101◊ 3 credits

Financial Accounting
Foundation course is required for further study of accounting. Principles and concepts of financial accounting are emphasized. Topics include the accounting cycle, inventory valuation, the perpetual inventory system, valuing plant assets and depreciation. Topics also include an introduction to corporate accounting. Recommended for students with better-than-average academic ability, or for students who have previously completed ACC 100◊ or a course in bookkeeping.
Lecture: 3 hours IAI: BUS 903

ACC 103◊ 3 credits

Basic Accounting II
Continuation of Basic Accounting, covers basic accounting for accounts receivable and bad debts, notes receivable and notes payable, merchandise inventory, plant assets, accruals and deferrals, voucher systems, payroll accounting, partnerships and corporations.
Prerequisite: ACC 100◊
Lecture: 3 hours

ACC 105◊ 3 credits

Managerial Accounting
This second semester foundation course is required for further study in accounting. Managerial accounting topics include the Statement of Cash Flows, cost behavior analysis and use, job order costing, process costing, cost-volume-profit relationships, contribution approach to costing, budgeting, standard costs, relevant costs for decision making, and capital budgeting.
Prerequisite: ACC 101◊
Lecture: 3 hours IAI: BUS 904

ACC 151◊ 3 credits

Intermediate Accounting I
In-depth study of generally accepted and alternative accounting principles underlying financial statements. Emphasis is placed on the asset section of the balance sheet and the effects of asset amortization on the income statement.
Prerequisite: ACC 105◊
Lecture: 3 hours

ACC 152◊ 3 credits

Intermediate Accounting II
Continuation of Intermediate Accounting I. Emphasis is placed on the liability and owners' equity sections of the balance sheet, income statement, statement of changes in financial position, and other accounting topics such as leases and pensions.
Prerequisite: ACC 105◊
Lecture: 3 hours

ACC 156◊ 3 credits

Tax Accounting
Practical study of current federal and Illinois state income taxes as they relate to individual income tax procedures.
Prerequisite: ACC 103◊ or ACC 105◊
Lecture: 3 hours

ACC 157◊ 3 credits

Principles of Auditing
Study of auditing principles and accepted procedures, including the preparation of working papers and an audit report on a practice audit case.
Prerequisite: ACC 103◊ or ACC 105◊
Lecture: 3 hours

ACC 166◊ 3 credits

Cost Accounting
Study of cost-accounting procedures and practices as they apply to process cost, job-order costs, by products, joint products and standard costs.
Prerequisite: ACC 105◊
Lecture: 3 hours

ACC 296◊ 0.5-3 credits

Special Topics in Accounting
Selected topics in the area of accounting will be taught. Topics relating to current trends and techniques will be discussed. Topics will vary from semester to semester and will be available in the current class schedule. Course may be repeated once when the topics are different.
Lecture: 0.5-3 hours Laboratory: 0-6 hours

Air Conditioning & Refrigeration

ACR 110◊ 4 credits

Basic Refrigeration & Air Conditioning I
Fundamentals of refrigeration theory; copper tubing and iron pipe; usage of brass, copper and iron fittings; soldering; compressors; condensers; evaporators; and components are covered.
Prerequisite: Concurrent enrollment in ACR 115◊
Lecture: 3 hours Laboratory: 3 hours (course fee required)

ACR 115◊ 4 credits

Applied Electricity, Refrigeration
Electricity and controls for refrigeration and air conditioning, including fundamentals, alternating current, motors, overload, controllers and relays are covered. Equipment testing of components and circuits is included.
Prerequisite: Concurrent enrollment in ACR 110◊
Lecture: 3 hours Laboratory: 3 hours (course fee required)

ACR 125◊ 4 credits

Basic Refrigeration & Air Conditioning II
This course is a continuation of ACR 110◊, including an introduction to types of refrigerants, compression and absorption refrigeration cycles with charging, testing and servicing.
Prerequisite: ACR 110◊, ACR 115◊
Lecture: 3 hours Laboratory: 3 hours (course fee required)

ACR 140◊ 4 credits

Applied Electricity II
Study of components found in power and control circuits of refrigeration and air conditioning systems. Students will be able to put these together in logical sequence to make up a functional control system. Emphasis is on reading and troubleshooting electrical diagrams.
Prerequisite: ACR 110◊, ACR 115◊
Lecture: 3 hours Laboratory: 3 hours (course fee required)

ACR 144◊ 4 credits

Sheet-Metal Practices I
An introductory course in sheet-metal processes. Topics include types of metal stocks, pattern layout and pattern drafting, measuring and making tools, bench tools, metal cutting tools, metal piercing tools, metal joining tools, soldering processes, and general metalworking processes.
Prerequisite: TEC 122◊ or consent of instructor
Lecture: 3 hours Laboratory: 3 hours (course fee required)
Course Descriptions

ACR 295Δ 4 credits
**System Controls**
Study of how to select and apply control elements to air conditioning and heating systems to maximize efficiency and improve energy savings. Hands-on training in pneumatic and electronic controls will be included.
*Prerequisite: ACR 285 Δ* 4 credits
*Lecture: 3 hours*
*Laboratory: 3 hours* (course fee required)

ACR 297Δ 4 credits
**HVAC Automation**
An in-depth look at computer-based systems that provide indoor environmental control (including temperature, humidity, pressure, etc.), energy management and facilities automation is provided. Emphasis on software applications, hardware operations, and configuration and system troubleshooting. Attention will be given to test instruments and techniques used for troubleshooting and diagnosis.
*Prerequisite: ACR 295 Δ* 4 credits
*Lecture: 3 hours*
*Laboratory: 3 hours* (course fee required)

Allied Health

AHL 100Δ 2 credits
**Introduction to Health-Care**
Designed to provide the student with the skills and knowledge necessary to be competent, efficient and flexible in the ever-changing health-care workplace. Emphasizes the development of critical thinking skills for the health-care worker.
*Lecture: 1.5 hours*
*Laboratory: 1 hour* (course fee required)

AHL 101Δ 1 credit
**Essentials of Medical Terminology**
An introductory course to medical terminology adapted so individuals with little or no previous exposure to the medical field can acquire a basic understanding of medical terms. The key concepts of prefixes, suffixes and root word formation as applied to body systems and diagnostic and surgical procedures will be covered.
*Lecture: 1 hour*

AHL 102Δ 1 credit
**Ethics and Law for the Allied Health**
This course explores day-to-day legal and ethical considerations arising through work in the allied health professions. Such issues as orderly conflict resolution in the workplace, exposure to civil liability and problems created by advanced life support technology are covered.
*Lecture: 1 hour*

AHL 103Δ 1 credit
**Basic Pharmacology for Allied Health**
Acquire the basic knowledge essential to administration of medication and care of patients using medications for diagnostic and therapeutic procedures.
*Lecture: 1 hour*

AHL 107Δ 1 credit
**Venipuncture**
Principles and techniques for venipuncture are presented. Emphasis is on skill development using the most commonly used equipment and supplies in health-care agencies.
*Prerequisite: Admission to a Health Career program or consent of instructor* 1 credit
*Lecture: 0.5 hour*
*Laboratory: 1 hour* (course fee required)

AHL 108Δ 1 credit
**Electrocardiography**
Provides instruction in electrocardiography, including preparation of a patient, proper set-up and operation of equipment, and mounting of electrocardiogram tracings. The student will learn to count heart rate and recognize the characteristics of normal rhythm and basic arrhythmias.
*Prerequisite: Admission to a Health Career program* 1 credit
*Lecture: 0.5 hour*
*Laboratory: 1 hour* (course fee required)

AHL 110Δ 2 credits
**Medical Coding and Office Procedures**
Introduction to medical office procedures including practice systems, patient reception, telephone techniques, appointment management, records management and insurance processing. A strong emphasis on CPT coding and ICD0-9-CM is provided.
*Lecture: 2 hours*

AHL 115Δ 1 credit
**Introduction to Imaging Physics**
This course is designed to introduce basic physical principles and their quantities. Mechanics and its dealings with motion will be discussed. The various types of energy and waves, as well as their relationships to each other, will give the student a basic concept of these physical principles. Units of measurements and their conversions also will be discussed. An introduction to the various imaging modalities and their principles will be covered.
*Lecture: 1 hour*
Anthropology

AHL 120♦  3 credits
Comprehensive Medical Terminology
Terminology utilized in health care settings will be covered. The body system approach relating common terms to structure, function, pathologies, and diagnostic and surgical procedures is employed. Emphasis is placed on building vocabulary and spelling skills through the use and analysis of prefixes, suffixes and root words.
Lecture: 3 hours

AHL 200♦  1 credit
Basic Nutrition and Health
Basic nutritional principles are covered with application to the physiologic needs of the individual. Emphasis is on the major nutrient groups and their utilization in the body for growth and health throughout the lifecycle.
Lecture: 1 hour

AHL 201♦  1 credit
Introduction to Diet and Nutritional Therapies
Nutritional management and diet therapies in the rehabilitative process of the top five disease groups in the United States are discussed. Nutritional regimes are examined to promote effective and wise choices in the selection of a diet therapy.
Prerequisite: AHL 200
Lecture: 1 hour

AHL 205♦  3 credits
Fundamentals of Instruction for Allied Health Workers
Leadership personnel in Allied Health disciplines are often required to prepare, deliver, and evaluate short educational offerings. In addition, supervisors may find themselves responsible for instruction and performance appraisal of students or new employees undergoing in-house training. This course is designed to prepare Allied Health workers to design, deliver and evaluate short educational programs. Techniques of performance appraisal also are covered. Practice teaching in an Allied Health discipline is included in the course activities. Formal peer, student, and faculty evaluation of learner’s classroom skills also will be employed.
Prerequisite: Enrollment in or graduate of an Allied Health curriculum, or consent of instructor
Lecture: 3 hours

Anthropology

ANT 101♦  3 credits
Introduction to Anthropology
Discover basic concepts and research conclusions from archaeology, linguistics, cultural anthropology and physical anthropology used to trace the biological and cultural evolution of humankind.
Lecture: 3 hours  IAI: S1 900N

ANT 102♦  3 credits
Introduction to Physical Anthropology
An introduction to human origins and the fossil record, human variation and adaptation, race and the emergence of civilization is provided.
Lecture: 3 hours  IAI: S1 902
(course fee required)

ANT 103♦  3 credits
Introduction to Cultural Anthropology
Learn about the nature of culture, encompassing social organization, technology, economics, religion and language as seen among contemporary, primitive and preliterate peoples.
Lecture: 3 hours  IAI: S1 901N

ANT 105♦  3 credits
Introduction to Archaeology
Survey of archaeological concepts, research and methods for study of prehistoric cultures are covered. Includes rise and development of modern civilization, current archaeological investigations, interpretations of finds and introduction to field work techniques.
Lecture: 3 hours  IAI: S1 903

ANT 150♦  3 credits
Cultural Contexts
Discuss the use of ethnographic readings to study how people live in non-Western societies. Topics include culture and culture change, the life cycle and sex roles, interpersonal relations, economics and politics and problem-solving strategies in a cultural context.
Lecture: 3 hours  IAI: S1 904D

ANT 201♦  3 credits
North American Indians
Survey the social organization, culture, technology, religion, literature, art and problems of prehistoric, historic and contemporary North American Indians.
Lecture: 3 hours

ANT 275♦  3 credits
Anthropology of Religion
A cross-cultural analysis of religion and the supernatural, including belief systems and relationships between religion and other sociocultural institutions, with an emphasis on non-Western societies are covered.
Lecture: 3 hours

ANT 296♦  3 credits
Special Topics in Anthropology
Topics and problems in anthropology through readings, discussion, guided research and field trips are discussed. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Lecture: 3 hours

Architecture

ARC 101♦  4 credits
Introduction to Environmental Design
Students gain an understanding of the basis for critical assessment of various environments and how better planning, design development and redevelopment help create, preserve and restore valued qualities in our man-made environment.
Lecture: 4 hours

ARC 109♦  2 credits
Architectural Drafting Fundamentals
Proper use of manual drafting equipment in preparing accurate and readable architectural and interior design drawings, using scales, drawing geometric shapes, orthographic projection and pictorial drawings including isometric projection, obliques.
Lecture: 1 hour  Laboratory: 2 hours  (course fee required)

ARC 110♦  5 credits
Wood and Masonry Construction Technology
An introduction to wood and masonry construction and residential working drawings, including floor plans, foundation plans, wall sections, building sections, site plan, electrical and plumbing drawings. Building codes, zoning ordinances, building materials and systems will be studied. Manual drafting techniques will be used. Rough carpentry framing, finish carpentry and masonry construction trade skills will be taught.
Prerequisite: ARC 109 or passing a proficiency examination
Lecture: 3 hours  Laboratory: 6 hours  (course fee required)

ARC 114♦  2 credits
Architectural Models I
Study models are built of cardboard, mat board and foam core in this course. Techniques for contours, trees, people, cars and grass included.
Lecture: 1 hour  Laboratory: 2 hours  (course fee required)
**Course Descriptions**

**ARC 120♦ 5 credits**  
**Steel Construction Technology**  
Construction drawings for a small steel-framed industrial building, including floor plans, wall sections, elevations, metal pan stairs, reflected ceiling plans, structural steel roof-framing plans, shop drawings and spread, pile- and caisson- foundation drawings will be covered. Drawings will all be done on AutoCAD. Steel framing and erection, metal deck installation, and welding trade skills will be taught.  
*Prerequisite: ARC 110♦  
Lecture: 3 hours  
Laboratory: 6 hours  
(course fee required)*

**ARC 130♦ 5 credits**  
**Concrete Construction Technology**  
Students study the design process, structural engineering, specification writing and codes while preparing an abbreviated set of architectural, structural and mechanical construction documents for a concrete framed building. Concrete mixing, forming and pouring trade skills will be taught.  
*Prerequisite: ARC 110♦  
Lecture: 3 hours  
Laboratory: 6 hours  
(course fee required)*

**ARC 140♦ 5 credits**  
**MEP Construction Technology**  
Students complete a partial set of mechanical, electrical, plumbing and fire protection construction documents for a commercial building. Mechanical, electrical, plumbing and fire protection fabrication and installation trade skills will be taught.  
*Prerequisite: ARC 110♦  
Lecture: 3 hours  
Laboratory: 6 hours  
(course fee required)*

**ARC 143♦ 2 credits**  
**Interior Materials of Construction**  
Various flooring materials, including carpet, ceramic and quarry tile, wood, stone, cork, rubber, vinyl, sheet vinyl and terrazzo are covered. Also included are plaster and drywall, glass, wall finishes, paints and stain, moisture control and insulation.  
*Lecture: 2 hours  
Laboratory: 1 hour  
(course fee required)*

**ARC 145♦ 2 credits**  
**Architectural Models II**  
Advanced course in making finished presentation models using techniques for cutting and finishing plexiglass and masking and spray painting with lacquer.  
*Prerequisite: ARC 114♦  
Lecture: 1 hour  
Laboratory: 2 hours  
(course fee required)*

**ARC 171♦ 3 credits**  
**Architectural Design I**  
A beginning studio course in basic design and drawing introducing the aesthetic principles of movement, balance, rhythm, repetition, proportion, scale and sequence, along with sketching and drawing techniques, orthographic projection, axonometric, obliques, perspectives, shades, shadows and models. Taught in a combined “Vertical Studio” collaborative environment with and alongside students from ARC 172♦, INT 201♦ and INT 202♦ (advanced architecture students and interior design students) in order to be able to learn from other students’ efforts, share ideas, and learn how to work as a team.  
*Prerequisite: ARC 109♦ or concurrent enrollment, and ARC 187 or concurrent enrollment  
Lecture: 1 hour  
Laboratory: 5 hours  
(course fee required)*

**ARC 172♦ 5 credits**  
**Architectural Design II**  
A studio course in architectural design using aesthetic principles of movement, balance, rhythm, repetition, proportion, scale and sequence to produce architectural designs of buildings and elements of buildings by means of drawings and models. Taught in a combined “Vertical Studio” collaborative environment with and alongside students from ARC 171♦, INT 201♦, and INT 202♦ (architecture students and interior design students) in order to be able to learn from other students’ efforts, share ideas, and learn how to work as a team.  
*Prerequisite: ARC 171♦  
Lecture: 3 hours  
Laboratory: 6 hours  
(course fee required)*

**ARC 187 3 credits**  
**Architectural Drawing and Models**  
Freehand sketching techniques, color perspective rendering techniques and model building techniques. (Formerly Fundamentals of Architectural Drawing and Models)  
*Prerequisite: ARC 109♦ or concurrent enrollment  
Lecture: 1 hour  
Laboratory: 5 hours  
(course fee required)*

**ARC 189♦ 3 credits**  
**Introduction to Architectural CADD**  
Computer-aided design and drafting (CADD) for architects using the two-dimensional software program AutoCAD are presented. Also, word-processing software, paint graphics software and some three-dimensional design programs are studied.  
*Lecture: 1 hour  
Laboratory: 5 hours  
(course fee required)*

**ARC 198♦ 1 credit**  
**Architectural Technology & Interior Design Seminar**  
This course is designed to complement the internship by bringing students together each week to discuss various problems and questions arising from on-the-job training. Other topics discussed are employee benefits, job-hunting techniques, savings, investments and various types of insurance.  
*Prerequisite: ARC 120♦ and concurrent enrollment in ARC 199♦  
Lecture: 1 hour*
Art

Prerequisites for some courses are specified. Consult the catalog or contact the instructor for details.

**Prerequisite: ARC 189**

- **3 credits**
- **Advanced Architectural CADD**
  - A continuation of ARC 189, advanced CADD techniques, including the use of three-dimensional drawing and rendering, layout creation and use, xref creation and use, creating Web-enabled drawings, posting and using drawings on Web sites are covered. **Prerequisite: ARC 189**
  - **Lecture: 2 hours**
  - **Laboratory: 4 hours (course fee required)**

**ARC 260 Salary**: 3 credits

**ARC 261 Building Information Modeling and Rendering**

- Development of skills in 3-D modeling and rendering techniques. Production of realistic 3-D renderings with shades, shadows, reflections and animations using AutoCAD and 3-D Studio Viz. **Prerequisite: ARC 110 and ARC 189**
  - **Lecture: 1 hour**
  - **Laboratory: 5 hours (course fee required)**

**ARC 262 Building Information Modeling and Rendering**

- Principles of Building Information Modeling (BIM) for production of building and construction documents for architectural and interior design projects. **ARC 189**
  - **Prerequisite: ARC 189 and ARC 110**
  - **Lecture: 1 hour**
  - **Laboratory: 5 hours (course fee required)**

**ARC 263 Building Information Management**

- Application of CADD management principles in architectural and interior design firms. **Prerequisite: ARC 189 and ARC 110**
  - **Lecture: 1 hour**
  - **Laboratory: 5 hours (course fee required)**

**ARC 284 Exterior Renderings**

- This course places emphasis on renderings of building exteriors done in pencil, ink, colored pencil, markers, watercolor and mixed media. Techniques for drawing exterior building materials, sky and clouds, landscaping, cars, people, reflections, shades and shadows are studied. **Prerequisite: ARC 187**
  - **Lecture: 2 hours**
  - **Laboratory: 3 hours (course fee required)**

**ARC 290 Cooperative Work Experience**

- See course description CWE 290

**ARC 291 Cooperative Work Experience**

- See course description CWE 291

**ARC 296 Special Topics in Architecture and Interior Design**

- Selected topics in the areas of contemporary architecture and interior design are covered. Topics will vary from semester to semester. **Prerequisite: ARC 189**
  - **Lecture: 1 hour**
  - **Laboratory: 5 hours (course fee may apply depending on topic)**

**ART 110 Salary**: 3 credits

**ART 111 Salary**: 3 credits

**ART 112 Salary**: 3 credits

**ART 113 Salary**: 3 credits

**ART 114 Salary**: 3 credits

**ART 115 Salary**: 3 credits

**ART 116 Color Composition**

- Study the color theories and application to the various art disciplines. **Prerequisite: ART 117**
  - **Lecture: 1 hour**
  - **Laboratory: 3 hours (course fee required)**

**ART 117 Drawing I**

- Composition, perspective techniques and materials are covered in this basic drawing course. **Prerequisite: ARC 187**
  - **Laboratory: 6 hours (course fee required)**

**ART 118 Drawing II**

- Emphasis on mastering skills and techniques acquired in ART 117 and developing a mature approach to expressing and recording the visual environment. **Prerequisite: ART 117**
  - **Laboratory: 6 hours (course fee required)**

**ART 119 Salary**: 3 credits

**ART 120 Three-Dimensional Design**

- Emphasizes the understanding and application of principles and elements of three-dimensional design. (fall only) **Prerequisite: ART 119**
  - **Laboratory: 6 hours (course fee required)**

**ART 125 Life Drawing I**

- Application of basic drawing techniques in rendering the human figure is covered. Course is offered in combination with ART 126, which is similar in content and lab. Students will be working independently during a portion of the course. **Prerequisite: ART 118**
  - **Laboratory: 6 hours (course fee required)**

**ART 126 Life Drawing II**

- Utilize varied media to study the structure, proportion, and values in a continuation of techniques of rendering...
### Course Descriptions

the human figure. Course is offered in combination with ART 125, which is similar in content and lab. Students will be working independently during a portion of the class.

**Prerequisite:** ART 125  
**Laboratory:** 6 hours  (course fee required)

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<th>Course</th>
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</table>
| ART 135 | 3 credits | Ceramics I  
Techniques of ceramics dealing with materials, glazing, and firing are covered. Course is offered in combination with ART 136, which is similar in content and lab. Students will work independently for a portion of each class.  
**Prerequisite:** Art majors: ART 117 or ART 119; Non-Art Majors: no prerequisite  
**Laboratory:** 6 hours  (course fee required)

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</table>
| ART 136 | 3 credits | Ceramics II  
This course emphasizes refining and improving wheel-throwing and hand-building techniques. Clay and glaze materials and glaze calculations are covered. Course is offered in combination with ART 135, which is similar in content and lab. Students will be working independently for a portion of the class.  
**Prerequisite:** ART 135  
**Laboratory:** 6 hours  (course fee required)

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</table>
| ART 140 | 3 credits | Printmaking  
Introduction to basic techniques in intaglio, serigraphy, and relief printing as a fine art and advertising art medium.  
**Prerequisite:** ART 117 and ART 119 or consent  
**Laboratory:** 6 hours  (course fee required)

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<tr>
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</table>
| ART 141 | 3 credits | Painting I  
Introduction to materials and techniques of painting in acrylics, oils, and watercolors.  
**Prerequisite:** ART 117 and ART 119 or special request  
**Laboratory:** 6 hours  (course fee required)

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<tr>
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</table>
| ART 142 | 3 credits | Painting II  
Emphasis is placed on mastering skills and techniques acquired in ART 141.  
**Prerequisite:** ART 141  
**Laboratory:** 6 hours  (course fee required)

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</table>
| ART 151 | 3 credits | Sculpture I  
Manipulation, subtraction, addition and substitution techniques with applicable tools and materials involved are presented. Prerequisite may be waived for non-art majors with appropriate backgrounds. (spring only)  
**Prerequisite:** ART 117 or ART 119  
**Lecture:** 1 hour  
**Laboratory:** 3 hours  (course fee required)

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| ART 190 | 2 credits | Recreational Arts & Crafts  
Discover methods and materials in arts and crafts projects for a variety of recreational settings: schools, camps, playgrounds, recreation centers and clubs. Recommended for recreation and leisure majors  
**Laboratory:** 4 hours  (course fee required)

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| ART 210 | 3 credits | Afro-American Art  
Historical, philosophical and theoretical foundations of Afro-American art are covered. Included in this course is a critical study of present-day works of Nelson Stevens.  
**Lecture:** 3 hours

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| ART 296 | 3 credits | Special Topics in Art History  
International topics and problems in art history through readings, discussions, guided research and field trips are presented. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.  
**Lecture:** 3 hours

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<tr>
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</table>
| AST 100 | 4 credits | Introduction to Astronomy  
An introductory general astronomy course for non-science majors. The material presented in this course will include the following: planetary motion, origin of the solar system, a study of the planets and their moons, the sun, the nature of stars and their evolution, galaxies, and the origin of the universe. Students with prior credit in AST 101 or AST 102 will not receive credit for AST 100.  
**Lecture:** 3 hours  
**Laboratory:** 2 hours  (course fee required)

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</table>
| AST 101 | 4 credits | Astronomy of the Solar System  
Survey of the universe, structure and motions of the Earth and moon, planetary motions, physical nature of the planets, comets and meteors, and origin and evolution of the solar system is presented.  
**Lecture:** 3 hours  
**Laboratory:** 2 hours  (course fee required)

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</table>
| AST 102 | 4 credits | Astronomy of the Stars and Beyond  
Learn about star distances, motions dimensions, structure, origin and evolution; atoms and radiation; structure of galaxies (the Milky Way) and the universe.  
**Lecture:** 3 hours  
**Laboratory:** 2 hours  (course fee required)

### Automotive Manufacturer Specific Training

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<tr>
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| AMS 120 | 4 credits | Automotive Electricity & Electronics  
Automotive electricity and electronics including direct-current electricity, series and parallel circuitry and basic automotive electronics are covered in depth. Also covers the operation, testing and repair of the battery, charging and starting circuits.  
**Prerequisite:** Admission to the program  
**Lecture:** 3 hours  
**Laboratory:** 3 hours  (course fee required)

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<tr>
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| AMS 126 | 5 credits | Engine Performance & Fuel Management  
This is an advanced course in engine performance and fuel management with special emphasis on proper diagnostic procedures and use of scan tools, oscilloscopes and exhaust-gas analyzers. Diagnosis, repair and service of emission controls, electronic ignition, fuel delivery and computerized engine-control system are covered.  
**Prerequisite:** Admission to the program  
**Lecture:** 3 hours  
**Laboratory:** 4 hours  (course fee required)

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| AMS 128 | 4 credits | Steering & Suspension Systems  
Learn about steering and suspension theory, diagnosis and servicing. Hands-on experience is stressed. Lab work includes two- and four-wheel alignment, servicing of rack and pinion/parallelogram steering, and conventional/air/MacPherson strut-suspension systems.  
**Prerequisite:** Admission to the program  
**Lecture:** 2 hours  
**Laboratory:** 4 hours  (course fee required)
Automotive Technology

AMS 129◊ 3 credits
Transmission & Transaxles
Operation, construction, testing and repair of clutches, manual transmissions and manual transaxles are covered. Lab work includes diagnostic procedures for clutches and transmissions, R & R of clutches, transmissions and transaxles, plus overhaul and repair procedures. Introduction to automatic-transmission operation is provided.
Prerequisite: Admission to program
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

AMS 137◊ 3 credits
Advanced Automotive Electricity & Electronics
This is a course in advanced automotive electronics with emphasis on understanding and diagnosis of electronic-ignition systems, computerized engine controls and non-engine-related computer systems.
Prerequisite: Admission to program
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

AMS 139◊ 3 credits
Drive Lines
Construction, operation, diagnosis and repair of automotive final drives and drive lines are covered. Lab projects include U-joint replacement, drive-line diagnosis, front- and rear-axle repair procedures and C-V joint service. Includes instruction on four-wheel drive transfer cases.
Prerequisite: Admission to program
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

AMS 230◊ 4 credits
Engine Construction & Familiarization
Engine construction and the diagnosis and repair of internal engine components are covered. Lab work includes the complete disassembly and reassembly of an engine. Hands-on experience in preparing an engine for major repair and the repair or replacement of damaged inner-engine workings is included.
Prerequisite: Admission to program
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

AMS 231◊ 2 credits
Heating & Air Conditioning
Design characteristics and principles of automotive heating and air conditioning systems are presented. Emphasis is placed on basic air conditioning cycle and differences of cycle/non-cycling compressors. Service and repair procedures are stressed.
Prerequisite: Admission to program
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

AMS 250◊ 4 credits
Automotive Maintenance and Light Repair
This is a certification course offered in partnership with Ford Motor Company. Students will study diagnostics and repair techniques in automotive electricity, brakes, steering and suspension and air conditioning. Upon completion of the course students will receive certification from Ford Motor Company.
Prerequisite: AUT 127◊, AUT 136◊,
AUT 240◊, AUT 280◊ (may be taken concurrently)
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

AMS 277◊ 4 credits
Advanced Transmission & Transaxles
This is an advanced course in automatic transmissions and transaxles with exclusive emphasis on automatic transmission and transaxle operation, servicing, repair and rebuilding. Laboratory experiences deal only with automatic transmission/transaxle diagnosis, R & R procedures and out-of-vehicle repairs.
Prerequisite: Admission to program
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

AUT 112◊ 3 credits
Introduction to Automotive Technology
This course provides automotive technology that includes theory and related hands-on experience on live automobiles as a foundation for the advanced auto courses. Instruction includes engine testing and diagnosis, lubricating and cooling system diagnosis and service.
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

AUT 114◊ 4 credits
Fuel Management Systems
Fuel systems from fuel storage reservoir through fuel distribution components, including pumps, filters, carburetors, fuel injectors, regulators, return systems, vapor storage, idle speed controls, air temperature and manifold heat control systems are covered.
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

AUT 127◊ 4 credits
Automotive Electricity & Electronics I
Basic electricity and electronics, batteries, instruments and testing methods, automotive wiring schematics, starter systems, charging systems and solid-state ignition systems are presented.
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

AUT 136◊ 4 credits
Brakes Systems
Theory and practice in servicing disc and drum brakes, including the diagnosis and servicing of vacuum and hydraulically assisted units and anti-lock systems are covered.
Prerequisite: AUT 112◊, registration in certificate program
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

AUT 150◊ 5 credits
Automotive Power Plant Overhaul & Rebuilding
Procedures necessary to completely rebuild an automotive engine are covered. Shop work consists of disassembly and assembly techniques, and the restoring of tolerances by the machining of various engine components.
Prerequisite: AUT 112◊
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

AUT 226◊ 5 credits
Engine Performance & Diagnosis
This course covers the use of oscilloscopes and infrared equipment for diagnosis. Special emphasis placed on testing
Course Descriptions

and servicing of electronic engine-control systems and emission-control devices.
Prequisite: AUT 112 & AUT 127
Lecture: 3 hours
Laboratory: 4 hours
(course fee required)

AUT 230  5 credits
Computerized Engine Controls
Computerized engine-control systems, including CCC, EEC IV and O2 feedback are discussed. Detailed instruction on the use of electronic testing equipment used in diagnosis of these systems. Other topics covered include electronic fuel injection and turbo-chargers.
Prequisite: AUT 226
Lecture: 4 hours
Laboratory: 4 hours
(course fee required)

AUT 240  4 credits
Steering, Suspension & Alignment
Comprehensive training on steering systems, both power and manually operated, is provided. Suspension repairs, front-end alignment and wheel balancing is stressed.
Prequisite: AUT 112
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

AUT 275  5 credits
Transmission & Drive Systems
Clutches, standard transmissions/transaxles, propeller shafts, drive axles, rear-axle assemblies, basic automatic transmission servicing including theory of operation, diagnosis, maintenance and repair procedures are covered.
Prequisite: AUT 136
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

AUT 277  5 credits
Advanced Automatic Transmission Repair
This course places exclusive emphasis on all phases of automatic transmission/transaxle operation, servicing, repair and rebuilding. Laboratory work deals only with automatic transmission/transaxle diagnosis and repair.
Prequisite: AUT 275
Lecture: 3 hours
Laboratory: 4 hours
(course fee required)

AUT 280  2 credits
Automotive Heating & Air Conditioning Fundamentals
Fundamentals of automotive heating and air conditioning, emphasizing the basic air conditioning cycle, servicing, troubleshooting and minor repair of these systems are covered.
Prequisite: AUT 112
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

AUT 282  2 credits
Advanced Automotive Heating & Air Conditioning
Continuation of AUT 280, emphasizing the more intricately designed systems. These include electronic sensing units, relays and vacuum controls. Laboratory work includes troubleshooting, repairing and servicing of these systems.
Prequisite: AUT 280 or ACR 110 or AMS 231
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

AUT 285  4 credits
Automotive Service Problems
Advanced course designed to give automotive majors additional hands-on experience and exposure to a variety of service-related operations and problems in an actual service department atmosphere.
Prequisite: Completion of two auto courses beyond AUT 112 & AUT 127
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

AUT 290  3 credits
Dealership Organization & Management
Designed to familiarize automotive dealer service department personnel with the organizational and management structure within the industry. Emphasis is placed on individual department responsibilities to the total organization.
Lecture: 3 hours
(course fee required)

AUT 292  3 credits
Service Department Practices & Procedures
Overview of the duties of an automotive service advisor. Special emphasis given to customer relations, diagnosis, repair orders, selling and advising techniques. Warranty and service-department operations also are covered.
Prequisite: AUT 290
Lecture: 3 hours

AUT 296  2 credits
Automotive Internship I
Supervised automotive repair experiences at a selected automotive repair facility. Students participate in various automotive repair and servicing projects that parallel their semester’s work at the college. Not all aspects of automotive repair/servicing may be included in each project.
Prequisite: Admission to the program
Laboratory: 440 contact hours

AUT 297  2 credits
Automotive Internship II
Supervised automotive repair experience at a selected automotive repair facility. Students participate in various automotive repair and servicing projects that parallel their semester’s work at the college. Not all aspects of automotive repair/servicing may be included in each project.
Prequisite: Admission to the program
Laboratory: 440 contact hours

AUT 298  2 credits
Automotive Internship III
Supervised automotive repair experiences at a selected automotive repair facility. Students participate in various automotive repair and servicing projects that parallel their semester’s work at the college. Not all aspects of automotive repair/servicing may be included in each project.
Prequisite: Admission to the program
Laboratory: 440 contact hours

AUT 299  1 credit
Automotive Internship IV
Supervised automotive repair experiences at a selected automotive repair facility. Students participate in various automotive repair and servicing projects that parallel their semester’s work at the college. Not all aspects of automotive repair/servicing may be included in each project.
Prequisite: Admission to the program
Laboratory: 20 contact hours
(course fee required)

Basic Addiction Counseling

BAC 100  3 credits
Survey of Psychiatric Rehabilitation
The survey course addresses the following themes: understanding psychiatric disability and current approaches to treatment, the mental health system and surrounding legal issues, psychiatric rehabilitation through vocational skills training, and family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health
system. This course is appropriate for students planning careers in mental health.
Lecture: 3 hours

BAC 101◊  4 credits
Introduction to Basic Addiction Counseling
This course covers a range of addictions, including both the illegal and legal drugs. Etiology and history of addictions in the United States are discussed, as well as different treatment strategies, including outpatient and residential, individual, group and family therapy. The different support groups are explored including the Twelve Step groups, along with alternative groups.
Lecture: 4 hours

BAC 105◊  4 credits
Introduction to Recreation
Learn about the basic historical foundations of recreation and leisure. Included is an analysis of those factors influencing leisure patterns. The relationship of recreation to other social institutions in light of present individual and societal needs is covered.
Lecture: 4 hours

BAC 110◊  3 credits
Introduction to Therapeutic Recreation
Students address theory, philosophy and historical development of therapeutic recreation service in clinical- and community-based programs. Focus is on the characteristics of special population groups.
Lecture: 3 hours

BAC 115◊  3 credits
Principles of Recreation
Essential elements and basic principles of recreational programming. Emphasis is on leadership processes and methodology.
Lecture: 3 hours

BAC 120◊  4 credits
Intake Assessment & Treatment Planning
Prepares students to utilize basic communication skills to obtain necessary information during the interview for assessing problems associated with alcoholism or addiction. Provides students with a foundation for treatment planning with addicted clients.
Prerequisite: BAC 101◊
Lecture: 4 hours

BAC 200◊  3 credits
Special Populations & Cultural Considerations in Addictions
In-depth look at the effects of culture, ethnicity, religion, gender, age, socioeconomic setting on chemical use and abuse in special population groups. Emphasis will be placed on how these variables impact the addiction-counseling process, including diagnosis, treatment and aftercare.
Prerequisite: BAC 101◊
Lecture: 3 hours

BAC 201◊  4 credits
Treatment Process in Addictions Counseling
Provides an overview of individual and group counseling theories, and their clinical applications. Explores the addictive and recovery process, and allows for the development and practice of individual and group counseling skills specific to the substance abusing/dependent client. Role-playing and videotaping are utilized, as this is a clinical skills class.
Prerequisite: BAC 120◊
Lecture: 4 hours

BAC 204◊  3 credits
Pharmacology of Psychoactive Drugs
This course covers an in-depth pharmacodynamics of drugs and drug groups that are most commonly used and abused. Drug classifications, symptomatology of drug usage, withdrawal and overdose/toxicity are emphasized. Multiple drug usage, associated psychological, social and environmental impact of drug use and abuse also are included.
Prerequisite: BAC 101◊
Lecture: 3 hours

BAC 205◊  4 credits
Applied Basic Addiction Counseling I
Provides students with initial observation and involvement in various treatment centers and agencies. Emphasis is placed in evaluation of student’s skill in core functions necessary to clinical skill development in the addiction treatment field.
Prerequisite: BAC 120◊, BAC 200◊, BAC 204◊ and BAC 201◊ or concurrent enrollment in BAC 201◊; Sophomore standing with GPA of 2.0 or better
Lecture: 1 hour
Clinical: 19 hours
Laboratory: 0-8 hours
(court fee required)

BAC 210◊  3 credits
Dynamics & Treatment of the Addicted Family
Family dysfunction resulting from living with an alcoholic, alcohol abuser and/or drug addict are covered. The major theories and interventions of family therapy will be presented, along with the physiological, sociocultural and psychological implications of substance abuse. Specific treatment strategies include intervention, self-help and continuing care, in addition to couple and family role-play and videotaping.
Prerequisite: BAC 201◊ or concurrent enrollment
Lecture: 3 hours

BAC 215◊  4 credits
Applied Basic Addiction Counseling II
The second of two supervised fieldwork experiences in various treatment centers and agencies providing direct services to chemically dependent clients. Emphasis is placed on increased responsibility in case management and clinical responsibility.
Prerequisite: BAC 205◊ and minimum GPA of 2.0
Lecture: 1 hour
Clinical: 19 hours
Lecture: 1 hour
(court fee required)

BAC 220◊  3 credits
Prevention & Outreach
System of delivery of information, education and motivational impact strategies directed toward target groups in given communities is presented.
Prerequisite: BAC 201◊
Lecture: 3 hours

BAC 296◊  0.5-4 credits
Special Topics in Addictions Counseling
Specials topics in the area of Addictions Counseling, which may vary from semester to semester, are provided. Additional information will be available during registration. Course may be repeated up to a maximum of three times (one or two, depending on the specific needs of the program) when content is different, but only a maximum of (or up to) three hours (or less), depending on the specific needs of the program can be used to meet graduation requirements.
Lecture: 0.5-4 hours
Laboratory: 0-8 hours
(court fee required)

Biological Sciences

BIS 100◊  4 credits
General Biology
Survey the life functions and associated structures at the cellular level, plus the study of interactions between biological populations and the environment. (for non-science majors)
Lecture: 2 hours
Laboratory: 4 hours
IAI: LI 900L
(court fee required)

BIS 101◊  4 credits
Human Biology
For non-science majors, this course covers human heredity, growth, development, health and ecology. Human sys-
Course Descriptions

Biological Sciences

BIS 105 4 credits

General Botany
Basic principles of plant structure, growth, physiology, reproduction, evolution and distribution are covered. Special emphasis is on the role of the plant kingdom in the cycles of nature and human life. (Formerly BIS 111)

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 107 4 credits

General Zoology
Fundamental principles of the structure, reproduction, ecology and evolution of animals are explored. Special emphasis is placed on their relations to human life. (Formerly BIS 112, Elementary Zoology)

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 136 4 credits

Introductory Microbiology
Introductory Microbiology is designed to investigate the major groups of microorganisms and their impact in the natural world. The morphology, physiology and clinical aspects of bacteria, fungi, protozoa and viruses will be presented. In the laboratory, the student will learn aseptic technique and the use of the microscope, as well as other tools essential to the microbiologist. Staining and culturing of bacteria is emphasized, and the student will learn how to identify an unknown microorganism.

Prerequisite: High school level biology or chemistry or college equivalents; placement at RHT 101 level

Lecture: 3 hours
Laboratory: 2 hours
IAI: L1 906L

BIS 150 4 credits

Principles of Biology II
Second semester course of an introduction to the basic principles of biology with emphasis on the diversity of living organisms, plant and animal physiology, evolution, ecology and behavior.

