

# CATALOG

2008-2010



Truman College  
One of the City Colleges of Chicago

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# THE CITY COLLEGES OF CHICAGO COMPLIANCE STATEMENT

## Non-discrimination Policies And Procedures

### **Equal Opportunity in Programs, Services and Activities Policy**

The Board of Trustees of the City Colleges of Chicago prohibits discrimination, except as allowed by law, by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state or federal law.

“Discrimination” includes harassment or the creation of a hostile working or learning environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity. Prohibited harassment also includes where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual’s work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Pursuant to its policy and applicable local, state and federal laws, the Board of Trustees has adopted specific policies that prohibit Sexual Harassment, violations of Title IX of the Education Amendments of 1972 (concerning gender discrimination in education), and disability discrimination.

### **Discrimination and Harassment Complaint Procedures**

Students who believe that they have suffered from a violation of the City Colleges’ equal opportunity policies with respect to non-discrimination or sexual harassment may file a complaint with the District’s EEO Officer who is charged with investigating complaints of this nature. The EEO Officer or designee addresses all equal opportunity concerns of CCC employees, applicants for employment, students or applicants for admission or any other person including complaints of discrimination, harassment or hostile work environment, retaliation, intimidation and requests for accommodation due to religion or disability. With respect to students or other persons, complaints of discrimination may concern admissions, participation, application of academic policies, educational or learning environment, or any other term or of participation in Board programs, services and activities. Students who file such complaints are protected from retaliation.

Students may contact the EEO Officer by direct number at (312)553-2538, through the Office of Human Resources at (312)553-2900, via e-mail to [eeofficer@ccc.edu](mailto:eeofficer@ccc.edu) or by mail to the City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 12th Floor, Chicago, Illinois 60606

The complete text of the District’s non-discrimination policies are contained in the Student Policy Manual. Copies of the City Colleges of Chicago Equal Opportunity Complaint Procedures and the Discrimination Complaint Form are available in the District Office, Office of Human Resources and in the Personnel Office at each of the seven City Colleges of Chicago locations. The policies and complaint procedures are also available at the City Colleges Website at [www.ccc.edu/studentpolicy](http://www.ccc.edu/studentpolicy).

### **Prohibition Against Retaliation and Intimidation**

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited. Anyone who feels he or she is the victim of retaliation or intimidation should contact the EEO Officer to report such incidents immediately.

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### **Smoke Free Workplace**

City Colleges of Chicago is a smoke-free environment.

### **Prohibition on Unlawful Drug & Alcohol Use**

The City Colleges of Chicago prohibits the use or distribution of alcoholic beverages in or on college property, or in conjunction with any college activities, except as authorized by state law and specifically approved by the college president or the chancellor. The unlawful manufacture, distribution, dispensation, use or possession of controlled substances (as defined in the Controlled Substances ACT, 21 U.S.C. 812, section 202, schedules I through V) in or on college property is strictly prohibited.

The Board of Trustees of the Community College District No. 508, is governed by the Illinois Public Community College Act, (110 ILCX 805/1-1, et seq.) and the Rules for the Management and Government of the City Colleges of Chicago, with any amendments enacted or thereafter.

A student or employee who is found to be in violation of the above-stated prohibitions will be subject to disciplinary action, up to and including expulsion and/or dismissal from employment.

### **Privacy of Educational Records**

Pursuant to the Family Educational Rights and Privacy Act, the Board of Trustees has adopted a policy with respect to students' rights of access to their educational records, and the disclosure of educational records to third parties. The policy is published in the [Student Policy Manual](#).

### **Disclaimer**

Any item in this catalog is subject to change by the Board of Trustees for Community College District No. 508.

This catalog contains information regarding City Colleges of Chicago, which is current as the time of publication. It is not intended to be a complete description of all City Colleges of Chicago 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 City Colleges of Chicago in the future without advance notice.

### **THIS IS NOT A CONTRACT**

# BOARD OF TRUSTEES / OFFICERS OF THE DISTRICT

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Community College District No. 508  
Cook County, State of Illinois

## BOARD OF TRUSTEES

**James C. Tyree**  
Chairman

**James A. Dyson**  
Vice Chairman

**Terry E. Newman**  
Secretary

**Ralph G. Moore**  
Member

**Rev. Albert D. Tyson, III**  
Member

**Nancy J. Clawson**  
Member

**Gloria Castillo**  
Member

**Student Member**  
From one campus of City Colleges  
of Chicago each year

## OFFICERS OF THE DISTRICT

**Wayne D. Watson, Ph.D.**  
Chancellor

**Deidra J. Lewis**  
Executive Vice Chancellor

**Xiomara Cortes-Metcalf**  
Vice Chancellor of Human Resources and Staff Development

**James Reilly**  
General Counsel

**John Dozier**  
Vice Chancellor of Information Technology

**Kenneth Gotsch**  
Vice Chancellor of Finance

**Michael Mutz**  
Vice Chancellor of Development

**Sylvia Ramos, Ed. D.**  
President, Richard J. Daley College

**Clyde El-Amin**  
President, Kennedy-King College

**Zerrie D. Campbell**  
President, Malcolm X

**Valerie Roberson, Ph.D.**  
President, Olive-Harvey College

**Lynn Walker**  
Interim President, Harry S Truman College

**John Wozniak**  
President, Harold Washington College

**Charles Guengerich, Ph. D.**  
President, Wilbur Wright College

# PRESIDENT'S MESSAGE

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Welcome to Truman College. You've made an excellent choice.

Community colleges are the only uniquely American form of higher education. In fact, the first two-year college in the nation, Joliet Junior College, was founded in Illinois in 1901. Community colleges offer affordable, accessible higher education at a time when it's more important than ever to have a college degree. You'll pay a fifth as much per year as you would at a private two-year school and only a tenth of what you would at a private four-year college or university. The courses are not only the same, but through the Illinois Articulation Initiative (IAI), they transfer to most Illinois colleges and universities. In fact, Truman has transfer agreements and even bridge programs with several four-year schools, DePaul University and Northeastern Illinois University among them.

At Truman College, we are dedicated to your success. Our instructors are among the best in the city. All must have at least a master's degree to teach here; many hold doctorates. Several are artists, writers, and academicians whose work is well known outside Truman's walls. In addition to our faculty, the college offers a range of student support services, including a Student Success Institute, academic advising, career counseling, a tutoring center, an Office of Special Needs, a student and cultural club center and, of course, a Financial Aid Office. Each year, Truman College awards more than \$6 million in state and federal, scholarships, grants, and tax deferments.

Truman is always working to improve both its facilities and service. In March of 2008, we will begin construction on a new parking deck and Student Services Center, which will not only give us more than 1,100 clean, well-lighted parking spaces, but allow us to consolidate student services and open up more classroom space in the main building as well. We remain on the forefront of technology in Chicago by offering the new Studio Classroom model in which all students in a class are connected to the Internet via laptops. The model appeals to visual, auditory, and tactile learning styles, bestows critical computer skills, and encourages working in groups.

Finally, by choosing Truman you have chosen a college dedicated to diversity and service. Our students come from more than 144 countries and speak more than 56 languages, a fact we celebrate throughout the year with academic programs and cultural events. All the City Colleges of Chicago are dedicated to the philosophy of Service Excellence, that we provide a clean, safe environment and accurate information and they we treat students with courtesy and respect.

We are, after all, here to ensure that you succeed ... in college and for many years afterward.

A handwritten signature in black ink that reads "Lynn M. Walker". The signature is written in a cursive, flowing style.

Interim President Lynn M. Walker  
Truman College

# CITY COLLEGES OF CHICAGO

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**Community college education has existed in Chicago since 1911, when Crane Technical High School opened its doors to 28 adults seeking higher education.**

This led to the establishment of Crane Junior College (now Malcolm X College). From this modest beginning, the City Colleges of Chicago (CCC) has grown to a system of seven individually accredited colleges, three learning centers, and three technical institutes.

Clarence Darrow, the renowned Chicago lawyer, argued in the defense of the City Colleges when, during the Depression, its existence was threatened by a financially strapped Board of Education. Darrow stated that higher education in the form of the then “junior college, had to endure” because the City Colleges were “for the people”.

As a result of state legislative action in the late 1960’s, the City Colleges’ status as a junior college changed to that of a comprehensive community college.

The City Colleges of Chicago, Community College District 508, today reaches more than 200,000 people annually, through the 13 facilities of the City College system, programs conducted in local community centers, public and parochial high schools, social service centers, and branches of the Chicago Public Library. Students can also take internet-based courses via television through CCC’s Public Broadcast Station, WYCC-TV Channel 20, and the Center for Distance Learning.

The district offers a variety of Associate Degree Programs that prepare students for transfer with junior level standing to universities. A comprehensive offering of certificate programs also prepares students for immediate entry in their chosen careers.

City Colleges provides specialized training for many workforce development programs, and tuition-free Adult Education courses including English as a Second Language (ESL), Adult Basic Education (ABE), and General Education Equivalency (GED), as well as Continuing Education (CE) programs that add value to the quality of life.

City Colleges continues to serve its community, offering highly qualified faculty, a sustained commitment to affordable tuition and excellence in higher education for all citizens of Chicago.

Visit the City Colleges of Chicago at [www.ccc.edu](http://www.ccc.edu)

# MAP OF CITY COLLEGES OF CHICAGO

Daley College  
7500 S. Pulaski Rd.  
Chicago, IL 60652  
(773) 838-7500

Arturo Velasquez  
West Side  
Technical Institute  
2800 S. Western Ave.  
(773) 843-4500

Kennedy-King College  
6301 S. Halsted Street  
Chicago, IL 60621  
(773) 602-5000

Dawson Technical Institute  
of Kennedy-King College  
3901 S. State St.  
(773) 451-2100

Malcolm X College  
1900 W. Van Buren St.  
Chicago, IL 60612  
(312) 850-7000

West Side Learning  
Center of  
Malcolm X College  
4624 W. Madison St.  
(312) 850-7420

Olive-Harvey College  
10001 S. Woodlawn Ave.  
Chicago, IL 60628  
(773) 291-6100

South Chicago  
Learning Center of  
Olive-Harvey College  
3055 E. 92nd St.  
(773) 291-6770

Harry S Truman College  
1145 W. Wilson Ave.  
Chicago, IL 60640  
(773) 907-4000

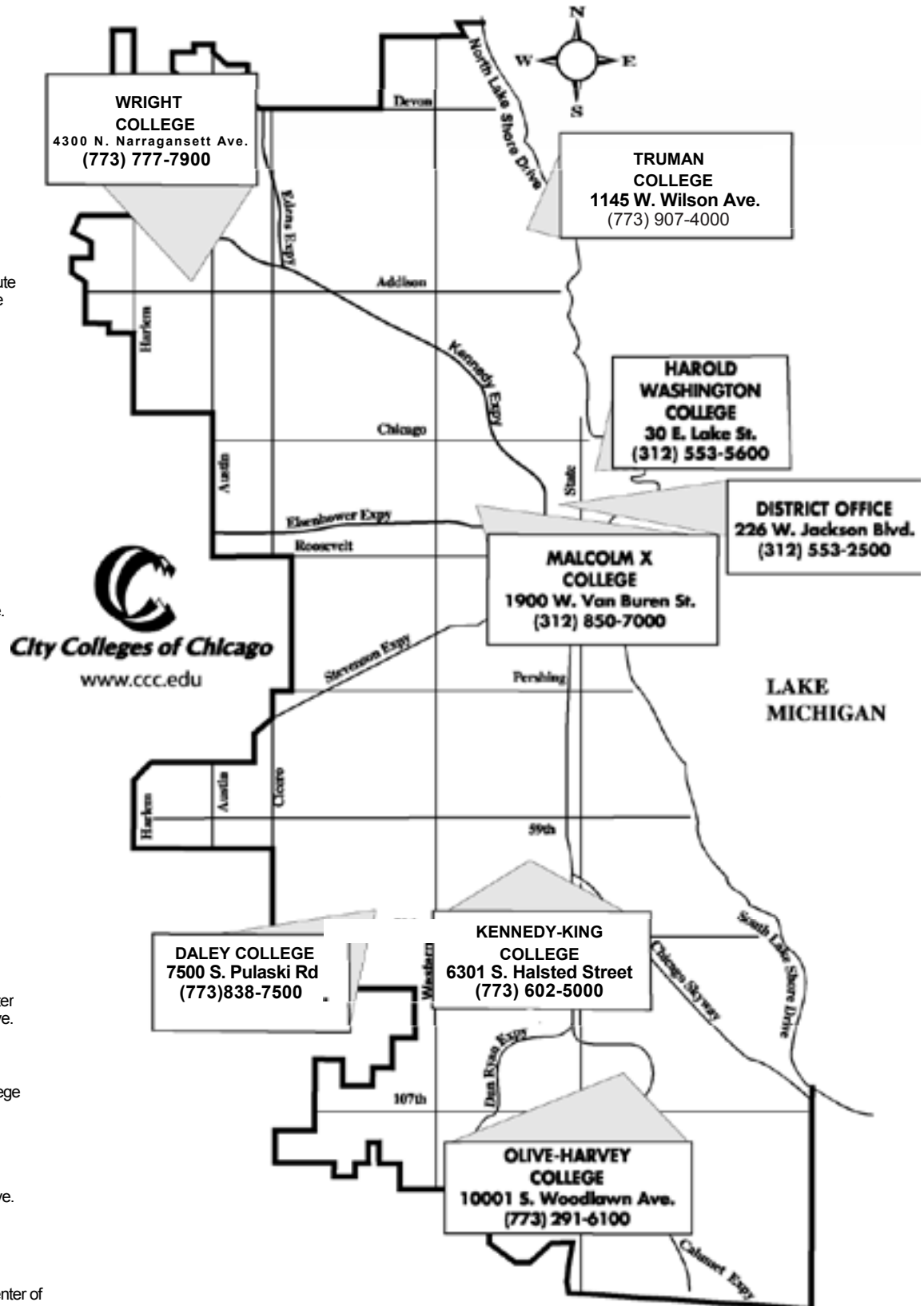
Lakeview Learning  
Center of  
Truman College  
3310 N. Clark St.  
(773) 907-4400

Truman Technical Center  
1200 W. Sunnyside Ave.  
Chicago, IL 60640  
(773) 907-3995

Harold Washington College  
30 E. Lake St.  
Chicago, IL 60601  
(312) 553-5600

Wilbur Wright College  
4300 N. Narragansett Ave.  
Chicago, IL 60634  
(773) 777-7900

Humboldt Park  
Vocational Education Center of  
Wright College  
1645 N. California Ave.  
(773) 489-8989





# ACADEMIC CALENDAR SPRING 2008~FALL 2010

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## **Spring 2008 Term**

January 7, 2008 (Monday)  
January 7 – 12, 2008 (Monday – Saturday)  
January 14, 2008 (Monday)  
January 14 – 19, 2008 (Monday – Saturday)  
January 19, 2008 (Saturday)  
January 21, 2008 (Monday)  
January 24, 2008 (Thursday)  
February 12, 2008 (Tuesday)  
March 12, 2008 (Wednesday)  
March 17 – 23, 2008 (Monday – Sunday)  
April 14, 2008 (Monday)  
May 10, 2008 (Saturday)

## **Activity/Event**

Spring 2008 Term begins  
Early registration for Spring 2008 Term  
First day of classes for Spring 2008 Term  
Late registration for Spring 2008 Term  
Saturday classes begin  
Martin Luther King, Jr. Day (Holiday)  
STAT date  
Lincoln's birthday (Holiday)  
Mid-term date for Spring 2008 Term  
Spring Break  
Last day for student initiated withdrawals  
Last day of Spring 2008 Term

## **Summer 2008 Term**

June 2, 2008 (Monday)  
June 2-3, 2008 (Monday – Tuesday)  
June 4, 2008 (Wednesday)  
June 4 – 5, 2008 (Wednesday– Thursday)  
June 5, 2008 (Thursday)  
July 2, 2008 (Wednesday)  
July 4, 2008 (Friday)  
July 16, 2008 (Wednesday)  
July 26, 2008 (Saturday)

## **Activity/Event**

Summer 2008 Term begins  
Registration for Summer 2008 Term  
First day of classes for Summer 2008 Term  
Late registration for Summer 2008 Term  
STAT date  
Mid-term date for Summer 2008 Term  
Independence day (Holiday)  
Last date for student initiated withdrawal  
Last day of Summer 2008 Term

## **Fall 2008 Term**

August 11, 2008 (Monday)  
August 11 – 16, 2008 (Monday – Saturday)  
August 18 – 23, 2008 (Monday – Saturday)  
August 25, 2008 (Monday)  
August 25 – August 30, 2008 (Monday–Saturday)  
August 30, 2008 (Saturday)  
September 1, 2008 (Monday)  
September 4, 2008 (Thursday)  
October 15, 2008 (Wednesday)  
November 17, 2008 (Monday)  
November 27-28, 2008 (Thursday & Friday)  
December 13, 2008 (Saturday)

## **Activity/Event**

Fall 2008 Term begins  
Early registration for Fall 2008 Term  
Registration for Fall 2008 Term  
First day of classes for Fall 2008 Term  
Late registration for Fall 2008 Term  
Saturday classes begin  
Labor Day (Holiday)  
STAT date  
Mid-term date for Fall 2008 Term  
Last day for student initiated withdrawal  
Thanksgiving (Holiday)  
Fall Term ends

## **Spring 2009 Term**

January 12, 2009 (Monday)  
January 12-17, 2009 (Monday – Saturday)  
January 19, 2009 (Monday)  
January 20, 2009 (Tuesday)  
January 20 – 24, 2009 (Tuesday – Saturday)  
January 24, 2009 (Saturday)  
January 29 2009 (Thursday)  
February 12, 2009 (Thursday)  
March 18, 2009 (Wednesday)  
April 6-12, 2009 (Monday – Sunday)  
April 20, 2009 (Monday)  
May 16, 2009 (Saturday)

## **Activity/Event**

Spring 2009 Term begins  
Early registration for Spring 2009 Term  
Martin Luther King Holiday  
First day of classes for Spring 2009 Term  
Late registration for Spring 2009 Term  
Saturday classes begin  
STAT date  
Lincoln's Birthday (Holiday)  
Mid-Term date for Spring 2009 Term  
Spring break  
Last day for student initiated withdrawals  
Spring 2009 Term ends

## **Summer 2009Term**

June 1, 2009 (Monday)  
June 1 – 2, 2009 (Monday – Tuesday)  
June 3, 2009 (Wednesday)  
June 3 – 4, 2009 (Wednesday – Thursday)  
June 4, 2009 (Thursday)  
July 1, 2009 (Wednesday)  
July 4, 2009 (Saturday)  
July 15, 2009 (Wednesday)  
July 25, 2009 (Saturday)

