Triton College Catalog

2010-2011
Volume XXXXV

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; Diane Viverito, Secretary; Irene Moskal Del Giudice; Thomas Gary; Jay Reyes; Glenn A. Stam; and Student Trustee, Aaron Saunders

President

Patricia Granados, Ed.D

A Message from the President...

Welcome to Triton College

Triton is student-centered, affordable, and conveniently located in the suburbs of Chicago. We are a close-knit learning community committed to providing our students with the best faculty, the highest quality education, and services that support their transfer, career, and life aspirations.

More then 17,000 students attend classes at Triton. Our student body adds a rich diversity to our college community.

In order for our students to be competitive and successful in an increasingly global economy, we must ensure that multicultural values are established throughout our programs. I value diversity and believe that diversity promotes personal growth, strengthens our communities, and enriches the educational experiences of our students.

Whether you seek a certificate, an associate's degree, or an opportunity to strengthen you skills, Triton has the courses you need. Our 106 Career programs offer a pathway to enhanced employment opportunities. Several of Triton's programs, including Allied Health and Automotive Technology, offer students hands-on clinical experiences that not only expand their knowledge of their subject but also prepare them for the workforce. For other students, Triton is the first step to a four-year institution. Triton facilitates the opportunity for students to continue pursuing a bachelor's degree through its University Center. Five Universities: Benedictine, Eastern Illinois, Governor's State, National-Louis and Southern Illinois Carbondale offer bachelor's or master's degree programs on Triton's campus.

Our Scholars Program provides rigorous courses that are similar to those found at top tier four-year universities. Furthermore, the program's service learning initiative connects our students to real-life experiences in our communities.

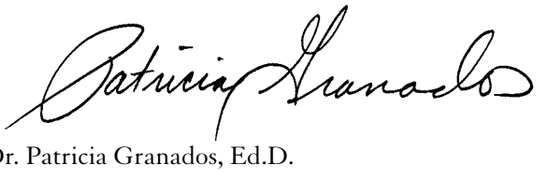
Many courses are offered in an interdisciplinary approach to teaching in which students approach the same subject matter through the lenses of various disciplines. Learning communities at Triton help students expand their horizons and see how all facets of education work together.

We value students of all ages and interests. Triton is proud to promote intergenerational studies and activities, bringing together all members of our community to learn from each other. Furthermore, our Children's and Senior Studies programs prove you're never too young or old to learn! Many students will explore our Continuing Education offerings to update their skills, learn more about a new field or interest, and even keep their bodies as active as their minds.

Our scheduling options make Triton accessible to learners of all ages. Through various site locations in addition to our River Grove campus and our growing online course offerings, Triton is never out of reach.

As you explore our catalog, you will learn much about Triton. You will see that we have an impressive selection of academic programs. Whether you plan on pursuing a degree, advancing your career by taking a few courses, or planning to re-enter the workforce, Triton is ready to assist you in taking that important first step.

We look forward to seeing you on campus.



Dr. Patricia Granados, Ed.D.
President, Triton College

Board of Trustees

Mark R. Stephens
Chairman

Donna L. Peluso
Vice Chairwoman

Diane Viverito
Secretary

Irene Moskal Del Giudice

Thomas Gary

Jay Reyes

Glenn A. Stam

Aaron Saunders
Student Trustee
Term Ending: April 2010

Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

General (708) 456–0300
Web site: http://www.triton.edu • E-mail: admissions@triton.edu

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

Accreditation

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

NCA-CIHE may be reached at:

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

Fice Code

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

Approvals

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

Memberships

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

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

Affirmative Action and Title IX

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

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

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

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

Acción Afirmativa y Título IX

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

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

Policy on Compliance with Illinois Freedom of Information Act

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

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

Inquiries should be directed to the Marketing department.

Academic Freedom

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

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

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

College Profile

Diversity and Quality

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

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

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

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

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The 2010-2011 Triton College Catalog was produced using desktop publishing. Preparation and Editing: Susan Misasi Maratto; Consultant Harry Jensen; and the Marketing department.

Academic Calendar

May 2010						
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Summer Semester 2010

Feb. 15	Advanced registration begins
May 10	Tuition deadline for students registering Feb. 16–May 2 (deadline of five days for those registering May 3–Aug. 6)
May 19	Aug. 2010 Graduation petition deadline
June 14	**Continuing Education classes begin**

First Five-Week Session

Feb. 15–May 29	Registration for first five-week session
May 31	Holiday, no classes
June 1	**Credit classes begin**
June 1–2	Schedule adjustment (add/drop)
June 25	Last day to drop first five-week class with "W"
July 2	End of first five-week session
July 6	Grades due by 7:30 p.m.

Eight-Week Session

Feb. 15–June 12	Registration for eight-week session
June 14	**Credit and GED/ESL classes begin**
June 14–15	Schedule adjustment (add/drop)
July 5	Holiday, no classes
July 23	Last day to drop eight-week class with "W"
Aug. 6	End of eight-week session
Aug. 9	Grades due by 7:30 p.m.

Second Five-Week Session

Feb. 15–July 3	Registration for second five-week session
July 6	**Credit classes begin**
July 6–7	Schedule adjustment (add/drop)
July 5	Holiday, no classes
July 29	Last day to drop second five-week classes with "W"
Aug. 6	End of second five-week session
Aug. 10	Grades due by 7:30 p.m.

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

Fall Semester 2010

April 12	Advanced registration begins
April 12	Tuition payment plan available
May 19	Aug. 2010 graduation petition deadline
Aug. 2	Tuition deadline for students who register April 12–July 19 (deadline of 10 days for those registering July 20–Dec. 16)
Aug. 2–21	Registration/Placement testing
Aug. 19	Dept. chairpersons return
Aug. 20	Faculty workshop
Aug. 23	**Credit and GED/ESL classes begin**
Aug. 23–26	Schedule adjustment (add/drop)
Aug. 28	Last day for 100% refund for 15-week classes
Sept. 3	**Weekend College classes begin, first six-week session**
Sept. 4	Last day for 50% refund for 15-week classes
Sept. 6	Holiday, no classes
Sept. 13	**Continuing Education classes begin**
Sept. 15	Dec. 2010 graduation petition deadline
Sept. 23	Last day to make up incomplete ("I") grades
Sept. 29	Last day to drop with a "W" for first seven-week classes
Oct. 12	Faculty holiday, no classes
Oct. 19	Mid-semester
Oct. 20	**Second seven-week classes begin**
Oct. 20	**GED/ESL Mini-term classes begin**
Oct. 22	**Weekend College classes begin, second six-week session**
Nov. 13	Last day to drop with a "W" for 15-week classes
Nov. 24–28	Thanksgiving recess, no classes
Nov. 30	Last day to drop with "W" for second seven-week classes
Dec. 13–16	Final exams
Dec. 23	Grades due by 7:30 p.m.

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Spring Semester 2011

	Nov. 1	Advanced registration begins
	Nov. 1	Tuition payment plan available
	Nov. 29–Jan. 19	Registration/Placement testing
	Jan. 3	Tuition deadline for students who register Nov. 1-Dec. 20 (deadline of ten days for those registering Dec. 31–May 16
	Jan. 17	Holiday
	Jan. 18	Dept. chairpersons return
	Jan. 19	Faculty Workshop
■	**Jan. 20**	**Credit and GED/ESL classes begin**
	Jan. 20–26	Schedule adjustment (add/drop)
	Jan. 26	May 2011 graduation petition deadline
■	**Jan. 21**	**Weekend College classes begin, first six-week session**
	Jan. 26	Last day for 100% refund for 15-week classes
■	**Jan. 31**	**Continuing Education classes begin**
	Feb. 2	Last day for 50% refund for 15-week classes
	Feb. 20	Last day to make up incomplete ("I") grades
	Feb. 24	Last day to drop first seven-week classes with a "W"
	March 11	Mid-semester
■	**March 25**	**Weekend College classes begin, second six-week session**
	March 14–20	Spring recess, no classes
■	**March 23**	**Second seven-week classes begin**
■	**March 23**	**GED/ESL Mini-term classes begin**
	April 15	Last day to drop with a "W" for 15-week classes
	April 22-24	Spring Holiday–No classes
	April 25	Last day to drop with a "W" for second seven-week classes
■	May 13–16	Final exams
	May	Graduation—date & time to be determined
	May 24	Grades due by 7:30 p.m.

Summer Semester 2011

	Feb. 14	Advanced registration begins
	May 9	Tuition deadline for students registering Feb. 14–May 1 (deadline of five days for those registering May 2–Aug. 5)
	May 18	Aug. 2011 Graduation petition deadline
■	**June 13**	**Continuing Education classes begin**

First Five-Week Session

	Feb. 14–May 28	Registration for first five-week session
	May 30	Holiday, no classes
■	**May 31**	**Credit classes begin**
	May 31–June 1	Schedule adjustment (add/drop)
	June 24	Last day to drop first five-week class with "W"
■	July 1	End of first five-week session
	July 5	Grades due by 7:30 p.m.

Eight-Week Session

	Feb. 14–June 11	Registration for eight-week session
■	**June 13**	**Credit and GED/ESL classes begin**
	June 13–14	Schedule adjustment (add/drop)
	July 4	Holiday, no classes
	July 22	Last day to drop eight-week class with "W"
■	Aug. 5	End of eight-week session
	Aug. 9	Grades due by 7:30 p.m.

Second Five-Week Session

	Feb. 14–July 2	Registration for second five-week session
■	**July 5**	**Credit classes begin**
	July 5–6	Schedule adjustment (add/drop)
	July 4	Holiday, no classes
	July 28	Last day to drop second five-week classes with "W"
■	Aug. 5	End of second five-week session
	Aug. 9	Grades due by 7:30 p.m.

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

May 2011						
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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.

Admissions Call Center

The Admissions Call Center staff is committed to providing accurate, supportive, and timely information regarding the programs and services at Triton College. Our goal is to assist and enrich all Triton students in pursuit of their educational goals.

Want to learn about:

- admissions process
- college programs
- special events
- registration
- college tuition and fees

We are here to guide you and help you transition to Triton. For more information call us at (708) 456-0300 Ext. 3130 or e-mail us at admissions@triton.edu.

Residence Policy

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

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

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

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

Student Right to Know

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

Graduation/Completion and Transfer-Out Rates

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

This information is available at the Research Office, Learning Resource Center, Room A-326, (708) 456-0300, Ext. 3769.

Campus Crime Statistics and Security Policies

The following information is available for review:

- crime statistics
- current campus security policies
- current policies for reporting campus crimes
- policies for issuing security warnings to students/

employees
- the status of allowing confidential reporting of crimes.

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

This information is available in the student handbook, on the Triton College Web site, and at the Triton College Police, Room N-210, (708) 456-0300, Ext. 3203.

Institutional Information

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

This information is available in the college catalog and at the Office of Admission and Records, Student Center, Room B-216E, (708) 456-0300, Ext. 3130, and at the Financial Aid Office, Student Center, Room B-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, Student Center, Room B-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 18-20 of this catalog and at the Financial Aid Office, Student Center, Room B-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 R-202, (708) 456-0300, Ext. 3784, and at the Financial Aid Office, Student Center, Room B-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 be entitled to in-district tuition rates if the following conditions for contract training are met:

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

For more information, contact the Chargeback Office (708) 456-0300, Ext. 3725 or 3726.

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 application for admission to the Office of Admissions.
2. Submit official high school transcripts or GED transcript or "Ability to Benefit" test scores.
3. Submit ACT and/or SAT scores (optional).
4. Submit college transcripts, where applicable.
5. Attend a student orientation.
6. Take appropriate Triton College placement tests.

Non-degree candidates are all other credit students enrolled at Triton College. A non-degree student must meet the following admission requirements:

1. Submit application for admission to the Office of Admission.
2. Take appropriate Triton College placement tests.

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

Special Admission Requirements

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. 3444.

Nursing and Allied Health Programs

Applicants for some Health Career programs must meet additional admission requirements. For information, please see the catalog section on Page 114 "Selective Admission Health Programs." Applicants for these programs also must attend program information sessions. For more information, call (708) 456-0300, Ext. 3858 for Nursing, and Ext. 3545 for all other Allied Health programs.

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 Continuing Education, (708) 456-0300, Ext. 3489.

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.

For more information, contact Continuing Education, (708) 456-0300, Ext. 3489.

New Student Orientation

Triton's new student orientation program, Destination Success, provides an opportunity for new students to learn abut degree programs, student services, college facilities, strategies for college success and much more. Students may attend orientation on campus or complete the online orientation. Coordinated by a faculty or staff member, Destination success is designed to provide information to students in small group settings.

Participation in new student orientation is mandatory for all new degree- or certificate-seeking students and strongly encouraged for non-degree seeking students. Students must be admitted to Triton prior to attending an orientation session. Students beginning in the fall semester should attend orientations conducted in June/July; those beginning in the spring semester may attend sessions offered in November/December. Students completing the online orientation must access it through the student portal. For additional information or to register for an orientation session, call (708) 456-0300, Ext. 3130.

Full Time/Part Time

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

Freshman/Sophomore

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

Servicemembers' Opportunity College

Triton College is proud to be identified by the American Association of Community Colleges as a Servicemembers' Opportunity College (SOC) provid-

ing 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 or 3651.

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 on the written TOEFL, and a score of 173 and at least 16 to 18 in each category on the computerized TOEFL.*

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.)

* The Internet-based score is 61 with a minimum score of 15 in each category.

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 Education department (Learning Resource Center, Room A-205) 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 occupational and university transfer credit courses and almost all courses offered through the School of Continuing Education. To ensure proper academic placement, degree seeking students will be required to participate in new student orientation and placement testing (see Academic Placement, page 31).

Students may pay tuition and fees in cash, by check, online or by bankcard. 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 the Admission Call Center at (708) 456-0300, Ext. 3130, or the Triton College Web site: www.triton.edu.)

Tuition and Fees

Tuition

	Summer 2010	Fall 2010	
In-District	$78.00	$88.00	per semester hour
Out-of District*	$206.70	$232.20	per semester hour
Out-of State/ International Visa Students	$258.18	$291.00	per semester hour

Note: Select programs may have higher rates.

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

Student Services Fee (nonrefundable)

. . . . . $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 $50
Part-time students $25
Online course fee $25

Charged Where Applicable

Graduation fees (non-refundable)
- Degree or Certificate $12
- Additional Degrees or Certificates . . . . . $12 each
- Advanced Certificate . . . . . $12 each
- Cap and Gown fee . . . . . TBA

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 Students/Chargebacks

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

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

Athletic Tuition Waiver Policy

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

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

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

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

Written notice of the terms of the original tuition waiver shall be given to the student-athlete no later than fourteen (14) calendar days after the beginning of classes of the academic term in which they participate. This tuition waiver agreement (with the required student signature) shall be in effect for one full academic year. If waivers become vacant, it may be awarded to a different individual for the remainder of that academic year beginning with the next 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 B-216E, in the Student Center.

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

College of Lake County, Grayslake
(847) 223-6601, Ext. 2418
Phlebotomy Tech

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

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

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

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

South Suburban College, South Holland
(708) 596-2000, Ext. 5708
Occupational Therapy AAS
Paralegal Assistant
Pharmacy Tech. Cert.

Refund Schedule

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

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

Refund

A student is entitled to a 100 percent refund when official withdrawal is made no later than the following refund schedule (all days are business days):

Course Length

In Weeks	100%	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 Welcome Center of the Student Center within one calendar year of the semester in dispute. For more information, you may obtain a guide to refund petitioning at the Welcome Center.

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

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

Financial Obligations

All Triton College students have the responsibility to make tuition and fee payments by established due dates. The Bursar's Office will determine when a student is in default of a required payment. It is the policy of Triton College that the following take place:

1. The student's records will be sealed and not made available to the student until all financial obligations are met in full.
2. The student will not be permitted to enroll in additional courses until all financial obligations are met in full.
3. Students not meeting financial obligations will have their accounts referred to a collection agency. The fee associated with the collection agency is the student's responsibility, in addition to all unpaid tuition and fees.

Reduced Tuition for Older Adults

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

Residents of the Triton College district who are 65 years or older may enroll in regularly scheduled courses during the late registration period without payment of tuition under the following conditions:

1. Annual household income $12,000 or less.
2. The class is not filled.
3. Enrollment of tuition-paying students exceeds the minimum number required for the course.

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

Student Services Fee

This fee is charged to any student enrolled in one or more credit classes. This fee supports athletics, student activities, recreation programs, student organizations, *Fifth Avenue Journal,* extracurricular funding, Internet access, Student 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
Future Focus College Fair
Commencement
Curriculum Related Seminars
Model United Nations
Model Illinois Government
Cultural Programs
Student Life Scholarships
Cernan Earth and Space Center
Swimming Pool
Leadership Recognition Programs
Emergency Service Vehicle
Internet

Financial Aid

Financial Aid & Veterans Affairs

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

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

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

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

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

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

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

Grants

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

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

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

The Federal Academic Competitiveness Grant (ACG) is also available to students meeting the financial need and academic criteria of the program.

Loans

The Federal Direct Stafford Student Loan allows a student to barrow at a low interest rate. Repayment begins six months after the student ceases to be enrolled in six or more credit hours. A freshman level student may borrow up to $3,500 in a subsidized student loan, if eligible. A dependent freshman level student may additionally borrow up to $2,000 in an unsubsidized loan; an independent freshman level student may additionally borrow up to $6,000 in an unsubsidized loan. A dependent sophomore level student may additionally borrow up to $2,000 in an unsubsidized loan; an independent sophomore level student may additionally borrow up to $6,000 in an unsubsidized loan. Loan funds may be used toward tuition, fees, books, transportation, and other educational expenses.

Scholarship Opportunities

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

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

Work Study

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

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

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

Students wishing to work off campus may investigate job listings in the Job Opportunity Bulletin or stop by Career Services, Room A-204.

Veterans Benefits

There are many military educational benefits available to eligible students. The Triton College Office of Financial Aid and Veteran Affairs coordinates processing for the following federal VA educational benefit programs:

- Montgomery GI Bill: for those who enlisted after July 1, 1985 (Chapter 30)
- Post 9/11 GI Bill: for those who served after September 11, 2001 (Chapter 33)
- Montgomery GI Bill: Selected Reserves (Chapter 1606)
- Montgomery GI Bill: Survivors and Dependents Educational Assistance (Chapter 35)
- Vocational Rehabilitation (Chapter 31)
- Tuition Assistance: administered through the Cashier's Office

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

Illinois Veterans Grant (IVG)

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

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

Illinois National Guard Scholarship

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

Approval Agency

Approved by the Illinois Department of Veterans Affairs, State Approving Agency. For additional information relating to VA administered programs, contact the Office of Veterans Services at (708) 456-0300, Ext. 3531 or 3651, or stop by the Financial Aid Office, Room B-216W in the Student 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 Academic Competitiveness 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 (quantitative standard).** Students must successfully complete and receive credit for a minimum of 67 percent of all college level and remedial courses attempted. The number of credit hours needed to reach the 67 percent minimum is rounded up to the nearest whole credit hour, e.g. 14.5 credit hours calculated to reach 67 percent results in 15 credit hours being needed to meet the quantitative standard.

   If at the end of a semester, a student has not successfully completed a minimum of 67 percent of all credit hours attempted, the student will be placed on Financial Aid Warning for the next semester attended.

   If at the end of the "Warning" semester, the student has not successfully completed a minimum of 67 percent of all credit hours attempted, the financial aid will be placed on Disqualified status, and the student will not be eligible to participate in financial programs in future terms.

   All grades of grades of "A", "B", "C", "D", "F", "P", "W", "I" and "R" are included in the calculation of credit hours attempted. Credit hours successfully completed toward the 67 percent are college and remedial courses completed with a grade of "A", "B", "C", "D" or "P".
2. **Grade-point average (qualitative standard).** 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 have completed a degree and document a change in academic program and/or that they have taken college success course work.
5. Students have the right to appeal the decision of the Financial Aid Standards Committee. This may be done by submitting a written request to the director of Financial Aid, requesting a review of the committee's decision. The decision of the Financial Aid director will be final.
6. Students who have been reinstated by the Financial Aid Committee and/or the director of Financial Aid must meet the criteria of the Financial Aid Standards of Academic Progress from that point forward.

Return of Federal Funds Policy

The amount of federal financial assistance that a student receives is based on the completion of all registered course work. Any student who withdraws completely from a semester may be required to return a portion of the federal funds that had been applied to his/her account. The final amount of financial aid earned will be based on the period of time that the student was enrolled during the term.If financial aid is awarded after the conclusion of the term, federal aid will be awarded based on the courses completed for that 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: Room M-100 in the Advanced Technology Building, Room F-214 in the Business Building, Room J-229 in the Fine Arts Building, Room G-218F in the Health Building, Room T-102 in the Industrial Careers Building, Room D-122 in the Science Building and in the Counseling Center, Room B-100 in the Student Center.

Department members are available to students on a walk-in basis and through individual appointments. To schedule a Counseling department appointment, call (708) 456-0300, Ext. 3588, or come to Room B-100 in the Student Center, or contact us by e-mail at counsel@trition.edu. Service hours are 8:00 a.m.–7:30 p.m. Monday through Thursday, 8:00 a.m.–4:00 p.m. Friday, and 9:00 a.m.–1:00 p.m. Saturday.

Services provided by the Counseling department include:

Pre-Enrollment Counseling

Counselors are available to assist students before registration in determining the appropriateness of educational plans.

Major Selection

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

Transfer Planning

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

Meetings with College Representatives

Each semester Triton hosts individual visits of admission counselors representing more than 50 different colleges and universities. In addition, Triton sponsors several college fairs per year.

Transfer Guides

Triton 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 Room B-100 in the Student Center.

Information and Referral

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

Career Development

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

Personal Development

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

Educational Development

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

Testing

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

Credit Courses

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. CSG 296✧, Special Topics in Counseling, is a credit course on selected topics in the areas of counseling and may vary from semester to semester. The course may be repeated a maximum of four times when topics are different. All of these courses can be used as electives towards graduation.

University Center

Triton's University Center, located in the Learning Resource Center, Room A-105 hosts offices for partnering four-year colleges and universities that offer students the opportunity to continue their higher education pursuits for select bachelor and graduate degree programs without leaving the Triton campus.

Currently, partnerships are established with National-Louis University, Benedictine University, Governors State University, Southern Illinois University, and Eastern Illinois University.

National-Louis University offers:

- Bachelor of Arts Program in Applied Behavioral Sciences
- Early Childhood and Elementary Education
- Bachelor of Science Program in Management and Management Information Systems

For further information, call (708) 456-0300, Ext. 3303 or 3904.

Benedictine University offers:

- Bachelor of Science in Nursing
- Masters of Public Health
- Masters of Management and Organizational Behavior

For further information, call (708) 456-0300, Ext. 3813.

Governors State University offers:

- Bachelor of Arts in Criminal Justice
- Bachelor of Science in Social Work
- Master in Business Administration
- Master in Public Administration

For further information, call (708) 456-0300, Ext. 3438.

Southern Illinois University Carbondale offers:

- Bachelor of Science in Fire Science Management

For further information, call (708) 456-0300, Ext. 3641 or 3639.

Eastern Illinois University offers:

- Bachelor of Arts in General Studies

For further information, call (708) 456-0300, Ext. 3254.

Academic Success Center

The Academic Success Center (ASC), located in the lower level of the Library, in the Learning Resource Center, Room A-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.edu/depts/asc

Math and Writing Zones

The Math and Writing Zones, located on the first floor of the Learning Resource Center, Rooms A-100 and A-314, principally supports students in college success courses, but it is open to all students on a drop-in-basis. The zone offers instruction by tutors, computer programs, videos and workshops. Students also can use the zone to prepare for their placement exam. For more information, call (708) 456-0300, Ext. 3693, or visit our Web site at: www.triton.edu/depts/asc.

Assistance for Students with Disabilities

The Center for Access and Accommodative Services (CAAS) provides academic accommodations and accessibility services for students who have disabilities. Students in need of services such as notetakers, testing accommodations, sign language interpreters, alternate text materials, scribes, adaptive equipment or other accommodative services must make their request at the CAAS office. The CAAS office is located in the Learning Resource Center, Room A-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 his-

tory, 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 B-219 in the Student Center.

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 B-113 in the Student Center. For information, call (708) 456-0300, Ext. 3789.

Career Services

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

Career Planning

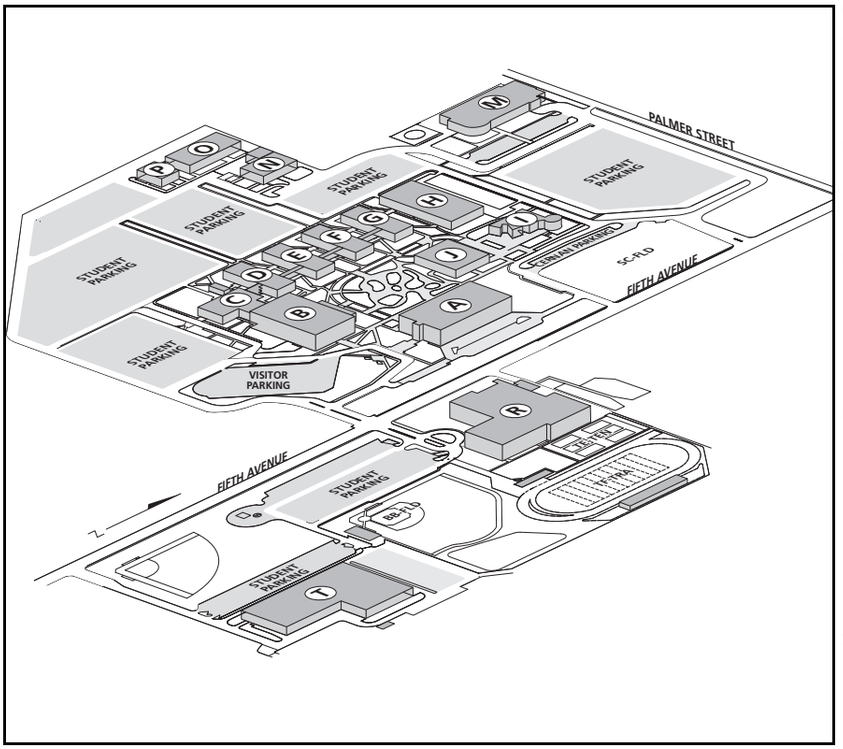
Professional counselors are available to assist individuals in exploring and clarifying career and educational goals. Through the use of self-evaluation techniques and career information (printed, audio-visual and computerized), the individual is led to a clearer understanding and realization of career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

Choices

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

Employment Assistance

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



On-Campus Building Codes

A	Learning Resource Center (Adult Education, Cashier's Office, Library, School of Continuing Education)
B	Student Center
C	Bookstore
D	Science Building
E	Liberal Arts Building, Professional Development Center (PDC)
F	Business Building
G	Health Building
H	Technology Building
I	Cernan Earth and Space Center
J	Fine Arts Building (Gallery)
M	Advanced Technology Building
N	Triton College Police Department Mail Room, (Loading Dock)
O	Physical Services Building
P	Human Resources, Marketing and Payroll Departments
R	Robert M. Collins Center (Triton College Performing Arts Center, Older Adults Center, Flower Shop, Fitness Center, Pool)
T	Industrial Careers Building

BB-FLD	Baseball Field
SC-FLD	Soccer Field
TE-TEN	Tennis Courts
TF-TRA	Track Field

tunities 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

Through Assessment Services, programs of standardized testing, both individual and group, are used to assist students in identifying interest areas and aptitudes that may influence selection of future educational or career goals. The college offers placement testing on a daily basis throughout he year. Counselors us the scores from the math, reading, and writing tests to assist students in determining appropriate courses for their academic career.

Additionally, the College Level Examination Program (CLEP) is administered in the Assessment Center. This program allows students to 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 behavior science/history.

Finally, Assessment Services provides information about proficiency examinations and oversees the Portfolio Development Program. This program allows students to pursue the option of earning credit for other learning experiences. Additional information may be found under the section, Acceptance of Academic Credit. For more information about our testing program 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, is a newly renovated, state-of-the-art information and study center. It offers a wealth of information in various formats to support teaching and learning at Triton College.

The Library maintains a collection of more than 75,000 volumes and more than 400 current periodical subscriptions, many other resources are available in electronic formats. Services include reference and research, computer-database searches, inter-library loans, library orientation, instruction in use of resources, reserve materials and Internet access. Small group study rooms and a laptop loan program are available to currently enrolled Triton students.

Library/LRC hours during fall and spring semesters are:

8 a.m. to 8 p.m.—Mondays through Thursdays
8 a.m. to 4 p.m.—Fridays
9 a.m. to 4 p.m.—Saturdays
closed—Sundays

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

Student Center

The Student 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 Student Center houses the Counseling, Welcome Center, Transfer Services, Career Services, Cooperative Education, Health Services, Assessment Services, Student Government Association, Program Board, Campus Ministry and Parachutes, the student lounge.

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

Health Services

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

The following health services will be provided to all:

Health Services:

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

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

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

Triton College/Student Policy for Drug-Free Campus

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

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

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

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

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

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., hos-

pitality 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 Perspectives, students can receive personalized attention when they need it, quickly and privately.

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

The first step to solving a student's problems is to contact a Triton counselor at (708) 456-0300, Ext. 3588. Students should tell the counselor that they are interested in the Student Assistance Plan. The counselor will connect them with a staff member of Perspectives who will work directly with the student. If the Triton Counseling Center is not open, students may contact the Perspectives directly at (800) 866-7556. The SAP counselor will assist the student as quickly as possible.

Clean Indoor Air Policy

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

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

In light of these findings, Triton College shall implement the following changes as of July 1, 2006.

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

Insurance

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

Campus Ministry

The campus ministry members are on campus regularly and are responsible for providing the following:

1. Educational programming on economic and social justice issues
2. Pastoral counseling and spiritual direction
3. Information and opportunities for volunteer service
4. Retreat opportunities
5. Listening to the needs of the campus community

The ministry is available to all students, faculty and staff and is located in the Office of Student Life, Room B-120 in the Student Center. The ministry can be reached at (708) 456-0300, Ext. 3598.

Housing

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

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

Child Care

The Triton College Child Development Center offers pre-school and toddler programs. Flex-time is 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 5 and must be toilet-trained.

Hours (based on enrollment) are:

7 a.m. to 5:30 p.m. — Mondays through Fridays.

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, nutri-tious lunch including two snacks, and all curriculum materials and supplies.

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

Campus Activities

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

Triton College Student Association

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

The TCSA is made up of five executive officers and 25 student senators. Officer elections are held in April and Senate elections are held in September. To join a committee, contact the TCSA Office at (708) 456-0300, Ext. 3861. Meetings are open to the public and are held every Tuesday at 2:15 p.m. in the Senate TBA, Ext. 3787, Room B-140 in the Student Center.

TCSA Program Board

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

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

TCSA Program Board CampusNet

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

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

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

Phi Theta Kappa

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

More information concerning Phi Theta Kappa may be found in the student handbook, or from the office of Student Life in Room B-120 or by calling (708) 456-0300, Ext. 3752.

Academic Co-Curricular Activities

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

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

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

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

Cernan Earth and Space Center

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

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

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

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

Intercollegiate Athletics

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

Men's	Women's
Baseball	Basketball
Basketball	Softball
Soccer	Soccer
Wrestling	Volleyball

Triton's athletic teams are nationally recognized throughout the country. It continues this strong tradition by winning championships, developing All-Americans and placing its student-athletes at four-year universities. As a member of the National Junior College Athletic Association (Region IV), Triton gives its athletes the opportunity to challenge the nation's top athletic programs.

For more information on any of these sports, call (708) 456-0300, Ext. 3784, or visit the Athletic Office in Room R-202 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.

(708) 456-0300

Academic Honors

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

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

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

Academic Support Programs

The Academic Support Programs are those areas of the college where students of all academic levels are assisted in successfully completing their programs. They offer direct instruction in college success mathematics, writing and reading, for students who need to begin their academic careers in those courses. Direct instruction also is offered in Literacy, GED, Adult Education, and English as a Second Language through the Adult 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 the Learning Resource Center, Room A-100.

Additional information can be found on the Triton College Web site: www.triton.edu/depts/asc.

Scholars Program

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

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

The application process is managed in cooperation with the public high schools in the Triton district. Private high school students **residing in the district** or students currently enrolled at Triton should submit applications directly to Triton College. Foreign students are not eligible for this scholarship. For more information about the Scholars Program and an application form, contact your high school counselor, the Scholars Program director or the Office of the dean of 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** — 6-12 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

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

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

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

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

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

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

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

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

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

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

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

Mandatory Enrollment in COL102✧, Being Successful in College

When students consistently underachieve academically, the institution shall take a pro-active position in order to improve academic performance. Specifically, students on academic probation have demonstrated inadequate academic performance,

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

Responsibility of Student

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work and college policies. Triton counselors 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 B-120 in the Student Center.

Classroom Behavior

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

Academic Honesty Policy

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

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

Examples of Academic Dishonesty

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

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

Examples of Plagiarism

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

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

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

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, Student Center, Room B-100, 2000 Fifth Avenue, River Grove, Illinois, 60171. The request for a grievance hearing must include a brief summary of the alleged incident in addition to reasoning as to why the disciplinary process did not adequately serve the rights of the student who was deemed to be in violation of the academic honesty policy.

Disciplinary Probation and Disqualification

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

In cases of suspension or dismissal, the decision of the Dean of Student Services may be 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 diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, as a result of the psychological disorder, engages or threatens to engage in 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 B-120 in the Student 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 B-120 in the Student 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 B-120 in the Student Center.

Academic Placement

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

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

Therefore, the institution requires all entering degree seeking students to take institutional placement tests or provide formal documentation of basic learning skills. Formal documentation may include the following:

- ACT English score of 20
- ACT math score of 22
- ACT reading score of 20
- Grade of "C" or higher in college level English or math

The ACT must have been taken in the last 2 years. The following students are exempted: Non-degree course takers, students enrolled in programs not requiring math or English classes and not otherwise required by the program of study, and degree seeking students enrolled in less than 12 cumulative credit hours.

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

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

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

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

"Students must submit a high school diploma or its equivalent to the Office of Admission prior to receiving Title IV aid at Triton College. Those students in GED, ESL, and high school completion programs (who are enrolling in credit courses) may only be eligible to receive financial aid if they have taken the Testing of Adult Ed. (TAE) 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 full semester and first two days of a summer term — will not be assigned a grade for the course(s).

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

(708) 456-0300

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

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

Students are responsible for official withdrawal from courses. Any informal arrangements they make with the instructor or any other college staff member may result in a failing grade for the course. Withdrawal forms must be submitted to the registration center in the Student 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 pertinent factors. Such permission is only granted by a counselor or the dean of Enrollment Services or their designee depending on the proposed course load.

Class Attendance

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

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

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

Privacy Act & Directory Information

Students will be annually informed of the Family Education Rights and Privacy Act of 1974 through the Student Handbook. Copies of the college's policy are available in the Office of Admissions (Room B-216E in the Student 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 B-216E in the Student 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 Admission and Records, Room B-216E in the Student 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 $6 per transcript. Students must complete a Transcript Request Form available in the Welcome Center of the Student Center, at the Cashiers' Office, Learning Resource Center and at www.triton.edu.

Acceptance of Academic Credit

Students may seek academic credit for courses completed at other institutions or other relevant experiences. 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 on Higher Education Accreditation.

CLEP

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

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

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 a counselor or an enrollment facilitator before registration.

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

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✧, PED 106✧
Basketball (Men's & Women's)	PED 130✧, PED 106✧
Soccer (Men's & Women's)	PED 128✧, PED 106✧
Softball (Women's)	PED 127✧, PED 106✧
Volleyball (Women's)	PED 129✧, PED 106✧
Wrestling	PED 118✧, PED 106✧

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.

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 Technology (AUT) degree(s) or a related certificate program may receive course credit for areas they are certified in by ASE. Interested students should contact the Counseling department at (708) 456-0300, Ext. 3588.

Scheduling Solutions

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

Fast Track Classes

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

Off-Campus Credit

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

Weekend Classes

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

Distance Learning

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

Telecourses

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

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: www.triton.edu/online/internet_courses.

General Education Core Courses

Many General Education Core courses are available through Distance Education. This allows the student flexibility in completing the General Education requirements.

For a full listing of distance education course offerings refer to the Triton College Web site: www.triton.edu/online/internet_courses.

Degree and Certificate Requirements

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

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

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

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

Application of Certificates Toward Associate in Applied Science Degree

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

Pre-Baccalaureate Degree Completion Opportunities

Illinois Articulation Initiative

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

Compact Agreement

The articulation compact is an agreement between public and private four-year colleges/universities and Illinois community colleges. Graduates of Illinois community colleges who have completed an associate in arts (AA) or an associate in science (AS) degree are accepted as having "junior status" at the following colleges and/or universities: Aurora University, Chicago State University, Concordia University, Eastern Illinois University, Governor's State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois at Springfield and Western Illinois University.

AA and AS degree students transferring to these institutions are considered to have met the lower division general education requirements. Certain programs of study at the senior transfer institution may require additional prerequisites beyond those specified in the institution's general education requirements. For additional information, students are encouraged to contact the Transfer Center in Room B-100 of the Student 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 a counselor.

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 a counselor in Room B-100 of the Student 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 a 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, 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 Dean of Student Services.

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

College Success Courses

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

Articulated Courses

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

Physical Education Elective

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

Semester Hour Requirement

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

General Education Requirements and Minimum Semester Hours

Area	Degree Type									
	AA	AS	AGS	AAS	AFA		AAT			
					Art	Music	Secondary Math	Secondary Science	Early Childhood Education	Special Education
Communications	9	9	6	6	9	9	9	9	9	9
Social & Behavioral Science	9	9	3	3	6	6	9	6	9	9
Health/Physical Fitness	0	0	0	2	0	0	0	0	0	0
Humanities & Fine Arts	9	9	3	1-3	6	6	9	6	9	9
Mathematics	3	6	3	*	3	3	5	8-10	6	6
Physical & Life Science	8	8	*	*	8	8	8	9	7	8
Minimum general education semester hours	37-41	40-41	24	15	32	32	40	38	40	41
Program requirements & electives	23-27	23-24	40	49-59	30	35	23	25	24	21
Minimum semester hours for graduation	64	64	64	64-72	62	64	63	63	64	62
* Mathematics or Science (three hours)										

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.

Certificate Graduation Requirements

The certificate is awarded to students in career education certificate curricula (up to 50 semester hours or more) who meet the following requirements:

Course Completion Requirement

The certificate is awarded to students who complete all requirements specified in a certificate curriculum.

Cumulative Grade-Point Average Requirement

Students must achieve a minimum cumulative GPA of 2.00 ("C" average) in all courses used to fulfill graduation requirements.

Residence Requirement

Students must complete at least one-half of the total required semester hours at Triton College, and 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 all requirements specified 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 a 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 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, including advanced certificates, if they have a 3.50 or better cumulative GPA.

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

General Petitions

If you have a special request, you need a general petition signed by the proper authorities. A general petition is the formal vehicle used by students when requesting that the college initiate an action pertaining to student enrollment. Refer to the policy statement on the next page for specifics. General petitions are available on the website or at the Welcome Center in the Student 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	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 Enrollment 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
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 Enrollment Services, Student Center, Room B-100	Registration Form
Summer semester overload of two or more semester hours	Dean of Enrollment Services, Student Center, Room B-100	Registration Form
Readmission to the college after disqualification	Counselor	General Petition
Registration schedule adjustment	Registration Center	Schedule Adjustment Form

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

Short Term Professional Training and Continuing Education

Programs for Lifelong Learning

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

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

Career Development

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

Short-Term Professional Training

Short-term training programs offered through the School of Continuing Education are designed for those who are seeking to upgrade their employment skills, enter new fields or gain skills to earn a second income. Many of these training programs are unique to Triton. Short-term training programs include computer software training, office executive, general office clerk, bank teller, pharmacy technician, certified nursing assistant, paralegal, bookkeeping, and career enhancement seminars. For more information and orientation dates on short-term training programs, call (708) 456-0300, Ext. 3500.

Center for Business and Professional Development

Besides the job preparation and professional development courses offered in the general Continuing Education Program, Triton also is committed to meeting the challenge of rapidly changing technology and regulations by designing and sponsoring programs to train, retrain and upgrade the skills of individuals in business and industry. The Center for Business and Professional Development (CBPD) offers on-site training programs tailored to the specific needs of local businesses. These programs are taught by experts in the fields of industry, business and government. The Center also offers a variety of public seminars and workshops on topics of current interest to the business community. Topics include management/supervisory development, customer relations, business writing and computer software training. For information on these programs, call (708) 456-0300, Ext. 3489.

Center for Health Care Professionals

Programs are designed with input from 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. 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. 3489.

Nuevos Horizontes — Triton Community Center

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

Triton College Youth Programming

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

Programs employ various teaching techniques and instructional activities using projects, presentation and discovery learning to fully enrich the learning of young people. Triton College Youth 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 Youth Programming's goal is to constructively contribute to an educational foundation that inspires youngsters to be stimulated, motivated and encouraged about learning both today and tomorrow.

For more information on Triton College Children's Programming, call (708) 456-0300, Ext. 3500.

The Lifelong Learning Series

The Lifelong Learning Series offers courses that are designed to provide intellectual, social, cultural, and recreational opportunities for adults, including seniors. These courses cover a variety of subjects including literature, drama, philosophy, fitness, swimming, dancing, music, computer literacy, driver education, and many others. While older adults are welcome in all of Triton's programs, some special courses are also offered for seniors (age 60 and older). For more information about courses and other activities, call (708) 456-0300, Ext. 3559 or 3500.

Cultural Programming

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

Recreation and Self-Improvement

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

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

Cultural Programming and Community Forums

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

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

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

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

RSVP Volunteer Program

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

Active Retired Citizens Club

The Active Retired Citizens Club (ARCC) is an activity and social club for community residents who are young at heart, and interested in expanding their social and intellectual life through adult education and community programs. ARCC meets twice monthly; the first and third Fridays of the month. Dues are $12 in district and $15 out of district. For more information call (708) 456-0300, Ext. 3603.

Adult Education Programs

Adult Education (AE) programs are designed to assist adults to gain the skills or certification needed to take college courses. The department is composed of the following areas: English as a Second Language (ESL), High School Completion, Literacy and Adult Transition Program. The AE department works closely with both Nuevos Horizontes (Triton College Community Center) and the Triton College Learning Resource Center.

Additional support services and programs also are provided to individuals receiving Temporary Assistance for Needy Families (TANF). For more information or a catalog about the AE program, please call (708) 456-0300, Ext. 3881.

English as a Second Language

English as a Second Language (ESL) is designed to build reading, writing, listening and speaking skills. Class times meet the needs of working adults in the morning, at lunchtime and in the evening. Saturday classes are also available. Classes are held at Triton, Nuevos Horizontes and many other places throughout the district. In addition, the ESL Program offers Citizenship courses. All classes are free. As classes tend to fill up quickly, registering early is strongly advised. For more information, please call (708) 456-0300, Ext. 3881.

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 traditional 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 type of classes needed. The GED classes are offered in both English and Spanish. Classes are held in the morning and evenings at Triton and Nuevos Horizontes. GED preparation classes are available online through GED-i. Most GED classes are free. For more information, please call (708) 456-0300, Ext. 3881.

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. Volunteer tutors are trained to assist students in small group or individual tutoring sessions. Classes and a computer lab also are available. For more information, please call (708) 456-0300, Ext. 3259.

Adult Transition Program

Adult education students who are interested in transition to certificate and degree completion courses in preparation for careers can apply for entrance into a pre-career academy. Support services include: career and vocational counseling, learning communities, mentors, informational workshops, tutors, and financial aid assistance. For more information, please call (708) 456-0300, Ext. 3881.

Pre-Career Academy

Allied Health: Enrollment in ESL or GED classes while completing courses in Anatomy and Physiology, Medical Terminology, and Medical Math will provide the student with a solid background of information essential for a variety of college credit courses within the Allied Health career pathway.

Education: Enrollment in ESL or GED courses while completing courses in math, reading, and writing will give the student a solid background for a variety of college credit courses within the Education career pathway. Completion of this series of courses will prepare the student to take the State of Illinois Teaching Paraprofessional Certification Test.

Additional career academies are being developed. Contact the Adult Education Department at (708) 456-0300 Ext. 3881.

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 Arts in Teaching (AAT), the Associate in Science (AS), or the Associate in Fine Arts (AFA) general education requirements. The remaining required semester hours should be completed according to the intended major at a four-year school.

Accounting & Business Administration*
Anthropology
Architecture
Art (AA & AFA degrees)*
Biological Sciences*
Chemistry*
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*
Early Childhood Education (AAT)
Secondary Mathematics (AAT)
Secondary Science (AAT)
Special Education (AAT)
English and Rhetoric*
Foreign Languages
Geography
Geology
Global Studies
Health, Sport & Exercise Science
History*
Intercultural Studies
International Business
Mass Communication - Multimedia*
Mathematics*
Music (AA & AFA degrees)*
Music Technology
Philosophy and Logic
Physics
Psychology*
Social and Political Science*
Sociology/Social Work*
Speech Communication*
Speech/Theatre*
Women's and Gender Studies

Special Programs:
Scholars/Honors
Independent Study
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 Student Center, to assist with transfer planning. A computerized transfer articulation system provides students with direct access to information regarding the transferability of specific courses to more than 50 Illinois colleges and universities. While attending Triton, students should contact the college or university to which they intend to transfer to ensure transferability and to plan their Triton course work accordingly. Visits to these college campuses also are encouraged. Triton counselors and Transfer Center staff are available to provide additional information to transfer student.

Illinois Articulation Initiative

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

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

Students are strongly encouraged to complete an AA, AS, AAT or AFA degree prior to transfer, to facilitate the transferability of credits through the IAI. Nursing students may complete the AAS (Associate in Applied Science degree) and Music and Art students may complete the Associate in Fine Arts degree (AFA).

For more information on the IAI, students should see a counselor or visit the IAI Web site at http://www.iTransfer.org.

u.select (formerly Course Applicability System)

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

Foreign Language Options

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

Students with some foreign language background should contact the Foreign Language department at Triton or a counselor for appropriate placement. Generally, a student with high school foreign 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 Student 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 E-210.

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. 3635.

College Success

The College Success 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 College Success 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, Room A-100.

College Success 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 045	Pre-Algebra	(Arithmetic)
MAT 055	Algebra & Geometry I	(Algebra/Geometry)
MAT 085	Algebra & Geometry II	(Algebra/Geometry)
MAT 095	Basic Skills Test Math Review for Prospective Teachers	(Math review)
MAT 096	Algebra/Geometry Review	(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.**

College Success Math Course Requirements

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

Step 1: Before taking a Math Placement Test, attend one of the FREE Math review sessions. These sessions are designed to help students refresh their skills and prepare for the placement test. Review sessions are offered at least once a month. Information about upcoming sessions is available in the Assessment Services Office, Ext. 3450. Additional information can be obtained by contacting Mr. Hayes at Ext. 3964.

Step 2: Take a placement test in Student Center, Room B-111. The placement test can be completed either on the computer or with paper and pencil. Students may use a calculator on part of the exam. There are several levels of the math placement exam; each is designed to test a higher level of Mathematics. Be sure to seek assistance from the testing supervisor to ensure that you are selecting the form most appropriate for you.

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

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

Step 5: Students who are getting an AA or AS degree may fulfill their degree requirements with many courses. The ones that have the prerequisite of MAT 085, Algebra and Geometry II, are MAT 101✧,

Quantitative Literacy, MAT 102✧, Liberal Arts Math, MAT 170✧, Elementary Statistics and MAT 116✧, Math for Elementary School Teachers. These courses are all IAI approved for transfer.

Step 6: Students who are intending to transfer to a four-year college or university should see a counselor for additional information about the Math requirements of the degree they wish to pursue. If you are not intending to pursue a four-year degree and are not transferring, or if you are unsure of your planned area of study, MAT 101✧ and/or MAT 102✧, MAT 170✧ are recommended as your choice for fulfilling your Math requirements for an Associate's degree (AA degree - one course, AS degree - two courses).

Arts, Sciences and Teaching Programs Offered

Notes for this section:

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

✧ Articulated Courses: See Page 36 for additional information.

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

Additional certificate requirements: In addition to fulfilling certificate program requirements, students must maintain a minimum grade-point average, meet residency requirements and complete proper filing procedures to receive their diplomas. For information, see certificate graduation requirements in the "Degrees and Certificates" section of this catalog. Also see your counselor for assistance.

AA/AS Applicable Courses

Criteria for Applicable Courses in AA and AS Degree:

Baccalaureate transfer courses (includes the IAI General Education Core curriculum) or career courses approved by an IAI Major Panel or other articulated career courses approved by the department chair and academic dean, sent through the curriculum process and approved for inclusion in the Arts & Sciences section of the catalog as a suggested major or elective course. In addition, the dean reserves the right to approve articulated career courses through the petition process.

ACC 101✧
ACC 105✧
ACC 151✧
ACC 152✧
ACC 166✧
AHL 102✧
ANT 101✧
ANT 102✧
ANT 103✧
ANT 105✧
ANT 150✧
ANT 201✧
ANT 275✧
ANT 296✧
ARC 101✧
ARC 109✧
ARC 110✧
ARC 120✧
ARC 171✧
ARC 172✧
ARC 187✧
ARC 210✧
ARC 290✧
ARC 291✧
ART 110✧
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BAC 115✧
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BIS 122✧
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BUS 112✧
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CJA 121✧
CJA 140✧
CJA 161✧
CJA 181✧
CJA 201✧
CJA 219✧
CJA 236✧
CJA 241✧
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✧
ECE 146✧
ECO 102✧
ECO 103✧
ECO 105✧
ECO 150✧
ECO 170✧
ECO 171✧
ECO 296✧
EDU 200✧
EDU 203✧
EDU 206✧
EDU 207✧
EDU 215✧
ENG 101✧
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ENG 113✧
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ENG 170✧
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ENT 117✧
ENT 127✧
ENT 232✧
GEO 104✧
GEO 105✧
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GEO 296✧
GOL 101✧
GOL 102✧
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HIS 192✧
HIS 296✧
HRT 100✧
HRT 114✧
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HUM 126✧
HUM 151✧
HUM 152✧
HUM 165✧
HUM 296✧
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MAT 170✧
MAT 224✧
MAT 341✧
MCM 120✧
MCM 125✧
MCM 130✧
MCM 150✧
MCM 160✧
MCM 200✧
MCM 205✧
MCM 296✧
MKT 125✧
MKT 150✧
MKT 169✧
MKT 275✧
MKT 289✧
MKT 292✧
MUS 100✧
MUS 101✧
MUS 105✧
MUS 106✧
MUS 110✧
MUS 115✧
MUS 116✧
MUS 120✧
MUS 135✧
MUS 177✧
MUS 179✧
MUS 180✧
MUS 181✧
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MUS 253✧
MUS 261✧
MUS 262✧
MUS 266✧
MUS 296✧
PED 100✧
PED 106✧
PED 107✧
PED 108✧
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PHL 101✧
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PHL 103✧
PHL 104✧
PHL 105✧
PHL 106✧
PHL 296✧
PHS 100✧
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✧
SOC 100✧
SOC 120✧
SOC 131✧
SOC 175✧
SOC 180✧
SOC 201✧
SOC 210✧
SOC 225✧
SOC 231✧
SOC 296✧
SPE 101✧
SPE 113✧
SPE 121✧
SPE 130✧
SPE 135✧
SPE 141✧
SPE 161✧
SPE 162✧
SPN 101✧
SPN 102✧
SPN 103✧
SPN 104✧
SPN 113✧
SPN 114✧
SPN 118✧
SPN 151✧
SPN 152✧
SPN 190✧
SPN 296✧
SSC 190✧
VIC 100✧
VIC 101✧
VIC 104✧
VIC 105✧
VIC 121✧
VIC 162✧
VIC 172✧
VIC 270✧
VIC 272✧
VIC 273✧
VIC 285✧

Many of the courses in this catalog, not identified as IAI articulated, have been articulated by at least three Illinois universities or colleges. To find out how a given course articulates, go to: www.ralph.triton.edu/stu_session, sign-in, select 'Xfer Course' and enter the course number. For example, by entering ACC151, you will see that over 15 Illinois colleges and universities accept the course as an equivalent or as an elective.

Students are encouraged to contact their counselor and transfer school for the current transfer status of a course.

Associate in Arts Degree Requirements

Curriculum U224A(64 semester hours required)

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

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

NOTE: The following AA 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 for RHT 101✧ **and** RHT 102✧**.**

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

Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity which may be taken as a Social and Behavioral Science or a Humanities and Fine Arts course. These courses are notated with an (*).

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✧Regional Geography of Africa and Asia 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 171✧ *History of Latin American I 3
HIS 172✧ *History of Latin American II. 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
SSC 190✧ Contemporary Society 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 231✧Introduction to Shakespeare 3
HUM 104✧ Humanities Through the Arts. 3
HUM 151✧ Great Books of the West I 3
HUM 152✧ Great Books of the West II 3
HUM 165✧*Introduction to the Latin American Experience. . . 3
IDS 101✧ The Arts in Western Culture I 3
IDS 102✧ The Arts in Western Culture II 3
ITL 104✧ Intermediate Italian II. 4
PHL 101✧ Introduction to Philosophy 3
PHL 102✧ Logic. 3
PHL 103✧ Ethics 3
PHL 105✧ *World Religions 3
SPN 104✧ Intermediate Spanish II 4
SPN 151✧ Introduction to Spanish-American Literature I 3
SPN 152✧ Introduction to Spanish-American Literature II . . . 3

Fine Arts

ART 110✧ Looking at Art 3
ART 111✧ Ancient to Medieval Art. 3
ART 112✧ Renaissance to Modern Art 3
ART 114✧ *Survey of Asian Art. 3
HUM 104✧Humanities Through the Arts 3
IDS 101✧ The Arts in Western Culture I 3
IDS 102✧ The Arts in Western Culture II 3
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: 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✧ Chemistry and Society 4
CHM 110✧ Fundamentals of Chemistry 4
CHM 140✧ General Chemistry I 5
GEO 200✧ Physical Geography: Weather and Climate 4
GEO 201✧ Physical Geography: Maps and Land Forms 4
GOL 101✧ Physical Geology 4
GOL 102✧ Historical Geology 4
PHS 100✧ Introduction to Earth Science 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 101✧ Human Biology 4
BIS 102✧ Human Heredity and Society 4
BIS 104✧ Issues in Modern Biology 4
BIS 105✧ Environmental Biology 4
BIS 108✧ Biology of Humans 3
BIS 122✧ Introductory Microbiology 4
BIS 150✧ Principles of Biology I 4
HRT 125✧ Plants and Society 4

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

Total credits required for graduation **64**

- No more than two courses from any one discipline can be used to fulfill General Education Core curriculum requirements.
- While few baccalaureate institutions require a foreign or second language in their campus-wide general education requirements, **competency through two, three, or four college semesters (or the high school equivalent) in a single foreign/second language is required for the Bachelor of Arts degree at some universities, for all bachelor's degrees** in some colleges (such as Colleges of Liberal Arts), and for some bachelor's degree majors.
- **Community college students who intend to transfer should complete the foreign language courses required by their intended transfer institution, college within a university, and /or major, prior to transferring.**
- Students must earn a passing 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 or articulated courses with a counselor.
- It is highly recommended that students enroll in COL 101✧, COL 102✧, CSG 150✧ and HTH 104✧ or HTH 281✧.

Architecture

Curriculum U224A04

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

Triton College's architectural curriculum offers courses required in the first two years of a bachelor's degree program in Architecture. All requirements for two years of the four-year programs at UIUC and SIUC can be satisfied at Triton College.

UIUC's minimum grade point average for transfer into their bachelor of science program in architectural studies is around 3.2 on a 4.0 scale. Some universities also will require a perspective transfer student to submit a portfolio of studio work to place the student in their design sequence, to determine the amount of credits 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.

Semester One **Credit Hours**

ARC 109✧ Architectural Drafting Fundamentals 2
ARC 187✧ Architectural Drawing & Models 3
MAT 131✧ Calculus & Analytic Geometry I 5
PSY 100✧ Introduction to Psychology 3
RHT 101✧ Freshman Rhetoric and Composition I 3
16

Semester Two

ARC 110✧ Wood and Masonry Construction Technology 5
ARC 171✧ Architectural Design 3
ART 111✧ Ancient to Medieval Art 3
RHT 102✧ Freshman Rhetoric and Composition II 3
14

Semester Three

ARC 172✧ Architectural Design II 5
ARC 210✧ Introduction to the History of Architecture 3
ART 112✧ Renaissance to Modern Art 3
BIS 100✧ General Biology 4
15

Semester Four

ANT 101✧ Introduction to Anthropology 3
PHL 101✧ Introduction to Philosophy 3
PHY 101✧ General Physics (Mechanics, Heat & Sound) 5
SOC 100✧ Introduction to Sociology 3
SPE 101✧ Principles of Effective Speaking 3
17

(Select courses that meet the BA requirements of your transfer college.)
General education requirements: AA degree (see Page 46) ... 37-41
Architecture courses or other electives for AA degree 23-27

See ARC course descriptions Page 126.

Coordinator: Jo Beth Halpin, Ext. 3601

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

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

Art

Curriculum U224A50

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

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

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

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

See ART course descriptions and IAI codes, Page 128.

*These courses also fulfill Humanities requirements in general education.

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

Chairperson: Angelee Johns, Ext. 3473

Community Studies

Curriculum U224A07

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

Semester One	**Credit Hours**
HTH 281✧ First Aid & CPR	2
# RHT 101✧ Freshman Rhetoric and Composition I	3
SPE 101✧ Principles of Effective Speaking	3
General education/Humanities & Fine Arts	3
Community Studies elective	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
Community Studies elective	3
	18
Semester Three	
General education/Physical & Life Science	4
General education/Humanities & Fine Arts	3
General education/Social & Behavioral Science	3
Community Studies elective	6
	16
Semester Four	
General education/Physical & Life Science	4
General education/Social & Behavioral Science	3
Community Studies elective	9
	16

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

Required Community Studies Courses:

BUS 141✧ Introduction to Business	3
# SOC 210✧ Sociology of Leadership	3

(Select courses that meet the BA requirements of your transfer college.)
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: Lorelei Carvajal, Ext. 3440

Criminal Justice Administration

Curriculum U224A43

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

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**

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

Suggested General Education and/or Electives:

ECO 102✧ Macroeconomics	3
PHL 103✧ Ethics	3
PSY 100✧ Introduction to Psychology	3
SOC 100✧ Introduction to Sociology	3
SOC 225✧ Racial & Cultural Minorities	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 46) ... 37-41
Criminal Justice courses or other electives for AA degree 23-27

See CJA course descriptions and IAI codes, Page 141.

Note: Students interested in an Associate in Applied Science degree in Criminal Justice Administration should see Page 94 for more information. Also available are certificates in corrections, law enforcement and private security (Page 95).

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

Coordinator: John Augustine, Ext. 3505

Education

Curriculum U224A13

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

GENERAL EDUCATION CORE:

11 courses (35-37 semester credits)

Communications: Three courses (nine semester credits)

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

Social & Behavioral Sciences[1]: Three courses (nine semester credits)

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

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

Physical & Life Sciences: Two courses (eight to 10 semester credits) at least one Physical Science course and one Life Science course

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

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

Mathematics: Two courses (six semester credits)

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

Physical & Life Sciences: One course (four-five semester credits)

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

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

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

# ECE 118✧ Health, Nutrition and Safety[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, Assessment, Curriculum and Guidance of Young Children	4
PSY 234✧ Abnormal Child & Adolescence Psychology	3

One course selected from the two listed below:

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

Area of Concentration Courses[3]

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

Additional General Education Core Courses to meet the AA degree requirements: 0-10 semester credits

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

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

ELEMENTARY EDUCATION (Grades K through 9)

Additional General Education Core: Six courses (18-19 semester credits)

Mathematics: Two courses (six semester credits)

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

Physical & Life Sciences: One course (four to five semester credits)

Humanities & Fine Arts: Two courses (six semester credits)

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

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

HTH 104✧ Science of Personal Health[2] 2

Recommended Courses (up to seven semester credits)

EDU 203✧Portfolio Development for Educators 1
EDU 206✧Human Growth and Development 3
EDU 207✧Introduction to Education 3

Area of Concentration Courses [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 AA degree requirements: 0 - 11 semester credits

SECONDARY EDUCATION (Grades 6 - 12)

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

Mathematics: One course (three to five semester credits) selected from the following list:

MAT 101✧Quantitative Literacy 3
MAT 102✧Liberal Arts Mathematics 3
MAT 124✧Finite Mathematics. 3
MAT 131✧Calculus & Analytic Geometry 5
MAT 134✧Introduction to Calculus for Business & Social Science. 5
MAT 170✧Elementary Statistics 3

Physical & Life Sciences: One additional course (four to five semester credits) will be necessary if the student has less than nine semester hours in this category.

