Triton College Catalog

2002-2003
Volume XXXVII

A public community college
Illinois Community College District 504

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-DelGiudice, Secretary; Merrill M. Becker; Stephen Kubiczky; Glenn A. Stam; Diane Viverito; and Student Trustee, Diana Matis.

President

Patricia Granados

A Message from the President...

Triton College is your community college. Experience the many learning opportunities it has to offer. Through formal and informal learning activities, Triton College will open new doors for you. Since 1964 Triton has been committed to serving the needs of its community.

Triton College offers a quality education at an affordable cost. Our excellent faculty are experts in their field and bring real world experience to the classroom. Triton's on- and off-campus facilities are technologically equipped and provide a learner-centered environment. Whatever your personal, educational, or professional goals may be, Triton College will assist you in achieving them. Our goal is to help you succeed!

For the recent high school graduate, Triton offers a two-year college curriculum, which is uniformly respected by some of the nation's finest universities, enabling students to transfer to their school of choice. For the student seeking a two-year career degree or a certificate, Triton offers some of the finest career-preparation-curriculum in the country. For the displaced worker, Triton offers the training programs necessary for re-entering the labor force and regaining a competitive edge. For professionals, Triton offers continuing education courses needed to keep current with the changes in your profession. For community residents who wish to develop skills, which will enrich your lives either personally or professionally, Triton offers non-credit, community education courses.

In addition to the many excellent education programs we have to offer the community, Triton offers cultural and recreational events. For example, our Fine Arts Department puts on excellent plays and concerts. Triton's Art Gallery continually exhibits artwork created by our students and artists from the Chicagoland area. The Cernan Earth and Space Center provides activities for the young and young at heart. Our district's rich diversity allows us to provide a breadth of programs and activities.

Triton College is proud of the district it serves. Our Core Values "Excellence" and "Service" commit Triton to provide outstanding achievement in performance, learning, programs, services, and facilities, resulting in successfully meeting the needs and expectation of our students.

I encourage you to take advantage of the many learning opportunities your community college has to offer. Your goals may be realized and new ones may emerge!

Patricia Granados
President

Board of Trustees

Mark R. Stephens
Chairman

Donna L. Peluso
Vice Chairwoman

Irene Moskal-DelGiudice
Secretary

Merrill M. Becker

Stephen Kubiczky

Glenn A. Stam

Diane Viverito

Diana Matis
Student Trustee
Term Ending: April 2002

Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

General (708) 456–0300 • Registration (708) 456–5000
Web site: http://www.triton.cc.il.us • E-mail: triton@triton.cc.il.us

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 academic advisor or counselor 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 counselor and select courses based on the intended major and transfer institution. The student, the counselor 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, specifying 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 an academic advisor 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

It is the policy of Triton College not to discriminate on the basis of race, color, religion, sex, national origin, age, socioeconomic status, political affiliation, marital status or disability in admission to and participation in its educational programs, employment policies or activities.

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
   1801 L Street N.W.
   Washington, D.C. 20005
   –or the–
   Chicago District Office
   500 W. Madison, Suite 2800
   Chicago, IL 60661
   (312) 353-2713
   (312) 353-2421 (TTY)
2. Illinois Department of Human Rights
   100 W. Randolph, Suite 10-100
   Chicago, IL 60601
   (312) 814-6200
   (312) 263-1579 (TDD)
3. Office of Civil Rights
   U.S. Department of Education
   111 N. Canal, Ste. 1053
   Chicago, IL 60606
   (312) 886-8434
   (312) 353-2540 (TDD)

Acción Afirmativa y Título IX

Triton College se ha declarado a favor de proporcionar un ambiente relativo a la educación y al trabajo que asiste al aprendizaje y al tratamiento justo e imparcial de los estudiantes, los padres, los empleados, los voluntarios, y todos aquellos con quiénes Triton hace negocio.

Es la actitud de Triton College de no discriminar a base de raza, color, religión, sexo, origen nacional, edad, posición socioeconómica, relaciones políticas, estado civil, y disabilidad para ingreso o participación en sus programas de educación, sistema de empleo, o actividades.

Se puede pedir información relativo a la conformidad con los reglamentos estatales y federales contra la discriminación a las direcciones mencionadas en la página 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

(a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties;
(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject; and
(c) College or university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not institutional spokespersons.

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 approximately 350,000 residents.

Triton College is one of more than 40 community colleges in the state of Illinois. It operates under the direction of the Illinois Community College Board, with accreditation from the 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. Community education students, ranging in age from six to 90, participate in courses geared towards recreation, personal improvement 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 approximately 17,000 students fall and spring semester with more than 150 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 as well as at several extension sites throughout the district.

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The 2002-2003 Triton College Catalog was produced using desktop publishing. Preparation and Editing: Office of Academic Affairs and Student Services: Brenda Jones Watkins, Consultant Harry Jensen, James R. Smith, Susan Misasi Maratto, Creative Services Department and the Triton Marketing Department.

Academic Calendar

May 2002						
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Summer Semester 2002

April 15	Touch-tone/Online registration begins
April 29	Advanced registration
May 15	Tuition deadline for students registering April 15–May 13 (deadline of five days for those registering May 5–Aug. 6)
May 13–June 14	Placement testing
May 30	Aug. 2002 Graduation petition deadline
June 10	**Community Education classes begin**

First Five-Week Session

May 13–25	Open registration for first five-week session
May 27	Holiday, no classes
May 28	**Credit classes begin**
May 28–29	Schedule adjustment (add/drop)
June 21	Last day to drop first five-week class with "W"
June 28	End of first five-week session
July 2	Grades due by 7:30 p.m.

Eight-Week Session

May 13–June 8	Open registration for eight-week session
June 10	**Credit classes begin**
June 10–11	Schedule adjustment (add/drop)
July 4	Holiday, no classes
July 22	Last day to drop eight-week class with "W"
Aug. 2	End of eight-week session
Aug. 6	Grades due by 7:30 p.m.

Second Five-Week Session

May 13–June 29	Open registration for second five-week session
July 1	**Credit classes begin**
July 1–2	Schedule adjustment (add/drop)
July 4	Holiday, no classes
July 25	Last day to drop second five-week classes with "W"
Aug. 2	End of second five-week session
Aug. 6	Grades due by 7:30 p.m.

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

Fall Semester 2002

April 15	Touch-tone/Online registration
April 15	Partial payment applications available
April 29	Advanced registration
May 30	Aug. 2002 graduation petition deadline
July 12	Tuition deadline for students who register April 15–June 28 (deadline of 10 days for those registering June 29–Aug. 4; 48 hours for those registering Aug. 5–Dec. 18)
Aug. 5–24	Open registration
Aug. 5–Sept. 30	Placement testing
Aug. 22	Dept. chairpersons return
Aug. 23	Faculty workshop, last day for 100% refund for 15-week classes
Aug. 26	**Credit classes begin**
Aug. 26–Aug. 29	Schedule adjustment (add/drop)
Aug. 29	Last day for 80% refund for 15-week classes
Sept. 2	Holiday, no classes
Sept. 5	Last day for 50% refund for 15-week classes
Sept. 6	**Weekend College classes begin, first six-week session**
Sept. 9	**Community Education classes begin**
Sept. 25	Dec. 2002 graduation petition deadline
Sept. 27	Last day to make up incomplete ("I") grades
Oct. 1	Last day to drop with a "W" for first seven-week classes
Oct. 8	Faculty holiday, no classes
Oct. 18	**Weekend College classes begin, second six-week sesson**
Oct. 18	Mid-semester
Oct. 21	**Second seven-week classes begin**
Nov. 16	Last day to drop with a "W" for 15-week classes
Nov. 27–Dec. 1	Thanksgiving recess, no classes
Dec. 2	Last day to drop with "W" for second seven-week classes
Dec. 16–19	Final exams
Dec. 23	Grades due by 4:00 p.m.

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Spring Semester 2003

Nov. 11	Touch-tone/Online registration begins
Nov. 11	Tuiton payment applications available
Dec. 2	Advanced registration
Dec. 9–Jan. 24	Placement testing
Dec. 9	Tuition deadline for students who register Nov. 11-30 (deadline of five days for those registering Dec. 1–Jan. 10; 48 hours for those registering Jan. 1–May 19)
Jan. 2–21	Open registration
Jan. 17	Dept. chairpersons return
Jan. 20	Holiday, no classes
Jan. 21	Faculty Workshop; last day for 100% refund for 15-week classes
Jan. 22	**Credit classes begin**
Jan. 22–27	Schedule adjustment (add/drop)
Jan. 24	**Weekend College classes begin, first six-week session**
Jan. 27	Last day for 80% refund for 15-week classes
Jan. 27	**Community Education classes begin**
Jan. 29	May 2003 graduation petition deadline
Jan. 31	Last day for 50% refund for 15-week classes
Feb. 21	Last day to make up incomplete ("I") grades
Feb. 25	Last day to drop first seven-week classes with a "W"
March 14	Mid-semester
March 26	**Second seven-week classes begin**
March 28	**Weekend College classes begin, second six-week session**
March 17–23	Spring recess, no classes
April 10	Last day to drop with a "W" for 15-week classes
April 17	Last day to drop with a "W" for second seven-week classes
April 18-20	Spring holiday, no classes
May 15–20	Final exams
May 17	Graduation—3:00 p.m.
May 23	Grades due by 7:30 p.m.

Summer Semester 2003

April 14	Touch-tone/Online registration begins
April 28	Advanced registration
May 14	Tuition deadline for students registering April 14–May 3 (deadline of five days for those registering May 4–Aug. 5)
May 12–June 13	Placement testing
May 28	Aug. 2003 Graduation petition deadline
June 9	**Community Education classes begin**

First Five-Week Session

May 12–24	Open 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 27	End of first five-week session
July 1	Grades due by 7:30 p.m.

Eight-Week Session

May 12–June 7	Open registration for eight-week session
June 9	**Credit classes begin**
June 9–10	Schedule adjustment (add/drop)
July 4	Holiday, no classes
July 21	Last day to drop eight-week class with "W"
Aug. 1	End of eight-week session
Aug. 5	Grades due by 7:30 p.m.

Second Five-Week Session

May 12–June 28	Open registration for second five-week session
June 30	**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"
Aug. 1	End of second five-week session
Aug. 5	Grades due by 7:30 p.m.

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

May 2003						
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August 2003						
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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 on request 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 Office of Admission and Records, College Center, Room C-216E, (708) 456-0300, Ext. 3130, and at the Research Office, Learning Resource Center, Room R-319, (708) 456-0300, Ext. 3303.

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 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 Admissions 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 32 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 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:

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 an Application for Admission to the Office of Admission.
2. Submit high school transcripts or GED scores or "Ability to Benefit" test scores. (Students interested in taking the GED test should contact the Adult Basic Education Office at (708) 456-0300, Ext. 3609.)
3. Submit ACT/and or SAT scores (optional). The scores assist college advisors in placing students in appropriate classes. Students may request that ACT scores be sent to Triton by writing to:
   ACT Records Department
   Box 451
   Iowa City, Iowa 52240
   Students who have taken the SAT should request that their scores be sent to Triton College. Students must use the "Additional Report Request Form," which may be obtained from the high school counselor or the College Board regional office in Evanston, IL. The phone number is (847) 866-9090.
4. Submit college transcripts, where applicable.
5. Attend a new student orientation.
6. Take required Triton College placement tests. (offered as part of the new student orientation)

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 Admissions.
2. Take required college placement tests. (For information, call Assessment Services at (708) 456-0300, Ext. 3602.)
3. Consult an academic advisor for registration assistance.

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 "Special Admission Health Programs" on Page 132. 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. 3397.

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 Community 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 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 Community 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 Community Education Department. To insure proper academic placement, credit students, first-time enrolled, will be required to register in person and participate in new student orientation and placement testing.

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 Advising at (708) 456-0300, Ext. 3263, or the Triton College Web site: www.triton.cc.il.us.)

Tuition and Fees

Tuition

In-District . . . . . $48 per semester hour
Out-of District* . . . . . $170.08 per semester hour
Out-of State/International Visa Students
. . . . . $259.04 per semester hour

Student Services Fee (nonrefundable)

$5.00 per credit hour
$60 maximum
Auxiliary Fee . . . . . .$1 per course

Registration Fee

Full-time students $10
Part-time students $5

Technology Fee

Full-time students $40
Part-time students $20

Charged Where Applicable

Graduation fees
- Degree or Certificate. $12
- Additional Degrees or Certificates. . . . . $4 each
- Advanced Certificate . . . . . $4 each
- Cap and Gown fee $8.75

Course fee . . . . . .variable (lab fees, supplies, etc.)
Late Registration. $7
Proficiency Examination . . . . . $5 per course credit
Academic Transcript $3

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

***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.

Out-of-District Students/Chargebacks

Individuals who reside outside the Triton Community 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 developmental 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:

1. Identify programs eligible to offer tuition waivers.
2. Determine number of renewable and vacant (available) waivers.
3. 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 term. 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-100, 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) 214-7385
- Gerontology Mental Health A.A.S.
- Physical Therapy Assistant A.A.S.

Harper College, Palatine (847) 925-6000, Ext. 6502
- Cardiac Exercise AAS
- Dental Hygiene AAS
- Dietetic Tech. AAS
- Fashion Design AAS (Design option only)
- Fashion Design Cert.
- Habilitation Aide Cert.
- Interpreter Training Cert.
- Legal Tech. AAS
- Legal Tech. Cert.
- 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
- Certified Novell Engineer Certificate
- Health Information Technology
- Financial Services/Investments
- International Trade
- Management & Supervision

South Suburban College, South Holland (708) 596-2000, Ext. 665
- 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 students who receives grades for a class, but do not pay, will be subjected to a 25 percent collection fee 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):

Course Length In Weeks	80%	50%	Full Charge
13-17	1-5 days	6-10 days	11 days-end of course
11-12	1-4 days	5-8 days	9 days-end of course
8-10	1-3 days	4-6 days	7 days-end of course
5-7	1-2 days	3-4 days	5 days-end of course
3-4	1 day	2 days	3 days-end of course
1-2	1 day		2 days-end of course
Less than 1 week		—	1 day-end of course

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 service counter in Room C-100 of the College Center within one calendar year of the semester in dispute. For more information, you may obtain a guide to refund petitioning in Room C-100.

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 the Triton Community 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 may also be referred to a collection agency. The fee associated with the collection agency is the student's responsibility.

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, are also 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
Time Out for Triton
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

(708) 456-0300

Financial Aid

Financial Aid & Veterans Affairs

Financial aid is designed to bridge the gap between the resources of students and their families and the cost of attending Triton College. Although Triton's tuition costs are less than those of major colleges and universities, yearly expenses still can be a strain on a tight budget. The Financial Aid Office provides services to assist students unable to finance their total education because of a lack of financial resources.

Most financial aid programs are based on financial need. Financial assistance may be available to a student who is enrolled at Triton in at least one credit hour. This assistance may be in the form of grants, loans, work on campus or various local scholarships.

The Free Application for Federal Student Aid (FAFSA) is available through area high schools, the Financial Aid Office at Triton, or online at: www.fafsa.ed.gov. Students should apply as soon after January 1 as possible. Students who apply and qualify before April 15 will be given first consideration. Other awards will be made according to need and availability.

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 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 any additional tuition charges ISAC does not pay. Grant money also may be used for 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.

The Federal Family Education Student Loan award is based on demonstrated need.

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.

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. (See "Transfer Center" on Page 20 for additional scholarship information.)

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 the Career Services, Room C-100 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 U.S. 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. Any grant recipient under this program is entitled to payment of tuition and fees for eight semesters or 12 quarters of the equivalent at Illinois state-controlled universities or public community colleges. An applicant is eligible for 96 units of eligibility.

Entitlement — The applicant is eligible for tuition and fees. The lab fees are paid by the applicant. The Illinois National Guard Scholarship pays in- or out-of-district fees.

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 federal 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:

Enrolled Credit Hours	Must Complete
14 hours	10 credit hours
13 hours	9 credit hours
11-12 hours	8 credit hours
10 hours	7 credit hours
8-9 hours	6 credit hours
7 hours	5 credit hours
6 hours	4 credit hours
less than 6 hours	all credit hours

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 as 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 document a change in academic program and/or that they have taken developmental 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 financial 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.

Student Services

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-212, F-229, I-102, S-122 and in the Counseling Center, C-113. To schedule a counseling appointment, call (708) 456-0300, Ext. 3588, or come to Room C-113 in the College Center.

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 transfer to a four-year institution or other training/educational opportunities.

Information and Referral

The counseling centers 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

COL 101✧, Introduction to College (one credit hour), and COL 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.

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 col-

leges 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 seven college fairs per year.

Transfer Information System

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.

Excursions

Each semester the Transfer Center sponsors visits to various colleges and universities in Illinois. Visiting other college campuses is one of the many important components of the transfer process.

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 more than 100 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.

Academic Advising

Academic advising is available to assist students in planning course work to complete their academic goals. Students are encouraged to meet with an advisor each semester. Frequent advisor contact will help ensure that the student has current academic information and is making adequate progress toward educational goals. Advisors are located in Room C-100 and offer the following services:

Program Planning

Advisors assist students with course selection, developing short- and long-term schedules and choosing core and elective courses for transfer to a baccalaureate institution.

Registration

Advisors approve all course schedules and process both course registrations and schedule adjustments.

Graduation Planning

Advisors assist students with meeting graduation requirements. Students are encouraged to meet with an advisor one semester prior to the expected graduation date. Deadline dates for filing petitions for graduation are listed in the Academic Calendar, Page 9.

Academic Information

Advisors provide information on college policy, the college catalog and refer students to appropriate college facilities.

Entering credit students are required to consult with an advisor in order to register. Placement test requirements should be met prior to scheduling an appointment with an advisor. It is the responsibility of each student to know and meet graduation and other institutional requirements.

Advising services are available in Room C-100 as follows:

8 a.m. – 8:30 p.m. Mondays-Thursdays
8 a.m. – 4 p.m. Fridays
8 a.m. – 1 p.m. Saturdays

Academic Success Center

The Academic Success Center (ASC), located in the lower level of the Library, in Room R-100, offers free tutoring to all students enrolled at Triton in reading, writing, mathematics, sciences, business, accounting, social sciences, behavioral sciences, technology and health programs. The ASC also offers computer-assisted tutorial instruction and sponsors college-skills workshops each semester. Tutorial assistance is designed to encourage student success by strengthening study skills and by helping students apply these skills to course work. For further information, call (708) 456-0300, Ext. 3361, or visit our Web site at:
www.triton.cc.il.us/depts/ASC/

MathPower Headquarters

The MathPower Headquarters, located on the first floor of the Learning Resource Center, Room R-100, principally supports the students in the developmental mathematics courses, but 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.cc.il.us/inst.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, taped 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-120 in the College Center. For information, call (708) 456-0300, Ext. 3322.

Career Services

The Triton College Career Services Center is located in Room C-100 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. Computerized self-assessment and information programs include: Sigi Plus, Guidance Information System (GIS), Horizons/CIS and the Internet. 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 decision exploration through a comprehensive **Choices** package that includes three well-respected personality tests. These assessments provide information regarding personality strengths, career and general interests, work style preferences and much more. Additionally, access to a variety of computer programs that provide career and college information and workshops on all aspects of the job search including resume writing and interviewing skills are available. 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. 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 student's request. For more information, call (708) 456-0300, Ext. 3538 or 3805.

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. Many of the CLEP subject examinations also may be accepted for credit. 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 advisors 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 84,000 volumes and more than 475 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, academic enrichment and work-based learning. The Mars Millennium Project is a federally funded 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:

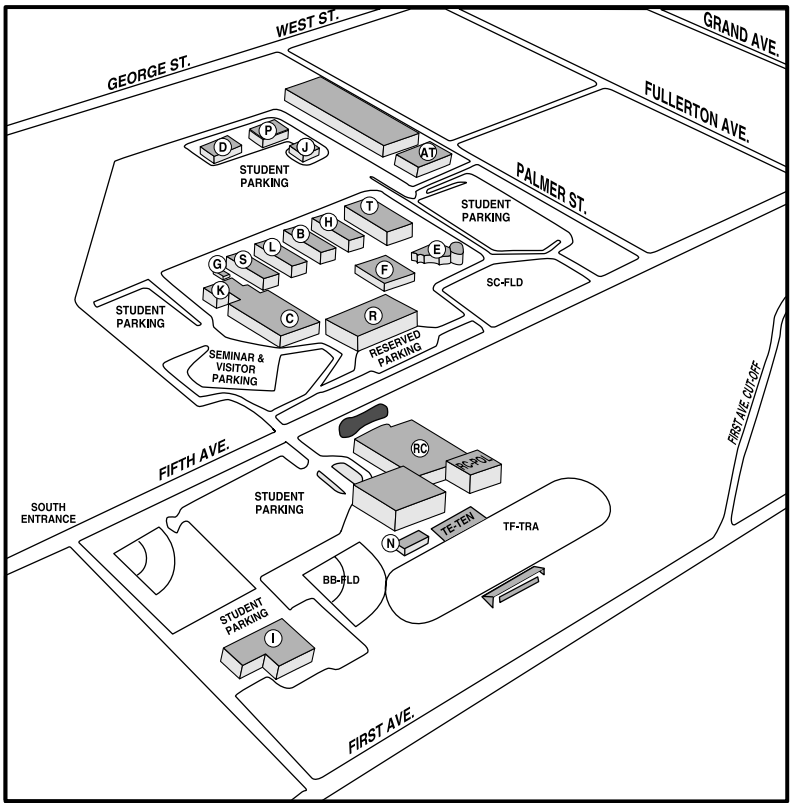
8 a.m. to 10 p.m.—Mondays through Thursdays
8 a.m. to 4 p.m.——Fridays
9 a.m. to 4 p.m.—-Saturdays
12 p.m. to 4 p.m.—-Sundays

For additional information, call (708) 456-0300, Ext. 3215 or 3698, or visit the Library Web site at: www.triton.cc.il.us/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 the Admission and Records Office, Counseling and Advising, Transfer Center, Career Services, Cooperative Education, Health Services, Assessment Services, Student Government Association, Program Board, Campus Ministry, Multicultural Center 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.



On-Campus Building Codes

AT Advanced Technology Building
B Business Building
BB-FLD Baseball Field
C College Center Building
D D Building (Employee Development Institute, Continuing Education Center for Health Professionals, Small Business Development Center)
E Cernan Earth and Space Center
F Fine Arts Building (Gallery)
G Greenhouse/Botany Lab
H Health Building
I Industrial Careers Building
J J Building (Triton College Police Department)
K Bookstore
L Liberal Arts Building
N Stadium Building
P Physical Plant Building
R Learning Resource Center Building (Adult Basic Education, Cashier's Office, Library)
RC Robert M. Collins Center (Triton College Performing Arts Center, Older Adults Center, Flower Shop)
RC-POL Robert M. Collins Center (Pool)
S Science Building
SC-FLD Soccer Field
T Technology Building
TE-TEN Tennis Courts - East Campus
TF-TRA Track Field

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 (health counseling, health education with emphasis on wellness promotion)
4. Offering of routine tests (i.e. urine dipsticks, blood pressure check and TB skin tests)
5. Offering appointments with the College physician for a nominal fee
6. 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.

Triton College/Student Policy for Drug-Free Campus

It is the policy of Triton Community 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.

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 be 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 the Employee Resource Center (ERC), students can receive personalized attention when they need it, quickly and privately.

Through the Student Assistance Plan, students will be assisted in assessing their problems and taking charge of their lives. 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 the Employee Resource Center who will work directly with the student. If the Triton Counseling Center is not open, students may contact the Employee Resource Center directly at (708) 449-9372. The EAP counselor will assist the student as quickly as possible.

Clean Indoor Air Policy

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."

Effective Aug. 1, 1992:

- All buildings on the campus of Triton College shall be entirely smoke-free.
- No tobacco products shall be sold on campus.
- All meetings will be smoke-free.
- Triton College shall offer stop-smoking programs for those employees who smoke and would like to quit

smoking.

Students who violate this policy are subject to disciplinary sanctions as specified in the student handbook.

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 on required form as required by the program. Student Athletes are also required to complete insurance information forms with the Office of Health Services. Continuing education students in "Nursing Practice Update" and "Introduction to Psychiatric Nursing" courses must also complete insurance forms.

Campus Ministry

The campus minister is on campus daily and is 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

On the Triton campus, a full-time professional minister is provided by the Catholic Archdiocese of Chicago as a service to higher education. The minister 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 minister 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.

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.

Off campus toddler care also is available at the Triton College/ProCare Center Infant/Toddler Development Center located at 330 Eastern Ave. Bellwood, Ill. The Center operates from 7 a.m. to 5 p.m. Monday through Friday. For further information, contact the Center at (708) 547-7665.

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 the student's formal academic studies with personal experiences that are integral to the total learning experience.

Triton College Student Association

The Triton College Student Association (T.C.S.A.) 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 T.C.S.A. 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 T.C.S.A. Office at (708) 456-0300, Ext. 3576. 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.

T.C.S.A. Program Board

The T.C.S.A. 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 T.C.S.A. 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 T.C.S.A. Program Board are available in the Office of Student Life, Room C-120 in the College Center. For further information, contact the T.C.S.A. Program Board coordinator(s) at (708) 456-0300, Ext. 3383. Meetings are open to all students and are held on a weekly basis in the Senate Chambers, Room C-140 in the College Center.

T.C.S.A. Program Board Inter-Club Council

The T.C.S.A. Program Board also is responsible for coordinating the needs of the campus student organizations through the Inter-Club Council (ICC). The ICC is a committee of the T.C.S.A. Program Board and is made up of representatives from all of the clubs on campus.

The purpose of the (ICC) 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

recruitment and retention of membership for the student organizations represented.

The ICC 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 (P.T.K.) for the Greek words phrominmon, thuemos and katharotes 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 P.T.K. organization.

More information concerning Phi Theta Kappa may be found in the student handbook, or from the P.T.K. 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 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.cc.il.us/cernan/cernan_home.html.

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 G.P.A. requirements in order to qualify. The following sports are offered as part of the athletic program:

Men's	Women's
Baseball	Basketball
Basketball	Softball
Soccer	Swimming/Diving
Wrestling	Volleyball

Triton always has maintained a strong athletic tradition with its championships, as well as the many All-Americans who once wore a Triton uniform. 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) and features a full Super Circuit of Universal variable resistance equipment. The Fitness Center also includes high-tech Trotter 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.

Academic Information

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
= 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 developmental 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 developmental 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.

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 Arts and Sciences at Triton College at (708) 456-0300, Ext. 3635.

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 —** six-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 may be required by the counselor to engage in one or more of the following: (1) an assessment program, (2) developmental education courses, (3) CSG 150 Career/Life Planning course or (4) COL 101 Introduction to College course.

- **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 their 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) developmental education 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 their 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) developmental education courses or (3) CSG 150 Career/ Life Planning course.

Responsibility of Student

It is the responsibility of the student to know and to observe the requirements of their curriculum and the rules governing academic work and college policies. Triton counselors and advisors are available to assist students; however, the 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, 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 an outline of the Procedures associated with reporting apparent acts of academic dishonesty.

Procedure for Students Reporting Acts of Academic Dishonesty

The student who witnessed the apparent violation should report the incident to the instructor.

Procedures for Faculty Reporting Acts of Academic Dishonesty

- The instructor will document the apparent violation on an incident Report.
- The instructor will discuss the apparent violation with the student privately and attempt to reach a resolution that may include a failing grade for the assignment or one, two or three day suspension from the course.
- The instructor will forward a copy of the Incident Report including the resolution or disciplinary consequence to the department chairperson/pro-

gram coordinator, and academic dean.
- If the instructor and student are unable to reach resolution, the instructor may request the involvement of the chairperson/coordinator, dean or designee in a disciplinary hearing.
- If the violation of academic dishonesty warrants a consideration of academic suspension or dismissal, the Dean of Student Services will be included in the disciplinary hearing.
- All students involved in apparent acts of academic dishonesty will receive written notification outlining the results of their hearing and disciplinary consequences (if any)

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

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 Community 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 grieved 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 divorced 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 a 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. (Students' rights and responsibilities are clearly outlined in the student handbook, which is available in the Office of Student Life, Room C-120 in the College Center.)

Standards and Procedures for Voluntary and Mandatory Withdrawal

A student accused of violating college disciplinary regulations may be diverted from the disciplinary process if it is determined the student is suffering from a mental disorder, and as a result of the mental disorder:

(a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or

(b) engages, or threatens to engage, in behavior which would cause significant property damage or impedes the lawful activities of others.

These procedures are outlined in the student handbook which is available in the Office of Student Life, Room C-120 in the College Center.

Procedures for Regulating Student Performance in Clinical Education

Clinical education is an integral component of most Health Career programs. In these programs, students learn in a combined format of classroom, laboratory and clinical practice designed to develop safe, competent practitioners. In the clinical setting, the client's (patient's) welfare and safety must be considered. 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 developmental course work, 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 credit students to take institutional placement tests or provide formal documentation of basic learning skills. Students scoring in the developmental range on the English placement test must enroll in appropriate college reading and/or writing courses prior to the completion of six 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 developmental courses. Students who do not possess a high school diploma or equivalent, may not receive financial aid until the "abil-

ity to benefit" testing requirement is fulfilled. These guidelines are in accordance with the Department of Education's "**Ability to Benefit**" regulations:
"Students who will be enrolling for classes beginning on or after September 1, 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 G.E.D., E.S.L., 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. (T.A.B.E.) and score 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 Service Counter in Room C-100 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 an advisor in Room C-100 of 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. 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 perpertinent factors. Such permission is only granted by a counselor or the dean of Student 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 for 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 athletes and date and place of birth.

To withhold directory information from disclosure, 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 College for any purpose, at its discretion. The Vice President 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 Educational 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 the director of 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 appropriate academic dean. Failure to secure this authorization will result in a final grade of "F" or, at the discretion of the instructor, in a reduced grade.

Under certain circumstances, special early examination 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 Room C-100 of the College Center or at the Cashiers' Office, Learning Resource Center.

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 student'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 of Postsecondary Accreditation.

CLEP

Triton College follows the guidelines of the Illinois Community College Board in accepting credit from the general examinations of College Level

Application of CLEP general exam credit

CLEP General exam credit*	Triton credit awarded for CLEP general exam
English Composition six semester hours credit	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.
Humanities and Fine Arts six semester hours credit	Three to six semester hours credit will be applied to humanities general education requirements or electives.
Mathematics six semester hours credit	Three to six semester hours credit will be applied to mathematics general education requirements or electives.
Physical and Life Science** six semester hours credit	Three to six semester hours credit will be applied to science general education requirements or electives.
Social and Behavioral Science six semester hours credit	Three to six semester hours credit will be applied to social and behavioral science general education requirements or electives.

*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 an academic advisor before registration.

Students may not substitute CLEP credit toward a laboratory science course requirement.

Examination 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 specific courses or proficiency examination in compliance with individual department policies and subject to approval by the department chairperson and the appropriate dean.

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 for 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.

Sport	Corresponding P.E. Class
Baseball (Men's)	PED 127, 106
Basketball (Men's & Women's)	PED 130, 106
Soccer	PED 128, 106
Softball (Women's)	PED 127, 106
Volleyball (Women's)	PED 129, 106
Wrestling	PED 118, 106
Swimming (Women's)	PED 112

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-261E. 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. 3257.

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 meet for seven hours per weekend for six weeks. By choosing from

(708) 456-0300

these many schedule 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 Independent Learning Laboratory. A limited number of sessions are 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.cc.il.us/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.cc.il.us/online/index.html.

Degrees and Certificates

Triton College recognizes the educational achievement of its students by granting the associate in arts degree, the associate in science degree, the associate in engineering 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: Barat College, Chicago State University, DePaul University, DeVry Institute of Technology, Eastern Illinois University, Elmhurst College, Governor's State University, Illinois State University, Iowa State University, Lake Forest College, Northeastern Illinois University, Northern Illinois University, Robert Morris College,

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 in Room C-100 of the College 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 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 the Records Evaluator according to published deadline dates. Deadline dates are listed in the calendar section of the catalog, the various 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 Vice President of Academic Affairs and Student Services.

The following requirements also must be met to qualify for graduation with an associate's degree:

Developmental Courses

Developmental 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 the Records Office for further information, (708) 456-0300, Ext. 3275.

New Developmental Math Course Requirements

In the fall semester 2000, all developmental math courses at Triton College were revised. These revisions will enable all AA and AS degree-seeking students to potentially complete their math requirements in two years or less. To successfully complete your Triton College degree math requirements, please read and follow the steps listed below:

Step 1: Before taking a Math Placement test, receive math review assistance from the Math Powerhouse Headquarters, Room R-100, or the Academic Success Center, R-100, to prepare you for the math placement exam.

Step 2: Take a placement exam in Room C-111. The score you receive will place you at a specific math course level. Most students begin in a developmental course, one that is below the 100-level. These developmental courses are not transferable but they are required to prepare you for those courses that are.

Step 3: Set a Math Goal and register for a math course. If you want to obtain an associate of arts degree, the Illinois Articulation Agreement recommends a minimum of one three-credit hour course equivalent to Triton's Math 101 or Math 102

General Education Requirements and Minimum Semester Hours

Area	Degree Type					
	AA	AS	AGS	AAS	AFA Art	AFA Music
Communications	9	9	6	6	9	9
Social & Behavioral Science	9	9	3	3	3	6
Health/Physical Fitness	0	0	0	2	0	0
Humanities & Fine Arts	9	9	3	1-3	6	6
Mathematics	3	6	3	3-4	3	3
Physical & Life Science	8	8	*	0	8	8
Minimum general education semester hours	37-41	40-41	24	15	29	32
Program requirements & electives	23-27	23-24	40	49-59	33	35
Minimum semester hours for graduation	64	64	64	65-75	62	64

* Mathematics or Science (three hours)
**See AFA degree Page 68.

or higher. If you are transferring to a four-year college or university, see a counselor or academic advisor for more information.

If you want to obtain an associate of science degree, the Illinois Articulation Agreement recommends a minimum of two three-credit hour courses equivalent to Triton's Math 101 or Math 102 or higher. If you are transferring to a four-year college or university, see a counselor or advisor for additional information.

If you are **not** intending to pursue a four-year degree and are **not** transferring Math 101 **or** Math 102, meet the minimum requirements for an AA degree at Triton College.

If you are pursuing an AS degree at Triton College and are **not** intending on transferring to a four-year college or university, taking Math 101 **and** Math 102 will fulfill the math requirements for that degree. If you have any questions, please see a counselor or advisor.

Step 4: Visit the Math Power Headquarters, Room R-100, or the Academic Success Center, Room R-100 and ask for assistance. Most students who get tutoring pass their Math courses with a "C" or better. Attend all classes, be on time and complete all assignments.

Step 5: New Developmental Math Sequence:
Math 101✧ or 102✧ —> higher level

After successful completion of Math 085, students may take Math 101 or Math 102 or a higher level course. Students who plan to transfer to a four-year college or university should find out the math requirements of the degree they wish to pursue and seek assistance from a counselor or academic advisor.

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 an academic advisor, counselor or stop by the Transfer Center in C-100. See page 46 for a complete list of courses which meet AA/AS degree requirements.

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.

Grade-Point Average Requirement

Students in arts and sciences curricula must achieve a minimum cumulative GPA of 2.00 ("C" average) in all courses attempted. Students in career education curricula must achieve a minimum cumulative GPA of 2.00 in all courses used to fulfill graduation requirements.

Public Law 195 Requirement

Public Law 195 requires that degree-seeking students demonstrate knowledge concerning the Declaration of Independence, the Constitution of the United States and the state constitution of Illinois, balloting procedures and the proper use and display of the flag. This requirement may be satisfied by: 1) successful completion of 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 Media Distribution Center 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 Independent Learning Lab.

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, including 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.

Honors, distinguished by red honor cords, are awarded at the annual commencement to graduating associate's degree students having at least a 3.50 but less than 3.75 cumulative GPA.

Blue honor cords are awarded at the annual commencement to graduating students receiving career 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 in Room C-100 in the College Center.

Approval Authority for General Petitions and Other Requests

Academic Department Request	Approving Authority	Form Used
Evaluation of credit from nonaccredited sources	Academic dean—Career Education or Arts and Sciences (after department chairperson)	General Petition
Substitution of course(s) required by student's curriculum **(*Substitution of course may nullify requirements that fulfill the IAI General Education Core.)**	Academic dean (after department chairperson)	General Petition
Waiver of course required by curriculum **(*Waiver of course may nullify requirements that fulfill the IAI General Education Core.)**	Academic dean (after department chairperson)	General Petition
Applicability of articulated career courses to AA/AS exceeding six credits	Academic dean — Arts and Sciences	General Petition
Admission into filled class	Advisor or counselor, then instructor or department chairperson (if instructor is unavailable) and the academic dean	General Petition
Time conflicts	Academic dean (after instructor and department chairperson) or dean of Student Services	General Petition
Admission into class after Late Registration	Academic dean (after instructor)	General Petition
Extension of deadline to make up incomplete	Instructor, department chairperson, academic dean	General Petition
Change of grade (non incomplete)	Academic dean (after instructor and department chairperson)	Change of Grade
Readmission into class after termination	Instructor	Petition for Readmission
Withdrawal from class after Schedule Adjustment Week	Instructor—if instructor is unavailable, academic dean	Withdrawal Form
Proficiency examination	Academic dean (after department chairperson)	Petition for Proficiency Exam

Counseling Request	Approving Authority	Form Used
Semester hour course load of 18-20 credits	Counselor	Registration Form
Semester hour course load more than 21 credits	Dean of Student Services, Room C-120	Registration Form
Summer semester overload of two or more semester hours	Dean of Student Services, Room C-120	Registration Form
Readmission to the college after disqualification	Counselor	General Petition
Registration schedule adjustment	Advisor	Schedule Adjustment Form

Admission/Records Request	Approving Authority	Form Used
Evaluation of credit from accredited sources	Records evaluator, Room C-216E	General Petition
Evaluation of credit from military service	Records evaluator, Room C-216E	General Petition
Evaluation of Graduation Petition	Records evaluator, Room C-216E	Graduation Petition
Course repeat for grade improvement ("D" or "F" received first time)	Records Office, Room C-216E	Petition for Repeated Course
Chargebacks—from District 504	Chargeback Office, Room C-100	Chargeback Approval
Chargebacks—to District 504	Chargeback Office, Room C-100	Chargeback Approval
Tuition refund	Associate dean of Student Services, Room C-100	General Petition
Posting of extra-curricular activities, awards on permanent record	Faculty advisor (submit to Records Office, Room C-216E)	General Petition
Request for evaluation of high school transcript to comply with Illinois Public Act 86-0954	Records Evaluator, Room C-216E	General Petition
Request for college credit for specified high school classes	Records Evaluator, Room C-216E	Petition for Articulated High School Credit

Corporate and Community Education

Programs for Lifelong Learning

Triton's Community 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 Community 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 community education programs, call (708) 456-0300, Ext. 3500.

Career Development

A major goal of Corporate and Community Education is to provide assistance to district adults at various stages of their working lives.

Short-Term Training

Short-term training programs offered through the Workforce Development 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 MCSE certification, computer software training, security officer training, general office clerk, network cabling, collision repair and bookkeeping. For more information on short-term training programs, call (708) 456-0300, Ext. 3489.

Employee Development Institute

Besides the job preparation and professional development courses offered in the general Community Education Program, Triton also is committed to meeting the challenge of a rapidly changing technology and work force by designing and sponsoring programs to train, retrain and upgrade the skills of individuals in business and industry. The Employee Development Institute (EDI) 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. EDI 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. 3243.

Continuing Education Center for Health Professionals

The Continuing Education Center for Health Professionals (CECHP) is responsive to the needs of health professionals in expanding their role in the delivery of health care. Programs are designed with input from many health professionals and professional associations to assist those in practitioner, supervisor/manager and educator positions to more effectively meet their responsibilities. Newly emerging concepts of health care, principles, theories and research findings — which will enhance the professional's knowledge and enable practice at increasingly higher levels of excellence — are presented. Teaching/learning strategies used include conventional as well as newly emerging experiential approaches. Programs are presented in health-care institutions, corporate offices and other sites as well as on campus, and are offered at various times to accommodate the active health professional with specific scheduling needs. Call (708) 456-0300, Ext. 3765, or (708) 456-8005.

The Small Business Development Center (SBDC)

The SBDC provides assistance to small business owners and managers for new or existing small businesses in Triton College's district. Triton's SBDC offers a variety of services, including training, counseling, loan packaging and networking opportunities. The SBDC, through its small business workshops, classes, Self-employment Training Program, Small Business Breakfast Series and Resource Center provides training designed to meet the needs and challenges of the small business community. Many of the services are offered at no charge. For more information about Triton's SBDC, to enroll in a class or to make an appointment for counseling, call (708) 456-0300, Ext. 3246.

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 or a catalog, please call (708) 649-2100.

Triton College Children's Programming

Every semester through Community 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 courses open to all children ages 4-7 and ages 8-11; 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 young peoples' learning experiences. 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 which 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. 3501.

The Senior Studies Program

While older adults are welcome in all of Triton's programs, special courses also are offered for those 60 years of age and older. These courses are designed to provide intellectual, social, cultural and recreational opportunities. The Active Retired Citizens' Club has a membership of 500. For more information about courses and other activities for seniors, call (708) 456-0300, Ext. 3599.

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.

Cultural Programming and Community Forums

The Office of Community Programming 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 Community Education, sometimes in cooperation with other community agencies:

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

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

R.S.V.P. Volunteer Program

A national volunteer program, locally sponsored by Triton College, R.S.V.P. provides volunteer opportunities to those individuals who want to share their talents, skills and experience in making a difference. R.S.V.P. is the only organization to record volunteer service nationally, through tracking. R.S.V.P. can demonstrate the value and the importance of volunteerism in the community. For volunteer opportunities and information, call (708) 456-0300, Ext. 3835.

Adult Basic Education Programs

Adult Basic Education (ABE) programs are designed to assist adults who are not yet ready to take college courses. The department is composed of the following areas: English as a Second Language, High School Completion, Adult and Literacy and Project Student Success. 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 are also 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) courses develop reading, writing, listening and speaking skills to enable non-English speaking adults to function competently in the United States. Citizenship courses also are available. 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. For more information, please call (708) 456-0300, Ext. 3667.

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.

Project Student Success

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, academic advising, 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 are also ABE instructors are available to assist students with program content and computer questions. For more information, please call (708) 456-0300, Ext. 3667.

Arts and Sciences Programs

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 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.

*Accounting & Business Administration
Anthropology
Architecture
*Art (AA & AFA degrees)
*Biological Sciences
Chemistry
Commercial Music
Community Studies
*Computer Science (Information Systems)
*Computer Science (Technical)
*Criminal Justice Administration (AA, AS, & AAS degrees)
Economics
Education:
*Early Childhood, *Elementary, *Secondary and *Special Education
*Engineering
*English and Rhetoric
Foreign Languages
Geography
Geology
History
Intercultural Studies
International Business
*Mass Communication
*Mathematics
*Music (AA & AFA degrees)
Philosophy and Logic
Physical Education
Physics
*Psychology
Social and Political Science
*Speech/Communications
*Speech/Theater
Technology

Special Programs:
Scholars/Honors
Independent Study
Undergraduate Center, Interdisciplinary Studies
Pre-Profession

*IAI Baccalaureate majors

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, academic advisors 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 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 an academic advisor or counselor or visit the IAI Web site at http://www.iTransfer.org.

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 or academic advisor 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. For details, see the "Academic Information" section of this catalog. Students who demonstrate substantial academic progress in a course but attain a proficiency level below that required for a passing grade may be assigned the "R" grade (Reschedule). Students must inform the instructor of the grading option they have chosen before the fifth week of the semester (and a proportionate time period for less-than-semester-length classes). Students should consult with the institution to which they intend to transfer regarding the transferability of the "P" (Pass) grade.

Student interest in foreign language aptitude for business professions has resulted in an international business concentration at Triton. For information, see the International Business Program description in the "Associate in Science degree" section of this catalog.

Independent Study

Students enrolled in university transfer programs may pursue a maximum of four semester hours of independent study under the supervision of an instructor. Students must have completed at least 15 semester hours of college credit before enrolling for independent study. The Independent Study Proposal form, which includes guidelines, may be obtained from the dean of Arts and Sciences Office, in the Liberal Arts Building, Room L-317.

International Study Tours

The Interdisciplinary Studies Department sponsors international study tours each year.

For more information, contact the Office of the dean of Arts and Sciences at (708) 456-0300, Ext. 3565.

Developmental Education

The Development Education Program at Triton provides students with a foundation in reading, writing, mathematics and other basic skills. This foundation significantly increases opportunities for success at college and in the job market. The program also seeks to encourage self-appraisal and the determination of realistic educational goals.

Students enrolled in developmental education are offered a program of instruction and tutoring. All these services are provided in a central location on the lower level of the Learning Resource Center, R-100.

Courses

Instruction is offered in reading and study skills, writing, arithmetic and algebra. A student enrolling for more than six credit hours is asked to take Triton College administered placement tests that determine whether the student places into these courses.

Upon placement and registration, the students will benefit from the special features of these courses, including: reduced class size and separate sections for students studying English as a Second Language.

RHT 085	College Reading I	(primary course)
RHT 086	College Reading II	(required on advisement)
RHT 095	College Writing I	(primary course)
RHT 096	College Writing II	(required on advisement)
MAT 043	Whole Number Operations	(arithmetic)
MAT 045	Mathematic Foundations	(arithmetic)
MAT 055	Algebra & Geometry I	(algebra/geometry)
MAT 085	Algebra & Geometry II	(algebra/geometry)

Students earn Triton College credit for each course. **These credits do not transfer and do not count toward graduation. They do count toward the GPA.**

(708) 456-5000

Arts and Sciences Programs Offered

Notes for this section:

Prerequisites/Corequisites: See the course description section of this catalog to insure 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 coursework with similar content. Counselors or academic advisors can assist in this process.

✧ Articulated Courses: See Page 37 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 or academic advisor 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 or academic advisor for assistance.

AA/AS Applicable Courses

The following courses currently meet the general education core requirements or are approved electives for the Associate in Arts and Associate in Science degrees.

ACC 101✧
ACC 105✧
ACC 151✧
ACC 152✧
ACC 166✧
ANT 101✧
ANT 102✧
ANT 103✧
ANT 105✧
ANT 150✧
ANT 201✧
ANT 275✧
ANT 296✧
ARC 101✧
ARC 110✧
ARC 141✧
ARC 171✧
ARC 172✧
ARC 181✧
ARC 187✧
ARC 188✧
ARC 189✧
ARC 210✧
ARC 290✧
ARC 291✧
ART 111✧
ART 112✧
ART 114✧
ART 116✧
ART 117✧
ART 118✧
ART 119✧
ART 120✧
ART 121✧
ART 125✧
ART 126✧
ART 135✧
ART 136✧
ART 140✧
ART 141✧
ART 142✧
ART 151✧
ART 190✧
ART 210✧
ART 296✧
AST 100✧
AST 101✧
AST 102✧
BIS 100✧
BIS 101✧
BIS 102✧
BIS 103✧
BIS 104✧
BIS 105✧
BIS 110✧
BIS 111✧
BIS 112✧
BIS 122✧
BIS 200✧
BIS 205✧
BIS 234✧
BIS 240✧
BIS 241✧
BIS 242✧
BUS 112✧
BUS 141✧
BUS 150✧
BUS 151✧
BUS 161✧
BUS 162✧
BUS 163✧
BUS 290✧
BUS 291✧
BUS 296✧
CHM 100✧
CHM 110✧
CHM 132✧
CHM 140✧
CHM 141✧
CHM 234✧
CHM 235✧
CIS 101✧
CIS 121✧
CIS 125✧
CIS 150✧
CIS 195✧
CIS 253✧
CIS 254✧
CIS 255✧
CIS 257✧
CIS 265✧
CIS 275✧
CIS 278✧
CIS 280✧
CIS 291✧
CIS 295✧
CJA 111✧
CJA 121✧
CJA 148✧
CJA 161✧
CJA 171✧
CJA 181✧
CJA 201✧
CJA 219✧
CJA 236✧
CJA 246✧
CJA 257✧
CJA 296✧
COL 101✧
COL 102✧
CSG 150✧
CSG 296✧
CWE 290✧
CWE 291✧
ECE 110✧
ECE 111✧
ECE 118✧
ECE 138✧
ECE 142✧
ECO 102✧
ECO 103✧
ECO 105✧
ECO 150✧
ECO 170✧
ECO 171✧
ECO 296✧
EDU 200✧
EDU 204✧
EDU 205✧
EDU 206✧
EDU 215✧
EGR 100✧
EGR 103✧
EGR 150✧
EGR 152✧
EGR 154✧
EGR 156✧
EGR 207✧
EGR 211✧
EGR 212✧
EGR 221✧
EGR 260✧
EGR 265✧
EGR 290✧
EGR 291✧
EGR 296✧
ENG 101✧
ENG 102✧
ENG 103✧
ENG 105✧
ENG 113✧
ENG 114✧
ENG 121✧
ENG 122✧
ENG 123✧
ENG 170✧
ENG 231✧
ENG 285✧
ENG 288✧
ENG 296✧
FRE 101✧
FRE 102✧
FRE 103✧
FRE 104✧
FRE 113✧
FRE 114✧
FRE 118✧
FRE 296✧
GEO 104✧
GEO 105✧
GEO 106✧
GEO 200✧
GEO 201✧
GEO 296✧
GOL 101✧
GOL 102✧
HIS 121✧
HIS 122✧
HIS 141✧
HIS 142✧
HIS 151✧
HIS 152✧
HIS 155✧
HIS 156✧
HIS 191✧
HIS 192✧
HIS 296✧
HTH 104✧
HTH 110✧
HTH 120✧
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HTH 175✧
HTH 210✧
HTH 213✧
HTH 220✧
HTH 281✧
HUM 101✧
HUM 102✧
HUM 104✧
HUM 131✧
HUM 151✧
HUM 152✧
HUM 165✧
HUM 296✧
IND 199✧
ITL 101✧
ITL 102✧
ITL 103✧
ITL 104✧
ITL 113✧
ITL 114✧
ITL 118✧
JRN 150✧
JRN 200✧
MAT 101✧
MAT 102✧
MAT 110✧
MAT 111✧
MAT 114✧
MAT 116✧
MAT 117✧
MAT 123✧
MAT 124✧
MAT 125✧
MAT 131✧
MAT 133✧
MAT 134✧
MAT 135✧
MAT 170✧
MAT 210✧
MAT 341✧
MCM 120✧
MCM 125✧
MCM 130✧
MCM 150✧
MCM 205✧
MCM 296✧
MKT 125✧
MKT 150✧
MKT 269✧
MKT 275✧
MUS 100✧
MUS 105✧
MUS 106✧
MUS 110✧
MUS 115✧
MUS 116✧
MUS 135✧
MUS 140✧
MUS 151✧
MUS 152✧
MUS 171✧
MUS 172✧
MUS 177✧
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MUS 219✧
MUS 237✧
MUS 247✧
MUS 249✧
MUS 250✧
MUS 251✧
MUS 252✧
MUS 253✧
MUS 261✧
MUS 262✧
MUS 266✧
MUS 296✧
ORN 110✧
ORN 114✧
ORN 125✧
ORN 140✧
ORN 240✧
ORN 285✧
PED 100✧
PED 106✧
PED 107✧
PED 108✧
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PED 176✧
PED 182✧
PED 195✧
PED 200✧
PED 201✧
PED 202✧
PED 235✧
PHL 101✧
PHL 102✧
PHL 103✧
PHL 104✧
PHL 105✧
PHL 106✧
PHL 296✧
PHS 141✧
PHS 142✧
PHY 100✧
PHY 101✧
PHY 102✧
PHY 106✧
PHY 107✧
PHY 108✧
PSC 150✧
PSC 151✧
PSC 184✧
PSC 296✧
PSY 100✧
PSY 105✧
PSY 201✧
PSY 210✧
PSY 216✧
PSY 222✧
PSY 228✧
PSY 238✧
PSY 245✧
PSY 296✧
RHT 101✧
RHT 102✧
RHT 211✧
RHT 255✧
SGN 161✧
SGN 162✧
SOC 100✧
SOC 120✧
SOC 131✧
SOC 201✧
SOC 210✧
SOC 225✧
SOC 231✧
SOC 296✧
SPE 101✧
SPE 113✧
SPE 121✧
SPE 130✧
SPE 135✧
SPE 141✧
SPE 151✧
SPE 161✧
SPE 162✧
SPN 101✧
SPN 102✧
SPN 103✧
SPN 104✧
SPN 113✧
SPN 114✧
SPN 118✧
SPN 151✧
SPN 152✧
SPN 296✧
SSC 130✧
SSC 190✧
VIC 101✧
VIC 102✧
VIC 214✧

Associate in Arts Degree Requirements

Curriculum U224A

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 37)*.

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)

# RHT 101✧	Freshman Rhetoric and Composition I*	3
# RHT 102✧	Freshman Rhetoric and Composition II*	3
SPE 101✧	Principles of Effective Speaking	3

***Note: Grade of "C" or better is an IAI requirement.**

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 notated 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.

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 notated with an (*)**

Humanities

# 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 151✧	Humanities in Western Culture I	3
HUM 152✧	Humanities in Western Culture II	3
HUM 165✧	*Introduction to the Latin American Experience	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
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

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✧General Chemistry for Non-majors	4
#	CHM 110✧Fundamentals of Chemistry	4
#	CHM 140✧General Chemistry	5
	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 110✧ Principles of Biology	4
#	BIS 122✧ Introductory Microbiology	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 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** (23-27 credit hours)
- It is recommended that students select the remaining courses from their major area of study of the IAI approved courses with an academic advisor, counselor or transfer specialist.
- It is highly recommended that students enroll in COL 101✧, 102✧, CSG 150✧ and HTH 104✧ or HTH 281✧.

Art

Curriculum U224A50

While the following sequence of courses is strongly recommended, students may adapt the sequence of general education and elective requirements to their individual schedules. However, the specified art requirements should be taken in the sequence indicated.

(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 102✧ Graphic Design	3
General education requirements: AA degree (see Page 47)	37-41
Art courses or other electives for AA degree	23-27

See ART course descriptions and IAI codes, Page 149.

*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✧, 141✧ and 142✧ for their art electives. Students with an emphasis on three-dimensional media should select from ART 135✧ and 151✧ for their art electives. Students with an emphasis in advertising art should select their electives from the advertising art curriculum.

Chairperson: Michael Gong, Ext. 3321

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. All requirements for two years of the four-year programs at the three Illinois universities offering degrees in architecture (UIC, UIUC and SIUC) can be satisfied at Triton College.

Architectural programs in four-year universities, typically have admissions standards somewhat higher than 2.5 on a 4.0 grade-point average scale. Some universities also will require a prospective transfer student to provide 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 110✧ Residential Construction Technology	5
ARC 210✧ Introduction to the History of Architecture	3
MAT 131✧Calculus & Analytic Geometry I	5
RHT 101✧ Freshman Rhetoric and Composition I	3
	16
Semester Two	
General Education/Humanities	3
# ARC 141✧ Light Steel & Masonry Construction Technology	5
ARC 187✧ Fundamentals of Architectural Drawing	4
ART 114✧ Survey of Asian Art	3
RHT 102✧ Freshman Rhetoric and Composition II	3
	18
Semester Three	
General Education/Humanities (must be sequence with the Humanities elective taken in the second semester)	3
ARC 171✧ Architectural Design I	5
BIS 105✧ Environmental Biology (or other Life Science elective)	4
HIS 121✧ History of Western Civilization I	3
SPE 101✧ Principles of Effective Speaking	3
	18
Semester Four	
ARC 172✧ Architectural Design II	5
HIS 122✧ History of Western Civilization II	3
# PHY 101✧ General Physics (Mechanics, Heat & Sound)	5
SOC 100✧ Introduction to Sociology	3
	16

NOTE: Students planning to transfer to UIUC or SIU to complete a B.S. degree in architecture also should take the following courses:

ARC 189✧ Introduction to Architectural CADD	3
# MAT 133✧Calculus & Analytic Geometry II	5

Students planning to transfer to UIC to complete a B.A. degree in architectural studies also should take the following course:

ARC 189✧	Introduction to Architectural CADD	3

Summer bridge course also is required for all transfer students at UIC.

General education requirements: AA degree (see Page 47)	37-41
Architecture courses or other electives for AA degree	23-27

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

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 which 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
	Elective: Community Studies	6
		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
	Elective: Community Studies	3
		18
Semester Three		
	General Education/Physical & Life Science	4
	General Education/Humanities & Fine Arts	3
	General Education/Social & Behavioral Science	3
	Elective: Community Studies	6
		16
Semester Four		
	General Education/Physical & Life Science	4
	General Education/Social & Behavioral Science	3
	Elective: Community Studies	9
		16

General education requirements: AA degree (see Page 47)	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: Bruce Hill, Ext. 3309

Criminal Justice Administration

Curriculum U224A43 (Associate in Arts Degree)

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 half-way house counseling.

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

Semester One		**Credit Hours**
CJA 111✧	Introduction to Criminal Justice	3
CJA 121✧	Introduction to Corrections	3
COL 101✧	Introduction to College	1
RHT 101✧	Freshman Rhetoric and Composition I	3
	General Education/Physical & Life Science	3
	General Education/Social & Behavioral Science	3
		16
Semester Two		
CJA 181✧	Juvenile Delinquency & Law	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
RHT 102✧	Freshman Rhetoric and Composition II	3
	General Education/Humanities & Fine Arts	3
	General Education/Social & Behavioral Science	3
	Electives[1]	3-4
		17-18
Semester Three		
CJA 219✧	Criminal Law I	3
SPE 101✧	Principles of Effective Speaking	3
	General Education/Humanities & Fine Arts	3
	General Education/Mathematics	3
	General Education/Physical & Life Science	3
		15
Semester Four		
# CJA 201✧	Criminology	3
	General Education/Humanities & Fine Arts	3
	General Education/Social & Behavioral Science	3
	Electives[1]	6-8
		15-17
	Total credits required for graduation	**64**

Suggested General Education and/or Electives:

ECO 102✧	Macroeconomics	3
PSY 100✧	Introduction to Psychology	3
SOC 100✧	Introduction to Sociology	3
SOC 225✧	Racial & Cultural Minorities	3
PHL 103✧	Ethics	3
	One year of a foreign language sequence	8

Recommended Criminal Justice Administration Courses:

CJA 161✧	Administration of Justice	3
CJA 246✧	Laws of Evidence	3
CJA 257✧	Law Enforcement Administration	3
CJA 296✧	Special Topics in Criminal Justice	0.5-4

General education requirements: AA degree (see Page 47) 37-41
Criminal justice courses or other electives for AA degree 23-27

See CJA course descriptions and IAI codes, Page 165.

[1]It is recommended that students select the remaining courses from their major area of study with an advisor or counselor.

Note: Students interested in an associate in applied science degree in Criminal Justice Administration should see Page 92 for more information. Also available are certificates in Corrections, Law Enforcement and Armed Security (Page 93).

Coordinator: Nicholas V. Jason, Ext. 3791

Education

Curriculum U224A13

Triton provides students with the opportunity to develop a comprehensive overview of the field of education. Students can meet most of the general education requirements and a few of the professional education requirements for Illinois State Teacher Certification while attending Triton College. The specific type of teaching certification the student is seeking will determine what courses should be completed. Students are strongly urged to meet as soon as possible with the counselor for education majors to plan their course of study. This is especially the case before registering for any EDU or ECE prefixed courses.

GENERAL EDUCATION CORE: eleven courses (35-37 semester credits)

Communications: Three courses (9 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[1]: Three courses (9 semester credits)

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

Humanities & Fine Arts[1]: Three courses (9 semester credits) At least one Humanities course and one Fine Arts course

Physical & Life Sciences: Two courses (8-10 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 (6 semester credits)

# MAT 116✧	Math for Elementary School Teachers I[2]	3
# MAT 117✧	Math for Elementary School Teachers II[2]	3

Physical & Life Sciences: One course (4-5 semester credits)
Humanities & Fine Arts: One course (3 semester credits)
Social & Behavioral Sciences: One course (3 semester credits)
Health/Physical Development: One course (3 semester credits)

# ECE 118✧	Health, Nutrition and Safety[2]	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 and Guidance of Young Children	4

One course selected from the two listed below:

# ECE 142✧	The Exceptional Child	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.

Additional General Education Core Courses to meet the A.A. 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 (6 semester credits)

# MAT 116✧	Math for Elementary School Teachers I[2]	3
# MAT 117✧	Math for Elementary School Teachers II[2]	3

Physical & Life Sciences: One course (4-5 semester credits)
Humanities & Fine Arts: Two courses (6 semester credits)

RHT 211✧	Introduction to Linguistics[2]	3
	Humanities & Fine Arts elective	3-4

Health/Physical Development: One course (2 semester credits)

HTH 104✧	Science of Personal Health[2]	2

Recommended Courses Up to Seven Semester Credits

# EDU 204✧	Introduction to Education	3
# EDU 205✧	Pre-Student Teaching Clinical Experience	1
# EDU 206✧	Human Growth and Development	3

Area of Concentration Courses[3]

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 A.A. degree requirements: 0 - 11 semester credits

SECONDARY EDUCATION (Grades 6 - 12)

Additional General Education Core: Five courses (15-19 semester credits)

Mathematics: One course (3-5 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 (4-5 semester credits) will be necessary if the student has less than nine semester hours in this category.