## **Activity/Event**

Summer 2009 Term begins  
Registration for Summer 2009 Term  
First day of classes for Summer 2009 Term  
Late registration for Summer 2009 Term  
STAT date  
Mid-term date for Summer 2009 Term  
Independence Day (Holiday)  
Last day for student initiated withdrawals  
Last day of Summer 2009 Term

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**Fall 2009 Term**

August 10, 2009 (Monday)  
August 10 – 15, 2009 (Monday – Saturday)  
August 17 – 22, 2009 (Monday – Saturday)  
August 24, 2009 (Monday)  
August 24 – 29, 2009 (Monday–Saturday)  
August 29, 2009 (Saturday)  
September 2, 2009 (Wednesday)  
September 7, 2009 (Monday)  
October 21, 2009 (Wednesday)  
November 16, 2009 (Monday)  
November 26-27, 2009 (Thursday & Friday)  
December 12, 2009 (Saturday)

**Activity/Event**

Fall 2009 Term begins  
Early registration for Fall 2009 Term  
Registration for Fall 2009 Term  
First day of classes for Fall 2009 Term  
Late registration for Fall 2009 Term  
Saturday classes begin  
STAT date  
Labor Day (Holiday)  
Mid-term date for Fall 2009 Term  
Last day for student initiated withdrawal  
Thanksgiving (Holiday)  
Fall Term ends

**Spring 2010 Term**

January 11, 2010 (Monday)  
January 11-16, 2010 (Monday – Saturday)  
January 18, 2010 (Monday)  
January 19, 2010 (Tuesday)  
January 19 – 23, 2010 (Tuesday – Saturday)  
January 23, 2010 (Saturday)  
January 28 2010(Thursday)  
February 12, 2010 (Friday)  
March 3, 2010 (Wednesday)  
March 29 – April 4, 2010 (Monday – Sunday)  
April 19, 2010 (Monday)  
May 15, 2010 (Saturday)

**Activity/Event**

Spring 2010 Term begins  
Early registration for Spring 2010 Term  
Martin Luther King Holiday  
First day of classes for Spring 2010 Term  
Late registration for Spring 2010 Term  
Saturday classes begin  
STAT date  
Lincoln's Birthday (Holiday)  
Mid-Term date for Spring 2010 Term  
Spring break  
Last day for student initiated withdrawals  
Spring 2010 Term ends

**Summer 2010 Term**

June 7, 2010 (Monday)  
June 7-8, 2010 (Monday – Tuesday)  
June 9, 2010 (Wednesday)  
June 9-10, 2010 (Wednesday – Thursday)  
June 10, 2010 (Thursday)  
July 4, 2010 (Sunday)  
July 7, 2010 (Wednesday)  
July 14, 2010 (Wednesday)  
July 24, 2010 (Saturday)

**Activity/Event**

Summer 2010 Term begins  
Registration for Summer 2010 Term  
First day of classes for Summer 2010 Term  
Late registration for Summer 2010 Term  
STAT date  
Independence Day (Holiday)  
Mid-term date for Summer 2010 Term  
Last day for student initiated withdrawals  
Last day of Summer 2010 Term

**Fall 2010 Term**

August 9, 2010 (Monday)  
August 9-14, 2010 (Monday – Saturday)  
August 16 – 21, 2010 (Monday – Saturday)  
August 23, 2010 (Monday)  
August 23-28, 2010 (Monday–Saturday)  
August 28, 2010 (Saturday)  
September 1, 2010 (Wednesday)  
September 6, 2010 (Monday)  
October 20, 2010 (Wednesday)  
November 15, 2010 (Monday)  
November 25-26, 2010 (Thursday & Friday)  
December 18, 2010 (Saturday)

**Activity/Event**

Fall 2010 Term begins  
Early registration for Fall 2010 Term  
Registration for Fall 2010 Term  
First day of classes for Fall 2010 Term  
Late registration for Fall 2010 Term  
Saturday classes begin  
STAT date  
Labor Day  
Mid-term date for Fall 2010 Term  
Last day for student initiated withdrawal  
Thanksgiving (Holiday)  
Fall Term ends

# Truman College ...



## President Harry S Truman

The Truman College catalog is dedicated to the memory of Harry S Truman, 33rd President of the United States, the college's namesake and a champion of public higher education. In 1947, he created the Commission on Higher Education whose members were charged with finding ways to make college more accessible and affordable. Among their recommendations was the establishment of a community college system.

Truman himself could never afford college, but had a lifelong passion for reading and learning. Had a community college been available to him, he might well have enrolled. He was the quintessential community college student – hard working, but of modest means, and always trying to improve his prospects.

## We Are Truman College

### Our Mission dedicates us

- to deliver high-quality, innovative, affordable, and accessible educational opportunities and services that prepare students for a rapidly changing and diverse global economy.

### Our Vision guides us

- to enrich the quality of life of our students and the community we serve through creative responses to educational, economic, social, and global challenges.

### Our Core Values define us through

- integrity and commitment
- responsibility and accountability
- respect and fairness
- diversity and inclusiveness.

### Our Teaching and Learning Goals commit us to develop students who

- communicate effectively in both written and oral forms
- gather, interpret and analyze data
- demonstrate the ability to think critically, abstractly and logically
- work with a variety of technologies
- exhibit social and ethical responsibility
- perform productively in the workforce
- demonstrate the ability to learn independently
- gain awareness of their role in the global community.

### Our Assessment directs us

- to provide valid and reliable means of measuring and refining the effectiveness of our teaching to enhance student learning.

## Truman College History

The origins of Harry S Truman College go back to 1956 when, in response to community interest in a public two-year college for the northeast section of the city, an evening college was opened at Amundsen High School. By 1961, this successful undertaking had moved to a former Chicago elementary school and was renamed Mayfair College, offering both day and evening classes to 4,000 students.

Demand for larger, more up-to-date quarters resulted in the construction of a new campus in the heart of Chicago's historic Uptown neighborhood, a location that better served the needs of the student population and was convenient to public transportation.

When Truman College opened its doors in 1976, residents wanted to ensure their access to the new institution. The same week the college opened, members of the community painted a mural directly facing the campus, adding to it the words, "This college must be for everyone." The message of the mural has always been, and continues to be, the philosophy of Truman College.

In the 2006 statistical digest, more than 7,000 students were enrolled in the college's credit program. Another 16,311 were enrolled in the college's Adult Education, Continuing Education, Truman Technical Center, Lakeview Learning Center, and Truman Middle College Alternative High School programs combined.



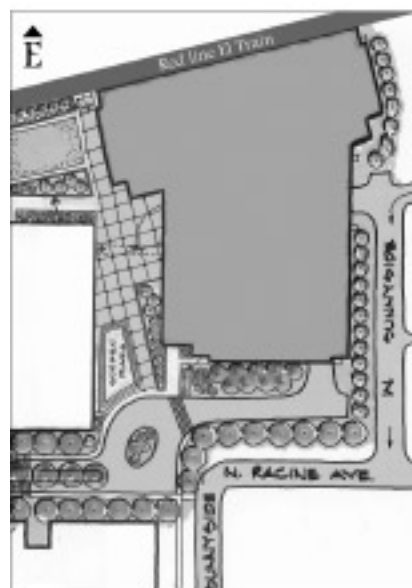
## Parking Deck and Student Services Center

In March of 2008, Truman College will begin construction on a new student services center, complete with a new parking deck. The project, funded by the City Colleges of Chicago and the State of Illinois, will allow the college to centralize student services and open up more classroom space in the main building. Truman will use this opportunity to create new short-term training, personal enrichment, and health and fitness programs to serve Uptown's population.

The new building will be constructed on the southeast side of the college, next to the abandoned EI tracks, approximately where the tennis courts and gravel and paved parking lots are now. Property not devoted to the new building will be converted to green space. The building itself will be environmentally friendly, constructed to standards set by the Leadership in Energy and Environmental Design (LEED) Green Building Rating System. The design will allow the campus to remain open so that neighborhood residents may come and go freely between their homes, public transportation, and shops.

The parking deck will include nine levels of parking—a seven-story parking deck and two more stories of parking on top of the ground-level student services center. This will create more than 1,100 parking spaces, almost twice our current capacity. Students, faculty, and staff will enter from Wilson Avenue via a new driveway constructed on the mall between the main college building and the Truman Technical Center.

During the 18-month construction, students, faculty, and staff will use the Chicago Park District parking lot at the east end of Wilson, next to Lake Michigan, and some spaces on the parking deck of Weiss Hospital at Wilson and Marine Drive. Shuttle buses will ferry drivers between the lots and the college.



Students, faculty, and staff may also use public transportation. Truman College is on or near several major bus routes; the front entrance is less than 50 feet from the Red Line EI stop at Wilson. The college is also installing several new bicycle racks for those who want to pedal to work and classes.

## Student Body

Truman students are very diverse, coming from 144 countries and speaking more than 56 languages. They include recent high school graduates beginning their first two years of college, returning students taking advantage of the convenient hours and support services Truman College provides, recent immigrants seeking to learn the language, gain job skills and fully integrate into the community, professionals working to acquire or upgrade skills, and International students.

# HARRY S TRUMAN COLLEGE

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## Accreditation

Truman College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Their office in Chicago is 30 North LaSalle, Chicago, Illinois 60602 ([ncahigherlearningcommission.org](http://ncahigherlearningcommission.org)) Phone: (800) 621-7440 / (312) 263-0456, Fax: (312) 263-7462. Truman is also approved by the Illinois Community College Board, the Illinois Board of Higher Education and the Illinois State Board of Education.

The Business Programs are accredited by the Association of Collegiate Business Schools.

The Nursing Program is accredited by the State of Illinois, Department of Professional Regulation and the National League for Nursing Accrediting Commission.

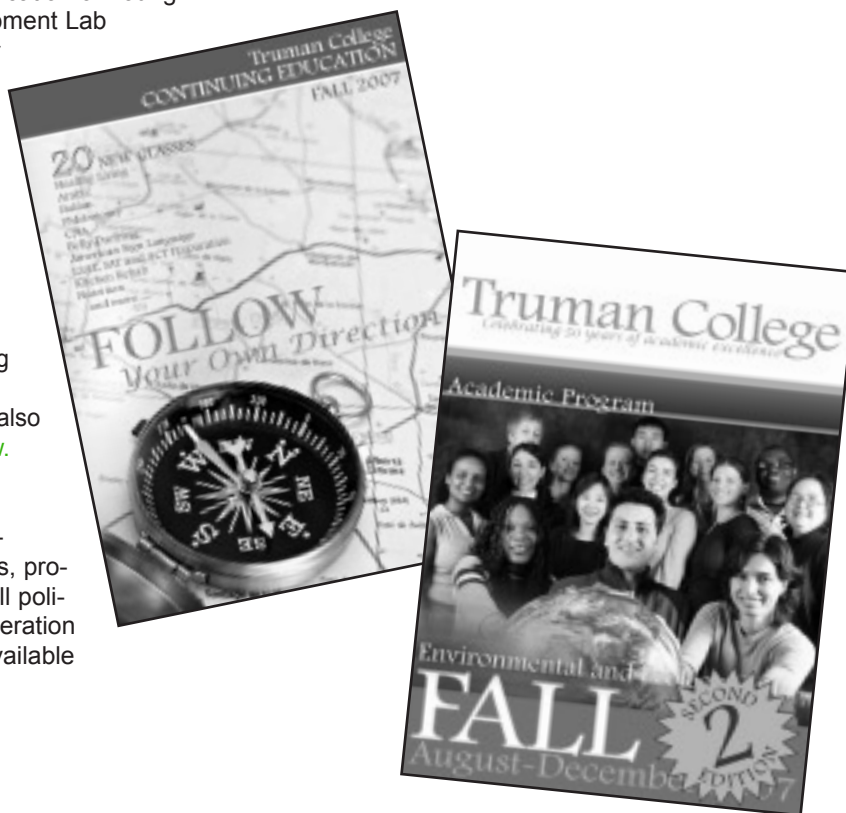
The Truman College Technical Center's Automotive Technology Program is accredited by the National Automotive Technicians' Education Foundation, Inc./ Automotive Service Excellence. The Cosmetology Program is accredited by the State of Illinois, Department of Finance and Professional Regulation. Appliance Technology is accredited by the Illinois College Board, Illinois Board of Higher Education, North Central Association of Post Secondary Institutions and is certified by the Veterans Administration.

The Child Development Program is accredited by the Early Childhood Associate Degree Accreditation Division of the National Association for the Education of Young Children (NAEYC). The Child Development Lab School, which serves as child care for children of Truman students and staff and as a teaching program for Child Development students, is accredited by NAEYC's Academy for Early Childhood Programs.

## Publications for Students

Class schedules, published several times a year for both the Academic Program (college credit) and Continuing Education programs, contain important information for students. Students can also find this information on the web at [www.trumancollege.edu](http://www.trumancollege.edu).

City Colleges of Chicago prohibits discrimination in employment, admissions, programs, and services. Information on all policies and procedures governing the operation of the seven community colleges is available in the [Student Policy Manual](#).



# OVERVIEW OF EDUCATIONAL OPTIONS

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Harry S Truman College is a comprehensive community college that offers students a variety of educational options. Many students come to Truman to earn an associate degree that will lead to a satisfying career. Others come to complete a two-year degree and transfer to a four-year institution to complete a bachelor's degree. Still others come to improve their ability to speak and write English, to develop a specific job skill, to continue the process of lifelong learning, or to take a new career direction.

This section summarizes the many opportunities available at Truman College.

## Transfer Education

Students come to Truman to earn a two-year associate degree that will transfer to a four-year college or university. Students who have completed their associate degree usually enter four-year college or university as juniors. Truman offers two-year associate degrees in the arts (AA), the sciences (AS), in pre-engineering (AES), in fine arts (AFA), and in teaching (AAT).

Truman students should read the Illinois Articulation Initiative, which outlines appropriate and transferable courses for each degree.

Since requirements can vary from one university to another, each program must be planned with a college or faculty advisor. Catalogs from colleges and universities in Illinois and other states are available in Admissions and Advising, Room 1112. For specific degree program information, see the Transfer Programs section in this catalog.

## Adult Education

The Adult Education division serves the largest number of students at Truman, nearly 7,000 per eight week module. It offers free English as a Second Language (ESL) courses, basic literacy and math skills (ABE), preparation for the high school equivalency (GED) exam in English and Spanish, and preparation for the U.S. Citizenship Exam. Classes are taught at Truman, the Lakeview Learning Center, and at more than 20 off-campus sites. See more detailed information about Adult Education offerings in the Programs of Study section in this catalog.



## Career Occupational Education

Career Occupational programs prepare students to step directly into the work world. Some students enroll in a two-year Associate in Applied Science (AAS) program or enter a shorter program leading to a basic or advanced certificate. Many students at Truman work to gain the necessary skills and knowledge to prepare for a job. Some take only a few courses to reinforce and improve existing skills.

Many Career Occupational students are high school graduates. Some have recently completed the high school equivalency program (GED). Others are re-educating themselves to keep up with changes in the workplace. Individuals trained in the critical shortage skills areas are needed to meet workforce supply and demand. During the next 10 years, 50 percent of all jobs will require education beyond high school, but not all the way to a four-year degree. For specific degree and certificate information, see the Career Occupational Programs and the Truman College Technical Center Programs sections in this catalog. Visit our web site and class schedule for the latest technology training programs such as CISCO certification and the new AAS degree in Networking Systems and Technologies.

## Continuing Education

Continuing Education offers short-term certificate programs and individual classes for students who want to improve their skills or start a new career. Classes for leisure, personal enrichment, and self or professional development are also available. Classes are offered days, evenings, and weekends. The typical Continuing Education course term is seven weeks with some programs lasting up to 16 weeks. An updated version of the schedule and the current semester booklist are posted on the Continuing Education webpage.

# OVERVIEW OF EDUCATIONAL OPTIONS

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## Technical Center

The Truman Technical Center is home to three career occupational programs – Automotive Technology, Appliance Technology, and Cosmetology. All are financial aid eligible. Automotive Technology students may earn a 20-credit-hour basic certificate or a 41-credit-hour advanced certificate or an associate degree in applied science. Cosmetology students may earn a 1,500-hour advanced certificate leading to a state license. Appliance Technology students can earn a 41-credit hour advanced certificate. Classes are offered days and evenings for all programs.

## Weekend College

The Weekend College is designed for students who have work or family commitments during the week. Several associate degrees and certificates can be earned by taking classes exclusively on weekends. Student support services such as the Admissions and Advising Center, Tutoring, the Library, Financial Aid, Assessment Center, and Registrar's Office are open Monday through Saturday.

## Pre-Credit Classes

The Pre-Credit college preparatory program is a recommended series of courses designed for native and non-native high school/GED graduates scoring below the minimum level on the placement tests in reading, writing, speaking, and mathematics.

## Center for Distance Learning

Truman students who need more flexibility in course scheduling may enroll in courses offered by the Center for Distance Learning (CDL). Courses are offered on WYCC-TV Channel 20, online, and on videotape. Distance learning courses allow you to study independently and take tests in the Truman Assessment Center. CDL courses are complete instructional units that include a textbook, study guide, and taped course material. Full sets of videocassette courses can be rented for the semester. Tele/web courses for students with Internet access are also available. These courses provide for independent, self-paced learning.

## Truman/Northeastern Illinois Partnership

Truman College has joined Northeastern Illinois University and Wright College to offer an innovative program to prepare math and science teachers for elementary and middle school. The program incorporates the use of technology in the classroom and preparation for teaching in the diverse environment of an urban school. Truman students can complete General Education courses, most of the required math and science courses, and some of the required education courses before transferring to Northeastern Illinois University. Thus Truman students can pay City Colleges tuition rates while earning credits at both Truman and Northeastern Illinois University. Along with teacher certification, Northeastern graduates will earn three certificate endorsements: middle level teaching, middle level mathematics, and general science.



## Truman/DePaul Bridge Program

The Truman - DePaul Bridge Program is a partnership between Truman College and DePaul's School for New Learning that allows students to earn credit at both schools simultaneously. It offers students the opportunity to experience a university environment and helps smooth the transition from Truman to DePaul.

The Bridge Program was designed for adults 24 and older who have demands on their time and income that make it difficult to pursue a traditional educational career. Emphasizing transition over transfer, the program helps students adapt their learning styles and offers ways to cope with fears, concerns, and confusion while pursuing academic goals.

Hallmarks of the program include team-taught courses, intensive advising and guidance, a progress tracking system, and peer support. The Bridge is ideal for adults who have or have nearly completed associate degrees. As of June 2007, 70 Bridge students had graduated from the School for New Learning and more than 65 courses had been designed and team-taught exclusively for the Bridge Program.

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## Programs for High School Students

Truman offers a variety of programs for area high school students.