Humanities & Fine Arts: Two courses (six to seven semester credits)

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

Health/Physical Development: One course (two 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 203✧Portfolio Development for Educators 1
EDU 207✧Introduction to Education 3

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 AA degree requirements: 0 - 15 semester credits

SPECIAL EDUCATION (Grades Pre-K through 12)

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

Mathematics: One course (three to five semester credits) selected from the following list:

MAT 101✧Quantitative Literacy 3
MAT 102✧Liberal Arts Mathematics. 3
MAT 124✧Finite Mathematics 3
MAT 131✧Calculus & Analytic Geometry 5
MAT 134✧Introduction to Calculus for Business & Social Science. 5
MAT 170✧Elementary Statistics 3

Physical & Life Sciences: One additional course (four to five semester credits) will be necessary if the student has less than nine semester credits in this category.

Humanities & Fine Arts: Two courses (six to seven semester credits)

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

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

HTH 104✧ Science of Personal Health[2] 2

Recommended Courses (up to nine semester credits)

EDU 203✧Portfolio Development for Educators 1
EDU 206✧Human Growth and Development 3
EDU 207✧Introduction to Education 3
PSY 100✧ Introduction to Psychology 3

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

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

[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

See EDU course descriptions, Page 148; ECE course descriptions, Page 146.

NOTE: EDU 055 is the suggested course elective for the Basic Skills Review.

[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.

Chairperson: Education, Mary Rinchiuso, Ext. 3022
Counselor: Kathy Cunningham, Ext. 3644

English and Rhetoric

Curriculum U224A21

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

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

Recommended courses:

RHT 101✧Freshman Rhetoric and Composition I 3
RHT 102✧Freshman Rhetoric and Composition II 3

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

Recommended electives:

ENG 101✧Introduction to Poetry 3
ENG 102✧Introduction to Drama 3
ENG 103✧Introduction to Fiction 3
ENG 170✧Children's Literature 3
ENG 231✧Introduction to Shakespeare* 3
RHT 255✧Creative Writing* 3

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

See ENG course descriptions Page 151.

*Not offered every semester.

Chairperson: Michael Flaherty, Ext. 3250

Foreign Languages

Curriculum U224A16

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

Career areas enhanced by foreign language skills include:

- Foreign language teaching in schools and colleges (also see 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

Semester One **Credit Hours**

Select one of the groupings for a total of 16 hours in semester one

CHN 101✧ *Elementary Chinese I* or
ITL 101✧ *Elementary Italian I* or
SPN 101✧ *Elementary Spanish I* 4
General education 12
—OR—
SPN 115✧ Spanish for Heritage Speakers 4
General education 9
General electives. 3
16

Semester Two

ITL 102✧ *Elementary Italian II* or
SPN 102✧ *Elementary Spanish II*. 4
General education 12
16

Semester Three

ITL 103✧ *Intermediate Italian I* or
SPN 103✧ *Intermediate Spanish I* 4
General education 12
16

Semester Four

ITL 104✧ *Intermediate Italian II* or
SPN 104✧ *Intermediate Spanish II*. 4
General education 9
Electives 3
16

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

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

See ITL course descriptions Page 164; SPN course descriptions Page 186.

NOTE: Italian and Spanish Composition and Conversation I and II

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

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

(ITL 113✧ or ITL 114✧; SPN 113✧ or SPN 114✧) may be offered during the summer semester 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: Tom Porebski, Ext. 3509, E-mail: tporebsk@triton.edu

Global Studies

Curriculum U224A06

Globalization has become a powerful force in the life of Americans everywhere, including those in our district. The impacts of globalization are most apparent in the economic aspects of life. The consequences of globalization are equally evident in our social, cultural and political interactions. This curriculum is intended to aide students in managing the issues of globalization in their personal and working lives, and to prepare them for further study in such fields as government, area studies, international business, diplomacy, the travel industry and socio-economic development.

Elements of this curriculum can also be adapted to support specialized programs in career education with a global focus. Global issues are an area of study that transcends traditional divisions in college programs.

Communications: Three courses (nine semester credits)

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

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

Social & Behavioral Sciences: Three courses (nine semester credits)
Students can choose three courses from the approved Social & Behavioral Science course list approved for this degree. Students may not choose more than two courses from any one discipline.

ANT 103✧	Introduction to Cultural Anthropology	3
GEO 104✧	Contemporary World Cultures	3
GEO 105✧	Economic Geography	3
GEO 106✧	Regional Geography of Africa & Asia	3
HIS 142✧	World History II	3
HIS 156✧	African History	3
HIS 192✧	History of Asia and the Pacific II*	3
PSC 184✧	Global Politics	3
# SOC 225✧	Racial & Cultural Minorities	3

Humanities & Fine Arts: Three courses (nine semester credits)
The following three courses are required:

HUM 104✧	Humanities Through the Arts	3
HUM 165✧	Introduction to Latin American Experience	3
PHL 105✧	World Religions	3

Mathematics: One course (three semester hours)
Students may choose from any of the Mathematics courses on Page 46 of the Triton College catalog.

Physical & Life Sciences: Two courses (eight semester credits)
One physical science course and one life science course taken from the Physical and Life Sciences listing on Page 47 of the Triton College catalog.

Foreign Languages: Three courses in a foreign language sequence (12 semester credits)
The degree requires three semesters of foreign language from one foreign language sequence (e.g., ITL 101✧, ITL 102✧, ITL 103✧, or SPN 101✧, SPN 102✧, SPN 103✧)

Marketing: Two courses (six semester credits)
Students are required to take:

MKT 125✧	Principles of Marketing	3
# MKT 290✧	Global Marketing	3

Business: One course (three semester credits)
Students can choose from the following courses:

# BUS 112✧	Principles of Finance	3
# BUS 113✧	Investments and Securities	3
BUS 141✧	Introduction to Business	3
BUS 150✧	Principles of Management	3

Electives: (five semester credits)
Students can choose two additional three semester hour courses from the Social & Behavioral Sciences list above, or one Social Science course and MKT 150✧, Principles of Sales.

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

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

See GEO course descriptions Page 155.

Chairperson: Tom Porebski, Ext. 3509

History

Curriculum U224A46

Courses in History cover a variety of American and international topics. Designed at the freshman and sophomore levels, these courses 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.

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 171✧	History of Latin America I	3
HIS 172✧	History of Latin America II	3
HIS 191✧	History of Asia and the Pacific I*	3
HIS 192✧	History of Asia and the Pacific II*	3
# HIS 210✧	U.S. Civil War and Reconstruction	3
HIS 296✧	Special Topics in History	1-4

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

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

See HIS course descriptions Page 158.

*Not offered every semester.

Recommended electives include other courses in the Social Sciences, Behavioral Sciences, Humanities, Literature, Foreign 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.

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
PHL 104✧	Social and Political Philosophy	3
PHL 105✧	World Religions	3
PSC 184✧	Global Politics	3
PSY 210✧	Introduction to Social Psychology	3
SOC 131✧	Social Problems	3
SOC 225✧	Racial and Cultural Minorities	3

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

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

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

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

Chairperson: Tom Porebski, Ext. 3509

Mass Communication–Multimedia

Curriculum U224A09

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

Semester One		**Credit Hours**
ART 119✧	*Two-dimensional Design* or	
VIC 100✧	*Graphic Design*	3
# MCM 120✧	Mass Communication	3
RHT 101✧	Freshman Rhetoric and Composition I	3
	General education/Humanities	3
	General education/Mathematics	3
		15

Semester Two		
RHT 102✧	Freshman Rhetoric and Composition II	3
SPE 101✧	Principles of Effective Speaking	3
VIC 172✧	Web Page Design	3
	General education/Physical Science	4
	General education/Social & Behavioral Science	3
		16

Semester Three		
# MCM 160✧	Basic News Writing	3
VIC 285✧	Digital Voice	3
	General education/Humanities or Fine Arts	3
	General education/Life Science	4
	General education/Social & Behavioral Science	3
		16

Semester Four		
MCM 150✧	Film History and Appreciation[1]	3
# VIC 272✧	*Advanced Web Page Design* or	
VIC 273✧	*Introduction to Flash Animation*	3
# VIC 286✧	*Advanced Digital Video* or	
VIC 288	*Video Editing*	3-4
	General education/Social & Behavioral Science	3
	Electives	5
		17-18

Suggested electives:

ART 117✧	Drawing I	3
CIS 101✧	Introduction to Computer Science	3
MCM 125✧	Broadcasting History	3
# MCM 130✧	Introduction to Radio Production	3
# MCM 200✧	Basic News Editing	3
# MCM 205✧	Basic Broadcast Announcing	3
# MCM 296✧	Special Topics in Mass Communication and Journalism	1-4
PSC 184✧	Global Politics	3
VIC 121✧	Introduction to Quark InDesign	4
VIC 161✧	Introduction to Photoshop	4
VIC 162✧	Digital Photography	4
VIC 270✧	Writing for Multimedia	3
# VIC 272✧	Advanced Web Page Design	3

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

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

Mass Communication-Multimedia courses or other electives for AA degree 23-27

See MCM course descriptions and IAI codes, Page 166

[1]Meets Fine Arts general education requirement

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

Coordinator: Lorette Dodt, Ext. 3519

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

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

Music

Curriculum U224A51

Series of courses 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 ETRC, in Room M-142 and evaluated 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✧.

Semester One	**Credit Hours**
MUS 105✧Theory of Music I	3
MUS 115✧Sight-singing & Ear-training I	1
# MUS 135✧Keyboard Musicianship I	1
Applied Music—Major area chosen from:	
MUS 180✧*Piano* or	
MUS 181✧*Voice* or	
MUS 179✧*Applied Music—Instrumental*	2
MUS 180✧(Applied Music—Piano requirement)	1
Music Ensemble (Chosen from MUS 250✧, MUS 251✧, MUS 252✧, MUS 253✧, MUS 261✧, MUS 262✧, MUS 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✧*Applied Music—Instrumental* or	
MUS 180✧*Piano* or	
MUS 181✧*Voice*	2
MUS 180✧(Applied Music—Piano)	1
Music Ensemble (Chosen from MUS 250✧, MUS 251✧, MUS 252✧, MUS 253✧, MUS 261✧, MUS 262✧, MUS 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✧*Applied Music—Instrumental* or	
MUS 180✧*Piano* or	
MUS 181✧*Voice*	2
MUS 215✧Introduction to Music History	3
Music Ensemble (Chosen from MUS 250✧, MUS 251✧, MUS 252✧, MUS 253✧, MUS 261✧, MUS 262✧, MUS 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✧*Applied Music—Instrumental* or	
MUS 180✧*Piano* or	
MUS 181✧*Voice*	2
Music Ensemble (Chosen from MUS 250✧, MUS 251✧, MUS 252✧, MUS 253✧, MUS 261✧, MUS 262✧, MUS 266✧)	1

Suggested electives:

MUS 110✧Listening to Music	3
# MUS 179✧Applied Music—Instrumental 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

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

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

Notes:

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

See MUS course descriptions Page 168.

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

Chairperson: Angelee Johns, Ext. 3473

Music Technology

Curriculum U224A52

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

Semester One	**Credit Hours**
MUS 101✧Electronic Music Production	3
MUS 105✧Theory of Music I	3
MUS 115✧Sight-singing & Ear-training I	1
# MUS 135✧Keyboard Musicianship I	1
RHT 101✧Freshman Rhetoric and Composition I	3
General education/Social & Behavioral Sciences	3
	14

Semester Two	
MUS 106✧Theory of Music II	3
MUS 116✧Sight-singing & Ear-training II	1
MUS 120✧Record Production I	3
# RHT 102✧Freshman Rhetoric and Composition II	3
General education/Mathematics	3
General education/Social & Behavioral Sciences	3
	16

Semester Three

MUS 207✧ Theory of Music III	3
MUS 215✧ Introduction to Music History	3
MUS 217✧ Sight-singing & Ear-training III	1
# MUS 220✧ Record Production II	3
SPE 101✧ Principles of Effective Speaking	3
General education/Physical and Life Sciences	4
	17

Semester Four

MUS 208✧ Theory of Music IV	3
MUS 218✧ Sight-singing & Ear-training IV	1
General education/Humanities & Fine Arts	6
General education/Physical and Life Sciences	4
General education/Social & Behavioral Sciences	3
	17

Suggested Additional Course Work:

# MUS 235✧ Keyboard Musicianship II	1
Applied Music—Major area chosen from:	
# MUS 179✧ *Applied Music—Instrumental* or	
MUS 180✧ *Applied Music—Piano* or	
MUS 181✧ *Applied Music—Voice*	2
Music Ensemble (Chosen from MUS 250✧, MUS 251✧, MUS 252✧, MUS 253✧, MUS 261✧, MUS 262✧, MUS 266✧)	
# MUS 211✧ Arranging and Composition	2

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

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

See MUS course descriptions Page 168.

Chairperson: Angelee Johns, Ext. 3473

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.

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

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

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

See PHL course descriptions Page 177.

Recommended electives include courses in the Social and Behavioral Sciences, Humanities, Mathematics, Foreign Languages and Fine Arts.

Chairperson: Lorelei Carvajal, Ext. 3440

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 205✧ Positive Psychology	3
# PSY 210✧ Psychology of Personality	3
# PSY 238✧ Abnormal Psychology	3
# PSY 245✧ Industrial Psychology	3
# PSY 250✧ Psychology of Gender	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
# PSY 234✧ Abnormal Child and Adolescence Psychology	3

Electives for Non-Psychology Majors:

PSY 105✧ Personal Applications of Psychology	3
PSY 296✧ Special Topics in Psychology	3

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

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

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

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

See PSY course descriptions and IAI codes, Page 179.

Chairperson: Lorelei Carvajal, Ext. 3440

Social and Political Science

Curriculum U224A45

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

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 1-4

(Select courses that meet the BA requirements of your transfer college.)
General education requirements: AA degree (see Page 46) 37-41
Social/Political Science courses or
other electives for AA degree 23-27

See PSC course descriptions Page 178; SSC course descriptions Page 187.

Recommended electives include courses in History, Economics, Anthropology, Foreign Languages, Education, Literature, Sociology and Geography.

Chairperson: Tom Porebski, Ext. 3509

Sociology/Social Work

Curriculum U224A44

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

SOCIOLOGY

Required Sociology Prerequisite Course:

SOC 100✧ Introduction to Sociology 3

Recommended courses (up to nine semester credit hours)

SOC 120✧ Social Patterns of Courtship and Marriage 3
SOC 131✧ Social Problems 3
SOC 225✧ Racial and Cultural Minorities 3

SOCIAL WORK

Social Work Core Courses:

SOC 175✧ Introduction to Social Work 3
SOC 180✧ Human Sexuality 3

Students also can complete courses in the following list:

PSY 201✧ Introduction to Social Psychology 3
PSY 238✧ Abnormal Psychology 3
SOC 131✧ Social Problems 3

(Select courses that meet the BA requirements of your transfer college.)
General education requirements: AA degree (see Page 46) 37-41
Sociology courses or other electives for AA degree 23-27

See SOC course descriptions and IAI codes, Page 185.

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

Chairperson: Lorelei Carvajal, Ext. 3440

Speech Communication

Curriculum U224A23

As a field of study, Speech Communication is highly versatile, in that it teaches students about crucial issues of human relationships, particularly as revealed through communication issues. The sequence of courses recommended below will prepare students to enter a wide array of fields, including but not limited to advertising, marketing, business, education, law, politics, public service, public relations and human resource management. Speech Communication courses provide an important foundation for students to develop not only professional, work-related skills, but also personal skills that will enhance their overall quality of life and relationships.

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 111✧ Interpersonal Communication 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 113✧ *Small Group Communication* or
SPE 141✧ *Introduction to Performance Studies* 3
General education /Humanities 3
General education/Physical Science 4
16

Semester Three

SPE 113✧ *Small Group Communication* or
SPE 121✧ *Advanced Public Speaking* 3
General education/Fine Arts 3
General education/Life Science 4
General education/Social & Behavioral Science 3
Electives 2
15

Semester Four

MCM 120✧ Mass Communication (recommended elective) 3
SPE 112✧ *Intercultural Communication* or
SPE 294✧ *Gender and Communication* 3
General education/Fine Arts 3
Electives 7
16

Recommended electives:

AHL 102✧ Ethics and Law for Allied Health 1
ANT 103✧ Introduction to Cultural Anthropology 3
ANT 150✧ Cultural Contexts 3
BUS 150✧ Principles of Management 3
CJA 161✧ Administration of Justice 3
ECO 102✧ Macroeconomics 3
GEO 104✧ Contemporary World Cultures 3
GEO 105✧ Economic Geography 3
HIS 121✧ History of Western Civilization I 3
HIS 141✧ World History I 3

HIS 152✧ History of the U.S. Since 1877 3
HUM 124✧ Professional Ethics 1
MCM 205✧ Basic Broadcast Announcing 3
MKT 125✧ Principles of Marketing. 3
PHL 101✧ Introduction to Philosophy. 3
PHL 102✧ Logic 3
PHL 104✧ Social and Political Philosophy 3
PHL 105✧ World Religions 3
PSC 151✧ American State and Urban Politics 3
PSY 201✧ Introduction to Social Psychology. 3
PSY 210✧ Psychology of Personality 3
SOC 131✧ Social Problems. 3
SOC 225✧ Racial and Cultural Minorities 3
SPE 130✧ Introduction to Theatre 3
SPE 296✧ Special Topics in Speech and Theatre 1-4
SSC 190✧ Contemporary Society 3

(Select courses that meet the BA requirements of your transfer college.)
General education requirements: AA degree (see Page 46) 37-41
Speech Communication courses or
other electives for AA degree 23-27

See SPE course descriptions Page 185.

Chairperson: Angelee Johns, Ext. 3473

Speech/Theatre

Curriculum U224A22

The Speech/Theatre curriculum outlined here, is well-suited for students interested in theatre as an artistic form of human communication. Students will explore aesthetic and practical aspects of the theatre process. These courses are especially appropriate for students who are interested in pursuing careers in such aspects of theatre as acting, directing, producing, stagecraft, scenic design, stage management and education.

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 Theatre* or
SPE 135✧ *Stagecraft** 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 Theatre* or
SPE 135✧ *Stagecraft** 3
SPE 162✧ Acting II 3
General education/Humanities & Fine Arts
suggested electives (ART 111✧ or ART 112✧). 3
General education/Mathematics 3
18

Semester Three
SPE 113✧ Small Group Communication. 3
SPE 141✧ Introduction to Performance Studies. 3
General education/Physical 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/Life Science. 4
General education/Social & Behavioral Science. 3
Electives 6
16

(Select courses that meet the BA requirements of your transfer college.)
General education requirements: AA degree (see Page 46) . . . 37-41
Speech/Theatre courses or other electives for AA degree 23-27

See SPE course descriptions Page 185.

Recommended electives include: Drawing (ART 117✧), Music (MUS 181✧, Applied Voice), Dance (DAN 110✧), Literature (ENG 101✧, ENG 103✧, ENG 105✧), Speech/Theatre (SPE 296✧) History, Psychology and Sociology.

Chairperson: Angelee Johns, Ext. 3473

Women's and Gender Studies

Curriculum U224A15

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

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

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

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

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

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

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

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

Social & Behavioral Sciences: Three courses (nine semester credits) with courses selected from at least two disciplines.

ANT 101✧ *Introduction to Anthropology 3
ANT 103✧ *Introduction to Cultural Anthropology 3
ANT 150✧ *Cultural Contexts 3
GEO 104✧ *Contemporary World Cultures 3
GEO 105✧ *Introduction to Economic Geography 3
GEO 106✧ Regional Geography of Africa and Asia. 3
HIS 141✧ *World History I 3
HIS 142✧ *World History II 3
HIS 151✧ History of the United States to 1877 3
HIS 152✧ History of the United States Since 1877 3
HIS 156✧ *African History 3
PSY 201✧ Introduction to Social Psychology 3
PSY 216✧ Child Psychology 3
SOC 100✧ Introduction to Sociology. 3
SOC 120✧ Social Patterns of Courtship & Marriage 3
SOC 131✧ Social Problems 3

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

Fine Arts

ART 111✧ Ancient to Medieval Art 3
ART 112✧ Renaissance to Modern Art. 3
MCM 150✧ Film History and Appreciation 3
MUS 110✧ Listening to Music. 3
SPE 130✧ Introduction to Theater 3
SPE 294✧ Gender and Communication 3

Humanities

ENG 101✧ Introduction to Poetry 3
ENG 102✧ Introduction to Drama. 3
ENG 103✧ Introduction to Fiction. 3
HUM 151✧ Great Books of the West I 3
HUM 152✧ Great Books of the West II 3
HUM 165✧ *Introduction to the Latin American Experience . . 3
PHL 101✧ Introduction to Philosophy 3
PHL 103✧ Ethics 3

Mathematics: One course (three semester credits)

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

Life Science

BIS 102✧ Human Heredity and Society. 4
BIS 104✧ Issues in Modern Biology. 4

Physical Science: one course (four to five credits)

Recommended Electives:

ART 110✧ Looking at Art 3
COL 101✧ Introduction to College 1
CSG 150✧ Career/Life Planning 1
ENG 170✧ Children's Literature. 3
HUM 170✧ Introduction to Women's and Gender Studies 3
PSY 250✧ Psychology of Gender. 3
SPE 141✧ Introduction to Performance Studies 3

(Select courses that meet the BA requirements of your transfer college.)
General education requirements: AA degree (see Page 46) . . . 37-41
Women's and Gender Studies designated courses or other electives for AA degree 23-27

Chairperson: Angelee Johns, Ext. 3473

Associate in Arts Teaching Degree/ Early Childhood Education

Curriculum U213E (64 semester hours required)

The Associate in Arts in Teaching Early Childhood Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in Early Childhood Education. Students should check individual school requirements before completing the curriculum as outlined. The degree consists of general education courses, professional education courses and courses in the Early Childhood Education major area. These courses encompass the eleven Illinois Professional Teaching Standards, the Technology Standards for All Teachers and the Core Language Arts Standards for All Teachers. Students must also pass the Illinois Basic Skills test to earn the AAT in Early Childhood Education and develop a portfolio reflecting the Illinois Professional Teaching Standards. AAT students are advised to complete the degree prior to transfer. Admission into baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission.

Degree Requirements:

Prior to graduation, each AAT Early Childhood candidate will be required to present their portfolio to an AAT advisory committee for review. The chairperson of Education will recommend the candidate be awarded the AAT in Early Childhood if the AAT candidate has met the following requirements:

- approval of the portfolio
- passing scores on the Illinois Test of Basic Skills (ITBS)
- completion of all coursework in the AAT Early Childhood Education course sequence
- overall GPA of 2.75
- satisfactory aggregated professional dispositions ratings

AAT Degree Prerequisite Courses:

General Education/Communications (nine semester credits)

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

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

Remaining General Education:

General Education/Humanities & Fine Arts[1] (nine semester credits) (to include Music, drama, dance and visual arts)

ART 110✧ Looking at Art 3
HUM 104✧ Humanities Through the Arts 3
MUS 110✧ Listening to Music 3

General Education/Mathematics (six semester credits)

MAT 102✧ Liberal Arts Mathematics. 3
MAT 170✧ Elementary Statistics 3

General Education/Physical & Life Sciences (seven semester credits)
(one course selected from the Life Sciences and one course from the Physical Sciences, including at least one laboratory course. All courses must be IAI approved as designated in course catalog descriptions.)
(refer to NOTE under AAT Science Core Courses)

General Education/Social & Behavioral Sciences[1] (nine semester credits)
(to include History, Geography, Economics and Political Science)
(courses should be taken from at least two disciplines. All courses must be IAI approved as designated in course catalog descriptions. At least one course must meet Illinois Human Diversity requirement. (Human Diversity courses are noted with an (*))

Professional Education Component Required:
(Professional Ed. Component) (nine semester credits)
ECE 110✧ Early Childhood Development 3
EDU 207✧Introduction to Education (with a clinical component* 3
May choose 3 additional credits from:
ECE 142✧ Students with Disabilities in School (recommended). 3
EDU 215✧Educational Psychology 3
*The clinical component should include the field experiences in a variety of educational settings. For students intending to pursue an AAT Early Childhood degree, it would be appropriate for half (1/2) the number of hours to be spent in Early Childhood environments. A variety of assignments and activities should be included, with artifacts and assessments documented. A minimum of 15 contact hours of field experience is required.

Required: Early Childhood Major Area (15 semester credits)
ECE 111✧ Introduction to Early Childhood Education 3
ECE 118✧ Health, Nutrition and Safety 3
ECE 121✧ Language Development and Activities 3
ECE 138✧ Observation, Assessment, Curriculum and Guidance of Young Children. 4
ECE 146✧ Child, Family & Community 2

Total semester hours required for AAT in Early Childhood Education degree 64

See ECE course descriptions, Page 146; EDU course descriptions Page 148; MAT course descriptions and IAI codes, Page 164.

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

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

Chairperson: Mary Rinchiuso, Ext. 3022

Associate in Arts Teaching Degree/ Secondary Mathematics

Curriculum U213M (63 semester hours required)

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

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

AAT Degree Prerequisite Courses:

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

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

Remaining General Education:

General Education/Humanities & Fine Arts[1]
(nine semester credits)
(one course from Humanities and one course from Fine Arts)

General Education/Social & Behavioral Sciences[1]
(nine semester credits)
(courses taken from at least two disciplines)

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

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

AAT Mathematics Major Courses (20 semester credits)
(Select courses that meet the BA requirements of your transfer college.)
CIS 101✧ *Introduction to Computer Science* or
SPN 190✧ *Career Spanish* 3
EDU 207✧Introduction to Education 3
MAT 133✧Calculus & Analytic Geometry II 5
MAT 135✧Calculus & Analytic Geometry III 3
MAT 224✧Linear Algebra 3
VIC 105✧ Technology for Educators. 3

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

Total semester hours required for AAT in Secondary Mathematics degree 63

See EDU course descriptions, Page 148; MAT course descriptions and IAI codes, Page 164.

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

Chairperson: Mary Rinchiuso, Ext. 3022

Associate in Arts Teaching Degree/ Secondary Science

Curriculum U213S (63 semester hours required)

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

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

AAT Degree Prerequisite Courses:

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

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

Remaining General Education:

General Education/Humanities & Fine Arts[1] (six semester credits)
(one course from Humanities and one course from Fine Arts)

General Education/Social & Behavioral Sciences[1] (six semester credits)
(courses taken from at least two disciplines)

General Education/Mathematics (eight to 10 semester credits)
MAT 131✧Calculus & Analytic Geometry I 5
and
MAT 133✧*Calculus & Analytic Geometry II* or 5
MAT 170✧*Elementary Statistic* or. 3
MAT 224✧*Linear Algebra* 3

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

AAT Science Required Core Courses (8 semester credits)

NOTE: All four of the following core courses are required; however, BIS 150✧ **and** CHM 140✧ **fulfill the Physical & Life Sciences general education requirement.**
BIS 150✧ Principles of Biology I 4
CHM 140✧ General Chemistry I 5
PHS 100✧ Introduction to Earth Science 4
PHY 106✧General Physics (Mechanics) 4

Major Courses (13 semester credits)

In order to facilitate transfer, the following courses are necessary to complete the introductory Biology, Chemistry and Physics sequences:
BIS 151✧ Principles of Biology II 4
CHM 141✧ General Chemistry II 5
PHY 107✧General Physics (Electricity, Magnetism and Thermodynamics. 4

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

Total semester hours required for AAT in Secondary Science degree 63

Elective Option

These courses are in addition to the required hours for the AAT/ Secondary Science degree. If additional hours will be accepted at your transfer school, choose one course from the following list, which best supports your area of concentration.
BIS 104✧ Issues in Modern Biology 4
BIS 240✧ Human Anatomy & Physiology I 4
CHM 234✧ Organic Chemistry I 5
PHY 108✧General Physics (Waves, Optics Relativity & Quantum Mechanics) 4

See EDU course descriptions, Page 148; MAT course descriptions and IAI codes, Page 164.

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

Chairperson: Mary Rinchiuso, Ext. 3022

Associate in Arts Teaching Degree/ Special Education

Curriculum U213P (62 semester hours required)

The Associate of Arts in Teaching Special Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in special education. Students should check individual school requirements before completing the curriculum as outlined. The degree consists of general education courses, professional education courses and courses in the special education major area. These courses encompass the eleven Illinois Professional Teaching Standards, the Core Technology Standards, the Core Language Arts Standards and all appropriate Special Education Standards. Students must also pass the Illinois Basic Skills test to earn the AAT in Special Education and develop a portfolio reflecting the Illinois Professional Teaching Standards. AAT students are advised to complete the degree prior to transfer. Transfer students obtaining the AAT Special Education degree will be on "equal footing" with native four-year institution students when seeking admission to an upper-division Special Education degree program. Admission into a baccalaureate degree program is competitive and most senior institutions require a GPA of 2.5 or higher. Completion of these courses alone does not guarantee admission.

Degree Requirements:

- Successful completion of the Illinois Test of Basic Skills (ITBS). It is recommended that students take the Basic Skills Test prior to their accumulation of 45 semester hours of credit. A student must pass the ITBS prior to being awarded an AAT degree. **Official Illinois Test of Basic Skills test results must be submitted to the college prior to graduation.**
- Initiation of standards-based professional portfolio. A standards-based professional portfolio is an outcome of our EDU 206✧, Introduction to Education class. A passing grade on this portfolio is a requirement to successfully complete this class. This portfolio addresses all IPTS so that the student will continue to collect, after EDU 206✧, all artifacts that represent successful completion of IPTS, throughout the degree. This will be viewed with the student and education counselor or chairperson at their semester meetings.
- Evidence of appropriate professional dispositions. (attached "Assessment of Dispositions" evaluation form will be completed and enter into student's portfolio for each class and lab placement and reviewed by the Education Department chairperson and Education counselor on a semester basis.
- All courses in the Social and Behavioral Sciences and Physical and Life Sciences must be IAI approved as designated in the course catalog description. At least one of the Social and Behavioral Science courses must meet the states Human Diversity requirement. These courses are designated by (*) in the college catalog.

AAT Degree Prerequisite Courses:

General Education/Communications (nine semester credits)

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

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

Remaining General Education:

General Education/Humanities & Fine Arts[1] (nine semester credits)
(at least one course from Humanities and one course from Fine Arts (a Non-Western course is required) Courses selected must be IAI approved.)

General Education/Social & Behavioral Sciences[1] (nine semester credits)
(courses must be selected from at least two disciplines. Courses selected must be IAI approved.)
Suggested course:
PSC 150✧ American National Politics 3

General Education/Mathematics (six semester credits)
MAT 116✧Math for Elementary School Teachers I 3
MAT 117✧Math for Elementary School Teachers II 3

General Education/Physical & Life Sciences (eight semester credits)
(at least one course selected from Life Sciences and one lab course from Physical Sciences. Both courses must be IAI approved.)
(refer to NOTE under AAT Science Core Courses)

AAT Special Education Required Core Courses (21 semester credits)
EDU 200✧Introduction to Special Education 3
EDU 206✧Human Growth and Development. 3
EDU 207✧Introduction to Education. 3
EDU 215✧Educational Psychology 3
VIC 105✧ Technology for Educators. 3
Select **two** of the following:
EDU 110✧Diversity of Schools and Society 3
EDU 208✧Introduction to the Foundations of Reading 3
EDU 209✧Language Development 3

Total semester hours required for AAT in Special Education degree 62

See EDU course descriptions, Page 148; MAT course descriptions and IAI codes, Page 164.

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

NOTE:

- IAI approved general education courses are clearly indicated in the description section of the college catalog.
- A college may require a greater number of general education hours than the model suggests, but consideration should be given to the total number of hours in the degree and the possibility that additional hours may not be accepted in transfer.
- A Foreign Language is a requirement at some institutions. Consult advising staff.

Chairperson: Mary Rinchiuso, Ext. 3022

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

Associate in Science Degree Requirements

Curriculum U230A (64 semester hours required)

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

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

NOTE: The following AS 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 for RHT 101✧ **and** RHT 102✧

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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 (*).

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✧Regional Geography of Africa and Asia 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 171✧ *History of Latin American I 3
HIS 172✧ *History of Latin American II. 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
SSC 190✧ Contemporary Society 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 231✧ Introduction to Shakespeare 3
HUM 104✧ Humanities Through the Arts 3
HUM 151✧ Great Books of the West I 3
HUM 152✧ Great Books of the West II. 3
HUM 165✧ *Introduction to the Latin American Experience. . . 3
IDS 101✧ The Arts in Western Culture I 3
IDS 102✧ The Arts in Western Culture II 3
ITL 104✧ Intermediate Italian II. 4
PHL 101✧ Introduction to Philosophy 3
PHL 102✧ Logic. 3
PHL 103✧ Ethics 3
PHL 105✧ *World Religions 3
SPN 104✧ Intermediate Spanish II 4
SPN 151✧ Introduction to Spanish-American Literature I 3
SPN 152✧ Introduction to Spanish-American Literature II . . . 3

Fine Arts

ART 110✧ Looking at Art 3
ART 111✧ Ancient to Medieval Art. 3
ART 112✧ Renaissance to Modern Art 3
ART 114✧ *Survey of Asian Art. 3
HUM 104✧ Humanities Through the Arts 3
IDS 101✧ The Arts in Western Culture I 3
IDS 102✧ The Arts in Western Culture II 3
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 (six 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✧ Chemistry and Society 4
CHM 110✧ Fundamentals of Chemistry. 4
CHM 140✧ General Chemistry I 5
GEO 200✧ Physical Geography: Weather and Climate 4
GEO 201✧ Physical Geography: Maps and Land Forms 4
GOL 101✧ Physical Geology. 4
GOL 102✧ Historical Geology 4
PHS 100✧ Introduction to Earth Science 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 101✧ Human Biology 4
BIS 102✧ Human Heredity and Society 4
BIS 104✧ Issues in Modern Biology 4
BIS 105✧ Environmental Biology. 4
BIS 108✧ Biology of Humans 3
BIS 122✧ Introductory Microbiology. 4
BIS 150✧ Principles of Biology I 4
HRT 125✧ Plants and Society. 4

General Education Core:

12 to 13 courses (40 to 41 semester credits)

Total credits required for graduation **64**

- No more than two courses from any one discipline can be used to fulfill General Education Core curriculum requirements.
- While few baccalaureate institutions require a foreign or second language in their campus-wide general education requirements, competency through two, three, or four college semesters (or the high school equivalent) in a single foreign/second language is required for the Bachelor of Arts degree at some universities, for all bachelor's degrees in some colleges (such as Colleges of Liberal Arts, and for some bachelor's degree majors.
- **Community college students who intend to transfer should plan to complete the foreign language courses required by their intended transfer institution, college within a university and /or major prior to transferring.**
- Students must earn a passing letter grade in each course used to fulfill requirements. Passing scores (based on national norms) on appropriate AP and CLEP exams may be used to fulfill requirements for students who earn an Associate of Arts or an Associate of Science degree prior to transfer. For other transfer students, receiving institutions will follow established credit policies.

Transfer Major and Electives (23-24 credit hours)

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

Semester One	**Credit Hours**
ACC 101✧ Financial Accounting	3
BUS 141✧ Introduction to Business	3
# RHT 101✧ Freshman Rhetoric & Composition I	3
General education/Humanities & Fine Arts	3
General education/Social & Behavioral Science	3
	15
Semester Two	
ACC 105✧ Managerial Accounting	3
BUS 161✧ Business Law I	3
CIS 101✧ Introduction to Computer Science	3
# ECO 170✧ Statistics for Business and Economics[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**

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

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 200✧ Introduction to Human Resource Management	3
#	CIS 150✧ Computer Systems Applications	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

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

General education requirements: AS degree (see Page 62)	37-41
Accounting, business courses or other electives for AS degree	23-27

See ACC course descriptions and IAI codes, Page 124; BUS course descriptions, Page 133.

Foreign 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: William Griffin, 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.

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

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

General education requirements: AS degree (see Page 62)	37-41
Anthropology courses or other electives for AS degree	23-27

See ANT course descriptions Page 126.

Chairperson: Lorelei Carvajal, Ext. 3440

Biological Sciences

Curriculum U230A26

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

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

Semester One	**Credit Hours**
CHM 140✧ General Chemistry I	5
# MAT 131✧ *Calculus & Analytic Geometry* or	
# MAT 170✧ *Elementary Statistics*	*3-5*
General education	6
	14-16
Semester Two	
BIS 150✧ Principles of Biology I	4
# CHM 141✧ General Chemistry II	5
General education	7
	16
Semester Three	
# CHM 234✧ Organic Chemistry I[2]	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 151✧ *Principles of Biology II*[1] or	
#	BIS 205✧ *Field Ecology*[1]	*3-4*
#	CHM 235✧ Organic Chemistry II[2]	5

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

General education requirements: AS degree (see Page 62)	37-41
Biological Sciences courses or other electives for AS degree	23-27

See BIS course descriptions and IAI codes, Page 132.

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

[1]Course selection should be coordinated with major area of interest.

[2]Recommend completion of CHM 234✧ and CHM 235✧ sequence at Triton.

Chairperson: Elizabeth Perez, 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.

Semester One	**Credit Hours**
CHM 140✧ General Chemistry I	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 elective:	
# CHM 235✧ Organic Chemistry II[2]	5

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

General education requirements: AS degree (see Page 62) 37-41
Chemistry courses or other electives for AS degree 23-27

See CHM course descriptions Page 136.

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

Chairperson: Elizabeth Perez, 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.

Semester One	**Credit Hours**
ACC 101✧ Financial Accounting	3
CIS 101✧ Introduction to Computer Science	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
General education/Communications	3
	15-17
Semester Two	
# CIS 125✧ Discrete Mathematics for Computing[1]	4
# CIS 253✧ *Advanced Visual Basic Programming* or	
# CIS 255✧ *C++ Programming* or	
# CIS 263✧ *Java Programming*	3-5
ECO 102✧ Macroeconomics	3
General education/Communications	3
General education/Humanities & Fine Arts	3
	16-18
Semester Three	
# CIS 253✧ *Advanced Visual Basic Programming* or	
# CIS 255✧ *C++ Programming* or	
# CIS 263✧ *Java Programming*	3-5
ECO 103✧ Microeconomics	3
General education/Communications	3
General education/Humanities & Fine Arts	3
General education/Physical & Life Science	4
	16-19
Semester Four	
# CIS 265✧ *Computer Architecture 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
General education/Humanities & Fine Arts	3
General education/Physical & Life Science	4
General education/Social & Behavioral Science	3
	16-17

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

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

BUS 141✧	Introduction to Business	3
BUS 161✧	Business Law I	3
# CIS 150✧	Computer Systems Applications	3
# CIS 275✧	Project Management for Small-Business Systems	3
# CIS 278✧	Database Management Systems	3
# CIS 280✧	Business Systems Analysis and Design	3
# CIS 310✧	Data Communication and Networking Fundamentals	3
# MAT 133✧	Calculus & Analytic Geometry II	5

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

General education requirements: AS degree (see Page 62)	37-41
Computer Science courses or other electives for AS degree	23-27

See CIS course descriptions and IAI codes, Page 137.

[1]CIS 125✧ and ECO 170✧ may meet the Math requirement for the AS degree.

Coordinator: (Computer Information Systems): Eric Bell, Ext. 3349
Coordinator: (Business): William Griffin, Ext. 3579

Computer Science (Technical)

Curriculum U230A12

Students majoring in Computer Science with a Mathematics emphasis need a strong background in Mathematics and computing theory. Bachelor of science degree graduates will find employment as programmers in scientific and engineering applications, graphics, operating systems or be prepared for graduate education in Computer Science.

Semester One		**Credit Hours**
# CIS 121✧	*Introduction to Programming* or	
# CIS 195✧	*Programming for Engineers*	3
# CIS 125✧	Discrete Mathematics for Computing	4
ECO 102✧	Macroeconomics	3
MAT 131✧	Calculus & Analytic Geometry I	5
	General education/Communications	3
		18

Semester Two		
# CIS 255✧	C++ Programming	3
# ECO 103✧	Microeconomics	3
MAT 133✧	Calculus & Analytic Geometry II	5
		17

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

Semester Four		
# CIS 265✧	Computer Architecture and Assembly Language	4
# PHY 107✧	General Physics (Electricity, Magnetism, Thermodynamics)	4
	General education/Humanities & Fine Arts	3
	General education/Physical & Life Science	4
	General education/Social & Behavioral Science	3
		18
	Total semester hours required for graduation	**66**

Recommended Electives:

MAT 135✧	Calculus & Analytic Geometry III	3
PHL 102✧	Logic	3
# PHY 108✧	General Physics (Waves, Optics, Relativity & Quantum Mechanics)	4

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

General education requirements: AS degree (see Page 62)	37-41
Computer Science courses or other electives for AS degree	23-27

See CIS course descriptions and IAI codes, Page 137.

Coordinator: Eric Bell, Ext. 3349

Criminal Justice Administration

Curriculum U230A43

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

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
PHL 103✧	Ethics	3
PSY 100✧	Introduction to Psychology	3
SOC 100✧	Introduction to Sociology	3
SOC 225✧	Racial & Cultural Minorities	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

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

General education requirements: AS degree (see Page 62)..... 40-41
Criminal Justice courses or other electives for AS degree.... 23-24

See CJA course descriptions and IAI codes, Page 141.

Note: Students interested in an Associate in Applied Science degree in Criminal Justice Administration, see Page 94 for more information. Also available are certificates in corrections, law enforcement and armed security (Page 95).

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

Coordinator: John Augustine, Ext. 3505

Economics

Curriculum U230A08

Triton's courses in Economics will give the learner an understanding of fiscal and monetary policies and cover such topics as supply and demand analysis, market structures and resource allocations.

Recommended courses:

ECO 102✧ Macroeconomics 3
ECO 103✧ Microeconomics 3
ECO 170✧ Statistics for Business and Economics 3
ECO 296✧ Special Topics in Economics..... 1-4
MAT 134✧ Introduction to Calculus for Business and Social Science..... 5

Suggested electives:

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

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

General education requirements: AS degree (see Page 62)..... 40-41
Economics courses or other electives for AS degree 23-24

See ECO course descriptions Page 147.

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.

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 1-4

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

General education requirements: AS degree (see Page 62)..... 40-41
Geography courses or other electives for AS degree 23-24

See GEO course descriptions Page 155.

Chairperson: Tom Porebski, Ext. 3509

Geology

Curriculum U230A33

The geological sciences are fundamentally the study of Earth, its crust and global internal structure, ocean basins, continents, mountains, volcanoes, earthquakes, glaciers and other surface features. Geology also is concerned with the history of the planet, the origin and evolution of the continents, seas and life. Employment opportunities for the geologist are found with state and federal agencies and private engineering firms concerned with land use, geologic hazards, hazardous waste disposal and the management of important resources such as oil, gas, coal, water and various minerals.

Semester One	**Credit Hours**
GOL 101✧ Physical Geology	4
# MAT 111✧ Pre-Calculus	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 I	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 150✧ Principles of Biology I 4
MAT 131✧ Calculus & Analytic Geometry I 5
MAT 133✧ Calculus & Analytic Geometry II 5

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

General education requirements: AS degree (see Page 62).... 40-41
Geology courses or other electives for AS degree..... 23-24

See GOL course descriptions Page 156.

Chairperson: Elizabeth Perez, Ext. 3312

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

Health, Sport & Exercise Science
(formerly Physical Education)

Curriculum U230A36

Triton's Health, Sport and Exercise Science department offers a program that is as diverse as Triton's student body. If you want to major in Physical Education, Health or Exercise Science, want to be involved in sports or are simply interested in keeping fit, you can choose from a variety of transferable credit courses/concentrations. The schedule shown below is provided as guidance to students seeking the associate in science degree.

GENERAL EDUCATION CORE[2]
13 courses (40-41 semester credits)

Communications: Three courses (nine semester credits)

RHT 101✧	Freshman Rhetoric and Composition I[1]	3
RHT 102✧	Freshman Rhetoric and Composition II[1]	3
SPE 101✧	Principles of Effective Speaking	3
		9

Social & Behavioral Sciences: Three courses (nine semester credits) with courses selected from at least two disciplines
Recommended Social & Behavioral Sciences Courses:

PSY 100✧	Introduction to Psychology	3
SOC 100✧	Introduction to Sociology	3
	Plus one course from Social & Behavioral Sciences	3
		9

Humanities & Fine Arts[2]: Three courses (nine semester credits) with at least one course selected from Humanities and at least one course from Fine Arts. Graduation from an Illinois college or university requires satisfactory completion of one or more courses incorporating Human Diversity, which may be taken as a Humanities and Fine Arts or Social and Behavioral Science course. These courses are notated with an asterisk (*).

Mathematics[2]: Two courses (six semester credits)

Physical & Life Sciences[2]: Two courses with one course selected from the Life Sciences and one course from Physical Sciences.

REQUIRED HEALTH, SPORT & EXERCISE SCIENCE CORE

HTH 104✧	Science of Personal Health	2
HTH 120✧	Principles of Nutrition	3
HTH 281✧	First Aid & CPR	2
PED 106✧	Total Fitness	1
PED 153✧	Foundations of Exercise	3
	PED elective[3]	0-1
		11-12

AREA OF CONCENTRATION COURSES (12-13 semester credits) Students will choose courses from **one** of the following areas:

PHYSICAL EDUCATION TEACHING CONCENTRATION:

PED 150✧	Introduction to Physical Education	2
PED 159✧	Selected Team and Recreation Sports	4
PED 169✧	Elementary School Games	3
EDU 207✧	Introduction to Education	3
		12

ATHLETIC TRAINING CONCENTRATION:

PED 200✧	Introduction to Biomechanics	3
PED 210✧	Exercise, Testing and Prescription	3
HTH 220✧	Athletic Training Techniques	3
HTH 221✧	Sport Specific Training and Rehabilitation	3
		12

COACHING CONCENTRATION:

HTH 220✧	Athletic Training Techniques	3
PED 168✧	Theory & Practice of Weight Training	2
PED 194✧	Principles of Coaching	3
PED 196✧	*Sport & Exercise Psychology* or	
PED 197✧	*Sociology of Sport*	3
PED	Team or Individual Sports elective[1]	1
		12

WELLNESS CONCENTRATION:

HTH 110✧	Public Health & Wellness	3
HTH 150✧	Health & Modern Life	3
HTH 175✧	Drug & Alcohol Education	3
HTH 213✧	Lifestyle for Health and Fitness	3
		12

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

General education requirements: AS degree (see Page 62)	37-41
Health, Sport & Exercise Science courses or other electives for AS degree	22-26

See PED course descriptions Page 174.

[1] Grade of 'C' or better is an IAI requirement
[2] See Associate in Science degree requirements, U230A, on Page 62, for a list of applicable general education courses.
[3]The number of required elective credit is determined by the program option completed.

Chairperson: Thomas Doyle, Ext. 3783

International Business

Curriculum U230A07

This concentration is designed for transfer students with interests in international marketing, finance, economics and management.

Recommended courses:

ACC 101✧	Financial Accounting	3
ACC 105✧	Managerial Accounting	3
BUS 161✧	Business Law I	3
CIS 101✧	Introduction to Computer Science	3
ECO 102✧	Macroeconomics	3
ECO 103✧	Microeconomics	3
ITL 101✧, ITL 102✧; *SPN 101✧, SPN 102✧*	or	
ITL 103✧, ITL 104✧; *SPN 103✧, SPN 104✧*		8-16
GEO 105✧	Economic Geography	3

Suggested electives:

ANT 103✧	Introduction to Cultural Anthropology	3
BUS 141✧	Introduction to Business	3
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

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

General education requirements: AS degree (see Page 62)	40-41
Business courses or other electives for AS degree	23-24

See BUS course descriptions Page 133.

Chairperson (Social Science): Tom Porebski, Ext. 3509
Coordinator (Business): William Griffin, Ext. 3579

Mathematics

Curriculum U230A27

The study of the various mathematical sciences involves learning ideas and techniques that are essential for the natural and social sciences and increasingly important in all areas of technological society.

Triton College Mathematics department offers classes that range from the college success level to those which would be suitable for the first two years of a Mathematics or related major at a transfer institution.

College success courses are designed to prepare students for college-level Mathematics and programs of study requiring the use of Mathematics, such as chemistry, accounting and the technologies. These courses are not designed for transfer and do not meet any degree requirements. Entry point in the Mathematics course sequence depends on a placement test score. Students are urged to begin their math sequence as soon as possible, since several semesters of course work may be necessary before a class can be applied toward degree requirements.

Triton has a course to prepare those prospective teachers who are planning to take the Basic Skills test in Mathematics. MAT 095, Basic Skills Test Math Review for Prospective Teachers, is designed to assist students who wish to review material which is covered on the test.

Those students wishing to review all their algebra online are invited to look at MAT 096, Algebra/Geometry Review. This is an express review for students who only need to brush up their skills.

College Success Courses:

MAT 045	Pre-Algebra	5
# MAT 055	Algebra & Geometry I	5
# MAT 085	Algebra & Geometry II	5
MAT 095	Basic Skills Test Math Review for Prospective Teachers	2

The following courses all are articulated and intended to transfer under the Illinois Articulation Initiative. They may be used to fulfill **General Education Core requirements:**

# MAT 101✧	Quantitative Literacy	3
# MAT 102✧	Liberal Arts Math	3
# MAT 116✧	Math for Elementary School Teachers 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 transfer as electives and are not applied to the General Education Core, but do constitute a prerequisite toward the calculus sequence and Finite Math. They are:

# MAT 110✧	College Algebra	5
# MAT 111✧	Pre-Calculus	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.

Semester One		**Credit Hours**
# MAT 131✧	Calculus & Analytic Geometry I	5
RHT 101✧	Freshman Rhetoric & Composition I	3
SPE 101✧	Principles of Effective Speaking	3
	General education/Humanities & Fine Arts	3
		14
Semester Two		
# CIS 195✧	Programming for Engineers	3
# MAT 133✧	Calculus & Analytic Geometry II	5
# RHT 102✧	Freshman Rhetoric & Composition II	3
	General education/Humanities & Fine Arts	3
	General education/Social & Behavioral Science	3
		17
Semester Three		
# MAT 135✧	Calculus & Analytic Geometry III	3
# PHY 106✧	General Physics (Mechanics)	4
	General education/Humanities & Fine Arts	3
	General education/Life Science	4
	General education/Social & Behavioral Science	3
		17
Semester Four		
# MAT 341✧	Differential Equations	3
# PHY 107✧	General Physics (Electricity, Magnetism, and Thermodynamics)	4
	General education/Social & Behavioral Science	3
	Electives	6-7
		16-17

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

General education requirements: AS degree (see Page 62)	40-41
Mathematics courses or other electives for AS degree	23-24

See MAT course descriptions Page 164.

Chairperson: Ellen O'Connell, Ext. 3345

Personal Trainer

(See Page 111)

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

Physics

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 Associate in Science Physics program when they are ready to take RHT 101✧ and MAT 131✧.

Semester One	**Credit Hours**
CHM 140✧ General Chemistry I	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

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

General education requirements: AS degree (see Page 62) 40-41
Physics courses or other electives for AS degree 23-24

See PHY course descriptions Page 178.

Chairperson: Elizabeth Perez, Ext. 3312

Pre-Profession

Curriculum U230A30

Pre-professional studies include programs in the health sciences (nutrition, medical sietetics, physical therapy, occupational therapy, medical lab technology, nursing), pre-veterinary medicine, pre-pharmacy, pre-dentistry, pre-medicine, pre-optometry and pre-chiropractic. Students typically begin a pre-professional program when ready to take RHT 101✧, MAT 110✧, and with the equivalent of at least one unit of high school Biology and one unit of high school Chemistry. To facilitate the transfer of credits to the professional school, the student should contact the school to help coordinate his/her course selection at Triton.

Semester One	**Credit Hours**
BIS 150✧ Principles of Biology I	4
CHM 140✧ General Chemistry I	5
# MAT 111✧ Pre-Calculus	5
RHT 101✧ Freshman Rhetoric and Composition I	3
	17
Semester Two	
BIS 107✧ General Zoology	4
# CHM 141✧ General Chemistry II	5
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

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

General education requirements: AS degree (see Page 62) 40-41
Pre-profession 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.

The following specialized programs can be started at Triton College and then completed at a four-year college.

Students should meet the general education requirements and recommended course work for Triton and then plan the remainder of their courses according to the four-year college requirements.

Pre-Dentistry

To be admitted to a college of dentistry, a student should have a minimum of two years of work in liberal arts. Course selections should include strong emphasis in Chemistry, Physics and Biology. The Dental Aptitude Test usually is required of an applicant for admission to dental school.

Pre-Engineering

Engineers use analytical and technical tools to provide creative yet economic solutions to problems. Degreed engineers have been consistently in demand, commanding the highest starting salaries among college graduates.

Students should note that four-year colleges and universities vary in specific course and transfer requirements. Therefore, it is important that in selecting Triton courses, students should consult a Triton counselor as well as the catalog and/or admissions advisor at the senior institution to which transfer is intended.

Recommended courses:

# CHM 140✧ General Chemistry I	5
# CIS 195✧ Programming for Engineers	3
# MAT 131✧ Calculus & Analytic Geometry I	5
# MAT 133✧ Calculus & Analytic Geometry II	5
# MAT 135✧ Calculus & Analytic Geometry III	3
# MAT 341✧ Differential Equations	3
# PHY 106✧ General Physics (Mechanics)	4
# PHY 107✧ General Physics (Electricity, Magnetism and Thermodynamics)	4

Optional course:

# PHY 108✧ General Physics (Waves, Optics, Relativity & Quantum Mechanics)	4

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 that would be relevant to future career interests.

A four-year college degree is usually required to enter a college of law as is the law school admissions test. Each law school determines its own requirements for grade-point average. It is recommended that a student meet the requirements of either the Liberal Arts or Business Administration curriculum.

Pre-Medicine

Students desiring admission to a college of medicine should have a bachelor of science or bachelor of arts degree or at least 90 semester hours of college work and be eligible for full senior status in college. Their chosen courses should have emphasis in Biology, Chemistry and Physics. The medical college admissions test is required by most medical schools.

Pre-Nursing

A student who plans to get a Bachelor of Science degree with a major in Nursing may take the first and/or second years of work in Liberal Arts and should be careful especially in selecting Science courses.

Pre-Occupational Therapy

The first two years of occupational therapy can be taken primarily in liberal arts with some specialization according to the requirements stated in the four-year college catalog.

Pre-Optometry

Admittance to a college of optometry requires a minimum of 60 semester hours and a minimum GPA of 2.50 for all college courses attempted.

These courses should emphasize Biology, Chemistry and Mathematics. Automatic admission is not implied by the attainment of the minimum requirements set forth in the program.

Pre-Pharmacy

One year of this curriculum may be taken in liberal arts and the next four years in a college of pharmacy. Chemistry and Mathematics courses should be included in chosen courses.

Pre-Veterinary

A student usually should present 60 semester hours of acceptable college credit to be admitted to a college of veterinary medicine. These courses may be taken in liberal arts and should include emphasis in Chemistry, Biology and Physics.

Chairperson: Elizabeth Perez, Ext. 3312

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
General education/Humanities & Fine Arts	3
General education/Life Science	4
Art elective(s)	3-6
	16-19

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

Semester Four

General education/Humanities & Fine Arts[1]	3
General education/Physical Science	4
General education/Social & Behavioral Science[1]	3
Art elective(s)	3-6
	13-16
Total credits required for graduation	**62**

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

Ceramics:
ART 135✧ Ceramics I . . . 3
ART 136✧ Ceramics II . . . 3

Painting:
ART 141✧ Painting I . . . 3
ART 142✧ Painting II . . . 3

Printmaking:
ART 140✧ Printmaking . . . 3

Sculpture:
ART 151✧ Sculpture I . . . 3

Visual Communication:
VIC 100✧ Graphic Design . . . 3
VIC 104✧ Computer Art I . . . 3

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

General education requirements: AFA degree	32
Art courses or other electives for AFA degree	30

See ART course descriptions and IAI codes, Page 128.

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

Chairperson: Angelee Johns, Ext. 3473

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 Musicianship 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
Applied Music elective	2
Ensemble elective	1
	17

Semester Two

# MUS 106✧ Theory of Music II	3
# MUS 116✧ Sight-singing & Ear-training II	1
# MUS 235✧ Keyboard Musicianship II	1
# RHT 102✧ Freshman Rhetoric & Composition II	3
General education/Life Science	4
Applied Music elective	2
Ensemble elective	1
	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
	General education/Physical Science	4
	General education/Social & Behavioral Science[1]	3
	Applied Music elective	2
	Ensemble elective	1
		15

Ensemble electives: Choose from:

# MUS 250✧	Concert Band	1
MUS 251✧	Community Concert Band I	0.5
MUS 252✧	Community Concert Band II	0.5
# 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-Instrumental	2
# MUS 180✧	Applied Music-Piano	2
# MUS 181✧	Applied Music-Voice	2

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

General education requirements: AFA degree	32
Music courses or other electives for AFA degree	35

See MUS course descriptions and IAI codes, Page 168.

NOTE: All program requirement courses require an earned grade of 'C' or higher, in order to pass onto the next course in the program sequence.

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

Chairperson: Angelee Johns, Ext. 3473

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

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

Humanities .....3 semester hours
Social Science.....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)

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

General education for AGS degree requirements	24
Total semester hours required for AGS degree	64

Students who wish to discuss pursuing the AGS degree must contact the counselor for the Associate in General Studies degree program. This contact should be made when the student first enrolls for classes or upon changing his/her educational goals.

The Associate in General Studies degree is not considered to be a transferable degree. The student should contact the Counseling department to determine the transferability of part or all the Associate in General Studies degree. The Counseling department may be contacted at (708) 456-0300, Ext. 3588.

General Education electives must be selected from the AA/AS applicable course list *and* must adhere to the requirements of the Illinois Articulation Initiative for graduation if planning to transfer within Illinois. AS Degree Requirements pages explain needed courses in detail. *Students are required to select at least one course from Humanities and one course from Fine Arts, a Physical and a Life Science, and courses in Social and Behavioral Sciences from at least* two *disciplines*. See catalog page 62 with AS Degree Requirements for required hours and number of courses in each discipline*.*

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

Applied Science Programs

Applied Science Programs at Triton provide occupational preparation in a range of careers. In many cases, the areas of specialization are not offered at four-year colleges. Therefore, the programs are designed to prepare students for direct or upgraded employment following Triton College graduation. The programs are listed alphabetically.

Courses offered in Applied Science are college-level and designed primarily for career preparation. Some career-education courses transfer to particular colleges and universities in specific majors. Students should contact the institution to which they intend to transfer or consult with a Triton counselor or Triton's Transfer Center regarding the transferability of career-education courses.

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

Some programs, most notably those in Nursing and Allied Health, have special requirements for enrollment. Students must attend a scheduled information session and meet with the program coordinator to be considered for many of these programs. Please call (708) 456-0300, Ext. 3545, for dates and times.

A maximum of six semester hours of physical education activity courses (PED courses numbered 150 and below) may be selected as electives to fulfill graduation requirements.

College success courses may not be used to meet graduation requirements.

The Applied Science curricula follow with curriculum numbers related to degree, certificate and advanced certificate programs. Students must use these numbers when registering for classes. All degree programs qualify for the Associate in Applied Science degree.

Human Diversity Requirement

Illinois Public Act 87-581 requires that degree-seeking students meet this requirement. This can be accomplished by successful completion of all the required general education courses in the AAS Degree.

Applied Science Programs Offered

Selective Admission Health Programs Offered

Notes for this section:

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

✧ Articulated Courses: See Page 36 for additional information.

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

Additional certificate requirements: In addition to fulfilling certificate program requirements, students must maintain a minimum grade-point average, meet residency requirements and complete proper filing procedures to receive their diplomas. For information, see certificate graduation requirements in the "Degrees and Certificates" section of this catalog. Also see your counselor for assistance.

Associate in Applied Science Degree Requirements

The general education requirements for the Associate in Applied Science degree are listed below. The specific requirements for each career-education curriculum are listed on the pages that follow that section of the catalog.

Note: Students may be required to enroll in COL 101✧ or COL 102✧ as a condition for admission or re-admission to certain programs at the college.

COMMUNICATIONS — **Semester hours**

(six semester hours are required for graduation.)
The communications requirement varies by curriculum.