Humanities & Fine Arts: Two courses (6-7 semester credits)

RHT 211✧ Introduction to Linguistics[2] 3
Humanities & Fine Arts elective 3-4

Health/Physical Development: One course (2 semester credits)

HTH 104✧ Science of Personal Health[2] 2

Recommended Courses Up to Nine Semester Credits

EDU 200✧ Introduction to Special Education 3
EDU 204✧ Introduction to Education 3
EDU 205✧ Pre-Student Teaching Clinical Experience 1

One course selected from the following:

EDU 206✧ Human Growth and Development 3
EDU 215✧ Educational Psychology 3

Additional General Education Core Courses to meet the A.A. 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 (3-5 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 (4-5 semester credits) will be necessary if the student has less than nine semester credits in this category.

Humanities & Fine Arts: Two courses (6-7 semester credits)

RHT 211✧ Introduction to Linguistics[2] 3
Humanities & Fine Arts elective 3-4

Health/Physical Development: One course (2 semester credits)

HTH 104✧ Science of Personal Health[2] 2

Recommended Courses Up to Nine Semester Credits

EDU 204✧ Introduction to Education 3
EDU 205✧ Pre-Student Teaching Clinical Experience 1
EDU 206✧ Human Growth and Development 3
PSY 100✧ Introduction to Psychology 3

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

NOTE: Wherever specific courses are not identified, every effort should be made to utilize only I.A.I. approved courses.

[1]Students 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

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

[3]The 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 170; See ECE course descriptions and IAI codes, Page 168.

Chairperson: Bruce Hill, Ext. 3440
Coordinator: Early Childhood Curriculum, Diana Rosenbrock, Ext. 3615
College Supervisor: Pre-Student Teaching, Bruce Hill, Ext. 3440
Counselor: Kathy Dickens, Ext. 3618/3588

English and Rhetoric

Curriculum U224A21

Courses in English and Rhetoric 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✧ Freshman Rhetoric and Composition I	3
RHT 102✧ Freshman 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 47) 37-41
English rhetoric courses or other electives for AA degree 23-27

See ENG course descriptions Page 175.

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

*Not offered every semester.

Chairperson: Jan Wade, Ext. 3250

(708) 456-5000

Foreign Languages

Curriculum U224A16

The foreign language department 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 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	**Credit Hours**
Elementary FRE, ITL or SPN — 101✧	4
General education	12
	16
Semester Two	
Elementary FRE, ITL or SPN — 102✧	4
General education	12
	16
Semester Three	
Intermediate FRE, ITL or SPN — 103✧	4
General education	9
Electives	3
	16
Semester Four	
Intermediate FRE, ITL or SPN — 104✧	4
General education	9
Electives	3
	16

General education requirements: AA degree (see Page 47) 37-41
Foreign language courses or other electives for AA degree 23-27

See FRE course descriptions Page 177; ITL course descriptions Page 183; SPN course descriptions Page 209.

French, Spanish and Italian Composition and Conversation I and II (113✧ or 114✧) may be offered during the summer semesters, of the school year.

The undecided transfer student should begin a foreign language in the first semester of the first year since two years of a foreign language are needed. It is desirable to complete the foreign language requirement before transferring. The student who does not complete the requirements may be asked to take a placement exam.

Chairperson: Hilda Meyer, Ext. 3959

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 47) 37-41
History courses or other electives for AA degree 23-27

See HIS course descriptions Page 179.

*Not offered every semester.

Recommended electives include other courses in the social sciences, behavioral sciences, the humanities, literature, language, economics and the arts.

Chairperson: Tom Porebski, Ext. 3509

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:

ART 210✧	Afro-American Art	3
GEO 104✧	Contemporary World Culture	3
HIS 141✧	World History I	3
HIS 142✧	World History II	3
HIS 155✧	History of the Afro-American in the United States	3
HIS 156✧	African History	3
HIS 192✧	History of Asia and the Pacific II	3
HUM 165✧	Introduction to the Latin American Experience.	3
PSC 184✧	Global Politics	3
PHL 104✧	Social and Political Philosophy	3
PHL 105✧	World Religions.	3
SOC 131✧	Social Problems	3
SOC 225✧	Racial and Cultural Minorities	3
PSY 210✧	Introduction to Social Psychology	3

General education requirements: AA degree (see Page 47) 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: Michael Gong, Ext. 3321

Mass Communication

Curriculum U224A09

Mass Communication includes careers in journalism, film, television and radio broadcasting, and advertising. Interested students should pursue a baccalaureate degree in mass communication or journalism. 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		**Credit Hours**
# MCM 120✧	Mass Communication.	3
RHT 101✧	Freshman Rhetoric and Composition I	3
SPE 101✧	Principles of Effective Speaking	3
	General Education/Mathematics	3
	General Education/Humanities & Fine Arts	3
		15
Semester Two		
MCM 125✧	Broadcasting History	3
MCM 150✧	Film History and Appreciation*	3
RHT 102✧	Freshman Rhetoric and Composition II.	3
	General Education/Physical & Life Science	4
	General Education/Social & Behavioral Science	3
		16
Semester Three		
JRN 150✧	*Basic News Writing* or	
# *MCM 130✧*	*Introduction to Radio Production*	3
	General Education/Humanities & Fine Arts	3
	General Education/Physical & Life Science	4
	General Education/Behavioral Science	3
	Electives	3
		16
Semester Four		
JRN 200✧	*Basic News Editing* or	
# *MCM 205✧*	*Basic Broadcast Announcing*	3
	General Education/Humanities & Fine Arts	3
	General Education/Social & Behavioral Science	3
	Electives	8
		17

Suggested electives:

CIS 101✧	Introduction to Business Computer Systems	3
MKT 275✧	Principles of Advertising	3
# MCM 296✧	Special Topics in Mass Communication and Journalism	1-4
PSC 184✧	Global Politics	3

General education requirements: AA degree (see Page 47) 37-41
Journalism/Mass Communication courses or other electives for AA degree 23-27

See JRN course descriptions and IAI codes, Page 183; MCM course descriptions and IAI codes, Page 188.

*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.

Chairperson: Michael Gong, Ext. 3321

Music

Curriculum U224A51

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✧) and one semester of Private Piano Instruction (MUS 180✧) 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✧ in lieu of the required semester of MUS 177✧. 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✧Theory of Music I	3
MUS 115✧Sight-singing & Ear-training I	1
MUS 135✧Keyboard Harmony I	1
Applied Music—Major area chosen from: *MUS 180✧ Piano* or *MUS 181✧ Voice* or *MUS 179✧ Instrumentation*	2
MUS 180✧(Applied Music—Piano requirement)	1
Music Ensemble (Chosen from MUS 250✧, 251✧, 252✧, 253✧, 261✧, 262✧, 266✧)	1
Semester Two	
MUS 106✧Theory of Music II	3
MUS 116✧Sight-singing & Ear-training II	1
Applied Music—Major area chosen from: *MUS 179✧ Instrumentation* or *MUS 180✧ Piano* or *MUS 181✧ Voice*	2
MUS 180✧(Applied Music—Piano)	1
Music Ensemble (Chosen from MUS 250✧, 251✧, 252✧, 253✧, 261✧, 262✧, 266✧)	1
Semester Three	
MUS 207✧Theory of Music III	3
MUS 217✧Sight-singing & Ear-training III	1
Applied Music—Major area chosen from: *MUS 179✧ Instrumentation* or *MUS 180✧ Piano* or *MUS 181✧ Voice*	2
MUS 215✧Introduction to Music History	3
Music Ensemble (Chosen from MUS 250✧, 251✧, 252✧, 253✧, 261✧, 262✧, 266✧)	1
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 *MUS 180✧ Piano* or *MUS 181✧ Voice*	2
Music Ensemble (Chosen from MUS 250✧, 251✧, 252✧, 253✧, 261✧, 262✧, 266✧)	1

Suggested electives:

MUS 110✧Listening to Music	3
MUS 151✧Introductory Instrumental Techniques and Materials: Woodwinds I	2
MUS 152✧Introductory Instrumental Techniques and Materials: Woodwinds II	2
MUS 171✧Introductory Instrumental Techniques and Materials: Brasses I	2
MUS 172✧Introductory Instrumental Techniques and Materials: Brasses II	2
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 47)	37-41
Music courses or other electives for AA degree	23-27

Notes:

1. MUS 105✧, 115✧ and 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 190.

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

Chairperson: Michael Gong, Ext. 3321

(708) 456-5000

Commercial Music

Curriculum U224A52

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

Recommended courses:

MUS 105✧Theory of Music I	3
MUS 106✧Theory of Music II	3
MUS 115✧Sight-singing & Ear-training I.	1
MUS 116✧Sight-singing & Ear-training II	1
MUS 200✧Improvisation I	2
MUS 201✧Improvisation II*	2
MUS 207✧Theory of Music III	3
MUS 208✧Theory of Music IV	3
MUS 211✧Arranging & Composition	2
MUS 217✧Sight-singing & Ear-training III	1
MUS 218✧Sight-singing & Ear-training IV	1

Suggested electives:

MUS 110✧Listening to Music	3
MUS 151✧Introductory Instrumental Techniques and Materials: Woodwinds I.	2
MUS 152✧Introductory Instrumental Techniques and Materials: Woodwinds II	2
MUS 171✧Introductory Instrumental Techniques and Materials: Brasses I	2
MUS 172✧Introductory Instrumental Techniques and Materials: Brasses II	2
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
MUS 219✧Introductory Instrumental Techniques and Materials: Percussion	1

General education requirements: AA degree (see Page 47)	37-41
Music courses or other electives for AA degree	23-27

See MUS course descriptions Page 190.

*For instrumental or piano emphasis.

MUS 247✧ and 249✧ are offered concurrently with MUS 135✧ and 237✧.

Chairperson: Michael Gong, Ext. 3321

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 47)	37-41
Philosophy courses or other electives for AA degree	23-27

See PHL course descriptions Page 199.

Recommended electives include courses in the social and behavioral sciences, the humanities, mathematics, languages and the fine arts.

Chairperson: Bruce Hill, Ext. 3309

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 47)	37-41
Psychology courses or other electives for AA degree	23-27

See PSY course descriptions and IAI codes, Page 202.

Chairperson: Bruce Hill, Ext. 3309

Social and Political Science

Curriculum U224A45

These courses offer a study of contemporary political and economic issues. Social science courses provide a 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 47)	37-41
Social/political science courses or other electives for AA degree	23-27

See PSC course descriptions Page 203; SSC course descriptions Page 209.

Recommended electives include courses in history, economics, anthropology, languages, education, literature, sociology and geography.

Chairperson: Tom Porebski, Ext. 3509

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		**Credit Hours**
# MCM 120✧	Mass Communication	3
PSY 100✧	Introduction to Psychology	3
RHT 101✧	Freshman Rhetoric and Composition I	3
SPE 101✧	Principles of Effective Speaking	3
	General education /Mathematics	3
	Electives	2
		17

Semester Two		
HIS 151✧	*History of the United States to 1877* or	
PSC 150✧	*American National Politics*	3
RHT 102✧	Freshman Rhetoric and Composition II	3
SPE 141✧	Oral Interpretation	3
	General education /Humanities & Fine Arts	3
	General education/Physical & Life Science	4
		16

Semester Three		
SPE 113✧	Group Discussion & Conference Leadership	3
	General education/Humanities & Fine Arts	3
	General education/Physical & Life Science	4
	General education/Social & Behavioral Science	3
	Electives	2
		15

Semester Four		
# SPE 121✧	Advanced Public Speaking	3
	General education/Humanities & Fine Arts	13
	Electives	10
		16

General education requirements: AA degree (see Page 47)	37-41
Speech, communications courses or other electives for AA degree	23-27

See SPE course descriptions Page 210.

Chairperson: Michael Gong, Ext. 3321

Speech/Theater

Curriculum U224A22

Courses are intended for persons interested in pursuing careers in such aspects of theater as acting, directing, stage craft, scene design, stage managing and teaching (see also Education section).

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

Semester One		**Credit Hours**
PSY 100✧	Introduction to Psychology	3
RHT 101✧	Freshman Rhetoric and Composition I	3
SPE 101✧	Principles of Effective Speaking	3
SPE 130✧	*Introduction to Theater* or	
SPE 135✧	*Dramatic Production**	3
SPE 161✧	Acting I	3
	General education and/or electives	2
		17

Semester Two		
ENG 102✧	Introduction to Drama	3
RHT 102✧	Freshman Rhetoric and Composition II.	3
SPE 130✧	*Introduction to Theater* or	
SPE 135✧	*Dramatic Production**	3
# SPE 162✧	Acting II	3
	General education/Mathematics	3
	General education/Humanities & Fine Arts suggested electives (ART 111✧ or ART 112✧)	3
		18

Semester Three		
SPE 113✧	Group Discussion & Conference Leadership	3
SPE 141✧	Oral Interpretation	3
	General education/Physical & Life Science	4
	Electives	3
		13

Semester Four		
HIS 151✧	*History of the United States to 1877* or	
PSC 150✧	*American National Politics*	3
	General education/Social & Behavioral Science	3
	General education/Physical & Life Science	4
	Electives	7
		17

General education requirements: AA degree (see Page 47)	37-41
Speech, theater courses or other electives for AA degree	23-27

See SPE course descriptions Page 210.

*SPE 135✧, Dramatic Production, offered in the fall semester only.

Recommended electives include Drawing (ART 117✧), Music (Applied Voice), Dance (PED 139✧, 143✧, 146✧), Literature (ENG 101✧, 103✧, 105✧), History, Psychology and Sociology.

Chairperson: Michael Gong, Ext. 3321

Undergraduate Center, Interdisciplinary Studies Department

Curriculum U224A01

The Undergraduate Center is an interdisciplinary, multicultural program within the Interdisciplinary Studies Department, which offers courses in the liberal arts and general-education requirements.

The program is especially designed for the student intending to transfer to a four-year college or university to pursue a degree after graduation from Triton.

Special features of the Undergraduate Center include:

- 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 center offers interdisciplinary combinations of courses such as these:

Semester One (Fall)

HIS 151✧ History of the United States to 1877 3
PHL 101✧ Introduction to Philosophy 3
PSY 100✧ Introduction to Psychology 3
RHT 101✧ Freshman Rhetoric and Composition I 3
SPE 101✧ Principles of Effective Speaking 3

Semester Two (Spring)

HIS 151✧ History of the United States to 1877 3
PHL 103✧ Ethics 3
PSY 201✧ Introduction to Social Psychology 3
PSY 216✧ Child Psychology 3
RHT 101✧ Freshman Rhetoric and Composition I or
RHT 102✧ Freshman Rhetoric and Composition II 3
SOC 100✧ Introduction to Sociology 3
SPE 130✧ Introduction to Theater 3

Note: Combinations are 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

For information about current course offerings or for registration information, call **(708) 456-0300, Ext. 3325 or 3326**.

Chairperson: Allen Salzman, Ext. 3449

Associate in Science Degree Requirements

Curriculum U230A

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 37)*.

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

Communications: Three courses (9 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

***Note: Grade of "C" or better is an IAI requirement.**

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 notated 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.**

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 (9 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 notated with an (*).**

Humanities

# 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 151✧	Humanities in Western Culture I	3
HUM 152✧	Humanities in Western Culture II	3
HUM 165✧	*Introduction to the Latin American Experience	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
MCM 150✧	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: Two courses (6 semester credits)

# ECO 170✧	Statistics for Business and Economics	3
# MAT 101✧	Quantitative Literacy	3
# MAT 102✧	Liberal Arts Mathematics	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

Physical and Life Science: Two courses (7 to 8 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✧	General Chemistry for Non-majors	4
# CHM 110✧	Fundamentals of Chemistry	4
# CHM 140✧	General Chemistry	5
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 110✧	Principles of Biology	4
# BIS 122✧	Introductory Microbiology	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.
- 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 with an academic advisor or counselor.
- It is highly recommended that students enroll in COL 101✧, COL 102✧, CSG 150✧ and HTH 104✧ or HTH 281✧.

Accounting & Business Administration

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 Business Computer Systems	3
# ECO 170✧	Statistics for Business and Economics[1]	3
# RHT 102✧	Freshman Rhetoric & Composition II	3
	General Education/Humanities & Fine Arts	3
		18
Semester Three		
ECO 102✧	Macroeconomics	3
SPE 101✧	Principles of Effective Speaking	3
	General Education/Physical & Life Science	4
	Electives	6
		16
Semester Four		
ECO 103✧	Microeconomics	3
# *MAT 131✧*	*Calculus & Analytic Geometry I* or	
MAT 134✧	Introduction to Calculus for Business and Social Science	5
	General Education/Humanities & Fine Arts	3
	General Education/Physical & Life Science	4
		15
	Total credits required for graduation	**64**

Recommended Electives:

ACC 151✧	Intermediate Accounting I	3
ACC 152✧	Intermediate Accounting II	3
ACC 166✧	Cost Accounting	3
# BUS 112✧	Principles of Finance	3
BUS 150✧	Principles of Management	3
BUS 162✧	Business Law II	3
# BUS 163✧	Legal and Social Environment of Business	3
BUS 254✧	Human Resource Management	3
CIS 150✧	Microcomputers in Business	3
ECO 150✧	Money, Credit and Banking	3
GEO 105✧	Economic Geography	3
MAT 124✧	Finite Mathematics	3
MKT 125✧	Principles of Marketing	3
MKT 150✧	Principles of Sales	3

General education requirements: AS degree (see Page 58) 37-41
Accounting, business courses or other electives for AS degree 23-27

See ACC course descriptions and IAI codes, Page 145; see BUS course descriptions and IAI codes, Page 155.

Language, humanities, mathematics, natural science, social science or physical education courses also are suggested.

[1]ECO 170✧ satisfies partial fulfillment of the mathematics requirement for this curriculum.

Before registering for classes, students should meet with their counselor to get the specific requirements of the school to which they plan to transfer.

Coordinator: Sal Marchionna, Ext. 3579

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 58) 37-41
Anthropology courses or other electives for AS degree 23-27

See ANT course descriptions Page 147.

Chairperson: Bruce Hill, Ext. 3309

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 110✧ 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		Credit Hours
CHM 140✧	General Chemistry	5
MAT 111✧	College Algebra and Trigonometry[1]	5
	General education	6
		16
Semester Two		
# CHM 141✧	General Chemistry II	5
BIS 110✧	Principles of Biology	4
	General education	7
		16
Semester Three		
# CHM 234✧	Organic Chemistry I[3]	5
PHY 101✧	General Physics (Mechanics, Heat & Sound)	5
	General education	6
		16

Semester Four

PHY 102✧	General Physics (Elect., Magnetism, Optics & Modern Physics)	5
	General education and/or electives	11
		16

Suggested additional electives:

BIS 111✧	*General Botany*[2] or	
BIS 112✧	*Elementary Zoology*[2]	4
BIS 205✧	*Field Ecology*[2]	*3-4*
CHM 235✧	Organic Chemistry II[3]	5

General education requirements: AS degree (see Page 58) 37-41
Accounting, business courses or other electives for AS degree 23-27

See BIS course descriptions and IAI codes, Page 153.

[1]MAT 110✧, and 114✧ can be taken if student places at MAT 110✧ instead of being MAT 111✧ ready.
[2]Course selection should be coordinated with major area of interest.
[3]Recommend completion of CHM 234✧ and 235✧ sequence at Triton.

Chairperson: Sandi Gardner, Ext. 3312

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.

Semester One		**Credit Hours**
CHM 140✧	General Chemistry	5
MAT 131✧	Calculus & Analytic Geometry I	5
RHT 101✧	Freshman Rhetoric and Composition I	3
	General education	3
		16

Semester Two

# CHM 141✧	General Chemistry II	5
MAT 133✧	Calculus & Analytic Geometry II	5
RHT 102✧	Freshman Rhetoric and Composition II	3
	General education	5
		18

Semester Three

# CHM 234✧	Organic Chemistry I[2]	5
MAT 135✧	Calculus & Analytic Geometry III	3
PHY 101✧	General Physics (Mechanics, Heat & Sound)[1]	5
	General education	5
		18

Semester Four

PHY 102✧	General Physics (Elect., Magnetism, Optics & Modern Physics)[1]	5
	General education	7
		12

Suggested additional electives:

CHM 123✧	Quantitative Analysis	6
CHM 235✧	Organic Chemistry II[2]	5

General education requirements: AS degree (see Page 58) 37-41
Accounting, business courses or other electives for AS degree 23-27

See CHM course descriptions Page 157.

[1]PHY 106✧, 107✧, 108✧ required for students planning to major in engineering.
[2]Recommend completion of CHM 234✧ and 235✧ sequence at Triton.

Chairperson: Sandi Gardner, Ext. 3312

Computer Science (Information Systems)

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:

Semester One		**Credit Hours**
	General Education/Communications	3
ACC 101✧	Financial Accounting	3
CIS 101✧	Introduction to Business Computer Systems	3
# *CIS 121✧*	*Introduction to Programming* or	
# *CIS 195✧*	*Programming for Engineers*	3
MAT 124✧	*Finite Mathematics* or	
MAT 131✧	*Calculus & Analytic Geometry I* or	
MAT 134✧	*Introduction to Calculus for Business & Social Science*	3-5
		15-17

Semester Two

	General Education/Communications	3
	General Education/Humanities & Fine Arts	3
# CIS 125✧	Computer-based Mathematics[1]	4
# *CIS 253✧*	*Visual Basic Programming* or	
# *CIS 254✧*	*COBOL Programming* or	
# *CIS 255✧*	*Programming in the C Language*	3-5
ECO 102✧	Macroeconomics	3
		16-18

Semester Three

	General Education/Communications	3
	General Education/Humanities & Fine Arts	3
	General Education/Physical & Life Science	4
ACC 105✧	Managerial Accounting	3
# *CIS 253✧*	*Visual Basic Programming* or	
# *CIS 254✧*	*COBOL Programming* or	
# *CIS 255✧*	*Programming in the C Language*	3-5
ECO 103✧	Microeconomics	3
		19-21

Semester Four

	General Education/Humanities & Fine Arts	3
	General Education/Physical & Life Science	4
	General Education/Social & Behavioral Science	3
# *CIS 265✧*	*Computer Organization and Assembly Language* or	
# *CIS 295✧*	*Data Structures with C/C++*	3-4
ECO 170✧	*Statistics for Business and Economics*[1] or	
MAT 170✧	*Elementary Statistics*	3
		16-17
	Total Semester Hours Recommended	**66**

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

BUS 141✧	Introduction to Business	3
BUS 161✧	Business Law I	3
# CIS 150✧	Microcomputers in Business	3
# CIS 275✧	Project Management for Small-Business Systems	3
# CIS 278✧	Database Management Systems	3
# CIS 280✧	Business Systems Analysis	3
# MAT 133✧	Calculus & Analytic Geometry II	5

General education requirements: AS degree (see Page 58) 37-41
Computer courses or other electives for AS degree 23-27

See CIS course descriptions and IAI codes, Page 158.

[1]CIS 125✧ and ECO 170✧ may meet the math requirement for the A.S. degree.

Coordinator: (Computer Information Systems): Joe Chambers, 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. B.S. 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 **Credit Hours**

	General Education/Communications	3
# *CIS 121✧*	*Introduction to Programming* or	
# *CIS 195✧*	*Programming for Engineers*	3
# CIS 125✧	Computer-based Mathematics	4
ECO 102✧	Macroeconomics	3
MAT 131✧	Calculus & Analytic Geometry I	5
		18

Semester Two

	General Education/Communications	3
	General Education/Humanities & Fine Arts	3
# CIS 255✧	Programming in the C Language	3
# ECO 103✧	Microeconomics	3
MAT 133✧	Calculus & Analytic Geometry II	5
		17

Semester Three

	General Education/Communications	3
	General Education/Humanities & Fine Arts	3
# CIS 295✧	Data Structures with C/C++	3
# PHY 106✧	General Physics (Mechanics)	4
		13

Semester Four

	General Education/Social & Behavioral Science	3
	General Education/Physical & Life Science	4
	General Education/Humanities & Fine Arts	3
# CIS 265✧	Computer Organization & Assembly Language	4
# PHY 107✧	General Physics (Electricity, Magnetism, Thermodynamics)	4
		18
	Total Semester Hours Recommended	**66**

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 58) 37-41
Accounting, business courses or other electives for AS degree 23-27

See CIS course descriptions and IAI codes, Page 158.

Coordinator: Joe Chambers, Ext. 3786

Criminal Justice Administration

Curriculum U230A43 (Associate in Science Degree)

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 half-way house counseling.

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

Semester One **Credit Hours**

CJA 111✧	Introduction to Criminal Justice	3
CJA 121✧	Introduction to Corrections	3
COL 101✧	Introduction to College	1
RHT 101✧	Freshman Rhetoric and Composition I	3
	General Education/Physical & Life Science	3
	General Education/Social & Behavioral Science	3
		16

Semester Two

CJA 181✧	Juvenile Delinquency & Law	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
RHT 102✧	Freshman Rhetoric and Composition II.	3
	General Education/Humanities & Fine Arts	3
	General Education/Social & Behavioral Science	3
	Electives[1]	3-4
		17-18

Semester Three

CJA 219✧	Criminal Law I.	3
SPE 101✧	Principles of Effective Speaking	3
	General Education/Humanities & Fine Arts	3
	General Education/Mathematics	3
	General Education/Physical & Life Science	3
		15

Semester Four

# CJA 201✧	Criminology	3
	General Education/Humanities & Fine Arts	3
	General Education/Mathematics	3
	General Education/Social & Behavioral Science	3
	Electives[1]	3-4
		15-16
	Total credits required for graduation	**64**

Suggested General Education and/or Electives:

ECO 102✧	Macroeconomics	3
PSY 100✧	Introduction to Psychology	3
SOC 100✧	Introduction to Sociology	3
SOC 225✧	Racial & Cultural Minorities	3
PHL 103✧	Ethics	3
	One year of a foreign language sequence	8

Recommended Criminal Justice Administration Courses:

CJA 161✧	Administration of Justice	3
CJA 246✧	Laws of Evidence	3
CJA 257✧	Law Enforcement Administration	3
CJA 296✧	Special Topics in Criminal Justice	0.5-4

General education requirements: AS degree (see Page 58) 40-41
Criminal justice courses or other electives for AS degree 23-24

See CJA course descriptions and IAI codes, Page 165.

[1]It is recommended that students select the remaining courses from their major area of study with an advisor or counselor.

Note: Students interested in an associate in applied science degree in Criminal Justice Administration, see Page 92 for more information. Also available are certificates in Corrections, Law Enforcement and Armed Security (Page 92).

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✧	Macroeconomics	3
ECO 103✧	Microeconomics	3
ECO 170✧	Statistics for Business and Economics	3
MAT 134✧	Introduction to Calculus for Business and Social Science	5

Suggested electives:

MAT 131✧	Calculus & Analytic Geometry I	5
MAT 133✧	Calculus & Analytic Geometry II	5
ACC 101✧	Financial Accounting	3
ACC 105✧	Managerial Accounting	3

General education requirements: AS degree (see Page 58) 40-41
Economics courses or other electives for AS degree 23-24

See ECO course descriptions Page 169.

Chairperson: Tom Porebski, Ext. 3509

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✧	Contemporary World Cultures	3
GEO 105✧	Economic Geography	3
GEO 200✧	Physical Geography: Weather & Climate	4
GEO 201✧	Physical Geography: Maps & Land Forms	4
GEO 296✧	Special Topics in Geography	3

General education requirements: AS degree (see Page 58) 40-41
Geography courses or other electives for AS degree 23-24

See GEO course descriptions Page 178.

Chairperson: Bruce Hill, Ext. 3309

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		**Credit Hours**
GOL 101✧	Physical Geology	4
MAT 111✧	College Algebra and Trigonometry	5
	General education and/or electives	6
		15
Semester Two		
GOL 102✧	Historical Geology	4
	General education and/or electives	12
		16
Semester Three		
CHM 140✧	General Chemistry	5
PHY 101✧	General Physics (Mechanics, Heat & Sound)	5
	General education and/or electives	6
		16
Semester Four		
# CHM 141✧	General Chemistry II	5
PHY 102✧	General Physics (Elect., Magnetism, Optics & Modern Physics)	5
	General education and/or electives	7
		17

Suggested electives:

BIS 110✧	Principles of Biology	4
MAT 131✧	Calculus & Analytic Geometry I	5
MAT 133✧	Calculus & Analytic Geometry II	5

General education requirements: AS degree (see Page 58) 40-41
Accounting, business courses or other electives for AS degree 23-24

See GOL course descriptions Page 178.

Chairperson: Sandi Gardner, Ext. 3312

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 Business Computer Systems	3
ECO 102✧ Macroeconomics	3
ECO 103✧ Microeconomics	3
FRE, ITL or SPN 101✧, 102✧ or *FRE, ITL or SPN 103✧, 104✧*	8-16
GEO 105✧ Economic Geography	3

Suggested electives:

ANT 103✧ Introduction to Cultural Anthropology	3
BUS 141✧ Introduction to Business	3
FRE, ITL or SPN 113✧	2
FRE, ITL or SPN 114✧	2
MAT 110✧ College Algebra	5
MAT 124✧ Finite Mathematics	3
MAT 134✧ Introduction to Calculus for Business & Social Science	5
PSC 184✧ Global Politics	3

General education requirements: AS degree (see Page 58) 40-41
Business courses or other electives for AS degree 23-24

See BUS course descriptions Page 155.

Chairperson (Foreign language): Hilda Meyer, Ext. 3959
Coordinator (Business): Sal Marchionna, Ext. 3579

Mathematics

Curriculum U230A27

The study of the various mathematical sciences involves learning ideas and techniques which 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 developmental level to those which would be suitable for the first two years of a mathematics or related major at a transfer institution.

Developmental 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.

Developmental Courses:

MAT 043 Whole Number Operations	1
# MAT 045 Mathematics Foundations	3
# MAT 055 Algebra & Geometry I	5
# MAT 085 Algebra & Geometry II[4]	5

The following courses are all 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]	3
# MAT 102✧ Liberal Arts Math[3]	3
# MAT 116✧ Math for Elementary School Teachers I	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

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.

Some students will be required to take courses which are not applied to the General Education Core but do constitute as prerequisites toward the calculus sequence and Finite Math. They are:

# MAT 110✧ College Algebra	5
# MAT 111✧ College Algebra & Trigonometry[5]	5
# MAT 114✧ Plane Trigonometry	3

Occupational fields open to students who complete college mathematics curricula include analysis in industry or government, teaching, actuarial work, computer programming, data analysis and other statistical work, and mathematical aspects of business and finance.

[1]Prerequisite for MAT 101✧ or 102✧ only
[2]MAT 055, 085 combined
[3]MAT 101✧ and MAT 102✧ have a prerequisites of MAT 085
[4]Students who have an initial math placement score below MAT 085 are required to take MAT 085 for all courses other than MAT 101✧ or 102✧.
[5]Combined MAT 110✧ and 114✧*(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
	14

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
	17

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
	17

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
		16-17

General education requirements: AS degree (see Page 58)	40-41
Accounting, business courses or other electives for AS degree	23-24

See MAT course descriptions Page 188.

Chairperson: Ellen O'Connell, Ext. 3345

Physical Education

Curriculum U230A36

Triton's health and physical education department offers a program that is as diversified as Triton's student body. Whether you are a physical education or health education major, active in a popular sport or simply interested in keeping fit, you can choose from a variety of transferable credit courses. The schedule shown below is provided as a guidance to students seeking the AS degree.

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

Semester One		**Credit Hours**
HTH 104✧	Science of Personal Health	2
PED 150✧	Introduction to Physical Education	2
PED	Team Sports or Individual Sports[1]	2
RHT 101✧	Freshman Rhetoric and Composition I	3
PSC 150✧	American National Politics	3
SPE 101✧	Principles of Effective Speaking	3
	General Education/Humanities & Fine Arts	3
		18

Semester Two		
HTH 281✧	First Aid & CPR	2
PED	Team Sports or Individual Sports[1]	2
PSY 100✧	Introduction to Psychology	3
RHT 102✧	Freshman Rhetoric and Composition II	3
SOC 100✧	Introduction to Sociology	3
	General Education/Mathematics	3
		16

Semester Three		
	General Education/Life Science	4
PED 153✧	Foundations of Exercise	2
PED 235✧	Square, Folk & Ballroom Dance	2
PED	Team Sports or Individual Sports[1]	2
	General Education/Humanities & Fine Arts	3
	General Education/Mathematics	3
		16

Semester Four		
PED 169✧	Elementary School Games	3
	General Education/Physical Science	4
	General Education/Humanities & Fine Arts	3
	General Education/Humanities & Fine Arts	3
# BIS 103✧	Introduction to Human Physiology	4
		17

General education requirements: AS degree (see Page 58)	37-41
Accounting, business courses or other electives for AS degree	22-26

See PED course descriptions Page 200.

[1] Select physical education courses numbered 150 and above. These courses are designed for transfer to universities with a professional curricula in physical education.

Chairperson: Robert Symonds, Ext. 3800

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
CHM 140✧ General Chemistry	5
MAT 131✧ Calculus & Analytic Geometry I	5
RHT 101✧ Freshman Rhetoric and Composition I	3
General education	3
	16
Semester Two	
# CHM 141✧ General Chemistry II	5
MAT 133✧ Calculus & Analytic Geometry II	5
PHY 106✧ General Physics (Mechanics)	4
General education	3
	17
Semester Three	
MAT 135✧ Calculus & Analytic Geometry III	3
PHY 107✧ General Physics (Electricity, Magnetism and Thermodynamics)	4
General education	9
	16
Semester Four	
MAT 341✧ Differential Equations	3
PHY 108✧ General Physics (Waves, Optics, Relativity & Quantum Mechanics)	4
General education	8
	15
Suggested electives:	
AST 101✧ Astronomy of the Solar System	4
AST 102✧ Astronomy of the Stars and Beyond	4
CIS 195✧ Programming for Engineers	3

General education requirements: AS degree (see Page 58) 40-41
Accounting, business courses or other electives for AS degree 23-24

See PHY course descriptions Page 202.

Chairperson: Sandi Gardner, Ext. 3312

Pre-Profession

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-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-legal course requirements, but prospective law students should choose their pre-legal subjects so as to achieve a well-rounded general education and one which 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.

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.

Curriculum U230A30

Pre-professional studies include programs in the health sciences (nutrition, medical dietetics, physical therapy, occupational therapy, medical lab technology, nursing), pre-veteri-

nary 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 their course selection at Triton.

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

Semester One	**Credit Hours**
BIS 110✧ Principles of Biology	4
CHM 140✧ General Chemistry	5
MAT 111✧ College Algebra and Trigonometry	5
RHT 101✧ Freshman Rhetoric and Composition I	3
	17
Semester Two	
# CHM 141✧ General Chemistry II	5
BIS 112✧ Elementary Zoology	4
General education	4
	13
Semester Three	
BIS 234✧ Human Anatomy & Physiology[1] or	
BIS 240✧ Human Anatomy and Physiology I[1]	4-6
# CHM 234✧ Organic Chemistry I[1]	5
MAT 131✧ Calculus & Analytic Geometry I[1]	5
General education	3
	17-19
Semester Four	
BIS 241✧ Human Anatomy and Physiology II[1]	4
CHM 235✧ Organic Chemistry II[1]	5
PHY 101✧ General Physics (Mechanics, Heat & Sound)[1]	5
General education	3
	17
Optional Semester Five or Summer School	
PHY 102✧ General Physics (Elect., Magnetism, Optics & Modern Physics)[1]	5
General education	4-10
	9-15
General education requirements: AS degree (see Page 58)	40-41
Accounting, business courses or other electives for AS degree	23-24

[1]Courses may not be required for all of the pre-profession programs and therefore should be coordinated with the transfer school.

Chairperson: Sandi Gardner, 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 or 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
EGR 221✧ Mechanics of Materials	3
ENT 110✧ Technical Drafting	4
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
MTT 210✧ Materials and Processes	3
PHY 101✧ General Physics (Mechanics, Heat & Sound)	5
PHY 102✧ General Physics (Elect., Magnetism, Optics & Modern Physics)	5
VIC 101✧ Introduction to Graphic Arts	3
VIC 141✧ Lithographic Presswork	3
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
COT 122✧ Light Construction Framing	5
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 58)	40-41
Technology courses or other electives for AS degree	23-24*

See ART course descriptions Page 149.

*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	**Credit Hours**
ART 111✧ Ancient to Medieval Art	3
ART 117✧ Drawing I	3
ART 119✧ Two-dimensional Design	3
# RHT 101✧ Freshman Rhetoric & Composition I	3
General Education/Mathematics	3
	15
Semester Two	
ART 112✧ Renaissance to Modern Art	3
# ART 118✧ Drawing II	3
# ART 120✧ Three-dimensional Design	3
# RHT 102✧ Freshman Rhetoric & Composition II	3
PSC 150✧ American National Politics or	
HIS 151✧ History of the United States to 1877	3
	15
Semester Three	
# ART 125✧ Life Drawing I	3
SPE 101✧ Principles of Effective Speaking	3
Art Elective(s)	3-6
General Education/Life Science	4
General Education/Humanities & Fine Arts	3
	16-19
Semester Four	
Art Elective(s)	3-6
General Education/Social & Behavioral Science[1]	3
General Education/Humanities & Fine Arts[1]	3
Physical Science Elective	4
	13-16
Total credits required for graduation	**62**

Suggested Electives
(select at least two of the following disciplines)

Painting: ART 141✧ and ART 142✧	3
Ceramics: ART 135✧ and ART 136✧	3
Sculpture: ART 151✧	3
Printmaking: ART 140✧	3
Advertising Art & Computer Design:	
VIC 102✧Graphic Design	3
VIC 104✧Computer Art I & Scanning	3

General education requirements: AFA degree	29
Art courses or other electives for AFA degree	33

See ART course descriptions and IAI codes, Page 149.

[1]One Human Diversity course must be taken from either Social & Behavioral Science or Humanities/Fine Art.

Chairperson: Michael Gong, Ext. 3321

Music

Curriculum U250M51 (64 semester hours required)

Semester One	**Credit Hours**
# MUS 105✧Theory of Music I	3
# MUS 115✧Sight-singing & Ear-training I	1
# MUS 135✧Keyboard Harmony I	1
# RHT 101✧ Freshman Rhetoric & Composition I	3
PSC 150✧ American National Politics or	
HIS 151✧ History of the United States to 1877	3
General Education/Mathematics	3
Ensemble Elective	1
Applied Music Elective	2
	17
Semester Two	
# MUS 106✧Theory of Music II	3
# MUS 116✧Sight-singing & Ear-training II	1
# MUS 237✧Keyboard Harmony II	1
# RHT 102✧ Freshman Rhetoric & Composition II	3
Ensemble Elective	1
Applied Music Elective	2
General Education/Life Science	4
	15
Semester Three	
# MUS 180✧Applied Music-Piano	1
# MUS 207✧Theory of Music III	3
MUS 215✧Introduction to Music History	3
# MUS 217✧Sight-singing & Ear-training III	1
SPE 101✧ Principles of Effective Speaking	3
General Education/Humanities & Fine Arts[1]	3
Applied Music Elective	2
Ensemble Elective	1
	17
Semester Four	
# MUS 180✧Applied Music-Piano	1
# MUS 208✧Theory of Music IV	3
# MUS 218✧Sight-singing & Ear-training IV	1
Applied Music Elective	2
General Education/Social & Behavioral Science[1]	3
Ensemble Elective	1
Physical Science Elective	4
	15
Total credits required for graduation	**64**

Ensemble electives: Choose from below courses and repeat four semesters.

# MUS 250✧Concert Band	1
# MUS 253✧Ensemble	1
# MUS 261✧College Chorus	1
MUS 262✧Choral Ensemble	1
# MUS 266✧Jazz Band	1

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
Chemistry courses or other electives for AFA degree	35

See MUS course descriptions and IAI codes, Page 190.

[1]One Human Diversity course must be taken from either Social & Behavioral Science or Humanities/Fine Art.

Chairperson: Michael Gong, 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)

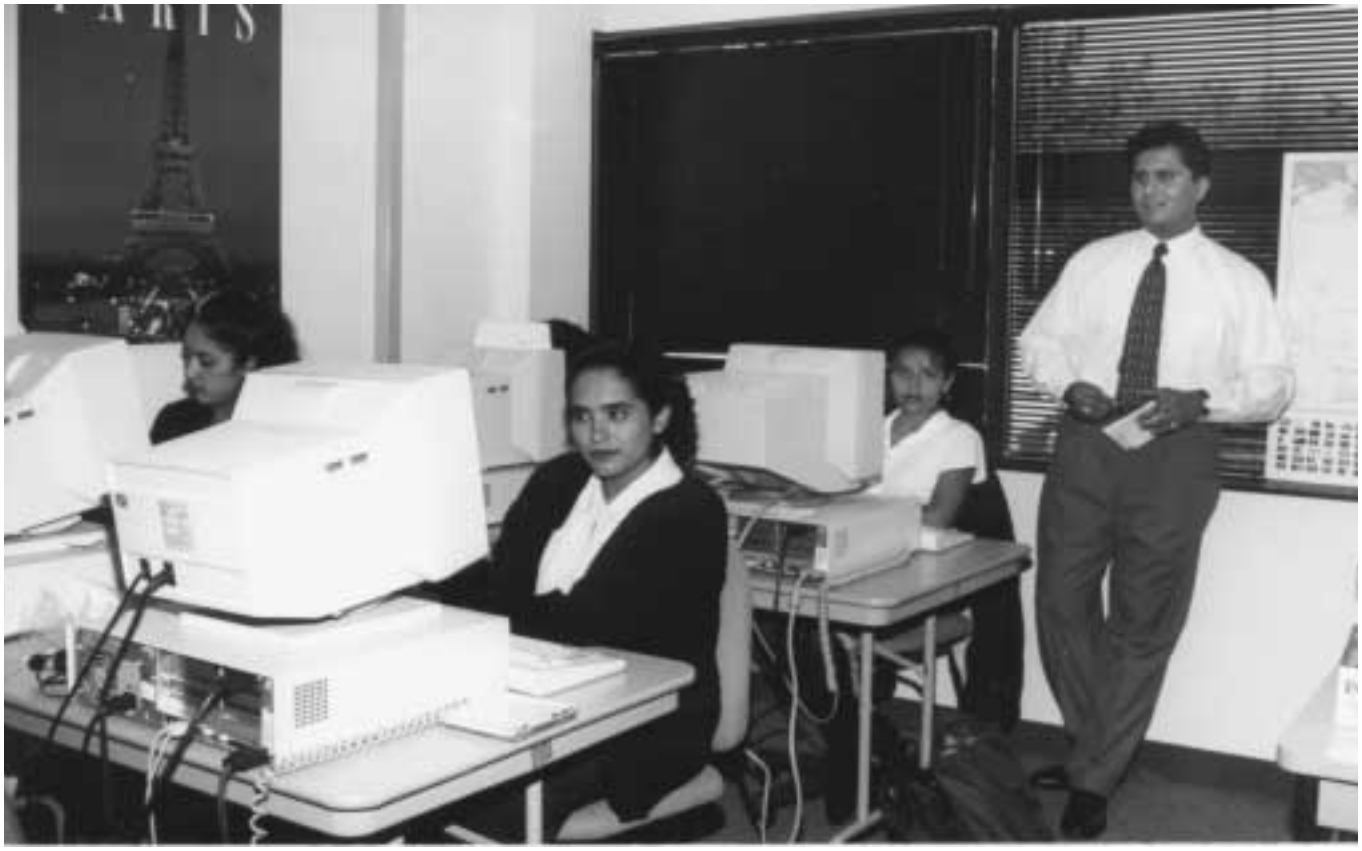
Other suggested electives:
SGN 161✧ American Sign Language I 5
SGN 162✧ American Sign Language II. 5

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 of general studies degree program. This contact must be made when the student first enrolls for classes or upon changing their 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 of general studies degree. The counseling department may be contacted at (708) 456-0300, Ext. 3588.

Applied Science Programs



Applied Science programs at Triton provides occupational preparation in a range of careers. In many cases, the areas of specialty 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 academic advisor regarding the transferability of career-education courses.

Associate in Applied Science Degrees, career certificates and advanced certificates are awarded for successful completion of requirements.

Some programs—most notably those in Nursing and Allied Health—have special requirements for enrollment. Students must make an appointment with a counselor or appropriate dean. These special admission programs are listed at the end of this section.

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.

Developmental 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. All degree programs qualify for the Associate in Applied Science Degree.

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 in this section of the catalog.

GROUP I COMMUNICATIONS	**Semester hours**
The communications requirement varies by curriculum. Refer to the curriculum listing in this section of the catalog for specific requirements.	
RHT 124 Communications I	3
and	
RHT 138 Communications II	3
or	
RHT 101✧ Freshman Rhetoric & Composition I	3
with	
RHT 102✧ Freshman Rhetoric and Composition II	3
or with	
SPE 101✧ Principles of Effective Speaking	3
Total semester hours	**6**

GROUP II SOCIAL SCIENCE

SSC 190✧ Contemporary Society
or
PSC 150✧ American National Politics (meets Public Law 195 requirement)
or
HIS 151✧ History of the U.S. to 1877 3
plus
*COL 101✧ Introduction to College (optional)** 1

Total semester hours **3**

GROUP III HUMANITIES

The humanities requirement varies by curriculum. Refer to the curriculum listings in this section of the catalog for specific requirements.

ART 111✧	Ancient to Medieval Art	3
ART 112✧	Renaissance to Modern Art	3
ART 114✧	Survey of Asian Art	3
ENG 101✧	Introduction to Poetry	3
ENG 102✧	Introduction to Drama	3
ENG 103✧	Introduction to Fiction	3
HIS 121✧	History of Western Civilization I	3
HIS 122✧	History of Western Civilization II	3
HUM 101✧	The Popular Arts	3
HUM 104✧	Humanities Through the Arts	3
HUM 120	Humanities: The Worker in America	1
HUM 122	Humanities: Modern Architecture	1
HUM 124	Professional Ethics	1
HUM 125	The Individual and Technology	1
HUM 126	Modern Business Ethics	1
HUM 151✧	Humanities in Western Culture I	3
HUM 152✧	Humanities in Western Culture II	3
HUM 296✧	Special Topics in Humanities	1-4
MUS 110✧	Listening to Music	3
PHL 101✧	Introduction to Philosophy	3
PHL 103✧	Ethics	3
PHL 106✧	Biomedical Ethics	3
SPE 130✧	Introduction to Theater	3

Total semester hours required (varies with program) **1-3**

GROUP IV SCIENCE AND MATHEMATICS

Met by specific required courses, which are identified in each career program.

Mathematics and/or Science 3

GROUP V HEALTH/FITNESS

HTH 281✧ First Aid & CPR
or
HTH 104✧ Science of Personal Health 2

Total semester hours required in general education toward the associate in applied science degree . 15-17

Total semester hours in program electives required toward the AAS degree 48-60

Total semester hours required toward the AAS degree 65-75

*Students may be required to enroll in COL 101✧ as a condition for admission or re-admission to the college.

Applied Science Programs Offered

Special Admission Health Programs Offered

Notes for this section:

Prerequisites/Corequisites: See the course description section of this catalog to insure 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 or academic advisors can assist in this process.

✧ Articulated Courses: See Page 37 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 or academic advisor 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 or advisor for assistance.

(708) 456-5000

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 application 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 in applied science 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		Credit Hours
ACC 101✧	Financial Accounting	3
BUS 146	*Business Computation*[1] or	3
# *MAT 110✧*	*College Algebra*[1]	5
BUS 161✧	Business Law I.	3
CIS 101✧	Introduction to Business Computer Systems	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
	Electives	3
		18-20
Semester Two		
# ACC 105✧	Managerial Accounting	3
# BUS 162✧	Business Law II	3
ECO 102✧	Macroeconomics	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Electives	4
		16
Semester Three		
# ACC 151✧	Intermediate Accounting I	3
# ACC 157	Principles of Auditing	3
# ACC 166✧	Cost Accounting	3
CIS 155✧	Introduction to Electronic Spreadsheets	1
# ECO 103✧	Microeconomics	3
	Humanities	3
		16
Semester Four		
# ACC 152✧	Intermediate Accounting II	3
# ACC 156✧	Tax Accounting	3
# *BUS 149*	*Elementary Statistics* or	
# *ECO 170✧*	*Statistics for Business and Economics*	3
CIS 157	Microcomputer Database Management Software	1
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		15
	Total credits required for graduation	**65**

See ACC course descriptions Page 145.

See Humanities General Education requirements Page 71.

Suggested electives (7): ACC 296; BUS 290✧, 291✧; CIS 150✧; MKT 125✧; OFT 106 or 109; PED 101✧ and SPE 101✧.

[1]BUS 146 or MAT 110✧ meets the mathematics and/or science general education requirement.

[2]Students must complete either RHT 124 and RHT 138 or RHT

Coordinator: Sal Marchionna, Ext. 3579

Accounting Certificate

Curriculum C306A

This certificate includes the study of accounting in proprietorship and corporate accounting procedures as well as the application 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		Credit Hours
ACC 101✧	Financial Accounting	3
BUS 161✧	Business Law I.	3
CIS 101✧	Introduction to Business Computer Systems	3
	Electives	3
		12
Semester Two		
# ACC 105✧	Managerial Accounting	3
CIS 155✧	Introduction to Electronic Spreadsheets	1
	Electives	3
		7
Semester Three		
# ACC 151✧	Intermediate Accounting I.	3
# ACC 166✧	Cost Accounting	3
CIS 157	Microcomputer Database Management Software	1
		7
	Total credits required	**26**

See ACC course descriptions Page 145.

Suggested electives (6): ACC 152✧, 156✧, 157, 296; BUS 162✧; OFT 106 or 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

Semester One		Credit Hours
# ACR 110	Basic Refrigeration & Air Conditioning I	4
# ACR 115	Applied Electricity, Refrigeration	4
	Humanities	1
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
	Electives	3
		15

Semester Two

# ACR 125	Basic Refrigeration & Air Conditioning II	4
# ACR 140	Applied Electricity II	4
CIS 151	Introduction to Microcomputers	1
# ENT 105	Industrial Physics[2]	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		15

Semester Three

# ACR 250	Commercial Refrigeration	4
# ACR 260	Advanced Air Conditioning III	4
COT 107	Construction Document Reading	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# TEC 122	Elementary Technical Mathematics[2]	3
		17

Semester Four

# ACR 285	Heating Systems	4
# ACR 290	HVAC Calculation and Design	4
# ACR 295	Systems Controls	4
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
WEL 121✧	Fundamentals of Welding	4
		18

Total credits required for graduation **65**

See ACR course descriptions Page 145.

See Humanities General Education requirements Page 71.

Suggested electives (3): ACR 144; BUS 151✧, 154, 161✧; ENT 110✧, 125✧; TEC 290, 291; WEL 132✧; PED

Note: Hand tools are required for ACR courses.

[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. 3721

Air Conditioning & Refrigeration Certificate

Curriculum C347A

The air conditioning & refrigeration certificate program contains the technical courses required to prepare an entry-level technician for installing, operating and maintaining environmental-control equipment.

Semester One **Credit Hours**

# ACR 110	Basic Refrigeration & Air Conditioning I	4
# ACR 115	Applied Electricity, Refrigeration	4
# TEC 122	Elementary Technical Mathematics	3
		11

Semester Two

# ACR 125	Basic Refrigeration & Air Conditioning II	4
# ACR 140	Applied Electricity II	4
		8

Semester Three

# ACR 250	Commercial Refrigeration	4
# ACR 260	Advanced Air Conditioning III	4
		8

Semester Four

# ACR 285	Heating Systems	4
# ACR 290	HVAC Calculation and Design	4
		8

Total credits required **35**

See ARC course descriptions Page 147.

Coordinator: William Whitman, Ext. 3721

Stationary Engineering Degree

Curriculum C247H

The stationary engineer degree provides course work in the maintenance, installation and operation of air conditioning, heating, refrigeration, pneumatic and digital control systems which 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

Semester One **Credit Hours**

# ACR 110	Basic Refrigeration & Air Conditioning I	4
# ACR 115	Applied Electricity, Refrigeration	4
HUM 124	*Professional Ethics* or	
HUM 125	*The Individual & Technology* or	
HUM126	*Modern Business Ethics I*	1
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
		15

Semester Two

# ACR 125	Basic Refrigeration & Air Conditioning II	4
# ACR 140	Applied Electricity II	4
CIS 151	Introduction to Microcomputers	1
# ENT 105	Industrial Physics[2]	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		15

Semester Three

# ACR 250	Commercial Refrigeration	4
# ACR 260	Advanced Air Conditioning III	4
COT 107	Construction Document Reading	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		14

Semester Four

# ACR 285	Heating Systems	4
# ACR 290	HVAC Calculation and Design	4
# ACR 295	Systems Controls	4
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
		14

Semester Five

# ACR 292	Water Distribution and Treatment	4
# ACR 297	HVAC Automation	4
WEL 121✧	Fundamentals of Welding	4
		12

Total credits required for graduation 70

See ACR course descriptions Page 145.

See Humanities General Education requirements Page 71.

[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. 3721

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 **Credit Hours**

# ACR 110	Basic Refrigeration & Air Conditioning I	4
# ACR 115	Applied Electricity, Refrigeration	4
# TEC 122	Elementary Technical Mathematics	3
		11

Semester Two

# ACR 125	Basic Refrigeration & Air Conditioning II	4
# ACR 140	Applied Electricity II	4
CIS 151	Introduction to Microcomputers	1
		9

Semester Three

# ACR 250	Commercial Refrigeration	4
# ACR 260	Advanced Air Conditioning III	4
		8

Semester Four

# ACR 285	Heating Systems	4
# ACR 290	HVAC Calculation & Design	4
		8

Semester Five

# ACR 292	Water Distribution and Treatment	4
# ACR 295	System Controls	4
		8

Total credits required 44

See ACR course descriptions Page 145.

Coordinator: William Whitman, Ext. 3721

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 F.A.A. 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 F.A.A. designated examiners at the institute.

ASSOCIATE IN APPLIED SCIENCE DEGREE/
Lincoln Land Community College

Courses to be taken at Triton College

# ENT 252	Introduction to AUTOCAD	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Humanities	1
# RHT 124	Communications I	3
# RHT 138	Communications II	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# ENT 105	Industrial Physics	3
# TEC 122	Elementary Technical Mathematics	3
		21

All AVI courses to be taken through Lincoln Land Community College at the Institute of Aviation located at Willard Airport, Champaign-Urbana

Note: Passage of physics and mathematics entrance exam required.

Semester One (Fall) **Credit Hours**

AVI 100	Introduction to Aviation Technology	3
AVI 142	Reciprocating Powerplant Theory	3
AVI 143	Aircraft Materials & Processes I	4
AVI 144	Turbine Powerplant Theory	3
AVI 147	Introduction to Federal Aviation Regulations	3
		16

Semester Two (Spring)

AVI 145	Aircraft Electrical Systems	3
# AVI 153	Aircraft Materials & Processes II	2
AVI 154	Power Systems I	4
AVI 165	Aircraft Fabricating Processes	4
# AVI 172	Aircraft Systems III	4
		17

Semester Three (Fall)

AVI 152	Powerplant Systems I	4
# AVI 156	Powerplant Systems III	3
# AVI 163	Aircraft Materials & Processes III	3
AVI 169	Aircraft Systems I	4
# AVI 170	Airframe Systems II	5
		19

Semester Four (Spring)

# AVI 157	Powerplant Systems & Testing	7
# AVI 174	Aircraft Assembly & Inspection	5
		12
	Total credits required for graduation	**85**

See Humanities General Education requirements Page 71.

Dean: Ray Lestina, Ext. 3628

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

Semester One		**Credit Hours**
COT 101✧	Introduction to Architecture, Engineering and Construction	1
# ARC 110✧	Wood and Masonry Construction Technology	5
ARC 112✧	Exterior Materials of Construction	2
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 189✧	Introduction to Architectural CAD	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
		17
Semester Two		
# ARC 141✧	Steel Construction Technology	5
# ARC 171✧	Architectural Design I	5
COT 258	Construction Cost Estimating	3
# *TEC 143*	*Technical Mathematics I* or	
# *MAT 101✧*	*Quantitative Literacy*[1] or	
# *MAT 110✧*	*College Algebra*[1]	3-5
		16-18
Semester Three		
# ARC 172✧	Architectural Design II	5
# ARC 252✧	Concrete Construction Technology	5
# RHT 101✧	Freshman Rhetoric & Comp I[2]	3
# ARC 260	Advanced Architectural CAD	3
	Humanities	1
		17
Semester Four		
# ARC 283✧	MEP Construction Technology	5
COT 142	Contract Documents	3
COT 269	Surveying	3
COT 291	Site Design and Construction	2
# RHT 102✧	Freshman Rhetoric & Comp II[2]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		19
	Total credits required for graduation	**69**

See ARC course descriptions Page 147.; COT course descriptions Page 162.

See Humanities General Education requirements for list of acceptable Humanities courses, Page 71. There is a minimum of one semester hour credit in humanities courses for this program.

[1]TEC 143, MAT 101✧ or 110✧ meets the mathematics and/or science general education requirement.

[2]Students intending to transfer are encouraged to complete all three courses: RHT 101✧, RHT 102✧ and SPE 101✧ to meet university requirements.

Coordinator: Frank Heitzman, Ext. 3007

Architecture Certificate

Curriculum C348A

The architecture certificate program is designed for students who wish to concentrate solely on technically related courses. Graduates are prepared for entry-level positions with architecture, interior design or construction companies.

Semester One		**Credit Hours**
# ARC 110✧	Wood and Masonry Construction Technology	5
COT 101✧	Introduction to Architecture, Engineering and Construction	1
ARC 112✧	Exterior Materials of Construction	2
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 189✧	Introduction to Architectural CAD	3
		15
Semester Two		
# ARC 141✧	Steel Construction Technology	5
COT 142	Contract Documents	3
COT 258	Construction Cost Estimating	3
# MKT 200	Developing the Professional Image	3
TEC 143	Technical Mathematics I	4
		18
Semester Three		
# ARC 199	Architectural Internship	3
# ARC 252✧	Concrete Construction Technology	5
# ARC 260	Advanced Architectural CAD	3
# ARC 283✧	MEP Construction Technology	5
		16
	Total credits required	**49**

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Architectural CAD Certificate

Curriculum C448M

The architectural CAD certificate program will greatly increase a student's ability to enter the CAD drafting field. Employers in the architectural and construction-related fields require CAD skills for entry-level positions.

Semester One		Credit Hours
# ARC 110✧	Wood and Masonry Construction Technology	5
COT 101✧	Introduction to Architecture, Engineering and Construction	1
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 189✧	Introduction to Architectural CAD	3
		13
Semester Two		
# ARC 260	Advanced Architectural CAD	3
# MKT 200	Developing the Professional Image	3
		6
Semester Three		
# ARC 199	Architectural Internship	3
		3
	Total credits required	22

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Architectural Drafting Certificate

Curriculum C448C

The architectural-drafting certificate program provides more than 500 hours of basic drafting theory and board work to prepare individuals for entry-level positions in which this level of preparation is required.

Semester One		Credit Hours
ARC 109	Architectural Drafting Fundamentals	2
		2
Semester Two		
# ARC 110✧	Wood and Masonry Construction Technology	5
		5
Semester Three		
# ARC 141✧	Steel Construction Technology	5
		5
Semester Four		
# ARC 252✧	Concrete Construction Technology	5
		5
Semester Five		
# ARC 283✧	MEP Construction Technology	5
# ARC 199	Architectural Internship	3
# MKT 200	Developing the Professional Image	3
		11
	Total credits required	28

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Architectural Model-Building Certificate

Curriculum C448B

The architectural model-building certificate program enhances an individual's employability in the field of architectural technology. Because very few colleges teach model-building techniques, that added dimension will be of special value to those planning to enter the field or presently in the field.

Semester One		Credit Hours
# ARC 110✧	Wood and Masonry Construction Technology	5
ARC 114✧	Architectural Models I	2
ARC 189✧	Introduction to Architectural CAD	3
# ARC 199	Architectural Internship	3
		13
Semester Two		
# ARC 145	Architectural Models II	2
# ARC 260	Advanced Architectural CAD	3
# MKT 200	Developing the Professional Image	3
		8
	Total credits required	21

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Architectural Rendering Certificate

Curriculum C448A

The architectural rendering certificate program is designed for individuals who wish to develop their skills in architectural rendering for employment purposes. Students will develop a portfolio of six renderings to assist them in securing entry-level positions or to broaden their skills to diversify their present employment responsibilities.

Semester One		Credit Hours
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 189✧	Introduction to Architectural CAD	3
# ARC 199	Architectural Internship	3
		10
Semester Two		
# ARC 253✧	Interior Renderings	4
# ARC 260	Advanced Architectural CAD	3
# ARC 284✧	Exterior Renderings	3
# MKT 200	Developing the Professional Image	3
		13
	Total credits required	23

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Automotive Manufacturer Specific Training

Curriculum C247C

The automotive manufacturer specific training program is a cooperative agreement between Triton College and two major automotive manufacturers, which alternates college training and practical experience at the dealership. Students are prepared in all areas of product servicing.