### Truman Middle College Alternative High School

The Middle College gives high school dropouts, 16 to 21 years of age, a second chance to earn a high school diploma. The Middle College is accredited by the North Central Association of Colleges and Schools and authorized by the State of Illinois to issue a Secondary School Diploma.

The Middle College offers courses in all core subject areas. Classes are small, allowing teachers to work closely with each student. The staff is trained to evaluate a student's emotional and academic problems and create an environment in which the student will flourish. Middle College students who exhibit a commitment to attendance and academic pursuit may, with the permission of the principal, take college courses for which they can earn both high school and college credit.

Truman College students provide positive role models for Middle College students. All students who apply to Truman Middle College must be current high school dropouts; transfer students are not accepted.

### Chicago High School Bridge

Students at public and private Chicago high schools can take college courses for free at Truman while still in high school. Selection is based on placement test results and high school standing. Staff from the Admissions and Advising Center mentor students. Dual credit may be awarded to students who successfully complete their college courses. Credits are held in escrow until the student has graduated from high school.

### College Excel

College Excel affords high school juniors and seniors the opportunity to enroll in college level programs while still enrolled in high school. Participating high school students receive both high school and up to six semester hours of college credit per semester. This early involvement gives students a head start in their post-secondary endeavors and may provide basic industry certification. College Excel currently offers career paths in Cosmetology, Automotive Technology, Appliance Technology, Biotechnology, Chemical Laboratory Technology, and Networking Systems.

### Tech Prep and School/College Partnerships

The Tech Prep initiative brings college faculty together with their high school counterparts to design curriculum focused on building Associate of Applied Science (AAS) degree programs that move qualified students from high school to Truman, then on to graduation and the workplace. Currently, members of the math and science faculties at Truman are teaming with teachers from local high schools to prepare students for careers in Biotechnology, Chemical Laboratory Technology, and Networking Systems. Through the Integrated Field Experience, teachers from both institutions make site visits to workplace settings like hospitals, manufacturing companies, and corporate centers to give instructors the opportunity to match workplace needs with course content.





## OVERVIEW OF EDUCATIONAL OPTIONS

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### **Service Learning**

Service Learning allows students to perform community service that contributes to their grade, helps them better understand what they are learning, and contributes to the public welfare. Activities can include working with seniors, tutoring school children, and caring for the environment. Service Learning is also a means to test interest in a career or discover new skills and abilities.

### **Business and Industry Services**

Business and Industry Services provides short-term, customized training for employees of Chicago businesses. All trainers are professionals with years of experience. Programs are competitively priced and can be taught at the college or on site.

Programs include:

- Management, Professional Development, and Strategic Training – Zenger-Miller Training, team building, project management, supervision, and customer service
- Information technology and Computer Applications– Oracle, Novell, Excel, Word, Access, PowerPoint, and programming languages
- Manufacturing Technology and Industrial Services – OSHA/workplace safety, machine operations, ISO 9000, and blueprint reading
- Biotechnology and Healthcare – Bioinformatics, food service sanitation certification, IV therapy certification, and medical equipment in-services
- Basic Skills and English as a Second Language for the Workplace – Literacy, reading, writing, and math

### **Career and Employment Services**

Career and Employment Services is designed for people who are out of work and lack adequate job skills. Clients are tested in reading, English and math and enrolled in short-term training programs that lead to employment. Most training is offered through the Continuing Education Department. Grant money is available for most programs.

### **Satellite Learning/Video Conference Center**

Community residents and businesses can take advantage of professional development courses and seminars offered through the college's telecommunication and satellite centers. These are linked to universities, the Public Broadcasting System, National Technological University, and the American Management Association. These institutions provide professional development in fields like engineering, manufacturing systems, and technological processes.



### **Studio Classroom**

Several years ago, in an effort to provide students with the most up-to-date and effective instruction, Truman College embarked upon the Studio Classroom Project. Administrators and faculty sought out successful models at both ends of the country, attending workshops at California Polytechnic State University (Cal Poly) and Rensselaer Polytechnic Institute in Troy, NY.

What grew out of those meetings was a modern classroom designed to increase contact between students and teacher, encourage collaborative learning, promote active learning, and cater to a variety of individual learning styles and speeds.

Each student is equipped with a laptop; the instructor also has a projector. Work stations are designed to ensure that not only can everyone see the instructor, but also that groups of students can easily work together. The instructor and all students have access to the Internet.

In the newest Studio Classrooms for Chemistry and Biology, students are also equipped with a work area for experiments. Special cameras allow the students to watch the instructor perform experiments. The instructor, in turn, can monitor each student to ensure that experiments are done correctly.

# GETTING STARTED AT TRUMAN COLLEGE

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## The Process at a Glance

The checklists below are quick references to help students understand the steps necessary to be admitted and to register for classes at Truman College. For more details, refer to the [Admissions and Registration](#) section of this catalog starting on page 18.

### New Degree-Seeking Students

New students or students transferring to Truman seeking a degree or certificate who may or may not be financial aid recipients:

- Complete an online Application for Admission at [www.trumancollege.edu/apply](http://www.trumancollege.edu/apply) and submit it to the Registrar's Office to receive your student ID number.
- Contact the Financial Aid Office to determine eligibility. Mail the completed Financial Aid Application at least eight weeks prior to the next term or, apply online.
- Complete testing in English, or English as a Second Language, mathematics and reading for correct course placement or secure a test waiver. Obtain test results at new student orientation.
- Attend new student orientation to select a program of study and appropriate courses. If you are transferring to Truman, make an appointment with a college advisor to have your college transcript(s) evaluated.
- Register for class and select a payment option.
- Submit payment to the Business Office according to payment guidelines.
- Obtain a final receipt and a student ID card.
- Attend classes, complete assignments and consult frequently with faculty and/or college advisors to utilize all support services to assure academic success.

### Non-Degree-Seeking Students

- Complete an online Application for Admission at [www.trumancollege.edu/apply](http://www.trumancollege.edu/apply). Submit it to the Registrar's Office to receive your student ID #.
- Take the appropriate placement test(s) if you plan to take an English or math course or secure a test waiver.
- Select courses with assistance from a college advisor.
- Register in person and select a payment option.
- Make payment in the Business Office. Obtain a final receipt and student ID card.
- Attend classes, complete assignments and consult frequently with faculty and/or college advisor to utilize all support services to assure academic success.

### Continuing and Returning Students

Students previously enrolled at Truman or one of the other City Colleges of Chicago should meet with a college advisor or faculty member to select appropriate courses.

- Contact the Financial Aid Office to determine eligibility. Apply for financial aid at least eight weeks prior to the next term. (Re-apply yearly.)
- Retrieve academic history by accessing [my.ccc.edu](http://my.ccc.edu).
- Register for class online or complete a registration card in person. Previous negative service indicators must be resolved before a new registration can take place.
- Select a payment option and submit payment to the Business Office. Obtain a final receipt and update your student ID card.
- Attend classes, complete assignments and consult frequently with faculty and/or college advisors to utilize all support services to assure academic success.

# ADMISSIONS AND REGISTRATION

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Truman College welcomes all who can benefit from the courses and programs offered – those who have earned a high school diploma or GED certificate, others 18 years of age and older, transfer students, international students and those younger than 18 years of age who meet established criteria.

Admission to the college does not ensure entrance into a particular course or program of study. If space is not available to accommodate everyone, Truman College reserves the right to establish selective admission procedures and to give preference to residents of the City of Chicago. The following section provides more details about the admission and registration process and describes some special categories of students and related admission requirements.

## Admission of New Degree Seekers

Students are considered new degree seekers if they are enrolling for the purpose of earning an associate's degree or certificate and/or may qualify to receive financial aid. To be admitted, a prospective student must submit a completed Application for Admission.

In accordance with the college's open door policy, all students able to benefit from its programs of study are admitted to Truman. However, students may be admitted only to curricula for which they are eligible.

All Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), and Associate of Arts in Teaching (AAT) degree-seeking students must meet the Illinois Board of Higher Education admission standards of baccalaureate programs, which requires 15 units of high school coursework. Students who do not fully meet these requirements are required to make up any deficiencies during the first year as a full-time student.

All new students must complete testing and attend new student orientation. New students who hold a baccalaureate degree or higher, and/or who have completed college level mathematics and English courses with a grade of C or better, are eligible to have the placement testing requirement waived.

Testing measures current skills in English/English as a second language, reading and mathematics. Course placement is determined by test results and, for English as second language students, an oral interview. Upon completion of assessment, all new students are required to complete new student orientation. This activity provides students with essential information about college terminology, services, policies and procedures.

## Admission of Non-Degree-Seeking Students

Students interested in taking a single course or a variety of single courses with no intention of earning a degree or certificate are classified as course takers. If the student is interested in an English or math course, the student is required to take a placement test for appropriate course placement.

## Admission of Transfer Students

Students who have attended another college or university or are transferring back to Truman from another college or university (reverse transfers) are required to submit transcripts from schools attended prior to admission to Truman.

A reverse transfer student who was in good standing at the last college attended will be admitted in good standing. A reverse transfer student who was academically dismissed or on probation from the last college attended may be required to petition Truman for admission or demonstrate adequate skill levels through placement tests.

## Transferring Credits to Truman

Students transferring to Truman are required to submit official transcripts from all colleges and universities attended for evaluation purposes. Students should forward official transcripts to the Registrar's Office prior to registration.

Once a student's transcript is received, it will be evaluated at the student's request. Students should meet with an advisor to discuss the evaluation of credits and how those credits apply to degree completion at Truman. Transcripts will be evaluated on course credit hours not the grades associated with those credits. Transfer grades are not included in computing the student's grade point average at Truman. Transcripts of credits received from non regionally accredited institutions are individually evaluated.

Truman will grant credit for acceptable coursework completed at accredited colleges and universities for up to a total of 45 semester hours. The college retains the right to determine which transfer courses will fulfill graduation or departmental program requirements. All transfer credits accepted will be entered on the student's permanent record at the time of graduation. Only credits earned in courses taken at Truman and other City Colleges of Chicago will be computed in the student's cumulative grade point average (GPA) for graduation. A transfer student must complete at least 15 credit hours at Truman to be eligible to graduate from Truman.

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## Admission of International Students

A person who is a citizen of a country other than the United States and who has a visa for educational purposes is defined as an international student. International students are required to follow specific procedures to obtain official student status at Truman College and to maintain the status in compliance with the United States Citizenship and Immigration Services.

To be considered for admission to Truman College, all initial application students are requested to submit the following information to the International Student advisor:

1. An admissions application for international students
2. A \$100 (non-refundable) Truman College application fee. Please attach a check or money order payable to Truman College.
3. A letter in English addressed to the Director of Admissions and Recruitment explaining why you want to study at Truman College.
4. A notarized USCIS Form I-134, Affidavit of Support signed by the appropriate sponsor. Attach a separate USCIS Form I-134 for each additional sponsor.
5. Supporting evidence of income and resources as appropriate.
6. Certified true copies of academic records such as mark sheets or transcripts from all secondary and post secondary institutions as attended. A certified English translation of all records from all secondary and post secondary institutions attended is required
7. An evaluation report from an approved agency of foreign transfer credit prior to admissions if you want to transfer in foreign credit to be used toward your degree requirements.
8. A passport photo.
9. Proof of English proficiency, which can be shown with either Truman College placement test results in English or TOEFL score or an appropriate waiver. Applicant(s) are required to reach a score that will enable him/her to register in courses required for his/her major field of study at Truman College or demonstrate that they have successfully completed a college level English and Math course.
10. A TOEFL score of 450 (paper exam), 133 (computerized score), and 45 (Internet-based). Truman College's TOEFL code is 1111. An original report is required.

Additional documentation may be required. All questions regarding international students should be referred to Admissions and Advising in room 1112.

## Admission of High School Students

Students 16 years of age or older still enrolled in a high school in City Colleges of Chicago District #508 may be considered for enrollment in credit courses. Students must have the written consent of their high school principal or counselor and be qualified for college classes through placement testing or previous course completion.

Students under 16 years of age in a gifted or accelerated program may be admitted to college courses with the approval of the registrar and the high school principal. High school students are required to meet the same standards as any other college students and are awarded the same college credit for courses successfully completed. Course credit will be held in escrow until the student has graduated from high school. All questions regarding enrollment of high school-age students should be referred to the Director of Admissions and Recruitment.

## Admission Requirements for Limited Enrollment Programs

Truman College will admit all students qualified to complete any of its programs in the categories of general education, transfer, occupational, technical, and terminal as long as space is available. The college will advise and distribute the students among its programs according to their interests and abilities. Students allowed entry into college transfer programs must have the ability and competence similar to that of students admitted to state universities for similar programs.

Entry level competence for such college transfer programs may be achieved through successful completion of other preparatory courses offered by Truman. If space is not available for all students applying, Truman will accept those best qualified, using rank in class, ability and achievement tests as guides, and will give preference to students residing in the District #508.

## Assessment for Course Placement

All new students and transfer students without demonstrated proficiencies are required to take placement tests in English or English as a second language, mathematics and reading. Placement will be determined by performance on standardized computer adaptive placement tests, a writing sample and, for non-native speakers of English, an oral interview. Some students may be required to take non-credit courses to improve performance prior to being admitted to college credit courses.

# ADMISSIONS AND REGISTRATION

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## **College Advisors**

College advisors essentially guide students through college, including admissions and registration, choosing a major and the courses needed to complete a degree, and directing them to appropriate student and community support services.

## **Special Registration Services**

### **Concurrent Enrollment**

Students may enroll concurrently at Truman and another institution of higher education, including other City Colleges. For more information, contact the Registrar's Office.

### **Public aid recipients**

During the add/drop period (once classes have begun), public aid recipients may register for up to five credit hours tuition-free if they do not qualify for financial aid. Public aid recipients must pay the non-refundable registration charges and submit proof of public aid eligibility.

### **Senior Citizens**

Senior citizens may register for up to six credit hours tuition-free during the add/drop period (once classes have begun). They are required to pay the nonrefundable registration fee and submit proof of senior citizen status (age 65 or older) by means of a birth or baptismal certificate, a driver's license, or RTA Special User's Pass at the time of registration. Seniors who wish to pay 100% for their courses may register at any time registration is offered.

### **Disabled students**

Disabled students who are not able to follow regular testing and registration procedures may request alternate methods through the Disability Access Office in room 1112.

All tuition, fees and charges are payable at registration. Payment may be made by cash, check, VISA or Master Card. Tuition for college credit courses is charged per semester hour and is determined by residency. All tuition, fees and charges are subject to change.

# TUITION, FEES AND CHARGES

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## Tuition and Fees Obligation

Students who register for classes have a legal obligation to pay all the tuition and fees. You are expected to pay at the time of registration, either online by using [my.ccc.edu](http://my.ccc.edu) (by clicking Home/Finances/Make a Payment) or in person at the Business Office at your college. Partial payment options are available at some colleges during early registration.

Unpaid tuition and fees are subject to the collection procedures of the college, which may include placing holds on future registration, withholding transcripts and possible referral to a collection agency.

**College Credit Courses:** \$72.00 per credit hour, payable in addition to any applicable out-of-district or out-of-state tuition.

**Pre-Credit Courses:** \$20.00 per credit hour, payable in addition to any applicable out-of-district or out-of-state tuition.

**Continuing Education Fee:** Varies by course.

**Vocational Skills Course Tuition (Clock Hours):** \$72.00 per credit hour, payable in addition to any applicable out-of-district or out-of-state tuition.

**Out-of-District Tuition:** The out-of-district tuition rate is determined annually. For Academic Year 2007-08, the rate is \$117.95 per credit hour, payable in addition to the in-district rate of \$72.00 for a total of \$189.95 per credit hour.

**Out-of-State Tuition:** The out-of-state tuition rate is determined annually. For Academic Year 2007-08 the rate is \$237.76 per credit hour, payable in addition to the in-district rate of \$72.00 for a total of \$309.76 per credit hour.

## Where You Live Affects Your Tuition

The college charges tuition and fees based on where students live – in the District (Chicago), out of the District (anywhere else in Illinois), and out of state (anywhere else in the country)

### In-District Students

To qualify as in-district, students must reside within the City of Chicago for at least 30 days immediately prior to the date established by the District for classes to begin for the semester.

### Out-of-District Students

Students who reside in Illinois but outside Chicago for at least 30 days prior to the date established by the District for classes to begin are considered out-of-district students. Students may be required to furnish legal evidence proving residence. Out-of-district students, who want to obtain a degree or certificate offered by one of the City Colleges of Chicago, but not their own district community college, should refer to the Tuition Chargeback section of this manual.

### Out-of-State Students

Students who legally reside outside of Illinois are considered out-of-state students.

### Online Courses: Center for Distance Learning

For courses offered via Internet or TV College, the current In-District tuition rate will apply, subject to Illinois Community College Board regulations. This tuition rate does not apply to International Students. Students holding F-1 non-immigrant student visas are considered International Students, regardless of residency.

## Fees

**Center for Distance Learning License Fee (no material):** \$30.00 per course taken via web, television or cassette, payable in addition to tuition and any other applicable fees.

**Miscellaneous Course Fees:** Specific fees related to the costs of individual college-level, continuing education, special interest, and clock hour courses may be assessed in addition to any other listed tuition and fees.

**Lab Fees:** \$20.00 per course for College Credit Lab Courses (excluding Physical Education).

**Activity Fee:** Spring and Fall - Full time (12 hrs or more) \$100.00 per semester, Part time (less than 12 hrs) \$50.00. Summer: Full Time (6 hrs or more) \$50.00 per semester, Part time (less than 6 hrs) \$25.00.

**ALL TUITION, CHARGES AND FEES ARE SUBJECT TO CHANGE.**

## Charges

### Registration Charges

- \$25.00 per semester/term for regular college-level enrollments.
- \$25.00 per semester/term for vocational skills course (no program/course).
- \$25.00 per semester/term for continuing education courses.
- \$25.00 per semester/term for pre-credit courses.  
Note: Students concurrently enrolled in credit, continuing education, or pre-credit classes will pay a
- \$25.00 registration charge per semester/term.
- \$25.00 for Partial Payment Plan assessed at time of application which requires 50% tuition paid at registration, total payment by midpoint of semester/term.

# TUITION, FEES AND CHARGES

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## Transcript Charges

- \$0 for first transcript, unless same day service is requested.
- \$5.00 for each transcript issued after first [free] transcript including Continuing Education transcripts.
- \$10.00 per transcript for same day service.

## Other Charges

- \$100.00 non-refundable charge for I-20 application processing for regular college-level enrollments. Upon registration, half of the \$100.00 charge [\$50.00] will be credited toward tuition costs.
- \$25.00 per check returned for NSF [non-sufficient funds].
- \$5.00 for student I.D. card replacement.
- \$20.00 for graduation assessed at the time of application for graduation.