Prerequisite: High school AP biology or BIS 150 and high school chemistry; placement at RHT 101 level or permission of instructor

Lecture: 3 hours
IAI: L1 900L, BIO 910

BIS 200 3 credits

Undergraduate Open Seminar: Biology
Current topics in biology in the context of the total culture are discussed. Participants are required to do an independent research project and present a report

Liberal arts course for non-science majors. Satisfies a science elective requirement, and covers basic genetic principles and relates them to humans. Includes topics of genetic counseling, cloning, syndromes and mutations.

Lecture: 3 hours
Laboratory: 2 hours
IAI: L1 906L

BIS 122 4 credits

Introduction to Human Physiology
The study of human organ-system function and regulations with special emphasis on the molecular and cellular basis of function is provided.

Prerequisite: High school level biology and chemistry or college equivalents or admission to an Allied Health program; placement at RHT 101 level

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 102 4 credits

Human Genetics
This is a liberal arts course for non-science majors. Satisfies a science elective requirement, and covers basic genetic principles and relates them to humans. Includes topics of genetic counseling, cloning, syndromes and mutations.

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 104 4 credits

Issues in Modern Biology
Lab course emphasizes the study of the human organism with special consideration of new discoveries in biology and medicine, their implications and their impact on society. Topics covered include the nature of cancer, human heredity and reproduction, the basis of human behavior, organ transplantation and artificial organs, nutrition and exercise, human immune function and biological hazards in the environment.

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 106 4 credits

Functional Human Anatomy I
A course for students in Nursing and other Health Careers programs that surveys cells, tissues and the functional anatomy of human organ systems emphasizing basic concepts and their applications and implications for clinical practice. These components are presented using lecture and discussion, laboratory, and clinical problem-solving exercises. Laboratories utilize anatomical models, charts, dissection specimens and cadavers to aid in identification of important anatomical features and also includes experiments illustrating physiological processes.

Prerequisite: High school level biology or BIS 101 and high school chemistry or CHM 115

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 137 4 credits

Functional Human Anatomy II
The course is a continuation of BIS 136 and extends the study of the functional anatomy of human organ systems by emphasizing the nature of processes at the molecular, cellular and tissue levels and how imbalances in these processes can lead to organ system dysfunction and clinical consequences in the patient. The components are presented using lecture, discussion, laboratory and a greater emphasis on clinical problem-solving exercises. The laboratories involve methods and techniques having a more direct relationship to clinical procedures and practices.

Prerequisite: BIS 136 or equivalent course, with a grade of “C” or better

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 906L, BIO 910

BIS 151 4 credits

Principles of Biology II
Second semester course of an introduction to the basic principles of biology with emphasis on the diversity of living organisms, plant and animal physiology, evolution, ecology and behavior.

Prerequisite: High school AP biology or BIS 150 and high school chemistry; placement at RHT 101 level or permission of instructor

Lecture: 3 hours
IAI: L1 900L, BIO 910

BIS 101 4 credits

Introduction to Human Anatomy
This is a liberal arts course for non-science majors. Requires a course fee and satisfies a science elective requirement, and covers basic genetic principles and relates them to humans. Includes topics of genetic counseling, cloning, syndromes and mutations.

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L

BIS 103 4 credits

Introduction to Human Physiology
The study of human organ-system function and regulations with special emphasis on the molecular and cellular basis of function is provided.

Prerequisite: High school level biology and chemistry or college equivalents or admission to an Allied Health program; placement at RHT 101 level

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 906L

BIS 138 4 credits

Functional Human Anatomy II
A course for students in Nursing and other Health Careers programs that surveys cells, tissues and the functional anatomy of human organ systems emphasizing basic concepts and their applications and implications for clinical practice. These components are presented using lecture and discussion, laboratory, and clinical problem-solving exercises. Laboratories utilize anatomical models, charts, dissection specimens and cadavers to aid in identification of important anatomical features and also includes experiments illustrating physiological processes.

Prerequisite: High school level biology or BIS 101 and high school chemistry or CHM 115

Lecture: 3 hours
Laboratory: 3 hours
IAI: L1 904L
on a topic of their choice related to the subject of the seminar. 
Prerequisite: Any college biology course; placement at RHT 101 \& level
Lecture: 3 hours
Laboratory: Arranged
(course fee required)

BIS 205
3 credits
Field Ecology
Plant and animal forms commonly encountered in the study of natural history are covered. Ecological relationships and materials available in the community also are covered.
Prerequisite: Any college biology course; MAT 055 (minimum grade “C” or qualifying score on placement test); placement at RHT 101 \& level
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

BIS 240
4 credits
Human Anatomy & Physiology I
Examines the organization of the human body at the macroscopic and microscopic levels. Human cadavers are used along with a regional anatomical approach to study the function of major systems, organs and tissues within the human body. BIS 240 and BIS 241 meet the anatomy and physiology requirements of university-professional allied health programs. Recommended for students with better-than-average academic ability.
Prerequisite: BIS 105 \& college-level biology course equivalent with a “C” or better; RHT 101 \& level
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)  IAI: NUR 903

BIS 241
4 credits
Human Anatomy & Physiology II
This pre-professional course examines the cellular and molecular levels of human body organization. Emphasis is placed on understanding the homeostatic control mechanisms and systemic interactions required to maintain health. BIS 240 and BIS 241 meet the anatomy

and physiology requirements of university-professional allied health programs. 
Prerequisite: BIS 240 \& or a college course in human anatomy; college chemistry course; placement at RHT 101 \& level
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)  IAI: NUR 904

BUS 103
1 credit
Keyboarding Technique
Learn proper keyboarding technique for inputting information into a computer. Keyboarding by touch, not sight, will be stressed along with proper fingering for letters, numbers and symbols.
Prerequisite: ACC 100 \& or ACC 101
Lecture: 3 hours

BUS 104
1 credit
Keyboarding Speed & Accuracy
Designed for individuals who want to improve their keyboarding speed and accuracy skills for personal use or employment opportunities. Course materials and structure allow for individual progression in increasing keyboarding ability. Course may be repeated in order to attain desired speed and accuracy goal. Only one credit may count for graduation. (Formerly OFC) 
Prerequisite: BUS 103 \& or knowledge of proper touch-typing technique
Laboratory: 2 hours
(course fee required)

BUS 106
1 credit
Introduction to WordPerfect
Introduction to WordPerfect with instruction in the creation, formatting and editing of various word processing documents. Keyboarding ability of 20 wpm recommended. (Formerly OFC) 
Laboratory: 2 hours
(course fee required)

BUS 107
3 credits
Microsoft Office
Introduces Microsoft Office suite software applications with emphasis in EXCEL, POWERPOINT, ACCESS, and OUTLOOK. Integration of Office suite software and e-mail are included. (Formerly OFC) 
Prerequisite: Knowledge of Microsoft Word and Windows
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

BUS 109
2 credits
Microsoft Word I
Introduction to Microsoft Word with instruction in the creation, formatting, and editing of various word processing documents. (Keyboard ability of 20 words per minute recommended. Formerly OFC) 
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

BUS 112
3 credits
Principles of Finance
Facts and principles of financial management and control in relation to business formation, expansion, failure reorganization and liquidation are covered. 
Prerequisite: ACC 100 \& or ACC 101
Lecture: 3 hours

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BUS 113  3 credits  Investments & Securities  
Learn about basic investment principles. Topics include markets, stocks, bonds, investment funds and insurance. Limitations and uses of each are studied.  
Lecture: 3 hours

BUS 114  3 credits  Stock Market Analysis  
Learn investment opportunities using stocks, options, mutual funds, and tax advantage investments. Emphasis is on evaluating current market conditions and analyzing company reports. Students will be able to formulate investment strategies through lecture and group activities.  
Prerequisite: BUS 113  
Lecture: 3 hours

BUS 115  1 credit  Data Entry  
Introduction to data entry terminology and concepts. Basic knowledge and skills needed to enter the field as a beginning data entry operator will be covered.  
(Formerly OFC 113)  
Prerequisite: Touch-typing ability of 25 wpm or higher  
Laboratory: 2 hours  
(course fee required)

BUS 116  3 credits  Principles of Insurance  
Students will understand basic insurance concepts as applied to the needs of consumers and provide business skills as needed in the insurance industry. This course includes material to allow basic understanding of tax saving strategies, laws governing insurance and regulations as required by the state of Illinois.  
Lecture: 3 hours

BUS 117  3 credits  Comprehensive WordPerfect  
Hands-on instruction in the more advanced concepts of WordPerfect, including macros, mail merge, sort, graphics, columns and tables. Knowledge of word processing and keyboarding ability of 25 wpm expected.  
(Formerly OFC 110)  
Prerequisite: BUS 106 or BUS 109  
Lecture: 2 hours  
Laboratory: 2 hours  
(course fee required)

BUS 118  3 credits  Financial Planning  
Understanding of financial planning and its strategies and concepts. Students will be presented with case analysis, process of identifying objectives, gathering information, analyzing alternatives and creating solutions.  
Lecture: 3 hours

BUS 119  1 credit  Windows  
Instruction in the application of the many features of Microsoft Windows, including file and print manager, control panel, internet, mail and news programs, and data transfer between applications.  
(Formerly OFC 108)  
Laboratory: 2 hours  
(course fee required)

BUS 120  2 credits  Presentation Graphics  
Use presentation graphics software to create the title charts, organizational charts, pie charts, slides and other graphics required by business. Students will develop an automated slideshow. Knowledge of Microsoft Word is strongly recommended. Repeatable once when software is different. Only two credits may be used for graduation.  
(Formerly OFC 116)  
Lecture: 1 hour  
Laboratory: 2 hours  
(course fee required)

BUS 122  3 credits  Business English  
English fundamentals, punctuation, sentence structure, business vocabulary and spelling are emphasized.  
(Formerly OFC)  
Prerequisite: Placement into RHT 101 or RHT 124  
Lecture: 3 hours

BUS 123  3 credits  Supervisory Safety  
Accident prevention, reports, housekeeping, machine guarding, protective equipment, job and safety instructions, rules and enforcement, and safety programs and committees are presented. Designed to enhance the occupational safety and health knowledge of the middle manager and first-line supervisor, as well as the hourly employee aspiring to be promoted to a supervisory position.  
Lecture: 3 hours

BUS 125  3 credits  Formatting/Proofreading Business Documents  
Using a computer and word processing software, this course is designed to develop a skill in producing business documents. Basic formatting of letters, memos, tables and reports are covered. Editing, proofreading and formatting skills are covered to help students succeed in any computer-oriented profession. BUS 103 or knowledge of proper touch-typing technique is highly recommended when taking computer courses.  
(Formerly OFC 123)  
Lecture: 1 hour  
Laboratory: 4 hours  
(course fee required)

BUS 126  3 credits  Microsoft Word II  
Hands-on instruction in the more advanced concepts of Microsoft Word including macros, mail merge, sort, graphics, columns and tables. Knowledge of basic concepts of Microsoft Word (insert, delete, move, copy, edit) expected. Students with little or no knowledge of Microsoft Word I should enroll in BUS 109.  
(Formerly OFC 111)  
Lecture: 2 hours  
Laboratory: 2 hours  
(course fee required)

BUS 130  3 credits  Quality-Control Fundamentals I  
Quality-control nomenclature, functions and practices are covered. Emphasis is given to quality-control manuals and specifications, including many governmental and ISO 9000 publications. Quality Management and quality costs are included as well as quality reporting.  
Lecture: 3 hours

BUS 134  3 credits  Introduction to Industrial Hygiene & Occupational Health  
Fields of industrial hygiene and occupational health topics discussed include terminology, hazard-recognition instrumentation, hazard control and the role of the occupational health professional. The course is designed for individuals who are entering the field of occupational health or are interested in obtaining knowledge of this professional area.  
Lecture: 3 hours

BUS 141  3 credits  Introduction to Business  
Various forms of business organizations, finance, personnel problems, marketing and business-government relations are presented.  
Lecture: 3 hours  
IAI: BUS 911

BUS 146  3 credits  Business Computations  
Basic mathematics as applied to the problems of business are covered. Topics include application of percentage, cash and trade discounts, mark-up, interest calculations, payroll computations and installment buying.  
Lecture: 3 hours
BUS 150◊ 3 credits
Principles of Management

Learn about the managerial skills in organizing, planning, directing, staffing, controlling, representing and implementing innovations that measure the performance of the organization and managerial strategies.
Lecture: 3 hours

BUS 151◊ 3 credits
Small-Business Management

Essentials of successful management of a small business are covered. Store location, layout, organization, merchandise control, buying, pricing, advertising, government regulation and labor relations also are discussed. Extensive use is made of materials provided by the U.S. Small Business Administration.
Lecture: 3 hours

BUS 154◊ 3 credits
Human Relations in Labor & Management

This course covers leadership and human relations: learning to contend with others on a face-to-face basis, understanding the human needs of others, learning to motivate others to action and exercising authority in a just and satisfactory manner.
Lecture: 3 hours

BUS 156◊ 1 credit
Small Business: Types of Ownership

Learn about sole proprietorship, partnerships, corporations (including “S” corporations), cooperatives and franchising. Handing down a family business, buying a small business and how to start a business in the state of Illinois also are covered.
Lecture: 1 hour

BUS 157◊ 1 credit
Marketing Research for the Small Business

Assists the small-business person in determining areas that research should be conducted in and how they may accomplish it themselves or when it should be contracted out to someone else.
Lecture: 1 hour

BUS 158◊ 1 credit
Small-Business Financing

Learn how to determine financial needs; assess personal finances, types of finance available, sources of capital, types of loans available, potential lenders, long-term financial planning, development of a loan package and bank evaluation of applications.
Lecture: 1 hour

BUS 159◊ 1 credit
Small-Business Location Analysis

Learn about the factors in selecting a business location: type of location needed, steps involved in selecting a business site, factors that need to be considered in the site, methods used to evaluate a site and sources of assistance if needed.
Lecture: 1 hour

BUS 160◊ 1 credit
Small-Business Owner Networking

Discover the importance and purpose of networking, including identification of local, state, and national agencies and professional organizations designed to assist the small business.
Lecture: 1 hour

BUS 161◊ 3 credits
Business Law I

Nature and sources of law, resolution of disputes, lawsuits, criminal law, torts and multiple facets of contracts are covered.
Lecture: 3 hours IAI: BUS 912

BUS 162◊ 3 credits
Business Law II

Corporations, negotiable instruments, real-property law, mortgages, landlord-tenant law, trusts and wills are presented.
Prerequisite: BUS 161◊ Lecture: 3 hours

BUS 163◊ 3 credits
Legal and Social Environment of Business

A practical course applying civil and criminal procedures in both administrative and court process, including examination and preparation of complaints, the process for filing of documents with administrative agencies and court clerk in both federal and state forms. This study of legal issues relating to business includes an overview of the legal system; introduction to legal analysis; and problem solving.
Prerequisite: BUS 161◊ Lecture: 3 hours IAI: BUS 913

BUS 171◊ 3 credits
Introduction to Customer Service

Overview course of customer service introduces the student to what customer service is, the skills necessary to achieve it and the rational for improving it.
Lecture: 3 hours

BUS 172◊ 3 credits
Problem Solving in Customer Service

Course examines creative problem solving strategies, including negotiation skills and decision-making skills. Included is confronting and managing difficult situations.
Prerequisite: BUS 171◊ Lecture: 3 hours

BUS 173◊ 3 credits
Excellence in Customer Service

Through the use of case studies, students will apply the principles of customer service beyond the customer’s expectations.
Prerequisite: BUS 172◊ Lecture: 3 hours

BUS 188◊ 3 credits
Business Writing

This course covers the preparation of reports used in business and industry. Emphasis is placed on clear, concise organization and presentation of material. Written and oral presentations, data compilation and basic research are included.
Prerequisite: RHT 102◊ Lecture: 3 hours

BUS 200◊ 3 credits
Introduction to Human Resource Management

This overview course will include the human resource function as an integral part of top management and will determine skill mix and staffing, and analyze human resource needs. Motivation and leadership also will be covered.
Lecture: 3 hours

BUS 205◊ 3 credits
Problem Solving for Human Resources

Reviews the knowledge and skills to orient and train employees to be productive. Also discussed are the tasks of management, job management, personnel training and managing human behavior. A review for the Human Resource Certi-
Course Descriptions

Small-Business Forecasting
Lecture: 1 hour
Prerequisite: (1) Completion of 12 college credit hours; (2) Two of these courses, in discipline, must be completed and (3) Approval of Cooperative Education office Laboratory: 5-15 hours

Small-Business Sales Staffing & Training
Lecture: 1 hour
Prerequisite: (1) Completion of 12 college credit hours; (2) Two of these courses, in discipline, must be completed and (3) Approval of Cooperative Education office Laboratory: 5-15 hours

Small-Business Forecasting
Lecture: 1 hour
Prerequisite: (1) Completion of 12 college credit hours; (2) Two of these courses, in discipline, must be completed and (3) Approval of Cooperative Education office Laboratory: 5-15 hours

Quality-Control Fundamentals II
Lecture: 3 hours
Prerequisite: BUS 230

Compensation and Benefits
Lecture: 3 hours
Prerequisite: BUS 200 or concurrent enrollment

Employee and Labor Relations
Lecture: 3 hours
Prerequisite: BUS 200 or concurrent enrollment

Labor Law
Lecture: 3 hours
Prerequisite: BUS 200 or concurrent enrollment

Medical Transcription
Lecture: 2 hours
Prerequisite: AHL 120

Records Management
Lecture: 2 hours
Prerequisite: BUS 267

Introduction to Desktop Software
Lecture: 2 hours
Prerequisite: BUS 109 or CIS 101
Lecture: 2 hours
Laboratory: 2 hours

Employee Health and Safety
Lecture: 3 hours
Prerequisite: BUS 200 or concurrent enrollment

Team Building & Negotiations
Lecture: 3 hours
Prerequisite: BUS 200 or concurrent enrollment

Legal Terminology & Documents
Lecture: 3 hours
Prerequisite: BUS 109

Cooperative Work Experience
See course description CWE 290
*1 credit = 80 contact hrs.
*2 credits = 160 contact hrs.
*3 credits = 240 contact hrs.
Prerequisite: (1) Completion of 12 college credit hours; (2) Two of these courses, in discipline, must be completed and (3) Approval of Cooperative Education office Laboratory: 5-15 hours

Cooperative Work Experience
See course description CWE 291
*1 credit = 80 contact hrs.
*2 credits = 160 contact hrs.
**Business Office Careers**

*3 credits = 240 contact hrs.  
Prerequisite: (1) Completion of first co-op course with at least a “C”; (2) 2.0 G.P.A. (“C” average) and (3) Approval of Co-operative Education office.  
Laboratory: 5-15 hours

**BUS 292**  
3 credits  
**Legal Procedures & Documents**  
Course work includes fundamentals of legal office procedures and production on word processing software of various legal documents such as deeds, mortgages and court documents. (Formerly OFC)  
Prerequisite: BUS 277 BUS 126 or BUS 117  
Lecture: 2 hours  
Laboratory: 2 hours  
(course fee required)

**BUS 296**  
.5-3 credits  
**Special Topics in Business**  
Selected topics in the areas of business are provided. Topics vary from semester to semester and information will be available during registration. Course may be repeated when topics are different. A maximum of six credit hours may be used for graduation.  
Lecture: 0-3 hours  
Laboratory: 0-6 hours  
(course fee may apply depending on topic)

**Business Office Careers**  
(All Business Office (OFC) courses are now listed under Business (BUS).)

**Chemistry**

**CHM 100**  
4 credits  
**Chemistry and Society**  
Designed for non-science majors to meet a general education science requirement. Emphasizes practical aspects of chemistry in everyday life. Topics covered include: an overview of chemical reactions, acids and bases, nuclear chemistry, pollution, global warming, energy, polymers, nutrition, medicinal chemistry and environmental chemistry.  
Lecture: 3 hours  
IAI: P1 903L  
Laboratory: 2 hours  
(course fee required)

**CHM 110**  
4 credits  
**Fundamentals of Chemistry**  
This course covers general chemistry with an introduction to organic and biochemistry. Designed for students who are not prepared to enroll in CHM 140. It meets chemistry prerequisite for health-careers programs. Transferable as a science elective.  
Prerequisite: High school chemistry or MAT 055 (Grade of “C” or better)  
Lecture: 3 hours  
IAI: P1 902L  
Laboratory: 3 hours  
(course fee required)

**CHM 132**  
5 credits  
**Elementary Organic Chemistry**  
Organic chemistry, structure, nomenclature, reactions and specific applications of major classes of organic compounds and bioorganic molecules are covered. Laboratory introduces some specialized analytical techniques used in the study of organic compounds.  
Prerequisite: CHM 140; MAT 110 or admission to an Allied Health program; placement at RHT 101 level  
Lecture: 4 hours  
Laboratory: 3 hours  
(course fee required)

**CHM 140**  
5 credits  
**General Chemistry I**  
Matter and measurement, nomenclature of ionic and covalent compounds, stoichiometry, chemical reactions, thermodynamics, organic structure, periodic properties, bonding, states of matter and kinetic theory, intermolecular forces, solutions and some descriptive chemistry of the elements are presented.  
Prerequisite: High school chemistry or CHM 110; placement at MAT 110 level or admission to an Allied Health program; placement at RHT 101 level  
Lecture: 4 hours  
Laboratory: 3 hours  
IAI: P1 902L; BIO 906; CHM 911; EGR 961; NUR 906  
(course fee required)

**CHM 141**  
5 credits  
**General Chemistry II**  
A continuation of CHM 140, covers energetics and equilibrium, structure, thermodynamics, solubility, acids and bases, kinetics, electrochemistry, coordination chemistry, and introduction to nuclear and organic chemistry. Laboratory concentrates on qualitative and quantitative analysis.  
Prerequisite: CHM 140; MAT 110 or higher (minimum grade “C”); placement at RHT 101 level  
Lecture: 4 hours  
Laboratory: 3 hours  
IAI: BIO 907; CHM 912; EGR 962; NUR 907  
(course fee required)

**CHM 234**  
5 credits  
**Organic Chemistry I**  
First of a two-semester course in the chemistry of carbon compounds, a systematic study of chemistry of organic molecules with emphasis on structure, nomenclature, synthesis, functional groups, reactions, reaction mechanisms and spectroscopic methods of analyses of representative classes of carbon compounds. Laboratory work on the development of skills and techniques for analysis and synthesis of organic compounds.  
Prerequisite: CHM 141; MAT 110 or higher (minimum grade “C”); placement at RHT 101 level  
Lecture: 4 hours  
Laboratory: 3 hours  
IAI: BIO 908; CHM 913; EGR 963; NUR 908  
(course fee required)

**CHM 235**  
5 credits  
**Organic Chemistry II**  
A continuation of the systematic study of the chemistry of carbon compounds by functional groups with emphasis on nomenclature, structure synthesis, reactions, reaction mechanisms and spectroscopic analysis of representative classes of organic compounds and an introduction to polymers and biochemistry. Laboratory work centered on the continued development of skills and knowledge of techniques with particular emphasis on multi-step synthesis and the spectroscopic analysis of the products.  
Prerequisite: CHM 234; MAT 110 or higher (minimum grade “C”); placement at RHT 101 level  
Lecture: 4 hours  
Laboratory: 3 hours  
IAI: BIO 909; CHM 914; EGR 964  
(course fee required)

**College Orientation**

**COL 101**  
1 credit  
**Introduction to College**  
This course develops necessary academic-support skills (study skills, note-taking, time management, goal setting, library learning, resource use) to succeed in college-level work. Acquaints the student with college resources and structure.  
Lecture: 1 hour

**COL 102**  
3 credits  
**Being Successful in College**  
This course is designed to prepare students to be successful in college. They will be taught essential study skills and computing skills needed in college. They will become acquainted with the campus, and learn how to interact with their professors. They also will discuss relevant issues focusing on values, diversity, health, problem-solving and financial matters. This course is open to everyone but is required of students who are on academic probation.  
Lecture: 3 hours
**Computer Information Systems**

**COM 290**  3 credits  
**Cooperative Work Experience**  
See course description CWE 290  
(course fee may be required)

**COM 291**  3 credits  
**Cooperative Work Experience**  
See course description CWE 291  
(course fee may be required)

**CIS 101**  3 credits  
**Introduction to Computer Science**  
An overview of computer science and systems topics are presented. Programming languages, software development, data structures, algorithms, and computer science and society, computer hardware, system protocols, the Internet, software and problem solving using word processing, spreadsheet, database presentation, and Internet application software are studied. (Formerly Introduction to Business Computer Systems)  
Lecture: 2 hours  
Laboratory: 2 hours  
IAI: BUS 902; CS 910  
(course fee required)

**CIS 121**  3 credits  
**Introduction to Programming**  
Introduction to computer-based problem solving and algorithm development. Students receive an introduction to computer programming through the use of flowcharts, pseudocode, structure charts, and program coding and debugging using a block structured high-level programming language. Selection, repetition, and sequence control structures are implemented. Arrays, files and records are introduced.  
Prerequisite: MAT 085 or placement into MAT 110 or higher.  
Lecture: 2 hours  
Laboratory: 2 hours  
IAI: CS 911  
(course fee required)

**CIS 125**  4 credits  
**Discrete Mathematics for Computing**  
Presents the mathematics needed in computer programming. Sets, logic, graph theory, trees, counting, subscripts and arrays, recursion, number bases, and Boolean algebra and circuits.  
Prerequisite: MAT 085 or placement into MAT 110 or higher.  
Lecture: 4 hours  
IAI: CS 915

**CIS 150**  3 credits  
**Computer Systems Applications**  
Business applications, data processing methods, and problem solving using advanced features of microcomputer-based electronic spreadsheets, database management, word processing, and presentation graphics software will be presented. Integration of office suite software, sharing of data between applications, and converting office documents for use on the World Wide Web is included. (Formerly Microcomputers in Business)  
Prerequisite: CIS 101 or BUS 107  
Lecture: 2 hours  
Laboratory: 2 hours  
(course fee required)

**CIS 151**  1 credit  
**Introduction to Computer Systems**  
An overview of computer-systems topics is presented, demonstrating how computers can be used as a valuable tool in the workplace. Basic concepts of computing with hands-on activities including Windows operating system and using the World Wide Web. May not be used to substitute for CIS 101 or BUS 119.  
(Formerly Introduction to Microcomputers)  
Lecture: 1 hour  
(course fee required)

**CIS 155**  2 credits  
**Introduction to Electronic Spreadsheets**  
An introductory course into the world of electronic spreadsheets. Students will learn the fundamental concepts of developing an electronic spreadsheet, and the uses of them in today’s business community. Basic spreadsheet functions and commands are covered. Course may be repeated when software is different, but only two credits may count for graduation. CIS 155 and CIS 161 prepare the student for MOUS Excel Core and Expert Certification Exams.  
Prerequisite: CIS 101 or CIS 151 or BUS 119.  
Lecture: 1 hour  
Laboratory: 2 hours  
(course fee required)

**CIS 157**  1 credit  
**Microcomputer Database Management Software**  
Entering, storing, and manipulating (sorting, selecting and displaying) data in a variety of forms using database management software, the basic tool used to manage data on a computer, are covered. Course is repeatable for a total of three accrued credits. Students will receive credit only one time for each software package.  
Lecture: 1 hour  
(course fee required)

**CIS 158**  1 credit  
**Introduction to the World Wide Web**  
An introductory course to the Internet and HTML. Students learn how to use a Web browser to navigate, search and explore the Web. Hyper-text Markup Language (HTML) is introduced to create home pages. Other Internet resources are covered. Repeatable up to two times when software is different, but only one credit may apply towards graduation.  
Prerequisite: CIS 101 or CIS 151 or BUS 119.  
Lecture: 1 hour  
(course fee required)

**CIS 159**  1 credit  
**Personal Accounting Database Software**  
A course in using personal database packages for money management. Applying database concepts to utilizing accounts, keeping track of cash and credit charges, paying loans and planning investments are included.  
Lecture: 1 hour  
(course fee required)

**CIS 161**  2 credits  
**Advanced Electronic Spreadsheets**  
Advanced features of electronic spreadsheets are presented. These include database, text, graphics, macros and database and financial functions. Course may be repeated two times when software is different, but only one hour may count for graduation. CIS 155 and CIS 161 prepare the student for MOUS Excel Core and Expert Certification Exams.  
Prerequisite: CIS 101 or CIS 151 or BUS 119.  
Lecture: 1 hour  
Laboratory: 2 hours  
(course fee required)

**CIS 167**  2 credits  
**Advanced Database Management Software**  
Advanced features of microcomputer database management software, including creating multiple table databases, queries, group break reports, forms with subforms and command buttons using VBA code.  
Prerequisite: CIS 101 or CIS 157 or BUS 107.  
Lecture: 2 hours  
(course fee required)

**CIS 170**  3 credits  
**Introduction to LAN Administration: Novell**  
A course of instruction in installation and management of Novell IntranetWare LAN software, including a review of microcomputer concepts, installation and
configuration of Novell Server and Client LAN components, study of various network design strategies, NDS network creation and design, creation and management of file systems.

Prerequisite: CIS 285△ and CIS 276△ or CIS 277△

Lecture: 2 hour
Laboratory: 2 hours
course fee required)

CIS 172△  3 credits

Advanced LAN Administration

A continuation of hands-on instruction in managing-network software. Performance tuning, designing installations, managing-software assets, and backups and recovery will be covered.

Prerequisite: CIS 170△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 174△  3 credits

Introduction to LAN Administration: Windows OS

Provides the knowledge and skills necessary to install and configure the Microsoft Windows Network Operating System (OS) on stand-alone and client computers that are part of a workgroup or domain. Includes installing the OS, managing disks, installing and configuring network protocols, DNS, Active Directory services, setting up and managing user accounts and groups, network printers, auditing resources and events, Group Policy, managing data storage, backing up and restoring data, and troubleshooting devices and drivers. CIS 101△ or equivalent competency recommended. (Formerly Introduction to LAN Administration: Windows NOS)

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 176△  3 credits

Advanced LAN Administration: Windows OS

Provides the knowledge and skills necessary to install and configure the Microsoft Windows Network Operating System (OS) for servers on stand-alone and client computers that are part of a workgroup or client-server domain. Includes installing the server OS, managing disks, installing and configuring network protocols, DNS, Active Directory services, setting up and managing user accounts and groups, network printers, auditing resources and events, Group Policy, managing data storage, backing up and restoring data, and network system recovery. CIS 101△ or equivalent competency recommended. (Formerly

Advanced LAN Administration: Windows NOS)

Prerequisite: CIS 174△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 177△  3 credits

Introduction to UNIX

An introduction to the UNIX operating system. The text editor, shell-programming concepts and file management are covered.

Prerequisite: CIS 101△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 178△  3 credits

Administrating Web Servers

Students will learn how to configure and install a Web server. Managing web services, resource access and security will be covered. Optimizing performance, troubleshooting and security will be introduced. Course may be repeated once when software is different but only three credits may count toward a degree.

Prerequisite: CIS 174△ or CIS 177△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 179△  3 credits

Advanced UNIX

A continuing course on the UNIX operating system. System administration, peripheral controls, network interfaces, and system monitoring and security are covered. Internet and network management features will be emphasized.

Prerequisite: CIS 177△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 190△  3 credits

Web Site Development

A basic course in Web page development utilizing HTML programming and CGI scripting. Internet communications and JavaScript are included. Page structure, graphics and multimedia topics are discussed.

Prerequisite: CIS 121

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 192△  3 credits

Server-Side Programming

Server-side programming involves the on-demand creation of browser pages. Browser-compatible pages can be accessed using the Internet as well as a local intranet. Applications of server-side programming include e-commerce as well as internal data and information sharing and distribution.

Prerequisite: CIS 190△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 195△  3 credits

Programming for Engineers

A course in the use of a structured programming language for solving scientific problems. Topics include structured design, data structures, arrays, files and functions. Numerical algorithms and concepts are presented in a framework of scientific applications.

Prerequisite: MAT 131△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 196△  3 credits

E-Commerce

Hardware and software components of an E-Commerce Web site are discussed. Administrative functions of an E-Commerce site are presented. E-Commerce sites are visited for hands-on experience.

Prerequisite: CIS 158△ and CIS 190△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 220△  3 credits

Introduction to Network Security

An introduction to basic computer systems and network security concepts. Site encryption technologies, TCP/IP security, denial of service and other attacks are explored. Implementing firewalls and preventing hacker attacks are covered. How to run a security audit and handle the results also are included. Locking down network file systems, resources, and user accounts for UNIX/Linux and Windows OS are presented. CIS 310 or equivalent competency is recommended.

Prerequisite: CIS 172△, CIS 176△ or CIS 179△

Lecture: 2 hours
Laboratory: 2 hours
course fee required)

CIS 222△  3 credits

Administering Network Infrastructure

Network infrastructure administration concepts and methods will be explored, including installing, configuring and troubleshooting DNS, DHCP, remote access, remote access security, network protocols, network protocol security, monitoring network traffic, IPSec, WINS, IP routing protocols, NAT, and

CIS 310△ or equivalent

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Certificate Authority (CA). CIS 310 or equivalent competency recommended.
Prerequisite: CIS 172, CIS 176 or CIS 179
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 224 3 credits
Managing a Network Environment
Network management concepts and methods will be explored, including managing client and server computers, managing storage resources, sharing drives and printers, monitoring server health and security, managing Active Directory services, TCP/IP administration and disaster recovery and prevention.
Prerequisite: CIS 172, CIS 176 or CIS 179
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 226 3 credits
Advanced Network Security
Network security design concepts and methods will be explored, including designing security, designing authentication for a network, planning a network administrative structure, designing group security, securing file resources and designing group policy. CIS 310 or equivalent competency is recommended.
Prerequisite: CIS 172, CIS 176 or CIS 179, CIS 220
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 228 3 credits
Administering Directory Services
Introduces Directory Name Services (DNS), configuring DNS for Directory Services, building a Directory Services Structure, administering Directory Services, managing servers and using Group Policy to manage users, software distributions and managing security.
Prerequisite: CIS 174, CIS 176, CIS 285 or CIS 310
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 230 3 credits
Administering Computer Systems
Introduces help desk technical support operations and procedures, including: perform troubleshooting, provide facilitation and customer service, perform hardware and software installation, perform configuration and upgrades for the Windows desktop operating system to support end users on the desktop, Windows operating system troubleshooting, CIS 230 and CIS 234 prepare the student for the Microsoft Certified Desktop Support Technician certification (MCDST). CIS 101 or equivalent competency recommended. (Formerly Introduction to Help Desk)
Prerequisite: CIS 170, or CIS 174 or CIS 177 or CIS 172, or CIS 176 or CIS 179
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 232 3 credits
Help Desk Technology and Customer Service
Develops a comprehensive study of help desk software and customer service skills. Standards, security, and troubleshooting are emphasized. Notification tools, customer satisfaction and problem solving are covered.
Prerequisite: CIS 230
Lecture: 3 hours

CIS 234 3 credits
Administering Computer Applications
Introduces help desk technical support operations and procedures, including: perform troubleshooting, provide facilitation and customer service, perform hardware and software installation, perform configuration and upgrades for the Windows applications software to support end users on the desktop. CIS 230 and CIS 234 prepare the student for the Microsoft Certified Desktop Support Technician certification (MCDST). (Formerly Troubleshooting End-User Software)
Prerequisite: CIS 230
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 235 3 credits
Introduction to Wireless LAN Administration
Instructor-led training designed to provide the information and hands-on experience needed to identify, design, and configure small- to medium-sized wireless multi-protocol networks. CIS 236 prepares the student for the Certified Wireless Network Administrator certification exam and is a prerequisite for the Certified Wireless Network Professional (CWNP) and Certified Wireless Network Engineer (CWNE) certifications. CIS 101 and CIS 176 recommended.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 238 3 credits
Introduction to Computer Forensics
Introduces persons in the law enforcement, forensic science, computer security and legal communities to how computers and networks function, how they can be involved in crimes, how they can be used as a source of evidence, and how to collect and analyze evidence correctly. Course also covers the evidentiary, technical and legal issues related to digital evidence. Student is expected to have advanced operating system experience.
Prerequisite: CIS 172, CIS 176 or CIS 179, CIS 310
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 240 3 credits
Advanced Computer Forensics
How to locate and use evidence in computer hard drives, shared networks, wireless devices and embedded systems is presented. Discuss advantages and disadvantages of software and hardware for collecting and analyzing digital evidence. Lab exercises are given for collecting and analyzing digital evidence in common situations.
Prerequisite: CIS 238
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 250 3 credits
Introduction to Visual Basic Programming
Beginning-level programming using the Visual Basic programming language. The Program Development Cycle will be used to develop structured programs utilizing procedures, arrays, records and files.
Prerequisite: MAT 085
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 253 3 credits
Visual Basic Programming
An object-oriented, data-driven approach to programming is used to implement interactive applications for Microsoft Windows. Record set methods and SQL (Structured Query Language) are used for maintaining, sorting and searching databases with multiple tables.
Prerequisite: CIS 121 or CIS 250
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)
IAI: CS 914

CIS 254 5 credits
COBOL Programming
A course in problem solving and algorithm development utilizing the
Computer Information Systems

COBOL language. Flowcharts, structure charts, and programming exercises including business applications and reports, data validation, file handling and table utilization. Interactive GUI programming is introduced. Pre-requisite: CIS 121
Lecture: 4 hours
Laboratory: 2 hours IAI: CS 913 (course fee required)

CIS 255
Programming in C++
A second course in the language constructs of C++. Abstract data types, files, sets and pointers are used in developing programs. Recursion and dynamic memory concepts are used in assignments involving text processing, lists, stacks, queues, trees and graphs. Searching and sorting techniques are discussed. Pre-requisite: CIS 121 or CIS 195
Lecture: 2 hours
Laboratory: 2 hours IAI: CS 912 (course fee required)

CIS 257
Database Programming
Using the industry standard XBase language, database design, data manipulation, relational data structures and structured programming techniques are presented. Typical business applications are written, executed and debugged. Pre-requisite: CIS 150 or CIS 167, and CIS 121 or CIS 250
Lecture: 2 hours
Laboratory: 2 hours IAI: CS 912 (course fee required)

CIS 260
Cooperative Work Experience
See course description CWE 290

CIS 261
Cooperative Work Experience
See course description CWE 291

CIS 262
Oracle DBMS Development
Database design concepts are implemented using Oracle DBMS. Systems development using Oracle DBMS. Oracle Tools are utilized to build applications also is covered. Pre-requisite: CIS 278
Lecture: 2 hours
Laboratory: 2 hours IAI: CS 913 (course fee required)

CIS 263
Java Programming
Create applets and applications using an Internet programming language. An overview of object-orientated programming will be covered to enable the use of commercial packages and creation of new classes through inheritance. Multithreaded, graphics and animation are introduced. Pre-requisite: CIS 121 or CIS 195
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

CIS 265
Computer Architecture and Assembly Language
An introduction to the architecture and assembly language of a microcomputer. Includes learning the internal organization of the microprocessor, the basic assembler-instruction set, addressing modes, program development and debugging on the microcomputer. Pre-requisite: CIS 125
Lecture: 2 hours
Laboratory: 2 hours IAI: CS 922 (course fee required)

CIS 267
Advanced Database Programming
Advanced database programming techniques using Access/Visual Basic (AVB) for Applications are presented. Business applications are written using advanced programming constructs and relational database object. Pre-requisite: CIS 257
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

CIS 275
Project Management for Small-Business Systems
Introduces students to project management tools and techniques for information technology projects with emphasis on small business applications. Topics include project design and interfacing, cost and time management, quality management, risk management and ethics issues. Case studies are used to practice techniques. Pre-requisite: CIS 101
Lecture: 3 hours
Laboratory: 1 hour (course fee required)

CIS 276
Operating Systems Introduction
This is an introduction to operating systems. Topics include general-purpose hardware features, supervisor features, Job Control Language and library utilization. Pre-requisite: CIS 101
Lecture: 3 hours

CIS 277
Microcomputer Operating Systems
An introduction to microcomputer operating systems. Topics include installation, configuration, customization, memory and file management, command language and system utilities. Pre-requisite: CIS 101
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

CIS 278
Database Management Systems
Data management and database management systems concepts are covered. DBMS applications are designed using a commercial DBMS package. Pre-requisite: CIS 121
Lecture: 3 hours (course fee required)

CIS 280
Business Systems Analysis and Design
An introduction to systems analysis. Topics include the systems life cycle, analytical tools and methods, file and record layouts, and elements of the design phase. Pre-requisite: CIS 121
Lecture: 3 hours

CIS 285
Communications & Networks
Communications concepts and methods are covered. Networking concepts are studied and demonstrated. A variety of applications are surveyed. Course is designed for students experienced with computing. Pre-requisite: CIS 101
Lecture: 3 hours

CIS 291
COBOL Programming II
An extension of CIS 254 designed to teach students advanced COBOL programming techniques. Projects include direct access file processing, sequential file maintenance, object-oriented COBOL implementation of Windows panels, sorting and searching. Program linkages, recursion and stacks are covered. Pre-requisite: CIS 254
Lecture: 3 hours
Laboratory: 3 hours (course fee required)

CIS 295
Data Structures with C++
Object-orientated programming using C++ is used to study advanced data structures and abstract data types including linked lists, stacks, queues, hash tables, graphs and trees. Algorithms for sorting and searching will be covered with emphasis on algorithm analysis. Pre-requisite: CIS 255
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

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CIS 297 3 credits
**Visual C++ (MFC)**
- Use Visual C++ software design tools and the Microsoft Foundation Class (MFC) library to write code for Windows applications.
  - **Prerequisite:** CIS 255
  - **Lecture:** 2 hours
  - **Laboratory:** 2 hours
  - (course fee required)

CIS 299 0.5-3 credits
**Special Topics in Computer Information Systems**
- Computer topics pertaining to emerging software technology will be covered. Content and format of this course are variable. Subject matter will be indicated in class schedule. Course may be repeated when topics are different, but only three credit hours may be applied toward graduation requirements.
  - **Lecture:** 0-3 hours
  - **Laboratory:** 0-6 hours
  - (course fee may be required depending on topic)

CIS 310 3 credits
**Data Communications & Networking Fundamentals**
- Introduces the student to the fundamentals of computer networking. Begins with an introduction to local area networks (LANs) and their components. Includes a discussion of different LAN topologies and their operation, major topologies such as Ethernet, Token Ring, AppleTalk and ArcNet, wide area network (WAN) technologies, network administration and support and general principles of network troubleshooting. Content equivalent to semesters 1 and 2 of the Cisco Academy program. Comp-TIA course Network+, Novell course Networking Fundamentals and Microsoft course Networking Essentials. Students who successfully complete this class and CIS 312 (Internetworking, Routing & Switching) are ready to earn a Cisco Certified Network Associate (CCNA) certification. (Formerly 210)
  - **Prerequisite:** CIS 101
  - **Lecture:** 2 hours
  - **Laboratory:** 2 hours
  - (course fee required)

CIS 312 3 credits
**Internetworking, Routing and Switching**
- Learn to evaluate and configure network infrastructure components; hubs, switches, routers and remote access network devices. Configuring, maintaining and developing network connectivity solutions utilizing standardized infrastructure devices in a simulated network environment will be discussed and demonstrated. CIS 310 and CIS 312 prepare the student for Cisco Certified Network Associate (CCNA) certification exam.
  - (Formerly 212)
  - **Prerequisite:** CIS 310
  - **Lecture:** 2 hours
  - **Laboratory:** 2 hours
  - (course fee required)

**Construction**

COT 101 1 credit
**Introduction to Architecture, Engineering and Construction**
- A survey of the various segments of the construction industry and the career opportunities available within those areas. Students gain an understanding of the basis for critical assessment of various man-made environments. Students learn how planning, design, construction and development can help create, preserve and restore valued qualities in our built environment.
  - **Lecture:** 1 hour

COT 107 3 credits
**Construction Print & Specification Reading**
- Covers reading and understanding construction documents (drawings and specifications) used for bidding and construction of both residential and commercial buildings.
  - **Lecture:** 2 hours
  - **Laboratory:** 2 hours
  - (course fee required)

COT 118 2 credits
**Construction Safety & Loss Prevention**
- A review of general safety procedures for the construction industry with emphasis on OSHA regulations is provided. Employee responsibilities, record keeping and inspection procedures are included.
  - **Lecture:** 2 hours
  - (course fee required)

COT 142 3 credits
**Construction Contract Documents**
- Type, role and function of primary, secondary, peripheral, regulatory and design-standard documents used to manage construction projects are presented.
  - **Lecture:** 3 hours
  - (course fee required)

COT 164 2 credits
**Soils**
- Learn about soil as a construction material with emphasis on the techniques and methods of performing laboratory and field tests for soil classification, moisture-density relationships and unconfined compression testing. Test procedures are based upon ASTM and AASHO standards.
  - **Lecture:** 1 hour
  - **Laboratory:** 2 hours
  - (course fee required)

COT 245 3 credits
**Construction Jobsite Supervision**
- Labor-management relations in the construction industry are discussed. Emphasis is placed on developing supervisory skills and techniques for motivating workers.
  - **Lecture:** 3 hours

COT 246 1-4 credits
**Construction Internship I**
- Supervised construction management experience at a college-selected office. Students participate in various construction management careers, including, but not necessarily limited to: construction project manager, field superintendent, claim analyst, safety officer, scheduler, cost estimator, land surveyor, plan examiner, code enforcement official and building inspector.
  - **Prerequisite:** COT 101 or concurrent enrollment and completion of twelve semester hours, including two additional courses in the discipline.
  - **Laboratory:** 5-20 hours
  - (course fee required)

COT 248 3 credits
**Construction Planning & Scheduling**
- Study and practice the planning, scheduling and monitoring of construction projects from the simple process of listing and sequencing to more complicated systems in practice today. Primavera Sure-Trac software and Microsoft Project software will be taught.
  - **Lecture:** 3 hours
  - **Laboratory:** 1 hour
  - (course fee required)

COT 250 3 credits
**Construction Project Management**
- Administration and control of material, time, budget, production and contracts of a construction project are covered.
  - **Lecture:** 3 hours
  - (course fee required)

COT 256 1-4 credits
**Construction Internship II**
- Supervised construction experience at a college-selected construction site. Students participate in various construction jobs, including site work, foundation...
Cooperative Education

construction and repair, structural framing, exterior finishing, interior finishing, and minor electrical and plumbing. Not all aspects of construction may be included in each project. (A maximum of four credits may be earned in each internship course; COT 246, COT 256 and COT 266. A maximum of 12 construction internship credits may be used toward the light-construction degree.)