This program is offered in cooperation with General Motors and Ford. Prospective students must contact the Automotive Program coordinator at Ext. 3515 to apply. Hand tools are required both at the dealership and at Triton.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)		**Credit Hours**
# AMS 120	Automotive Electricity & Electronics	4
AUT 112	Introduction to Automotive Technology	3
AUT 114	Fuel Management Systems	4
# AUT 296	Automotive Internship I	2
HTH 281✧	First Aid & CPR	2
# TEC 122	Elementary Technical Mathematics[1]	3
		18
Semester Two (Spring)		
# AMS 129	Transmissions & Transaxles	3
# AMS 137	Advanced Automotive Electricity and Electronics	3
# AMS 139	Drive Lines	3
# AMS 230	Engine Construction & Familiarization	4
# AUT 297	Automotive Internship II	2
	Humanities (HUM 120-130)	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		19
Semester Three (Summer)		
# AMS 231	Heating & Air Conditioning	2
# AUT 282	Advanced Automotive Heating & Air Conditioning	2
		4
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* or	
# *RHT101✧*	*Freshman Rhetoric & Comp I*[2]	3
		14
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* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		17
	Total credits required for graduation	**72**

See AUT course descriptions Page 150.

See Humanities General Education requirements Page 71.

[1]TEC 122 meets the mathematics and science general education requirement.

[2]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.

Coordinators: William O'Connell/GM ASEP, Ext. 3279; Mark Robinson/Ford ASSET, Ext. 3507

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 NATEF (National Automotive Technician Education Foundation) division of ASE (Automotive Service Excellence) certified.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 114	Fuel Management Systems	4
AUT 127	Automotive Electricity & Electronics I	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
		17
Semester Two		
# AUT 129	Automotive Electricity & Electronics II	3
# AUT 136	Brake, Hardware & Chassis Repair	4
# AUT 150	Auto Power-plant Overhaul & Rebuilding	5
	Humanities	1
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		16
Semester Three		
# AUT 226	Engine Performance & Diagnosis	5
# AUT 240	Steering, Suspension & Alignment	4
# AUT 275	Transmission & Drive Systems	5
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
		16
Semester Four		
# *AUT 230*	*Computerized Engine Controls* or	
# *AUT 277*	*Advanced Automatic Transmission Repair*	5
# AUT 280	Automotive Heating & Air Conditioning Fundamentals	2
# AUT 282	Advanced Automotive Heating & Air Conditioning	2
CIS 151	Introduction to Microcomputers	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# ENT 105	Industrial Physics[2]	3
		16
	Total credits required for graduation	**65**

See AUT course descriptions Page 150.

See Humanities General Education requirements Page 71.

Note: Hand tools are required for AUT courses that include lab time.

[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: Mark Robinson, Ext. 3507

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. This program is NATEF (National Automotive Technician Education Foundation) division of ASE (Automotive Service Excellence) certified.

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 114	Fuel Management Systems	4
AUT 127	Automotive Electricity & Electronics I	4
# AUT 280	Automotive Heating & Air Conditioning Fundamentals	2
		13
Semester Two		
# AUT 129	Automotive Electricity & Electronics II	3
# AUT 136	Brake, Hardware & Chassis Repair	4
# AUT 150	Auto Power-Plant Overhaul & Rebuilding	5
# AUT 226	Engine Performance & Diagnosis	5
		17
Semester Three		
# AUT 240	Steering, Suspension & Alignment	4
# AUT 275	Transmission & Drive Systems	5
# AUT 282	Advanced Automotive Heating & Air Conditioning	2
# *AUT 277*	*Advanced Automatic Transmission Repair* or	
# *AUT 230*	*Computerized Engine Controls*	5
		16
	Total credits required	**46**

See AUT course descriptions Page 150.

Coordinator: Mark Robinson, Ext. 3507

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

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 127	Automotive Electricity & Electronics I	4
	Humanities	1
BUS 146	Business Computations[1]	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[3]	3
	Electives[4]	3
		17
Semester Two		
# AUT 136	Brake, Hardware & Chassis Repair	4
# AUT 150	Auto Power-plant Overhaul & Rebuilding	5
BUS 154	Human Relations in Labor & Management	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[3]	3
		15
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* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the United States to 1877*	3
		17
Semester Four		
# AUT 226	Engine Performance & Diagnosis	5
BUS 151✧	Small-Business Management	3
CIS 101✧	Introduction to Business Computer Systems[2]	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Electives[4]	0-3
		13-16
	Total credits required for graduation	**65**

See AUT course descriptions Page 150.

See Humanities General Education requirements Page 71.

[1]BUS 146 meets the mathematics and/or science general education requirement.

[2]CIS 101✧ meets the computer literacy general education requirement.

[3]If RHT 101✧ & 102✧ are taken, students also must take SPE 101✧.

[4]The number of required elective credits is determined by the general education and/or other program options completed.

Note: Hand tools are required for AUT courses that include lab time.

Coordinator: Mark Robinson, Ext. 3507

Automotive T-Ten Degree

Curriculum C247I

The automotive technology 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 in both independent and dealership automotive repair facilities.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 114	Fuel Management Systems	4
AUT 127	Automotive Electricity & Electronics I	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
		17

Semester Two

# AUT 129	Automotive Electricity & Electronics II	3
# AUT 136	Brake, Hardware & Chassis Repair	4
# AUT 150	Auto Power-plant Overhaul & Rebuilding	5
HUM 126	Modern Business Ethics	1
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		16

Semester Three (Summer Session)

# AUT 280	Automotive Heating & Air Conditioning Fundamentals	2
# AUT 282	Advanced Automotive Heating & Air Conditioning	2
		4

Semester Four

# AUT 226	Engine Performance & Diagnosis	5
# AUT 240	Steering, Suspension & Alignment	4
# AUT 275	Transmission & Drive Systems	5
# AUT 296	Automotive Internship I	2
		16

Semester Five

# *AUT 230*	*Computerized Engine Controls or*	
# *AUT 277*	*Advanced Automatic Transmission Repair*	5
# AUT 297	Automotive Internship II	2
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		12
	Total credits required for graduation	**65**

See AUT course descriptions Page 150.

Note: Hand tools are required for AUT courses that include lab time.

[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: Mike DiGangi, Ext. 3456

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, anti-lock brakes, front-end alignment, and steering and suspension system diagnosis and repair.

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 127	Automotive Electricity & Electronics I	4
	Program Electives	2-4
		9-11

Semester Two

# AUT 136	Brake, Hardware & Chassis Repair	4
# AUT 240	Steering, Suspension & Alignment	4
	Program Electives	3-4
		11-12
	Total semester credits	**20-22**

Program electives (5-6):

AUT 114	Fuel Management Systems	4
# AUT 129	Automotive Electricity & Electronics II	3
# AUT 280	Automotive Heating & Air Conditioning Fundamentals	2
# AMS 250	Automotive Maintenance and Light Repair	4

See AUT course descriptions Page 150.

Coordinator: Mark Robinson, Ext. 3507

Automotive Engine Performance Certificate

Curriculum C447C

The engine performance certificate program is designed to provide the student skills to seek entry-level employment as an engine performance technician.

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 systems including C3 (Computer Command Control), fuel injection, and EEC (Electronic Engine Control).

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 114	Fuel Management Systems	4
AUT 127	Automotive Electricity & Electronics I	4
		11

Semester Two

# AUT 129	Automotive Electricity & Electronics II	3
# AUT 226	Engine Performance & Diagnosis	5
		8

Semester Three

# AUT 230	Computerized Engine Controls	5
		5
	Total credits required	**24**

See AUT course descriptions Page 150.

Coordinator: Mark Robinson, Ext. 3507

Automotive Engine Repair Certificate

Curriculum C447D

The engine repair certificate program is designed to provide the student with skills necessary for entry-level employment at an engine repair facility.

This program does not include all of the high-tech courses necessary for today's master technician.

Instruction includes: engine/power plant diagnosis and overhaul stressing field repair techniques, such as valve and seat grinding; guide repair, magna fluxing, block, piston and rod service; bottom-end and engine front-end service; plus complete fuel systems and engine electrical systems.

Semester One		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 114	Fuel Management Systems	4
		7
Semester Two		
AUT 127	Automotive Electricity & Electronics I	4
# AUT 150	Automotive Power-Plant Overhaul & Rebuilding	5
		9
	Total credits required	**16**

See AUT course descriptions Page 150.

Coordinator: Mark Robinson, Ext. 3507

Automotive Transmission Certificate

Curriculum C447E

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		**Credit Hours**
AUT 112	Introduction to Automotive Technology	3
AUT 127	Automotive Electricity & Electronics I	4
		7
Semester Two		
# AUT 136	Brake, Hardware & Chassis Repair	4
# AUT 275	Transmission & Drive Systems[1]	5
		9
Semester Three		
# AUT 277	Advanced Automatic Transmission Repair	5
		5
	Total credits required	**21**

See AUT course descriptions Page 150.

[1]AUT 275 can be taken concurrently with AUT 136.

Coordinator: Mark Robinson, Ext. 3507

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, 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.

The Basic Addiction Counseling Program has added the Psychiatric Rehabilitation Certificate Program to the core curriculum. The certificate or individual courses may enhance career opportunities for students considering employment in a dual diagnosis unit or with agencies providing services for the mentally ill, substance abuser.

The Psychiatric Rehabilitation Certificate will serve as its own academic credential when the complete curriculum is in place. Students may opt for the Psychiatric Rehabilitation Certificate at such time.

Graduates may work in hospital based in-patient or outpatient programs, detoxification programs, DUI programs, residential programs, mental health agencies, or in some circumstances private practice.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
BAC 101	Introduction to Basic Addiction Counseling	4
BIS 190	Anatomy & Physiology for Allied Health Majors[1]	4
PSY 100✧	Introduction to Psychology	3
# *RHT 124*	*Communications I* or	
# *RHT 101*✧	*Freshman Rhetoric & Comp I*[2]	3
SOC 100✧	Introduction to Sociology	3
		17
Semester Two		
# BAC 120	Intake Assessment & Treatment	4
# BAC 200	Special Populations & Cultural Considerations	3
# BAC 204	Pharmacology of Psychoactive Drugs	3
HTH 281✧	First Aid & CPR	2
	Humanities	1
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		16
Semester Three		
# BAC 201	Treatment Processes in Addictions Counseling	4
# BAC 205	Applied Basic Addiction Counseling I	4
PSY 201✧	Introduction to Social Psychology	3
PSY 238✧	Abnormal Psychology	3
	Electives	3
		17

Semester Four

# *BAC 220*	*Prevention and Outreach* or	
# *BAC 210*	*Dynamics & Treatment of the Addicted Family*	3
# BAC 215	Applied Basic Addiction Counseling II	4
PSY 210✧	Psychology of Personality	3
# SOC 131✧	Social Problems	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		16
	Total credits required for graduation	**66**

Suggested electives (3): BAC 100, 105, 110, 115, 296

Note: A minimum grade of "C" is required as a prerequisite for each BAC course.

See BAC course descriptions Page 152.

See Humanities General Education requirements Page 71.

[1]BIS 190 meets the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Jackie Gillette 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
		10
Semester Two		
# BAC 120	Intake Assessment & Treatment	4
# BAC 204	Pharmacology of Psychoactive Drugs	3
PSY 210✧	Psychology of Personality	3
		10
Semester Three		
# BAC 201	Treatment Process in Addictions Counseling	4
# BAC 205	Applied Basic Addiction Counseling I	4
		8
Semester Four		
# BAC 210	Dynamics & Treatment of the Addicted Family	3
		3
	Total credits required	**31**

Note: A minimum grade of "C" is a required for each BAC course.

See BAC course descriptions Page 152.

Coordinator: Jackie Gillette 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*[1] or	
ACC 101✧	*Financial Accounting*[1]	3
BUS 141✧	Introduction to Business	3
BUS 146	Business Computations[2]	3
BUS 154	Human Relations in Labor & Management	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[3]	3
	Concentration Specialty Courses and Electives	3
		18
Semester Two		
# *ACC 103*	*Basic Accounting II*[1] or	
# *ACC 105✧*	*Managerial Accounting*[1]	3
BUS 150✧	Principles of Management	3
CIS 101✧	Introduction to Business Computer Systems	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[3]	3
	Concentration Specialty Courses and Electives	6
		18
Semester Three		
BUS 161✧	Business Law I	3
# BUS 188	Business Writing	3
ECO 102✧	*Macroeconomics* or	
ECO 105✧	*Consumer Economics*	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Concentration Specialty Courses and Electives	3
		14
Semester Four		
BUS 296✧	Special Topics in Business	1
	Humanities	1
MKT 125✧	Principles of Marketing	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Concentration Specialty Courses and Electives	7
		15
	Total credits required for graduation	**65**

See BUS course descriptions Page 155; see MKT course descriptions Page 186.

See Humanities General Education requirements Page 71.

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✧, 130, 149, 151✧, 162✧, 260, 290✧, 291✧; CIS 155✧, 157, 161✧, 167, 285; MKT 150✧, 275✧; PED; MTT 208

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, 290✧, 296✧; CIS 150✧, 161✧ MKT 289; PED

INFORMATION SYSTEMS

This concentration emphasizes the impact of information resources in processing and organizing work through accounting, statistics and computers.

Along with the Business Management core courses the following courses are required for the concentration:

# CIS 121✧	Introduction to Programming	3
# CIS 150✧	Microcomputers in Business	3
# CIS 254✧	COBOL Programming	5
	Electives	9

Suggested electives: CIS 250, 257✧, 275✧, 278✧, 280✧, 291✧

[1]ACC 100 or 101✧, 103 or 105✧ meets the mathematics and/or science general education requirement.
[2]BUS 146 meets the mathematics and/or science general education requirement.
[3]Students 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		**Credit Hours**
BUS 141✧	Introduction to Business	3
BUS 146	Business Computations	3
BUS 154	Human Relations in Labor & Management	3
BUS 161✧	Business Law I	3
CIS 101✧	Introduction to Business Computer Systems	3
		15

Semester Two		
BUS 150✧	Principles of Management	3
ECO 102✧	*Macroeconomics* or	
ECO 105✧	*Consumer Economics*	3
MKT 125✧	Principles of Marketing	3
	Program electives	9
		18
	Total credits required	**33**

See BUS course descriptions Page 155; see MKT course descriptions Page 186.

Program electives (9): ACC100, 101✧, 103, 105✧; BUS112✧, 113, 121, 162✧, 276, 290✧, 291✧, 296✧; MKT 150✧, 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		**Credit Hours**
ACC 100	Basic Accounting I	3
BUS 151✧	Small Business Management	3
BUS 155	Small Business Ownership-Self Assessment	1
BUS 156	Small Business Type of Ownership	1
BUS 158	Small Business Financing	1
BUS 159	Small Business Location Analysis	1
BUS 160	Small Business Owner Networking	1
MKT 125✧	Principles of Marketing	3
		14

Semester Two		
# ACC 103	Basic Accounting II	3
BUS 157	Marketing Research for the Small Business	1
BUS 225	Business Plan for the Small Business	1
BUS 226	Marketing Plan for the Small Business	1
BUS 227	Small Business Sales Staffing and Training	1
BUS 228	Small Business Forecasting	1
		8
	Total credits required	**22**

See BUS course descriptions Page 155.

Coordinator: Sal Marchionna, Ext. 3579

Computer Information Systems

Curriculum C207A

The computer information system curriculum is designed to prepare students for entry-level positions in computing. This associate degree program provides background in business, basic computing skills, and accounting, in addition to a concentration in business or technical programming, database development, Web site development, or e-commerce.

Students will have the opportunity to gain extensive hands-on experience providing them with the skill to compete in today's job market.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
BUS 141✧	Introduction to Business	3
CIS 101✧	Introduction to Business Computer Systems	3
# CIS 121✧	Introduction to Programming	3
# CIS 125✧	Computer-based Mathematics[1]	4
OFT 103	Introduction to Keyboarding	1
# *RHT 124*	*Communications I* or	
# *RHT 101*✧	*Freshman Rhetoric & Comp I*[2]	3
		17
Semester Two		
ACC 100	*Basic Accounting I*[3] or	
ACC 101✧	*Financial Accounting*[3]	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Selections from appropriate concentration	9-11
		15-17
Semester Three		
# *ACC 103*	*Basic Accounting II*[3] or	
# *ACC 105*✧	*Managerial Accounting*[3]	3
	General Education/Humanities	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Selections from appropriate concentration	9-11
		16-18
Semester Four		
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Selections from appropriate concentration	15-18
		17-20
	Total credits required for graduation	**67-70**

DATABASE DESIGN CONCENTRATION

Semester Two		
# CIS 150✧	Microcomputers in Business	3
# CIS 167	Advanced Database Management Software	2
# CIS 257✧	Database Programming	3
# CIS 278✧	Database Management Systems	3
		11
Semester Three		
# *CIS 250*✧	*Introduction to Visual Basic Programming* or	
# *CIS 254*✧	*COBOL Programming* or	
# *CIS 255*✧	*Programming in the C Language*	3-5
# CIS 267	Advanced Database Programming	3
# CIS 275✧	Project Management for Small-Business Systems	3
		9-11
Semester Four		
# CIS 262	Oracle DBMS Development	3
# *CIS 276*	Operating Systems Introduction or	
# *CIS 277*	*Microcomputer Operating Systems*	3
# CIS 280✧	Business Systems Analysis	3
	Electives	6
		15-18
		35-37

E-COMMERCE CONCENTRATION

Semester Two		
# CIS 150✧	Microcomputers in Business	3
# CIS 158	Introduction to the World Wide Web	1
# CIS 190	Web Site Development	3
MKT 125✧	Principles of Marketing	3
		10
Semester Three		
# CIS 167	Advanced Database Management Software	2
# *CIS 250*	*Introduction to Visual BASIC Programming* or	
# *CIS 257*✧	*Database Programming*	3
# CIS 278✧	Database Management Systems	3
ECO 102✧	Macroeconomics	3
		11
Semester Four		
# CIS 196	E-Commerce	3
# CIS 275✧	*Project Management for Small Business Systems* or	
# CIS 280✧	*Business-Systems Analysis*	3
# CIS 285	Communications and Networks	3
MKT 275✧	Principles of Advertising	3
VIC 172	Web Page Design-Dreamweaver	3
		15
		36

PROGRAMMING CONCENTRATION

Take:		
# CIS 255✧	Programming in the C Language	3
# *CIS 177*	*Introduction to UNIX* or	
# *CIS 277*	*Microcomputer Operating Systems*	3
and two courses from:		
# CIS 190	Web Site Development	3
# CIS 250	Introduction to Visual BASIC Programming	3
# CIS 254✧	COBOL Programming	5
# CIS 257✧	Database Programming	3
and three courses from:		
# CIS 192	Server-side Programming	3
# CIS 253	Visual Basic Programming	3
# CIS 263	Programming for the Internet	3
# CIS 265✧	Computer Organization and Assembly Language	4
# CIS 267	Advanced Database Programming	3
# CIS 291✧	COBOL Programming II	4
# CIS 295✧	Data Structures with C++	3
# CIS 297✧	Visual C++	3
and four courses from:		
# CIS 275✧	Project Management for Small Business Systems	3
# CIS 276	Operating Systems Introduction	3
# CIS 278✧	Database Management Systems	3
# CIS 280✧	Business-Systems Analysis	3
# CIS 285	Communications and Networks	3
and one CIS elective:		
# CIS 196	E-Commerce	3
# CIS 262	Oracle DBMS Development	3
	or any additional course from the above groups	
		36

WEBMASTER CONCENTRATION

Semester Two		
# CIS 158	Introduction to the World Wide Web	1
# CIS 255✧	Programming in the C Language	3
# CIS 285	Communications and Networks	3
VIC 102✧	Graphic Design	3
		10

Semester Three

# *CIS 174*	*Introduction to LAN: Administration NT Workstation or*	
# *CIS 177*	*Introduction to UNIX*	3
# CIS 190	Web Site Development	3
# CIS 263	Programming for the Internet	3
VIC 172	Quark Design	3
		12

Semester Four

# CIS 178	Administering Web Servers	3
# *CIS 176*	*LAN Administration: NT Server* or	
# *CIS 179*	*Advanced UNIX*	3
# CIS 192	Server-side Programming	3
# CIS 196	E-Commerce	3
# *CIS 275✧*	*Project Management for Small Business Systems* or	
# *CIS 278✧*	*Database Management Systems*	3
		15
		37

See CIS course descriptions Page 158.

See Humanities General Education requirements Page 71.

Suggested electives (0-6): CIS 260, 261, and courses from Areas I, II, III, IV.

[1]CIS 125✧ meets the mathematics and/or science general education requirement.

[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

[3]ACC 101✧ plus 105✧ may be substituted for ACC 100 plus 103.

Coordinator: Joseph Chambers, 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		**Credit Hours**
CIS 101✧	Introduction to Business Computer Systems	3
# CIS 121✧	Introduction to Programming	3
# CIS 125✧	Computer-based Mathematics	4
OFT 103	Introduction to Keyboarding	1
RHT 124	Communications I[1]	3
		14

Semester Two

# *CIS 150✧*	*Microcomputers in Business* or	3
	four courses from:	
CIS 151	*Introduction to Microcomputers*	1
CIS 155✧	*Introduction to Electronic Spreadsheets*	1
CIS 157	*Microcomputer Database Management Software*	1
CIS 159	*Personal Accounting Database Software*	1
# *CIS 161✧*	*Advanced Electronic Spreadsheets*	1
# *CIS 167*	*Advanced Database Management Software*	2
# CIS 158	Introduction to the World Wide Web	1
	Selections from appropriate concentration	6-8
		10-13

Semester Three

	Selections from appropriate concentration	12-14
		12-14

CONCENTRATION A: (choose three courses)

# CIS 190	Web Site Development	3
# CIS 250	Introduction to Visual Basic Programming	3
# CIS 253	Visual Basic Programming	3
# CIS 254✧	COBOL Programming	5
# CIS 255✧	Programming in the C Language	3
# CIS 257✧	Database Programming	3
# CIS 260	Cooperative Work Experience	3

CONCENTRATION B: (choose three courses)

# CIS 275✧	Project Management for Small Business Systems	3
# CIS 276	Operating Systems Introduction	3
# CIS 277	Microcomputer Operating Systems	3
# CIS 278✧	Database Management Systems	3
# CIS 280✧	Business Systems Analysis	3
# CIS 285	Communications & Networks	3
	Total credits required	**36**

See CIS course descriptions Page 158.

[1]Students may substitute RHT 101✧ for 124.

Coordinator: Joseph Chambers, Ext. 3786

Computer Networking and Support Services

Curriculum C207F

The computer networking and support services associate's degree prepares students to work in the burgeoning areas of network installation and administration, user support services, and on help desks. Students will prepare to pass industry certification exams appropriate to their chosen concentration.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
CIS 101✧	Introduction to Business Computer Systems	3
# CIS 121✧	Introduction to Programming	3
# CIS 125✧	Computer-based Mathematics[1]	4
# CIS 158	Introduction to the World Wide Web	1
OFT 103	Introduction to Keyboarding	1
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		15

Semester Two

# CIS 276	Operating Systems Introduction	3
# CIS 277	Microcomputer Operating Systems	3
# CIS 285	Communications & Networks	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Selections from appropriate concentration	3-4
		15-16

Semester Three

# *CIS 170*	*Introduction to LAN: Administration-Novell* or	
# *CIS 174*	*Introduction to LAN: Administration NT Workstation*	3
# CIS 177	Introduction to UNIX	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Selections from appropriate concentration	6-8
		15-17

Semester Four

# CIS 275✧	Project Management for Small Business Systems	3
	General Education/Humanities	1
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Selections from appropriate concentration	10-12
		16-18
	Total credits required for graduation	**65**

NETWORK MANAGEMENT CONCENTRATION

# *CIS 170*	*Introduction to LAN: Administration-Novell* or	
# *CIS 174*	*Introduction to LAN: Administration NT Workstation*	3
# *CIS 172*	*Advanced LAN Administration* or	
# *CIS 176*	*LAN Administration: NT Server*	3
# *CIS 178*	*Administering Web Servers* or	
# *CIS 210*	*Networking Fundamentals*	3
# *CIS 179*	*Advanced UNIX* or	
# *CIS 212*	*Routers and Switchers*	3
# ELT 201✧	PC Maintenance	5
# ELT 205	Microcomputer Peripherals	3
# ELT 225✧	Local Area Networks	3
		20

END-USER SUPPORT CONCENTRATION

# CIS 150✧	Microcomputers in Business	3
# *CIS 250*	*Introduction to Visual BASIC Programming* or	
# *CIS 257✧*	*Database Programming*	3
# ELT 201✧	PC Maintenance	5
# ELT 205	Microcomputer Peripherals	3
# *ELT 210*	*Advanced PC Maintenance* or	
# *ELT 225✧*	*Local Area Networks*	3-4

choose three hours from:

# CIS 167	Advanced Database Management Software	2
# CIS 278✧	Database Management Systems	3
# OFT 104	Keyboarding Speed & Accuracy	1
		20-21

HELP DESK CONCENTRATION

# CIS 150✧	Microcomputers in Business	3
# CIS 167	Advanced Database Management Software	2
# CIS 230	Introduction to Help Desk	3
# CIS 232	Help Desk Technology and Customer Service	3
# CIS 234	Troubleshooting End-User Software	3
# *CIS 250*	*Introduction to Visual BASIC Programming* or	
# *CIS 257✧*	*Database Programming*	3
# OFT 104	Keyboarding Speed & Accuracy	1

choose three hours from:

# *CIS 172*	*Advanced LAN Administration* or	
# *CIS 176*	*LAN Administration: NT Server*	3
# CIS 179	Advanced UNIX	3
# CIS 260	Cooperative Work Experience	3
# CIS 278✧	Database Management Systems	3
		21

[1]*CIS 125✧ meets the mathematics and/or science general education requirement.*

[2]*Students intending to transfer are encouraged to complete all three courses: RHT 101✧, RHT 102✧ and SPE 101✧ to meet university requirements.*

See CIS course descriptions Page 158.

See Humanities General Education requirements Page 71.

Coordinator: Joseph Chambers, Ext. 3786

Advanced Help Desk Certificate

Curriculum C507C

This curriculum prepares students for help desk positions that support businesses using computer systems. Students will gain familiarity with the technologies and procedures used in the industry and acquire hands-on experience in software installation, tuning, and troubleshooting.

Semester One		**Credit Hours**
# CIS 167✧	Advanced Database Management Software	2
# CIS 230	Introduction to Help Desk	3
# CIS 276	Operating Systems Introduction	3
# CIS 277	Microcomputer Operating Systems	3
# CIS 285	Communication & Networks	3
		14

Semester Two

# *CIS 172*	*Advanced LAN Administration* or	
# *CIS 176*	*LAN Administration: NT Server* or	
# *CIS 179*	*Advanced UNIX*	3
# CIS 232	Help Desk Technology and Customer Service	3
# CIS 234	Troubleshooting End-User Software	3
# OFT 144	Keyboarding II[1]	3
		12
	Total credits required	**26**

See CIS course descriptions Page 158.

[1]For students with greater than 50 wpm, course may be waived.

Coordinator: Joseph Chambers, Ext. 3786

Advanced Web Site Design and Development Certificate

Curriculum C507B

The advanced certificate in Web site development is designed to enhance the technical skills of students for jobs in the design, development and deployment of Web pages. Advanced scripting, Java programming and database usage are included. Students will gain extensive experience with both the software tools and project management tools used to develop and manage Web sites.

Semester One		**Credit Hours**
# CIS 125✧	Computer-Based Mathematics	4
# *CIS 176*	*LAN Administration: NT Server or*	
# *CIS 179*	*Advanced UNIX*	3
# *CIS 253*	*Visual Basic Programming* or	
# *CIS 255✧*	*Programming in the C Language*	3
# CIS 278✧	Database Management Systems	3
# CIS 285	Communications & Networks	3
		16

Semester Two

# CIS 178	Administering Web Servers	3
# CIS 275✧	Project Management for Small-Business Systems	3
# CIS 192	Server-side Programming	3
# CIS 196	E-Commerce	3
# CIS 263	Programming for the Internet	3
		15
	Total credits required	**31**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, Ext. 3786

Database Design and Development Certificate

Curriculum C307I

The Database Design and Development certificate is intended to provide students with the skills necessary to obtain entry-level positions in the area of database administration. Students will learn both theoretical constructs of databases in addition to practical database experience with several products.

Semester One		**Credit Hours**
CIS 101✧	Introduction to Business Computer Systems	3
# CIS 121✧	Introduction to Programming	3
# CIS 125✧	Computer-Based Mathematics	4
CIS 157✧	Microcomputer Database Management Software	1
# CIS 167✧	Advanced Database Management Software	2
		13
Semester Two		
# CIS 150✧	Microcomputers in Business	3
# CIS 257✧	Database Programming	3
# CIS 278✧	Database Management Systems	3
		9
Semester Three#		
# CIS 262	Oracle DBMS Development	3
# CIS 267	Advanced Database Programming	3
# CIS 275	Project Management for Small-Business Systems	3
	Electives	3
		12
	Total credits required	**34**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, Ext. 3786

E-Commerce Certificate

Curriculum C407L

The E-Commerce certificate prepares students who already have computer background for the development of e-business. Students will learn to develop effective business oriented Web sites and to support those sites with attention to security and data management.

Semester One		**Credit Hours**
# CIS 150✧	Microcomputers in Business	3
# CIS 190	Web Site Development	3
# CIS 167✧	Advanced Database Management Software	2
# *CIS 250*	*Introduction to Visual BASIC Programming* or	
# *CIS 257✧*	*Database Programming*	3
# CIS 278✧	Database Management Systems	3
VIC 102✧	Graphic Design	3
		17
Semester Two		
# CIS 196	E-Commerce	3
# *CIS 275✧*	*Project Management for Small-Business Systems or*	
# *CIS 280✧*	*Business-Systems Analysis*	3
# CIS 285	Communication & Networks	3
MKT 125✧	Principles of Marketing	3
MKT 275✧	Principles of Advertising	3
VIC 172	Web Page Design-Dreamweaver	3
		18
	Total credits required	**35**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, Ext. 3786

Network Management Certificate

Curriculum 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 administrating computer networks. Students will develop both hardware and software skills for installing and managing local area networks.

Semester One		**Credit Hours**
CIS 101✧	Introduction to Business Computer Systems	3
# CIS 121✧	Introduction to Programming	3
# CIS 125✧	Computer-Based Mathematics	4
# ELT 201✧	PC Maintenance	5
		15
Semester Two		
# CIS 177	Introduction to UNIX	3
# *CIS 276*	*Operating Systems Introduction* or	
# *CIS 277*	*Microcomputer Operating System*	3
# CIS 285	Communication & Networks	3
# ELT 205	Microcomputer Peripherals	3
		12
Semester Three#		
# CIS 170	Introduction to LAN Administration-Novell	3
# CIS 174	Introduction to LAN: Administration NT Workstation	3
# *CIS 210*	*Networking Fundamentals* or	
# *ELT 225✧*	*Local Area Networks*	3
		9
Semester Four#		
# *CIS 172*	*Advanced LAN Administration* or	
# *CIS 176*	*LAN Administration: NT Server* or	
# *CIS 179*	*Advanced UNIX* or	
# *CIS 212*	*Routers and Switchers*	3
		3
	Total credits required	**39**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, Ext. 3786

PC End-User Support Specialist Certificate

Curriculum C307G

The microcomputer end-user support program is designed to provide an opportunity for students to acquire skills needed for an entry-level position supporting end-users in a business environment. Skills acquired through the completion of the program include: use of common microcomputer application software, operating systems, local area networks, microcomputer hardware, problem-solving, and installation of hardware and software.

Semester One		**Credit Hours**
CIS 101✧	Introduction to Business Computer Systems	3
# *CIS 121✧*	*Introduction to Programming* or	
# *CIS 250*	*Introduction to Visual Basic Programming*	3
# ELT 201✧	PC Maintenance	5
		11
Semester Two		
# *CIS 150✧*	*Microcomputers in Business* or	3
# *CIS 161✧*	*Advanced Electronic Spreadsheets* and	1
# *CIS 167*	*Advanced Database Management Software*	2
# *CIS 276*	*Operating Systems Introduction* or	

# *CIS 277*	*Microcomputer Operating Systems*	3
# CIS 285	Communications and Networks	3
# ELT 205	Microcomputer Peripherals	3
		12

Semester Three

# CIS 174	Introduction to LAN: Administration NT Workstation	3
# CIS 177	Introduction to UNIX	3
# ELT 210	Advanced PC Maintenance	4
# ELT 225✧	Local Area Networks	3
# ELT 291✧	Electronic Technology Seminar	3
		16
	Total credits required	**39**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, Ext. 3786

Web Site Design and Development Certificate

Curriculum C407J

The Web Site Design and Development Certificate is designed to prepare students for jobs in the design, development and deployment of Web pages. Graphic design and Web programming are included. Students will gain extensive experience with the software tools used to implement Web pages.

Semester One **Credit Hours**

CIS 101✧	Introduction to Business Computer Systems	3
# CIS 121✧	Introduction to Programming	3
# CIS 158	Introduction to the World Wide Web	1
VIC 102✧	Graphic Design	3
		10

Semester Two

# *CIS 174*	*Introduction to LAN: Administration* NT Workstation or	
# *CIS 177*	*Introduction to UNIX*	3
# CIS 190	Web Site Development	3
VIC 172	Web Page Design-Dreamweaver	3
		9
	Total credits required	**19**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, 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 121✧

Semester One **Credit Hours**

# CIS 253	Visual Basic Programming	3
# CIS 255✧	Programming in the C Language	3
		6

Semester Two

# CIS 295✧	Data Structures with C++	3
# CIS 297	Visual C++	3
		6
	Total credits required	**12**

See CIS course descriptions Page 158.

Coordinator: Joseph Chambers, Ext. 3786

Construction

Curriculum C246D

The construction program provides skills in construction estimating, scheduling and contract-related components in order to prepare students to specialize in this industry. Students also will receive hands-on skilled trades experience in a wide variety of disciplines. Students receiving this degree are able to transfer to Purdue University-Calumet and other four-year Construction Management programs.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One **Credit Hours**

# ARC 110✧	Wood and Masonry Construction Technology	5
ARC 112✧	Exterior Materials of Construction	2
COT 101✧	Introduction to Architecture, Engineering and Construction	1
COT 118	Construction Safety & Loss Prevention	2
# RHT 101✧	Freshman Rhetoric & Comp I[1]	3
# *TEC 143*	*Technical Mathematics I* or	
# *MAT 101✧*	*Quantitative Literacy*[2] or	
# *MAT 110✧*	*College Algebra*[2]	3-5
		16-18

Semester Two

# ARC 141✧	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 & Comp II[1]	3
	General Education/Humanities	1
		16

Semester Three

# ARC 252✧	Concrete Construction Technology	5
CIS 101✧	Introduction to Business Computer Systems	3
COT 245	Construction Job Supervision	3
COT 248	Construction Planning & Scheduling	3
GOL 101✧	*Physical Geology* or	
# *PHY 100✧*	*General Physics*	4
		18

Semester Four

# ARC 283✧	MEP Construction Technology	5
COT 142	Contract Documents	3
COT 250	Construction Project Management	3
COT 269	Surveying	3
COT 291	Site Design and Construction	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		19
	Total credits required for graduation	**69**

See COT course descriptions Page 162; ARC course descriptions Page 147.

See Humanities General Education requirements for list of acceptable

Humanities courses, Page 71. There is a minimum of one semester hour credit in humanities courses required for this program.

[1]Students intending to transfer are encouraged to complete all three courses: RHT 101✧, RHT 102✧ and SPE 101✧ to meet university requirements.
[2]MAT 101✧ or 110✧ meets the mathematics and/or science general education requirement.

Coordinator: Frank Heitzman, Ext. 3007

Construction Certificate

Curriculum C446D

The construction certificate program is designed for students who wish to gain broad skills in the field in the shortest possible time.

Semester One		**Credit Hours**
# ARC 110✧	Wood and Masonry Construction Technology	5
ARC 112✧	Exterior Materials of Construction	2
# ARC 141✧	Steel Construction Technology	5
COT 101✧	Introduction to Architecture, Engineering and Construction	1
		13
Semester Two		
# ARC 252✧	Concrete Construction Technology	5
# ARC 283✧	MEP Construction Technology	5
# MKT 200	Developing the Professional Image	3
		13
Semester Three		
COT 246	Construction Internship I	3
		3
	Total credits required	**29**

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Court & Convention Reporting

Curriculum C207B

The court and convention reporting program was developed to meet the guidelines and standards of the National Court Reporters Association. Graduates receive an associate's degree and are prepared to take the Illinois Certified Shorthand Reporters Examination, which offers them the license to practice reporting in Illinois.

Intensive study and skill development in testimony, legal, medical and technical vocabulary and materials are provided. Technique in transcription of actual court, deposition and convention transcripts also is developed.

This program is designed for full-time attendance; therefore it is strongly recommended that students are enrolled full time. In the fall semester 1986, the court reporting program began selective admissions. Prospective students must perform at or above a certain level on the CPP Language Usage and Reading Skills examination, which tests spelling, phonetic association, similar words and word sense.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)		**Credit Hours**
# CCR 119	Machine Shorthand I & II	7
# OFT 122	Business English	3
CCR 166	Introduction to CCR Technology	1
OFT 277	Legal Terms and Documents	3
	Elective	1
		15
Semester Two (Spring)		
# CCR 164	Punctuation for Court Reporters	2
# CCR 168	Machine Shorthand III	3
# CCR 169	Machine Shorthand IV	3
# CCR 274	Court Reporting Procedures	3
OFT 187	The Structure of Medical Terms[1]	4
		15
Semester Three (Summer)		
# CCR 177	Machine Shorthand V	3
# CCR 178	Machine Shorthand VI[1]	3
		6
Semester Four (Fall)		
CCR 125	Vocabulary Enhancement for Court Reporters	2
# CCR 275	Advanced Computer-Aided Transcription for Court Reporters	1
# CCR 287	Machine Shorthand VII	3
# CCR 288	Machine Shorthand VIII[1]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		15
Semester Five (Spring)		
# CCR 286	Court Practicum	1
# CCR 297	Legal/Testimony Advanced	3
# CCR 298	Literary/Medical Advanced[1]	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Electives	3
	Humanities	1
		16
	Total credits required for graduation	**67**

See CCR course descriptions Page 164.

See Humanities General Education requirements Page 71.

Suggested electives (4): BUS 161; 296, 299; CCR 166, 296; OFT 104, 106, 108, 144

[1]CCR 178, 288, 298, and OFT 187 meets the mathematics and/or science general education requirement.
[2]Students must complete either 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.

In accordance with the rules set forth by the National Court Reporters Association, the following requirements also must be included for graduation: transcribe three five-minute takes at 225 words per minute two-voice testimony material, three five-minute takes at 200 words per minute legal opinion material, and three five-minute takes at 180 words per minute literary material at RPR speed levels, and a simulated Certified Realtime Reporter (CRR) test; two five-minute typewriting selections at 60 gross words per minute, maximum of five errors; internship verifying 40 actual writing hours under supervision of professional reporters with a 40-page salable transcript of a proceeding written during internship experience; and a 10-page transcript taken from simulated or videotaped deposition typed within two hours or less at 95 percent accuracy.

Review for the Certified Shorthand Reporter

Examination occurs in CCR 177, 178, 286, 287, 288, 297, 298.

The Illinois Certified Shorthand Reporter Examination, given annually in March, June and September (subject to change) annually in the Chicago area consists of the following:

Part I Pencil Test: English, legal terminology, medical terminology and the CSR law.

Part II Dictation: Five minutes at 225 wpm on Question and Answer and five minute at 200 wpm on General Literary-Legal.

Part III Transcription: Three hours to produce transcript of Question and Answer and General Literary-Legal.

Part IV English: Legal terminology, medical terminology, punctuation, spelling, word usage and definitions, and CSR law.

Grades: Typewritten transcripts are graded according to the guidelines set forth by the National Shorthand Reporters Association.

Transfer and re-entry students:

Transfer students must pass a qualifying test administered by Triton court reporting instructors before enrolling in any CCR speed course.

Students who withdraw or temporarily leave the program must pass a qualifying test before re-enrolling in CCR speed courses.

Coordinator: Norma Pygon, Ext. 3562

Court & Convention Reporting Certificate

Curriculum C307F

The Court and Convention Reporting Certificate is designed for students who will successfully pass either the Illinois State Certified Shorthand Reporters exam or the National Court Reporters Association's Registered Professional Reporter exam but have not completed the requirements for the Court & Convention degree program. This certificate can lead into a degree and is an added credential to the state license to show proficiency in entry-level skills.

This certificate requires the passing of one of the above exams, the completion of the courses below and the approval of the program coordinator.

Semester One (Fall)		**Credit Hours**
# CCR 119	Machine Shorthand I & II	7
# OFT 122	Business English	3
CCR 166	Introduction to CCR Technology	1
OFT 277	Legal Terms and Documents	3
		14
Semester Two (Spring)		
# CCR 164	Punctuation for Court Reporters	2
# CCR 168	Machine Shorthand III	3
# CCR 169	Machine Shorthand IV	3
# CCR 274	Court Reporting Procedures	3
OFT 187	The Structure of Medical Terms	4
		15
Semester Three (Summer)		
# CCR 177	Machine Shorthand V	3
# CCR 178	Machine Shorthand VI	3
		6
Semester Four (Fall)		
CCR 125	Vocabulary Enhancement for Court Reporters	2
# CCR 275	Advanced Computer-Aided Transcription for Court Reporters	1
# CCR 287	Machine Shorthand VII	3
# CCR 288	Machine Shorthand VIII	3
		9
	Total credits required	**44**

See CCR course descriptions Page 164.

Coordinator: Norma Pygon, Ext. 3562

Criminal Justice Administration

Curriculum C243A

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, 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.

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		**Credit Hours**
CIS 151	Introduction to Microcomputers	1
CJA 111✧	Introduction to Criminal Justice	3
CJA 171✧	Patrol Administration	3
OFT 123	Keyboarding I	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
	Electives[2]	4-5
		17-18
Semester Two		
CJA 121✧	Introduction to Corrections	3
CJA 148✧	Police/Community Relations	3
CJA 181✧	Juvenile Delinquency & Law	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		14
Semester Three		
CJA 161✧	Administration of Justice	3
# CJA 201✧	Criminology	3
CJA 219✧	Criminal Law I	3
	General Education/Mathematics and/or Science	3-4
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		15-16
Semester Four		
CJA 236✧	Criminal Law II	3
CJA 241	Traffic Enforcement & Administration	3
CJA 246✧	Laws of Evidence	3
CJA 257✧	Law Enforcement Administration	3
# CJA 298	Applied Law-Enforcement Administration	3
	General Education/Humanities	3
		18
	Total credits required for graduation	**65**

See CJA course descriptions Page 165.

See Humanities General Education requirements Page 71.

Suggested electives (4-5): CJA 115, 116✧, 117, 118✧, 125✧, 127✧, 131✧, 166✧, 296; CIS 101✧; PED 106✧, 120✧; PSY 100✧; PSV 290, 291; SOC 100✧, 131✧, 225✧; PHL 101✧, 103✧

Note: Students may waive the requirement of OFT 123 and elect a replacement course by initiating a general petition if they have completed one semester of high school typing or may select an appropriate replacement course as determined by the CJA program coordinator and/or counselor.

Note: Upon petition, students successfully completing professional-training courses sponsored or sanctioned by the Illinois Local Governmental Training Board, or an equivalent accrediting agency, can receive up to 24 hours of credit. All documentation, including official transcripts, course descriptions, and course outlines, will be reviewed by the program coordinator to determine the number of hours of credit to be granted toward the associate in applied science degree or certificate.

[1]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.

[2]The number of required elective credits is determined by program option completed.

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.

Semester One		**Credit Hours**
CJA 111✧	Introduction to Criminal Justice	3
CJA 121✧	Introduction to Corrections	3
CJA 125✧	Principles of Probation & Parole	3
CJA 127✧	Correctional Counseling	3
PSY 100✧	Introduction to Psychology	3
		15
Semester Two		
CJA 131✧	Correctional Procedures	3
CJA 161✧	Administration of Justice	3
CJA 181✧	Juvenile Delinquency and Law	3
# CJA 201✧	Criminology	3
		12
	Total credits required	**27**

See CJA course descriptions Page 165.

Coordinator: Nicholas Jason, Ext. 3791

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.

Semester One		Credit Hours
CJA 115	Professional Skills: Private Security-Basic Firearms Training	3
CJA 116✧	Current Security Problems	3
CJA 117	Introduction to Private Security	3
		9
	Total credits required	**9**

See CJA course descriptions Page 165.

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 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.

Semester One		Credit Hours
CJA 111✧	Introduction to Criminal Justice	3
CJA 166✧	Criminal Investigation	3
CJA 171✧	Patrol Administration	3
	Program electives	6
		15
Semester Two		
CJA 181✧	Juvenile Delinquency and Law	3
# CJA 201✧	Criminology	3
CJA 219✧	Criminal Law I	3
	Program electives	3
		12
	Total credits required	**27**

Program electives (9):

CJA 115	Professional Skills: Private Security-Basic Firearm Training[1]	3
CJA 116✧	Current Security Problems[1]	3
CJA 117	Introduction to Private Security[1]	3
CJA 118✧	Security Administration[1]	3
CJA 148✧	Police Supervision & Community Relations	3
CJA 161✧	Administration of Justice	3
CJA 241	Traffic Enforcement & Administration	3
CJA 257✧	Law Enforcement Administration	3

See CJA course descriptions Page 165.

[1]Appropriate choice for students interested in private police security.

Coordinator: Nicholas Jason, Ext. 3791

Early Childhood Education

Curriculum C220A

The early childhood education professional will provide developmentally appropriate care to children in day-care centers, home day cares, before and after school care programs, nursery schools as well as assist in kindergartens. The field of early childhood covers birth through eight years of age.

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 programs. Experiences include working with children and families. curriculum, team teaching responsibilities, classroom management and guidance techniques.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		Credit Hours
ECE 110✧	Early Childhood Development	3
ECE 111✧	Introduction to Early Childhood Education	3
HUM 101✧	The Popular Arts [1]	3
PSY 100✧	Introduction to Psychology	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I* [2]	3
		15
Semester Two		
# ECE 118✧	Health, Nutrition and Safety	3
# ECE 121	Language Development & Activities	3
# ECE 146	Child, Family & Community	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Program electives	4
		16
Semester Three		
# ECE 138✧	Observation & Guidance of Young Children	4
		4
Semester Four		
# ECE 231	Science & Math for Children	3
# ECE 233	Creative Activities for the Young Child	3
HTH 281✧	First Aid & CPR	2
# MAT 103	Applied Intermediate Algebra	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Program electives	3
		17
Semester Five		
# ECE 251	Practicum	4
# ECE 252	Seminar	3
	Electives	6
		13
	Total credits required for graduation	**65**

Note: A minimum grade of "C" is a requirement for each ECE course in all ECE programs.

See ECE course descriptions Page 168.

See Humanities General Education requirements Page 71.

Program electives (7): ECE 122, 133, 136, 142✧, 151[3], 152[3], 153[3], 154[3], 155[3], 156[3], 230, 250, 296[3]

Suggested electives (6): ANT 103✧; EDU 200✧; ENG 170✧; HIA 115; PED 169✧; PSY 115✧, 201✧, 216✧, 222✧; SOC 100✧, 225✧, 231✧

1HUM 101✧ meets the humanities general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

[3]Only three of the one-credit hour courses can serve as program electives for the Early Childhood Education Associate Degree.

Coordinator: Diana Rosenbrock, Ext. 3615

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 & 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 133	Home Daycare Management	3
ECE 136	School Age Programming	3
# ECE 142✧	The Exceptional Child	3
# ECE 146	Child, Family & Community	3
ECE 151	Communicating with Parents and Children[1]	1
ECE 152	Principles of Child Growth and Development, Birth - 5[1]	1
ECE 153	Guiding Children and Managing the Classroom[1]	1
ECE 154	Activities and Resources for Young Children I[1]	1
ECE 155	Activities and Resources for Young Children II[1]	1
ECE 156	Effective Teaching[1]	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]	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 168.

[1]Only three of the one-credit hour courses can serve as program electives for the Early Childhood Education Associate's Degree.

Coordinator: Diana Rosenbrock, Ext. 3615

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 - 5	1
ECE 153	Guiding Children and Managing the Classroom	1
		3
Semester Two		
ECE 111✧	Introduction to Early Childhood	3
		3

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
		12

CDA PRE-SCHOOL TRACK (ages 3 to 5)

	CDA Preparation Core	6
ECE 110✧	Early Child 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
		12
	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 168.

Coordinator: Diana Rosenbrock, Ext. 3615

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		**Credit Hours**
ECE 110✧	Early Child Development	3
ECE 115	Infant/Toddler Development	3
ECE 122	Infant/Toddler Care and Curriculum	3
# ECE 146	Child, Family & Community	3
		12
Semester Two		
# ECE 118✧	Health, Nutrition and Safety	3
HTH 281✧	First Aid & CPR	2
		5
	Total credits required	**17**

Note: A minimum grade of "C" is required as a prerequisite for each ECE course in all ECE programs.

See ECE course descriptions Page 168.

Coordinator: Diana Rosenbrock, Ext. 3615

Teacher Aide Certificate

Curriculum C320C

The Teacher Aide Certificate provides paraprofessional preparation for students who wish to directly support teachers and children in the classroom.

Students will study child development theory, educational foundations and practices which will be applied during a supervised field experience in a school setting.

Semester One		**Credit Hours**
ECE 110✧	Early Childhood Development	3
ECE 153	Guiding Children and Managing the Classroom	1
# EDU 204✧	Introduction to Education	3
HTH 281✧	First Aid & CPR	2
PSY 100✧	Introduction to Psychology	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
		15
Semester Two		
# CWE 290	Cooperative Work Experience	3
# ECE 121	Language Development & Activities	3
ECE 136	School-Age Programming	3
# ECE 142✧	The Exceptional Child	3
SPE 101✧	Principles of Effective Speaking	3
		15
	Total credits required	**30**

Note: A minimum grade of "C" is a required for each ECE course in all ECE programs.

See ECE course descriptions Page 168.

Coordinator: Diana Rosenbrock, Ext. 3615

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		**Credit Hours**
ECE 110✧	Early Childhood Development	3
ECE 111✧	Introduction to Early Childhood Education	3
# ECE 250	Administration & Supervision of Early Childhood Programs	3
		9
Semester Two		
# ECE 118✧	Health, Nutrition and Safety	3
# ECE 138✧	Observation & Guidance of Young Children	4
	Program electives	3
		10
	Total credits required	**19**

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	3
# 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 168.

Coordinator: Diana Rosenbrock, Ext. 3615

Electronics Technology/ Computer Maintenance

Curriculum C247G

The Computer Maintenance program in Electronics Technology provides students with practical instruction related to the installation, maintenance, troubleshooting and upgrading of microcomputers. A series of electronics courses provides the basis for component-level troubleshooting in microcomputers and microcomputer peripheral devices, such as floppy and hard drives, CD-ROM drives, point devices, printers, monitors and modems. Operation, installation and testing of Local Area Networks also is included.

Upon completion of the program, students will qualify as entry-level bench or field service technicians in the computer maintenance field. Skills acquired in the program include the following: use of hardware, firmware and software diagnostic tools to determine faults in microcomputers, microcomputer peripherals and Local Area Networks; installation, operation and preventative maintenance procedures for microcomputer systems; and procedures for component replacement and performance upgrading of microcomputer systems.

Upon completion of ELT 115✧, ELT 137✧, ELT 139✧, ELT 147✧, ELT 151✧ and ELT 153✧ the student will be prepared for ISCET's Associate Level Certified Electronics Technician Exam (CET) or ETA's Associate Level CET Exam. ELT 201✧, ELT 205 and ELT 210 prepare the student for CompTIA's A+ Certification Exam. It is recommended that the student take the A+ Exam prior to graduation.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
# ELT 115✧	Introduction to Electronics	5
ELT 139✧	Electronic Fabrication	2
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
		15
Semester Two		
CIS 101✧	Introduction to Business Computer Systems	3
# ELT 137✧	Electronic Devices & Circuits	4
# ELT 147✧	Digital Electronics	4
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
TEC 143	Technical Mathematics I[2]	4
		18
Semester Three		
# ELT 151✧	Microprocessor Electronics	4
# ELT 153✧	Electronic Troubleshooting	3
# ELT 201✧	PC Maintenance	5
# ELT 205	Microcomputer Peripherals	3
	Humanities	2
		17
Semester Four		
# ELT 210	Advanced PC Maintenance	4
# ELT 225✧	Local Area Networks	3
# ELT 291✧	Electronics Technology Seminar	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Electives	0-3
		13-16
	Total credits required for graduation	**66**

See ELT course descriptions Page 171.

See Humanities General Education requirements Page 71.

Suggested electives (0-3): ELC 162✧, 275; ELT 270✧, 282✧, 296; MTT 103✧; TEC 290

Note: A breadboard scientific calculator and some hand tools are required. The CIS program offers a PC End User Support Specialist Certificate and Network Management Certificate. Contact the CIS Program Coordinator for more information regarding these certificates.

[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]TEC 122 or 143 meets the mathematics and/or science general education requirement.

Coordinator: Albert Sora, Ext. 3297

Computer Maintenance Advanced Certificate

Curriculum C547A

The Computer Maintenance Program in Electronics Technology provides students with practical instruction related to the installation, maintenance, troubleshooting and upgrading of microcomputers. A series of electronics courses provides the basis for component-level troubleshooting in microcomputers and microcomputer peripheral devices, such as floppy and hard drives, CD-ROM drives, pointing devices, printers, monitors and modems. Operation, installation and testing of Local Area Networks also is included.

Upon completion of the program, students will qualify as entry-level bench or field service technicians in the computer maintenance field. Skills acquired in the program include the following: use of hardware, firmware and software diagnostic tools to determine faults in microcomputers, microcomputer peripherals and Local Area Networks; installation, operation and preventive maintenance procedures for microcomputer systems; and procedures for component replacement and performance upgrading of microcomputer systems.

ELT 201✧, ELT 205 and ELT 210 prepare the student for CompTIA's A+ Certification Exam. It is recommended that the student take the A+ Exam prior to graduation.

Semester One		**Credit Hours**
# ELT 201✧	PC Maintenance	5
# ELT 205	Microcomputer Peripherals	3
		8
Semester Two		
# ELT 210	Advanced PC Maintenance	4
# ELT 225✧	Local Area Networks	3
# ELT 291✧	Electronics Technology Seminar	3
		10
	Total credits required	**18**

Note: A breadboard, scientific calculator and some hand tools are required. The CIS program offers a PC End User Support Specialist Certificate and Network Management Certificate. Contact the CIS Program Coordinator for more information regarding these certificates.

See ELT course descriptions Page 171.

Coordinator: Albert Sora, Ext. 3297

Electronics Technology/Systems

Curriculum C215A

The Electronic Systems program in Electronics Technology provides students with a broad based study of topics ranging from introductory DC and AC concepts to microprocessor applications and electronic communications. The courses in the program combine classroom theory with laboratory experiments and projects. The program is designed to prepare students to enter the field of electronics as a technician. Electronic technicians assist with the research and development, manufacture, installation, maintenance, operation and servicing of a new world of electronic systems. Electronic technicians are employed in a variety of areas, such as broadcasting, computers, telecommunications, automotive electronics, factory automation, consumer electronics, office automation, avionics and medical electronics.

Upon completion of ELT 115✧, ELT 137✧, ELT 139✧, ELT 147✧, ELT 151✧ and ELT 153✧ the student will be prepared for ISET's Associate Level Certified Electronics Technician Exam (CET) or ETA's Associate level CET Exam. It is recommended that the student take the CET prior to graduation.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
# ELT 115✧	Introduction to Electronics	5
ELT 139✧	Electronic Fabrication	2
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
		15

Semester Two		
CIS 101✧	Introduction to Business Computer Systems	3
# ELT 137✧	Electronic Devices & Circuits	4
# ELT 147✧	Digital Electronics	4
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*	3
TEC 143	Technical Mathematics I[2]	4
		18

Semester Three		
# ELT 151✧	Microprocessor Electronics	4
# ELT 153✧	Electronic Troubleshooting	3
# ELT 270✧	Linear Integrated Circuits	4
	Humanities	2
# ENT 123	Technical Physics[2]	4
		17

Semester Four		
# ELT 282✧	Microprocessor/Microcontroller Applications	3
# ELT 288✧	Information Systems	4
# ELT 291✧	Electronics Technology Seminar	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Electives	0-3
		13-16
	Total credits required for graduation	**66**

See ELT course descriptions Page 171.

See Humanities General Education requirements Page 71.

Suggested electives (0-3): ELC 162✧, 275; ELT 201✧, 296; MTT 103✧; TEC 290

[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] TEC 122, 143 or ENT 123 meets the mathematics and/or science general education requirement.

Coordinator: Albert Sora, Ext. 3297

Electronics Technology Certificate

Curriculum C315B

The Electronics Technology certificate program is designed for students who wish to enter the field of electronics as a service technician, electronics tester or electronics assembly technician. The program provides students with a working knowledge of basic electronics concepts, including DC/AC fundamentals, semiconductor devices and circuits, digital and microprocessor principles and electronic fabrication and troubleshooting. Skills acquired in the program include the following: use of electronic test equipment, such as meter, oscilloscopes, generators and specialized instruments; fabrication of electronic circuits; calculation of basic circuit quantities; testing of electronic components, devices and circuits; and troubleshooting of electronic systems.

Upon the completion of ELT 115✧, ELT 137✧, ELT 139✧, ELT 147✧, ELT 151✧ and ELT 153✧ the student will be prepared for ISET's Associate Level Certified Electronics Technician Exam (CET) or ETA's Associate Level CET Exam. It is recommended that the student take the CET prior to graduation.

Semester One		**Credit Hours**
# ELT 115✧	Introduction to Electronics	5
ELT 139✧	Electronic Fabrication	2
# TEC 122	Elementary Technical Mathematics	3
		10
Semester Two		
# ELT 137✧	Electronic Devices & Circuits	4
# ELT 147✧	Digital Electronics	4
		8
Semester Three		
# ELT 151✧	Microprocessor Electronics	4
# ELT 153✧	Electronic Troubleshooting	3
		7
	Total credits required	**25**

See ELT course descriptions Page 171.

Coordinator: Albert Sora, Ext. 3297

(708) 456-5000

Engineering Technology/Computer-Aided Design (CAD)

Curriculum C248U

The computer-aided design (CAD) technology curriculum provides students with a working knowledge of various CAD systems. It also introduces them to basic and advanced drafting and design done on computers, as well as basic programming concepts and automated manufacturing.

Upon completion of the program, students will be able to seek employment as CAD technicians and can move into advanced CAD opportunities within organizations. Jobs can be found in companies that produce diverse products or in a CAD service bureau. Individuals entering this program should have a good working knowledge of computer concepts and techniques. Program prerequisites: One year high school mechanical drafting or ENT 110✧ and one year high school algebra or TEC 122. Prerequisite courses may not be used to meet graduation requirements. Students also can transfer to four-year schools offering bachelor of science technology degrees.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
# ENT 125✧	Advanced Drafting & Design	4
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
MTT 110✧	Machine Tool Technology I	4
# *RHT 124*	*Communications I* or	
RHT 101✧	*Freshman Rhetoric & Comp I*[2]	3
TEC 143	Technical Mathematics I[1]	4
		17
Semester Two		
# ENT 215✧	Basic Pro-E	4
# ENT 251	Introduction to CADKEY	3
	Humanities	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* and	
SPE 101✧	*Principles of Effective Speaking*	3
TEC 153	*Technical Mathematics II*[1] or	
# *MAT 114✧*	*Plane Trigonometry*	3-4
		16-17
Semester Three		
# ENT 126✧	Design with Geometric Tolerancing	3
# ENT 218✧	Intermediate Pro-E	4
# ENT 232✧	Descriptive Geometry[1]	3
# ENT 252	Introduction to AUTOCAD	3
# ENT 123	Technical Physics[1]	4
		17
Semester Four		
MTT 103✧	Introduction to Automation	3
# ENT 220✧	Advanced Pro-E	4
# ENT 270✧	Machine Design	4
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Electives	3
		17
	Total credits required for graduation	**67-68**

See ENT course descriptions Page 173.

See Humanities General Education requirements Page 71.

[1]ENT 123, 232✧, TEC 143 or 153 meets the mathematics and/or science general education requirement.

[2]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: Antigone Sharris, Ext. 3622

Engineering Technology/CAD Advanced Certificate

Curriculum C548E

The CAD advanced certificate provides specialized training for individuals possessing a certificate or associate's degree in engineering technology or individuals currently working in the above mentioned area who wish to upgrade and update their current skills.

Individuals not possessing such experience are urged to consider the associate in applied science degree in engineering technology/computer aided design or the engineering technology certificate.

Expected background: ENT 110✧ or equivalent.

Semester One		Credit Hours
# ENT 251	Introduction to CADKEY	3
# ENT 252	Introduction to AUTOCAD	3
		6
Semester Two		
# ENT 296	Special Topics in Engineering Technology	2
# ENT 255	Introduction to Design with CAD Software	3
		5
Semester Three		
# ENT 257	Autocad 3D and Solids Modeling	3
# ENT 259	Autocad Customization	3
# ENT 280	Engineering Design Projects with CAD Software	3
		9
	Total credits required	20

See ENT course descriptions Page 173.

Coordinator: Antigone Sharris, Ext. 3622

CAD/CAM Advanced Certificate

Curriculum C548A

The advanced certificate in CAD/CAM is recommended for individuals with degrees or for experienced professionals in the design engineering and machine tool manufacturing environments. CAD applications feature software using Engineering on the UNIX computer platform and CADAM on the personal computer platform. CAM applications feature CAM Systems software on both the UNIX and personal computer platforms.