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

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

SOCIAL AND BEHAVIORAL SCIENCES
(three semester hours are required for graduation)

Anthropology:
ANT 101✧ Introduction to Anthropology 3
ANT 103✧ Introduction to Cultural Anthropology 3
ANT 105✧ Introduction to Archaeology 3
ANT 150✧ Cultural Contexts 3
Education:
ECE 110✧ Early Childhood Development 3
Economics:
ECO 102✧ Macroeconomics 3
ECO 103✧ Microeconomics 3
ECO 105✧ Consumer Economics 3
Geography:
GEO 104✧ Contemporary World Cultures 3
GEO 105✧ Economic Geography 3
GEO 106✧ Regional Geography of Africa and Asia 3
History:
HIS 151✧ History of the United States to 1877 3
HIS 152✧ History of the United States Since 1877 3
HIS 156✧ African History 3
HIS 192✧ History of Asia and the Pacific II 3
Political Science:
PSC 150✧ American National Politics 3
PSC 151✧ American State and Urban Politics 3
PSC 184✧ Global Politics 3
Psychology:
PSY 100✧ Introduction to Psychology 3
PSY 105✧ Applied Psychology 3
Sociology:
SOC 100✧ Introduction to Sociology 3
Social Science:
SSC 190✧ Contemporary Society 3

HUMANITIES AND FINE ARTS
(one to three semester hours are required for graduation)

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

Architecture:
ARC 210✧ Introduction to the History of Architecture 3
Art:
ART 111✧ Ancient to Medieval Art 3
ART 112✧ Renaissance to Modern Art 3
ART 114✧ Survey of Asian Art 3
English:
ENG 101✧ Introduction to Poetry 3
ENG 102✧ Introduction to Drama 3
ENG 103✧ Introduction to Fiction 3
Foreign Language:
(any ITL, SPN course) 2-4
History:
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
Humanities:
HUM 101✧ The Popular Arts 3
HUM 102✧ Mass Media and Culture 3
HUM 104✧ Humanities Through the Arts 3
HUM 120✧ Humanities: The Worker in America 1
HUM 124✧ Professional Ethics 1
HUM 125✧ The Individual and Technology 1
HUM 126✧ Modern Business Ethics 1
HUM 151✧ Great Books I 3
HUM 152✧ Great Books II 3
HUM 165✧ Introduction to the Latin-American Experience . . . 3
HUM 296✧ Special Topics in Humanities 1-3
Interior Design:
INT 211✧ History of Interiors and Furniture 3
Music:
MUS 110✧ Listening to Music 3
Philosophy:
PHL 101✧ Introduction to Philosophy 3
PHL 103✧ Ethics 3
PHL 105✧ World Religions 3
PHL 106✧ Biomedical Ethics 3
Speech:
SPE 130✧ Introduction to Theater 3

PHYSICAL AND LIFE SCIENCES AND MATHEMATICS
(three semester hours are required for graduation)
Review specific requirements for the curriculum selected.

HEALTH AND FITNESS
(two semester hours are required for graduation)

AHL 107✧ Venipuncture & I.V. Administration 1
AHL 108✧ Electrocardiography 1
AHL 200✧ Basic Nutrition and Health 1
AHL 201✧ Introduction to Diet and Nutritional Therapies 1
HTH 104✧ Science of Personal Health 2
HTH 120✧ Principles of Nutrition 3
HTH 181✧ CPR Certification/Re-Certification 1
HTH 281✧ First Aid & CPR 2

GRADUATION REQUIREMENTS:

Total semester hours required in general education toward the AAS degree	15-17
Total semester hours in program core courses and electives required toward the AAS degree	49-55
Total semester hours required toward the AAS degree	64-72

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.

Provides 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 included 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* or	
# MAT 110✧ *College Algebra*	*3-5*
BUS 161✧ Business Law I	3
CIS 101✧ Introduction to Computer Science	3
# RHT 101✧ Freshman Rhetoric & Composition I	3
Electives	3
	18-20

Semester Two	
# ACC 105✧ Managerial Accounting	3
# BUS 162✧ Business Law II	3
ECO 102✧ Macroeconomics	3
SPE 101✧ Principles of Effective Speaking	3
Electives	3
	15

Semester Three	
# ACC 151✧ Intermediate Accounting I	3
# ACC 157✧ Principles of Auditing	3
# ACC 166✧ Cost Accounting	3
CIS 155✧ Microsoft Excel I	3
# ECO 103✧ Microeconomics	3
General education/Humanities	3
	18

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✧ Microsoft Access I	3
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	17

Total credits required for graduation	**68-70**

See ACC course descriptions Page 124.

See Humanities General Education requirements Page 77.

Suggested electives (6): ACC 296✧; BUS 290✧, BUS 291✧; CIS 150✧; MKT 125✧; BUS 106✧or CIS 140✧; PED

Coordinator: William Griffin, Ext. 3579

Accounting Certificate

Curriculum C306A

Provides the minimum accounting requirements to enter the profession. Students study accounting in proprietorship and learn corporate accounting procedures, as well as the application of data processing to accounting problems. Graduates of this certificate may receive job positions in accounts payable, accounts receivable, data entry, as a junior accountant, cost accounting and bookkeeping.

Semester One	**Credit Hours**
ACC 101✧ Financial Accounting	3
BUS 161✧ Business Law I	3
CIS 101✧ Introduction to Computer Science	3
Electives	3
	12

Semester Two	
# ACC 105✧ Managerial Accounting	3
CIS 155✧ Microsoft Excel I	3
Electives	2
	8

Semester Three	
# ACC 151✧ Intermediate Accounting I	3
# ACC 166✧ Cost Accounting	3
CIS 157✧ Microsoft Access I	3
	9

Total credits required	**29**

See ACC course descriptions Page 124.

Suggested electives (6): ACC 152✧, ACC 156✧, ACC 157✧, ACC 296✧; BUS 162✧; BUS 106✧ or CIS 140✧

Coordinator: William Griffin, Ext. 3579

Aircraft Maintenance

The Institute of Aviation at the University of Illinois has entered into an agreement with Lincoln Land Community College and a consortium of 17 other Illinois community colleges to provide high-quality technical training in airframe and powerplant technology to persons in central Illinois and throughout the state.

This program will offer the Associate of Applied Science in Aircraft Maintenance through Lincoln Land Community College in Springfield, with the Institute of Aviation providing all of the technical training leading to Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic Certification.

Upon successful completion of the Aircraft Maintenance program, the graduate will have the opportunity to take all written, oral and practical certification examinations with FAA designated examiners at the institute.

ASSOCIATE IN APPLIED SCIENCE DEGREE/
Lincoln Land Community College

Courses to be taken at Triton College . . . . . Credit Hours	
# ENT 123✧	Technical Physics 4
# ENT 252✧	Introduction to Mechanical AutoCAD 2
HTH 104✧	*Science of Personal Health* or
HTH 281✧	*First Aid & CPR* 2
# MAT 122✧	Technical Mathematics 3
# RHT 101✧	Freshman Rhetoric & Composition I 3
# RHT 102✧	Freshman Rhetoric & Composition II 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 1
	21

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

Semester One (Fall)		**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 77.

Note: Passage of Physics and Mathematics entrance exam required.

Dean: Ext. 3395

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
ARC 109✧	Architectural Drafting Fundamentals	2
ARC 187✧	Architectural Drawing and Models	3
ARC 189✧	Architectural CADD	3
COT 101✧	Introduction to Architecture, Engineering and Construction	1
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# MAT 101✧	*Quantitative Literacy*[1] or	
# MAT 102✧	*Liberal Arts Mathematics*[1] or	
# MAT 110✧	*College Algebra*[1] or	
# MAT 111✧	*Pre-Calculus*[1] or	
# MAT 114✧	*Plane Trigonometry*[1]	3-5
# RHT 101✧	Freshman Rhetoric & Composition I[2]	3
		17-19
Semester Two		
# ARC 110✧	Wood and Masonry Construction Technology	5
# ARC 171✧	Architectural Design I	3
COT 269✧	Surveying	3
# ARC 210✧	*Introduction to the History of Architecture*[3] or	
# INT 211✧	*History of Interiors and Furniture*[3]	3
# RHT 102✧	*Freshman Rhetoric & Composition II*[2] or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
		17
Semester Three		
# ARC 120✧	Steel Construction Technology	5
# ARC 130✧	Concrete Construction Technology	5
# ARC 172✧	Architectural Design II	5
# ARC 260✧	Advanced Architectural CADD and Rendering . . .	3
		18
Semester Four		
# ARC 140✧	MEP Construction Technology	5
COT 142✧	Construction Contract Documents	3
COT 258✧	Construction Cost Estimating	3
# COT 270✧	*Intermediate Surveying* or	
COT 291✧	*Site Design and Construction*	2-3
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
		16-17
	Total credits required for graduation	**68-71**

See ARC course descriptions Page 126; COT course descriptions Page 143.

See Humanities General Education requirements Page 77.

[1]MAT 101✧, MAT 102✧, MAT 110✧, MAT 111✧ or MAT 114✧ meets the Science and Mathematics general education requirement. Students intending to transfer to UIC, UIUC or SIUC must take MAT 131✧ and PHY 101✧ prior to admission.

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

[3]ARC 210✧ or INT 211✧ meets the Humanities/Fine Arts requirement.

Coordinator: Jo Beth Halpin, Ext. 3601

Architecture Certificate

Curriculum C448T (formerly C348A)

The Architecture certificate 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
# ARC 120✧ Steel Construction Technology	5
ARC 189✧ Architectural CADD	3
	13
Semester Two	
# ARC 130✧ Concrete Construction Technology	5
# ARC 140✧ MEP Construction Technology	5
# ARC 261✧ Building Information Modeling	3
COT 258✧ Construction Cost Estimating	3
	16
Total credits required	**29**

See ARC course descriptions Page 126.

Coordinator: Jo Beth Halpin, Ext. 3601

Building Information Modeling

Curriculum C248X

Graduates of this program can qualify for jobs in architectural firms; construction management firms or facility management firms for building operations; perform duties such as computer-aided design and drafting for building design and construction, Building Information Modeling, computer-aided perspective rendering, CADD or BIM manager; install, maintain and keep up-to-date with the software and hardware used for Building Information Modeling and CADD operations, organize a Building Information Modeling team, manage an application service provider, execute electronic transfer of design and Building Information Modeling files between members of the building project team, teach others on the team how to use the specialty programs and produce instructional manuals and standards for the firm.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
ARC 109✧ Architectural Drafting Fundamentals	2
# ARC 110✧ Wood and Masonry Construction Technology	5
ARC 189✧ Architectural CADD	3
COT 101✧ Introduction to Architecture, Engineering and Construction	1
# RHT 101✧ Freshman Rhetoric & Composition I[2]	3
	14
Semester Two	
# ARC 120✧ Steel Construction Technology	5
# ARC 260✧ Advanced Architectural CADD and Rendering	3
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
# MAT 101✧ *Quantitative Literacy*[1] or	
# MAT 102✧ *Liberal Arts Mathematics*[1] or	
# MAT 110✧ *College Algebra*[1] or	
# MAT 111✧ *Pre-Calculus*[1]	3-5
# RHT 102✧ *Freshman Rhetoric & Composition II*[2] or	
SPE 101✧ *Principles of Effective Speaking*[2]	3
	16-18
Semester Three	
# ARC 130✧ Concrete Construction Technology	5
# ARC 210✧ Introduction to the History of Architecture[3]	3
# ARC 261✧ Building Information Modeling	3
ARC 262✧ BIM Production	3
COT 269✧ Surveying	3
	17
Semester Four	
# ARC 140✧ MEP Construction Technology	5
ARC 263✧ BIM Management	3
COT 142✧ Construction Contract Documents	3
COT 258✧ Construction Cost Estimating	3
# COT 270✧ *Intermediate Surveying* or	
COT 291✧ *Site Design and Construction*	2-3
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	19-20
Total credits required for graduation	**66-69**

See ARC course descriptions Page 126; COT course descriptions Page 143.

See Humanities General Education requirements Page 77.

[1]MAT 101✧, MAT 102✧, MAT 110✧, MAT 111✧ meets the

Science and Mathematics 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.
[3]ARC 210✧ meets the Humanities/Fine Arts requirement.

Coordinator: Jo Beth Halpin, Ext. 3601

Building Information Modeling Certificate
(formerly Architecture CAD Certificate)

Curriculum C448M

Building Information Modeling (BIM) is a specialty activity in architectural, construction management or facility management firms, in which the BIM modeler creates a three-dimensional electronic model of a proposed or existing building containing all the geometry, quantity and material information for the building. This certificate allows a student to concentrate on courses to prepare for jobs in this occupation.

Semester One	**Credit Hours**
ARC 109✧ Architectural Drafting Fundamentals	2
# ARC 110✧ Wood and Masonry Construction Technology	5
ARC 189✧ Architectural CADD	3
COT 101✧ Introduction to Architecture, Engineering and Construction	1
	11
Semester Two	
# ARC 260✧ Advanced Architectural CADD and Rendering	3
# ARC 261✧ Building Information Modeling	3
ARC 262✧ BIM Production	3
ARC 263✧ BIM Management	3
	12
Total credits required	**23**

See ARC course descriptions Page 126.

Coordinator: Jo Beth Halpin, Ext. 3601

Automotive: General Motors/AC Delco
(formerly Automotive Manufacturer Specific)

Curriculum C247C

The General Motors Automotive Service Educational Program (ASEP) and AC Delco Total Service Support (TSS) program is a cooperative agreement between Triton College, General Motors and AC Delco*, which alternates college training and practical experience at a GM dealership or AC Delco TSS independent repair facility. Students are prepared in all areas of product servicing.

Prospective students must contact the General Motors ASEP coordinator at Ext. 3279 to apply. Application information can be downloaded at www.Triton.edu. Hand tools are required both at the dealership and at Triton.

*GM sponsorship is required at a Chevrolet, Buick, GMC, Cadillac or AC Delco TSS repair facility.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)	**Credit Hours**
AUT 112✧ Introduction to Automotive Technology	3
AUT 114✧ Fuel Management Systems	4
AUT 127✧ Automotive Electricity & Electronics I	4
# AUT 296✧ Automotive Internship I	2
HTH 281✧ First Aid & CPR	2
# MAT 122✧ Technical Mathematics[1]	3
	18
Semester Two (Spring)	
# AUT 129✧ Automotive Electricity & Electronics II	3
# AUT 136✧ Brake, Hardware & Chassis Repair	4
# AUT 150✧ Automotive Power Plants	5
# AUT 297✧ Automotive Internship II	2
Humanities (HUM 120✧-HUM 126✧)	1
	15
Semester Three (Summer)	
# AUT 280✧ Automotive Heating & Air Conditioning Fundamentals	2
# AUT 282✧ Advanced Automotive Heating & Air Conditioning	2
	4
Semester Four (Fall)	
# AUT 226✧ Engine Performance & Diagnosis	5
# AUT 275✧ Transmissions and Drive Systems	5
# AUT 298✧ Automotive Internship III	1
# RHT 101✧ Freshman Rhetoric & Composition I[2]	3
HIS 151✧ *History of the U.S. to 1877* or PSC 150✧ *American National Politics* or SSC 190✧ *Contemporary Society*	3
	17
Semester Five (Spring)	
# AUT 230✧ Computerized Engine Controls	5
# AUT 240✧ Steering, Suspension & Alignment	4
# AUT 277✧ Advanced Automatic Transmission Repair	5
# AUT 299✧ Automotive Internship IV	1
# RHT 102✧ *Freshman Rhetoric & Composition II* or SPE 101✧ *Principles of Effective Speaking*[2]	3
	18
Total credits required for graduation	**72**

See AUT course descriptions Page 129.

See Humanities General Education requirements Page 77.

[1]MAT 122✧ meets the Mathematics and Science general education requirement.

[2]Students must complete 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: Bill O'Connell, GM ASEP, Ext. 3279

Automotive Service Department Management

Curriculum C247E

The Automotive Service Department Management program blends technical and management courses to prepare students to enter the automotive service management field.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
AUT 112✧ Introduction to Automotive Technology	3
AUT 127✧ Automotive Electricity & Electronics I	4
BUS 146✧ Business Computations[1]	3
# RHT 101✧ Freshman Rhetoric & Composition I[3]	3
General education/Humanities	1
Electives[4]	3
	17
Semester Two	
# AUT 136✧ Brake, Hardware & Chassis Repair	4
# AUT 150✧ Automotive Power Plants	5
BUS 154✧ Human Relations in Labor & Management	3
# RHT 102✧ *Freshman Rhetoric & Composition 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
HIS 151✧ *History of the United States to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	17
Semester Four	
# AUT 226✧ Engine Performance & Diagnosis	5
BUS 151✧ Small-Business Management	3
CIS 101✧ Introduction to Computer Science[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 129.

See Humanities General Education requirements Page 77.

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

[1]BUS 146✧ meets the Mathematics and/or Science general education requirement.
[2]CIS 101✧ meets the computer literacy general education requirement.
[3]If RHT 101✧ & RHT 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.

Coordinator: Gabe Murphy, Ext. 3536

Automotive Technology

Curriculum C247D

The Automotive Technology degree curriculum provides the student with a working knowledge of automotive repair on today's high-tech, computerized automobile.

Upon completion of the program, the graduate will be able to seek employment as an auto repair technician in a dealership or the aftermarket and can move into advanced automotive opportunities, such as service advising and manufacturer corporate positions. This program is National Automotive Technician Education Foundation (NATEF) division of Automotive Service Excellence (ASE) certified.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
AUT 112✧ Introduction to Automotive Technology	3
AUT 114✧ Fuel Management Systems	4
AUT 127✧ Automotive Electricity & Electronics I	4
# MAT 122✧ Technical Mathematics[2]	3
# RHT 101✧ Freshman Rhetoric & Composition I[1]	3
	17
Semester Two	
# AUT 129✧ Automotive Electricity & Electronics II	3
# AUT 136✧ Brake, Hardware & Chassis Repair	4
# AUT 150✧ Automotive Power Plants	5
# RHT 102✧ *Freshman Rhetoric & Composition II* or	
SPE 101✧ *Principles of Effective Speaking*[1]	3
General education/Humanities	1
	16
Semester Three	
# 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
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
	16
Semester Five	
# AUT 230✧ Computerized Engine Controls	5
# AUT 277✧ Advanced Automatic Transmission Repair	5
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	13
Total credits required for graduation	**66**

See AUT course descriptions Page 129.

See Humanities General Education requirements Page 77.

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

[1]Students must complete 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]MAT 122✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Gabe Murphy, Ext. 3536

Automotive Technology Certificate

Curriculum C347C

The Automotive Technology certificate curriculum is designed for learners who wish to concentrate solely on technically-related courses in the repair of today's high-tech computerized automobile.

Upon completion of the program, the certificate holder will be able to seek employment as an automobile repair technician in a dealership or the aftermarket and can move into advanced automotive opportunities, such as service advising and manufacturer corporate positions.

Program is a National Automotive Technician Education Foundation (NATEF) division of Automotive Service Excellence (ASE) 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 136✧Brake, Hardware & Chassis Repair	4
	15
Semester Two	
# AUT 129✧Automotive Electricity & Electronics II	3
# AUT 150✧Automotive Power Plants	5
# AUT 226✧Engine Performance & Diagnosis	5
# AUT 275✧Transmission & Drive Systems	5
	18
Semester Three	
# AUT 280✧Automotive Heating & Air Conditioning Fundamentals	2
# AUT 282✧Advanced Automotive Heating & Air Conditioning	2
	4
Semester Four	
# AUT 230✧Computerized Engine Controls	5
# AUT 240✧Steering, Suspension & Alignment	4
# AUT 277✧Advanced Automatic Transmission Repair	5
	14
Total credits required	**51**

See AUT course descriptions Page 129.

Coordinator: Gabe Murphy, Ext. 3536

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.

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

Instruction includes complete brake system servicing, use of lathes for disc and drum machining, asbestos safety control, front-end alignment, active suspension and steering system diagnosis and repair.

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 136✧Brake, Hardware & Chassis Repair	4
# AUT 240✧Steering, Suspension & Alignment	4
# AUT 280✧Automotive Heating & Air Conditioning Fundamentals	2
	10
Total semester credits	**21**

See AUT course descriptions Page 129.

Coordinator: Gabe Murphy, Ext. 3536

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 control systems.

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 129.

Coordinator: Gabe Murphy, Ext. 3536

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 refinishing, guide repair, magna fluxing, block, piston and rod service; bottom-end and engine front-end service plus basic fuel 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 Plants	5
	9
Total credits required	16

See AUT course descriptions Page 129.

Coordinator: Gabe Murphy, Ext. 3536

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 129.

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

Coordinator: Gabe Murphy, Ext. 3536

Automotive T-Ten Degree

Curriculum C247I

The Toyota T-Ten program is a cooperative agreement between Triton College and Toyota Manufacturing of North America. The program alternates college training; theoretical and practical training with cooperative practical training at Lexus and Toyota-Scion dealerships.

Prospective students must contact the Toyota T-TEN program coordinator at extension 3536 to apply. Hand tools and proper attire are required, both at Triton College and the sponsoring dealership. Toyota dealerships include: Lexus, Toyota and Scion.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
AUT 112✧ Introduction to Automotive Technology	3
AUT 127✧ Automotive Electricity & Electronics I	4
# AUT 129✧ Automotive Electricity & Electronics II	3
# MAT 122✧ Technical Mathematics[2]	3
# RHT 101✧ Freshman Rhetoric & Composition I[1]	3
	16

Semester Two

# AUT 136✧ Brake, Hardware & Chassis Repair	4
# AUT 240✧ Steering, Suspension & Alignment	4
HUM 120✧ *Humanities: The Worker in America* or	
HUM 126✧ *Modern Business Ethics*	1
PSC 150✧ American National Politics	3
# RHT 102✧ *Freshman Rhetoric & Composition II* or	
SPE 101✧ *Principles of Effective Speaking*[1]	3
	15

Semester Three (Summer Session)

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

Semester Four

# AUT 150✧ Automotive Power Plants	5
# AUT 230✧ Computerized Engine Controls	5
# AUT 275✧ Transmission & Drive Systems	5
HTH 281✧ First Aid & CPR	2
	17

Semester Five

AUT 114✧ Fuel Management Systems	4
# AUT 226✧ Engine Performance & Diagnosis	5
# AUT 277✧ Advanced Automatic Transmission Repair	5
	14
Total credits required for graduation	66

See AUT course descriptions Page 129.

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

Coordinator: Gabe Murphy, Ext. 3536

Business Management

Curriculum C206B

The Business Management curriculum provides students with employment or advancement in business, industry, government or service organizations. The curriculum is intended to serve the needs of students who want to enter management positions and to enable those already in management to upgrade their skills and potential for growth. Skills are developed in communication, management of personnel, accounting, customer service and technology.

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.

Upon successful completion of the Business Management program, the graduate will be able to:

- Demonstrate knowledge of the business environment from an ethical, economic and global perspective.
- Articulate an awareness of current legal, ethical, social, financial, technical and economic environmental factors, as they apply to business.
- Prepare and present effective written and oral business-related reports.
- Effectively communicate and interact with others.
- Use appropriate technology and other resources to research, analyze and integrate data to solve business problems.
- List successful marketing mix strategies as they relate to the business environment.
- Apply management functions both departmentally and to the organization as a whole
- Assess and develop individual communication, leadership and team-building styles.
- Recognize and adapt to the communication, leadership and team-building styles of others.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
ACC 100✧ *Basic Accounting I*[1] or	
ACC 101✧ *Financial Accounting*[1]	3
BUS 107✧ *Microsoft Office in Business Applications* or	
CIS 101✧ *Introduction to Computer Science*	3
BUS 141✧ Introduction to Business	3
BUS 146✧ Business Computations[2]	3
# RHT 101✧ Freshman Rhetoric & Composition I	3
	15

Semester Two	
# ACC 103✧ *Basic Accounting II*[1] or	
# ACC 105✧ *Managerial Accounting*[1]	3
BUS 150✧ Principles of Management	3
BUS 154✧ Human Relations in Labor & Management	3
BUS 171✧ Introduction to Customer Service	3
# RHT 102✧ Freshman Rhetoric & Composition II	3
	15

Semester Three	
BUS 161✧ Business Law I	3
# BUS 172✧ Problem Solving in Customer Service	3
# BUS 188✧ Business Writing	3
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
HUM 126✧ Modern Business Ethics	1
Program electives	5
	17

Semester Four		
# BUS 285	Project Management	3
ECO 102✧ *Macroeconomics* or		
ECO 105✧ *Consumer Economics*		3
MKT 125✧	Principles of Marketing	3
SPE 101✧	Principles of Effective Speaking	3
	Program electives	5
		17
	Total credits required for graduation	**64**

See BUS course descriptions Page 133; MKT course descriptions Page 166.

Note: ACC 101✧ is a prerequisite for ACC 105✧. ACC 100✧ and ACC 103✧ are not transferable to all universities.

Program electives (10): Any ACC, BUS, CIS or MKT course

[1]ACC 100✧ or ACC 101✧, ACC 103✧ or ACC 105✧ meets the Mathematics and/or Science general education requirement.
[2]BUS 146✧ meets the Mathematics and/or Science general education requirement.

Coordinator: William Griffin, 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.

Upon successful completion of the Business Management certificate program, the graduate will be able to:

- Coordinate the activities of a business in accordance with organizational policies.
- Prepare and present effective written and oral business-related reports.
- Work effectively as a member of a team.
- Demonstrate knowledge of the management functions and skills within an organization system as they interact in a dynamic and diverse global environment.
- Use appropriate technology as it relates to a business environment.

Semester One	**Credit Hours**
BUS 141✧ Introduction to Business	3
BUS 146✧ Business Computations	3
BUS 154✧ Human Relations in Labor & Management	3
BUS 171✧ Introduction to Customer Service	3
CIS 101✧ *Introduction to Computer Science* or	
BUS 107✧ *Microsoft Office in Business Applications*	3
	15

Semester Two	
BUS 122✧ Business English	3
BUS 150✧ Principles of Management	3
# BUS 285 Project Management	3
MKT 125✧ Principles of Marketing	3
Program electives	3
	15
Total credits required	**30**

See BUS course descriptions Page 133; MKT course descriptions Page 166.

Program electives (3): Any ACC, BUS, CIS or MKT course

Coordinator: William Griffin, Ext. 3579

Entrepreneurship Certificate

Curriculum C406D

The Entrepreneurship Program prepares learners 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**
BUS 136	Entrepreneurship I	3
BUS 141✧	Introduction to Business[1]	3
BUS 150✧	Principles of Management	3
MKT 125✧	Principles of Marketing[1]	3
VIC 100✧	Graphic Design	3
		15
Semester Two		
BUS 102	Small Business Accounting	3
# BUS 137	Entrepreneurship II	3
MKT 150✧	Principles of Sales	3
MKT 275✧	Principles of Advertising	3
VIC 172✧	Web Page Design	3
		15
	Total credits required	30

See BUS course descriptions Page 133; MKT course descriptions Page 166.

[1]On-line classes available

Coordinator: William Griffin, Ext. 3579

Financial Services

Curriculum C208A

The Financial Services program is designed to acquaint students with the characteristics of various financial institutions and provide specific information regarding personal investment opportunities, the economy and the legal foundations of business. The program will prepare students for entry-level positions within the Financial Services industry.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
ACC 101✧	Financial Accounting	3
BUS 141✧	Introduction to Business	3
BUS 146✧	Business Computations[1]	3
ECO 102✧	Macroeconomics	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
		15
Semester Two		
# ACC 105✧	Managerial Accounting	3
# BUS 112✧	Principles of Finance	3
# BUS 113✧	Investments and Securities	3
CIS 101✧	Introduction to Computer Science	3
SPE 101✧	Principles of Effective Speaking	3
		15
Semester Three		
# ACC 151✧	Intermediate Accounting I	3
# BUS 114✧	Stock Market Analysis	3
BUS 116✧	Principles of Insurance	3
BUS 161✧	Business Law I	3
MKT 150✧	Principles of Sales	3
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
		18
Semester Four		
# ACC 152✧	Intermediate Accounting II	3
BUS 118✧	Financial Planning	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
	General education/Humanities	3
	Electives	6
		17
	Total credits required for graduation	65

See ACC course descriptions Page 124; BUS course descriptions Page 133.

See Humanities General Education requirements Page 77.

Suggested electives (6): ACC 156✧; BUS 149✧, BUS 150✧, BUS 154✧, BUS 162✧, BUS 290✧, BUS 291✧, BUS 296✧; CIS 155✧, CIS 157✧, CIS 161✧, CIS 167✧; ECO 103✧, ECO 150✧; MKT 125✧

[1]BUS 146✧ meets the Mathematics and/or Science general education requirement.

Coordinator: William Griffin, Ext. 3579

Business—Office Careers
Business Support Specialist Certificate

Curriculum C307D

Students interested in pursuing executive assistant positions in business today can pursue this certificate. Students will learn the skills and knowledge in computer software applications, accounting principles, records management and customer service, which is required in today's high-tech business environment. A grade of "C" in BUS 104✧ (40 wpm, with five errors or fewer, on a five-minute timing) is required for graduation.

Semester One		**Credit Hours**
ACC 100✧	*Basic Accounting I* or	
ACC 101✧	*Financial Accounting* or	
# BUS 146✧	*Business Computations*	3
BUS 103✧	Keyboarding Technique[1*]	1
# BUS 122✧	Business English	3
BUS 171✧	Introduction to Customer Service	3
CIS 119✧	Windows	1
CIS 140✧	Microsoft Word I	3
CIS 144✧	Microsoft PowerPoint	3
		17

Semester Two

	BUS 104✧ Keyboarding Speed & Accuracy	1
	BUS 107✧ Microsoft Office in Business Applications	3
	BUS 125✧ Formatting/Proofreading Business Documents	3
	BUS 267✧ Records Management	2
	CIS 142✧ Microsoft Word II	3
#	CIS 158✧ Introduction to the World Wide Web	1
	MKT 200✧ Developing the Professional Image	3
		16

Total credits required 33

See BUS course descriptions Page 133.

[1]Any student who can type 25 words per minute on a three-minute timing, with five errors or fewer, using proper touch-typing technique, may take a proficiency test for BUS 103✧.
*Students completing the BUS 103✧ proficiency requirement in the first semester, may take BUS 104✧ in the first semester instead of the second semester.

Coordinator: William Griffin, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654

Medical Administrative Assistant Certificate

Curriculum C407K

Students that pursue this certificate program will be prepared to begin entry-level careers as a member of the health care team. Students receive the specialized training through the completion of courses in the creation and maintenance of Medical Records, Medical Terminology, Medical Machine Transcription, Medical Coding for out-patient health care, office procedures and computer applications software skills. A grade of "C" or better in BUS 104✧ (40 wpm with five errors or fewer, on a five-minute timing) is required for graduation.

Semester One		**Credit Hours**
	AHL 102✧ Ethics and Law for the Allied Health	1
	AHL 120✧ Comprehensive Medical Terminology	3
	BUS 103✧ Keyboarding Technique[1*]	1
#	BUS 122✧ Business English	3
	CIS 119✧ Windows	1
	CIS 140✧ Microsoft Word I	3
		12

Semester Two

	AHL 110✧ Medical Coding and Office Procedures	2
#	BUS 104✧ Keyboarding Speed and Accuracy[1]	1
	BUS 107✧ Microsoft Office in Business Applications	3
#	BUS 265✧ Medical Transcription	2
	BUS 267✧ Records Management	2
	CIS 142✧ Microsoft Word II	3
		13

Total credits required 25

See BUS course descriptions Page 133.

[1]Any student who can type 25 words per minute, on a three-minute timing, with five errors or fewer, using proper touch-typing technique may take a proficiency test for BUS 103✧.
*Students completing the BUS 103✧ proficiency requirement in the first semester, may take BUS 104✧ in the first semester, instead of the second semester.

Coordinator: William Griffin, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654

Office Assistant Certificate

Curriculum C407D

Students that pursue this certificate program will be prepared to begin entry-level office positions. Students learn the skills and knowledge in office procedure and word processing, customer service and records management.

Semester One		**Credit Hours**
	BUS 103✧ Keyboarding Technique[1*]	1
#	BUS 122✧ Business English	3
	CIS 119✧ Windows	1
	CIS 140✧ Microsoft Word I	3
		8

Semester Two

#	BUS 104✧ Keyboarding Speed and Accuracy[1]	1
	BUS 125✧ Formatting/Proofreading Business Documents	3
	BUS 267✧ Records Management	2
	MKT 200✧ Developing the Professional Image	3
		9

Total credits required 17

See BUS course descriptions Page 133.

[1]Any student who can type 25 words per minute, on a three-minute timing, with five errors or fewer, using proper touch-typing technique may take a proficiency test for BUS 103✧.
*Students completing the BUS 103✧ proficiency requirement in the first semester, may take BUS 104✧ in the first semester, instead of the second semester.

Coordinator: William Griffin, Ext. 3579
Counselor: Dr. Magalene Sudduth, Ext. 3654

Computer Information Systems

Curriculum C207A

The Computer Information Systems concentrations are designed to provide students with the skills necessary to obtain a position in the specialties of E-commerce, database design, game development and programming, and Linux system management. Graduates of the program will be able to:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate basic level of competency in programming and logic skills.
- Utilize web technologies.
- Use productivity software effectively (word processing, spreadsheets and database software).
- Identify an area of interest through the selection of elective courses.
- Apply the skills that are the focus of this program to business scenarios.
- Work effectively in teams.
- Present conclusions effectively, orally and in writing.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
	ACC 101✧ Financial Accounting	3
	CIS 101✧ Introduction to Computer Science	3
#	CIS 121✧ Introduction to Programming	3
	CIS 174✧ *LAN Administration: Windows Client* or	
	CIS 177✧ *Introduction to Linux*	3
#	RHT 101✧ Freshman Rhetoric & Composition I	3
		15

Semester Two

# ACC 105✧	Managerial Accounting	3
# CIS 150✧	Computer Systems Applications	3
# CIS 310✧	Data Communications and Networking Fundamentals	3
	Selections from appropriate concentration	6
		15

Semester Three

# CIS 125✧	Discrete Mathematics for Computing[1]	4
# CIS 276✧	*Operating Systems Introduction* or	
# CIS 277✧	*Windows Command Processing*	3
SPE 101✧	Principles of Effective Speaking	3
	Selections from appropriate concentration	6
		16

Semester Four

HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
	General education/Humanities	1
	Selections from appropriate concentration	12
		18
	Total credits required for graduation	65-66

Choose from *one* of the following concentrations:

DATABASE DESIGN CONCENTRATION

Take:

# CIS 257✧	Access Programming	3
# CIS 262✧	Oracle DBMS Development	3
# CIS 267✧	Advanced Access Programming	3
# CIS 275✧	Project Management for Small-Business Systems	3
# CIS 278✧	Database Management Systems	3
# CIS 280✧	Business Systems Analysis and Design	3
Choose from additional concentrations		6
		24

E-COMMERCE CONCENTRATION

CIS 189✧	Internet Foundations	3
# CIS 190✧	Web Site Development	3
# CIS 192✧	Server-side Programming	3
# CIS 196✧	E-Commerce	3
# CIS 220✧	Introduction to Network Security	3
# CIS 280✧	Business-Systems Analysis	3
VIC 100✧	Graphic Design	3
VIC 172✧	Web Page Design	3
		24

GAME AND PROGRAM DEVELOPMENT CONCENTRATION

# CIS 250✧	Visual BASIC Programming	3
# CIS 253✧	Advanced Visual Basic Programming	3
# CIS 255✧	C++ Programming	3
# CIS 263✧	Java Programming	3
# CIS 264✧	C# Programming	3
# CIS 295✧	Data Structures with C++	3
Choose from additional concentration		6
		24

LINUX PROFESSIONAL CONCENTRATION

CIS 177✧	Introduction to Linux	3
# CIS 179✧	Linux System Administration	3
Selections from appropriate concentration		18
		24

See CIS course descriptions Page 137.

See Humanities General Education requirements Page 77.

[1]CIS 125✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Eric Bell, Ext. 3349

Computer Applications Certificate

Curriculum C407P

The Computer Applications Certificate is intended for persons preparing for positions using Microsoft Office programs. Graduates will be able to:

- Create, edit, format and print Microsoft Word documents
- Create, edit, format and print Microsoft Excel worksheets.
- Create and edit Microsoft Access databases, create queries, and create, edit and print reports.
- Create, edit and use Microsoft PowerPoint presentations.
- Integrate elements of each Office application into other Office and Windows-based applications.
- Work effectively in teams.
- Communicate effectively with clients, verbally and in writing.
- Apply the skills that are the focus of this program to business scenarios.

Semester One **Credit Hours**

CIS 140✧	Microsoft Word I	3
CIS 144✧	Microsoft PowerPoint	3
CIS 155✧	Microsoft Excel I	3
CIS 157✧	Microsoft Access I	3
		12

Semester Two

CIS 142✧	Microsoft Word II	3
# CIS 161✧	Microsoft Excel II	3
# CIS 167✧	Microsoft Access II	3
		9
	Total credits required	21

See CIS course descriptions Page 137

Coordinator: Eric Bell, Ext. 3349

Linux Professional Certificate

Curriculum C407Q

The Linux Professional Certificate will prepare the student for the LPI (Linux Professional Institute) exam. LPI is a vendor neutral program.

Graduates will be able to:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate basic level of competency in programming and logic skills pertaining to Linux-based systems.
- Present conclusions effectively, orally and in writing.
- Administer and maintain a Linux-based computer system.
- Work effectively in teams.
- Apply the skills that are the focus of this program to business scenario.

Semester One		**Credit Hours**
CIS 101✧	Introduction to Computer Science	3
CIS 177✧	Introduction to Linux	3
		6
Semester Two		
# CIS 179✧	Linux System Administration	3
		3
	Total credits required	9

See CIS course descriptions Page 137

Coordinator: Eric Bell, Ext. 3349

Office Applications Certificate–Prep for Microsoft Certification

Curriculum C407O

Designed to prepare the student to take the Microsoft Certified Applications Specialist (MCAS) exam in all of the following areas: Word, Excel, Access, PowerPoint and Vista.[1]

Semester One		**Credit Hours**
CIS 101✧	*Introduction to Computer Science*[1] or	
BUS 107✧	*Microsoft Office in Business Applications*[1]	3
		3
Semester Two		
# CIS 150✧	Computer Systems Applications[1]	3
		3
	Total credits required	6

See CIS course descriptions Page 137

[1]Credit for BUS 107✧, CIS 101✧ and CIS 150✧ will not be granted towards this certificate if taken prior to Fall 2007.

Coordinator: Eric Bell, Ext. 3349

Virtual Assistant Certificate

Curriculum C407R

The Virtual Assistant Certificate will enable students to set up Microsoft's Remote Desktop (a.k.a. Remote Access) on both host and client computers providing remote access to programs, files and data, specifically targeted for business and commercial, but may be implemented for personal use.

Graduates will be able to:

- Demonstrate an understanding of computer hardware and software
- Understand the dynamics of the workplace, to work productively with people of diverse cultures and technical backgrounds.
- Describe the features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, e-mail, browsers, etc.)
- Demonstrate knowledge of installing and configuring software and hardware specifically related to Microsoft's Remote Desktop.

Semester One		**Credit Hours**
CIS 101✧	Introduction to Computer Science	3
CIS 174✧	LAN Administration: Windows Client	3
		6
Semester Two		
# CIS 150✧	Computer Systems Applications.	3
# CIS 310✧	Data Communication & Networking Fundamentals	3
		6
	Total credits required	12

See CIS course descriptions Page 137

Coordinator: Eric Bell, Ext. 3349

Web Technologies Certificate

Curriculum C407J

The Web Technologies certificate is designed to provide the student with the skills necessary to design, deploy and maintain a Web site. The student will create Web pages using a popular software authoring tool, as well as utilizing various markup languages. Lastly, the material covers the information tested for the CIW (Certified Internet Webmaster) certification exam.

Take:		**Credit Hours**
CIS 189✧	Internet Foundations.	3
# CIS 190✧	Web Site Development	3
# CIS 310✧	Data Communications and Networking Fundamentals	3
VIC 100✧	Graphic Design	3
VIC 172✧	Web Page Design	3
	Total credits required	15

See CIS course descriptions Page 137; VIC course descriptions Page 188

Coordinator: Eric Bell, Ext. 3349

Windows Programming Advanced Certificate

Curriculum C515C

The Computer Information Systems Windows Programming Advanced Certificate is designed for current data processing professionals who want exposure to the fundamentals of windows programming.

Completion of standard data processing course work or job experience in programming is expected.

Expected background: CIS 101✧ and CIS 121✧

Semester One		**Credit Hours**
# CIS 253✧	Advanced Visual Basic Programming	3
# CIS 255✧	C++ Programming	3
		6
Semester Two		
# CIS 264✧	C# Programming	3
# CIS 295✧	Data Structures with C++	3
		6
	Total credits required	**12**

See CIS course descriptions Page 137.

Coordinator: Eric Bell, Ext. 3349

Computer Network and Telecommunications Systems

Curriculum C207F

The Computer Network and Telecommunications Systems program is designed to provide students with the skills necessary to obtain a position in the specialty of Network and Telecommunications Systems. Graduates of the program will be able to:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate basic level of competency in programming and logic skills.
- Utilize web technologies.
- Administer and maintain a computer network.
- Apply the skills that are the focus of this program to business scenarios
- Work effectively in teams.
- Present conclusions effectively, orally and in writing.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
CIS 101✧	Introduction to Computer Science	3
# CIS 125✧	Discrete Mathematics for Computing[1]	4
CIS 174✧	*LAN Administration: Windows Client* or	
CIS 177✧	*Introduction to Linux*	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
	General education/Humanities	1-3
		14-16
Semester Two		
# CIS 121✧	Introduction to Programming	3
# CIS 276✧	*Operating Systems Introduction* or	
# CIS 277✧	*Windows Command Processing*	3
# CIS 310✧	Data Communications & Networking	3
SPE 101✧	Principles of Effective Speaking	3
	Program electives	3
		15
Semester Three		
# CIS 220✧	Introduction to Network Security	3
CIS 236✧	Introduction to Wireless LAN Administration	3
# CIS 275✧	*Project Management for Small-Business Systems* or	
# CIS 280✧	*Business Systems Analysis and Design*	3
	Program electives	9
		18
Semester Four		
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
	Program electives	12
		17
	Total credits required for graduation	**64-66**

Program electives (24):

# CIS 150✧	Computer Systems Applications	3
# CIS 167✧	Microsoft Access II	3
CIS 176✧	*LAN Administration: Windows Server* or	
# CIS 179✧	*Linux System Administration*	3
# CIS 178✧	Administering Web Servers	3
# CIS 222✧	Administering Network Infrastructure	3
# CIS 224✧	Managing a Network Environment	3
# CIS 226✧	Advanced Network Security	3
# CIS 228✧	Administering Directory Services	3
# CIS 238✧	Introduction to Computer Forensics	3
# CIS 240✧	Advanced Computer Forensics	3
# CIS 278✧	Database Management Systems	3
# CIS 312✧	Internetworking, Routing & Switching	3

See CIS course descriptions Page 137.

See Humanities General Education requirements Page 77.

[1]CIS 125✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Eric Bell, Ext. 3349

A+ Microcomputer Technician Certificate

Curriculum C407N

The A+ Microcomputer Technician certificate is designed to provide students with the skills necessary to obtain an entry-level position in the growing specialty of PC technical support. The courses parallel CompTIA's A+ exam objectives.

Upon successful completion of the A+ Microcomputer Technician program, the graduate will be able to:

- Demonstrate an understanding of computer hardware and software
- Apply customer service and end-user support principles when dealing with customers and individuals lacking a technical background.
- Demonstrate knowledge of installing and configuring software and hardware.
- Communicate effectively with clients, verbally and in writing.
- Demonstrate critical thinking in problem solving.
- Work effectively in teams.
- Apply the skills that are the focus of this program to business scenarios.

Semester One		**Credit Hours**
CIS 105✧	A+ PC Hardware & Software	3
CIS 106✧	A+ PC Maintenance & Repair	3
CIS 174✧	LAN Administration: Windows Client	3
# CIS 310✧	Data Communication & Networking Fundamentals	3
		12
	Total credits required	12

See CIS course descriptions Page 137

Note: A+ Certified technicians can earn credit towards CIS 105✧ and/or CIS 106✧

Coordinator: Eric Bell, Ext. 3349

Network Management Certificate

Curriculum C407M

The Network Management certificate is designed to provide students with the skills necessary to obtain an entry-level position in the growing specialty of network planning, installation, security and administration. The certificate may be repeated by completing six to nine credit hours in a different concentration. Courses are preparatory for industry certification exams as listed.

Upon successful completion of the Network Management program, the graduate will be able to:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate basic level of competency in programming and logic skills.
- Utilize web technologies.
- Present conclusions effectively, orally and in writing.
- Administer and maintain a computer network.
- Work effectively in teams.
- Apply the skills that are the focus of this program to business scenarios.

Core Courses:		**Credit Hours**
CIS 174✧	*LAN Administration: Windows Client* or	
CIS 177✧	*Introduction to Linux*	3
# CIS 277✧	Windows Command Processing	3
# CIS 310✧	Data Communications & Networking[2]	3
	Selections from **one** concentration	6-9

CISCO INTERNETWORKING CERTIFICATION CONCENTRATION (C1)

CIS 176✧	*LAN Administration: Windows Server* or	
# CIS 179✧	*Linux System Administration*	3
# CIS 312✧	Internetworking, Routing and Switching	3
		6-9

MICROSOFT CERTIFIED INFORMATION TECHNOLOGY PROFESSIONALCONCENTRATION - MCITP (C2)

CIS 176✧	LAN Administration: Windows Server	3
# CIS 222✧	Administering Network Infrastructure	3
# CIS 224✧	Managing a Network Environment	3
		6-9

MICROSOFT CERTIFIED INFORMATION TECHNOLOGY PROFESSIONAL CONCENTRATION ADVANCED-MCITP (C3)[3]

# CIS 178✧	Administering Web Servers	3
# CIS 226✧	Advanced Network Security	3
# CIS 228✧	Administering Directory Services	3
		6-9

CERTIFIED INTERNET WEB MASTER - CIW ADMINISTRATION CONCENTRATION (C4)

# CIS 158✧	Introduction to the World Wide Web	1
# CIS 178✧	Administering Web Servers	3
# CIS 220✧	Introduction to Network Security	3
		6-9

WIRELESS NETWORK MANAGEMENT CERTIFICATE CONCENTRATION - CWNA (C5)

CIS 176✧	*LAN Administration: Windows Server* or	
# CIS 179✧	*Linux System Administration*	3
CIS 236✧	Introduction to Wireless LAN Administration	3
		6-9

INTERNET AND NETWORK SECURITY CONCENTRATION (C6)[4]

# CIS 220✧	Introduction to Network Security	3
# CIS 226✧	Advanced Network Security	3
		6-9

DATABASE ADMINISTRATOR - DBA CONCENTRATION (C9)

# CIS 167✧	Microsoft Access II.	3
CIS 176✧	LAN Administration: Windows Server	3
# CIS 278✧	Database Management Systems	3
		6-9
	Total credits required	**15-18**

See CIS course descriptions Page 137.

[1]CIS 105✧ and CIS 106✧ prepares the student for Comptia's A+ certification exam.
[2]Prepares the student for the Comptia Network+ certification exam.
[3]Students must first complete the Microsoft Certified System Administrator - MCSA (C2) certification.
[4]Prepares the students for the CompTIA Security+ certification exam.
[5]Prepares the students for the Microsoft Certified Desktop Support Technician (MCDST) certification exam.

Coordinator: Eric Bell, Ext. 3349

Construction Management

Curriculum C246D

The Construction Management program provides students with the skill-set needed to manage a construction firm as well as individual commercial and residential construction projects. Topics studied include, but are not limited to: understanding prints and specifications, bidding and estimating (Timberline), scheduling (Sure Trak and MS Project), project management, contract documents, site supervision, safety, code enforcement, land surveying and soils science. Students earning this degree may transfer to Purdue University-Calumet and other four-year schools to pursue a baccalaureate degree in Construction Management or other related fields.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
# ARC 110✧	Wood and Masonry Construction Technology	5
ARC 189✧	Architectural CADD	3
COT 101✧	Introduction to Architecture, Engineering and Construction	1
COT 118✧	Construction Safety & Loss Prevention	2
# MAT 101✧	*Quantitative Literacy*[2] or	
# MAT 110✧	*College Algebra*[2]	3-5
# RHT 101✧	Freshman Rhetoric & Composition I[1]	3
		17-19
Semester Two		
# ARC 120✧	Steel Construction Technology	5
COT 164✧	Soils	2
COT 258✧	Construction Cost Estimating	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# RHT 102✧	*Freshman Rhetoric & Composition II*[1] or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
	General education/Humanities.	1-3
		16-18
Semester Three		
# ARC 130✧	Concrete Construction Technology	5
CIS 101✧	Introduction to Computer Science	3
COT 248✧	Construction Planning & Scheduling	3
COT 269✧	Surveying	3
GOL 101✧	*Physical Geology* or	
# PHY 100✧	*General Physics*	4
		18

Semester Four

# ARC 140✧MEP Construction Technology	5
COT 142✧Construction Contract Documents	3
COT 245✧Construction Jobsite Supervision	3
COT 250✧Construction Project Management	3
# COT 270✧ *Intermediate Surveying* or	
COT 291✧ *Site Design and Construction*	2-3
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	19-20
Total credits required for graduation	**70-75**

See COT course descriptions Page 143; ARC course descriptions Page 126.

See Humanities General Education requirements Page 77.

Note: Students intending to transfer to Purdue University-Calumet are encouraged to take COT 291✧, HIS 151✧, MAT 111✧, MAT 131✧ and PHY 100✧.

[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 MAT 110✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Joe Dusek, Ext. 3771

Construction Management Certificate

Curriculum C446D

Provides skills and theory in Construction Management in order to prepare learners for direct entry into the workforce. Classes also will hone and update the knowledge base for seasoned professionals. Students study practical construction management techniques in a variety of disciplines, including but not limited to project management, superintendent skills, cost estimating, construction scheduling, safety management, soils science, plan examination and code enforcement. Graduates are prepared for entry-level positions with architecture or construction companies. Credits earned in this certificate program also will apply toward the Construction Management AAS degree.

Semester One	**Credit Hours**
ARC 189✧Architectural CADD	3
COT 101✧Introduction to Architecture, Engineering and Construction	1
COT 107✧Construction Print & Specification Reading	3
COT 118✧ *Construction Safety & Loss Prevention* or	
COT 164✧ *Soils*	2
COT 142✧Construction Contract Documents	3
COT 291✧Site Design and Construction	2
	14

Semester Two

COT 245✧ *Construction Jobsite Supervision* or	
COT 250✧ *Construction Project Management*	3
COT 248✧Construction Planning & Scheduling	3
COT 258✧Construction Cost Estimating	3
MKT 200✧ Developing the Professional Image	3
	12

Semester Three

COT 246✧Construction Internship I	4
	4
Total credits required	**30**

See COT course descriptions Page 143; ARC course descriptions Page 126.

Coordinator: Joe Dusek, Ext. 3771

Surveying Certificate

Curriculum C446F

The Surveying curriculum prepares students for employment as licensed land surveyors in the State of Illinois. The certificate in surveying will complete the first twelve hours of surveying study and a core math course in an academic setting as required by the IDPR for professional licensure. The intent would be for students to complete their study at a four-year university, such as Purdue/Calumet. The curriculum covers the following surveying-related topics: elementary surveying, route surveying, land surveying and subdivision, surveying computations, land survey systems, legal descriptions, construction surveying, astronomic and geodetic surveying, surveying law and property surveying.

Semester One	**Credit Hours**
COT 269✧Surveying	3
# MAT 114✧Plane Trigonometry	3
	6

Semester Two

# COT 270✧Intermediate Surveying	3
	3

Semester Three

# COT 272✧Surveying Law	3
# COT 273✧Advanced Surveying	3
	6
Total credits required	**15**

See COT course descriptions Page 143.

Coordinator: Joe Dusek, Ext. 3771; E-mail: jdusek1@triton.edu

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 enforcement; probation, parole and corrections; social-justice services; and security and loss prevention. 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 corrections 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 corporate, industrial and homeland security, hospital, airline, bank, railroad, as well as 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**
CJA 111✧	Introduction to Criminal Justice	3
CJA 121✧	Introduction to Corrections	3
CJA 161✧	Administration of Justice	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# RHT 101✧	Freshman Rhetoric & Composition I[1]	3
		14
Semester Two		
BUS 125✧	Formatting/Proofreading Business Documents	3
CJA 148✧	Police/Community Relations	3
CJA 171✧	Patrol Administration	3
CJA 181✧	Juvenile Delinquency & Law	3
# RHT 102✧	*Freshman Rhetoric & Composition II* or	
SPE 101✧	*Principles of Effective Speaking*[1]	3
		15
Semester Three		
# CJA 201✧	Criminology	3
# CJA 219✧	Criminal Law I	3
CJA 257✧	Law Enforcement Administration	3
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
	General education/Mathematics and/or Science	3-4
	Program electives	3
		18-19
Semester Four		
# CJA 236✧	Criminal Law II	3
CJA 241✧	Traffic Enforcement & Administration	3
CJA 246✧	Laws of Evidence	3
# CJA 298✧	Applied Law-Enforcement Administration	3
	General education/Humanities	3
	Electives	3
		18
	Total credits required for graduation	**65-66**

See CJA course descriptions Page 141.

See Humanities General Education requirements Page 77.

Note: Upon petition, students successfully completing professional-training courses sponsored or sanctioned by the Illinois Law Enforcement Training and Standards Board, or an equivalent accrediting agency, may 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.

Program electives (3): CJA 106✧, CJA 115✧, CJA 116✧, CJA 117✧, CJA 118✧, CJA 125✧, CJA 127✧, CJA 131✧, CJA 140✧ CJA 166✧, CJA 205, CJA 296✧

Suggested electives (3): CIS 100✧, CIS 101✧; CWE 290✧, CWE 291✧; PED 106✧, PED 120✧; PSY 100✧; SOC 100✧, SOC 131✧, SOC 225✧; PHL 101✧, PHL 103✧

[1]Students must complete either 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.

Coordinator: John Augustine, Ext. 3505

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 141.

Coordinator: John Augustine, Ext. 3505

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 141.

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

Coordinator: John Augustine, Ext. 3505

Criminal Justice Administration Private Security Certificate
(formerly Criminal Justice Administration Armed-Security Certificate)

Curriculum C443C

The Criminal Justice Administration Private Security certificate program is designed for students who wish to specialize in the expanding field of corporate or private 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
HTH 281✧	First Aid & CPR	2
		11
	Total credits required	11

See CJA course descriptions Page 141.

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: John Augustine, Ext. 3505

Diagnostic Medical Sonography

(See Page 116)

Early Childhood Education

Curriculum C220A

The Early Childhood Education (ECE) professional will provide developmentally appropriate care to children in Early Childhood Care and Education programs. The field of Early Childhood covers birth through eight years of age.

Daytime morning, field experiences are requirements in all ECE classes, progressing from basic observations to a supervised observation/participation class which precedes student teaching in program approved and licensed Early Childhood Care and Education programs. Experiences include working with children and families, curriculum development, team teaching responsibilities, classroom management, guidance techniques and portfolio development. Communication skills and collaborative behaviors are emphasized.

College and state medical assessments and background inquiry checks are required of all individuals working with young children.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		Credit Hours
ECE 110✧	Early Childhood Development	3
ECE 111✧	Introduction to Early Childhood Education	3
PSY 100✧	Introduction to Psychology	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
	General education/Humanities/Fine Arts	3
		15
Semester Two		
# ECE 118✧	Health, Nutrition and Safety	3
# ECE 121✧	Language Development & Activities	3
# ECE 146✧	Child, Family & Community	2
HTH 281✧	First Aid & CPR	2
SPE 101✧	Principles of Effective Speaking	3
	General education/Mathematics or *General education/Physical & Life Science*	3-4
		16-17
Semester Three		
# ECE 138✧	Observation, Assessment, Curriculum and Guidance of Young Children	4
		4
Semester Four		
# ECE 142✧	Students with Disabilities in School	3
# ECE 231✧	Science & Math for Children	3
# ECE 233✧	Creative Activities for the Young Child	3
	General education/Social & Behavioral Science	3
	Electives	4
		16
Semester Five		
# ECE 251✧	Practicum	4
# ECE 252✧	Seminar	3
	Program electives	7
		14
	Total credits required for graduation	65-66

See ECE course descriptions Page 146.

See Humanities and Social & Behavioral Science General Education requirements Page 77.

See Associate in Arts degree requirements for Physical and Life Sciences and Mathematics General Education Page 46.

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

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

Suggested electives (4): PSY 234✧, Refer to the Associate of Arts Teaching degree in Early Childhood Education on Page 58 for elective choices if you plan on transferring for a teaching degree.

Chairperson: Mary Rinchiuso, Ext. 3022

Early Childhood Education Certificate

Curriculum C320A

The Early Childhood Education certificate program is designed for students wishing to prepare for entry-level positions in early childhood facilities. Emphasis is placed directly on 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 development, team teaching responsibilities, classroom management and guidance techniques.

The Triton College Early Childhood Administration certificate is pending entitlement approval leading to a level 2 Gateways 'Early Childhood Education Credential'.

Semester One	**Credit Hours**
ECE 110✧ Early Childhood Development	3
ECE 111✧ Introduction to Early Childhood Education	3
Program electives	3
	9
Semester Two	
# ECE 118✧ Health, Nutrition and Safety	3
# ECE 138✧ Observation, Assessment, Curriculum and Guidance of Young Children	4
# ECE 142✧ Students with Disabilities in School	3
	10
Semester Three	
Program electives	12
	12
Total credits required	**31**

Program electives (15):

# ECE 115✧ Infant/Toddler Development	3
# ECE 121✧ Language Development & Activities	3
ECE 122✧ Infant/Toddler Care and Curriculum	3
ECE 136✧ School Age Programming	3
# ECE 146✧ Child, Family & Community	2
ECE 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 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

See ECE course descriptions Page 146.

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

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

Chairperson: Mary Rinchiuso, Ext. 3022

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 Education	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 Childhood Development	3

Choose **one** of the following 3 credit hour electives:

# ECE 118✧ Health, Nutrition and Safety	3
# ECE 121✧ Language Development & Activities	3
# ECE 231✧ Science & Math for Children	3
# ECE 233✧ Creative Activities for the Young Child	3
	12
Total credits required	**12**

See ECE course descriptions Page 146.

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

Chairperson: Mary Rinchiuso, Ext. 3022

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.

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 development, team-teaching responsibilities, classroom management and guidance techniques.

The Triton College Infant/Toddler program certificate is pending entitlement approval leading to a level 4 Gateways 'Illinois Infant/Toddler Credential'.

Semester One	**Credit Hours**
ECE 110✧ Early Childhood Development	3
ECE 111✧ Introduction to Early Childhood Education	3
ECE 115✧ Infant/Toddler Development	3
HTH 281✧ First Aid & CPR	2
	11
Semester Two	
# ECE 118✧ Health, Nutrition and Safety	3
ECE 122✧ Infant/Toddler Care and Curriculum	3
# ECE 142✧ Students with Disabilities in School	3
# ECE 146✧ Child, Family & Community	2
	11
Total credits required	**22**

See ECE course descriptions Page 146.

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

Chairperson: Mary Rinchiuso, Ext. 3022

Early Childhood Administration & Management Certificate

(formerly Child Care Center Administration & Management Advanced Certificate)

Curriculum C520A

The Early Childhood director is responsible for the management of a licensed child care facility. A quality ECE director provides supervision and supports development of center staff. The director develops program goals and objectives to mirror the program philosophy, develops and maintains budgets, facilitates family involvement and coordinates relationships between home and school.

Students will be involved in opportunities to develop techniques in observation and assessment of children and staff, as well as evaluation and goal setting with staff. Curriculum development and implementation, as well as positive guidance techniques are incorporated in most classes. Emphasis is on quality programming reflecting DCFS licensing standards, NAEYC Accreditation, Early Childhood Illinois Professional Teaching Standards and Illinois Early Learning Standards.

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: A minimum of an associate degree of 60-65 college semester hours from an approved college or university and approval of the program coordinator.

The Triton College Early Childhood Administration certificate is pending entitlement approval leading to a level 4 Gateways 'Illinois Director's Credential'.

Semester One	**Credit Hours**
ECE 110✧ Early Childhood Development	3
ECE 111✧ Introduction to Early Childhood Education	3
HIA 115✧ Food Sanitation and Safety	2
HTH 281✧ First Aid & CPR	2
	10
Semester Two	
# ECE 118✧ Health, Nutrition and Safety	3
# ECE 121✧ Language Development & Activities	3
# ECE 142✧ Students with Disabilities in School	3
# ECE 146✧ Child, Family & Community	2
# ECE 250✧ Administration & Supervision of Early Childhood Programs	3
	14
Semester Three	
# ECE 138✧ Observation, Assessment, Curriculum and Guidance of Young Children	4
	4
Total credits required	**28**

See ECE course descriptions Page 146.