Laboratory: 5-20 hours
Credits Contact Hrs.
1 5
2 10
3 15
4 20
(course fee required)

COT 258 Surveying

Intermediate Surveying
Theory and practice of surveying, including: coordinate geometry; balancing traverse; route surveying and layout; legal principles of surveying and land division are presented. Field applications of these subjects also are covered. Prerequisite: COT 269
Lecture: 4 hours
Laboratory: 4 hours (course fee required)

COT 270 Surveying

Laboratory: 1 hour

COT 272 Surveying Law
Legal aspects of surveying relative to boundary control, including sequential and simultaneous conveyances, adverse possession, riparian rights and boundaries and other interests in real property. Study of evidence and how it impacts boundary surveying will be reviewed. State laws and standards, which impact surveys are studied. Prerequisite: COT 270
Lecture: 3 hours

COT 273 Advanced Surveying
Application of surveying skills relevant to the construction field are presented. Projects, such as layout of commercial and industrial buildings, transfer of horizontal and vertical control, establishment of route centerlines, establishment of lines and grades, determination of earthwork quantities, establishing slope stakes, triangulation and topographic mapping will be studied. Instruments used will include transits, theodolites, automatic levels, construction lasers, and EDMs. Prerequisite: COT 270
Lecture: 1 hour
Laboratory: 3 hours (course fee required)

COT 291 Cooperative Work Experience
This is a continuation of the first co-op course. Students have the option to continue with previous place of employment or select a different area of concentration related to the major field of study or career interests. Work experience must go beyond what was learned in the previous co-op class or consist of an entirely different learning experience. Continuous growth of the individual is emphasized. Prerequisite: (1) CWE 290 with a “C” grade or better; (2) 2.0 Grade Point Average (“C” average); (3) Approval of the Cooperative Education Office.
Contact Hours: 240

CWE 298 Cooperative Work Experience
This is a continuation of the first co-op course. Students have the option to continue with previous place of employment or select a different area of concentration related to the major field of study or career interests. Work experience must go beyond what was learned in the previous co-op class or consist of an entirely different learning experience. Continuous growth of the individual is emphasized. Prerequisite: (1) CWE 290 with a “C” grade or better; (2) 2.0 Grade Point Average (“C” average); (3) Approval of the Cooperative Education Office.
Contact Hours: 240

Counseling & Guidance

CSG 150 Career/Life Planning
Development of self-knowledge to make appropriate career and lifestyle plans is discussed. Skills necessary for life planning and decision making are emphasized in relation to education, occupation and leisure time.
Lecture: 1 hour

CSG 296 Special Topics in Counseling
Selected topics in the areas of counseling may vary from semester to semester and information will be available during registration. This course may be repeated up to three times when content is different, but a maximum of six credit hours can be used to meet graduation requirements.
Lecture: 1-4 hours

Criminal Justice Administration

CJA 111 Introduction to Criminal Justice
History and development background of law enforcement, the court system and correctional procedures from pre-Roman to modern time are covered. Interrelationship of various components and processes of the criminal justice system also are discussed.
Lecture: 3 hours IAI: CRJ 901
Course Descriptions

CJA 115♦ 3 credits
Professional Skills: Private Security-Basic & Firearm Training

Designed to certify a student to work as an armed/unarmed security officer within the State of Illinois, and meets the requirement of the Department of Financial and Professional Regulation, Private Detective, Private Alarm, Private Security and Locksmith Act of 2004. The legal aspects of being armed, firearm safety, defensive handgun shooting, firearms care and maintenance and state mandated live-fire qualification will be covered. Attendance at all classes and a valid Illinois FOID (firearms owner’s identification card) are mandatory for state certification.

Lecture: 3 hours (course fee required)

CJA 116♦ 3 credits
Current Security Problems

Current security problems, including conducting the security audit, perimeter security and internal-theft procedures, receipts and deposits in the cash flow, investigation and prosecution, security insurance, records and reports, and requirements in specific areas are covered. Career opportunities in private and public security also are covered.

Lecture: 3 hours

CJA 117♦ 3 credits
Introduction to Private Security

History, scope and functions of security, principles of physical protection, internal security, systems of defense, and fire prevention and safety are covered. Career opportunities in security are included.

Lecture: 3 hours

CJA 118♦ 3 credits
Security Administration

Learn about the organization, administration and management of security and plant protection units. Topics covered include policy and decision-making, personnel and budgeting, programs in business, industry and government including retailing, transportation, and public and private institutions, and security at the operational level as well as line operations.

Lecture: 3 hours

CJA 121♦ 3 credits
Introduction to Corrections

This course covers the history and development of correctional work. Emphasis is placed on local, state and federal practices. It includes philosophy and practice of correctional process, administrative-organizational structure, penal codes and rehabilitative services.

Lecture: 3 hours IAI: CRJ 911

CJA 125♦ 3 credits
Principles of Probation & Parole

Development, types of service, administrative organizations, investigation, and supervisory aspects of probation and parole are covered. Also discussed are the role of the parole officer; pre-sentence investigation; selection, supervision, and release of probationers and parolers; halfway houses, working-release programs and parole clinics; reintegration of offenders in society; and future trends.

Lecture: 3 hours

CJA 127♦ 3 credits
Correctional Counseling

This course explores the treatment methods used in correctional institutions and community-based programs, including work release, group homes and parole.

Lecture: 3 hours

CJA 131♦ 3 credits
Correctional Procedures

Explore the modern correctional concepts and standards, scope of the correctional process; review of arrest and pre-trial detention procedures, pre-sentence investigation and, ultimately, the sentence; study of the diagnostic service, procedures and practices; an examination of federal and state facilities of institutions for medium- to long-term sentences; theory and practice of resocialization; alternatives to incarceration, such as probation and parole; and consideration or pre-release guidance centers and community-based programs. CJA 121♦ recommended prior to this course.

Lecture: 3 hours

CJA 140♦ 4 credits
Introduction to Forensic Science

Study and application of science to the processes of law as it relates to the collection, examination, evaluation and interpretation of evidence. Includes techniques of crime scene processing, the identification of potential physical evidence, the examination and evaluation of evidence and laboratory procedures. Also covers crime scene investigation, documentation of the crime scene, the collection and preservation of evidence.

Lecture: 3 hours Laborator: 2 hours

CJA 148♦ 3 credits
Police/Community Relations

Learn about the role of police as a public service. Emphasis is placed on police achieving and maintaining public support, human relations and public information. Police involvement in community problems, such as family disputes

Lecture: 3 hours IAI: CRJ 911

CJA 150♦ 3 credits
Principles of Probation & Parole

Development, types of service, administrative organizations, investigation, and supervisory aspects of probation and parole are covered. Also discussed are the role of the parole officer; pre-sentence investigation; selection, supervision, and release of probationers and parolers; halfway houses, working-release programs and parole clinics; reintegration of offenders in society; and future trends.

Lecture: 3 hours

CJA 161♦ 3 credits
Administration of Justice

The American judicial system, including analysis of the procedures of the decision-making process from incident to final disposition, structure and operating environment of the judiciary in the United States is covered. CJA 111♦ recommended prior to this course.

Lecture: 3 hours

CJA 166♦ 3 credits
Criminal Investigation

This course explores the investigation, crime-scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, interviews and interrogation, and follow-up and case preparation. CJA 111♦ recommended prior to this course.

Lecture: 3 hours

CJA 171♦ 3 credits
Patrol Administration

Responsibilities, supervision and administration of patrol are taught, including MBO, leadership roles, patrol planning, special operations, team policing, manpower distribution, command and control, reporting procedures, crime prevention and the changing environment.

Lecture: 3 hours

CJA 181♦ 3 credits
Juvenile Delinquency & Law

Psychological, social and environmental causes of juvenile delinquency are examined. Legal aspects of delinquency, including analysis of the Illinois Juvenile Court Act, structure of family court and legal rights of the juvenile from custody to disposition also are covered.

Lecture: 3 hours IAI: CRJ 914

CJA 201♦ 3 credits
Criminology

Study of the causative theories of crime, participants in crime, community organizations and agencies to combat high crime rates, and society’s reaction to crime and the criminal. The basics of criminology and criminological theories, principles and concepts are examined.

Prerequisite: CJA 111♦ or SOC 100♦

Lecture: 3 hours IAI: CRJ 912

CJA 219♦ 3 credits
Criminal Law I

This course covers the criminal law in its relationship to common and case law; essential elements of felonies, pertinent misdemeanors and structure, definitions and most frequently used sections of
Diagnostic Medical Sonography

Functions of police-line operations, theories and techniques affecting patrol and safety, crowd control, laws of arrest and community/police relations is provided.
Prerequisite: CJA 257  
Lecture: 3 hours

DMS 101◊ 3 credits
Ultrasound Physics I
Learn about acoustic physics in terms of the characteristics and properties of sound energy and the manner in which very high-frequency sound (ultrasound) is used in imaging. Physical principles examined will include wave forms, propagation, relationship of velocity of propagation to frequency and wavelength, acoustic impedance, reflection, refraction, other types of attenuation, transducers and basic layout of a pulsed-echo imaging system.
Prerequisite: Admission to program
Lecture: 3 hours  
(course fee required)

DMS 102◊ 2 credits
Ultrasound Physics II
Applied ultrasound physics as related to ultrasound-system design and instrumentation are covered. Principles of fluid dynamics and the fundamentals of Doppler physics and instrumentation are covered. Quantitative methods used in acoustic output measurement and quality assurance are discussed, and the current data on the biological effects of ultrasound is reviewed.
Prerequisite: DMS 101◊  
Lecture: 2 hours

DMS 106◊ 2 credits
Introduction to Ultrasound Principles & Procedures
Proficiency of body mechanics, patient positioning, transportation, aseptic techniques, vital signs and hard-copy imagery are covered.
Lecture: 1 hour  
Laboratory: 2 hours  
(course fee required)

DMS 121◊ 5 credits
Cross-Sectional Anatomy
This course covers the human anatomy in transverse, sagittal, coronal and oblique planes in order to enable the student to identify the structures seen in each plane, and to visualize any portion of the anatomy as it relates to the body as a three-dimensional whole and to ultrasound imaging planes.
Prerequisite: BIS 234◊  
Lecture: 5 hours

DMS 125◊ 3 credits
Abdominal Sonography
This course presents a comprehensive outline for normal anatomy, anatomical variations and basic pathologic entities in the abdominal structures that can be detected and evaluated by diagnostic ultrasound. Abdominal ultrasound procedures will be presented in laboratory.
Prerequisite: DMS 102◊  
Lecture: 2 hours  
Laboratory: 2 hours  
(course fee required)

DMS 131◊ 3 credits
Clinical Applications I
Provides opportunities for students to become familiar with the overall operation, common ultrasound procedures, departmental policies and basic patient care in ultrasound departments in hospitals.
Prerequisite: Concurrent enrollment in DMS 135◊, DMS 136◊  
Laboratory: 15 hours  
(course fee required)

DMS 132◊ 3 credits
Obstetrical/Gynecologic Sonography
Learn about the comprehensive outline of normal anatomy, anatomical variations and basic pathologic entities in the gravid and non-gravid uterine cavities, which can be detected and evaluated by diagnostic ultrasound. OB/GYN ultrasound procedures will be presented in laboratory.
Prerequisite: DMS 102◊  
Lecture: 2 hours  
Laboratory: 2 hours  
(course fee required)

DMS 135◊ 2 credits
Ultrasound Film Critique
This course is designed to correlate ultrasound knowledge with visual images, including extensive viewing of normal versus abnormal ultrasound images.
Prerequisite: DMS 125◊, concurrent DMS 131◊, DMS 136◊  
Lecture: 2 hours  
(course fee required)

CJA 236◊ 3 credits
Criminal Law II
Criminal code of the state of Illinois, including classification of crimes and their application to the justice system is covered. Legal rules governing police practices and procedures and the structure, definitions, and pertinent sections of law and procedure. CJA 219◊ recommended prior to this course.
Lecture: 3 hours

CJA 241◊ 3 credits
Traffic Enforcement & Administration
Development, purpose, enforcement and administration of traffic law and fundamentals of traffic-accident investigation are taught. CJA 111◊ recommended prior to this course.
Lecture: 3 hours

CJA 246◊ 3 credits
Laws of Evidence
Evidence and the rules governing admissibility in court are explored. Elements necessary to establish criminal intent, search and seizure, and implications of the U.S. Supreme Court regarding evidence also are discussed. CJA 111◊ recommended prior to this course.
Lecture: 3 hours

CJA 257◊ 3 credits
Law Enforcement Administration
This course covers concepts and principles of organization and administration. CJA 111◊ recommended prior to this course.
Lecture: 3 hours

CJA 296◊ 0.5-4 credits
Special Topics in Criminal Justice
This course is provided for the study of “special topics” related to the criminal justice system, including law enforcement issues, judicial concerns and decisions, and correctional ideologies. Delivery of subject matter will include, but not limited to, readings, discussion groups, guided research and field trips. Course may be repeated if topics are different. However, only three credits may be applied toward graduation requirements. Topics are selected on a basis of timeliness and interest.
Lecture: 0.5-4 hours  
Laboratory: 0.5-8 hours

CJA 298◊ 3 credits
Applied Law Enforcement Administration
Practical application of law enforcement administration principles, planning
Course Descriptions

DMS 141 4 credits
Clinical Applications II

This course provides opportunities for students to apply knowledge or principles and procedures of abdominal, OB/GYN and cardiac imaging to patients in the clinical area.

Prerequisite: DMS 131, DMS 135, DMS 136
Laboratory: 24 hours (course fee required)

DMS 146 3 credits
Pathology & Diagnostic Sonography

This course covers the principles and procedures of abdominal, OB/GYN and neonatal sonography, focusing on pathology of those specific organs.

Prerequisite: DMS 135, DMS 136
Lecture: 3 hours

DMS 151 4 credits
Clinical Applications III

This course provides opportunities for students to attain competency in ultrasound imaging of the abdominal, cardiac and OB/GYN organs and organ systems. Opportunities for Doppler and ophthalmic ultrasound techniques will be provided.

Prerequisite: DMS 141
Laboratory: 24 hours (course fee required)

DMS 200 2 credits
Principles of Computerized Sonography

Ultrasound physics application to high-resolution system design and instrumentation utilizing available computer packages that will be linked to clinical situations is covered. Color flow and doppler function will be included.

Prerequisite: DMS 131, concurrent DMS 146
Lecture: 2 hours

DMS 201 3 credits
Sonographic Specialties

General coverage of doppler, peripheral vascular and echocardiography, non-routine exams such as popliteal, prostate, testicular and high-level obstetrical and abdominal studies are included. Performance of these exams and film critique will occur in the laboratory.

Prerequisite: DMS 141, DMS 146, DMS 200
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

DMS 135 3 credits
Clinical Applications I

This course provides opportunities for students to apply knowledge or principles and procedures of abdominal, OB/GYN and cardiac imaging to patients in the clinical area.

Prerequisite: DMS 131, DMS 135, DMS 136
Laboratory: 24 hours (course fee required)

DMS 110 3 credits
Early Childhood Education

Growth and development of the child. Methods of teaching health, nutrition to young children are covered. Techniques of menu planning, and program considerations of nutrition, health, hygiene and safety standards for the young child in group care are implemented. Developmentally appropriate practices, curriculum development and licensing standards are emphasized.

Prerequisite: ECE 110, ECE 111
Lecture: 2 hours
Laboratory: 2 hours IAI: ECE 902 (course fee required)

ECE 111 3 credits
Introduction to Early Childhood Education

Provides an overview of the history and philosophy of the field of early childhood care and education. Various component of past, present and possible early childhood programs are investigated. Also includes the role of the early childhood professional in assessing and planning developmentally appropriate practices. Developmentally appropriate practices are discussed. Observational and assessment skills will be fostered through field experiences.

Lecture: 2 hours
Laboratory: 2 hours IAI: ECE 911 (course fee required)

ECE 115 3 credits
Infant/Toddler Development

Examines cognitive, social and emotional development of infants from prenatal development through toddlerhood. The importance of attachment and separation on infant and toddler growth and development are discussed.

Lecture: 2 hours
Laboratory: 2 hours (course fee required)

ECE 118 3 credits
Health, Nutrition & Safety

Methods of teaching health safety and nutrition to young children are covered. Techniques of menu planning, and program considerations of nutrition, health, hygiene and safety standards for the young child in group care are implemented. Developmentally appropriate practices, curriculum development and licensing standards are emphasized.

Prerequisite: ECE 110, ECE 111
Lecture: 2 hours
Laboratory: 2 hours IAI: ECE 902 (course fee required)

ECE 121 3 credits
Language Development & Activities

Provides in-depth knowledge and understanding of language development and theory, stages involved, the role that adults play and the relationship of language to other aspects of development. Teaching methods are introduced emphasizing the interrelatedness of literacy in all developmental domains and curriculum areas. Students will plan, prepare materials, implement and evaluate activities in a field setting.

Prerequisite: ECE 110, ECE 111
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

ECE 122 3 credits
Infant/Toddler Care and Curriculum

Teaching techniques and methods as it pertains to infant and toddler care is discussed. Emphasis is on physical, social, emotional and cognitive development and care. Planning and implementing the environment practices is stressed. Observations of quality infant/toddler programs are included in lab.

Prerequisite: ECE 110, ECE 115
Lecture: 2 hours
Laboratory: 3 hours (course fee required)

ECE 136 3 credits
School-Age Programming

Focuses on planning and organizing programs and activities appropriate for school-age children (6-12 years). Emphasis will be placed on implementing developmentally appropriate activities and practices for this age. This course is designed to provide the student with knowledge and skills necessary to work effectively with this age group.

Lecture: 3 hours

ECE 138 4 credits
Observation, Assessment, Curriculum and Guidance of Young Children

Observational techniques and guidance practices which facilitate the development of the young child including theories supporting an analysis of child behavior. The relationship between careful observation, communication and effective interaction and assessment with children through supervised observations and experiences in an early childhood setting are a component. Developmentally appropriate curriculum will be developed covering all developmental domains and curriculum areas and work sampling portfolios will be constructed on children at placement site. (Formerly Observation and Guidance of Young Children)

Prerequisite: ECE 110, ECE 111
Lecture: 3 hours
Laboratory: 5 hours IAI: ECE 914 (course fee required)
Early Childhood Education

ECE 142◊ 3 credits
Students with Disabilities in School
An overview of children with exceptional cognitive, physical, social and emotional characteristics; analysis of developmental and educational needs imposed by exceptionality; identification, intervention strategies, methods, and programs designed to meet their needs. Inclusion for children with disabilities in early childhood educational settings is studied. Study of applicable federal and state laws and requirements: Individuals with Disabilities Education Act, Americans with Disabilities Act, Individualized Family Service Plan, Individualized Education Plan and inclusive programs. (Formerly The Exceptional Child)
Prerequisite: ECE 110 ◊, ECE 111 ◊
Lecture: 2 hours
Laboratory: 2 hours  IAI: ECE 913

ECE 146◊ 2 credits
Child, Family & Community
Concentrates on teacher’s role in working with the child’s family and community, stresses parent education, changing families, cultural diversity and legal responsibilities; specifies criteria and methods for effective parent-teacher-child communication and relationships building. Includes an in-depth study of community resources and partnership building and the important role of advocacy for the Early Childhood Professional.
Prerequisite: ECE 110 ◊, ECE 111 ◊
Lecture: 2 hours  IAI: ECE 915

ECE 150◊ 1 credit
Teacher Assistant/Aide Test Preparation and Review
Prepares individuals for completing state-endorsed education paraprofessional examinations. Includes an introduction to standardized tests, a review of basic skills, and test-taking strategies. Curriculum reflects content from the two state-endorsed paraprofessional exams: the ACT WorKeys and the ETS Parapro. This course is intended to serve as a refresher/review course for paraprofessionals who have learned the subject matter earlier in their educational experience.
Lecture: 1 hour

ECE 151◊ 1 credit
Communicating with Parents and Children
Establishes parent relationships through effective listening, speaking and writing. Develops communication skills in relation to children, families and co-workers.
Lecture: 1 hour

ECE 152◊ 1 credit
Principles of Child Growth and Development, Birth - 5
An overview of physical, social/emotional, cognitive and language development from conception to age five. The significance of family, peers, school and culture will be emphasized and practically applied to the young child’s individual development.
Lecture: 1 hour

ECE 153◊ 1 credit
Guiding Children and Managing the Classroom
An understanding of children’s behaviors, positive guidance, prevention techniques and strategies for creating a prosocial classroom environment.
Lecture: 1 hour

ECE 154◊ 1 credit
Activities and Resources for Young Children I
Planning the developmentally appropriate curriculum environment. Topics covered will include schedules, projects and activities in the curricular areas of art, motor, music movement, health and safety and nutrition.
Lecture: 1 hour

ECE 155◊ 1 credit
Activities and Resources for Young Children II
Planning the developmentally appropriate curriculum environment. Topics covered will include schedules, projects and activities in the curricular areas of math, science, social studies, self-concept, language, literature, dramatic play and group times.
Lecture: 1 hour

ECE 156◊ 1 credit
Effective Teaching
Provides methods for maintaining and increasing effective teaching behaviors. Topics include relations with parents and co-workers, teacher behaviors, avoiding burnout, growing professionally, advocacy and professional ethics.
Lecture: 1 hour

ECE 230◊ 3 credits
Theory of Play
Theories of play and its effect on physical, cognitive, social and emotional development will be explored through lectures, readings and play experiences. The role of the teacher in facilitating play and choosing appropriate equipment will be stressed. Emphasis will be on children from birth to middle childhood.
Prerequisite: ECE 110 ◊, ECE 111 ◊
Lecture: 3 hours

ECE 231◊ 3 credits
Science & Math for Children
Investigate through theory and practice how the young child gains an understanding of scientific and mathematical concepts. Developmentally appropriate materials, curriculum planning and implementation are stressed.
Prerequisite: ECE 110 ◊, ECE 111 ◊
Lecture: 2 hours
Laboratory: 2 hours  (course fee required)

ECE 232◊ 3 credits
Creative Activities for the Young Child
An in-depth look at the variety of experiences and methods for developing self-expression and creativity in the young child, focusing on art, music, and movement. The interrelations of the creative arts and development and developmentally appropriate practice is emphasized.
Prerequisite: ECE 110 ◊, ECE 111 ◊
Lecture: 2 hours
Laboratory: 2 hours  (course fee required)

ECE 250◊ 3 credits
Administration & Supervision of Early Childhood Programs
Supervision and administration techniques and issues of licensed early childhood facilities are looked at within the framework of all types of early childhood programs. Areas of planning, organizing, staffing, reports and budgeting will be covered. State and local licensing regulations as well as legal issues are addressed.
Prerequisite: ECE 110 ◊, ECE 111 ◊
Lecture: 3 hours  (course fee required)

ECE 251◊ 4 credits
Practicum
Emphasizes the practical application of early childhood education principles and theories while working with young children in a licensed setting, supervised by a qualified, professional, cooperating teacher and college instructor. Quality care and developmentally appropriate practice are emphasized.
Prerequisite: ECE 118 ◊, ECE 121 ◊, ECE 138 ◊, ECE 231 ◊ and concurrent enrollment in ECE 252 ◊
Clinical: 20 hours  (course fee required)

ECE 252◊ 3 credits
Seminar
Review and discussion of special projects performed in an early childhood program by the students enrolled in the practicum. Application of theories and
developmentally appropriate practices are emphasized.

**Prerequisite:** ECE 118 \(\Diamond\), ECE 121 \(\Diamond\), ECE 138 \(\Diamond\), ECE 231 \(\Diamond\) and concurrent enrollment in ECE 251 \(\Diamond\)

**Lecture:** 3 hours

**ECO 296**  
**Special Topics in Early Childhood Education**

Special interest topics and newly developing areas of interest in Early Childhood Education will be provided. Content and format of this course are variable. Subject matter will be indicated in the class schedule. Course may be repeated up to three times when topics are different, but only three hours can be used to meet graduation requirements.

**Lecture:** 0.5-3 hours  
**Laboratory:** 1-6 hours

**Economics**

**ECO 102**  
**Macroeconomics**

Modern economic theory and public policy, including fiscal policy, monetary policy and contemporary macroeconomic problems are discussed.

**Lecture:** 3 hours  
**IAI:** S3 901

**ECO 103**  
**Microeconomics**

Learn about supply-and-demand analysis, market structures, resource allocations and contemporary microproblomes.

**Lecture:** 3 hours  
**IAI:** S3 902

**ECO 105**  
**Consumer Economics**

This course covers the consumer’s private and public role in the U.S. economic system, the role of values in the allocation of consumer resources to alternative uses, techniques of money management, and knowledge and skills that contribute most to the consumer’s and society’s welfare.

**Lecture:** 3 hours

**ECO 150**  
**Money, Credit & Banking**

Explore the monetary and banking systems, the Federal Reserve System, price fluctuation, foreign-exchange financing, specialized financial institutions in the United States and monetary theory.

**Prerequisite:** ECO 102 \(\Diamond\) or ECO 103 \(\Diamond\)

**Lecture:** 3 hours

**ECO 170**  
**Statistics for Business and Economics**

Covers the basic concepts of statistical analysis used in business decision making and methods of analyzing quantitative economic and business data. The student will learn how to work out basic problems and be able to apply different statistical techniques. The following concepts and techniques are included: descriptive statistics, measures of central tendency and variability, probability, random variables, binomial and normal distributions, sampling distributions, large and small sample statistical inference, including estimation and hypothesis testing, the chi-square distribution, linear regression and correlation and an introduction to the use of computers in statistical analysis.

**Prerequisite:** MAT 110 \(\Diamond\) or placement into calculus

**Lecture:** 3 hours  
**IAI:** M1 902; BUS 901

**ECO 171**  
**Elements of Statistics II**

Correlation and regression, sampling, index numbers, time series and “goodness-of-fit” tests are covered. This course is to be a continuation of ECO 170\(\Diamond\) for a year-long study of statistics.

**Prerequisite:** ECO 170 \(\Diamond\)

**Lecture:** 3 hours

**ECO 296**  
**Special Topics in Economics**

International topics and problems through readings, discussion, guided research and field trips are presented. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences or Careers.

**Prerequisite:** One economics course  
**Lecture:** 4 hours

**Education**

**EDU 200**  
**Introduction to Special Education**

This course is designed to be an overview of the field of special education for education majors. Covered in the course is the history, philosophy, legal basis of special education, identification of exceptionality, psychological implications of each form of exceptionality, educational needs of exceptional students and intervention strategies designed to meet the needs of exceptional students. Guided observational experiences may be included.

**Lecture:** 3 hours  
**IAI:** SED 904

**EDU 203**  
**Portfolio Development for Educators**

Provides students with the tools needed to develop and manage an electronic portfolio for use in tracking program achievement aligned with the Illinois Professional Teaching Standards. Students will create standard-based port-folios that meet accreditation requirements. Students entering into an education program must develop and track course work throughout their studies in an electronic format to be used for assessing achievement relevant to educational course work and work with the Illinois Professional Teaching Standards.

**Lecture:** 1 hour

**EDU 206**  
**Human Growth and Development**

A study of human growth and development of the individual from conception through adulthood. The emphasis is on social, emotional, cognitive, linguistic, and physical changes in childhood and adolescence as they occur in the context of gender, family, school, society and the overall culture.

**Prerequisite:** Grade “C” or better in RHT 101 \(\Diamond\) and SPE 101 \(\Diamond\)

**Lecture:** 3 hours  
**IAI:** EED 903, SED 903; SPE 913

**EDU 207**  
**Introduction to Education**

This course covers the fundamentals to work within security, comfort and entertainment subsystems of the automated home. Topics include installation, integration and troubleshooting of: home security, audio/video, computer networks, electrical wiring, cable/satellite, Broadband,
Electronics Technology

telecommunications and structured wiring. Topics parallel CompTIA's HTI+ Certification objectives. Students are strongly recommended to have successfully completed one year of high school electricity or equivalent.

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**ELT 110◊** 3 credits

**Concepts of Electronics**

Hands-on electronics survey course. Includes: electronic circuit fabrication and circuits, use of electronic test equipment, introduction to reading schematic diagrams, ladder diagrams, schematic symbols, and basic electrical/electronic concepts from D.C. through Digital electronics. Students passing ELT 110◊ with a grade of “B” or better may request a proficiency test for ELT 115◊. (Formerly ELC)

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**ELT 113◊** 3 credits

**National Electrical Code**

Covers the National Electrical Code and includes: wiring design for commercial and industrial applications, installation of circuits and equipment, state and local codes and ordnances and special equipment installation. A review of basic electrical theory is included. (Formerly ELC)

| Lecture: 3 hours |

**ELT 115◊** 5 credits

**Introduction to Electronics**

Fundamentals of DC and AC electronic circuits including Ohm's Law for series and parallel circuits, power, magnetism, inductance, capacitance, reactance, impedance, transformers and resonance are presented. Practical hands-on lab exercises parallel lecture material.

| Prerequisite: TEC 122◊ or concurrent enrollment |
| Lecture: 3 hours |
| Laboratory: 4 hours |
| (course fee required) |

**ELT 120◊** 4 credits

**Industrial Electricity**

Introductory course in industrial electricity. Includes: electrical conductors, circuit configurations, symbols, AC generation and distribution, transformers, electrical testing, protective devices, residential and industrial wiring, and an introduction to electrical motors. (Formerly ELC)

| Prerequisite: ELT 110◊ or ELT 115◊ |
| Lecture: 3 hours |
| Laboratory: 2 hours |
| (course fee required) |

**ELT 137◊** 4 credits

**Electronic Devices & Circuits**

Examine semiconductor devices and their applications in electronic circuits. Included are: rectifier, zener and other special-purpose diodes; bipolar and field-effect transistors; small-signal and power amplifiers; basic switching circuits; thyristors; optoelectronic devices; additional special-purpose discrete semiconductor devices; and amplifier-frequency response.

| Prerequisite: ELT 115◊ |
| Lecture: 3 hours |
| Laboratory: 3 hours |
| (course fee required) |

**ELT 139◊** 2 credits

**Electronic Fabrication**

Basic types of electronic servicing tools, electronic circuit components and electronic testers are presented. Interpretation of circuit diagrams, techniques of chassis making, wiring layout and printed-circuit layout also are covered.

| Lecture: 1 hour |
| Laboratory: 2 hours |
| (course fee required) |

**ELT 147◊** 4 credits

**Digital Electronics**

Combination and sequential logic circuits are taught. Topics include number codes, basic-logic circuits, Boolean algebra, data handling and arithmetic circuits, flip-flops, latches, counters, shift registers, multivibrators and a comparison of logic families.

| Prerequisite: ELT 115◊ |
| Lecture: 5 hours |
| Laboratory: 3 hours |
| (course fee required) |

**ELT 151◊** 4 credits

**Microprocessor Electronics**

An introduction to commonly used microprocessors and circuits found in microcomputers. Topics include: basic architecture of Intel, AMD and CYREX microprocessors, elements of a microcomputer system, microprocessor, instruction sets, programming concepts, program execution, addressing modes, memory circuits, I/O interfacing and peripheral adapters.

| Prerequisite: ELT 115◊ and ELT 139◊ |
| Lecture: 3 hours |
| Laboratory: 3 hours |
| (course fee required) |

**ELT 153◊** 3 credits

**Electronic Systems Troubleshooting**

Advanced troubleshooting of Consumer, Business and Industrial Electronic Systems, techniques of systematic troubleshooting, proper selection of testing equipment and the interpretation of the manufacturers' documentation are covered.

| Prerequisite: ELT 115◊, ELT 137◊, ELT 139◊ |
| Lecture: 1 hour |
| Laboratory: 4 hours |
| (course fee required) |

**ELT 162◊** 4 credits

**Industrial Controls I**

A study of industrial controls with emphasis on AC-power control. Includes: ladder diagramming, motor starters, relays, timers, solid-state motor controls, photo-electronic, proximity-control devices, introduction to Programmable Logic Controllers and PLC interfacing to industrial PCs. (Formerly ELC)

| Prerequisite: ELT 110◊ or ELT 115◊ |
| Lecture: 3 hours |
| Laboratory: 2 hours |
| (course fee required) |

**ELT 186◊** 4 credits

**Electrical Motors**

Principles and applications of electric motors in industrial applications are presented. Includes: motor and generator fundamentals, single-and three-phase AC motors, DC and universal motors, stepper motors, servo motors, motor-load characteristics, motor specifications and ratings, efficiency characteristics, motor-protective devices, and testing and troubleshooting procedures for motors. (Formerly ELC)

| Prerequisite: ELT 110◊ or ELT 115◊ |
| Lecture: 3 hours |
| Laboratory: 2 hours |
| (course fee required) |

**ELT 201◊** 3 credits

**A+ Hardware-PC Maintenance & Repair**

Configuration, installation, diagnostic and troubleshooting of a microcomputer system are covered. Uses extensive “hands-on” labs, disk and ROM-based diagnostic, POST Cards, to determine the functionality of a microcomputer system. Additional topics include: motherboard configuration, PC architectures and buses, system operation, configuration of Floppy drives, hard drives, CD-ROM drives, Intel, AMD and CYREX microprocessors, preventive maintenance, portable systems, PDAs and digital cameras. Topics parallel CompTIA's A+ objectives. (Formerly PC Maintenance)

| Prerequisite: CIS 101◊ or equivalent course |
| Lecture: 2 hours |
| Laboratory: 2 hours |
| (course fee required) |
Course Descriptions

ELT 205
A+ Hardware-PC Peripherals and Upgrades
This hands-on course covers microcomputer peripherals, including configuration, installation and troubleshooting of: dot matrix, thermal printers, ink jet, laser printers, internal and external modems, pointing devices, iLINK, USB devices, IEEE 1394 devices, Fire Wire devices and IEEE 1284 devices. Topics parallel CompTIA's A+ objectives. (Formerly Microcomputer Peripherals) Prerequisite: CIS 101 or equivalent course Lecture: 2 hours Laboratory: 2 hours (course fee required)

ELT 210
Advanced PC Maintenance
Includes configuration and hardware troubleshooting of: Video Monitors, SCSI devices, Virus Protection, Hard Drive Imaging. Remote control and remote hardware troubleshooting of the PC through operating system, command line utilities and Advanced Disk-based diagnostics through extensive hands-on labs. Course topics parallel CompTIA's A+ objectives. Prerequisite: ELT 201 or ELT 205 Lecture: 2 hours Laboratory: 4 hours (course fee required)

ELT 211
Video, Voice, Data Cable Installation
Students will develop the skill set required to meet the demands of the expanding telecommunication industry with extensive hands-on experiences via simulated equipment found in a building infrastructure with an equipment room, data room, telco room, offices or private residents. Skills developed include installation, termination, testing and certification of cable. Cable technologies include: twisted pair cable, coaxial cable used to transport video, data and (telco) information. Topics parallel BICSI Level 1 installer objectives and CompTIA's, HTI+ objectives. Students will be working with color-coded cable and must be able to lift 50 pounds of weight. Lecture: 2 hours Laboratory: 3 hours (course fee required)