Expected background: ENT 110✧ or equivalent. Students are recommended to have had plane geometry and basic machining practices before pursuing this certificate. Individuals not possessing the industrial experience or expected background are urged to consider the Engineering Technology or Precision Machining certificates or the associate in applied science degree in Engineering Technology/Computer Aided Design or Automated Manufacturing and Processes Technology.

Semester One		Credit Hours
MTT 100✧	Introduction to Manual Part Programming	3
# ENT 215✧	Basic Pro-E.	4
		7
Semester Two		
# ENT 218✧	Intermediate Pro-E	4
# MTT 225✧	CAM Systems 2-D Part Programming	4
		8
Semester Three		
# ENT 220✧	Advanced Pro-E	4
# MTT 226	CAM Systems 3-D Surface Part Programming	4
		8
Semester Four		
# ENT 296	Special Topics in Engineering Technology	2
# MTT 227	Code Generation for CNC Machines	4
		6
	Total credits required	29

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Co-Coordinators: Albert Check, Ext. 3984; Antigone Sharris, Ext. 3622

Engineering Technology/Design

Curriculum C248V

The engineering design technology curriculum provides students with a working knowledge of basic design principles involved in the construction of various products and production machines. It also introduces them to the basics of computer-aided design.

Upon completion of the program, students will be able to design various types of machine parts and products involving gears, cams, pulleys and other components. Students will be qualified to work as beginning designers or in any entry-level engineering department job. Job opportunities can be found in companies that produce diverse products or in a design-drafting shop. Individuals entering this program should understand drafting concepts and design principles and should possess good math skills.

Program prerequisites: One year high school mechanical drafting or ENT 110✧ and one year high school algebra or TEC 122. Prerequisite courses may not be used to meet graduation requirements. Students also can transfer to four-year schools offering bachelor of science technology degrees.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		Credit Hours
# ENT 115	Fluid Power	3
# ENT 125✧	Advanced Drafting & Design	4
MTT 110✧	Machine Tool Technology I	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
TEC 143	Technical Mathematics I[1]	4
		18
Semester Two		
# ENT 126✧	Design with Geometric Tolerancing	3
# ENT 215✧	Basic Pro-E	4
# *ENT 251*	*Introduction to CADKEY* or	
# *ENT 252*	*Introduction to AUTOCAD*	3
MTT 210✧	Materials and Processes	3
TEC 153	Technical Mathematics II[1]	4
		17
Semester Three		
# ENT 123	Technical Physics[1]	4
# ENT 260✧	Jig & Fixture Design	4
# ENT 264	Plastic Injection Mold Design	4
# ENT 270✧	Machine Design	4
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		19

Semester Four

# ENT 262	Die Design	4
# ENT 275✧	Applications in Machine Design	4
# ENT 295✧	Mechanics/Mechanisms	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Humanities	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		18
	Total credits required for graduation	**72**

See ENT course descriptions Page 173.

See Humanities General Education requirements Page 71.

[1]ENT 123, TEC 143 or 153 meets the mathematics and/or science general education requirement.

[2]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: Antigone Sharris, Ext. 3622

Engineering Technology/Machine Design Advanced Certificate

Curriculum C548F

This certificate provides upward mobility for qualified tool and die makers, product designers and CAD graduates[1] to advance their careers into the area of machine design. Approximately one designer is needed for every three CAD technicians, and several hundred technicians graduate every year. This certificate also provides a background in the utilization of CAD systems. Machine designers with CAD skills are very much in demand.

This program prepares the student to enter the field of industrial design, working with engineers and machine designers. Graduates will be able to perform effectively in the present-day machine tool industry, and serve as support personnel developing and implementing computer-aided design (CAD) applications. Manufacturing techniques are changing and the demand for qualified machine designers is increasing rapidly. Their skills are used in all forms of manufacturing and product design, and all positions that require a qualified manufacturing technologist.

Expected background: TEC 143, ENT 110✧, 125✧

Semester One		**Credit Hours**
# ENT 215✧	Basic Pro-E	4
# *ENT 251*	*Introduction to CADKEY* or	
# *ENT 252*	*Introduction to AUTOCAD*	3
# ENT 260✧	Jig & Fixture Design	4
# ENT 270✧	Machine Design	4
		15

Semester Two

# ENT 262	Die Design	4
# ENT 264	Plastic Injection Mold Design	4
# ENT 275✧	Applications in Machine Design	4
# ENT 295✧	Mechanics/Mechanisms	3
		15
	Total credits required	**30**

[1]Students not in these types of career fields would need to complete several course prerequisites for this certificate and should consider the Engineering Drafting Certificate (C348B) as a more appropriate beginning point.

See ENT course descriptions Page 173.

Coordinator: Antigone Sharris, Ext. 3622

Engineering Technology/Drafting Certificate

Curriculum C348B

The engineering technology certificate is a certificate program that provides students with a working knowledge of basic drafting techniques and concepts, coupled with experiences in basic engineering product design, and basic CAD (computer-aided design) skills in mainframe and micro based CAD.

Upon completion of the program, students will be able to seek industry employment as beginning draftspersons in the area of manual work or beginning CAD work. They will be able to make drawing revisions, construct detail and assembly drawings, and work with designers and engineers on a variety of projects. They will be able to understand the basic concepts of tool design, and also will be able to do basic CAD drawings on mainframe and micro CAD systems. Job opportunities are available in companies that produce diverse products or provide design drafting services.

Semester One		**Credit Hours**
ENT 110✧	Technical Drafting	4
MTT 110✧	Machine Tool Technology I	4
MTT 210✧	Materials and Processes	3
# TEC 122	Elementary Technical Mathematics	3
		14

Semester Two

# ENT 125✧	Advanced Drafting & Design	4
# *ENT 251*	*Introduction to CADKEY* or	
# *ENT 252*	*Introduction to AUTOCAD*	3
TEC 143	Technical Mathematics I	4
		11

Semester Three

# ENT 215✧	Basic Pro-E	4
# ENT 232✧	Descriptive Geometry	3
# ENT 260✧	Jig & Fixture Design	4
		11
	Total credits required	**36**

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Also see Engineering Technology/Computer-Aided Design.

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		**Credit Hours**
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
		9
	Total credits required	**19**

Note: A minimum grade of "C" is required as a prerequisite for each EYE course.

See EYE course descriptions Page 176.

Coordinator: Debra Baker, Ext. 3442

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		**Credit Hours**
ACC 101✧	Financial Accounting	3
BUS 141✧	Introduction to Business	3
BUS 146	Business Computations[1]	3
ECO 102✧	Macroeconomics	3
# *RHT 124*	*Communications I* or	
# *RHT 101*	*Freshman Rhetoric & Comp I*[2]	3
		15
Semester Two		
# ACC 105✧	Managerial Accounting	3
# BUS 112✧	Principles of Finance	3
# BUS 149	Elementary Statistics[1]	3
CIS 101✧	Introduction to Business Computer Systems	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		15
Semester Three		
# ACC 151✧	Intermediate Accounting I	3
BUS 113	Investments & Securities	3
BUS 150✧	Principles of Management	3
BUS 161✧	Business Law I	3
# ECO 150✧	Money, Credit & Banking	3
MKT 125✧	Principles of Marketing	3
		18
Semester Four		
# ACC 152✧	Intermediate Accounting II	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Humanities	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Electives	6
		17
	Total credits required for graduation	**65**

See ACC course descriptions Page 145; see BUS course descriptions Page 155.

See Humanities General Education requirements Page 71.

Suggested electives (6): ACC 156✧; BUS 154, 162✧, 290✧, 291✧, 296✧; CIS 155✧, 157, 161✧, 167; ECO 103✧; MKT 150✧; RES 111, 285

[1]BUS 146 or 149 meets the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Sal Marchionna, Ext. 3579

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		**Credit Hours**
FIR 110	Fire Protection	3
FIR 135	Fire Service Law	2
FIR 150	Fire Suppression	4
FIR 180	Fire Prevention	3
# *MAT101✧*	*Quantitative Literacy* or	
# *MAT 102✧*	*Liberal Arts Mathematics*	3
		15

Semester Two

# FIR 129	Hazardous Materials	3
# FIR 188	Emergency Medical Technician[2]	5
# FIR 275	Hydraulics & Fix Installations	3
PSY 105✧	Personal Applications of Psychology	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[3]	3
		17

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 Business Computer Systems	3
	Program electives	3
		15

Semester Four

FIR 190	Arson	3
# FIR 254	Fire Supervision & Community Relations	3
	Humanities	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[3]	3
	Electives	5
		17
	Total credits required for graduation	64

See FIR course descriptions Page 176.

See Humanities General Education requirements Page 71.

Program electives (3): CHM 110✧; FIR 195, 196, 250

Note: A minimum grade of "C" is a required for each FIR course.

[1]MAT 103 meets the mathematics and/or science general education requirement.
[2]FIR 188 meets the health general education requirement.
[3]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Mike Dravo, Ext. 3553

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		**Credit Hours**
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 176.

Note: A minimum grade of "C" is a required for each FIR course.

Coordinator: Mike Dravo, Ext. 3553

Leadership for Paramedics

Curriculum C251B

This program is 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. Upon verification of licensure and receipt of a "Letter of Good Standing" from the candidate's Project Medical Director, candidate's previous training will be evaluated for credit grant.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AHL 101	Essentials of Medical Terminology	1
AHL 102	Ethics & Law for Allied Health	1
AHL 103	Basic Pharmacology for Allied Health	1
BIS 190	Anatomy & Physiology for Allied Health Majors	4
# FIR 129	Hazardous Materials	3
# FIR 188	Emergency Medical Technician[2]	5
		15

Semester Two

AHL 100	Introduction to Health Care	2
HTH 281✧	First Aid & CPR	2
PSC 150✧	American National Politics	3
PSY 100✧	Introduction to Psychology	3
# RHT 101✧	Freshman Rhetoric & Comp I[1]	3
SOC 100✧	Introduction to Sociology	3
		16

Semester Three

# AHL 107	Venipuncture	1
# EDU 215✧	Educational Psychology	3
# FIR 200	Risk Management in EMS	2
# RHT 102✧	Freshman Rhetoric & Composition II[1]	3
# SOC 210✧	Sociology of Leadership	3
SPE 101✧	Principles of Effective Speaking[1]	3
	Electives	2
		17

Semester Four

AHL 108	Electrocardiography	1
# AHL 205	Fundamentals of Instruction for Allied Health Workers	3
# BIS 136✧	Functional Human Anatomy I	4
BUS 154	Human Relations in Labor & Management	3
CIS 151	Introduction to Microcomputers	1
HTH 104✧	Science of Personal Health	2
	General Education/Humanities	3
		17
	Total credits required for graduation	65

See FIR course descriptions Page 176.

See Humanities General Education requirements Page 71.

[1]Students who wish to transfer should complete BIS 240✧ and BIS 241✧; and RHT 101✧, RHT 102✧ and SPE 101✧.
[2]FIR 188 meets the health general education requirement.

Note: A minimum grade of "C" is a required for each FIR course.

Coordinator: Mike Dravo, Ext. 3553

Graphic Arts/Printing

Curriculum C248D

This program provides students with training in areas including print production and design, typography, desktop publishing, black and white imaging, color imaging, scanner and digital imaging, image assembly, electronic image manipulation, press technology, quality assurance, estimating, paper/ink and finishing processes. The following is a partial list of the software students will learn to use: QuarkXpress, Pagemaker, Adobe Photoshop, Adobe Illustrator, estimating trapping, preflight and imposition software. Graphic Arts/Printing is among the largest manufacturing industries in Illinois. Many jobs offer high salary potential.

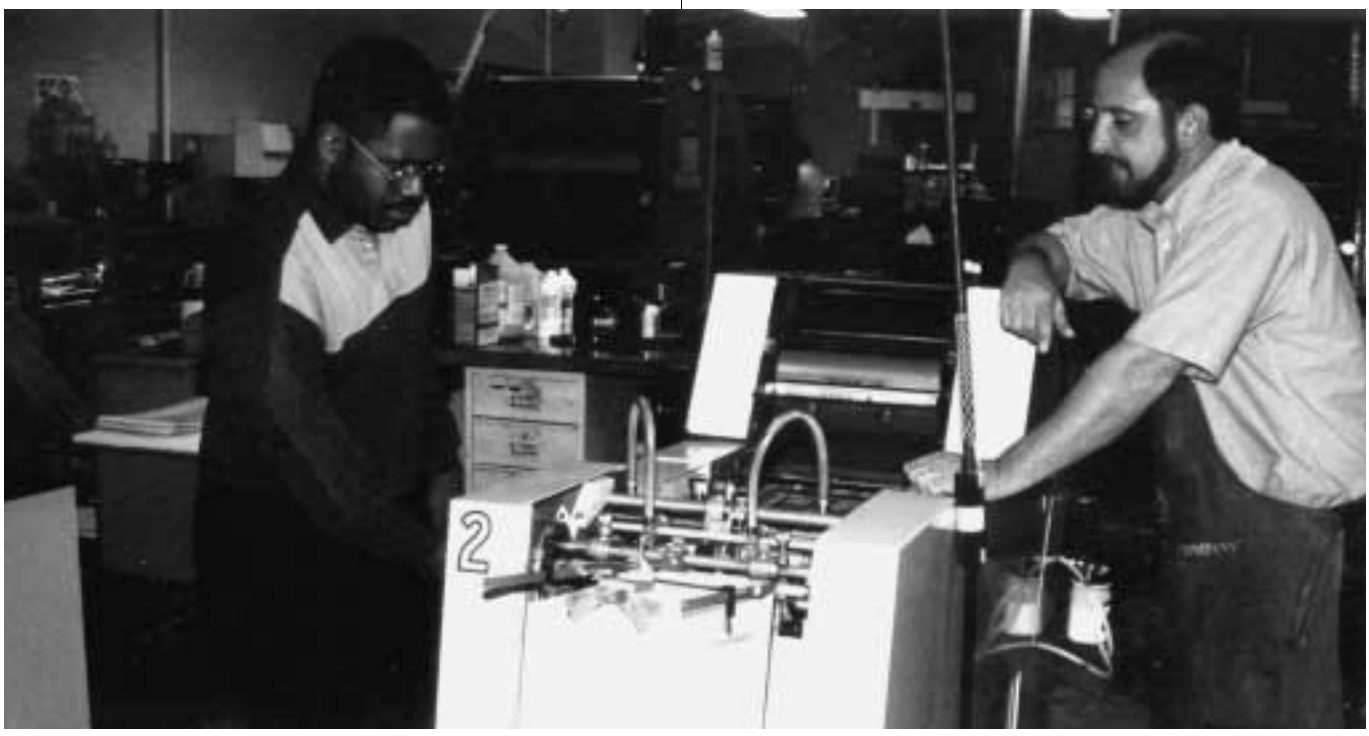
Excellent employment opportunities exist for graduates in the printing and graphic arts industry, publishing houses and advertising agencies. Typical job titles include desktop publishing layout artist, imaging technician (scanner operator, digital photography and photoshop), pre-flight specialist, systems operator, production operator, estimator, digital image assembly and press operator. Students interested in only technical course work are encouraged to consider the certificate in Graphic Arts/Printing.

Increasing opportunities exist for transferring this degree to many universities offering bachelor's degrees in graphic arts technology or graphic arts/printing management.

Students completing the A.A.S. degree in Graphic Arts/Printing may further specialize by completing certificates in Desktop Publishing, Graphic Arts/Printing, Computer Design and Production and Press Technology.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
VIC 101✧	Introduction to Graphic Arts	3
VIC 142	Introduction to Adobe Illustrator	3
VIC 121✧	Introduction to Quark XPress	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
		15
Semester Two		
VIC 251✧	Scanner Technology	3
VIC 141✧	Lithographic Presswork	3
VIC 111	Digital Photography	3
VIC 161	Introduction to Adobe Photoshop	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		18
Semester Three		
VIC 102✧	Graphic Design	3
VIC 211	Adobe Illustrator: Advanced	3
# VIC 221	Advanced Desktop Publishing	3
VIC 261	Adobe Photoshop: Production	3
HUM 124	*Professional Ethics* or	
HUM125	*The Individual & Technology* or	
HUM 126	*Modern Business Ethics*	1
	Program electives	3
		16



Semester Four

# VIC 191✧	Estimating, Customer Service and Printing Materials	3
VIC 201✧	Paper, Ink & Finishing Technologies	3
# VIC 231	Desktop Pre-Press Production	3
# *VIC 151*	*Small Press Operation* or	
# *VIC 241✧*	*Advanced Lithographic Press Operation*	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Program electives	3
		17
	Total credits required for graduation	**66**

See VIC course descriptions Page 212.

See Humanities General Education requirements Page 71.

Suggested Program electives (6): VIC, CIS 101✧, 285

[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]TEC 122 meets the mathematics and/or science general education requirement.

Coordinator: Joe Stolz, Ext. 3256

Graphic Arts/Printing Certificate

Curriculum C348D

This program is designed for students who intend to concentrate solely on technically related courses leading to entry-level positions in the graphic arts/printing industry, publishing, and advertising industries. The certificate program contains the principal technical courses included in the A.A.S. degree. The following is a partial list of the software students will learn to use: QuarkXpress, Pagemaker, Photoshop, Adobe Illustrator, estimating, trapping and preflight software.

Students completing the Graphic Arts/Printing certificate may further specialize by completing the certificate in Desktop Publishing, Computer Design and Production. The associate in applied science degree in Graphic Arts/Printing provides students with a broad-based education that includes general education course work.

Semester One		**Credit Hours**
VIC 101✧	Introduction to Graphic Arts	3
VIC 111	Digital Photography	3
VIC 121✧	Introduction to Quark XPress	3
# TEC 122	Elementary Technical Mathematics	3
# ENT 105	Industrial Physics	3
		15

Semester Two

VIC 142	Introduction to Adobe Illustrator	3
VIC 141✧	Lithographic Presswork	3
VIC 161	Introduction to Adobe Photoshop	3
VIC 251✧	Scanner Technology	3
	Program electives	3
		15

Semester Three

VIC 201✧	Paper, Ink & Finishing Technologies	3
	Program electives	9
		12
	Total credits required	**42**

Program electives (12):

# VIC 241✧	Advanced Lithographic Press Operation	3
# VIC 281	G.A.T.F. Written Certification	3
# VIC 293	G.A.T.F. Performance Certification	3
# VIC 271	Quality Assurance Test and Measures	3
VIC 211	Adobe Illustrator Advanced	3
# VIC 231	Desktop Pre-Press Production	3
# VIC 221	Advanced Desktop Publishing	3
VIC 261	Adobe Photoshop: Production	3
# VIC 296	Special Topics in Visual Communication	3

See VIC course descriptions Page 212.

Coordinator: Joe Stolz, Ext. 3256

Computer Design & Production Advanced Certificate

Curriculum C548H

This program provides an upgrade in training for individuals with graphic arts experience. Intermediate-level training covers various hardware and application software used by the graphics arts industry for computer-generated page layout, illustration and image manipulation.

Students with commercial design and basic computer page layout experience are encouraged to concentrate on the in-depth study of one software package in preparation for the computer design production operator position. Students with mechanical drawing and basic computer page layout experience are encouraged to focus their studies on a variety of software packages in preparation for the electronic production software specialist position.

Students without the expected background are referred to the certificates in Desktop Publishing and Graphic Arts/Printing or the associate in applied science degree in Graphic Arts/Printing.

Expected Background: VIC 121✧, VIC 142 and VIC 221

Semester One		**Credit Hours**
VIC 111	Digital Photography	3
VIC 114	Illustrations, Graphics & Color Composition	3
# VIC 221	Advanced Desktop Publishing	3
	Program electives	3
		12

Semester Two

# VIC 231	Desktop Pre-Press Production	3
# VIC 242	Adobe Illustrator Design	3
VIC 261	Adobe Photoshop: Production	3
	Program electives	3
		12

Semester Three

VIC 211	Adobe Illustrator: Advanced	3
# VIC 222	Quark Design	3
# VIC 262	Adobe Photoshop Design	3
	Program electives	3
		12
	Total credits required	**36**

Program electives (nine): VIC courses

See VIC course descriptions Page 212.

Coordinator: Joe Stolz, Ext. 3256

Desktop Publishing/Printing Certificate

Curriculum C348W

The desktop publishing/printing certificate is designed for those individuals interested in specializing in electronic typesetting and computer page layout. Electronic pre-press production processes, page layout and design, image capture and digital image modifications are covered.

Semester One		**Credit Hours**
VIC 101✧	Introduction to Graphic Arts	3
VIC 121✧	Introduction to Quark XPress	3
VIC 111	Digital Photography	3
		9
Semester Two		
# VIC 142	Introduction to Adobe Illustrator	3
# VIC 221	Advanced Desktop Publishing	3
VIC 161	Introduction to Adobe Photoshop	3
		9
Semester Three		
VIC 211	Adobe Illustrator: Advanced	3
VIC 251✧	Scanner Technology	3
VIC 261	Adobe Photoshop: Production	3
		9
Semester Four		
VIC 102✧	Graphic Design	3
# VIC 231	Desktop Pre-Press Production	3
		6
	Total credits required	**33**

See VIC course descriptions Page 212.

Coordinator: Joe Stolz, Ext. 3256

Press Operations: Sheetfed/Web Press Certificate

Curriculum C448Q

Beginning and experienced students interested in operating small and large offset presses will find this certificate useful. The sequencing of courses will guide the student from basic press operations through advanced process color printing using computerized color measurement systems. Quality assurance and press optimization is taught throughout the sequence of courses. People in management and quality assurance positions will find this program very practical. Upon completion of the sequence of courses, the student will qualify for national certification endorsed by the Graphic Arts Technical Foundation (G.A.T.F.).

Semester One		**Credit Hours**
VIC 141✧	*Lithographic Presswork* or	
VIC 131	*Lithographic Web Presswork*	3
VIC 201✧	Paper, Ink & Finishing Technologies	3
		6
Semester Two		
# VIC 151	Small Press Operation	3
# *VIC 241✧*	*Advanced Lithographic Press Operation* or	
# *VIC 233*	*Advanced Web Lithographic Presswork*	3
		6
Semester Three		
# VIC 271	Quality Assurance Test & Measures	3
# VIC 281	G.A.T.F. Written Certification	3
		6
Semester Four		
# VIC 293	G.A.T.F. Performance Certification	3
		3
	Total credits required	**21**

See VIC course descriptions Page 212.

Coordinator: Joe Stolz, Ext. 3256

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)		**Credit Hours**
HIA 110	Introduction to Hospitality Industry	3
HIA 115	Food Sanitation & Safety[1]	2
HIA 128	Introduction to Baking & Pastry	3
HIA 132	Nutrition	2
HIA 133	Menu Writing	2
HIA 150	Food Preparation Essentials & Theory	3
	Humanities	1
		16
Semester Two (Spring)		
HIA 120	Dining Room Service	3
HIA 130	Culinary Arts Quantity-Food Preparation I	3
HIA 225	Hospitality Supervision	3
HIA 250	Hospitality Marketing	3
HIA 276	Food & Beverage Purchasing/Control	3
	Elective (to be taken from any HII course)	1
		16
Semester Three (Fall)		
ACC 100	Basic Accounting I[1]	3
# HIA 228	Specialty Baking & Pastry	3
HIA 255	Culinary Arts Garde Manger	3
# HIA 260	Culinary Arts Quantity-Food Preparation II	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
	Program electives	2
		17
Semester Four (Spring)		
HIA 277	Catering Management	3
# HIA 295	Cooperative Work Experience	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U. S. to 1877*	3
	Program electives	2
		16
	Total credits required for graduation	**65**

See HIA course descriptions Page 180.

See Humanities General Education requirements Page 71.

Program electives (4): CIS 101✧; HIA 114, 117, 122, 210, 215, 280, 285, 296; French, Italian, Spanish

[1]HIA 115 or ACC 100 meet the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Jerome Drosos, Ext. 3624

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.

Semester One		**Credit Hours**
HIA 110	Introduction to Hospitality Industry	3
HIA 115	Food Sanitation and Safety	2
HIA 128	Introduction to Baking/Pastry	3
HIA 132	Nutrition	2
HIA 133	Menu Writing	2
HIA 150	Food Preparation Essentials & Theory	3
	Program electives	1
		16
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
		14
	Total credits required	**30**

See HIA course descriptions Page 180.

Program electives (3): HIA 118, 124, 127, 129, 134; HII 202 through 219

Coordinator: Jerome Drosos, Ext. 3624

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

Semester One		**Credit Hours**
HIA 110	Introduction to Hospitality Industry	3
HIA 115	Food Sanitation & Safety	2
HIA 120	Dining Room Service	3
HIA 122	Introduction to Convention Management	3
HIA 150	Food Preparation Essentials & Theory	3
HIA 210	Hotel & Motel Front-Office Operations	3
		17
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
		17
Semester Three		
ACC 100	Basic Accounting I[1]	3
# HIA 290	Dining Room Management	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		14
Semester Four		
CIS 101✧	Introduction to Business Computer Systems	3
HIA 277	Catering Management	3
# HIA 295	Cooperative Work Experience	3
	Humanities	1
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Program electives	4
		17
	Total credits required for graduation	**65**

See HIA course descriptions Page 180.

See Humanities General Education requirements Page 71.

Program electives (4): HIA 128, 132, 133, 228, 255, 260, 276, 280, 285, 296; French, Italian, Spanish

[1]ACC 100 meets the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Jerome Drosos, Ext. 3624

Hospitality Industry Administration Hotel/Motel Certificate

Curriculum C406F

The certificate program prepares students for potential positions as front desk clerks, reservationists, concierge, guest attendants and other entry-level positions in the hotel industry. Students develop skill in guest handling procedures, basic supervision, housekeeping and planning catering functions. This program may be completed by full-time students in one year. All courses can be applied to the A.A.S. in Hotel and Motel Management.

Semester One (Fall)		**Credit Hours**
ACC 100	Basic Accounting I	3
HIA 110	Introduction to Hospitality Industry	3
HIA 115	Food Sanitation & Safety	2
HIA 122	Introduction to Convention Management	3
HIA 210	Hotel & Motel Front Office Operations	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*	3
		17

Semester Two (Spring)

HIA 215	Housekeeping for the Hospitality Industry	3
HIA 225	Hospitality Supervision	3
HIA 250	Hospitality Marketing	3
HIA 277	Catering Management	3
# HIA 295	Cooperative Work Experience	3
		15
	Total credits required	**32**

See HIA course descriptions Page 180.

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, menu planning and supervision.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall) **Credit Hours**

HIA 110	Introduction to Hospitality Industry	3
HIA 115	Food Sanitation & Safety	2
HIA 120	Dining Room Service	3
HIA 132	Nutrition	2
HIA 133	Menu Writing	2
HIA 150	Food Preparation Essentials & Theory	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
		17

Semester Two (Spring)

HIA 117	Beverage Management	2
HIA 128	Introduction to Baking/Pastry	3
HIA 130	Culinary Arts Quantity-Food Preparation I	3
HIA 225	Hospitality Supervision	3
HIA 250	Hospitality Marketing	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
		17

Semester Three (Fall)

ACC 100	Basic Accounting I[2]	3
HIA 255	Culinary Arts-Garde Manger	3
# HIA 260	Culinary Arts Quantity-Food Preparation II	3
# HIA 290	Dining Room Management	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		15

Semester Four (Spring)

CIS 101✧	Introduction to Business Computer Systems	3
HIA 276	Food & Beverage Purchasing/Cost Control	3
# HIA 295	Cooperative Work Experience	3
	Humanities	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Program electives	3
		16
	Total credits required for graduation	**65**

See HIA course descriptions Page 180.

See Humanities General Education requirements Page 71.

Program electives (3): HIA 122, 210, 215, 228, 277, 280, 285, 296; French, Italian, Spanish

[1]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

[2]ACC 100 meets the mathematics and/or science general education requirement.

Coordinator: Jerome Drosos, Ext. 3624

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 **Credit Hours**

HIA 110	Introduction to Hospitality Industry	3
HIA 115	Food Sanitation & Safety	2
HIA 120	Dining Room Service	3
HIA 132	Nutrition	2
HIA 133	Menu Writing	2
HIA 150	Food Preparation Essentials & Theory	3
		15

Semester Two

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
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# RHT 124	Communications I	3
		19
	Total credits required	**34**

See HIA course descriptions Page 180.

Coordinator: Jerome Drosos, Ext. 3624

Human Resource Management

Curriculum C206J

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 **Credit Hours**

ACC 100	*Basic Accounting I* or	
ACC 101✧	*Financial Accounting*	3
BUS 141✧	Introduction to Business	3
BUS 200✧	Introduction to Human Resource Management	3
CIS 101✧	Introduction to Business Computer Systems	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		15

Semester Two

BUS 161✧	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 Speaking*[2]	3
	General Education/Humanities	1
		16

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✧	Microcomputers in Business	3
		18

Semester Four

BUS 146✧	Business Computations[1]	3
# BUS 205	Problem Solving for Human Resources	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Electives	6
		17
	Total credits required for graduation	**66**

See BUS course descriptions Page 155.

See Humanities General Education requirements Page 71.

Suggested electives (6): BUS 112✧, 149, 290✧, 296✧; CIS 161✧, ECO 102✧; PED

[1]BUS 146 meets the mathematics and/or science general education requirement.

[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Sal Marchionna, Ext. 3579

Human Resource Management Certificate

Curriculum C306F

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		**Credit Hours**
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
		12

Semester Two

# BUS 240	Compensation and Benefits	3
# BUS 250	Employee and Labor Relations	3
# BUS 270	Employee Health and Safety	3
		9
	Total credits required	**21**

See BUS course descriptions Page 155.

Coordinator: Sal Marchionna, Ext. 3579

Industrial-Related Training Programs

The curricula that follow are programs of related instruction developed to provide support training to trainees in a variety of skilled industrial occupations. Each curriculum has been designed so that students can earn the associate in applied science degree or the shorter certificate program.

Due to the differences between job classification and duties from company to company, limited course substitutions may be permitted. However, any substitutions must have the approval of the appropriate coordinator.

Approved electives for industrial-related training degree requirements:

Course		**Credit**
BUS 130	Quality-control Fundamentals I	3
ELC 113	National Electrical Code	3
ELC 120	Industrial Electricity	4
MTT 100✧	Introduction to Manual Part Programming	3
MTT 110✧	Machine Tool Technology I	4
MTT 111	Dimensional Metrology I	3
# MTT 112✧	Advanced Manual Part Programming	3
# MTT 126✧	Machine Tool Technology II	5
MTT 135	Machinery Components I	3
MTT 136	Machinery Components II	3
MTT 210✧	Materials and Processes	3
WEL 121✧	Fundamentals of Welding	4
WEL 132✧	Welding & Fabrication Techniques	4
WEL 253✧	Advanced Welding I	4

Coordinator: Albert Sora, Ext.3297

Industrial Electrician For Industrial-Related Training

Curriculum C246A

The industrial electrician program provides four years of related training and A.A.S. general education requirements for those who are employed as industrial electricians. The program also includes the essential electronic components required in today's industrial environment.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
ELC 113	National Electrical Code	3
# TEC 122	Elementary Tech Math[1]	3
		6

Semester Two

# ELC 120	Industrial Electricity	4
TEC 143	Technical Math I[1]	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		11

Semester Three

ELC 110✧	Concepts of Electronics	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*	3
		6

Semester Four

# ELC 162✧	Industrial Controls I	4
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		7

Semester Five
ELC 274 Industrial Controls II 4
Humanities 1
5

Semester Six
ELC 186 Electrical Motors 4
CIS 151 Introduction to Microcomputers 1
5

Semester Seven
ELC 275 Electronics for Automation 4
HTH 104✧ Science of Personal Health or
HTH 281✧ First Aid & CPR 2
6

Semester Eight
ELC 287 Electrical Troubleshooting 3
ENT 130✧ Electronic Drafting 2
5

Semester Nine - Ten
Program electives: 11
Electives 0-4
11-15

Total credits required for graduation **66**

See ELT course descriptions Page 171.

See Humanities General Education requirements Page 71.

Program electives (11): BUS 130; IRT 110; MTT 100✧, 110✧, 111, 126✧, 135, 136, 210✧; WEL 121✧, 132✧, 253✧;
Suggested electives: PED

[1]TEC 122 or 143 meets the mathematics and/or science general education requirement.
[2]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: Albert Sora, Ext. 3297

Industrial Electrician Certificate for IRT

Curriculum C346A

The industrial electrician certificate program is designed for employed entry-level technicians who wish to concentrate on technically related courses only.

Course		Credit hours	Recommended sequence
ELC 110✧	Concepts of Electronics	3	5
ELC 113	National Electrical Code	3	4
# ELC 120	Industrial Electricity	4	6
# ELC 162✧	Industrial Controls I	4	7
# ELC 186	Electrical Motors	4	10
# ELC 274	Industrial Controls II	4	8
# ELC 275	Electronics for Automation	4	9
# ELC 287	Electrical Troubleshooting	3	11
ENT 130✧	Electronic Drafting	2	3
# TEC 122	Elementary Technical Math	3	1
TEC 143	Technical Math I	4	2
	Total credits required	**38**	

See ELC course descriptions Page 170.

Coordinator: Albert Sora, Ext. 3297

Industrial Plant Maintenance For Industrial-Related Training

Curriculum C247B

The industrial plant maintenance program provides four years of related training and A.A.S. general education requirements for those who are employed in the industrial plant maintenance field and are seeking to upgrade their chosen occupation.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One **Credit Hours**
ENT 122 Metal Trades Blueprint Reading 3
TEC 122 Elementary Technical Math [1] 3
6

Semester Two
TEC 143 Technical Math I[1] 4
RHT 124 Communications I or
RHT 101✧ Freshman Rhetoric & Comp I[2] 3
7

Semester Three
ENT 110✧ Technical Drafting 4
RHT 138 Communications II or
RHT 102✧ Freshman Rhetoric & Comp II or
SPE 101✧ Principles of Effective Speaking[2] 3
7

Semester Four
MTT 135 Machinery Components I 3
SSC 190✧ Contemporary Society or
PSC 150✧ American National Politics or
HIS 151✧ History of the U.S. to 1877 3
6

Semester Five
CIS 151 Introduction to Microcomputers. 1
ELC 110✧ Concepts of Electronics 3
Humanities. 1
5

Semester Six
ELC 162✧ Industrial Controls I 4
MTT 136 Machinery Components II 3
HTH 104✧ Science of Personal Health or
HTH 281✧ First Aid & CPR 2
9

Semester Seven
MTT 100✧ Introduction to Manual Part Programming 3
ELC 274 Industrial Controls II 4
7

Semester Eight - Ten
Program electives 14
Electives 2-5
16-21

Total credits required for graduation **66**

See ELT course descriptions Page 171.

See Humanities General Education requirements Page 71.

Program electives (14): BUS 130, ELC 113, 120; IRT 110; MTT 110✧, 111, 126✧, 210✧; WEL 121✧, 132✧, 253✧

Suggested electives: PED

[1]TEC 122 or 143 meets the mathematics and/or science general education requirement.
[2]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 Whitman, Ext. 3721

Industrial Plant Maintenance Certificate for IRT

Curriculum C347B

The industrial plant maintenance certificate program is designed for entry-level technicians who wish to concentrate on the technically related courses only.

Course		Credit hours	Recommended sequence
ELC 110✧	Concepts of Electronics	3	6
# ELC 162✧	Industrial Controls I	4	7
# ELC 274	Industrial Controls II	4	8
ENT 110✧	Technical Drafting	4	1
ENT 115	Fluid Power	3	5
ENT 122	Metal Trades Blueprint Reading	3	2
MTT 135	Machinery Components I	3	3
# MTT 136	Machinery Components II	3	4
# TEC 122	Elementary Technical Math	3	1
TEC 143	Technical Math I	4	2
	Program electives:	2-3	
	Total credits required	**36**	

See ELT course descriptions Page 171; MTT course descriptions Page 184.

Program electives (two-three): MTT 110✧; WEL 121✧

Coordinator: Albert Sora, Ext. 3297

Machine Repair Specialist For Industrial-Related Training

Curriculum C248I

The machine repair specialist program provides four years of related training and A.A.S. general education requirements for those who are employed as machine repair specialists and are seeking to upgrade their chosen occupation.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
ENT 122	Metal Trades Blueprint Reading	3
# TEC 122	Elementary Technical Math [1]	3
		6
Semester Two		
MTT 110✧	Machine Tool Technology I	4
TEC 143	Technical Math I[1]	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		11
Semester Three		
# MTT 126✧	Machine Tool Technology II	5
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		8
Semester Four		
# ELC 120	Industrial Electricity	4
ENT 115	Fluid Power	3
MTT 135	Machinery Components I	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		13
Semester Five		
	Humanities	1
MTT 210✧	Materials and Processes	3
# MTT 269	Machine Tool Technology III	5
		9
Semester Six		
CIS 151	Introduction to Microcomputers	1
# MTT 136	Machinery Components II	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
		6
Semester Seven - Eight		
	Program electives:	9
	Electives	1-4
		10-13
	Total credits required for graduation	**66**

See ELC course descriptions Page 170; MTT course descriptions Page 184.

See Humanities General Education requirements Page 71.

Program electives (9): BUS 130, ELC 113; IRT 110; MTT 100✧, 111, 112✧; WEL 121✧, 132✧, 253✧

Suggested electives (1-4): ELC 162✧; PED

[1]TEC 122 or 143 meets the mathematics and/or science general education requirement.

[2]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: Brad Wooten, Ext. 3557

Machine Repair Specialist Certificate for IRT

Curriculum C348J

The machine repair specialist certificate program is designed for employed entry-level technicians who wish to concentrate on the technically related courses only.

Course		Credit hours	Recommended sequence
# ELC 120	Industrial Electricity	4	3
ENT 110✧	Technical Drafting	4	1
ENT 122	Metal Trades Blueprint Reading	3	4
MTT 110✧	Machine Tool Technology I	4	5
# MTT 126✧	Machine Tool Technology II	5	6
MTT 135	Machinery Components I	3	8
# MTT 136	Machinery Components II	3	9
MTT 210✧	Materials and Processes	3	7
# TEC 122	Elementary Technical Math	3	1
TEC 143	Technical Math I	4	2
	Total credits required	**36**	

See ELC course descriptions Page 170; MTT course descriptions Page 184.

Coordinator: William Whitman, Ext. 3721

Mold Maker For Industrial-Related Training

Curriculum C248E

The mold maker program provides four years of related training and A.A.S. general education requirements for those who are employed in the mold-maker occupation and are seeking to upgrade in their chosen field.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
TDM 116	Basic Moldmaking I	4
# TEC 122	Elementary Technical Math [1]	3
		7
Semester Two		
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
# TDM 130	Basic Moldmaking II	4
TEC 143	Technical Math I[1]	4
		11
Semester Three		
ENT 122	Metal Trades Blueprint Reading	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
# TDM 117	Advanced Moldmaking I	4
		10
Semester Four		
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# TDM 232	Advanced Moldmaking II	4
		7
Semester Five		
	Humanities	1
CIS 151	Introduction to Microcomputers	1
# TDM 218	Advanced Mold Engineering I	4
		6
Semester Six		
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# TDM 234	Advanced Mold Engineering II	4
		6
Semester Seven - Nine		
	Program electives	16
	Electives	0-3
		16-19
	Total credits required for graduation	**66**

See TDM course descriptions Page 211.

See Humanities General Education requirements Page 71.

Program electives (16): BUS 130; ELC 113, 120; IRT 110; MTT 100✧, 110✧, 111, 126✧, 135, 136, 210✧; WEL 121✧, 132✧, 253✧
Suggested electives (0-3): PED

[1]TEC 122 or 143 meets the mathematics and/or science general education requirement.

[2]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: Brad Wooten, Ext. 3557

Mold Maker Certificate for IRT

Curriculum C348R

The mold maker certificate program is designed for entry-level technicians who wish to concentrate on the technically related courses only.

Course		**Credit hours**	**Recommended sequence**
ENT 110✧	Technical Drafting	4	1
ENT 122	Metal Trades Blueprint Reading	3	2
TDM 116	Basic Moldmaking I	4	3
# TDM 117	Advanced Moldmaking I	4	5
# TDM 130	Basic Moldmaking II	4	4
# TDM 218	Advanced Mold Engineering I	4	7
# TDM 232	Advanced Moldmaking II	4	6
# TDM 234	Advanced Mold Engineering II	4	8
# TEC 122	Elementary Technical Math	3	1
TEC 143	Technical Math I	4	2
	Total credits required	**38**	

See TDM course descriptions Page 211.

Coordinator: Brad Wooten, Ext. 3557

Sheet Metal For Industrial-Related Training

Curriculum C248N

The sheet metal program provides four years of related training and A.A.S. general education requirements for those who are employed in the sheet metal occupation and are seeking to upgrade in their chosen field.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
# TEC 122	Elementary Technical Math [1]	3
	Electives	3
		6
Semester Two		
ENT 110✧	Technical Drafting	4
TEC 143	Technical Math I[1]	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		11
Semester Three		
# ENT 252	Introduction to AUTOCAD	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
WEL 121✧	Fundamentals of Welding	4
		11
Semester Four		
# ACR 144	Sheet-Metal Practices I	4
# ENT 232✧	Descriptive Geometry[1]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		10
Semester Five		
# ENT 105	Industrial Physics	3
MTT 210✧	Materials and Processes	3
		6

Semester Six

	Humanities	1
CIS 151	Introduction to Microcomputers	1
MTT 110✧	Machine Tool Technology I	4
		6

Semester Seven - Nine

HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Program electives:	15
		17
	Total credits required for graduation	**67**

See ENT course descriptions Page 173; MTT course descriptions Page 184.

See Humanities General Education requirements Page 71.

Program electives (15): BUS 130; ELC 113, 120: IRT 110; MTT 100✧, 111, 112✧, 135, 136; WEL 132✧, 253✧

Suggested electives: ACR 125; PED

[1]TEC 122, 143 or ENT 232✧ meets the mathematics and/or science general education requirement.

[2]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 Whitman, Ext. 3721

Sheet Metal Certificate for IRT

Curriculum C348L

The sheet metal certificate program is designed for entry-level technicians who wish to concentrate solely on technically related courses.

Course		Credit hours	Recommended sequence
# TEC 122	Elementary Technical Math	3	1
WEL 121✧	Fundamentals of Welding	4	1
ENT 110✧	Technical Drafting	4	2
TEC 143	Technical Math I	4	2
ENT 122	Metal-Trades Blueprint Reading	3	3
MTT 210✧	Materials and Processes	3	3
# ENT 252	Introduction to AUTOCAD	3	4
MTT 110✧	Machine Tool Technology I	4	5
# ACR 144	Sheet-Metal Practices I	4	6
# ENT 105	Industrial Physics	3	7
	Total credits required	**35**	

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Coordinator: William Whitman, Ext. 3721

Tool & Die Maker For Industrial-Related Training

Curriculum C248Q

The tool and die maker program provides four years of related training and A.A.S. general education requirements for those who are employed in the tool and die maker occupation and are seeking to upgrade their chosen field.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One **Credit Hours**

ENT 122	Metal-trades Blueprint Reading	3
# TEC 122	Elementary Technical Math [1]	3
		6

Semester Two

# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
TDM 113	Basic Tool-&-Die Construction I	4
TEC 143	Technical Math I[1]	4
		11

Semester Three

# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
# TDM 129	Basic Tool-&-Die Construction II	4
		7

Semester Four

SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# TDM 114	Dies, Jigs, Fixtures & Gauges I	4
		7

Semester Five

	Humanities	1
# TDM 231	Dies, Jigs, Fixtures & Gauges II	4
		5

Semester Six

CIS 151	Introduction to Microcomputers	1
# TDM 215	Advanced Die Making & Engineering I	4
		5

Semester Seven

HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# TDM 233	Advanced Die Making & Engineering II	4
		6

Semester Eight - Nine

	Program electives:	16
	Electives	0-3
		16-19
	Total credits required for graduation	**66**

See TDM course descriptions Page 211.

See Humanities General Education requirements Page 71.

Program electives (16): BUS 130; ELC 113, 120; IRT 110; MTT 100✧, 110✧, 111, 126✧, 135, 136, 210✧; WEL 121✧, 132✧, 253✧
Suggested electives (0-3): PED

[1]TEC 122 or 143 meets the mathematics and/or science general education requirement.

[2]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 Whitman, Ext. 3721

Tool & Die Maker Certificate for IRT

Curriculum C348M

The tool and die maker certificate program is designed for entry-level technicians who wish to concentrate solely on technically related courses.

Course		Credit hours	Recommended sequence
ENT 110✧	Technical Drafting	4	2
ENT 122	Metal-trades Blueprint Reading	3	1
TDM 113	Basic Tool-&-Die Construction I	4	3
# TDM 114	Dies, Jigs, Fixtures & Gauges I	4	5
# TDM 129	Basic Tool-&-Die Construction II	4	4
# TDM 215	Advanced Die Making & Engineering I	4	7
# TDM 231	Dies, Jigs, Fixtures & Gauges II	4	6
# TDM 233	Advanced Die Making & Engineering II	4	8
# TEC 122	Elementary Technical Math I	3	1
TEC 143	Technical Math I	4	2
	Total credits required	**38**	

See ENT course descriptions Page 173; TDM course descriptions Page 211.

Coordinator: Brad Wooten, Ext. 3557

Tool Maker/Tool Grinder For Industrial-Related Training

Curriculum C248J

The tool maker/tool grinder program provides four years of related training and A.A.S. general education requirements for those who are employed in the tool maker/tool grinder occupation and are seeking to upgrade in their chosen field.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
ENT 122	Metal-trades Blueprint Reading	3
# TEC 122	Elementary Technical Math [1]	3
		6
Semester Two		
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
TEC 143	Technical Math I[1]	4
		7
Semester Three		
ENT 110✧	Technical Drafting	4
MTT 110✧	Machine Tool Technology I	4
		8
Semester Four		
MTT 100✧	Introduction to Manual Part Programming	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		6
Semester Five		
# MTT 126✧	Machine Tool Technology II	5
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		8
Semester Six		
	Humanities	1
CIS 151	Introduction to Microcomputers	1
MTT 210✧	Materials and Processes	3
		5
Semester Seven		
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# MTT 269	Machine Tool Technology III	5
		7
Semester Eight		
TDM 113	Basic Tool-&-Die Construction I	4
		4
Semester Nine - Ten		
	Program electives:	13
	Electives	0-2
		13-15
	Total credits required for graduation	**66**

See ENT course descriptions Page 173; MTT course descriptions Page 184.

See Humanities General Education requirements Page 71.

Program electives (13): BUS 130, ELC 113, 120; IRT 110, MTT 111, 112✧, 135, 136; WEL 121✧, 132✧, 253✧
Suggested electives (0-2): TDM 129; PED

[1]TEC 122 or 143 meets the mathematics and/or science general education requirement.

[2]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: Brad Wooten, Ext. 3557

Tool Maker/Tool Grinder Certificate for IRT

Curriculum C348I

The tool maker/tool grinder certificate program is designed for entry-level technicians who wish to concentrate solely on technically related courses.

Course		Credit hours	Recommended sequence
ENT 122	Metal-Trades Blueprint Reading	3	1
# TEC 122	Elementary Technical Math	3	1
TEC 143	Technical Math I	4	2
ENT 110✧	Technical Drafting	4	2
MTT 110✧	Machine Tool Technology I	4	3
MTT 210✧	Materials and Processes	3	3
# MTT 126✧	Machine Tool Technology II	5	4
TDM 113	Basic Tool-&-Die Construction I	4	4
MTT 269	Machine Tool Technology III	5	5
	Total credits required	**35**	

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Coordinator: Brad Wooten, Ext. 3557

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, furniture sales, 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		Credit Hours
# ARC 110✧	Wood and Masonry Construction Technology	5
# ARC 171✧	Architectural Design I	5
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 210✧	Introduction to the History of Architecture	3
		17
Semester Two		
ARC 112✧	Exterior Materials of Construction	2
# ARC 172✧	Architectural Design II	5
ARC 189✧	Introduction to Architectural CAD	3
INT 211✧	History of Interiors and Furniture	3
INT 160	Residential Interior Design	3
		16
Semester Three		
# ARC 260	Advanced Architectural CAD	3
ART 116✧	Color Composition	2
# INT 201✧	Interior Design: Space Planning & Analysis I	3
# INT 212	Residential Kitchen Design	3
	Humanities	1
# RHT 101✧	Freshman Rhetoric & Comp I[1]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S to 1877*	3
		18
Semester Four		
# INT 202✧	Interior Design: Space Planning & Analysis II	3
# *MAT 101✧*	*Quantitative Literacy* or	
# *MAT 110✧*	*College Algebra*	3-5
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# RHT 102✧	Freshman Rhetoric & Comp II[1]	3
	Program Electives	3
		14-16
	Total credits required for graduation	**65**

Program electives (3):

# ARC 253✧	Interior Renderings	4
# ARC 284✧	Exterior Renderings	3
ARC 296	Special Topics in Architecture & Interior Design	0.5-3
# INT 199	Interior Design Internship	3
MKT 150	Principles of Sales	3
MKT 269	Textiles	3

See ARC course descriptions Page 147; INT course descriptions Page 182.

See Humanities General Education requirements for list of acceptable Humanities courses, Page 71. There is a minimum of one semester hour credit in humanities courses required for this program.

[1]Students intending to transfer are encouraged to complete all three courses: RHT 101✧, RHT 102✧ and SPE 101✧ to meet university requirements.

Coordinator: Frank Heitzman, Ext. 3007

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 entry-level positions in the commercial or residential interior design field.

Semester One		Credit Hours
# ARC 171✧	Architectural Design I	5
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 189✧	Introduction to Architectural CAD	3
		12
Semester Two		
# ARC 110✧	Wood and Masonry Construction Technology	5
# ARC 172✧	Architectural Design II	5
INT 211✧	History of Interiors and Furniture	3
		13
Semester Three		
INT 160	Residential Interior Design	3
# INT 201✧	Interior Design: Space Planning & Analysis I	3
		6
Semester Four		
# INT 199	Interior Design Internship	*3*
# INT 202✧	Interior Design: Space Planning & Analysis II	3
# MKT 200	Developing the Professional Image	3
		9
	Total credits required	**40**

See ARC course descriptions Page 147.

Coordinator: Frank Heitzman, Ext. 3007

Interior Design Sales Certificate

Curriculum C348U

This certificate program is designed for individuals who wish to pursue a career in residential and/or commercial sales. Employment opportunities may be found in wholesale or retail sales, working directly for a manufacturer or as a showroom manager. Product lines will include furniture, window treatment, interior finishes, lighting, art work and accessories.

Semester One		Credit Hours
ARC 143✧	Interior Materials of Construction	2
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
INT 211✧	History of Interiors and Furniture	3
MKT 269	Product Analysis	3
# *MKT 292*	*Sales Strategies* or	
MKT 150✧	*Principles of Sales*	3
		15
Semester Two		
INT 160	Residential Interior Design	3
# ARC 171✧	Architectural Design I	5
# ARC 198	Architectural Technology & Interior Design Seminar	1
# ARC 199	Architectural Internship	3
# ARC 253✧	Interior Renderings	4
		16

Semester Three

# ARC 212	Residential Kitchen Design	3
		3
	Total credits required	34

Coordinator: Frank Heitzman, Ext. 3007

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		**Credit Hours**
# ARC 110✧	Wood and Masonry Construction Technology	5
# ARC 171✧	Architectural Design I	5
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
ARC 210✧	Introduction to the History of Architecture	3
		17
Semester Two		
ARC 112✧	Exterior Materials of Construction	2
# ARC 172✧	Architectural Design II	5
ARC 189✧	Introduction to Architectural CADD	3
INT 160	Residential Interior Design	3
INT 211✧	History of Interiors and Furniture	3
		16
Semester Three		
ARC 260	Advanced Architectural CAD	3
ART 116✧	Color Composition	2
# INT 201✧	Interior Design: Space Planning & Analysis I	3
# INT 212	Residential Kitchen Design	3
# RHT 101✧	Freshman Rhetoric & Comp I[1]	3
	Humanities	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S to 1877*	3
		18
Semester Four		
# INT 199	Interior Design Internship	3
# INT 202✧	Interior Design: Space Planning & Analysis II	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# *MAT 101✧*	*Quantitative Literacy* or	
# *MAT 110✧*	*College Algebra*	3-5
# RHT 102✧	Freshman Rhetoric & Comp II[1]	3
		14-16
	Total credits required for graduation	65

See ARC course descriptions Page 147; INT course descriptions Page 182.

See Humanities General Education requirements Page 71.

[1]Students intending to transfer are encouraged to complete all three courses: RHT 101✧, RHT 102✧ and SPE 101✧ to meet university requirements.

Coordinator: Frank Heitzman, Ext. 3007

Residential Interior Design Certificate

Curriculum C348V

The residential interior design certificate is designed for individuals who wish to work only in the area of residential design (e.g. they do not want to work on commercial projects). Graduates are prepared to work for interior designers and interior decorators who specialize in residential design. They also can work with kitchen designers and in the residential sales market.

Semester One		**Credit Hours**
# ARC 110✧	Wood and Masonry Construction Technology	5
ARC 143✧	Interior Materials of Construction	2
# ARC 187✧	Fundamentals of Architectural Drawing and Models	4
INT 211✧	History of Interiors and Furniture	3
MKT 269	Product Analysis	3
		17
Semester Two		
# ARC 171✧	Architectural Design I	5
# ARC 198	Architectural Technology & Interior Design Seminar	1
# ARC 199	Architectural Internship[1]	3
# ARC 212	Residential Kitchen Design	3
INT 160	Residential Interior Design	3
		15
Semester Three		
# ARC 172✧	Architectural Design II	5
		5
	Total credits required	37

See ARC course descriptions Page 147.

[1]Internship position must be related to residential kitchen design and be approved by the architecture program coordinator.

Coordinator: Frank Heitzman, Ext. 3007

Manufacturing & Machine Tool Technology

Curriculum C248M
(Withdrawn as of January 1, 2003)

The manufacturing and machine tool technology (MTT) program trains individuals to function in varied manufacturing environments. The MTT program provides a diversity of course work involving the scope of manufacturing within our region. This degree program addresses the needs of persons with specialty skills desiring advancement to senior technician, foreman, supervisor or manufacturing engineer.

Students will have an advantage in the job market as a result of their experience at Triton. Local and regional businesses also will benefit as Triton prepares employees for occupations in CNC and conventional manufacturing for the new century.

Expected background: ENT 110 and TEC 122 for Precision Machining Specialty. Prerequisite courses may not be used to meet graduation requirements.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
# *RHT 124 Communications I* or	
# *RHT 101✧ Freshman Rhetoric & Comp I*[2]	3
TEC 143 Technical Mathematics I[1]	4
Specialty requirements:	
Automated Systems	11
Precision Machining	11
	18
Semester Two	
# *RHT 138 Communications II* or	
# *RHT 102✧ Freshman Rhetoric & Comp II*[2] or	
SPE 101✧ Principles of Effective Speaking[2]	3
Specialty requirements:	
Automated Systems	15
Precision Machining	15
	18
Semester Three	
SSC 190✧ Contemporary Society or	
PSC 150✧ American National Politics or	
HIS 151✧ History of the U.S. to 1877	3
Specialty requirements:	
Automated Systems	11
Precision Machining	11
Electives (3)	
Automated Systems	2
Precision Machining	3
	17
Semester Four	
HTH 104✧ Science of Personal Health or	
HTH 281✧ First Aid & CPR	2
Humanities	1
Specialty requirements:	
Automated Systems	12
Precision Machining	10
Electives (1-3)	
Automated Systems	1
Precision Machining	3
	16
Total credits required for graduation	**69**

Specialty Requirements: Students must select either Automated Systems or Precision Machining and complete all course work detailed in the specialty.

AUTOMATED SYSTEMS SPECIALTY REQUIREMENTS

MTT 100✧ Introduction to Manual Part Programming	3
MTT 103✧ Introduction to Automation	3
MTT 110✧ Machine Tool Technology I	4
# MTT 250✧ Robotic Industrial Applications	4
ELC 110✧ Concepts of Electronics	3
# ELC 162✧ Industrial Controls I	4
# ELC 274 Industrial Controls II	4
# ELC 275 Electronics for Automation	4
ENT 110✧ Technical Drafting	4
ENT 115 Fluid Power	3
Additional course work selected from ENT or MTT	14
	49

PRECISION MACHINING SPECIALTY REQUIREMENTS

MTT 100✧ Introduction to Manual Part Programming	3
MTT 103✧ Introduction to Automation	3
MTT 110✧ Machine Tool Technology I	4
MTT 111 Dimensional Metrology I	3
# MTT 112✧ Advanced Manual Part Programming	3
# MTT 115✧ Computer Numerical Control Machining	3
# MTT 120 Fundamental Selection, Preparation and Application of Cutting Tools	3
# MTT 126✧ Machine Tool Technology II	5
# MTT 225✧ CAM Systems 2-D Part Programming	4
# MTT 269 Machine Tool Technology III	5
# *ENT 125✧ Advanced Drafting & Design* or	
# *ENT 252 Introduction to AUTOCAD*	3-4
Additional course work selected from the following:	8-9
	47-48

MTT 135 Machinery Components I	3
MTT 136 Machinery Components II	3
MTT 210✧ Materials and Processes	3
# MTT 226 CAM Systems 3-D Surface Part Programming	4
# MTT 288✧ Studies in Manufacturing and Machine Tool Technology	3
# MTT 290 NIMS Credentialing Projects Lab	4

See ELC course descriptions Page 170; ENT course descriptions Page 173; MTT course descriptions Page 184.

See Humanities General Education requirements Page 71.

[1]TEC 143 meets the mathematics and/or science general education requirement.

[2]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: Albert Check, Ext. 3984

Manufacturing & Machine Tool Advanced Certificate

Curriculum C548B
(Withdrawn as of January 1, 2003)

This program is designed to upgrade experienced machinist skills to the industrial applications of CNC/CAM technology. More specifically, the program includes knowledge and skills relative to the manual preparation of computer numerical control (CNC) machine codes, the use of a variety of computer-aided manufacturing (CAM) techniques and essential related topics.

Expected background: completion of the Precision Machining Certificate (C448F) or the following courses: ENT 110✧, MTT 100✧, 110✧, 112✧, 120, 126✧, TEC 143, including right triangle trigonometry and/or competencies and industrial experiences equivalent to a Level I NIMS (National Institute for Metalworking Skills) credential.

Semester One		**Credit Hours**
MTT 103✧	Introduction to Automation	3
# MTT 115✧	Computer Numerical Control Machining	3
# MTT 225✧	CAM Systems 2-D Part Programming	4
		10
Semester Two		
MTT 111	Dimensional Metrology I	3
# MTT 116	Mazak CNC Machining	3
# MTT 226	CAM Systems 3-D Surface Part Programming	4
		10
Semester Three		
# *ENT 252*	*Introduction to AUTOCAD* or	
# *ENT 280✧*	*Engineering Design Products with CAD Software*	3
MTT 210✧	Materials and Processes	3
# MTT 269	Machine Tool Technology III	5
		11
Semester Four		
# MTT 288✧	Studies in Manufacturing and Machine Tool Technology	3
# *ENT 260✧*	*Jig & Fixture Design* or	
# *ENT 270✧*	*Machine Design*	4
WEL 121✧	Fundamentals of Welding	4
		11
	Total credits required	**42**

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Coordinator: Albert Check, Ext. 3984

Automated Systems Technician Certificate

Curriculum C348G
(Withdrawn as of January 1, 2003)

The automated systems certificate program prepares students to work in one of the newest and fastest-growing technologies. The program emphasizes maintenance, tooling and the developmental skills in automated systems application, operation, installation and the manufacturing process related to a work-cell environment.

Semester One		**Credit Hours**
MTT 103✧	Introduction to Automation	3
MTT 100✧	Introduction to Manual Part Programming	3
ELC 110✧	Concepts of Electronics	3
ENT 115	Fluid Power	3
		12
Semester Two		
# ELC 162✧	Industrial Controls I	4
ENT 110✧	Technical Drafting	4
MTT 110✧	Machine Tool Technology I	4
		12
Semester Three		
# ELC 274	Industrial Controls II	4
# ELC 275	Electronics for Automation	4
# MTT 250✧	Robotic Industrial Applications	4
		12
	Total credits required	**36**

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Coordinator: Albert Check, Ext. 3984

Precision Machining Certificate

Curriculum C448F
(Withdrawn as of January 1, 2003)

This program is designed to optimize the student's entry-level knowledge and skills needed to be a precision machinist. This program is ideal for people looking for entry-level job skills and conventional machinists seeking to add CNC skills.

Proficiency Credit: Students with appropriate experience can apply for proficiency credit. College policy relative to proficiency credit will dictate procedure.

Semester One		**Credit Hours**
MTT 100✧	Introduction to Manual Part Programming	3
MTT 110✧	Machine Tool Technology I	4
# TEC 122	Elementary Technical Mathematics	3
		10
Semester Two		
# MTT 112✧	Advanced Manual Part Programming	3
# MTT 120	Fundamental Selection, Preparation and Application of Cutting Tools	3
TEC 143	Technical Mathematics I	4
		10
Semester Three		
# MTT 115✧	Computer Numerical Control Machining	3
ENT 110✧	Technical Drafting	4
		17

Semester Four

MTT 111	Dimensional Metrology I	3
# MTT 116	Mazak CNC Machining	3
# MTT 126✧	Machine Tool Technology II	5
		11
	Total credits required	**38**

See ENT course descriptions Page 173; MTT course descriptions Page 184.

Note: Prerequisite courses may not be applied for graduation.