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

Chairperson: Mary Rinchiuso, Ext. 3022

Paraprofessional Educator Associate

Curriculum C220B

The Paraprofessional directly supports teachers and children in the classroom. According to the No Child Left Behind Act (NCLB), "paraprofessionals should be able to demonstrate knowledge of, and the ability to assist in instruction in the areas of reading, writing and math, or in school readiness;" therefore, "paraprofessionals are expected to have working knowledge of these academic areas." Students completing the AAS Paraprofessional degree will have knowledge and skills in:

- reading, writing, mathematical computation and mathematical reasoning
- critical and creative thinking, decision making, problem-solving and reasoning
- communication (listening, speaking and writing)
- child/human growth and development, behavior management, instructional strategies and laws, policies and procedures
- technology
- respecting cultural diversity and the views of others
- working as a team member

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
ECE 110✧ Early Childhood Development	3
ECE 111✧ *Introduction to Early Childhood Education* or	
# EDU 207✧*Introduction to Education*	*3*
PSY 100✧ Introduction to Psychology	3
# RHT 101✧ Freshman Rhetoric & Composition I	3
General education/Humanities & Fine Arts	3
	15
Semester Two	
ECE 136✧ School Age Programming	3
# ECE 138✧ Observation, Assessment, Curriculum and Guidance of Young Children	4
# RHT 102✧Freshman Rhetoric & Composition II	3
General education/Mathematics & Science	3-4
General education/Social & Behavioral Science	3
	16-17
Semester Three	
# ECE 142✧ *Students with Disabilities in School* or	
# EDU 200✧*Introduction to Special Education*	3

[1]ECE 118✧ meets the Health and Fitness graduation requirement.
[2]If a student is planning on obtaining an Illinois Teaching Certificate, elective choices should be based on certificate level. (Refer to Teacher Certification Web site for electives: http://www.isbe.state.il.us/certification)

Chairperson: Mary Rinchiuso, Ext. 3022

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 that will be applied during a supervised field experience in a school setting.

This certificate has the potential to serve three groups of students:

- **Future Paraprofessionals for non-Title I programs.** By completing this curriculum, students who have little or no college experience will have a set of courses in general education and teacher preparation to be certified as a paraprofessional in non-Title I positions.
- **Future Paraprofessionals pursuing an Associate's degree.** Individuals can use the certificate as a stepping-stone toward completion of the AAS degree. By completing the certificate program they would achieve a credential at the halfway point of their program. (They also would be certified as a paraprofessional for work in non-Title I programs.)
- **Incumbent Paraprofessionals.** This curriculum will serve those who possess college credits, when combined with or applied to the certificate requirements, total 60 or more credit hours. These individuals would then meet the requirements of NCLB (No Child Left Behind Act) and be eligible to work in Title I positions.

Semester One	**Credit Hours**
ECE 110✧ Early Childhood Development	3
ECE 136✧ School-Age Programming	3
ECE 153✧ Guiding Children and Managing the Classroom	1
ECE 111✧ *Introduction to Early Childhood Education* or	
# EDU 207✧*Introduction to Education*	*3*
PSY 100✧ Introduction to Psychology	3
# RHT 101✧Freshman Rhetoric & Composition I	3
	16
Semester Two	
# ECE 121✧ Language Development & Activities	3
# ECE 142✧ *Students with Disabilities in School* or	
# EDU 200✧*Introduction to Special Education*	3
# EDU 215✧Educational Psychology	3
SPE 101✧ Principles of Effective Speaking	3
VIC 105✧ Technology for Educators	3
	15
Total credits required	**31**

See ECE course descriptions Page 146.

Note: A minimum grade of "C" is a required for each ECE or EDU course in all ECE programs. 2.0 GPA is required for graduation.

Chairperson: Mary Rinchiuso, Ext. 3022

Engineering Technology

(formerly Engineering Technology/Design Degree)

Curriculum C248V

The Engineering Technology curriculum provides the learner with working knowledge of engineering technology, including basic and advanced drafting and design principles using various 2D and 3D CAD systems, integrating Lean principles in the design process and knowledge of working with various measurement devices used in determining Quality Assurance of prototypes and finished goods. While in the program, the learner will be able to seek out entry-level and internship opportunities in engineering departments, plant maintenance, production departments and technical sales and support.

Upon successful completion of the Engineering Technology program, the graduate will be able to:

- Identify quality improvement methods used in the industry, including being able to develop your own process improvement action plans.
- Develop and roll out a product development plan from knowledge gained in coursework covering the various processes for manufacturing a product.
- Utilize various methods of measuring for the purpose of reverse engineering and quality assurance needs in the design build process.
- Analyze a piece-part drawing and make an appropriate listing of operations to obtain the desired part in the most cost and time efficient manner.
- Identify and take into account the applied physics principles that come into play in the design-build process of a manufactured product.
- Know your responsibilities as part of a design team and the ethics that should be practiced in this process, appreciating the overall human context in which Engineering Technology activities take place.
- Have the opportunity to advance in your careers and continue your professional development through four-year transfer programs offered at institutions, such as Illinois State University, Purdue University, Illinois Institute of Technology, Southern Illinois University and others with related programs around the country.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
ENT 104 Electricity Fundamentals	3
ENT 110✧Production Drawings & CAD	4
ENT 111✧Metrology with Geometric Dimensioning and Tolerancing	3
# ENT 252✧Introduction to Mechanical AutoCAD	2
# MAT 170✧ Elementary Statistics[1]	3
# RHT 101✧Freshman Rhetoric & Composition I[2]	3
	18
Semester Two	
ENT 103✧Introduction to Automation	3
ENT 115✧Fluid Power	3
# ENT 232✧Geometric Design, Layout & Building	3
# MAT 111✧*Pre-Calculus*[1] or	
# MAT 114✧*Plane Trigonometry*[1]	3-5
Program electives	3
	15-17

Semester Three	
# ENT 123✧Technical Physics[1]	4
ENT 127✧Materials Manufacturing & Testing Processes	3
# ENT 260✧Jig & Fixture Design	3
# RHT 102✧*Freshman Rhetoric & Composition II*[2] or	
SPE 101✧ *Principles of Effective Speaking*[2]	3
Program electives	3
	16
Semester Four	
# ENT 270✧Machine Design	3
# ENT 295✧Applied Statics	3
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
General Education/Humanities	3
Program electives	3
	17
Total credits required for graduation	**66-68**

See ENT course descriptions Page 152.

See Humanities General Education requirements Page 77.

Program Electives (9): ENT 116✧, ENT 117✧, ENT 118✧, ENT 119✧, ENT 215✧, ENT 218✧, ENT 255✧, ENT 257✧, ENT 259✧, ENT 280✧, ENT 290✧, ENT 291, ENT 296✧

[1]ENT 123✧, MAT 111✧ and MAT 114✧ meets the Mathematics and/or Science general education requirement.

[2]Students must complete 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/Design Certificate

(formerly Engineering Technology/CAD Design Certificate)

Curriculum C348B

The Engineering Technology Design certificate curriculum provides the student with the fundamental courses applicable for an entry-level position working with design professionals within engineering departments, plant maintenance, production departments and technical sales and support. Designed to jump-start an education in engineering technology with first discussions on the concepts of Lean principles in the design process and knowledge in working with the various measurement devices used in determining quality assurance of prototypes and finished goods.

Contains coursework within the Engineering Technology AAS degree, a degree that gives graduates the education needed to fill technical positions in product design and development and transfers to four-year technology-related programs, including (but not limited to) the Illinois Institute of Technology, Illinois State University, Northern Illinois University and Purdue University/Calumet. These four-year programs further prepare you to move into leadership roles, such as industrial supervision, machine and tool designer, technical buyers, production expediters and cost estimators.

Semester One	**Credit Hours**
ENT 104 Electricity Fundamentals	3
ENT 110✧Production Drawings & CAD	4
ENT 111✧Metrology with Geometric Dimensioning and Tolerancing	3
ENT 127✧Materials Manufacturing & Testing Processes	3
	13
Semester Two	
ENT 115✧Fluid Power	3
# ENT 232✧Geometric Design, Layout & Building	3
# ENT 252✧Introduction to Mechanical AutoCAD	2
# ENT 260✧Jig & Fixture Design	3
# ENT 255✧*Autodesk Inventor Design & Rendering* or	
# ENT 280✧*Solidworks Design & Rendering*	2
	13
Total credits required	**26**

See ENT course descriptions Page 152.

Coordinator: Antigone Sharris, Ext. 3622

Engineering Technology/Fabrication Certificate

(formerly Engineering Technology/Machining Certificate)

Curriculum C448S

The Engineering Technology/Fabrication curriculum provides the student with field experience to advance their knowledge of modern elements of machining, from manual machining operations through the use of CAD/CAM software interfacing with automated CNC equipment. Also included in the certificate is a course on the basics of machine elements, needed in the repair and maintenance of the high-end equipment of today's automated manufacturing facilities.

Semester One	**Credit Hours**
ENT 116✧Fabrication Processing	3
ENT 117✧Automated Fabrication Processes I	3
	6
Semester Two	
# ENT 118✧Automated Fabrication Processes II	3
ENT 119✧Machine Elements	3
	6
Total credits required	**12**

See ENT course descriptions Page 152.

Coordinator: Antigone Sharris, Ext. 3622

Engineering Technology/ Mechatronics Certificate

(formerly Engineering Technology/Advanced Design Certificate)

Curriculum C548F

The Engineering Technology/Mechatronics certificate curriculum is designed for mid-level individuals working in the industry interested in obtaining the necessary design skills and knowledge for advancement in the field of design where the formal knowledge of design and automated manufacturing processes are critical. Focuses on the upper-level coursework within the Engineering Technology AAS degree.

Semester One	**Credit Hours**
ENT 104 Electricity Fundamentals	3
ENT 127✧Materials Manufacturing & Testing Processes	3
# ENT 260✧Jig & Fixture Design	3
	9
Semester Two	
ENT 117✧Automated Fabrication Processes I	3
# ENT 270✧Machine Design	3
# ENT 295✧Applied Statics	3
	9
Total credits required	**18**

See ENT course descriptions Page 152.

Coordinator: Antigone Sharris, Ext. 3622

Engineering Technology/CAD Advanced Certificate
(formerly Engineering Technology/Autodesk Advanced Certificate)

Curriculum C548E

The Engineering Technology/CAD Advanced certificate curriculum provides the student with the coursework needed to be in an entry-level position where skills and knowledge of CAD are required.

Contains coursework within the Engineering Technology AAS degree, a degree that gives graduates the education needed to fill technical positions in product design and development and transfers to four-year technology-related programs, including (but not limited to) the Illinois Institute of Technology, Illinois State University, Northern Illinois University and Purdue University/Calumet. These four-year programs further prepare you to move into leadership roles, such as industrial supervision, machine and tool designer, technical buyers, production expediters and cost estimators.

Semester One	**Credit Hours**
# ENT 252✧Introduction to Mechanical AutoCAD	2
# ENT 255✧Autodesk Inventor Design & Rendering	2
	4
Semester Two	
# ENT 259✧CAD Customization & Management	3
# ENT 257✧*Mechanics for AutoCAD 3D Design & Rendering* or	
# ENT 280✧*Solidworks Design & Rendering*	2
	5
Total credits required	**9**

See ENT course descriptions Page 152.

Coordinator: Antigone Sharris, Ext. 3622

Engineering Technology/Pro-E Advanced Certificate

Curriculum C548A

The Engineering Technology/Pro-E certificate curriculum provides degreed professionals in the field of Engineering with the skills needed to master current technology in CAD, focused in Pro-E and includes data management and CNC programming. An excellent series of credit bearing courses for the Engineer seeking to gain CAD and CNC knowledge that is NOT seminar-based.

Semester One	**Credit Hours**
# ENT 215✧Basic Pro-E	3
# ENT 259✧CAD Customization & Management	3
	6
Semester Two	
ENT 117✧Automated Fabrication Processes I	3
# ENT 218✧Intermediate Pro-E	3
	6
Total credits required	**12**

See ENT course descriptions Page 152

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**

See EYE course descriptions Page 154.

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

Coordinator: Debra Baker, Ext. 3442

Fire Science Technology

Curriculum C243B

The Fire Science program is designed for individuals pursuing a career in fire service and related fields. Some fire departments offer promotional and salary incentives to associate's degree program graduates. In addition, with recommendations from fire chiefs, graduates generally qualify for the National Fire Academy.

Other areas of employment for Fire Science graduates include fire-equipment sales and service, municipal fire protection, fire prevention inspection in industry and architectural firms, investigation for insurance companies and emergency medical services. Upon petition, students who have completed programs approved by the Illinois State Fire Marshall's Office will be granted equivalent credit toward the associate's degree in Fire Science.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
FIR 110✧ Fire Protection	3
FIR 135✧ Fire Service Law	2
FIR 150✧ Fire Suppression	4
FIR 180✧ Fire Prevention	3
# MAT 101✧ *Quantitative Literacy* or	
# MAT 102✧ *Liberal Arts Mathematics*[1]	3
	15
Semester Two	
# EMS 131✧ Emergency Medical Technician-Basic[3]	6
# FIR 129✧ Hazardous Materials	3
# FIR 275✧ Hydraulics & Fix Installations	3
PSY 105✧ Personal Applications of Psychology	3
# RHT 101✧Freshman Rhetoric & Composition I	3
	18

Semester Three

# CIS 101✧	Introduction to Computer Science	3
# FIR 189✧	Fire Department Administration	3
# FIR 281✧	Building Construction (Fire)	3
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
	Program electives[2]	3
		15

Semester Four

FIR 190✧	Arson	3
# FIR 254✧	Fire Supervision & Community Relations	3
SPE 101✧	Principles of Effective Speaking	3
	General education/Humanities	3
	Electives	5
		17
	Total credits required for graduation	65

See FIR course descriptions Page 155.

See Humanities General Education requirements Page 77.

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

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

[1]MAT 101✧ or MAT 102✧ meets the Mathematics general education requirement.
[2]CIS 101✧ meets the Science general education requirement.
[3]EMS 131✧ meets the Health general education requirement.

Coordinator: Mike Dravo, E-mail: mdravo@triton.edu

Fire Science Technology Certificate

Curriculum C343A

This program is designed for individuals who wish to increase their knowledge of the field. The program is primarily directed toward individuals presently in the field. Opportunities to enter the field as regular fire personnel are limited; however, some opportunities do exist in fire-equipment sales and service, insurance and inspection.

Semester One		**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 155.

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

Coordinator: Mike Dravo, E-mail: mdravo@triton.edu

Emergency Management Degree

Curriculum C244A

Designed to prepare students to enter the profession of emergency management. An emphasis is placed on developing academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The skills obtained through the associate degree program will prepare students to enter emergency management positions in government agencies, private corporations, industry and education or health care institutions.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
CIS 101✧	Introduction to Computer Science	3
EMP 101✧	National Incident Management System (NIMS)	1
# EMP 102✧	Basic ICS and Application Towards Single Resource & Initial Action Incidents	1
EMP 111✧	Principles of Emergency Management & Planning	4
EMP 121✧	Introduction to Mitigation	1
EMP 131✧	Emergency Operations Center (EOC) Management and Operations	2
EMP 141✧	Basic Public Information Officers (PIO)	2
EMP 151✧	Resource Management	1
		15

Semester Two

# EMP 112✧	Emergency Management Operation	2
EMP 113	Emergency Planning & Special Needs Population	2
# EMP 122✧	Mitigation for Emergency Workers	2
# EMP 132✧	Incident Command System/Emergency Operations Center Interface	1
EMP 161✧	Disaster Response/Recovery Operations & RAPID Assessment	3
# RHT 101✧	Freshman Rhetoric & Composition I[1]	3
	General education/Humanities & Fine Arts	1-3
		14-16

Semester Three

EMP 221✧	The Role of Voluntary Agencies in Emergency Management	1
EMP 231✧	An Orientation to Community Disaster Exercises	1
EMP 241✧	Hazardous Weather and Flood Preparedness	1
		3

Semester Four

EMP 201✧	Debris Management	2
# EMP 222✧	Developing Volunteer Resources	1
# EMP 232✧	Exercise Design	1
# EMP 243	Hazardous Weather, Flooding & Hurricane Planning	2
# HTH 281✧	First Aid & CPR[1]	2
SPE 101✧	Principles of Effective Speaking[1]	3
	Electives	6
		17

Semester Five

# EMP 211✧	Basic Skills in Emergency Program Management	4
# EMP 223✧	Donations Management	1
# EMP 233✧	Exercise Program Manager-Management Course	2
# EMP 242✧	Warning Coordination & Maintaining Spotter Groups	2
# MAT 101✧	*Quantitative Literacy* or	
# MAT 102✧	*Liberal Arts Mathematics*	3
	General education/Social & Behavioral Science	3
		15
	Total credits required for graduation	64-66

See EMP course descriptions Page 149.

See Humanities General Education requirements Page 77.

See Social & Behavioral Sciences General Education requirements Page 77.

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

Suggested elective: EMP 103✧

[1]Students who have completed EMS 121, EMS 131✧ or have an equivalent or higher 'EMS License', can petition to meet the Health general education requirement.

Coordinator: William Justiz, Ext. 3653

Emergency Management Certificate

Curriculum C344A

Designed to prepare students to enter the profession of emergency management. Emphasis is placed on developing academic, technical and professional knowledge and skill required for job acquisition, retention and advancement. The skills obtained through the certificate program will prepare students to enter emergency management in government agencies, private corporations and industry and education or health care institutions.

Semester One	**Credit Hours**
EMP 101✧ National Incident Management System (NIMS). .	1
# EMP 102✧ Basic ICS and Application Towards Single Resource & Initial Action Incidents	1
EMP 111✧ Principles of Emergency Management & Planning	4
EMP 121✧ Introduction to Mitigation	1
EMP 131✧ Emergency Operations Center (EOC) Management and Operations	2
EMP 141✧ Basic Public Information Officers (PIO)	2
EMP 151✧ Resource Management	1
	12

Semester Two	
# EMP 112✧ Emergency Management Operation	2
EMP 113 Emergency Planning & Special Needs Population .	2
# EMP 122✧ Mitigation for Emergency Workers	2
# EMP 132✧ Incident Command System/Emergency Operations Center Interface	1
EMP 161✧ Disaster Response/Recovery Operations & RAPID Assessment	3
	10

Semester Three	
EMP 221✧ The Role of Voluntary Agencies in Emergency Management	1
EMP 231✧ An Orientation to Community Disaster Exercises . .	1
EMP 241✧ Hazardous Weather and Flood Preparedness	1
	3

Semester Four	
EMP 201✧ Debris Management	2
# EMP 222✧ Developing Volunteer Resources	1
# EMP 232✧ Exercise Design	1
# EMP 243 Hazardous Weather, Flooding & Hurricane Planning	2
	6

Semester Five	
# EMP 211✧ Basic Skills in Emergency Program Management . .	4
# EMP 223✧ Donations Management	1
# EMP 233✧ Exercise Program Manager-Management Course . .	2
# EMP 242✧ Warning Coordination & Maintaining Spotter Groups	2
	9
Total credits required	**40**

See EMP course descriptions Page 149.

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

Coordinator: William Justiz, Ext. 3653

Emergency Medical Technician-Basic

Curriculum C444A

Emergency Medical Technician-Basic's 'EMT-B' are trained in basic emergency skills and rescue techniques, based on the guidelines and recommendations of the Emergency Medical Services Highway Safety Program and the Illinois Department of Public Health Division of Emergency Medical Services. Upon completion, students become eligible to take the state licensure exam. A class average of 'B' must be met in order to achieve this certificate. Also, completion of this certificate does not guarantee becoming an EMT-B; other requirements must be met, which will be disclosed in the class.

Semester One	**Credit Hours**
# EMS 131✧ Emergency Medical Technician-Basic.	6
	6
Total credits required	**6**

See EMS course descriptions Page 150.

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

Coordinator: William Justiz, Ext. 3653

EMS First Responder

Curriculum C444B

First Responders are trained in basic emergency skills and rescue techniques based on the guidelines and recommendations of the U.S. DOT National Standard Curriculum and the Illinois Department of Public Health Division of Emergency Medical Services. Designed to provide the student with the core knowledge, skills and attitudes to function in a 'first responder' capacity prior to the arrival of an ambulance. Students will learn airway management, control of bleeding, splinting, oxygen therapy, extrication and medical, environmental and other emergencies. Students who successfully complete the requirements of this program will become eligible for licensure as a first responder with the Illinois Department of Public Health EMS Division.

Semester One	**Credit Hours**
EMS 121 First Responder	3
	3
Total credits required	**3**

See EMS course descriptions Page 150.

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

Coordinator: William Justiz, Ext. 3653

Horticulture
(formerly Ornamental Horticulture/Landscape Design & Maintenance)

Curriculum C201A

Designed to provide students with the necessary skills to acquire entry-level positions in all fields of Horticulture, as well as skills for advancement in their career field and self employment. Industry fields include landscape design, landscape and grounds maintenance, floral design, and greenhouse and garden center management. Program includes an AAS degree in Horticulture and certificate programs in Landscape Design, Floral Design and Grounds Maintenance.

Upon successful completion of the Horticulture program, the graduate will be able to:

- Identify and describe the interrelationships of people, society and plants and define the economic, social, political, scientific and cultural characteristics of such relationships, including related career opportunities and preparation for licensing and certification exams.
- Identify how living organisms, especially from the plant kingdom, function, adapt and change; the morphological characteristics of plants; their functions and purposes and propagation techniques, including sexual and asexual means.
- Identify and describe identification characteristics and maintenance requirements of cut flowers, floral greens, woody plants, herbaceous flowering plants, herbaceous foliage plants, turf grasses, prairie and other related plant materials used in exterior and interior landscapes.
- Identify and describe soils and media, media characteristics, fertilizers, nutrient plant needs and prepare necessary remedies for potential problems.
- Identify and describe design principles and materials used in floral design.
- Construct and critique various floral design styles for all occasions, including special events, weddings and competitions.
- Identify landscape design principles and apply these principles to the drawing, reading and interpretation of landscape design plans and specifications to meet the needs of the client, installer and contractor.
- Create computer-aided designs and presentations of landscape projects, applying concepts, principles and processes of the scientific and technological horticulture industry.
- Prepare contracts, project estimates, bidding estimates, construction documents and presentation documents and assist with preparation of legal documents for specific projects.
- Develop a functional business plan for successful operation of a horticulture business, including flower shops, landscape businesses, maintenance businesses and other related horticulture businesses.
- Identify, describe and assist in the construction techniques of home and commercial landscapes, including such features as berms, lighting, fences, decks, patios, walkways and irrigation.
- Identify, describe and perform maintenance procedures of woody landscape plants and turf, including site selection, inspection, preparation, installation, pest control, watering and preventative maintenance, including identification of pests and their damage to plants and prescribe treatments and controls for such pests.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One (Fall)	**Credit Hours**
BUS 141✧ Introduction to Business	3
HRT 100✧ Introduction to Horticulture	4
# HRT 145✧ Landscape Plant Identification I	3
# HRT 240✧ Landscape Design I	4
# RHT 101✧ Freshman Rhetoric & Composition I[2]	3
	17
Semester Two (Spring)	
HRT 125✧ Plants and Society[1]	4
# HRT 126✧ Arboriculture/Plant Propagation	3
# HRT 225✧ Landscape Plant Identification II	3
# HRT 295✧ Landscape Design II	4
# RHT 102✧ *Freshman Rhetoric & Composition II* or	
SPE 101✧ *Principles of Effective Speaking*[2]	3
	17
Semester Three (Summer)	
# HRT 154✧ Horticulture Internship[3]	3
	3
Semester Four (Fall)	
BUS 146✧ Business Computations	3
CIS 101✧ Introduction to Computer Science	3
# HRT 114✧ Floral Design and Display I	4
# HRT 127✧ Entomology: Insects and People	3
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
HUM 104✧ Humanities Through the Arts	3
	18
Semester Five (Spring)	
BUS 154✧ Human Relations in Labor & Management	3
HRT 135✧ Soils & Nutrition	2
# HRT 140✧ Landscape Construction and Maintenance	4
# HRT 285✧ Turf and Lawn Management	2
# HRT 297✧ Landscape Computer Applications	3
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	17
Total credits required for graduation	**72**

See HRT course descriptions Page 159.

See Humanities General Education requirements Page 77.

[1]HRT 125✧ meets the Mathematics and/or Science general education requirement.

[2]Students must complete 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.

[3]HRT 154✧ will be offered in Fall, Spring and Summer semesters.

Coordinator: John Bushman, Ext. 3550

Landscape Design Certificate
(formerly ORN/Landscape Design & Maintenance: Botanic Gardens, C301A)

Curriculum C401A

Designed for students who wish to concentrate solely on technically-related courses. Students may specialize in landscape design, maintenance and park maintenance in preparation for self-employment or entry-level positions.

Semester One	**Credit Hours**
HRT 100✧ Introduction to Horticulture	4
# HRT 145✧ Landscape Plant Identification I	3
# HRT 240✧ Landscape Design I	4
	11
Semester Two	
# HRT 225✧ Landscape Plant Identification II	3
# HRT 295✧ Landscape Design II	4
# HRT 297✧ Landscape Computer Applications	3
	10
Total credits required	**21**

See HRT course descriptions Page 159.

Coordinator: John Bushman, Ext. 3550

Horticulture/Floral Design Certificate
(formerly ORN/Floral Design & Greenhouse Management, C301B)

Curriculum C401B

Designed for students who wish to concentrate solely on technically-related courses. Students may specialize in Floral Design, preparing either for self-employment or entry-level positions.

Semester One	**Credit Hours**
HRT 100✧ Introduction to Horticulture	4
# HRT 114✧ Floral Design & Display I	4
# HRT 250✧ Flower Shop Operation	4
	12
Semester Two	
# HRT 134✧ Floral Design & Display II	4
# HRT 244✧ Specialty Floral Design	3
	7
Total credits required	**19**

See HRT course descriptions Page 159.

Coordinator: John Bushman, Ext. 3550

Horticulture/Grounds Maintenance Certificate

Curriculum C401C

Designed to facilitate the learner into a career in grounds maintenance. Includes golf course, sports turf and commercial turf maintenance properties.

Semester One	**Credit Hours**
HRT 100✧ *Introduction to Horticulture* or	
HRT 125✧ *Plants and Society*	4
# HRT 126✧ Arboriculture/Plant Propagation	3
# HRT 127✧ Entomology: Insects and People	3
	10
Semester Two	
# HRT 128✧ Pathology and Plant Disease	3
# HRT 135✧ Soils & Nutrition	2
# HRT 140✧ Landscape Construction and Maintenance	4
Program electives	4
	13
Total credits required	**23**

See HRT course descriptions Page 159.

Program electives (4): HRT 261✧, HRT 265✧, HRT 266✧, HRT 282✧, HRT 298✧

Coordinator: John Bushman, Ext. 3550

Hospitality Industry Administration Culinary Arts

Curriculum C206L

Prepares the 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 100 Culinary Mathematics	2
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
General education/Humanities	1
	18
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
Program elective	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 101✧ Freshman Rhetoric & Composition I	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
SPE 101✧	Principles of Effective Speaking	3
HIS 151✧	*History of the U. S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
	Program electives	2
		16
	Total credits required for graduation	**67**

See HIA course descriptions Page 156.

See Humanities General Education requirements Page 77.

Program electives (5): CIS 101✧; HIA 114✧, HIA 117✧, HIA 122✧, HIA 202✧, HIA 205✧, HIA 207✧, HIA 208✧, HIA 209✧, HIA 210✧, HIA 211✧, HIA 212✧, HIA 213✧, HIA 214✧, HIA 215✧, HIA 216✧, HIA 218✧, HIA 280✧, HIA 285✧, HIA 296✧; Italian, Spanish

[1]ACC 100✧ meet the Mathematics and/or Science general education requirement.

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 and Pastry	3
HIA 132✧	Nutrition	2
HIA 133✧	Menu Writing	2
HIA 150✧	Food Preparation Essentials & Theory	3
	Program elective	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 156.

Program electives (3): HIA 118✧, HIA 124✧, HIA 127✧, HIA 129✧, HIA 134✧, HIA 202✧, HIA 205✧, HIA 207✧, HIA 208✧, HIA 209✧, HIA 211✧, HIA 212✧, HIA 213✧, HIA 214✧, HIA 216✧, HIA 218✧, HIA 296✧

Coordinator: Jerome Drosos, Ext. 3624

Hospitality Industry Administration/ Baking and Pastry Degree

Curriculum C206M

The Baking and Pastry degree will provide students with comprehensive, hands-on experience in both the fundamental and advanced skills to succeed in the baking and pastry industry. Students will obtain the skills necessary to produce quality bakery products from scratch. The student will also obtain knowledge in human resource training; food cost control and advanced decorating techniques. The degree program will prepare students to become pastry chefs in hotels, restaurants and bakeries, or to own and operate their own bakery business.

Upon successful completion of the Hospitality Industry Administration Baking and Pastry degree, the graduate will be able to:

- Apply safety and sanitation skills in the bake shop by maintaining a valid State of Illinois Sanitation License.
- Improve time management skills by beginning and finishing practical projects on time. This will be measured by practical exams given throughout the program.
- Demonstrate effective written and verbal communication skills.
- Demonstrate the ability to operate professional equipment.
- Apply their knowledge of food cost control, purchasing and inventory control.
- Demonstrate proficiency in the skill of working with a pastry bag.
- Perform math calculations necessary for the baking and pastry industry.
- Demonstrate the ability to weigh and measure ingredients properly.
- Apply their knowledge to manage, coach and supervise a team of employees.
- Show proficiency in production, decoration and assembly of various pastries, cakes, breads, banquet and plated presentations.

Semester One		**Credit Hours**
HIA 110✧	Introduction to Hospitality Industry	3
HIA 115✧	Food Sanitation and Safety	2
# HIA 127✧	Cake and Pastry Decoration	3
HIA 128✧	Introduction to Baking and Pastry	3
HIA 150✧	Food Preparation Essentials and Theory	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
		17

Semester Two

HIA 100	Culinary Mathematics	2
# HIA 124✧	Laminated Doughs	2
HIA 129✧	Chocolate	2
HIA 130✧	Culinary Arts-Quantity Food Preparation I	3
HIA 132✧	Nutrition	2
# RHT 102✧	*Freshman Rhetoric & Composition II* or	
SPE 101✧	*Principles of Effective Speaking*[2]	3
	General Education/Humanities	1-3
		15-17

Semester Three

# HIA 134✧	Artisan Breads	3
# HIA 227	Advanced Cake Decoration	3
# HIA 228✧	Specialty Baking & Pastry	3
# HIA 274	Retail Bakery Management	2
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
HIS 151✧	*History of the U. S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
		16

Semester Four

	ACC 100✧ Basic Accounting I[1]	3
#	HIA 225✧ Hospitality Supervision	3
	HIA 250✧ Hospitality Marketing	3
	HIA 276✧ Food & Beverage Purchasing/Cost Control	3
	HIA 277✧ Catering Management	3
#	HIA 295✧ Cooperative Work Experience	3
		18
	Total credits required for graduation	**66-68**

See HIA course descriptions Page 156.

See Humanities General Education requirements Page 77.

[1]ACC 100✧ meet the Mathematics and/or Science general education requirement.

Coordinator: Jerome Drosos, Ext. 3624

Baking and Pastry Certificate

Curriculum C306H

The Baking and Pastry certificate will provide students with comprehensive, hands-on experience in the fundamentals of baking and pastry arts. Students will obtain necessary skills to produce quality bakery products from scratch. Upon completion of the program, students are employable as entry-level bakery workers and assistant pastry chefs in a variety of commercial food service establishments including retail baking, in-store bakeries, and creating bakery and pastry items for restaurants and hotels. Advancement to positions of baker, bakery management and/or pastry chef may be achieved with additional work experience.

Semester One		**Credit Hours**
	HIA 110✧ Introduction to Hospitality Industry	3
	HIA 115✧ Food Sanitation and Safety	2
#	HIA 127✧ Cake and Pastry Decoration	3
	HIA 128✧ Introduction to Baking and Pastry	3
	HIA 132✧ Nutrition	2
		13

Semester Two

	HIA 130✧ Culinary Arts-Quantity Food Preparation I	3
#	HIA 134✧ Artisan Breads	3
#	HIA 228✧ Specialty Baking & Pastry	3
	HIA 276✧ Food & Beverage Purchasing/Cost Control	3
#	HIA 295✧ Cooperative Work Experience	3
	Program electives	2
		17
	Total credits required	**30**

See HIA course descriptions Page 156.

Program electives (2): HIA 129✧, HIA 202✧, HIA 205✧, HIA 207✧, HIA 208✧, HIA 209✧, HIA 211✧, HIA 212✧, HIA 213✧, HIA 214✧, HIA 216✧, HIA 218✧, HIA 296✧

Coordinator: Jerome Drosos, Ext. 3624

Bread Baking Certificate

Curriculum C406N

Designed for students who are interested in specializing in bread making techniques. The students also will improve their skills in bread decoration and prepare them for an entry-level position in a bread baking operation.

The students can complete this three-course certificate in the spring semester, all at once, or two courses in the fall semester and one course in the spring. The only class that is offered in the spring is HIA 124✧, Laminated Doughs.

Semester One		**Credit Hours**
	HIA 128✧ Introduction to Baking and Pastry	3
#	HIA 134✧ Artisan Breads	3
		6

Semester Two

#	HIA 124✧ Laminated Doughs	2
		2
	Total credits required	**8**

See HIA course descriptions Page 156.

Coordinator: Jerome Drosos, Ext. 3624

Cake Decorating Certificate

Curriculum C406M

Designed for students who are interested in specializing in cake decorating techniques. The students will improve their skills in cake decoration and prepare for an entry-level position in a retail bakery operation.

The students can complete this three-course certificate in the fall semester, all at once, or two courses in the fall semester and one course in the spring.

Semester One		**Credit Hours**
#	HIA 127✧ Cake and Pastry Decoration	3
	HIA 128✧ Introduction to Baking and Pastry	3
		6

Semester Two

#	HIA 227 Advanced Cake Decoration	3
		3
	Total credits required	**9**

See HIA course descriptions Page 156.

Coordinator: Jerome Drosos, Ext. 3624

Hospitality Industry Administration Hotel/Motel Management

Curriculum C206H

Prepares the 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		
HIA 100	Culinary Mathematics	2
# HIA 290✧	Dining Room Management	3
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# RHT 101✧	Freshman Rhetoric & Composition I	3
SPE 101✧	Principles of Effective Speaking	3
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
		16

Semester Four		
ACC 100✧	Basic Accounting I[1]	3
CIS 101✧	Introduction to Computer Science	3
HIA 277✧	Catering Management	3
# HIA 295✧	Cooperative Work Experience	3
	General education/Humanities	1
	Program electives	4
		17
	Total credits required for graduation	67

See HIA course descriptions Page 156.

See Humanities General Education requirements Page 77.

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

[1]ACC 100✧ meets the Mathematics and/or Science general education requirement.

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 AAS 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 101✧	Freshman Rhetoric & Composition 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 156.

Coordinator: Jerome Drosos, Ext. 3624

Hospitality Industry Administration/ Restaurant Management

Curriculum C206F

Prepares the 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 100	Culinary Mathematics	2
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
		17

Semester Two (Spring)		
HIA 117✧	Beverage Management	2
HIA 128✧	Introduction to Baking and Pastry	3
HIA 130✧	Culinary Arts Quantity-Food Preparation I	3
# HIA 225✧	Hospitality Supervision	3
HIA 250✧	Hospitality Marketing	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
		17

Semester Three (Fall)

	ACC 100✧ Basic Accounting I[1]	3
	HIA 255✧ Culinary Arts-Garde Manger	3
#	HIA 260✧ Culinary Arts Quantity-Food Preparation II	3
#	HIA 290✧ Dining Room Management	3
	HTH 104✧ *Science of Personal Health* or	
	HTH 281✧ *First Aid & CPR*	2
	SPE 101✧ Principles of Effective Speaking	3
		17

Semester Four (Spring)

	CIS 101✧ Introduction to Computer Science	3
	HIA 276✧ Food & Beverage Purchasing/Cost Control	3
#	HIA 295✧ Cooperative Work Experience	3
	HIS 151✧ *History of the U.S. to 1877* or	
	PSC 150✧ *American National Politics* or	
	SSC 190✧ *Contemporary Society*	3
	General education/Humanities	1-3
	Program electives	3
		16-18
	Total credits required for graduation	**67-69**

See HIA course descriptions Page 156.

See Humanities General Education requirements Page 77.

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

[1]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 and 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 101✧ Freshman Rhetoric & Composition I	3
		19
	Total credits required	**34**

See HIA course descriptions Page 156.

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 Computer Science	3
#	RHT 101✧ Freshman Rhetoric & Composition I	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
	SPE 101✧ Principles of Effective Speaking	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✧ Computer Systems Applications	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
	HIS 151✧ *History of the U.S. to 1877* or	
	PSC 150✧ *American National Politics* or	
	SSC 190✧ *Contemporary Society*	3
	Electives	6
		17
	Total credits required for graduation	**66**

See BUS course descriptions Page 133.

See Humanities General Education requirements Page 77.

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

[1]BUS 146✧ meets the Mathematics and/or Science general education requirement.

Coordinator: William Griffin, Ext. 3579

Human Resource Management Certificate

Curriculum C306F

The Human Resource Management certificate program will assist the learner in understanding the basic concepts of human resource management. A certificate program designed for learners who wish to specialize in the expanding field of human resource management, as well as beginning to prepare for the PHR/SPHR certification.

Semester One	**Credit Hours**
BUS 141✧ Introduction to Business	3
BUS 171✧ Introduction to Customer Service	3
BUS 200✧ Introduction to Human Resource Management	3
# BUS 210✧ Recruitment and Selection	3
# BUS 220✧ Training and Development	3
	15
Semester Two	
# BUS 205✧ Problem Solving for Human Resources	3
# BUS 240✧ Compensation and Benefits	3
# BUS 250✧ Employee and Labor Relations	3
BUS 260✧ Labor Law	3
# BUS 270✧ Employee Health and Safety	3
	15
Total credits required	**30**

See BUS course descriptions Page 133.

Coordinator: William Griffin, Ext. 3579

Kitchen and Bath Design

Curriculum C248W

The Kitchen and Bath Design degree is an accredited program, which meets the National Kitchen and Bath Association's rigorous standards for accredited collegiate programs. Graduates may become Certified Kitchen Designers (CKD) or Certified Bath Designers (CBD), or both, by completing a shortened internship and passing a national examination.

The goal of the Kitchen and Bath Design program is to help students to develop critical thinking skills, develop creativity, be prepared for employment in entry-level positions and develop excellent visual, graphic and verbal communication skills.

Upon successful completion of the Kitchen and Bath Design program or courses, the student will be able to:

- Participate in student presentations and share opinions about their own and other students' projects.
- Demonstrate self-evaluation skills to faculty through reflective paper or oral presentation.
- Analyze project requirements and apply to design solutions.
- Create bubble diagrams for kitchen & bath design projects.
- Compose designs that follow principles of good design.
- Sketch many possible solutions to a particular problem.
- Distinguish quality in a design.
- Complete a comprehensive portfolio of work in all courses taken at Triton College and have it accepted by a faculty jury.
- Demonstrate proficiency in software programs used in professional practice.
- Interpret owner's needs based on project requirements and budgetary limitations.
- Present a sketchbook to faculty jury and have it accepted.
- Complete short-term sketch problems.
- Orally explain a drawing to faculty.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**Credit Hours**
ARC 109✧ Architectural Drafting Fundamentals	2
ARC 187✧ Architectural Drawing and Models	3
ARC 189✧ Architectural CADD	3
INT 116 Color for Interiors	3
# MAT 101✧ Quantitative Literacy	3
# RHT 101✧ Freshman Rhetoric & Composition I[1]	3
	17
Semester Two	
# ARC 110✧ Wood and Masonry Construction Technology	5
# ARC 171✧ Architectural Design I	3
# ARC 210✧ Introduction to the History of Architecture[2]	3
INT 160✧ Residential Interior Design	3
# RHT 102✧ *Freshman Rhetoric & Composition II*[1] or	
SPE 101✧ *Principles of Effective Speaking*[1]	3
	17
Semester Three	
HTH 104✧ *Science of Personal Health* or	
HTH 281✧ *First Aid & CPR*	2
INT 112✧ Materials and Sources	3
# INT 201✧ Interior Design I	3
# INT 211✧ History of Interiors and Furniture[2]	3
# INT 212✧ Residential Kitchen and Bath Design	3
HIS 151✧ *History of the U.S to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
	17
Semester Four	
# INT 199✧ Interior Design Internship	3
# INT 202✧ Interior Design II	3
# INT 203✧ Lighting Design	3
INT 204✧ Interior Design Business Practice	3
INT 205 Computers for Kitchen and Bath Design	3
	15
Total credits required for graduation	**66**

See ARC course descriptions Page 126; INT course descriptions Page 163.

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

[2]ARC 210✧ or INT 211✧ meets the Humanities/Fine Arts requirement.

Coordinator: Jo Beth Halpin, Ext. 3601

Medical Assisting

Curriculum C318A

The Medical Assistant program is a versatile profession that prepares students to perform various clinical and administrative functions in the medical office. These functions, performed under the direction of a licensed physician and/or licensed physician's assistant, are completed while examining and treating patients. Medical assistants are responsible for performing a variety of the tasks that enable a health care facility to properly treat its patients. These tasks include, but are not limited to: preparing treatment rooms for patients' examinations; scheduling appointments; maintaining medical records; interviewing patients, measuring and recording a patient's vital signs, weight and height, venipuncture, administering injections, operating an electrocardiograph (EKG) and other equipment to administer routine diagnostic tests; and completing insurance forms. The exact duties that a medical assistant performs are unique to the setting in which he or she is employed. Industries that employ medical assistants include doctors' offices/clinics, health practitioners, ambulatory care facilities and osteopathic offices/clinics. The Medical Assisting program is currently seeking program accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Dr., Chicago, IL 60601, 651-731-1582, upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE), 20 N. Wacker Dr. Ste. 1575, Chicago, IL 60606, 312-899-1500. Graduates of the program may become registered Medical Assistants (RMA) through the American Medical Technologists (AMT), 10700 W. Higgins Road, Ste. 150 Rosemont, IL 60018, 800-275-1268. Both the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) credential are recognized by the American Association of Medical Assistants (AAMA)

All BIS, AHL and CMA courses must be passed with a final grade of "C" or better in order to continue and/or graduate from the Medical Assisting curriculum.

Program Prerequisites: RHT 086 and RHT 096 or a score of three (3) on reading and writing placements tests.

Semester One		**Credit Hours**
AHL 101✧	Essentials of Medical Terminology	1
AHL 102✧	Ethics and Law for the Allied Health	1
# AHL 103✧	Basic Pharmacology for Allied Health	1
# AHL 107✧	Venipuncture & I.V. Administration	1
AHL 108✧	Electrocardiography	1
# BIS 190✧	Anatomy & Physiology for Allied Health Majors	4
CMA 140✧	Introduction to Human Diseases	2
HTH 281✧	First Aid & CPR	2
		13
Semester Two		
AHL 110✧	Medical Coding and Office Procedures	2
BUS 107✧	Microsoft Office in Business Applications	3
CIS 140✧	Microsoft Word I	3
# CMA 100✧	Introduction to Clinical Skills & Diagnostic Procedures	2
# CMA 110✧	Therapeutic Communications for Allied Health Majors	2
# CMA 130✧	Clinical Laboratory Procedures	1
# CMA 180✧	Applied Clinical Laboratory Procedures	1
# CMA 190✧	OSHA for the Allied Health Worker	1
		15
Semester Three		
# CMA 200✧	Medical Assisting Externship	2
# CMA 250✧	Certification Review for Medical Assistants	1
		3
	Total credits required for graduation	**31**

See CMA course descriptions Page 142.

Dean: Susan Collins, Ext. 3553; E-mail: CMA@triton.edu

Nursing

(See Page 117)

Ophthalmic Technician

(See Page 119)

Radiologic Technology

(See Page 120)

Personal Trainer Certificate

Curriculum C336A

Provides 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 prepares the individual with the knowledge and skills for certification testing and accreditation by certifying boards (i.e., American College of Exercise). Job opportunities include personal trainer and/or positions available at fitness locations (i.e., health clubs, hospital fitness centers, corporate fitness centers, etc.).

Program prerequisite: Students must have current CPR certification or must have completed HTH 281✧ or HTH 181✧ prior to enrolling in this program.

Semester One		**Credit Hours**
BIS 101✧	*Human Biology* or	
# BIS 103✧	*Introduction to Human Physiology*	4
HTH 104✧	Science of Personal Health	2
HTH 120✧	Principles of Nutrition	3
PED 153✧	Foundations of Exercise	3
PED 195✧	Introduction to Sport Management	3
		15
Semester Two		
PED 168✧	Theory and Practice of Weight Training	2
PED 200✧	Introduction to Biomechanics	3
# PED 210✧	Exercise, Testing and Prescription	3
# PED 230✧	Sport & Exercise Science Practicum	1
SPE 101✧	Principles of Effective Speaking	3
	Electives	3
		15
	Total credits required	**30**

Suggested electives (3):

HTH 175✧	Drug & Alcohol Education	3
HTH 220✧	Athletic Training Techniques	3
HTH 221✧	Sport Specific Rehabilitation and Training	3
	PED Activity courses (numbered 150 and below[1])	1-3
PED 159✧	Selected Team and Recreation Sports	4
# PED 189✧	Water Safety Instructor	2
PED 194✧	Principles of Coaching	3
PED 196✧	Sport and Exercise Psychology	3

PED 197✧	Sociology of Sport	3
PED 198✧	Lifeguarding	1
PED 275✧	Facilities Management	3
PED 296✧	Special Topics in Physical Education	0.5-4

See PED course descriptions Page 174.

[1]A maximum of three credit hours will be granted towards the certificate.

Chairperson: Thomas Doyle, Ext. 3783

Surgical Technology

(See Page 121)

Visual Communication—Graphic Design and Graphic Arts
(formerly Visual Communication)

Curriculum C248C

Offers students an opportunity to acquire specific skills in the diverse industry of Visual Communication including Graphic Design and Graphic Arts. The Associate's degree program provides background in basic layout, design, typography and production design techniques for print, Web and multimedia. Computer skills are developed as a design, communication and production tool using software, including Adobe Photoshop, Adobe Illustrator, Quark XPress, Flash, Dreamweaver and others to meet the needs of the industry.

Selected as one of the top 50 growing occupations, qualified individuals may find employment in advertising agencies, art departments, printing and media studios. Typical job titles include: Graphic Designer, Graphic Artist, Publishing Designer, Web Page Artist, Commercial Artist and Photo-Manipulation Artist.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
# RHT 101✧	Freshman Rhetoric & Composition I	3
VIC 100✧	Graphic Design	3
# VIC 101✧	Graphic Arts Production	4
VIC 104✧	Computer Art I	3
VIC 121✧	Introduction to Quark InDesign	4
		17
Semester Two		
SPE 101✧	Principles of Effective Speaking	3
VIC 142✧	Introduction to Illustrator	4
VIC 161✧	Introduction to Photoshop	4
VIC 172✧	Web Page Design	3
# VIC 202✧	Graphic Design Typography	4
		18
Semester Three		
HTH 104✧	*Science of Personal Health* or	
HTH 281✧	*First Aid & CPR*	2
# VIC 221✧	Advanced Quark/InDesign	4
# VIC 242✧	Advanced Illustrator	4
VIC 261✧	Advanced Photoshop	4
# VIC 272✧	*Advanced Web Page Design* or	
VIC 273✧	*Introduction to Flash Animation*	3
	General education/Humanities	1
		18
Semester Four		
# VIC 231✧	Production for Design	4
VIC 280✧	Print for Design	4
# VIC 282✧	Portfolio Design	4
HIS 151✧	*History of the U.S. to 1877* or	
PSC 150✧	*American National Politics* or	
SSC 190✧	*Contemporary Society*	3
	General education/Mathematics and/or Science	3
		18
	Total credits required for graduation	**71**

See VIC course descriptions Page 188.

Coordinator: Lorette Dodt, Ext. 3519

Visual Communication—Graphic Design and Graphic Arts Certificate
(formerly Visual Communication)

Curriculum C348C

Specific skills in the diverse industry of Visual Communication are offered to provide background in layout, design, typography, illustration and production 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.

Flash, PowerPoint and other current software packages as necessary. Course selections in graphic arts design, graphic arts production, web design, package design, digital photography and digital video allow students the opportunity to acquire specialized skills.

Semester One		**Credit Hours**
VIC 100✧	Graphic Design	3
# VIC 101✧	Graphic Arts Production	4
VIC 104✧	Computer Art I	3
VIC 121✧	Introduction to Quark InDesign	4
		14
Semester Two		
VIC 142✧	Introduction to Illustrator	4
VIC 161✧	Introduction to Photoshop	4
VIC 172✧	Web Page Design	3
# VIC 202✧	Graphic Design Typography	4
		15
Semester Three		
# VIC 221✧	Advanced Quark/InDesign	4
# VIC 242✧	Advanced Illustrator	4
VIC 261✧	Advanced Photoshop	4
# VIC 272✧	*Advanced Web Page Design* or	
VIC 273✧	*Introduction to Flash Animation*	3
		15
Semester Four		
# VIC 231✧	Production for Design	4
VIC 280✧	Print for Design	4
# VIC 282✧	Portfolio Design	4
		12
	Total credits required	**56**

See VIC course descriptions Page 188.

Coordinator: Lorette Dodt, Ext. 3519

Digital Photography Certificate
(formerly Advanced Digital Photography, C548D)

Curriculum C448O

For individuals interested in specializing in digital photography. Digital studio photography and compositional photography, as well as image manipulation techniques are covered. Recommended for students wanting to apply digital photography skills to in-house photography positions or free lance photography.

Semester One		**Credit Hours**
VIC 161✧	Introduction to Photoshop	4
VIC 162✧	Digital Photography	4
VIC 163✧	Digital Studio Photography	4
		12
Semester Two		
# VIC 164✧	Advanced Digital Photography	4
VIC 213✧	Color Management	4
VIC 261✧	Advanced Photoshop	4
	Program electives	4
		16
	Total credits required	28

See VIC course descriptions Page 188.

Program electives (4): Any VIC course

Coordinator: Lorette Dodt, Ext. 3519

Layout and Design Certificate
(formerly Page Layout, C348W)

Curriculum C448W

Introduction to layout and design of printed materials including logo development, marketing pieces and newsletters. Basic design, typography and printing production techniques are covered. Current Adobe software for photo manipulation, graphic design and page layout is used in the development of course projects. Recommended for individuals designing for single color or spot color pieces.

Semester One		**Credit Hours**
VIC 100✧	Graphic Design	3
VIC 121✧	Introduction to Quark InDesign	4
VIC 142✧	Introduction to Illustrator	4
VIC 161✧	Introduction to Photoshop	4
		15
Semester Two		
# VIC 101✧	Graphic Arts Production	4
# VIC 202✧	Graphic Design Typography	4
# VIC 221✧	Advanced Quark/InDesign	4
		12
	Total credits required	27

See VIC course descriptions Page 188.

Coordinator: Lorette Dodt, Ext. 3519

Advanced Packaging Design and Production Certificate
(formerly Advanced Page Layout)

Curriculum C548H

Advanced training for individuals interested in careers in the package design industry. Courses cover a variety of hardware and software used in development of packaging graphics and structural layout for packaging. Production and design courses are included, as well as issues related to the industry and advanced color techniques.

Expected Background: Experience in Adobe Illustrator and Adobe Photoshop.

Semester One		**Credit Hours**
VIC 201✧	Paper, Plastic, Ink & Finishing	4
# VIC 210✧	Introduction to Packaging	4
# VIC 212✧	Structural Design	4
VIC 213✧	Color Management	4
		16
Semester Two		
# VIC 215✧	Package Design and Production	4
# VIC 231✧	Production for Design	4
VIC 280✧	Print for Design	4
		12
	Total credits required	28

See VIC course descriptions Page 188.

Coordinator: Lorette Dodt, Ext. 3519

Selective Admission Health Programs

The Board of Trustees accepts that the fields of Nursing and Allied Health, because of their importance to the welfare of all society, must have selective admission requirements.

Programs identified below have selective admission policies. Specific admission, progression, retention and graduation requirements and/or policies supersede general college policies in the catalog and student handbook.

Nursing:
Associate Degree Nursing (ADN)
Practical Nurse Exit Option (LPN)
License Practical Nurse to Associate Degree Nurse
Upward Mobility Track
Nurse Assistant (NAS)

Allied Health:
Diagnostic Medical Sonography (DMS)
Nuclear Medicine Technology (NUM)
Ophthalmic Technician (OPH)
Radiologic Technology (RAS)
Surgical Technology (SRT)

The following programs do not employ selective admission policy and require the same standards as other college programs:
Emergency Management (EMP)
Emergency Medical Technician-Basic (EMS
EMS First Responder (EMS)
Eye Care Assistant (EYE)
Fire Science Technology (FIR)
Medical Assisting (CMA)

Selective Requirements for Nursing and Allied Health

Admission procedure for Nursing and Allied Health programs:

1. Submit to the Office of Admission
   a)A completed Triton College Application.
   b)An official transcript of high school graduation or GED certificate. Neither a high school diploma or GED certification is required for admission into the **Nurse Assistant program**.
   c)An official transcript of completed college course work.
   d)Documentation of completed program prerequisites for the Nursing and Diagnostic Medical Sonography program(s).
2. Attend an information session for the program of interest.
3. Take college placement tests for math, reading and writing; except when college transcripts show successful completion of math and English courses. Take the pre-entrance test for Nursing. The Admission Committee of the specific program determines acceptable scores.
4. Receive acceptance letters from the Admission Committee of the specific program chosen. Priority is given to qualified in-district residents. The Admission Committee of each program establishes criteria for program acceptance. Admission is based on completion of program prerequisites, when required, and ranking on a rating scale. Points are given for grades in completed course work for prerequisites, general education and support courses, and Science courses taken in high school or college. For admission into selected Allied Health programs points also are given for documented/related health care experiences and military service. The Nursing program requires a minimum 2.5 cumulative GPA for college-level program prerequisites (RHT 101✧, PSY 100✧and BIS 136✧ or BIS 240✧). Points for admission into the Nursing program are based on GPA for college-level program prerequisites, ASSET test scores completed within five years of admission, and previous college academic history.

5. Attend orientation and registration session.
6. Students who are unsuccessful in completing the PN or RN standardized comprehensive nursing exam may enroll in NUR 095 for Practical Nurse certificate or AAS degree completion.
7. 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.
8. 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 Nursing program provided they have completed all 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 130. **No advanced placement will be offered.**
9. 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. Nursing students must meet CPR requirements prior to entry into the clinical setting.**) 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, and other requirements, such as criminal background checks, 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 Careers programs with a verified statement from a licensed physician to the effect that the applicant's condition does not pose a direct health or safety threat or significant risk to the student, patients, hospital staff or others in the Health Career program or clinical facility. In addition, the applicant will agree to remain under the care of a physician and follow treatment as prescribed.

Furthermore, each applicant's physician must report immediately to the college any change in the applicant's ability to function safely in the clinical portion of the program. Any default in this agreement will constitute cause for the removal of the student from the clinical portion of the program.

Advanced Placement

1. Proficiency examinations, if available, for beginning courses, must be taken before enrollment in the course according to specific departmental or program requirements and subject to approval by the dean.
2. Clinical proficiency examinations may be required prior to acceptance of credits for clinical courses.
3. All program requirements for acceptance to selective admission programs will be required of the student applying for advanced placement.
4. The Admission Committee of the specific program, using established program criteria, will evaluate requests for advanced placement on an individual basis.
5. Advanced placement students are admitted only after currently enrolled students have been placed.

Transfer Students

1. Transfer students must complete admission procedure for Health Career programs no later than 30 days prior to the semester in which they seek admission.
2. All required Math and Science courses and courses in program majors will be considered only if completed within the last five years with "C" grades or better. Comparable achievement in terms of course objectives and content must be documented.

Progression and Retention

1. A minimum grade-point average of 2.0 is required for progression in all programs.
2. A "C" grade or better within five years of the start of the program is required for progression in all required Science, Math and major Health-Career courses 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", "F" or "W" (withdrawal) in any Nursing course and who are seeking readmission will develop a remediation plan in collaboration with the Nursing department and meet with the Triton Nursing counselor prior to being considered for readmission. The remediation plan may include completion of NUR 105✧.
5. Students who are unsuccessful in completing the PN or RN standardized comprehensive nursing exam may enroll in NUR 095 for Practical Nurse certificate or Associate in Applied Science degree (AAS) completion.
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 are seeking readmission. Students seeking readmission to a nursing course should submit completed 'Request for Re-Admission' form to the nursing chairperson no later than 30 days prior to the semester for which readmission is sought.
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 perfor-

mance by the program Admission Committee prior to granting of permit to register for the same course.

4. Students seeking readmission into Diagnostic Medical Sonography, Nuclear Medicine Technology, Ophthalmic Technician, Radiologic Technology, Respiratory Care and Surgical Technology who for any reason have not taken any program specific courses in the two years prior to the readmission date, will be required to retake all previously completed program specific course requirements.
5. Students must complete the nursing program within five years of admission to NUR 130 and within four years of admission into NUR 185.

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.

Accredited by the Commission on Accreditation of Allied Health Education programs, 35 East Wacker Dr. Chicago, IL 60601, (651) 731-1582, in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography, 2025 Woodlane Dr., St. Paul, MN 55125-2995, (651) 731-1582.

Program prerequisites: One year of high school algebra, biology, chemistry and physics, or college equivalents within the last five years with grades of "C" or better (MAT 055, BIS 101✧ or BIS 103✧, CHM 110✧ or CHM 140✧). AHL 115✧ may be used as a prerequisite physics.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One	**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 101✧ Freshman Rhetoric & Composition I	3
Electives	2
	14

Semester Five	
# DMS 151✧Clinical Applications III	4
# DMS 201✧Sonographic Specialties	3
SPE 101✧ Principles of Effective Speaking	3
HIS 151✧ *History of the U.S. to 1877* or	
PSC 150✧ *American National Politics* or	
SSC 190✧ *Contemporary Society*	3
General education/Humanities	1
	14
Total credits required for graduation	**68**

See DMS course descriptions Page 145.

See Humanities General Education requirements Page 77.

Note: A minimum grade of "C" is required as a prerequisite for each AHL and DMS course. All Science, Math and AHL coursework must be completed within five years of start of the DMS curriculum.

Suggested electives: AHL 108✧; PED

[1]BIS 234✧ or MAT 103✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Debra Krukowski, Ext. 3979, E-mail: dkrukows@triton.edu

Diagnostic Medical Sonography Certificate

Curriculum C317E

The Diagnostic Medical Sonographer performs diagnostic ultrasound procedures under the supervision of a physician. The sonographer collects essential patient data to aid in diagnosis. The program covers basic theory and clinical instruction in sonography, which will provide an avenue for cross-training and multicompetency in allied health. This will make the individual more marketable in many health care agencies that call for multicompetent practitioners. Employment opportunities are excellent in hospitals, medical centers and other health care agencies.

Program prerequisites: In addition to college admission requirements, program admission requirements must be met. The certificate program is open only to registered radiographers (ARRT). Students also must have completed Anatomy and Physiology with a grade of "C" or better within the last five years. DMS 121✧ does not fulfill this requirement. Graduation in a Radiology program in the past five years fills the application process requirements.

Semester One (Spring)	**Credit Hours**
# DMS 101✧Ultrasound Physics I	3
# DMS 121✧Cross-sectional Anatomy	5
# DMS 125✧Abdominal Sonography	3
# DMS 141✧Clinical Applications II	4
	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 145.

Coordinator: Debra Krukowski, Ext. 3979, E-mail: dkrukows@triton.edu

Nuclear Medicine Technology

Curriculum C217B

Nuclear Medicine uses small amounts of radioactive materials to diagnose and treat patients. The Nuclear Medicine technologist administers the radiopharmaceutical and images the area or organ of interest to detect the radiation being emitted. The detectors used for imaging are integrated with computers to provide detailed images showing function and anatomy. Graduates of the program are employed as entry-level technologists in various settings from hospitals, clinics and medical imaging centers anywhere in the United States.

This two-year Associate's degree program at Triton is the only one of its kind offered by an Illinois community college.

Accredited by the Joint Review Committee on Educational programs in Nuclear Medicine Technology,2000 W. Danforth Road, Suite 130, Edmond, OK, 73003; (405) 285-0546. Graduates qualify for the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technology, Nuclear Medicine Registry examinations.

Program Prerequisites:
- Must score at level 8 on math placement exam or may complete necessary coursework to successfully pass MAT 110✧, with a grade of 'C' or better, for program entry.
- Must score 4 or better on reading and writing placement exam or course equivalency with a grade of "C" or better.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One **Credit Hours**
AHL 100✧Introduction to Health Care..... 2
CHM 110✧*Fundamentals of Chemistry*[2] or
CHM 140✧*General Chemistry I*[2] 4-5
CIS 101✧ Introduction to Business Computer Systems 3
NUM 100✧Science of Nuclear Medicine 3
NUM 103✧Radiation Safety and Protection 2
RHT 101✧Freshman Rhetoric & Composition I 3
17-18

Semester Two
AHL 120✧Comprehensive Medical Terminology..... 3
BIS 136✧ *Functional Human Anatomy I*[1] or
BIS 240✧ *Human Anatomy & Physiology I*[1] *4*
HTH 281✧First Aid & CPR 2
NUM 140✧Nuclear Medicine Instrumentation 5
NUM 155✧Patient Care in Nuclear Medicine..... 3
17

Semester Three
NUM 160✧Nuclear Medicine Procedures I 3
NUM 161✧Applied Nuclear Medicine Technology I..... 3
6

Semester Four
BIS 137✧ *Functional Human Anatomy II*[1] or
BIS 241✧ *Human Anatomy & Physiology II*[1] *4*
NUM 242✧Invitro Nuclear Medicine Principles and Procedures..... 2
NUM 260✧Nuclear Medicine Procedures II..... 3
NUM 261✧Applied Nuclear Medicine Technology II 4
NUM 262✧Nuclear Pharmacy I 2
General education/Humanities..... 1
16

Semester Five
AHL 102✧Ethics & Law for Allied Health 1
NUM 280✧Nuclear Medicine Procedures III..... 3
NUM 281✧Applied Nuclear Medicine Procedures III..... 4
NUM 282✧Nuclear Pharmacy II..... 2
SPE 101✧ Principles of Effective Speaking..... 3
General education/Social & Behavioral Sciences.... 3
16

Total credits required for graduation **72-73**

See NUM course descriptions Page 170.