## NSW: No Show Withdrawal

Students, who do not attend two of the first three class sessions or the first weekend college class and who do not formally withdraw, will be dropped from class and issued a no-show withdrawal (NSW). No tuition will be refunded.

## Tuition Waivers

Full-time employees of the City Colleges of Chicago and their dependents may register for classes tuition-free consistent with applicable collective bargaining contract provisions for covered employees. Part-time adult educators may register tuition-free for one course each semester.

Senior citizens may register during late registration for up to six credit hours tuition-free. Seniors are not required to apply for financial aid to receive a waiver for 6 credit hours. Anyone that receives a tuition waiver is required to pay all other fees, not just the registration fee.

All students must pay the non-refundable \$25.00 registration charge.

## Tuition Chargebacks

Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another Illinois public community college where the desired program is offered. Contact the Academic Affairs Department, City Colleges of Chicago, 226 West Jackson, Chicago, 60606, (312) 553-2764.

Non-Chicago residents who plan to enroll in a program at City Colleges of Chicago that is not offered by their community college district may apply to their community college or their high school district office for reimbursement for out-of-district tuition charged to non-Chicago residents.

## Refunds

Tuition refunds are issued to eligible students based upon the official date of withdrawal. Students must officially inform the college that they are withdrawing from a class or classes by completing a withdrawal form and having it processed both in the Registrar's Office and in the Business Office. Withdrawals submitted in writing are effective according to the postmark date on the envelope. Full refund of tuition and fees is granted if the college cancels a course.

The Financial Aid Office makes every effort to assist students who need help with educational costs. The information listed below is based on policies and procedures in effect at the time of publication and may be subject to change.

# FINANCIAL AID

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## Eligibility Requirements

To receive financial assistance, students must:

- Have a high school diploma, General Educational Development (GED) certificate, complete a high school education in a home school setting approved under state law or pass an approved ability-to-benefit (ABT) test
- Be enrolled in an eligible degree or certificate program in the college or the Technical Center
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Be registered with the Selective Service, if required
- Not be in default on a student loan or owe the U.S. Department of Education a refund on a Title IV educational grant
- Be making satisfactory academic progress as defined in the City Colleges of Chicago Student Policy Manual

## Programs Available

### Federal Pell Grant

Federal Pell Grants are awarded based on financial need which is determined by the information reported on the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by the Expected Family Contribution (EFC) and the student's enrollment status. Federal Pell Grants are restricted to undergraduate students who have not earned a bachelor's degree or its equivalent. Students are encouraged to apply as soon as possible on or after January 1 of each year. A student can complete the application before completing their admissions application to Truman College. Students must remember to submit the FAFSA application as soon as possible on or after January 1 to be considered for the next school year that begins in August.

### Academic Competitive Grant (ACG)

The Academic Competitive Grant is available to Pell eligible freshman and sophomore students (as determined by the number of graduation and transfer hours). Freshman students are eligible to receive up to \$750 and sophomore students up to \$1300. All grant recipients must have completed a rigorous high school program of study as defined by congress. Sophomore recipients must have a cumulative grade point average of 3.0.

### ISAC Monetary Award Program (MAP)

The Illinois Student Assistance Commission (ISAC) offers a grant that covers tuition and mandatory fees based upon the student's eligibility determined from information provided on the FAFSA Application. Grants are restricted to Illinois residents enrolled in a college credit hour degree or advanced certificate program. Independent students must establish residency in Illinois for one year prior to attending Truman to qualify. Dependent students are considered Illinois residents if their parents or guardians establish residency in Illinois prior to enrollment.

### The Illinois Incentive Grant

This grant is a non-renewable award of up to \$500 for students who have a "0" Expected Family Contribution (EFC) on their Student Aid Report and are enrolled at least half time as a freshman. All other requirements for the Incentive Grant are the same as the requirements for the MAP Award.

### FSEOG

The Federal Supplemental Education Opportunity Grant (FSEOG) is a supplement to the Pell Grant for students with exceptional financial need. Limited funds are awarded on a first come-first served basis.

### Federal Work Study

Students who are eligible for financial aid may choose to participate in the federal work study program. The program offers eligible students the opportunity to work at the college or at certain outside locations part-time (10-20 hours per week). Students must indicate their interest in participating on the FAFSA form and their financial aid file must be complete. Awards are based on a first-come first-served basis. Students are encouraged to have their FAFSA processed before the priority filing date of March 31 of each year.

### Veterans Educational Benefits

Students who have served in the United States armed forces may have certain federal and/or state benefits available to them. Truman College is approved by the Illinois Department of Veterans Affairs, State Approving Agency, and has staff trained to assist eligible veterans in applying for entitlement programs such as the G.I. Bill, monthly educational benefits, the Illinois Veterans Grant (tuition grant), Veterans Dependents Allowance for dependents of deceased or disabled veterans and vocational rehabilitation benefits such as tutoring assistance.

### Illinois National Guard/Naval Militia Scholarship

The Illinois Army National Guard offers free tuition and selected fees at state colleges or universities both two- and four-year, in return for service in the National Guard. Contact the veterans advisor for more information on these programs.



# FINANCIAL AID

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## Applying for Financial Aid

### **Submit an Application**

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Applications are available in the Financial Aid office in January for the funding year that begins with the fall semester of that year. Usually in about four weeks after mailing the application, the student will receive the Student Aid Report (SAR). Based on the information that the student provides on the application, eligibility will be determined. Students may shorten the application process by completing the application and applying for a PIN online. The FAFSA can be submitted via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the PIN application may be found at [www.PIN.ed.gov](http://www.PIN.ed.gov). The Financial Aid staff can assist students with the completion of their financial aid application. Students may use the computers in the Computerized Tutoring Center in Room L112, or the computers marked for student use in the Financial Aid Office. The Truman College federal school code is 001648. Eligible financial aid students may receive financial aid for as few as one credit hour.

### **Activating Your File**

Students interested in activating their financial aid file must visit the Financial Aid Office to complete their paperwork. If a student listed Truman's federal school code on their FAFSA form, the Office of Financial Aid will be able to retrieve the results electronically. If the student did not include Truman College on their list of schools on the FAFSA form, they must make a correction to their already processed FAFSA form, and include Truman's federal school code. Files are reviewed on a first-come first-served basis according to the date the file was activated.

### **Submit Supporting Documentation**

Students may be selected to verify information reported on their FAFSA form by the Federal Processor or their financial aid advisor. Students selected for verification are required to submit supporting documentation before their file can be processed and completed for payment. Dependent students who were required to submit their parents' information on their FAFSA form may be asked to provide documentation from their parents. Independent students who are married may be asked to provide documentation from their spouses.

### **Missing Information Letters**

Missing information letters are mailed to students who are required to submit supporting documents before their file can be processed for completion. Students must submit the required documentation before further processing of their file. Missing information should be submitted as soon as possible in order to prevent delays in processing.

### **File Completion**

Once all required documentation has been received, it will be reviewed and verified by a financial aid advisor. If everything is determined to be correct the file will be completed and processed for eligible payment. The student will receive a Financial Aid Award Notification which indicates the total awards offered for the academic year.

### **Payment**

Students who are approved for financial aid may have their tuition, fees and textbooks paid out of their grant(s). Any remaining funds are distributed to the student during the semester. Tuition is deferred by means of a tuition deferment issued to students by the Financial Aid Office. When the deferment is received by the Business Office, the student's tuition and fees are deferred until their financial aid file is complete and their grant award has been received and processed by the college.

### **Book Vouchers**

Financial aid eligible students may purchase their books at Beck's Bookstore, 4522 N. Broadway by means of a book voucher. The amount that is spent is subtracted from the student's grant. Book voucher amounts are based on how many eligible credit hours the student is taking.

### **No Financial Aid for No Show Withdrawals**

Students who do not attend two of the first three class sessions or the first session of a weekend college class will be dropped from their class by their instructor. No tuition will be refunded if a student receives a NSW/NS1.

### **Plan Ahead**

Students are encouraged to gather all necessary documents as soon as possible. Copies of misplaced documents can be obtained from the appropriate state or federal agency's local office, but the process may take several weeks. The federal government has delegated to each college's Financial Aid office the responsibility for verifying the student's entitlement to funds. Truman College retains the right to require additional information from a student before approving any disbursement.

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## Satisfactory Academic Progress

Financial aid students must maintain both qualitative and quantitative satisfactory academic progress as defined in the [City Colleges of Chicago Student Policy Manual](#). Further, students must be enrolled in an eligible program that awards an advanced certificate or an associate's degree and they must complete the program in a timely manner. To do this, they must successfully complete a minimum of 67% of what they take each semester. They are also given an overall length of time in which to complete their entire program. If the student does not meet the 67% rule or accumulates too many hours, the student may no longer receive financial aid at Truman College even if they have financial need. There is an appeal process. If extenuating circumstances can be successfully documented, the student may receive financial aid again.

If their circumstances are not adequately documented, they may enroll in at least six hours for which they have to pay the tuition out of their own pocket. If they earn a C or better in all classes, they may resume using financial aid the next semester. The need to appeal is posted on the student's final grade report which may be accessed at [my.ccc.edu](http://my.ccc.edu).

## Return of Title IV funds

If students withdraw (WTH), are administratively withdrawn (ADW) by their instructor at the midpoint of the semester for not actively pursuing their courses, are NSW for not attending at least two of the first three class sessions, or only attended one class session (NS1) of all their classes prior to completing 60% of the semester/term of enrollment, they will be required to return a portion of the Title IV money to the Department of Education. This includes the federal Pell Grant, Academic Competitive Grant (ACG), and FSEOG. The City Colleges of Chicago will apply a federally regulated calculation "Return of Title IV Funds" to determine the amount of unearned grant monies that may have been overpaid to the student. The student is responsible for returning any overpayment made to them because of the Return of Title IV Funds Policy. If the student fails to repay these funds, a hold will be placed on the student's record blocking future registrations. As a result, the student may be ineligible for Title IV funds in the future.

## Hope and Lifetime Learning Tax Credits

Students who are not eligible for any financial aid and pay for their classes may claim certain educational expenses on their federal income tax return through the Hope and Lifetime Learning Tax Credits.

The Hope Tax Credit can be claimed for each of the first two years of college as long as the student is in a certificate or degree program. The student must be enrolled at least half-time (six credit hours) to qualify for the Hope Tax Credit.

The Lifetime Learning Tax Credit is available for any post-secondary education. Unlike the Hope Tax Credit, the student can take fewer than six credit hours to qualify.

## AmeriCorps

AmeriCorps is a national service program that provides a student with education awards in exchange for a year or two of community service. Students will be eligible for an education award that can be used to attend qualified institutions of higher education and training. More information is available in the Financial Aid Office.

**THIS INFORMATION IS VALID AT THE TIME OF PUBLICATION AND MAY BE SUBJECT TO CHANGE.**

# ACADEMIC POLICIES

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The City Colleges of Chicago Student Policy Manual provides more detailed information about academic policies and Satisfactory Academic Progress requirements for federal financial aid eligibility. Copies are also available in the Admissions and Advising Center or from the Dean of Student Services.

## Grading

Grade points are numerical values that indicate the scholarship level of letter grades. Grade points at Truman are assigned on the following scale:

Grade	Description	Grade Points
A	superior	4
B	good	3
C	average	2
D	poor	1
F	failure	0
I	incomplete	–
W	withdrawal	–
ADW	administrative withdrawal	–
AUD	audit	–
S	successful completion of a pre-credit course	–
U	unsuccessful completion of a pre-credit course	–

All credit program letter grades earned plus ADW's and WTH's are included in a student's permanent academic record or transcript.

## Calculating Grade Point Average (GPA)

Grade points earned for a given course are determined by multiplying the semester hours earned for the course by the grade-point level achieved.

- A = 4.0 grade points
- B = 3.0 grade points
- C = 2.0 grade points
- D = 1.0 grade points
- F = 0.0 grade points

One may calculate a semester grade point average in the following way:

Course	final grade	credit hours	grade points
English 101	B	3 x	3.0 = 9
Social Science 101	D	3 x	1.0 = 3
Mathematics 207	A	5 x	4.0 = 20
		<b>Total = 11</b>	<b>Total = 32</b>

Add total credit hours. Add total grade points. Divide total grade points by total credit hours to determine grade point average. In this example, 32 divided by 11 equals 2.99. This is the student's semester grade point average.

## Notification of Grades

Midterm grades are available to students by accessing my.ccc.edu one week after the mid-point of the semester or term. Students receiving midterm grades below C should meet with their instructor immediately to seek ways to improve their standing in the course. A student whose midterm grade is not C or better in the first course in a sequence will not be allowed to register early for the next course in that sequence, or for any course having a similar pre-requisite.

Final grades are recorded and available to students at my.ccc.edu at the end of each semester or term.

## Normal Student Load

A normal course load for a full-time student is from 12 to 18 semester hours. A student taking fewer than 12 hours is considered part-time. Financial aid will pay eligible students for whatever number of hours they are taking – from one credit hour on up. Permission to carry more than 18 semester hours may be granted by the Registrar after a careful examination of the student's previous academic record.

## Final Grade Appeals

Students have the right to appeal a final grade. Final grade appeals should be submitted as soon as possible. If an instructor is no longer available, the student may appeal to the department chairperson.

## Class Attendance

Students are expected to attend all sessions of a course. In case of illness or other mitigating circumstances, students have the responsibility to contact their instructors. Make-up work is arranged at the instructor's convenience. Regular attendance in Weekend College classes, or other classes that meet only one time per week, is especially advised. Repeated failure to attend class may result in a student being withdrawn from class or failing the course. See explanation of No-Show Withdrawal (NSW) and Administrative Withdrawal (ADW).

## Class Standings

A freshman is defined as a student who has earned fewer than 29 semester hours. A sophomore is defined as a student who has earned 29 or more semester hours. Hours approved to be transferred to Truman are included in a student's class standing.

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## **Student Records Policies**

### **The Family Educational Rights and Privacy Act of 1974**

This act establishes the right of students to inspect their educational records and limits the disclosure of those records to other individuals.

### **Transcript Requests**

Truman will send official transcripts of a student's academic record to other institutions only upon the student's written request.

### **Student Records on Hold**

Truman will not release the academic records of students who have outstanding financial obligations to the college. Students who have been excluded from the college for disciplinary reasons are prevented from enrolling in the college. The Registrar's Office may restrict a student who has not fulfilled a duly-established condition of registration.

## **Graduation Requirements**

Students are responsible for completing the required courses for their chosen degree or certificate. Undecided students should meet with a college advisor to develop an educational plan. It is wise for students to meet regularly with their college or faculty advisor a semester or two prior to graduation to see that all graduation requirements are being met.

### **Applying for Graduation**

Students must apply for graduation by completing an Application for Graduation, available in the Registrar's Office or the Admissions and Advising Center. Students will be informed by letter if they qualify or what courses they still need to take. This process should take place before the student registers for the final semester to reduce the possibility of a deficiency in graduation requirements.

Graduation is held once a year in May, in a combined ceremony for all transfer, career-occupational and Technical Center graduates. All students completing graduation requirements from the previous summer through the current spring semester are recognized. All students are encouraged to participate in graduation.

### **Grade Point Average**

Degree seeking students must achieve a minimum overall 2.0 (C) grade point average in all courses in order to graduate. Effective with the 1998 Summer Term, students beginning their studies at Truman College must earn a grade of C or better in all general education and core courses used for graduation.

### **Constitution Examination**

The School Code of Illinois states that students planning to graduate from Truman must receive a passing grade on an examination that tests knowledge of the United States Constitution, the Illinois Constitution, the Declaration of Independence and the Code of the American Flag. The requirement may be met if the student graduated from an Illinois high school, earned a GED certificate in Illinois, or by successfully completing History 111 or Political Science 201. Students who apply for graduation and do not meet the above criteria will be required to successfully complete an examination on these topics prior to graduation.

### **Residency Requirement**

Students who intend to graduate from Truman and are transferring credits from other colleges or universities must earn a minimum of 15 credit hours at Truman. Students applying for certificates requiring fewer than 15 credit hours may not use any transfer credits to fulfill program requirements.

### **Non-Degree Certificate Program Requirements**

Students seeking a certificate that is not part of a degree program must complete all courses necessary for the certificate at Truman.

### **Re-Admitted Students**

Students who re-enter the college after an absence of one full academic year must meet the graduation requirements of the current catalog.

### **Second Degree Requirements**

Students seeking a second degree from Truman must complete a minimum of 15 additional credit hours at the college. General education courses taken for the first degree may be applied toward the second degree.

## **Academic Status**

### **Cumulative Grade Point Average**

Cumulative grade point average (GPA) is calculated on the basis of all grades (A through F) earned in credit courses at Truman or at any of the other City College of Chicago. If a student repeats a course in which a grade of D or F was received, only the last grade earned will be counted in the grade point average, although both grades will appear on the student's permanent academic record. All grades earned in allowed repeatable courses will be calculated in the student's grade point average.

# ACADEMIC POLICIES

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## Minimum Cumulative Grade Point Average

To remain in good academic standing, students must maintain a minimum cumulative grade point average in accordance with the following schedule.

Minimum cumulative registered hours*	GPA required
1 to 29	1.75
30 or more	2.00

\*Registered hours include courses in which students earned letter grades A through F or received an I, ADW or WTH. Only grades A through F are used to compute grade point average. A student's total registered hours determines the minimum cumulative GPA required.

Note: Effective with the 1998 Summer term, new students must earn a grade of C or better in all general education and core courses in order for the courses to be counted for graduation.

## Academic Warning

Students who do not achieve the minimum required grade point average at the end of each term will be placed on academic warning for the following term. Students will be informed of academic warning status on their final grade report. A student whose grade point average does not improve in the next semester will be excluded. Currently enrolled students on academic warning will not be allowed to register early for the next term. Students on academic warning, who are not currently enrolled, are permitted to register early for the next term with approval.

## Exclusion

Students on academic warning who do not achieve the minimum required cumulative grade point average by the end of the warning term will be placed in exclude status. Exclude status will be indicated on the student's final grade report which can be accessed at my.ccc.edu. Students must petition their exclude status to be re-admitted. A readmission petition should be submitted to the college that the student wishes to attend, even though the student may have been excluded from a different college in the district. A petition is valid only for the semester for which it is submitted. A petition may be approved for good and sufficient reasons. Further, a readmitted student may be subject to specific course and credit hour restrictions.

## Petition Waiver Exclude

A readmitted student who earns a minimum 2.25 semester grade point average while taking at least six credit hours is not required to petition each semester if the student's cumulative grade point average has not yet reached 2.0.