Coordinator: Albert Check, Ext. 3984

Marketing Management

Curriculum C206G

The Marketing Management program gives individuals the opportunity to concentrate in a specific marketing related area, or continue their marketing education. These areas of concentration are:

Fashion Management
International Marketing
Real Estate
Retail Management
Sports Marketing Management
State Licensed Real Estate Appraiser
Transportation Management and Business Logistics
Continuing Your Marketing Education

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, employment advancement or to continue their marketing education.

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One **Credit Hours**

BUS 141✧	Introduction to Business	3
BUS 154	Human Relations in Labor & Management	3
MKT 125✧	Principles of Marketing	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
	Concentration/Electives[3]	5
		17

Semester Two

CIS 101✧	Introduction to Business Computer Systems	3
MKT 150✧	Principles of Sales	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
# MKT 200	Developing the Professional Image	3
	Concentration/Electives[3]	3
		15

Semester Three

BUS 146	Business Computations[2]	3
BUS 150✧	Principles of Management	3
BUS 161✧	Business Law I	3
MKT 275✧	Principles of Advertising	3
	Concentration/Electives[3]	6
		18

Semester Four

HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# MKT 289	Consumer Behavior	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	General Education/Humanities	3
	Concentration/Electives[3]	4
		15

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 merchandise specialists. These career areas could lead to an advanced management position within the organization.

MKT 126	Fashion Management	3
MKT 127	Visual Merchandising	3
MKT 129	Fashion Promotion	3
MKT 257	Retail Management	3
MKT 269	Textiles	3
# MKT 292	Sales Strategies	3
		18

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 that country. 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.

ANT 150✧	Cultural Contexts	3
GEO 104✧	Contemporary World Cultures	3
	Intermediate Level I & II Language	8
MKT 274	Import/Export Management	3
# MKT 290	Global Marketing	3
		20

REAL ESTATE

The Real Estate concentration will allow students who are under 21 to take the Real Estate Sales or Broker's examination upon completion of the degree. This concentration will allow the student to make a decision on whether they would like to take the real estate sales examination or go directly to the Broker's examination. This concentration will prepare the student to become a Real Estate Sales Associate, Property Manager, Real Estate Broker and/or an owner of their own Real Estate organization.

# BUS 162✧	Business Law II	3
# RES 111	Real Estate Fundamentals*	3
RES 132	Real Estate Broker Preparation**	3
RES 133	Real Estate Finance**	1
RES 134	Property Management**	1
RES 296	Special Topics in Real Estate	1-3
		12-14

*This course is the major course that is needed for any student to be eligible to sit for the State Real Estate Salespersons Examination. (Prelicense course approved by the state of

Illinois)

**The above courses along with the RES 111 are all needed for the student to be eligible to sit for the Real Estate Broker's Examination. (Prelicense course has been approved by the state of Illinois)

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.

MKT 127	Visual Merchandising	3
MKT 257	Retail Management	3
MKT 269	Textiles	3
# MKT 292	Sales Strategies	3
		12

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.

ECO 102✧	Macroeconomics	3
ECO 103✧	Microeconomics	3
# MKT 276✧	Principles of Sport Marketing	3
# MKT 277✧	Sports Economics and Promotion	3
PED 195✧	Introduction to Sports Management	3
PED 196	The Individual in Sport	3
PED 197	Current Issues in Sport Marketing	3
		21

STATE LICENSED REAL ESTATE APPRAISER

The State Licensed Real Estate Appraiser concentration will allow an individual to accomplish two major things in Real Estate. One is to take the Real Estate Salespersons examination and also take the State Licensed Real Estate Appraiser state examination. This will allow the individual to become a licensed salesperson and a licensed Real Estate Appraiser. This will give the individual an opportunity to be employed as a residential appraiser as well as a Real Estate sales associate working with Real Estate offices, banks, savings and loans and/or corporations that may have a real estate division

# RES 111	Real Estate Fundamentals*	3
RES 278	Foundations of Real Estate Appraisal**	2
RES 279	Appraising the Single Family Residence**	2
RES 280	Standards of Professional Practice**	1
# RES 281	Residential Report Writing	1
# RES 282	Non-Residential Real Estate Procedures	2
		11

*This course is the required course for individuals who want to sit for the state salesperson examination (Prelicense course).

**These courses are required courses for individuals who want to sit for the State Licensed Real Estate Appraiser examination. (Prelicense course)

TRANSPORTATION MANAGEMENT AND BUSINESS LOGISTICS

The Transportation Management and Business Logistics concentration will allow individuals to gain the knowledge for entry-level positions or advancement within the field of supply chain management within organizations such as trucking, railroads, air transportation, ocean transportation or working within organizations that have physical distribution or logistics responsibilities. These organizations could be major manufacturers, third party outsourcing companies, freight forwarders, distribution centers, importers or exporters of goods.

MKT 115	Introduction to Transportation Management & Business Logistics	3
MKT 138	Materials Management	3
MKT 139	Transportation Pricing & Contract Negotiation	3
MKT 274	Import/Export Management	3
MKT 278	Hazardous Materials in Transportation	3
		15

CONTINUING YOUR MARKETING EDUCATION

The Continuing Your Marketing Education concentration is for those students who may be thinking that they would like to continue their education at another college or university, but are not 100 percent sure, however, they would like to prepare, in advance, if that decision were to be made today or sometime in the future.

ACC 101✧	Financial Accounting	3
# ACC 105✧	Managerial Accounting	3
ECO 102✧	Macroeconomics	3
ECO 103✧	Microeconomics	3
	Other Business or General Education requirements that may be applicable to the college or university you will be continuing with	9
		21
	Total credits required for graduation	**65**

See MKT course descriptions Page 186.

See Humanities General Education requirements Page 71.

Suggested electives (18): ACC 101✧, 105✧, 166✧; BUS 112✧, 149, 151✧, 157, 158, 159, 188, 225, 226, 227, 228; CIS 150✧, 161✧, 167; ECO 102✧, 103✧, 105✧, 170✧; MKT 115, 138, 139, 256, 281, 292, 296

[1]Students 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✧.

[2]BUS 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.

[3]The number of concentration or elective hours is dependent on the concentration that has been selected.

Coordinator: Annette Jajko, Ext. 3332

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

Semester One		Credit Hours
BUS 141✧	Introduction to Business	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
MKT 125✧	Principles of Marketing	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Electives	3
		17
Semester Two		
BUS 154	Human Relations in Labor & Management	3
CIS 101✧	Introduction to Business Computer Systems	3
	General Education/Humanities	3
MKT 150✧	Principles of Sales	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
# MKT 200	Developing the Professional Image	3
		18
Semester Three		
BUS 112✧	Principles of Finance	3
BUS 146	Business Computations[2]	3
BUS 161✧	Business Law I.	3
MKT 275✧	Principles of Advertising.	3
	Electives	3
		15
Semester Four		
ECO 102✧	Macroeconomics	3
# MKT 292	Sales Strategies	3
	Electives	9
		15
	Total credits required for graduation	**65**

See MKT course descriptions Page 186.

See Humanities General Education requirements Page 71.

Suggested electives (15): ACC 101✧, 105✧; BUS 150✧, 162✧, 188; MKT 256, 281, 289; PED; PSY 100✧; SOC 100✧

[1]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.
[2]BUS 146 meets the mathematics and/or science general education requirement.

Coordinator: Annette Jajko, Ext. 3332

Office Technology Degree

Curriculum C207E

Graduates of this degree will be expertly trained to work in today's high-tech business, legal, or medical environment. This program features a core of communication and office procedural skills together with computer applications software skills. The student may choose to concentrate in developing skills for jobs as an Administrative Assistant, a *Legal Office Assistant, an Office Software Specialist, or Medical Transcriptionist (A "B" grade or better in OFT 104, 50 wpm, required for graduation.)

*The Legal Office Assistant student must attain an "A" in OFT 104, 60 wpm, required for graduation.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		Credit Hours
BUS 146	Business Computations[4]	3
CIS 101✧	Introduction to Business Computer Systems	3
OFT 108	Windows.	1
OFT 109	*Microsoft Word I* or	
OFT 123	*Keyboarding I*[1]	2-3
# OFT 122	Business English	3
# *RHT 101✧*	*Freshman Rhetoric & Composition I*[3] or	
# *RHT 124*	*Communications I*	3
		15-16
Semester Two		
OFT 111	Microsoft Word II	3
OFT 118	Proofreading	2
# OFT 144	Keyboarding II[1]	3
OFT 267	Records Management	2
OFT 280	Office Procedures	3
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II*[3]	3
		16
Semester Three		
ACC 100	*Basic Accounting I*[4] or	
ACC 101✧	*Financial Accounting*[4]	3
# MKT 200	Developing the Professional Image	3
# OFT 104	Keyboarding Speed & Accuracy[2]	1
# OFT 266	Machine Transcription	3
	General Education/Humanities	1
	Selections from Concentration	6-7
		17-18
Semester Four		
BUS 171	Introduction to Customer Service.	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Selections from Concentration	8-9
		16-17
	Total credits required for graduation	**65-66**

ADMINISTRATIVE ASSISTANT CONCENTRATION
(66 credits required for graduation)

# BUS 188	Business Writing	3
# CIS 150✧	Microcomputers in Business	3
# OFT 107	Microsoft Office	3
# OFT 116	Presentation Graphics	2
	Elective	1

Select one of:

BUS 141✧	Introduction to Business	3
BUS 150✧	Principles of Management	3
BUS 154	Human Relations in Labor & Management	3
# BUS 172	Problem Solving in Customer Service	3

LEGAL OFFICE ASSISTANT CONCENTRATION
(66 credits required for graduation)

BUS 161✧	Business Law I[5]	3
OFT 106	*Introduction to WordPerfect* or	1
# *OFT 110*	*Comprehensive WordPerfect*	3
OFT 277	Legal Terminology and Documents	3
# OFT 292	Legal Procedures and Documents	3
	Electives	3-5

MEDICAL TRANSCRIPTION CONCENTRATION
(66 credits required for graduation)

AHL 110	Medical Coding and Office Procedures	2
# BIS 190	Anatomy & Physiology for Allied Health Majors	4
OFT 187	The Structure of Medical Terms	4
# OFT 270	Medical Transcription	2
	Electives	3

OFFICE SOFTWARE CONCENTRATION
(66 credits required for graduation)

# OFT 107	Microsoft Office	3
# OFT 116	Presentation Graphics	2

Take at least ten hours from:

# *CIS 150✧*	*Microcomputers in Business* or	
# *CIS 161✧*	*Advanced Electronic Spreadsheets* and	
# *CIS 167*	*Advanced Database Management Software*	3
CIS 159	Personal Accounting Database Software	1
# CIS 278✧	Database Management Systems	3
# OFT 113	Data Entry	1
# OFT 210	Introduction to Desktop Software	3

See OFT course descriptions Page 195.

See Humanities General Education requirements Page 71.

[1]If you do not possess a keyboarding skill of 30 wpm, enroll in OFT 123. Enroll in OFT 109 if you are not proficient in Basic Microsoft Word, but can keyboard 30 wpm or if you are enrolled in the Administrative Assistant concentration.

[2]For students who demonstrate proficiency of straight copy keyboarding speed of 50 wpm ("B" grade) for five minutes with five errors or fewer, course may be waived.

[3]Students must complete RHT 124 with RHT 138; or complete RHT 101✧ with SPE 101✧, or with RHT 102✧. Students intending to transfer should complete all three courses, RHT 101✧ and RHT 102✧ and SPE 101✧, to meet university requirements.

[4]ACC 100 or 101✧ or BUS 146 meets the mathematics and/or science general education requirement.

[5]This course should be taken in semester two.

Coordinator: Joe Chambers, Ext. 3786

Office Technology Certificate

Curriculum C307D

The office technology certificate provides students with job skills for positions in offices, corporations, temporary services and home-based employment. Students will gain experience in word processing and software applications, office practices and procedures, records management, business computations, or bookkeeping. A grade of "C", 40 wpm is required for graduation.

Semester One		**Credit Hours**
# CIS 158	Introduction to the World Wide Web	1
OFT 108	Windows	1
OFT 109	*Microsoft Word I or*	
OFT 123	*Keyboarding I*	2-3
# OFT 122	Business English	3
OFT 267	Records Management	2
OFT 280	Office Procedures	3
		12-13

Semester Two		
# OFT 107	Microsoft Office	3
OFT 111	Microsoft Word II	3
OFT 118	Proofreading	2
# OFT 144	Keyboarding II	3
	Program electives	3
		14

Semester Three		
ACC 100	*Basic Accounting I* or	
ACC 101✧	*Financial Accounting* or	
# *BUS 146*	*Business Computations*	3
	Program Electives	7
		10
	Total credits required	**36-37**

Program electives (10):

BUS 171	Introduction to Customer Service	3
CIS 101✧	Introduction to Business Computer Systems	3
# *CIS 150✧*	*Microcomputers in Business* or	
CIS 161✧	*Advanced Electronic Spreadsheets* and	
CIS 167	*Advanced Database Management Software*	3
# MKT 200	Developing the Professional Image	3
# OFT 104	Keyboarding Speed and Accuracy	1
# OFT 113	Data Entry	1
# OFT 116	Presentation Graphics	2
# OFT 266	Machine Transcription	3
# OFT 296	Special Topics in Office Technology	0.5-3

See OFT course descriptions Page 195.

Coordinator: Joe Chambers, Ext. 3786

Basic Office Skills Certificate

Curriculum C407D

This certificate is designed to provide word processing and records management skills for students desiring quick entry into office positions as receptionists, clerks or general office workers. 30 wpm is required for graduation.

Semester One		**Credit Hours**
OFT 108	Windows	1
OFT 109	*Microsoft Word I or*	
OFT 123	*Keyboarding I*	2-3
# OFT 122	Business English	3
OFT 280	Office Procedures	3
		9-10

Semester Two

# CIS 158	Introduction to the World Wide Web	1
# OFT 104	Keyboarding Speed and Accuracy[1]	1
OFT 111	Microsoft Word II	3
# OFT 113	Data Entry	1
OFT 118	Proofreading	2
OFT 267	Records Management	2
		10
	Total credits required	**19-20**

[1]OFT 104 is required until typing speed of 30 wpm is reached.

See OFT course descriptions Page 195.

Coordinator: Joe Chambers, Ext. 3786

Legal Office Assistant Certificate

Curriculum C407I

This certificate is designed to specifically prepare students for positions in legal offices, governmental bureaus, or corporations. In addition to general office skills, graduates will have experience with legal terminology and documents, have proficient word processing skills, and be able to operate a machine transcriber. (A grade of "A" in OFT 104, 60 wpm, is required for graduation.)

Semester One		**Credit Hours**
CIS 101✧	Introduction to Business Computer Systems	3
OFT 108	Windows	1
# OFT 122	Business English	3
# OFT 144	Keyboarding II	3
OFT 267	Records Management	2
OFT 280	Office Procedures	3
		15
Semester Two		
BUS 161✧	Business Law I	3
# OFT 104	Keyboarding Speed and Accuracy[1]	1
# *OFT 110*	*Comprehensive WordPerfect* or	
# *OFT 106*	*Introduction to WordPerfect* and	
OFT 111	*Microsoft Word II*	3-4
OFT 118	Proofreading	2
# OFT 277	Legal Terminology and Documents	3
		12-13
Semester Three		
# MKT 200	Developing the Professional Image	3
# OFT 266	Machine Transcription	3
# OFT 292	Legal Procedures and Documents	3
		9
	Total credits required	**36-37**

See OFT course descriptions Page 195.

[1]For students with a typing speed of greater than 60 wpm, course may be waived.

Coordinator: Joe Chambers, Ext. 3786

Medical Transcription Certificate

Curriculum C407K

Graduates of this certificate will be prepared to work in the growing medical field transcribing documents. A grade of "B" or better in OFT 104, 50 wpm, is required for graduation.

Semester One		**Credit Hours**
OFT 108	Windows	1
OFT 109	*Microsoft Word I* or	
OFT 123	*Keyboarding I*	2-3
# OFT 122✧	Business English	3
OFT 187	The Structure of Medical Terms	4
		10-11
Semester Two		
OFT 118	Proofreading	2
# OFT 144	Keyboarding II	3
# OFT 266	Machine Transcription	3
# MKT 200	Developing the Professional Image	3
		11
Semester Three		
AHL 110	Medical Coding and Office Procedures	2
# OFT 104	Keyboarding Speed and Accuracy[1]	1
# OFT 270	Medical Transcription	2
		5
	Total credits required	**26-27**

See OFT course descriptions Page 195.

[1]For students with greater than 50 wpm, course may be waived.

Coordinator: Joe Chambers, Ext. 3786

Office Software Certificate

Curriculum C407F

The office software certificate is designed for students to upgrade their software skills for potential job growth. Experience using Windows, basic word processing and keyboarding at 25 wpm is assumed.

Semester One		**Credit Hours**
# CIS 158	Introduction to the World Wide Web	1
# OFT 107	Microsoft Office	3
OFT 111	Microsoft Word II	3
		7
Semester Two		**Credit Hours**
# CIS 150✧	Microcomputers in Business	3
CIS 159	Personal Accounting Database Software	1
# OFT 116	Presentation Graphics	2
		6
	Total credits required	**13**

See OFT course descriptions Page 195.

Coordinator: Joe Chambers, Ext. 3786

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 design or greenhouse management. The A.A.S. degree is designed to enhance promotability.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)		**Credit Hours**
CIS 157	Microcomputer Database Management Software	1
ORN 110✧	Basic Ornamental Horticulture	3
ORN 128	Pathology[1]	3
ORN 114✧	Floral Design & Display I	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		14
Semester Two (Spring)		
# ORN 125✧	Advanced Ornamental Horticulture	3
ORN 130	Floriculture	4
# ORN 134	Floral Design & Display II	4
ORN 135	Soils & Nutrition[1]	2
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		16
Semester Three (Summer)		
# ORN 154	Ornamental Horticulture Internship A	3
# ORN 158	Ornamental Horticulture Seminar	2
		5
Semester Four (Fall)		
BUS 154	Human Relations in Labor & Management	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
ORN 250	Flower-shop Operation	4
ORN 282	Interior Landscaping	4
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		16
Semester Five (Spring)		
BUS 141✧	Introduction to Business	3
	General-Education/Humanities	1
ORN 127	Entomology	3
# ORN 280	Greenhouse Management & Practices	3
ORN 283	Garden-center Management	4
	Electives	4
		18
	Total credits required for graduation	**69**

See ORN course descriptions Page 197.

See Humanities General Education requirements Page 71.

Suggested electives (4): ORN 111, 145, 261, 265, 267, 296, 298; PED

Note: Students may substitute ORN 156 for 154. ORN 154, 156, 158 are offered only in summer.

Greenhouse Management students may substitute: ORN 126 for ORN 250

Floral Design students may substitute: ORN 261 for ORN 280

[1]ORN 128 or 135 meets the mathematics and/or science general education requirement.

[2]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: Ken Benson, Ext. 3785

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.

Semester One		**Credit Hours**
ORN 110✧	Basic Ornamental Horticulture	3
ORN 128	Pathology	3
ORN 135	Soils & Nutrition	2
	Program electives	4
		12
Semester Two		
# ORN 125✧	Advanced Ornamental Horticulture	3
	Program electives	8
		11
Semester Three		
ORN 127	Entomology	3
	Program electives	8
		11
	Total credits required	**34**

Program electives (20):

ORN 111	Horticulture Therapy	3
ORN 114✧	Floral Design & Display I	4
ORN 126	Arboriculture/Propagation	3
ORN 130	Floriculture	4
# ORN 134	Floral Design & Display II	4
ORN 250	Flower-shop Operation	4
ORN 261	Annuals/Perennials	1
ORN 265	Wild Flowers, Bulbs, Vegetables & Herbs	1
ORN 266	Landscape Terminology Bi-Lingual	1
ORN 267	Horticulture Mechanics & Sports Turf	1
# ORN 280	Greenhouse Management & Practices	3
ORN 282	Interior Landscaping	4
ORN 283	Garden-center Management	4
ORN 296	Special Topics in Ornamental Horticulture	0.5-4

See ORN course descriptions Page 197.

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 A.A.S. degree is designed to enhance promotability.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)		**Credit Hours**
BUS 141✧	Introduction to Business	3
	General education/Humanities	1
ORN 110✧	Basic Ornamental Horticulture	3
ORN 126	Arboriculture/Propagation	3
ORN 128	Pathology[1]	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		16
Semester Two (Spring)		
# ORN 125✧	Advanced Ornamental Horticulture	3
ORN 135	Soils & Nutrition[1]	2
# ORN 140✧	Landscape Maintenance	4
# ORN 145	Landscape Plants I	3
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		15
Semester Three (Summer)		
# *ORN 154*	*Ornamental Horticulture Internship A* or	3
ORN 156	*Ornamental Horticulture Internship B*	4
# ORN 158	Ornamental Horticulture Seminar	2
		5-6
Semester Four (Fall)		
CIS 157	Microcomputer Database Management Software	1
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
ORN 225	Landscape Plants II	3
# ORN 240✧	Landscape Design & Construction I	4
ORN 285✧	Turf and Lawn Management	3
	Electives	3
		16
Semester Five (Spring)		
BUS 154	Human Relations in Labor & Management	3
# ORN 280	Greenhouse Management & Practices	3
# ORN 295	Landscape Design & Construction II	4
# ORN 298	Nursery Management	4
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		17
	Total credits required for graduation	**69-70**

See ORN course descriptions Page 197.

See Humanities General Education requirements Page 71.

Suggested electives (0-3): ARC 114✧; ORN 127, 261, 263, 265, 266, 267, 282, 296; PED

[1]ORN 128 or 135 meets the mathematics and/or science general education requirement.

[2]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: Ken Benson, Ext. 3785

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		**Credit Hours**
ORN 110✧	Basic Ornamental Horticulture	3
ORN 128	Pathology	3
ORN 135	Soils & Nutrition	2
	Program electives	4
		12
Semester Two		
# ORN 125✧	Advanced Ornamental Horticulture	3
	Program electives	8
		11
Semester Three		
ORN 127	Entomology	3
	Program electives	8
		11
	Total credits required	**34**

Program electives (20):

ARC 114✧	Architecture Models	2
# ORN 140✧	Landscape Maintenance	4
# ORN 145	Landscape Plants I	3
ORN 225	Landscape Plants II	3
# ORN 240✧	Landscape Design & Construction I	4
# ORN 280	Greenhouse Management & Practices	3
ORN 282	Interior Landscaping	4
ORN 285✧	Turf & Lawn Management	3
# ORN 295	Landscape Design & Construction II	4
ORN 296	Special Topics in Ornamental Horticulture	0.5-4
# ORN 298	Nursery Management	4

Students interested in Parks or Botanic Gardens could select from these courses:

ORN 126	Arboriculture/Propagation	3
ORN 127	Entomology	3
ORN 128	Pathology	3
ORN 261	Annuals/Perennials	1
# ORN 263	Botanic Garden	1
ORN 266	Landscape Terminology Bi-Lingual	1
ORN 267	Horticulture Mechanics & Sports Turf	1

See ORN course descriptions Page 197.

Coordinator: Ken Benson, Ext. 3785

Personal Trainer Certificate

Curriculum C336A

This program will provide the educational background specific to individuals pursuing job opportunities within 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, positions available at fitness locations (i.e., health clubs, hospital fitness centers, corporate fitness centers, etc.).

Semester One		**Credit Hours**
BIS 103✧	Introduction to Human Physiology	4
HTH 104✧	Science of Personal Health	2
PED 153✧	Foundations of Exercise	2
PED 195✧	Introduction to Sport Management	3
AHL 200	Basic Nutrition and Health	1
	Electives	3
		15
Semester Two		
# AHL 201	Introduction to Diet and Nutritional Therapies	1
PED 168✧	Weight Training	2
PED 200✧	Introduction to Biomechanics	3
# PED 210	Exercise, Testing and Prescription	3
SPE 101✧	Principles of Effective Speaking	3
	Electives	3
		15
	Total credits required	**30**

Suggested electives:

HTH 220✧	Athletic Training Techniques	3
PED 100✧	Foundations of Physical Activity	1
PED 106✧	Physical Fitness	1
# PED 107✧	Beginning Swimming	1
PED 113✧	Swim and Trim	1
PED 117✧	Jogging and Calisthenics	1
PED 159✧	Selected Team and Recreation Sports	4
# PED 170✧	Lifeguarding/Water-Safety Instruction	2
PED 196	The Individual in Sport	3
PED 197	Current Issues in Sport Marketing	3

NOTE: Students must have current CPR certification or must have completed HTH 281✧ or HTH 181 prior to enrolling in this program.

See PED course descriptions Page 200.

Chairperson: Robert Symonds, Ext. 3800

Quality Control Certificate

Curriculum C448P

(Withdrawn as of January 1, 2003)

The quality control certificate program is designed to provide training in the area of quality technology. This area of study is suited for individuals who would like to work as mechanical inspectors or quality technicians in manufacturing areas. Study includes the areas of statistical techniques, planning, standards, specifications and metrology. Completion of this program will be beneficial for students preparing for American Society of Quality CMI and CQT certification exams.

Recommended background: MAT 103

Semester One		Credit Hours
BUS 130	Quality-control Fundamentals I	3
ENT 122	Metal Trades Blueprint Reading	3
		6
Semester Two		
# CIS 150✧	Microcomputers in Business	3
MTT 111	Dimensional Metrology I	3
		6
Semester Three		
BUS 230	Quality-control Fundamentals II	3
# ENT 126✧	Design with Geometric Tolerancing	3
		6
Semester Four		
MTT 208	Quality-control Management	3
	Program electives	3
		6
	Total credits required	24

Program electives (3):

# ENT 252	Introduction to AUTOCAD	3
# ENT 260✧	Jig & Fixture Design	4
MTT 100✧	Introduction to Manual Part Programming	3
MTT 110✧	Machine Tool Technology I	4

See MTT course descriptions Page 184.

Coordinator: Albert Check, Ext. 3984

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)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		Credit Hours
BUS 141✧	Introduction to Business	3
BUS 130	Quality Control Fundamentals I	3
		6
Semester Two		
BUS 154	Human Relations in Labor & Management	3
BUS 230	Quality Control Fundamentals II	3
		6
Semester Three		
# MTT 157	Quality Assurance	3
	Program electives	3
		6
Semester Four		
MTT 208	Quality-Control Management	3
	Program electives	3
		6
	Total credits required for graduation	24

Program electives (six):

BUS 149	Elementary Statistics	3
BUS 150✧	Principles of Management	3
BUS 188	Business Writing	3
BUS 296	Special Topics in Business	0.5-3
CIS 151	Introduction to Microcomputers	1
CIS 155✧	Introduction to Electronic Spreadsheets	1
CIS 157	Microcomputer Database Management Software	1
# CIS 161✧	Advanced Electronic Spreadsheets	1
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 QCN course descriptions Page 184; CIS course descriptions Page 158.

Coordinators: Sal Marchionna, Ext. 3579; Roland Bossert, Ext. 3458

State Licensed Real Estate Appraiser Certificate

Curriculum C406G

Upon completion of the State Licensed Real Estate Appraiser Certificate program, the student will have the knowledge and course work required to apply for the State Licensed Real Estate Appraiser Examination. Successfully passing the state examination, the student can become a state licensed Real Estate Appraiser leading to a career as an independent fee appraiser or as an entry-level employee in an appraisal firm.

Semester One		Credit Hours
RES 278	Foundations of Real Estate Appraisal	2
RES 279	Appraising the Single Family Residence	2
RES 280	Standards of Professional Practice	1
# RES 281	Residential Report Writing	1
# RES 282	Non-Residential Real Estate Procedures	2
		8
	Total credits required	8

See RES course descriptions Page 206.

Coordinator: Annette Jajko, Ext. 3332

Visual Communication

Curriculum C248C

This curriculum offers students an opportunity to acquire specific skills in the diverse industry of Visual Communication. The associate's degree program provides background in basic layout, design, typography, illustration and production design techniques for print, Web, and multimedia. Computer skills are developed as a design, communication and production tool using software. Some of the software includes: Adobe Photoshop, Adobe Illustrator, Quark XPress, Macromedia Flash, Macromedia Dreamweaver, and other packages as necessary for industry requirements. Concentrations in graphic design, graphic arts, page layout design, Web page art, new media and illustration graphics allow the opportunity to specialize skills.

Selected as one of the top fifty growing occupations, qualified individuals can 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, illustrator, photographic manipulation artist and communication specialist.

ASSOCIATE IN APPLIED SCIENCE DEGREE#

Semester One		**Credit Hours**
RHT 101✧	Freshman Rhetoric & Composition I	3
VIC 102✧	Graphic Design	3
# VIC 112	Media Concepts & Issues	3
	Selections from appropriate concentrations	6
		15
Semester Two		
VIC 121✧	Introduction to Quark XPress	3
VIC 142	Introduction to Adobe Illustrator	3
VIC 161	Introduction to Adobe Photoshop	3
SPE 101✧	Principles of Effective Speaking	3
	Selections from appropriate concentrations	3
		15
Semester Three		
VIC 114	Illustrations, Graphics & Color Composition	3
# VIC 202✧	Graphic Design Typography	3
#	General Education/Humanities	1
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Selections from appropriate concentrations	9
		18
Semester Four		
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	General Education/Mathematics and/or Science	3
	Selections from appropriate concentrations	12
		18
	Total credits required for graduation	**66**

GRAPHIC ARTS CONCENTRATION

The Graphic Arts Concentration of the Visual Communication associate's degree offers the student the study of prepress and/or press production for visual communication. Students successfully completing this degree may qualify for employment as a project manager, or assistant production manager. (For additional courses in Graphic Arts, see Graphic Arts/Printing Program on Page 104.)

VIC 101✧	Introduction to Graphic Arts	3
VIC 111	Digital Photography	3
VIC 201✧	Paper, Ink and Finishing Technologies	3
# VIC 221	Advanced Desktop Publishing	3
# VIC 231	Desktop Pre-Press Production	3
VIC 251✧	Scanner Technology	3
Choose twelve credits from the following:		
VIC 141✧	Lithographic Presswork	3
# VIC 191✧	Estimating, Customer Service and Printing Materials	3
VIC 211	Adobe Illustrator: Advanced	3
# VIC 241✧	Advanced Lithographic Press Operation	3
VIC 261	Adobe Photoshop: Production	3
# VIC 271	Quality Assurance Test and Measures	3
# VIC 290	Cooperative Work Experience	3
# VIC 291	Cooperative Work Experience	3
		30

GRAPHIC DESIGN CONCENTRATION

The Graphic Design Concentration of the Visual Communication associate's degree offers the student the study of design applications for visual communication. Students successfully completing this degree may qualify for employment as a graphic designer, layout artist, or assistant art director. It is recommended that students entering this area of study have some background in drawing skills.

VIC 101✧	Introduction to Graphic Arts	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
# VIC 242	Adobe Illustrator Design	3
# VIC 222	Quark Design	3
# VIC 262	Adobe Photoshop Design	3
# VIC 282	Graphic Design Portfolio	3
Choose nine credits from the following:		
ART 117✧	Drawing I	3
CIS 101✧	Introduction to Business Computer Systems	3
VIC 104✧	Computer Art I & Scanning	3
VIC 111	Digital Photography	3
VIC 261	Adobe Photoshop: Production	3
VIC 211	Adobe Illustrator Advanced	3
# VIC 284	Digital Portfolio Design	3
# VIC 290	Cooperative Work Experience	3
# VIC 291	Cooperative Work Experience	3
VIC 296	Special Topics in Visual Communication	3-6
		30

ILLUSTRATION GRAPHICS CONCENTRATION

The Illustration Graphics Concentration of the Visual Communication associate's degree offers the student the study of art and drawing for Visual Communication. Students successfully completing this degree may qualify for employment as a freelance artist. This degree is designed to transfer as basic art courses to a four-year institution. Students entering this degree should contact the transfer institution to determine which courses to select for the concentration requirements.

Choose nine to twelve credits from the following:

ART 117✧	Drawing I	3
ART 118✧	Drawing II	3
ART 119✧	Two-dimensional Design	3
ART 125✧	Life Drawing I	3
ART 141✧	Painting I	3
ART 142✧	Painting II	3

Choose three to six credits from the following:

ART 111✧	Ancient to Medieval Art[1]	3
ART 112✧	Renaissance to Modern Art[1]	3
ART 114✧	Survey of Asian Art[1]	3

Choose twelve to eighteen credits from the following:

VIC 104✧	Computer Art I & Scanning	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
VIC 211	Adobe Illustrator Advanced	3
# VIC 214	Illustration & Animation	3
# VIC 242	Adobe Illustrator Design	3
VIC 261	Adobe Photoshop: Production	3
# VIC 262	Adobe Photoshop Design	3
# VIC 282	Graphic Design Portfolio	3
# VIC 290	Cooperative Work Experience	3
# VIC 291	Cooperative Work Experience	3
VIC 296	Special Topics in Visual Communication	3-6

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NEW MEDIA DESIGN CONCENTRATION

The New Media Design Concentration of the Visual Communication associate's degree offers the student the study of computer art for multimedia design. Students successfully completing this degree may qualify for employment as a multimedia artist, video editor technician, or animation artist. It is recommended that students entering this area of study have some background in drawing skills.

CIS 101✧	Introduction to Business Computer Systems	3
VIC 104✧	Computer Art I & Scanning	3
VIC 111	Digital Photography	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
# VIC 242	Adobe Illustrator Design	3
# VIC 262	Adobe Photoshop Design	3
# VIC 272	Advanced Web Page Design-Dreamweaver	3
# VIC 290	Cooperative Work Experience	3
# VIC 291	Cooperative Work Experience	3
VIC 296	Special Topics in Visual Communication	3-6

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PAGE LAYOUT DESIGN CONCENTRATION

The Page Layout Design Concentration of the Visual Communication associate's degree offers the student the study of computer layout applications for visual communication. Students successfully completing this degree may qualify for employment as a desktop publisher, layout artist, or freelance layout operator.

VIC 101✧	Introduction to Graphic Arts	3
VIC 111	Digital Photography	3
VIC 201✧	Paper, Ink & Finishing Technologies	3
# VIC 221	Advanced Desktop Publishing	3
# VIC 222	Quark Design	3
# VIC 231	Desktop Pre-Press Production	3
# VIC 282	Graphic Design Portfolio	3

Choose nine credits from the following:

ART 117✧	Drawing I	3
CIS 101✧	Introduction to Business Computer Systems	3
# VIC 242	Adobe Illustrator Design	3
VIC 104✧	Computer Art I & Scanning	3
# VIC 262	Adobe Photoshop Design	3
# VIC 290	Cooperative Work Experience	3
# VIC 291	Cooperative Work Experience	3
VIC 296	Special Topics in Visual Communication	3-6

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WEB PAGE ART CONCENTRATION

The Web Page Art Concentration of the Visual Communication associate's degree offers the student the study of computer art for Web page design. Students successfully completing this degree may qualify for employment as a Web page artist. (For more courses in Web Site Design & Programming, see the Computer Informations Systems program on Page 85.)

# CIS 121✧	Introduction to Programming	3
# CIS 190	Web Site Development	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
# VIC 262	Adobe Photoshop Design	3
# VIC 272	Advanced Web Page Design-Dreamweaver	3

Choose twelve credits from the following:

CIS 101✧	Introduction to Business Computer Systems	3
# CIS 158	Introduction to the World Wide Web	1
CIS 299	Special Topics in Computer Information Systems	0.5-3
VIC 101✧	Introduction to Graphic Arts	3
VIC 104✧	Computer Art I & Scanning	3
VIC 111	Digital Photography	3
# VIC 242	Adobe Illustrator Design	3
# VIC 290	Cooperative Work Experience	3
# VIC 291	Cooperative Work Experience	3
VIC 296	Special Topics in Visual Communication	3-6

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See VIC course descriptions Page 212.

[1]Courses will meet the humanities requirement. Students taking this concentration will replace the humanity requirement with one elective credit.

Coordinator: Joe Stolz, Ext. 3256

Visual Communication Certificate

Curriculum C348C

This curriculum offers students an opportunity to acquire specific skills in the diverse industry of Visual Communication. The Visual Communication certificate program provides background in basic layout, design, typography, illustration 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, Adobe In Design, Quark XPress, Macromedia Dreamweaver, Macromedia Flash, Macromedia Director, PowerPoint, and other current software packages as necessary. Concentrations in graphic design, graphic arts, page layout design, web page art, new media and illustration graphics allow the opportunity to specialize skills.

Semester One		**Credit Hours**
VIC 114	Illustrations, Graphics & Color Composition	3
VIC 102✧	Graphic Design	3
# VIC 112	Media Concepts & Issues	3
	Selections from appropriate concentrations	6
		15

Semester Two		
VIC 121✧	Introduction to Quark XPress	3
VIC 142	Introduction to Adobe Illustrator	3
VIC 161	Introduction to Adobe Photoshop	3
# VIC 202✧	Graphic Design Typography	3
	Selections from appropriate concentrations	3
		15

Semester Three		
	Selections from appropriate concentrations	15
		15
	Total credits required	**45**

GRAPHIC ARTS CONCENTRATION

VIC 101✧	Introduction to Graphic Arts	3
VIC 111	Digital Photography	3
# VIC 221	Advanced Desktop Publishing	3
# VIC 231	Desktop Pre-Press Production	3
VIC 201✧	Paper, Ink & Finishing Technologies	3
VIC 251✧	Scanner Technology	3
Choose six credits from the following:		
VIC 141✧	Lithographic Presswork	3
# VIC 191✧	Estimating, Customer Service and Printing Materials	3
VIC 211	Adobe Illustrator: Advanced	3
# VIC 241✧	Advanced Lithographic Press Operation	3
VIC 261	Adobe Photoshop: Production	3
# VIC 271	Quality Assurance Test and Measures	3
		24

GRAPHIC DESIGN CONCENTRATION

VIC 101✧	Introduction to Graphic Arts	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
# VIC 222	Quark Design	3
# VIC 242	Adobe Illustrator Design	3
# VIC 262	Adobe Photoshop Design	3
# VIC 282	Graphic Design Portfolio	3
Choose three credits from the following:		
ART 117✧	Drawing I	3
CIS 101✧	Introduction to Business Computer Systems	3
VIC 104✧	Computer Art I & Scanning	3
VIC 111	Digital Photography	3
VIC 211	Adobe Illustrator Advanced	3
VIC 261	Adobe Photoshop: Production	3
# VIC 284	Digital Portfolio Design	3
# VIC 296	Special Topics in Visual Communication	3-6
		24

ILLUSTRATION GRAPHICS CONCENTRATION

Choose six to nine credits from the following:		
ART 117✧	Drawing I	3
ART 118✧	Drawing II	3
ART 119✧	Two-dimensional Design	3
ART 125✧	Life Drawing I	3
ART 141✧	Painting I	3
ART 142✧	Painting II	3
Choose three to six credits from the following:		
ART 111✧	Ancient to Medieval Art[1]	3
ART 112✧	Renaissance to Modern Art[1]	3
ART 114✧	Survey of Asian Art[1]	3
Choose nine to fifteen credits from the following:		
VIC 104✧	Computer Art I & Scanning	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
VIC 211	Adobe Illustrator Advanced	3
# VIC 214	Illustration & Animation	3
# VIC 242	Adobe Illustrator Design	3
VIC 261	Adobe Photoshop: Production	3
# VIC 262	Adobe Photoshop Design	3
# VIC 282	Graphic Design Portfolio	3
# VIC 296	Special Topics in Visual Communication	3-6
		24

PAGE LAYOUT DESIGN CONCENTRATION

VIC 101✧	Introduction to Graphic Arts	3
VIC 111	Digital Photography	3
VIC 201✧	Paper, Ink & Finishing Technologies	3
# VIC 221	Advanced Desktop Publishing	3
# VIC 222	Quark Design	3
# VIC 231	Desktop Pre-Press Production	3
# VIC 282	Graphic Design Portfolio	3
Choose three credits from the following:		
ART 117✧	Drawing I	3
CIS 101✧	Introduction to Business Computer Systems	3
VIC 104✧	Computer Art I & Scanning	3
# VIC 242	Adobe Illustrator Design	3
# VIC 262	Adobe Photoshop Design	3
# VIC 296	Special Topics in Visual Communication	3-6
		24

WEB PAGE ART CONCENTRATION

# CIS 121✧	Introduction to Programming	3
# CIS 190	Web Site Development	3
VIC 172	Web Page Design-Dreamweaver	3
# VIC 184	Multimedia Design-Flash	3
# VIC 262	Adobe Photoshop Design	3
# VIC 272	Advanced Web Page Design-Dreamweaver	3
Choose six credits from the following:		
CIS 101✧	Introduction to Business Computer Systems	3
# CIS 158	Introduction to the World Wide Web	1
CIS 299	Special Topics in Computer Information Systems	0.5-3
VIC 101✧	Introduction to Graphic Arts	3
VIC 104✧	Computer Art I & Scanning	3
VIC 111	Digital Photography	3
# VIC 242	Adobe Illustrator Design	3
# VIC 296	Special Topics in Visual Communication	3-6
		24

Coordinator: Joe Stolz, Ext. 3256

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, M.I.G. and T.I.G. methods, or it may lead to employment as a welding technician.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
ENT 122	Metal-trades Blueprint Reading	3
MTT 110✧	Machine Tool Technology I	4
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[1]	3
# TEC 122	Elementary Technical Mathematics[2]	3
WEL 121✧	Fundamentals of Welding	4
		17
Semester Two		
ELC 110✧	Concepts of Electronics	3
# ENT 105	Industrial Physics[2]	3
CIS 151	Introduction to Microcomputers	1
# *RHT 138*	*Communications II* or	
# *RHT 102✧*	*Freshman Rhetoric & Comp II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
# WEL 132✧	Welding & Fabrication Techniques	4
		14
Semester Three		
MTT 103✧	Introduction to Automation	3
BUS 154	Human Relations in Labor & Management	3
MTT 210✧	Materials and Processes	3
# WEL 253✧	Advanced Welding I	4
	Electives	4
		17
Semester Four		
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	Humanities	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# WEL 284✧	Advanced Welding Techniques	4
	Electives	0-6
		11-17
	Total credits required for graduation	**65**

See MTT course descriptions Page 184; WEL course descriptions Page 215.

See Humanities General Education requirements Page 71.

Note: Students may substitute TEC 143 for TEC 122; ENT 123 for ENT 105; and reduce electives accordingly.

[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. 3721

Welding and Fabrication Certificate

Curriculum C348P

The welding and fabrication certificate program contains the principal technical courses included in the A.A.S. degree. Graduates will be prepared for entry-level positions in arc, oxyacetylene, M.I.G. and T.I.G. welding, as well as brazing, soldering and testing techniques.

Semester One		**Credit Hours**
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
		13-14
Semester Two		
MTT 103✧	Introduction to Automation	3
MTT 110✧	Machine Tool Technology I	4
# WEL 132✧	Welding & Fabrication Techniques	4
	Electives	4
		15
	Total credits required	**28-29**

See MTT course descriptions Page 184; WEL course descriptions Page 215.

Coordinator: William Whitman, Ext. 3721

Arc & Oxyacetylene Welding Certificate

Curriculum C448H

The arc and oxyacetylene welding certificate program provides skills in arc and oxyacetylene 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.

Semester One	**Credit Hours**
# TEC 122 Elementary Technical Mathematics	3
WEL 121✧Fundamentals of Welding	4
	7
Semester Two	
# WEL 132✧Welding & Fabrication Techniques	4
	4
Total credits required	**11**

See WEL course descriptions Page 215.

Coordinator: William Whitman, Ext. 3721

M.I.G. & T.I.G. Welding Certificate

Curriculum C448G

The M.I.G. and T.I.G. welding certificate program provides skills in M.I.G. and T.I.G. welding for individuals who want to prepare for entry-level positions in these areas and for those who require these added welding skills in their present jobs.

Semester One	**Credit Hours**
WEL 121✧Fundamentals of Welding	4
Semester Two	
# WEL 132✧Welding & Fabrication Techniques	4
Semester Three	
# WEL 253✧Advanced Welding I	4
Semester Four	
# WEL 284✧Advanced Welding Techniques	4
Total credits required	**16**

See WEL course descriptions Page 215.

Coordinator: William Whitman, Ext. 3721

Special 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 special 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:
Computerized Tomography (CTO)
Diagnostic Medical Sonography (DMS)
Magnetic Resonance Imaging (MRI)
Mammography(MAM)
Nuclear Medicine Technology (NUM)
Ophthalmic Technician (OPH)
Radiologic Technology (RAS)
Respiratory Care (RSC)
Surgical Technology (SRT)

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 are also given for documented/related health care experiences and military service. The Nursing program requires a 2.5 cumulative GPA for college-level program prerequisites (RHT 101✧, PSY 100✧and BIS 136✧ or BIS 240✧).
5. Attend orientation and registration session.
6. Part-time students may complete program prerequisites and general education requirements before seeking admission into Nursing or Allied Health programs. Students are expected to seek advising to plan course work each semester.
7. Students who were admitted to the Practical Nursing or Associate Degree Nursing program(s) prior to fall 2000 and were later terminated may be considered for admission into the first semester of the 1 PLUS 1 Nursing Program provided they have completed all 1 PLUS 1 Program prerequisites. The Nursing Department, in collaboration with the student, will develop a remediation plan prior to admission. The plan will include completion of NUR 105 with a grade of "B" or better. Ongoing

remediation may be required if admission is granted into NUR 115 and NUR 125. **No advanced placement will be offered.**

8. Submit a completed physician's history and physical form with required documentation of functional physical condition and required immunizations, and proof of valid health insurance to the College Health Services prior to the **first clinical course**. (The Nursing and Nurse Assistant program(s) require that all documentation be complete **prior to the first day of the first class.**) Continued health insurance coverage and documentation of valid health status is the responsibility of the student and **must be maintained throughout the period of enrollment in any Health Career program.** Students are responsible for any incurred medical expenses. Additional health requirements may be needed to comply with clinical agency policies.

   NOTE: Any applicant to the clinical portions of Health Career 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 Health Careers and Public Service 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.

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, 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 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, NUR 155, or NUR 165 are strongly encouraged to complete NUR 180 before progressing to the second year nursing courses. Students choosing the Practical Nurse exit option are required to complete NUR 180 and may do so concurrently with NUR 190.
6. 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.
7. 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.
8. Requirements stated in the catalog at the time of admission or readmission to a Health Career/Public Service program must be met for graduation.
9. 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.
2. All students petitioning for readmission will be evaluated and readmitted 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.

Progression of Students Enrolled in Associate Degree Nursing Program as of Fall 2000 to Transition into 1 PLUS 1 Program

1 PLUS 1 indicates that nursing students may exit the program after completing first year courses and a summer session to sit for the

practical nurse licensing exam, or may remain and complete the second year of the nursing program and sit for the RN licensing exam. This revised curriculum was first implemented in August 2001.

NOTE: A remediation plan will be developed by the Nursing Department in collaboration with a student who is seeking readmission after achieving a "D", "F", or "W", in a Nursing course. The plan must be completed prior to being considered for readmission.

1. Students who were unsuccessful in NUR 101 may be considered for readmission into the Nursing program after completion of NUR 105 and all prerequisites of the 1 PLUS 1 Program. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 Program which became effective fall 2001. The student who has not completed 8 credits of Anatomy and Physiology equivalent to BIS 136✧/BIS 137✧ or BIS 240✧/BIS 241✧ will be required to complete BIS 137✧ prior to, or concurrent with, NUR 145/NUR 155/NUR 165.
2. Students who withdrew or did not achieve a minimum grade of "C" in NUR 120 may be considered for readmission into the Nursing program in the status of advanced placement into NUR 145 provided they complete NUR 105 with a minimum grade of "B", meet 1 PLUS 1 Program prerequisites, achieve a grade "C" or better on the NUR 115 and NUR 125 proficiency exams and achieve a score of 100% on a dosages and calculations exam. The student who has not completed 8 credits of Anatomy and Physiology equivalent to BIS 136✧/BIS 137✧ or BIS 240✧/BIS 241✧ will be required to complete BIS 137✧ prior to, or concurrent with, NUR 145/NUR 155/NUR 165. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 Program, which became effective fall 2001.
3. Students who completed two or more semesters of the Associate Degree Nursing Program and achieve a grade "D", "F", or "W", may be considered for readmission into the Nursing program in the status of advanced placement into NUR 145/NUR 155/NUR 165 upon completion of the 1 PLUS 1 Program prerequisites. The student who has not completed 8 credits of Anatomy and Physiology equivalent to BIS 136✧/BIS 137✧ or BIS BIS 240✧/BIS 241✧ will be required to complete BIS 137✧ prior to, or concurrent with NUR 145/NUR 155/NUR 165. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 Program which became effective fall 2001. Students who choose the Practical Nurse exit option of the 1 PLUS 1 Program must also complete NUR 190.
4. Students who were terminated from the program with a "D", "F", or "W", twice in the same second year Nursing course or in two different second year Nursing courses may be considered for readmission into the Nursing program in the status of advanced placement into only the Practical Nurse exit option of the 1 PLUS 1 Program upon completion of the 1 PLUS 1 Program prerequisites. Students will be required to complete NUR 145, NUR 155, NUR 165, and NUR 190. The student who has not completed 8 credits of Anatomy and Physiology equivalent to BIS 136✧/BIS 137✧ or BIS 240✧/BIS 241✧ will be required to complete BIS 137✧ prior to, or concurrent with, NUR 145/NUR 155/NUR 165. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 Program, effective fall 2001. Following Licensed Practical Nurse licensure, students may be considered for the Upward Mobility Track of the 1 PLUS 1 Program.

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 Drive Chicago, Ill. 60601, (312) 553-9355, in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography, 7108-C South Alton Way Englewood, Colorado 80112-2106, (303) 741-3533.

Program prerequisites: One year of high school algebra, biology and chemistry or college equivalents within the last five years with grades of "C" or better (MAT 055, BIS 101✧ or 103✧, CHM 110✧ or CHM 140✧).

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AHL 100	Introduction to Health Care	2
AHL 101	Essentials of Medical Terminology	1
# BIS 234✧	Human Anatomy & Physiology[1]	6
# DMS 101	Ultrasound Physics I	3
DMS 106	Introduction to Ultrasound Principles & Procedures	2
# MAT 103	Applied Intermediate Algebra[1]	3
		17
Semester Two		
AHL 102	Ethics & Law for Allied Health	1
# DMS 102	Ultrasound Physics II	2
# DMS 121	Cross-sectional Anatomy	5
# DMS 125	Abdominal Sonography	3
# DMS 132	Obstetrical/Gynecologic Sonography	3
HTH 281✧	First Aid & CPR	2
		16
Semester Three		
# DMS 131	Clinical Applications I	3
# DMS 135	Ultrasound Film Critique	2
# DMS 136	Principles & Procedures of Ultrasound Imagery	2
		7
Semester Four		
# DMS 141	Clinical Applications II	4
# DMS 146	Pathology & Diagnostic Sonography	3
# DMS 200	Principles of Computerized Sonography	2
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
	Electives	2
		14
Semester Five		
# DMS 151	Clinical Applications III	4
# DMS 201	Sonographic Specialties	3
	Humanities	1
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		14
	Total credits required for graduation	**68**

See DMS course descriptions Page 167.

See Humanities General Education requirements Page 71.

Suggested electives: AHL 108; PED

Note: A minimum grade of "C" is required as a prerequisite for each AHL and DMS course.

[1]BIS 234✧ or MAT 103 meets the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.

Coordinator: Debra Krukowski, Ext. 3979

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 which 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 must also have completed Anatomy and Physiology with a grade of "C" or better within the last five years. DMS 121 does not fulfill this requirement.

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
		15
Semester Two (Summer)		
# DMS 102	Ultrasound Physics II	2
# DMS 132	Obstetrical/Gynecologic Sonography	3
# DMS 135	Ultrasound Film Critique	2
		7
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
		12
	Total credits required	**34**

See DMS course descriptions Page 167.

Coordinator: Debra Krukowski, Ext. 3979

Magnetic Resonance Imaging Advanced Certificate

Curriculum C517B

The Magnetic Resonance Imaging (MRI) operator is trained to operate specialized designated magnetic fields and radio frequency waves to obtain exquisite tissue contrast images and at selective excitation. Through classroom and clinical experience, the student also becomes proficient in delineating coronal, sagittal, oblique and transaxial anatomy. It is recommended strongly that all course requirements be completed within one year.

Employment opportunities are found in the new MRI facilities that currently are being built across the country.

The American Registry for Radiologic Technologists (ARRT) will administer the MRI examination to anyone registered by the ARRT in either radiography, nuclear medicine or radiation therapy; and who passed one of those examinations at least one year prior to the scheduled date of the administration of the MRI examination.

Program prerequisite: ARRT registration in radiography, nuclear medicine, or radiation therapy.

Semester One		**Credit Hours**
# DMS 121	Cross Sectional Anatomy	5
# MRI 200	Principles of Magnetic Resonance Imaging	1
# MRI 202	Imaging Applications I	1
		7
Semester Two		
# MRI 204	Imaging Applications II	2
	Clinical experience	7-8
		9-10

Select one of the three track options listed below to complete 640 clinical hours.

(Exchange/transfer of credit between tracks is not permitted. Once selected, track must be completed as listed.)

Track One (three semester clinical option)		
# MRI 230	Applied MRI I, Track 1	3
# MRI 232	Applied MRI II, Track 1	3
# MRI 234	Applied MRI III, Track 1	1
	—or—	
Track Two (two semester clinical option)		
# MRI 240	Applied MRI I, Track 2	4
# MRI 242	Applied MRI II, Track 2	4
	—or—	
Track Three (one semester clinical option)		
# MRI 250	Applied MRI I, Track 3	7
	Total credits required	**16-17**

See MRI course descriptions Page 185.

Coordinator: Catherine Lekostaj, Ext. 3370

Mammography Advanced Certificate

Curriculum C517E

It is the primary responsibility of the Radiologic Technologist, who is certified to perform mammography, to insure achievement of the highest quality x-ray image and lowest possible radiation dose to all patients. Students receive instruction in breast anatomy, pathology, positioning and the elements of an effective quality assurance program. Clinical experience (150 hours) is provided at selected sites and affords the student with the opportunity to demonstrate and document competency in the proficiencies required to sit for the certification exam administered by the AART.

Course work may be completed in one or two semesters.

One semester option:
Fall -- MAM 200, MAM 202, MAM 210

Two semester option:
Fall -- MAM 200, MAM 202
Spring -- MAM 210

Program prerequisite: Current ARRT and IDNS licenses, and attendance at an information session.

ONE SEMESTER OPTION

Semester One		**Credit Hours**
# MAM 200	Principles of Mammography	1
# MAM 202	Mammographic Procedures and Image Evaluation	1
# MAM 210	Applied Mammography	2

TWO SEMESTER OPTION

Semester One		
# MAM 200	Principles of Mammography	1
# MAM 202	Mammographic Procedures and Image Evaluation	1
Semester Two		
# MAM 210	Applied Mammography	2
	Total credits required	**4**

See MAM course descriptions Page 186.

Coordinator: Catherine Lekostaj, Ext. 3370

Nuclear Medicine Technology

Curriculum C217B

Nuclear Medicine Technologists administer radioactive nuclides to patients, who are scanned to detect radiation emitted from organs or areas where the nuclides may have collected.

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. #1 2nd Avenue East, Suite C, Polson, Montana, (406) 883-0003 or fax (406) 883-0022. Graduates qualify for the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technology, Nuclear Medicine Registry examinations.

Graduates may be employed in hospitals, clinics and medical imaging centers anywhere in the United States.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AHL 100	Introduction to Health Care	2
AHL 102	Ethics & Law for Allied Health	1
# *CHM 110*✧	*Fundamentals of Chemistry*[1] or	4
# *CHM 140*✧	*General Chemistry*[1]	5
	Humanities	1
# MAT 103	Applied Intermediate Algebra[1]	3
# NUM 100	Fundamentals of Nuclear Medicine	3
# NUM 102	Nuclear Pharmacy I	1
# *RHT 124*	*Communications I* or	
# *RHT 101*✧	*Freshman Rhetoric & Comp I*[2]	3
		18-19
Semester Two		
AHL 101	Essentials of Medical Terminology	1
# *BIS 103*✧	*Introduction to Human Physiology*[1] or	4
# *BIS 234*✧	*Human Anatomy & Physiology*[1]	6
HTH 281✧	First Aid & CPR	2
# NUM 140	Nuclear Medicine Instrumentation	3
# NUM 141	Nuclear Medicine Instrumentation Quality Control	2
NUM 150	Computer Use in Nuclear Medicine	2
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		17-19
Semester Three		
# NUM 160	Nuclear Medicine Procedures I	3
# NUM 161	Applied Nuclear Medicine Technology I	3
		6
Semester Four		
# NUM 242	Radioimmunoassay Principles/Procedures	2
# NUM 260	Nuclear Medicine Procedures II	3
# NUM 261	Applied Nuclear Medicine Technology II	4
# NUM 262	Nuclear Pharmacy II	2
	Electives[3]	1-5
		12-16
Semester Five		
# NUM 280	Nuclear Medicine Procedures III	3
# NUM 281	Applied Nuclear Medicine Technology III	4
# NUM 282	Nuclear Pharmacy III	2
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		12
	Total credits required for graduation	**69**

See NUM course descriptions Page 192.

See Humanities General Education requirements Page 71.

Suggested electives: AHL 107, 108; PED

[1]BIS 103✧, 234✧; CHM 110✧ or CHM 140✧ or MAT 103 meets the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.
[3]The number of required elective credits is determined by the program options completed.

Coordinator: Charles Burchett, Ext. 3655

Nursing

Curriculum C218A Nursing, Associate Degree
Curriculum C317D Nursing, Practical

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 190. 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. Candidates for the LPN 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, IL 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), e-mail: nlnac@nlnac.org.

Admission is determined by pre-admission test results, GPA for college level prerequisite courses (RHT 101✧, PSY 100✧, and BIS 136✧ or 240✧), and previous 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 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 4 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

One year high school level completed within 5 years of program entry or one semester college equivalent

Algebra------(MAT 055)
Biology*-----(BIS 101✧)
Chemistry*--(CHM 110✧ or CHM 140✧)

College Level -- Cumulative GPA of 2.5 required

RHT 101✧
PSY 100✧

BIS 136✧* or 240✧* must be completed within five years of program entry. The five-year limit for biology may be waived provided BIS 136✧ or BIS 240✧ is taken within five years of program entry. BIS 136✧ or 240✧ may be taken concurrently with first semester nursing courses if entering program within eight months after high school completion. For those entering program within eight months of high school graduation, need 2.5 GPA for Biology, Chemistry, RHT 101✧ and PSY 100✧.

* Students may be admitted pending completion of Introduction to Nursing Academics (NUR 105) with a "B" or better if they have:

- earned pre-admission test scores between "acceptable" and "recommended", AND/OR

- earned less than a "B" grade in the biology, chemistry, anatomy and physiology prerequisites, AND/OR
- graduated from high school within eight months of entry into the Nursing program.

Pre-Admission Semester		**Credit Hours**
# *BIS 136✧*	*Functional Human Anatomy I* or	
# *BIS 240✧*	*Human Anatomy and Physiology I*[1]	4
# RHT 101✧	Freshman Rhetoric and Composition I	3
PSY 100✧	Introduction to Psychology	3
		10

Semester One		
# PSY 228✧	Psychology of Adulthood & Aging	3
# NUR 115	Nursing Skills[2]	2
# NUR 125	Promoting Adaptation in the Physiologic and Psychosocial Modes	7
		12

Semester Two		
# *BIS 137✧*	*Functional Human Anatomy II* or	
# *BIS 241✧*	*Human Anatomy & Physiology II*	4
# NUR 145	Nursing Care of Individuals with Commonly Recurring Adaptation Problems I	5
# NUR 155	Nursing Care of Individuals with Commonly Recurring Adaptation Problems II[3]	5
# NUR 165	Pharmacology in Nursing	2
		16

Summer Session[4] (optional)

Semester Three		
SOC 100✧	Introduction to Sociology	3
# BIS 122✧	Introductory Microbiology	4
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
# NUR 225	Promoting Adaptation: Chronic Health Problems	4
# NUR 235	Promoting Adaptation: Psychosocial and Rehabilitation Problems	4
		18

Semester Four		
SPE 101✧	Principles of Effective Speaking	3
	General Education/Humanities	1
# NUR 245	Promoting Adaptation: The Childbearing/ Childrearing Family	4
# NUR 255	Promoting Adaptation: Acute Health Problems	4
# NUR 285	Professional Nursing Career Development	2
# NUR 290	Leadership in the Management of Patient Care.	2
		16
	Total credits required for graduation with associate degree	**72**

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).

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	**42**

[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.

[2]Certified 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.

[3]NUR 155 meets the health/fitness general education requirement.

[4]Students 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 NUR course descriptions on Page 192.

See Humanities General Education requirements Page 71.

See Special Requirements for Special Admission Health Programs section Page 132, which apply to the Nursing program.

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LPN TO ASSOCIATE DEGREE UPWARD MOBILITY

Program Prerequisites listed above *
Additional Prerequisites:
Illinois LPN license

		Credit Hours
PSY 100✧	Introduction to Psychology	3
# PSY 228✧	Psychology of Adulthood & Aging	3
# RHT 101✧	Freshman Rhetoric & Comp I	3
# *BIS 136✧*	*Functional Human Anatomy I* or	
# *BIS 240✧*	*Human Anatomy and Physiology I*[1]	4
# *BIS 137✧*	*Functional Human Anatomy II* or	
# *BIS 241✧*	*Human Anatomy & Physiology II*	4
# NUR 165	Pharmacology in Nursing[5]	2
		19

[5]LPNs who have completed State of Illinois approved pharmacology course or equivalent will petition to receive credit for NUR 165 upon completion of NUR 180 and NUR 200.