ELT 225
A+ Hardware-Local Area Networks
A local area network hardware service and support course exploring: configuration, installation and troubleshooting of a Local Area Network. Topics include: various data transmission techniques, networked and simple point-to-point configurations, site planning, site preparation, network power requirements, copper media termination and testing. Local area networks topologies, Novel Netware, standard LAN hardware and premise wiring installation are covered. Industrial Network applications are explored. Students will build and troubleshoot a Local Area Network. (Formerly Local Area Networks) Prerequisite: ELT 201 or ELT 205 Lecture: 2 hours Laboratory: 2 hours (course fee required)

ELT 270
Linear Integrated Circuits
Covers both linear and analog-to-digital (ADC)/digital-to-analog (DAC) interface-circuits in a variety of real-world industrial and consumer applications. Special purpose ICs, such as op amps, voltage and current regulators, function generators and instrumentation amplifiers are included. Prerequisite: ELT 137 Lecture: 3 hours Laboratory: 3 hours (course fee required)

ELT 274
Industrial Controls II
Programmable controllers, including numbering systems, codes, hardware components, programming methods, interfacing of input/output devices are covered and interfacing the PLC to industrial PCs and industrial networks. (Formerly ELC) Prerequisite: ELT 162 Lecture: 3 hours Laboratory: 2 hours (course fee required)

ELT 275
Electronics for Automation
Operation and application of electronic devices and components in the automation field, including power supply and regulator circuits, solid-state controls, transducers, actuators, proximity, pressure and temperature sensors, opto-electronic devices and linear-integrated circuits. Includes introduction to control techniques. Students may substitute ELT 137 for ELT 275. (Formerly ELC) Prerequisite: ELT 110 or ELT 115 Lecture: 3 hours Laboratory: 3 hours (course fee required)

ELT 287
Electrical Troubleshooting
Elements of practical troubleshooting, including logical methods and procedures of troubleshooting motors and generators, relays and industrial controls, and AC-DC controllers are covered. Students may substitute ELT 153 for ELT 287. (Formerly ELC) Prerequisite: ELT 110 or ELT 115 Lecture: 3 hours Laboratory: 3 hours (course fee required)

ELT 288
Applied Electronics and Communications
Examination of the hardware used to implement analog and digital communication systems with emphasis on practical applications and troubleshooting. Students will develop a broad understanding of both wireless and wired electronic communication principles and techniques. Includes: modulation and detection principles for AM, FM and PM; AM, FM and TV systems; transmission lines; telephone systems fundamentals; digital-data communications and optical communications. Prerequisite: ELT 137 Lecture: 3 hours Laboratory: 3 hours (course fee required)

ELT 291
Certification Test Review
Provides students the opportunity to prepare for a wide range of certification tests including: CompTIA's A+, NET+, ISCEET's CET, FCC's GROWL certification and CEMA's Mobile Electronics Technician. Course is custom tailored to meet the student's individual certification needs and schedule. (Formerly Electronics Technology Seminar) Lecture: 1 hour Laboratory: 2 hours (course fee required)

ELT 296
Special Topics in Electronics Technology
Topics pertaining to current and emerging technology in electronics and computer maintenance will be covered. Content and format of this course are...
Emergency Medical Services

Paramedic III
EMS 153 3 credits
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers care and treatment of the trauma patient. This course is only open to students enrolled in the Leadership for Paramedic degree program. (Formerly FIR 213)
Prerequisite: Successful completion of EMS 152 or concurrent enrollment with EMS 152
Lecture: 2 hours
Laboratory: 2 hours

EMS 154 6 credits
Paramedic IV
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers care and treatment of the medical patient. This course is only open to students enrolled in the Leadership for Paramedic degree program. (Formerly FIR 214)
Prerequisite: Successful completion of EMS 153 or concurrent enrollment with EMS 153
Lecture: 5 hours
Laboratory: 2 hours

EMS 155 3 credits
Paramedic V
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers special considerations and assessment-based management. This course is only open to students enrolled in the Leadership for Paramedic degree program. (Formerly FIR 215)
Prerequisite: Successful completion of EMS 154 or concurrent enrollment with EMS 154
Lecture: 2 hours
Laboratory: 2 hours

EMS 156 2 credits
Paramedic VI
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers how to manage the emergency scene. This course is only open to students enrolled in the Leadership for Paramedic degree program. (Formerly FIR 216)
Prerequisite: Successful completion of EMS 155 or concurrent enrollment with EMS 155
Lecture: 1 hour
Laboratory: 2 hours

EMS 157 3 credits
Paramedic VII
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers required clinical/observation time all paramedic students must complete. This course is only open to students enrolled in the Leadership for Paramedic degree program. (Formerly FIR 217)
Prerequisite: Successful completion of EMS 156 or concurrent enrollment with EMS 156
Clinical: 18 hours

EMS 161 3 credits
EMS Lead Instructor
Based on the guidelines and recommendations of the Emergency Medical Services Highway Safety Program and the Illinois Department of Public Health Division of Emergency Medical Services. Designed to educate EMS professionals how to teach EMS related classes. Detailed information related to the creation of course objectives, lesson plans, presentation skills, learning styles, goals and objectives are covered. Upon completion, students will become eligible to take the Illinois Department of Public License exam for EMS Lead Instructor. (Formerly FIR 201)
Prerequisite: Four years of experience in pre-hospital emergency care; at least two years of documented teaching experience and approval of program coordinator
Lecture: 3 hours
(course fee required)

EM 191 2 credits
Risk Management in EMS
Focuses on legal liability, testimony, documentation, torts, case studies, mock trials, workplace risk management strategies and a discussion of basic medical ethics as they apply to EMS providers. (Formerly FIR 200)
Prerequisite: Admission to EMS Leadership curriculum or consent of instructor
Lecture: 2 hours

Engineering Science

EGR 100 1 credit
Engineering Lecture
An introduction to the engineering profession, the spectrum of opportunities available to engineering graduates and the process of technical report writing is presented. A preview of problem-solving techniques also is given. Included is a project to introduce students to the techniques of data acquisition and evaluation, technical writing and oral presentation.
Lecture: 1 hour

EGR 103 3 credits
Engineering Graphics
A course for all engineering students. It includes sketching, orthographic projections and analysis of geometric problems, theory of pictorial presentation, dimensioning, basic charts and diagrams. The course includes computer-aided design, techniques of data acquisi-
Course Descriptions

Response of circuits and transformers are studied.
Prerequisite: PHY 107 ∨ MAT 135 ∨ PHY 106 ∨ MAT 135 ∨ concurrent enrollment
Lecture: 3 hours IAI: EGR 941

EGR 207◊ 3 credits
Thermodynamics
This course covers the energy transformation, kinetic-theory analysis, thermodynamic processes of open and closed systems, reversibility, entropy and the second law, and thermodynamic temperature scales. A computer design project is required.
Prerequisite: PHY 107 ∨ concurrent enrollment MAT 135 ∨ PHY 106 ∨ MAT 135 ∨ or concurrent enrollment
Lecture: 3 hours IAI: EGR 946

EGR 211◊ 3 credits
Engineering Dynamics
Examine the displacement, velocity and acceleration of a particle; forces acting on rigid bodies and changes in motion produced; translation; rotation; plane motion; force mass and acceleration; and work and energy. A computer design project is required.
Prerequisite: EGR 152 ∨ MAT 135 ∨ or concurrent enrollment
Lecture: 3 hours IAI: EGR 943

EGR 260◊ 3 credits
Elementary Circuits
This is an introduction to elementary circuit-analysis techniques, including resistive-circuit element modeling, Kirchhoff's Laws, circuit equations, equivalent circuits, energy-storage elements and models, transient analysis, network functions, AC analysis, and frequency response of circuits and transformers are studied.
Prerequisite: PHY 107 ∨ MAT 135 ∨ PHY 106 ∨ MAT 135 ∨ or concurrent enrollment
Lecture: 3 hours IAI: EGR 931

Engineering Technology

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
Emphasis will be on engineering experimention using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260
Lecture: 1 hour Laboratory: 3 hours (course fee required)

Introduction to Automation
Introduction to current automated manufacturing and process techniques is provided, such as the integration of continuous quality improvement principles in the design process of a manufacturing operation. Major topics will address the concepts of computerized, integrated manufacturing and process control. Other topics covered are CAD/CNC, team-group approach, software integration, product planning and handling. Supportive elements such as computer usage in the automation process, sensors, networks, communication protocol and controllers also are covered. (Formerly MTT)
Prerequisite: EN 110 or EN 122 ∨ Concurrent enrollment
Lecture: 2 hours Laboratory: 2 hours (course fee required)

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
Emphasis will be on engineering experimention using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260
Lecture: 1 hour Laboratory: 3 hours (course fee required)

Dimensional Metrology I
Knowledge, proper use and application of precision measuring instruments are covered. Topics include gage blocks, comparators, electronic data acquisition and calibration. Emphasis is placed on instrument accuracy and (Gage Repeatability and Reproducibility) (GRR). This is an excellent course for anyone looking to do Quality Control and/or work in an R & D testing environment. (Formerly MTT)
Prerequisite: EN 110 or EN 122 ∨ Concurrent enrollment
Lecture: 2 hours Laboratory: 2 hours (course fee required)

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
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Prerequisite: EN 110 or EN 122 ∨ Concurrent enrollment
Lecture: 2 hours Laboratory: 2 hours (course fee required)

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
Emphasis will be on engineering experimention using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260
Lecture: 1 hour Laboratory: 3 hours (course fee required)

Engineering Technology

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
Emphasis will be on engineering experimention using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260
Lecture: 1 hour Laboratory: 3 hours (course fee required)

Dimensional Metrology I
Knowledge, proper use and application of precision measuring instruments are covered. Topics include gage blocks, comparators, electronic data acquisition and calibration. Emphasis is placed on instrument accuracy and (Gage Repeatability and Reproducibility) (GRR). This is an excellent course for anyone looking to do Quality Control and/or work in an R & D testing environment. (Formerly MTT)
Prerequisite: EN 110 or EN 122 ∨ Concurrent enrollment
Lecture: 2 hours Laboratory: 2 hours (course fee required)

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
Emphasis will be on engineering experimention using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260
Lecture: 1 hour Laboratory: 3 hours (course fee required)

Dimensional Metrology I
Knowledge, proper use and application of precision measuring instruments are covered. Topics include gage blocks, comparators, electronic data acquisition and calibration. Emphasis is placed on instrument accuracy and (Gage Repeatability and Reproducibility) (GRR). This is an excellent course for anyone looking to do Quality Control and/or work in an R & D testing environment. (Formerly MTT)
Prerequisite: EN 110 or EN 122 ∨ Concurrent enrollment
Lecture: 2 hours Laboratory: 2 hours (course fee required)

Cooperative Work Experience
See course description CWE 290

Cooperative Work Experience
See course description CWE 291

Special Topics in Engineering
Emphasis will be on engineering experimention using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260
Lecture: 1 hour Laboratory: 3 hours (course fee required)
energy sources to maximize existing forces of linear and rotational motion. Prerequisite: MAT 114 or TEC 153 or concurrent enrollment Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 125 3 credits Advanced Drafting & Design
Graphical methods and theory employed in industrial product and assembly drawings, precision dimensioning, threads and fasteners, and analysis of data are studied. Taught in a combined collaborative environment with and alongside students from ENT 110 in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class. Prerequisite: ENT 110 and ENT 252 or concurrent enrollment Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 126 3 credits Design with Geometric Tolerancing
Advanced course in engineering drawing, covering the application of geometric tolerancing and functional gaging to various types of industrial drawings including machine tool, welding, forging, casting, plastic parts and numerical control. Prerequisite: ENT 110 Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 210 3 credits Materials and Processes
Learn about industrial-manufacturing and production methods, including cold-working processors, welding, casting, molding and automatic machinery. A general study of metal (ferrous and nonferrous), non-metal (organic and non-organic) and synthetic material used by industry for technological purposes in manufacturing is provided. Basic atomic structure, bonding phase diagram, properties of materials, as well as destructive material testing also are studied. (Formerly MTT) Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 215 3 credits Basic Pro-E
Basic commands used in the creation of engineering drawings with Pro-E software, including inserting basic geometric features and revising various types of geometry. Taught in a combined, collaborative environment with and alongside students from ENT 218 and ENT 220 in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class. Prerequisite: ENT 125 and ENT 252 or concurrent enrollment Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 218 3 credits Intermediate Pro-E
An intermediate course using Pro-E commands and procedures. Student will create basic parts, drawings and assemblies. Taught in a combined collaborative environment with and alongside students from ENT 215 and ENT 220 in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class. Prerequisite: ENT 215 Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 220 3 credits Advanced Pro-E
Advanced course in Pro-E commands and procedures. Students will create advanced parts, drawings and assemblies. Taught in a combined collaborative environment with and alongside students from ENT 215 and ENT 220 in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class. Prerequisite: ENT 218 Lecture: 2 hours (course fee required)

ENT 232 3 credits Descriptive Geometry
Covers graphical solutions of original layouts, developments of surfaces and the ability to find true lengths of lines and sizes of a plane figure to determine a point-view of a line using AutoCAD. The skills gained are fundamental to industries that deal in metal forming and package design. Prerequisite: ENT 252 Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 251 3 credits Introduction to UG/SolidEdge
An introductory level course to UG and Solidedge. Content will stress basic commands and proper manipulation of both types of software, from basic-part modeling to assembly drawings and finished/detailed engineering drawings. (formerly Introduction to CADKEY) Prerequisite: ENT 110 and ENT 252 or concurrent enrollment Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 252 3 credits Introduction to AutoCAD
An introductory level course in AutoCAD. Content will stress the basic commands and proper manipulation of AutoCAD software to produce finished engineering drawings. Prerequisite: ENT 125 or concurrent enrollment; CIS 151 or concurrent enrollment Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 255 3 credits Introduction to Autodesk Inventor
An introductory-level course to Autodesk Inventor. Content will stress basic commands and proper manipulation of the software, from basic part modeling to assembly drawings and finished/detailed engineering drawings. (formerly Introduction to Design with CAD Software) Prerequisite: ENT 110 and ENT 252 or concurrent enrollment Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 257 3 credits AutoCAD 3D Solids Modeling
An advanced course in AutoCAD. Content will cover 3D-model and paper space, along with developing the 3D model using surface commands. Content also will cover 3D-solids modeling of the part or assembly. (formerly AutoCAD 3D and Solids Modeling) Prerequisite: ENT 252 Lecture: 2 hours Laboratory: 2 hours (course fee required)

ENT 259 3 credits CAD Customization & Management
Advanced CAD course covering the data management of products, which includes how to exchange multiple CAD products from one product to another without giving away sensitive data, effective management of multiple CAD files, rules to establish a library of common parts, customize the products for optimal performances and troubleshoot linkage
Course Descriptions

issues in assembly files. (formerly AutoCAD Customization)
Prerequisite: ENT 252; ENT 215 or ENT 255 or ENT 280
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 260 3 credits
Jig & Fixture Design
Focuses on the design and application of work-holding devices and clamping methods used in manufacturing. Cutting theory, economic processes and continuous quality improvement principles are applied in the analysis of problems.
Prerequisite: ENT 125
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 262 3 credits
Die Design
Focuses on the study of punch presses, press feeds, die components, blanking, cut off, compound and progressive dies, including part orientation, blanking and stripping pressures. Laboratory consists of designing blanking, compound and simple progressive dies utilizing traditional as well as CAD methods while employing continuous quality improvement principles in die development.
Prerequisite: ENT 123, ENT 125, TEC 153 or MAT 114
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 264 3 credits
Plastic Injection Mold Design
Focuses on the study of general mold design construction and ejection systems, parting surfaces, runners, gates, mold cooling, mold shrinkage and tolerance. Lab consists of designing multi-cavity molds using standard and hot runner systems. Design work can be done on CAD while employing continuous quality improvement principles in developing molds.
Prerequisite: ENT 123, ENT 125, TEC 153 or MAT 114
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 270 3 credits
Mechanical Design
Emphasizes application of principles and manufacturing methods used commercially in the design of machines using continuous quality improvement principles. Students will analyze a task and design a machine composed of the elements that have been studied. Rolling bearings, gears, shaft seals, couplings and springs will be covered.
Prerequisite: ENT 123, ENT 125, TEC 153 or MAT 114
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 275 3 credits
Applications in Machine Design
Emphasizes the continuous quality improvement methods and applications used commercially in the design of machines. Students will analyze a task and design a machine composed of the elements that have been studied. Cams, sliding bearings, flywheels, brakes, clutches, motors, stress analysis, belt and chain drives will be covered.
Prerequisite: ENT 123, ENT 125, TEC 153 or MAT 114
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 276 0.5-4 credits
Special Topics in Engineering Technology
Special topics, independent course for the advanced student. With instructor approval and mentoring the student will go through the development of a topic of special interest and related to current industry issues and will work with the instructor towards completing the project. Course may be repeated three times when topics are different.
Prerequisite: Six credit hours in all 200-level ENT prefix courses, except ENT 296
Lecture: 0.5-4
Laboratory: 0-8 hours
(course fee required)

ENT 280 3 credits
Introduction to Solidworks
Introductory-level course to Solidworks. Content will stress basic commands and proper manipulation of the software, from basic part modeling to assembly drawings and finished/detailed engineering drawings. (formerly Engineering Design-Projects with CAD Software)
Prerequisite: ENT 125 and ENT 252 or concurrent enrollment
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 285 3 credits
Mechanics/Mechanisms
Basic mechanics principles of statics and dynamics are covered. Principles of general-force systems, moments, principles of fluids and motion also are covered. Basic mechanisms and various kinematic characteristics for meeting various mechanical functions will be discussed

English/Literature & Composition

Eng 101 3 credits
Introduction to Poetry
Introduces students to wide range of British and American poets while the students develop a framework and vocabulary from which they may intelligently approach poetry. They will react to and evaluate the poetry and their works.
Prerequisite: Writing and reading assessment test score of 4; or a grade of “C” or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours
IAI: H3 903

Eng 102 3 credits
Introduction to Drama
An introduction to drama through reading, discussion, interpretation and viewing representative plays. Topics may include selections from Greek, Elizabethan, Modern English, Continental and American Drama.
Prerequisite: Writing and reading assessment test score of 4; or a grade of “C” or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours
IAI: H3 902; EGL 916

Eng 103 3 credits
Introduction to Fiction
Students learn to analyze, discuss and write critically about the elements of fiction, plot, character, theme, structure, point of view, setting, symbolism and
style as they occur in the short story and the novel.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 901, EGL 917

ENG 105◊ 3 credits

**Literature of the Western World**
A broad survey of literature of the Western World from ancient times to the present, examining both writers of English and writers of foreign language masterpieces in English translation.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 906

ENG 113◊ 3 credits

**Classic American Authors Pre-Civil War**
An introduction to the writers from the Puritan culture, the Revolution, the 18th century and the Romantic Movement, including Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 914

ENG 114◊ 3 credits

**Classic American Authors, Civil War to Present**
An introduction to American authors from Whitman to present, including Dickinson, Twain, James, Crane, Hemingway, Faulkner, West, From, Eliot and others.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 915

ENG 121◊ 3 credits

**Chief English Writers Before 1800**
Meet Chaucer, Shakespeare, Donne, Pope and other writers. (Normal prerequisite to the English major.)
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 912

ENG 122◊ 3 credits

**Chief English Writers of the Nineteenth Century**
A survey of English literary history and major English writers from 1800 to 1900; Coleridge, Tennyson, Arnold and others.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 913

ENG 123◊ 3 credits

**Chief Modern English Writers**
A study beginning with the works of Conrad, Eliot, Lawrence, Joyce and Yeats. Emphasizes the writer and his times in relation to needs of our times.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 913

ENG 170◊ 3 credits

**Children’s Literature**
Students learn to analyze, discuss and write critically about the elements of fiction, plot, character, theme structure, point of view, setting, symbolism and style as they occur in picture book, poetry, traditional literature, realistic literature, fantasy, historical fiction and informational books and biographies.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

ENG 231◊ 3 credits

**Introduction to Shakespeare**
The study of William Shakespeare will include an examination of the times in which he lived, the material he has written, and a review of critical analysis based upon his work. In a survey course of this kind, it would be impossible to make an exhaustive study of all Shakespeare’s works and those studies relating to him. We can, however, through a careful selection of his plays and related work gain a broader insight into the scope of Shakespearian scholarship.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: H3 905

ENG 285◊ 3 credits

**The Short Story**
Introducing short stories as a unique means of transmitting ideas and creative principles.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

ENG 288◊ 3 credits

**Twentieth Century American Novel**
A critical study of the American novel of this century. An analysis of themes and techniques of the modern novel as it illuminates problems relating to self and society.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

ENG 296◊ 3 credits

**Special Topics in Literature**
This course provides a study of international topics and problems in literature through readings, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: RHT 102◊ Lecture: 3 hours

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**RHT 085** 3 credits

**Introduction to College Reading I**
This course covers basic reading comprehension and introduces study skills. Strategies needed for survival in college are stressed.
Prerequisite: Reading Assessment Test
Lecture: 3 hours

**RHT 086** 3 credits

**Introduction to College Reading II**
This course covers the development of reading and study skills necessary for comprehending college textbooks. Strategies emphasized are those needed for success in content courses.
Prerequisite: Reading Assessment Test
Lecture: 3 hours

**RHT 095** 3 credits

**Introduction to College Writing I**
Designed to improve basic writing skills, this course emphasizes developing competence in sentence and paragraph construction. Basic grammatical structures are stressed.
Prerequisite: Writing Assessment Test
Lecture: 3 hours

**RHT 096** 3 credits

**Introduction to College Writing II**
Designed to improve basic writing skills, this course emphasizes increasing competence in writing multiparagraph essays.
Prerequisite: Writing Assessment Test
Lecture: 3 hours

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**English/Rhetoric & Composition**
Course Descriptions

RHT 101
Freshman Rhetoric & Composition I
Freshman Rhetoric I emphasizes logical, coherent writing skills for competency in any school or professional writing situation. (Note: grade of "C" or better is an IAI requirement effective summer 1999)
Prerequisite: A grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours IAI: C1 900R

RHT 102
Freshman Rhetoric & Composition II
Freshman Rhetoric II develops student skills in analytical, critical and evaluative writing, as well as research methodology. (Note: grade of "C" or better is an IAI requirement effective summer 1999)
Prerequisite: A grade of "C" or better in RHT 101 or a pass grade on departmental proficiency exam
Lecture: 3 hours IAI: C1 901R

RHT 124
Communications I
Communications I will provide students with understanding and practical application of communication theory. Emphasis will be placed on improving writing, speaking, listening, interpersonal and small group communication skills identified as critical for career success.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 124 or RHT 086
Lecture: 3 hours

RHT 125
Creative Writing
Personal direction in writing projects. Student/instructor conferences emphasize cooperative evaluation.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

Eye Care
EYE 100
Introduction to Eye Care
This course provides instruction in the basic concepts of eye care. Roles, responsibilities, legal/ethical standards and basic patient care procedures are featured.
Lecture: 2 hours

EYE 101
Ocular Disease
Anatomy of the eye and related pathology, general medical knowledge as it relates to the eye, general and ocular pharmacology are covered.
Lecture: 3 hours

EYE 105
Optical Principles
Eyeglass dispensing and repair, lensometry, clinical optics, contact lens theory and dispensing. Emphasis on skill development.
Lecture: 2 hours Laboratory: 2 hours (course fee required)

EYE 110
Ophthalmic Skills I
Theory and techniques of basic ophthalmic skills are presented with an emphasis on skill development. History taking, visual acuity, entrance testing, vital sign measurement, administration of eye drops and instrument maintenance are covered.
Lecture: 2 hours Laboratory: 4 hours (course fee required)

EYE 120
Ophthalmic Skills II
Theory and techniques of tonometry, basic ocular motility, keratometry, automated visual field testing with an emphasis on skill development and instrument maintenance are covered.
Lecture: 2 hours Laboratory: 4 hours (course fee required)

EYE 130
Ophthalmic Office Procedures
Eye care office procedures including records management, patient handling, telephone techniques, insurance processing, appointment management, workplace communication information management, coding, triage and career management. All content is presented as it applies to the eye care profession.
Lecture: 3 hours

Fire Science Technology
FIR 110
Fire Protection
Introductory course covering major topics, including history of fire organization, fire protection agencies, organization, equipment, fire-fighting procedures, tactics, fire composition, extinguishing agents, chemical hazards, detection and protection systems, statistics, building construction and fire prevention and investigation.
Lecture: 3 hours

FIR 129
Hazardous Materials
Basic safety and procedural factors relating to the following areas are stressed: recognition and identification of hazardous materials; labeling; flammable liquids, gases, corrosives and poisons; flammable solids; explosives; radioactive materials; oxidizers and organic peroxides; DOT emergency-response guide; EPA, ESDA and related topics.
Lecture: 3 hours

FIR 135
Fire-Service Law
This course provides an introductory step toward increasing awareness of legal ramifications of firefighter activities and how they can or cannot be challenged in a court of law.
Lecture: 2 hours

FIR 150
Fire Suppression
Tactics and strategy, structural protection, fire rating and building construction are covered. Emphasis is on MBO, pre-emergency planning, basic command/control, fire-control mechanisms, fire-flow calculations, structural fires, major emergency operations and related topics.
Lecture: 4 hours

FIR 180
Fire Prevention
This course covers the development and implementation of fire-inspection procedures, a systematic and deliberate inspection program and a survey of national fire codes.
Lecture: 3 hours
French

FIR 189 3 credits  
**Fire Department Administration**

Learn about the accepted practical methods as applied to fire-staff functions such as planning, organization, direction, coordination, reporting, budgeting, personnel and training, and related material.  
*Prerequisite: FIR 110*  
*Lecture: 3 hours*

FIR 190 3 credits  
**Arson**

Fire causes and detection are covered. The history, development and philosophy of fire investigation including inspection techniques are covered along with criminal procedures related to various local and state statutes.  
*Lecture: 3 hours*

FIR 195 3 credits  
**Fire Department Instructor Training I**

This course examines the principles of learning as applied to the adult student. Various methods of instructional techniques, programmed instruction and the use of audiovisual materials are presented. Students develop plans and use them in-service fire department training student teaching.  
*Lecture: 3 hours*

FIR 250 3 credits  
**Fire Apparatus Engineer**

Fireground hydraulics, pump operation, maintenance and performance, and various hose layouts are discussed. Practical experience will be provided. Content provides background for the Certified Fire Engineer Examination from the state of Illinois.  
*Prerequisite: Firefighter II State Certification and Class C Driver’s License*  
*Lecture: 2 hours*  
*Laboratory: 2 hours (course fee required)*

FIR 254 3 credits  
**Fire Supervision & Community Relations**

Basic training in fire supervision and community relations is provided, includ-
Geography

GEO 104♦ Contemporary World Cultures 3 credits
Geographic structure of the world; natural, human and cultural regional patterns and their interrelations; and human occupation of the natural environmental regions of the world are covered.
Lecture: 3 hours  IAI: S4 900N

GEO 105♦ Economic Geography 3 credits
This course provides an analysis of culturally driven economic patterns and activities resulting from human usage of the world’s spatially distributed resources. Third world developing versus high-tech urban are systems used to illustrate extremes. Characteristics of systems are defined. Global areas stressed demonstrate these cultural and economic dimensions.
Lecture: 3 hours  IAI: S4 903N

GEO 106♦ Geography of the Developing (Non-Western) World 3 credits
This course examines the ways in which location, climate, resources, and cultural factors promote and inhibit change in the developing areas of Asia, Africa and Latin America.
Lecture: 3 hours  IAI: S4 902N

GEO 200♦ Physical Geography: Weather and Climate 4 credits
Earth’s size, shape and motions; Earth coordinate system; map projections; effects of sun and moon on the Earth; nature, distribution and spatial relationships of atmospheric phenomena and ocean circulation are covered.
Lecture: 3 hours  IAI: P1 909L
Laboratory: 2 hours  (course fee required)

GEO 201♦ Physical Geography: Maps and Land Forms 4 credits
This course covers the development, nature and distribution of landforms, soils, vegetation and waters of continents and spatial analysis of relationships among physical elements of the landscape.
Lecture: 3 hours  IAI: P1 909L
Laboratory: 2 hours  (course fee required)

GEO 296♦ Special Topics in Geography 3 credits
A study of international topics and problems through readings, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: One geography course  Lecture: 3 hours

Geology

GOL 101♦ Physical Geology 4 credits
Minerals, structures, surface features of the Earth and the processes that have produced them are covered.
Lecture: 3 hours  IAI: P1 907L
Laboratory: 2 hours  (course fee required)

GOL 102♦ Historical Geology 4 credits
Learn about plate tectonics, dinosaurs, mastodons, fossils and the evolution of the Earth and its life.
Lecture: 3 hours  IAI: P1 907L
Laboratory: 2 hours  (course fee required)

Graphic Arts/Printing
(See Visual Communication - Graphic Design and Graphic Arts)

Health Education

HTH 104♦ Science of Personal Health 2 credits
This course places emphasis on the way individuals respond to their environment. Mental health, human sexuality, physical exercise, personal growth and value-clarification lessons are designed to assist students as they deal with stress in living. Preventive measures for correction are stressed.
Lecture: 2 hours

HTH 110♦ Public Health and Wellness 3 credits
Introduction to the concepts and principles of public health and wellness. Concentration on the preventative purposes of public health laws and official health agencies will be examined. Environmental origins of disease will be studied in urban, suburban, rural and underdeveloped communities. Emphasis is placed on health and wellness programs in society.
Lecture: 3 hours

HTH 120♦ Principles of Nutrition 3 credits
Introduction to the concepts and functions of the basic nutrients. Supplementation, fad diets, body composition and blood glucose levels are examined. Emphasis is placed on the interaction of exercise and diet for optimal well being in normal and high-risk populations.
Lecture: 3 hours

HTH 150♦ Health & Modern Life 3 credits
Healthcare professionals and the environment.
This course provides a comparison of conventional medical practices to non-conventional (natural healing) methods. Proven alternatives to establish medical practices using the whole-body approach of alternative healing and positive health behaviors are studied. This course examines quackery, learned helplessness and mind/body relationships as they apply to the immune system.
Lecture: 3 hours

HTH 175♦ Drug & Alcohol Education 3 credits
Designated for students who are interested in changing lifestyle, eating and exercise habits, this course emphasizes the practical application of current information relating to weight loss, physical fitness improvement, weight control and proper nutritional habits. A physical assessment is given at the beginning and end of the course and includes the following components: flexibility, lung capacity, blood pressure, height, weight, body-fat percentage, grip strength, girth, body density, a treadmill electrocardiogram and an individualized exercise prescription.
Lecture: 1 hour

HTH 210♦ Diet, Weight Control & Exercise 3 credits
Designed for students who are interested in changing lifestyle, eating and exercise habits, this course emphasizes the practical application of current information relating to weight loss, physical fitness improvement, weight control and proper nutritional habits. A physical assessment is given at the beginning and end of the course and includes the following components: flexibility, lung capacity, blood pressure, height, weight, body-fat percentage, grip strength, girth, body density, a treadmill electrocardiogram and an individualized exercise prescription.
Lecture: 2 hours  Laboratory: 2 hours  (course fee required)

HTH 213♦ Lifestyle for Health & Fitness 3 credits
This course is designed as a continuation of the positive eating and exercise habits begun in HTH 210♦. Personal life-styles are responsible for much of the unnecessary disease and disability in the United States. Unhealthy habits can be changed; the key lies in an individual making the commitment to change. Students will participate in two hours of organized physical fitness activities each...
His 121 ♦ 3 credits

History of Western Civilization I
Learn about the social, political, cultural and intellectual life of the Western World from early times to the end of the 17th century.
Lecture: 3 hours IAI: S2 902

His 122 ♦ 3 credits

History of Western Civilization II
Continuation of His 121 ♦, this course covers the time period from the last quarter of the 17th century to the present.
Lecture: 3 hours IAI: S2 903

His 141 ♦ 3 credits

World History I
Cultural, political, and economic history of the world’s cultures to the 16th century. Examines the cultural achievements of the major cultures and changes over time. The course employs a global and comparative perspective.
Lecture: 3 hours IAI: S2 912N

His 142 ♦ 3 credits

World History II
Cultural, political, and economic history of the world’s cultures from the 16th century. Examines the cultural achievements of the major cultures and change over time. The course employs a global and comparative perspective.
Lecture: 3 hours IAI: S2 913N

His 151 ♦ 3 credits

History of the United States to 1877
Political, social, economic and cultural forces that have shaped American history from colonial times through the Reconstruction era are presented.
Lecture: 3 hours IAI: S2 900

His 152 ♦ 3 credits

History of the United States Since 1877
This course is a continuation of history of the United States not covered in His 151 ♦.
Lecture: 3 hours IAI: S2 901

His 155 ♦ 3 credits

History of the Afro-American in the United States
A general survey of Afro-American history, including African origins, the middle passage, abolition, the Civil War, Reconstruction, the Era of Jim Crow, the 20th century Civil Rights Movement and De Facto discrimination. Emphasis also is placed upon the cultural, scientific, religious, literary, social and political contributions of outstanding Afro-Americans.
Lecture: 3 hours

His 156 ♦ 3 credits

African History
Learn about the history of Africa from ancient times to the present. Emphasizes the nature of African cultures, change in African history, the impact of imperialism and the growth of nationalism and independence.
Lecture: 3 hours IAI: S2 906N

His 191 ♦ 3 credits

History of Asia and the Pacific I
Cultural, political, and economic history of Asia and the Pacific region including the origin and development of its people and cultures to 1600.
Lecture: 3 hours IAI: S2 908N

His 192 ♦ 3 credits

History of Asia and the Pacific II
Cultural, political, and economic history of Asia and the Pacific region including the origin and development of its people and cultures from 1600.
Lecture: 3 hours IAI: S2 909N

HIS 296 ♦ 3 credits

Special Topics in History
This course provides a study of international topics and problems in history through readings, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: One history course
Lecture: 3 hours

Hospitality Industry Administration

HIA 110 ♦ 3 credits

Introduction to Hospitality Industry
Learn about hotel and food-service management, focusing on career development, department structure and operations, future trends and the human-relations skills needed for success in the hospitality industry.
Lecture: 3 hours

HIA 114 ♦ 3 credits

Introduction to Confectionery Technology
Candy production technology, including current manufacturing techniques, local plant tours, research facility visit, basics of chocolate and sugar confectionery techniques and career opportunities in the field are covered.
Lecture: 3 hours (course fee required)

HIA 115 ♦ 2 credits

Food Sanitation & Safety
Causes and prevention of food-borne illness and accidents are discussed. Stresses food-service workers’ responsibilities in safety and protecting public health. Course meets requirements for the Illinois Department of Public Health certification.
Lecture: 2 hours

HIA 117 ♦ 2 credits

Beverage Management
This course covers the basic setup and operation of a fully equipped beverage system. Concentration will be on promotion, preparation and serving of alcoholic beverages and special party drinks. Alcohol laws and production process for
Course Descriptions

distilled spirits and liquors also are covered.
Laboratory: 4 hours (course fee required)

HIA 118 0.5 credit
Food Service and Sanitation Refresher

This course meets the requirement of the Illinois Department of Public Health (IDPH) for the Food Service and Sanitation Manager’s recertification in the state of Illinois. Updates to the most recent Food and Drug Administration Food Code and the Illinois Food Service Sanitation Code are examined. This includes causes and prevention of foodborne illness and the responsibility of the foodhandler in protecting public health.
Prerequisite: HIA 115 or expiring Food Service and Sanitation Manager’s Certificate
Lecture: 0.5 hours

HIA 120 3 credits
Dining Room Service

Students are assigned to stations or jobs in the demonstration/staff-dining area for supervised experience in operational procedures. Special emphasis is placed on dining room salesmanship, table service, guest relations, table setting and personal appearance.
Lecture: 1 hour
Laboratory: 4 hours (course fee required)

HIA 122 3 credits
Introduction to Convention Management

Learn about the meeting and convention industry, key positions in the field and their job responsibilities including meeting design, program planning, and convention and trade show planning.
Lecture: 3 hours

HIA 123 3 credits
Introduction to Travel & Tourism

Examine the travel and tourism industry focusing on airlines, cruise lines, tour operators, travel agents, wholesalers and business travelers. The role of travel and tourism in the hospitality industry will be explored.
Lecture: 3 hours

HIA 124 2 credits
Laminated Doughs

Master the techniques in mixing doughs such as danish, sweet roll, croissants, puff pastry and phyllo. Create traditional breakfast pastries, strudel, bak-

lava, napoleons and the appropriate fillings.
Prerequisite: HIA 115 and HIA 128
Lecture: 1 hour
Laboratory: 2 hours (course fee required)

HIA 127 3 credits
Cake & Pastry Decoration

Learn the basics of cake & pastry decoration, including production of buttercreams, icing flowers and royal icing decorations. Also learn to decorate and assemble wedding cakes. Rolled fondant and marzipan also discussed.
Prerequisite: HIA 115, HIA 128
Lecture: 1 hour
Laboratory: 4 hours (course fee required)

HIA 128 3 credits
Introduction to Baking/Pastry

This course presents the fundamentals of baking and pastry equipment, ingredients, weights and measures, technology, preparation and storage. The production of desserts, breads and rolls also is included.
Lecture: 1 hour
Laboratory: 4 hours (course fee required)

HIA 129 2 credits
Chocolate

Fundamentals of working with chocolate; history and various types of chocolate. Students will learn to temper, molded and free-form creations, candies and creation of showpieces.
Lecture: 1 hour
Laboratory: 2 hours (course fee required)

HIA 130 3 credits
Culinary Arts Quantity-Food Preparation I

Students participate in supervised back-of-the-house activities in conjunction with the faculty-dining operation. Experience is provided in the following areas: basic cooking techniques and preparation of soups, sauces, entrees, vegetables, starches and garnishes. Sanitation, recipe reviews and analysis, and knowledge of tools and equipment are included.
Laboratory: 6 hours (course fee required)

HIA 132 2 credits
Nutrition

Knowledge of preparation of food in accordance with sound nutrition principles and dietary guidelines is developed. The basic fundamentals of nutrition will be studied.
Lecture: 2 hours

HIA 133 2 credits
Menu Writing

Principles and practices of planning, writing and evaluating menus, recipe costing and menu pricing are discussed. Menu design also is covered.
Lecture: 2 hours

HIA 134 3 credits
Artisan Breads

Fundamentals of baking yeast breads, production of rolls, baguettes, bagels and hearth breads. Sourdoughs, ethnic and specialty breads are emphasized.
Prerequisite: HIA 115, HIA 128
Lecture: 1 hour
Laboratory: 4 hours (course fee required)

HIA 150 3 credits
Food Preparation Essentials & Theory

A systematic study of the applications of culinary techniques and principles of food preparations essential to all laboratory cooking classes is presented. Emphasis is on palatability, variety, digestibility and nutrient retention in food preparation.
Lecture: 3 hours

HIA 210 3 credits
Hotel & Motel Front-Office Operations

Front-office procedures, equipment used, forms, personnel qualifications and steps followed from reservations to night audit are covered.
Lecture: 3 hours

HIA 215 3 credits
Housekeeping for the Hospitality Industry

Professional housekeeping procedures and practices, housekeeping department administration and the areas of responsibility that exist within the framework of the department are discussed.
Lecture: 3 hours

HIA 225 3 credits
Hospitality Supervision

This course covers the management of people in the hospitality industry emphasizing the necessary communication skills needed to motivate employees, training techniques and personal development.
Lecture: 3 hours

HIA 228 3 credits
Specialty Baking & Pastry

Advanced pastries and classical desserts, which include the preparation of petit fours, cakes, cake decoration, chocolate and marzipan work, and other meth-
Hospitality Institute International

ods of cake decorating are presented. Also includes a summary and review of baking fundamentals. 
Prerequisite: HIA 128
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

HIA 250  3 credits  Hospitality Marketing
Learn about the principles of public relations and advertising in print as well as quality evaluation of radio and TV advertising with major emphasis on promotion and merchandising.
Lecture: 3 hours

HIA 255  3 credits  Culinary Arts-Garde Manger
Basic garde-manger (cold-food preparation) principles; functions and duties of the garde-manger department as they relate and integrate with other kitchen operations are covered.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 260  3 credits  Culinary Arts Quantity-Food Preparation II
Students continue to gain proficiency in food preparation while developing further expertise in more elaborate food preparation techniques. Various students assume the position of chef, souche chef, banquet chef, etc.
Prerequisite: HIA 130
Laboratory: 6 hours
(course fee required)

HIA 276  3 credits  Food & Beverage Purchasing/Cost Control
Learn about food and beverage product specifications, purveyor selection, and receiving, storage and control functions.
Lecture: 3 hours