## Credit For Prior Learning

Students enrolled at Truman College may be awarded credit based on prior learning in the following areas:

### **College Credits Earned at Other Institutions**

A transfer student must submit to the Registrar's Office transcripts from all colleges previously attended. Truman

will grant credit for up to 45 semester hours of accepted coursework. Only course credit hours, not the grades associated with the credit, are transferable. Transfer grades, earned outside the City Colleges of Chicago, are not included in computing the GPA at Truman College. Transcripts of credits received from non-regionally accredited institutions are individually evaluated.

### **College Credit Earned by Examination**

A student may earn college credit by successfully completing one or more of the following examinations: General Education Examinations or College Level Examination Program (CLEP), Criminal Justice/Police Proficiency Examinations, DANTES Examination, and/or the Medical Terminology Examination.

### **Credit by Evaluation**

A student may request evaluation for college credit of on-the-job training and development courses, or of courses taken at a non-collegiate institution. A student may earn college credit through one or more of the following evaluation processes: Portfolio Evaluation, Military Evaluation, Evaluation of Foreign Credentials, Evaluation of Certified Child Development Associate Credential, Evaluation of Emergency Medical Services (Paramedic Training), and/or Evaluation of Licensed/Practical Nursing Bridge Programs.

Standard fees may apply. Credit earned through the Credit for Prior Learning program is considered transfer credit and will not be calculated into grade point average. Credit for Prior Learning may be awarded to CCC students after they have earned fifteen (15) hours with the City Colleges of Chicago. For more information about Credit for Prior Learning Programs, please contact the Office of Student Affairs at (312) 553-3363 or go to the CCC website at ([http://ccc.edu/admissions/Credit\\_for\\_Prior\\_Learning.shtml](http://ccc.edu/admissions/Credit_for_Prior_Learning.shtml)).

### **Military Credit**

Credit toward graduation may be granted to a veteran for certain armed forces/military service experiences and armed forces schooling. All applications must be documented. For more information about Military Credit, please contact the Office of Student Affairs at (312) 553-3363 or speak with a college advisor in the Admissions and Advising Center.

## Non-Grade Designations

### **Administrative Withdrawal (ADW)**

Students who have been continuously absent during the three-week period immediately prior to midterm will be issued a final grade of ADW by their instructor, unless the instructor has documentation that the student is actively pursuing the course, as evidenced by completed papers, exams, quizzes or projects. The ADW policy applies to students enrolled in both credit and pre-credit courses. A student who has legitimate reasons for such absences must meet with the instructor no later than two weeks after

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the midterm date (summer term: one week) to request reinstatement. The instructor may recommend reinstatement after consulting with the student. **A student who is reinstated after receiving an ADW may not elect to withdraw from the class at a later time.** If a student receiving an ADW repeats that course, only the last grade received will be calculated in the student's grade point average although both grades will appear on the student's permanent academic record and will be counted as registered hours to determine satisfactory academic progress. Note: ADW's received from Fall 1982 through Spring 1988 will be counted as F's in a student's grade point average.

### **Audit (AUD)**

Students may register for courses as auditees (that is, without receiving credit) if space is available after all credit-earning students have been placed. Auditees must follow all registration procedures and pay all appropriate tuition, fees and charges. A student who audits a class will be issued the final grade of AUD. This grade will not be calculated in the student's grade point average or as registered hours for the purpose of academic warning and exclude status. Students who audit a class may not subsequently register for the class for credit.

### **Incomplete (I)**

Students who have actively pursued a course and are passing the course, but have not completed the final examination and/or other specific course assignments, may be issued a grade of I by the instructor. To remove an I grade, a student must make arrangements with the instructor to complete the course work and/or to take the final examination by the mid-point of the following semester (excluding the summer term). If the instructor does not receive the coursework by this deadline, the I grade will automatically convert to an F grade.

If the instructor is not available, the student should contact the department chairperson. A student who has an I grade may not re-register for that course. However, if the I grade is changed to a D or F grade, the student may then re-register once for the course.

### **No-Show Withdrawal (NSW/NS1)**

Students who do not attend any of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW. If they only attended one of the first three class sessions, they will be withdrawn and issued a NS1. Students who do not attend the first class session of a course, which meets only once per week, will be considered a no-show (NSW). No tuition will be refunded.

A student who has been issued an NSW/NS1 may be reinstated in the class at the instructor's request if space is available. NSW/NS1's are not counted as registered hours for academic warning and exclude status. Financial aid does not pay for courses in which a student receives a NSW/NS1.

Students registered in distance learning courses who fail to log on to the website for their course at least two (2) times before the 10th day of the term will be withdrawn from the class and issued a NSW.

### **Student Initiated Withdrawal (WTH)**

A student may withdraw from a course prior to or on the date specified in the college class schedule if s/he has not already received an ADW, NSW, or NS1 from the instructor. A student initiated withdrawal must be requested on the college's official withdrawal form, which may be obtained in the Registrars Office or in the Admissions and Advising Center.

The WTH will appear on the student's permanent academic record but will not be used to calculate cumulative grade point average (GPA). Withdrawals will be counted as registered hours to determine satisfactory progress, academic warning and exclude status. Excessive withdrawals may affect a student's satisfactory progress for financial aid eligibility. See the City Colleges of Chicago Student Policy Manual.

### **Repeating a Course to Raise a Grade**

A student who has received a D or F in a course may repeat the course once. Only the last grade earned will be calculated in the student's grade point average, although both grades will appear on the student's permanent academic record. Some courses such as English and English as a Second Language require a minimum grade of C or better in order for the student to move to the next level.

### **Repeatable Courses**

Certain courses may be repeated more than once. Refer to the course descriptions in this catalog for more information. All grades earned are counted in the student's cumulative grade point average and all hours attempted including ADW's and WTH's are counted as registered hours to determine academic warning and exclude status. *Note: Only four hours of credit in Physical Education may be used toward a degree.*

### **Scholastic Honors**

The Dean's and Honors lists are computed at the end of each semester. Full-time students completing at least 12 credit hours with a semester grade point average of 3.5 or higher are placed on the Dean's List. Full-time students with a semester grade point average of 3.0 to 3.49 are placed on the Honors List. Graduation Honors: A student may graduate with High Honors by earning an overall cumulative grade point average of 3.5 or above and with Honors with an overall cumulative grade point average of 3.0 to 3.49.

# PROGRAMS OF STUDY

Degrees and Certificates Programs offered at Truman College

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## TRANSFER PROGRAMS

### Associate of Arts (AA)(TR0210)

#### Minimum 62 credit hours (CH)

Minimum 38 CH General Education

Minimum 24 CH Concentration and Electives

Art  
Business Administration  
Comparative Religion  
English  
Fine Arts  
Foreign Language  
History  
Humanities  
Journalism  
Pre-Law  
Psychology  
Social Science

### Associate of Arts in Teaching (AAT)(TR0212)

#### Minimum 62 credit hours (CH)

#### Secondary Mathematics

Minimum 38 CH General Education

Minimum 24 CH Concentration and Electives

### Associate of Science (AS)(TR0211)

#### Minimum 64 credit hours (CH)

Minimum 39 CH General Education

Minimum 25 CH Concentration and Electives

Biology  
Chemistry  
Mathematics  
Physics  
Pre-Dentistry  
Pre-Medicine  
Pre-Optometry  
Pre-Pharmacy

### Associate of Engineering Science (AES) (TR0100)

#### 67-71 credit hours (CH)

9 CH General Education

50-51 CH Concentration

## CAREER PROGRAMS

### Associate of Applied Science (AAS)

#### 60+ credit hours (CH)

15-18 CH General Education

#### Automotive

TR0125 Automotive Technology

#### Business

TR0001 Accounting

TR0011 Computer Information Systems

TR0021 Management/Marketing

#### Health

TR0239 Nursing

#### Chemistry, Drafting, and Networking

TR0215 Biotechnology

TR0144 CAD Technology

TR0137 Chemical Laboratory Technician

TR0141 Networking Systems and Technologies

#### Public and Human Services

TR0278 Child Development

TR0294 Criminal Justice Public Police Service

### Associate of General Studies (AGS) (TR0203)

#### 60+ credit hours (CH)

18 CH General Education

42 CH General Courses

## CERTIFICATE PROGRAMS

BC=Basic Certificate, less than 30 CH

AC=Advanced Certificate, 30-50 CH

TR0003	Accounting	AC
TR0002	Accounting	BC
TR0348	Appliance Technology	AC
TR0116	Automotive Technology	BC
TR0130	Automotive Technology	AC
	Bioinformatics	AC
TR0042	Business Administration	AC
TR0282	Child Development	AC
TR0277	Child Development	BC
TR0013	Computer Information Systems	AC
TR0012	Computer Information Systems	BC
TR0349	Cosmetology	AC
TR0295	Criminal Justice Public Police Service	AC
TR0296	Criminal Justice Public Police Service	BC
TR0138	CAD Technology	AC
TR0139	CAD Technology	BC
TR0022	Management/Marketing	AC
TR0023	Management/Marketing	BC
TR0142	Networking Systems and Technologies	AC
TR0143	Networking Systems and Technologies	BC
TR0207	Occupational Skills	AC
TR0152	Web Development	BC
TR0155	Web Development	AC

# PROGRAMS OF STUDY

## Transfer Programs

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### Transfer Programs

#### Purpose of the Transfer Degree Curriculum

The Associate of Arts (AA), Associate of Science (AS) and Associate of Engineering Science (AES) are intended for students planning to transfer to a college or university for the baccalaureate degree. These degrees are designed to transfer to a four-year institution, however, since requirements can vary from one university to another, it is recommended that all students create an educational plan with a college or faculty advisor.

The courses students take at Truman College are those normally taken during the first two years of the baccalaureate degree. For more information on Illinois colleges and universities visit [www.trumancollege.edu](http://www.trumancollege.edu). Students can complete the undergraduate general education degree requirements at Truman and be in a favorable position to transfer to the senior institution of their choice. Most universities and colleges award third year (junior standing) to students who transfer from Truman with the Associate of Arts or Associate of Science Degree.

#### Purpose of General Education Requirements

General education at Truman College provides learning experiences that develop attitudes and skills to prepare students for the challenges of the 21st century. Students experience a variety of ways of learning as they acquire the ability to listen and read critically, to inquire, analyze and reason both independently and collaboratively, and to communicate clearly and effectively. They will acquire a body of knowledge to make informed decisions within a global community and prepare for continuous self-directed learning. The general education foundation develops:

- critical thinking
- quantitative and qualitative problem solving
- scientific awareness
- social responsibility
- aesthetic appreciation
- historical consciousness
- intellectual curiosity
- multi-cultural perspectives
- oral and written communication
- technological competence
- wellness

At Truman, general education courses are grouped into five areas: Communications, Mathematics, Humanities & Fine Arts, Social & Behavioral Sciences, and Physical & Life Sciences. General education requirements for the AA and AS transfer degrees are in conformity with the Illinois Articulation Initiative.

#### Purpose of Core and Elective Courses

The student who has decided on a major course of study to pursue at a baccalaureate institution should see a Truman college advisor to choose elective courses that provide the foundation for that major. The transfer degree guidelines show recommended programs of study for certain majors; however, individual programs can be devised to meet both Truman's graduation requirements and those of the chosen baccalaureate transfer institution.

A student who has not decided on a major course of study to pursue at a baccalaureate institution, or who does not intend to transfer, may explore a combination of any of the electives listed under the degree. See the list under Programs of Study for major field and elective options. Students intending to transfer should narrow their choice of a major at the transfer institution as soon as possible. They should visit that institution and discuss credits earned at Truman before transferring.

#### Transfer Degree Guidelines

The transfer degree program guidelines listed later in this section illustrate what a student might take if interested in a particular area of study.



# PROGRAMS OF STUDY

## Transfer Programs

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### **Articulation Agreements AA/AS degree**

Truman College participates in articulation agreements with most state universities in Illinois which indicate, "A transfer student in good standing who has completed an associate degree based on baccalaureate-oriented sequences from an Illinois community college shall be considered: A) to have attained 'junior' standing and B) to have met lower level division general education requirements of senior institutions." If while at Truman, students have not taken all the lower division courses included in their major field requirements, they will be required to do so by the senior institution.

Truman has formal articulation agreements with the following Illinois baccalaureate degree institutions:

- Eastern Illinois University
- Governors State University
- Illinois State University
- Northeastern Illinois University
- Northern Illinois University
- Southern Illinois University
- University of Illinois at Urbana-Champaign
- Western Illinois University

Additionally, Truman College has developed general articulation agreements with the following Illinois baccalaureate degree institutions:

- Aurora University
- Chicago State University
- Columbia College
- DePaul University
- DeVry University
- Illinois Institute of Technology
- Kendall College
- Loyola University - Chicago
- Loyola University/Mundelein College
- National-Louis University
- Native American Educational Services College
- Robert Morris College
- Roosevelt University
- Southern Illinois University, Carbondale
- University of Illinois at Chicago

Truman College also has formal articulation agreements with the following out-of-state baccalaureate degree institutions:

- Alcorn State University - Mississippi
- Franklin University - Ohio
- Saint Leo University - Florida

For more information about course/program articulation with these and other senior colleges and universities, contact the Truman Career Center. The Center maintains a resource library of current college catalogs, course and program articulation guides, and invites university admissions advisors to meet with Truman students each semester. Students are urged to identify the college to which they plan to transfer as soon as possible, review all admissions and graduation requirements with a Truman college advisor, and to plan their courses accordingly.

### **Dual Admissions Agreements**

A Dual Admissions Agreement allows Truman students to be admitted to both Truman College and a participating baccalaureate degree institution. The benefits of Dual Admissions include:

- Regularly scheduled meetings with the university admissions advisors.
- Access to the university library.
- Participation in selected university activities.
- Guaranteed course transferability.
- Early access to university financial aid or scholarship programs.

Truman College has Dual Admissions Agreements with the following baccalaureate degree institutions:

#### **Illinois**

- Governors State University
- Illinois State University
- Kendall College
- Loyola University
- Loyola University/Mundelein College
- National-Louis University
- Northeastern Illinois University
- Northern Illinois University
- Robert Morris College

#### **Out-of State**

- Alcorn University
- Howard University
- Jackson State

For more information about the Dual Admissions Program, contact the Admissions and Advising Center or visit <http://www.ccc.edu/admissions/articulation.shtml>.

# PROGRAMS OF STUDY

## Transfer Programs AA AND AS DEGREE REQUIREMENTS

DEGREE REQUIREMENTS	AA DEGREE	AS DEGREE
<p><b>COMMUNICATIONS</b> take all 3 courses                      English: 101, 102                      Speech: 101</p>	<b>9 CH</b>	<b>9 CH</b>
<p><b>MATHEMATICS</b> choose 1 course                      Math: 118, 122, 125, 144, 204, 207, 208, 209</p>	<p><b>minimum 4 CH</b>                      Math 118 or higher</p>	<p><b>minimum 5 CH</b>                      Math 207 or higher</p>
<p><b>HUMANITIES AND FINE ARTS</b> choose 3 courses</p> <p><b>GROUP A</b>                      Comparative Religion: 101, 102, 103, 106<sup>N</sup>, 107<sup>N</sup>                      French: 104, 214                      Humanities: 201, 202, 205, 207, 210, 212<sup>N</sup>                      Literature: 110, 111, 112, 113, 116, 117, 118, 119, 128<sup>N</sup>,                      150<sup>D</sup>, 155, 211                      Philosophy: 105, 106, 107, 108, 215                      Spanish: 104</p> <p><b>GROUP B</b>                      Art: 103                      Communications Media: 163                      Fine Arts: 104, 105, 107, 108, 110                      Music: 121, 223                      Theater Art: 134</p>	<p><b>minimum 9 CH</b>  <i>choose at least 1 course</i></p> <p><i>choose at least 1 course</i></p>	<p><b>minimum 9 CH</b>  <i>choose at least 1 course</i></p> <p><i>choose at least 1 course</i></p>
<p><b>PHYSICAL &amp; LIFE SCIENCES*</b> choose 2 courses</p> <p><b>GROUP A</b>                      Astronomy: 201                      Chemistry: 121<sup>L</sup>, 201<sup>L</sup>                      Geology: 201<sup>L</sup>                      Oceanography: 101                      Physics: 131<sup>L</sup>, 220<sup>L</sup>, 221<sup>L</sup>, 231<sup>L</sup>                      Physical Science: 101, 102, 107, 111<sup>L</sup>, 112<sup>L</sup></p> <p><b>GROUP B</b>                      Biology: 114<sup>L</sup>, 115<sup>L</sup>      *Students with the appropriate                      Botany: 201<sup>L</sup>            preparation may substitute an                      Zoology: 211<sup>L</sup>            initial course for science majors                                                        for a more general course.</p>	<p><b>minimum 7 CH</b>  <i>choose at least 1 course</i></p> <p><i>choose at least 1 course</i>                      one course must have a lab                      component</p>	<p><b>minimum 7 CH</b>  <i>choose at least 1 course</i></p> <p><i>choose at least 1 course</i>                      one course must have a lab                      component</p>
<p><b>SOCIAL &amp; BEHAVIORAL SCIENCES</b> choose 2 courses                      Anthropology: 201<sup>N</sup>, 202<sup>N</sup>                      Economics: 201, 202                      Geography: 101<sup>N</sup>                      History: 111<sup>C</sup>, 112, 141<sup>N</sup>, 142<sup>N</sup>, 215<sup>N</sup>, 243<sup>N</sup>, 247<sup>N</sup>                      Political Science: 201<sup>C</sup>, 203, 204<sup>N</sup>                      Psychology: 201, 207, 211, 222                      Social Science: 101, 102                      Sociology: 201, 203, 205</p>	<p><b>9 CH</b>  <i>choose from a minimum of                      2 disciplines</i></p>	<p><b>9 CH</b>  <i>choose from a minimum of                      2 disciplines</i></p>
<p><b>MATH / SCIENCE REQUIREMENTS</b></p>	<b>minimum 14 CH</b>	<b>minimum 14 CH</b>
<p><b>ELECTIVES</b></p>	<b>minimum 24 CH</b>	<b>minimum 11CH</b>
<p><b>TOTAL DEGREE CREDITS</b></p>	<b>minimum 62 CH</b>	<b>minimum 64 CH</b>

<sup>D</sup> Courses designed to examine aspects of human diversity within the United States.

<sup>N</sup> Courses designed to examine aspects of human diversity from a non-US non-European perspective.

<sup>L</sup> This course has a lab component.

<sup>C</sup> This course satisfies the Illinois Constitution requirement.

- Students must earn a grade of C or better in all courses used for graduation and/or transfer.
- One course must meet the State's Human Diversity requirement.
- Students are advised to meet with their Truman faculty or college advisor and University admission advisor each semester, if they are planning to earn a baccalaureate degree.
- Courses used to meet general education requirements cannot also be applied to the program concentration or electives.
- Visit our web site for information on Associate of Applied Science Degrees and for Basic and Advanced Certificates.