*Students may be admitted pending completion of Introduction to Nursing Academics (NUR105) with a "B" or better if they have earned:

- Pre-admission test scores between "acceptable" and "recommended" AND/OR
- Less than a "B" grade in the biology, chemistry, anatomy and physiology prerequisites.

PROGRAM REQUIREMENTS:

# NUR 180	Nursing Enrichment[6]	1
# NUR 200	Bridge from LPN to AD Student[6]	2
	Semester Three	18
	Semester Four	16

[6]LPNs will petition to receive credit for NUR 115, NUR 125, NUR 145, and NUR 155 upon completion of NUR 180 and NUR 200.

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)

See NUR course descriptions Page 193.

See Humanities General Education requirements Page 71.

Note: See Special Requirements for Special Admission Health Programs section, Page 132 which apply to the Nursing Program.

Chairperson: Joan Libner, Ext. 3652

Nurse Assistant Certificate

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. 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. 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 $10 is due upon registration in the form of a money order or cashier's check made payable to S.I.U.C.

Semester One		**Credit Hours**
NAS 100	Basic Nurse Assistant	6
# NAS 101	Nurse Assistant: Care of Patients With Alzheimer's	1
	Total credits required	7
Optional Course:		
# NAS 102	Introduction to Home Health Nursing Aide	2

See NAS course descriptions Page 193.

Coordinator: Sandra Affrunti-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 Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1570, Chicago, Ill. 60601, (312) 553-9355, in cooperation with the Committee on Accreditation for Ophthalmic Medical Personnel, 2025 Woodlane Drive, St. Paul, MN 55125-2995, (612) 731-2944. 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

Semester One		**Credit Hours**
AHL 100	Introduction to Health Care	2
AHL 101	Essentials of Medical Terminology	1
BIS 190	Anatomy & Physiology for Allied Health Majors[1]	4
	Humanities	1
OPH 112	Ocular Anatomy and Physiology	3
# OPH 114	Ophthalmic Optics	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I*[2]	3
		17
Semester Two		
AHL 102	Ethics and Law for Allied Health	1
AHL 103	Basic Pharmacology for Allied Health	1
OPH 113	Ophthalmic Dispensing I	2
# OPH 120	Basic Visual Examination	2
# OPH 121	Visual Field Examination	2
# OPH 130	Ocular Pharmacology	2
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	Electives	4
		17
Semester Three		
# OPH 122	Retinoscopy and Refractometry	2
PSY 105✧	Personal Applications of Psychology	3
		5
Semester Four		
# OPH 230	Practicum I	3
# OPH 231	OPH Seminar I	1
# OPH 232	Contact Lenses	3
# OPH 237	Integrated Science for Ophthalmic Technicians	3
HTH 281✧	First Aid & CPR	2
		12
Semester Five		
# OPH 123	Ocular Motility Examination	2
# OPH 240	Practicum II	3
# OPH 241	OPH Seminar II	1
# OPH 243	Ophthalmic Therapeutic Procedures	3
# OPH 244	Ophthalmic Photography	3
# SRT 110	Introduction to Surgical Technology	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
		16
	Total credits required for graduation	67

See OPH course descriptions Page 196.

See Humanities General Education requirements Page 71.

Note: Ophthalmic technician courses must be taken according to assigned sequence number.

[1]BIS 190 meets the mathematics and/or science general education requirement.

[2]Students 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.

Additional programs after graduation are available to technologists who wish to specialize in Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), special procedures, education and sales.

Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, 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. Level "004" proficiency on college placement tests in reading and writing.
2. Level "006" math proficiency on college placement test or completion of MAT 085 or higher.
3. College level reading, writing, math courses within the last 5 years or college placement test scores within the last 2 years.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AHL 102	Ethics and Law for Allied Health	1
AHL 120✧	Comprehensive Medical Terminology	3
# NUR 115	Nursing Skills	2
# RAS 104	Principles of Radiographic Technique	1
# RAS 111	Radiographic Anatomy & Positioning I	2
# RAS 114	Basic Radiation Protection	1
# RAS 115	Imaging Production	1
# RAS 150	Applied Radiologic Technology I	2
	Electives	0-2
		13-15
Semester Two		
# BIS 136✧	Functional Human Anatomy	4
# RAS 117	Fundamentals of Radiation	3
# RAS 122	Radiographic Anatomy & Positioning II	2
# RAS 124	Radiation Instrumentation	1
# RAS 125	Radiological Health	2
# RAS 160	Applied Radiologic Technology II	3
	Elective	1
		16
Semester Three		
# RAS 170	Applied Radiologic Technology III and IV	4
		4
Semester Four		
HTH 281✧	First Aid & CPR	2
# RHT 101✧	Freshman Rhetoric & Comp I	3
PSC 150✧	American National Politics	3
	Gen-Ed/Humanities & Fine Arts	1
# RAS 232	Radiographic Anatomy & Positioning III	2
# RAS 243	Mammography and Digital Radiography	1
# RAS 280	Applied Radiologic Technology V	4
		16
Semester Five		
AHL 103	Basic Pharmacology for Allied Health	1
# AHL 107	Venipuncture	1
SPE 101✧	Principles of Effective Speaking	3
# *CIS 151*	*Introduction to Microcomputers* or	1-3
# *CIS 101✧*	*Introduction to Business Computer Systems* (two additional hours from CIS 101✧ applied to electives)	
	OR	
# *OFT 105*	*Word Processing for the Non-typist* or	
# *OFT 107*	*Microsoft Office* (two additional hours from OFT 107 applied to electives)	
# RAS 242	Radiographic Anatomy & Positioning IV	2
# RAS 253	Special Radiologic Procedures	1
# RAS 260	Radiologic Pathology	2
# RAS 290	Applied Radiologic Technology VI	4
		15-17
Semester Six		
# RAS 278	Radiologic Seminar	4
# RAS 298	Applied Radiologic Technology VII	2
		6
	Total credits required for graduation	**72**

Suggested electives: RAS 296; AHL 200, 201; BIS 137✧

See RAS course descriptions Page 204.

See Humanities General Education requirements Page 71.

Coordinator: Catherine Lekostaj, Ext. 3370

Computerized Tomography Advanced Certificate

Curriculum C517A

This program is designed to prepare licensed radiographers to operate computerized tomography equipment safely and competently to produce diagnostically acceptable images. The Computerized Tomography Technologist is qualified to provide patient services using appropriate equipment under the supervision of a physician who is responsible for the interpretation of results. The Computerized Tomography Technologist may be employed in any health care setting as licensed to operate a computerized tomography unit.

Program prerequisite: Radiographers with a current, active state of Illinois license

Semester One		**Credit Hours**
# CTO 200	Principles of Computerized Axial Tomography	3
# CTO 205	Principles of Computerized Axial Tomography II	2
# CTO 210	Applied CTO I	2
# CTO 212	Applied CTO II	2
# DMS 121	Cross Sectional Anatomy	5
	Total credits required	**14**

See CTO course descriptions Page 161.

Coordinator: Catherine Lekostaj, Ext. 3370

Respiratory Care

Curriculum C217D

Respiratory care is a rapidly evolving and highly sophisticated allied health career. Respiratory care practitioners work directly with patients who have disorders that affect the cardiac and pulmonary systems, providing specialized therapeutic 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, sales, administration and education. The job outlook is excellent.

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1570, Chicago, Ill. 60601, (312) 553-9355, in cooperation with the Committee 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 perinatal/pediatric specialty examination.

Advanced standing (course credit/waiver by experience, proficiency exam and/or course transfer) is available for respiratory care practitioners and nursing assistants, LPN's and RN's with prior experience and/or education. The program also has a capstone agreement with National Louis University for graduates desiring a bachelor's degree. Contact program coordinator for details.

Program Prerequisites: Score 4 or better on math placement exam or course equivalency; Score 4 or 5 on reading and writing placement exam or course equivalency; AHL 103 or course equivalency/documented experience.

ASSOCIATE IN APPLIED SCIENCE DEGREE2

Semester One		**Credit Hours**
AHL 102	Ethics & Law for Allied Health	1
# BIS 103✧	Introduction to Human Physiology[1]	4
# RSC 100	Science Principles in Respiratory Care	3
# RSC 101	Introduction to Respiratory Care	1
# RSC 110	Basic Respiratory Care Procedures	3
# RSC 125	Pulmonary Pharmacology	2
PSY 100✧	*Introduction to Psychology* or	
PSY 105✧	*Personal Applications of Psychology*	3
		17
Semester Two		
AHL 105	Infection Control and Safety For Allied Health	1
# AHL 106	Infection Control and Safety Lab for Allied Health	1
# RSC 120	Advanced Respiratory Care Procedures	4
# RSC 123	Basic Physiologic Diagnostics	4
# RSC 126	Cardiopulmonary Pharmacology	1
# RSC 140	Applied Respiratory Care I	3
# *RHT 124*	*Communications I* or	
# *RHT 101✧*	*Freshman Rhetoric & Comp I* [2]	3
		17
Semester Three		
# RSC 130	Basic Intensive Respiratory Care	2
# RSC 150	Applied Respiratory Care II	2
# RSC 209	Long term & Rehabilitative Care	1
		5
Semester Four		
# RSC 200	Advanced Intensive Respiratory Care	4
# RSC 210	Cardiopulmonary Diseases	3
# RSC 211	Neonatal/Pediatric Respiratory Care	1
# RSC 212	Advanced Physiologic Diagnostics	4
# RSC 240	Applied Respiratory Care III	3
RSC 241	Respiratory Care Seminar I	1
		16
Semester Five		
	General Education/Humanities	1
# *RHT 138*	*Communications II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
# RSC 220	Respiratory Care in Human Diseases[3]	2
# RSC 222	Advanced Respiratory Care Techniques	2
# RSC 250	Applied Respiratory Care IV	3
RSC 251	Respiratory Care Seminar II	1
SSC 190✧	*Contemporary Society* or	
PSC 150✧	*American National Politics* or	
HIS 151✧	*History of the U.S. to 1877*	3
	Elective	1
		16
	Total credits required for graduation	**71**

See RSC course descriptions Page 206.

See Humanities General Education requirements Page 71.

Note: AHL 103 will not count as an elective.
Suggested electives: (1) AHL 107, 108, 200, 201; FIR 188; PED, RSC 295, 296

[1]BIS 103✧ meets the mathematics and/or science general education requirement.
[2]Students must complete either RHT 124 and RHT 138 or RHT 101✧ and SPE 101✧.
[3]RSC 220 meets the health general education requirement.

Coordinator: Kristine Anderson, Ext. 3429

Perinatal/Pediatric Respiratory Care Advanced Certificate

Curriculum C517D

Perinatal/Pediatric Respiratory Care is an exciting and challenging subspecialty in the respiratory care profession. Perinatal/Pediatric respiratory care practitioners work exclusively with newborns, infants and children with a variety of cardiac, pulmonary and congenital problems, providing both general and critical respiratory care techniques in hospital, long-term care and home-care settings.

The Perinatal/Pediatric Respiratory Care Advanced Certificate Program is open only for certified (CRT) or registered (RRT) respiratory care practitioners who are currently working or interested in becoming multicompetent in this subspecialty. This program offers opportunity for the student to learn theory and application of special procedures in the classroom, college laboratory, clinical laboratory and actual clinical setting. The program also prepares graduates for the Perinatal-Pediatric Respiratory Care specialty examination offered by the National Board for Respiratory Care (NBRC).

Program prerequisites: Graduate of JRCRTE/CoARC approved respiratory care program and certified (CRT) or registered (RRT) respiratory care practictioner.

Semester One		**Credit Hours**
# RSC 260	Perinatal Physiology and Monitoring	2
# RSC 262	Neonatal/Pediatric Therapeutic Modalities I	2
		4
Semester Two		
# RSC 261	Neonatal Cardiopulmonary Diseases	2
# RSC 263	Pediatric Cardiopulmonary Diseases	1
		3
Semester Three		
# RSC 264	Neonatal/Pediatric Therapeutic Modalities II	1
# RSC 265	Perinatal/Pediatric Respiratory Care Seminar	1
# RSC 266	Applied Neonatal/Pediatric Respiratory Care	1
		3
	Total credits required	**10**

See RSC course descriptions Page 206.

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 10 top occupations for job growth over the next decade.

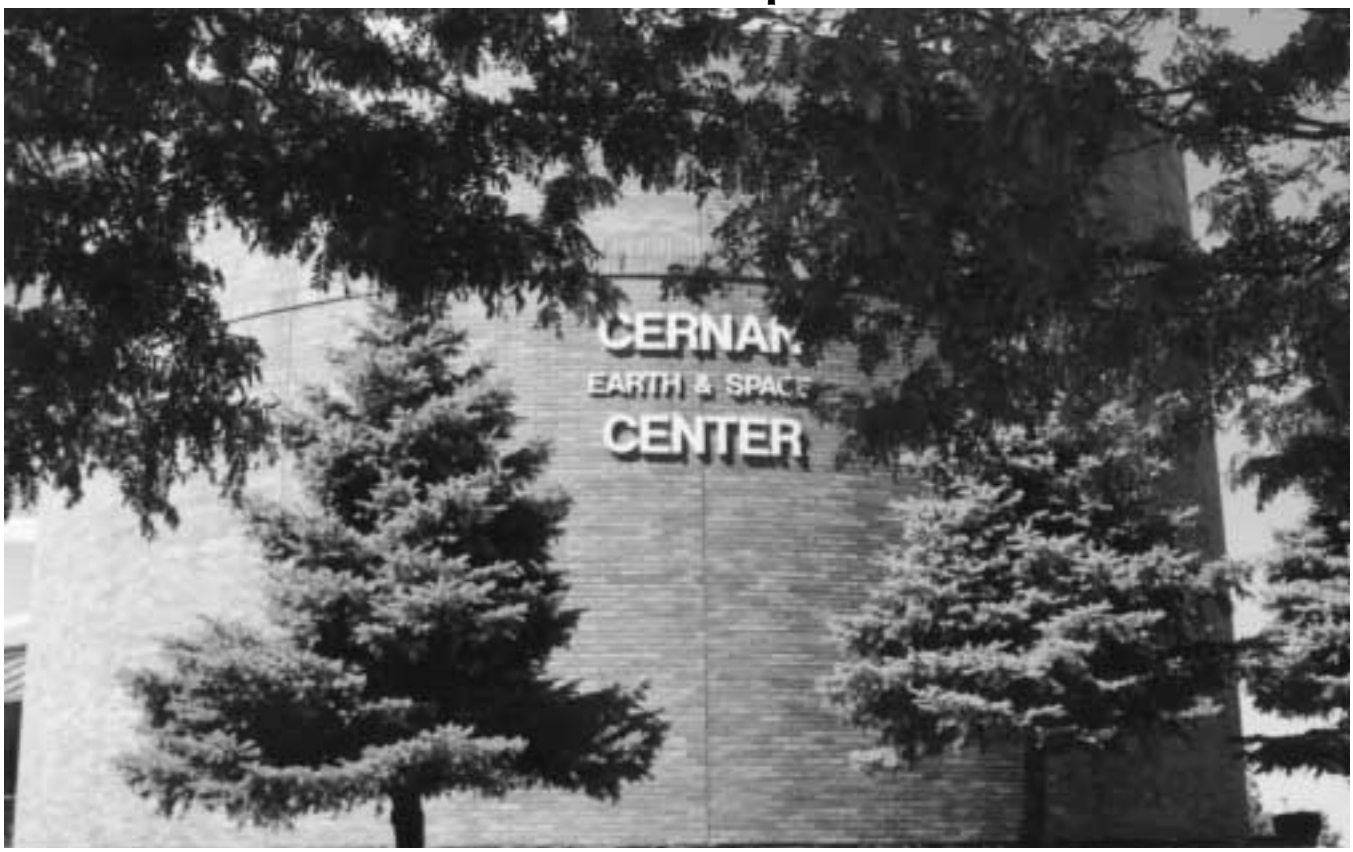
This program is accredited by the Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1570, Chicago, Ill. 60601, (312) 553-9355, in cooperation with the Accreditation Review Committee on Education in Surgical Technology, 7108-C South Alton Way, Suite 150, Englewood, 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		**Credit Hours**
BIS 190	Anatomy & Physiology for Allied Health Majors	4
# SRT 110	Introduction to Surgical Technology	7
# SRT 120	Surgical Procedures I	5
# SRT 122	Applied Surgical Procedures I	2
		18
Semester Two		
AHL 101	Essentials of Medical Terminology	1
PSY 105✧	Personal Applications of Psychology	3
# SRT 130	Surgical Procedures II	3
# SRT 132	Applied Surgical Procedures II	3
# SRT 140	Surgical Procedures III	3
# SRT 142	Applied Surgical Procedures III	3
		16
Semester Three		
# SRT 160	Surgical Seminar	1
# SRT 162	Surgical Procedures IV	3
		4
	Total credits required	**38**

See SRT course descriptions Page 210.

Coordinator: Pauline Sielske, Ext. 3563

Course Descriptions



Courses listed in this section are offered in university-transfer and career-education programs. (Community 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 developmental 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/AS/AAS degree or certificate requirements. For more information contact Community Education.
- 100-299✧ symboled courses: See page 37 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 and academic advisors 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 (Summer 1998)

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 Codes for Baccalaureate Majors

AG - Agriculture (Summer 1998)
ART - Art (Summer 1998)
EED- Elementary Education (Fall 1998)
EGR- Engineering (Fall 1998)
PSY - Psychology (Fall 1998)
SED - Secondary Education (Fall 1998)
BUS - Business (Summer 1999)
BIO - Biological Science (Summer 1999)
CS - Computer Science (Summer 1999)
CRJ- Criminal Justice (Summer 1999)
ECE - Early Childhood Education (Summer 1999)
MC - Mass Communication (Summer 1999)
MUS - Music (Summer 1999)
EGL - English (Summer 2000)
MAT - Mathematics (Summer 200)
SPC - Speech Communication (Summer 2000)
SPE - Special Education (Summer 2000)

TA - Theater Arts (Summer 2000)
CHM - Chemistry (Summer 2001)
HIS - History (Summer 2001)
NUR - Nursing (Summer 2001)
PLS - Political Science (Summer 2001)

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 assigned advisor for adjustments in their programs.

Counseling and advising 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 or advisor for assistance in planning their programs.

College course offerings and standard abbreviations are as follows:

(708) 456-5000

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 OFT 103.
Lecture: 3 hours

ACC 101✧ 3 credits
Financial Accounting
Foundation course 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 covering 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
The second semester foundation course 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, 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, 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. Not open to students who are enrolled in or have credit in ACC 112✧.
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, overloads, 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, 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 metal-working processes.
Prerequisite: TEC 122 or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 250 4 credits
Commercial Refrigeration
Commercial refrigeration systems are covered with attention given to heat-load calculations, system capacity, system components and uses, applications and special system problems.
Prerequisite: ACR 125
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 260 4 credits
Advanced Air Conditioning III
Air, humidity, psychrometry and comfort cooling systems are covered. Electric circuits and controls are presented with attention given to instruments for testing and diagnosis.
Prerequisite: ACR 125
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 285 4 credits
Heating Systems
Emphasis on heating systems, fuels, burners, humidification and types of systems and their controls, related problems, instrumentation and service on all systems.
Prerequisite: ACR 260
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 290 4 credits
HVAC Calculation & Design
Calculation, design and instrumentation in heating, ventilating and air conditioning covering heat-load calculations, warm-air and hydronic heating and cooling design, system balancing and troubleshooting are covered.
Prerequisite: ACR 260
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 292 4 credits
Water Distribution and Treatment
Water distribution systems, cooling towers, chilled water for comfort cooling, hot-water systems and water treatment related to these systems are covered. Pump diagnosis and repair, i.e. seals, couplings and installation procedures will be discussed. Emphasis on electrical circuits and controls are presented with attention given to instruments for testing and diagnosis.
Prerequisite: ACR 285
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 295 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 or concurrent enrollment
Lecture: 3 hours
Laboratory: 3 hours

ACR 297 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. 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
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

Allied Health

AHL 100 2 credits
Introduction to Health Care
Basic knowledge and techniques related to health-care delivery systems, including evolution of medical practices, health-care agencies, health-care team and basic principles and procedures common to delivery of health care are covered.
Lecture: 2 hours

AHL 101 1 credit
Essentials of Medical Terminology
An introductory course to medical terminology adapted so individuals with little or no previous exposure to the medial 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 102 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 103 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 105 1 credit
Infection Control and Safety for Allied Health
Provides a basic knowledge of microbiology, disinfection, sterilization, electrical and fire safety, disaster plan and general safety requirements as they relate to respiratory care. Emphasis is placed on the transmission of human pathogens, methods used to interrupt or control this transmission, assessment of the body's ability to resist infection and safety requirements specified by law.
Lecture: 1 hour

AHL 106 1 credit
Infection Control and Safety Lab for Allied Health
Provides a basic knowledge of microbiology, disinfection, sterilization, electrical and fire safety, disaster plan and general safety requirements in laboratory procedures as they relate to respiratory care. Designed to accompany AHL 105. Emphasis is placed on the transmission of human pathogens, methods used to interrupt or control this transmission, assessment of the body's ability to resist infection and safety requirements specified by law. Laboratory application of related procedures are incorporated.
Prerequisite: AHL 105 or concurrent with AHL 105
Laboratory: 2 hours

AHL 107 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
Lecture: 0.5 hour
Laboratory: 1 hour

AHL 108 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.
Lecture: 0.5 hour
Laboratory: 1 hour
(course fee required)

AHL 110 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.
Lecture: 2 hours

AHL 120✧ 3 credits
Comprehensive Medical Terminology
Terminology utilized in health care settings. 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 are also 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 will also 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. 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
Exercises to improve linework and lettering skills are provided. This course includes: proper use of equipment, sketching, drawing to scale, and drawing simple geometric solids or orthographic, axonometric, isometric and one- and two-point perspectives. Not to be used for graduation in architecture degrees. (Required in Architectural Drafting Certificate)
Lecture: 1 hour
Laboratory: 2 hours

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. Computer-aided drafting will be used. Rough carpentry framing, finish carpen-

try and masonry construction trade skills will be taught.
Prerequisite: ARC 109 or concurrent enrollment, or one year of high school drafting with "C" grade minimum
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 111✧ 2 credits
Residential Detailing
Residential details, including door, window and brick details, door and hardware schedules are covered. Traditional drafting skills and an introduction to CAD also are provided. Concurrent enrollment in ARC 110✧ suggested.
Prerequisite: ARC 109 or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ARC 112✧ 2 credits
Exterior Materials of Construction
Nature of wood, brick, concrete block, architectural terra cotta, structural tile, concrete and steel as applicable to buildings are covered. Introduction to computerized cost estimating also included.
Lecture: 2 hours
Laboratory: 1 hour
(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)

ARC 141✧ 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. Drawings will all be done on AutoCAD. Steel framing and erection, metal deck installation, and welding trade skills will be taught.
Prerequisite: ARC 109 or concurrent enrollment, or one year of high school drafting with "C" grade minimum
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 142 2 credits
Industrial and Commercial Detailing
Door, window skylight, roof hatch and other special details required for industrial and commercial buildings are covered. CAD used for several assignments. ARC 141✧ concurrent enrollment suggested.
Prerequisite: ARC 109 or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 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✧ 5 credits
Architectural Design I
This course covers architectural design using aesthetic principles of movement, balance, rhythm, repetition, proportion, scale, and sequence to produce architectural designs of parts of buildings in drawing, model, and computer-aided drawing form.
Prerequisite: ARC 187✧ or concurrent enrollment
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 172✧ 5 credits
Architectural Design II
A continuation of ARC 171✧, this course uses the same aesthetic principles previously studied in addition to structural and functional considerations to produce architectural designs of small-scale residential and commercial buildings in drawing, model and computer-aided drawing form.
Prerequisite: ARC 171✧Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 181✧ 3 credits
Planning Cities & Regions
Survey of city and regional planning as related to problems and programs of urbanization and resource development is presented.
Lecture: 3 hours

ARC 187✧ 4 credits
Fundamentals of Architectural Drawing and Models
Architectural manual sketching techniques, orthographic projection, axonometric, obliques, perspectives, shades and shadows, reflections CAD drawing, and model building.
Prerequisite: ARC 109 or concurrent enrollment, or one year of high school drafting with "C" grade minimum
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ARC 188✧ 4 credits
Watercolor Renderings
Introduction to architectural watercolor renderings and color theory is provided. Continued practice of freehand drawing of buildings, composition, and outside sketching from nature using watercolor technologies.
Prerequisite: ARC 187✧
Lecture: 1 hour
Laboratory: 6 hours
(course fee required)

ARC 189✧ 3 credits
Introduction to Architectural CAD
Computer-aided design and drafting (CAD) 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 141✧ and concurrent enrollment in ARC 199
Lecture: 1 hour

ARC 199 3 credits
Architectural Internship
On-the-job training designed to prepare the student to enter an occupation in architecture or related field. Duties

are carefully supervised to provide the best learning possible.
Prerequisite: ARC coordinator approval
Laboratory: 6 hours
(course fee required)

ARC 210✧ 3 credits
Introduction to the History of Architecture
Study of the development of interior and exterior architecture. Architectural space is studied through the designed environment, formed by social, political, religious and cultural forces throughout history. Emphasis on architectural traditions of western civilization, especially as they affect the built environment of America.
Lecture: 3 hours

ARC 252✧ 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 109 or concurrent enrollment, or one year of high school drafting with "C" grade minimum
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 253✧ 4 credits
Interior Renderings
This course places emphasis on renderings of building interiors done in pencil, ink, colored pencil, marker, water-color and mixed media. Techniques for drawing people, furniture, interior finishes and building materials, glass, reflections, highlights, lighting and special effects are studied.
Prerequisite: ARC 187✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ARC 260 3 credits
Advanced Architectural CAD
A continuation of ARC 189✧, advanced CAD 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.
Prerequisite: ARC 189✧
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 283✧ 5 credits
MEP Construction Technology
Students complete a partial set of mechanical, electrical, plumbing and fire protection construction documents for a commercial building.
Prerequisite: ARC 109 or concurrent enrollment, or one year of high school drafting with "C" grade minimum
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 284✧ 3 credits
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✧ 3 credits
Cooperative Work Experience
See course description CWE 290✧

ARC 291✧ 3 credits
Cooperative Work Experience
See course description CWE 291✧

ARC 296 0.5-3 credits
Special Topics in Architecture and Interior Design
Selected topics in the areas of contemporary architecture and interior design. Topics will 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 credit hours can be used to meet graduation requirements.
Lecture: 0.5-3 hours
(course fee may apply depending on subject)

Art
Advertising Art & Computer Design

(See Visual Communication)

Fine Art

ART 111✧ 3 credits
Ancient to Medieval Art
Cultural analysis of interrelated fields of architecture, sculpture, painting and other humanistic studies prior to the Italian Renaissance is presented.
Lecture: 3 hours *IAI: ART 901, F2 901*

ART 112✧ 3 credits
Renaissance to Modern Art
Cultural analysis beginning with Italian Renaissance continuing through modern period of interrelated fields of architecture, sculpture, painting and other humanistic studies is covered.
Lecture: 3 hours *IAI: ART 902, F2 902*

ART 114✧ 3 credits
Survey of Asian Art
Survey the major art forms of India, China and Japan, emphasizing the historical, religious and intellectual contexts of the art. (spring only)
Lecture: 3 hours *IAI: F2 903N*

ART 116✧ 2 credits
Color Composition
Study the color theories and application to the various art disciplines.
Lecture: 1 hour
Laboratory: 3 hours
(course fee required)

ART 117✧ 3 credits
Drawing I
Composition, perspective techniques and materials are covered in this basic drawing course.
Laboratory: 6 hours *IAI: ART 904*
(course fee required)

ART 118✧ 3 credits
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✧ (advanced art majors only)
Laboratory: 6 hours *IAI: ART 905*
(course fee required)

ART 119✧ 3 credits
Two-Dimensional Design
Introduction to two-dimensional design with emphasis on understanding and application of principles and elements.
Laboratory: 6 hours *IAI: ART 907*
(course fee required)

ART 120✧ 3 credits
Three-Dimensional Design
Emphasizes the understanding and application of principles and elements of three-dimensional design. (fall only)
Prerequisite: ART 119✧
Laboratory: 6 hours *IAI: ART 908*
(course fee required)

ART 121✧ 3 credits
Experimental Design
Emphasis is placed on two- or three-dimensionally designed forms by further investigation of the principles of

design in this course. This course is a progression from ART 119✧ and 120✧.
Prerequisite: ART 119✧ and 120✧Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ART 125✧ 3 credits
Life Drawing I
Application of basic drawing techniques in rendering the human figure is covered.
Prerequisite: ART 118✧ (Advertising Art majors may take this concurrently.)
Laboratory: 6 hours IAI: ART 906
(course fee required)

ART 126✧ 3 credits
Life Drawing II
Utilizing varied media to study the structure, proportion, and values in a continuation of techniques of rendering the human figure.
Prerequisite: ART 125✧Laboratory: 6 hours
(course fee required)

ART 135✧ 3 credits
Ceramics I
Techniques of ceramics dealing with materials, glazing and firing are covered.
Prerequisite: Art majors: ART 117✧ or 119✧; Non-Art Majors: no prerequisite
Laboratory: 6 hours IAI: ART 912
(course fee required)

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 also covered.
Prerequisite: ART 135✧Laboratory: 6 hours
(course fee required)

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 IAI: ART 914
(course fee required)

ART 141✧ 3 credits
Painting I
Introduction to materials and techniques of painting in acrylics, oils and watercolors.
Prerequisite: ART 117✧ and 119✧ or special request
Laboratory: 6 hours IAI: ART 911
(course fee required)

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)

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 119✧
Lecture: 1 hour
Laboratory: 5 hours IAI: ART 913
(course fee required)

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)

ART 210✧ 3 credits
Afro-American Art
Historical, philosophical and theoretical foundations of Afro-American art are covered. Included is a critical study of present-day works of Nelson Stevens.
Lecture: 3 hours

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

Astronomy

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 IAI: P1 906L
Laboratory: 2 hours
(course fee required)

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 IAI: P1 906L
Laboratory: 2 hours
(course fee required)

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 IAI: P1 906L
Laboratory: 2 hours
(course fee required)

Automotive Technology

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 129 3 credits
Automotive Electricity & Electronics II
Learn about advanced electronic ignition systems, mechanical spark advance and computer-controlled spark-advance systems; chassis electrical systems and advanced solid-state electronics such as memory devices and computers.
Prerequisite: AUT 112 and AUT 127
Lecture: 2 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 hydraulic-assist 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 and servicing of electronic engine-control systems and emission-control devices.
Prerequisite: AUT 112 and 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 O_2 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.
Prerequisite: AUT 226
Lecture: 4 hours
Laboratory: 3 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: Completion of two auto courses beyond AUT 112 & 127
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

AUT 290 3 credits
Dealership Organization & Management
Designed to familiarize automotive dealership service-department personnel with the organizational and management structures 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: Admission to the program
Laboratory: (440 contact hours)

AUT 298 2 credit
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.
Prerequisite: 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.
Prerequisite: Admission to the program
Laboratory: (20 contact hours)
(course fee required)

Automotive Manufacturer Specific Training

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)

AMS 126 5 credits
Engine Performance & Fuel Management
This is an advanced course in engine performance and fuel management. 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)

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)

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. 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)

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 out-patient 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
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-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 emphasized. Multiple drug usage, associated psychological, social and environmental impact of drug use and abuse 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 skills in core functions necessary to clinical skill development in the addiction treatment field.
Prerequisite: BAC 120, 200, 204 and 201 or concurrent enrollment in 201; Sophomore standing with GPA of 2.0 or better
Lecture: 1 hour
Laboratory: 19 clinical hours
(course 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
Laboratory: 19 clinical hours
(course 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. 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

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 *IAI: L1 900L*
Laboratory: 4 hours
(course fee required)

BIS 101✧ 4 credits
Human Biology for Allied Health
For non-science majors; this course covers human systems and how they relate to everyday problems.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

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 *IAI: L1 906L*
Laboratory: 2 hours
(course fee required)

BIS 103✧ 4 credits
Introduction to Human Physiology
The study of human organ-systems 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
(course fee required)

BIS 104✧ 4 credits
Issues in Modern Biology
This is a lab course emphasizing 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 *IAI: L1 904L*
Laboratory: 3 hours
(course fee required)

BIS 105✧ 4 credits
Environmental Biology
Liberal arts course for non-science majors. Study of the biological basis of environmental science and how humans are a powerful influence on the ecosystem. Emphasis on the biological interrelations between natural resources, energy, pollution and human-population dynamics. May be used to satisfy a lab-science requirement for non-science majors.
Lecture: 3 hours *IAI: L1 905L*
Laboratory: 3 hours
(course fee required)

BIS 110✧ 4 credits
Principles of Biology
This course covers basic concepts in biology for science majors.
Prerequisite: High school-level algebra, biology and chemistry or college equivalents; placement at RHT 101✧ level
Lecture: 3 hours *IAI: L1 900L*
Laboratory: 3 hours
(course fee required)

BIS 111✧ 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.
Prerequisite: BIS 110✧ or high school-level equivalent; high school-level chemistry or college equivalent; placement at RHT 101✧ level
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

BIS 112✧ 4 credits
Elementary Zoology
Fundamental principles of the structure, philosophy, reproduction, ecology and evolution of animals are presented. Special emphasis is placed on their relations to human life.
Prerequisite: BIS 110✧ or high school-level equivalent; high school-level chemistry or college equivalent; placement at RHT 101✧ level
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

BIS 122✧ 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: Placement at RHT 101✧ level
Lecture: 3 hours
Laboratory: 2 hours
(course fee required) *L1 903L*

BIS 136✧ 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 110✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

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
(course fee required)

BIS 190 4 credits
Anatomy & Physiology for Allied Health Majors
This course covers structure and function of human organ systems involved in controlling and maintaining the conditions of life.
Prerequisite: Placement at RHT 096 level
Lecture: 4 hours

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 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 234✧ 6 credits
Human Anatomy & Physiology
This course emphasizes the physiological interrelationships of human systems with clinical implications and applications through a regional anatomical approach.
Prerequisite: Minimum of high school-level biology and chemistry or college-level equivalents; placement at RHT 101✧ level
Lecture: 4 hours
Laboratory: 4 hours
(course fee required)

BIS 240✧ 4 credits
Human Anatomy & Physiology I
This pre-professional course 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 location, structure and function of major systems, organs and tissues within the human body. BIS 240✧ and 241✧ meet the anatomy and physiology requirements of university-professional allied health programs.
Prerequisite: Any college biology course; placement at RHT 101✧ level
Lecture: 3 hours
Laboratory: 3 hours
(course fee required) *I.A.I. 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 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) *I.A.I. NUR 904*

BIS 242✧ 3 credits
Introduction to Human Pathophysiology
Underlying molecular mechanisms and causes of altered physiological states in the human body are covered. Major concepts emphasized in the course include maintenance of acid-base and body-fluid balances, oxygenation, neuro endocrine regulation and control, immune defense mechanisms, cardiovascular mechanisms and aging. Critical-thinking and problem-solving techniques will be used to study the interaction of body systems in the development of various diseases states. This course is designed for allied health practitioners and pre-professional students.
Prerequisite: BIS 240✧ & BIS 241✧
Lecture: 3 hours

Business

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 101✧Lecture: 3 hours

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 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 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 149 3 credits
Elementary Statistics
Tabular and graphical presentation, measures of central tendency and variability, analysis of times series and linear correlation coefficient are covered.
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 155 1 credit
Small-Business Ownership/Self-Assessment
Analyzes characteristics of an entrepreneur, personal and business planning, major elements to be considered prior to commitment, the evaluation of business skills necessary to start a business and ways to build a support system.
Lecture: 1 hour

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✧ or 138
Lecture: 3 hours

BUS 200✧ 3 credits
Introduction to Human Resource Management
This overview course will include the human resource function as in integral part of top management; 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
This 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 Certification Institute's certification examination will be completed.
Prerequisite: Completion of BUS 200, 210, 220, 240, 250, 260, and 270
Lecture: 3 hours

BUS 210 3 credits
Recruitment and Selection
Overview of the recruitment and selection process from the human resource manager and the job applicant perspectives. The focus is on skill building and an understanding of issues, including human resources and career management.
Prerequisite: BUS 200 or concurrent enrollment
Lecture: 3 hours

BUS 220 3 credits
Training and Development
Overview of the training/management development process from needs assessment to training design to training evaluation. Identification of the role of training in strategic human resource planning will be discussed.
Prerequisite: BUS 200 or concurrent enrollment
Lecture: 3 hours

BUS 225 1 credit
Business Plan for the Small Business
Elements in development of a business plan for the small business are covered. Appropriate for persons interested in starting a business or current owners.
Lecture: 1 hour

BUS 226 1 credit
Marketing Plan for the Small Business
Learn about elements in the development of a marketing plan for a small business for increasing sales and profits.
Lecture: 1 hour

BUS 227 1 credit
Small-Business Sales Staffing & Training
This course covers the sales staff selection and training, evaluation of potential sales personnel, understanding why people buy and the techniques of the sales communication process from the opening to the close.
Lecture: 1 hour

BUS 228 1 credit
Small-Business Forecasting
Forecasting, an indispensable tool for planning, decision making and the continued success of a small business, is presented. Development of a forecast through the evaluation of a variety of sources and specific sales forecasting techniques is covered.
Lecture: 1 hour

BUS 230 3 credits
Quality-Control Fundamentals II
Designing and interpreting control charts, statistical sampling plans, related industrial and governmental publications, vendor evaluation and certification, and "zero defects."
Prerequisite: BUS 130
Lecture: 3 hours

BUS 240 3 credits
Compensation and Benefits
Focus on elements of total compensation, including salary administration, performance-based management, executive compensation, qualified retirement benefits and employee assistant plan trends and management.
Prerequisite: BUS 200 or concurrent enrollment
Lecture: 3 hours

BUS 250 3 credits
Employee and Labor Relations
Basic concepts relevant to laws governing labor relations, including recognition of unions in the negotiation and administration of contracts.
Prerequisite: BUS 200, or concurrent enrollment
Lecture: 3 hours

BUS 260 3 credits
Labor Law
Through a study of labor laws, and understanding of the impact of employee rights, training, consumer protection, compensation, benefits, employee and labor relations and health, safety and security will be discussed. Course is designed for human resource professionals, business owners and managers.
Lecture: 3 hours

BUS 270 3 credits
Employee Health and Safety
Basic areas of occupational health and safety, history and trends of occupational health and safety and the role of the professional human resource manager are discussed. Included is the OSHA requirements, development of compliance programs, record-keeping and dealing with OSHA inspections.
Prerequisite: BUS 200 or concurrent enrollment
Lecture: 3 hours

BUS 276 3 credits
Team Building & Negotiations
History of collective bargaining, advanced methods of non-adversarial negotiations and the act of bringing people to consensus and mutual agreement are presented. Included are bargaining patterns and guidelines, strategies and tactics.
Lecture: 3 hours

BUS 290✧ 1-3 credits*
Cooperative Work Experience
See course description CWE 290✧*1 credit = 80 contact hrs.
*2 credits = 160 contact hrs.
*3 credits = 240 contact hrs.
Laboratory: 5-15 hours

BUS 291✧ 1-3 credits*
Cooperative Work Experience
See course description CWE 291✧*1 credit = 80 contact hrs.
*2 credits = 160 contact hrs.
*3 credits = 240 contact hrs.
Laboratory: 5-15 hours

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. Lab fee may apply depending on the topic.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may apply depending on topic)

Chemistry

CHM 100✧ 4 credits
General Chemistry for Non-Majors
Designed for non-science majors that meets a general education science requirement. Emphasizes practical aspects of chemistry in everyday life. Topics covered include: 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 algebra; MAT 055 can be taken concurrently
Lecture: 3 hours *IAI: P1 902L*
Laboratory: 2 hours
(course fee required)

CHM 132✧ 5 credits
Elementary Organic Chemistry
Organic chemistry, structure, nomenclature, reactions and specific applications of the 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: 3 hours
Laboratory: 5 hours
(course fee required)

CHM 140✧ 5 credits
General Chemistry
Atomic structure, chemical bonding, stoichiometry, states of matter and kinetic theory, solutions, equilibrium and some descriptive chemistry of the elements are presented. (Replaces previous course numbers CHM 101✧ and CHM 102✧.)
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 *IAI: P1 902L; EGR 961; BIO 906; NUR 906*
Laboratory: 3 hours
(course fee required)

CHM 141✧ 5 credits
General Chemistry II
A continuation of CHM 140✧, this course 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: EGR 962; BIO 907; NUR 907
(course fee required)

CHM 234✧ 5 credits
Organic Chemistry I
First of two-semester course in the chemistry of carbon compounds, this course is 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: EGR 963; BIO 908; NUR 908
(course fee required)

CHM 235✧ 5 credits
Organic Chemistry II
This is a continuation of the systematic study of the chemistry of carbon compounds by functional groups with emphasis on nomenclature, structure syntheses, reactions, reaction mechanisms and spectroscopic analyses of representative classes of organic compounds. Laboratory work centered on the continued development of skills and knowledge of techniques with particular emphasis on multistep syntheses and the spectroscopic analysis of the products.
Prerequisite: CHM 234✧; MAT 110✧ or higher (minimum grade "C"); placement at RHT 101✧ level
Lecture: 3 hours
Laboratory: 6 hours IAI: EGR 964; BIO 909
(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 focussing 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

Commerce Technologies

COM 290 3 credits
Cooperative Work Experience
See course description CWE 290✧

COM 291 3 credits
Cooperative Work Experience
See course description CWE 291✧

Computer Information Systems

CIS 101✧ 3 credits
Introduction to Business Computer Systems
Modern methods of information processing with emphasis on computer-based business systems are presented. Computer hardware, software and problem solving using word processing, electronic spreadsheets, data base management, Internet and presentation application software are studied.
Lecture: 2 hours
Laboratory: 2 hours IAI: CS 910, BUS 902
(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, psuedocode, 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
Computer-Based Mathematics
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
Microcomputers in Business
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 WWW is included.
Prerequisite: CIS 101✧ or OFT 107
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 151 1 credit
Introduction to Microcomputers
Demonstrates how microcomputers can be used as a valuable tool in your work. You will be guided through the basic concepts of computing with "hands-on" activities including Windows and using the World Wide Web. May not be used to substitute for CIS 101✧ or OFT 108.
Lecture: 1 hour
(course fee required)

CIS 155✧ 1 credit
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 one credit may count for graduation.
Lecture: 1 hour
(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

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 OFT 108
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✧ 1 credit
Advanced Electronic Spreadsheets
Advanced features of electronic spreadsheets are covered. 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.
Prerequisite: CIS 150✧ or CIS 155✧ or OFT 107
Lecture: 1 hour
(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 OFT 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: This includes 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. Course fee required.
Prerequisite: CIS 170
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 174 3 credits
Introduction to LAN: Administration NT Workstation
A course of instruction and management of Microsoft NT Workstations. This includes an introduction to Microsoft Windows/NT concepts, installation and configuration of user and administrator workstations, creation and management of file systems, knowledge of various network design strategies, management of network and file security management, performance optimization, and network troubleshooting.
Prerequisite: CIS 277
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 176 3 credits
LAN Administration: NT Server
A course of instruction in installation and management of Microsoft NT Servers. This includes an introduction to Microsoft Windows/NT concepts, installation and configuration of NT server software, creation and management of user accounts, management of client and workgroup accounts, management of disk and file systems, creation and management of print, management of network and file security, performance optimization, and network recovery strategies.
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
Administering 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 *IAI: EGR 922, CS 911*
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 190
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 210 3 credits
Networking Fundamentals
Provides students with a basic understanding of networking technology. Instructor-led training designed to provide the information and hands-on experience needed to identify, design and configure small to medium-sized multi-protocol internet networks. CIS 210 and CIS 212 prepare the student for Cisco Certification Exam (CCNA).
Prerequisite: CIS 101✧ or consent of instructor
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 212 3 credits
Routers and Switchers
Students will 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 210 and CIS 212 prepare the student for Cisco Certification Exam (CCNA).
Prerequisite: CIS 210 or CIS 285 or Comptia's Network+ certification
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

CIS 230 3 credits
Introduction to Help Desk
Introduces student to help desk operations and procedures. Customer service and communications skills are emphasized. Software evaluation and standards are introduced. Writing documentation and training users are covered.
Prerequisite: CIS 101✧
Lecture: 3 hours

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
Troubleshooting End-User Software
Students learn to install, configure, and tune end-user software. Troubleshooting office software products and browsers is emphasized. Standards and security are covered.
Prerequisite: CIS 277
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. Recordset 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 COBOL language. Flowcharts, structure charts, and programming exercises including business applications and reports, data validation, file handling and table utilization. Interactive GUI program development is introduced.
Prerequisite: CIS 121✧Lecture: 4 hours
Laboratory: 2 hours *IAI: CS 913*
(course fee required)

CIS 255✧ 3 credits
Programming in the C Language
A second course in the language constructs of C. Abstract data types, files, sets, pointers are used in developing programs. Text processing, lists, stacks, queues, trees and graphs are presented. Recursion, dynamic memory concepts, searching and sorting are introduced.
Prerequisite: CIS 121✧
Lecture: 2 hours
Laboratory: 2 hours *IAI: CS 912*
(course fee required)

CIS 257✧ 3 credits
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.
Prerequisite: CIS 150✧ or CIS 167, and CIS 121✧ or CIS 250
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 260 3 credits
Cooperative Work Experience
See course description CWE 290✧

CIS 261 3 credits
Cooperative Work Experience
See course description CWE 291✧

CIS 262 3 credits
Oracle DBMS Development
Database design concepts are implemented using Oracle DBMS. Systems development using Oracle DBMS. Oracle Tools are utilized to build applications.
Prerequisite: CIS 278✧Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 263 3 credits
Programming for the Internet
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. Multithreading, graphics, and animation are introduced.
Prerequisite: CIS 255✧Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 265✧ 4 credits
Computer Organization 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.
Prerequisite: CIS 125✧
Lecture: 3 hours
Laboratory: 2 hours *IAI: CS 922*
(course fee required)

CIS 267 3 credits
Advanced Database Programming
Advanced database programming techniques using Access Visual Basic (VBA) for Applications are presented. Business applications are written using advanced programming constructs and relational database object.
Prerequisite: CIS 257✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 275✧ 3 credits
Project Management for Small Business Systems
Introduces students to project managment 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.
Prerequisite: CIS 101✧
Lecture: 3 hours
Laboratory: 1 hour
(course fee required)

CIS 276 3 credits
Operating Systems Introduction
This is an introduction to operating systems. Topics include general-hardware features, supervisor features, Job Control Language and library utilization.
Prerequisite: CIS 101✧
Lecture: 3 hours
(course fee required)

CIS 277 3 credits
Microcomputer Operating Systems
An introduction to microcomputer operating systems. Topics include installation, configuration, customization, memory and file management, command language and system utilities.
Prerequisite: CIS 101✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 278✧ 3 credits
Database Management Systems
Data management and database management-systems concepts are covered. DBMS applications are designed using a commercial DBMS package.
Prerequisite: CIS 121✧
Lecture: 3 hours
(course fee required)

CIS 280✧ 3 credits
Business Systems Analysis
This course provides an introduction to systems analysis, including the system life cycle, analytical tools and methods, file and record layouts, and elements of the design phase.
Prerequisite: CIS 250 or 254✧ or 255✧ or 256✧ or 259✧
Lecture: 3 hours
(course fee required)

CIS 285 3 credits
Communications & Networks
Communications concepts and methods are covered. Networking concepts are studied and demonstrated. A variety of applications surveyed. Course is designed for students experienced with computing.
Prerequisite: CIS 101✧
Lecture: 3 hours

CIS 291✧ 4 credits
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.
Prerequisite: CIS 254✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

CIS 295✧ 3 credits
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.
Prerequisite: CIS 255✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 297 3 credits
Visual C++
Use Visual C++ software design tools and the Microsoft Foundation Class (MFC) library to write code for Windows applications.
Prerequisite: CIS 295✧
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. Lab fee may apply, depending on the topic.
Lecture: 0-3 hours
Laboratory: 0-6 hours

Computerized Tomography

CTO 200 3 credits
Principles of Computerized Axial Tomography
CT procedures and how they relate to specific body systems are covered. The student will be instructed in CT, applications necessary to generate tomographic images and CT protocols.
Prerequisite: Admission to program; DMS 121 or concurrent enrollment
Lecture: 3 hours
(course fee required)

CTO 205 2 credits
Principles of Computerized Axial Tomography II
Advanced imaging procedures to include volume scanning, real-time flurosocopy, virtual reality imaging, and the clinical indications and abnormali-

ties related to neuro, body, and extremity imaging.
Prerequisite: CTO 200 and 210, concurrent enrollment in CTO 212
Lecture: 2 hours

CTO 210 2 credits
Applied CTO I
Supervised clinical experience, under the direction of a qualified technologist, using computerized tomography equipment and software in selected clinical affiliates. This assignment requires 180 clinical hours plus completion of 50 percent of the total course requirements as prescribed by the ARRT.
Prerequisite: Acceptance into program, ARRT certification in radiography, CTO 200 and DMS 121 or concurrent enrollment
Laboratory: 4 hours (180 clinical hours)
(course fee required)

CTO 212 2 credits
Applied CTO II
Supervised clinical experience, under the direction of a qualified technologist, using computerized tomography equipment and software in selected clinical affiliates. This assignment requires an additional 180 clinical hours plus completion of 100 percent of the total course requirements as prescribed by the ARRT.
Prerequisite: CTO 200 and 210, DMS 121, CTO 205 or concurrent enrollment
Laboratory: 4 hours (180 clinical 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 manmade 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 103 2 credits
Construction Terminology & Materials
Terminology and familiarization with a variety of common construction materials are covered. Emphasis is placed on identification, composition and utilization of materials.
Lecture: 2 hours
(course fee required)

COT 104 3 credits
Basic Blueprint Reading & Construction Principles
Development of basic skills in interpreting and using construction blueprints and an introductory study of materials and systems used in building structures are presented.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

COT 107 3 credits
Construction Document Reading
This course 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

COT 109 3 credits
Construction Graphics
Skill development in communicating construction information and data through use of free-hand sketches, tables, graphs, charts and instrument drawings is covered.
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

COT 113 3 credits
Building Trades Tools and Equipment
Explore the basic building trades, hand and portable power tools and machines used in the light construction industry. This course includes selection, use and maintenance.
Lecture: 2 hours
Laboratory: 3 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 120 4 credits
Foundations and Concrete Construction
This course covers the study and practice in constructing the common types of building foundations used in light construction and concrete flat work. Included are cast-in-place concrete, concrete block and the all-weather wood foundation.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

COT 122✧ 5 credits
Light-Construction Framing
Technical studies and laboratory experiences covering building layout and conventional light-frame construction are covered. Foundation forming, erection of floor, wall, roof units and installation of thermal insulation stressed.
Prerequisite: COT 107 and 243
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

COT 142 3 credits
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 156✧ 3 credits
Principles & Practices of Heavy Construction
This course covers the systems and steps involved in the construction of large permanent buildings, including steel, reinforced-concrete, masonry and timber structures.
Lecture: 2 hours
Laboratory: 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 186 3 credits
Plumbing Systems
Light-construction water and sewage systems are covered. Interpretation of plumbing blueprints, specifications and existing codes also are presented. Plumbing materials, basic plumbing-system design and practice in installation methods also included.
Prerequisite: COT 107
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

COT 229 4 credits
Exterior Construction & Finishing
This course presents a study and skill development of exterior finishing

materials and procedures of application. Topics covered include cornices, roofing, doors, windows, siding and brick veneering.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

COT 238 5 credits
Interior Construction & Finishing
Study and develop the skill needed in the installation of drywall, interior doors, wood trim and cabinets, as well as stair design, layout and construction.
Lecture: 2 hours
Laboratory: 7 hours
(course fee required)

COT 243 3 credits
Construction Tools & Equipment
This course presents construction tools and equipment used in the building industry, including proper care, maintenance, selection and use.
Prerequisite: COT 118
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

COT 245 3 credits
Construction Job 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 experience at a college-selected construction site. Students participate in various construction jobs, including site work, foundation 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, 256 and 266. A maximum of 12 construction internship credits may be used toward the light-construction degree.)
Prerequisite: COT 104, 113, 122✧; 229, 238 or concurrent enrollment
Laboratory: 5-20 hours

Credits	*Contact Hrs.*
1	*5*
2	*10*
3	*15*
4	*20*

(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 253 3 credits
Basic Construction Estimating
Estimating total cost of a structure through a logical procedure is taught. Estimating is approached from the general contractor's perspective with emphasis on determining material and labor costs for site work, concrete, masonry, carpentry, subcontract selection and writing the summary sheet.
Prerequisite: COT 107
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 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, 256 and 266. A maximum of 12 construction internship credits may be used toward the light-construction degree.)
Prerequisite: COT 104, 113, 122✧; 229, 238 or concurrent enrollment
Laboratory: 5-20 hours

Credits	*Contact Hrs.*
1	*5*
2	*10*
3	*15*
4	*20*

(course fee required)

COT 258 3 credits
Construction Cost Estimating
Explore cost engineering through detailed presentation of cost estimation and relationship to project-control functions, including scheduling, budgeting, job-cost accounting, job-cost control and determination of unit prices. Timberline estimating software will be taught.
Lecture: 3 hours
(course fee required)

COT 266 1-4 credits
Construction Internship III
Supervised construction experience at a college-selected construction site. Students participate in various construction jobs, including site work, foundation 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, 256 and 266. A maximum of 12 construction internship credits may be used toward the light-construction degree.)
Prerequisite: COT 104, 113, 122✧; 229, 238 or concurrent enrollment
Laboratory: 5-20 hours

Credits	*Contact Hrs.*
1	*5*
2	*10*
3	*15*
4	*20*

(course fee required)

COT 269✧ 3 credits
Surveying
Explore the use of surveying equipment such as tape, level, transit and theodolite to establish bench marks, give line and grade, layout building sites, run cross sections, do slope staking, run simple transverse, stake a curve and perform a staditransit survey.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

COT 282 3 credits
Advanced Construction Project
This course features a student-selected independent project directly related to construction. Students are tutored by persons in the construction industry having knowledge of the selected project. Project approval, progress schedule and credits awarded are determined by an assigned construction-technology staff member. (Independent study)
Prerequisite: 3.0 GPA or consent

COT 285 3 credits
Electrical Systems
Theory of light-construction electrical wiring and interpretation of electrical plans, specifications, codes and practice in installation methods are covered.