See Humanities General Education requirements Page 77.

See Social and Behavioral Sciences General Education requirements Page 77

[1]BIS 136✧/BIS 137✧ or BIS 240✧/BIS 241✧ (must be taken in succession)
[2]CHM 110✧ or CHM 140✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Susan Campos, Ext. 3655; E-mail: scampos2@triton.edu

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. Students who are unsuccessful in completing the PN or RN standardized comprehensive nursing exams may enroll in NUR 095 for Practical Nurse certificate or Associate in Applied Science degree (AAS) completion. Candidates for the PN and RN-NCLEX are required by law to meet fingerprinting requirements, submit to a criminal background check and report conviction of any criminal offenses as part of the licensure application process. The program is approved by the Illinois Department of Financial and 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, 3343 Peachtree Road NE, Suite 500, Atlanta GA 30326 (800/669-1656), Web site: www.nlnac.org.

Admission is determined by a point system based on pre-admission test results, GPA for college level prerequisite courses (RHT 101✧, PSY 100✧, and BIS 136✧ or BIS 240✧), and previous college academic history. Candidates are required to meet CPR, health, criminal background check, alcohol breath testing and drug screening requirements prior to entry into the clinical setting. Preference is given to candidates who are permanent residents of Triton College's district. Nursing is a selective admission program with preference for admission given to the most highly qualified individuals for the available seats. Nursing courses have a higher tuition rate and fees.

Program prerequisites:

- High school graduation or GED
- Attendance at a Nursing Information Session
- Score of four on college math, reading and writing placement tests
- Acceptable scores on nursing pre-admission test*
- Computer proficiency (word processing, e-mail, Internet use) as evidenced by transcripts, employer documentation, student documentation or completion of CIS 100✧
- COURSES -- All courses must be completed with grade of "C" or better

One year high school level completed within five 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 or better is required for the three college-level course prerequisites. No substitutions.

RHT 101✧
PSY 100✧
BIS 136✧ or BIS 240✧

BIS 136✧* or BIS 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 BIS 240✧ may be taken concurrently with first semester nursing courses if entering program within eight months after high school completion. Students entering program within eight months of high school graduation need a minimum 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:

- are admitted with ASSET scores of 41-43 in math and writing AND/OR
- scores of 42-43 in reading AND/OR
- earned a "C" grade in the biology, chemistry, anatomy and physiology prerequisites, AND/OR
- graduated from high school within eight months of entry into the Nursing program.
- accepted students are required to complete all health and clinical requirements prior to registration for NUR 130, NUR 135, NUR 145✧, NUR 155✧, NUR 185, NUR 190✧ NUR 225✧, NUR 235✧, NUR 245✧, NUR 255✧ and NUR 290✧

Pre-Admission Semester		**Credit Hours**
# BIS 136✧	*Functional Human Anatomy I* or	
# BIS 240✧	*Human Anatomy and Physiology I*[1]	4
PSY 100✧	Introduction to Psychology	3
# RHT 101✧	Freshman Rhetoric and Composition I	3
		10

Semester One		
# EDU 206✧	Human Growth and Development	3
# NUR 130	Promoting Adaptation I	4
# NUR 135	Promoting Adaptation II	5
		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 146✧	Pharmacology in Nursing I.	1
# NUR 155✧	Nursing Care of Individuals with Commonly Recurring Adaptation Problems II[2]	5
# NUR 156✧	Pharmacology in Nursing II.	1
		16

Summer Session[3] (optional)

Semester Three		
# BIS 122✧	Introductory Microbiology	4
# NUR 225✧	Promoting Adaptation: Chronic Health Problems	4
# NUR 235✧	Promoting Adaptation: Psychosocial and Rehabilitation Problems.	4
SOC 100✧	Introduction to Sociology	3
		15

Semester Four		
# 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
SPE 101✧	Principles of Effective Speaking.	3
	General education/Humanities	3
		18
	Total credits required for graduation with Associate's degree	**71**

All program requirements must be completed with a grade of "C" or better.

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✧ may be substituted by BIS 240✧/BIS 241✧ sequence. Students must complete both courses within the same sequence.
[2]NUR 155✧ meets the health/fitness general education requirement.
[3]Students may opt to enroll in NUR 190✧ in the summer session and return for semester three and four.

All program requirements must be completed with a grade of "C" or better.

See Special Requirements for Selective Admission Health programs section Page 114, which apply to the Nursing program.

LPN TO ASSOCIATE DEGREE UPWARD MOBILITY
Program Prerequisites listed above *
Additional Prerequisites: Illinois LPN license

		Credit Hours
# 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
# EDU 206✧	Human Growth and Development	3
# NUR 146✧	Pharmacology in Nursing I[4]	1
# NUR 156✧	Pharmacology in Nursing II[4]	1
# NUR 185	Transition from LPN to AD Student[5]	5
PSY 100✧	Introduction to Psychology	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
		24

[4]LPNs who have completed State of Illinois approved pharmacology course or equivalent will petition to receive credit for NUR 146✧ and NUR 156✧ upon completion of NUR 185.
[5]LPNs will petition to receive credit for NUR 130, NUR 135, NUR 145✧, and NUR 155✧ upon completion of NUR 185.

*Students may be admitted pending completion of Introduction to Nursing Academics (NUR 105✧) with a "B" or better if they:
- are admitted with ASSET scores of 41-43 in math and writing AND/OR
- scores of 42-43 in reading AND/OR
- earned a "C" grade in the Biology, Chemistry, Anatomy and Physiology prerequisites.

PROGRAM REQUIREMENTS:

Semester Three	15
Semester Four	18

All program requirements must be completed with a grade of "C" or better.

See NUR course descriptions Page 172.

See Humanities General Education requirements Page 77.

See Special Requirements for Selective Admission Health programs section Page 114, which apply to the Nursing program

Chairperson: Joan Libner, Ext. 3427; E-mail: jlibner@triton.edu

Nurse Assistant Certificate

Curriculum C417E

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 the Nurse Assistant program requirements, the graduate receives a certificate and becomes eligible to take the Illinois Nurse Aide Test which is required for certification by the Illinois Department of Public Health (IDPH). Upon certification by the IDPH, the student may opt to take NAS 102✧ for additional education in home health.

Approved by the Illinois Department of Public Health, 525 W. Jefferson St., Springfield, IL 62761, (217) 785-5133.

Students must be 16 years of age. A GED or high school diploma is not required.

Program prerequisites:
- Level 3 or above on the Triton College reading assessment test
- Ability to speak and understand English as determined by designated college staff
- Upon registration, a criminal background check will be initiated. Payment of $15 is due upon registration in the form of a money order or cashier's check made payable to SIUC.
- A correct and valid U.S. Social Security Number (SSN) is required for participating in the program. An ITIN number is a tax processing number issued by the IRS. It usually begins with the number 9 and has a 7 or an 8 as the fourth digit; this number is **not** allowed per Illinois Department of Public Health.

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 170.

For information sessions, call Ext. 6188.

Coordinator: Sandra Bowling, Ext. 3828; E-mail: saffrunt@triton.edu

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. Includes case histories, visual acuity measurement, visual field testing, refractometry, contact lenses, instrument maintenance and assisting the doctor with minor ophthalmic surgery.

Accredited by the Committee on Accreditation for Ophthalmic Medical Personnel (CoA-OMP), 2025 Woodlane Dr., St. Paul, MN 55125-2998, (651) 731-7237, e-mail CoA-OMP@jcahpo.org. Employment opportunities in the field are excellent due to an increase in the number of support personnel employed by ophthalmologists and a rising demand for eye-care services.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AHL 100✧	Introduction to Health Care	2
AHL 101✧	Essentials of Medical Terminology	1
BIS 101✧	*Human Biology*[1] or	
# BIS 136✧	*Functional Human Anatomy I*[1]	4
OPH 112✧	Ocular Anatomy and Physiology	3
# OPH 114✧	Ophthalmic Optics	3
# RHT 101✧	Freshman Rhetoric & Composition I	3
	General education/Humanities	1
		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
SPE 101✧	Principles of Effective Speaking	3
	Electives	4
		17

Semester Three

# OPH 122✧	Retinoscopy and Refractometry 2
PSY 105✧	Personal Applications of Psychology 3
	5

Semester Four

HTH 281✧	First Aid & CPR 2
# OPH 230✧	Practicum I. 3
# OPH 231✧	OPH Seminar I. 1
# OPH 232✧	Contact Lenses 3
# OPH 237✧	Integrated Science for Ophthalmic Technicians 3
	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✧	Advanced Ophthalmic Procedures. 3
# SRT 110	Introduction to Surgical Technology 1
HIS 151✧	*History of the U.S. to 1877* or
PSC 150✧	*American National Politics* or
SSC 190✧	*Contemporary Society* 3
	16
	Total credits required for graduation 67

See OPH course descriptions Page 173.

See Humanities General Education requirement Page 77.

Note: Ophthalmic technician courses must be taken according to assigned sequence number.

[1]BIS 101✧ or BIS 136✧ meets the Mathematics and/or Science general education requirement.

Coordinator: Debra Baker, Ext. 3442; E-mail: dbaker1@triton.edu

Radiologic Technology

Curriculum C217C

The radiologic technologist operates X-ray equipment to perform diagnostic examinations ordered by a patient's physician.

Two-year program that offers classroom, college lab and clinical site experiences at various Chicago metropolitan area hospitals.

Employment opportunities exist in hospitals, clinics and medical imaging centers.

Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 900, Chicago, IL 60602-2901, (312) 704-5300, graduates qualify for the National Registry Examination given by American Registry of Radiologic Technologists (ARRT) and Illinois licensure.

Admission requirements include:

1. College level reading, writing, math courses within the last five years or college placement test scores within the last two years.
2. Level "004" proficiency on college placement tests in reading and writing.
3. Level "006" math proficiency on college placement test or completion of MAT 085 or higher.
4. ASSET test scores current within the last two years.
5. AHL 120✧

ASSOCIATE IN APPLIED SCIENCE DEGREE

Semester One		**Credit Hours**
AHL 102✧	Ethics and Law for Allied Health	1
AHL 103✧	Basic Pharmacology for Allied Health	1
# RAS 100	Radiology Patient Care.	2
# RAS 111✧	Radiographic Anatomy & Positioning I	2
# RAS 114✧	Basic Radiation Protection	2
# RAS 115✧	Imaging Production	2
# RAS 150✧	Applied Radiologic Technology I.	3
# RHT 101✧	Freshman Rhetoric & Composition I.	3
		16

Semester Two

# AHL 107✧	Venipuncture & I.V. Administration	1
# 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
		16

Semester Three

# RAS 170✧	Applied Radiologic Technology III and IV	4
		4

Semester Four

PSC 150✧	American National Politics	3
# RAS 232✧	Radiographic Anatomy & Positioning III	2
# RAS 243✧	Digital Radiography	1
# RAS 253✧	Special Radiologic Procedures	1
# RAS 280✧	Applied Radiologic Technology V	4
SPE 101✧	Principles of Effective Speaking	3
	General education/Humanities	1-3
		15-17

Semester Five

HTH 281✧	First Aid & CPR	2
	Computer Science electives:	
BUS 107✧	*Microsoft Office in Business Applications* or	
# CIS 100✧	*introduction to Computer Systems* or	
CIS 101✧	*Introduction to Computer Science*	1-3
# RAS 242✧	Radiographic Anatomy & Positioning IV	2
# RAS 260✧	Radiologic Pathology	2
# RAS 290✧	Applied Radiologic Technology VI	6
		13-15

Semester Six

# RAS 278✧	Radiologic Seminar	4
		4

Total credits required for graduation **68-72**

See RAS course descriptions Page 180.

See Humanities General Education requirement Page 77.

Coordinator: Pamela Harmon, Ext. 3980; E-mail: pharmon@triton.edu

Surgical Technology Certificate

Curriculum C317C

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.

Accredited by the Commission on Accreditation of Allied Health Education programs, 35 East Wacker Drive, Suite 1570, Chicago, IL 60601, (312) 553-9355, in cooperation with the Accreditation Review Committee on Education in Surgical Technology, 7108-C South Alton Way, Suite 150, Englewood, CO 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

CIS 100✧	Introduction to Computer Systems	1
# SRT 160✧	Surgical Seminar	1
# SRT 162✧	Surgical Procedures IV	3
		5

Total credits required **39**

See SRT course descriptions Page 187.

Coordinator: Natasha Morris, Ext. 3563; E-mail: nmorris2@triton.edu

Course Descriptions

Courses listed in this section are offered in university-transfer and career-education programs. (Continuing education courses are listed in a separate brochure.) Courses are arranged numerically within each discipline.

Within each description, information is arranged in this sequence:

- Course code and numbering:
- 001-099 are college success courses that include content and skills prerequisite to college-level course work.
- 100-299 are courses designed primarily for career preparation that are applicable to AAS (associate in applied science) degree programs and career certificates. (Some courses may transfer to particular four-year colleges or universities and be applicable to specific majors.)
- 100-299✧ symboled courses: See Page 36 for additional information.
- Number of semester hours of credit
- Course title
- Course description, which includes a general statement of the course objectives as well as materials, procedures and topics to be covered.
- Prerequisite or corequisite courses, if any are required (no mention of prerequisites indicates none is required). Students may petition for waiver of course prerequisites/corequisites if they believe they have comparable experience or completed course work with similar content. Counselors can assist in this process.
- Number of class hours expected for lecture or classroom practice and/or laboratory experience each week.
- Any applicable fee
- Code number of approved Triton College course by Illinois Articulation Initiative (IAI)

IAI Codes for the General Education Core

C - Communication
M - Mathematics
P, LP* - Physical Science
L, LP - Life Science
H*, HF - Humanities; Humanities/Fine Arts;
F* - Fine Art
S* - Social & Behavioral Science
*Represents a number 1-9

IAI Code Suffixes for the General Education Core

D - Diversity
L - Lab
N - Non-Western
R - Research Paper

IAI Codes for Baccalaureate Majors

AG - Agriculture
BIO - Biological Science
BUS - Business
CHE - Chemistry
CRJ- Criminal Justice
CS - Computer Science
EGL - English
EGR- Engineering
HST - History
IND - Industrial Technology
MC - Mass Communication
MTH - Mathematics
PHY - Physics
PLS - Political Science
PSY - Psychology
SOC - Sociology

TA - Theater Arts

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 for adjustments in their programs.

Counseling services, as detailed in the Student Information section of this catalog, are available to every student. Students who plan to apply Triton College credits toward a degree offered by four-year colleges should consult their counselor for assistance in planning their programs.

College course offerings and standard abbreviations are as follows:

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.
Lecture: 3 hours

ACC 101✧ 3 credits
Financial Accounting
Foundation course is required for further study of accounting. Principles and concepts of financial accounting are emphasized. Topics include the accounting cycle, inventory valuation, the perpetual inventory system, valuing plant assets and depreciation. Topics also include an introduction to corporate accounting. Recommended for students with better-than-average academic ability, or for students who have previously completed ACC 100✧ or a course in bookkeeping.
Lecture: 3 hours *IAI: BUS 903*

ACC 103✧ 3 credits
Basic Accounting II
Continuation of Basic Accounting, covers basic accounting for accounts receivable and bad debts, notes receivable and notes payable, merchandise inventory, plant assets, accruals and deferrals, voucher systems, payroll accounting, partnerships and corporations.
Prerequisite: ACC 100✧
Lecture: 3 hours

ACC 105✧ 3 credits
Managerial Accounting
This second semester foundation course is required for further study in accounting. Managerial accounting topics include the Statement of Cash Flows, cost behavior analysis and use, job order costing, process costing, cost-volume-profit relationships, contribution approach to costing, budgeting, standard costs, relevant costs for decision making, and capital budgeting.
Prerequisite: ACC 101✧
Lecture: 3 hours *IAI: BUS 904*

ACC 151✧ 3 credits
Intermediate Accounting I
In-depth study of generally accepted and alternative accounting principles underlying financial statements. Emphasis is placed on the asset section of the balance sheet and the effects of asset amortization on the income statement.
Prerequisite: ACC 105✧
Lecture: 3 hours

ACC 152✧ 3 credits
Intermediate Accounting II
Continuation of Intermediate Accounting I. Emphasis is placed on the liability and owners' equity sections of the balance sheet, income statement, statement of changes in financial position, and other accounting topics such as leases and pensions.
Prerequisite: ACC 105✧
Lecture: 3 hours

ACC 156✧ 3 credits
Tax Accounting
Practical study of current federal and Illinois state income taxes as they relate to individual income tax procedures.
Prerequisite: ACC 103✧ or ACC 105✧
Lecture: 3 hours

ACC 157✧ 3 credits
Principles of Auditing
Study of auditing principles and accepted procedures, including the preparation of working papers and an audit report on a practice audit case.
Prerequisite: ACC 103✧ or ACC 105✧
Lecture: 3 hours

ACC 166✧ 3 credits
Cost Accounting
Study of cost-accounting procedures and practices as they apply to process cost, job-order costs, by products, joint products and standard costs.
Prerequisite: ACC 105✧
Lecture: 3 hours

ACC 296✧ 0.5-3 credits
Special Topics in Accounting
Selected topics in the area of accounting will be taught. Topics relating to current trends and techniques will be discussed. Topics will vary from semester to semester and will be available in the current class schedule. Course may be repeated once when the topics are different.
Lecture: 0.5-3 hours
Laboratory: 0-6 hours

Air Conditioning & Refrigeration

ACR 110✧ 4 credits
Basic Refrigeration & Air Conditioning I
Fundamentals of refrigeration theory; copper tubing and iron pipe; usage of brass, copper and iron fittings; soldering; compressors; condensers; evaporators; and components are covered.
Prerequisite: Concurrent enrollment in ACR 115✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 115✧ 4 credits
Applied Electricity, Refrigeration
Electricity and controls for refrigeration and air conditioning, including fundamentals, alternating current, motors, 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✧, ACR 115✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 140✧ 4 credits
Applied Electricity II
Study of components found in power and control circuits of refrigeration and air conditioning systems. Students will be able to put these together in logical sequence to make up a functional control system. Emphasis is on reading and troubleshooting electrical diagrams.
Prerequisite: ACR 110✧, ACR 115✧
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

ACR 144✧ 4 credits
Sheet-Metal Practices I
An introductory course in sheet-metal processes. Topics include types of metal stocks, pattern layout and pattern drafting, measuring and making tools, bench tools, metal cutting tools, metal piercing tools, metal joining tools, soldering processes, and general metalworking processes.
Prerequisite: MAT 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
Emphasizes 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
(course fee required)

ACR 297✧ 3 credits
HVAC Automation
An in-depth look at computer-based systems that provide indoor environmentally controlled (including temperature, humidity, pressure, etc.), energy management and facilities automation. Emphasis is on software applications, hardware operations, configuration and system troubleshooting. Demonstration of proper use of test instruments and troubleshooting techniques are included.
Prerequisite: ACR 295✧
Lecture: 3 hours

Allied Health

AHL 100✧ 2 credits
Introduction to Health-Care
Designed to provide the student with the skills and knowledge necessary to be competent, efficient and flexible in the ever-changing health-care workplace. Emphasizes the development of critical thinking skills for the health-care worker.
Lecture: 1.5 hours
Laboratory: 1 hour
(course fee required)

AHL 101✧ 1 credit
Essentials of Medical Terminology
An introductory course to medical terminology adapted so individuals with little or no previous exposure to the medical field can acquire a basic understanding of medical terms. The key concepts of prefixes, suffixes and root word formation as applied to body systems and diagnostic and surgical procedures will be covered.
Lecture: 1 hour

AHL 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 107✧ 1 credit
Venipuncture & I.V. Administration
Principles and techniques of venipuncture and I.V. administration are presented. Emphasis is on skill development utilizing commonly used equipment and supplies in health-care agencies. (formerly Venipuncture)
Prerequisite: Admission to a Health Career program or currently working in Allied Health
Lecture: 0.5 hour
Laboratory: 1 hour
(course fee required)

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 is provided.
Lecture: 2 hours

AHL 115✧ 1 credit
Introduction to Imaging Physics
This course is designed to introduce basic physical principles and their quantities. Mechanics and its dealings with motion will be discussed. The various types of energy and waves, as well as their relationships to each other, will give the student a basic concept of these physical principles. Units of measurements and their conversions also will be discussed. An introduction to the various imaging

modalities and their principles will be covered.
Lecture: 1 hour

AHL 120✧ 3 credits
Comprehensive Medical Terminology
Terminology utilized in health care settings will be covered. The body system approach relating common terms to structure, function, pathologies, and diagnostic and surgical procedures is employed. Emphasis is placed on building vocabulary and spelling skills through the use and analysis of prefixes, suffixes and root words.
Lecture: 3 hours

AHL 200✧ 1 credit
Basic Nutrition and Health
Basic nutritional principles are covered with application to the physiologic needs of the individual. Emphasis is on the major nutrient groups and their utilization in the body for growth and health throughout the lifecycle.
Lecture: 1 hour

AHL 201✧ 1 credit
Introduction to Diet and Nutritional Therapies
Nutritional management and diet therapies in the rehabilitative process of the top five disease groups in the United States are discussed. Nutritional regimes are examined to promote effective and wise choices in the selection of a diet therapy.
Prerequisite: AHL 200✧
Lecture: 1 hour

AHL 205✧ 3 credits
Fundamentals of Instruction for Allied Health Workers
Leadership personnel in Allied Health disciplines are often required to prepare, deliver, and evaluate short educational offerings. In addition, supervisors may find themselves responsible for instruction and performance appraisal of students or new employees undergoing in-house training. This course is designed to prepare Allied Health workers to design, deliver and evaluate short educational programs. Techniques of performance appraisal also are covered. Practice teaching in an Allied Health discipline is included in the course activities. Formal peer, student, and faculty evaluation of learner's classroom skills also will be employed.
Prerequisite: Enrollment in or graduate of an Allied Health curriculum, or consent of instructor
Lecture: 3 hours

Anthropology

ANT 101✧ 3 credits
Introduction to Anthropology
Discover basic concepts and research conclusions from archaeology, linguistics, cultural anthropology and physical anthropology used to trace the biological and cultural evolution of humankind.
Lecture: 3 hours *IAI: S1 900N*

ANT 102✧ 3 credits
Introduction to Physical Anthropology
An introduction to human origins and the fossil record, human variation and adaptation, race and the emergence of civilization is provided.
Lecture: 3 hours *IAI: S1 902*
(course fee required)

ANT 103✧ 3 credits
Introduction to Cultural Anthropology
Learn about the nature of culture, encompassing social organization, technology, economics, religion and language as seen among contemporary, primitive and preliterate peoples.
Lecture: 3 hours *IAI: S1 901N*

ANT 105✧ 3 credits
Introduction to Archaeology
Survey of archaeological concepts, research and methods for study of prehistoric cultures are covered. Includes rise and development of modern civilization, current archaeological investigations, interpretations of finds and introduction to field work techniques.
Lecture: 3 hours *IAI: S1 903*

ANT 150✧ 3 credits
Cultural Contexts
Discuss the use of ethnographic readings to study how people live in non-Western societies. Topics include culture and culture change, the life cycle and sex roles, interpersonal relations, economics and politics and problem-solving strategies in a cultural context.
Lecture: 3 hours *IAI: S1 904D*

ANT 201✧ 3 credits
North American Indians
Survey the social organization, culture, technology, religion, literature, art and problems of prehistoric, historic and contemporary North American Indians.
Lecture: 3 hours

ANT 275✧ 3 credits
Anthropology of Religion
A cross-cultural analysis of religion and the supernatural, including belief systems and relationships between religion and other sociocultural institutions, with an emphasis on non-Western societies are covered.
Lecture: 3 hours

ANT 296✧ 3 credits
Special Topics in Anthropology
Topics and problems in anthropology through readings, discussion, guided research and field trips are discussed. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Lecture: 3 hours

Architecture

ARC 101✧ 4 credits
Introduction to Environmental Design
Students gain an understanding of the basis for critical assessment of various environments and how better planning, design development and redevelopment help create, preserve and restore valued qualities in our man-made environment.
Lecture: 4 hours

ARC 109✧ 2 credits
Architectural Drafting Fundamentals
Proper use of manual drafting equipment in preparing accurate and readable architectural and interior design drawings, using scales, drawing geometric shapes, orthographic projection and pictorial drawings including isometric projection, obliques.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ARC 110✧ 5 credits
Wood and Masonry Construction Technology
An introduction to wood and masonry construction and residential-working drawings, including floor plans, foundation plans, wall sections, building sections, site plan, electrical and plumbing drawings. Building codes, zoning ordinances, building materials and systems will be studied. Rough carpentry framing, finish carpentry and masonry construction trade skills will be taught.
Prerequisite: ARC 109✧ or ARC 189✧
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 114✧ 2 credits
Architectural Models I
Study models are built of cardboard, mat board and foam core in this course. Techniques for contours, trees, people, cars and grass included.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ARC 120✧ 5 credits
Steel Construction Technology
Construction drawings for a small steel-framed industrial building, including floor plans, wall sections, elevations, metal pan stairs, reflected ceiling plans, structural steel roof-framing plans, shop drawings and spread, pile- and caisson-foundation drawings will be covered. Drawings will all be done on AutoCAD. Steel framing and erection, metal deck installation, and welding trade skills will be taught.
Prerequisite: ARC 110✧
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 130✧ 5 credits
Concrete Construction Technology
Students study the design process, structural engineering, specification writing and codes while preparing an abbreviated set of architectural, structural and mechanical construction documents for a concrete framed building. Concrete mixing, forming and pouring trade skills will be taught.
Prerequisite: ARC 110✧
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 140✧ 5 credits
MEP Construction Technology
Students complete a partial set of mechanical, electrical, plumbing and fire protection construction documents for a commercial building. Mechanical, electrical, plumbing and fire protection fabrication and installation trade skills will be taught.
Prerequisite: ARC 110✧
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 143✧ 2 credits
Interior Materials of Construction
Various flooring materials, including carpet, ceramic and quarry tile, wood, stone, cork, rubber, vinyl, sheet vinyl and terrazzo are covered. Also included are plaster and drywall, glass, wall finishes, paints and stain, moisture control and insulation.
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

ARC 145✧ 2 credits
Architectural Models II
Advanced course in making finished presentation models using techniques for cutting and finishing plexiglass and masking and spray painting with lacquer.
Prerequisite: ARC 114✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ARC 171✧ 3 credits
Architectural Design I
A beginning studio course in basic design and drawing introducing the aesthetic principles of movement, balance, rhythm, repetition, proportion, scale and sequence, along with sketching and drawing techniques, orthographic projection, axonometric, obliques, perspectives, shades, shadows and models. May be combined with ARC 172✧ (advanced architecture students) in order to be able to learn from other students' efforts, share ideas and learn how to work as a team.
Prerequisite: ARC 109✧ or concurrent enrollment, and ARC 187✧ or concurrent enrollment
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 172✧ 5 credits
Architectural Design II
A studio course in architectural design using aesthetic principles of movement, balance, rhythm, repetition, proportion, scale and sequence to produce architectural designs of buildings and elements of buildings by means of drawings and models. May be combined with ARC 171✧ (beginning architecture students) in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team.
Prerequisite: ARC 171✧
Lecture: 3 hours
Laboratory: 6 hours
(course fee required)

ARC 187✧ 3 credits
Architectural Drawing and Models
Freehand sketching techniques, color perspective rendering techniques and model building techniques.
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 189✧ 3 credits
Architectural CADD
Computer-Aided Design and Drafting for architects and interior designers focused on 2D techniques with AutoCAD. (formerly Introduction to Architectural CADD)
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 198✧ 1 credit
Architectural Technology & Interior Design Seminar
This course is designed to complement the internship by bringing students together each week to discuss various problems and questions arising from on-the-job training. Other topics discussed are employee benefits, job-hunting techniques, savings, investments and various types of insurance.
Prerequisite: ARC 120✧ and concurrent enrollment in ARC 199✧
Lecture: 1 hour

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
Visual and cultural analysis of selected buildings, urban spaces and cities from ancient Greece to modern times. Emphasizes the architectural traditions of Western Civilization, especially as they affect the built environment of America and the Middle West.
Prerequisite: RHT 101✧
Lecture: 3 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, watercolor 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 CADD and Rendering
Three-dimensional architectural drawing and perspective rendering of buildings, sites and interiors, applying realistic materials, lights, shades and shadows, using AutoCAD and Autodesk 3D Viz, for renderings and animation. Sketchup, Adobe Photoshop and Autodesk Impression software for archi-

tectural studies and communication. (formerly Advanced Architectural CADD)
Prerequisite: ARC 189✧
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 261✧ 3 credits
Building Information Modeling
Introduction to Building Information Modeling (BIM) using Revit software. (formerly Building Information Modeling and Rendering)
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 262✧ 3 credits
BIM Production
Principles of Building Information Modeling (BIM) for production of bidding and construction documents for architectural and interior design projects using Autodesk Revit software.
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ARC 263✧ 3 credits
BIM Management
Application of Building Information Modeling (BIM) management principles within architectural, interior design and construction management firms.
Lecture: 1 hour
Laboratory: 5 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 are covered. 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 topic)

Art

ART 110✧ 3 credits
Looking at Art
Introductory survey and analysis of the visual arts - painting, sculpture, architecture, photography, print making and crafts - to acquaint non-art majors with basic aesthetic concepts: media, technique, and function, elements of form, genres, stylistic characteristic and expressive qualities, and socio-cultural influences, while examining works from various world and historical cultures presented in a thematic framework.
Lecture: 3 hours *IAI: F2 900*

ART 111✧ 3 credits
Ancient to Medieval Art
The historical development of the Western tradition in visual arts, focusing on major artistic styles, movements, works of art and monuments. Works are examined as expressions of the ideas, beliefs and practices of artists, cultures and societies through the Gothic period. A cultural analysis of the origins of the art of Western Civilization focusing on the inter-related fields of painting, sculpture and architecture prior to the fourteenth century.
Lecture: 3 hours *IAI: F2 901*

ART 112✧ 3 credits
Renaissance to Modern Art
A continuation of ART 111✧. The historical development of the visual arts in the Western Art tradition from the Gothic period through contemporary art, focusing on major artistic styles, movements, works of art and monuments. Works are examined as expressions of the ideas, beliefs and practices of artists, cultures and societies.
Lecture: 3 hours *IAI: 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 from pre-history through contemporary practice.
Lecture: 3 hours *IAI: F2 903N*

ART 116✧ 2 credits
Color Composition
A study of the physics, physiology, psychology and esthetics of color and its applications.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ART 117✧ 3 credits
Drawing I
An introduction to the fundamental concepts and techniques of drawing using a variety of black and white media. Includes drawing from observation and invention leading to an interpretation and evaluative approach to drawing. Emphasis on descriptive drawing techniques from geometric and organic objects. Course includes vocabulary development, critical analysis activities and reference to historic models of drawing.
Laboratory: 6 hours
(course fee required)

ART 118✧ 3 credits
Drawing II
Builds on and refines the experiences of ART 117✧, focusing on a variety of color media. Emphasis is on invention and formal concerns. Explorations into abstraction, non-objective and fabricated image making are covered in this class. Course includes vocabulary development, critical analysis activities and reference to historic models of drawing.
Prerequisite: ART 117✧
Laboratory: 6 hours
(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
(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
(course fee required)

ART 125✧ 3 credits
Life Drawing I
An introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive drawing techniques of the human figure. Drawing activities should include full figure, features and anatomical differentiation

encompassing individual physiognomy. Application of basic drawing techniques in rendering the human figure is covered. Course is offered in combination with ART 126✧, which is similar in content and lab. Students will be working independently during a portion of the course.
Prerequisite: ART 118✧
Laboratory: 6 hours
(course fee required)

ART 126✧ 3 credits
Life Drawing II
Utilize varied media to study the structure, proportion, and values in a continuation of techniques of rendering the human figure. Course is offered in combination with ART 125✧, which is similar in content and lab. Students will be working independently during a portion of the class.
Prerequisite: ART 125✧
Laboratory: 6 hours
(course fee required)

ART 135✧ 3 credits
Ceramics I
An introductory studio consisting of both hand and wheel methods of construction. Includes an examination of clay, glaze, decoration methods and firing process. Techniques of ceramics dealing with materials glazing and firing. Course is offered in combination with ART 136✧, which is similar in content and lab. Students will work independently for a portion of each class.
Prerequisite: Art majors: ART 117✧ or ART 119✧; Non-Art Majors: no prerequisite
Laboratory: 6 hours
(course fee required)

ART 136✧ 3 credits
Ceramics II
Emphasizes refining and improving wheel-throwing and hand-building techniques. Clay and glaze materials and glaze calculations also are covered. Course is offered in combination with ART 135✧, which is similar in content and lab. Students will be working independently for a portion of the class.
Prerequisite: ART 135✧
Laboratory: 6 hours
(course fee required)

ART 140✧ 3 credits
Printmaking
Introduction to basic techniques in intaglio, serigraphy and relief printing as a fine art and advertising art medium.
Prerequisite: ART 117✧ and ART 119✧ or consent
Laboratory: 6 hours
(course fee required)

ART 141✧ 3 credits
Painting I
Introduction to materials and techniques of painting in oils and acrylics.
Prerequisite: ART 117✧ and ART 119✧
Laboratory: 6 hours
(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 ART 119✧
Lecture: 1 hour
Laboratory: 5 hours
(course fee required)

ART 210✧ 3 credits
Afro-American Art
Historical, philosophical and theoretical foundations of Afro-American art are covered. Included in this course is a critical study of present-day works of Nelson Stevens.
Lecture: 3 hours

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
Laboratory: 2 hours *IAI: P1 906L*
(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
Laboratory: 2 hours *IAI: P1 906L*
(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
Laboratory: 2 hours *IAI: P1 906L*
(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 Plants
Procedures necessary to diagnose and repair internal automotive engine systems are covered. Laboratory work consists of disassembly and assembly techniques and the restoring of tolerances. Includes an introduction to future power plant system including Hybrid, Diesel and Fuel Cell technology. (formerly Automotive Power Plant Overhaul and Rebuilding)
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 AUT 127✧
Lecture: 3 hours
Laboratory: 4 hours
(course fee required)

AUT 230✧ 5 credits
Computerized Engine Controls
Computerized engine-control systems, including CCC, EEC lV 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✧
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✧ & AUT 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: 13.0 hours (298 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: 13.0 hours (298 contact hours)

AUT 298✧ 1 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 semesters work at the college. Not all aspects of automotive repair/servicing may be included in each project.
Prerequisite: Admission to the program
Laboratory: 9.0 hours (149 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: 9.0 hours (149 contact hours)
(course fee required)

Basic Addiction Counseling

BAC 100✧ 3 credits
Survey of Psychiatric Rehabilitation
The survey course addresses the following themes: understanding psychiatric disability and current approaches to treatment, the mental health system and surrounding legal issues, psychiatric rehabilitation through vocational skills training, and family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health.
Lecture: 3 hours

BAC 101✧ 4 credits
Introduction to Basic Addiction Counseling
This course covers a range of addictions, including both the illegal and legal drugs. Etiology and history of addictions in the United States are discussed, as well as different treatment strategies, including 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 Planning
Prepares students to utilize basic communication skills to obtain necessary information during the interview for assessing problems associated with alcoholism or addiction. Provides students with a foundation for treatment planning with addicted clients.
Prerequisite: BAC 101✧
Lecture: 4 hours

BAC 200✧ 3 credits
Special Populations & Cultural Considerations in Addictions
In-depth look at the effects of culture, ethnicity, religion, gender, age, socioeconomic setting on chemical use and abuse in special population groups. Emphasis will be placed on how these variables impact the addiction-counseling process, including diagnosis, treatment and aftercare.
Prerequisite: BAC 101✧
Lecture: 3 hours

BAC 201✧ 4 credits
Treatment Process in Addictions Counseling
Provides an overview of individual and group counseling theories, and their clinical applications. Explores the addictive and recovery process, and allows for the development and practice of individual and group counseling skills specific to the substance abusing/dependent client. Role-playing and videotaping are utilized, as this is a clinical skills class.
Prerequisite: BAC 120✧
Lecture: 4 hours

BAC 204✧ 3 credits
Pharmacology of Psychoactive Drugs
This course covers an in-depth pharmacodynamics of drugs and drug groups that are most commonly used and abused. Drug classifications, symptomatology of drug usage, withdrawal and overdose/toxicity are emphasized. Multiple drug usage, associated psychological, social and environmental impact of drug use and abuse also are included.
Prerequisite: BAC 101✧
Lecture: 3 hours

BAC 205✧ 4 credits
Applied Basic Addiction Counseling I
Provides students with initial observation and involvement in various treatment centers and agencies. Emphasis is placed in evaluation of student's skills in core functions necessary to clinical skill development in the addiction treatment field.
Prerequisite: BAC 120✧, BAC 200✧, BAC 204✧ and BAC 201✧ or concurrent enrollment in BAC 201✧; Sophomore standing with GPA of 2.0 or better
Lecture: 1 hour
Laboratory: 19 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 responsi-

bility in case management and clinical responsibility.
Prerequisite: BAC 205✧ and minimum GPA of 2.0
Lecture: 1 hour
Laboratory: 19 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, are provided. Additional information will be available during registration. Course may be repeated up to a maximum of three times (one or two, depending on the specific needs of the program) when content is different, but only a maximum of (or up to) three hours (or less), depending on the specific needs of the program can be used to meet graduation requirements.
Lecture: 0.5-4 hours
Laboratory: 0-8 hours
(course fee required)

Biological Sciences

BIS 100✧ 4 credits
General Biology
Survey the life functions and associated structures at the cellular level, plus the study of interactions between biological populations and the environment. (for non-science majors)
Lecture: 2 hours *IAI: L1 900L*
Laboratory: 4 hours
(course fee required)

BIS 101✧ 4 credits
Human Biology
For non-science majors, this course covers human heredity, growth, development, health and ecology. Human systems are covered as they relate to above topics. How these topics relate to the individual and society will be examined. (formerly Human Biology for Allied Health)
Lecture: 3 hours
Laboratory: 3 hours *IAI: L1 904L*
(course fee required)

BIS 102✧ 4 credits
Human Heredity and Society
A laboratory course for non-science majors that introduces basic human genetic principles and contemporary issues in biotechnology. Addresses the ethical, political and social implications of biological advances in the area of genetics. Topics include genetic counseling, gene therapy, stem cell research, cloning, forensics, paternity testing, genetic disorders and cancer. (formerly Human Genetics)
Lecture: 2 hours
Laboratory: 4 hours *IAI: L1 906L*
(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
Lab course emphasizes the study of the human organism with special consideration of new discoveries in biology and medicine, their implications and their impact on society. Topics covered include the nature of cancer, human heredity and reproduction, the basis of human behavior, organ transplantation and artificial organs, nutrition and exercise, human immune function and biological hazards in the environment.
Lecture: 3 hours
Laboratory: 3 hours *IAI: L1 904L*
(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
Laboratory: 3 hours *IAI: L1 905L*
(course fee required)

BIS 106✧ 4 credits
General Botany
Basic principles of plant structure, growth, physiology, reproduction, evolution and distribution are covered. Special emphasis is on the role of the plant kingdom in the cycles of nature and human life. (formerly BIS 111)
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

BIS 107✧ 4 credits
General Zoology
Fundamental principles of the structure, reproduction, ecology and evolution of animals are explored. Special emphasis is placed on their relations to human life. (formerly BIS 112, Elementary Zoology)
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

BIS 108✧ 3 credits
Biology of Humans
For non-science majors. Covers human systems, heredity, growth, development, health and ecology. How these topics relate to the individual and society will be examined.
Lecture: 3 hours *IAI: L1 904*

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: High school level biology or chemistry or college equivalents within the last five years; placement at RHT 101✧ level
Lecture: 3 hours
Laboratory: 2 hours *IAI: L1 903L*
(course fee required)

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 150✧ 4 credits
Principles of Biology I

Basic concepts in biology for science majors are covered. (formerly BIS 110✧)
Prerequisite: High school-level algebra, biology and chemistry or college equivalents; placement at RHT 101✧ level or permission of instructor
Lecture: 3 hours
Laboratory: 3 hours IAI: L1 900L, BIO 910
(course fee required)

BIS 151✧ 4 credits
Principles of Biology II

Second semester course of an introduction to the basic principles of biology with emphasis on the diversity of living organisms, plant and animal physiology, evolution, ecology and behavior.
Prerequisite: High school AP biology or BIS 150✧ and high school chemistry; placement at RHT 101✧ level or permission of instructor
Lecture: 3 hours
Laboratory: 3 hours IAI: BIO 910
(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

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 BIS 241✧ meet the anatomy and physiology requirements of university-professional allied health programs. Recommended for students with better-than-average academic ability.
Prerequisite: BIS 101✧ or college-level biology course equivalent with a 'C' or better; RHT 101✧ level
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

BIS 241✧ 4 credits
Human Anatomy & Physiology II

This pre-professional course examines the cellular and molecular levels of human body organization. Emphasis is placed on understanding the homeostatic control mechanisms and systemic interactions required to maintain health. BIS 240✧ and BIS 241✧ meet the anatomy and physiology requirements of university-professional allied health programs.
Prerequisite: BIS 240✧ *or a college course in human anatomy; college chemistry course; placement at RHT 101✧ level*
Lecture: 3 hours
Laboratory: 3 hours
(course fee required)

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✧ and BIS 241✧
Lecture: 3 hours
(course fee required)

Business

(includes Business Office Careers, formerly OFC)

BUS 102 3 credits
Small Business Accounting

Practical approach to small business bookkeeping and introduction to QuickBooks software. QuickBooks is designed for the small-to-midsize business owner who enjoys Quicken's ease of use, but prefers a more traditional approach to accounting. Learn how this well-designed program can make it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts and statements, track your payables, inventory and receivables, create estimates and generate reports. An overview of bookkeeping concepts and theories also will be covered.
Lecture: 3 hours

BUS 103✧ 1 credit
Keyboarding Technique

Learn proper keyboarding technique for inputting information into a computer. Keyboarding by touch, not sight, will be stressed along with proper fingering for letters, numbers and symbols. Recommended for any non-typist who uses a computer. (formerly OFC)
Laboratory: 2 hours
(course fee required)

BUS 104✧ 1 credit
Keyboarding Speed & Accuracy
Designed for individuals who want to improve their keyboarding speed and accuracy skills for personal use or employment opportunities. Course materials and structure allow for individual progression in increasing keyboarding ability. Course may be repeated in order to attain desired speed and accuracy goal. Only one credit may count for graduation. (formerly OFC)
Prerequisite: BUS 103✧ or knowledge of proper touch-typing technique
Laboratory: 2 hours
(course fee required)

BUS 106✧ 1 credit
Introduction to WordPerfect
Introduction to WordPerfect with instruction in the creation, formatting and editing of various word processing documents. Keyboarding ability of 20 wpm recommended. (formerly OFC)
Laboratory: 2 hours
(course fee required)

BUS 107✧ 3 credits
Microsoft Office in Business Applications
Introductory course in Microsoft Office utilizing the basic functions of Windows, Internet Explorer, Word, Excel, Access and Powerpoint. (formerly Microsoft Office)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

BUS 112✧ 3 credits
Principles of Finance
Facts and principles of financial management and control in relation to business formation, expansion, failure reorganization and liquidation are covered.
Prerequisite: ACC 100✧ or ACC 101✧
Lecture: 3 hours

BUS 113✧ 3 credits
Investments & Securities
Learn about basic investment principles. Topics include markets, stocks, bonds, investment funds and insurance. Limitations and uses of each are studied.
Lecture: 3 hours

BUS 114✧ 3 credits
Stock Market Analysis
Learn investment opportunities using stocks, options, mutual funds, and tax advantage investments. Emphasis is on evaluating current market conditions and analyzing company reports. Students will be able to formulate investment strategies through lecture and group activities.
Prerequisite: BUS 113✧
Lecture: 3 hours

BUS 116✧ 3 credits
Principles of Insurance
Students will understand basic insurance concepts as applied to the needs of consumers and provide business skills as needed in the insurance industry. This course includes material to allow basic understanding of tax saving strategies, laws governing insurance and regulations as required by the state of Illinois.
Lecture: 3 hours

BUS 118✧ 3 credits
Financial Planning
Understanding of financial planning and its strategies and concepts. Students will be presented with case analysis, process of identifying objectives, gathering information, analyzing alternatives and creating solutions.
Lecture: 3 hours

BUS 122✧ 3 credits
Business English
English fundamentals, punctuation, sentence structure, business vocabulary and spelling are emphasized. (formerly OFC)
Prerequisite: Placement into RHT 101✧
Lecture: 3 hours

BUS 123✧ 3 credits
Supervisory Safety
Accident prevention, reports, housekeeping, machine guarding, protective equipment, job and safety instructions, rules and enforcement, and safety programs and committees are presented. Designed to enhance the occupational safety and health knowledge of the middle manager and first-line supervisor, as well as the hourly employee aspiring to be promoted to a supervisory position.
Lecture: 3 hours

BUS 125✧ 3 credits
Formatting/Proofreading Business Documents
Using a computer and word processing software, this course is designed to develop a skill in producing business documents. Basic formatting of letters, memos, tables and reports are covered. Editing, proofreading and formatting skills are covered to help students succeed in any computer-oriented profession. BUS 103✧ or knowledge of proper touch-typing technique is highly recommended when taking computer courses.(formerly OFC 123)
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

BUS 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 136 3 credits
Entrepreneurship I
Practical and theoretical approach to understanding entrepreneurship, with an emphasis on start-up ventures. Focuses on opportunity assessment and feasibility planning.
Lecture: 3 hours

BUS 137 3 credits
Entrepreneurship II
Practical and theoretical approach to understanding entrepreneurship, with an emphasis on start-up ventures. Focuses on the creation of a detailed business plan and securing financing for a start-up venture.
Prerequisite: BUS 136
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

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 perfor-

mance 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 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 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

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

BUS 171✧ 3 credits
Introduction to Customer Service
Overview course of customer service introduces the student to what customer service is, the skills necessary to achieve it and the rational for improving it.
Lecture: 3 hours

BUS 172✧ 3 credits
Problem Solving in Customer Service
Course examines creative problem solving strategies, including negotiation skills and decision-making skills. Included is confronting and managing difficult situations.
Prerequisite: BUS 171✧
Lecture: 3 hours

BUS 173✧ 3 credits
Excellence in Customer Service
Through the use of case studies, students will apply the principles of customer service beyond the customer's expectations.
Prerequisite: BUS 172✧
Lecture: 3 hours

BUS 188✧ 3 credits
Business Writing
This course covers the preparation of reports used in business and industry. Emphasis is placed on clear, concise organization and presentation of material. Written and oral presentations, data compilation and basic research are included.
Prerequisite: RHT 102✧
Lecture: 3 hours

BUS 200✧ 3 credits
Introduction to Human Resource Management
This overview course will include the human resource function as in integral part of top management and will determine skill mix and staffing, and analyze human resource needs. Motivation and leadership also will be covered.
Lecture: 3 hours

BUS 205✧ 3 credits
Problem Solving for Human Resources
Reviews the knowledge and skills to orient and train employees to be productive. Also discussed are the tasks of management, job management, personnel training and managing human behavior. A review for the Human Resource Certification Institute's Certification Examination will be completed.
Prerequisite: BUS 200✧
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 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 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 265✧ 2 credits
Medical Transcription
Develop skills in transcribing and formatting medical reports and correspondence. Appropriate for students wishing to find employment in medical or health-related offices. A keyboarding speed of 35 words per minute on a five-minute timing, BUS 122✧ is recommended prior to taking this course. (formerly OFC 270)
Prerequisite: AHL 120✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

BUS 267✧ 2 credits
Records Management
Instruction is given in records-management concepts, as well as manual and electronic filing rules and procedures. (formerly OFC)
Lecture: 2 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 285 3 credits
Project Management
Introduction to the procedures for planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives. Project management software will be utilized.
Prerequisite: BUS 107✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

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.
Prerequisite: (1) Completion of 12 college credit hours; (2) Two of these courses, in discipline, must be completed and (3) Approval of Cooperative Education office
Laboratory: 5-15 hours

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.
Prerequisite: (1) Completion of first co-op course with at least a "C"; (2) 2.0 G.P.A. ("C" average) and (3) Approval of Cooperative Education office
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.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may apply depending on topic)

Business Office Careers

(All Business Office Careers (OFC) courses are now listed under Business (BUS).)

Chemistry

CHM 100✧ 4 credits
Chemistry and Society
Designed for non-science majors to meet a general education science requirement. Emphasizes practical aspects of chemistry in everyday life. Topics covered include: an overview of chemical reactions, acids and bases, nuclear chemistry, pollution, global warming, energy, polymers, nutrition, medicinal chemistry and environmental chemistry.
Lecture: 3 hours
Laboratory: 2 hours IAI: P1 903L
(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 or MAT 055 (Grade of "C" or better)
Lecture: 3 hours
Laboratory: 3 hours IAI: P1 902L
(course fee required)

CHM 132✧ 5 credits
Elementary Organic Chemistry
Organic chemistry, structure, nomenclature, reactions and specific applications of major classes of organic compounds and bioorganic molecules are covered. Laboratory introduces some specialized analytical techniques used in the study of organic compounds.
Prerequisite: CHM 140✧; MAT 110✧ or admission to an Allied Health program; placement at RHT 101✧ level
Lecture: 4 hours
Laboratory: 3 hours
(course fee required)

CHM 140✧ 5 credits
General Chemistry I
Matter and measurement, nomenclature of ionic and covalent compounds, stoichiometry, chemical reactions, thermochemistry, atomic structure, periodic properties, bonding, states of matter and kinetic theory, intermolecular forces, solutions and some descriptive chemistry of the elements are presented.
Prerequisite: High school chemistry or CHM 110✧; placement at MAT 110✧ level or admission to an Allied Health program; placement at RHT 101✧ level
Lecture: 4 hours
Laboratory: 3 hours IAI: P1 902L; CHM 911
(course fee required)

CHM 141✧ 5 credits
General Chemistry II
A continuation of CHM 140✧, covers energetics and equilibrium, structure, thermodynamics, solubility, acids and bases, kinetics, electrochemistry, coordination chemistry, and introduction to nuclear and organic chemistry. Laboratory concentrates on qualitative and quantitative analysis.
Prerequisite: CHM 140✧; MAT 110✧ or higher (minimum grade "C"); placement at RHT 101✧ level
Lecture: 4 hours
Laboratory: 3 hours IAI: CHM 912
(course fee required)

CHM 234✧ 5 credits
Organic Chemistry I
First of a two-semester course in the chemistry of carbon compounds, a systematic study of chemistry of organic molecules with emphasis on structure, nomenclature, synthesis, functional groups, reactions, reaction mechanisms and spectroscopic methods of analyses of representative classes of carbon compounds. Laboratory work on the develop-

ment 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: CHM 913*
(course fee required)

CHM 235✧ 5 credits
Organic Chemistry II
A continuation of the systematic study of the chemistry of carbon compounds by functional groups with emphasis on nomenclature, structure syntheses, reactions, reaction mechanisms and spectroscopic analysis of representative classes of organic compounds and an introduction to polymers and biochemistry. Laboratory work centered on the continued development of skills and knowledge of techniques with particular emphasis on multi-step synthesis and the spectroscopic analysis of the products.
Prerequisite: CHM 234✧; MAT 110✧ or higher (minimum grade "C"); placement at RHT 101✧ level
Lecture: 4 hours
Laboratory: 3 hours *IAI: CHM 914*
(course fee required)

Chinese

CHN 101✧ 4 credits
Elementary Chinese I
Beginning Mandarin Chinese course intended for students with no prior knowledge of Chinese. Includes oral and written practice of the basic structure of Chinese Mandarin. Pronunciation and tonal accuracy are strongly stressed. Also covered are the most widely needed Chinese characters, with explanation of cultural and language structures.
Lecture: 4 hours
(course fee required)

Computer Information Systems

CIS 100✧ 1 credit
Introduction to Computer Systems
An overview of computer-systems topics is presented, demonstrating how computers can be used as a valuable tool in the workplace. Basic concepts of computing with hands-on activities including the Windows operating system and using the World Wide Web. May not be used to substitute for CIS 101✧ or CIS 119✧. (formerly 151)
Laboratory: 2 hours
(course fee required)

CIS 101✧ 3 credits
Introduction to Computer Science
An overview of computer science and systems topics are presented. Programming languages, software development life cycle (SDLC), databases, computer science and society, computer hardware, system protocols, the Internet, software and problem solving using word processing, spreadsheet, database presentation and Internet application software are studied. (formerly Introduction to Business Computer Systems)
Lecture: 2 hours
Laboratory: 2 hours *IAI: BUS 902*
(course fee required)

CIS 105✧ 3 credits
A+ PC Hardware & Software
Basic computer hardware and operating systems, covering skills such as installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of soft skills and security. Course topics parallel CompTIA's current A+ objectives. (formerly CIS 201, A+ PC Maintenance & Repair)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 106✧ 3 credits
A+ PC Maintenance & Repair
Covers installation, building, repairing, configuration, troubleshooting, optimizing, diagnosing and preventive PC and mobile device maintenance in the context of the field service or enterprise environment. Course topics parallel CompTIA's current A+ objectives. (formerly CIS 205, A+ Advanced PC Maintenance & Repair)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 119✧ 1 credit
Windows
Instruction in the application of the many features of Microsoft Windows, including file and print manager, control panel, internet, mail and news programs, and data transfer between applications. (formerly BUS 119 and OFC 108)
Laboratory: 2 hours
(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
Discrete Mathematics for Computing
Presents the mathematics needed in computer programming. Sets, logic, graph theory, trees, counting, subscripts and arrays, recursion, number bases, and Boolean algebra and circuits.
Prerequisite: MAT 085 or placement into MAT 110✧ or higher.
Lecture: 4 hours *IAI: CS 915*

CIS 140✧ 3 credits
Microsoft Word I
An introductory course exploring Microsoft Word. Students will learn the fundamental concepts of creating and editing documents in today's business community.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 142✧ 3 credits
Microsoft Word II
Advanced features of Microsoft Word are examined. Students will learn advanced techniques in creating and editing documents in today's business environment.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 144✧ 3 credits
Microsoft PowerPoint
An introduction to Microsoft PowerPoint. Students will learn advanced techniques in creating and editing presentation graphics in today's business community. Prepares the student for the Microsoft Certification Exam in PowerPoint.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 150✧ 3 credits
Computer Systems Applications
Business applications, data processing methods, and problem solving using advanced features of microcomputer-based electronic spreadsheets, database management, word processing, and presentation graphics software will be presented. Integration of office suite software, sharing of data between applications, and converting office documents for use on the World Wide Web is

included. (formerly Microcomputers in Business)
Prerequisite: CIS 101✧ or BUS 107✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 155✧ 3 credits
Microsoft Excel I
An introductory course into electronic spreadsheets. Students will learn the fundamental concepts of developing an electronic spreadsheet using Microsoft Excel, and its use in today's business community. Basic spreadsheet functions and commands are covered. CIS 155✧ and CIS 161✧ prepare the student for Microsoft Excel Certification Exam. (formerly Introduction to Electronic Spreadsheets)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 157✧ 3 credits
Microsoft Access I
Entering, storing and manipulating (sorting, selecting and displaying) data in a variety of forms using Microsoft Access database management software. Course is repeatable for a total of three accrued credits. (formerly Microcomputer Database Management Software)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 158✧ 1 credit
Introduction to the World Wide Web
An introductory course to the Internet and HTML. Students learn how to use a Web browser to navigate, search and explore the Web. Hyper-Text Markup Language (HTML) is introduced to create home pages. Other Internet resources are covered. Repeatable up to two times when software is different, but only one credit may apply towards graduation.
Prerequisite: CIS 100✧ or CIS 101✧ or CIS 119✧
Lecture: 1 hour
(course fee required)

CIS 161✧ 3 credits
Microsoft Excel II
Advanced features of Microsoft Excel are explored. These include database, text, graphics, macros and database and financial functions. CIS 155✧ and CIS 161✧ prepare the student for Microsoft Excel Certification Exam. (formerly Advanced Electronic Spreadsheets)
Prerequisite: CIS 101✧ or CIS 155✧ or BUS 107✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 167✧ 3 credits
Microsoft Access II
Advanced features of Microsoft Access database management software, including creating multiple table databases, queries, group break reports, forms with subforms and command buttons using VBA code. (formerly Advanced Database Management Software)
Prerequisite: CIS 101✧ or CIS 157✧ or BUS 107✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 174✧ 3 credits
LAN Administration: Windows Client
Provides students with the knowledge and skills necessary to install and configure the Microsoft Windows Network Operating System (NOS) client on stand-alone or part of a workgroup or domain. Includes installing Windows, managing disks, installing and configuring network protocols, setting up and managing user accounts and groups, network printers, auditing resources and events, managing data storage, backing up and restoring data, and troubleshooting devices and drivers.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 176✧ 3 credits
LAN Administration Windows Server
Provides students with the knowledge and skills necessary to install and configure the Microsoft Windows Network Operating System (NOS) for servers on stand-alone and client computers that are part of a workgroup or client-server domain. Includes installing, managing disks, configuring network protocols, DNS, Active Directory services, setting up and managing user accounts and groups, network printers, auditing resources and events, Active Directory, Group Policy, managing data storage, backing up and restoring data, and network system recovery.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 177✧ 3 credits
Introduction to Linux
An introduction to the Linux operating system. The text editor, shell-processing concepts and file management are covered. (formerly Introduction to UNIX)
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
Linux System Administration
A continuing course on the Linux operating system. System administration, peripheral controls, network interfaces, and system monitoring and security are covered. Internet and network management features will be emphasized. (formerly Advanced UNIX)
Prerequisite: CIS 177✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 189✧ 3 credits
Internet Foundations
Provides a basic overview of the Internet, focusing on its functions and how they apply to a business setting, along with its use for personal entertainment. Along with CIS 190✧ and CIS 310✧, covers the material that is tested in the CIW (Certified Internet Web master) Associate exam.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 190✧ 3 credits
Web Site Development
Designed to cover the current material in the CIW Associate Certification exam that focuses on Website development. Students will create Websites using HTML and Extensible HTML. Course focus is on JavaScripting, in addition to the CIW material.
Prerequisite: CIS 121✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 192✧ 3 credits
Server-Side Programming
Server-side programming involves the on-demand creation of browser pages. Browser-compatible pages can be accessed using the Internet as well as a local intranet. Applications of server-side programming include e-commerce as well as internal data and information sharing and distribution.
Prerequisite: CIS 190✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 195✧ 3 credits
Programming for Engineers
A course in the use of a structured programming language for solving scientific problems. Topics include structured design, data structures, arrays, files and functions. Numerical algorithms and concepts are presented in a framework of scientific applications.
Prerequisite: MAT 131✧
Lecture: 2 hours
Laboratory: 2 hours *IAI: CS 911*
(course fee required)