# PROGRAMS OF STUDY

## Transfer Programs Associate of Arts (AA)—Program code 0210

### Art

#### 62 credit hours (CH)

Study of liberal arts and science courses with a specialization in art, illustration and design for the student who intends to transfer to a baccalaureate degree college or university. Program can lead to employment as illustrator, graphics or industrial designer, or artist in a commercial studio, advertising agency, business, or publishing firm, or as an art teacher.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\* must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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#### Art (010)

103 Art Appreciation	3
114 Appreciation of Photography	3
115 Photography	3
116 Advanced Photography	2
117 Beginning Color Photography	2
131 General Drawing	3
132 Advanced General Drawing	3
141 Intro to the Visual Arts	2
142 Figure Drawing & Composition	3
143 Advanced Figure Drawing	2
144 Two Dimensional Design	3
145 Three Dimensional Design	3
161 Freehand Drawing	3
162 Architectural Representations	2
163 Water Color Painting	2
166 Oil Painting Techniques	3
167 Advanced Oil Painting	2
196 Ceramics and Sculpture	3
197 Advanced Ceramics and Sculpture	2
200 Individual Art Projects*	2
275 Computer Art and Applications	3

\*Only 6 hours can be counted toward a degree

#### Communications Media (004)

161 Visual Communications	3
162 Photography of Persuasion	3
163 Film Rhetoric	3
167 Digital Photography	3

#### Fine Arts (042)

104 The World of the Cinema	3
107 History of Architecture, Painting and Sculpture I	3
108 History of Architecture, Painting and Sculpture II	3

<b>Electives</b>	<b>9 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Art and Foreign Languages Department  
Room 2213, Phone (773) 907-4063 or 4422

### Business Administration/ General Business

#### 62 credit hours (CH)

Study of liberal arts and science courses with a specialization in basic business administration for students who intend to transfer to a baccalaureate degree college or university. Program can lead to management positions in business, industry or government, in fields of accounting, economics, finance, labor economics, marketing or personnel management.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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#### Business (030)

111 Intro to Business	3
181 Financial Accounting	4
182 Managerial Accounting	4
211 Business Law I	3

#### Economics (082)

201 Principles of Economics I	3
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<b>Electives</b>	<b>9 CH</b>
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#### Business (030)

203 Intro to Cost Accounting	3
212 Business Law II	3
231 Principles of Marketing	3
232 Fundamentals of International Business	3
241 Intro to Finance	3
269 Principles of Management	3

#### Computer Information Systems (032)

120 Intro to Microcomputers	3
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#### Economics (082)

202 Principles of Economics II	3
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Business and CIS Department  
Room L580, Phone (773) 907-4882

# PROGRAMS OF STUDY

## Transfer Programs Associate of Arts (AA)—Program code 0210

### Comparative Religion

#### 62 semester hours (CH)

Study of liberal arts and science courses with a specialization in comparative religion for the student who intends to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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#### Religion

101 Intro to Religion	3
102 The Bible: Hebrew Bible/Old Testament	3
103 The Bible: New Testament	3
104 Islamic Scriptures: The Qur'an	3
106 Comparative Religion I/Eastern Religion	3
107 Comparative Religions II/Western Religion	3
108 Religion and Psychology	3

#### Philosophy

108 Philosophy of Religion	3
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<b>Electives</b>	<b>9 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Humanities Department  
Room 3522, Phone (773) 907-4062

### English

#### 62 credit hours (CH)

Study of liberal arts and science courses with a specialization in English and literature for students who intend to transfer to a baccalaureate degree granting college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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#### English (035)

241 Creative Writing	3
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#### Literature (036)

111 Poetry	3
112 Drama	3
113 Fiction	3
211 Shakespeare	3

<b>Concentration Electives</b>	<b>6 CH</b>
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#### Literature (036)

116 Intro to Literature	3
117 American Literature (Colonial to Civil War)	3
118 American Literature (Civil War to 20th Century)	3
119 English Literature (Beginnings to Johnson)	3
120 English Literature (Romantics to 20th Century)	3
150 Women's Literature	3

<b>Electives</b>	<b>3 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor or an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Communication Arts and Skills Department  
Room 2915, Phone (773) 907-4436

# PROGRAMS OF STUDY

Transfer Programs Associate of Arts (AA)—Program code 0210

## Fine Arts

### 62 credit hours (CH)

Study of liberal arts and science courses specializing in fine arts for students who plan to transfer to a four-year college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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#### Art (010)

103 Art Appreciation	3
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#### Fine Arts (042)

104 The World of the Cinema	3
105 History of Painting, Sculpture and Architecture	3
107 History of Architecture, Painting and Sculpture I	3
108 History of Architecture, Painting and Sculpture II	3
110 Opera and the Humanities	3

#### Music (060)

101 Fundamentals of Music Theory	3
121 Intro to Music	3
131 Chorus	1
221 Music Literature & History	3

<b>Electives</b>	<b>9 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Art and Foreign Languages Department  
Room 2213, Phone (773) 907-4422

## Foreign Languages

### French and Spanish

### 62 credit hours (CH)

Concentration in either French or Spanish for students who intend to transfer to a baccalaureate degree college or university. Most foreign language majors are employed as teachers, translators or interpreters, working in government service or international trade, or in the travel or hotel industries. Foreign language study is also valuable to those planning careers in health professions, science, human services (social work, law enforcement and fire protection), hotel-motel management, business (here and abroad), banking, library science or fine arts.

<b>General Education</b>	<b>minimum 38 CH</b>
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<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>16 CH</b>
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#### French (051) Foreign Language

101 First Course	4
102 Second Course	4
103 Third Course	4
104 Fourth course	4
113 French for near-Native Speakers I	4
114 French for near-Native Speakers II	4
206 Intensive Oral Practice	4
210 Modern Civilization & Culture	3
213 Intro to Modern Literature	3
214 Readings in Literature	3

#### Spanish (057) Foreign Language

101 First Course	4
102 Second Course	4
103 Third Course	4
104 Fourth Course	4
111 Spanish for Hispanic-Americans	4
113 Spanish for near-Native Speakers I	4
114 Spanish for near-Native Speakers II	4
206 Intensive Oral Practice	4
210 Modern Civilization and Culture	3
213 Intro to Modern Literature	3
214 Readings in Literature	3

*NOTE: Students with advanced proficiency may substitute 200-level courses to satisfy the credit hour requirement for a degree. Contact the Foreign Languages faculty advisor.*

<b>Electives</b>	<b>8 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Art and Foreign Languages Department  
Room 2213, Phone (773) 907-4422

# PROGRAMS OF STUDY

## Transfer Programs Associate of Arts (AA)—Program code 0210

### History

#### 62 credit hours (CH)

Study of liberal arts and science courses specializing in history for students who plan to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

#### **Area of Concentration** 15 CH

##### **History (085)**

111 History of the American People to 1865	3
112 History of the American People from 1865	3
114 Afro-American in American History	3
115 African American History Since 1865	3
117 History of the Chicago Metropolitan Area	3
141 The History of World Civilization to 1500	3
212 History and Culture of China	3
215 History of Latin America	3
243 The Far East in the Modern World	3
245 Russia in Modern Times	3
247 African History to Colonial Period	3
248 African History - Modern Period	3

<b>Electives</b>	<b>9 CH</b>
<b>TOTAL MINIMUM</b>	<b>62 CH</b>

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Social Sciences Department  
Room 3518, Phone (773) 907-4063

### Humanities

#### 62 credit hours (CH)

Study of liberal arts and science courses with a specialization in the humanities for the student who intends to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

#### **Area of Concentration** 15 CH

##### **Architecture (005)**

104 History of Architecture I	3
105 History of Architecture II	3

##### **Art (010)**

103 Art Appreciation	3
131 General Drawing	3

##### **Fine Arts (042)**

104 The World of the Cinema	3
107 History of Architecture, Painting and Sculpture I	3
108 History of Architecture, Painting and Sculpture II	3
110 Opera and the Humanities	3

##### **Humanities (041)**

107 Pop Culture: Mirror of American Life	3
146 GBLT	3
201 General Course I	3
202 General Course II	3
205 World Literature I	3
212 Non-Western Humanities	3

##### **Music (060)**

101 Fundamentals of Music Theory	3
121 Intro to Music	3
131 Chorus	1
221 Music Literature & History	3

##### **Philosophy (043)**

105 Logic	3
106 Intro to Philosophy	3
107 Ethics	3
108 Philosophy of Religion	3

##### **Religion (133)**

101 Intro to Religion	3
102 Old Testament	3
103 New Testament	3
104 The Qur'an	3
106 Eastern Religion	3
107 Western Religion	3

##### **Theater (099)**

132 Theater Production, Direction and Management	4
133 Acting I	3

<b>Electives</b>	<b>9 CH</b>
<b>TOTAL MINIMUM</b>	<b>62 CH</b>

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Humanities Department, Room 3522, Phone (773) 907-4062

# PROGRAMS OF STUDY

Transfer Programs Associate of Arts (AA)—Program code 0210

## Journalism

**62 credit hours (CH)**

Study of news writing and reporting techniques for students who intend to transfer to a baccalaureate degree college or university. Program can lead to employment as a reporter or writer for newspaper, radio, television or trade and commercial magazines; or to positions in public relations, public information, or other business offices.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

**Area of Concentration** **15 CH**

### Art (010)

115 Photography 3

### Computer Information Systems (032)

101 Intro to Computer Information Systems 3

### English (035)

150 College Newspaper (may be repeated three times) 1-4

151 News Reporting and Writing 3

152 Intro to Mass Communications 3

153 Journalism 3

**Electives** **9 CH**

**TOTAL MINIMUM** **62 CH**

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Communication Arts and Skills Department  
Room 2915, Phone (773) 907-4436

## Math and Science Concepts for Elementary and Middle School Teaching

**62 credit hours (CH)**

Study of math, science, and technology concepts for students interested in becoming elementary teachers who will be highly qualified to teach at the middle school level. This is a special partnership program with Northeastern Illinois University and Wright College. It prepares students to teach in a diverse urban school. Students will transfer to Northeastern Illinois University to earn a Bachelor's Degree, Elementary Education Certification, and three certificate endorsements: Middle Level Teaching, Middle Level Math, and Middle Level Science. Some classes in the program may meet at Northeastern Illinois University, Wright College, or at a Chicago public school. A preliminary interview with the director of the program is required.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics**</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences**+</b>	<b>min 7 CH</b>

\*must include at least one lab course

\*\*General Education Mathematics course is included in Area of Concentration. See below.

+General Education Science courses are included in Area of Concentration. See below.

**Area of Concentration** **32 CH**

### Integrated Math and Science Courses

Physical Science 112\*\* and Mathematics 127 Physics and Geometry Concepts for Middle School Teaching  
Chemistry 121\*\* and Mathematics 202 Chemistry and Number Concepts for Middle School Teaching  
Biology 114\*\* and Mathematics 126 Biology and Algebra Concepts for Middle School Teaching  
Biology 119\*\* and Mathematics 125\*\* Environmental Biology and Statistics Concepts for Middle School Teaching

\*\*Courses under the Area of Concentration may be used to fulfill General Education requirements as follows:

General Education Mathematics: Mathematics 125

General Education Physical Science: Physical Science 112 or Chemistry 121

General Education Life Science: Biology 114 or Biology 119.

Using these courses to fulfill General Education requirements will reduce the credit hours in the Area of Concentration to 20 CH. Students must take MST sections of General Education math and science courses to fulfill both the General Education and Area of Concentration requirements.

# PROGRAMS OF STUDY

## Transfer Programs Associate of Arts (AA)—Program code 0210

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### Math and Science Concepts (continued)

<b>Electives</b>	<b>3 CH</b>
Education 101*	3
Education 203 MST Section only	3
Psychology 207 MST Section only	3
* <i>Required elective</i>	
<b>TOTAL MINIMUM</b>	<b>62 CH</b>

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Biology Department  
Room 2983, Phone (773) 907-4659  
Mathematics Department  
Room 3824, Phone (773) 907-4093  
Physical Science and Engineering Department  
Room 3825, Phone (773) 907-4093  
Social Sciences Department  
Room 3518, Phone (773) 907-4063

### Pre-Law

#### 62 credit hours (CH)

Prospective law students should choose their pre-legal courses so as to achieve a well-rounded general education that is relevant to future career interests. It is recommended that a student meet the requirements of either the Social Science or Business Administration curriculum.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>
<i>*must include at least one lab course</i>	

<b>Area of Concentration</b>	<b>15 CH</b>
See Business Administration or Social Science curriculum	

<b>Electives</b>	<b>9 CH</b>
<b>TOTAL MINIMUM</b>	<b>62 CH</b>

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Social Sciences Department  
Room 3518, Phone (773) 907-4063



# PROGRAMS OF STUDY

Transfer Programs Associate of Arts (AA)—Program code 0210

## Psychology

### 62 credit hours (CH)

Study of liberal arts and science courses with a specialization in psychology for the student who intends to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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### Psychology (087)

choose five	
201 General Psychology	3
207 Child Psychology	3
211 Social Psychology	3
213 Abnormal Psychology	3
215 Psychology of Personality	3
222 Adult Development and Aging	3

<b>Electives</b>	<b>9 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Social Sciences Department  
Room 3518, Phone (773) 907-4063

## Social Science

### 62 credit hours (CH)

Study of liberal arts and science courses specializing in social science for students who plan to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

<b>Area of Concentration</b>	<b>15 CH</b>
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### Anthropology (081)

201 Intro to Biological & Cultural Evolution of Humans	3
202 Cultural Anthropology	3

### Economics (082)

201 Principles of Economics I	3
202 Principles of Economics II	3
204 Money and Banking	3

### Geography (084)

101 World Geography	3
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### History (085)

111 The American People to 1865	3
112 The American People from 1865	3
114 The Afro-American in American History	3
115 Afro-American History since 1865	3
117 History of Chicago Metropolitan Area	3
141 World Civilization to 1500	3
212 History and Culture of China	3
247 African History to Colonial Period	3
248 African History - Modern Period	3

### Political Science (086)

201 The National Government	3
202 Urban Government and Politics	3
204 International Relations	3

### Psychology (087)

201 General Psychology	3
207 Child Psychology	3
211 Social Psychology	3
213 Abnormal Psychology	3
222 Adult Development and Aging	3

### Social Science (088)

101 General Course I	3
102 General Course II	3

### Sociology (089)

201 Intro to the Study of Society	3
202 Sociology of Urban Life	3
203 Marriage and the Family	3
281 Organizational Behavior	3

<b>Electives</b>	<b>9 CH</b>
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<b>TOTAL MINIMUM</b>	<b>62 CH</b>
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Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Social Sciences Department  
Room 3518, Phone (773) 907-4063

# PROGRAMS OF STUDY

Transfer Programs Associate of Arts in Teaching (AAT)—Program code 0212

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## Associate of Arts in Teaching (AAT) Secondary Mathematics

### 62 credit hours (CH)

Study of teacher education with a specialization in high school mathematics for students who plan to transfer to a baccalaureate degree teacher education program at a college or university. Students must meet program admissions standards. A passing score on the Illinois Basic Skills Test is required for completion of this degree.

<b>General Education</b>	<b>minimum 38 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 4 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

*\*must include at least one lab course*

### **Professional Education Component**      **minimum 3 CH**

#### **Education (083)**

101 Intro to Education*	3
<i>*required</i>	
102 Technology in the Classroom	3
103 Students with Disabilities in School	3

#### **Psychology (087)**

203 Educational Psychology	3
207 Child Psychology	3

### **Area of Concentration**      **15 CH**

#### **Mathematics (045)**

207 Calculus and Analytic Geometry I	5
208 Calculus and Analytic Geometry II	5
209 Calculus and Analytic Geometry III	5

### **Electives**      **minimum 6 CH**

**TOTAL MINIMUM**      **62 CH**

Mathematics Department  
Room 3824, Phone (773) 907-4093

# PROGRAMS OF STUDY

Transfer Programs Associate of Science (AS)—Program code 0211

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## Biology

### 64 credit hours (CH)

Study of liberal arts and science courses specializing in biology for students who plan to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 39 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics**</b>	<b>min 5 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

\*\*Math 207 or higher

### **Math/Science Requirement** **minimum 14 CH**

#### **Biology (023)**

122 General Biology II	5
226 Human Structure and Function I	4
227 Human Structure and Function II	4

#### **Microbiology (024)**

233 General Microbiology	4
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### **Electives** **minimum 11 CH**

**TOTAL MINIMUM 64 CH**

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Biology Department

Room 2983, Phone (773) 907-4659

## Chemistry

### 64 credit hours (CH)

Study of liberal arts and science courses with a specialization in chemistry for students who plan to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 39 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics**</b>	<b>min 5 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

\*\*Math 207 or higher

Students concentrating in Chemistry are strongly advised to take Computer Information Systems 123; Mathematics 207, 208, 209, 210; and Physics 224, 235, 236, 237.

### **Math/Science Requirement** **minimum 14 CH**

#### **Chemistry (073)**

201 General Chemistry I	5
203 General Chemistry II	5
204 Quantitative Analysis	4
205 Organic Chemistry I	6
207 Organic Chemistry II	6
217 Intro to Instrumental Analysis	4
218 Advanced Techniques in Instrumental Analysis	4

### **Electives** **minimum 11 CH**

**TOTAL MINIMUM 64 CH**

Exceptions are allowed for Associate of Science pre-professional majors in Chemistry, Pre-Medicine, Pre-Pharmacy, Pre-Optometry, or Pre-Dentistry. Students in these programs may increase their general education sciences from a total of 12 hours to 18 hours by reducing their social sciences total by three credit hours and their humanities total by three credit hours.

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Physical Science and Engineering Department

Room 3826, Phone: (773) 907-4093

# PROGRAMS OF STUDY

## Transfer Programs Associate of Science (AS)—Program code 0211

### Mathematics

#### 64 credit hours (CH)

Study of liberal arts and science courses with a specialization in mathematics for students who plan to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 39 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics**</b>	<b>min 5 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

\*\*Math 207 or higher

<b>Math/Science Requirement</b>	<b>minimum 14 CH</b>
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#### Math (045)

208 Calculus/Analytic Geometry II*	5
209 Calculus/Analytic Geometry III*	5
210 Differential Equations*	3
212 Linear Algebra*	3

\*Highly recommended

<b>Electives</b>	<b>minimum 11 CH</b>
<b>TOTAL MINIMUM</b>	<b>64 CH</b>

The following exceptions are allowed for Associate of Science pre-professional majors in Mathematics, Pre-Medicine, Pre-Pharmacy, Pre-Optometry, or Pre-Dentistry. Students in these programs may increase their general education sciences from a total of 12 hours to 18 hours by reducing their social sciences total by 3 credit hours and their humanities total by 3 credit hours.