HIA 277  3 credits  Catering Management
Aspects of planning, preparing and serving catering functions are covered. Students practice skills in laboratory settings by planning, preparing food and serving at special theme functions and buffet events.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 280  3 credits  Introduction to Wines & Spirits
Alcoholic-beverage classifications, alcoholic-beverage laws, wine regions, purchasing and control, promotion and service are discussed. Selected wines will be tasted. 
Prerequisite: Minimum age 21
Lecture: 3 hours
(course fee required)

HIA 285  3 credits  Hospitality Industry Law
Legal aspects of the hotel, food and travel business; guests and innkeepers; rights and responsibilities; common crimes against innkeepers; labor problems; and analysis of union contracts are covered.
Lecture: 3 hours

HIA 290  3 credits  Dining Room Management
Students learn by managing the laboratory dining facility while observed and supervised by the instructor. Quality-service standards, supervising and training of dining room staff, labor cost and revenue control will be included in this course.
Prerequisite: HIA 120
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 295  3 credits  Cooperative Work Experience
This work experience will integrate classroom theory with on-the-job training. The college will assist a student in securing employment related to the student’s major field of study and/or career interests. Under the supervision of the college and the employer, the student participates in job-training experience. In addition to working, the student will be required to participate in at least two one-hour seminars each semester.
Prerequisite: Completion of 25 hours credit, GPA of 2.0 and approval by the co-op faculty sponsor and the Cooperative Education Office
Laboratory: 240 hours

HIA 296  0.5-3 credits  Special Topics in the Hospitality Industry
Selected topics in the area of hospitality industry are provided. Topics vary from semester to semester and information will be available during registration. Courses may be repeated when the topic area is different. A maximum of six credit hours may be used to fulfill graduation requirements.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may be required depending on topic)

Hospitality Institute International

HII 202 thru 219  1 credit  Ethnic Cooking
Secrets and characteristics of ethnic cooking are taught. Concentration is on the techniques of ethnic cuisine and the use of basic culinary art, spices and seasonings in preparation of soups, sauces, fish, poultry, meat and vegetable dishes, as well as how to apply these techniques to other food preparation. There are no prerequisites for the course, but some knowledge of basic culinary terms is expected. Some students may benefit by taking HIA 150 prior to this course.
Lecture/demonstration: 1 hour
(course fee required)

Individual course numbers 202-219 represent the following ethnic cuisines respectively:

- HII 202 Ethnic Cooking-American
- HII 203 Ethnic Cooking-Australian
- HII 204 Ethnic Cooking-Bohemian
- HII 205 Ethnic Cooking-Chinese
- HII 206 Ethnic Cooking-Hungarian
- HII 207 Ethnic Cooking-French
- HII 208 Ethnic Cooking-German
- HII 209 Ethnic Cooking-Mediterranean
- HII 210 Ethnic Cooking-East Indian
- HII 211 Ethnic Cooking-Italian
- HII 212 Ethnic Cooking-Japanese
- HII 213 Ethnic Cooking-Mexican
- HII 214 Ethnic Cooking-New Orleans
- HII 215 Ethnic Cooking-Polish
- HII 216 Ethnic Cooking-Russian
- HII 217 Ethnic Cooking-Scandinavian
- HII 218 Ethnic Cooking-Spanish
- HII 219 Ethnic Cooking-Vietnamese

Humanities

HUM 101  3 credits  The Popular Arts
A study of contemporary culture, especially popular culture, which concerns art forms produced for the mass audience and presented through the mass media. The emphasis in this course is on the print media. The central question for this course is the question of values.
Lecture: 3 hours

HUM 102  3 credits  Mass Media and Culture
Contemporary culture, especially popular culture, which concerns art forms produced for the mass audience and presented through the mass media. Emphasis is on the electronic media, film and television. The central question for the course is the question of values.
Lecture: 3 hours
HUM 104
Humanities Through the Arts
3 credits
An interdisciplinary survey of art, music, literature and philosophy and their relation to the humanities.
Lecture: 3 hours IAI: HF 900

HUM 105
Humanities Through the Arts II
3 credits
This course is a continuation and further elaboration of the themes and genres of the Humanities through selected works of art, music, literature, philosophy and drama, originally investigated in HUM 104. The course is a thematic- or genre-based interdisciplinary study of selected works of art, music, literature and philosophy. HUM 105 will introduce new themes and genres not covered in HUM 104. The courses may be taken in either order.
Lecture: 3 hours

HUM 120
Humanities: The Worker in America
1 credit
American work ethic and its influence on the individual, the family and society through writings of selected contemporary authors such as Henry Ford, Andrew Carnegie, Upton Sinclair and John Steinbeck are discussed.
Lecture: 1 hour

HUM 122
Humanities: Modern Architecture
1 credit
Review the development of the skyscraper, which originated in Chicago, the birthplace of modern architecture.
Lecture: 1 hour

HUM 124
Professional Ethics
1 credit
Recognizing and analyzing moral problems in the professional world, including a study of such problems as employer and employee rights, age discrimination and codes of conduct are covered.
Lecture: 1 hour

HUM 125
The Individual & Technology
1 credit
For technologically oriented students, the course is designed to illustrate how science and the humanities are interdependent socially, politically and philosophically. Such topics as "man, the tool user," the atom and cloning are discussed.
Lecture: 1 hour

HUM 126
Modern Business Ethics
1 credit
Areas of moral concern in business practices including employer rights and obligations, business responsibilities to competitors and consumers, government regulations of business, environmental concerns and social responsibilities of business organizations are discussed. Lecture: 1 hour

HUM 131
Appreciation of Dance as an Art Form
3 credits
This course provides a comprehensive study of the philosophy of art and its relationship to dance, the creative process and a dance timeline from primitive times to present. Comparative studies of ancient and modern dances, and contributions made by dancers and choreographers to cultural heritage are included.
Lecture: 3 hours

HUM 150
Great Books I
3 credits
Focus will be on the reading and analysis of representative masterpieces from a variety of nationalities and epochs in the Western tradition. We will examine texts composed between Antiquity and the Renaissance.
Lecture: 3 hours IAI: H2 901

HUM 152
Great Books II
3 credits
Focuses on the reading and analysis of representative masterpieces from a variety of nationalities and epochs in the Western tradition. We will examine texts composed between th Renaissance and the present.
Lecture: 3 hours IAI: H2 902

HUM 165
Introduction to the Latin American Experience
3 credits
The history of the intellectual and cultural development of Latin-America. This course will examine the origins of this non-western culture beginning with pre-Colombian civilizations and continue into contemporary Latin America. Adaptations to and influence on Western culture, in political, social and economic development also will be discussed.
Lecture: 3 hours IAI: H2 903N

HUM 296
Special Topics in Humanities
1-4 credits
This course provides an interdisciplinary exposure to various aspects of the humanities through readings, discussion, lecture, guided research and field trips. Topics vary from semester to semester. Topics must be approved by the dean of the School of Arts and Sciences. Course may be repeated an additional three times, but not more than eight hours may be used for a student to complete the degree requirement of a program.
Lecture: 1-4 hours (course fee required)

Interior Design

Independent Study
IND 199
Independent Study
1-4 credits
This is a variable-credit, independent-study course, which may be repeated for up to four credits. The student prepares a proposal with an instructor and submits it for approval to the department chairperson and area dean. Independent study cannot replace a regular course.
Lecture: 1-4 hours
Prerequisite: Satisfactory completion of 15 semester hours of credit

Industrial-Related Training

In-Plant

IDS 101
The Arts in Western Culture I
3 credits
A chronologically-based interdisciplinary survey of significant literary, philosophical, visual, architectural, theatrical, musical and other performance-based artistic expressions of Western culture from prehistory to the Renaissance.
Lecture: 3 hours IAI: HF 902

IDS 102
The Arts in Western Culture II
3 credits
Second semester completion of a chronologically-based interdisciplinary survey of the significant intellectual, literary, philosophical, visual, musical and other performance-based artistic expressions from the major epochs of Western culture, from the Renaissance to the present. The course may stand on its own, and a student may take either course in the sequence.
Lecture: 3 hours IAI: HF 903

Interior Design

INT 112
Interior Color and Materials
3 credits
A study of color theories and their application in interior design, the nature and process of procurement of interior materials, such as wood, stone, metals, plaster, gypsum board, acoustical tile, vinyl composition tile, cork, rubber tile, ceramic tile, terrazzo, plastic laminate, solid surfacing, paints and stains, lighting
fixtures, furnishings, equipment and accessories. (Formerly Materials and Sources)
  Lecture: 2 hours
  Laboratory: 2 hours
  (course fee required)

INT 160♦ 3 credits
Residential Interior Design
  An introductory course in interior design of residential spaces. The functional, financial, social and aesthetic aspect of the home and its furnishings are studied through studio work in evaluation of house and apartment plans and selection and arrangement of furnishings. Interior decorating and Feng Shui principles are studied, including color selection, upholstery, draperies, curtains, shades, blinds, furniture, wall coverings, decorative art, tableware, lighting and accessories.
  Lecture: 2 hours
  Laboratory: 3 hours
  (course fee required)

INT 199♦ 3 credits
Interior Design Internship
  On-the job training designed to prepare the student to enter an occupation in interior design or a related field. Duties are carefully supervised to provide the best learning possible.
  Prerequisite: ARC coordinator approval
  Laboratory: 7 hours
  (course fee required)

INT 201♦ 3 credits
Interior Design I
  A study of space and its use in interior design through the application of the elements and principles of design. This course is taught in combined “Vertical Studio” collaborative environment with and alongside students from ARC 171♦, ARC 172♦ and INT 202♦ (architecture students and beginning interior design students) in order to be able to learn from other students’ efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class.
  Prerequisite: INT 201♦
  Lecture: 1 hour
  Laboratory: 4 hours
  (course fee required)

INT 203 3 credits
Lighting Design
  A study of the art and science of design of lighting of buildings and interiors, both natural and artificial. Topics to be studied include an understanding of various sources of natural and artificial lighting, energy impact of light source selection, color temperature of lighting and how it affects design, electrical power and switching, building code requirements and calculation of lighting intensity with regard to functional requirements.
  Prerequisite: INT 201♦
  Lecture: 2 hours
  Laboratory: 2 hours

INT 204 3 credits
Interior Design Business Practice
  A study of the business aspects of interior design practices.
  Lecture: 2 hours
  Laboratory: 2 hours

INT 211♦ 3 credits
History of Interiors and Furniture
  The study of the history of furniture from antiquity to the present with emphasis on the western world. Individual pieces are analyzed in terms of design motif, construction, period, style, designer and use.
  Lecture: 3 hours

INT 212♦ 3 credits
Residential Kitchen Design
  A study of all aspects of residential kitchen design, including elements and principles of design, technical applications, materials and construction, and the latest products available.
  Prerequisite: INT 160♦
  Lecture: 2 hours
  Laboratory: 3 hours
  (course fee required)

The ability to communicate ideas graphically is emphasized. This course is taught in a combined “Vertical Studio” collaborative environment with and alongside students from ARC 171♦, ARC 172♦ and INT 201♦ (architecture students and beginning interior design students) in order to be able to learn from other students’ efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class.
  Prerequisite: INT 201♦
  Lecture: 1 hour
  Laboratory: 4 hours
  (course fee required)

INT 203 3 credits
Lighting Design
  A study of the art and science of design of lighting of buildings and interiors, both natural and artificial. Topics to be studied include an understanding of various sources of natural and artificial lighting, energy impact of light source selection, color temperature of lighting and how it affects design, electrical power and switching, building code requirements and calculation of lighting intensity with regard to functional requirements.
  Prerequisite: INT 201♦
  Lecture: 2 hours
  Laboratory: 2 hours

INT 204 3 credits
Interior Design Business Practice
  A study of the business aspects of interior design practices.
  Lecture: 2 hours
  Laboratory: 2 hours

INT 211♦ 3 credits
History of Interiors and Furniture
  The study of the history of furniture from antiquity to the present with emphasis on the western world. Individual pieces are analyzed in terms of design motif, construction, period, style, designer and use.
  Lecture: 3 hours

INT 212♦ 3 credits
Residential Kitchen Design
  A study of all aspects of residential kitchen design, including elements and principles of design, technical applications, materials and construction, and the latest products available.
  Prerequisite: INT 160♦
  Lecture: 2 hours
  Laboratory: 3 hours
  (course fee required)
Course Descriptions

**ITL 114**  
**Italian Composition & Conversation II**  
Continuation of ITL 113, this course is designed to improve pronunciation, listening comprehension and speaking ability. Weekly compositions are done to develop better written self-expression.  
**Prerequisite:** One year of college Italian; may be taken concurrently with ITL 103 or ITL 104  
**Lecture:** 2 hours  
(course fee required)

**ITL 118**  
**Study-Travel in Italy**  
This course is an intensive study of Italian language and culture in Italy. Listening, speaking, reading and writing are covered extensively. Students may elect to take the course for two credits or for four credits. A research project on an Italian topic is required for four hours of credit.  
**Prerequisite:** ITL 102  
**Lecture:** 4 hours

**Journalism**

**JRN 150**  
**Basic News Writing**  
Introduction to news writing, including the techniques of news gathering, reporting, and interviewing. The use of library and online database research methods and preparing copy for publication and developing news, from idea to finished publication are covered. Work on student newspaper is correlated with course content.  
**Prerequisite:** Either an ACT score of 17 or better in English, a placement test score of 4, or a grade “C” or better in RHT 096  
**Lecture:** 2 hours  
**Laboratory:** 2 hours  
(course fee required)

**JRN 200**  
**Basic News Editing I**  
Introduction of the principles and techniques of electronic editing, information management and publication design emphasizing the editing of copy and display type for maximum clarity. Broadened experience and practice in news reporting and acquisition are gained. Work on student newspaper is correlated with course content.  
**Prerequisite:** JRN 150 or participation in High School newspaper writing or editing  
**Lecture:** 2 hours  
**Laboratory:** 2 hours  
(course fee required)

**Manufacturing & Machine Tool Technology**

**MTT 100**  
**Introduction to Manual Part Programming**  
Manual preparation of Computer Numerical Control (CNC) machine code to perform fixed cycles and two and one-half dimensional milling is covered. Turning applications include facing and outside diameter straight/taper operations. Circular interpolation is limited to 90-degree arcs. Selected CNC machining and computer systems are demonstrated. Tool selection, speeds, feeds and process planning are presented. Computer use is taught.  
**Lecture:** 2 hours  
**Laboratory:** 2 hours  
(course fee required)

**MTT 110**  
**Machine Tool Technology I**  
Hand and bench operations and basic machine setups and operations on the drill press, bench grinder, engine lathe, milling machine and vertical band saw are covered. The use of precision layout and measuring tools, calculation of cutting speeds and sharpening cutting tools included.  
**Lecture:** 2 hours  
**Laboratory:** 4 hours  
(course fee required)

**MTT 112**  
**Advanced Manual Part Programming**  
Personal computers are used in the manual preparation of Computer Numerical Control (CNC) machine “G” code. Applications include two and one-half dimensional linear- and circular-tool motion, cutter-diameter compensation, fixture offset (translation), rotation, subroutines and circular interpolation in XZ plane and YZ plane. Turning applications include cutting tapers, arcs, roughing and threading cycles, threading, grooving, drilling and boring. Selected assignments are verified using CNC machines.  
**Prerequisite:** MTT 100 and course work including Right Triangle Trigonometry, MTT 110 or one-year industrial machinist experience  
**Lecture:** 2 hours  
**Laboratory:** 5 hours  
(course fee required)

**MTT 126**  
**Machine Tool Technology II**  
A continuation of MTT 110, covering fundamental setups and operations of machine tools, including some basic CNC milling and turning operations.
Marketing

MKT 115◊  3 credits
Introduction to Transportation Management & Business Logistics
Elements of business logistics and transportation, including transportation management functions and regulation, traffic-management function and an overview of the development of the business logistics system are covered.
Lecture: 3 hours

MKT 125◊  3 credits
Principles of Marketing
Marketing principles and operation, including buying motives, habits and demands of consumers; channels of distribution; marketing functions and policies; marketing costs; and marketing and governmental relationships are covered.
Lecture: 3 hours

MKT 126◊  3 credits
Fashion Management
Fashion buying, advertising, publicity, styling, coordination, buying houses, manufacturers’ showrooms and specialized fashion agencies are discussed. Trips to fashion centers will be an integral part of the course.
Lecture: 3 hours

MKT 127◊  3 credits
Visual Merchandising
Examine the principles and techniques of display. Emphasis is placed on the actual preparation of displays as well as theory. Topics include color, lighting, fixtures, mannequins, consumer psychology, types of display, interior and exterior display and related topics.
Lecture: 3 hours
(course fee required)

MKT 129◊  3 credits
Fashion Promotion
The role of the fashion coordinator and the organization and production of a fashion video are discussed.
Lecture: 3 hours
(course fee required)

MKT 138◊  3 credits
Materials Management
Methods and measurements of materials management, quality control and purchasing of materials are discussed.
Lecture: 3 hours

One year of business or transportation experience is recommended.

MKT 139◊  3 credits
Transportation Pricing & Contract Negotiation
Tariffs, freight rates, freight claims, cost elements and cost analysis in pricing for transportation are covered.
Lecture: 3 hours

MKT 150◊  3 credits
Principles of Sales
Sales, including the field of selling, knowledge and skills developed in preparing to sell, the sales process and a survey of methods to improve sales efforts are covered.
Lecture: 3 hours

MKT 200  3 credits
Developing the Professional Image
Designed for those seeking professional development and growth. Topics will include how to project the right image, developing better cross-cultural communication, business ethics and etiquette, time and stress management and much more.
Lecture: 3 hours

MKT 256◊  3 credits
Cooperative Work Experience
Work experience will integrate classroom theory with on-the-job training. The college will assist the student in securing employment related to the field of study and/or career interests. Under the supervision of the college and the employer, the student participates in job-training experiences.
Prequisite: 1) Completion of 12 college credit hours. Two (2) of these courses, in discipline, must be completed; 2) 2.0 GPA ("C" average); 3) Approval of Cooperative Education Office
Laboratory: 15 hours

MKT 257◊  3 credits
Retail Management
A study of retail institutions is provided. Emphasis is on developing and running an enterprise. Areas of concern are store location and organization, layout techniques, buying and merchandising techniques, advertising and sales promotion, inventory control, personnel policies and success in the firm.
Lecture: 3 hours

MKT 269◊  3 credits
Textiles
Basic textile fibers, yarns, weaves, designs, finishes and an analysis of the various non-textile materials that are being used in the market place for apparel and home-furnishings are discussed.
Lecture: 3 hours

MKT 274◊  3 credits
Import/Export Management
Learn about the organization and management of importing and exporting within a global economy. Topics include getting started; use of intermediaries; direct or indirect exporting or importing; laws (contracts, customs, tariffs, duty, entry); export and import marketing and operations including pricing, shipping rates and documentation, terms, risks, methods of payment, letters of credit, freight forwarders, claims and financing invoices, classification and value, marking and special requirements.
Lecture: 3 hours

MKT 275◊  3 credits
Principles of Advertising
The promotional mix will be studied with an emphasis on advertising as how it assists in mass communication of ideas, services or products within marketing. Topics will include the role of advertising in integrated marketing communications, consumer behavior, creative strategies and types of media. Integrated into the course are practical applications.
Lecture: 3 hours
IAI: MC 912

MKT 276◊  3 credits
Principles of Sport Marketing
Marketing concepts with applications to sports organization, both amateur and professional are discussed. Topics include external and internal elements; research; consumer behavior; target marketing; segmentation; product concepts; promotion concepts; sponsorship; distribution concepts; pricing concepts; and the implementation and controlling of the strategic sports marketing process.
Prequisite: MKT 125◊
Lecture: 3 hours

MKT 277◊  3 credits
Sports Economics and Promotion
Economics and promotion of professional as well as non-professional sports events or facilities are constantly changing and always in need for revenue acquisition and sponsorships of organizations. Topics include investing of public resources, economic impact analysis, admissions pricing, pricing of licensed products and services, pricing of food and souvenir concessions, establishment and development of sponsorship programs and fundraising.
Prequisite: MKT 276◊
Lecture: 3 hours

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MKT 278 3 credits
\textbf{Hazardous Materials in Transportation}

Safe handling and transportation of hazardous materials and waste are discussed. Also covered will be OSHA, EPA and the "Right to Know" requirements as they relate to the transportation and distribution industry and protection of the general public. One year of business or transportation experience is recommended.

Lecture: 3 hours (course fee required)

MKT 281 3 credits
\textbf{Cooperative Work Experience}

This is a continuation of the first co-op course. Students have the option to continue with the previous place of employment or select a different area of concentration related to the major field of study or career interests. Work experience must go beyond what was learned in the previous co-op class or consist of an entirely different learning experience. Continuous growth of the individual is emphasized.

Prerequisite: 1) Completion of first co-op course with at least a "C" grade; 2) 2.0 GPA ("C" average); 3) Approval of Cooperative Education Office.

Laboratory: 15 hours

MKT 289 3 credits
\textbf{Consumer Behavior}

This course provides an interdisciplinary approach to the analysis and interpretation of consumer behavior, buying habits and motives, and the resultant purchases of goods and services. The purchaser’s psychological, economic and socio-cultural actions and reactions are stressed as they relate to a better understanding of consumption.

Prerequisite: MKT 125

Lecture: 3 hours

MKT 290 3 credits
\textbf{Global Marketing}

How firms market to international frontiers; the global economic environment, trade environment, social and cultural environment, political and legal environment, market research, market entry strategies, exporting and importing, product and brand decisions, pricing decisions, supply channels and promotion are discussed. Consideration will be given to small companies as well as large corporations.

Prerequisite: MKT 125

Lecture: 3 hours

MKT 292 3 credits
\textbf{Sales Strategies}

Closing an order, handling of objections, creating desire to buy, effective demonstrations, gaining attention and creating interest, and effective use of the telephone are covered.

Prerequisite: MKT 150 or sales experience

Lecture: 3 hours

MKT 296 0.5-3 credits
\textbf{Special Topics in Marketing}

Discussion, review, and analysis of a selected topic in Marketing, which will be specified in the subtitle of the course as listed in the semester class schedule. This course may be repeated when the topic is different. Up to six credits may be used toward graduation requirements.

Lecture: 0.5-3 hours

\textbf{Mass Communication}

MCM 120 3 credits
\textbf{Mass Communication}

Learn about the nature and impact of mass communication in contemporary society, their technological basis, economic and political foundations, and social implications.

Prerequisite: RHT 101 or equivalent

Lecture: 3 hours

IAI: MC 911

MCM 125 3 credits
\textbf{Broadcasting History}

An overview of the cultural history of broadcasting from the invention of radio to cable and satellite communication.

Lecture: 3 hours

MCM 130 3 credits
\textbf{Introduction to Radio Production}

Examine the principles of radio-broadcast production and skills in using equipment and procedures necessary to produce programs for radio. Hands-on experience with journalism/mass communication program’s radio production facilities.

Prerequisite: MCM 120

Lecture: 2 hours

Laboratory: 2 hours (course fee required)

MCM 150 3 credits
\textbf{Film History and Appreciation}

A survey of film as an art form, emphasizing elements of story, aesthetics, differences among genres and criticism. Examines such techniques as pictorial composition, movement, lighting and editing.

Lecture: 3 hours

IAI: F2 908

MCM 205 3 credits
\textbf{Basic Broadcast Announcing}

Broadcast announcing principles and techniques are discussed and applied. Topics include creating, reading and delivering commercials, news, interviews, public service announcements and special events. Performance of live, on-air broadcasts on WRRG, Triton’s radio station, is featured.

Prerequisite: SPE 101, MCM 120

Lecture: 2 hours

Laboratory: 2 hours

IAI: MC 918

(course fee required)

MCM 296 1-4 credits
\textbf{Special Topics in Mass Communication and Journalism}

Mass media topics and issues are studied through readings, discussion, guided research and field trips. Topics vary from semester to semester. Course is repeatable when topics vary; up to a maximum of four credit hours may be used toward graduation.

Prerequisite: Any course in journalism or mass communication

Lecture: 1-4 hours

\textbf{Mathematics}

Enrollment into mathematics courses is based on student performance on the Triton math placement test.

\textbf{MAT 045} 5 credits
\textbf{Pre-Algebra}

Covers the skills necessary to be successful in taking a math class which requires competency in whole numbers, fractions, decimals, order of operations, ratio and proportion, percent topics, measurement, elementary geometry topics, introductory graphical representation, introductory signed number manipulation and an introduction to basic equation solving. Additionally, test-taking skills, reading the mathematics textbook and taking notes in mathematics will be emphasized. Special emphasis will be on processing and solving word problems.

Lecture: 5 hours

\textbf{MAT 055} 5 credits
\textbf{Algebra & Geometry I}

This course examines concepts in signed numbers, factoring, equation solving, inequality solving, graphs, parallelism and perpendicularity, congruence and polygons.

Prerequisite: MAT 045 (with a minimum grade "C"), or qualifying score on placement test.

Lecture: 5 hours

\textbf{MAT 085} 5 credits
\textbf{Algebra & Geometry II}

Examines concepts in functions, relations, graphing, systems of equations, inequalities, polynomials, rational expressions, quadratic equations, right triangles, circles, areas of plane figures and related geometry concepts. In addition to classroom attendance, students will be...
required to attend the Math Power Headquarters.
Prerequisite: MAT 055 (with a minimum grade of "C"), or qualifying score on placement test
Lecture: 5 hours
(course fee required)

MAT 095   2 credits
Basic Skills Test Math Review for Prospective Teachers
Provides a review of those skills required to pass the mathematics portion of the Illinois Basic Skills Exam for teachers. This course cannot be used toward any degree requirements or elective credits.
Lecture: 2 hours

MAT 099   1 credit
Math for Meds
Examines and teaches concepts in dosage calculations, metric system and conversions as applied to Nursing and Respiratory Care. Clinical application is included using simulated case situations directly related to the student's field of study.
Prerequisite: MAT 055 (with a minimum grade of "C"), or qualifying score on placement test
Lecture: 1 hour

MAT 101   3 credits
Quantitative Literacy
This course is designed to provide basic numeracy and problem-solving skills for students to become educated citizens. This course is not a prerequisite for any other course in mathematics.
Prerequisite: MAT 085 (with a grade of "C" or better), or minimum placement test score of 6, or ACT score of 20 within the last two years.
Lecture: 3 hours
IAI: M1 901

MAT 102   3 credits
Liberal Arts Mathematics
Sets, numeral systems, number bases and logic are covered. A survey course for students not in engineering, physical sciences or business administration.
Prerequisite: MAT 085 (with a grade of "C" or better), or minimum placement test score of 6, or ACT score of 20 within the last two years.
Lecture: 3 hours
IAI: M1 904

MAT 103   3 credits
Applied Intermediate Algebra
This is an intermediate-level course in algebra, including topics in exponential and radical manipulation, functions, relations, rational expressions and solving fractional and quadratic equations. Heavy emphasis on applications rather than theory. This course may not be used to fulfill the mathematics requirement in the AS or AA degree.
Prerequisite: MAT 055 (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours

MAT 110   5 credits
College Algebra
Examine operations on real numbers: factoring; polynomials; rational expressions; topics from the theory of equations; polynomial, exponential and logarithmic functions; systems of equations; the binomial theorem; mathematical induction; partial fractions; and complex numbers. Credit for MAT 111 will not be given if credit for MAT 110 previously has been earned.
Prerequisite: MAT 085 (with a minimum grade of "C" or better), or minimum placement test score of 6, or ACT score of 20 (within the last two years)
Lecture: 5 hours

MAT 111   5 credits
College Algebra & Trigonometry
Operations on real and complex numbers, functional representation, systems of equations, determinants, mathematical induction, and theory of equations and inequalities are covered. Also included is an introduction to the basic ideas of the relational aspects of plane trigonometry. Credit for MAT 110 or MAT 114 will not be given if credit for MAT 111 previously has been earned.
Prerequisite: MAT 085, with a minimum grade of "B" or better, or minimum placement test score of 6, or ACT score of 20 (within the last two years)
Lecture: 5 hours

MAT 114   3 credits
Plane Trigonometry
Trigonometric functions and their graphs, identities; trigonometric equations, right and oblique triangles, inverse trigonometric functions, polar coordinates, vectors and complex numbers are covered.
Prerequisite: MAT 085 (with a minimum grade of "C" or better), or minimum placement test score of 6, or ACT score of 20 (within the last two years)
Lecture: 5 hours

MAT 116   3 credits
Math for Elementary School Teachers I
This is the first course in a two-course sequence that is a systematic presentation of elementary mathematics for students who are preparing to teach in elementary schools.
Prerequisite: MAT 085 (with a minimum grade "C" or better), or minimum placement test score of 6, or ACT score of 20 (within the last two years)
Lecture: 3 hours

MAT 117   3 credits
Math for Elementary School Teachers II
This is the second course in a two-course sequence which is a systematic presentation of elementary mathematics for students who are preparing to teach in elementary schools.
Prerequisite: MAT 116 with a grade of "C" or better
Lecture: 3 hours
IAI: M1 903

MAT 124   3 credits
Finite Mathematics
Set theory, matrices, linear programming, probability and Markov processes are covered. Problems are selected from the fields of social science and business.
Prerequisite: MAT 110, MAT 111 (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours
IAI: M1 906

MAT 131   5 credits
Calculus & Analytic Geometry I
This is the first course in a three-part calculus sequence. It introduces the concept of a limit process that is central to much of modern mathematics. From the limit idea, it develops the differential and integral calculus of elementary functions and some of its applications to geometry, physics, economics and other sciences.
Prerequisite: MAT 110 and MAT 114 (minimum grade of "C")
Lecture: 5 hours IAI: M1 900-1; EGR 901, MTH 901

MAT 133   5 credits
Calculus & Analytic Geometry II
This is the second course in a three-part calculus sequence. It extends the concepts and theory of the first course to transcendental and hyperbolic functions, as well as to sequence and series. Infinite series are introduced, power techniques for integration are developed, and further applications to plane geometry and the sciences are explored.
Prerequisite: MAT 131 (minimum grade "C")
Lecture: 5 hours IAI: M1 900-2; EGR 902; MTH 902

MAT 134   5 credits
Introduction to Calculus for Business & Social Science
Provides an introduction to differential and integral calculus of algebraic exponential, logarithmic and multivar-
able functions. Special emphasis is placed on applications to business, economics and the social sciences. 

Prerequisite: MAT 110 (minimum grade "C"), or MAT 111 (minimum grade of "C"), or math placement score of 8.0, or an ACT score of 22 or better (within the last two years).

Lecture: 3 hours IAI: EGR 904

MAT 135 ● 3 credits

Calculus & Analytic Geometry III

This is the third course in a three-part calculus sequence. It extends the concepts and theory of the first two courses to multivariable calculus. Vectors, functions of vectors and vector-valued functions are introduced, differentiated and integrated. Applications to solid analytic geometry and the sciences are made. 

Prerequisite: MAT 133 (minimum grade "C")

Lecture: 3 hours IAI: M1 900-B

MAT 170 ● 3 credits

Elementary Statistics

Fundamentals of descriptive statistics, including frequency distributions, central tendency and variability, graphic methods, and correlation and regression are covered. Student will use a statistical package such as SPSS. 

Prerequisite: MAT 085 (minimum grade "C"); or qualifying score on placement test; or a minimum math ACT score of 20 within the last two years

Lecture: 3 hours IAI: M1 900-3; EGR 903; MTH 903

MAT 224 ● 3 credits

Linear Algebra

A first course in vectors, matrices, vector spaces and linear transformations. Serves not only as an introduction to more abstract mathematics courses at the junior-senior level, but also have many useful applications outside mathematics. May be taken concurrently with, but should not replace, a course in multivariable calculus. Topics include vectors, vector spaces, matrices, determinants, matrix algebra, linear independence, linear transformations eigenvalues and eigenvectors, and applications of these topics. Approximately one-third of the course will involve the concept of mathematical proof as applied to linear algebra.

Prerequisite: MAT 133 (with a grade of "C" or better)

Lecture: 3 hours IAI: MTH 911

MAT 341 ● 3 credits

Differential Equations

Systematic procedures for solving ordinary differential equations are covered. Emphasis is on solving homogenous and non-homogeneous n-th-order linear equations. Laplace transforms of elementary functions and their inverses are also covered.

Prerequisite: MAT 133

Lecture: 3 hours IAI: M1 900-B

Music

MUS 100 ● 2 credits

Rudiments of Theory

Notation, scales, intervals, chords and terminology are covered. Recommended for students with little or no background in music.

Lecture: 2 hours (course fee required)

MUS 101 ● 3 credits

Electronic Music Production

Familiarizes the students with basic concepts, computer skills, history of digital music production and operational techniques involved with software-based synthesizers, samplers, midi-controllers, computer-based sequencers and digital audio workstations. Through classroom instruction, demonstrations and hands-on experience, the student will learn to operate the devices used in most professional electronic music synthesis applications today. The following software will be used: Mac OSX, Digital Performer and Reason

Lecture: 3 hours

MUS 105 ● 3 credits

Theory of Music I

Intensive training in the fundamentals of music, part writing and analysis is provided.

Prerequisite: Satisfactory performance on theory-placement examination; or MUS 115 and MUS 135; or concurrent enrollment

Lecture: 3 hours (course fee required)

MUS 106 ● 3 credits

Theory of Music II

Continuation of the materials presented in MUS 105, this course places emphasis on the introduction of secondary triads, elementary modulation and dominant seventh chords.

Prerequisite: MUS 105, MUS 115; concurrent enrollment in MUS 116; and successful completion of or concurrent enrollment in MUS 135 or MUS 235

Lecture: 3 hours (course fee required)

MUS 110 ● 3 credits

Listening to Music

Enjoy the pleasure of music. Presents, through guided listening, music's history, development and its parallel with the evolution of humans. Emphasis is on the joy of exploring the effect of music on our ears, mind and body. Style, form and technique of instrumental and vocal music will be studied.

Lecture: 3 hours IAI: F1 900

MUS 115 ● 1 credit

Sight-Singing & Ear Training I

This course is a laboratory section involving practice in melodic, harmonic and rhythmic dictation, sight-singing and applying the material presented in MUS 105.

Prerequisite: Placement in MUS 105 and concurrent enrollment in MUS 135

Laboratory: 2 hours IAI: MUS 901 (course fee required)

MUS 116 ● 1 credit

Sight-Singing & Ear Training II

This is a laboratory section involving practice in melodic, harmonic and rhythmic dictation and sight-singing, applying material presented in MUS 106.

Prerequisite: MUS 105, MUS 115; concurrent enrollment in MUS 106 and MUS 135 or MUS 235; or concurrent enrollment

Laboratory: 2 hours IAI: MUS 902 (course fee required)

MUS 120 ● 3 credits

Record Production I

Provides students with a realistic studio experience covering basic engineering, how to listen, what to listen for, studio equipment, industry lingo, calculation of royalties and publishing, how to create a production budget for a record label and/or production company, how to produce various genres of music, as well as creation of a demo.

Lecture: 3 hours

MUS 135 ● 1 credit

Keyboard Harmony I

Keyboard realization of the harmonic materials presented in MUS 106. Emphasis is on figured bass, harmonization, modulation and transposition. Required of all students enrolled in MUS 207. This course is offered in combination with MUS 235, which is similar in content and lab where students will work in a collaborative environment. Students will work independently for a portion of the class.

Prerequisite: MUS 105 and MUS 115; or concurrent enrollment

Laboratory: 2 hours IAI: MUS 901 (course fee required)

MUS 177 ● 2 credits

Class Piano Instruction

Group instruction for students is provided for those who do not major in piano or meet minimum requirements in piano on entrance. 

Laboratory: 2 hours (course fee required)
Music

MUS 179◊ 1 or 2 credits
Applied Music—Instrumentation

This course provides private instruction. The major applied lesson (section 01) is one hour, one day per week, for two credits. The minor applied lesson (section 02) is one-half hour, one day per week, for one credit. May be repeated for a maximum of eight accrued credits.

Prerequisite: Concurrent enrollment in one of the instrumental ensemble courses; in lieu of this, a beginner must take any other music course not including MUS 180◊ and MUS 181◊. Includes: violin, viola, cello, string bass, flute, clarinet, oboe, bassoon, trumpet, French horn, trombone, baritone horn, tuba, percussion, saxophone and classical guitar (course fee required) IAI: MUS 909

MUS 180◊ 1 or 2 credits
Applied Music—Piano
(See MUS 179◊)

Prerequisite: Concurrent enrollment in one other music course not including MUS 179◊ and MUS 181◊; note: beginners must take MUS 179◊ first

Laboratory: 2 hours IAI: MUS 909 (course fee required)

MUS 181◊ 1 or 2 credits
Applied Music—Voice
(See MUS 179◊)

Prerequisite: Concurrent enrollment in a vocal ensemble course; exceptions are drama majors who may enroll in the one-credit section

Laboratory: 2 hours IAI: MUS 909 (course fee required)

MUS 200◊ 2 credits
Improvisation I

This course is a structured study of the theory and techniques of improvisation as used by the commercial/jazz musician and applied to the student's major instrument through reading, listening, transcribing and performing.

Prerequisite: MUS 105◊, MUS 115◊, and MUS 106◊, MUS 116◊, MUS 135◊ or MUS 235◊; or concurrent enrollment

Lecture: 1 hour Laboratory: 2 hours (course fee required)

MUS 201◊ 2 credits
Improvisation II

Continuation and further refinement of the skills and materials developed in MUS 200◊.

Prerequisite: MUS 106◊, MUS 116◊ and MUS 200◊; concurrent enrollment in MUS 207◊ and MUS 217◊; and MUS 135◊ or MUS 235◊; or concurrent enrollment

Lecture: 1 hour Laboratory: 2 hours (course fee required)

MUS 202◊ 2 credits
Improvisation III

Continuation and further refinement of the skills and materials developed in MUS 200◊ and MUS 201◊.

Prerequisite: MUS 207◊, MUS 217◊, MUS 135◊; and concurrent enrollment in MUS 208◊, MUS 218◊ and MUS 235◊

Lecture: 1 hour Laboratory: 2 hours (course fee required)

MUS 207◊ 3 credits
Theory of Music III

Harmony, counterpoint and analysis are covered. Emphasis is on altered chords, including the Augmented sixth, the Neapolitan, Borrowed Chords, secondary-dominant and secondary-leading-tone chords.

Prerequisite: MUS 106◊, MUS 116◊; concurrent enrollment in MUS 217◊; and MUS 135◊ or MUS 235◊; or concurrent enrollment

Lecture: 3 hours Laboratory: 2 hours IAI: MUS 903 (course fee required)

MUS 208◊ 3 credits
Theory of Music IV

Continuation on an advanced level of the material presented in the previous three semesters of music theory. Emphasis is on dynamic harmony and recent compositional techniques.

Prerequisite: MUS 207◊, MUS 217◊; and MUS 135◊; concurrent enrollment in MUS 218◊; and MUS 235◊ or concurrent enrollment

Lecture: 3 hours Laboratory: 2 hours IAI: MUS 904 (course fee required)

MUS 211◊ 2 credits
Arranging & Composition

This is a structured study of the techniques of writing for the various types and sizes of ensembles most used in the commercial music field.

Prerequisite: MUS 207◊, MUS 217◊, MUS 235◊ and MUS 247◊; concurrent enrollment in MUS 208◊, MUS 218◊ and MUS 249◊

Lecture: 2 hours Laboratory: 2 hours (course fee required)

MUS 212◊ 2 credits
Commercial Vocal Repertoire I

This course is a structured survey of standard song literature from the commercial music area, stressing tasteful and technically correct performance practice. “Standard” repertoire from pre-1920 to the present are presented.

Prerequisite: Concurrent enrollment in MUS 181◊

Lecture: 1 hour Laboratory: 2 hours IAI: MUS 903 (course fee required)

MUS 213◊ 2 credits
Commercial Vocal Repertoire II

Continuation of MUS 212◊ covering Broadway and “pop” literature.

Prerequisite: MUS 212◊ and concurrent enrollment in MUS 181◊

Lecture: 1 hour Laboratory: 2 hours (course fee required)

MUS 215◊ 3 credits
Introduction to Music History

Examine the development of music as an art in western civilization from antiquity to present. Emphasis is on understanding musical concepts. Some musical background is recommended. Students with no musical background are advised to take MUS 110◊; Music Appreciation.

Lecture: 3 hours IAI: F1 901

MUS 216◊ 3 credits
Music in America

Music and composers in America from colonial times to the present are presented. The place of music and musicians in American social and institutions are discussed, as is the influence of foreign musical traditions.