CIS 196✧ 3 credits
E-Commerce
Hardware and software components of an E-Commerce Web site are discussed. Administrative functions of an E-Commerce site are presented. E-Commerce sites are visited for hands-on experience.
Prerequisite: CIS 158✧ and CIS 190✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 220✧ 3 credits
Introduction to Network Security
Introduction to basic computer systems and network security concepts. Site encryption technologies, TCP/IP security, denial of service and other attacks are explored. Implementing firewalls and preventing hacker attacks are covered. How to run a security audit and handle the results also are included. Locking down network file systems, resources, and user accounts for UNIX/Linux and Windows OS are presented.
Prerequisite: CIS 176✧ or CIS 179✧; CIS 310✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 222✧ 3 credits
Administering Network Infrastructure
Network infrastructure administration concepts and methods will be explored, including installing, configuring and troubleshooting DNS, DHCP, remote access, remote access security, network protocols, network protocol security, monitoring network traffic, IPSec, WINS, IP routing protocols, NAT and Certificate Authority (CA).
Prerequisite: CIS 176✧ or CIS 179✧; CIS 310✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 224✧ 3 credits
Managing a Network Environment
Network management concepts and methods will be explored, including managing client and server computers, managing storage resources, sharing drives and printers, monitoring server health and security, managing Active Directory services, TCP/IP administration and disaster recovery and prevention.
Prerequisite: CIS 176✧ or CIS 179✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 226✧ 3 credits
Advanced Network Security
Network security design concepts and methods will be explored, including designing security, designing authentication for a network, planning a network administrative structure, designing group security, securing file resources and designing group policy.
Prerequisite: CIS 220✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 228✧ 3 credits
Administering Directory Services
Introduces Directory Name Services (DNS), configuring DNS for Directory Services, building a Directory Services Structure, administering Directory Services, managing servers and using Group Policy to manage users, software distributions and managing security.
Prerequisite: CIS 174✧, CIS 176✧; CIS 285✧ or CIS 310✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 236✧ 3 credits
Introduction to Wireless LAN Administration
Instructor-led training designed to provide the information and hands-on experience needed to identify, design, and configure small- to medium-sized wireless multi-protocol networks. CIS 236✧ prepares the student for the Certified Wireless Network Administrator certification exam and is a prerequisite for the Certified Wireless Network Professional (CWNP) and Certified Wireless Network Engineer (CWNE) certifications. CIS 101✧ and CIS 176✧ recommended.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 238✧ 3 credits
Introduction to Computer Forensics
Introduces persons in the law enforcement, forensic science, computer security and legal communities to how computers and networks function, how they can be involved in crimes, how they can be used as a source of evidence, and how to collect and analyze evidence correctly. Course also covers the evidentiary, technical and legal issues related to digital evidence. Student is expected to have advanced operating system experience.
Prerequisite: CIS 176✧ or CIS 179✧, CIS 310✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 240✧ 3 credits
Advanced Computer Forensics
How to locate and use evidence in computer hard drives, shared networks, wireless devices and embedded systems is presented. Discuss advantages and disadvantages of software and hardware for collecting and analyzing digital evidence. Lab exercises are given for collecting and analyzing digital evidence in common situations.
Prerequisite: CIS 238✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 250✧ 3 credits
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. (formerly Introduction to Visual Basic Programming)
Prerequisite: MAT 085
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 253✧ 3 credits
Advanced Visual Basic Programming
An object-oriented, data-driven approach to programming using Microsoft Visual Basic to implement interactive applications for Microsoft Windows. Record set methods and SQL (Structured Query Language) are used for maintaining, sorting and searching

databases with multiple tables. (formerly Visual Basic Programming)
Prerequisite: CIS 121✧ or CIS 250✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 255✧ 3 credits
C++ Programming
A second course in the language constructs of C++. Abstract data types, files, sets and pointers are used in developing programs. Recursion and dynamic memory concepts are used in assignments involving text processing, lists, stacks, queues, trees and graphs. Searching and sorting techniques are discussed. (formerly Programming in C++)
Prerequisite: CIS 121✧ or CIS 195✧
Lecture: 2 hours
Laboratory: 2 hours *IAI: CS 912*
(course fee required)

CIS 257✧ 3 credits
Access Programming
Using the industry standard Visual Basic for Access (VBA) database language, database design, data manipulation, relational data structures and structured programming techniques are presented. Typical business applications are written, executed and debugged. (formerly Database Programming)
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 also is covered.
Prerequisite: CIS 278✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 263✧ 3 credits
Java Programming
Create applets and applications using an Internet programming language. An overview of object-orientated programming will be covered to enable the use of commercial packages and creation of new classes through inheritance. Multithreading, graphics and animation are introduced.
Prerequisite: CIS 121✧ or CIS 195✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 264✧ 3 credits
C# Programming
C# is a .NET object-oriented language that combines the ease of Visual Basic and power of Java and C++. C# is one of the core languages of the Microsoft.NET framework. Covers the syntax required to build simple console and event-driven Windows programs. (formerly Introduction to C# Programming)
Prerequisite: CIS 121✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 265✧ 4 credits
Computer Architecture and Assembly Language
An introduction to the architecture and assembly language of a microcomputer. Includes learning the internal organization of the microprocessor, the basic assembler-instruction set, addressing modes, program development and debugging on the microcomputer.
Prerequisite: CIS 125✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

CIS 267✧ 3 credits
Advanced Access Programming
Advanced database programming techniques using Access Visual Basic for Applications (VBA) are presented. Business applications are written using advanced programming constructs and relational database objects. (formerly Advanced Database Programming)
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

CIS 277✧ 3 credits
Windows Command Processing
Advanced course in the Windows Operating System and the Command processor. Topics include installation, configuration, customization, memory and file management, command language and system utilities. (formerly Microcomputer Operating Systems)
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 and Design
An introduction to systems analysis. Topics include the systems life cycle, analytical tools and methods, file and record layouts, and elements of the design phase.
Prerequisite: CIS 121✧
Lecture: 3 hours

CIS 285✧ 3 credits
Communications & Networks
Communications concepts and methods are covered. Networking concepts are studied and demonstrated. A variety of applications are surveyed. Course is designed for students experienced with computing.
Prerequisite: CIS 101✧
Lecture: 3 hours

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 299✧ 0.5-3 credits

Special Topics in Computer Information Systems

Computer topics pertaining to emerging software technology will be covered. Content and format of this course are variable. Subject matter will be indicated in class schedule. Course may be repeated when topics are different, but only three credit hours may be applied toward graduation requirements.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may be required depending on topic)

CIS 310✧ 3 credits

Data Communications & Networking Fundamentals

Introduces the fundamentals of computer networking. Begins with an introduction to local area networks (LANs) and their components. Includes a discussion of different LAN topologies and their operation, major topologies such as Ethernet, Token Ring, AppleTalk and ArcNet, wide area network (WAN) technologies, network administration and support and general principles of network troubleshooting. Content equivalent to the Cisco (CCNET) course, CompTIA course Network+, Novell course Networking Fundamentals and Microsoft course Networking Essentials. Students who successfully complete this class and CIS 312✧ are ready to earn a Cisco Certified Network Associate (CCNA) certification.
Prerequisite: CIS 101✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

CIS 312✧ 3 credits

Internetworking, Routing and Switching

Learn to evaluate and configure network infrastructure components; hubs, switches, routers and remote access network devices. Configuring, maintaining and developing network connectivity solutions utilizing standardized infrastructure devices in a simulated network environment will be discussed and demonstrated. CIS 310✧ and CIS 312✧ prepare the student for Cisco Certified Network Associate (CCNA) certification exam. (formerly 212)
Prerequisite: CIS 310✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

Criminal Justice Administration

CJA 106✧ 1-2 credits

Self-Defense for the Law Enforcement Professional

The principles of self-defense will be demonstrated, including practical methods of preventing and ending a physical attack successfully. The legal, moral and civil liabilities of the legal use of force will be covered.
Lecture: 1 hour
Laboratory: 2 credits

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 a student to work as an armed/unarmed security officer within the State of Illinois, and meets the requirement of the Department of Financial and Professional Regulation, Private Detective, Private Alarm, Private Security and Locksmith Act of 2004. The legal aspects of being armed, firearm safety, defensive handgun shooting, firearms care and maintenance and state mandated live-fire qualification will be covered. Attendance at all classes and a valid Illinois FOID (firearms owner's identification card) are mandatory for state certification.
Lecture: 3 hours
(course fee required)

CJA 116✧ 3 credits

Current Security Problems

Current security problems, including conducting the security audit, perimeter security and internal-theft procedures, receipts and deposits in the cash flow, investigation and prosecution, security insurance, records and reports, and requirements in specific areas are covered. Career opportunities in private and public security also are covered.
Lecture: 3 hours

CJA 117✧ 3 credits

Introduction to Private Security

History, scope and functions of security, principles of physical protection, internal security, systems of defense, and fire prevention and safety are covered. Career opportunities in security are included.
Lecture: 3 hours

CJA 118✧ 3 credits

Security Administration

Learn about the organization, administration and management of security and plant protection units. Topics covered include policy and decision-making, personnel and budgeting, programs in business, industry and government including retailing, transportation, and public and private institutions, and security at the operational level as well as line operations.
Lecture: 3 hours

CJA 121✧ 3 credits

Introduction to Corrections

Covers the history and development of correctional work. Emphasis is placed on local, state and federal practices. Also includes philosophy and practice of correctional process, administrative-organizational structure, penal codes and rehabilitative services.
Lecture: 3 hours *IAI: CRJ 911*

CJA 125✧ 3 credits

Principles of Probation & Parole

Development, types of service, administrative organizations, investigation, and supervisory aspects of probation and parole are covered. Also discussed are the role of the parole officer; pre-sentence investigation; selection, supervision, and release of probationers and parolers; halfway houses, working-release programs and parole clinics; reintegration of offenders in society; and future trends.
Lecture: 3 hours

CJA 127✧ 3 credits

Correctional Counseling

This course explores the treatment methods used in correctional institutions and community-based programs, including work release, group homes and parole.
Lecture: 3 hours

CJA 131✧ 3 credits

Correctional Procedures

Explore the modern correctional concepts and standards; scope of the correctional process; review of arrest and pre-trial detention procedures, pre-sentence investigation and, ultimately, the sentence; study of the diagnostic service, procedures and practices; an examination of federal and state facilities of institutions for medium- to long-term sentences; theory and practice of resocialization; alternatives to incarceration, such as probation and parole; and consideration or pre-release guidance centers and com-

munity-based programs. CJA 121✧ recommended prior to this course.
Lecture: 3 hours

CJA 140✧ 4 credits
Introduction to Forensic Science
Study and application of science to the processes of law as it relates to the collection, examination, evaluation and interpretation of evidence. Includes techniques of crime scene processing, the identification of potential physical evidence, the examination and evaluation of evidence and laboratory procedures. Also covers crime scene investigation, documentation of the crime scene, the collection and preservation of evidence.
Lecture: 3 hours
Laboratory: 2 hours

CJA 148✧ 3 credits
Police/Community Relations
Learn about the role of police as a public service. Emphasis is placed on police achieving and maintaining public support, human relations and public information. Police involvement in community problems, such as family disputes 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 205 3 credits
Women in Criminal Justice
Provides an in-depth examination of the changing roles of women in the justice system, which includes women as offenders, victims and professionals. A survey of women in criminal justice professions, an assessment of women as victims and as criminals, as well as an investigation of the impact of gender on adjudication and sentencing will be discussed. Special topics, such as sexual crimes and domestic violence will be examined.
Lecture: 3 hours

CJA 219✧ 3 credits
Criminal Law I
Includes the study of substantive criminal law and its relationship to common law and case law; essential elements of felonies and pertinent misdemeanors, including structure, definitions and most frequently used sections of criminal statutes.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

CJA 236✧ 3 credits
Criminal Law II
An in-depth study of the criminal code of the State of Illinois, including classification of crimes and their application to the justice system's legal rules governing police practices and procedures. The structure, definitions and pertinent sections of law and procedure also are included.
Prerequisite: CJA 219✧
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

Medical Assisting

CMA 100✧ 2 credits
Introduction to Clinical Skills & Diagnostic Procedures
Covers basic concepts, such as asepsis, infection control, transmission, taking vital signs and prevention of diseases. Anthropometric measurements,

assisting with routine examinations, specialty examinations, electrocardiography, assisting with minor surgery procedures, and advanced medical assisting procedures is also covered to give students a clear understanding of the role as a medical assistant.
Prerequisite: AHL 103✧, AHL 108✧, AHL 120✧ and CMA 140✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

CMA 110✧ 2 credits
Therapeutic Communications for Allied Health Majors
Focuses on communication, learning theories and practical application of therapeutic communication in a variety of patient situations. Students will gain basic communication skills and learn various approaches appropriate for patients in all age groups.
Prerequisite: CMA 140✧
Lecture: 2 hours

CMA 130✧ 1 credit
Clinical Laboratory Procedures
Contains the theory for the hands-on practice of the procedures most frequently performed in the physician's office laboratory. CLIA and OSHA, Universal Precautions, and quality control are discussed throughout the course. Chemistry, microbiology, hematology, urinalysis, venipuncture and capillary punctures are discussed.
Prerequisite: AHL 103✧, AHL 108✧, AHL 120✧ and CMA 140✧
Lecture: 1 hour

CMA 140✧ 2 credits
Introduction to Human Diseases
A survey of clinical pathophysiological mechanisms and their methods of diagnosis and treatment, which cause disruption of normal physiologic processes across the life span.
Prerequisite: Acceptance into CMA program; RHT 085 and RHT 095 or placement test scores of '2' in Reading and Writing
Lecture: 2 hours

CMA 180✧ 1 credit
Applied Clinical Laboratory Procedures
Consists of hands-on practice of the procedures most frequently performed in the physician's office laboratory. Learning to perform basic tests manually gives students a clear understanding of the theory behind the test, as well as an understanding of how the automated laboratory equipment works. CLIA and OSHA, Universal Precautions and quality control are utilized throughout the course. Chemistry, microbiology, hematology, urinalysis, venipuncture and capillary punctures are practiced throughout the course. Required is 75 hours (5 hours/week for 15 weeks) clinical experience at a physician's office.
Prerequisite: Concurrent enrollment with CMA 130✧
Laboratory: 5 hours

CMA 190✧ 1 credit
OSHA for the Allied Health Worker
Addresses the key issues, concerns and factors of safety relating specifically to modern health practices and environments. Utilizing the latest OSHA standards, this course draws immediate connections between principles and their practices in real-world settings.
Prerequisite: CMA 140✧
Lecture: 1 hour

CMA 200✧ 2 credits
Medical Assisting Externship II
Provides experience in a physician's office. The student is supervised and evaluated by qualified medical staff. The student will have an opportunity for an equal balance of administrative and clinical experience completing 160 clinical hours (20 hours/week for 8 weeks) at the designated externship site.
Prerequisite: AHL 107✧, AHL 108✧, CMA 130✧, CMA 180✧
Clinical Laboratory: 2 hours
(course fee required)

CMA 250✧ 1 credit
Certification Review for Medical Assistants
A review of the major topics covered in the Certified Medical Assistant courses. The primary objective of the course is preparation of students to sit for the Certified Medical Assistant Exam.
Prerequisite: CMA 200✧
Lecture: 1 hour

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✧
(course fee may be required)

COM 291 3 credits
Cooperative Work Experience
See course description CWE 291✧
(course fee may be required)

Construction

COT 101✧ 1 credit
Introduction to Architecture, Engineering and Construction
A survey of the various segments of the construction industry and the career opportunities available within those areas. Students gain an understanding of the basis for critical assessment of various man-made environments. Students learn how planning, design, construction and development can help create, preserve and restore valued qualities in our built environment.
Lecture: 1 hour

COT 107✧ 3 credits
Construction Print & Specification Reading
Covers reading and understanding construction documents (drawings and specifications) used for bidding and construction of both residential and commercial buildings.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

COT 118✧ 2 credits
Construction Safety & Loss Prevention
A review of general safety procedures for the construction industry with emphasis on OSHA regulations is provided. Employee responsibilities, record keeping and inspection procedures are included.
Lecture: 2 hours
(course fee required)

COT 142✧ 3 credits
Construction Contract Documents
Type, role and function of primary, secondary, peripheral, regulatory and

design-standard documents used to manage construction projects are presented.
Lecture: 3 hours
(course fee required)

COT 164✧ 2 credits
Soils
Learn about soil as a construction material with emphasis on the techniques and methods of performing laboratory and field tests for soil classification, moisture-density relationships and unconfined compression testing. Test procedures are based upon ASTM and AASHO standards.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

COT 245✧ 3 credits
Construction Jobsite Supervision
Labor-management relations in the construction industry are discussed. Emphasis is placed on developing supervisory skills and techniques for motivating workers.
Lecture: 3 hours

COT 246✧ 1-4 credits
Construction Internship I
Supervised construction management experience at a college-selected office. Students participate in various construction management careers, including, but not necessarily limited to: construction project manager, field superintendent, claim analyst, safety officer, scheduler, cost estimator, land surveyor, plan examiner, code enforcement official and building inspector.
Prerequisite: COT 101✧ or concurrent enrollment and completion of twelve semester hours, including two additional courses in the discipline.
Laboratory: 5-20 hours

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 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 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 270✧ 3 credits
Intermediate Surveying
Theory and practice of surveying, including: coordinate geometry; balancing traverse; route surveying and layout; legal principles of surveying and land division are presented. Field applications of these subjects also are covered.
Prerequisite: COT 269✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

COT 272✧ 3 credits
Surveying Law
Legal aspects of surveying relative to boundary control, including sequential and simultaneous conveyances, adverse possession, riparian rights and boundaries and other interests in real property. Study of evidence and how it impacts boundary surveying will be reviewed. State laws and standards, which impact surveys are studied.
Prerequisite: COT 270✧
Lecture: 3 hours

COT 273✧ 3 credits
Advanced Surveying
Application of surveying skills relevant to the construction field are presented. Projects, such as layout of commercial and industrial buildings, transfer of horizontal and vertical control, establishment of route centerlines, establishment of lines and grades, determination of earthwork quantities, establishing slope stakes, triangulation and topographic mapping will be studied. Instruments used will include transits, theodolites, automatic levels, construction lasers, and EDMs.
Prerequisite: COT 270✧
Lecture: 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

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

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

Dance

DAN 110✧ 3 credits
Dance Appreciation
Aesthetic considerations of dance as a fine art. The study of the history of dance, its role in human communication and expression and its effect on contemporary life. Comparative study of dance in relation to music, drama and visual art.
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
(course fee required)

DMS 102✧ 2 credits
Ultrasound Physics II
Applied ultrasound physics as related to ultrasound-system design and instrumentation are covered. Principles of fluid dynamics and the fundamentals of Doppler physics and instrumentation are covered. Quantitative methods used in acoustic output measurement and quality assurance are discussed, and the current data on the biological effects of ultrasound is reviewed.
Prerequisite: DMS 101✧
Lecture: 2 hours

DMS 106✧ 2 credits
Introduction to Ultrasound Principles & Procedures
Proficiency of body mechanics, patient positioning, transportation, aseptic techniques, vital signs and hard-copy imagery are covered.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

DMS 121✧ 5 credits
Cross-Sectional Anatomy
This course covers the human anatomy in transverse, sagittal, coronal and oblique planes in order to enable the student to identify the structures seen in each plane, and to visualize any portion of the anatomy as it relates to the body as a three-dimensional whole and to ultrasound imaging planes.
Prerequisite: BIS 234✧
Lecture: 5 hours

DMS 125✧ 3 credits
Abdominal Sonography
This course presents a comprehensive outline for normal anatomy, anatomical variations and basic pathologic entities in the abdominal structures that can be detected and evaluated by diagnostic ultrasound. Abdominal ultrasound procedures will be presented in laboratory.
Prerequisite: DMS 102✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

DMS 131✧ 3 credits
Clinical Applications I
Provides opportunities for students to become familiar with the overall operation, common ultrasound procedures, departmental policies and basic patient care in ultrasound departments in hospitals.
Prerequisite: Concurrent enrollment in DMS 135✧, DMS 136✧
Laboratory: 15 hours
(course fee required)

DMS 132✧ 3 credits
Obstetrical/Gynecologic Sonography
Learn about the comprehensive outline of normal anatomy, anatomical variations and basic pathologic entities in the gravid and non-gravid uterine cavities, which can be detected and evaluated by diagnostic ultrasound. OB/GYN ultrasound procedures will be presented in laboratory.
Prerequisite: DMS 102✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

DMS 135✧ 2 credits
Ultrasound Film Critique
This course is designed to correlate ultrasound knowledge with visual images, including extensive viewing of normal versus abnormal ultrasound images.
Prerequisite: DMS 125✧, concurrent DMS 131✧, DMS 136✧
Lecture: 2 hours
(course fee required)

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✧, DMS 135✧
Lecture: 2 hours

DMS 141✧ 4 credits
Clinical Applications II
This course provides opportunities for students to apply knowledge or principles and procedures of abdominal, OB/GYN and cardiac imaging to patients in the clinical area.
Prerequisite: DMS 131✧, DMS 135✧, DMS 136✧
Laboratory: 24 hours
(course fee required)

DMS 146✧ 3 credits
Pathology & Diagnostic Sonography
This course covers the principles and procedures of abdominal, OB/GYN and neonatal sonography, focusing on pathology of those specific organs.
Prerequisite: DMS 135✧, DMS 136✧
Lecture: 3 hours

DMS 151✧ 4 credits
Clinical Applications III
This course provides opportunities for students to attain competency in ultrasound imaging of the abdominal, cardiac and OB/GYN organs and organ systems. Opportunities for Doppler and ophthalmic ultrasound techniques will be provided.
Prerequisite: DMS 141✧
Laboratory: 24 hours
(course fee required)

DMS 200✧ 2 credits
Principles of Computerized Sonography
Ultrasound physics application to high-resolution system design and instrumentation utilizing available computer packages that will be linked to clinical sit-

uations is covered. Color flow and doppler function will be included.
Prerequisite: DMS 131✧, concurrent DMS 146✧
Lecture: 2 hours

DMS 201✧ 3 credits
Sonographic Specialties
General coverage of doppler, peripheral vascular and echocardiography, nonroutine exams such as popliteal, prostate, testicular and high-level obstetrical and abdominal studies are included. Performance of these exams and film critique will occur in the laboratory.
Prerequisite: DMS 141✧, DMS 146✧, DMS 200✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

Early Childhood Education

ECE 110✧ 3 credits
Early Childhood Development
Study of human growth and development from conception through adolescence. Addresses all major areas of development (physical, social, emotional and cognitive). Emphasis is placed on the first eight years of life. Includes research methods and developmental theories. A supervised laboratory experience will provide opportunities for implementation of theory.
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ECE 111✧ 3 credits
Introduction to Early Childhood Education
Designed as an overview of early childhood care and education, including the basic values, structure, organization and programming in early childhood. Examination of the student's personal qualities in relationship to expectations of the field is addressed throughout the course. A field experience component of fifteen contact hours of direct observation in a variety of early childhood settings is required.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

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
(course fee required)

ECE 118✧ 3 credits
Health, Nutrition & Safety
Methods of teaching health, safety and nutrition to young children are covered. Techniques of menu planning, and program considerations of nutrition, health, hygiene and safety standards for the young child in group care are implemented. Developmentally appropriate practices and licensing standards are emphasized.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ECE 121✧ 3 credits
Language Development & Activities
Provides in-depth knowledge and understanding of language development and theory, stages involved, the role that adults play and the relationship of language to other aspects of development. Teaching methods are introduced emphasizing the interrelatedness of literacy in all developmental domains and curriculum areas. Students will plan, prepare materials, implement and evaluate activities in a field setting.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ECE 122✧ 3 credits
Infant/Toddler Care and Curriculum
Teaching techniques and methods as it pertains to infant and toddler care is discussed. Emphasis is on physical, social, emotional and cognitive development and care. Planning and implementing the environment practices is stressed. Observations of quality infant/toddler programs are included in lab.
Prerequisite: ECE 110✧, ECE 115✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ECE 136✧ 3 credits
School-Age Programming
Focuses on planning and organizing programs and activities appropriate for school-age children (6-12 years). Emphasis will be placed on implementing developmentally appropriate activities and practices for this age. This course is designed to provide the student with knowledge and skills necessary to work effectively with this age group.
Lecture: 3 hours

ECE 138✧ 4 credits
Observation, Assessment, Curriculum and Guidance of Young Children
Observational techniques and guidance practices, which facilitate the development of the young child including theories supporting an analysis of child behavior. The relationship between careful observation, communication and effective interaction and assessment with children through supervised observations and experiences in an early childhood setting are a component. Developmentally appropriate curriculum will be developed covering all developmental domains and curriculum areas and work sampling portfolios will be constructed on children at placement site.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 3 hours
Laboratory: 5 hours
(course fee required)

ECE 142✧ 3 credits
Students with Disabilities in School
Overview of children with exceptional cognitive, physical, social and emotional characteristics; analysis of developmental and educational needs imposed by exceptionality; identification, interventions strategies, methods, and programs designed to meet their needs. Inclusion for children with disabilities in early childhood educational settings is studied. Study of applicable federal and state laws and requirements: Individuals with Disabilities Education Act, Americans with Disabilities Act, Individualized Family Service Plan, Individualized Education Plan and inclusive programs.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 2 hours
Laboratory: 2 hours

ECE 146✧ 2 credits
Child, Family & Community
Concentrates on teacher's role in working with the child's family and community, stresses parent education, changing families, cultural diversity and legal responsibilities. Specifies criteria and methods for effective parent-teacher-child communication and relationship building. Includes an in-depth study of community resources and partnership building.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 2 hours

ECE 150✧ 1 credit
Teacher Assistant/Aide Test Preparation and Review

Prepares individuals for completing state-endorsed education paraprofessional examinations. Includes an introduction to standardized tests, a review of basic skills, and test-taking strategies. Curriculum reflects content from the two state-endorsed paraprofessional exams: the ACT WorKeys and the ETS Parapro. This course is intended to serve as a refresher/review course for paraprofessionals who have learned the subject matter earlier in their educational experience.
Lecture: 1 hour

ECE 151✧ 1 credit
Communicating with Parents and Children

Establishes parent relationships through effective listening, speaking and writing. Develops communication skills in relation to children, families and coworkers.
Lecture: 1 hour

ECE 152✧ 1 credit
Principles of Child Growth and Development, Birth - 5

An overview of physical, social/emotional, cognitive and language development from conception to age five. The significance of family, peers, school and culture will be emphasized and practically applied to the young child's individual development.
Lecture: 1 hour

ECE 153✧ 1 credit
Guiding Children and Managing the Classroom

An understanding of children's behaviors, positive guidance, prevention techniques and strategies for creating a prosocial classroom environment.
Lecture: 1 hour

ECE 154✧ 1 credit
Activities and Resources for Young Children I

Planning the developmentally appropriate curriculum environment. Topics covered will include schedules, projects and activities in the curricular areas of art, motor, music movement, health and safety and nutrition.
Lecture: 1 hour

ECE 155✧ 1 credit
Activities and Resources for Young Children II

Planning the developmentally appropriate curriculum environment. Topics covered will include schedules, projects and activities in the curricular areas of math, science, social studies, self-concept, language, literature, dramatic play and group times.
Lecture: 1 hour

ECE 156✧ 1 credit
Effective Teaching

Provides methods for maintaining and increasing effective teaching behaviors. Topics include relations with parents and co-workers, teacher behaviors, avoiding burnout, growing professionally, advocacy and professional ethics.
Lecture: 1 hour

ECE 230✧ 3 credits
Theory of Play

Theories of play and its effect on physical, cognitive, social and emotional development will be explored through lectures, readings and play experiences. The role of the teacher in facilitating play and choosing appropriate equipment will be stressed. Emphasis will be on children from birth to middle childhood.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 3 hours

ECE 231✧ 3 credits
Science & Math for Children

Investigate through theory and practice how the young child gains an understanding of scientific and mathematical concepts. Developmentally appropriate materials, curriculum planning and implementation are stressed.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ECE 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✧, ECE 111✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ECE 250✧ 3 credits
Administration & Supervision of Early Childhood Programs

Supervision and administration techniques and issues of licensed early childhood facilities are looked at within the framework of all types of early childhood programs. Areas of planning, organizing, staffing, reports and budgeting will be covered. State and local licensing regulations as well as legal issues are addressed.
Prerequisite: ECE 110✧, ECE 111✧
Lecture: 3 hours
(course fee required)

ECE 251✧ 4 credits
Practicum

Emphasizes the practical application of early childhood education principles and theories while working with young children in a licensed setting, supervised by a qualified, professional, cooperating teacher and college instructor. Quality care and developmentally appropriate practice are emphasized.
Prerequisite: ECE 118✧, ECE 121✧, ECE 138✧, ECE 231✧ and concurrent enrollment in ECE 252✧
Laboratory: 20 hours
(course fee required)

ECE 252✧ 3 credits
Seminar

Review and discussion of special projects performed in an early childhood program by the students enrolled in the practicum. Application of theories and developmentally appropriate practices are emphasized.
Prerequisite: ECE 118✧, ECE 121✧, ECE 138✧, ECE 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 microproblems.
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 ECO 103✧
Lecture: 3 hours

ECO 170✧ 3 credits
Statistics for Business and Economics
Covers the basic concepts of statistical analysis used in business decision making and methods of analyzing quantitative economic and business data. The student will learn how to work out basic problems and be able to apply different statistical techniques. The following concepts and techniques are included: descriptive statistics, measures of central tendency and variability, probability, random variables, binomial and normal distributions, sampling distributions, large and small sample statistical inference, including estimation and hypothesis testing, the chi-square distribution, linear regression and correlation and an introduction to the use of computers in statistical analysis.
Prerequisite: MAT 110✧ 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✧ 1-4 credits
Special Topics in Economics
Provides exposure to international topics and problems in the field of economics. Topics vary from semester to semester and must be approved by the dean 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

Education

EDU 055 2 credits
Basic Skills Review
Provides students with an overview of structure, format and content of the Illinois Basic Skills Test needed for Illinois Certification. The satisfactory passing of the Basic Skills Test is a requirement for completion of the Associate in Arts Teaching (AAT) degrees and acceptance into four-year teacher preparation programs. Course may be repeated for a maximum of three times.
Lecture: 2 hours

EDU 110✧ 3 credits
Diversity of Schools and Society
Social and global perspectives: how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts.
Lecture: 3 hours

EDU 200✧ 3 credits
Introduction to Special Education
A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities.
Prerequisite: ECE 110✧ or EDU 206✧
Lecture: 3 hours

EDU 203✧ 1 credit
Portfolio Development for Educators
Provides students with the tools needed to develop and manage an electronic portfolio for use in tracking program achievement aligned with the Illinois Professional Teaching Standards. Students will create standard-based portfolio templates that meet accreditation requirements. Students entering into an education program must develop and track course work throughout their studies in an electronic format to be used for assessing achievement relevant to educational course work and work with the Illinois Professional Teaching Standards.
Lecture: 1 hour

EDU 206✧ 3 credits
Human Growth and Development
A study of human growth and development from conception through adulthood utilizing developmental theories and research methods. All major areas of development, including physical, social, emotional and cognitive changes will be addressed, including interaction of these areas.
Prerequisite: PSY 100✧
Lecture: 3 hours

EDU 207✧ 3 credits
Introduction to Education
Provides an introduction to teaching as a profession in the American education system. Offers a variety of perspectives on education, including historical, philosophical, social, legal and ethical issues in a diverse society. Includes organizational structure and school governance. A clinical component is required.
Prerequisite: Placement into RHT 101✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

EDU 208✧ 3 credits
Introduction to the Foundations of Reading
Introduction to theory and practice in teaching reading and related language arts areas. Includes information on basic components of reading instruction and language arts instruction and the importance of literacy learning. Also includes an introduction to Illinois Learning Standards in the areas of reading and language arts.
Prerequisite: ECE 110✧ or EDU 206✧ and ECE 111✧ or EDU 200✧
Lecture: 3 hours

EDU 209✧ 3 credits
Language Development
A study of normal language development from birth through school age and an understanding of how children may progress through language development stages at differing rates. The learner also will develop an understanding of the effects of diversity, including cultural and linguistic diversity on language development.
Prerequisite: ECE 110✧ or EDU 206✧
Lecture: 3 hours

EDU 215✧ 3 credits
Educational Psychology
The application of psychology principles underlying educational practice. Theories concerning cognitive and psychological development, human learning and motivation are studied with emphasis on application for instruction, including assessment. Emphasis also will be placed on learner-centered instruction and diversity.
Prerequisite: PSY 100✧ or ECE 142✧
Lecture: 3 hour

Electronics Technology

ELT 105✧ 3 credits
Home Technology Integration
Covers the fundamentals to work within security, comfort and entertainment subsystems of the automated home. Topics include installation, integration and troubleshooting of: home security, audio/video, computer networks, electrical wiring, cable/satellite, Broadband, telecommunications and structured wiring. Topics parallel CompTIA's HTI+ Certification objectives. Students are strongly recommended to have successfully completed one year of high school electricity or equivalent.
Lecture: 2 hours
Laboratory: 2 hours

ELT 211✧ 3 credits
Video, Voice, Data Cable Installation
Students will develop the skill set required to meet the demands of the expanding telecommunication industry with extensive hands-on experiences via simulated equipment found in a building infrastructure with an equipment room, data room, telco room, offices or private residents. Skills developed include installation, termentation, testing and certification of cable. Cable technologies include: twisted pair cable, coaxial cable used to transport video, data and (telco) information. Topics parallel BICSI Level 1 installer objectives and CompTIA's, HTI+ objectives. Students will be working with color-coded cable and must be able to lift 50 pounds of weight.
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

ELT 291✧ 2 credits
Certification Test Review
Provides students the opportunity to prepare for a wide range of certification tests including: CompTIA's A+, NET+, ISCET's CET, FCC's GROWL certification and CEMA's Mobile Electronics Technician. Course is custom tailored to meet the student's individual certification needs and schedule.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

Emergency Management

EMP 101✧ 1 credit
National Incident Management System (NIMS)
Provides an introduction to the National Incident Management System (NIMS). Also focuses on the public information systems and resource management components. Upon successful completion of this course, students will be eligible to take the qualifying examination for IS-700 from FEMA. (formerly Introduction of Incident Command & National Incident Management System (NIMS))
Lecture: 1 hour

EMP 102✧ 1 credit
Basic ICS and Application Towards Single Resource & Initial Action Incidents
Provides training of and resources for personnel who require a basic understanding of the Incident Command System (ICS), and the ability to operate efficiently during an incident or event within ICS. (formerly ICS for Single Resources, Initial Action Plans and National Response Plan)
Prerequisite: EMP 101✧ or concurrent enrollment
Lecture: 1 hour

EMP 103✧ 1 credit
Intermediate Incident Command System
Enables students to function as supervisors in an ICS environment.
Prerequisite: EMP 102✧
Lecture: 1 hour

EMP 111✧ 4 credits
Principles of Emergency Management & Planning
Introduction to the fundamental aspects of emergency management. Also designed to walk participants through the EOP development process and provide opportunities to work as a team to create an effective, up-to-date EOP that conforms to current FEMA guidelines.
Lecture: 4 hours

EMP 112✧ 2 credits
Emergency Management Operation
Improves the ability to manage emergencies through preparedness, response, recovery and mitigation.
Prerequisite: EMP 111✧ or concurrent enrollment
Lecture: 2 hours

EMP 113 2 credits
Emergency Planning & Special Needs Populations
Provides skills and knowledge needed to prepare for, respond to, recover from and mitigate against emergency situations.
Lecture: 2 hours

EMP 121✧ 1 credit
Introduction to Mitigation
Provides an overview of the basic mitigation knowledge that is needed to introduce individuals to the field of mitigation and hazards threatening the community.
Lecture: 1 hour

EMP 122✧ 2 credits
Mitigation for Emergency Workers
Provides participants with the opportunity to learn and apply skills that will enable them to carry out mitigation responsibilities in accordance with the National Mitigation Strategy and applicable regulations and standards.
Prerequisite: EMP 121✧
Lecture: 2 hours

EMP 131✧ 2 credits
Emergency Operations Center (EOC) Management and Operations
Designed to provide State and local emergency management officials with the knowledge and skills they need to operate the EOC.
Lecture: 2 hours

EMP 132✧ 1 credit
Incident Command System/ Emergency Operations Center Interface
Designed to enable participants to develop ICS/EOC interface implementation strategies or action plans. Reviews the ICS and EOC models of emergency management operations, including coordination, communication and chief executive decision-making.
Prerequisite: EMP 102✧ and EMP 131✧, or concurrent enrollment in EMP 102✧
Lecture: 1 hour

EMP 141✧ 2 credits
Basic Public Information Officers (PIO)
Provides participants with the basic skills needed to perform their public information duties as they relate to emergency management. Focuses on the definition of the job of the public information officer, with an emphasis on emergency management.
Lecture: 2 hours

EMP 151✧ 1 credit
Resource Management
Designed to provide resource management coordinators with the knowledge and skills they need to perform resource management functions within the overall framework of the Emergency Operations Center (EOC).
Lecture: 1 hour

EMP 161✧ 3 credits
Disaster Response/Recovery Operations & RAPID Assessment
Designed to introduce the individual to basic concepts and operations of a disaster environment, especially in terms of major disaster incidents and to broaden and enhance their understanding of State and local roles and responsibilities and their importance to the overall response and recovery effort. Also prepares students in performing rapid assessment accurately.
Lecture: 3 hours

EMP 201✧ 2 credits
Debris Management
Provides emergency management personnel at all levels with an overview of issues and recommended actions necessary to plan for, respond to and recover from a major debris-generating event, with emphasis on local and State level responsibilities.
Lecture: 2 hours

EMP 211✧ 4 credits
Basic Skills in Emergency Program Management
Enables students to understand and be able to use proper leadership/influence, decision-making, problem solving and effective communication in an emergency management situation.
Prerequisite: EMP 112✧
Lecture: 4 hours

EMP 221✧ 1 credit
The Role of Voluntary Agencies in Emergency Management
Designed to increase awareness of the roles and responsibilities of voluntary agencies in emergency management.
Lecture: 1 hour

EMP 222✧ 1 credit
Developing Volunteer Resources
Designed to improve participants' skills in recognizing volunteer resources in the community, enhance participants' ability to manage the involvement of volunteers in all phases of emergency management and broaden participants' thinking about the benefits of volunteer involvement. (formerly Developing Resource)
Prerequisite: EMP 221✧
Lecture: 1 hour

EMP 223✧ 1 credit
Donations Management
Intended to introduce individuals to the concept of donations management and their roles and responsibilities in the donations management process.
Prerequisite: EMP 221✧
Lecture: 1 hour

EMP 231✧ 1 credit
An Orientation to Community Disaster Exercises
Designed to provide an opportunity to learn about community disaster exercises and introduce the skills required to successfully design exercises that test a community's disaster response capabilities.
Lecture: 1 hour

EMP 232✧ 1 credit
Exercise Design
Intended to provide participants with the knowledge and skills to develop and conduct disaster exercises that will test a community's emergency operations plan and operational response capability.
Prerequisite: EMP 231✧
Lecture: 1 hour

EMP 233✧ 2 credits
Exercise Program Manager-Management Course
Designed to support the training of exercise program managers and personnel with the responsibility of exercise program management in federal, state and local government and private sector organizations.
Prerequisite: EMP 231✧ and EMP 232✧
Lecture: 2 hours

EMP 241✧ 1 credit
Hazardous Weather and Flood Preparedness
Designed to help students understand the appropriate responses to hazardous weather, flood hazards and flood flight operations. (formerly Hazardous Weather, Flooding & Hurricane Planning)
Lecture: 1 hour

EMP 242✧ 2 credits
Warning Coordination & Maintaining Spotter Groups
Intended to enhance understanding the basics of coordinating a warning system for emergency and the ability to work with and strengthen the spotter network.
Prerequisite: EMP 243 or concurrent enrollment
Lecture: 2 hours

EMP 243 2 credits
Hazardous Weather, Flooding & Hurricane Planning
Designed to assist in understanding latest methods, techniques and lessons learned for developing flood and hurricane planning.
Prerequisite: EMP 241✧
Lecture: 2 hours

Emergency Medical Services

EMS 121 3 credits
First Responder
Designed to provide the student with the core knowledge, skills and attitudes to function in a 'first responder' capacity, prior to the arrival of an ambulance. Students will learn airway management, control of bleeding, splinting, oxygen therapy, extrication and medical, environmental and other emergencies. Students who successfully complete the requirements of this course will become eligible for licensure as a first responder with the Illinois Department of Public Health EMS Division.
Lecture: 2.5 hours
Laboratory: 1 hour
(course fee required)

EMS 131✧ 6 credits
Emergency Medical Technician-Basic
Emergency Medical Technician-Basic's "EMT-B" are trained in basic emergency skills and rescue techniques, based on the guidelines and recommendations of the U.S. DOT National Standard Curriculum and the Illinois Department of Public Health Division of Emergency Medical Services. Upon completion, students become eligible to take the state licensure exam.
Prerequisite: High school graduate or GED, valid CPR card (Health care Provider CPR certification), and placement or concurrent enrollment at college-level reading and writing.
Lecture: 5 hours
Laboratory: 2 hours
(course fee required)

EMS 151✧ 4 credits
Paramedic I
Covers the roles and responsibilities of being a paramedic and is based on the Illinois Department of Public Health Paramedic Curriculum. **This course is only open to students enrolled in the Leadership for Paramedic degree program.** (formerly FIR 211)
Prerequisite: Successful completion of EMS 131✧ and a licensed EMT-B for more than six months.
Lecture: 3 hours
Laboratory: 2 hours

EMS 152✧ 3 credits
Paramedic II
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers airway management and patient assessment. **This course is only open to students enrolled in**

the Leadership for Paramedic degree program. (formerly FIR 212)
Prerequisite: Successful completion of EMS 151✧ or concurrent enrollment with EMS 151✧
Lecture: 2 hours
Laboratory: 2 hours

EMS 153✧ 3 credits
Paramedic III
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers care and treatment of the trauma patient. **This course is only open to students enrolled in the Leadership for Paramedic degree program.** (formerly FIR 213)
Prerequisite: Successful completion of EMS 152✧ or concurrent enrollment with EMS 152✧
Lecture: 2 hours
Laboratory: 2 hours

EMS 154✧ 6 credits
Paramedic IV
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers care and treatment of the medical patient. **This course is only open to students enrolled in the Leadership for Paramedic degree program.** (formerly FIR 214)
Prerequisite: Successful completion of EMS 153✧ or concurrent enrollment with EMS 153✧
Lecture: 5 hours
Laboratory: 2 hours

EMS 155✧ 3 credits
Paramedic V
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers special considerations -and assessment-based management. **This course is only open to students enrolled in the Leadership for Paramedic degree program.** (formerly FIR 215)
Prerequisite: Successful completion of EMS 154✧ or concurrent enrollment with EMS 154✧
Lecture: 2 hours
Laboratory: 2 hours

EMS 156✧ 2 credits
Paramedic VI
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers how to manage the emergency scene**. This course is only open to students enrolled in the Leadership for Paramedic degree program.** (formerly FIR 216)
Prerequisite: Successful completion of EMS 154✧ or concurrent enrollment with EMS 154✧
Lecture: 1 hour
Laboratory: 2 hours

EMS 157✧ 3 credits
Paramedic VII
Provides a continuation of the EMT-Paramedic curriculum based on the Illinois Department of Public Health Paramedic Curriculum. Covers required clinical/observation time all paramedic students must complete. **This course is only open to students enrolled in the Leadership for Paramedic degree program.** (formerly FIR 217)
Prerequisite: Successful completion of EMS 156✧ or concurrent enrollment with EMS 156✧
Laboratory: 18 hours

EMS 161✧ 3 credits
EMS Lead Instructor
Based on the guidelines and recommendations of the Emergency Medical Services Highway Safety Program and the Illinois Department of Public Health Division of Emergency Medical Services. Designed to educate EMS professionals how to teach EMS related classes. Detailed information related to the creation of course objectives, lesson plans, presentation skills, learning styles, goals and objectives are covered. Upon completion, students will become eligible to take the Illinois Department of Public Licensure exam for EMS Lead Instructor. (formerly FIR 201)
Prerequisite: Four years of experience in pre-hospital emergency care; at least two years of documented teaching experience and approval of program coordinator
Lecture: 3 hours
(course fee required)

EMS 191✧ 2 credits
Risk Management in EMS
Focuses on legal liability, testimony, documentation, torts, case studies, mock trials, workplace risk management strategies and a discussion of basic medical ethics as they apply to EMS providers. (formerly FIR 200)
Prerequisite: Admission to EMS Leadership curriculum or consent of instructor
Lecture: 2 hours

English/Literature & Composition

ENG 101✧ 3 credits
Introduction to Poetry
Exposes students to wide range of British and American poets while the students develop a framework and vocabulary from which they may intelligently approach poetry. They will react to and evaluate the poetry and their works.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 903*

ENG 102✧ 3 credits
Introduction to Drama
An introduction to drama through reading, discussion, interpretation and viewing representative plays. Topics may include selections from Greek, Elizabethan, Modern English, Continental and American Drama.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 902*

ENG 103✧ 3 credits
Introduction to Fiction
Students learn to analyze, discuss and write critically about the elements of fiction, plot, character, theme, structure, point of view, setting, symbolism and style as they occur in the short story and the novel.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 901*

ENG 105✧ 3 credits
Literature of the Western World
A broad survey of literature of the Western World from ancient times to the present, examining both writers of English and writers of foreign language masterpieces in English translation.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 906*

ENG 113✧ 3 credits
Classic American Authors Pre-Civil War
An introduction to the writers from the Puritan culture, the Revolution, the 18th century and the Romantic Movement, including Franklin, Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 914*

ENG 114✧ 3 credits
Classic American Authors, Civil War to Present
An introduction to American authors from Whitman to present, including Dickinson, Twain, James, Crane, Hemingway, Faulkner, West, Frost, Eliot and others.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 915*

ENG 170✧ 3 credits
Children's Literature
Students learn to analyze, discuss and write critically about the elements of fiction, plot, character, theme structure, point of view, setting, symbolism and style as they occur in picture book, poetry, traditional literature, realistic literature, fantasy, historical fiction and informational books and biographies.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

ENG 231✧ 3 credits
Introduction to Shakespeare
The study of William Shakespeare will include an examination of the times in which he lived, the material he has written, and a review of critical analysis based upon his work. In a survey course of this kind, it would be impossible to make an exhaustive study of all Shakespeare's works and those studies relating to him. We can, however, through a careful selection of his plays and related work gain a broader insight into the scope of Shakespearian scholarship.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: H3 905*

ENG 285✧ 3 credits
The Short Story
Introducing short stories as a unique means of transmitting ideas and creative principles.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

ENG 288✧ 3 credits
Twentieth Century American Novel
A critical study of the American novel of this century. An analysis of themes and techniques of the modern novel as it illumines problems relating to self and society.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

ENG 296✧ 3 credits
Special Topics in Literature
This course provides a study of international topics and problems in literature through readings, discussion, guided research and field trips. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: RHT 102✧
Lecture: 3 hours

Engineering Technology

ENT 103✧ 3 credits
Introduction to Automation
Introduction to automation from the perspective of Kaizen/Lean manufacturing, including the review of methods used in reducing business-process cycle times, increasing throughout, and the elimination of waste and bottlenecks, cost effectively. Major topics include understanding when and how to integrate automation in manufacturing and process control. Related topics address the role of CAD/CNC in this process, along with team group approach, software integration, product planning and handling.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 104 3 credits
Electricity Fundamentals
Introduction to the basics of electricity and electronics, up to PLCs. Topics include both the theory and application of DC and AC electric motors, soldering/de-soldering, wiring, wire diagrams, nomenclature, assembly and disassembly of electromechanical systems, such as robots.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 105✧ 3 credits
Industrial Physics
A lecture/lab course for technology majors with special emphasis on the principles of mechanics and heat, electricity/electronics and fluid power. Also covered are the general laws for physics, alternate fuels and various ways to get efficiencies out of a system as they apply to the basic Laws of Motion.
Prerequisite: MAT 122✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 110✧ 4 credits
Production Drawings & CAD
An introduction to mechanical blueprints, including reading, sketching and the use of software used in the design of mechanical components. Sketching, lettering, orthographic projections, descriptive geometry, point, line, basic geometric shapes will be covered. The student will demonstrate the use of menus, layers, fonts and weights. Basic dimensioning, tolerancing and pictorial drawings will be covered. *This class needs to be taken in the first semester of joining the Engineering Technology program.* (formerly Mechanical Blueprint Reading/Engineering Graphics)
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ENT 111✧ 3 credits
Metrology with Geometric Dimensioning and Tolerancing
Covers the application of geometric dimensioning and tolerancing. Emphasis is placed on part measurements for quality control purposes, from datum plane referencing for fit and finish, functional gaging to interpreting GD&T symbols on various types of industrial drawings, such as machine tool, welding, forging and plastic parts. Instrument accuracy and GRR (gage repeatability and reproducibility) are covered with the proper use and application of precision measuring instruments. An excellent course for anyone looking to do Quality Control and/or work in an R&D testing environment. *This class needs to be taken in the first or second semester of joining the Engineering Technology program*. (formerly Dimensional Metrology)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 115✧ 3 credits
Fluid Power
Principles and laws of fluid power (pneumatics and hydraulics). Fluidpower symbols, circuits and components are included in the lecture and lab format. Emphasis is on student lab experiments and problems.
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 116✧ 3 credits
Fabrication Processes
Fabrication processes of various mediums (metal, polymer, wood) are covered, from hand and bench operations with basic machine setups and operations on the drill press, bench grinder, lathe, vertical milling machine and vertical band saw, to various other processes in fabrication. The use of precision layout and measuring tools, as well as sharpening cutting tools is included. (formerly Manufacturing Systems)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 117✧ 3 credits
Automated Fabrication Processes I
Beginning level course in programming of CNC-controlled equipment, from turning and milling machinery to robots, including setup and operations. Tool selection, speeds feeds and process planning are presented. Use of 3D CAD software to interface with programming of equipment is covered. (formerly Automated Machining)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 118✧ 3 credits
Automated Fabrication Processes II
Advanced level course in programming of CNC-controlled fabrication equipment, focused on turning and milling machinery, also including robots, as well as incorporating the use of 3D CAD software to interface with machinery. Machining of complex geometry for mill and lathe, are covered in the course. (formerly Automated Machining II)
Prerequisite: ENT 117✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 119✧ 3 credits
Machine Elements
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 are covered. (formerly MTT 135, Machinery Component I)
Lecture: 3 hours
(course fee required)

ENT 123✧ 4 credits
Technical Physics
Principles of physics designed to provide students with a mathematically-based (non-calculus) understanding of mechanics, heat and sound. Designed for the student going into a technology field and focuses on the application side of these principles. Topics include understanding how efficiencies are built into a system, from alternative energy sources to maximize existing forces of linear and rotational motion. *This course should be taken in the second year of being in the Engineering Technology program.*
Prerequisite: MAT 111✧ or MAT 114✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

ENT 127✧ 3 credits
Materials Manufacturing & Testing Processes
Provides the students with an understanding on the various methods of product fabrication and the manufacturing processes for economic decision-making in manufacturing and product design. Other topics include the interrelationship among materials, their selection for use in product design and processes and how to convert materials into finished components. (formerly ENT 210, Manufacturing Processes)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 215✧ 3 credits
Basic Pro-E
Basic commands used in the creation of engineering drawings with Pro-E software, including inserting basic geometric features and revising various types of geometry. Taught in a combined, collaborative environment with and alongside students from ENT 218✧ in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class.
Prerequisite: ENT 252✧ or concurrent enrollment
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 218✧ 3 credits
Intermediate Pro-E
An intermediate course using Pro-E commands and procedures. Students will create basic parts, drawings and assemblies. Taught in a combined collaborative environment with and alongside students from ENT 215✧ in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team. Students work independently for a portion of each class.
Prerequisite: ENT 215✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 232✧ 3 credits
Geometric Design, Layout & Building
Covers graphical solutions of original layouts, developments of surfaces and the ability to find true lengths of lines and sizes of a plane figure to determine a point-view of a line, using AutoCAD. The skills gained are fundamental to industries that deal in metal forming and package design.
Prerequisite: ENT 252✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 252✧ 2 credits
Introduction to Mechanical AutoCAD
An introductory level course in AutoCAD. Content will stress the basic commands and proper manipulation of AutoCAD software to produce finished engineering drawings. *This course needs to be taken in the first or second semester of joining the Engineering Technology program.* (formerly Introduction to AutoCAD)
Prerequisite: ENT 110✧ or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ENT 255✧ 2 credits
Autodesk Inventor Design & Rendering
An introductory-level course to Autodesk Inventor. Content will stress basic commands and proper manipulation of the software, from basic part modeling to assembly drawings and finished/detailed engineering drawings. (formerly Introduction to Autodesk Inventor)
Prerequisite: ENT 110✧ or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ENT 257✧ 2 credits
Mechanics for AutoCAD 3D Design and Rendering
Introduces students to using AutoCAD for 3D modeling. Content covers 3D design and rendering of part and assembly models in model and layout, along with developing mechanical detail drawings for use in production. (formerly AutoCAD 3D Solids Modeling)
Prerequisite: ENT 252✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ENT 259✧ 3 credits
CAD Customization & Management
Advanced CAD course covering the data management of products, which includes how to exchange multiple CAD products from one product to another without giving away sensitive data, effective management of multiple CAD files, rules to establish a library of common parts, customize the products for optimal performances and troubleshoot linkage issues in assembly files. (formerly AutoCAD Customization)
Prerequisite: ENT 252✧, ENT 215✧ or ENT 255✧ or ENT 280✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 260✧ 3 credits
Jig & Fixture Design
Focuses on the design and application of work-holding devices and clamping methods used in manufacturing. Cutting theory, economic processes and continuous quality improvement principles are applied in the analysis of problems. *This course should be taken in the first year, second semester, of being in the Engineering Technology program.*
Prerequisite: ENT 110✧, ENT 111✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 270✧ 3 credits
Machine Design
Emphasizes application of principles and manufacturing methods used commercially in the design of machines using continuous quality improvement principles. Students will analyze a task and design a machine composed of the elements that have been studied. Rolling bearings, gears, shaft seals, couplings and springs will be covered. *This course should be taken in the second year, second semester of being in the Engineering Technology program.*
Prerequisite: ENT 123✧, ENT 260✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 280✧ 2 credits
Solidworks Design & Rendering
Introductory-level course to Solidworks. Content will stress basic commands and proper manipulation of the software, from basic part modeling to assembly drawings and finished/detailed engineering drawings. (formerly Introduction to Solidworks)
Prerequisite: ENT 110✧ or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

ENT 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 college credit hours; two (2) of theses courses, in discipline, must be completed; 2) 2.0 minimum G.P.A ('C' average); 3) approval of Cooperative Education Office
Clinical Laboratory: 240 hours
(course fee required)

ENT 291 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) ENT 290✧ with a "C" grade or better; (2) 2.0 Grade Point Average ("C" Average); 3) Approval of the Cooperative Education Office.
Clinical Laboratory: 240 hours
(course fee required)

ENT 295✧ 3 credits
Applied Statics
Force systems, resultants and equilibrium, trusses, frames, beams and shear and moments in beams are studied. *This course should be taken in the second year, second semester of being in the Engineering Technology program.* (formerly Mechanics/Mechanisms)
Prerequisite: ENT 123✧, ENT 260✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

ENT 296✧ 0.5-4 credits
Special Topics in Engineering Technology
Special topics, independent course for the advanced student. With instructor approval and mentoring the student will go through the development of a topic of special interest and related to current industry issues and will work with the instructor towards completing the project. Course may be repeated three times when topics are different.
Prerequisite: Six credit hours in all 200-level ENT prefix courses, except ENT 296✧
Lecture: 0.5-4
Laboratory: 0-8 hours
(course fee required)

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 and instrument maintenance are 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 man-

agement, 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, statistics, 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 and poisons; flammable solids; explosives; radioactive materials; oxidizers and organic peroxides; DOT emergency-response guide; EPA, ESDA and related topics.
Lecture: 3 hours

FIR 135✧ 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 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.
Prerequisite: State Certified Fire Fighter II
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 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 (Fire)
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

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
Regional Geography of Africa and Asia
An introductory study of the regions of Africa and Asia, which emphasizes area and population, physical and cultural landscapes, historical developments, social and economic development and geopolitical issues. (formerly 'Geography of the Developing (Non-Western) World')
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
Laboratory: 2 hours *IAI: P1 909L*
(course fee required)

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 and spatial analysis of relationships among physical elements of the landscape.
Lecture: 3 hours
Laboratory: 2 hours *IAI: P1 909L*
(course fee required)

GEO 296✧ 1-4 credits
Special Topics in Geography
Provides exposure to a variety of topics in the field of geography. Topics vary from semester to semester and must be approved by the dean 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

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
Laboratory: 2 hours *IAI: P1 907L*
(course fee required)

GOL 102✧ 4 credits
Historical Geology
Learn about plate tectonics, dinosaurs, mastodons, fossils and the evolution of the Earth and its life.
Lecture: 3 hours
Laboratory: 2 hours *IAI: P1 907L*
(course fee required)

Graphic Arts/Printing
(See Visual Communication - Graphic Design and Graphic Arts)

Hospitality Industry Administration

HIA 100 2 credits
Culinary Mathematics
Designed for the Hospitality Industry Administration student. Covers basic mathematical principles, such as addition, subtraction, multiplication, fractions, decimals, food cost control, portion cost, conversions, percentages, ratios and total yields.
Lecture: 2 hours

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 are covered.
Laboratory: 4 hours
(course fee required)

HIA 118✧ 0.5 credit
Food Service and Sanitation Refresher
This course meets the requirement of the Illinois Department of Public Health (IDPH) for the Food Service and Sanitation Manager's recertification in the state of Illinois. Updates to the most recent Food and Drug Administration Food Code and the Illinois Food Service Sanitation Code are examined. This includes causes and prevention of foodborne illness and the responsibility of the foodhandler in protecting public health.
Prerequisite: HIA 115✧ or expiring Food Service and Sanitation Manager's Certificate
Lecture: 0.5 hours

HIA 120✧ 3 credits
Dining Room Service
Students are assigned to stations or jobs in the demonstration/staff-dining area for supervised experience in operational procedures. Special emphasis is placed on dining room salesmanship, table service, guest relations, table setting and personal appearance.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 122✧ 3 credits
Introduction to Convention Management
Learn about the meeting and convention industry, key positions in the field and their job responsibilities including meeting design, program planning, and convention and trade show planning.
Lecture: 3 hours

HIA 123✧ 3 credits
Introduction to Travel & Tourism
Examine the travel and tourism industry focusing on airlines, cruise lines, tour operators, travel agents, wholesalers and business travelers. The role of travel and tourism in the hospitality industry will be explored.
Lecture: 3 hours

HIA 124✧ 2 credits
Laminated Doughs
Master the techniques in mixing doughs such as danish, sweet roll, croissants, puff pastry and phyllo. Create traditional breakfast pastries, strudel, baklava, Napoleons and the appropriate fillings.
Prerequisite: HIA 115✧ and HIA 128✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

HIA 127✧ 3 credits
Cake & Pastry Decoration
Learn the basics of cake & pastry decoration, including production of buttercreams, icing flowers and royal icing decorations. Also learn to decorate and assemble wedding cakes. Rolled fondant and marzipan also discussed.
Prerequisite: HIA 115✧, HIA 128✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 128✧ 3 credits
Introduction to Baking and Pastry
Fundamentals of baking and pastry equipment, ingredients, weights and measures, technology, preparation and storage are presented. The production of desserts, breads and rolls also is included.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 129✧ 2 credits
Chocolate
Fundamentals of working with chocolate; history and various types of chocolate. Students will learn to temper, molded and free-form creations, candies and creation of showpieces.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

HIA 130✧ 3 credits
Culinary Arts Quantity-Food Preparation I
Students participate in supervised back-of-the-house activities in conjunction with the faculty-dining operation. Experience is provided in the following areas: basic cooking techniques and preparation of soups, sauces, entrees, vegetables, starches and garnishes. Sanitation, recipe reviews and analysis, and knowledge of tools and equipment are included.
Laboratory: 6 hours
(course fee required)

HIA 132✧ 2 credits
Nutrition
Knowledge of preparation of food in accordance with sound nutrition principles and dietary guidelines is developed. The basic fundamentals of nutrition will be studied.
Lecture: 2 hours

HIA 133✧ 2 credits
Menu Writing
Principles and practices of planning, writing and evaluating menus, recipe costing and menu pricing are discussed. Menu design also is covered.
Lecture: 2 hours

HIA 134✧ 3 credits
Artisan Breads
Fundamentals of baking yeast breads, production of rolls, baguettes, bagels and hearth breads. Sourdoughs, ethnic and specialty breads are emphasized.
Prerequisite: HIA 115✧, HIA 128✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 150✧ 3 credits
Food Preparation Essentials & Theory
A systematic study of the applications of culinary techniques and principles of food preparations essential to all laboratory cooking classes is presented. Emphasis is on palatability, variety, digestibility and nutrient retention in food preparation.
Lecture: 3 hours

HIA 202✧ 1 credit
Ethnic Cooking-American
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)

HIA 205✧ 1 credit
Ethnic Cooking-Chinese
(see HIA 202 for course information)

HIA 207✧ 1 credit
Ethnic Cooking-French
(see HIA 202 for course information)

HIA 208✧ 1 credit
Ethnic Cooking-German
(see HIA 202 for course information)

HIA 209✧ 1 credit
Ethnic Cooking-Mediterranean
(see HIA 202 for course information)

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 211✧ 1 credit
Ethnic Cooking-Italian
(see HIA 202 for course information)

HIA 212✧ 1 credit
Ethnic Cooking-Japanese
(see HIA 202 for course information)

HIA 213✧ 1 credit
Ethnic Cooking-Mexican
(see HIA 202 for course information)

HIA 214✧ 1 credit
Ethnic Cooking-New Orleans
(see HIA 202 for course information)

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 216✧ 1 credit
Ethnic Cooking-Polish
(see HIA 202 for course information, formerly HII 215)

HIA 218✧ 1 credit
Ethnic Cooking-Spanish
(see HIA 202 for course information)

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.
Prerequisite: HIA 110✧
Lecture: 3 hours