Principles studied are based on most current National Electrical Code.
Prerequisite: 3.0 GPA
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

COT 291 2 credits
Site Design and Construction
Urban and suburban development site planning, roads, earthwork, large construction and excavation machinery, surveying, soil borings, soil stabilization, dewatering, wetlands identification and analysis, environmental remediation, shoring, grading, site utilities, Metropolitan Sanitary District and other regulatory body requirements are studied in this course.
Lecture: 2 hours

Cooperative Education

CWE 290✧ 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.
Prerequisite: (1) Completion of 12 credit hours to include two of the courses in discipline; (2) 2.0 Grade Point Average ("C" average); (3) Approval of the Cooperative Education Office.
Contact Hours: 240

CWE 291✧ 3 credits
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✧ 1 credit
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✧ 1-4 credits
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

Court & Convention Reporting

CCR 118 4 credits
Machine Shorthand I
Beginning theory course offered to provide an opportunity for persons considering entry into the program to sample machine shorthand. Computerized tutorial will be included in a laboratory setting to promote realtime writing skills.
Prerequisite: "C" grade in OFT 123 or 35 wpm proficiency, Basic Word Processing skills, and CCR proficiency test
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

CCR 119 7 credits
Machine Shorthand I & II
Basic theory compatible with computerized tutorial designed to promote realtime writing skills. Lab time for computerized tutorial reinforcement will be assigned. Practice tapes available to build writing skills to 60 wpm for five minutes achieving 98 percent accuracy on typewritten transcripts. Machine may be rented from Triton Bookstore.
Prerequisite: "C" grade in OFT 123 or 35 wpm proficiency, Basic Word Processing skills, and CCR proficiency test
Lecture: 5 hours
Laboratory: 5 hours
(course fee required)

CCR 125 2 credits
Vocabulary Enhancement for Court Reporters
This course provides an intensive study of roots, suffixes and prefixes to enhance the general vocabulary of court reporting students and to develop facility with the specialized vocabulary required for court reporting.
Prerequisite: OFT 122 (minimum "C" grade)
Lecture: 2 hours

CCR 138 3 credits
Machine Shorthand II
Live dictation practice on shorthand machine by instructor with practice tapes to build writing skills. Goal: 60 wpm on new material for five minutes with 98 percent accuracy on typewritten transcripts.
Prerequisite: CCR 118 or placement by proficiency test before registration.
Corequisite: OFT 122, 277 and CCR 166
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 164 2 credits
Punctuation for Court Reporters
Specialized punctuation techniques and procedures applicable to court and deposition transcripts are covered.
Prerequisite: OFT 122 and concurrent enrollment in CCR 168 or 169
Lecture: 2 hours

CCR 166 1 credit
Introduction to CCR Technology
Introduction to Computer-Aided Transcription (CAT) and litigation support packages utilized by the professional court reporter. Telecommunication, broadcasting and related informational systems will be introduced. Basic DOS and CAT dictionary building will be taught.
Lecture: 1 hour

CCR 168 3 credits
Machine Shorthand III
Speed development of 60-110 wpm. Goal: 90 wpm for five minutes of new material with a 98 percent accuracy on typewritten transcript.
Prerequisite: CCR 119 or CCR 138, or placement by proficiency test before registration, and OFT 122 and OFT 277 or concurrent enrollment
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 169 3 credits
Machine Shorthand IV
Speed development from 90 to 140 wpm on jury charge, legal opinion and testimony materials. Goal: 110 wpm for five minutes on new jury charge dictation and 120 wpm for five minutes on new testimony dictation with 98 percent accuracy on typewritten transcripts.
Prerequisite: CCR 168 or placement by proficiency test before registration, OFT 122 and OFT 277 and corequisite of OFT 187
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 177 3 credits
Machine Shorthand V
Speed development from 120-160 wpm on literary, medical, jury charge/legal opinion and testimony materials. Goal: 130 wpm for five minutes on new literary and jury charge/legal opinion dictation and 140 wpm for five minutes on new testimony dictation with a 98 percent accuracy on typewritten transcripts.
Prerequisite: CCR 169 or placement by proficiency test before registration and CCR 164
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 178 3 credits
Machine Shorthand VI
Speed development from 140-180 on literary, medical, jury charge/legal opinion and testimony materials. Goal: 110 wpm on medical for three minutes, 150 wpm for five minutes on new literary and jury charge/legal opinion dictation and 160 wpm for five minutes on new testimony dictation with 98 percent accuracy on typewritten transcripts.
Prerequisite: CCR 177 or placement by proficiency test before registration, OFT 187
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 274 3 credits
Court Reporting Procedures
Procedures course with minimum goal of 60 wpm gross, five or fewer errors, using correction feature. The course includes court reporting procedures, simulations and drills. First half of the semester the assignments will be executed through the WordPerfect program. The second half of the semester assignments will be executed via computer-aided transcription program.
Prerequisite: CCR 166, concurrent enrollment in CCR 168 or CCR 169 and affidavit of ability documenting 55 gross wpm typewriting speed with five or fewer errors obtained from Triton OFT or CCR instructor
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

CCR 275 1 credit
Advanced Computer-Aided Transcription for Court Reporters
Applications used in producing computer-aided Real-Time output and transcription of stenographic notes produced via SmartWriter or Stentura.
Prerequisite: CCR 274
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

CCR 286 1 credit
Court Practicum
Fifty-six hours of internship are required in assigned general-reporting offices and official-reporting locations as observers and for on-the-job reporting experience under the guidance of experienced reporters.
Prerequisite: Concurrent enrollment in CCR 297 and 298
Laboratory: 3 hours

CCR 287 3 credits
Machine Shorthand VII
Speed development from 160 -200 wpm on literary, medical, jury charge/legal opinion and testimony materials. Goal: 170 wpm for five minutes on new literary and jury charge/legal opinion dictation and 180 wpm for five minutes on new testimony dictation.
Prerequisite: CCR 178 or placement by proficiency test before registration and concurrent enrollment in CCR 125
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 288 3 credits
Machine Shorthand VIII
Speed development from 175-200 wpm on literary, medical, jury charge/legal opinion and testimony materials. Goal: 140 wpm for three minutes on medical material, 190 wpm for five minutes on new literary and jury charge/legal opinion dictation and 200 wpm for five minutes on new testimony dictation.
Prerequisite: CCR 287 or placement by proficiency test before registration and CCR 125 Vocabulary Enhancement for Court Reporters or concurrent enrollment
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 296 0.5-3 credits
Special Topics in Court Reporting
Selected topics in the areas of court reporting 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. Lab fee may apply depending on the topic.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may apply depending on topic)

CCR 297 3 credits
Legal/Testimony Advanced
Speed development from 190-240 wpm on legal opinion materials, and from 200 to 240 wpm on testimony materials. Goal: 220 wpm for five minutes of new legal opinion with 95 percent accuracy on typewritten transcripts and 225 wpm for five minutes of new testimony materials with 96 percent accuracy, on typewritten transcripts.
Prerequisite: CCR 288
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

CCR 298 3 credits
Literary/Medical Advanced
Speed development 200-225 wpm on literary material with continued dictation practice and review of anatomy and physiology. Goal: 200 wpm for five minutes of new literary materials with 95 percent accuracy on typewritten transcripts.
Prerequisite: CCR 288 and concurrent enrollment in CCR 297 and 286
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

Criminal Justice Administration

CJA 111✧ 3 credits
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*

CJA 115 3 credits
Professional Skills: Private Security-Basic & Firearm Training
Designed to certify private security/private police in theory of firearms, including legal authority, safety, care and maintenance, this course also includes CPR certification. This course meets requirements of the Private Detective and Security Act of 1983 and is approved by the Department of Education and Registration Facility #120-27. CJA 117 and 118✧ recommended prior to this course.
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 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, presentence 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 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 and riots also is covered. CJA 111✧ recommended prior to this course.
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 criminal statues. CJA 111✧ recommended prior to this course.
Lecture: 3 hours *IAI: CRJ 913*

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 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

Diagnostic Medical Sonography

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

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, 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, 136
Lecture: 2 hours

DMS 136 2 credits
Principles & Procedures of Ultrasound Imagery
Review of basic principles and procedures of ultrasound imagery applicable to abdominal, OB/GYN and neonatal imaging are presented.
Prerequisite: DMS 125, concurrent DMS 131, 135
Lecture: 2 hours

DMS 141 4 credits
Clinical Application 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, 135, 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, 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. 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, 146, 200
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

Early Childhood Education

ECE 110✧ 3 credits
Early Childhood Development
Growth and development of the child from the prenatal period through puberty. A strong emphasis is placed on the first eight years of life. A supervised laboratory experience will provide opportunities for implementation of theory.
Lecture: 2 hours
Laboratory: 3 hours *IAI: ECE 912*
(course fee required)

ECE 111✧ 3 credits
Introduction to Early Childhood Education
Provides an overview of the history and philosophy of the different types of early childhood centers including past, present and future programs for young children and their families. Also includes the role of the early childhood professional in assessing, curriculum and planning developmentally appropriate practices to serve young children. Guidance and observational skills will be fostered through field experiences.
Lecture: 2 hours
Laboratory: 2 hours *IAI: ECE 911*

ECE 115 3 credits
Infant/Toddler Development
Examine 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

ECE 118✧ 3 credits
Health, Safety & Nutrition for the Young Child
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 practice and licensing standards are emphasized.
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, the stages involved, the role that adults play and the relationship of language to other aspects of development. Teaching methods are introduced for a variety of language activities for the student to develop the skills in preparing, presenting and evaluating each of the language activities. Whole language and developmentally appropriate practice are implemented.
Prerequisite: ECE 110✧, 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✧, 115
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ECE 133 3 credits
Home Daycare Management
Considers legal, state licensing regulations, business and community issues related to providing home daycare for infants, toddlers, preschoolers and school-age children. Emphasis also will be placed on the practical aspects of programming and parent involvement.
Prerequisite: ECE 110✧, 111✧
Lecture: 3 hours

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 & 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 as well as the development of guidance techniques are taught. The relationship between careful observation, communication and effective interaction with children through supervised observations and experiences in an early childhood setting also are a component.
Prerequisite: ECE 110✧, 111✧
Lecture: 3 hours
Laboratory: 5 hours *IAI: ECE 914*
(course fee required)

ECE 142✧ 3 credits
The Exceptional Child
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, including, but not limited to, children identified as learning disabled. 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.
Prerequisite: ECE 110✧, 111✧ *IAI: ECE 913*
Lecture: 3 hours

ECE 146 3 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 relationship 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✧, 111✧
Lecture: 3 hours

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✧, 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✧, 111✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ECE 233 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✧, 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✧, 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✧, 121, 138✧, 231 and concurrent enrollment in ECE 252
Clinical hours: 20
(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 practicum. Application of theories and developmentally appropriate practices are emphasized.
Prerequisite: ECE 118✧, 121, 138✧, 231 and concurrent enrollment in ECE 251
Lecture: 3 hours

ECE 296 0.5-3 credits
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✧ 3 credits
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✧ 3 credits
Microeconomics
Learn about supply-and-demand analysis, market structures, resource allocations and contemporary micro-problems.
Lecture: 3 hours *IAI: S3 902*

ECO 105✧ 3 credits
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✧ 3 credits
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✧ or 103✧
Lecture: 3 hours

ECO 170✧ 3 credits
Statistics for Business and Economics
Covers basic concepts of statistical analysis used in business decision making and methods of analyzing quantita-

tive 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✧ or placement into calculus or finite math
Lecture: 3 hours IAI: M1 902; BUS 901

ECO 171✧ 3 credits
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✧ for a year-long study of statistics.
Prerequisite: ECO 170✧Lecture: 3 hours

ECO 296✧ 4 credits
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 Business and Technology.
Prerequisite: One economics course
Lecture: 4 hours

Education

EDU 200✧ 3 credits
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 204✧ 3 credits
Introduction to Education
An overview of the social, historical, and philosophical foundations American education which provides a perspective for understanding current issues. Includes teacher preparation, multicultural and international education, and educational organization, structure, governance, finance, and curriculum.
Prerequisite: Grade of "C" or better in RHT 101✧ and SPE 101✧ or equivalent courses or consent of instructor
Lecture: 3 hours IAI: EED 901; SED 901; SPE 911

EDU 205✧ 1 credit
Pre-Student Teaching Clinical Experience
A documented clinical experience involving observation of and interaction with students and teachers according to specific guidelines. The clinical experience comprises 30 clock-hours and is planned, guided and evaluated by a cooperating certificated teacher. The clinical experience can occur in a variety of educational settings, including those with diverse student populations. In addition, students will meet with the college supervisor for pre-student teaching several times in small groups to discuss their pre-student teaching experiences and observational assignments.
Prerequisite: EDU 204✧ or concurrent enrollment in EDU 204✧Laboratory: 2 hours IAI: EED 904; SED 905; SPE 914

EDU 206✧ 3 credits
Human Growth and Development
A study of the growth and development of the individual from conception through adulthood. Emphasis is on social, emotional, cognitive, linguistic, and physical change in childhood and adolescence as they occur in the context of gender, family, school, society and the overall culture.
Prerequisite: PSY 100✧ or equivalent or consent of instructor✧Lecture: 3 hours IAI: EED 903; SED 903; SPE 913

EDU 215✧ 3 credits
Educational Psychology
This course is an integration of theory and empirical research as they apply in the application of psychological principles to education. Emphasis is given to growth and development, the learning process, motivation, intelligence, creativity, measurement and evaluation, and cultural differences and their effect on the learning process. PSY 100✧ recommended prior to this course.
Prerequisite: PSY 100✧ or equivalent or consent of instructor
Lecture: 3 hours IAI: SED 902

Electricity/Electronics

ELC 110✧ 3 credits
Concepts of Electronics
This course covers electronics concepts, systems and processes including electronic circuit fabrication, testing and measurement, electronic diagrams and basic electrical/electronic concepts. (Electronics Engineering Technology majors may not use this course toward graduation requirements.)
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ELC 113 3 credits
National Electrical Code
This course presents a study of the National Electrical Code. Topics include: wiring design for commercial and industrial applications, installation of circuits and equipment, state and local codes and ordinances, special equipment installation and a review of basic electrical theory.
Lecture: 3 hours
(course fee required)

ELC 120 4 credits
Industrial Electricity
This is an introductory course in industrial electricity. Topics include: electrical conductors, circuit configurations, symbols, AC generation and distribution, transformers, electrical testing, protective devices, residential and industrial wiring, and an introduction to electric motors.
Prerequisite: TEC 122 or concurrent enrollment
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ELC 162✧ 4 credits
Industrial Controls I
This course covers industrial controls with emphasis on AC-power control. Topics include: ladder diagramming, motor starters, relays, timers, solid-state motor controls, photoelectronic and proximity-control devices and an introduction to programmable controllers.
Prerequisite: ELC 110✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ELC 186 4 credits
Electrical Motors
Principles and applications of electric motors in industry are covered. Topics include: motor and generator fundamentals, single-and three-phrase 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.
Prerequisite: ELC 120
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ELC 274 4 credits
Industrial Controls II
Programmable controllers, including numbering systems, codes, hardware components, programming methods, and interfacing and control of input/output devices are covered.
Prerequisite: ELC 162✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ELC 275 4 credits
Electronics for Automation
Examine the 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, temperature sensors, optoelectronic devices and linear-integrated circuits. Introduction to process control techniques also is provided.
Prerequisite: ELC 110✧ or ELT 137✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ELC 287 3 credits
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.
Prerequisite: ELC 162✧, 186
Lecture: 3 hours
(course fee required)

Electronics Technology

ELT 115✧ 5 credits
Introduction to Electronics
Fundamentals of DC and AC electronics, including Ohm's Law for series and parallel circuits, power magnetism, inductance, capacitance, reactance, impedance, transformers and resonance are presented.
Prerequisite: TEC 122 or concurrent enrollment
Lecture: 3 hours
Laboratory: 4 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
Combinational 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: 3 hours
Laboratory: 3 hours
(course fee required)

ELT 151✧ 4 credits
Microprocessor Electronics
This course is an introduction to a commonly used eight-bit microprocessor. Topics include: basic architecture of a microprocessor, elements of a microcomputer system, the microprocessor instruction set, programming concepts, program execution, addressing modes, memory and input/output interfacing, and the peripheral-interface adapter.
Prerequisite: ELT 147✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ELT 153✧ 3 credits
Electronic Troubleshooting
Advanced skills, techniques of systematic troubleshooting, proper selection of testing equipment and the interpretation of the manufacturers' information are covered.
Prerequisite: ELT 151✧ or concurrent enrollment
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

ELT 201✧ 5 credits
PC Maintenance
Maintenance, diagnostic and repair procedures of MS-DOS and Macintosh microcomputer systems through the use of disk, ROM-based diagnostics and operating systems commands. Additional topics include: comparison of Intel and Motorola microprocessors, PC architectures, system operation, preventative-maintenance procedures and customer relations.
Prerequisite: ELT 151✧ or concurrent enrollment or CIS 101✧
Lecture: 3 hours
Laboratory: 4 hours
(course fee required)

ELT 205 3 credits
Microcomputer Peripherals
This course covers microcomputer peripherals, including video monitors, dot matrix and laser printer, internal and external modems, "mouse-type" pointing devices, related software, operation, maintenance, safety and troubleshooting. Students will be involved in an "on-campus" preventative-maintenance program.
Prerequisite: ELT 201✧ or concurrent enrollment or CIS 101✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ELT 210 4 credits
Advanced PC Maintenance
Discover the use of diagnostic programs and disc operating systems to aid in locating hardware faults in a microcomputer. Topics include: DOS kernel, disk-based diagnostics, MS-DOS and OS-2 operating systems and Windows 3.1. Installation and configuration of software applications is stressed. Also included is a discussion of virus protection.
Prerequisite: ELT 201✧ or 205
Lecture: 2 hours
Laboratory: 4 hours

ELT 225✧ 3 credits
Local Area Networks
Various data transmission techniques are explored in networked and simple point-to-point configurations. Site planning, power requirements, access media and Local Area Network topologies are covered. Novell 3.x Netware, standard LAN hardware and testing devices will be used to develop a LAN.
Prerequisite: ELT 210 or concurrent enrollment or CIS 285
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ELT 270✧ 4 credits
Linear Integrated Circuits
This course covers the linear and interface-integrated circuits, emphasizing the Op Amp in a variety of applications. In addition, special purpose ICs

such as regulators, IC timers, Norton and Instrumentation amps are included.
Prerequisite: ELT 137✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ELT 282✧ 3 credits
Microprocessor/Microcontroller Applications
This course is a continuation of ELT 151 that places emphasis on the applications of microprocessors and embedded controllers. Topics include hardware and software requirements for interrupts, handshaking, programmable peripheral devices, A/D and D/A conversion, serial-data communications, and a variety of industrial and consumer product-control applications. Also included are testing and troubleshooting procedures.
Prerequisite: ELT 151✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ELT 288✧ 4 credits
Information Systems
Learn about the devices, circuits and systems used in electronic communications. Topics include: 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 151✧, 270✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ELT 291✧ 3 credits
Electronics Technology Seminar
This course provides experience in the fabrication and testing of an electronic project. Students are encouraged to research technical publications, library reference materials and other resources related to the project and other current electronic topics. Also included are topics related to preparation for employment such as customer relations, resume writing and job-search skills.
Prerequisite: ELT 270✧ or 210 or concurrent enrollment
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ELT 296 0.5-4 credits
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 variable. Subject matter will be indicated in the class schedule. Course may be repeated up to three times when content is different, but only eight hours can be used to meet graduation requirements. Lab fee may apply depending on topic.
Lecture: 0-4 hours
Laboratory: 0-8 hours
(course fee may be required)

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
This is a course for all engineering students. It includes sketching, orthographic projection and analysis, geometric problems, theory of pictorial projection, dimensioning, basic charts and diagrams. The course also includes computer graphics, techniques of data acquisition and evaluation, technical writing and oral presentation.
Lecture: 1 hour
Laboratory: 5 hours *IAI: EGR 941*
(course fee required)

EGR 150✧ 2 credits
Statics
This course provides an analysis of forces and moments acting on bodies. Included is the analysis of trusses, frames, machines and a study of frictional forces, centroids and moments of inertia.
Prerequisite: PHY 101✧ or 106✧; MAT 133✧Lecture: 2 hours *IAI: EGR 942*

EGR 152✧ 3 credits
Engineering Statics
Analysis of force and moments required for equilibrium of two- and three-dimensional systems. Frames, trusses, machines centroids and moments of inertia are covered. Virtual work is introduced. Computer design projects are required.
Prerequisite: PHY 106✧ or concurrent enrollment
Lecture: 3 hours *IAI: EGR 942*

EGR 154✧ 4 credits
Engineering Statics & Dynamics
Examine the principles of statics, kinetics, energy momentum and visual work methods. Included is a brief outline of centroids and moments of inertia. Computer design projects are required.
Prerequisite: PHY 101✧ or 106✧; MAT 135✧ or concurrent enrollment
Lecture: 4 hours

EGR 156✧ 5 credits
Statics & Dynamics
An extended version of EGR 154✧, focusing on an advanced study of forces and moments for statics and dynamics situations. Newton's Laws, energy and momentum are examined. Students are introduced to the finding of centroids and moments of inertia by math and the use of tables.
Prerequisite: PHY 101✧ or 106✧; MAT 135✧ or concurrent enrollment
Lecture: 5 hours *IAI: EGR 944*

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. Computer design project is required.
Prerequisite: PHY 107✧; concurrent enrollment MAT 135✧Lecture-discussion: 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. Computer design project is required.
Prerequisite: EGR 152✧; MAT 135✧ or concurrent enrollment
Lecture: 3 hours *IAI: EGR 943*

EGR 212✧ 3 credits
Properties of Materials
Effect of composition on structural, physical and mechanical properties of materials is discussed.
Prerequisite: CHM 140✧; MAT 131✧ or concurrent enrollment
Lecture: 3 hours

EGR 221✧ 3 credits
Mechanics of Materials
This course covers elastic and inelastic relationships of external forces acting on deformable bodies, stresses and deformation produced, tension and compression, torsion bending, buckling and combined stresses. Computer design project is required.
Prerequisite: EGR 152✧; MAT 135✧ or concurrent enrollment
Lecture: 3 hours *IAI: EGR 945*

EGR 260✧ 3 credits
Elementary Circuits
This is an introduction to elementary circuit-analysis techniques, including resistive-circuit element modeling. Kirchoff'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✧
Lecture: 3 hours *IAI: EGR 931*

EGR 265✧ 3 credits
Introduction to Computer Engineering
This course provides information processing with digital-circuit structure. Course includes binary systems, Boolean algebra, combinational and sequential logic, registers, counters and memory units. Switching-circuit analysis techniques and an introduction to wired- and stored-program systems also are covered.
Prerequisite: CIS 195✧Lecture: 3 hours
IAI: EGR 932
(course fee required)

EGR 290✧ 3 credits
Cooperative Work Experience
See course description CWE 290✧

EGR 291✧ 3 credits
Cooperative Work Experience
See course description CWE 291✧

EGR 296✧ 2 credits
Special Topics in Engineering
Emphasis will be on engineering experimentation using contemporary electronic instrumentation.
Prerequisite: Concurrent enrollment in EGR 260✧
Lecture: 1 hour
Laboratory: 3 hours
(course fee required)

Engineering Technology

ENT 105 3 credits
Industrial Physics
This is a lecture/lab course for technology majors with special emphasis on the principles of mechanics and heat, electricity/electronics and fluid power. Other general laws for physics also will be covered. (replaces TEC 158 Technical Science)
Prerequisite: TEC 122
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 110✧ 4 credits
Technical Drafting
This is an introductory drafting course covering the use of drafting equipment, theory of orthographic projection, sections, auxiliary views, pictorial projection and working drawings.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 115 3 credits
Fluid Power
This course deals with principles and laws of fluid power (pneumatics and hydraulics). Fluid-power symbols, circuits and components are included in the lecture and lab format. Emphasis is on student lab experiments and problems.
Prerequisite: TEC 122
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 122 3 credits
Metal Trades Blueprint Reading
Shop blueprints and projections of various views, dimensioning, angles, tapers, limits, tolerances, assembly blueprints, exploded pictorial views, threads and thread tolerances are studied.
Lecture: 3 hours
(course fee required)

ENT 123 4 credits
Technical Physics
Course addresses basic principles of mechanics and heat. An introduction to the scientific method is included.
Prerequisite: TEC 143 or concurrent enrollment
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ENT 125✧ 4 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.
Prerequisite: ENT 110✧ or one year industrial drafting or engineering experience or two years of high school drafting
Lecture: 2 hours
Laboratory: 4 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✧ or one year industrial drafting or engineering experience or two years of high school drafting
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 130✧ 2 credits
Electronic Drafting
Elementary principles of drafting as applied to electronic systems are covered. Layout techniques for printed circuitry are included.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ENT 140 3 credits
Structural Steel Drafting
Concepts and principles of structural-steel drafting are taught. The student draws various structural-steel shapes, welded connections and welding symbols. Also covered are steel-beam, column and bracing systems.
Prerequisite: ENT 110✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 163 4 credits
Sheet-Metal Pattern Drafting
Plane and radial pattern developments and layouts, intersections and transition pieces are covered.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 215✧ 4 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.
Prerequisite: ENT 110✧ or one year industrial drafting or engineering experience or two years of high school drafting. CIS 151 (or) concurrent enrollment (or) working knowledge of a PC.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 218✧ 4 credits
Intermediate Pro-E
This is an intermediate course using Pro-E commands and procedures. Content will be concerned with the creation of basic parts, drawings and assemblies.
Prerequisite: ENT 215✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 220✧ 4 credits
Advanced Pro-E
This is an advanced course in Pro-E commands and procedures. Content will be concerned with the creation of advanced parts, drawings and assemblies.
Prerequisite: ENT 218✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 232✧ 3 credits
Descriptive Geometry
This course covers graphical solutions of original layouts and 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.
Prerequisite: ENT 110✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 235 3 credits
Printed Circuit Board & Electrical Schematics for CAD/CAM
This is an advanced applications course for printed circuit-board designers, electrical drafters and other individuals involved in electrical schematic and wiring diagram applications.
Prerequisite: ENT 215✧ or work experience
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 251 3 credits
Introduction to CADKEY
This is a basic or introductory level course to CADKEY. Content will stress basic commands and proper manipulation of MICROCAD hardware and CADKEY software to produce finished engineering drawings.
Prerequisite: ENT 110✧; or one year industrial drafting or engineering experience or two years of high school drafting; CIS 151 or concurrent enrollment or working knowledge of a PC
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 252 3 credits
Introduction to AUTOCAD
This is a basic or introductory level course in AUTOCAD. Content will stress the basic commands and proper manipulation of MICROCAD hardware and AUTOCAD software to produce finished engineering drawings.
Prerequisite: ENT 110✧; or one year industrial drafting or engineering experience or two years of high school drafting; CIS 151 or concurrent enrollment or working knowledge of a PC
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 255 3 credits
Introduction to Design with CAD Software
An introductory course in Personal Designer CAD software stressing basic concepts and techniques. Work will cover 2D and 3D design and detailing.
Prerequisite: ENT 252 or ENT 257
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 257 3 credits
AUTOCAD 3D and Solids Modeling
This is 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.
Prerequisite: ENT 252
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 259 3 credits
AUTOCAD Customization
This is an advanced course in AUTOCAD dealing with customization techniques associated with function keys, mouse buttons, on-screen menus and tool bars. Students will develop AUTOCAD batch files and will work with Autolisp.
Prerequisite: ENT 252
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 260✧ 4 credits
Jig & Fixture Design
Design and application of work-holding devices and clamping methods used in manufacturing are presented. Includes cutting theory and economic processes used in analysis of problems.
Prerequisite: ENT 125✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 262 4 credits
Die Design
Study of punch presses, press feeds, die components, blanking, cut off, compound and progressive dies. Includes part orientation, blanking and stripping pressures. Laboratory consists of designing blanking, compound and simple progressive dies utilizing traditional as well as CAD methods.
Prerequisite: ENT 125✧ or equivalent experience
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 263 3 credits
Sheet-Metal Pattern Drafting II
This is a continuation of Sheet-Metal Pattern Drafting I. Emphasis is placed on advanced bending and layout techniques. Geometric dimensioning is stressed.
Prerequisite: ENT 163
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 264 4 credits
Plastic Injection Mold Design
Study of general mold design construction and ejection systems, parting surfaces, runners, gates, mold cooling, mold shrinkage and tolerancing. Lab consists of designing multi-cavity molds using standard and hot runner systems. Design work can be done on CAD using a special mold design software.
Prerequisite: ENT 125✧ or equivalent experience
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ENT 270✧ 4 credits
Machine Design
This course emphasizes application of principles and manufacturing methods used commercially in the design of machines. 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 110✧; TEC 143
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ENT 275✧ 4 credits
Applications in Machine Design
This course emphasizes application of principles and manufacturing methods 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 110✧, TEC 143
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ENT 280✧ 3 credits
Engineering Design-Projects with CAD Software
This course provides an overall systems approach to engineering drawing. Emphasis is on necessary design and detailing. This course includes layout, detail, assembly and consumer-oriented drawings using CAD software.
Prerequisite: ENT 110, or 1 year drafting or 2 years high school drafting
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 295✧ 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 along with motion study and analysis of velocities and accelerations.
Prerequisite: ENT 125✧; TEC 123, 143
Lecture: 2 hours
Laboratory: 2 hours

ENT 296 0.5-4 credits
Special Topics in Engineering Technology
This is a special topics, independent course for the advanced student. The student will develop a topic of special interest and will work with the instructor toward completing the project. This course may be repeated for a maximum of four credit hours.
Prerequisite: Instructor approval or minimum 3.0 GPA and minimum of 45 college credits earned
Lecture: 0.5-4
Laboratory: 0-8 hours

English
Literature & Composition

ENG 101✧ 3 credits
Introduction to Poetry
Course is designed to introduce students to poetry so that they may read, understand, critique and enjoy it. Students are exposed to a range of British and American poets and given a framework and vocabulary from which they may intelligently approach poetry.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours *IAI: H3 903*

ENG 102✧ 3 credits
Introduction to Drama
This course is an introduction to drama through reading, discussion, interpretation and viewing of representative plays. Topics may include Greek, Elizabethan, Modern English, Continental and American drama.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 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 assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 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 writers of foreign language masterpieces in English translation.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture: 3 hours *IAI: H3 906*

ENG 113✧ 3 credits
Classic American Authors Before Civil War
Writers from the Puritan culture, the Revolution, the 18th century and the Romantic Movement are covered.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture: 3 hours *IAI: H3 914*

ENG 114✧ 3 credits
Classic American Authors, Civil War to Present
Mark Twain, Henry James, Dreiser, Hemingway, O'Neill, Frost and others are discussed.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
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 assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours *IAI: H3 912*

ENG 122✧ 3 credits
Chief English Writers of the Nineteenth Century
Coleridge, Tennyson, Arnold and other writers are studied. (Normal prerequisite to the English major.)
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours *IAI: H3 913*

ENG 123✧ 3 credits
Chief Modern English Writers
The works of Conrad, Eliot, Lawrence, Joyce and Yeats are reviewed. The course emphasizes the writer and his times in relation to needs of our times.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours *IAI: H3 913*

ENG 170✧ 3 credits
Children's Literature
This course provides an analysis of literature read by children, including illustrated books, poetry, fairy and folk tales, mythology, novels, biography and information books.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours

ENG 231✧ 3 credits
Introduction to Shakespeare
Definitions and ideas of tragedy, comedy and tragi-comedy reflected in the plays are covered.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours *IAI: H3 905*

ENG 285✧ 3 credits
The Short Story
This course introduces short stories as a unique means of transmitting ideas and creative principles.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours

ENG 288✧ 3 credits
Twentieth Century American Novel
A critical study of the American novel of this century is provided. Focus upon modern themes and techniques as resources for the exploration of problems relating to self and society.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 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

Rhetoric & Composition

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-workshop: 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-workshop: 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-workshop: 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-workshop: 3 hours

RHT 101✧ 3 credits
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: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours IAI: C1 900R

RHT 102✧ 3 credits
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-discussion: 3 hours IAI: C1 901R

RHT 124 3 credits
Communications I
Examine communication arts as they relate to career education: writing, reading, speaking, listening and observing. Emphasis is on interpersonal skills and the developing technology in career education.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture: 3 hours

RHT 138 3 credits
Communications II
A continuation of RHT 124, this course places a major emphasis on career skills involving composition, as well as interpersonal skills and awareness of technology in career education.
Prerequisite: RHT 124
Lecture: 3 hours

RHT 211✧ 3 credits
Introduction to Linguistics
This course covers English grammar, emphasizing problem solving. Recommended for English majors, foreign language students and those who need help understanding English grammar.
Lecture-discussion: 3 hours

RHT 255✧ 3 credits
Creative Writing
Personal direction in writing projects is provided. Student/instructor conferences emphasize cooperative evaluation.
Prerequisite: Writing assessment test score of 4, 5; or a grade of "C" or better in RHT 095 or 096
Lecture-discussion: 3 hours

Eye Care

EYE 100 2 credits
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 3 credits
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 3 credits
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 4 credits
Opthalmic Skills I
Theory and techniques of basic opthalmic 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 4 credits
Opthalmic Skills II
Theory and techniques of tonometry, basic ocular motility, keratometry, automated visual field testing with an emphasis on skill development. Instrument maintenance is covered.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

EYE 130 2 credits
Opthalmic 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: 2 hours

Fire Science Technology

FIR 110 3 credits
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, statis-

tics, building construction and fire prevention and investigation.
Lecture: 3 hours

FIR 129 3 credits
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, poisons, flammable solids, explosives, radioactive materials, oxidizers and organic peroxides, DOT emergency-response guide, EPA, ESDA and related topics.
Lecture: 3 hours

FIR 135 2 credits
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 4 credits
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 3 credits
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

FIR 188 5 credits
Emergency Medical Technician-Basic
This course is based on the guidelines and recommendations of the Emergency Medical Services Highway Safety Program to develop or upgrade the skill levels of all individuals involved in emergency medical-care services.
Prerequisite: High school graduate or GED
Lecture: 5 hours
(course fee required)

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 196 3 credits
Fire Department Instructor Training II
Qualifications of a training officer, objectives of the training program, training facilities, developing curriculum, administering a training program, conference leadership and practice teaching are presented.
Prerequisite: FIR 195
Lecture: 3 hours

FIR 200 2 credits
Risk Management in EMS
EMS practitioners and supervisors are routinely responsible for risk management. This course 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.
Prerequisite: Admission to Leadership for Paramedics curriculum
Lecture: 2 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, including duties and responsibilities of supervisors.
Prerequisite: FIR 110
Lecture: 3 hours

FIR 275 3 credits
Hydraulics and Fixed Installations
Sprinkling systems, line spacing, actuation, heads, water supply and maintenance are covered.
Prerequisite: Enrollment in the FIR program
Lecture: 3 hours

FIR 281 3 credits
Building Construction
Potentials of a building fire, structural fire elements, fire resistance of structures, safety in buildings, fire extension through a building, high-rise building construction fire problems and current structural fire losses are examined.
Prerequisite: Enrollment in the FIR program
Lecture: 3 hours

French

FRE 101✧ 4 credits
Elementary French I
Basic forms of oral and written French are studied. Emphasis is on speaking and understanding oral French. Cultural context is the basis for discussion of contemporary life in French-speaking countries. Computer disks and audio tapes supplement classroom presentations.
Lecture-discussion: 4 hours
(course fee required)

FRE 102✧ 4 credits
Elementary French II
This course is a continuation of FRE 101✧. Cultural considerations continue to be the subject matter for language practice. Computer disks are available for additional practice.
Prerequisite: FRE 101✧ or satisfactory placement test scores
Lecture-discussion: 4 hours
(course fee required)

FRE 103✧ 4 credits
Intermediate French I
Comprehensive review of French grammar is provided. Emphasis is on spoken forms used in conversational practice. Some composition and listening comprehension of tapes series is included.
Prerequisite: FRE 102✧ or satisfactory placement test scores
Lecture-discussion: 4 hours

FRE 104✧ 4 credits
Intermediate French II
Continuation of FRE 103✧, this course takes a final look at formal grammar. Conversational practice and reading of French authors, such as Camus and Sartre. "French Weekend" experience is an integral part of the course.
Prerequisite: FRE 103✧ or satisfactory placement test scores
Lecture-discussion: 4 hours *IAI: H1 900*

FRE 113✧ 2 credits
French Composition & Conversation I
Designed to develop students' ability to communicate effectively in French, both in oral and written form, this course places emphasis on listening comprehension and speaking proficiency. Grammar is studied inductively.
Prerequisite: One year of college French or equivalent. May be taken concurrently with FRE 103✧ or 104✧
Lecture-discussion: 2 hours
(course fee required)

FRE 114✧ 2 credits
French Composition & Conversation II
Continuation of FRE 113✧, this course is designed to improve pronunciation, listening comprehension and speaking ability. Weekly compositions to develop better written self-expression. (May be taken before FRE 113✧.)
Prerequisite: One year of college French; may be taken concurrently with FRE 103✧ or 104✧
Lecture-discussion: 2 hours
(course fee required)

FRE 118✧ 4 credits
Study-Travel in France
An intensive study of French language and culture in France is provided. Course covers listening and speaking practice, and writing about personal experiences. Students may elect to take the course for two credits or for four credits. A research project on a French topic is required for four hours of credit.
Prerequisite: FRE 102✧
Lecture-discussion: 4 hours

FRE 296✧ 3 credits
Special Topics in French
A study of international topics and problems in French language and literature through reading, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences. May be repeated for a maximum of three accrued credits.
Prerequisite: FRE 104✧
Lecture-discussion: 3 hours

Geography

GEO 104✧ 3 credits
Contemporary World Cultures
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✧ 3 credits
Economic Geography
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✧ 3 credits
Geography of the (Non-Western) World
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✧ 4 credits
Physical Geography: Weather and Climate
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

GEO 201✧ 4 credits
Physical Geography: Maps and Land Forms
This course covers the development, nature and distribution of landforms, soils, vegetation and waters of continents; spatial analysis or relationships among physical elements of the landscape.
Lecture: 3 hours *IAI: P1 909L*
Laboratory: 2 hours

GEO 296✧ 3 credits
Special Topics in Geography
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✧ 4 credits
Physical Geology
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✧ 4 credits
Historical Geology
Learn about plate tectonics, dinosaurs, mastodons, fossils, 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)

Health Education

HTH 104✧ 2 credits
Science of Personal Health
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✧ 2 credits
Public Health
Concepts and principles of public health including public health laws, diseases in urban, suburban and rural environment, citizen responsibility and health programs are covered.
Lecture: 2 hours

HTH 120✧ 3 credits
Principles of Nutrition
Introduction to the concepts and functions of the basic nutrients. Supplements, 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✧ 3 credits
Health & Modern Life
This course provides a comparison of conventional medical practices to

nonconventional (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✧ 2 credits
Drug & Alcohol Education
Facts, attitudes, problems and the significance of drug and alcohol use and abuse are covered. Includes identification of stimulants, depressants and hallucinogens; psychological, economic, social, and cultural factors; and recognition of drugs that are abused and their symptomatic reaction. (BAC majors may not use this course to meet graduation requirements.)
Lecture: 2 hours

HTH 181 1 credit
CPR Certification/Re-Certification
Certification/re-certification in cardiopulmonary resuscitation skills and techniques are covered. May be repeated for a maximum of four accrued credits, however, only one credit hour may be applied towards certificate/degree.
Lecture: 1 hour

HTH 210✧ 3 credits
Diet, Weight Control & Exercise
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✧ 3 credits
Lifestyle for Health & Fitness
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 week, in addition to the lecture hours, and take a physical fitness assessment at the end of the course.
Prerequisite: HTH 210✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HTH 220✧ 3 credits
Athletic Training Techniques
Duties and responsibilities of an athletic trainer are covered, including fundamental principles and techniques of injury prevention, recognition, emergency care and rehabilitation; supportive taping and wrapping techniques; and budgeting for, ordering supplies for and operating a training-room facility.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HTH 281✧ 2 credits
First Aid & CPR
Fundamentals of first aid and cardiopulmonary resuscitation are covered. Students have the opportunity to earn a Standard Certification in First Aid and CPR.
Lecture: 2 hours

History

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 peoples 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 peoples 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-relation 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-born 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 distilled spirits and liquors also 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 food-borne illness and the responsibility of the foodhandler in protecting the 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, baklava, Napoleans and the appropriate fillings.
Prerequisite: HIA 115 and HIA 128
Lecture: 1 hour
Laboratory: 2 hours

HIA 127 3 credits
Cake & Pastry Decoration
Learn the basics of cake & pastry decoration. Production of buttercreams, icing flowers and royal icing decorations. Learn to decorate and assemble wedding cakes. Rolled fondant and marzipan also discussed.
Prerequisite: HIA 115, 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 included.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 129 2 credits
Chocolate
Fundamentals of working with chocolate, history, various types of chocolate, 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, preparation of soups, sauces, entrees, vegetables, starches and garnishes. Sanitation, recipe reviews and analysis, and knowledge of tools and equipment 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, baquettes, bagels and hearth breads. Sourdoughs, ethnic and specialty breads emphasized.
Prerequisite: HIA 115, 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 methods of cake decorating are presented. Also includes summary and review of baking fundamentals.
Prerequisite: HIA 128
Lecture: 2 hours
Laboratory: 3 hours

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; major emphasis is 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, souse 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. Wine tasting of selected wines.
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 areas of hospitality industry are provided. Topics vary from semester to semester and information will be available during registration. Courses may be repeated when topic area is different. A maximum of six credit hours may be used for graduation. Lab fee may apply depending on the topic.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may be required)

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✧ 3 credits
Humanities Through the Arts
An interdisciplinary survey of art, music, literature and philosophy and their relation to the humanities.
Lecture: 3 hours *IAI: HF 900*

HUM 120 1 credit
Humanities: The Worker in America
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 1 credit
Humanities: Modern Architecture
Review the development of the skyscraper, which originated in Chicago, the birthplace of modern architecture.
Lecture: 1 hour

HUM 124 1 credit
Professional Ethics
Recognizing and analyzing moral problems in the professional world. Includes a study of such problems as employer and employee rights, age discrimination and codes of conduct.
Lecture: 1 hour

HUM 125 1 credit
The Individual & Technology
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 1 credit
Modern-Business Ethics
Areas of moral concern in business practices, including employee 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✧ 3 credits
Appreciation of Dance as an Art Form
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. Includes comparative studies of ancient and modern dances, and contributions made by dancers and choreographers to cultural heritage.
Lecture: 3 hour

HUM 151✧ 3 credits
Humanities in Western Culture I
Reading and analysis of representative masterpieces from a variety of nationalities and epochs in the Western tradition. Covers the period from Antiquity to the Renaissance.
Lecture: 3 hours *IAI: H2 901*

HUM 152✧ 3 credits
Humanities in Western Culture II
Reading and analysis of representative masterpieces from a variety of nationalities and epochs. Covering the period from the Renaissance to the present.
Lecture: 3 hours *IAI: H2 902*

HUM 165✧ 3 credits
Introduction to the Latin American Experience
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-Columbian civilizations and continue into contemporary Latin America. Adaptations to and influence on Western culture in political, social and economic development will also be discussed.
Lecture: 3 hours *IAI: H2 903N*

HUM 296✧ 1-4 credits
Special Topics in Humanities
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)

Independent Study

IND 199✧ 1-4 credits
Independent Study
This is a variable-credit, independent-study course, which may be repeated 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.
Prerequisite: Satisfactory completion of 15 semester hours of credit

Industrial-Related Training

IRT 110 2 credits
In-Plant
During the minimum 30 working hours per week, students perform under a supervised skill-development program. May be repeated for up to 15 semester hours of credit.
Prerequisite: Enrollment in an Industrial Training Program
Laboratory: 30 hours minimum

Interior Design

INT 160 3 credits
Residential Interior Design
An introductory course in interior design of residential spaces, single-family houses and apartments. 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. The course will make use of computer-aided design techniques in describing solutions to studio problems.
Lecture: 2 hours
Laboratory: 3 hours

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

INT 201✧ 3 credits
Interior Design: Space Planning & Analysis I
A study of architectural space and its use in interior design through the application of the elements and principles of design. The exploration of these principles occurs through space-solving problems.
Prerequisite: ARC 171✧
Lecture: 2 hours
Laboratory: 3 hours

INT 202✧ 3 credits
Interior Design: Space Planning & Analysis II
A study of space for human needs through the application of the elements and principles of design. Problem-solving projects, particularly in the contract-design field, are given to students to aid in the development of spatial vocabulary. Students learn to identify, research and creatively solve problems which relate to the function and quality of interior space. The ability to communicate ideas graphically is emphasized.
Prerequisite: INT 201✧
Lecture: 2 hours
Laboratory: 3 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: ARC 109 or concurrent enrollment, or one year of high school drafting with "C" grade minimum
Lecture: 2 hours
Laboratory: 3 hours

Italian

ITL 101✧ 4 credits
Elementary Italian I
This first semester of Italian is designed to allow students to develop basic oral comprehension and speaking skills. Along with some fundamental grammatical concepts, appreciation of Italian culture as reflected in the language is stressed.
Lecture-discussion: 4 hours
(course fee required)

ITL 102✧ 4 credits
Elementary Italian II
Continuation of ITL 101✧, this course places more emphasis on conversation and the use of the past tense, vocabulary building, short compositions and discussions of recent developments in modern Italy.
Prerequisite: ITL 101✧ or satisfactory placement test scores
Lecture-discussion: 4 hours
(course fee required)

ITL 103✧ 4 credits
Intermediate Italian I
This course is a continued study of grammatical concepts through written and oral practice. Students will read topics relating to human and cultural interests and compose short papers to foster growth in linguistic proficiency.
Prerequisite: ITL 102✧ or satisfactory placement test scores
Lecture-discussion: 4 hours

ITL 104✧ 4 credits
Intermediate Italian II
This course is a continuation of ITL 103✧. Cross-cultural understanding is achieved through the use of personal communication and the reading and discussion of contemporary short stories and recent journalistic selections.
Prerequisite: ITL 103✧ or satisfactory placement test scores
Lecture-discussion: 4 hours *IAI: H1 900*

ITL 113✧ 2 credits
Italian Composition & Conversation I
Designed to develop student's ability to communicate effectively in Italian, both in oral and written form, this course places emphasis on listening comprehension and speaking proficiency.
Prerequisite: One year of college Italian; may be taken concurrently with ITL 103✧ or 104✧Lecture-discussion: 2 hours
(course fee required)

ITL 114✧ 2 credits
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 104✧
Lecture-discussion: 2 hours
(course fee required)

ITL 118✧ 4 credits
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-discussion: 4 hours

Journalism

JRN 150✧ 3 credits
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, developing news, from idea to finished publication. 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✧ 3 credits
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. 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

(Withdrawn as of January 21, 2003)

MTT 100✧ 3 credits
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 103✧ 3 credits
Introduction to Automation
Introduction to current automated manufacturing and process techniques is provided. Major topics will address the concepts of computerized integrated manufacturing and process control. Other topics such as CAD/CNC, team-group approach, software integration, product planning and handling also are covered. Supportive elements such as computer usage in the automation process, sensors, networks, communication protocol and controllers are also covered.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

MTT 110✧ 4 credits
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/demonstration: 2 hours
Laboratory: 4 hours
(course fee required)

MTT 111 3 credits
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 on instrument accuracy and GRR (gage repeatability and reproducibility).
Prerequisite: ENT 110, ENT 122 or equivalent
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

MTT 112✧ 3 credits
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: 3 hours
(course fee required)

MTT 115✧ 3 credits
Computer Numerical Control Machining
Instruction emphasizes how to setup and operate drilling, milling and turning CNC machines. Tool preparation, program loading, manual data input and operation monitoring are taught.
Prerequisite: MTT 100✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

MTT 116 3 credits
Mazak CNC Machining
Introductory use of the Mazatrol Control to perform two and one-half-axis drilling/milling applications. Turning machining is included.
Prerequisite: MTT 100✧
Lecture: 2 hours
Laboratory: 2 hours

MTT 120 3 credits
Fundamental Selection, Preparation and Application of Cutting Tools
Fundamental selection of cutting-tool material such as high-speed steel, cemented and coated carbides, cermets and ceramic are covered. Tool geometry and preparation are enhanced with laboratory demonstrations involving drilling, milling, turning and tool grinding.
Prerequisite: MTT 110✧ or six months of practical-related experience on drill press, milling machine or lathe
Lecture: 3 hours

MTT 122 2 credits
Statistical Process/Quality Control
Use of basic statistics to control manufacturing processes. Random sampling, X Bar, R Charts, normal curve and attributes charts are used to maintain process control.
Recommended Background: CIS 151
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

MTT 126✧ 5 credits
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. Four jaw chuck set-up and internal lathe operations, horizontal milling, power feeding, surface grinding, sine bar and gage block use are included. Students will be given an opportunity to complete the NIMS Level I milling project.
Prerequisite: MTT 110✧ and TEC 122 or placement score level 02
Lecture/demonstration: 3 hours
Laboratory: 6 hours
(course fee required)

MTT 135 3 credits
Machinery Components I
This is a practical course with topics in belt drives, chain drives, gears, mechanical power-transmission and screw threads. Alignment, maintenance and installation of different drive systems with emphasis on state-of-the-art equipment.
Lecture: 3 hours
(course fee required)

MTT 136 3 credits
Machinery Components II
Couplings, packing and seals, bearings, structural steel and mechanical fasteners are covered. Emphasis is placed on theory of installation, alignment and maintenance.
Prerequisite: MTT 135
Lecture: 3 hours
(course fee required)

MTT 157 3 credits
Quality Assurance
A systemic approach to project management for quality assurance; field-force analysis; quality auditing,

documentation and managing quality are presented.
Prerequisite: BUS 130 or BUS 230
Lecture: 3 hours

MTT 208 3 credits
Quality-Control Management
This is a capstone course designed to bring elements of quality systems into a management focus. Emphasis on current practices includes benchmarking, team concepts, empowerment, problem solving and ISO registration. Course can provide an overview of quality systems to workers in management and technical areas.
Lecture: 3 hours

MTT 210✧ 3 credits
Materials & Processes
Learn about industrial-manufacturing and production methods, including cold-working processors, welding, casting, molding and automatic machinery. A general study of metals (ferrous and nonferrous), non-metals (organic and non-organic) and synthetic materials used by industry for technological purposes in manufacturing is provided. Basic atomic structure, bonding, phases diagrams, properties of materials, as well as destructive materials testing also are studied.
Lecture: 3 hours
Laboratory: 1 hour

MTT 225 4 credits
CAM Systems 2-D Part-Programming
Part-programming to perform drilling, milling and turning operations using CAM (Computer Aided Manufacturing) software. Program verification is via computer simulation software. CNC machine code is produced and post processor editing is covered. Tool selection, speeds, feeds and process planning are taught. CNC machining is demonstrated.
Prerequisite: MTT 100✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

MTT 226 4 credits
CAM Systems 3-D Surface Part Programming
Part programming of three-dimensional surfaces using CAM (Computer Aided Manufacturing) software. Surface types include extruded, revolved, swept, ruled, lofted and coons surfaces. Importing files from other CAD systems, application of various milling methods and machining strategies are introduced and programs are verified by graphic simulation to generate tool paths and NC code. Selection of certain parts for loading, editing and running on a CNC machining center will be used to demonstrate the complete process.
Prerequisite: MTT 225✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

MTT 227 4 credits
Code Generation for CNC Machines
Knowledge, skills and process required to create and edit computer output required by selected CNC Machining Centers and selected CNC Turning Centers.
Prerequisite: MTT 225✧ or one year CAM industrial experience
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

MTT 250✧ 4 credits
Robotic Industrial Applications
Development and installation of a robotic-supported automated system in a C.I.M. concept are covered.
Prerequisite: ELC 274 or concurrent enrollment
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

MTT 269 5 credits
Machine Tool Technology III
Close tolerance operations on machine tools and the use of accessories, such as rotary table and dividing head, are covered. Gear and rack cutting are introduced. Assembly work, cylindrical grinding, sphering attachment and some CNC turning and milling operations are included.
Prerequisite: MTT 126✧ (minimum grade "C")
Lecture/demonstration: 3 hours
Laboratory: 6 hours
(course fee required)

MTT 288✧ 3 credits
Studies in Manufacturing & Machine Tool Technology
Work is on an individual basis and is to be technically superior, reflecting student initiative and scholarship. This will culminate in a final project including program manuscripts, printouts, programs on floppy disk, process packets, fixture drawings and related items. The topics proposed will be of a specialized nature and approved and supervised by the instructor.
Prerequisite: Instructor approval after a minimum of twelve credits of MTT courses, split between CNC and conventional machining
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

MTT 290 4 credits
NIMS Credentialing Projects Lab
A course set-up for demonstration of machining competency by completion of NIMS (National Institute for Metalworking Skills) "hands-on" performance exams for level II credentialing. Specific areas are conventional milling, conventional turning, CNC milling, and CNC turning.
Prerequisite: MTT 269 or NIMS Level I Milling Credential
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

Magnetic Resonance Imaging

MRI 200 1 credit
Principles of Magnetic Resonance Imaging
A functional understanding of the fundamental MRI parameters and how they are used to image specific parts of the body in the axial, coronal and sagittal planes.
Prerequisite: Admission to MRI program; DMS 121 or concurrent enrollment
Lecture: 1 hour

MRI 202 1 credit
Imaging Applications I
Integration of theory with actual MRI scanning techniques including: MRI safety, pulse sequences, the effects of imaging parameters on pulse sequences, and the use and safety of paramagnetic contrast media.
Prerequisite: MRI 200
Lecture: 1 hour

MRI 204 2 credits
Imaging Applications II
Prevailing and advanced techniques utilized to enhance the quality of MRI images. Course examines the cause and control of artifacts, volume imaging and Magnetic Resonance Angiography.
Prerequisite: MRI 202
Lecture: 2 hours

MRI 230 3 credits
Applied MRI I, Track 1
Supervised clinical experience, under the direction of a qualified technologist, using MRI equipment and software in selected clinical affiliates. Examinations to be performed include the head, thoracic and abdominal cavities and extremities. Approximately 40 percent of the total clinical course require-

ments must be achieved at the conclusion of this rotation period.
Prerequisite: ARRT certification in radiologic technology or nuclear medicine; acceptance into MRI program; MRI 200 or concurrent enrollment
Clinical hours: 16

MRI 232 3 credits
Applied MRI II, Track 1
Supervised clinical experience, under the direction of a qualified technologist, using MRI equipment and software in selected clinical affiliates. Examinations to be performed include the head, thoracic and abdominal cavities and extremities. Approximately 80 percent of the total clinical course requirements must be achieved at the conclusion of this rotation period.
Prerequisite: MRI 230, MRI 202, 204 or concurrent registration
Clinical hours: 16

MRI 234 1 credit
Applied MRI III, Track 1
Supervised clinical experience, under the direction of a qualified technologist, using MRI equipment and software in selected clinical affiliates. Examinations to be performed include the head, thoracic and abdominal cavities and extremities. 100 percent of the total clinical course requirements must be achieved at the conclusion of this rotation period.
Prerequisite: MRI 232; MRI 200, 202, 204; DMS 121, certification of venipuncture skills, current CPR certification
Clinical hours: 8

MRI 240 4 credits
Applied MRI I, Track 2
Supervised clinical experience, under the direction of a qualified technologist, using MRI equipment and software in selected clinical affiliates. Examinations to be performed include the head, thoracic and abdominal cavities and extremities. Approximately 50 percent of the total clinical requirements must be completed during this rotation period.
Prerequisite: ARRT certification in radiologic technology or nuclear medicine, acceptance into MRI program, MRI 200 or concurrent enrollment
Clinical hours: 21.5

MRI 242 4 credits
Applied MRI II, Track 2
Supervised clinical experience, under the direction of a qualified technologist, using MRI equipment and software in selected clinical affiliates. Examinations to be performed include the head, thoracic and abdominal cavities and extremities. 100 percent of the total clinical course requirements must be achieved at the conclusion of this rotation period.
Prerequisite: DMS 121; MRI 200, 240, 202 or concurrent enrollment, 204 or concurrent enrollment; certification of venipuncture skills; current CPR certification
Clinical hours: 21.5

MRI 250 7 credits
Applied MRI I, Track 3
Supervised clinical experience, under the direction of a qualified technologist, using MRI equipment and software in selected clinical affiliates. Examinations to be performed include the head, thoracic and abdominal cavities and extremities. 100 percent of the total clinical course requirements must be achieved at the conclusion of this rotation period.
Prerequisite: DMS 121; MRI 200, 202 or concurrent enrollment, 204 or concurrent enrollment; certification of venipuncture skills; current CPR certification
Clinical hours: 40

Mammography

MAM 200 1 credit
Principles of Mammography
Lectures focus on mammography quality control testing procedures in accordance with MQSA standards. Included are: the affects tube characteristics and currently utilized imaging devices have on quality mammographic imaging and; strategies to minimize radiation exposure. Cancer risk factors and mammographer/patient communication skills will also be discussed.
Prerequisite: ARRT and IDNS licensure; attendance at information session and acceptance into program
Lecture: 1 hour

MAM 202 1 credit
Mammographic Procedures and Image Evaluation
Lectures focus on breast anatomy and pathology, and basic, advanced and supplementary radiologic positions needed to perform mammographic imaging. The imaging requirements of routinely screened patients, patients with implants, irradiated breasts, post surgical breasts, and localization techniques will be addressed.
Prerequisite: ARRT and IDNS licensure; attendance at information session and acceptance into program
Lecture: 1 hour

MAM 210 2 credits
Applied Mammography
Performance of required number of repetitions in areas of: mammographic examinations, quality control, interventional and special examinations and radiographic critique and interpretation. Documentation of performance of repetitions is required to apply for ARRT advanced certificate exam in mammography.
Prerequisite: MAM 200 and 204 or concurrent enrollment
Laboratory: 5 hours
(course fee required)

Marketing

MKT 115 3 credits
Introduction to Transportation Management & Business Logistics
Elements of business logistics and transportation, including transportation management functions and regulation, the traffic-management function and an overview of the development of the business logistics system.
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. One year of business or transportation experience is recommended.
Lecture: 3 hours

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: corporate image; networking your way to career success; business ethics; cross-cultural communication; the silent message; stress management.
Prerequisite: Completion of nine credit hours in any curricula
Lecture: 3 hours

MKT 256 3 credits
Cooperative Work Experience
The on-the-job experience is designed to give students practical experience in the business world. This experience should aid in entry-level positions, advancement or in upgrading of a position. See course description CWE 290✧.

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
(course fee required)

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; 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. Topics include external and internal elements, research, consumer behavior, target marketing, segmentation, product concepts, promotion concepts, sponsorships, distribution concepts, pricing concepts and the implementation and controlling of the strategic sports marketing process.
Prerequisite: 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 is constantly changing and is always in need for revenue acquisition and sponsorships or 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.
Prerequisite: MKT 276✧
Lecture: 3 hours

MKT 278 3 credits
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

MKT 281 3 credits
Cooperative Work Experience
The on-the-job experience is designed to give students practical experience in the business world. This experience should aid in entry-level positions, advancement or in upgrading of a position. See course description CWE 291✧.

MKT 289 3 credits
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
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. Consideration will be given to small companies as well as large corporations.
Prerequisite: MKT 125✧
Lecture: 3 hours

MKT 292 3 credits
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
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 topic is different, up to six credits to be used toward graduation requirements.
Lecture: 0.5-3 hours

Mass Communication

MCM 120✧ 3 credits
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
Broadcasting History
This course is 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
Introduction to Radio Production
Examine the principles of radio-broadcast production; 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

MCM 150✧ 3 credits
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 905*

MCM 205✧ 3 credits
Basic Broadcast Announcing
Broadcast announcing principles and techniques are discussed and applied. Includes 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
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

Mathematics

Enrollment into mathematics courses is based on student performance on the Triton math placement test.

MAT 043 1 credit
Whole Number Operations
Examine the operations with whole numbers. The skills of estimating and solving word problems will be emphasized. Included in the course is an introduction to mathematical study skills. Note: Credit will not be given for both MAT 001 and MAT 043.
Lecture: 1 hour

MAT 045 3 credits
Mathematics Foundations
Operations with fractions, mixed numbers and decimals are covered. Order of operations, ratio, proportion and percent problems will be studied. The skills of estimating and solving word problems will be emphasized. Measurement and graphical representation will be explored. Note: Credit will not be given for both MAT 001 and MAT 045.
Prerequisite: MAT 043 (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours

MAT 055 5 credits
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

MAT 085 5 credits
Algebra & Geometry II
This course 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 topics.
Prerequisite: MAT 055 (with a minimum grade of "C"), or qualifying score on placement test
Lecture: 5 hours

MAT 099 1 credit
Math for Meds
This course examines and teaches concepts in dosage calculations, metric system and conversions.
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 or 053 (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours

MAT 110✧ 5 credits
College Algebra
Examine the 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 frac-

tions; 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 114✧ will not be given if credit for MAT 111✧ 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 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: 3 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 123✧ 5 credits
Analytic Geometry
Examine the graphs of algebraic and transcendental functions, transformation of coordinates, conic sections and the fundamentals of solid analytic geometry. (also see MAT 131✧)
Prerequisite: MAT 110✧, 111✧ and 114✧ (minimum grade "C" or qualifying score on placement test)
Lecture: 5 hours

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✧, 111✧ (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours *IAI: M1 906*

MAT 125✧ 3 credits
Linear Algebra
Learn about the algebra of matrices, systems of linear equations, vector spaces and linear transformations. Emphasis is on applications.
Prerequisite: MAT 110✧ or 111✧ (minimum grade of "C")
Lecture: 3 hours

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. Replaces MAT 123✧. Students may not receive credit for both MAT 123✧ and MAT 131✧.
Prerequisite: MAT 110✧ and MAT 114✧ or MAT 111✧ (minimum grade "C")
Lecture: 5 hours *IAI: M1 900; EGR 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. Replaces MAT 132✧. Students may not receive credit for both MAT 132✧ and 133✧.
Prerequisite: MAT 131✧ (minimum grade "C")
Lecture: 5 hours *IAI: EGR 902; M1 900*

MAT 134✧ 5 credits
Introduction to Calculus for Business & Social Science
This course provides an introduction to differential and integral calculus of algebraic exponential, logarithmic and multivariable functions. Special emphasis is placed on applications to business, economics and the social sciences.
Prerequisite: MAT 110✧ (minimum grade "C")
Lecture: 5 hours *IAI: M1 900*

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. Replaces MAT 142✧. Students may not receive credit for both MAT 142✧ and 135✧.
Prerequisite: MAT 133✧ (minimum grade "C")
Lecture: 3 hours *IAI: EGR 903; M1 900*

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 902, BUS 901*

MAT 210✧ 3 credits
Mathematical Statistics
Mathematical statistics, including probability, distribution, sampling theory, methods of correlation and regression, principles of statistical inference, and nonparametric methods are examined.
Prerequisite: MAT 133✧ (minimum grade "C")
Lecture: 3 hours

MAT 341✧ 3 credits
Differential Equations
Systematic procedures for solving ordinary differential equations are covered. Emphasis is on solving homogeneous and non-homogeneous n-th-order linear equations. Laplace transforms of elementary functions and their inverses also are covered.
Prerequisite: MAT 133✧
Lecture: 3 hours *IAI: EGR 904*

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 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 135✧; or concurrent enrollment
Lecture: 3 hours IAI: MUS 901
(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✧, 115✧; concurrent enrollment in MUS 116✧; and successful completion of or concurrent enrollment in MUS 135✧ or 237✧
Lecture: 3 hours IAI: MUS 902
(course fee required)

MUS 110✧ 3 credits
Listening to Music
Enjoy the pleasure of music. This course presents, through guided listening, music's history, development and its parallel with the evolution of humans. Emphasis is on the joy of exploring the affect 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✧, 115✧; concurrent enrollment in MUS 106✧; and MUS 135✧ or 237✧ or concurrent enrollment
Laboratory: 2 hours IAI: MUS 902
(course fee required)

MUS 135✧ 1 credit
Keyboard Harmony I
This course provides 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✧.
Prerequisite: MUS 105✧ and 115✧; or concurrent enrollment
Laboratory: 2 hours IAI: MUS 901
(course fee required)

MUS 140✧ 2 credits
Recreational Music
Community music agencies and facilities, music as an integral part of a well-planned recreation program, singing activities, musical instruments, rhythmic activities and music appreciation are studied.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

MUS 151✧ 2 credits
Introductory Instrumental Techniques & Materials: Woodwinds I
This course provides skill development of those needed to play the woodwind instruments—flute, piccolo and single reed—and enables students to organize and teach in public schools.
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

MUS 152✧ 2 credits
Introductory Instrumental Techniques & Materials: Woodwinds II
This course provides skill development of those needed to play the double-reed woodwind instruments, and enables students to organize and teach those instruments in public schools.
Prerequisite: MUS 151✧
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

MUS 171✧ 2 credits
Introductory Instrumental Techniques & Materials: Brasses I
This course provides skill development of those needed to play the trumpet and French horn, and enables students to organize and teach those instruments in the public schools.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

MUS 172✧ 2 credits
Introductory Instrumental Techniques & Materials: Brasses II
This course provides skill development of those needed to play the trombone, baritone and tuba and enables students to organize and teach those instruments in the public schools.
Prerequisite: MUS 171✧
Lecture: 1 hour
Laboratory: 2 hours
(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)

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 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 181✧; note: beginners must take MUS 177✧ 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✧, 115✧; and MUS 106✧, 116✧, 135✧ or 237✧; 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✧, 116✧ and 200✧; concurrent enrollment in MUS 207✧ and 217✧; and MUS 135✧ or 237✧; 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 201✧.
Prerequisite: MUS 207✧, 217✧, 135✧; and concurrent enrollment in MUS 208✧, 218✧ and 237✧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 Augumented sixth, the Neapolitan, Borrowed Chords, secondary-dominant and secondary-leading-tone chords.
Prerequisite: MUS 106✧, 116✧; concurrent enrollment in MUS 217✧; and MUS 135✧ or 237✧; or concurrent enrollment
Lecture: 3 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 chromatic harmony and recent compositional techniques.
Prerequisite: MUS 207✧, 217✧, and 135✧; concurrent enrollment in MUS 218✧; and MUS 237✧ or concurrent enrollment
Lecture: 3 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✧, 217✧, 237✧ and 247✧; concurrent enrollment in MUS 208✧, 218✧ and 249✧
Lecture: 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
(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 musical works and style, as well as understanding of 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 life and institutions is 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✧, 116✧; concurrent enrollment in MUS 207✧; and MUS 135✧ or 237✧ or concurrent enrollment
Lecture: 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✧, 217✧, 135✧; concurrent enrollment in MUS 208✧; and MUS 237✧ or concurrent enrollment
Laboratory: 2 hours *IAI: MUS 904*
(course fee required)

MUS 219✧ 1 credit
Introductory Instrumental Techniques & Materials: Percussion
This course provides skill development of those needed to play all percussion instruments and to enable students to teach these instruments when confronted with the problem of organizing bands and orchestras in public schools.
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

MUS 237✧ 1 credit
Keyboard Harmony II
Continuation and further development of the skills and materials presented in MUS 135✧.
Prerequisite: MUS 135✧
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 level desirable but not required.
Prerequisite: MUS 106✧, 116✧; and MUS 207✧, 217✧ and 237✧ 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✧, 217✧, 247✧; and MUS 208✧, 218✧ and 237✧; 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 is presented each year. May be repeated for a maximum of four accrued credits.
Prerequisite: Ability to play an instrument
Laboratory: 5 hours *IAI: MUS 908*
(course fee required)

MUS 251✧ .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

MUS 252✧ .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

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 readings, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Lecture: 3 hours

Nuclear Medicine Technology

NUM 100 3 credits
Fundamentals of Nuclear Medicine
Fundamentals of radiation as they apply to the practice of nuclear medicine are presented. Mathematical concepts used in radioactive decay are included.
Prerequisite: Admission to NUM program
Lecture: 3 hours

NUM 102 1 credit
Nuclear Pharmacy I
Safety procedures in receiving, handling, storage, and disposal of radioactive materials are covered. Also included will be a description of the history and development of nuclear medicine.
Prerequisite: Admission to NUM program
Lecture: 1 hour

NUM 140 3 credits
Nuclear Medicine Instrumentation
Principles of the components used in both gas and scintillation detection systems used in nuclear medicine are examined. Also included is an introduction to Radiation Biology.
Prerequisite: MAT 085; NUM 100; concurrent NUM 141
Lecture: 3 hours

NUM 141 2 credits
Nuclear Medicine Instrumentation Quality Control
Procedures 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 160 3 credits
Nuclear Medicine Procedures I
This course provides an overview of most commonly used procedures in nuclear medicine—brain, thyroid, liver, hepatobiliary, lung, bone and gallium scans. In addition, cardiac and renal imaging are covered.
Prerequisite: NUM 100, 102
Lecture: 3 hours

NUM 161 3 credits
Applied Nuclear Medicine Technology I
Supervised clinical experience to orient students to basic procedures in nuclear medicine departments in a hospital setting is provided. Skills in performing lung perfusion, lung ventilation and liver studies are developed in actual patient situations.
Prerequisite: Concurrent with NUM 160
Laboratory: 15 clinical hours
(course fee required)

NUM 242 2 credits
Radioimmunoassay Principles/ Procedures
Basic principles of radioimmunoassay, study of the materials, medical purposes for use and an evaluation process to determine the results received in radioimmunoassay testing are covered.
Prerequisite: NUM 161
Lecture: 1 hour
Laboratory: 2 hours

NUM 260 3 credits
Nuclear Medicine Procedures II
Principles underlying the commonly used procedures in nuclear medicine are presented in depth, including related anatomy/physiology and medical indication for each study.
Prerequisite: NUM 160; BIS 103✧
Lecture: 3 hours

NUM 261 4 credits
Applied Nuclear Medicine Technology II
Students receive supervised clinical experience provided to develop competencies in nuclear medicine procedures available in specific hospital affiliations. Skills in performing cardiac, bone, thy-

roid, gallium and renal studies are developed in actual patient situations.
Prerequisite: Concurrent NUM 260
Laboratory: 20 clinical hours
(course fee required)

NUM 262 2 credits
Nuclear Pharmacy II
Fundamental concepts of radiopharmaceutical design and localization for materials used in lung, liver, heart, brain, bone and gastro-intestinal studies are presented.
Prerequisite: NUM 160
Lecture: 2 hours

NUM 280 3 credits
Nuclear Medicine Procedures III
Designed for continued in-depth presentation of principles, this course covers anatomy/physiology and pathology related to nuclear medicine procedures — renal, thyroid, gallium, cisternography, venography and liquid scintillation studies. Overall review for registry examinations is included.
Prerequisite: NUM 260; Concurrent NUM 281
Lecture: 3 hours

NUM 281 4 credits
Applied Nuclear Medicine Procedures III
Supervised clinical experience provided to develop competencies in nuclear medicine procedures. Skills in performing radiopharmacy procedures, Radioimmunoassay testing and overall computer utilization will be developed in the actual clinical setting.
Prerequisite: NUM 280
Laboratory: 20 clinical hours
(course fee required)

NUM 282 2 credits
Nuclear Pharmacy III
Fundamental concepts of radiopharmaceutical design and localization for materials used in thyroid procedures are presented. Also included are quality-control procedures used in the radiopharmacy and regulations affecting radiopharmaceuticals.
Prerequisite: NUM 262
Lecture: 2 hours

Nurse Assistant

NAS 100 6 credits
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 certificates.
Prerequisite: Admission to NAS program
Lecture: 4 hours
Laboratory: 6 hours
(course fee required)

NAS 101 1 credit
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 2 credits
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 1 credit
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 2 credits
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 7 credits
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 5 credits
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 multicultural society. Includes commonly recurring problems related to the psychosocial modes and to the physiologic needs of oxygenation, nutrition, elimination, activity and 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, 125, BIS 136✧, PSY 228✧; concurrent enrollment in BIS 137✧ and NUR 165
Lecture: 2.5 hours
Laboratory: 1.5 hours
Clinical: 6.0 hours
(course fee required)

NUR 155 5 credits
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 multicultural 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; concurrent enrollment in BIS 137✧, NUR 165
Lecture: 2.5 hours
Laboratory: 7.5 hours
(course fee required)

NUR 165 2 credits
Pharmacology in Nursing
Focuses on the nursing responsibilities and implications related to the administration of pharmacological agents. 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: 2 hours
(course fee required)

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 course.
Prerequisite for continuing students: NUR 155, NUR 165
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 165
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. Focuses on RN responsibilities using critical thinking skills in application of the nursing process. 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 application of clinical decision making in promoting adaptation of individuals with chronic 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.
Prerequisite: NUR 155 and NUR 165
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 235 4 credits
Promoting Adaptation: Psychosocial and Rehabilitation Problems
Focuses on 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 165
Lecture: 2 hours
Clinical: 6 hours
(course fee required)

NUR 245 4 credits
Promoting Adaptation: The Childbearing/Childrearing Family
Focuses on 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 application of clinical decision making in promoting adaptation of individuals with acute health problems which 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 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 285
Lecture: 1 hour
Clinical: 3 hours
(course fee required)

Office Technology

Placement in Typewriting Classes
Entering students who have had:
One semester of high school typewriting with a one-year lapse of time should enter OFT 123; less than one-year

lapse of time, students should enroll in OFT 144;

One year of high school typewriting should enroll in OFT 144;

One year and one-half years of high school typewriting with a one-year lapse of time, students should enroll in OFT 144;

When advisable, students will be tested and reassigned without loss of units.