Prerequisite: MUS 215◊

Lecture: 3 hours IAI: F1 904

MUS 217◊ 1 credit
Sight-Singing & Ear Training III

This is a laboratory section involving practice in melodic, harmonic and rhythmic dictation, sight-singing and application material presented in MUS 207◊.

Prerequisite: MUS 106◊, MUS 116◊; concurrent enrollment in MUS 207◊; and MUS 135◊ or MUS 235◊ or concurrent enrollment

Laboratory: 2 hours IAI: MUS 903 (course fee required)

MUS 218◊ 1 credit
Sight-Singing & Ear Training IV

Continuation on an advanced level of the development of skills in sight-singing and ear training, corresponding to materials presented in MUS 208◊.

Prerequisite: MUS 207◊, MUS 217◊, MUS 135◊; concurrent enrollment in MUS 208◊; and MUS 235◊ or concurrent enrollment

Laboratory: 2 hours IAI: MUS 904 (course fee required)

MUS 220◊ 3 credits
Record Production II

Educates students about the business side of the music industry and provides students with an advanced realistic studio experience covering engineering, how to listen, what to listen for, studio equipment, industry lingo, calculation of royal-
Course Descriptions

ties and publishing, how to create a production budget for a record label and/or production company, how to produce various genres of music, as well as creation of a demo.

Prerequisite: MUS 120
Lecture: 3 hours

MUS 235 1 credit
Keyboard Harmony II
A continuation and further development of the skills and materials presented in MUS 135. Offered in combination with MUS 135, which is similar in content and lab. Students will work in a collaborative environment with students enrolled in MUS 135. Students will work independently for a portion of the class. (Formerly 237)

Prerequisite: MUS 105 and MUS 115 or concurrent enrollment
Laboratory: 2 hours IAI: MUS 902
(course fee required)

MUS 247 1 credit
Commercial Keyboard Harmony I
Vocabulary and structure of the music language as used in a commercial/jazz format is taught at the keyboard. Primary emphasis is conceptual. High keyboard skill levels desirable but not required.

Prerequisite: MUS 106 and MUS 116 and MUS 207 and MUS 217 and MUS 235 or concurrent enrollment
Laboratory: 2 hours IAI: MUS 903
(course fee required)

MUS 249 1 credit
Commercial Keyboard Harmony II
A continuation of the principles and applications presented in MUS 247.

Prerequisite: MUS 207 and MUS 217 and MUS 247 and MUS 208 and MUS 218 and MUS 235 or concurrent enrollment
Laboratory: 2 hours IAI: MUS 904
(course fee required)

MUS 250 1 credit
Concert Band
Students perform the finest contemporary literature, traditional classics and successful orchestra transcriptions available for band. A series of public and school concerts are presented each year. May be repeated for a maximum of four accrued credits. Enrollment is by permission of the director of bands. Auditions may be required.

Prerequisite: Past instrumental playing experience
Laboratory: 3 hours IAI: MUS 908
(course fee required)

MUS 251 0.5 credit
Community Concert Band I
Performance of contemporary literature, traditional classics and successful orchestra transcriptions available for band are provided. A series of public and school concerts is presented each year. May be repeated for a maximum of two accrued credits. This course is recommended for non-majors.

Laboratory: 3 hours (course fee required)

MUS 252 0.5 credit
Community Concert Band II
Advanced students' performance of contemporary literature, traditional classics and successful orchestra transcriptions available for band are provided. A series of public and school concerts is presented each year. May be repeated for a maximum of two accrued credits.

Laboratory: 3 hours (course fee required)

MUS 253 1 credit
Ensemble
Students will perform in small ensembles. Some public performance is required. May be repeated for a maximum of four accrued credits.

Prerequisite: Department consent
Laboratory: 2 hours (course fee required)

MUS 261 1 credit
College Chorus
Membership is open to students who wish to continue the study of choral music and participate in public performances. May be repeated for a maximum of four accrued credits.

Prerequisite: High school chorus or similar experience
Laboratory: 5 hours IAI: MUS 908
(course fee required)

MUS 262 1 credit
Choral Ensemble
Students will perform in small choral ensemble of the finest popular and serious choral literature. Public performances are planned. May be repeated for a maximum of four accrued credits.

Laboratory: 3 hours IAI: MUS 908
(course fee required)

MUS 266 1 credit
Jazz Band
Students will perform some of the finest dance, jazz and stage-band literature. Public performances are planned. May be repeated for a maximum of four accrued credits.

Prerequisite: Ability to play an instrument
Laboratory: 3 hours IAI: MUS 908
(course fee required)

MUS 296 3 credits
Special Topics in Music
This course is a study of international topics and problems through read-

Nuclear Medicine Technology

NUM 100 3 credits
Science of Nuclear Medicine
Fundamentals of radiation as used in the practice of nuclear medicine, methods of decay and decay schemes are presented. Methods of radio nuclide production also are covered. Mathematical skill review and calculations of radioactive decay, biological and physical half-life and half-value layer will be studied. (Formerly Fundamentals of Nuclear Medicine)

Prerequisite: Score 8 on math placement test or completion of MAT 110, with a 'C' or better and admission to Nuclear Medicine program
Lecture: 3 hours

NUM 103 2 credits
Radiation Safety and Protection
Introduction to the history and development of the field of nuclear medicine. Differences between licensure, certification and accreditation are covered. Philosophy of ALARA and practical measures to apply are presented. Safe handling, receiving, storage, disposal and decontamination of radioactive material. Personal monitoring, occupational limits and associated exposure definitions also are covered. Units of radiation protection and their conversion, regulations and documents governing the use of radioactive material will be studied. Principles of radiation biology and the potential effects of exposure to the human body are presented. (Formerly 102, Nuclear Pharmacy I)

Prerequisite: Admission into Nuclear Medicine program
Lecture: 2 hours

NUM 140 5 credits
Nuclear Medicine Instrumentation
Principles and operation of gas detector systems, scintillation detector systems, positron emission tomographic detectors and the components that make up each of these systems. Methods of image reconstruction and enhancement are covered. Fundamental components, applications and processing techniques used in nuclear medicine computers will be presented. Laboratory experience supporting use of instrumentation, quality
Nuclear Medicine Technology

control parameters and computer applications also are covered.
Prerequisite: NUM 100, NUM 103, concurrent enrollment with NUM 155
Lecture: 3 hours
Laboratory: 4 hours
(course fee required)

NUM 141 2 credits
Nuclear Medicine Instrumentation Quality Control

Programs and techniques used to ascertain quality control of nuclear medicine instrumentation are covered.
Prerequisite: Concurrent with NUM 140
Laboratory: 4 hours
(course fee required)

NUM 150 2 credits
Computer Use in Nuclear Medicine

Examine the basic concepts of computer systems as used in nuclear medicine. Computer use in a nuclear medicine department in a hospital setting will be included.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

NUM 155 3 credits
Patient Care in Nuclear Medicine

Principles of patient care to prepare the student for their clinical rotations are covered. Patient communication, body mechanics, patient positioning, infection control, universal precautions, venipuncture techniques, specialized equipment, ethics and patient confidentiality are presented. Included are visits to the three clinical sites the student will rotate through.
Prerequisite: NUM 100, NUM 103; concurrent enrollment with NUM 140
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

NUM 160 3 credits
Nuclear Medicine Procedures I

Introduction to clinical nuclear medicine, camera quality assurance, bone and lung imaging procedures, associated anatomy/physiology, indications, pathology and scan interpretation. Case study presentations.
Prerequisite: NUM 140, NUM 155; concurrent enrollment with NUM 161
Lecture: 3 hours

NUM 161 3 credits
Applied Nuclear Medicine Technology I

Supervised clinical experience to orientate the student to basic procedures in nuclear medicine. Patient care, bone imaging, lung imaging and instrumenta-

tion quality control will be proficiented at clinical site.
Prerequisite: NUM 140, NUM 155; concurrent enrollment with NUM 160
Clinical: 16 hours
(course fee required)

NUM 242 2 credits
In vitro Nuclear Medicine Principles and Procedures

Laboratory principles for invitro/invivo studies performed in nuclear medicine. Schillings, plasma volume, red cell mass, red cell survival and sequestration and white blood cell labeling are covered. Study of physiology of blood and its components, review of laboratory equipment are presented. (Formerly In vitro Nuclear Medicine Test Principles and Procedures)
Prerequisite: NUM 160, NUM 161; concurrent enrollment with NUM 260, NUM 261 and NUM 262
Lecture: 2 hours

NUM 260 3 credits
Nuclear Medicine Procedures II

Second in procedural courses and covers principles of nuclear medicine procedures for cardiac, central nervous, gastrointestinal, genitourinary systems. Associated anatomy/physiology, indications, pathology and scan interpretation will be presented. Completion of PET pulmonary imaging will be studied. Journal review presentation.
Prerequisite: NUM 160; NUM 161; concurrent enrollment with NUM 242, NUM 261, NUM 262
Lecture: 3 hours

NUM 261 4 credits
Applied Nuclear Medicine Technology II

Supervised clinical experience provided to develop competencies in nuclear medicine procedures available in specific hospital affiliates. Central nervous system scans, oncology/infection scans, assist in therapy procedures, invitro/invivo laboratory tests, patient care and instrument quality control are covered. Radiopharmacy, PET and injection procedures may be completed.
Prerequisite: NUM 160; concurrent enrollment with NUM 280, NUM 282
Clinical: 22.5 hours
(course fee required)

NUM 280 3 credits
Nuclear Medicine Procedures III

Last in procedural courses and covers principles of nuclear medicine procedures for pediatric, endocrine, immune/infection, oncology and therapy procedures. Associated anatomy/physiology, indications, pathology and scan interpretation are presented. Review of NRC rules and regulations associated with therapy procedures.
Prerequisite: NUM 260, NUM 261; concurrent enrollment with NUM 281, NUM 282
Lecture: 3 hours

NUM 281 4 credits
Applied Nuclear Medicine Procedures III

Supervised clinical experience provided to develop competencies in nuclear medicine procedures available in specific hospital affiliates. Central nervous system scans, oncology/infection scans, assist in therapy procedures, invitro/invivo laboratory tests, patient care and instrument quality control are covered. Radiopharmacy, PET and injection procedures may be completed.
Prerequisite: NUM 260; concurrent enrollment with NUM 280, NUM 282
Clinical: 22.5 hours
(course fee required)

NUM 282 2 credits
Nuclear Pharmacy II

Fundamental concepts of radio-pharmaceutical design, preparation and localization for materials utilized in pediatric scanning, thyroid, parathyroid, adrenal, lymphoscintigraphy, infection/tumor imaging and therapy procedures are covered. Presentation of issues in various work settings, management of departments, operation of clinic and design of radiopharmacy are presented. Board exam review will be provided. Students will present final project utilizing all skills developed throughout nuclear medicine program. (Formerly Nuclear Pharmacy III)
Prerequisite: NUM 262; concurrent enrollment with NUM 280, NUM 281
Lecture: 2 hours
Nurse Descriptions

NUR 095  

Strategies for NCLEX Success

Provides the opportunity for students who have not met the requirement of NUR 190 or NUR 290 for successful completion of the respective standardized comprehensive nursing exam for this course. The student will develop and implement an individualized study plan that utilizes a variety of success strategies. Upon completion of the exam, the successful score will be used in the calculation of the final course grade for NUR 190 or NUR 290. The course may be repeated only one time for the purpose of meeting the comprehensive nursing exam requirement for NUR 190 and one time for the purpose of meeting the comprehensive nursing exam requirement for NUR 290.

Prerequisite: Admission to NUR program
Lecture: 4 hours
Laboratory: 6 hours
(course fee required)

NAS 100  

Basic Nurse Assistant

Learn the basic principles and procedures used by the nurse assistant in long-term care (nursing homes), home-health settings and hospitals to meet basic human needs. Included are basic medical terminology, body structure and function, concept of life span, communications and safety, as well as clinical experience in long-term care facilities. Meets the Illinois Department of Public Health Requirement for the nurse assistant certification.

Prerequisite: Admission to NAS program
Lecture: 4 hours
Laboratory: 6 hours
(course fee required)

NAS 101  

Nurse Assistant: Care of Patients With Alzheimer’s

Basic nursing care for patients with Alzheimer’s disease and related disorders is discussed. For nursing assistants employed in skilled and intermediate-care facilities.

Prerequisite: NAS 100 or concurrent enrollment
Lecture: 1 hour

NAS 102  

Introduction to Home Health Nursing Aide

Prepare nursing assistants to provide basic care for patients in the home setting. Included are basic principles and procedures used by nursing assistants in home health care.

Prerequisite: Current CPR card and current CNA certificate or consent of instructor. If completed CNA course more than 12 months ago, and not currently employed as a CNA, need to verify all 21 skills. Must be listed on the Illinois Nurse Aide Registry in good standing. This means under the Uniform Conviction Information Act (UCIA) there are no disqualifying conditions, including findings of abuse, neglect or misappropriation of funds.

Lecture: 1 hour
Laboratory: 2 hours

Nursing

NUR 105  

Introduction to Nursing Academics

Acquaints the pre-nursing student with the skills necessary to navigate and survive the rigors of academic life within the nursing program. Introduces the student to college structure and resources and is designed to promote learning skills, study habits, time management and critical thinking. Emphasis is placed on utilizing and applying these skills as they relate to the nursing program.

Prerequisite: Program pre-requisites and pre-admission test; approval of Nursing Admission Committee
Lecture: 1 hour
(course fee required)

NUR 115  

Nursing Skills

Focuses on safe performance of basic nursing skills in a laboratory setting. Concepts of communication and problem-solving as they relate to performance of skills are discussed.

Prerequisite: Admission into the Nursing or Radiologic Technology program
Lecture: 1 hour
Laboratory: 3 hours
(course fee required)

NUR 125  

Promoting Adaptation in the Physiologic and Psychosocial Modes

Introduces the student to the role of the nurse and the use of theories of Roy and Maslow. Focuses on the assessment and maintenance of indicators of positive adaptation of individuals across the life span, including the childbearing and childrearing family within a multi-cultural society. Concepts of effective communication, collaboration, problem solving, and critical thinking are introduced.

Prerequisite: Admission into the Nursing program; NUR 115
Lecture: 4.5 hours
Laboratory: 1.5 hours
Clinical: 6.0 hours
(course fee required)

NUR 145  

Nursing Care of Individuals with Commonly Recurring Adaptation Problems I

Focuses on a holistic approach to the nursing care of individuals with adaptation problems that occur across the life span, including those of the childbearing and childrearing family within a multi-cultural society. Includes commonly recurring problems related to the psychosocial modes and to the physiologic needs of oxygenation, nutrition, elimination, activity, rest and protection. Problem solving and critical thinking skills are emphasized in the utilization of the nursing process.

Prerequisite: Score of 100% on Dosages and Solutions Math test; NUR 115, NUR 125, BIS 136, PSY 228; concurrent enrollment in BIS 137 and NUR 146
Lecture: 2.5 hours
Laboratory: 1.5 hours
Clinical: 6.0 hours
(course fee required)

NUR 146  

Pharmacology in Nursing I

Focuses on the nursing responsibilities and implications related to the administration of pharmacological agents in the treatment of commonly recurring problems related to the psychosocial modes and to the physiologic needs. Includes concepts of drug action, use and classification. Ethical and legal issues associated with medication administration are discussed.

Prerequisite: NUR 115, NUR 125, concurrent enrollment in NUR 145
Lecture: 1.0 hour

NUR 155  

Nursing Care of Individuals with Commonly Recurring Adaptation Problems II

Focuses on a holistic approach to the nursing care of individuals with adaptation problems that occur across the life span, including those of the childbearing and childrearing family within a multi-cultural society. Includes commonly recurring problems of the complex processes of fluid and electrolytes, senses, and neurologic and endocrine functions. Problem solving and critical thinking skills are emphasized in the utilization of the nursing process.

Prerequisite: NUR 145 and NUR 146; concurrent enrollment in BIS 137, NUR 156
Lecture: 2.5 hours
Laboratory: 7.5 hours
(course fee required)
### Ophthalmic Technician

NUR 156◊ 1 credit

**Pharmacology in Nursing II**

Focuses on the nursing responsibilities and implications related to the administration of pharmacological agents in the treatment of commonly recurring problems related to the complex processes of the physiologic mode. Includes concepts of drug action, use, and classification. Ethical and legal issues associated with medication administration are discussed.

Prerequisite: NUR 145◊, NUR 146◊, concurrent enrollment in NUR 155◊
Lecture: 1.0 hour

NUR 180◊ 1 credit

**Nursing Enrichment**

Designed to enhance problem solving and critical thinking skills through application of the nursing process to individuals with commonly recurring adaptation problems. Utilizes a variety of case studies to emphasize integration of knowledge acquired in general education and level one nursing courses.

Prerequisite for continuing students: NUR 155◊ and NUR 156◊
Prerequisite for LPNs: Admission into ADN program
Lecture: 1 hour
(course fee required)

NUR 190◊ 4 credits

**Preparation for the Practical Nursing Role**

Emphasizes the transition from student to licensed practical nurse including preparation for licensure exam, job placement skills and assuming the management responsibilities of the licensed practical nurse. Clinical experiences emphasize the legal and ethical responsibilities in managing care for a group of individuals with commonly recurring adaptation problems.

Prerequisite: NUR 155◊ and NUR 156◊
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 200◊ 2 credits

**Bridge from LPN to AD Student**

Introduces the philosophy and curriculum of the Triton College AD Nursing Program and the role of the registered nurse. Focus is on RN responsibilities using critical thinking skills in application of the nursing process and includes demonstration of competency of nursing skills expected of students completing level one of the program.

Prerequisite: LPN License, Admission to the AD Nursing program
Lecture: 1.5 hours
Laboratory: 1.5
(course fee required)

NUR 225◊ 4 credits

**Promoting Adaptation: Chronic Health Problems**

Focuses on the application of clinical decision making in promoting adaptation of individuals with chronic health problems that result in multiple adaptation problems. Emphasis is placed on enhanced utilization of the nursing process, including interpretation of data, therapeutic communication, collaboration and coordination, and development of teaching plans.

Prerequisite: NUR 155◊ and NUR 156◊
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 235◊ 4 credits

**Promoting Adaptation: Psychosocial and Rehabilitation Problems**

Focuses on the application of clinical decision making in promoting adaptation of individuals with psychosocial and rehabilitation health problems, which result in multiple adaptation problems. Emphasis is placed on enhanced utilization of the nursing process, including interpretation of data, therapeutic communication, collaboration and coordination, and development of teaching plans. Students will be able to identify community resources available to assist individuals in meeting basic needs.

Prerequisite: NUR 155◊ and NUR 156◊
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 245◊ 4 credits

**Promoting Adaptation: The Childbearing/Childrearing Family**

Focuses on the application of clinical decision making in promoting adaptation of individuals with health problems resulting in multiple adaptation problems associated with stages of childbearing and during the period of infancy through adolescence. Emphasis is placed on critical analysis of children’s responses to health problems and family responses to childbearing/childrearing with expanded utilization of the nursing process.

Prerequisite: NUR 225◊, NUR 235◊ and BIS 122◊
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 255◊ 4 credits

**Promoting Adaptation: Acute Health Problems**

Focuses on the application of clinical decision making in promoting adaptation of individuals with acute health problems that result in multiple adaptation problems. Emphasis is placed on critical analysis of individual responses to life-threatening situations and expanded utilization of the nursing process.

Prerequisite: NUR 225◊ and NUR 235◊ and BIS 122◊
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 285◊ 2 credits

**Professional Nursing Career Development**

Focuses on the current developments in the nursing profession and role transition from student to registered nurse. Topics explored include self-assessment, career planning, professional role development, health provider organizations, fiscal responsibility, analysis of ethical-legal situations and political issues as they relate to the provision of care.

Prerequisite: NUR 225◊ and NUR 235◊
Lecture: 2 hours
(course fee required)

NUR 290 2 credits

**Leadership in the Management of Patient Care**

Focuses on the use of the nursing process in managing the care of a group of individuals. Clinical experiences emphasize responsibilities of setting priorities, delegating and evaluating clinical performance. Management styles used to coordinate and communicate with health care team members will be explored.

Prerequisite: NUR 245◊, NUR 255◊, NUR 285◊
Lecture: 1 hour
Clinical: 3 hours
(course fee required)

### Ophthalmic Technician

OPH 112◊ 3 credits

**Ocular Anatomy & Physiology**

Structure and function in the human visual system are covered. Anatomy and physiology of the eyeball, orbit and ocular adnexa, related pharmacology and pathology also are discussed.

Lecture: 3 hours

OPH 113◊ 2 credits

**Ophthalmic Dispensing I**

Learn about the types of frames, styles, materials and their parts; proper way to measure pupillary distances and multifocal heights, frame-selection techniques and standard alignment and proper form adjustment of plastic and metal frames.

Lecture: 1 hour
Laboratory: 2 hours
(course fee required)
Course Descriptions

**OPH 114**  3 credits  
**Ophthalmic Optics**  
Basic optical principles of lenses and the human eye from both theoretical and practical standpoints are discussed.  
**Prerequisite:** Admission to the OPH program  
**Lecture:** 3 hours  
**Laboratory:** 2 hours

**OPH 120**  2 credits  
**Basic Visual Examination**  
Learn basic vision testing principles and techniques, including: visual acuity measurement, tonometry, depth perception, fusion, pupillary evaluation, slit-lamp examination, tear function and color vision tests. Care, maintenance and calibration of instruments is included.  
**Prerequisite:** OPH 112, OPH 114  
**Lecture:** 1 hour  
**Laboratory:** 2 hours  
(course fee required)

**OPH 121**  2 credits  
**Visual Field Examination**  
Principles and techniques of various methods of visual field examination are presented. The visual pathway, common causes of visual field loss and related anatomy will be covered with emphasis on Goldmann perimetry.  
**Prerequisite:** OPH 120  
**Lecture:** 1 hour  
**Laboratory:** 2 hours  
(course fee required)

**OPH 122**  2 credits  
**Retinoscopy & Refractometry**  
Principles and techniques of refractometry and retinoscopy with emphasis on skill development using the schematic eye are covered.  
**Prerequisite:** OPH 121  
**Lecture:** 1 hour  
**Laboratory:** 2 hours  
(course fee required)

**OPH 123**  2 credits  
**Ocular Motility Examination**  
Principles and techniques of keratometry, exophthalmometry, tonography and advanced motility are covered with an emphasis on skill development in these procedures.  
**Prerequisite:** OPH 122  
**Lecture:** 1 hour  
**Laboratory:** 2 hours  
(course fee required)

**OPH 130**  2 credits  
**Ocular Pharmacology**  
Examine the general principles and concepts of pharmacology as they relate to ophthalmic medications. Principles of drop delivery techniques and the effect of delivery system and allergic reactions also are discussed. The actions, indications and side effects of common ophthalmic drugs will be included.  
**Prerequisite:** AHL 103  
**Lecture:** 2 hours

**OPH 230**  3 credits  
**Practicum I**  
Introductory clinical work designed to apply technical skills acquired in previous course work is provided. Recording of clinical data, patient handling, dispensing, basic motility, optical principles, and preliminary examination techniques are stressed. Clinical conferences are included.  
**Prerequisite:** OPH 123, OPH 232, OPH 237 or concurrent enrollment  
**Clinical:** 16 hours  
(course fee required)

**OPH 231**  1 credit  
**OPH Seminar I**  
This course provides a forum for discussion of individual clinical experiences including concerns, issues, case studies and procedures.  
**Prerequisite:** Concurrent enrollment in OPH 230  
**Lecture:** 1 hour

**OPH 232**  3 credits  
**Contact Lenses**  
Theory and anatomy basic to contact lenses and their relationship to pertinent ocular anatomy are covered. Includes a study of lens types, their care, insertion and removal techniques. Emphasis is on patient instruction and management. Procedures for ordering, verifying and modifying also are included. Theoretical aspects involved in the correct fitting of contact lenses are discussed.  
**Prerequisite:** OPH 112, OPH 114  
**Lecture:** 2 hours  
**Laboratory:** 3 hours  
(course fee required)

**OPH 237**  3 credits  
**Integrated Science for Ophthalmic Technicians**  
Learn about the major pathological conditions of the eye and related structures integrated with symptomatology and treatment of these conditions. Basic microbiology and practical microbiology as it relates to the diagnosis, treatment and management of ophthalmic diseases also are covered. Medicare/Insurance Coding Procedures and insurance in ophthalmology are introduced.  
**Prerequisite:** AHL 103, OPH 112  
**Lecture:** 3 hours

**OPH 240**  3 credits  
**Practicum II**  
This course provides for the use of skill acquired in secondary course work to perform contact lens evaluations, minor surgery assisting, refractometry, retinoscopy, advanced motility testing and advanced visual field testing. Clinical conferences are scheduled.  
**Prerequisite:** OPH 230, concurrent enrollment in OPH 241  
**Clinical:** 16 hours  
(course fee required)

**OPH 241**  1 credit  
**OPH Seminar II**  
A forum for discussion of individual clinical experience including concerns, issues, case studies and procedures is provided. Guest speakers in various branches of ophthalmology are featured.  
**Prerequisite:** Concurrent enrollment in OPH 240  
**Lecture:** 1 hour

**OPH 243**  3 credits  
**Ophthalmic Therapeutic Procedures**  
Technician’s role in assisting in the management of pre- and post-operative patients is reviewed. More advanced ophthalmic procedures are included such as laser, ultrasound, electrophysiology and the Potential Acuity Meter.  
**Prerequisite:** OPH 123  
**Lecture:** 3 hours  
(course fee required)

**OPH 244**  3 credits  
**Advanced Ophthalmic Procedures**  
Principles and techniques of advanced ophthalmic procedures such as ophthalmic photography, biometry, care of the refractive surgery patient including advanced refractometry and retinoscopy are discussed.  
**Prerequisite:** OPH 112  
**Lecture:** 2 hours  
**Laboratory:** 2 hours  
(course fee required)

**ORN 110**  3 credits  
**Basic Ornamental Horticulture**  
Opportunities in the field, arboriculture, plant propagation, greenhouse management, mechanics, soils, fertilizers and turf management are discussed. (fall only)  
**Lecture:** 2 hours  
**Laboratory:** 2 hours  
(course fee required)  
IAI: AG 905

**ORN 111**  3 credits  
**Horticulture Therapy**  
Horticultural techniques used in therapeutic and rehabilitation programs are covered. Emphasis is on identifying populations best served by horticulture
Ornamental Horticulture

therapy and programs appropriate for each group.
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

ORN 114† 4 credits
Floral Design & Display I
This course was designed with emphasis on the more intricate floral design arrangements used in the floral industry. Creativity in arranging and displaying are stressed.
Lecture: 2 hours
Laboratory: 4 hours IAI: AG 912 (course fee required)

ORN 125† 4 credits
Plants and Society
Exploration of the connection between plants and society. The growth development, diversity, classification, plant breeding, origin, use and impact on our society will be explained. The concepts of identification, use, planting and planning will be explored.
Lecture: 4 hours IAI: LI 901

ORN 126† 3 credits
Arboriculture/Propogation
Basic principles of selection, placement and use of trees and shrubs in the Urban Forest are introduced. It also considers the environmental factors of soils, nutrition and water; the care and maintenance of trees including inspection, diagnosis and pruning; and preventative maintenance repair including bracing, cabling and guying.
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

ORN 127† 3 credits
Entomology/Insect Pests
Introduce the student to the world of insects, including their identification, life cycle, hosts and damages. Controlling insects using IPM, chemicals and a discussion on their impact on the environment. Upon completion of this course and ORN 128†, the student should be able to pass the Illinois Pesticide Test.
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

ORN 128† 3 credits
Pathology/Plant Disease
The basic principals of plant diseases, life cycles, host plants, symptoms, diagnosis and their control will be studied. The study of the impact on the environment in the selection of control practices such as use of resistant plants, cultural prevention measures and the use of chemicals also will be presented. After completion of this course and ORN 127†, a student should be ready for the Illinois Pesticide License exam.
Lecture: 2 hours
Laboratory: 2 hours (course fee required)

ORN 134† 4 credits
Floral Design & Display II
This is an advanced course in flower design dealing with more complex designs such as wedding, hospital, church and funeral works. Attention also is given to seasonal and holiday arrangements.
Prerequisite: ORN 114†
Lecture: 2 hours
Laboratory: 4 hours (course fee required)

ORN 135† 2 credits
Soils & Nutrition
Learn about soil formation, types, classes and groups. The effects of water, nutrients and soil erosion, and its control are included. (spring only)
Lecture: 2 hours
Laboratory: 1 hour (course fee required)

ORN 140† 4 credits
Landscape Construction and Maintenance
Principles and practices of proper grounds maintenance, including the establishment and care of trees, shrubs, herbaceous flowers, ground covers, vines, lawns and other landscape features are covered. All construction aspects and the equipment needed to accomplish the construction project are discussed. This course will follow the Illinois Occupational Skill Standards. ORN 110† is recommended prior to this course.
Lecture: 2 hours
Laboratory: 4 hours (course fee required)

ORN 145† 3 credits
Fall Landscape Plant Identification
The cultural and identification characteristics of selected narrow-leaf evergreens, trees, shrubs, bulbs and ornamental grasses for the Chicago region for fall planting are introduced. Trees and shrubs for late winter flowering are emphasized.
Lecture: 3 hours
Laboratory: 4 hours (course fee required)

ORN 154† 3 credits
Ornamental Horticulture Internship A
On-the-job training (student-selected area of horticulture specialization) designed to prepare students to enter an occupation in horticulture. Duties are carefully supervised to provide the best learning possible.
Prerequisite: ORN coordinator consent
Laboratory: 30 hours per week

ORN 156† 4 credits
Ornamental Horticulture Internship B
On-the-job training (student-selected area of horticulture specialization) designed to prepare students to enter an occupation in horticulture. Duties are carefully supervised to provide the best learning possible.
Laboratory: 40 hours per week

ORN 158† 2 credits
Ornamental Horticulture Seminar
This course is designed to complement the internship by bringing the interns together each week to discuss various problems and questions arising from on-the-job training.
Lecture: 2 hours

ORN 225† 4 credits
Spring Landscape Plant Identification
Ornamental, cultural and identification characteristics of selected vines, groundcovers, broadleaf’s evergreens, shrubs and trees, for spring landscape appropriate for the Chicago region are covered.
Lecture: 3 hours
(course fee required)

ORN 240† 4 credits
Fall Landscape Design/Garden Design
Techniques and utilization of materials for constructing and installing various landscape plantings and features such as garden terrace, walks fences, mounds, pools, streams, irrigation and outdoor lighting are covered. Contracts, costs, landscape bidding and specifications also are discussed. This class will emphasize the fall landscape designs. ORN 125† recommended prior to or at the same time to taking this class.
Lecture: 2 hours
Laboratory: 4 hours (course fee required)

ORN 250† 4 credits
Flower Shop Operation
Flower shop operations including merchandising, management techniques and purchasing are covered. Special emphasis is on customer relations and services. (fall only)
Lecture: 2 hours
Laboratory: 4 hours (course fee required)

ORN 261† 1 credit
Annuals/Perennials
The selection, care and use of Perennials/Annuals in the landscape garden are discussed. Actual lab time will be spent...
## Course Descriptions

on implementing the learning process in the Triton Botanic Gardens. 
Laboratory: 2 hours (course fee required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN 263</td>
<td>Botanic Garden</td>
<td>1</td>
<td>Prerequisite: ORN 110 ∆, ORN 125 ∆ or consent of instructor</td>
<td>This course will explore the concepts, theory and requirements in developing a Botanic Garden. Actual lab time will be spent implementing ideas in the Triton Botanic Garden.</td>
</tr>
<tr>
<td>ORN 265</td>
<td>Wild Flowers, Bulbs, Vegetables and Herbs</td>
<td>1</td>
<td></td>
<td>An intense study of wild flowers, bulbs, vegetables and herbs, their use, cultivation and selection for landscape purposes. Actual lab time will be spent in the Triton Botanic Garden implementing what has been learned.</td>
</tr>
<tr>
<td>ORN 266</td>
<td>Landscape Terminology Bi-Lingual</td>
<td>1</td>
<td></td>
<td>Designed for both Hispanic and American landscapers, Nursery, garden center or golf course employees to acquire an understanding of English and Spanish horticulture phrases.</td>
</tr>
<tr>
<td>ORN 267</td>
<td>Horticulture Mechanics &amp; Sports Turf</td>
<td>1</td>
<td></td>
<td>Introduce students to all types of small machines used in horticulture. It will cover the use, maintenance and basic repair of power equipment with emphasis on two and four cycle engines used to operate equipment. Electric controls used in the greenhouse, computer controls and irrigation also will be covered. Also, an insight into the demands of football, baseball and soccer fields, their needs, construction and use will be discussed.</td>
</tr>
<tr>
<td>ORN 280</td>
<td>Flower Shop/Greenhouse Enterprises</td>
<td>3</td>
<td></td>
<td>Propagation, fertilization, watering, pest controls, potting, repotting, transplanting of greenhouse crops, pruning, tools, equipment needs, and other greenhouse operations are included. Discussion of sale of the plant products in a flower shop or other retail outlet will be explored.</td>
</tr>
<tr>
<td>ORN 282</td>
<td>Office Plant Care</td>
<td>4</td>
<td></td>
<td>Identification, culture and use of tropical plants used as house plants. Exotic plants cultivated in botanic gardens and conservatories are covered. Emphasis on the selection of these plants in planning interior decoration and indoor landscaping. Terrarium, dish gardens and Bonsai are covered. ORN 110 ∆ recommended prior to taking this class.</td>
</tr>
<tr>
<td>ORN 285</td>
<td>Turf &amp; Lawn Management</td>
<td>3</td>
<td></td>
<td>This is a study of the varieties of ornamental grasses and their culture and maintenance. Residential and commercial applications are surveyed.</td>
</tr>
<tr>
<td>ORN 295</td>
<td>Spring Landscape Design/ Garden Design</td>
<td>4</td>
<td></td>
<td>This course will explore the tools and spring design aspects of the landscape design field. Site analysis, plant design selection, hardscapes, nightscaping and water features will be discussed. Techniques associated with spring landscape planning also are discussed.</td>
</tr>
<tr>
<td>ORN 296</td>
<td>Special Topics in Ornamental Horticulture</td>
<td>0.5-3</td>
<td></td>
<td>Selected topics in the areas of contemporary Ornamental Horticulture may vary from semester to semester and information will be available during registration. Course may be repeated up to three times when content is different, but only six hours can be used to meet graduation requirements.</td>
</tr>
</tbody>
</table>
| ORN 298     | Nursery/Garden Center Management           | 4       |                                | Selection, management, operations and the skills needed to operate a Nursery/Garden Center will be explored. This course will follow the Illinois Occup-

## Philosophy and Logic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>Discuss the writings of major philosophers on various topics including the nature of human beings, doubt and belief, authority and personal freedom, moral life, religious faith and the ideal society.</td>
</tr>
<tr>
<td>PHL 102</td>
<td>Logic</td>
<td>3</td>
<td>This course provides a practical application of logical principles and methods of constructing and evaluating arguments. Language, induction, deduction and informal fallacies are studied.</td>
</tr>
<tr>
<td>PHL 103</td>
<td>Ethics</td>
<td>3</td>
<td>Investigation of ethical systems and discussion of ethical issues that have arisen in contemporary America are presented.</td>
</tr>
<tr>
<td>PHL 104</td>
<td>Social &amp; Political Philosophy</td>
<td>3</td>
<td>Classical and modern social and political theories are covered. It also investigates some current social and political problems.</td>
</tr>
<tr>
<td>PHL 105</td>
<td>World Religions</td>
<td>3</td>
<td>This is a comparative study of the beliefs and practices of the major religions of people around the world including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.</td>
</tr>
<tr>
<td>PHL 106</td>
<td>Biomedical Ethics</td>
<td>3</td>
<td>This course provides an examination of moral problems in health care and biological research, such as abortion, euthanasia, professional/patient duties and rights, medical experimentation, genetics and the allocation of scarce medical resources.</td>
</tr>
<tr>
<td>PHL 296</td>
<td>Special Topics in Philosophy</td>
<td>3</td>
<td>This course is a study of philosophical topics and problems in philosophy through readings, discussion, guided research and field trips. Topics vary from...</td>
</tr>
</tbody>
</table>
Health, Sport & Exercise Science

Students enrolled in physical education activity courses (courses numbered below PED 150) may choose to be graded on either the letter grade (A through F) or the Pass/Fail (P/F) system.

A physical examination may be required before enrollment in a physical education course. In compliance with Title IX regulations, all courses are open to men and women unless otherwise stated.

Two semester hours of academic credit in physical education may be awarded for approved sports participation. Credit will be awarded only once in a particular sport.

All courses marked with an asterisk (*) are multilevel courses: beginning, intermediate and advanced. The beginning and/or intermediate level may be waived with consent of the instructor.