HIA 227 3 credits
Advanced Cake Decoration
Students will continue to explore advanced cake decorating techniques improving their skills and knowledge as a professional cake decorator. Students will learn: Marzipan work, rolled fondant, pastillage, gum paste and sugar cooking techniques. Further study of butter cream production and cake assembly are included.
Prerequisite: HIA 127✧ and HIA 128✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

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 a summary and review of baking fundamentals.
Prerequisite: HIA 128✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

HIA 250✧ 3 credits
Hospitality Marketing
Learn about the principles of public relations and advertising in print as well as quality evaluation of radio and TV advertising with major emphasis on promotion and merchandising.
Lecture: 3 hours

HIA 255✧ 3 credits
Culinary Arts-Garde Manger
Basic garde-manger (cold-food preparation) principles; functions and duties of the garde-manger department as they relate and integrate with other kitchen operations are covered.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 260✧ 3 credits
Culinary Arts Quantity-Food Preparation II
Students continue to gain proficiency in food preparation while developing further expertise in more elaborate food preparation techniques. Various students assume the position of chef, souse chef, banquet chef, etc.
Prerequisite: HIA 130✧
Laboratory: 6 hours
(course fee required)

HIA 274 2 credits
Retail Bakery Management
Students gain knowledge of managing a retail bakery outlet. Covers menu writing, food cost control, customer service, human resource management, bakery organization, inventory control and bakery production.
Prerequisite: HIA 128✧
Lecture: 1 hour
Laboratory: 3 hours

HIA 276✧ 3 credits
Food & Beverage Purchasing/Cost Control
Learn about food and beverage product specifications, purveyor selection, and receiving, storage and control functions.
Lecture: 3 hours

HIA 277✧ 3 credits
Catering Management
Aspects of planning, preparing and serving catering functions are covered. Students practice skills in laboratory settings by planning, preparing food and serving at special theme functions and buffet events.
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 280✧ 3 credits
Introduction to Wines & Spirits
Alcoholic-beverage classifications, alcoholic-beverage laws, wine regions, purchasing and control, promotion and service are discussed. Selected wines will be tasted.
Prerequisite: Minimum age 21
Lecture: 3 hours
(course fee required)

HIA 285✧ 3 credits
Hospitality Industry Law
Legal aspects of the hotel, food and travel business; guests and innkeepers; rights and responsibilities; common crimes against innkeepers; labor problems; and analysis of union contracts are covered.
Lecture: 3 hours

HIA 290✧ 3 credits
Dining Room Management
Students learn by managing the laboratory dining facility while observed and supervised by the instructor. Quality-service standards, supervising and training of dining room staff, labor cost and revenue control will be included in this course.
Prerequisite: HIA 120✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HIA 295✧ 3 credits
Cooperative Work Experience
This work experience will integrate classroom theory with on-the-job training. The college will assist a student in securing employment related to the student's major field of study and/or career interests. Under the supervision of the college and the employer, the student participates in job-training experience. In addition to working, the student will be required to participate in at least two one-hour seminars each semester.
Prerequisite: Completion of 12 hours credit, GPA of 2.0 and approval by the co-op faculty sponsor and the Cooperative Education Office
Laboratory: 240 hours

HIA 296✧ 0.5-3 credits
Special Topics in the Hospitality Industry
Selected topics in the area of hospitality industry are provided. Topics vary from semester to semester and information will be available during registration. Courses may be repeated when the topic area is different. A maximum of six credit hours may be used to fulfill graduation requirements.
Lecture: 0-3 hours
Laboratory: 0-6 hours
(course fee may be required depending on topic)

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 171✧ 3 credits
History of Latin America I
Political, social and economic history of principle Latin American nations, including the origins and development of its peoples and cultures to the period of independence.
Lecture: 3 hours *IAI: S2 910N*

HIS 172✧ 3 credits
History of Latin America II
Political, social and economic history of principle Latin American nations, including the origins and development of its peoples and cultures from the period of independence to the present.
Lecture: 3 hours *IAI: S2 911N*

HIS 191✧ 3 credits
History of Asia and the Pacific I
Cultural, political, and economic history of Asia and the Pacific region including the origin and development of its people and cultures to 1600.
Lecture: 3 hours *IAI: S2 908N*

HIS 192✧ 3 credits
History of Asia and the Pacific II
Cultural, political, and economic history of Asia and the Pacific region including the origin and development of its peoples and cultures from 1600.
Lecture: 3 hours *IAI: S2 909N*

HIS 210✧ 3 credits
U.S. Civil War and Reconstruction
An examination of the period of Civil War and Reconstruction in the United States, which highlights changes in political, cultural (including the role of women), racial, technological, economic and military issues throughout this period.
Prerequisite: Reading assessment test score of 4; or a grade of 'C' or better in RHT 085 or RHT 086
Lecture: 3 hours

HIS 296✧ 1-4 credits
Special Topics in History
Provides exposure to a variety of topics in the field of history. Topics vary from semester to semester and must be approved by the dean 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

Horticulture

HRT 100✧ 4 credits
Introduction to Horticulture
Covers the principles and practices in the development, production and use of horticulture crops, including classification, taxonomy, structure, growth, development, soils, fertilizers, greenhouse, turf, pest management and environmental influences of horticulture crops. All areas of horticulture will be introduced to the student. Discussion on careers in the Green Industry will be explored. (formerly ORN 110, Basic Ornamental Horticulture)
Lecture: 3 hours
Laboratory: 2 hours *IAI: AG 905*
(course fee required)

HRT 114✧ 4 credits
Floral Design & Display I
Introductory course in the art of floral design. Basic techniques, including taping, wiring, corsage construction and design mechanics will be explored. The history of floral design and its application to the present floral design industry is discussed. Course emphasis is on basic design principals/elements of fresh, dried and all other seasonal items used in the floral industry. Fresh flower handling and processing also will be discussed The history of floral design and its application to the present also will be explored. (formerly ORN)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

HRT 125✧ 4 credits
Plants and Society
Exploration of the connection between plants and society. The growth development, diversity, classification, plant breeding, origin, use and impact on our society will be explained. The concepts of identification, use, planting and planning will be explored. (formerly ORN)
Lecture: 4 hours *IAI: L1 901*

HRT 126✧ 3 credits
Arboriculture/Plant Propoagation
Basic principles of the care and maintenance of woody and herbaceous plants are examined. Discussion on the growth processes of plants, plant structure and function, propagation practices of both woody and herbaceous plants, including cuttings, grafting, layering and tissue culture, fertilization practices, media, propagation structures, nutrition, pruning, plant problem diagnosis and treatment, selection, planting and maintenance. (formerly ORN, Arboriculture/Propagation)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HRT 127✧ 3 credits
Entomology: Insects and People
Introduce the student to the world of insects, their biology, identification and structure, life cycle, hosts and damages. Control of insects by integrated pest management practices will be explored. The impact of insects on the environment will be emphasized. Also prepares the students to take the Illinois Pesticide Test. (formerly ORN, Entomology/Insect Pests)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HRT 128✧ 3 credits
Pathology and Plant Diseases
Basic principles of diseases, life cycles, host plants, symptoms, diagnosis control, impact of diseases on the environment will be covered. Selection of control practices, such as resistant plants, cultural prevention measures and use of pesticides also will be presented. Prepares students to take the Illinois Pesticide License exam. (formerly ORN, Pathology/Plant Disease)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HRT 134✧ 4 credits
Floral Design & Display II
Builds on the principles learned in HRT 114✧. Design principles and elements are discussed and practiced in detail. More advanced design styles and techniques are explored. Complete knowledge of varieties of cut flowers offered at the wholesale level and their

application to various designs will be discussed. (formerly ORN)
Prerequisite: HRT 114✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

HRT 135✧ 2 credits
Soils and Fertilizers
Introduces the nature of properties of soil, including discussion on soil formation, types, classes and groups of soils. The effects of water, nutrients and soil erosion, and its control also will be covered. Examines the interrelationships of soils, artificial growing media and fertilizers and the selection and use of fertilizers to meet plant nutritional requirements. Concurrent registration and enrollment in HRT 285✧ is required. (formerly ORN, Soils and Nutrition)
Prerequisite: HRT 100✧
Lecture: 2 hours
(course fee required)

HRT 140✧ 4 credits
Landscape Construction and Maintenance
Principles and practices of proper grounds maintenance to include mowing, cultivating, edging, de-thatching, plugging, seeding versus sodding, including the establishment and care of woody plants, trees, shrubs, herbaceous flowers, ground covers, vines, lawns and other landscape features. Safe practices in handling equipment, pesticides and small machinery are covered. Construction aspects and the equipment needed to accomplish the construction project are discussed. (formerly ORN)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

HRT 145✧ 3 credits
Landscape Plant Identification I
Focuses on the cultural and identification characteristics of selected evergreens, deciduous trees and shrubs. The care, hardiness, flower, fruit, branching habit, fall color and aesthetics in the uses of landscape plants also will be discussed. (formerly ORN, Fall Landscape Plant Identification)
Prerequisite: HRT 100✧
Lecture: 3 hours
(course fee required)

HRT 154✧ 3 credits
Horticulture Internship
On-the-job training designed to prepare students to enter an occupation in horticulture. Duties are carefully supervised to provide a positive learning experience. Students must work a minimum of 240 hours during the academic term at an approved work site and must also attend and participate in a one-hour meeting each week with coordinator and other enrolled students. (formerly ORN, Ornamental Horticulture Internship A)
Prerequisite: HRT coordinator consent
Lecture: 1 hour
Laboratory: 2 hours (240 hours per term)

HRT 225✧ 3 credits
Landscape Plant Identification II
Continuation of HRT 145✧, Landscape Plants I. Focuses on the cultural and identification characteristics of selected evergreens and deciduous trees and shrubs. The care, hardiness, flower, fruit, branching habit, fall color and aesthetics in the uses of landscape plants also will be discussed. (formerly ORN, Spring Landscape Plant I.D.)
Prerequisite: HRT 145✧
Lecture: 3 hours
(course fee required)

HRT 240✧ 4 credits
Landscape Design I
Principles of residential landscape design, which includes basic graphic presentation, site measurements, layouts, labeling and proper placement of plants into a design, concepts of balance, form, harmony and focal points will be discussed. Basic hardscapes, night lights, deck layout and practices also will be covered. (formerly ORN, Fall Landscape Design/Garden Design)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

HRT 244✧ 3 credits
Specialty Floral Design
Emphasizes wedding floral pieces and special events. Students will create a variety of bridal and church bouquets using various techniques. Emphasis will be placed on conducting wedding consultations and completing the entire wedding scenario. Special emphasis also will be placed on creating floral pieces for special events, such as banquets, etc.
Prerequisite: HRT 114✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HRT 250✧ 4 credits
Flower Shop Operation
Covers flower shop operations including merchandising, management techniques, business principles, techniques used in operating a shop, equipment needed and purchasing of materials. Securing material and delivery, comparing retail and wholesale and the connection to big retail outlets also will be covered. Special emphasis on customer relations and services will be explored. (formerly ORN)
Prerequisite: HRT 114✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

HRT 261✧ 1 credit
Annuals and Perennials
The identification, selection, care and use of annuals and perennials in the landscape garden will be discussed. The culture, fertilization and use in containers also will be covered. Class time may be spent on implementing the design and planting process in the Triton Botanical Garden. (formerly ORN, Annuals/Perennials)
Laboratory: 2 hours
(course fee required)

HRT 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. Time will be spent in the Triton Botanic Garden in implementing the plan and design of student projects. (formerly ORN)
Laboratory: 2 hours
(course fee required)

HRT 266✧ 1 credit
Landscape Terminology Bi-Lingual
Designed for bi-lingual and English-speaking students. Students will obtain bi-lingual language skills useful in effective communication in jobs in the horticulture industry, including garden centers, landscaper, nursery worker or golf course. (formerly ORN)
Laboratory: 2 hours
(course fee required)

HRT 282✧ 3 credits
Interior Plantscaping/Houseplants
Identification, culture and use of tropical house plants. Exotic plants cultivated in botanic gardens and conservatories are covered. Emphasis on the selection of these plants in planning interior decoration and indoor landscaping will be explored. Terrarium, dish gardens and Bonsai are covered. (formerly ORN, Office Plant Care)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

HRT 285✧ 2 credits
Turf & Lawn Management
A study of the types and varieties of turf grasses, their culture and maintenance, care and hardiness. Lawn and turf establishment and maintenance are dis-

cussed. Fertilization, pests and pest controls, equipment, turf for both residential and commercial areas of turf also will be covered. Golf course maintenance will be explained. (formerly ORN)
Prerequisite: HRT 100✧; concurrent enrollment in HRT 135✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

HRT 295✧ 4 credits
Landscape Design II
Covers more advanced practices of landscape design. Techniques and utilization of landscape plantings, features, hardscapes, garden terrace, walks, fences, mounds, berms, streams and outdoor lighting will be covered. Outdoor lighting, decks, patios, outdoor living rooms will be developed into a landscape plan. Contract costs, landscape bidding and specifications also are discussed. (formerly ORN, Spring Landscape Design/ Garden Design)
Prerequisite: HRT 240✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

HRT 296✧ 0.5-3 credits
Special Topics in Horticulture
Selected topics in the areas of contemporary Horticulture may vary from semester to semester and information will be available during registration in the Horticulture program office. Course may be repeated up to three times when content is different, but only six hours can be used to meet graduation requirements.
Prerequisite: Consent of coordinator
Lecture: 0.5-3 hours
Laboratory: 0-6 hours
(course fee required)

HRT 297✧ 3 credits
Landscape Computer Applications
Utilizes the student's basic design skills to develop site plans and graphic designs using computer-assisted design (CAD). Emphasis will be on practical application of software and hardware to develop working drawings for the landscape. Applications of design principles using 'Sketch-Up" and autoCAD-based software also will be emphasized.
Prerequisite: HRT 240✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

HRT 298✧ 4 credits
Nursery/Garden Center Management
Selection, management, operations and the skills needed to operate a nursery or garden center, discussion on management, personnel, laws and regulations, marketing, inventory of wholesale and retail nurseries will be discussed. Location, shipping, marketing, sales and trucks/equipment needed in the nursery garden center business will be explored. A nursery garden center layout (model) will aid in developing the necessary components needed in the project. (formerly ORN)
Prerequisite: HRT 100✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

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✧ 3 credits
Public Health and Wellness
Introduction to the concepts and principles of public health and wellness. Concentration on the preventative purposes of public health laws and official health agencies will be examined. Environmental origins of disease will be studied in urban, suburban, rural and underdeveloped communities. Emphasis is placed on health and wellness programs in society.
Lecture: 3 hours

HTH 120✧ 3 credits
Principles of Nutrition
Introduction to the science of nutrition and its relationship to health and wellness. Concepts and functions of the basic nutrients, their digestion, absorption, and metabolism are analyzed. Supplements, fad diets, body composition, and blood glucose levels are examined. Nutritional influences based on culture, age, socioeconomic factors, and psychological issues are covered. Analysis and application of nutritional concepts to promote human development, health, growth, and disease prevention are emphasized.
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✧ 3 credits
Drug & Alcohol Education
Introduction to the use, misuse and abuse of alcohol and drugs. The implication of drugs on the psychological, physical and social functioning of humans will be examined. Identification of various classes of drugs will be addressed including those legal, illegal and prescribed.
Lecture: 3 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 221✧ 3 credits
Sport Specific Rehabilitation and Training
Provides students with the principles and theories of sport rehabilitation and training. The student will learn principles of athletic training based on specific sports, including conditioning, periodization training and rehabilitation from sport injuries. Modalities, progressive resistive exercises, flexibility training and sport specific drills will be covered.
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 certification through the American Red Cross in standard First Aid and CPR.
Lecture: 2 hours
(course fee required)

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 105✧ 3 credits
Humanities Through the Arts II
This course is a continuation and further elaboration of the themes and genres of the Humanities through selected works of art, music, literature, philosophy and drama, originally investigated in HUM 104✧. The course is a thematic- or genre-based interdisciplinary study of selected works of art, music, literature and philosophy. HUM 105✧ will introduce new themes and genres not covered in HUM 104✧. The courses may be taken in either order.
Lecture: 3 hours

HUM 120✧ 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
Analyze and express basic tenets of an ethical and moral philosophy with special regard to their impact on professional careers. The relationship between ethical systems and various professional groups and organizations is examined through the lens of specific and current topics, including the rights and responsibilities of employers and employees.
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
Analyze and express basic tenets of an ethical and moral philosophy with particular emphasis on their relationship to the business world. Understand the link between ethics and business organizations, with special regard to current trends in business, through the use of topical discussions of current events, such as environmental concerns and social responsibility of business.
Lecture: 1 hour

HUM 151✧ 3 credits
Great Books of the West I
Reading and analysis of representative masterpieces from a variety of nationalities and epochs. Focuses primarily upon texts of the Western tradition composed between Antiquity and the Renaissance. (formerly Great Books I)
Lecture: 3 hours *IAI: H3 906*

HUM 152✧ 3 credits
Great Books of the West II
Reading and analysis of representative masterpieces from a variety of nationalities and epochs. Focuses primarily upon texts of the Western tradition composed between the Renaissance and the present. (formerly Great Books II)
Lecture: 3 hours *IAI: H3 907*

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-Colombian civilizations and continue into contemporary Latin America. Adaptations to and influence on Western culture in political, social and economic development also will be discussed.
Lecture: 3 hours *IAI: H2 903N*

HUM 170✧ 3 credits
Introduction to Women's and Gender Studies
An introductory course that examines the constructions of masculinity and femininity. Explores how gender is influenced by race, class, culture and sexuality. Exposes students to the fundamental arguments, theories and histories of women's and gender studies through an engagement of images, texts and film.
Prerequisite: Writing and Reading assessment test score of 4; or a grade of 'C' or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

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)

Interdisciplinary Study

IDS 101✧ 3 credits
The Arts in Western Culture I
A chronologically-based interdisciplinary survey of significant literary, philosophical, visual, architectural, theatrical, musical and other performance-based artistic expressions of Western culture from prehistory to the Renaissance.
Lecture: 3 hours *IAI: HF 902*

IDS 102✧ 3 credits
The Arts in Western Culture II
Second semester completion of a chronologically-based interdisciplinary survey of the significant intellectual, literary, philosophical, visual, musical and other performance-based artistic expressions from the major epochs of Western culture, from the Renaissance to the present. The course may stand on its own, and a student may take either course in the sequence.
Lecture: 3 hours *IAI: HF 903*

Independent Study

IND 199✧ 1-4 credits
Independent Study
This is a variable-credit, independent-study course, which may be repeated for up to four credits. The student prepares a proposal with an instructor and submits it for approval to the department chairperson and area dean. Independent study cannot replace a regular course.
Prerequisite: Satisfactory completion of 15 semester hours of credit
Lecture: 1-4 hours

Interior Design

INT 112✧ 3 credits
Materials and Sources
A study of the nature and process of procurement of interior materials, such as wood, stone, metals, plaster, gypsum board, acoustical tile, vinyl composition tile, cork, rubber tile, ceramic tile, terrazzo, plastic laminate, solid surfacing, paints and stains, lighting fixtures, furnishings, fixtures, equipment and accessories. (formerly Interior Color and Materials)
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

INT 116 3 credits
Color for Interiors
Study of color theories and their application to interior design. (formerly Interior Color Composition)
Lecture: 1 hour
Laboratory: 3 hours
(course fee required)

INT 160✧ 3 credits
Residential Interior Design
An introductory course in interior design of residential spaces. The functional, financial, social and aesthetic aspect of the home and its furnishings are studied through studio work in evaluation of house and apartment plans and selection and arrangement of furnishings. Interior decorating and Feng Shui principles are studied, including color selection, upholstery, draperies, curtains, shades, blinds, furniture, wall coverings, decorative art, tableware, lighting and accessories.
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

INT 199✧ 3 credits
Interior Design Internship
On-the job training designed to prepare the student to enter an occupation in interior design or a related field. Duties are carefully supervised to provide the best learning possible.
Prerequisite: ARC coordinator approval
Laboratory: 7 hours
(course fee required)

INT 201✧ 3 credits
Interior Design I
A study of space and its use in interior design through the application of the elements and principles of design. May be combined with INT 202✧ (advanced interior design students) in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team.
Prerequisite: ARC 171✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

INT 202✧ 3 credits
Interior Design 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. May be combined with INT 201✧ (beginning interior design students) in order to be able to learn from other students' efforts, share ideas, and learn how to work as a team.
Prerequisite: INT 201✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

INT 203✧ 3 credits
Lighting Design
A study of the art and science of design of lighting of buildings and interiors, both natural and artificial. Topics to be studied include an understanding of various sources of natural and artificial lighting, energy impact of light source selection, color temperature of lighting and how it affects design, electrical power and switching, building code requirements and calculation of lighting intensity with regard to functional requirements.
Prerequisite: ARC 171✧
Lecture: 2 hours
Laboratory: 2 hours

INT 204✧ 3 credits
Interior Design Business Practice
A study of the business aspects of interior design practices.
Lecture: 2 hours
Laboratory: 2 hours

INT 205 3 credits
Computers for Kitchen and Bath Design
20-20 Design CAD software applications for kitchen and bath design.
Lecture: 2 hours
Laboratory: 2 hours

INT 211✧ 3 credits
History of Interiors and Furniture
The study of the history of interior design and furniture from antiquity to the present with emphasis on the western world. Individual building interiors and furniture pieces are analyzed in terms of design, motif, construction, period, style, designer and use.
Prerequisite: RHT 101✧
Lecture: 3 hours
(course fee required)

INT 212✧ 3 credits
Residential Kitchen and Bath Design
A study of all aspects of residential kitchen and bath design, including elements and principles of design, technical applications, materials and construction, and the latest products available. (formerly Residential Kitchen Design)
Prerequisite: INT 160✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

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 and the language is stressed.
Lecture: 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: 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: 4 hours
(course fee required)

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: 4 hours *IAI: H1 900*

ITL 113✧ 2 credits
Italian Composition & Conversation I
Designed to develop the 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 ITL 104✧
Lecture: 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 ITL 104✧
Lecture: 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: 4 hours

Mathematics

Enrollment into mathematics courses is based on student performance on the Triton math placement test.

MAT 045 5 credits
Pre-Algebra
Covers the skills necessary to be successful in taking a math class which requires competency in whole numbers, fractions, decimals, order of operations, ratio and proportion, percent topics, measurement, elementary geometry topics, introductory graphical representation, introductory signed number manipulation and an introduction to basic equation solving. Additionally, test-taking skills, reading the mathematics textbook and taking notes in mathematics will be emphasized. Special emphasis will be on processing and solving word problems.
Lecture: 5 hours

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
Examines concepts in functions, relations, graphing, systems of equations, inequalities, polynomials, rational expressions, quadratic equations, right triangles, circles, areas of plane figures and related geometry concepts.
Prerequisite: MAT 055 (with a minimum grade of "C"), or qualifying score on placement test
Lecture: 5 hours
(course fee required)

MAT 095 2 credits
Basic Skills Test Math Review for Prospective Teachers
Provides a review of those skills required to pass the mathematics portion of the Illinois Basic Skills Exam for teachers. This course cannot be used toward any degree requirements or elective credits.
Lecture: 2 hours

MAT 096 5 credits
Algebra/Geometry Review
Examine elementary and intermediate level algebra concepts, along with plane geometry, signed numbers, factoring, linear equations, graphs, exponents, operations on rational expressions, graphing linear equations, solving fractional and quadratic equations, plane Euclidean geometry studying lines, angles, circles, polygons and their congruence. *This intensive course is recommended for highly motivated students wanting a refresher course of previously learned material. Taught only as an online class.* Note: Credit will not be given for both MAT 096 and MAT 055 and/or MAT 085.
Prerequisite: MAT 045 (with a minimum grade 'B') or qualifying score of 002 on placement test within the last year.
Lecture: 5 hours

MAT 099 1 credit
Math for Meds
Examines and teaches concepts in dosage calculations, metric system and conversions as applied to Nursing and Respiratory Care. Clinical application is included using simulated case situations directly related to the student's field of study.
Prerequisite: MAT 055 (with a minimum grade of "C"), or qualifying score on placement test
Lecture: 1 hour

MAT 101✧ 3 credits
Quantitative Literacy
Intended for students in areas of study not requiring calculus or advanced mathematics. Topics selected from voting systems, fair division, apportionment, Euler Circuits, networks, spiral growth

in nature, symmetry, analyzing data and introductory probability.
Prerequisite: Reading and Writing at college level (score of 4) and Intermediate Algebra and Geometry, demonstrable through a minimum Triton placement score of 6, or ACT Math score of 20(within the last two years), or completion of MAT 085 or MAT 096 with a grade of "C" or better.
Lecture: 3 hours *IAI: M1 901*

MAT 102✧ 3 credits
Liberal Arts Mathematics
Intended for students in areas of study not requiring calculus or advanced mathematics. Topics will be selected from sets, logic, consumer mathematics, numeral systems, geometry in nature and daily life, introductory statistics and introductory probability.
Prerequisite: Reading and Writing at college level (score of 4) and Intermediate Algebra and Geometry, demonstrable through a minimum Triton placement score of 6, or ACT Math score of 20(within the last two years), or completion of MAT 085 or MAT 096 with a grade of "C" or better.
Lecture: 3 hours *IAI: M1 904*

MAT 103✧ 3 credits
Applied Intermediate Algebra
This is an intermediate-level course in algebra, including topics in exponential and radical manipulation, functions, relations, rational expressions and solving fractional and quadratic equations. Heavy emphasis on applications rather than theory. This course may not be used to fulfill the mathematics requirement in the AS or AA degree.
Prerequisite: MAT 055 (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours

MAT 110✧ 5 credits
College Algebra
Examine operations on real numbers: factoring; polynomials; rational expressions; topics from the theory of equations; polynomial, exponential and logarithmic functions; systems of equations; the binomial theorem; mathematical induction; partial fractions; and complex numbers. Credit for MAT 111✧ will not be given if credit for MAT 110✧ previously has been earned.
Prerequisite: MAT 085 (with a minimum grade of "C" or better), or minimum placement test score of 6, or ACT score of 20 (within the last two years)
Lecture: 5 hours

MAT 111✧ 5 credits
Pre-Calculus
Operations on real and complex numbers, functional representation, systems of equations, determinants, mathematical induction, and theory of equations and inequalities are covered. Also included is an introduction to the basic ideas of the relational aspects of plane trigonometry. Credit for MAT 110✧ or MAT 114✧ will not be given if credit for MAT 111✧ previously has been earned. (formerly College Algebra & Trigonometry)
Prerequisite: Reading and writing scores at college level, and MAT 103✧ with a grade of "B" or better, demonstrable through a minimum Triton placement test score of 6, or ACT score of 22 (within the last two years), or completion of MAT 085 or MAT 096, with a grade of "B" or better.
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: Reading and Writing at college level (score of 4) and Intermediate Algebra and Geometry, demonstrable through a minimum Triton placement score of 6, or ACT Math score of 20(within the last two years), or completion of MAT 085 or MAT 096 with a grade of "C" or better.
Lecture: 3 hours

MAT 116✧ 3 credits
Math for Elementary School Teachers I
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: Reading and Writing at college level (score of 4) and Intermediate Algebra and Geometry, demonstrable through a minimum Triton placement score of 6, or ACT Math score of 20(within the last two years), or completion of MAT 085 or MAT 096 with a grade of "C" or better.
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 122✧ 3 credits
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. Cannot be used to fulfill the mathematics requirement in the AA, AS AFS or AGS degrees. (formerly TEC, Elementary Technical Mathematics)
Prerequisite: MAT 045 or placement test score of 2 or better, within the last year
Lecture: 3 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✧ or MAT 111✧ (minimum grade "C" or qualifying score on placement test)
Lecture: 3 hours *IAI: M1 906*

MAT 131✧ 5 credits
Calculus & Analytic Geometry I
First course in a three-part calculus sequence. It introduces the concept of a limit process, which is central to much of modern mathematics. Develops the differential and integral calculus of elementary functions from the limit idea. Develops applications to geometry, physics, economics and other sciences.
Prerequisite: Reading and writing scores at college level, and MAT 111✧ with a grade of "C" or better, demonstrable through a minimum Triton placement test score of 8, or ACT score of 24 (within the last two years), or completion of MAT 110✧ and MAT 114✧ with a grade of "C" or better.
Lecture: 5 hours
IAI: M1 900-1; MTH 901

MAT 133✧ 5 credits
Calculus & Analytic Geometry II
This is the second course in a three-part calculus sequence. It extends the concepts and theory of the first course to transcendental and hyperbolic functions, as well as to sequence and series. Infinite series are introduced, power techniques for integration are developed, and further applications to plane geometry and the sciences are explored.
Prerequisite: MAT 131✧ (minimum grade "C")
Lecture: 5 hours
IAI: M1 900-2; MTH 902

MAT 134✧ 5 credits
Introduction to Calculus for Business & Social Science
Provides an introduction to differential and integral calculus of algebraic exponential, logarithmic and multivari-

able functions. Places special emphasis on applications to business, economics and the social sciences.
Prerequisite: Reading and writing scores at college level, and MAT 111✧ with a grade of "C" or better, demonstrable through a minimum Triton placement test score of 8, or ACT score of 24 (within the last two years), or completion of MAT 110✧ with a grade of "C" or better.
Lecture: 5 hours *IAI: M1 900-B*

MAT 135✧ 3 credits
Calculus & Analytic Geometry III
This is the third course in a three-part calculus sequence. It extends the concepts and theory of the first two courses to multivariable calculus. Vectors, functions of vectors and vector-valued functions are introduced, differentiated and integrated. Applications to solid analytic geometry and the sciences are made.
Prerequisite: MAT 133✧ (minimum grade "C")
Lecture: 3 hours
IAI: M1 900-3; MTH 903

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. Students will use a statistical package such as SPSS or the capabilities of the TI graphing calculator.
Prerequisite: Reading and Writing at college level (score of 4) and Intermediate Algebra and Geometry, demonstrable through a minimum Triton placement score of 6, or ACT Math score of 20(within the last two years), or completion of MAT 085 or MAT 096 with a grade of "C" or better.
Lecture: 3 hours *IAI: M1 902, BUS 901*

MAT 224✧ 3 credits
Linear Algebra
A first course in vectors, matrices, vector spaces and linear transformations. Serves not only as an introduction to more abstract mathematics courses at the junior-senior level, but also have many useful applications outside mathematics. May be taken concurrently with, but should not replace, a course in multivariable calculus. Topics include vectors, vector spaces, matrices, determinants, matrix algebra, linear independence, linear transformations eigenvalues and eigenvectors, and applications of these topics. Approximately one-third of the course will involve the concept of mathematical proof as applied to linear algebra.
Prerequisite: MAT 133✧ (with a grade of "C" or better)
Lecture: 3 hours *IAI: MTH 911*

MAT 341✧ 3 credits
Differential Equations
Systematic procedures for solving ordinary differential equations are covered. Emphasis is on solving 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

Mass Communication - Multimedia

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
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 and skills in using equipment and procedures necessary to produce programs for radio. Hands-on experience with journalism/mass communication program's radio production facilities.
Prerequisite: MCM 120✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

MCM 150✧ 3 credits
Film History and Appreciation
A survey of film as an art form, emphasizing elements of story, aesthetics, differences among genres and criticism. Examines such techniques as pictorial composition, movement, lighting and editing.
Lecture: 3 hours *IAI: F2 908*

MCM 160✧ 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; preparing copy for publication; and developing news stories, from idea to finished publication. Students write basic stories under real-time constraints. Work on student newspaper is correlated with course content. (formerly JRN 150)
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)

MCM 200✧ 3 credits
Basic News Editing
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. (formerly JRN)
Prerequisite: MCM 160✧ or participation in High School newspaper writing or editing
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

MCM 205✧ 3 credits
Basic Broadcast Announcing
Broadcast announcing principles and techniques are discussed and applied. Topics include creating, reading and delivering commercials, news, interviews, public service announcements and special events. Performance of live, on-air broadcasts on WRRG, Triton's radio station, is featured.
Prerequisite: SPE 101✧, MCM 120✧
Lecture: 2 hours
Laboratory: 2 hours *IAI: MC 918*
(course fee required)

MCM 296✧ 1-4 credits
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

Marketing

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 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 169✧ 3 credits
Textiles/Clothing Construction
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. (formerly 269, Textiles)
Lecture: 3 hours

MKT 200✧ 3 credits
Developing the Professional Image
Designed for those seeking professional development and growth. Topics will include how to project the right image, developing better cross-cultural communication, business ethics and etiquette, time and stress management and much more.
Lecture: 3 hours

MKT 256✧ 3 credits
Cooperative Work Experience
Work experience will integrate classroom theory with on-the-job training. The college will assist the student in securing employment related to the field of study and/or career interests. Under the supervision of the college and the employer, the student participates in job-training experiences.
Prerequisite: 1) Completion of 12 college credit hours. Two (2) of these courses, in discipline, must be completed; 2) 2.0 GPA ("C" average); 3) Approval of Cooperative Education Office
Laboratory: 15 hours

MKT 257✧ 3 credits
Retail Management
A study of retail institutions is provided. Emphasis is on developing and running an enterprise. Areas of concern are store location and organization, layout techniques, buying and merchandising techniques, advertising and sales promotion, inventory control, personnel policies and success in the firm.
Lecture: 3 hours

MKT 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✧ or concurrent enrollment
Lecture: 3 hours

MKT 277✧ 3 credits
Sports Economics and Promotion
Economics and promotion of professional as well as non-professional sports events or facilities are constantly changing and always in need for revenue acquisition and sponsorships of organizations. Topics include investing of public resources, economic impact analysis, admissions pricing, pricing of licensed products and services, pricing of food and souvenir concessions, establishment and development of sponsorship programs and fundraising.
Prerequisite: MKT 276✧
Lecture: 3 hours

MKT 281✧ 3 credits
Cooperative Work Experience
This is a continuation of the first co-op course. Students have the option to continue with the previous place of employment or select a different area of concentration related to the major field of study or career interests. Work experience must go beyond what was learned in the previous co-op class or consist of an entirely different learning experience. Continuous growth of the individual is emphasized.
Prerequisite: 1) Completion of first co-op course with at least a "C" grade; 2) 2.0 GPA ("C" average); 3) Approval of Cooperative Education Office
Laboratory: 15 hours

MKT 289✧ 3 credits
Consumer Behavior
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✧ or concurrent enrollment
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✧ or concurrent enrollment
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 the topic is

different. Up to six credits may be used toward graduation requirements.
Lecture: 0.5-3 hours

Music

MUS 100✧ 2 credits
Rudiments of Theory
Notation, scales, intervals, chords and terminology are covered. Recommended for students with little or no background in music.
Lecture: 2 hours
(course fee required)

MUS 101✧ 3 credits
Electronic Music Production
Provides a detailed explanation of computer music production. Students will develop skills in loop production, MIDI production, sampling, soft synths, audio recording, editing and mixing through class instruction and hands-on learning. Projects focus on loop production, MIDI production, audio recording and film scoring using Apple computers running Ableton Live and Reason software.
Lecture: 3 hours

MUS 105✧ 3 credits
Theory of Music I
Intensive training in the fundamentals of music, part writing and analysis.
Prerequisite: Satisfactory performance on theory-placement examination; or completion of MUS 100✧ with a grade of 'C' or higher, and concurrent enrollment in MUS 115✧ and MUS 135✧
Lecture: 3 hours
(course fee required)

MUS 106✧ 3 credits
Theory of Music II
Continuation of the materials presented in MUS 105✧. Emphasis is on the introduction of secondary triads, elementary modulation and dominant seventh chords.
Prerequisite: MUS 105✧, MUS 115✧, MUS 135✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 116✧ and MUS 235✧
Lecture: 3 hours
(course fee required)

MUS 110✧ 3 credits
Listening to Music
Enjoy the pleasure of music. Presents, through guided listening, music's history, development and its parallel with the evolution of humans. Emphasis is on the joy of exploring the effect of music on our ears, mind and body. Style, form and technique of instrumental and vocal music will be studied.
Lecture: 3 hours *IAI: F1 900*

MUS 115✧ 1 credit
Sight-Singing & Ear Training I
Laboratory section involving practice in melodic, harmonic and rhythmic dictation, sight-singing and applying the material presented in MUS 105✧.
Prerequisite: Satisfactory performance on theory-placement examination, or completion of MUS 100✧ with a grade of 'C' or higher, and concurrent enrollment in MUS 105✧ and MUS 135✧
Laboratory: 2 hours
(course fee required)

MUS 116✧ 1 credit
Sight-Singing & Ear Training II
Laboratory section involving practice in melodic, harmonic and rhythmic dictation and sight-singing, applying material presented in MUS 106✧.
Prerequisite: MUS 105✧, MUS 115✧, MUS 135✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 106✧, and MUS 235✧
Laboratory: 2 hours
(course fee required)

MUS 120✧ 3 credits
Record Production I
Details the process of music production and music business. Gives an overview of pre-production, tracking, overdubbing, mixing, mastering, promotion, marketing, sales, royalty computations and the business of music. Hands-on student music projects develop skills in loop production, remixing and mixing using Apple computers running Ableton Live and Reason software.
Lecture: 3 hours

MUS 135✧ 1 credit
Keyboard Musicianship I
Keyboard realization of the harmonic materials presented in MUS 106✧. Emphasis is on figured bass, harmonization, modulation and transposition. Required of all students enrolled in MUS 207✧. Offered in combination with *MUS 235✧*, which is similar in content and lab where students will work in a collaborative environment. Students will work independently for a portion of the class. (formerly Keyboard Harmony I)
Prerequisite: Satisfactory performance on theory-placement examination, or completion of MUS 100✧, with a grade of 'C' or higher, and concurrent enrollment in MUS 115✧ and MUS 105✧
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— Instrumental
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. (formerly Applied Music-Instrumentation)
Prerequisite: Satisfactory performance on theory-placement examination, or completion of MUS 100✧, with a grade of 'C' or higher, and concurrent enrollment in one of the instrumental music ensemble courses (MUS 250✧, MUS 253✧, MUS 266✧). Includes: violin, viola, cello, string bass, flute, clarinet, oboe, bassoon, trumpet, French horn, trombone, baritone horn, tuba, percussion, saxophone, classical guitar and jazz/rock piano.
Laboratory: 2-4 hours
(course fee required)

MUS 180✧ **1 or** 2 credits
Applied Music— Piano
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 maximum of eight accrued credits.
Prerequisite: Satisfactory performance on theory-placement examination, or completion of MUS 100✧, with a grade of 'C' or higher, and concurrent enrollment in a music ensemble course (MUS 250✧, MUS 253✧, MUS 262✧ MUS 266✧).
Laboratory: 2-4 hours
(course fee required)

MUS 181✧ **1 or** 2 credits
Applied Music— Voice
(See MUS 179✧) 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: Satisfactory performance on theory-placement examination, or completion of MUS 100✧ with a grade of 'C' or higher, and concurrent enrollment in a vocal ensemble course (MUS 262✧); exceptions are drama majors who may enroll in the one-credit section
Laboratory: 2 hours
(course fee required)

MUS 200✧ 2 credits
Improvisation I
This course is a structured study of the theory and techniques of improvisation as used by the commercial/jazz musician and applied to the student's major instrument through reading, listening, transcribing and performing.
Prerequisite: MUS 105✧, MUS 115✧; and MUS 106✧, MUS 116✧, MUS 135✧ or MUS 235✧; or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

MUS 201✧ 2 credits
Improvisation II
Continuation and further refinement of the skills and materials developed in MUS 200✧.
Prerequisite: MUS 106✧, MUS 116✧ and MUS 200✧; concurrent enrollment in MUS 207✧ and MUS 217✧; and MUS 135✧ or MUS 235✧; or concurrent enrollment
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

MUS 202✧ 2 credits
Improvisation III
Continuation and further refinement of the skills and materials developed in MUS 200✧ and MUS 201✧.
Prerequisite: MUS 207✧, MUS 217✧, MUS 135✧; and concurrent enrollment in MUS 208✧, MUS 218✧ and MUS 235✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

MUS 207✧ 3 credits
Theory of Music III
Harmony, counterpoint and analysis are covered. Emphasis is on altered chords, including the Augmented sixth, the Neapolitan, Borrowed Chords, secondary-dominant and secondary-leading-tone chords.
Prerequisite: MUS 106✧, MUS 116✧, MUS 235✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 217✧ and MUS 180✧
Lecture: 3 hours
(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✧, MUS 217✧, MUS 180✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 218✧
Lecture: 3 hours
(course fee required)

MUS 211✧ 2 credits
Arranging & Composition
This is a structured study of the techniques of writing for the various types and sizes of ensembles most used in the commercial music field.
Prerequisite: MUS 207✧, MUS 217✧, MUS 235✧ and MUS 247✧; concurrent enrollment in MUS 208✧, MUS 218✧ and MUS 249✧
Lecture: 2 hours
(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.
Prerequisite: Sophomore standing
Lecture: 3 hours *IAI: F1 901*

MUS 216✧ 3 credits
Music in America
A survey of music and musicians in America from colonial times to the present. The position of music in American social life and institutions is discussed, along with the influence of foreign musical traditions.
Lecture: 3 hours *IAI: F1 904*

MUS 217✧ 1 credit
Sight-Singing & Ear Training III
Laboratory section involving practice in melodic, harmonic and rhythmic dictation and sight-singing, applying material presented in MUS 106✧.
Prerequisite: MUS 106✧, MUS 116✧, MUS 235✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 207✧; and MUS 180✧
Laboratory: 2 hours
(course fee required)

MUS 218✧ 1 credit
Sight-Singing & Ear Training IV
Student will successfully perform vocally and recognize examples, which employ the same compositional styles as those in MUS 208✧.
Prerequisite: MUS 207✧, MUS 217✧, MUS 180✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 208✧
Laboratory: 2 hours
(course fee required)

MUS 220✧ 3 credits
Record Production II
Educates students about the business side of the music industry and provides students with an advanced realistic studio experience covering engineering, how to listen, what to listen for, studio equipment, industry lingo, calculation of royalties and publishing, how to create a production budget for a record label and/or production company, how to produce various genres of music, as well as creation of a demo.
Prerequisite: MUS 120✧
Lecture: 3 hours

MUS 235✧ 1 credit
Keyboard Musicianship II
Continuation and further development of the skills and materials presented in MUS 135✧. Offered in combination with MUS 135✧, which is similar in content and lab. Students will work in a collaborative environment with students in MUS 135✧. Students will work independently for a portion of the class. (formerly, Keyboard Harmony II)
Prerequisite: MUS 105✧, MUS 115✧, MUS 135✧ all with a grade of 'C' or higher, and concurrent enrollment in MUS 116✧ and MUS 106✧
Laboratory: 2 hours
(course fee required)

MUS 247✧ 1 credit
Commercial Keyboard Harmony I
Vocabulary and structure of the music language as used in a commercial/jazz format is taught at the keyboard. Primary emphasis is conceptual. High keyboard skill levels desirable but not required.
Prerequisite: MUS 106✧, MUS 116✧; and MUS 207✧, MUS 217✧ and MUS 235✧ or concurrent enrollment
Laboratory: 2 hours
(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✧, MUS 217✧, MUS 247✧; and MUS 208✧, MUS 218✧ and MUS 235✧; or concurrent enrollment
Laboratory: 2 hours
(course fee required)

MUS 250✧ 1 credit
Concert Band
Students perform the finest contemporary literature, traditional classics and successful orchestra transcriptions available for band. A series of public and school concerts are presented each year. May be repeated for a maximum of four accrued credits. Enrollment is by permission of the director of bands. Auditions may be required.
Prerequisite: Past instrumental playing experience
Laboratory: 3 hours
(course fee required)

MUS 251✧ 0.5 credit
Community Concert Band I
Performance of contemporary literature, traditional classics and successful orchestra transcriptions available for band are provided. A series of public and school concerts is presented each year. May be repeated for a maximum of two accrued credits. This course is recommended for non-majors.
Prerequisite: part-playing experience or and music reading ability
Laboratory: 3 hours
(course fee required)

MUS 252✧ 0.5 credit
Community Concert Band II
Advanced students' performance of contemporary literature, traditional classics and successful orchestra transcriptions available for band are provided. A series of public and school concerts is presented each year. May be repeated for a maximum of two accrued credits.
Prerequisite: MUS 251✧
Laboratory: 3 hours
(course fee required)

MUS 253✧ 1 credit
Ensemble
Students will perform in small ensembles. Some public performance is required. May be repeated for a maximum of four accrued credits.
Prerequisite: Department consent
Laboratory: 2 hours
(course fee required)

MUS 261✧ 1 credit
College Chorus
Membership is open to students who wish to continue the study of choral music and participate in public performances. May be repeated for a maximum of four accrued credits.
Prerequisite: High school chorus or similar experience
Laboratory: 5 hours
(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.
Prerequisite: Consent of Instructor
Laboratory: 3 hours
(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
(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

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 101✧ 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

Nuclear Medicine Technology

NUM 100✧ 3 credits
Science of Nuclear Medicine
Fundamentals of radiation as used in the practice of nuclear medicine, methods of decay and decay schemes are presented. Methods of radio nuclide production also are covered. Mathematical skill review and calculations of radioactive decay, biological and physical half-life and half-value layer will be studied. (formerly Fundamentals of Nuclear Medicine)
Prerequisite: Score 8 on math placement test or completion of MAT 110✧, with a 'C' or better and admission to Nuclear Medicine program
Lecture: 3 hours

NUM 103✧ 2 credits
Radiation Safety and Protection
Introduction to the history and development of the field of nuclear medicine. Differences between licensure, certification and accreditation are covered. Philosophy of ALARA and practical measures to apply are presented. Safe handling, receiving, storage, disposal and decontamination of radioactive material. Personal monitoring, occupational limits and associated exposure definitions also are covered. Units of radiation protection and their conversion, regulations and documents governing the use of radioactive material will be studied. Principles of radiation biology and the potential effects of exposure to the human body are pre-

sented. (formerly 102, Nuclear Pharmacy I)
Prerequisite: Admission into Nuclear Medicine program
Lecture: 2 hours

NUM 140✧ 5 credits
Nuclear Medicine Instrumentation

Principles and operation of gaz detector systems, scintillation detector systems, positron emission tomographic detectors and the components that make up each of these systems. Methods of image reconstruction and enhancement are covered. Fundamental components, applications and processing techniques used in nuclear medicine computers will be presented. Laboratory experience supporting use of instrumentation, quality control parameters and computer applications also are covered.
Prerequisite: NUM 100✧, NUM 103✧, concurrent enrollment with NUR 155✧
Lecture: 3 hours
Laboratory: 4 hours
(course fee required)

NUM 155✧ 3 credits
Patient Care in Nuclear Medicine

Principles of patient care to prepare the student for their clinical rotations are covered. Patient communication, body mechanics, patient positioning, infection control, universal precautions, venipuncture techniques, specialized equipment, ethics and patient confidentiality are presented. Included are visits to the three clinical sites the student will rotate through.
Prerequisite: NUM 100✧, NUM 103✧; concurrent enrollment with NUM 140✧
Lecture: 1 hour
Laboratory: 4 hours
(course fee required)

NUM 160✧ 3 credits
Nuclear Medicine Procedures I

Introduction to clinical nuclear medicine, camera quality assurance, bone and lung imaging procedures, associated anatomy/physiology, indications, pathology and scan interpretation. Case study presentations.
Prerequisite: NUM 140✧, NUM 155✧; concurrent enrollment with NUM 161✧
Lecture: 3 hours

NUM 161✧ 3 credits
Applied Nuclear Medicine Technology I

Supervised clinical experience to orientate the student to basic procedures in nuclear medicine. Patient care, bone imaging, lung imaging and instrumentation quality control will be proficiencied at clinical site.
Prerequisite: NUM 140✧, NUM 155✧; concurrent with NUM 160✧
Laboratory: 16 hours
(course fee required)

NUM 242✧ 2 credits
Invitro Nuclear Medicine Principles and Procedures

Laboratory principles for invitro/invivo studies performed in nuclear medicine. Schillings, plasma volume, red cell mass, red cell survival and sequestration and white blood cell labeling are covered. Study of physiology of blood and its components, review of laboratory equipment are presented. (formerly Invitro Nuclear Medicine Test Principles and Procedures)
Prerequisite: NUM 160✧, NUM 161✧; concurrent enrollment with NUM 260✧, NUM 261✧ and NUM 262✧
Lecture: 2 hours

NUM 260✧ 3 credits
Nuclear Medicine Procedures II

Second in procedural courses and covers principles of nuclear medicine procedures for cardiac, central nervous, gastrointestinal, genitourinary systems. Associated anatomy/physiology, indications, pathology and scan interpretation will be presented. Completion of PET pulmonary imaging will be studied. Journal review presentation.
Prerequisite: NUM 160✧, NUM 161✧; concurrent enrollment with NUM 242✧, NUM 261✧, NUM 262✧
Lecture: 3 hours

NUM 261✧ 4 credits
Applied Nuclear Medicine Technology II

Supervised clinical experience provided to develop competencies in nuclear medicine procedures available in specific hospital affiliates. Cardiovascular, gastrointestinal, genitourinary and endocrine scans, patient care and instrument quality control are covered. Radiopharmacy, PET and injection procedures may be completed.
Prerequisite: NUM 160✧, NUM 161✧; concurrent enrollment with NUM 242✧, NUM 260✧, NUM 262✧
Laboratory: 22.5 hours
(course fee required)

NUM 262✧ 2 credits
Nuclear Pharmacy I

Fundamental concepts of radiopharmaceutical design, preparation and localization for materials utilized in cardiac, brain and gastro-intestinal, genitourinary systems and PET are studied. Technetium chemistry and quality control procedures are covered. Diagnostic and therapeutic radiopharmaceuticals, investigational new drugs and possible adverse radiopharmaceutical reaction are presented. (formerly Nuclear Pharmacy II)
Prerequisite: NUM 160✧, NUM 161✧, concurrent enrollment with NUM 242✧, NUM 260✧, NUM 261✧
Lecture: 2 hours

NUM 280✧ 3 credits
Nuclear Medicine Procedures III

Last in procedural courses and covers principles of nuclear medicine procedures for pediatric, endocrine, immune/infection, oncology and therapy procedures. Associated anatomy/physiology, indications, pathology and scan interpretation are presented. Review of NRC rules and regulations associated with therapy procedures.
Prerequisite: NUM 260✧, NUM 261✧; concurrent enrollment with NUM 281✧, NUM 282✧
Lecture: 3 hours

NUM 281✧ 4 credits
Applied Nuclear Medicine Procedures III

Supervised clinical experience provided to develop competencies in nuclear medicine procedures available in specific hospital affiliates. Central nervous system scans, oncology/infection scans, assist in therapy procedures, invitro/invivo laboratory tests, patient care and instrument quality control are covered. Radiopharmacy, PET and injection procedures may be completed.
Prerequisite: NUM 260✧; concurrent enrollment with NUM 280✧, NUM 282✧
Laboratory: 22.5 hours
(course fee required)

NUM 282✧ 2 credits
Nuclear Pharmacy II

Fundamental concepts of radiopharmaceutical design, preparation and localization for materials utilized in pediatric scanning, thyroid, parathyroid, adrenal, lymphoscintigraphy, infection/tumor imaging and therapy procedures are covered. Presentation of issues in various work settings, management of departments, operation of clinic and design of radiopharmacy are presented. Board exam review will be provided. Students will present final project utilizing all skills developed throughout nuclear medicine program. (formerly Nuclear Pharmacy III)
Prerequisite: NUM 262✧; concurrent enrollment with NUM 280✧, NUM 281✧
Lecture: 2 hours

Nursing

NUR 095 1 credit
Strategies for NCLEX Success
Provides the opportunity for students who have not met the requirement of NUR 190✧ or NUR 290✧ for successful completion of the respective standardized comprehensive nursing exam for this course. The student will develop and implement an individualized study plan that utilizes a variety of success strategies. Upon completion of the exam, the successful score will be used in the calculation of the final course grade for NUR 190✧ or NUR 290✧. The course may be repeated only one time for the purpose of meeting the comprehensive nursing exam requirement for NUR 190✧ and one time for the purpose of meeting the comprehensive nursing exam requirement for NUR 290✧.
Prerequisite: Course requirements of NUR 190✧ or NUR 290✧ with the exception of the standardized comprehensive nursing exam for the related course.
Lecture: 1 hour
(course fee required)

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 managment 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 130 4 credits
Promoting Adaptation I
Introduces the role of the professional nurse and the application of the theories of Roy, Maslow and Erickson in providing nursing care; assessment and maintenance of indicators of adaptation of individuals across the life span, including the childbearing and childrearing family within a multicultural society; safe performance of basic nursing skills, physical assessment, the nursing process, communication, cultural competency, collaboration, problem solving, critical thinking and nursing judgement to promote adaptation of the physiologic needs of protection, activity and rest, and oxygenation.
Prerequisite: Admission to the Nursing program
Lecture: 2.5 hours
Laboratory: 2.5 hours
Clinical Laboratory: 2 hours
(course fee required)

NUR 135 5 credits
Promoting Adaptation II
Continues to build on the skills and processes introduced in NUR 130. Emphasizes assessment and maintenance of the concepts and theories related to the physiologic needs of nutrition and elimination, and the complex processes of fluid, electrolyte, and acid-base balance; neurologic function; endocrine function and the senses. Introduces the psychosocial modes of self-concept, role function and interdependence. Basic pharmacological processes to promote adaptation are introduced.
Prerequisite: NUR 130
Lecture: 3 hours
Laboratory: 2 hours
Clinical Laboratory: 4 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, 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; BIS 136✧, PSY 228✧; concurrent enrollment in BIS 137✧ and NUR 146✧
Lecture: 2.5 hours
Laboratory: 1.5 hours
Clinical Laboratory: 6 hours
(course fee required)

NUR 146✧ 1 credit
Pharmacology in Nursing I
Focuses on the nursing responsibilities and implications related to the administration of pharmacological agents in the treatment of commonly recurring problems related to the psychosocial modes and to the physiologic needs. Includes concepts of drug action, use and classification. Ethical and legal issues associated with medication administration are discussed.
Prerequisite: concurrent enrollment in NUR 145✧
Lecture: 1 hour
(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✧ and NUR 146✧; concurrent enrollment in BIS 137✧, NUR 156✧
Lecture: 2.5 hours
Laboratory: 1.5 hours
Clinical Laboratory: 6 hours
(course fee required)

NUR 156✧ 1 credit
Pharmacology in Nursing II
Focuses on the nursing responsibilities and implications related to the administration of pharmacological agents in the treatment of commonly recurring problems related to the complex processes of the physiologic mode. Includes concepts of drug action, use and classification. Ethical and legal issues associated with medication administration are discussed.
Prerequisite: NUR 145✧, *NUR 146✧, concurrent enrollment in NUR 155✧*
Lecture: 1 hour

NUR 185 5 credits
Transition from LPN to AD Student
Introduces the philosophy and curriculum of the Triton College AD Nursing program and the role and responsibilities of the AD Nursing student. Allows students to enhance development and demonstration of problem solving and critical thinking skills, which are expected of the RN, through application of the nursing process in a clinical setting. 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; Optional for Advanced Placement students who proficiency test out of semester one and two.
Lecture: 3.5 hours
Laboratory: 1.5 hours
Clinical Laboratory: 3 hours
(course fee required)

NUR 190✧ 4 credits
Preparation for the Practical Nursing Role
Emphasizes the transition from student to licensed practical nurse including preparation for licensure exam, job placement skills and assuming the management responsibilities of the licensed practical nurse. Clinical experiences emphasize the legal and ethical responsibilities in managing care for a group of individuals with commonly recurring adaptation problems.
Prerequisite: NUR 155✧ and NUR 156✧
Lecture: 2 hours
Laboratory: 6 hours
(course fee required)

NUR 225✧ 4 credits
Promoting Adaptation: Chronic Health Problems
Focuses on the application of clinical decision making in promoting adaptation of individuals with chronic health problems that result in multiple adaptation problems. Emphasis is placed on enhanced utilization of the nursing process, including interpretation of data, therapeutic communication, collaboration and coordination, and development of teaching plans.
Prerequisite: NUR 155✧ and NUR 156✧
Lecture: 2 hours
Laboratory: 6 hours
(course fee required)

NUR 235✧ 4 credits
Promoting Adaptation: Psychosocial and Rehabilitation Problems
Focuses on the application of clinical decision making in promoting adaptation of individuals with psychosocial and rehabilitation health problems, which result in multiple adaptation problems. Emphasis is placed on enhanced utilization of the nursing process, including interpretation of data, therapeutic communication, collaboration and coordination, and development of teaching plans. Students will be able to identify community resources available to assist individuals in meeting basic needs.
Prerequisite: NUR 155✧ and NUR 156✧
Lecture: 2 hours
Laboratory: 6 hours
(course fee required)

NUR 245✧ 4 credits
Promoting Adaptation: The Childbearing/Childrearing Family
Focuses on the application of clinical decision making in promoting adaptation of individuals with health problems resulting in multiple adaptation problems associated with stages of childbearing and during the period of infancy through adolescence. Emphasis is placed on critical analysis of children's responses to health problems and family responses to childbearing/childrearing with expanded utilization of the nursing process.
Prerequisite: NUR 225✧, NUR 235✧ and BIS 122✧
Lecture: 2 hours
Laboratory: 6 hours
(course fee required)

NUR 255✧ 4 credits
Promoting Adaptation: Acute Health Problems
Focuses on the application of clinical decision making in promoting adaptation of individuals with acute health problems that result in multiple adaptation problems. Emphasis is placed on critical analysis of individual responses to life-threatening situations and expanded utilization of the nursing process.
Prerequisite: NUR 225✧ and NUR 235✧ and BIS 122✧
Lecture: 2 hours
Laboratory: 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 155✧, NUR 156✧
Lecture: 2 hours
(course fee required)

NUR 290✧ 2 credits
Leadership in the Management of Patient Care
Focuses on the use of the nursing process in managing the care of a group of individuals. Clinical experiences emphasize responsibilities of setting priorities, delegating and evaluating clinical performance. Management styles used to coordinate and communicate with health care team members will be explored.
Prerequisite: NUR 245✧, NUR 255✧, NUR 285✧
Lecture: 1 hour
Laboratory: 3 hours
(course fee required)

Ophthalmic Technician

OPH 112✧ 3 credits
Ocular Anatomy & Physiology
Structure and function in the human visual system are covered. Anatomy and physiology of the eyeball, orbit and ocular adnexa, related pharmacology and pathology also are discussed.
Prerequisite: Admission to OPH program
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✧, OPH 114✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OPH 121✧ 2 credits
Visual Field Examination
Principles and techniques of various methods of visual field examination are presented. The visual pathway, common causes of visual field loss and related anatomy will be covered with emphasis on Goldmann perimetry.
Prerequisite: OPH 120✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OPH 122✧ 2 credits
Retinoscopy & Refractometry
Principles and techniques of refractometry and retinoscopy with emphasis on skill development using the schematic eye are covered.
Prerequisite: OPH 121✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OPH 123✧ 2 credits
Ocular Motility Examination
Principles and techniques of keratometry, exophthalmometry, tonography and advanced motility are covered with an emphasis on skill development in these procedures.
Prerequisite: OPH 122✧
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

OPH 130 2 credits
Ocular Pharmacology
Examine the general principles and concepts of pharmacology as they relate to ophthalmic medications. Principles of drop delivery techniques and the effect of delivery system and allergic reactions also are discussed. The actions, indications and side effects of common ophthalmic drugs will be included.
Prerequisite: AHL 103✧
Lecture: 2 hours

OPH 230✧ 3 credits
Practicum I
Introductory clinical work designed to apply technical skills acquired in previous course work is provided. Recording of clinical data, patient handling, dispensing, basic motility, optical principles, and preliminary examination techniques are stressed. Clinical conferences are included.
Prerequisite: OPH 123✧, OPH 232✧, OPH 237✧; or concurrent enrollment
Laboratory: 16 hours
(course fee required)

OPH 231✧ 1 credit
OPH Seminar I
This course provides a forum for discussion of individual clinical experiences including concerns, issues, case studies and procedures.
Prerequisite: Concurrent enrollment in OPH 230✧
Lecture: 1 hour

OPH 232✧ 3 credits
Contact Lenses
Theory and anatomy basic to contact lenses and their relationship to pertinent ocular anatomy are covered. Includes a study of lens types, their care, insertion and removal techniques. Emphasis is on patient instruction and management. Procedures for ordering, verifying and modifying also are included. Theoretical aspects involved in the correct fitting of contact lenses are discussed.
Prerequisite: OPH 112✧, OPH 114✧
Lecture: 2 hours
Laboratory: 3 hours
(course fee required)

OPH 237✧ 3 credits
Integrated Science for Ophthalmic Technicians
Learn about the major pathological conditions of the eye and related structures integrated with symptomatology and treatment of these conditions. Basic microbiology and practical microbiology as it relates to the diagnosis, treatment and management of ophthalmic diseases also are covered. Medicare/Insurance Coding Procedures and insurance in ophthalmology are introduced.
Prerequisite: AHL 103✧, OPH 112✧
Lecture: 3 hours

OPH 240✧ 3 credits
Practicum II
This course provides for the use of skill acquired in secondary course work to perform contact lens evaluations, minor surgery assisting, refractometry, retinoscopy, advanced motility testing and advanced visual field testing. Clinical conferences are scheduled.
Prerequisite: OPH 123✧, OPH 232✧, OPH 237✧ or concurrent enrollment
Laboratory: 16 hours
(course fee required)

OPH 241✧ 1 credit
OPH Seminar II
A forum for discussion of individual clinical experience including concerns, issues, case studies and procedures is provided. Guest speakers in various branches of ophthalmology are featured.
Prerequisite: Concurrent enrollment in OPH 240✧
Lecture: 1 hour

OPH 243✧ 3 credits
Ophthalmic Therapeutic Procedures
Technician's role in assisting in the management of pre- and post-operative patients is reviewed. More advanced ophthalmic procedures are included such as laser, ultrasound, electrophysiology and the Potential Acuity Meter.
Prerequisite: OPH 123✧
Lecture: 3 hours
(course fee required)

OPH 244✧ 3 credits
Advanced Ophthalmic Procedures
Principles and techniques of advanced ophthalmic procedures such as opthalmic photography, biometry, care of the refractive surgery patient including advanced refractometry and retinoscopy are discussed.
Prerequisite: OPH 112✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

Ornamental Horticulture
(See Horticulture)

Health, Sport & Exercise Science
(formerly Physical Education)

Students enrolled in physical education activity courses (courses numbered below PED 150✧) may choose to be graded on either the letter grade (A through F) or the Pass/Fail (P/F) system.