OFT 103 1 credit
Introduction to Keyboarding
Learn proper keyboarding techniques for inputting information into a computer. Recommended for any non-typist who uses a computer. Not for office technology, court reporting students or anyone with typewriting skills. Course grading option of letter grade or pass/repeat.
Laboratory: 2 hours
(course fee required)

OFT 104 1 credit
Keyboarding Speed & Accuracy
Designed to assist court reporting, office technology students and others to attain speed and accuracy levels required by court reporting offices, law firms and businesses. Course materials and course structure allow individual progression for students typing from 20 to 80 wpm and above. Course grading option of letter grade or pass/repeat.
Prerequisite: 20 wpm or higher
Laboratory: 2 hours
(course fee required)

OFT 105 1 credit
Word Processing for the Non-typist
Learn the latest word processing software in office technology. Designed for business or personal use, this course will introduce word processing software to the non-typist. Course is repeatable when software is different, but only one credit may apply for graduation.
Lecture: 1 hour
(course fee required)

OFT 106 1 credit
Introduction to WordPerfect
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. Work includes a legal office practice simulation.
Laboratory: 2 hours
(course fee required)

OFT 107 3 credits
Microsoft Office
Introduction of Microsoft Office suite software applications with emphasis in EXCEL, POWERPOINT, ACCESS, and OUTLOOK. Integration of office suite software and e-mail included.
Prerequisite: Knowledge of Microsoft Word and Windows
Laboratory: 2 hours
(course fee required)

OFT 108 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.
Laboratory: 2 hours
(course fee required)

OFT 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.)
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OFT 110 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.
Prerequisite: OFT 106 or OFT 109
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

OFT 111 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 should enroll in OFT 109.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

OFT 113 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.
Prerequisite: Touch-typing ability of 25 wpm or higher
Laboratory: 2 hours
(course fee required)

OFT 116 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 screenshow. Repeatable once when software is different. Only two credits may be used for graduation.
Prerequisite: OFT 107 or CIS 101✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OFT 118 2 credits
Proofreading
Develop proofreading skills and apply the techniques to realistic, on-the-job proofreading tasks involving business communications and documents. Projects include proofreading for keyboarding, spelling, punctuation and statistical errors, as well as checking layouts and formats of the finished product.
Lecture: 2 hours

OFT 122✧ 3 credits
Business English
English fundamentals, punctuation, sentence structure, business vocabulary and spelling are emphasized.
Prerequisite: Placement into RHT 101 or RHT 124
Lecture: 3 hours

OFT 123 3 credits
Keyboarding I
Using a computer and word processing software, this beginning course is designed to develop a mastery of the keyboard and an entry-level skill in producing personal and business documents. Basic formatting of letters, tables, centering and manuscripts is introduced. Course grade option of a letter grade or pass/repeat.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

OFT 144 3 credits
Keyboarding II
Development of speed and accuracy. Production of business documents

on computers using word processing software emphasized.
Prerequisite: OFT 123, or concurrent enrollment in OFT 109 and 35 gross wpm, or Microsoft Word proficiency and 35 gross wpm.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

OFT 187 4 credits
The Structure of Medical Terms
Basic structure of medical terms emphasizing logical and rational understanding of word parts, terminology and abbreviations for specific body systems and related specialties, and the use of medical reference materials will be studied.
Lecture: 4 hours

OFT 210 3 credits
Introduction to Desktop Software
This course is designed to introduce layout, design and production of publications using desktop publishing software. Projects include production of business invitations, flyers, stationery and other corporate publications.
Prerequisite: OFT 105 or OFT 109 or CIS 101✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

OFT 217 3 credits
Cooperative Office Experience
During the final semester of their degree program, students are employed in business offices to handle administrative assistant responsibilities based on their chosen curriculum. Students must register and complete an application form in early May for fall semester co-op positions and in early October for spring semester co-op positions. See CWE 290✧course description for additional information.
Prerequisite: OFT 280 and 281; concurrent enrollment in; registration according to course description; see CWE 290✧
Laboratory: 15-20 hours

OFT 266 3 credits
Machine Transcription
Using business-related taped dictation, a machine transcriber and a personal computer, you will apply word processing skills to transcribe and format business documents representative of a variety of industries. Application of basic business English and proofreading skills will be emphasized.
Prerequisite: OFT 122 and keyboarding proficiency of 35 words per minute and OFT 109 or knowledge of WORD.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

OFT 267 2 credits
Records Management
Instruction is given in records-management concepts, as well as manual and electronic filing rules and procedures.
Lecture: 2 hours

OFT 270 2 credits
Medical Transcription
Medical transcription using taped dictation. Provides an understanding of the responsibilities and job competencies of medical transcriptionist. Appropriate for students wishing to find employment in medical or health-related offices.
Prerequisite: OFT 187 and OFT 266
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OFT 277 3 credits
Legal Terminology & Documents
This course covers legal vocabulary necessary for a court reporter or legal secretary in all areas of law. Civil and criminal procedures, as well as client and court documents are stressed. Latin and other foreign legal terminology is included.
Lecture: 3 hours

OFT 280 3 credits
Office Procedures
Major units include handling mail, telephone techniques, planning meetings and conferences, travel arrangements and time management. Other general office procedures are covered. Keyboarding ability recommended.
Lecture: 3 hours

OFT 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. Work includes a legal office practice simulation.
Prerequisite: OFT 106 and 111, or OFT 110, OFT 144, and OFT 277
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

OFT 296 0.5-3 credits
Special Topics in Office Technology
Selected topics in the areas of office technology 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 three credit hours may be used for graduation. Lab fee may apply depending on the topic
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may be 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)

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

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, 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, 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, 232, 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, 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 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
Ophthalmic Photography
Principles and techniques of Ophthalmic Photography, including Fundus Photography, Stereo Photography, patient management and Fluorescein An giography are covered. Basic interpretations of Fluorescein Angiography in the context of normal versus pathological conditions are included.
Prerequisite: OPH 112, 114
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

Ornamental Horticulture

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) 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 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
(course fee required) AG 912

ORN 125✧ 3 credits
Advanced Ornamental Horticulture
An extension of ORN 110, this course expands upon the areas of cellular anatomy, genetics, and the identification and culture of approximately 100 annual and perennial ornamental plants. Broad topics include plant classification, plant growth, plant development, environmental control, competition among plants, plant breeding and marketing.
Prerequisite: ORN 110
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ORN 126 3 credits
Arboriculture/Propoagation
Basic principles of selection, placement and use of trees and shrubs in the Urban Forest. It also considers the environmental factors of soils, nutrition, water; the care and maintenance of trees including inspection, diagnosis and pruning; and the preventative maintenance repair including bracing, cabling and guying.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ORN 127 3 credits
Entomology
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
The basic principals of plant diseases, life cycles, host plants, symptoms, diagnosis and their control will be studied. Also, 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. After completion of this course and Entomology a student should be able to take the Illinois Pesticide License exam.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ORN 130 4 credits
Floriculture
Growing, classification and fertilization of different floral crops are covered. Emphasis is on potted plants.
Lecture: 3 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 work. 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 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.
Prerequisite: ORN 110
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ORN 145 3 credits
Landscape Plants I
Ornamental, cultural and identification characteristics of selected trees, vines and ground covers are discussed. Emphasis is on the more common varieties used by the landscaping industry.
Prerequisite: ORN 110
Lecture: 3 hours

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 3 credits
Landscape Plants II
Ornamental, cultural and identification characteristics of selected shrubs and evergreens commonly found in landscape settings and used by the landscape industry are discussed.
Lecture: 3 hours
(course fee required)

ORN 240✧ 4 credits
Landscape Design & Construction I
Learn the techniques and utilization of materials for constructing and installing various landscape plantings and features, such as garden terraces, walks fences, mounds, pools and streams, irrigation and outdoor lighting. Contracts, costs, landscape bidding and specifications also are discussed.
Prerequisite: ORN 145
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. Actual lab time will be spent on implementing the learning process in the Triton Botanic Gardens.
Laboratory: 2 hours
(course fee required)

ORN 263 1 credit
Botanic Garden
This course will explore the concepts, theory and requirements in developing a Botanic Garden. Actual lab time will be spent in implementing ideas in the Triton Botanic Garden.
Prerequisite: ORN 110, ORN 125 or consent of instructor
Laboratory: 2 hours
(course fee required)

ORN 265 1 credit
Wild Flowers, Bulbs, Vegetables and Herbs
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.
Laboratory: 2 hours
(course fee required)

ORN 266 1 credit
Landscape Terminology Bi-Lingual
Designed for both Hispanic and American landscapers, Nursery, garden center or golf course employees to acquire an understanding of English and Spanish horticulture phrases.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ORN 267 1 credit
Horticulture Mechanics & Sports Turf
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.
Laboratory: 2 hours
(course fee required)

ORN 280 3 credits
Greenhouse Management & Practices
Propagation, fertilization, watering, pest and disease control, potting and repotting, transplanting, pruning, tool and equipment maintenance and other greenhouse operations are included. (spring or fall)
Prerequisite: ORN 125
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ORN 282 4 credits
Interior Landscaping
Identification, culture and use of the tropical plants used as house plants and with exotic plants cultivated in botanical gardens and conservatories are covered. Emphasis is given to the use of these plants in planning interior decoration and indoor landscaping. Terrarium dish gardens and bonsai also are covered.
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ORN 283 4 credits
Garden Center Management
Garden center operation covering garden history, site selection, layout and design, plant selection, displays and merchandising, customer relations and advertising is presented.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ORN 285✧ 3 credits
Turf & Lawn Management
This is a study of the varieties of ornamental grasses and their culture and maintenance. Residential and commercial applications are surveyed.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ORN 295 4 credits
Landscape Design & Construction II
This is an advanced course in landscape design and planning. Emphasis is on diversified landscapes. Correction of existing designs, proper use of the site and plant materials also are stressed.
Prerequisite: ORN 240
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

ORN 296 0.5-3 credit
Special Topics in Ornamental Horticulture
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.
Lecture: 0.5-3 hours
Laboratory: 0-6 hours
(course fee required)

ORN 298 4 credits
Nursery Management
Commercial nursery production, marketing operations and management consideration applicable to field-grown and container-grown nursery stock are covered.
Prerequisite: ORN 110
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

Philosophy and Logic

PHL 101✧ 3 credits
Introduction to Philosophy
Discuss the writings of major philosophers on various topics: the nature of human beings, doubt and belief, authority and personal freedom, moral life, religious faith and the ideal society.
Lecture: 3 hours *IAI: H4 900*

PHL 102✧ 3 credits
Logic
This course provides a practical application of logical principles and methods of constructing and evaluating arguments. Language, induction, deduction and informal fallacies are studied.
Lecture: 3 hours *IAI: H4 906*

PHL 103✧ 3 credits
Ethics
Investigation of ethical systems and discussion of ethical issues that have arisen in contemporary America are presented.
Lecture: 3 hours *IAI: H4 904*

PHL 104✧ 3 credits
Social & Political Philosophy
Classical and modern social and political theories are covered. It also investigates some current social and political problems.
Lecture: 3 hours

PHL 105✧ 3 credits
World Religions
This is a comparative study of the beliefs and practices of the major religions of people around the world: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.
Lecture: 3 hours *IAI: H5 904N*

PHL 106✧ 3 credits
Biomedical Ethics
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.
Lecture: 3 hours

PHL 296✧ 3 credits
Special Topics in Philosophy
This course is a study of philosophical topics and problems in philosophy

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: PHL 101✧
Lecture: 3 hours

Physical Education

Students enrolled in physical education activity courses (PED courses numbered below 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✧ 1 credit
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✧ 1 credit
***Physical Fitness**
Basic knowledge and understanding of physical activities through fitness tests, conditioning programs and guidance into future lifelong participation in physical activity are provided. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours
(course fee required)

PED 107✧ 1 credit
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✧ 1 credit
Intermediate Swimming
This course provides an opportunity to perfect strokes and increase endurance.
Prerequisite: PED 107✧
Laboratory: 2 hours
(course fee required)

PED 109✧ 1 credit
Aquatic Sports
This course is for advanced swimmers and covers various aquatic activities: speed swimming, spring-board diving, water polo and skin diving. May be repeated for a maximum of four accrued credits.
Prerequisite: Ability to swim 100 yards with ease
Laboratory: 2 hours
(course fee required)

PED 112✧ 1 credit
Advanced Swimming
All basic swimming strokes, the butterfly and springboard diving are covered. Some racing techniques and synchronized swimming are included.
Prerequisite: PED 108✧, 109✧, or American Red Cross swimmer level
Laboratory: 2 hours
(course fee required)

PED 113✧ 1 credit
Swim & Trim
This is an exercise class conducted in shallow water— a combination of aerobics and calisthenics.
Laboratory: 2 hours
(course fee required)

PED 117✧ 1 credit
***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✧ 1 credit
Wrestling
This course provides basic and advanced skills and a theoretical knowledge of the sport and its finer points of strategy, rules and safety. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours
(course fee required)

PED 120✧ 1 credit
***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✧ 1 credit
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✧ 1 credit
***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✧ 1 credit
Soccer Activities
This course provides instruction leading to the acquisition of basic and advanced 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 129✧ 1 credit
***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✧ 1 credit
***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✧ 1 credit
Aerobic Dance
This course is an exercise program put to music for the purpose of providing beneficial changes in the lungs, heart and the vascular system. May be repeated one time for a total of two accrued credits
Laboratory: 2 hours
(course fee required)

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 136✧ 1 credit
***Badminton**
Effective use of the racket, court coverage and position play, strategy and rules are covered. Opportunity for regular student participation in singles and doubles games. Class tournaments arranged. 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 143✧ 1 credit
Jazz Dance I
Jazz-dancing techniques, including dance routines, barre and floor exercises to rhythmic music, and improvement of posture and flexibility are covered. May be repeated one time for a total of two accrued credits.
Laboratory: 2 hours
(course fee required)

PED 146✧ 1 credit
Modern Dance
Learn dance as an art form incorporating dance techniques, movement improvisations and elements of beginning composition. May be repeated one time for a total of two accrued credits.
Laboratory: 2 hours
(course fee required)

The following courses are theory in nature and are designed primarily for students who will teach physical education but also are open to those students interested in more in-depth knowledge of a particular sport.

PED 150✧ 2 credits
Introduction to Physical Education
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: 1 hour
Laboratory: 2 hours
(course fee required)

PED 153✧ 2 credits
Foundations of Exercise
Improvement of programs and teaching techniques in the development of various aspects of physical fitness are covered.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 154✧ 2 credits
Swimming
The fundamentals of swimming are covered, including personal performance and safety.
Prerequisite: PED 107✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

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 158✧ 2 credits
Baseball
Individual skills, team techniques and the rules and strategy of baseball are covered. Laboratory participation and preparation of notebook are required.
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 160✧ 1 credit
Contemporary Dance
Dance forms, specifically ballet, modern dance and jazz dance are covered. Emphasis on beginning-level techniques for all forms, along with organization and transformation of choreographic ideas into performance phase. May be repeated for a maximum of two accrued credits.
Laboratory: 2 hours
(course fee required)

PED 166✧ 1 credit
Stunts, Tumbling & Trampoline
Fundamental skills of stunts, tumbling and trampoline are presented. Emphasis is on personal achievement and knowledge, and use of safety and spotting techniques.
Laboratory: 2 hours
(course fee required)

PED 167✧ 2 credits
Fundamentals of Tennis
Students gain proficiency in playing and teaching tennis by improving playing techniques, learning the strategy of the game and learning to teach the fundamentals of the game.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 168✧ 2 credits
***Weight Training**
Muscle and strength development, including various weight training exer-

cises, lifting techniques, exercise guidelines and personal program development.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 169✧ 3 credits
Elementary School Games
Physical education activities suitable for the elementary school are covered. Included are teaching, planning and participating in elementary physical activities.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

PED 170✧ 2 credits
Lifeguarding/Water-Safety Instruction
A study and performance of techniques and skills required for the American Red Cross Advanced Lifesaving WSI Certification are provided.
Prerequisite: Ability to swim 500 yards
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 171✧ 1 credit
Observation & Participation
Guided observation and laboratory experiences in service classes are provided. Concentration on lesson planning, mini teaching and related activities.
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

PED 173✧ 2 credits
Beginning Badminton
Techniques necessary to teach scoring, game strategy and skills in singles and doubles are covered.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 174✧ 2 credits
Sophomore Cadet Teaching
Students gain practical experience at the elementary school level. Concentration is on teaching basic skills, use of evaluation tools and curriculum planning.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 176✧ 2 credits
Beginning Golf
Learning and ability to teach the basic skills, types of play, rules and strategy of golf are covered.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 182✧ 2 credits
Dance Composition
This course covers theory and practice in spatial, temporal and dynamic design applied to choreography. Emphasis is placed on performance in group or solo of creative compositions.
Lecture: 1 hour
Laboratory: 3 hours

PED 195✧ 3 credits
Introduction to Sport Management
This course provides students with the history, future trends and career opportunities for sport management personnel within the various segments of the sport industry.
Lecture: 3 hours

PED 196 3 credits
The Individual in Sport
The individual in physical activity and sport is covered. Competition, personality structures, motivation, body image, aggression, stress and anxiety are studied.
Lecture: 3 hours

PED 197 3 credits
Current Issues in Sport Marketing
This course is designed to make students aware of the impact of sport upon the American culture. Theoretical positions and perspectives are viewed.
Lecture: 3 hours

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, 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
This course provides instruction in the areas of testing, design and implementation of exercise programs for general populations. Cardiovascular flexibility, body composition, muscular strength and endurance will be covered.
Prerequisite: PED 200✧
Lecture: 2 hours
Clinical: 1 hour

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)

Physical Science

PHS 141✧ 4 credits
Applications of Physical Science Concepts
This course covers electricity, including its production, its 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: P9 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: P9 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, the 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
Laboratory: 3 hours IAI: BIO 904
(course fee required)

PHY 106✧ 4 credits
General Physics (Mechanics)
Learn classical mechanics, including equilibrium, linear motion, projectile motion, Newton's Laws, rotational motion, the conservation laws, vibrations and gravitation. The material is calculus-based with an emphasis on problem solving. This is a course for students in engineering, mathematics, physics and chemistry.
Prerequisite: Placement at RHT 101✧ level; MAT 133✧ or concurrent enrollment
Lecture: 3 hours
Laboratory: 3 hours IAI: EGR 911; P2 900L
(course fee required)

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; which compares and contrasts state governmental branches with the same branches of the national government; which compares the organization and powers of the 50 state governments with each other; which distinguishes the services offered by national, state and urban governments; which 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, life-span 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, motiva-

tion, interpersonal skills, abnormal psychology, interpersonal communication and special topics in psychology.
Lecture: 3 hours

PSY 115✧ 3 credits
Educational Psychology
(See EDU 215)

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. Includes attitude formation and change, social cognition, social motives, interpersonal relationships, and 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. Includes 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: S6 903; 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. 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: S6 904; PSY 902

PSY 228✧ 3 credits
Psychology of Adulthood & Aging
An integration of theory and empirical research and practical applications as they relate to the study of changes in biosocial, cognitive, and psychosocial domains of development, including early, middle, and late adulthood. Attention is given to the continuity of development from childhood and adolescence through adulthood. An emphasis is placed on the normal and pathological changes associated with aging, along with the problems confronted by the aged. Areas covered are sensation and perception, learning and memory, intelligence, creativity and wisdom, personality, emotions, and motivation, generational relationships, work and leisure, social support, long-term care, death and dying.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours IAI: S6 905; PSY 903

PSY 238✧ 3 credits
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, categorization, treatment and prevention of abnormal behavior.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours IAI: PSY 905

PSY 245✧ 3 credits
Industrial Psychology
An integration of theory and empirical research as they relate to the application of psychological methods and principles in business and industry. Emphasis is on personnel selection and factors influencing efficiency.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours IAI: PSY 906

PSY 296✧ 3 credits
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

PSV 290 3 credits
Cooperative Work Experience
See course description CWE 290✧

PSV 291 3 credits
Cooperative Work Experience
See course description CWE 291✧

Radiologic Technology

RAS 104 1 credit
Principles of Radiographic Technique
Designed to give student technologists a working knowledge and understanding of the calculations used in the production and evaluation of diagnostic radiographs. Integration of required math skills and evaluation of how technique changes affect the imaging process are included.
Prerequisite: Admission to the RAS program
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

RAS 111 2 credits
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)

RAS 114 1 credit
Basic Radiation 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)

RAS 115 1 credit
Imaging Production
Students learn the different systems used to produce images. Procedures involved with processing film are taught and practiced.
Prerequisite: Admission to the RAS program
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

RAS 117 3 credits
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.
Prerequisite: RAS 104; RAS 160 or concurrent enrollment
Lecture: 3 hours
(course fee required)

RAS 122 2 credits
Radiographic 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)

RAS 124 1 credits
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, 160 or concurrent enrollment
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

RAS 125 2 credits
Radiologic Health
Course content highlights the biological effects of ionizing radiation and the ways to control patient and technologist exposure. Specific topics include radiation dose limits, calculation of entrance skin dosages, the effects of ionizing radiation on matter, early and late effects of radiation exposure, radiobiology, and federal and state protection standards.
Prerequisite: RAS 114; RAS 160 or concurrent enrollment
Lecture: 2 hours

RAS 150 2 credits
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 are also discussed.
Prerequisite: Admission to RAS program
Clinical: 13 hours
(course fee required)

RAS 160 3 credits
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, 114, 115, 117, 130, 150
Clinical: 16 hours
(course fee required)

RAS 170 4 credits
Applied Radiologic Technology III and IV
Supervised clinical experience is provided to meet requirements for proficiency in portable chest and abdomen, cart chest, abdominal series and radiography of the lower extremities.
Prerequisite: RAS 122, 124, 125, 127, 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 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
(course fee required)

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, 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, 243, 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
Clinical: 36 hours
(course fee required)

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, 253, 260, 290; concurrent enrollment in RAS 278
Clinical: 10 hours
(course fee required)

Real Estate

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 forty-five clock hours required for the Illinois salesperson's license.
Prerequisite: High school diploma or equivalent
Lecture: 3 hours

RES 132 3 credits
Real Estate Broker Preparation
This course gives the student forty-five clock hours toward the one hundred and twenty hours required for the Illinois broker examination This course covers the three required courses, Contracts and Conveyances, Advanced Principles 2000, and Brokerage Administration, along with Illinois license law, agency, and the preparation of a closing statement.
Lecture: 3 hours

RES 133 1 credit
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. This course also fulfills one of the required fifteen-hour electives for obtaining the Real Estate Broker's License.
Lecture: 1 hour

RES 134 1 credit
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 fifteen hour electives for obtaining the Real Estate Broker's License.
Lecture: 1 hour

RES 278 2 credits
Foundations of Real Estate Appraisal
An introductory course required for appraiser licensing and certification, this course includes basic real estate-appraisal principles: what professional real estate appraisers do, how they do it and why their work is important.
Lecture: 2 hours

RES 279 2 credits
Appraising the Single Family Residence
This course builds on theories and principles covered in RES 278, including the correct application of the three approaches to value: sales comparison, cost and income. This course is required for anyone preparing for a state license in appraisal.
Lecture: 2 hours

RES 280 1 credit
Standards of Professional Practice
Ethics and standards of real estate appraisal as developed by the Appraisal Foundation are discussed. Required for real estate appraiser license or certification.
Lecture: 1 hour

RES 281 1 credit
Residential Report Writing
This course is designed to provide students with a basic understanding of effective writing as it pertains to residential real estate appraisal. (IL-VI)
Prerequisite: RES 278, 279, 280 or equivalent
Lecture: 1 hour

RES 282 2 credits
Non-Residential Real Estate Procedures
This course provides the students with thirty classroom hours toward their requirement of becoming eligible to take the state exam for either Certified Residential or Certified General Appraiser. This course covers the valuation approaches as it relates to non-residential properties with emphasis on the income approach. This course will also provide the students with an in-depth analytical ability with non-residential properties.
Prerequisite: RES 278, RES 279 or equivalent
Lecture: 2 hours

RES 296 0.5-3 credits
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

Respiratory Care

RSC 100 3 credits
Science Principles in Respiratory Care
Basic science principles that apply to ventilation, gas exchange, oxygenation, humidity/aerosol and gas therapy. Includes 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)

RSC 101 1 credit
Introduction to Respiratory Care
Introductory information regarding the profession of respiratory care. History, roles, expectations and trends are discussed. Skills for student success, research skills and development of critical thinking are included.
Prerequisite: Admission to RSC program
Lecture: 1 hour

RSC 110 3 credits
Basic Respiratory Care Procedures
Theory underlying the administration of oxygen, mixed gas, humidity/aerosol, inhaled medications and hyperinflation therapy. Patient physical-assessment skills are emphasized. Includes discussion of the science principles, physiologic effects and clinical application. Skill development in clinical procedures also is incorporated.
Prerequisite: RSC 100
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

RSC 120 4 credits
Advanced Respiratory-care Procedures
Theory underlying the administration of positive pressure breathing techniques, chest physiotherapy, bronchial hygiene, breathing exercises, spontaneous ventilation assessment, artificial airways, airways and basic mechanical ventilation. Physical assessment skills are further developed and applied to physiologic effects and clinical application. Skill development in clinical procedures is also incorporated.
Prerequisite: RSC 110
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

RSC 121 2 credits
Respiratory Pharmacology
Therapy, indications action, dosages, complications and side effects of pharmacologic agents commonly employed in the management of cardio-

pulmonary disease are covered. Emphasis is given to bronchodilators, mycolytics, antiasthmatics, corticosteroids, antimicrobials, skeletal muscle relaxants, cardiac drugs and diuretics.
Prerequisite: AHL 103, BIS 103✧
Lecture: 2 hours

RSC 123 4 credits
Basic Physiologic Diagnostics
Pulmonary, cardiac and renal anatomy and the physiology involved in ventilation, respiration, oxygen transport, acid/base regulation and cardiac function. Application to related physiologic monitoring and diagnostic techniques is emphasized.
Prerequisite: BIS 103✧ and RSC 110
Lecture: 4 hours

RSC 125 2 credits
Pulmonary Pharmacology
Classification, indications, action, dosage, side effects and contraindications of pharmacologic agents commonly utilized in the management of pulmonary disease. Emphasis given to bronchodilators, mucolytics, surface active agents, antiasthmatics, antinflammatories, antimicrobials, respiratory stimulants and pulmonary vascular vasodilators. Clinical application to pulmonary disease is included.
Prerequisite: AHL 103
Lecture: 2 hours

RSC 126 1 credit
Cardiopulmonary Pharmacology
Classification, indications, action, dosage, complications, therapeutic implications and administration, side effects and contraindications of pharmacologic agents utilized in the management of pulmonary diseases and conditions are covered. Emphasis given to skeletal muscle relaxants, anesthetic agents, cardiac drugs and diuretics. Clinical application to cardiopulmonary disease/conditions is included.
Prerequisite: RSC 125
Lecture: 1 hour

RSC 130 2 credits
Basic Intensive Respiratory Care
Indications, physiologic effects and clinical application of positive pressure ventilation and airway care. Procedures for monitoring the intensive-care patient, and receiving mechanical ventilation are emphasized.
Prerequisite: RSC 120, 121, 123, 140
Corequisite: RSC 150
Lecture: 2 hours

RSC 140 3 credits
Applied Respiratory Care I
Supervised clinical course providing instruction, observation and ability to perform patient assessment, oxygen, humidity/aerosol, hyperinflation, positive pressure breathing, chest physiotherapy, breathing exercise and airway-clearance techniques in a health-care setting. Artificial airway maintenance and basic mechanical ventilation also are included. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 110
Clinical hours: 18
(course fee required)

RSC 150 2 credits
Applied Respiratory Care II
Supervised clinical course providing instruction, observation and ability to perform basic ventilator care, artificial-airway management, pediatric respiratory care, long-term care and intensive-diagnostic procedures in a health-care setting. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 120, 121, 140
Corequisite: RSC 130
Clinical hours: 12.5
(course fee required)

RSC 200 4 credits
Advanced Intensive Respiratory Care
Complete classification of positive- and negative-pressure ventilators, with emphasis on function. Includes traditional and new modes of ventilation, advanced procedures for monitoring the mechanically ventilated intensive-care patient and case situations. Skill development in related procedures is incorporated.
Prerequisite: RSC 130, 150
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

RSC 209 1 credit
Long-term and Rehabilitative Care
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, planning, capabilities, and specific procedures performed.
Prerequisite: RSC 130, 150
Lecture: 1 hour

RSC 210 3 credits
Cardiopulmonary Diseases
Learn about the etiology, pathophysiology, symptomatology, manifestations, diagnosis and treatment of various cardiopulmonary diseases/conditions. Clinical application of related material is included.
Prerequisite: RSC 123
Lecture: 3 hours

RSC 211 1 credit
Neonatal/Pediatric Respiratory Care
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 130, 150
Lecture: 1 hour

RSC 212 4 credits
Advanced Physiologic Diagnostics
Clinical application of physiologic principles as related to invasive hemodynamic monitoring and treatment, non-invasive oxygenation and ventilation monitoring, chest x-ray interpretation and advanced pulmonary-function monitoring. Skill development in related procedures is included.
Prerequisite: RSC 121, 123
Lecture: 3.5 hours
Laboratory: 1 hour

RSC 220 2 credits
Respiratory Care in Human Diseases
Topics addressed include: etiology, pathophysiology, symptomatology, manifestations, diagnosis and treatment of various uncommon cardiopulmonary diseases and other human disease that affect the cardiopulmonary system. Clinical application of related material is included.
Prerequisite: RSC 210
Lecture: 2 hours

RSC 222 2 credits
Advanced Respiratory-Care Techniques
Theory and application of the advanced specialized procedures and monitoring devices used in cardiopulmonary diseases and conditions, including upcoming trends. Stress testing, bronchoscopy, thorocentesis, sleep studies, nutrition analysis, HFPPV, ECMO, nitric oxide, liquid ventilation and VD/VT studies are emphasized, and upcoming trends are introduced.
Prerequisite: RSC 210, 212
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 and intensive diagnostic and therapeutic procedures and home care in a health care setting. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 150
Clinical hours: 18
(course fee required)

RSC 241 1 credit
Respiratory Care Seminar I
Forum for discussion of topics included in the NBRC entry-level exam matrix. Assists in preparation for NBRC CRT exam. Self-assessment exams are included, and detailed analysis of performance is provided. Students are required to pass CRT self-assessment exam to graduate from program.
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, neonatal ventilator care, long-term care, intensive and non-intensive-diagnostic procedures in a health-care setting. Direct patient contact and application of theory and techniques in related procedures are emphasized.
Prerequisite: RSC 240
Clinical hours: 18
(course fee required)

RSC 251 1 credit
Respiratory Care Seminar II
Forum for discussion of topics included in the NBRC advanced practitioner exam matrices. Assists in preparation for NBRC RRT written and clinical simulation exams. Self-assessment exams are included, and detailed analysis of performance is provided.
Lecture: 1 hour
(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

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 2 years.
Lecture: 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 diseases 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 are also included.
Prerequisite: RSC 260 and RSC 262 within the past 2 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 2 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 opportunity for refinement of presentation skills. Assists in preparation for NBRC pedrinatal/pediatric exam. Self-assessment exams are included, and detailed analysis of performance is provided.
Prerequisite: Concurrent enrollment in RSC 266 or CRT/RRT.
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, 261, 262, 263 within past two years; concurrent enrollment with RSC 264 and 265
Clinical hours: 4
(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 hours: 5-20
(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. Course fee may apply depending on the subject.
Prerequisite: RSC 130, 150 or CRT/RRT
Lecture: 0.5-4 hours
Laboratory: 1-4 hours
(course fee may be required)

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. Includes evolution of technological developments, current status of specific technologies — including contemporary problems, conflicts and concerns, and 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

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✧, SOC 100✧ or SSC 151✧
Lecture: 3 hours *IAI: S7 902*

SOC 131✧ 3 credits
Social Problems
Sociological aspects of today's chief social problems are discussed. The social interrelationships and cultural conflicts involved in their genesis, significance, and amelioration or prevention are stressed.
Prerequisite: Three hours of sociology or eight hours of social science
Lecture: 3 hours *IAI: S7 901*

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 dynamics theories. Assists participants in developing personal philosophy of leadership, awareness of the moral and ethical responsibilities of leadership, and awareness of ones own ability and style of leadership. SOC 210✧ does not substitute for BUS 150✧, 154 or 276 or MKT 255 or 280.
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 juvenile offender and delinquency-prevention programs.
Prerequisite: SOC 100✧ or SSC 151✧
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-discussion: 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-discussion: 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-discussion: 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-discussion: 4 hours *IAI: H1 900*
Laboratory: 1 hour

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 104✧Lecture-discussion: 2 hours
(course fee required)

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 104✧
Lecture-discussion: 2 hours
(course fee required)

SPN 118✧ 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-discussion: 4 hours

SPN 151✧ 3 credits
Introduction to Spanish-American Literature I
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-discussion: 3 hours IAI: H3 916
(course fee required)

SPN 152✧ 3 credits
Introduction to Spanish-American Literature II
Development of Spanish-American literature from 1886 to the present is studied. SPN 151✧ and 152✧ together constitute a survey of Spanish-American literature from the Colonial period to the present.
Prerequisite: SPN 151✧
Lecture-discussion: 3 hours IAI: H3 917
(course fee required)

SPN 190✧ 3 credits
Career Spanish
Intensive, beginning Spanish conversation with special emphasis on practical usage in specified career areas. Separate sections for Criminal Justice and Fire Science personnel, Health Careers and Business.
Lecture: 3 hours

SPN 296✧ 3 credits
Special Topics in Spanish
International topics and problems in Spanish language and literature are addressed 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: SPN 104✧
Lecture: 3 hours

Speech

SPE 007 3 credits
Fundamentals of Speaking & Listening
This course helps students develop basic skills necessary for effective speaking and listening in formal and informal settings. Classroom lectures/presentations, group discussion and oral reading are included.
Lecture: 3 hours

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

SPE 113✧ 3 credits
Group Discussion & Conference Leadership
Course topics include: leadership, group process and interpersonal relations in the small-group, 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 I.A.I. SPC 911

SPE 130✧ 3 credits
Introduction to Theater
Course addresses role of theater as a major fine art and a communicator of ideas, human understanding and cultural values. Contributions of the playwright, actor/actress, director, designer and technician to theatrical production are covered.
Lecture: 3 hours IAI: F1 907

SPE 135✧ 3 credits
Dramatic Production
Students gain basic understanding and application of the principles and skills used in design and execution of scenery, properties, lighting, sound, costuming and makeup for the theater. Laboratory will be arranged.
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

SPE 141✧ 3 credits
Oral Interpretation
Course concentrates on oral reading for understanding, appreciation and communication of literature, including prose, poetry and drama. This is a performance-oriented course.
Lecture: 3 hours IAI: SPC 915; TA 916

SPE 151✧ 3 credits
Recreational Dramatics
Principles and techniques of dramatic activities in recreational programs are covered. Students survey the scope, values and fundamental skills of drama and its role in recreation. Laboratory will be arranged
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

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 IAI: TA 914

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

Credits	*Lecture*	*Laboratory*
1	*1*	*2*
2	*2*	*2*
7	*5*	*6*

(course fee required)

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
(course fee required)

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, 122; concurrent enrollment in SRT 132
Lecture: 3 hours

SRT 132 3 credits
Applied Surgical Procedures II
Students participate in ophthalmic, genito-urinary, otorhinolaryngological and neurosurgical procedures in affiliating clinical agencies. Experience in the ambulatory-surgery setting also is provided.
Prerequisite: SRT 120, 122; concurrent enrollment in SRT 130
Laboratory: 15 hours
(course fee required)

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, 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, 132; concurrent enrollment in SRT 140
Laboratory: 15 hours
(course fee required)

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, 132,140,142; concurrent enrollment in SRT 162
Lecture: 2 hours

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, 132, 140, 142; concurrent enrollment in SRT 160
Laboratory: 16 hours
(course fee required)

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 to solve a variety of occupational and technical problems.
Prerequisite: Qualifying score on Technical Mathematics placement test
Lecture: 3 hours

TEC 124 3 credits
Applied Trigonometry
Designed to provide students in technical programs with applied geometry and trigonometry skills. Course content includes area, circumference, sine, cosine, tangent and trig functions. Does not substitute for TEC 143.
Prerequisite: TEC 122 or instructor approval
Lecture: 3 hours

TEC 143 4 credits
Technical Mathematics I
Topics include: fractional and non-fractional equations, factoring, quadratic equations, polynomials, functions, variation, exponents, powers, roots, solution and logarithmic and exponential equations, systems of equations, reciprocal trigonometric functions, sine waves, formula rearrangement, vectors, measurements concepts and estimation, applied technical problems in geometry and trigonometry.
Lecture: 4 hours

TEC 153 4 credits
Technical Mathematics II
Course covers trigonometry and analytic geometry, including solution of right and oblique triangles, trigonometric and inverse trigonometric functions, vectors, identities, complex numbers, sine waves and analytic geometry.
Lecture: 4 hours

TEC 290 1-3 credits*
Cooperative Work Experience
See course description CWE 290✧*1 credit = 80 contact hrs.
*2 credits = 160 contact hrs.
*3 credits = 240 contact hrs.
Laboratory: 5-15 hours

TEC 291 1-3 credits*
Cooperative Work Experience
See course description CWE 291✧
*1 credit = 80 contact hrs.
*2 credits = 160 contact hrs.
*3 credits = 240 contact hrs.
Laboratory: 5-15 hours

Tool & Die

TDM 113 4 credits
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 4 credits
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 4 credits
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.
Lecture: 4 hours

TDM 117 4 credits
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 130
Lecture: 4 hours

TDM 129 4 credits
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, shedders, knockouts, stock pushers, die stops, stock layout and related topics.
Prerequisite: TDM 113
Lecture: 4 hours

TDM 130 4 credits
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

TDM 215 4 credits
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 4 credits
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 4 credits
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 4 credits
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 4 credits
Advanced Die Making & Engineering II
Draw dies, including types, material 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 4 credits
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

VIC 101✧ 3 credits
Introduction to Graphic Arts
The major areas of the graphic arts are studied, including graphic design, page layout, direct to film/direct to plate, image assembly, proofing, platemaking, presswork, bindery and halftone imaging. Hands-on work in the laboratory is emphasized. (Formerly GRA 100✧, Introduction to Photo Offset Lithography)
Laboratory: 6 hours
(course fee required)

VIC 102✧ 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, production for media and become elements of a professional portfolio. It is recommended that students taking this course have some drawing experience or ART 117. (Formerly ACD 100✧, Graphic Design I)
Laboratory: 6 hours
(course fee required)

VIC 104✧ 3 credits
Computer Art I & Scanning
An introduction to computer applications in the visual arts. A computer software-based approach to visual image manipulation and generation including the integration of computer hardware, software and peripheral devices as tools to create and combine traditional and contemporary visual ideas as applied to art and design. Emphasis is placed on creativity, and the projects become elements of a professional portfolio. (Formerly ACD 130✧, Computer Art I)
Laboratory: 6 hours
(course fee required)

VIC 111 3 credits
Digital Photography
An introductory course that demonstrates the basic hardware and software needed to capture photographic images digitally. Each student will use equipment that is found in both the portrait and product photographic studio. Various image capturing devices, lighting and software will be demonstrated and used by each student. Lighting ratios, gray balance, contrast, resolution and all Graphic Arts production requirements will be covered throughout the curriculum. Students will create a digital portfolio of their work that will demonstrate their ability to capture images that will correctly process through the commercial printing workflow. (Formerly GRA 155, Digital Pre-Press Photography)
Laboratory: 6 hours
(course fee required)

VIC 112 3 credits
Media Concepts and Issues
Concept development and presentation skills for slide media are developed through a series of projects. Projects are critiqued for communication of visual and narrative information as well as design aesthetics. The issues relating to copyright, licensing images, protecting ideas, freelancing and ethics are included throughout project development. Emphasis is placed on creativity, and the projects become elements of a professional portfolio. It is recommended that students taking this course have some PC or MAC experience. (Formerly ACD 110)
Prerequisite: VIC 102
Laboratory: 6 hours
(course fee required)

VIC 114 3 credits
Illustrations, Graphics & Color Composition
This course introduces the student to basic rendering and manipulation of graphic images including: illustrations, type, photos, and combinations of all. Color is covered from basic art theory level, psychological color effects, electronic applications and output considerations. It is recommended that students taking this course have some MAC or PC experience or VIC 104. (Formerly ACD 115, Illustrations, Graphics & Color)
Laboratory: 6 hours
(course fee required)

VIC 121✧ 3 credits
Introduction to QuarkXPress
The student is introduced to current hardware and software used in desktop publishing. Hands-on training in the Macintosh computer environment using current page layout software. (QuarkXPress) will enable the completion of class projects. (Formerly GRA 120✧, Fundamentals of Desktop Publishing)
Laboratory: 6 hours
(course fee required)

VIC 131 3 credits
Lithographic Web Presswork
This course is designed for the student who wishes to gain an understanding of lithographic web press operation, as well as for the student who wishes to further his/her skill and knowledge of the offset printing press. Experienced, as well as beginning pressman, will benefit from this class in the area of press specifications, roll tending, web guidance control systems, heat-set specifications, chill roll specifications, cylinder packing, roller settings and in-line folding and finishing. Safety and basic press mechanics will be part of each student's instruction. This course may be used toward G.A.T.F. Web Press Certification. (Formerly GRA 145)
Laboratory: 6 hours
(course fee required)

VIC 141✧ 3 credits
Lithographic Presswork
This course is designed for the student who wishes to gain an understanding of lithographic press operation, as well as for the student who wishes to further his/her skill and knowledge of the offset printing press. Experienced as well as beginning pressman will benefit from this class in the area of press specifications, test equipment and tone reproduction in single-color printing. Pressroom chemistry and basic ink and paper problems are demonstrated. The six major systems of an offset lithographic press are the major units of study. This course is for anyone who is involved with any aspect of the printed product. Safety and basic press mechanics will be part of each students instruction. This course may be used toward G.A.T.F. Certification. (Formerly GRA 140✧)
Laboratory: 6 hours
(course fee required)

VIC 142 3 credits
Introduction to Adobe Illustrator
Illustration techniques utilizing Adobe Illustrator software. Emphasis is placed on application of the tools used for the production of graphic images consisting of strokes, fills and blends. It is recommended that students taking this course have MAC experience or VIC 104. (Formerly ACD 140, Computer Art II-Illustration)
Laboratory: 6 hours
(course fee required)

VIC 151 3 credits
Small Press Operation
This course is designed for the student who needs to be able to successfully perform various activities in a smaller print shop facility. Topics in this course will include small sheet-fed press operations, plate making, simple bindery operations, two-color printing, "pleasing" process-color printing and small-press maintenance. This course meets the requirements for G.A.T.F. press certification. (Formerly GRA 240, Small-Press Operations)
Prerequisite: VIC 141
Laboratory: 6 hours
(course fee required)

VIC 161 3 credits
Introduction to Adobe Photoshop
This course is designed to introduce the student to the basic operation of Adobe Photoshop. Through a series of projects students will develop the skills that are needed to work efficiently in Photoshop. Overview of the tools, options, menus, palettes, file formats and system requirements will be discussed. It is recommended that the student taking this class have Macintosh platform experience.
Laboratory: 6 hours
(course fee required)

VIC 172 3 credits
Web Page Design - Dreamweaver
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 Netscape Composer, HTML and Macromedia Dreamweaver. It is recommended that students taking this course have some PC experience or CIS 101✧, Adobe Photoshop experience is suggested. (Formerly ACD 160, Web Page Design)
Laboratory: 6 hours
(course fee required)

VIC 184 3 credits
Multimedia Design - Flash
Introduction to a variety of multimedia software and design processes. Concepts of planning for learning styles, visual and audio presentations and output considerations are covered. Traditional and computer layout procedures are applied through a series of design projects that integrate graphic images with multimedia software (PowerPoint and Macromedia Flash). Emphasis is placed on creativity, and the projects become elements of a professional portfolio. It is recommended that students taking this course have some Photoshop experience or VIC 153. (Formerly ACD 240, Multimedia Design)
Prerequisite: VIC 102
Laboratory: 6 hours
(course fee required)

VIC 191✧ 3 credits
Estimating, Customer Service & Printing Materials
Practical and electronic pricing of costs involved in printing production. Major emphasis is on the offset lithographic process; however, other methods will be used. Field trips, class and lab cases will allow the student to get a well-rounded experience. Included will be paper, ink, packaging, design, bindery, die cutting and other areas related to production cost. (Formerly GRA 200✧)
Prerequisite: VIC 101, VIC 121
Laboratory: 6 hours
(course fee required)

VIC 201✧ 3 credits
Paper, Ink & Finishing Technologies
Study the manufacture, types and requirements of printing ink and paper along with the operation and procedures used in plant-finishing processes including ink mixing and testing, paper testing and calculating, paper cutting, folding, stitching, drilling, padding and the use of the line-up table. (Formerly GRA 201✧)
Laboratory: 6 hours
(course fee required)

VIC 202✧ 3 credits
Graphic Design Typography
Advanced graphic design concepts and typography through traditional and digital methods are covered in discussion and a series of projects. Emphasis is placed on creativity, and the projects become elements of a professional port-

folio. It is recommended that students taking this course have some Macintosh experience or VIC 104, Illustrator, Photoshop and Quark experience is suggested. (Formerly ACD 200✧, Graphic Design II)
Prerequisite: VIC 102
Laboratory: 6 hours
(course fee required)

VIC 211 3 credits
Adobe Illustrator Advanced
A study of basic through advanced methods of Illustrator used in a work environment. Many projects will reflect industry standards including trapping (Basic and Involved). Emphasis is placed on proper use and effectiveness of tools to build a variety of instructor furnished projects. The packaging market of Illustrator will also be used. Projects will be graded on valid utilization of the program's contents. Knowledge gained from this course will be realized in other Graphic Arts/Printing certificates and/or an associate's degree. This course can also be taken as a standalone course. Recommend VIC 142 (Formerly GRA 131, Adobe Illustrator Production)
Laboratory: 6 hours
(course fee required)

VIC 213 3 credits
Color System 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. It is recommended that students complete VIC 251 prior to taking this course. (Formerly GRA 252)
Laboratory: 6 hours
(course fee required)

VIC 214✧ 3 credits
Illustration & Animation
Rendering of illustrations for the production of digital animation. Emphasis is placed on creativity, and the projects become elements of a professional portfolio. It is recommended that students taking this course have some drawing experience or ART 117✧. (Formerly ACD 105✧, Illustration I)
Prerequisite: VIC 114
Laboratory: 6 hours
(course fee required)

VIC 221 3 credits
Advanced Desktop Publishing
Advanced detailed instruction using the latest in desktop publishing hardware and software. Students projects are designed to simulate a production environment using industry standards and procedures. (Formerly GRA 220, Application of Desktop Publishing Systems-Color Computer Image Assembly)
Prerequisite: VIC 101; 121 or concurrent enrollment
Laboratory: 6 hours
(course fee required)

VIC 222 3 credits
Quark Design
Develop confidence in advanced project development in Quark. Emphasis is placed on design campaigns utilizing original and digitized images and combination of images from Adobe Illustrator and Adobe Photoshop. Projects are critiqued for aesthetics and become elements of a professional portfolio. (Formerly ACD 187, Advanced Computer Layout & Design)
Prerequisite: VIC 102, 104, 121
Laboratory: 6 hours
(course fee required)

VIC 231 3 credits
Desktop Pre-Press Production
Desktop publishing production procedures including design, layout, job specifications and reproduction requirements are covered. Knowledge of production procedures, current hardware and software (QuarkXpress, program trapping, Illustrator, etc.) will be used to complete specified projects. Emphasis is on page imposition/page layout, trapping of colors, pre-flight, digital color proofing and film and direct-to-plate output. (Formerly GRA 230, Application of Desktop Publishing/Preflight/Trapping/Imposition/Color)
Prerequisite: VIC 221 or concurrent enrollment
Laboratory: 6 hours
(course fee required)

VIC 233 3 credits
Advanced Lithographic Web Presswork
This course is designed for the student who wishes to continue their knowledge and skill development of lithographic web press. Experienced pressman will benefit from this class in the area of press specifications, web guidance control systems, heat-set specifications and cylinder packing. Detailed in-line folding and finishing will be practiced in this course. Each student will be able to perform a complete press make-ready to include hanging new rolls, roll splice and folder set up. The student will print a two-color, 16-page book and a two-color, 32-page digest book. Students will work together on adjusting and maintaining the various press systems. Safety and basic press mechanics will be part of each student's instruction. This course may be used toward G.A.T.F. Web Press Certification. (Formerly GRA 245)
Prerequisite: VIC 131
Laboratory: 6 hours
(course fee required)

VIC 241✧ 3 credits
Advanced Lithographic Press Operation
This course is designed to give the student experience in process-color printing. The student will be required to set up and run a multicolor press and use the control panel to achieve proper register, color balance, ink-water balance and to save the digital information to repeat the same job at a later date. This is a high-intensity course to give the student specific skills in the operation of high-speed multicolor printing and electronic press-control systems. Detailed material will be presented to the students that will prepare them to take the G.A.T.F. press certification knowledge test. (Formerly GRA 241✧, Advanced Lithograhic Press Operations)
Prerequisite: VIC 141
Laboratory: 6 hours
(course fee required

VIC 242 3 credits
Adobe Illustrator Design
The much sought after design techniques of applying Adobe Illustrator magic. Digitized and original images are manipulated in a series of projects utilizing Adobe Illustrator and its filters. This course is a must for artists of print, web, and multimedia and animation. Emphasis is placed on creativity and concept development. Projects are critiqued for aesthetics and become elements of a professional portfolio.
Prerequisite: VIC 142
Laboratory: 6 hours
(course fee required)

VIC 251✧ 3 credits
Scanner Technology
This course is designed to introduce the student to the methods and techniques used in black and white and color scanning. Major topics include: halftone imaging and tone reproduction analysis, color theory and color reproduction theory, scanner operation, black and white and color imaging software, highlight and shadow selection, gray balance, color correction, unsharp masking, analog and digital proofing and scanning for the web and multimedia. It is recommended that students complete

VIC 101 before taking this course. (Formerly GRA 250✧)
Laboratory: 6 hours
(course fee required)

VIC 261 3 credits
Adobe Photoshop: Production
This course is designed to expose the student to advanced operations of Adobe Photoshop. Through a series of image modification projects, students will develop the skills that are needed to work efficiently in a pre-press production environment. VIC 161 Photoshop recommended prior to this class. (Formerly GRA 262, Color Pre-Press Integration and Networking)
Laboratory: 6 hours
(course fee required)

VIC 262 3 credits
Adobe Photoshop Design
The much sought after design techniques of applying Photoshop magic. Digitized photographs are manipulated in a series of projects utilizing Adobe Photoshop and its filters. This course is a must for artists of print, web, and multimedia. Emphasis is placed on creativity and concept development. Projects are critiqued for aesthetics and become elements of a professional portfolio.
Prerequisite: VIC 161
Laboratory: 6 hours
(course fee required)

VIC 271 3 credits
Quality Assurance Test & Measures
The student will be given hands-on instruction and theory to determine the reproduction range of a printing press. Included in the curriculum will be the use of quality-control measurements such as: hue error and grayness, trap, dot gain, press gain and slur. The densitometer and computer will be used in a practical way to manage the output of the press. Students taking this course will spend time operating the press and completing classroom work to objectively evaluate their work. Useful for press operators and management. This course meets the requirements for G.A.T.F. certification. (Formerly GRA 244)
Prerequisite: VIC 141, VIC 241 or equivalent
Laboratory: 6 hours
(course fee required)

VIC 272 3 credits
Advanced Web Page Design - Dreamweaver
Continuation of Web page design planning and story-boarding process of VIC 162 and advanced Web page construction using Macromedia software, HTML and a variety of Web design programs. Basic animation and multimedia applications for the Web are explored. 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 281 3 credits
G.A.T.F. Written Certification
The course is designed for the student who wants to prepare for the G.A.T.F. (Graphic Arts Technical Foundation) written test. The activities of this course will be a review of all prerequisite courses and practical hands-on sheet-fed offset presses. Lecture, presentations, and video presentations shall be the review method. Upon the completion of this course, the student will take a written test. An additional fee is required for this test, payable to G.A.T.F. (Formerly GRA 242)
Prerequisite: VIC 141, 241, 271
Laboratory: 6 hours
(course fee required)

VIC 282 3 credits
Graphic Design Portfolio
Advanced graphic design projects and preparation of a professional portfolio. Traditional portfolio "books" and printed promotional portfolios will be created. It is recommended that students taking this course have Quark, Illustrator, and Photoshop experience and have completed a series of (20-30) images for a portfolio. (Formerly ACD 230, Graphic Design III)
Prerequisite: VIC 202
Laboratory: 6 hours
(course fee required)

VIC 284 3 credits
Digital Portfolio Design
Preparation of digital portfolios. Web and Multimedia portfolios will be created. It is recommended that students taking this course have completed a series of (20-30) digitized images for a portfolio. (Formerly ACD 287, Portfolio Design)
Prerequisite: VIC 172, 184
Laboratory: 6 hours
(course fee required)

VIC 290 3 credits
Cooperative Work Experience
See course description CWE 290✧
Prerequisite: (1) Completion of 12 credit hours to include two of the courses in discipline; (2) 2.0 Grade Point Average ("C" average); (3) Approval of the Cooperative Education Office.
(Formerly ACD 290)
(course fee required)

VIC 291 3 credits
Cooperative Work Experience
See course description CWE 291✧
Laboratory: 2 hours
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.
(Formerly ACD 291)
(course fee required)

VIC 293 3 credits
G.A.T.F. Performance Certification
This course is intended for the student to complete the educational portion of the G.A.T.F. certification process. Students will continue their skill and knowledge in printing process color on a multicolor press. Color control using computerized densitometers and data management will be used during the press run. During the course, students will print a process-color job supplied by G.A.T.F. to be used toward the student certification process. The student will submit the press sheets to G.A.T.F. for evaluation. An additional fee is required for this service. The student must have passed the written G.A.T.F. test before enrolling in this course. (Formerly GRA 243)
Prerequisite: VIC 141, 151, 241, 271, 281 or equivalent
Laboratory: 6 hours
(course fee required)

VIC 296 0.5-4 credits
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 twelve credit hours may be used toward graduation. (Formerly ACD 296)
Prerequisite: Dependent upon course requirements
Lecture: 0.5-4 hours
Laboratory: 0.5-8 hours
(course fee may be required)

Welding Technology

WEL 110 2 credits
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✧ 4 credits
Fundamentals of Welding
Theory and practice of manual arc welding and oxyacetylene welding, brazing, soldering and cutting of plain carbon steel and a brief coverage of all welding processes are included.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

WEL 132✧ 4 credits
Welding & Fabrication Techniques
Continuation of WEL 121✧, this course places a greater emphasis placed on out-of-position welding with the SMA process. Topics include gas welding, shielded-metal arc welding, special processes, metallurgy of welding, weldability of metals, brazing and soldering, surfacing, flame and arc cutting, testing safety and symbols. Several of 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, M.I.G. and T.I.G. 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 T.I.G., Heliarc and M.I.G. 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: 1 hour
Laboratory: 5 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)

Administration/Faculty

Karen Abbasy
Nursing Assistant Program
Indiana University, B.S.N.

Leke Adeofe
Philosophy
University of California, Ph.D.

Sandra Affrunti-Bowling
Nursing Assistant Program
Lewis University, B.S.N.

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Respiratory Care
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Lewis University, M.A.

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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.

academic advisor: Triton College staff member who assists students in planning course work to complete their academic goals.

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 degree: Six types are offered at Triton College: Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), Associate in Applied Science (AAS), Associate in Fine Arts (AFA), and Associate in General Studies (AGS).

articulated course: A course that meets the requirements for a specific course or elective credit at a four year college or university, 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 7 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.

cooperative work experience: Program designed to enhance the student's academic knowledge, personal development and professional preparation through a combination of classroom theory 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.

developmental 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. Developmental courses may not be used to meet graduation requirements.

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 G.P.A. 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 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 misses 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.

lecture/lab: Number of hours students spend per week in lecture and/or laboratory time in a course.

media courses: Students learn through television (telecourse) 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 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.

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