PED 100
Foundations of Physical Activity
This course includes programs of calisthenics and weight training (isometric and isotonic) augmented by a jogging program.
Laboratory: 2 hours (course fee required)

PED 106
Physical Fitness
Emphasis on cardio and muscular fitness using circuit training. Includes use of cardio equipment, free weights, track and pool. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 107
Beginning Swimming
Exposure to the basic strokes is given, emphasizing achievement of confidence in the water.
Prerequisite: For nonswimmers
Laboratory: 2 hours (course fee required)

PED 108
Intermediate Swimming
This course provides an opportunity to perfect strokes and increase endurance.
Prerequisite: PED 107
Laboratory: 2 hours (course fee required)

PED 112
Advanced Swimming
All basic swimming strokes, the butterfly and springboard diving are covered. Some racing techniques and synchronized swimming are included.
Prerequisite: PED 108 or American Red Cross swimmer level
Laboratory: 2 hours (course fee required)

PED 113
Aquacize I
An exercise/fitness class conducted in shallow water. This class provides an opportunity to improve cardiorespiratory endurance, strength, muscular endurance, flexibility, balance and coordination. May be repeated for a maximum of four accrued credits. (Formerly Swim and Trim)
Laboratory: 2 hours (course fee required)

PED 117
Jogging & Calisthenics
Improvement of physical capacities, particularly cardiorespiratory efficiency, is provided. Discussion of physiological phenomena is involved. Theory and practice are adapted for use at home. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 118
Wrestling
This course provides basic and advanced skills and a theoretical knowledge of the sport and its finer points of strategy and rules. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 120
Personal-Defense Activities
This course helps you acquire confidence and ability in coping with unexpected emergencies or attacks. Self-defense techniques including methods of preventing attacks and an introduction to individual techniques of break falls and basic throws are taught. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 122
Skin & Scuba Diving
Skills in skin diving and the use of self-contained underwater breathing apparatus are taught. Physics and physiology of skin diving and standards and organization of diving clubs also are covered. National certification is provided.
Prerequisite: Swim 100 yards
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

PED 127
Softball
This course is recommended for beginning softball players. Skill development covers fielding ground balls, fielding fly balls, covering the bases, throwing the ball, hitting, running bases, and the basic rules and strategy of the game. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 128
Soccer Activities
This course provides instruction leading to the acquisition of basic and advanced skills and a theoretical knowledge of the sport and its finer points of strategy and rules. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 129
Volleyball
The course covers the fundamentals, rules and strategy of play. Advanced skills are presented. It is designed to develop a level of skill that increases enjoyment of the game and leads to highly skilled competition. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 130
Basketball
Receive instruction leading to the acquisition of basic and intermediate skills and to a theoretical knowledge of the sport and its finer points of strategy and rules. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours (course fee required)

PED 134
Aerobic Dance
This course is an exercise program put to music for the purpose of providing beneficial changes in the lungs, heart and vascular system. May be repeated one time for a total of two accrued credits
Laboratory: 2 hours (course fee required)
Course Descriptions

PED 135◊ 1 credit
*Tennis
This course is beneficial to students who want to become more competent than a beginner and those who play but want to improve their game and learn advanced techniques. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours
(course fee required)

PED 138◊ 1 credit
*Golf
Fundamentals of swing, grip and putting are introduced. An opportunity for practical application indoors is followed by several experiences at a golf course or driving range. Green fees are an added assessment. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours
(course fee required)

PED 150◊ 2 credits
Introduction to Physical Education
This course is designed to evaluate what the field of physical education is and how it relates to biological, philosophical, psychological and sociological interpretations of the total education program and life itself. Topics range from the role of the physical educator through the process of planning, developing, implementing and administrating physical education programs.
Lecture: 2 hours

PED 151◊ 2 credits
Beginning Football
Individual skills and team techniques are covered as students gain knowledge and an understanding of football. Laboratory participation and preparation of notebook are required. Open to men and women.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 152◊ 2 credits
Beginning Basketball
Individual skills and team techniques are covered as students gain knowledge and an understanding of basketball. Laboratory participation and preparation of notebook are required. Open to men and women.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

PED 153◊ 3 credits
Foundations of Exercise
The five components of physical fitness are covered. Areas include: cardiorespiratory fitness, muscular strength training, muscular endurance training, flexibility and body composition.
Lecture: 3 hours

PED 156◊ 2 credits
Wrestling
Wrestling skills, rules, regulations and safety are covered. Laboratory participation is required.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 157◊ 1 credit
Theory and Practice of Weight Training
Theory and application related to muscular strength, endurance, flexibility and body composition. Course includes personal program development, lifting and spotting technique, exercise mechanics and guidelines.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 159◊ 4 credits
Selected Team & Recreation Sports
Skills, rules and strategy in special sports, including volleyball, badminton, soccer, flag football, tennis, golf, archery and speedball are covered.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

PED 168◊ 2 credits
*Theory and Practice of Weight Training
Provides American Red Cross certification as a lifeguard. Red Cross

PED 169◊ 3 credits
Elementary School Games
Physical education activities suitable for the elementary school are covered. Included are teaching, planning and participation in elementary physical activities.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

PED 189◊ 2 credits
Water Safety Instructor
Certifies instructor candidates to teach American Red Cross Swimming and water safety courses. It includes Fundamentals of Instructor Training (FIT)
Prerequisite: Competency in general stroke skills and rescue
Lecture: 1 hour
Laboratory: 2 hours

PED 194◊ 3 credits
Principles of Coaching
Provides students with the principles and theories of coaching. Topics covered include coaching philosophy and style, communication methods, motivation, team management, sport specific training issues and the principles of leadership and teaching.
Lecture: 3 hours

PED 195◊ 3 credits
Introduction to Sport Management
Fundamental principles and concepts that apply to sport management including functions of planning, organizing, staffing and controlling, cost controls and human relations for improvement of operating efficiency are covered.
Lecture: 3 hours

PED 196◊ 3 credits
Sport and Exercise Psychology
Examination of psychological concepts and techniques for improving and fostering exercise/athletic performance. Theories and practices include psychological motivation, choice, confidence building, goal setting, imagery implementation and emotional control.
Lecture: 3 hours

PED 197◊ 3 credits
Sociology of Sport
Provides examination of the primary social institutions of sport, including participants, functions, consequences and effects on society. The influence of sport on familial, religious, education, economic and political institutions will be covered.
Lecture: 3 hours

PED 198◊ 1 credit
Lifeguarding
Provides American Red Cross standards and guidelines for individuals seeking certification as a lifeguard. Red Cross
Physical Science

certification issued upon successful completion of course.
Prerequisite: Swim stroke competency
Laboratory: 2 hours
(course fee required)

PED 200◊ 3 credits
Introduction to Biomechanics
This course addresses the neuromuscular and skeletal systems in relation to human movement.
Lecture: 3 hours

PED 201◊ 2 credits
Sports Officiating
Practicum, rules, study and interpretation for football, basketball and baseball are covered. Course requirements include attendance at Illinois high school rules-interpretation meetings.
Lecture: 1 hour
Laboratory: 2 hours (course fee required)

PED 202◊ 2 credits
Sports Officiating
The rules of sports and practices of officiating volleyball and softball for women, and wrestling, baseball, track and field, and intramural sports for men are covered. Laboratory experience will be required.
Lecture: 1 hour
Laboratory: 2 hours (course fee required)

PED 210◊ 3 credits
Exercise Testing and Prescription
Fitness tests, designs and instruction in exercise programs for general populations are covered. Topics include collaboration of nutrition and exercise, as well as constructive lifestyle habits related to health and fitness.
Lecture: 2 hours
Laboratory: 2 hours

PED 230◊ 1 credit
Sport & Exercise Science Practicum
Developed to allow students the opportunity to perform a practicum under the guidance of a professional in the field of sport and exercise science.
Prerequisite: 12 semester credit hours completed in Personal Trainer curriculum, including PED 153◊, or concurrent in major, or consent of instructor.
Clinical: 5 hours

PED 235◊ 2 credits
Square, Folk & Ballroom Dance
Learn the fundamentals of the various rhythmic activities relating to skills, techniques and terminology.
Lecture: 1 hour
Laboratory: 2 hours (course fee required)

PED 275◊ 3 credits
Facilities Management
An introduction to the planning and management of sport and exercise facilities. Focuses on elements of planning, design and management, while examining functions related to maintenance, security, operations and evaluation.
Lecture: 5 hours

PED 296◊ 0.5-4 credits
Special Topics in Physical Education
Selected topics in the area of Physical Education, Exercise Science, Sport and Fitness are covered. Topics will vary from semester to semester and information will be available during registration. Course may be repeated up to three times, for a maximum of nine credits, when content is different.
Lecture: 0.5-4 hours Laboratory: 0-8 hours (course fee may be required depending on topic)

Physical Science

PHS 100◊ 4 credits
Introduction to Earth Science
Basic processes guiding the formation of the Earth’s natural landscapes, map reading, geography and astronomy, Earth-sun relations, weather and climates, energy and mineral resources, earthquakes, volcanoes, glaciers and human-environment interactions are covered.
Lecture: 3 hours IAI: P1 900L Laboratory: 2 hours (course fee required)

PHS 141◊ 4 credits
Applications of Physical Science Concepts
This course covers electricity, including its production, use and alternate technology to meet future energy needs. Astronomy and the fundamental principles of chemistry and its impact on our environment are introduced.
Lecture: 3 hours IAI: P1 900L Laboratory: 2 hours (course fee required)

PHS 142◊ 4 credits
Science of Light & Music
This is a study of sound and light. The sound segment includes the nature of sound, acoustics and musical sound production. The light segment investigates the principles of light and their application to cameras, telescopes and lasers.
Lecture: 3 hours IAI: P1 900L Laboratory: 2 hours (course fee required)

Physics

PHY 100◊ 4 credits
General Physics
This course covers laws of physics including a study of classical mechanics, heat, sound, electricity, magnetism and light. This course is designed for the non-science major.
Prerequisite: MAT 055 Lecture: 3 hours IAI: P1 900L Laboratory: 3 hours (course fee required)

PHY 101◊ 5 credits
General Physics (Mechanics, Heat & Sound)
Principles of physics designed to provide students with a mathematically based (non-calculus) understanding of mechanics, heat and sound including linear motion, rotation, gravitation, conservation laws, waves and thermodynamics are covered. For students in arts, science, architecture and pre-professional programs.
Prerequisite: MAT 114◊ (minimum grade "C") and placement at RHT 101◊ level Lecture: 4 hours IAI: P1 900L; BIO 903 Laboratory: 3 hours (course fee required)

PHY 102◊ 5 credits
General Physics (Electricity, Magnetism, Optics & Modern Physics)
Principles of physics designed to provide students with a mathematically based (non-calculus) understanding of electricity, magnetism, optics and modern physics including electric and magnetic fields, DC and AC circuits, geometrical and wave optics, polarization, and an introduction to relativity and quantum mechanics are covered. For students in arts, science, architecture and pre-professional programs.
Prerequisite: PHY 101◊ (minimum grade "C") and placement at RHT 101◊ level Lecture: 4 hours IAI: P1 900L; BIO 904 Laboratory: 3 hours (course fee required)
neering, mathematics, physics and chemistry.
Prerequisite: Placement at RHT 101 ▶ level; MAT 133 ◄ or concurrent enrollment
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)
IAI: P2 900L; EGR 911

PHY 107 ◄ 4 credits
General Physics (Electricity, Magnetism and Thermodynamics)

Electric and magnetic fields, DC and AC circuits, Maxwell’s Equations and thermodynamics are covered. The material is calculus-based with an emphasis on problem solving. This is a course for students in engineering, mathematics, physics and chemistry.
Prerequisite: PHY 106 ◄ (minimum grade “C”); placement at RHT 101 ▶ level; MAT 135 ◄ or concurrent enrollment
Lecture: 3 hours
Laboratory: 3 hours
IAI: EGR 912
(course fee required)

PHY 108 ◄ 4 credits
General Physics (Waves, Optics, Relativity & Quantum Mechanics)

Elastic and sound waves, electromagnetic waves, geometrical and wave optics, interference, polarization, relativity, quantum mechanics, the uncertainty principle, Schrodinger’s equation, the hydrogen atom and atomic physics are discussed. The material is calculus-based with an emphasis on problem solving. This is a course for students in engineering, mathematics, physics and chemistry.
Prerequisite: PHY 107 ◄ (minimum grade “C”); placement at RHT 101 ▶ level; MAT 135 ◄ or concurrent enrollment
Lecture: 3 hours
Laboratory: 3 hours
IAI: EGR 914
(course fee required)

Political Science

PSC 150 ◄ 3 credits
American National Politics

This course includes a presentation and examination of the leading institutions of American National Politics: the Congress, Presidency, Federal Courts, the Bureaucracy; the importance of the media, public opinion, political parties and interest groups; the historical circumstances surrounding the adoption of the U. S. Constitution; the civil liberties, civil rights and due process provisions in the U. S. Constitution; the activities of the national government in foreign and defense policy, environmental protection, management of the economy and economic regulation. Meets requirements of U.S. Senate Bill 195.
Lecture: 3 hours
IAI: S5 900; PLS 911

PSC 151 ◄ 3 credits
American State and Urban Politics

A course which identifies the significant organizational features of the executive, legislative and judicial branches of state, county, township, municipal and special district governments; compares and contrasts state governmental branches with the same branches of the national government; compares the organization and powers of the 50 state governments with each other; distinguishes the services offered by national, state and urban governments; and examines the numerous social services programs of state and urban governments with emphasis on the problems arising in the delivery of these services.
Lecture: 3 hours
IAI: S5 902; PLS 915

PSC 184 ◄ 3 credits
Global Politics

An examination of international government institutions (i.e., the UN, the World Court), international actors (i.e., nation-states, the European Community), international relationships (i.e., diplomacy, sanctions, exchanges, war), and contemporary world problems (i.e., Arab-Israeli, Persian Gulf, economic development, ecocide). Includes examination of Central American, selected African, Middle-Eastern, and selected Asian Nations in world politics; as well as Great Power Nations.
Lecture: 3 hours
IAI: S5 904N; PLS 912

PSC 296 ◄ 3 credits
Special Topics in Political Science

This is a study of international topics and problems in political science through readings, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: One course in political science
Lecture: 3 hours

Psychology

PSY 100 ◄ 3 credits
Introduction to Psychology

A survey of the study of human and non-human behavior, as well as the biological and mental processes that underlie behavior, with an emphasis on the scientific nature of contemporary psychological investigation. Topics covered include an historical overview of psychology and its major theoretical perspectives, the relationship between theory and empirical research, neurological processes, sensation and perception, motivation, emotion, learning, memory, cognition, lifespan development, personality, abnormal behavior, therapy, social behavior and individual differences.
Lecture: 3 hours
IAI: S6 900; SPE 912

PSY 105 ◄ 3 credits
Personal Applications of Psychology

A practical and personal application of the psychological principles. Includes an introduction to theoretical and empirical research in general psychology and psychology of adjustment and a selection of optional modules on personal adjustment, learning, motivation, interpersonal skills, abnormal psychology, interpersonal communication and special topics in psychology.
Lecture: 3 hours

PSY 201 ◄ 3 credits
Introduction to Social Psychology

An integration of theory and empirical research as they relate to the study of social factors in individual and group behavior. Include is attitude formation and change, social cognition, social motives, interpersonal relationships, group development, dynamics, and social influence.
Prerequisite: PSY 100 ◄ or consent of instructor
Lecture: 3 hours
IAI: S8 900; PSY 908

PSY 210 ◄ 3 credits
Psychology of Personality

An integration of theory and empirical research as they relate to personality development, functioning and assessment.
Prerequisite: PSY 100 ◄ or consent of instructor
Lecture: 3 hours
IAI: PSY 907

PSY 216 ◄ 3 credits
Child Psychology

An integration of theory and empirical research as they relate to the study of the physical and psychological development of the child from conception to adolescence is presented. Included is genetic and biological factors as well as physical, cognitive, linguistic, emotional, social and moral development.
Prerequisite: PSY 100 ◄ or consent of instructor
Lecture: 3 hours
IAI: PSY 901

PSY 222 ◄ 3 credits
Adolescent Psychology

An integration of theory and empirical research as they relate to the changes in biological, cognitive, social, moral, and emotional processes throughout adolescence is covered. In addition, the course covers the role of formal education and the development of self-identity, intimacy and sexuality.
Prerequisite: PSY 100 ◄ or consent of instructor
Lecture: 3 hours
IAI: PSY 904; PSY 902
Abnormal Psychology

An integration of theory and empirical research as they relate to the study of biological, psychosocial, and sociocultural origins of abnormal behavior as well as the assessment, classification, treatment and prevention of abnormal behavior is discussed.
Prerequisite: PSY 100 or consent of instructor. Lecture: 3 hours IAI: S6 905; PSY 903

Industrial Psychology

An integration of theory and empirical research as they relate to the study of biological, psychosocial, and sociocultural origins of abnormal behavior as well as the assessment, categorization, treatment and prevention of abnormal behavior is discussed.
Prerequisite: PSY 100 or consent of instructor. Lecture: 3 hours IAI: PSY 905

Special Topics in Psychology

A study of topics and problems in psychology through readings, discussion, guided research and field trips is provided. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences. PSY 100 recommended prior to this course.
Lecture: 3 hours

Public Service

Cooperative Work Experience

See course description CWE 290 (course fee may be required)

Cooperative Work Experience (course fee may be required)

Radiologic Technology

Radiographic Anatomy & Positioning I

Pertinent anatomy and terminology of the body systems involving the abdomen, chest, and upper extremities are covered. Emphasis is on routine radiographic positioning and associated pathology.
Prerequisite: Admission to the RAS program. Lecture: 2 hours Laboratory: 1 hour (course fee required)

Radio Logic Protection

Learn the potential hazards of working with ionizing radiation and the method and procedures that must be followed to alleviate hazards.
Prerequisite: Admission to the RAS program. Lecture: 1 hour
Laboratory: 1 hour (course fee required)

Imaging Production

Introduction to the fundamental theory of x-ray production and the exposure factors relating to the production and evaluation of diagnostic radiographs. Course focus is on the concepts of contrast, density, detail, and distortion and their relationship to mAs, kVp, time and distance. Integration of required math skills and evaluation of how technique changes affect the imaging processes are included.
Prerequisite: Admission to the RAS program. Lecture: 2 hours Laboratory: 1 hour (course fee required)

Fundamentals of Radiation

Fundamental principles of radiation, including atomic structure, electricity, magnetism, x-ray production and interactions between radiation and matter, electromagnetism, x-ray tubes, circuitry, rectification and generators are covered.
Prerequisite: RAS 110 or concurrent enrollment. Lecture: 3 hours (course fee required)

Cooperative Work Experience

See course description CWE 290 (course fee may be required)

Radio Logic Anatomy & Positioning II

Knowledge and skills to properly perform radiography of the lower extremities, the gastrointestinal tract, genital urinary and biliary systems are provided. Emphasis is on routine radiographic positioning and pathology.
Prerequisite: RAS 111, RAS 160 or concurrent enrollment. Lecture: 2 hours Laboratory: 1 hour (course fee required)

Radiation Instrumentation

Knowledge and skills required in detecting radiation, maintaining quality assurance and the use of equipment related to these vital areas are covered.
Prerequisite: RAS 115, RAS 160 or concurrent enrollment. Lecture: 1 hour Laboratory: 1 hour (course fee required)

Applied Radiologic Technology I

Supervised clinical experience is provided to meet requirements for proficiency in chest, abdomen (KUB), darkroom, and upper extremity radiography. Radiography and its role in the health care field also are discussed.
Prerequisite: Admission to RAS program. Clinical: 13 hours (course fee required)

Applied Radiologic Technology II

Supervised clinical experience is provided to meet requirements for proficiency in radiography of the gall bladder, upper and lower GI, small bowel and intravenous pyelography (IVP) examinations.
Prerequisite: RAS 111, RAS 114, RAS 115, RAS 117, RAS 150, NUR 115 Clinical: 16 hours (course fee required)

Applied Radiologic Technology III

Supervised clinical experience is provided to meet requirements for proficiency in portable chest and abdomen,
Course Descriptions

cart chest, abdominal series and radiography of the lower extremities.
Prerequisite: RAS 122, RAS 124, RAS 125, RAS 160
Clinical: 20 hours
(course fee required)

RAS 232
2 credits
Radiographic Anatomy & Positioning III
Learn pertinent anatomy and terminology of the shoulder and pelvic girdles, ribs, sternum, vertebral column and circulatory system. Emphasis is on radiographic positioning, anatomy and associated pathologies related to the above body systems.
Prerequisite: RAS 122, RAS 280 or concurrent enrollment
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

RAS 242
2 credits
Radiographic Anatomy & Positioning IV
Learn pertinent anatomy and terminology of the body systems involving the skull, facial bones and sinuses. Emphasis is on radiographic positioning, associated pathology and related basic-contrast media examinations.
Prerequisite: RAS 232, RAS 290 or concurrent enrollment
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

RAS 243
1 credit
Mammography and Digital Radiography
Basic anatomy, positioning and pathology of the breast, associated equipment, quality-control procedures, and federal and state laws concerning mammography are presented. Essential principles of digital image processing and digital radiography will be presented.
Prerequisite: RAS 280 or concurrent enrollment
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

RAS 253
1 credit
Special Radiologic Procedures
An introduction to special procedures and equipment used in diagnostic radiology.
Prerequisite: RAS 243, RAS 290 or concurrent enrollment
Lecture: 1 hour

RAS 260
2 credits
Radiographic Pathology
Learn about the concepts of disease. Pathology and disease as it relates to various radiographic procedures will be discussed.
Prerequisite: RAS 232, RAS 290 or concurrent enrollment
Lecture: 2 hours

RAS 278
4 credits
Radiologic Seminar
Enhancement of a student radiographer’s knowledge and understanding of all major aspects of radiologic technology. Included is a comprehensive review and required attendance at the computer lab in order to prepare the student for the national ARRT registry examination.
Prerequisite: Concurrent enrollment in RAS 298
Lecture: 4 hours

RAS 280
4 credits
Applied Radiologic Technology V
Supervised clinical experience is provided to meet requirements for proficiency in radiography of the shoulder and pelvic girdles, ribs, sternum, cervical, thoracic and lumbar spines.
Prerequisite: RAS 170, RAS 296
Clinical: 36 hours
(course fee required)

RAS 290
4 credits
Applied Radiologic Technology VI
Supervised clinical experience is provided to meet requirements for proficiency in radiography of the facial bones, mandible, nasal bones, orbits, sinuses and zygomatic arches.
Prerequisite: RAS 232, RAS 243, RAS 280
Clinical: 36 hours
(course fee required)

RAS 296
1 credit
Special Topics in Radiologic Technology
Newly developing areas of interest in radiologic technology. Content and format of this course are variable. Topics and lectures to be indicated in syllabus. Weekly topics may include networking in the radiology department, digital radiography, CT, MRI, PACS systems, quality management, or new developing radiologic procedures.
Prerequisite: RAS 170 or concurrent enrollment
Lecture: 1 hour

RAS 298
2 credits
Applied Radiologic Technology VII
Supervised clinical experience is provided to meet requirements for proficiency in the following radiographic procedures: retrograde pyelography, myelography, cystography, and Surgical C-arm procedures including cholangiography.
Prerequisite: RAS 242, RAS 253, RAS 260, RAS 290, concurrent enrollment in RAS 278
Clinical: 10 hours
(course fee required)

Real Estate

Students may request to receive credit for the following Real Estate courses by petition through the Community Education Office and obtaining approval by the dean of Careers.

RES 111
3 credits
Real Estate Fundamentals
Property laws pertaining to legal descriptions, contracts, deeds, titles, liens, finances instruments, appraisal, leases, brokerage and Illinois license law are covered. It includes the 45 clock hours required for the Illinois salesperson’s license.
Prerequisite: High school diploma or equivalent
Lecture: 3 hours

RES 130
1 credit
Contracts and Conveyances
This course gives the student 15 clock hours toward the 120 hours required for the Illinois Broker’s examination. Content covers material related to contracts and conveyances, deeds, leases and other legal instruments applicable to the use and transfer of ownership of Illinois real estate. RES 130, RES 131 and RES 132 all must be taken concurrently in order to fulfill the state’s 45 required hours for broker preparation.
Prerequisite: High school diploma or equivalent
Lecture: 1 hour

RES 131
1 credit
Advanced Principles 2000
This course gives the student 15 clock hours toward the 120 hours required for the Illinois Broker’s examination. Content covers material related to advanced principles 2000. Content also covers real estate agency, disclosure, environmental and license laws affecting the real estate business. RES 130, RES 131 and RES 132 all must be taken concurrently in order to fulfill the state’s 45 required hours for broker preparation.
Prerequisite: High school diploma or equivalent
Lecture: 1 hour

RES 132
1 credit
Brokerage Administration
This course gives the student 15 clock hours toward the 120 hours required for the Illinois Broker’s examination. Content covers material related to brokerage administration, operation of a real estate


**Respiratory Care**

brokerage company including ethics, management skills and record and account management skills. RES 130, RES 131 and RES 132 all must be taken concurrently in order to fulfill the state’s 45 required hours for broker preparation. Prerequisite: High school diploma or equivalent

Lecture: 1 hour

**RES 133**

**Real Estate Finance**

Finance and how it relates to real estate including sources of mortgage money, types of mortgages, creative financing, contract sales, requirements of FHA and VA sales, real estate closings and the mathematics of real estate finance are covered. This course also fulfills one of the required 15 hour electives for obtaining the Real Estate Broker’s License.

Lecture: 1 hour

**RES 134**

**Property Management**

This course includes instruction in property management responsibilities for: marketing, leasing and maintaining the property; managing owner relations; and the effects of federal and state regulations. This course also covers managing tenant relations and managing the office. This course fulfills one of the required 15 hour electives for obtaining the Real Estate Broker’s License.

Lecture: 1 hour

**RES 200**

**Home Inspector**

Examines the major elements of home inspection. Specific attention will be given to exteriors, interiors, roofing, plumbing, electrical, HVAC, structural and miscellaneous appliances. The Illinois Home Inspector Law/Administrative Rules and Standards of Practice also will be covered. Satisfies the educational requirements set forth by the Office of Banks and Real Estate for Home Inspector licensing.

Lecture: 4 hours

**RES 278**

**Foundations of Real Estate Appraisal (IL II)**

*Foundations of Real Estate Appraisal is the introductory course in the curriculum required for appraiser certification. The course presents basic real estate-appraisal principles explaining what professional real estate appraisers do, how they do it and why their work is important (IL II)*

Lecture: 2 hours

**RES 279**

**Appraising the Single Family Residence (IL III)**

Builds on theories and principles from RES 278. Includes the correct application of the three approaches: value and sales comparison and cost/income capitalization. (IL III)

Lecture: 2 hours

**RES 280**

**Standards of Professional Practice (IL I)**

Ethics and standards of real estate appraisal as developed by the Appraisal Foundation are discussed. Required for Real Estate Appraiser license or certification. (IL I)

Lecture: 1 hour

**RES 281**

**Residential Report Writing (IL VI)**

Provides the students with 30 classroom hours toward their requirements of being eligible to take the state exam for Certified Residential Appraiser. Designed to provide students with a basic understanding of effective writing as it pertains to residential real estate appraisals.

Prerequisite: Associate Appraiser status (IL I, II, III) or Triton College certificate, C4061

Lecture: 1 hour

**RES 282**

**Non-Residential Real Estate Procedures (IL IV)**

Provides the students with 30 classroom hours toward their requirement of becoming eligible to take the state exam for Certified Residential or Certified General Appraiser. Covers the valuation approaches as it relates to non-residential properties with emphasis on the income approach. Will also provide the students with an in-depth analytical ability with non-residential properties. Discussion on how the three approaches to value are utilized in non-residential property appraisal as well as the specific application of each approach.

Prerequisite: Associate Appraiser status (IL I, II, III) or Triton College certificate, C4061

Lecture: 2 hours

**RES 284**

**Income Approach (IL V)**

Provides the students with 30 classroom hours toward their requirements of being eligible to take the state exam for Certified General Appraiser. Covers the Income Capitalization Approach as it relates to non-residential properties, including both fee-simple and leased-fee interests.

Prerequisite: Associate Appraiser status (IL I, II, III) or Triton College certificate, C4061

Lecture: 2 hours

**RES 286**

**Non-Residential Report Writing (IL VII)**

Provides students with 15 classroom hours toward their requirements of being eligible to take the state exam for Certified General Appraiser. Covers the preparation of a narrative appraisal report, utilizing an actual property.

Prerequisite: Associate Appraiser status (IL I, II, III) or Triton College certificate, C4061

Lecture: 1 hour

**RES 288**

**Appraising Large Apartment Complexes (IL E)**

Provides students with 30 classroom hours toward their requirements of being eligible to take the state exam for Certified General Appraiser. Covers the appraisal of large apartment buildings and complexes, including both fee simple and leased fee interests, the impact of tax and/or rental subsidies, and direct application of Level 2 market analysis to the rental income potential.

Prerequisite: Associate Appraiser status (IL I, II, III) or Triton College Certificate, C4061

Lecture: 2 hours

**RES 296**

**Special Topics in Real Estate**

Real estate topics pertaining to changing laws and procedures will be covered. Content and format of this course are variable. Subject matter will be indicated in class schedule. Real estate reviews may be included. Course may be repeated when topics are different.

Lecture: 0-3 hours

Laboratory: 0-6 hours

**RSC 100**

**Science Principles in Respiratory Care**

Basic science principles that apply to ventilation, gas exchange, oxygenation, humidity/aerosol and gas therapy are covered. Topics include concepts from chemical, physical, anatomical, physiological and mathematical sciences. Interrelationship to respiratory care, physiology and related calculations are emphasized.

Prerequisite: Admission to RSC program

Lecture: 3 hours

(course fee required)
Course Descriptions

RSC 101 Introduction to Respiratory Care
1 credit
Introduction to the history and profession of respiratory care. Roles, expectations, teamwork building and workplace skills are discussed. Skills for student success, research skills, care of individuals with disabilities and development of critical thinking and problem solving skills are included.
Prerequisite: Admission to RSC program
Lecture: 1 hour

RSC 105 Infection Control and Communication in Respiratory Care
2 credits
Provides a basic knowledge of microbiology, disinfection, sterilization, disaster plan, HIPPA, general safety and electronic communication as related to respiratory care. Emphasis is placed on the transmission of human pathogens, methods used to interrupt or control transmission, assessment of the body's ability to resist infection, safety requirements and computerized record-keeping. Laboratory application of related procedures also is incorporated. (Formerly Infection Control and Safety for Respiratory Care)
Prerequisite: RSC 110 and AHL 101
Lecture: 1.5 hours
Laboratory: 1 hour
(course fee required)

RSC 110 Basic Respiratory Care Procedures
3 credits
Theory underlying the administration of oxygen, mixed gas, humidity/aerosol, inhaled medications and hyperinflation therapy. Patient physical-assessment skills, safety precautions and communication skills are emphasized. Includes application of science principles, physiologic effects and preparation for the first clinical rotation. Skill development in college laboratory also is incorporated.
Prerequisite: RSC 100 and RSC 101
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

RSC 120 Advanced Respiratory Care Procedures
4 credits
Theory underlying the administration of manual resuscitation, positive pressure breathing, breathing exercises, spontaneous ventilation assessment, artificial airways, airway clearance maneuvers and basic mechanical ventilation. Physical assessment skills are further developed and applied to pathophysiologic effects and clinical situations. Skill development in clinical procedures also is incorporated.
Prerequisite: RSC 110 and AHL 101
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

RSC 123 Basic Physiologic Diagnostics
4 credits
Pulmonary, cardiac and renal anatomy and function of ventilation, respiration, oxygen transport, acid/base regulation and cardiac function are covered. Application to blood gases, non-invasive monitoring, pulmonary function testing, ECG and chest radiology is emphasized.
Prerequisite: BIS 136, RSC 110 and AHL 101
Lecture: 4 hours

RSC 125 Pulmonary Pharmacology
2 credits
Classification, indications, action, dosage, side effects and contraindications of pharmacologic agents commonly utilized in the management of pulmonary disease are covered. Emphasis given to bronchodilators, mucolytics, antisecretants, antiinflammatory agents and surface active agents. Clinical application to pulmonary disease and dosage and solution problems are included.
Prerequisite: Admission to Respiratory Care program
Lecture: 2 hours

RSC 126 Cardiopulmonary Pharmacology
1 credit
Classification, indications, action, dosage, complications, therapeutic implications and administration, side effects and contraindications of pharmacologic agents utilized in the management of cardiopulmonary diseases and conditions are covered. Emphasis is given to skeletal muscle relaxants, anesthetic agents, cardiac drugs, respiratory stimulants, pulmonary vascular vasodilators and diuretics. Clinical application to cardiopulmonary diseases/conditions is included.
Prerequisite: RSC 125 and AHL 101
Lecture: 1 hour

RSC 130 Basic Intensive Respiratory Care
2 credits
Indications, physiologic effects and clinical application of positive pressure ventilation, non-invasive ventilation and airway care are covered. Procedures for monitoring the intensive-care patient, receiving mechanical ventilation and simulated case situations are emphasized.
Prerequisite: RSC 105, RSC 120, RSC 123, RSC 126, RSC 140
Corequisite: RSC 150
Lecture: 2 hours

RSC 140 Applied Respiratory Care I
3 credits
Supervised clinical course providing instruction, observation and ability to perform general respiratory care, basic ventilator care, artificial airway management, pediatric respiratory care, long-term care and intensive-diagnostic procedures in a variety of health care settings. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 110 and AHL 101
Clinical: 16 hours
(course fee required)

RSC 150 Applied Respiratory Care II
2 credits
Supervised clinical course providing instruction, observation and ability to perform general respiratory care, basic ventilator care, artificial airway management, pediatric respiratory care, long-term care and intensive-diagnostic procedures in a variety of health care settings. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 105, RSC 120, RSC 123, RSC 140
Corequisite: RSC 130
Clinical: 12 hours
(course fee required)

RSC 200 Advanced Intensive Respiratory Care
4 credits
Complete classification of positive- and negative-pressure ventilators, with emphasis on the function and utilization of those most commonly utilized is covered. Included are traditional and new modes of ventilation, advanced procedures for monitoring the mechanically ventilated patient and case situations. Skill development in related procedures and simulated case situations are incorporated.
Prerequisite: RSC 130, RSC 150 and RSC 211
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

RSC 209 Long-term and Rehabilitative Care
1 credit
Discussion of the various options available for long-term care of the chronic patient with cardiopulmonary disease, including acute care, post-subacute care and skilled nursing facilities. Home care, DMEs and rehabilitative care also are included. Emphasis is on the decision making process, reimbursement,
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planning, capabilities and specific procedures performed.
Prerequisite: RSC 200 †, RSC 210 † and RSC 240 †
Lecture: 1 hour

RSC 210 † 3 credits
Cardiopulmonary Diseases
Etiology, pathophysiology, symptoms, signs, diagnosis and treatment of the most common cardiopulmonary diseases/conditions are covered. Includes application of clinical data, through the review of computer-based simulations and the development of simulated case situations.
Prerequisite: RSC 130 † and RSC 150 †
Lecture: 3 hours

RSC 211 † 1 credit
Neonatal/Pediatric Respiratory Care

Wide variety of topics that are related to, and impact on the respiratory care of neonatal and pediatric patients. Basic mechanical ventilation procedures are included. Emphasis on clinical application of related material.
Prerequisite: RSC 120 †, RSC 123 †, RSC 126 † and RSC 140 †
Corequisite: RSC 130 †
Lecture: 1 hour

RSC 212 † 4 credits
Advanced Physiologic Diagnostics
Clinical application of advanced physiologic diagnostics as related to invasive hemodynamic monitoring and treatment, non-invasive oxygenation and ventilation monitoring, chest and lateral neck radiologic interpretation, advanced ECG and advanced pulmonary-function testing. The use of simulated case situations and observation of related procedures are included.
Prerequisite: RSC 130 † and RSC 150 †
Lecture: 3.5 hours
Laboratory: 1 hour
(course fee required)

RSC 220 † 2 credits
Respiratory Care in Human Diseases

Etiology, pathophysiology, symptoms, signs, diagnosis and treatment of less common diseases/conditions that effect the cardiopulmonary system are covered. Includes application of clinical data through the review of computer-based simulations and the development of simulated case situations.
Prerequisite: RSC 200 †, RSC 209 †, RSC 210 †, RSC 212 † and RSC 240 †
Lecture: 2 hours

RSC 222 † 2 credits
Advanced Respiratory Care Techniques

Theory and application of the advanced specialized procedures and monitoring devices used for cardiopulmonary diseases and conditions, including upcoming trends. Stress testing, bronchoscopy, thorocentesis, ventilator graphics, chest tubes, sleep studies, nutritional analysis, laboratory values, HFPPV, ECMO, and nitric oxide are emphasized and upcoming trends are introduced.
Prerequisite: RSC 200 †, RSC 210 †, RSC 212 † and RSC 240 †
Lecture: 2 hours

RSC 240 † 3 credits
Applied Respiratory Care III

Supervised clinical course providing instruction, observation and ability to perform advanced adult-ventilator care, advanced artificial-airway management, intensive diagnostic and therapeutic procedures, and home care, in a health and care setting. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 130 † and RSC 150 †
Clinical: 16 hours
(course fee required)

RSC 241 † 1 credit
Respiratory Care Seminar I

Forum for discussion of topics included in the NBRC entry-level exam matrix. Self-assessment exams are included. The student will develop a detailed self-analysis of their understanding of exam content to assist in preparation for NBRC CRT exam. Students are required to pass CRT self-assessment exam upon course completion to graduate from program.
Prerequisite: RSC 130 † and RSC 150 † or CRT eligible
Lecture: 1 hour
(course fee required)

RSC 250 † 3 credits
Applied Respiratory Care IV

Supervised clinical course providing instruction, observation and ability to perform advanced adult-ventilator care, advanced artificial airway management, intensive diagnostic and therapeutic, in a variety of health-care settings. Rotations in neonatal/pediatric ventilator care, long-term care and home care will be included in this course or RSC 240 †, depending upon clinical scheduling. Includes expansion of the expectations and objectives from RSC 240 †, and enhancement of skill development. Direct patient contact and application of theory and techniques are emphasized. This course is combined with RSC 281 †
Clinical: 16 hours
(course fee required)

RSC 251 † 1 credit
Respiratory Care Seminar II

Forum for discussion of topics included in the NBRC advanced practitioner exam matrices. Self-assessment exams are included. The student will develop a detailed self-analysis of their understanding of exam content to assist in preparation for NBRC WRRT and CSE exams. Students are required to pass WRRT and CSE self-assessment exams upon course completion to graduate from the program.
Prerequisite: RSC 241 † or RRT eligible
Lecture: 1 hour
(course fee required)

RSC 256 † 3 credits
Cooperative Education for Respiratory Care I

Work experience will integrate classroom theory with on-the-job training. Intended for graduates of entry-level program with CRT and RCP who are currently employed in respiratory care and want to upgrade skills to RRT-eligible level. The college will assist student in securing employment in respiratory care, if necessary, but it is best if student performs experience at current employment. Under the supervision of the college and the employer, the student participates in job-training experiences that meet the competencies included in RSC 240 †. This course is combined with RSC 240 † so students can learn from each other and work as a team during the clinical rotations.
Prerequisite: 1) Completion of 12 college credit hours. Two of these courses, in discipline, must be completed; 2) 2.0 GPA; 3) Approval of Cooperative Education Office; 4) graduate of entry-level Respiratory Care program with CRT and RCP license.
Clinical: 16 hours
(course fee required)

RSC 260 † 2 credits
Perinatal Physiology & Monitoring

Gestational development of the cardiopulmonary system, physiologic transitions at birth and maternal and fetal risk factors are addressed. Fetal monitoring, delivery and resuscitation of the newborn, newborn assessment and treatment of birth problems as related to the role of the RCP are included.
Prerequisite: Admission to Perinatal/Pediatric Respiratory Care Advanced Certificate
Lecture: 2 hours

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RSC 261◊ 2 credits
**Neonatal Cardiopulmonary Diseases**

In-depth study of the most common neonatal diseases affecting the cardiopulmonary system, such as RDS, BPD, MAS, PDA, pneumonia and intracranial problems. Also included are uncommon disorders such as diaphragmatic hernia, TE fistula and sepsis, as well as clinical case presentations for each disease included. 

Prerequisite: RSC 260◊ and RSC 262◊ within the past two years.

Lecture: 1 hour
Laboratory: 2 hours

RSC 262◊ 2 credits
**Neonatal/Pediatric Therapeutic Modalities I**

Study of goals, indications, hazards and side effects of the common therapeutic modalities used in the treatment of neonatal and pediatric cardiopulmonary disorders. Included are oxygen therapy, CPAP, positive-pressure ventilation and ventilators, artificial airways and non-invasive monitoring. Discussion of physiologic effects, clinical application and therapeutic protocols are emphasized. NRP and PALS certification is provided.

Prerequisite: Admission to Perinatal/Pediatric Respiratory Care Advanced Certificate; current BLS card from AHA

Lecture: 1 hour
Laboratory: 2 hours (course fee required)

RSC 263◊ 1 credit
**Pediatric Cardiopulmonary Diseases**

In-depth study of the most common pediatric disorders affecting the cardiopulmonary system, such as croup, epiglottitis, foreign body aspiration, RSV, pneumonia, cystic fibrosis, asthma, ARDS, neuromuscular diseases and congenital heart disease. Heart failure and common congenital syndromes also are included.

Prerequisite: RSC 260◊ and RSC 262◊ within the past two years

Lecture: 1 hour (course fee required)

RSC 264◊ 1 credit
**Neonatal/Pediatric Therapeutic Modalities II**

Addresses the advanced therapeutic modalities used to treat neonatal and pediatric cardiopulmonary problems such as high frequency positive pressure ventilation, ECMO, nitric oxide and surfactant instillation. Monitoring and diagnostic devices such as sleep studies, capnography and PFT are included. Emerging technologies are introduced.

Prerequisite: RSC 260◊ RSC 261◊ RSC 262◊ and RSC 263◊ within the past two years.

Lecture: 0.5 hours
Laboratory: 1 hour (course fee required)

RSC 265◊ 1 credit
**Perinatal/Pediatric Respiratory Care Seminar**

Forum for discussion of topics included in the NBRC perinatal/pediatric exam matrix. Provides an opportunity for refinement of presentation skills. Assists in preparation for NBRC perinatal/pediatric exam. Self-assessment exams are included, and detailed analysis of performance is provided.

Prerequisite: Concurrent enrollment in RSC 266◊ or CRT/KRT.

Lecture: 1 hour (course fee required)

RSC 266◊ 1 credit
**Applied Neonatal/Pediatric Respiratory Care**

Supervised clinical course providing instruction, observation and ability to perform advanced neonatal ventilator care, non-invasive monitoring and assessment and various other therapeutic modalities. Direct patient contact and application of theory and techniques in related procedures are included.

Prerequisite: RSC 260◊ RSC 261◊ RSC 262◊ RSC 263◊ within two years; concurrent enrollment with RSC 264◊ and RSC 265◊

Clinical: 4 hours (course fee required)

RSC 270◊ 3 credits
**Polysomnography Technology I**

Designed to provide both didactic and laboratory training in more advanced aspects of polysomnographic technology. Expands upon the topics covered in RSC 270◊. Students will become familiar with the skills and knowledge needed to obtain and evaluate high quality sleep recordings, covering all the aspects of sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, therapeutic interventions and patient-technologist interactions related to polysomnographic technology. Laboratory sessions will provide practical experience in the skills required to obtain and evaluate high quality sleep recordings.

Prerequisite: RSC 270◊ and RSC 271◊

Lecture: 2 hours
Laboratory: 2 hours (course fee required)

RSC 271◊ 1 credit
**Applied Polysomnography Technology II**

Supervised clinical course providing the student with additional patient contact in a sleep lab beyond that included in RSC 271◊. Students will have the opportunity to observe, perform and evaluate sleep studies. Students also will set-up and monitor treatment devices such as PAP and supplemental oxygen titration, using procedural protocols.

Prerequisite: RSC 270◊ RSC 271◊ and RSC 272◊

Clinical: 7.5 hours (course fee required)

RSC 272◊ 3 credits
**Polysomnography Technology II**

Designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Student’s will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues and patient-technologist interactions related to polysomnographic technology. Laboratory sessions will provide practical experience in the skills required of an entry-level polysomnographic technologist.