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Mathematics Department  
Room 3824, Phone (773) 907-4093

### Physics

#### 64 credit hours (CH)

Study of liberal arts and science courses with a specialization in physics for students who plan to transfer to a baccalaureate degree college or university.

<b>General Education</b>	<b>minimum 39 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics**</b>	<b>min 5 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

\*\*Math 207 or higher

<b>Math/Science Requirement</b>	<b>minimum 14 CH</b>
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#### Physics (077)

215 Statics	3
216 Dynamics	3
220 Physics Calculations and Practice	2
221 Mechanics and Heat I	4
222 Electricity, Sound and Light I	4
224 Physics Calculations and Practice	2
225 Mechanics and Heat II	4
226 Electricity, Sound and Light II	4
231 General Physics I Mechanics & Wave Motion	4
232 General Physics II Electricity & Magnetism	4
233 General Physics III Heat, Light & Modern Physics	4
235 Engineering Physics I Mechanics & Wave Motion	4
236 Engineering Physics II Electricity & Magnetism	4
237 Engineering Physics III Heat, Light & Modern Physics	4

<b>Electives</b>	<b>minimum 11 CH</b>
<b>TOTAL MINIMUM</b>	<b>64 CH</b>

Students concentrating in Physics are strongly advised to choose from: Chemistry: 201, 203 Mathematics: 208, 209, 210 Physics: 215, 216.

Exceptions are allowed for Associate of Science pre-professional majors in Physics, Pre-Medicine, Pre-Pharmacy, Pre-Optometry, or Pre-Dentistry. Students in these programs may increase their general education sciences from a total of 12 hours to 18 hours by reducing their social science total by 3 credit hours and their humanities total by 3 credit hours.

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. Students should meet with a Truman College advisor and an admissions representative from the four-year institution of choice for more information on course/program articulation.

Physical Science and Engineering Department  
Room 3826, Phone (773) 907-4093

# PROGRAMS OF STUDY

## Transfer Programs Associate of Science (AS)—Program code 0211

### Science Pre-Professional

#### 64 credit hours (CH)

The following recommended courses are for pre-professional majors in the sciences. This program includes a nucleus of courses taken from biological sciences, physical sciences, mathematics and a concentration of courses in a subject chosen as a major area. Students should meet the general education requirement for Truman and plan the remainder of their courses according to four-year college requirements.

#### Pre-Dentistry

Emphasis is in biology, chemistry and physics for the student who intends to transfer to a four-year college or university and ultimately to a professional school of dentistry, which can lead to employment as a dentist in private practice or public health, or to specialization as an oral surgeon, orthodontist, or periodontist.

#### Pre-Medicine

Emphasis is in biology, chemistry and physics for the student who intends to transfer to a four-year college or university and ultimately to medical school, which can lead to employment in private and public health, general practice or in a specialized medical field.

#### Pre-Optometry

Emphasis is in biology, chemistry and mathematics for the student who intends to transfer to a school of optometry, which can lead to employment in private or public health practice as an optometrist or researcher.

#### Pre-Pharmacy

Emphasis is in chemistry and mathematics for the student who intends to enter a professional school of pharmacy which can lead to employment as a pharmacist in a medical institution, or in private or public health research.

<b>General Education</b>	<b>minimum 39 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics**</b>	<b>min 5 CH</b>
<b>Humanities &amp; Fine Arts (including Literature)</b>	<b>min 9 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>9 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>min 7 CH</b>

\*must include at least one lab course

\*\*Math 207 or higher

#### **Math/Science Requirement** **minimum 14 CH**

##### **Biology (023)**

121 Biology I	4
122 Biology II	4
226 Human Structure and Function I	4
227 Human Structure and Function II	4

##### **Chemistry (073)**

201 General Chemistry I	5
203 General Chemistry II	5
205 Organic Chemistry I	6
207 Organic Chemistry II	6

##### **Mathematics (045)**

208 Calculus and Analytic Geometry II	5
209 Calculus and Analytic Geometry III	5
210 Differential Equations	3
212 Linear Algebra	3

##### **Microbiology (024)**

233 General Microbiology	4
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##### **Physics (077)**

231 General Physics I Mechanics & Wave Motion	4
232 General Physics II Electricity & Magnetism	4
233 General Physics III - Heat, Light & Modern Physics	4

<b>Electives</b>	<b>minimum 11 CH</b>
<b>TOTAL MINIMUM</b>	<b>64 CH</b>

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Biology Department  
Room 2983, Phone (773) 907-4659

Physical Science and Engineering Department  
Room 3826, Phone (773) 907-4093

Mathematics Department  
Room 3824, Phone (773) 907-4093

# PROGRAMS OF STUDY

Transfer Programs Associate of Engineering Science (AES)—Program code 0100  
 Associate of Fine Arts in Art (AFA) —Program code 0216

## Associate of Engineering Science (AES)

### 64 credit hours (CH)

The AES Degree is designed to prepare the student to transfer with junior standing to a baccalaureate engineering program. Students will complete general education core courses, required Mathematics, Physical and Life Sciences, and Computer Science courses, as well as specialty courses in Engineering Science. Admission to the AES Degree program is competitive, and students must meet program admission standards.

<b>General Education**</b>	<b>9 CH</b>
English 101	3
Humanities, Fine Arts and Literature	3
Social & Behavioral Sciences	3

### Area of Concentration 50-51 CH

<b>Engineering (034)</b>	
111 Intro to the Engineering Profession	2
131 Engineering Graphics and Intro to Design	3
190 Computer Applications in Engineering	3
210 Statics and Dynamics or Physics 215 & 216*	5-6

<b>Chemistry (073)</b>	
201 General Chemistry I	5

<b>Mathematics (045)</b>	
207 Calculus and Analytic Geometry I	5
208 Calculus and Analytic Geometry II	5
209 Calculus and Analytic Geometry III	5
210 Differential Equations	3

<b>Physics (077)</b>	
224 Physics Calculations and Practice	2
235 Engineering Physics I Mechanics and Wave Motion	4
236 Engineering Physics II Electricity & Magnetism	4
237 Engineering Physics III Heat, Light & Modern Physics	4

<b>Recommended elective specialty</b>	<b>5-8 CH</b>
Biology 114 General Education Biology	4
Chemistry 205 Organic Chemistry I and Lab	6
Chemistry 207 Organic Chemistry II	6
Economics 202 Principles of Economics II	3
Electronics 206 Digital Circuits	4

### TOTAL 64CH

*\*\*Completion of this engineering curriculum, however, does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill requirements for the Associate of Arts or Associate of Science Degree. Students are encouraged to select at least one course in either the Fine Arts/ Humanities, or the Social/Behavioral Sciences that emphasizes non-Western or minority cultures within the United States.*

NOTE: Students are required to consult with the Chairperson of the Physical Science & Engineering Department to discuss program admission requirements and course selection. Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for information on course transferability.

NOTE: Courses not offered at Truman College may be offered at other CCC campuses

Physical Science and Engineering Department  
 Room 3826, Phone (773) 907-4093

## Associate of Fine Arts-Art (Studio) (AFA)

### 62 credit hours (CH)

Study of liberal arts and science courses specializing in fine arts for students who plan to transfer to a four-year college or university.

<b>General Education</b>	<b>minimum 32 CH</b>
<b>Communications</b>	<b>9 CH</b>
<b>Mathematics</b>	<b>min 3 CH</b>
<b>Humanities, Fine Arts (including Literature)</b>	<b>6 CH</b>
<b>Social &amp; Behavioral Sciences</b>	<b>6 CH</b>
<b>Physical &amp; Life Sciences*</b>	<b>6-8 CH</b>

*\*must include at least one lab course*

### Area of Concentration 21 CH

<b>Art (010)</b>	
131 General Drawing	3
132 Advanced General Drawing	3
142 Figure Drawing and Composition	3
144 Two Dimensional Design	3
145 Three Dimensional Design	3

<b>Fine Arts (042)</b>	
107 History of Architecture, Painting and Sculpture I	3
108 History of Architecture, Painting and Sculpture II	3

### Electives 9 CH

<b>Art (010)</b>	
115 Photography	2 or 3
166 Oil Painting Techniques	3
196 Ceramics	2 or 3
275 Computer Art and Applications	3

### TOTAL MINIMUM 62 CH

Students are encouraged to select courses that will transfer to the baccalaureate degree granting institution they plan to attend. They should meet with a Truman College advisor and an admissions representative from the four-year institution of their choice for more information on course/program articulation.

Humanities Department  
 Room 3522, Phone (773) 907-4062

# PROGRAMS OF STUDY

## Career Occupational Programs

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### **Purpose of the Career Occupational Curriculum**

Career occupational programs are designed for students seeking specialized training in preparation for employment after leaving Truman College. Both the Associate of Applied Science Degree (usually a two-year program) and certificates (usually programs of one year or less) are offered in many technical areas. Certificates may be earned on the way to completing a degree. Certificates are awarded to students who have successfully completed a cluster of career courses confirming a certain level of achievement in a specific career or vocational field. AAS degree programs are not designed for transfer to baccalaureate degree granting colleges and universities.

### **Educational Guarantee**

(for credit and certificate programs)

Upon application by the graduate and his employer, the District will provide an Associate of Applied Science (AAS) or Career Program Certificate graduate up to nine additional post-graduation credit hours or the equivalent non-credit training hours in a career or certificate program (as determined by the Chancellor or his designees) at no tuition or fees. To qualify under this section, the application must be made by the graduate within ninety days of the graduate's initial employment. The employee must certify in writing to the Chancellor that the employee lacks specified skills to perform in a position for which the AAS degree or career certificate should have prepared that employee. Employment must have commenced within twelve months of the employee's degree or certificate award, and the achievement of same occurring over a period of no more than four years in the case of a thirty credit hour or more program, and two years when the program is less than thirty credit hours.

### **Associate of Applied Science General Education Requirements**

#### **AAS Degree 60-68 credit hours (CH)**

Students must satisfactorily complete all courses specified in the curriculum of their choice with a grade of C or better. See the individual career occupational degrees and the certificate sections for additional information.

### **General Education** **15-18 CH**

#### **Communications** **3-6 CH**

English: 101 plus 3 additional hours recommended in English: 102, 105, 107, Speech: 101, 104

#### **Humanities/Social Sciences** **3 CH**

A course emphasizing the individual in relation to the social and cultural environment.

Anthropology  
Architecture  
Economics  
Fine Art  
Foreign Language  
Geography  
History  
Humanities  
Literature  
Music  
Philosophy  
Political Science  
Psychology  
Religion  
Social Science  
Sociology  
Theater

#### **Physical & Life Sciences** **3 CH**

A course in the biological or physical science which emphasizes the individual in relation to the natural or physical environment.

Astronomy  
Biology  
Botany  
Chemistry  
Geology  
Microbiology  
Physical Science  
Physics  
Zoology

#### **Consumer Education** **3 CH**

A course in accounting, business writing, finance, taxes, computer information systems, clerical skills, word processing, nutrition, consumer economics, applied mathematics, child care that may improve consumer competence.

Accounting  
Business Writing  
Child Development  
CIS  
Finance  
Applied Math  
Nutrition/Consumer Economics

#### **General Education** **3 CH**

One additional course from the Communications, Humanities, Science, or Consumer sections listed above.

#### **Area of Concentration / Core courses** **30-41 CH**

#### **Program & General Electives** **15 CH**

#### **TOTAL** **60-68 CH**

Dean of Instruction  
Room 2230, Phone (773) 907-4449

# PROGRAMS OF STUDY

## Career Occupational Programs Accounting

### Accounting (TRO001)

#### AAS Degree 60 credit hours (CH)

Study of basic business and accounting courses. Program can lead to employment as a junior member of an accounting staff, estimator, credit analyst, budget accountant or bank teller working in public or private firms and organizations.

<b>General Education Requirement</b>	<b>15 CH</b>
<b>Communications</b>	<b>3 CH</b>
<b>Humanities/Social Science</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences</b>	<b>3 CH</b>
<b>Consumer Education</b>	<b>3 CH</b>
<b>General Education</b>	<b>3 CH</b>

<b>Area of Concentration / Program Core</b>	<b>36 CH</b>
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<b>Business (030)</b>	
111 Intro to Business	3
141 Business Mathematics or other approved Mathematics courses	3
181 Financial Accounting	4
182 Managerial Accounting	4
204 Computer Applications	1
205 Intermediate Accounting I	3
206 Auditing	3
250 Computerized Accounting Systems	3
208 Federal Income Tax	3
214 The Legal and Social Environment of Business or	
211 Business Law I	3
241 Intro to Finance	3

<b>Computer Information Systems (032)</b>	
120 Intro to Microcomputers	3

<b>Accounting Electives</b>	<b>9 CH</b>
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<b>Business (030)</b>	
203 Intro to Cost Accounting	3
230 E-Business	3
231 Principles of Marketing	3
232 Fundamentals of International Business	3
236 Advertising	3
237 Selling	3
257 Principles of Retailing	3
269 Principles of Management	3

<b>Computer Information Systems (032)</b>	
123 Intro to Spreadsheets on Microcomputers	3
145 Intro to Database on Microcomputers	3

<b>Economics (082)</b>	
201 Principles of Economics I	3
202 Principles of Economics II	3

**TOTAL 60 CH**

Business and CIS Department  
Room L580, Phone (773) 907-4882

### Accounting (TRO003)

#### Advanced Certificate 30 credit hours (CH)

<b>Program Core</b>	<b>24 CH</b>
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<b>Business (030)</b>	
111 Intro to Business	3
181 Financial Accounting	4
182 Managerial Accounting	4
204 Computer Applications for Intermediate Accounting	1
205 Intermediate Accounting I	3
choose one:	
206 Auditing or	
250 Computerized Accounting Systems or other approved business courses	3
208 Federal Income Tax	3
241 Intro to Finance	3

<b>Accounting Electives</b>	<b>6 CH</b>
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<b>Business (030)</b>	
203 Introductory Cost Accounting	3
230 E-Business	3
231 Principles of Marketing	3
232 Fundamentals of International Business	3
236 Advertising	3
237 Selling	3
257 Principles of Retailing	3
269 Principles of Management	3

<b>Computer Information Systems (032)</b>	
123 Intro to Spreadsheets on Microcomputers	3
145 Intro to Database on Microcomputers	3

<b>Economics (082)</b>	
201 Principles of Economics I	3
202 Principles of Economics II	3

**TOTAL 30 CH**

Business and CIS Department  
Room L580, Phone (773) 907-4882



# PROGRAMS OF STUDY

## Career Occupational Programs Accounting/Appliance Technology

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### Accounting (TR0002)

**Basic Certificate 17 credit hours (CH)**

**Program Core** **17 CH**

<b>Business (030)</b>	
181 Financial Accounting	4
182 Managerial Accounting	4
206 Auditing or	3
250 Computerized Accounting Systems or other appropriate Business course (such as Business 111 Introduction to Business or Business 141 Business Mathematics)	3

**Computer Information Systems (032)**

120 Intro to Microcomputers	3
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**choose one of the following options:**

**Option 1**

205 Intermediate Accounting I and	3
204 Computer Applications in Intermediate Accounting	1

or

**Option 2**

208 Federal Income Tax (or other appropriate business course)	3
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**TOTAL** **17 CH**

Business and CIS Department  
Room L580, Phone (773) 907-4882

### Appliance Technology (TR0348)

**Advanced Certificate**

**41 credit hours (CH)**

This career-training program leads to lucrative job opportunities for an individual who enjoys repairing major appliances, such as refrigerators, air conditioners, ranges, washers, dryers, and microwave ovens. Students can become Environmental Protection Agency (EPA) certified while learning refrigeration and air conditioning skills in this 'hands-on' program. They will learn how to read schematic diagrams and troubleshoot electrical circuits.

Appliance Technology is an advanced certificate program designed to help meet the high demand for trained service technicians. Upon successful completion of the program, the student will be prepared for positions with service companies and manufacturers of major appliances, both residential and commercial. Experienced instructors are (EPA) certified and experts in their field.

APT=Appliance Technology

**Program Core** **41**

APT 101 Introduction to Appliance Technology	4
APT 102 Electrical Fundamentals I	4
APT 103 Laundry Appliances I	3
APT 104 Refrigeration Fundamentals I	4
APT 106 Kitchen Appliances I	3
APT 202 Electrical Fundamentals II	4
APT 203 Laundry Appliances II	4
APT 204 Refrigeration Fundamentals II	4
APT 205 Refrigeration Fundamentals III	4
APT 206 Kitchen Appliances II	4
CIS 120 Introduction to Microcomputers	3
<b>TOTAL</b>	<b>41 CH</b>

Truman Technical Center, Appliance Technology Department,  
(773) 907-3995

# PROGRAMS OF STUDY

## Career Occupational Programs Automotive Technology

### Automotive Technology (TR0125)

#### Associate in Applied Science

#### 66-68 credit hours (CH)

This program provides students with the necessary foundation and practical experiences to pursue an entry-level position within the automotive industry. Entry-level positions may be found in automotive dealerships, automotive franchises, independent service repair shops, auto part stores, or through self-employment. Upon completion of the program, the graduates may be able to seek employment opportunities as Automotive Technician Apprentices, Service Writers, or Auto Parts Personnel.