A physical examination may be required before enrollment in a physical education course. In compliance with Title IX regulations, all courses are open to men and women unless otherwise stated.

Two semester hours of academic credit in physical education may be awarded for approved sports participation. Credit will be awarded only once in a particular sport.

All courses marked with an asterisk (*) are multilevel courses: beginning, intermediate and advanced. The beginning and/or intermediate level may be waived with consent of the instructor.

PED 100✧ 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 101✧ 1 credit
Hatha Yoga
Designed for students to learn, apply and practice Hatha yoga techniques. Emphasis is on improvement of muscular strength, flexibility, endurance and concentration. Breathing techniques, postures and meditation are utilized. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours

PED 102✧ 1 credit
Kundalini Yoga
Application and practice of Kundalini yoga techniques. May be repeated for a maximum of four accrued credits.
Laboratory: 2 hours
(course fee required)

PED 103✧ 1 credit
Beginning Karate
Designed for beginners interested in learning a Japanese-style karate. Includes stretching, basic techniques, forms, sparring and self-defense. May be repeated for a maximum of two accrued credits.
Laboratory: 2 hours
(course fee required)

PED 104✧ 1 credit
Intermediate Karate
A continuation and refinement of skills and techniques taught in PED 103✧. May be repeated for a maximum of four accrued credits.
Prerequisite: PED 103✧
Laboratory: 2 hours
(course fee required)

PED 106✧ 1 credit
***Total Fitness**
Emphasis on cardio and muscular fitness using circuit training. Includes use of cardio equipment, free weights, track and pool. May be repeated for a maximum of four accrued credits. (formerly Physical Fitness)
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 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✧ or American Red Cross swimmer level
Laboratory: 2 hours
(course fee required)

PED 113✧ 1 credit
Aquacize I
An exercise/fitness class conducted in shallow water. This class provides an opportunity to improve cardiorespiratory endurance, strength, muscular endurance, flexibility, balance and coordination. May be repeated for a maximum of four accrued credits. (formerly Swim and Trim)
Laboratory: 2 hours
(course fee required)

PED 114✧ 1 credit
Aquasize II
An exercise/fitness class conducted in shallow and deep water. May be repeated for a maximum of four accrued credits.
Prerequisite: PED 113✧ or can tread water for a minimum of three minutes
Laboratory: 2 hours
(course fee required)

PED 115✧ 1 credit
Aquasize III
An exercise/fitness class conducted in deep water. May be repeated for a maximum of four accrued credits.
Prerequisite: PED 114✧ or can tread water for three minutes
Laboratory: 2 hours
(course fee required)

PED 117✧ 1 credit
***Walking For Fitness**
Theory and application of the principles of walking as they relate to aerobic fitness. May be repeated for a maximum of four accrued credits. (formerly Jogging & Calisthenics)
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 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 131✧ 1 credit
Aerobics I
An introduction to the fundamentals of low-impact aerobics choreographed to music. Emphasis is placed on developing cardiovascular, flexibility and muscle toning. May be repeated for a maximum of two accrued credits.
Laboratory: 2 hours
(course fee required)

PED 132✧ 1 credit
Aerobics II
A continuation of Aerobics I utilizing higher intensity routines and combinations choreographed to music. Emphasis is placed on developing cardiovascular efficiency, flexibility and muscle toning. May be repeated for a maximum of two 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 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 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 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✧ 3 credits
Foundations of Exercise
The five components of physical fitness are covered. Areas include: cardiorespiratory fitness, muscular strength training, muscular endurance training, flexibility and body composition.
Lecture: 3 hours

PED 156✧ 2 credits
Wrestling
Wrestling skills, rules, regulations and safety are covered. Laboratory participation is required.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 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 168✧ 2 credits
***Theory and Practice of Weight Training**
Theory and application related to muscular strength, endurance, flexibility and body composition. Course includes personal program development, lifting and spotting technique, exercise mechanics and guidelines.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 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 189✧ 2 credits
Water Safety Instructor
Certifies instructor candidates to teach American Red Cross Swimming and water safety courses. It includes Fundamentals of Instructor Training (FIT)
Prerequisite: Competency in general stroke skills and rescue
Lecture: 1 hour
Laboratory: 2 hours

PED 194✧ 3 credits
Principles of Coaching
Provides students with the principles and theories of coaching. Topics covered include coaching philosophy and style, communication methods, motivation, team management, sport specific training issues and the principles of leadership and teaching.
Lecture: 3 hours

PED 195✧ 3 credits
Introduction to Sport Management
Fundamental principles and concepts that apply to sport management including functions of planning, organizing, staffing and controlling, cost controls and human relations for improvement of operating efficiency are covered.
Lecture: 3 hours

PED 196✧ 3 credits
Sport and Exercise Psychology
Examination of psychological concepts and techniques for improving and fostering exercise/athletic performance. Theories and practices include psychological motivation, choice, confidence building, goal setting, imagery implementation and emotional control.
Lecture: 3 hours

PED 197✧ 3 credits
Sociology of Sport
Provides examination of the primary social institutions of sport, including participants, functions, consequences and effects on society. The influence of sport on familial, religious, education, economic and political institutions will be covered.
Lecture: 3 hours

PED 198✧ 1 credit
Lifeguarding
Provides American Red Cross standards and guidelines for individuals seeking certification as a lifeguard. Red Cross certification issued upon successful completion of course.
Prerequisite: Swim stroke competency
Laboratory: 2 hours
(course fee required)

PED 200✧ 3 credits
Introduction to Biomechanics
This course addresses the neuromuscular and skeletal systems in relation to human movement.
Lecture: 3 hours

PED 201✧ 2 credits
Sports Officiating
Practicum, rules, study and interpretation for football, basketball and baseball are covered. Course requirements include attendance at Illinois high school rules-interpretation meetings.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 202✧ 2 credits
Sports Officiating
The rules of sports and practices of officiating volleyball and softball for women, and wrestling, baseball, track and field, and intramural sports for men are covered. Laboratory experience will be required.
Prerequisite: Physical Education major consent
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 210✧ 3 credits
Exercise Testing and Prescription
Fitness tests, designs and instruction in exercise programs for general populations are covered. Topics include collaboration of nutrition and exercise, as well as constructive lifestyle habits related to health and fitness.
Lecture: 2 hours
Laboratory: 2 hours

PED 230✧ 1 credit
Sport & Exercise Science Practicum
Developed to allow students the opportunity to perform a practicum under the guidance of a professional in the field of sport and exercise science.
Prerequisite: 12 semester credit hours completed in Personal Trainer curriculum, including PED 153✧, or concurrent in major, or consent of instructor.
Clinical Laboratory: 5 hours

PED 235✧ 2 credits
Square, Folk & Ballroom Dance
Learn the fundamentals of the various rhythmic activities relating to skills, techniques and terminology.
Lecture: 1 hour
Laboratory: 2 hours
(course fee required)

PED 275✧ 3 credits
Facilities Management
An introduction to the planning and management of sport and exercise facilities. Focuses on elements of planning, design and management, while examining functions related to maintenance, security, operations and evaluation.
Lecture: 3 hours

PED 296✧ 0.5-4 credits
Special Topics in Physical Education
Selected topics in the area of Physical Education, Exercise Science, Sport and Fitness are covered. Topics will vary from semester to semester and information will be available during registration. Course may be repeated up to three times, for a maximum of nine credits, when content is different.
Lecture: 0.5-4 hours
Laboratory: 0-8 hours
(course fee may be required depending on topic)

Philosophy and Logic

PHL 101✧ 3 credits
Introduction to Philosophy
Discuss the writings of major philosophers on various topics including the nature of human beings, doubt and belief, authority and personal freedom, moral life, religious faith and the ideal society.
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 including 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 Science

PHS 100✧ 4 credits
Introduction to Earth Science
Basic processes guiding the formation of the Earth's natural landscapes, map reading, geography and astronomy, Earth-sun relations, weather and climates, energy and mineral resources, earthquakes, volcanoes, glaciers and human-environment interactions are covered.
Lecture: 3 hours
Laboratory: 2 hours *IAI: P1 905L*
(course fee required)

PHS 141✧ 4 credits
Applications of Physical Science Concepts
This course covers electricity, including its production, use and alternate technology to meet future energy needs. Astronomy and the fundamental principles of chemistry and its impact on our environment are introduced.
Lecture: 3 hours *IAI: 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, 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
Laboratory: 3 hours *IAI: P1 900L*
(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
(course fee required)

PHY 106✧ 4 credits
General Physics (Mechanics)
Learn classical mechanics, including equilibrium, linear motion, projectile motion, Newton's Laws, rotational motion, 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: 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
(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
(course fee required)

Political Science

PSC 120✧ 3 credits
Principles of Political Science
Introduction to the history, theories, basic principles and methods of political science, focusing on the nature and development of political science as a discipline, the political process, political institutions and the inter-relationships among elements in the political system.
Lecture: 3 hours

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*

PSC 151✧ 3 credits
American State and Urban Politics
A course which identifies the significant organizational features of the executive, legislative and judicial branches of state, county, township, municipal and special district governments; compares and contrasts state governmental branches with the same branches of the national government; compares the organization and powers of the 50 state governments with each other; distinguishes the services offered by national, state and urban governments; and examines the numerous social services programs of state and urban governments with emphasis on the problems arising in the delivery of these services.
Lecture: 3 hours *IAI: S5 902*

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 904*

PSC 296✧ 1-4 credits
Special Topics in Political Science
Provides exposure to a variety of topics in the field of political science. Topics vary from semester to semester and must be approved by the dean 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

Public Service

PSV 290✧ 3 credits
Cooperative Work Experience
See course description CWE 290✧
(course fee may be required)

PSV 291✧ 3 credits
Cooperative Work Experience
See course description CWE 291✧
(course fee may be required)

Psychology

PSY 100✧ 3 credits
Introduction to Psychology
A survey of the study of human and non-human behavior, as well as the biological and mental processes that underlie behavior, with an emphasis on the scientific nature of contemporary psychological investigation. Topics covered include an historical overview of psychology and its major theoretical perspectives, the relationship between theory and empirical research, neurological processes, sensation and perception, motivation, emotion, learning, memory, cognition, lifespan development, personality, abnormal behavior, therapy, social behavior and individual differences.
Lecture: 3 hours *IAI: S6 900*

PSY 105✧ 3 credits
Personal Applications of Psychology
A practical and personal application of the psychological principles. Includes an introduction to theoretical and empirical research in general psychology and psychology of adjustment and a selection of optional modules on personal adjustment, learning, motivation, interpersonal skills, abnormal psychology, interpersonal communication and special topics in psychology.
Lecture: 3 hours

PSY 201✧ 3 credits
Introduction to Social Psychology
An integration of theory and empirical research as they relate to the study of social factors in individual and group behavior. Include is attitude formation and change, social cognition, social motives, interpersonal relationships, group development, dynamics, and social influence.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours *IAI: S8 900*

PSY 205✧ 3 credits
Positive Psychology
Positive psychology expands the science of psychology into the realm of optimal experiences by studying systematically the psychology of happiness, optimism, hope, resiliency, strengths, wellbeing and overall promotion of the human potential. Provides both a theoretical and practical introduction to the topics of positive psychology.
Prerequisite: PSY 100✧
Lecture: 3 hours

PSY 210✧ 3 credits
Psychology of Personality
An integration of theory and empirical research as they relate to personality development, functioning and assessment.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours *IAI: PSY 907*

PSY 216✧ 3 credits
Child Psychology
An integration of theory and empirical research as they relate to the study of the physical and psychological development of the child from conception to adolescence is presented. Included is genetic and biological factors as well as physical, cognitive, linguistic, emotional, social and moral development.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours *IAI: S6 903*

PSY 222✧ 3 credits
Adolescent Psychology
An integration of theory and empirical research as they relate to the changes in biological, cognitive, social, moral, and emotional processes throughout adolescence is covered. In addition, the course covers the role of formal education and the development of self-identity, intimacy and sexuality.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours *IAI: S6 904*

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 234✧ 3 credits
Abnormal Child & Adolescence Psychology
Introduction to the etiology, diagnosis and treatment of childhood and adolescent psychological disorders. Consists of an integration of theory and empirical research as it relates to the study of biological, psychosocial and sociocultural origins of abnormal behavior. The assessment, categorization, treatment and prevention of abnormal child and adolescent behavior will be covered.
Prerequisite: PSY 100✧
Lecture: 3 hours

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 is discussed.
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 are discussed. Emphasis is on personnel selection and factors influencing efficiency.
Prerequisite: PSY 100✧ or consent of instructor
Lecture: 3 hours *IAI: PSY 906*

PSY 250✧ 3 credits
Psychology of Gender
Designed to increase knowledge and appreciation of the social, biological, psychological and cultural origins and impli-

cations of gender differences and similarities. Providing the fundamentals for study in the field of psychology of gender. Addressing issues including, but not limited to: theoretical and methodological issues, developmental issues, social roles and systems, physical and mental health, sexuality, victimization and feminist perspectives on psychological issues.
Prerequisite: PSY 100✧
Lecture: 3 hours

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

Radiologic Technology

RAS 100 2 credits
Radiology Patient Care
Provides the basic concepts of radiology patient care, including consideration for the physical and psychological needs of the patient and their family. Communication, safety and basic care of the radiology patient are demonstrated and practiced in a lab setting.
Prerequisite: Admission to the RAS program
Lecture: 1.5 hours
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✧ 2 credits
Basic Radiation Protection
Classes will focus on the Cellular Theory of Human Biology, Principles of Radiobiology and Molecular and Cellular Radiobiology.
Prerequisite: Admission to the RAS program
Lecture: 2 hours

RAS 115✧ 2 credits
Imaging Production
Introduction to the fundamental theory of x-ray production and the exposure factors relating to the production and evaluation of diagnostic radiographs. Course focus is on the concepts of contrast, density, detail, and distortion and their relationship to mAs, kVp, time and distance. Integration of required math skills and evaluation of how technique changes affect the imaging processes are included.
Prerequisite: Admission to the RAS program
Lecture: 2 hours
Laboratory: 1 hour
(course fee required)

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 are covered.
Prerequisite: 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 credit
Radiation Instrumentation
Knowledge and skills required in detecting radiation, maintaining quality assurance and the use of equipment related to these vital areas are covered.
Prerequisite: RAS 115✧; RAS 160✧or concurrent enrollment
Lecture: 1 hour
Laboratory: 1 hour
(course fee required)

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✧ 3 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 also are discussed.
Prerequisite: Admission to RAS program
Laboratory: 16 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✧, RAS 114✧, RAS 115✧, RAS 117✧, RAS 150✧
Laboratory: 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✧, RAS 124✧, RAS 125✧, RAS 160✧
Laboratory: 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
Digital Radiography
Essential principles of computerized and digital imaging will be presented. (formerly Mammography and Digital Radiography)
Prerequisite: RAS 280✧ or concurrent enrollment
Lecture: 1 hour
(course fee required)

RAS 253✧ 1 credit
Special Radiologic Procedures
Introduces the radiologic technology student to both the computer axial tomography procedures and equipment and the interventional and cardiac special procedures and equipment used in diagnostic radiology.
Prerequisite: RAS 243✧; RAS 290✧ or concurrent enrollment
Lecture: 1 hour

RAS 260✧ 2 credits
Radiographic Pathology
Learn about the concepts of disease. Pathology and disease as it relates to various radiographic procedures will be discussed.
Prerequisite: RAS 232✧; RAS 290✧ or concurrent enrollment
Lecture: 2 hours

RAS 278✧ 4 credits
Radiologic Seminar
Enhancement of a student radiographer's knowledge and understanding of all major aspects of radiologic technology. Included is a comprehensive review and required attendance at the computer lab in order to prepare the student for the national ARRT registry examination.
Lecture: 4 hours

RAS 280✧ 4 credits
Applied Radiologic Technology V
Supervised clinical experience is provided to meet requirements for proficiency in radiography of the shoulder and pelvic girdles, ribs, sternum, cervical, thoracic and lumbar spines.
Prerequisite: RAS 170✧, RAS 296✧
Laboratory: 36 hours
(course fee required)

RAS 290✧ 6 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, zygomatic arches, retrograde pyelography, cystography and surgical C-arm procedures, including cholangiography.
Prerequisite: RAS 232✧, RAS 243✧, RAS 280✧
Laboratory: 32 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

English/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: 3 hours

RHT 086 3 credits
Introduction to College Reading II
This course covers the development of reading and study skills necessary for comprehending college textbooks. Strategies emphasized are those needed for success in content courses.
Prerequisite: Reading Assessment Test
Lecture: 3 hours

RHT 095 3 credits
Introduction to College Writing I
Designed to improve basic writing skills, this course emphasizes developing competence in sentence and paragraph construction. Basic grammatical structures are stressed.
Prerequisite: Writing Assessment Test
Lecture: 3 hours

RHT 096 3 credits
Introduction to College Writing II
Designed to improve basic writing skills, this course emphasizes increasing competence in writing multiparagraph essays.
Prerequisite: Writing Assessment Test
Lecture: 3 hours

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 and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours *IAI: 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: 3 hours *IAI: C1 901R*

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.
Prerequisite: Placement in RHT 101✧
Lecture: 3 hours

RHT 255✧ 3 credits
Creative Writing
Personal direction in writing projects. Student/instructor conferences emphasize cooperative evaluation.
Prerequisite: Writing and reading assessment test score of 4; or a grade of "C" or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

Respiratory Care

RSC 100✧ 4 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, application of concepts, and related calculations are emphasized.
Prerequisite: Admission to RSC program
Lecture: 4 hours
(course fee required)

RSC 101✧ 1 credit
Introduction to Respiratory Care
Introduction to the history and profession of respiratory care. Roles, expectations team building and workplace skills are discussed. Skills for student success, research skills, care of individuals with disabilities and development of critical

thinking and problem solving skills are included.
Prerequisite: Admission to RSC program
Lecture: 1 hour

RSC 105✧ 2 credits
Infection Control and Communication in Respiratory Care

Provides a basic knowledge of microbiology, disinfection, sterilization, disaster plan, HIPPA, general safety and electronic communication as related to respiratory care. Emphasis is placed on the transmission of human pathogens, methods used to interrupt or control transmission, assessment of the body's ability to resist infection, safety requirements and computerized record-keeping. Laboratory application of related procedures also is incorporated. (formerly Infection Control and Safety for Respiratory Care)
Prerequisite: RSC 110✧ and AHL 101✧
Lecture: 1.5 hours
Laboratory: 1 hour
(course fee required)

RSC 110✧ 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, safety precautions and communication skills are emphasized. Includes application of science principles, physiologic effects and preparation for the first clinical rotation. Skill development in college laboratory also is incorporated.
Prerequisite: RSC 100✧ and RSC 101✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

RSC 120✧ 4 credits
Advanced Respiratory Care Procedures

Theory underlying the administration of manual resuscitation, positive pressure breathing, breathing exercises, spontaneous ventilation assessment, artificial airways, airway clearance maneuvers and basic mechanical ventilation. Physical assessment skills are further developed and applied to pathophysiologic effects and clinical situations. Skill development in clinical procedures also is incorporated.
Prerequisite: RSC 110✧ and AHL 101✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

RSC 123✧ 4 credits
Basic Physiologic Diagnostics

Pulmonary, cardiac and renal anatomy and function of ventilation, respiration, oxygen transport, acid/base regulation and cardiac function are covered. Application to blood gases, non-invasive monitoring, pulmonary function testing, ECG and chest radiology is emphasized.
Prerequisite: BIS 136✧, RSC 110✧ and AHL 101✧
Lecture: 4 hours

RSC 125✧ 2 credits
Pulmonary Pharmacology

Classification, indications, action, dosage, side effects and contraindications of pharmacologic agents commonly utilized in the management of pulmonary disease are covered. Emphasis given to bronchodilators, mucolytics, antiasthmatics, antinflammatories and surface active agents. Clinical application to pulmonary disease and dosage and solution problems are included.
Prerequisite: Admission to Respiratory Care program
Lecture: 2 hours

RSC 126✧ 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 cardiopulmonary diseases and conditions are covered. Emphasis is given to skeletal muscle relaxants, anesthetic agents, cardiac drugs, respiratory stimulants, pulmonary vascular vasodilators and diuretics. Clinical application to cardiopulmonary diseases/conditions is included.
Prerequisite: RSC 125✧ and AHL 101✧
Lecture: 1 hour

RSC 130✧ 2 credits
Basic Intensive Respiratory Care

Indications, physiologic effects and clinical application of positive pressure ventilation, non-invasive ventilation and airway care are covered. Procedures for monitoring the intensive-care patient, receiving mechanical ventilation and simulated case situations are emphasized.
Prerequisite: RSC 105✧, RSC 120✧, RSC 123✧, RSC 126✧, RSC 140✧
Corequisite: RSC 150✧
Lecture: 2 hours

RSC 140✧ 3 credits
Applied Respiratory Care I

Supervised clinical course providing instruction, observation and ability to perform patient assessment, oxygen, humidity/aerosol, inhaled medications, hyperinflation, positive pressure breathing, chest physiotherapy, breathing exercise and airway-clearance techniques, in a health-care setting are covered. Artificial airway maintenance and basic mechanical ventilation also are included. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 110✧ and AHL 101✧
Laboratory: 16 hours
(course fee required)

RSC 150✧ 2 credits
Applied Respiratory Care II

Supervised clinical course providing instruction, observation and ability to perform general respiratory care, basic ventilator care, artificial airway management, pediatric respiratory care, long-term care and intensive-diagnostic procedures in a variety of health care settings. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 105✧, RSC 120✧, RSC 123✧, RSC 140✧
Corequisite: RSC 130✧
Laboratory: 12 hours
(course fee required)

RSC 200✧ 4 credits
Advanced Intensive Respiratory Care

Complete classification of positive- and negative-pressure ventilators, with emphasis on the function and utilization of those most commonly utilized is covered. Included are traditional and new modes of ventilation, advanced procedures for monitoring the mechanically ventilated patient and case situations. Skill development in related procedures and simulated case situations are incorporated.
Prerequisite: RSC 130✧, RSC 150✧ and RSC 211✧
Lecture: 3 hours
Laboratory: 2 hours
(course fee required)

RSC 209✧ 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 200✧, RSC 210✧ and RSC 240✧
Lecture: 1 hour

RSC 210✧ 3 credits
Cardiopulmonary Diseases

Etiology, pathophysiology, symptoms, signs, diagnosis and treatment of the most common cardiopulmonary dis-

eases/conditions are covered. Includes application of clinical data, through the review of computer-based simulations and the development of simulated case situations.
Prerequisite: RSC 130✧ and RSC 150✧
Lecture: 3 hours

RSC 211✧ 1 credit
Neonatal/Pediatric Respiratory Care

Wide variety of topics that are related to, and impact on the respiratory care of neonatal and pediatric patients. Basic mechanical ventilation procedures are included. Emphasis on clinical application of related material.
Prerequisite: RSC 120✧, RSC 123✧, RSC 126✧ and RSC 140✧
Corequisite: RSC 130✧
Lecture: 1 hour

RSC 212✧ 4 credits
Advanced Physiologic Diagnostics

Clinical application of advanced physiologic diagnostics as related to invasive hemodynamic monitoring and treatment, non-invasive oxygenation and ventilation monitoring, chest and lateral neck radiologic interpretation, advanced ECG and advanced pulmonary-function testing. The use of simulated case situations and observation of related procedures are included.
Prerequisite: RSC 130✧ and RSC 150✧
Lecture: 3.5 hours
Laboratory: 1 hour
(course fee required)

RSC 220✧ 2 credits
Respiratory Care in Human Diseases

Etiology, pathophysiology, symptoms, signs, diagnosis and treatment of less common diseases/conditions that effect the cardiopulmonary system are covered. Includes application of clinical data through the review of computer-based simulations and the development of simulated case situations.
Prerequisite: RSC 200✧, RSC 209✧, RSC 210✧, RSC 212✧ and RSC 240✧
Lecture: 2 hours

RSC 222✧ 2 credits
Advanced Respiratory Care Techniques

Theory and application of the advanced specialized procedures and monitoring devices used for cardiopulmonary diseases and conditions, including upcoming trends. Stress testing, bronchoscopy, thorocentesis, ventilator graphics, chest tubes, sleep studies, nutritional analysis, laboratory values, HFPPV, ECMO, and nitric oxide are emphasized and upcoming trends are introduced.
Prerequisite: RSC 200✧, RSC 210✧, RSC 212✧ and RSC 240✧
Lecture: 2 hours

RSC 240✧ 3 credits
Applied Respiratory Care III

Supervised clinical course providing instruction, observation and ability to perform advanced adult-ventilator care, advanced artificial-airway management, intensive diagnostic and therapeutic procedures, and home care, in a health and care setting. Direct patient contact and application of theory and techniques are emphasized.
Prerequisite: RSC 130✧ and RSC 150✧
Laboratory: 16 hours
(course fee required)

RSC 241✧ 1 credit
Respiratory Care Seminar I

Forum for discussion of topics included in the NBRC entry-level exam matrix. Self-assessment exams are included. The student will develop a detailed self-analysis of their understanding of exam content to assist in preparation for NBRC CRT exam. Students are required to pass CRT self-assessment exam upon course completion to graduate from program.
Prerequisite: RSC 130✧ and RSC 150✧ or CRT eligible
Lecture: 1 hour
(course fee required)

RSC 250✧ 3 credits
Applied Respiratory Care IV

Supervised clinical course providing instruction, observation and ability to perform advanced adult-ventilator care, advanced artificial airway management, intensive diagnostic and therapeutic, in a variety of health-care settings. Rotations in neonatal/pediatric ventilator care, long-term care and home care will be included in this course or RSC 240✧, depending upon clinical scheduling. Includes expansion of the expectations and objectives from RSC 240✧, and enhancement of skill development. Direct patient contact and application of theory and techniques are emphasized. This course is combined with RSC 281✧ so students can learn from each other and work as a team during clinical rotations.
Prerequisite: RSC 200✧, RSC 209✧, RSC 210✧, RSC 212✧ and RSC 240✧
Laboratory: 16 hours
(course fee required)

RSC 251✧ 1 credit
Respiratory Care Seminar II

Forum for discussion of topics included in the NBRC advanced practitioner exam matrices. Self-assessment exams are included. The student will develop a detailed self-analysis of their understanding of exam content to assist in preparation for NBRC WRRT and CSE exams. Students are required to pass WRRT and CSE self-assessment exams upon course completion to graduate from the program.
Prerequisite: RSC 241✧ or RRT eligible
Lecture: 1 hour
(course fee required)

RSC 256✧ 3 credits
Cooperative Education for Respiratory Care I

Work experience will integrate classroom theory with on-the-job training. Intended for graduates of entry-level program with CRT and RCP who are currently employed in respiratory care and want to upgrade skills to RRT-eligible level. The college will assist student in securing employment in respiratory care, if necessary, but it is best if student performs experience at current employment. Under the supervision of the college and the employer, the student participates in job-training experiences that meet the competencies included in RSC 240✧. This course is combined with RSC 240✧ so students can learn from each other and work as a team during the clinical rotations.
Prerequisite: 1) Completion of 12 college credit hours. Two of these courses, in discipline, must be completed; 2) 2.0 GPA; 3) Approval of Cooperative Education Office; 4) graduate of entry-level Respiratory Care program with CRT credential and RCP license.
Laboratory: 16 hours
(course fee required)

RSC 260✧ 2 credits
Perinatal Physiology & Monitoring

Gestational development of the cardiopulmonary system, physiologic transitions at birth and maternal and fetal risk factors are addressed. Fetal monitoring, delivery and resuscitation of the newborn, newborn assessment and treatment of birth problems as related to the role of the RCP are included.
Prerequisite: Admission to Perinatal/Pediatric Respiratory Care Advanced Certificate
Lecture: 2 hours

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 fis-

tula 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 also are 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 an 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✧, RSC 261✧, RSC 262✧, RSC 263✧ within past two years; concurrent enrollment with RSC 264✧ and RSC 265✧
Laboratory: 4 hours
(course fee required)

RSC 270✧ 3 credits
Polysomnography Technology I

Designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Student's will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues and patient-technologist interactions related to polysomnographic technology. Laboratory sessions will provide practical experience in the skills required of an entry-level polysomnographic technologist.
Prerequisite: Admission to RSC program
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

RSC 271✧ 1 credit
Applied Polysomnography Technology I

Supervised clinical course providing the student with patient contact in a sleep lab. Students will have the opportunity to observe, perform and evaluate sleep studies.
Prerequisite: RSC 270✧
Laboratory: 7.5 hours
(course fee required)

RSC 272✧ 3 credits
Polysomnography Technology II

Designed to provide both didactic and laboratory training in more advanced aspects of polysomnographic technology. Expands upon the topics covered in RSC 270✧. Students will become familiar with the skills and knowledge needed to obtain and evaluate high quality sleep recordings, covering all the aspects of sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, therapeutic interventions and patient-technologist interactions related to polysomnographic technology. Laboratory sessions will provide practical experience in the skills required to obtain and evaluate high quality sleep recordings.
Prerequisite: RSC 270✧ and RSC 271✧
Lecture: 2 hours
Laboratory: 2 hours
(course fee required)

RSC 273✧ 1 credit
Applied Polysomnography Technology II

Supervised clinical course providing the student with additional patient contact in a sleep lab beyond that included in RSC 271✧. Students will have the opportunity to observe, perform and evaluate sleep studies. Students also will set-up and monitor treatment devices such as PAP and supplemental oxygen titration, using procedural protocols.
Prerequisite: RSC 270✧, RSC 271✧ and RSC 272✧
Laboratory: 7.5 hours
(course fee required)

RSC 274✧ 4 credits
Cooperative Education for Polysomnography Technology

Provides the student with a cooperative education learning experience in which they are able to work full time as a polysomnographic (sleep study) technologist. At the same time, the student will gain experience performing the specific techniques needed to pass the RPSGT examination and to be successful on the job. The student also will obtain 400 of the 1040 hours of on-the-job experience (six months full time) needed to be eligible for the Comprehensive Registry Examination for Polysomnography Technologists (RPSGT). College will assist student in securing employment.
Prerequisite: RSC 270✧, RSC 271✧, RSC 272✧ and RSC 273✧
Laboratory: 21 hours

RSC 281✧ 3 credits
Cooperative Education for Respiratory Care II

Continuation of RSC 251✧. Students have the option to continue with the previous place of employment or select a different employer related to respiratory care. Includes expansion of the expectations and objectives from RSC 256✧, enhancement of skill development and performance of advanced adult ven-

tilator care, advanced artificial airway management, intensive diagnostic and therapeutic procedures. Rotations in neonatal/pediatric ventilator care, long-term care and home care will be included in this course or RSC 256✧, depending upon clinical scheduling. Continuous growth of the individual is emphasized. College will assist student in securing employment in respiratory care, if necessary. Under the supervision of the College and the employer, the student participates in job-training experiences that meet the competencies included in RSC 250✧. This course is combined with RSC 250✧ so students can learn from each other and work as a team during the clinical rotations.
Prerequisite: 1) Completion of RSC 256✧ with at least a "C" grade or better; 2) 2.0 GPA; 3) Approval of Cooperative Education Office
Laboratory: 16 hours
(course fee required)

RSC 295✧ 1-3 credits
Applied Respiratory Care V
Supervised clinical course providing instruction, observation and ability to perform specified clinical procedures based on individual student needs. Intended to provide additional patient contact and application of theory and techniques. Course may only be repeated only once when topics are different. A maximum of two credit hours can be used to meet graduation requirements. Course fee depends on credit value.
Prerequisite: Recommendation of program coordinator
Laboratory: 5-20 hours
(course fee may be required)

RSC 296✧ 0.5-4 credits
Special Topics in Respiratory Care
Selected topics in Respiratory Care pertaining to emerging technology are provided. Content and format of this course are variable. Subject matter will be indicated in the class schedule. Course may be repeated up to three times when topics are different. A maximum of one credit can be used to meet graduation requirements.
Prerequisite: RSC 130✧, RSC 150✧ or CRT/RRT
Lecture: 0.5-4 hours
Laboratory: 1-4 hours
(course fee may be required depending on topic)

Sociology

SOC 100✧ 3 credits
Introduction to Sociology
This course includes introduction, analysis and description of the structure and dynamics of human society.
Lecture: 3 hours *IAI: S7 900*

SOC 120✧ 3 credits
Social Patterns of Courtship & Marriage
This course addresses the social context of marriage and family patterns including the development of courtship interaction, factors in marital selection, husband-wife roles, parent-child interaction and problems in marital adaptation.
Prerequisite: PSY 100✧ or SOC 100✧
Lecture: 3 hours *IAI: S7 902*

SOC 131✧ 3 credits
Social Problems
Analysis of contemporary social problems and investigation of theories on social organization and conflict. Explores the genesis, significance and amelioration of social problems.
Lecture: 3 hours *IAI: S7 901*

SOC 175✧ 3 credits
Introduction to Social Work
An introduction to generalist social work within the context of social welfare service and policies including their historical origins, conceptual framework, and contemporary foci. Provides an overview of principal social work values and code of ethics, practice methods, research considerations and policy issues. Also emphasized are the unique experiences of diverse and at-risk populations facing a variety of social challenges. These groups include, but are not limited to, women, minorities, persons with disabilities, gays and lesbians, and older adults, among others.
Lecture: 3 hours

SOC 180✧ 3 credits
Human Sexuality
Examination of the biological, psychological, and social aspects of human sexuality. Topics include development of sexual identity and the effects of genetic, cultural and environmental influences on human relationships and behavior.
Lecture: 3 hours

SOC 201✧ 3 credits
Death & Dying
The course covers death and dying within a cultural context. Emphasis is on the way culture has led individuals to perceive death and dying. Death and dying is viewed as a social as well as physical process rather than an isolated event. Cross-cultural aspects are considered.
Prerequisite: SOC 100✧ or PSY 100✧
Lecture: 3 hours

SOC 210✧ 3 credits
Sociology of Leadership
Provides a basic understanding of leadership and group dynamic theories. Assists participants in developing personal philosophy of leadership, awareness of the moral and ethical responsibilities of leadership, and awareness of ones own ability and style of leadership. SOC 210✧ does not substitute for BUS 150✧, BUS 154✧ or BUS 276✧.
Prerequisite: SOC 100✧ or PSY 100✧, involvement in campus club or activity
Lecture: 3 hours

SOC 225✧ 3 credits
Racial & Cultural Minorities
Sociological and social-psychological analysis of racial, religious and other ethnic groups form the course context. The relationships of these groups and their effects on past and present social problems are studied.
Prerequisite: SOC 100✧
Lecture: 3 hours *IAI: S7 903D*

SOC 231✧ 3 credits
Analysis of Juvenile Delinquency
Topics addressed include conceptions of delinquency and its causations the juvenile-court movement; juvenile detention, treatment of the juvenile offender, and delinquency-prevention programs.
Prerequisite: SOC 100✧
Lecture: 3 hours

SOC 296✧ 3 credits
Special Topics in Sociology
International topics and problems in sociology through readings, discussion, guided research and field trips are studied. Topics vary from semester to semester and must be approved by the dean of Arts and Sciences.
Prerequisite: One sociology course
Lecture: 3 hours

Speech/Theatre

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 111✧ 3 credits
Interpersonal Communication
Examine communication theory and practice in interpersonal (one on one) relationships. Learn to engage in effective communication strategies, both verbal and non-verbal. Develop listening, cooperation and conflict management skills, while increasing self-awareness.
Lecture: 3 hours

SPE 112✧ 3 credits
Intercultural Communication
Introduction to communication concepts operating between cultures and cocultures. Examines cultural values, world views, cultural biases, communication patterns and interpretation of meaning.

Emphasizes cultural sensitivity, identity politics and creating relationships across cultures.
Lecture: 3 hours

SPE 113✧ 3 credits
Small Group Communication
Examines leadership, group process and interpersonal relations in the small group and public forum. Applies theories of small group dynamics to practical situations. Leadership, public discussion and conflict management are emphasized.
Prerequisite: SPE 101✧
Lecture: 3 hours

SPE 121✧ 3 credits
Advanced Public Speaking
Course covers advanced principles of speech preparation and presentation; theory of argument, evidence and reasoning; practice in formal and informal speaking situations and debate; and public discourse on current public questions.
Prerequisite: SPE 101✧
Lecture: 3 hours

SPE 130✧ 3 credits
Introduction to Theater
Role of theater as a major fine art and a communicator of ideas, human understanding and cultural values is covered. Contributions of the playwright, actor/actress, director, designer and technician to theatrical production are covered.
Lecture: 3 hours *IAI: F1 907*

SPE 135✧ 3 credits
Stagecraft
Students learn basic safety procedures and technical aspects of theatre presentation, including scenic and property construction, use of tools, painting, techniques, scene shop organization and basic lighting techniques. Students will utilize course concepts by working in Triton College theatre productions.
Lecture: 3 hours *IAI: TA 911*

SPE 141✧ 3 credits
Introduction to Performance Studies
The study and performance of texts, including poetry, drama, short stories, novels, personal narratives and essays. Examines the performance of everyday life in an effort to understand human action and interaction. Emphasis will be placed on using voice and movement to meaningfully interpret texts to an audience.
Lecture: 3 hours *IAI: TA 916*

SPE 161✧ 3 credits
Acting I
Fundamentals of acting: concentration, observation, playing action, body and vocal awareness and the basic artistic process of the actor 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
Provides students with a critical introduction to the fundamentals of scene study and textual analysis. Emphasis is placed on scenes from modern and contemporary plays to build a process of character development. Also provides the necessary knowledge and experience for continued work in theatre, and will demonstrate the importance of research, analysis and imagination for resolution of acting issues.
Prerequisite: SPE 161✧
Lecture: 3 hours

SPE 294✧ 3 credits
Gender and Communication
Examines gender and sex as they relate to communication theory and practice. Explores the social construction of gender and the various ways in which language, perception and transactional patterns contribute to historical and contemporary notions of masculinity and femininity. Covers effective communication strategies for private and public interactions.
Prerequisite: Writing and Reading assessment test score of 4; or a grade of 'C' or better in RHT 095 or RHT 096 and RHT 085 or RHT 086
Lecture: 3 hours

SPE 296✧ 1-4 credits
Special Topics in Speech and Theatre
Speech and/or Theatre topics are studied through readings, discussion, research and application. Topics vary from semester to semester. Course may be repeated up to three times, but no more than six hours may be used by a student to complete the degree requirement of a program.
Lecture: 1-4 hours

Spanish

SPN 101✧ 4 credits
Elementary Spanish I
Oral and written practice of basic vocabulary are the course's main topics. The most needed verbs, with emphasis on present tense, are covered along with explanations of cultural and language structures. Computer disks and cassette tapes supplement instruction.
Lecture: 4 hours
(course fee required)

SPN 102✧ 4 credits
Elementary Spanish II
Building on basic vocabulary, the course curriculum adds needed verbs, with emphasis on past tense, and strives for more efficient oral and written communications. Explanations of cultural and language structures continue. Computer disks and cassette tapes supplement instruction.
Prerequisite: SPN 101✧ or satisfactory placement test scores
Lecture: 4 hours
(course fee required)

SPN 103✧ 4 credits
Intermediate Spanish I
Language as communication, additional vocabulary and more complex concepts of expression are added. Language and cultural structures are explained. Some reading on historic or cultural topics is required. Computer disks and cassette tapes supplement instruction.
Prerequisite: SPN 102✧ or satisfactory placement test scores
Lecture: 4 hours

SPN 104✧ 4 credits
Intermediate Spanish II
Language as communication is studied, including reading and discussion of contemporary short stories, novels or plays, and a review of simple and complex structures of language.
Prerequisite: SPN 103✧ or satisfactory placement test scores
Lecture: 4 hours *IAI: H1 900*

SPN 113✧ 2 credits
Spanish Composition & Conversation I
Course is designed to develop students' ability to communicate effectively in oral and written form. Emphasis is on listening comprehension and speaking proficiency. Grammar is studied inductively.
Prerequisite: One year of college Spanish. May be taken concurrently with SPN 103✧ and SPN 104✧
Lecture: 2 hours

SPN 114✧ 2 credits
Spanish Composition & Conversation II
This continuation of SPN 113✧ is designed to improve pronunciation, listening comprehension and speaking abil-

ity. Weekly compositions develop better written self-expression.
Prerequisite: One year of college Spanish. May be taken concurrently with SPN 103✧ or SPN 104✧
Lecture: 2 hours

SPN 115✧ 4 credits
Spanish for Heritage Speakers I
Designed for students who are native speakers of Spanish with oral proficiency, but little or no formal training in the language. Underlines Spanish orthography, syntax and vocabulary and includes composition review, reading and discussion of modern prose. Fosters appreciation of Hispanic cultural-linguistic heritage. Also includes culture and civilization of the Hispanic world, with emphasis on the United States.
Prerequisite: SPN 104✧ or successful completion of placement test
Lecture: 4 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: 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: 3 hours *IAI: H3 916*

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 SPN 152✧ together constitute a survey of Spanish-American literature from the Colonial period to the present.
Prerequisite: SPN 151✧
Lecture: 3 hours *IAI: H3 917*
(course fee required)

SPN 190✧ 3 credits
Career Spanish
Intensive, beginning Spanish conversation with special emphasis on practical usage in specified career areas are covered. Separate sections for Criminal Justice and Fire Science personnel, Health Careers and Business are offered.
Lecture: 3 hours
(course fee required)

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

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✧, SRT 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✧, SRT 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✧, SRT 132✧; concurrent enrollment in SRT 142✧
Lecture: 3 hours

SRT 142✧ 3 credits
Applied Surgical Procedures III
Students participate in orthopedic, thoracic, peripheral vascular and open-heart procedures in affiliating clinical agencies. Experience in the recovery room and obstetric department will be included.
Prerequisite: SRT 130✧, SRT 132✧; concurrent enrollment in SRT 140✧
Laboratory: 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✧, SRT 132✧,SRT 140✧, SRT 142✧; concurrent enrollment in SRT 162✧
Lecture: 1 hour
(course fee required)

SRT 162✧ 3 credits
Applied Surgical Procedures IV
This is a clinical course designed to provide opportunities for the student to more fully develop proficiency in the skills required of a surgical technologist.
Prerequisite: SRT 130✧, SRT 132✧, SRT 140✧, SRT 142✧; concurrent enrollment in SRT 160✧
Laboratory: 16 hours
(course fee required)

Social Science

SSC 190✧ 3 credits
Contemporary Society
Responsibilities and obligations that face each person in our society are addressed. The basic social sciences—psychology, sociology, economics and government—are studied.
Lecture: 3 hours *IAI: S9 900*

Technology

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.
Prerequisite: placement score
Lecture: 4 hours
(course fee required)

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

Visual Communication - Graphic Design and Graphic Arts

VIC 100✧ 3 credits
Graphic Design
Introduction to graphic design for all media emphasizing design principles, typography and rendering layouts. Production steps for print, Web and multimedia are discussed. Projects are critiqued for aesthetics and production for media. Projects may become elements of a professional portfolio. (formerly VIC 102)
Laboratory: 6 hours
(course fee required)

VIC 101✧ 4 credits
Graphic Arts Production
The major areas of the graphic arts are studied, including graphic design, page layout, halftones, direct to film/direct to plate, image assembly, proofing, platemaking, presswork and bindery/finishing. Students apply each of the production processes to a project, from design through bindery/finishing. Recommended for anyone involved with the planning and production of a printed product including designers, customer service, sales and management.
Prerequisite: VIC 100✧ or concurrent enrollment
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 104✧ 3 credits
Computer Art I
An introduction to computer applications for the visual arts in a software-based approach to basic image manipulation and creation. Hardware and software are applied to create visual ideas as applied to art and design. Emphasis is placed on creativity. The projects may become elements of a professional portfolio. Recommended for students interested in basic introduction to illustration, paint, photo-manipulation and Macintosh computing techniques. This is a design course, not a production course.
Laboratory: 6 hours
(course fee required)

VIC 105✧ 3 credits
Technology for Educators
Designed to give educators a broad overview of the technologies available for use in classrooms and for educational support. Hardware and software is demonstrated and projects completed by the students meet Illinois Technology Standards for Educators. It is recommended that students taking this course have some experience in Macintosh or PC computers.
Lecture: 3 hours

VIC 121✧ 4 credits
Introduction to Quark InDesign
Layout and software concepts used for page layout are applied through course projects. Hands-on training in the Macintosh computer environment using QuarkXPress and Adobe InDesign software will enable the planning and completion of page layout pieces. Recommended for those students interested in basic page layout techniques using professional software. (formerly Introduction to QuarkXPress)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 142✧ 4 credits
Introduction to Illustrator
Adobe Illustrator is introduced through a series of illustration-based projects. Emphasis is placed on the application of the tools used for the creativity and production of graphic images consisting of strokes, fills, blends, gradients and filters. Color considerations for illustration specifications, file formats and Macintosh system requirements are discussed. Recommended for students interested in basic illustration techniques using professional software. It is recommended that students taking this course have MAC or PC experience.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 161✧ 4 credits
Introduction to Photoshop
Photoshop is covered through a series of image manipulation projects. Students develop skills to work creatively and efficiently in Photoshop. Overview of the tools, design options, menus, palettes, file formats and Macintosh system requirements will be discussed. It is recommended for those students interested in basic image manipulation techniques using professional software. It is recommended that students taking this course have MAC or PC experience.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 162✧ 4 credits
Digital Photography
The hardware and software used to capture photographic images with a hand-held digital camera is covered in this photo-composition course. The students use digital camera equipment of their own or from the lab. The basics of photography and digital image capture are applied. Photographic composition methods, as well as technical photography skills are covered. Students create a portfolio of their work. Recommended for any student who wants to learn more about photography using a digital camera and software. (formerly VIC 110, Digital Photographic Composition)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 163✧ 4 credits
Digital Studio Photography
Digital photographic portrait and product studio applications are covered as students use digital camera equipment, lighting and back drops to create a series of images. Lighting ratios, gray balance, contrast, resolution and production requirements are covered. Students create a digital portfolio of their photographic portrait and product work. (formerly VIC 111)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 164✧ 4 credits
Advanced Digital Photography
The hardware and software used to capture photographic images with a digital SLR camera is explored. Advanced photographic composition methods, as well as SLR technical photography skills are covered. Students create a portfolio of their work. Students are expected to have the use of a digital SLR camera. (formerly

VIC 113, Advanced Digital Studio Photography)
Prerequisite: VIC 161✧ or VIC 163✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 172✧ 3 credits
Web Page Design
Introduction to designing professional Web pages. Students will create Web pages through critique of current sites, planning and storyboards, an interactive project and Web page construction using Macromedia Dreamweaver.
Laboratory: 6 hours *IAI: MC 923*
(course fee required)

VIC 201✧ 4 credits
Paper, Plastic, Ink and Finishing
Ink properties and how it interacts with the surface of various papers and plastic is covered. Paper and other substrates are analyzed for structure, strength and surface quality. Students study the manufacture, type and requirements for printing ink and paper. Hands-on operation and procedures used in finishing processes are covered. Recommended for anyone involved with the design, planning, production and finishing of a printed product. (formerly Paper, Ink & Finishing Technologies)
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 202✧ 4 credits
Graphic Design Typography
The exploration of the construction, function and application of typography as a design and communication element are covered in a series of projects. Emphasis is placed on creativity, legibility and readability of the final product. The projects may become elements of a professional portfolio. (formerly Typography)
Prerequisite: VIC 100✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 210✧ 4 credits
Introduction to Packaging
Packaging is explored from concept to consumer. Students create package designs to meet specific needs of the industry. Specifications for package styles, printing surfaces, printing processes and finishing requirements are covered.
Prerequisite: VIC 142✧ and VIC 161✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 212✧ 4 credits
Structural Design
Structural design for packaging is explored from design through production. Students create designs utilizing ArtiosCAD packaging software and Adobe Illustrator for integration of structure and graphics. Package styles, printing surfaces, printing processes and finishing requirements are covered from a structural design perspective.
Prerequisite: VIC 142✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 213✧ 4 credits
Color Management
The process of building a calibrated color system is studied. Topics include scanner, monitor, proofing, imagesetter direct to plate/press, press calibration, multimedia, Web, devise character or color gamut, color conversion and RGB, CMYK and CIE color space. The goal of this course is for the student to develop a system to achieve predictable and consistent color reproduction from layout through press and media. It is recommended that students have a working knowledge of Photoshop.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 215✧ 4 credits
Package Design and Production
Advanced packaging design is explored with printing production and finishing production as the emphasis in completed projects. Students create package designs using packaging software, Adobe Photoshop and Adobe Illustrator to integrate ArtiosCAD files to meet specific needs of the industry. Advanced specifications for package styles, printing surfaces, printing processes and finishing requirements are covered.
Prerequisite: VIC 201✧, VIC 210✧, VIC 212✧, VIC 213✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 221✧ 4 credits
Advanced Quark/InDesign
Advanced page layout using Quark Xpress and InDesign is covered in a series of production projects. Advanced projects include the layout of two-page and four-page newsletters, large format ad layout and other page layout techniques. Student design projects and a simulated production environment using industry standards and procedures. Emphasis is placed on design and production of multi-color layout. (formerly Advanced Quark Production)
Prerequisite: VIC 101✧, VIC 121✧, VIC 202✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 231✧ 4 credits
Production for Design
Pre-press production procedures, including layout, job specification and production requirements are covered. Print production procedures are applied to specified projects using current hardware and software. Emphasis is on page imposition/page layout, trapping of colors, pre-flight, CMYK to RGB, spot colors, packaging requirements, digital color proofing and direct-to-plate output. Printing processes will be covered including lithography and flexography. Invaluable for designers and production operators needing to better understand pre-press workflow. (formerly Pre-Press Production)
Prerequisite: VIC 221✧ or VIC 242✧, VIC 261✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 242✧ 4 credits
Advanced Illustrator
Advanced Adobe Illustrator techniques are covered through design and production. Digitized and original images are manipulated in a series of projects utilizing Illustrator and other Adobe software. Emphasis is placed on creativity and concept development and the final output of each piece. Projects are critiqued for aesthetics and may become elements of a professional portfolio. Recommended for those students interested in applying advanced illustration design and production techniques using professional software. (formerly Advanced Illustrator Design)
Prerequisite: VIC 142✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 261✧ 4 credits
Advanced Photoshop
Designed to expose the student to the advanced operations of Photoshop. Through a series of image modification projects, students will develop the skills that are needed to work creatively and efficiently in a design/pre-press production environment. Projects are critiqued for aesthetics and may become elements

of a professional portfolio. (formerly Advanced Photoshop Production)
Prerequisite: VIC 161✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 270✧ 3 credits
Writing for Multimedia
An introduction to the basic writing skills necessary to create messages for the multimedia environment. Writing copy for print/advertising, Web-based and other digital formats including text, audio, still and moving images. It is recommended that a student have strong writing skills or have completed RHT 101✧.
Laboratory: 6 hours
(course fee required)

VIC 272✧ 3 credits
Advanced Web Page Design
Advanced Web page enhancement is explored by adding interactivity, animation, sound and video. Experienced users of Dreamweaver further develop a site with the more sophisticated and interactive features found in the software. Web page design using techniques including style sheets, layers and frames are emphasized and critiqued. It is recommended that students taking this course have some experience in Photoshop or VIC 161✧.
Prerequisite: VIC 172✧
Laboratory: 6 hours
(course fee required)

VIC 273✧ 3 credits
Introduction to Flash Animation
Introduction to the concepts, processes and history of animation, covering both traditional and two-dimensional computer-based animation techniques and incorporate the use of drawn, vector and bitmapped formats as a means of generating animated sequences are covered. It is recommended that students taking this course have some basic computer experience, VIC 104✧ or VIC 172✧
Laboratory: 6 hours *IAI: MC 924*
(course fee required)

VIC 274✧ 3 credits
Advanced Flash Animation
Students create advanced animation incorporating action scripting, sound and graphics. Principles of design, information architecture and user interaction are covered in the creation of advanced interactive movies.
Prerequisite: VIC 273✧
Laboratory: 6 hours
(course fee required)

VIC 280✧ 4 credits
Print for Design
A Unique course for both designers and press operators wanting to gain skills of four-color lithographic press operations and considerations. Individuals interested in the procedures for commercial printing will work along with the press operator to apply techniques to a variety of four- and five-color projects. Students will set up and run a multi-color press using a digital console, achieve proper register, color balance, ink/water balance and analyze color in relation to production design. This highly sought-after training includes skills for a multi-color press operator position currently in demand by the graphic arts industry. Also recommended for anyone involved with the planning and production of a printed product including designers, customer service, sales and management.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 282✧ 4 credits
Portfolio Design
Advanced graphic design projects, planning and preparation of a professional portfolio are covered. Traditional portfolio "books" and a digital portfolio in web or multimedia format is submitted for successful completion. It is recommended that students take this course in their last semester of study and have developed a series of 25-50 images consisting of print, web or multimedia work for a portfolio. Students will formally present portfolio work for review. A copy of all portfolio materials is submitted to the Visual Communication program on a CD. (formerly Portfolio Planning and Design)
Prerequisite: VIC 172✧, VIC 202✧, VIC 221✧, VIC 231✧, VIC 242✧, VIC 261✧
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 285✧ 3 credits
Digital Video
Students will learn to use various digital video hardware and software required to produce live action effects. These tools will be used to digitize and manipulate video footage and then output that footage for CD-ROM and/or web delivery. Students will use video digitizing tools to capture video and manipulate, alter, move and layer multiple tracks of video. Students will apply motion to static objects and images and apply transitions, as well as sound to enhance the visuals. Projects will be evaluated for creativity.
Laboratory: 6 hours
(course fee required)

VIC 286✧ 3 credits
Advanced Digital Video
Production course structured around the art of filmmaking. Students will create several advanced short films. Emphasis is placed on script development, preproduction, on-location shooting and post-production editing. Students use traditional production techniques, as well as digital technology. For a final project, each student will produce and direct either a short documentary or narrative film.
Prerequisite: VIC 285✧
Laboratory: 6 hours
(course fee required)

VIC 287✧ 3 credits
Sound for Multimedia
Students will be introduced to audio production and post-production techniques. Digital audio formats, compression techniques, hardware and storage systems will be covered. Through the use of specialized hardware and software, students will become familiar with the production process as it relates to the creation of audio effects for Web, CD-ROM and other methods of delivery.
Laboratory: 6 hours
(course fee required)

VIC 288 4 credits
Video Editing
Students will learn the fundamentals of non-linear video editing. Covers major aspects of post-production workflows: capturing footage, file management, editing styles and conventions, audio sweetening, and exporting. Consists of lectures and demonstrations linked to hands-on individual project creation and execution. Culminates with a final project of the students' personal footage or footage provided by the instructor. It is recommended, but not required, that students are familiar with video production and Photoshop.
Lecture: 2 hours
Laboratory: 4 hours
(course fee required)

VIC 290✧ 3 credits
Cooperative Work Experience
See course description CWE 290✧
Prerequisite: (1) Completion of 12 credit hours. Two of these courses, in discipline; must be completed (2) 2.0 Grade Point Average ("C" average); (3) Approval of the Cooperative Education Office.
Contact Hours: 240
(course fee required)

VIC 291✧ 3 credits
Cooperative Work Experience
See course description CWE 291✧
Prerequisite: (1) VIC 290 with a "C" grade or better; (2) 2.0 Grade Point Average ("C" Average); 3) Approval of the Cooperative Education Office.
Contact Hours: 240
(course fee required)

VIC 296✧ 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 12 credit hours may be used toward graduation.
Prerequisite: Dependent upon course requirements
Lecture: 0.5-4 hours
Laboratory: 0.5-8 hours
(course fee may be required)

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Glossary of Terms

academic placement: Entering credit students are required to take institutional placement tests which determine knowledge in basic reading, writing and math or provide formal documentation of basic learning skills.

academic calendar: Important dates for each semester; e.g., registration, add/drop, holidays and exams.

area of concentration: Courses that create a foundation for an intended major or electives to meet credit-hour requirements for a degree.

arts and sciences: Courses in the Arts and Sciences curricula parallel those offered at universities and are transferable to baccalaureate institutions.

associate's degree: Six types are offered at Triton College: Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Associate in Fine Arts (AFA), Associate in Arts Teaching (AAT) and Associate in General Studies (AGS).

articulated course: A course that meets the requirements for a specific course or elective credit at a four year college or university, or has been approved by the Illinois Articulation Initiative, identified by the ✧ symbol (i.e. RHT 101✧).

attendance policy: The number of absences permitted will vary from class to class.

audit: Taking a class to benefit from experience without receiving a grade or college credit. The cost of auditing a course is the same as that charged for enrolling for credit. Special registration procedures apply.

auxiliary fee: A $1 per course fee which supports the development and maintenance of recreational facilities designed for student use.

certificate: Awarded to students who complete specific requirements in career education certificate programs of less than 50 semester hours.

chargeback: Individuals who reside outside the Triton College district and want to enroll in a curriculum that is not offered by their local community college should apply for tuition assistance from their home district.

college success course work: Provides students with the knowledge of basic reading, writing and mathematical skills that are necessary for success in the course or program of study chosen by the student. College success courses may not be used to meet graduation requirements.

cooperative work experience: Program designed to enhance the student's academic knowledge, personal development and professional preparation through a combination of classroom 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.

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 during 100% tuition refund period does not appear on the student's transcript. After 100% period, a 'W' will appear on the student's transcript.

dual admission: Students are admitted simultaneously to both a 2-year college and the 4-year institution that will grant the final degree. The student will complete approximately the first 2 years of college at the 2-year college and transfer for the junior and senior year to the designated 4-year institution.

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 noncredit courses at locations within the district.

extracurricular activities: Events or activities offered outside of the credit curriculum; e.g., clubs, athletics.

fee: Money charged for additional services beyond tuition rate (i.e., Registration fee, Student Services fee).

honors: Distinction awarded to graduates based on cumulative GPA at graduation.

honors study: The opportunity for honors study is available through general petition into Scholars Program course sections and Independent Study. These options are designed to provide intellectual challenge for the serious student.

financial aid: Financial assistance designed to bridge the gap between the resources of the students and their families and the cost of attending Triton College. The different forms of financial aid are: grants, loans, work on campus, various local scholarships or veteran's affairs.

financial aid transcript: Records showing past financial aid agreements between the student and any other colleges or universities.

flexible scheduling: Classes offered at a variety of times, course lengths and locations that respond to the student needs.

full time: Enrollment in 12 or more credit hours per semester (6 hours in summer session).

general petition: A form used by students when requesting that the college initiate an action pertaining to student enrollment.

general studies: An associate's degree (AGS) intended for students whose educational goals cannot be adequately met by other degree programs. The AGS is awarded in individualized curricula that has been agreed upon by the student and counselor.

grade point: Numerical value assigned to the letter grade received in a class. Used to calculate a grade point average.

graduation petition: A form required to be considered for an upcoming graduation.

hybrid/blended courses: A method of instruction that utilizes face-to-face, online and Internet deliveries.

Illinois Articulation Initiative (IAI): 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.

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.

online course: A method of instruction that is predominantly delivered online through the Internet.

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.

"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 institutions for completion of the baccalaureate degree. For additional information, students are encouraged to contact a counselor.

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 credit: Upon petition, credit that has been earned at another accredited college or university will be applied to the student's Triton record.

transfer guide: A guide for the 2-year college student providing general information regarding course work at the 2-year college that matches the transfer requirements of the 4-year institution.

transfer services: Assistance to students who plan to transfer to a baccalaureate institution by helping them identify appropriate colleges and universities and scholarship sources.

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.

university center: Through strategic partnerships with senior institutions, the college will offer students the opportunity to continue their higher education pursuits for select bachelor degree programs without leaving the Triton campus.

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.