Prerequisite: Admission to RSC program

Lecture: 2 hours
Laboratory: 2 hours (course fee required)

RSC 273◊ 4 credits
**Cooperative Education for Polysomnography Technology**

Provides the student with a cooperative education learning experience in which they are able to work full time as a polysomnographic (sleep study) technologist. At the same time, the student will gain experience performing the specific techniques needed to pass the RPSGT examination and to be successful on the job. The student also will obtain 400 of the 1040 hours of on-the-job experience (six months full time) needed to be eli-
**Sign Language**

ble for the Comprehensive Registry Examination for Polysomnography Technologists (RPSGT). College will assist student in securing employment.  
**Prerequisite:** RSC 270, RSC 271, RSC 272 and RSC 273

RSC 281 3 credits

Cooperative Education for Respiratory Care II

Continuation of RSC 251. Students have the option to continue with the previous place of employment or select a different employer related to respiratory care. Includes expansion of the expectations and objectives from RSC 256, enhancement of skill development and performance of advanced adult ventilator care, advanced artificial airway management, intensive diagnostic and therapeutic procedures. Rotations in neonatal/pediatric ventilator care, long-term care and home care will be included in this course or RSC 256, depending upon clinical scheduling. Continuous growth of the individual is emphasized. College will assist student in securing employment in respiratory care, if necessary. Under the supervision of the College and the employer, the student participates in job-training experiences that meet the competencies included in RSC 250. This course is combined with RSC 250 so students can learn from each other and work as a team during the clinical rotations.  
**Prerequisite:** 1) Completion of RSC 256 with at least a “C” grade or better; 2) 2.0 GPA; 3) Approval of Cooperative Education Office.  
**Clinical:** 16 hours  
(course fee required)

RSC 295 1-3 credits

Applied Respiratory Care V

Supervised clinical course providing instruction, observation and ability to perform specified clinical procedures based on individual student needs. Intended to provide additional patient contact and application of theory and techniques. Course may only be repeated only once when topics are different. A maximum of two credit hours can be used to meet graduation requirements. Course fee depends on credit value.  
**Prerequisite:** Recommendation of program coordinator  
**Clinical:** 5-20 hours  
(course fee may be required)

RSC 296 0.5-4 credits

Special Topics in Respiratory Care

Selected topics in Respiratory Care pertaining to emerging technology are provided. Content and format of this course are variable. Subject matter will be indicated in the class schedule. Course may be repeated up to three times when topics are different. A maximum of one credit can be used to meet graduation requirements.  
**Prerequisite:** RSC 130, RSC 150 or CRT/RKT  
**Lecture:** 0.5-4 hours  
**Laboratory:** 1-4 hours  
(course fee may be required depending on topic)

**Sign Language**

SGN 161 5 credits

American Sign Language I

Sign Language I is a beginning course in American Sign Language (ASL) vocabulary and linguistic principles. Students are introduced to deaf culture, types of hearing loss and available mechanical devices. The course emphasizes both expressive and receptive vocabulary skill development and appropriate use of essential grammatical structure. The course is designed for students with no previous experience in American Sign Language.  
**Lecture:** 5 hours

SGN 162 5 credits

American Sign Language II

Reviews ASL vocabulary and grammar essentials presented in SGN 161 and continues to build receptive and expressive American Sign Language skill development and application of increasingly complex grammatical structures. Additional information regarding the deaf culture is presented.  
**Prerequisite:** SGN 161 or individuals who have equivalent skills  
**Lecture:** 5 hours

**Social Science**

SSC 130 1 credit

The Future of Technology & Work

Study of relationships, controversies and impact of science and technology on society, individuals and the workplace are discussed. Topics include evolution of technological developments, current status of specific technologies including contemporary problems, conflicts and concerns, future trends and their impact.  
**Lecture:** 1 hour

SSC 190 3 credits

Contemporary Society

Responsibilities and obligations that face each person in our society are addressed. The basic social sciences—psychology, sociology, economics and government—are studied.  
**Lecture:** 3 hours  
IAI: S9 900

**Sociology**

SOC 100 3 credits

Introduction to Sociology

This course includes introduction, analysis and description of the structure and dynamics of human society.  
**Lecture:** 3 hours  
IAI: S7 900

SOC 120 3 credits

Social Patterns of Courtship & Marriage

This course addresses the social context of marriage and family patterns including the development of courtship interaction, factors in marital selection, husband-wife roles, parent-child interaction and problems in marital adaptation.  
**Prerequisite:** PSY 100 or SOC 100  
**Lecture:** 3 hours  
IAI: S7 901

SOC 131 3 credits

Social Problems

Analysis of contemporary social problems and investigation of theories on social organization and conflict. Explores the genesis, significance and amelioration of social problems.  
**Lecture:** 3 hours  
IAI: S7 901

SOC 175 3 credits

Introduction to Social Work

An introduction to generalist social work within the context of social welfare service and policies including their historical origins, conceptual framework, and contemporary foci. Provides an overview of principal social work values and code of ethics, practice methods, research considerations and policy issues. Also emphasized are the unique experiences of diverse and at-risk populations facing a variety of social challenges. These groups include, but are not limited to, women, minorities, persons with disabilities, gays and lesbians, and older adults, among others.  
**Lecture:** 3 hours  
IAI: SW 911

SOC 180 3 credits

Human Sexuality

Examination of the biological, psychological, and social aspects of human sexuality. Topics include development of sexual identity and the effects of genetic, cultural and environmental influences on human relationships and behavior.  
**Lecture:** 3 hours  
IAI: SW 912

SOC 201 3 credits

Death & Dying

The course covers death and dying within a cultural context. Emphasis is on the way culture has led individuals to perceive death and dying. Death and dying is viewed as a social as well as physical process rather
than an isolated event. Cross-cultural aspects are considered.
Prerequisite: SOC 100 or PSY 100
Lecture: 3 hours

SOC 210
3 credits
Sociology of Leadership
Provides a basic understanding of leadership and group dynamic theories. Assists participants in developing personal philosophy of leadership, awareness of the moral and ethical responsibilities of leadership, and awareness of one’s own ability and style of leadership. SOC 210 does not substitute for BUS 150, BUS 154, or BUS 276.
Prerequisite: SOC 100 or PSY 100; involvement in campus club or activity
Lecture: 3 hours

SOC 225
3 credits
Racial & Cultural Minorities
Sociological and social-psychological analysis of racial, religious and other ethnic groups form the course context. The relationships of these groups and their effects on past and present social problems are studied.
Prerequisite: SOC 100
Lecture: 3 hours IAI: S7 903D

SOC 231
3 credits
Analysis of Juvenile Delinquency
Topics addressed include conceptions of delinquency and its causations the juvenile-court movement; juvenile detention, treatment of the juvenile offender, and delinquency-prevention programs.
Prerequisite: SOC 100
Lecture: 3 hours

SOC 296
3 credits
Special Topics in Sociology
International topics and problems in sociology through readings, discussion, guided research and field trips are studied. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: One sociology course
Lecture: 3 hours

Spanish
SPN 101
4 credits
Elementary Spanish I
Oral and written practice of basic vocabulary are the course’s main topics. The most needed verbs, with emphasis on present tense, are covered along with explanations of cultural and language structures. Computer disks and cassette tapes supplement instruction.
Lecture: 4 hours (course fee required)

SPN 102
4 credits
Elementary Spanish II
Building on basic vocabulary, the course curriculum adds needed verbs, with emphasis on past tense, and strives for more efficient oral and written communications. Explanations of cultural and language structures continue. Computer disks and cassette tapes supplement instruction.
Prerequisite: SPN 101 or satisfactory placement test scores
Lecture: 4 hours (course fee required)

SPN 103
4 credits
Intermediate Spanish I
Language as communication, additional vocabulary and more complex concepts of expression are added. Language and cultural structures are explained. Some reading on historic or cultural topics is required. Computer disks and cassette tapes supplement instruction.
Prerequisite: SPN 102 or satisfactory placement test scores
Lecture: 4 hours

SPN 104
4 credits
Intermediate Spanish II
Language as communication is studied, including reading and discussion of contemporary short stories, novels or plays, and a review of simple and complex structures of language.
Prerequisite: SPN 103 or satisfactory placement test scores
Lecture: 4 hours IAI: H1 900

SPN 113
2 credits
Spanish Composition & Conversation I
Course is designed to develop students’ ability to communicate effectively in oral and written form. Emphasis is on listening comprehension and speaking proficiency. Grammar is studied inductively.
Prerequisite: One year of college Spanish. May be taken concurrently with SPN 103 and SPN 104
Lecture: 2 hours

SPN 114
2 credits
Spanish Composition & Conversation II
This continuation of SPN 113 is designed to improve pronunciation, listening comprehension and speaking ability. Weekly compositions develop better written self-expression.
Prerequisite: One year of college Spanish. May be taken concurrently with SPN 103 or SPN 104
Lecture: 2 hours

SPN 118
4 credits
Introduction to Spanish-American Literature I
Development of Spanish-American literature from 1886 to the present is studied. SPN 151 and SPN 152 together constitute a survey of Spanish-American literature from the Colonial period to the present.
Prerequisite: SPN 151
Lecture: 3 hours IAI: H3 917 (course fee required)

SPN 152
3 credits
Introduction to Spanish-American Literature II
Course covers the development of Spanish-American literature from its beginning to the 19th century, before modernism. Students analyze the major authors in terms of their historical context.
Prerequisite: SPN 104
Lecture: 4 hours IAI: H3 916

SPN 190
3 credits
Career Spanish
Intensive, beginning Spanish conversation with special emphasis on practical usage in specified career areas are covered. Separate sections for Criminal Justice and Fire Science personnel, Health Careers and Business are offered.
Lecture: 3 hours (course fee required)

Speech/Theater
SPE 101
3 credits
Principles of Effective Speaking
Course covers basic principles of communication as they relate to conversation, discussion and public speaking.
Lecture: 3 hours IAI: C2 900

Speech/Theater
SPN 110
4 credits
Study/Travel in Hispanic Countries
Students study the Spanish language and Hispanic culture. Emphasis is on audio-lingual skills. Students select a research project on a Hispanic topic.
Prerequisite: One year of college Spanish
Lecture: 4 hours
Surgical Technology

SPE 113 3 credits
Group Discussion & Conference Leadership
Course topics include leadership group process and interpersonal relations in the small-group and conference and public forum. Emphasis is on practice in leading and participating in various types of public-discussion situations.
Lecture: 3 hours

SPE 121 3 credits
Advanced Public Speaking
Course covers advanced principles of speech preparation and presentation; theory of argument, evidence and reasoning; practice in formal and informal speaking situations and debate; and public discourse on current public questions.
Prerequisite: SPE 101
Lecture: 3 hours

SPE 130 3 credits
Introduction to Theater
Role of theater as a major fine art and a communicator of ideas, human understanding and cultural values is covered. Contributions of the playwright, actor/actress, director, designer and technician to theatrical production are covered.
Lecture: 3 hours

SPE 135 3 credits
Stagecraft
Students learn basic safety procedures and technical aspects of theatre presentation, including scenic and property construction, use of tools, painting, techniques, scene shop organization and basic lighting techniques. Students will utilize course concepts by working in Triton College theatre productions.
Lecture: 3 hours

SPE 161 3 credits
Acting I
Fundamentals of acting: concentration, observation, playing action, body and vocal control and other basics are taught and implemented through acting exercises, improvisations and scene study. Major acting approaches are introduced and used as the basis for helping the actor acquire craft in order to create believable characters.
Lecture: 3 hours

SPE 162 3 credits
Acting II
Development of fundamentals introduced in Acting I, emphasizing an intensive approach to acting exercises, improvisations, and scene study.
Prerequisite: SPE 161
Lecture: 3 hours

Surgical Technology

SRT 110 1 or 2 or 7 credits
Introduction to Surgical Technology
This course emphasizes basic concepts and principles for developing skill competencies required to assist in surgery. (variable credit)
Prerequisite: Admission to SRT program

SRT 120 5 credits
Surgical Procedures I
Students study the basic surgical procedures, which includes the pre-operative, intra-operative, and post-operative phases commonly performed in the operating-room setting.
Prerequisite: SRT 110; concurrent enrollment in SRT 122
Lecture: 5 hours

SRT 122 2 credits
Applied Surgical Procedures I
Students participate in basic general, gynecological, obstetrical, reconstructive and endoscopic surgical procedures in affiliating clinical agencies. This course includes experience in central supply.
Prerequisite: BIS 190; SRT 110; concurrent enrollment in SRT 120
Laboratory: 9 hours

SRT 130 3 credits
Surgical Procedures II
Surgical specialty areas, including genito-urinary, ophthalmic, otorhinolaryngological and neurosurgical procedures commonly performed in the operating room setting are covered. Concepts and principles of the ambulatory-surgery setting also are presented.
Prerequisite: SRT 120, SRT 122; concurrent enrollment in SRT 130
Lecture: 3 hours

SRT 140 3 credits
Surgical Procedures III
This course addresses surgical specialty areas including orthopedic, thoracic, peripheral vascular and cardiovascular, which are commonly performed in the operating room setting.
Prerequisite: SRT 130, SRT 132, concurrent enrollment in SRT 142
Lecture: 3 hours

SRT 142 3 credits
Applied Surgical Procedures III
Students participate in orthopedic, thoracic, peripheral vascular and open-heart procedures in affiliating clinical agencies. Experience in the recovery room and obstetric department will be included.
Prerequisite: SRT 130, SRT 132, concurrent enrollment in SRT 140
Laboratory: 13 hours

SRT 160 1 credit
Surgical Seminar
This course provides a forum for the discussion of salient issues related to the practice of surgery as they affect the surgical technologist. Preparation for employment, as well as comprehensive review for certification will be included.
Prerequisite: SRT 130, SRT 132, SRT 140, SRT 142; concurrent enrollment in SRT 162
Lecture: 1 hour

SRT 162 3 credits
Applied Surgical Procedures IV
This is a clinical course designed to provide opportunities for the student to more fully develop proficiency in the skills required of a surgical technologist.
Prerequisite: SRT 130, SRT 132, SRT 140, SRT 142; concurrent enrollment in SRT 160
Laboratory: 16 hours

Technology

TEC 122 3 credits
Elementary Technical Mathematics
Designed to accommodate individual mathematical needs of students in the technologies according to their requirements. Topics include percent ratio and proportion, measurement, estimation, interpretation of graphs, basic algebra, formula rearrangement, basic geometry, basic trigonometry and their application.
### Course Descriptions

#### Tool & Die

**TDM 113**  
**Basic Tool & Die Construction I**  
This course covers the fundamental theory and study of tool and die making including punch-press sizes and feeds for dies and their uses and relationship to each other.  
*Lecture: 4 hours*

**TDM 114**  
**Dies, Jigs, Fixtures & Gauges I**  
Learn about stamping dies involving cam dies, advanced study of compound dies, and shaving and burnishing dies. Complete layout of progressive die problems and processing of piece parts are included.  
*Prerequisite: TDM 129*  
*Lecture: 4 hours*

**TDM 116**  
**Basic Mold Making I**  
Students study mold construction and are introduced to plastics and die casting. Proper methods and procedures of construction, heating and cooling are studied. Steels used in molds and their proper selection and heat treatment also are covered.  
*Prerequisite: TDM 117*  
*Lecture: 4 hours*

**TDM 117**  
**Advanced Mold Making I**  
Use of side cores, various methods of construction, fitting, clearances required, locking devices and finishes required in mold cavities are covered.  
*Prerequisite: TDM 129*  
*Lecture: 4 hours*

**TDM 129**  
**Basic Tool & Die Construction II**  
A continuation of TDM 113, this course includes punch plates and lathe theory, punches and dies assembly and lineup, pilots, die-block construction, grinding and milling, compound angles, strippers, stock guides, shiedders, knockouts, stock pushers, die stops, stock layout and related topics.  
*Prerequisite: TDM 113*  
*Lecture: 4 hours*

**TDM 130**  
**Basic Mold Making II**  
A continuation of TDM 116, this course includes transfer molding and molds, die casting and die-cast molds, injection molding and molds, standard mold bases and mold-base construction, packing systems, injection systems and environmental control.  
*Prerequisite: TDM 116*  
*Lecture: 4 hours*

### Tool & Die

**TDM 215**  
**Advanced Die Making & Engineering I**  
Draw dies including types, materials used, lubricants and draw-die reductions along with advanced work in gauges, fixtures and intricate progressive dies are covered.  
*Prerequisite: TDM 114*  
*Lecture: 4 hours*

**TDM 218**  
**Advanced Mold Making & Engineering I**  
An analysis of mold cavities by electrical impulse methods, thread molding and automatic unscrewing methods are discussed. Current advances in molds, molding machines and mold-making methods are included.  
*Prerequisite: TDM 232*  
*Lecture: 4 hours*

**TDM 231**  
**Dies, Jigs, Fixtures & Gauges II**  
A continuation of TDM 114, this course includes stamping dies, compound dies, shaving dies, burnishing dies, drill jigs, fixtures, gauges and press-brake dies and their use.  
*Prerequisite: TDM 114*  
*Lecture: 4 hours*

**TDM 232**  
**Advanced Mold Making II**  
Unique operations, setups and evaluation of electrical and hydraulic duplicating machines and attachments are covered. Explanation of the use and analysis of side cores and the various finishes required in mold cavities also are discussed.  
*Prerequisite: TDM 117*  
*Lecture: 4 hours*

**TDM 233**  
**Advanced Die Making & Engineering II**  
Draw dies including types, materials used, lubricants and the theory of draw-die reductions along with advanced work in gauges, fixtures and intricate progressive dies are covered.  
*Prerequisite: TDM 215*  
*Lecture: 4 hours*

**TDM 234**  
**Advanced Mold Making & Engineering II**  
An analysis of mold cavities by electrical impulse methods, thread molding and automatic unscrewing methods are discussed. Current advances in molds, molding machines and mold-making methods are included.  
*Prerequisite: TDM 218*  
*Lecture: 4 hours*
Visual Communication - Graphic Design and Graphic Arts

VIC 100 ✧ 3 credits
Graphic Design
Introduction to graphic design for all media emphasizing design principles, typography and rendering layouts. Production steps for print, Web and multimedia are discussed. Projects are critiqued for aesthetics and production for media. Projects may become elements of a professional portfolio. (Formerly VIC 102)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 101 ✧ 4 credits
Graphic Arts Production
The major areas of the graphic arts are studied, including graphic design, page layout, halftones, direct to film/direct to plate, image assembly, proofing, platemaking, presswork and bindery/finishing. Students apply each of the production processes to a project, from design through bindery/finishing. Recommended for anyone involved with the planning and production of a printed product including designers, customer service, sales and management.
Prerequisite: VIC 100 or concurrent enrollment
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 104 ✧ 3 credits
Computer Art I
An introduction to computer applications for the visual arts in a software-based approach to basic image manipulation and creation. Hardware and software are applied to create visual ideas as applied to art and design. Emphasis is placed on creativity. The projects may become elements of a professional portfolio. Recommended for students interested in basic introduction to illustration, paint, photo-manipulation and Macintosh computing techniques. This is a design course, not a production course.
Laboratory: 6 hours
(course fee required)

VIC 105 ✧ 3 credits
Technology for Educators
Designed to give educators a broad overview of the technologies available for use in classrooms and for educational support. Hardware and software is demonstrated and projects completed by the students meet Illinois Technology Standards for Educators. It is recommended that students taking this course have some experience in Macintosh or PC computers.
Lecture: 3 hours
IAI: EDU 904

VIC 121 ✧ 4 credits
Introduction to Quark InDesign
Layout and software concepts used for page layout are applied through course projects. Hands-on training in the Macintosh computer environment using QuarkXPress and Adobe InDesign software will enable the planning and completion of page layout pieces. Recommended for those students interested in basic page layout techniques using professional software. (Formerly Introduction to QuarkXPress)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 142 ✧ 3 credits
Introduction to Illustrator
Illustrator is introduced through a series of illustration-based projects. Emphasis is placed on the application of the tools used for the creativity and production of graphic images consisting of strokes, fills, blends, gradients and filters. Color considerations for illustration specifications, file formats and Macintosh system requirements are discussed. Recommended for students interested in basic illustration techniques using professional software. It is recommended that students taking this course have MAC or PC experience or VIC 104 ✧.
Laboratory: 6 hours
(course fee required)

VIC 161 ✧ 3 credits
Introduction to Photoshop
Photoshop is covered through a series of image manipulation projects. Students develop skills to work creatively and efficiently in Photoshop. Overview of the tools, design options, menus, palettes, file formats and Macintosh system requirements will be discussed. It is recommended for those students interested in basic image manipulation techniques using professional software.
Laboratory: 6 hours
(course fee required)

VIC 162 ✧ 4 credits
Digital Photography
The hardware and software used to capture photographic images with a hand-held digital camera is covered in this photo-composition course. Students use digital camera equipment of their own or from the lab. The basics of photography and digital image capture are applied. Photographic composition methods, as well as technical photography skills are covered. Students create a portfolio of their work. Recommended for any student who wants to learn more about photography using a digital camera and software. (Formerly VIC 110, Digital Photographic Composition)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 163 ✧ 4 credits
Digital Studio Photography
Digital photographic portrait and product studio applications are covered as students use digital camera equipment, lighting and back drops to create a series of images. Lighting ratios, gray balance, contrast, resolution and production requirements are covered. Students create a digital portfolio of their photographic portrait and product work. (Formerly VIC 111)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 164 ✧ 4 credits
Advanced Digital Photography
The hardware and software used to capture photographic images with a digital SLR camera is explored. Advanced photographic composition methods, as well as SLR technical photography skills are covered. Students create a portfolio of their work. Students are expected to have the use of a digital SLR camera. (Formerly VIC 113, Advanced Digital Studio Photography)
Prerequisite: VIC 162 or VIC 163
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 172 ✧ 3 credits
Web Page Design
Introduction to designing professional Web pages. Students will create Web pages through critique of current sites, planning and storyboards, an interactive project and Web page construction using Macromedia Dreamweaver.
Laboratory: 6 hours
(course fee required)
IAI: MC 923

VIC 201 ✧ 4 credits
Paper, Plastic, Ink and Finishing
Ink properties and how it interacts with the surface of various papers and plastic is covered. Paper and other substrates are analyzed for structure, strength and surface quality. Students study the manufacture, type and requirements for printing ink and paper. Hands-on operation and procedures used in finishing processes are covered. Recommended for anyone involved with the design, planning, production and finish-
Course Descriptions

ing of a printed product. (Formerly Paper, Ink & Finishing Technologies)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 202  4 credits
**Graphic Design Typography**

The exploration of the construction, function and application of typography as a design and communication element are covered in a series of projects. Emphasis is placed on creativity, legibility and readability of the final product. The projects may become elements of a professional portfolio. (Formerly Typography)
Prerequisite: VIC 100
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 210  4 credits
**Introduction to Packaging**

Packaging is explored from concept to consumer. Students create package designs to meet specific needs of the industry. Specifications for package styles, printing surfaces, printing processes and finishing requirements are covered.
Prerequisite: VIC 142  and VIC 161
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 212  4 credits
**Structural Design**

Structural design for packaging is explored from design through production. Students create designs utilizing ArtiosCAD packaging software and Adobe Illustrator for integration of structure and graphics. Package styles, printing surfaces, printing processes and finishing requirements are covered from a structural design perspective.
Prerequisite: VIC 142
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 213  3 credits
**Color Management**

The process of building a calibrated color system is studied. Topics include scanner, monitor, proofing, imagesetter direct to plate/press, press calibration, multimedia, Web, devise character or color gamut, color conversion and RGB, CMYK and CIE color space. The goal of this course is for the student to develop a system to achieve predictable and consistent color reproduction from layout through press and media. It is recommended that students have a working knowledge of Photoshop or VIC 161.
Laboratory: 6 hours
(course fee required)

VIC 215  4 credits
**Package Design and Production**

Advanced packaging design is explored with printing production and finishing production as the emphasis in completed projects. Students create package designs using packaging software, Adobe Photoshop and Adobe Illustrator to integrate ArtiosCAD files to meet specific needs of the industry. Advanced specifications for package styles, printing surfaces, printing processes and finishing requirements are covered.
Prerequisite: VIC 201, VIC 210, VIC 213
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 221  4 credits
**Advanced Quark/InDesign**

Advanced page layout using Quark Xpress and InDesign is covered in a series of production projects. Advanced projects include the layout of two-page and four-page newsletters, large format ad layout and other page layout techniques. Student design projects and a simulated production environment using industry standards and procedures. Emphasis is placed on design and production of multi-color layout. (Formerly Advanced Quark Production)
Prerequisite: VIC 121, VIC 202
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 231  4 credits
**Production for Design**

Pre-press production procedures, including layout, job specification and production requirements are covered. Print production procedures are applied to specified projects using current hardware and software. Emphasis is on page imposition/page layout, trapping of colors, pre-flight, CMYK to RGB, spot colors, packaging requirements, digital color proofing and direct-to-plate output. Printing processes will be covered including lithography and flexography. Involved for designers and production operators needing to better understand prepress workflow. (Formerly Pre-Press Production)
Prerequisite: VIC 221 or VIC 242, VIC 261
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 242  4 credits
**Advanced Illustrator**

Advanced Adobe Illustrator techniques are covered through design and production. Digitized and original images are manipulated in a series of projects utilizing Illustrator and other Adobe software. Emphasis is placed on creativity and concept development and the final output of each piece. Projects are critiqued for aesthetics and may become elements of a professional portfolio. Recommended for those students interested in applying advanced illustration design and production techniques using professional software. (Formerly Advanced Illustrator Design)
Prerequisite: VIC 142
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 261  4 credits
**Advanced Photoshop**

Designed to expose the student to the advanced operations of Photoshop. Through a series of image modification projects, students will develop the skills that are needed to work creatively and efficiently in a design/pre-press production environment. Projects are critiqued for aesthetics and may become elements of a professional portfolio. (Formerly Advanced Photoshop Production)
Prerequisite: VIC 161
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 270  3 credits
**Writing for Multimedia**

An introduction to the basic writing skills necessary to create messages for the multimedia environment. Writing copy for print/advertising, Web-based and other digital formats including text, audio, still and moving images. It is recommended that a student have strong writing skills or have completed RHT 101.
Laboratory: 6 hours
(course fee required)

VIC 272  3 credits
**Advanced Web Page Design**

Advanced Web page enhancement is explored by adding interactivity, animation, sound and video. Experienced users of Dreamweaver further develop a site with the more sophisticated and interactive features found in the software. Web page design using techniques including style sheets, layers and frames are emphasized and critiqued. It is recommended that students taking this course have some experience in Photoshop or VIC 161.
Prerequisite: VIC 172
Laboratory: 6 hours
(course fee required)

VIC 273  3 credits
**Introduction to Flash Animation**

Introduction to the concepts, processes and history of animation, covering both traditional and two-dimensional
Welding Technology

computer-based animation techniques and incorporate the use of drawn, vector and bitmapped formats as a means of generating animated sequences are covered. It is recommended that students taking this course have some basic computer experience, VIC 104 or VIC 172.
Lecture: 2 hours
Laboratory: 6 hours
(course fee required) IAI: MC 924

VIC 274
Advanced Flash Animation
Students create advanced animation incorporating action scripting, sound and graphics. Principles of design, information architecture and user interaction are covered in the creation of advanced interactive movies.
Prerequisite: VIC 273
Laboratory: 6 hours
(course fee required)

VIC 280
Print for Design
A unique course for both designers and press operators wanting to gain skills of four-color lithographic press operations and considerations. Individuals interested in the procedures for commercial printing will work along with the press operator to apply techniques to a variety of four- and five-color projects. Students will set up and run a multi-color press using a digital console, achieve proper register, color balance, ink/water balance and analyze color in relation to production design. This highly sought-after training includes skills for a multi-color press operator position currently in demand by the graphic arts industry. Also recommended for anyone involved with the planning and production of a printed product including designers, customer service, sales and management.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 282
Portfolio Design
Advanced graphic design projects, planning and preparation of a professional portfolio are covered. Traditional portfolio “books” and a digital portfolio in web or multimedia format is submitted for successful completion. It is recommended that students take this course in their last semester of study and have developed a series of 25-50 images consisting of print, web or multimedia work for a portfolio. Students will formally present portfolio work for review. A copy of all portfolio materials is submitted to the Visual Communication program on a CD. (Formerly Portfolio Planning and Design)
Prerequisite: VIC 172, VIC 202, VIC 211, VIC 231, VIC 242, VIC 261
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 285
Digital Video
Students will learn to use various digital video hardware and software required to produce live action effects. These tools will be used to digitize and manipulate video footage and then output that footage for CD-ROM and/or web delivery. Students will use video digitizing tools to capture video and manipulate, alter, move and layer multiple tracks of video. Students will apply motion to static objects and images and apply transitions, as well as sound to enhance the visuals. Projects will be evaluated for creativity.
Laboratory: 6 hours
(course fee required)

VIC 286
Advanced Digital Video
Production course structured around the art of filmmaking. Students will create several advanced short films. Emphasis is placed on script development, pre-production, on-location shooting and post-production editing. Students use traditional production techniques, as well as digital technology. For a final project, each student will produce and direct either a short documentary or narrative film.
Prerequisite: VIC 285
Laboratory: 6 hours
(course fee required)

VIC 287
Sound for Multimedia
Students will be introduced to audio production and post-production techniques. Digital audio formats, compression techniques, hardware and storage systems will be covered. Through the use of specialized hardware and software, students will become familiar with the production process as it relates to the creation of audio effects for Web, CD-ROM and other methods of delivery.
Laboratory: 6 hours
(course fee required)

VIC 290
Cooperative Work Experience
See course description CWE 290
Prerequisite: (1) Completion of 12 credit hours. Two of these courses, in discipline, must be completed (2) 2.0 Grade Point Average (“C” average); (3) Approval of the Cooperative Education Office.
Contact Hours: 240
(course fee required)

VIC 291
Cooperative Work Experience
See course description CWE 291
Prerequisite: (1) VIC 290 with a “C” grade or better; (2) 2.0 Grade Point Average (“C” Average); 3) Approval of the Cooperative Education Office.
Contact Hours: 240
(course fee required)

VIC 296
Special Topics in Visual Communication
Visual Communication topics and issues are studied through readings, discussion, skill-based instruction and field trips. Topics vary from semester to semester. Course is repeatable when topics vary; up to a maximum of 12 credit hours may be used toward graduation.
Prerequisite: Dependent upon course requirements
Lecture: 0.5-4 hours
Laboratory: 0.5-8 hours
(course fee required or may be required)

Welding Technology

WEL 110
Trade-Related Welding
All common welding processes are briefly covered, although the bulk of the course is devoted to the theory and practice of oxyacetylene welding, flame cutting, braze welding and soldering.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

WEL 121
Fundamentals of Welding
Theory and practice of manual arc welding and oxyacetylene welding, brazing, soldering and cutting of plain carbon steel and brief coverage of all welding processes are included.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

WEL 132
Welding & Fabrication Techniques
Continuation of WEL 121, this course places a greater emphasis on out-of-position welding with the SMA process. Topics include gas welding, shielded-metal arc welding, special pro-
Course Descriptions

Welding Technology

Processes, metallurgy of welding, weldability of metals, brazing and soldering, surfacing, flame and arc cutting, testing safety and symbols. Several of the above topics are review-oriented and the others emphasize advanced techniques.

Prerequisite: WEL 121
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

WEL 253 4 credits
Advanced Welding I
Theory and practice relating to the basic principles of pipe, MIG and TIG welding are covered. Included is welding in aluminum, stainless steel, cast iron and carbon steel.
Prerequisite: WEL 132
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

WEL 284 4 credits
Advanced Welding Techniques
Theory and practice of TIG, Heliarc and MIG welding are covered. The emphasis is on exotic metals and other advanced problems in all phases of welding.
Prerequisite: WEL 253
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

WEL 290 1-4 credits
Welding Projects & Problems
This course provides an in-depth specialization in the welding area or areas of particular interest to the student. It is designed to develop a high level of proficiency.
Prerequisite: WEL 132
Lecture: 4 hours
Laboratory: 8 hours
(course fee required)

WEL 295 4 credits
Shielded-Metal Arc Pipe Welding
This course addresses the theory and practice of basic principles of industrial and structural pipe welding using the shielded-metal arc welding process. E6010 and E7018 electrodes are used in the 2G position, 5G position, 6G position and branch connections.
Prerequisite: WEL 132
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)
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University of Georgia, PhD

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Walden University, PhD
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<tr>
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Glossary of Terms

academic placement: Entering credit students are required to take institutional placement tests which determine knowledge in basic reading, writing and math or provide formal documentation of basic learning skills.

academic calendar: Important dates for each semester; e.g., registration, add/drop, holidays and exams.

area of concentration: Courses that create a foundation for an intended major or electives to meet credit-hour requirements for a degree.

arts and sciences: Courses in the Arts and Sciences curricula parallel those offered at universities and are transferable to baccalaureate institutions.

associate's degree: Six types are offered at Triton College: Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Associate in Fine Arts (AFA), Associate in Arts Teaching (AAT) and Associate in General Studies (AGS).

articulated course: A course that meets the requirements for a specific course or elective credit a four-year college or university, or has been approved by the Illinois Articulation Initiative, identified by the ✧ symbol (i.e. RHT 101 ✧).

attendance policy: The number of absences permitted will vary from class to class.

audit: Taking a class to benefit from experience without receiving a grade or college credit. The cost of auditing a course is the same as that charged for enrolling for credit. Special registration procedures apply.

auxiliary fee: A $1 per course fee which supports the development and maintenance of recreational facilities designed for student use.

certificate: Awarded to students who complete specific requirements in career education certificate programs of 4 to 50 semester hours.

chargeback: Individuals who reside outside the Triton College district and want to enroll in a curriculum that is not offered by their local community college should apply for tuition assistance from their home district.

college success course work: Provides students with the knowledge of basic reading, writing and mathematical skills that are necessary for success in the course or program of study chosen by the student. College success courses may not be used to meet graduation requirements.

cooperative work experience: Program designed to enhance the student’s academic knowledge, personal development and professional preparation through a combination of classroom the-

ory and practical work experience with area business and industry.

counselor: A professionally trained person who assists students with personal, academic and career concerns.

course load per semester: Seventeen semester hours constitute the normal semester course load. A student is considered “full-time” if the semester hour course load is 12 hours or more.

credit hour: The unit used to quantitatively measure courses. The number of credits assigned to a course is usually determined by the number of in-class hours per week and the number of weeks per session.

credit by examination: Course credit awarded to students demonstrating knowledge through proficiency or CLEP Exams.

dean/associate dean: Individual responsible for a particular instructional or administrative division.

degree: Awarded to a student who has completed a program of study.

department chair: Person who assists in the organization of curricula, scheduling of classes and management of faculty members within their own department.

disciplinary action: Students who fail to comply with Triton College policies, regulations and rules will be subject to disciplinary action, including dismissal from the college.

district: Made up of 25 towns and villages that surround Triton College. The tuition rate is determined by the student’s residence.

drop a course: Action taken when a student no longer wants to take a course he/she has previously registered for. A course dropped before the actual first day of class does not appear on the student’s transcript and 100% tuition refund is awarded, unlike withdrawing from a course already in progress.

elective: Courses that students choose to take in order to reach the required number of hours for a certificate or degree. Students in some curricula have “suggested electives” or “program electives.”

enrollment verification: Procedure to certify current or previous enrollment at Triton College.

extension sites: An outreach center of Triton College offering credit and non-credit courses at locations within the district.

extracurricular activities: Events or activities offered outside of the credit curriculum; e.g., clubs, athletics.

fee: Money charged for additional services beyond tuition rate (i.e., Registration fee, Student Services fee).

honors: Distinction awarded to graduates based on cumulative GPA at graduation.

honors study: The opportunity for honors study is available through general petition into Scholars Program course sections and Independent Study. These options are designed to provide intellectual challenge for the serious student.

financial aid: Financial assistance designed to bridge the gap between the resources of the students and their families and the cost of attending Triton College. The different forms of financial aid are; grants, loans, work on campus, various local scholarships or veteran’s affairs.

financial aid transcript: Records showing past financial aid agreements between the student and any other colleges or universities.

flexible scheduling: Classes offered at a variety of times, course lengths and locations that respond to the student needs.

full time: Enrollment in 12 or more credit hours per semester (6 hours in summer session).

general petition: A form used by students when requesting that the college initiate an action pertaining to student enrollment.

general studies: An associate’s degree (AGS) intended for students whose educational goals cannot be adequately met by other degree programs. The AGS is awarded in individualized curricula that has been agreed upon by the student and counselor.

grade point: Numerical value assigned to the letter grade received in a class. Used to calculate a grade point average.

graduation petition: A form required to be considered for an upcoming graduation.

incomplete grade: If a student is passing and fails the final examination (with authorization of the appropriate dean) or fails to complete a major course assignment, the instructor may assign a grade of an “I”—Incomplete. Coursework must be completed within 30 days of the start of the next semester or the grade automatically becomes “F”.

independent study: Students working on their own in order to complete a course in an Arts and Sciences program. Special requirements apply.

international student: Non-native student wishing to attend Triton with a student visa. Special application process is required.

joint agreement: Understanding between Triton and other community colleges that out-of-district students can pay in-district tuition rates when enrolled in specific unique programs. Selected programs are available at in-district rates at other community colleges.
Glossary of Terms

lecture/lab: Number of hours students spend per week in lecture and/or laboratory time in a course.

media courses: Students learn through television (television) and radio broadcasts, videocassette programs and newspaper articles. This format allows students to pick their own time and pace for study while earning the same amount of credit as equivalent courses taught on campus.

part time: A student who is taking fewer than 12 semester hours (less than six hours in summer session).

permanent record: The college's internal document reflecting the unabridged academic history of the student at the institution.

placement tests: Institutional placement tests in reading, writing and math required for all credit students. Used to determine placement into appropriate levels of course work.

prerequisite: A course or courses that must be completed before taking another.

probation (academic): Student academic status when 13-24 semester hours are attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

probation (disciplinary): Students who fail to comply with college rules and regulations will be subject to disciplinary action, including dismissal from the college. Disciplinary hearings are conducted.

refund: A student who officially withdraws from any class may be refunded a percentage of the course tuition, depending on when withdrawal is made. The refund schedule is published in each college catalog.

registration: The process of completing forms and steps necessary to enroll in classes.

repeating a course: Students may repeat a course in which they have received “D” and/or “F” grade but may not receive credit for the course more than once. Only the higher of the two grades will be used in computing the grade point average. This policy pertains to courses taken and repeated at Triton College.

reverse transfer: A student transferring from another college to Triton.

schedule (semester): A publication providing a complete listing of dates and times for courses offered for a semester.

schedule (class): A listing of times, days and location of a student's courses.

scholars program: A program of course work for academically superior students intending to transfer to four-year institutions. Special admission procedures apply.

selective admission programs: Programs that have special enrollment requirements.

semester: The period when courses are conducted. Triton has fall, spring and summer semesters.

semester hour: See credit hour.

standards of academic progress: A procedure that identifies students who are seemingly making little or no academic progress and offers to help them correct academic weakness as early as possible.

student handbook: “Book 411” is Triton's student handbook for campus information, including programs, services and departments.

student orientation: Session to introduce students to Triton programs, services and facilities. Optional course planning is included. Required for all new degree-seeking students.

student services fee: Fee is charged to any students enrolled in one or more credit classes. This fee supports programs such as student activities, College Center operations, Learning Resource Center and the school newspaper.

transcripts: Documents which are forwarded to persons or agencies for their use in reviewing the academic performance of the student. An official transcript is a legal document which contains an official signature, date of issuance and college seal. An unofficial transcript has no signature, date, or seal and is intended for reference or advising purposes only.

transfer center: Office which offers assistance to students who plan to transfer to a baccalaureate institution by helping them identify appropriate colleges and universities and scholarship sources.

transfer credit: Upon petition, credit that has been earned at another accredited college or university will be applied to the student’s Triton record.

tuition: Cost of attending courses based on residency status and the number of semester hours for which the student enrolls.

tuition payment plan: Agreement to make tuition payments in installments during the semester.

undergraduate center: An interdisciplinary, multicultural program within the Interdisciplinary Studies Department, Triton College which offers courses in the liberal arts and general education requirements.

weekend college: Courses offered Friday nights, Saturdays and Sundays. Primarily designed for mature, disciplined students who are capable of concentrated attention and study.

withdrawal: Procedure to terminate enrollment in a class after the add/drop period. Students who do not officially withdraw from courses in which they are enrolled may be assigned a failing grade (“F”) even if they never attend the class and will be held accountable for all tuition and fees.