This program is NATEF (National Automotive Technician Education Foundation) division of ASE (Automotive Service Excellence) certified. The program also prepares students to continue their education with Southern Illinois University Carbondale's Bachelor of Science Degree in Automotive Technology. The SIUC program is now being offered at Truman College in the Technical Center and taught by instructors from SIUC. Please contact the SIUC Program Advisor for details, (773) 907-3997 or visit room 214A in the Tech Center. AT=Automotive Technology

<b>General Education</b>	<b>18-20 CH</b>
Math 107 Math for Technicians or	3
Math 118 General Education Math	4
Physical Science 107 Current Public Issues in Physical Science or	3
Physical Science 111 General Course II	4
English 101	3
English 102	3
Speech 104 Group Communication or	3
Speech 101 or	
Speech 160 Business & Professional Communication or Equivalent	3
Sociology 280 Human Behavior or	3
Sociology 201 Introduction to the Study of Society	3
Psychology 206 Business & Industrial Psychology or Equivalent	3
<b>Program Core</b>	<b>38 CH</b>
AT 101 Introduction to Automotive Technology	4
AT 104 Electrical Systems & Power Accessories	4
AT 109 Brake Systems	4
AT 209 Steering and Suspension Systems	4
AT 103 Engine Concepts	4
AT 106 Fuel Systems	5
AT 210 Performance and Driveability	5
AT 215 Automotive Temperature Control Systems	4
AT 212 Manual Drive Train and Axles	4
<b>Electives</b>	<b>10 CH</b>
AT 207 Transmission, Transaxles, and Driveline	4
AT 204 Electrical Systems II	3
CIS 120 Introduction to Microcomputers	3
<b>TOTAL MINIMUM</b>	<b>66-68 CH</b>

Truman Technical Center, Automotive Technology Department,  
(773) 907-3995

### Automotive Technology (TR0130)

#### Advanced Certificate

#### 41 credit hours (CH)

AT=Automotive Technology

<b>Program Core</b>	<b>24 CH</b>
AT 101 Introduction to Automotive Technology	4
AT 103 Engine Concepts	4
AT 104 Electrical Systems & Power Accessories	4
AT 109 Brake Systems	4
AT 209 Steering and Suspension Systems	4
AT 215 Automotive Temperature Control Systems	4
<b>Additional Options</b>	<b>21</b>
AT 106 Fuel Systems	5
AT 207 Transmissions, Transaxles and Driveline	4
AT 212 Manual, Drive Train and Axles	4
AT 204 Electrical Systems II	3
AT 210 Performance and Drivability	5
<b>TOTAL</b>	<b>41 CH</b>

Truman Technical Center, Automotive Technology Department,  
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### Automotive Technology (TR0116)

#### Basic Certificate

#### 20 credit hours (CH)

AT=Automotive Technology

<b>Program Core</b>	<b>20 CH</b>
AT 101 Introduction to Automotive Technology	4
AT 103 Engine Concepts	4
AT 104 Electrical Systems & Power Accessories	4
AT 109 Brake Systems	4
AT 209 Steering and Suspension Systems	4
<b>TOTAL</b>	<b>20 CH</b>

Truman Technical Center, Automotive Technology Department,  
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# PROGRAMS OF STUDY

## Career Occupational Programs Biotechnology

### Biotechnology (TR0215)

#### AAS Degree 67 credit hours (CH)

Biotechnology utilizes cellular components and microorganisms for the production of products used in medicine, pharmacology, agriculture, food processing and environmental cleanup. Employment opportunities are available in laboratories, hospitals, and research and development companies.

#### Requirements for Admission

1. Completion of the Biotechnology program application.
2. Graduation from an accredited high school or acceptable scores on the General Education Development (GED) test. Foreign and domestic high school education or domestic GED must be validated by official transcripts.
3. Validation of previous college or biotech education by official transcripts.
4. Average or above-average high school standing with one year of biology.
5. Algebra, chemistry and biology courses taken in another country must be repeated in this country.
6. Acceptable scores on the American College Test (ACT).
7. Acceptable scores on the standardized reading test administered by Truman College.
8. Demonstrated proficiency in speaking and reading English.

Each student must achieve a minimum grade of C for all courses required to complete the degree. An overall grade point average of 2.0 or better must be maintained.

It is strongly recommended that students take Organic Chemistry I – 205, Organic Chemistry II – 207 and Tissue Culture to be competitive in the Biotechnology industry. Since Biotechnology is highly diverse it is important that students select courses specific to the industry they are seeking to be employed. They should either take the Survey to Biotechnology – Biology 210 course or meet with a Department of Biology and Biotechnology advisor or Department head.

<b>General Education</b>	<b>18 CH</b>
<b>Communications (English 101)</b>	<b>3 CH</b>
<b>Humanities/Social Science</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences (Biology 121)</b>	<b>5 CH</b>
<b>Consumer Education (CIS 120)</b>	<b>3 CH</b>
<b>General Education (Math 125)</b>	<b>4 CH</b>
<b>Area of Concentration</b>	<b>43 CH</b>
<b>Biology (023)</b>	
122 Biology II	5
250 Intro to Molecular Biology	3
251 Molecular Biology I	4
252 Molecular Biology II	4
209 Biochemistry	4
<b>Chemistry (073)</b>	
201 General Chemistry I	5
205 Organic Chemistry I	6
<b>Microbiology (024)</b>	
233 General Microbiology	4
234 Applied Microbiology	4
<b>Mathematics (045)</b>	
140 College Algebra	4
<b>Program Electives</b>	<b>6-9 CH</b>
<b>Biology (023)</b>	
107 Nutrition-Consumer Education	3
<b>Chemistry (073)</b>	
204 Quantitative Analysis	4
217 Intro to Instrumental Analysis	4
<b>Computer Information Systems (032)</b>	
116 Intro to Operating Systems	3
<b>TOTAL MINIMUM</b>	<b>67 CH</b>

Biology Department  
Room 2983, Phone (773) 907-4659

# PROGRAMS OF STUDY

## Career Occupational Programs Business Administration

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### Business Administration (TRO042)

#### Advanced Certificate 30 credit hours (CH)

##### **Certificate Core** **20 CH**

###### **Business (030)**

111 Intro to Business	3
181 Financial Accounting	4
182 Managerial Accounting	4
211 Business Law I or	
214 The American Legal System	3

###### **Computer Information Systems (032)**

120 Intro to Microcomputers	3
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###### **Economics (082)**

201 Principles of Economics I	3
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##### **Certificate Electives** **10 CH**

###### **Business (030)**

203 Introductory Cost Accounting	3
204 Computer Appl. in Accounting	1
205 Intermediate Accounting I	3
212 Business Law II	3
230 E-Business	3
231 Principles of Marketing	3
232 Fundamentals of International Business	3
241 Intro to Finance	3
269 Principles of Management	3

###### **Computer Information Systems (032)**

101 Intro to Computer Information Systems	3
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###### **Economics (082)**

201 Principles of Economics I	3
202 Principles of Economics II	3

**TOTAL** **30 CH**

Business and CIS Department  
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# PROGRAMS OF STUDY

## Career Occupational Programs CAD Technology

### CAD Technology (TR0144) (formerly Drafting and Machine Design 144)

#### AAS degree 60 credit hours (CH)

The Computer Aided Design (CAD) Technology Program provides the technical instruction and skill development for the student to become successfully employed in the drafting fields of the mechanical, architectural and construction industry. Instruction is directed toward theoretical and technical skills in the use of modern drafting tools and equipment. Emphasis is placed on the training of computer aided design (CAD) techniques.

<b>General Education</b>	<b>17 CH</b>
<b>Communications (English 101)</b>	<b>3 CH</b>
<b>Humanities/Social Science</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences (Physics 231)</b>	<b>4 CH</b>
<b>Consumer Education (CIS 120)</b>	<b>3 CH</b>
<b>General Education (Math 140)</b>	<b>4 CH</b>

<b>Area of Concentration / Program Core</b>	<b>43 CH</b>
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#### Computer Information Systems (032)

103 Intro to BASIC language	3
116 Intro to Operating Systems	3
123 Intro to Spreadsheets on Microcomputers	3

#### Mechanical Technology (049)

130 Mechanical Technology I	3
170 Mechanical Technology II	3
171 Mechanical Technology III	3
172 Mechanical Technology IV	3

#### Engineering (034)

100 Elements of Engineering Drawing	3
110 Introductory Drafting	2
111 Intro to the Engineering Profession	2
131 Engineering Graphics and Intro to Design	3
132 Descriptive Geometry	3
190 Computer Applications in Engineering	3
202 Advanced Drafting and Basic Machine Design	3

#### Mathematics (045)

141 Plane Trigonometry	3
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**TOTAL 60 CH**

Physical Science and Engineering Department  
Room 3826, Phone (773) 907-4093

### CAD Technology (TR0138) (formerly Drafting and Machine Design 138)

#### Advanced Certificate 34 credit hours (CH)

<b>Certificate Core</b>	<b>34 CH</b>
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#### Mechanical Technology (049)

130 Mechanical Technology I	3
170 Mechanical Technology II	3
171 Mechanical Technology III	3
172 Mechanical Technology IV	3

#### Engineering (034)

100 Elements of Engineering Drawing	3
131 Engineering Graphics and Intro to Design	3
132 Descriptive Geometry	3
190 Computer Applications in Engineering	3
202 Advanced Drafting and Basic Machine Design	3

#### Mathematics (045)

140 College Algebra	4
141 Plane Trigonometry	3

**TOTAL 34 CH**

Physical Science and Engineering Department  
Room 3826 Phone (773) 907-4093

### CAD Technology (TR0139) (formerly Drafting and Machine Design 139)

#### Basic Certificate 16 credit hours (CH)

<b>Certificate Core</b>	<b>16 CH</b>
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#### Mathematics (045)

140 College Algebra or Cooperative Work Experience (CWE) 108 and 208 Engineering and Industrial Technologies	4
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#### Mechanical Technology (049)

130 Mechanical Technology I	3
170 Mechanical Technology II	3
171 Mechanical Technology III	3
172 Mechanical Technology IV	3

**TOTAL 16 CH**

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# PROGRAMS OF STUDY

## Career Occupational Programs Chemical Laboratory Technology

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### Chemical Laboratory Technology (TRO137)

#### **AAS Degree 64 credit hours (CH)**

Study of development, production and utilization of industrial chemicals and methods used in modern chemical laboratories. Program can lead to employment as a chemical lab technician (working under supervision of senior technicians), engineer or scientist in production or testing, as well as in commercial utilization of chemicals and chemical products.

<b>General Education</b>	<b>17-18 CH</b>
<b>Communications (English 101 &amp; 102)</b>	<b>6 CH</b>
<b>Humanities/Social Science</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences</b>	<b>4-5 CH</b>
<b>Math 140</b>	<b>4 CH</b>

#### **Area of Concentration / Program Core** **29 CH**

##### **Chemistry (073)**

201 General Chemistry I	5
203 General Chemistry II	5
205 Organic Chemistry I*	6
207 Organic Chemistry II*	6
217 Intro to Instrumental Analysis	4
<i>*Pending ICCB approval</i>	

##### **Mathematics (045)**

207 Calculus & Analytical Geometry I	5
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#### **Program Electives** **15 CH**

##### **Computer Information Systems (032)**

120 Intro to Microcomputers	3
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##### **Math (045)**

141 Plane Trigonometry	3
208 Calculus & Analytical Geometry II	5

##### **Physics (077)**

235 Engineering Physics I	4
236 Engineering Physics II	4

**TOTAL** **63-64 CH**

Physical Science and Engineering Department  
Room 3826, Phone (773) 907-4093

# PROGRAMS OF STUDY

## Career Occupational Programs Child Development

### Child Development (TR0278)

#### Preschool Education

##### AAS Degree 62 credit hours (CH)

Study of child development and liberal arts for the student who intends to work immediately in a preschool program as a teacher or teacher assistant in public and private preschools, childcare centers or nursery schools. It can also prepare students to work as teacher aides and activities supervisors.

The Child Development Program is accredited by the Early Childhood Associate Degree Accreditation Division of the National Association for the Education of Young Children (NAEYC).

<b>General Education</b>	<b>15 CH</b>
<b>Communications</b> (English 101)	<b>3 CH</b>
<b>Humanities/Social Science</b> (Anthropology 202*)	<b>3 CH</b>
<b>Physical &amp; Life Sciences</b>	<b>3 CH</b>
<b>Consumer Education</b>	<b>3 CH</b>
<b>General Education</b>	<b>3 CH</b>

\*Recommended

<b>Area of Concentration / Program Core</b>	<b>35 CH</b>
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<b>Child Development (090)</b>	
101 Human Growth and Development I	4
107 Health, Safety and Nutrition	3
109 Language Development	3
120 Intro to Early Childhood Ed/Group Care of Children	3
143 Science and Mathematics for Young Children	3
149 Creative Activities for Children	3
201 Observation and Management of Child Behavior	3
258 Principles of Preschool Education	4
259 Practicum in Preschool Education	6
262 Child, Family and Community Relations	3

<b>Recommended Program Electives</b>	<b>12 CH</b>
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<b>Child Development (090)</b>	
205 Development of the Exceptional Child	3
<b>English (035)</b>	
102 Composition	3
<b>Education (083)</b>	
102 Using Technology in the Classroom	3
<b>History (085)</b>	
111 History of the American People to 1865 or	3
112 History of the American People from 1865	3
<b>Music (060)</b>	
121 Introduction to Music	3
<b>Political Science (086)</b>	
201 The National Government	
<b>Psychology (087)</b>	<b>3</b>
201 General Psychology	3
207 Child Psychology	3
<b>Speech (095)</b>	
101 Fundamentals of Speech Communication	3

<b>TOTAL</b>	<b>62 CH</b>
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Child Development Program  
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### Child Development (TR0282)

#### Preschool Education

##### Advanced Certificate 32 credit hours (CH)

<b>Area of Concentration</b>	<b>32 CH</b>
<b>Child Development (090)</b>	
101 Human Growth and Development I	4
107 Health, Safety and Nutrition	3
109 Language Development	3
120 Intro to Early Childhood Ed/Group Care of Children	3
143 Science and Mathematics for Young Children	3
149 Creative Activities for Children	3
201 Observation and Management of Child Behavior	3
258 Principles of Preschool Education	4
259 Practicum in Preschool Education	6
<b>TOTAL</b>	<b>32 CH</b>

Child Development Program  
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### Child Development (TR0277)

#### Preschool Education

##### Basic Certificate 10 credit hours (CH)

<b>Area of Concentration</b>	<b>4 CH</b>
<b>Child Development (090)</b>	
101 Human Growth and Development I	4
<b>Program Electives</b>	<b>6 CH</b>
<b>Child Development (090)</b>	
107 Health, Safety and Nutrition	3
120 Intro to Early Childhood Ed/Group Care of Children	3
149 Creative Activities for Children	3
262 Child, Family and Community	3
<b>TOTAL</b>	<b>10 CH</b>

Child Development Program  
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# PROGRAMS OF STUDY

## Career Occupational Programs Computer Information Systems

### Computer Information Systems (TRO011)

#### AAS Degree 60 credit hours (CH)

Study of basic business and technical principles used in programming and operating personal computers. Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other organizations. Program can lead to entry-level jobs as computer programmer, programmer analyst, systems analyst, operations manager, network administrator, or unit supervisor in private and public firms or organizations. Advances in technology have increased the computer's applications in the factory, the office and the telecommunications industry. As computer use grows, so will the need for workers who are able to cope with change and adapt to new technologies.

<b>General Education</b>	<b>15 CH</b>
<b>Communications</b> (English 101)	<b>3 CH</b>
<b>Humanities/Social Science</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences</b>	<b>3 CH</b>
<b>Consumer Education</b> (CIS 120)	<b>3 CH</b>
<b>General Education</b> (Math 118)	<b>3 CH</b>

#### Area of Concentration / Program Core 21 CH

<b>Business (030)</b>	
111 Intro to Business	3
181 Financial Accounting	4
182 Managerial Accounting	4

<b>Mathematics (045)</b>	
125 Statistics or higher level course	4

<b>Computer Information Systems (032)</b>	
101 Intro to Computer Information Systems	3
250 Intro to Systems	3

#### Required Program Electives 15 CH

<b>Computer Information Systems (032)</b>	
102 Intro to Programming Logic	3
103 Intro to BASIC Language	3
130 Intro to Assembler Programming	3
135 Intro to COBOL Programming	3
142 Intro to C or C++ Language	3
144 JAVA I	3
145 Intro to Database on Microcomputers	3
158 Beginning Internet	3
191 Intro to E-Commerce	3
203 Advanced BASIC Programming	3
219 E-Commerce Database	3
235 Advanced COBOL Programming	3
242 Advanced C or C++ Language	3
244 JAVA II	3
258 Advanced Internet	3

#### Program Electives 9 CH

<b>Computer Information Systems (032)</b>	
111 Computer Operations	4
112 Advanced Computer Operations	4
116 Intro to Operating Systems	3
122 Intro to Word Processing on Microcomputers	3
123 Intro to Spreadsheets on Microcomputers	3
<b>TOTAL</b>	<b>60 CH</b>

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### Computer Information Systems (TRO013)

#### Advanced Certificate 30 credit hours (CH)

#### Area of Concentration / Program Core 14 CH

<b>Computer Information Systems (032)</b>	
101 Intro to Computer Information Systems	3
250 Intro to Systems	3

<b>Business (030)</b>	
181 Financial Accounting	4
182 Managerial Accounting	4

#### Program Electives 13 CH

<b>Computer Information Systems (032)</b>	
102 Intro to Programming Logic	3
103 Intro to BASIC Language	3
111 Computer Operations	4
120 Intro to Microcomputers	3
130 Intro to Assembler Programming	3
135 Intro to COBOL Programming	3
142 Intro to C or C++ Language	3
144 JAVA I	3
145 Intro to Database on Microcomputers	3
158 Beginning Internet	3
190 Intro to E-Commerce	3
203 Advanced BASIC Programming	3
235 Advanced COBOL Programming	3
242 Advanced C or C++ Language	3
244 JAVA II	3
258 Advanced Internet	3
291E-Commerce Database	3

#### General Electives 3 CH

<b>Computer Information Systems (032)</b>	
116 Intro to Operating Systems	3
120 Intro to Microcomputers	3
122 Intro to Word Processing on Microcomputers	3
123 Intro to Spreadsheets on Microcomputers	3
181 Web Development I	3
182 Web Development II	3
281 Web Development III	3
282 Web Development IV	4
<b>TOTAL</b>	<b>30 CH</b>

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# PROGRAMS OF STUDY

## Career Occupational Programs Computer Information Systems/Cosmetology

### Computer Information Systems (TR0012)

**Basic Certificate 12 credit hours (CH)**

**Program Core 3 CH**

**Computer Information Systems (032)**

101 Intro to Computer Information Systems 3

**Program Electives 9 CH**

**Computer Information Systems (032)**

102 Intro to Programming Logic	3
103 Intro to BASIC Language	3
107 Intro to Pascal	3
111 Computer Operations	4
112 Advanced Computer Operations	4
116 Intro to Operating Systems	3
120 Intro to Microcomputers	3
122 Intro to Word Processing on Microcomputers	3
123 Intro to Spreadsheets on Microcomputers	3
130 Intro to Assembler Programming	3
135 Intro to COBOL Programming	3
142 Intro to C or C++ Language	3
144 JAVA I	3
145 Intro to Database on Microcomputers	3
158 Beginning Internet	3
191 Intro to E-Commerce	3
203 Advanced BASIC Programming	3
235 Advanced COBOL Programming	3
242 Advanced C or C++ Language	3
244 JAVA II	3
258 Advanced Internet	3
291 E-Commerce Database	3

**TOTAL 12 CH**

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### Cosmetology (TR0349)

**Advanced Certificate 36 credit hours (CH)**

The field of Cosmetology offers challenging and rewarding opportunities. The Cosmetology Program is designed to give students thorough training in the art, skill and applied science used in the treatment of hair, nails, and skin.

The program meets the standards of the Illinois Department of Finance and Professional Regulation in total hours, teaching staff, equipment, facilities, library and course content.

Students study in the classroom and are required to complete a specific number of hours in the Technical Center Styling Salon. Once students have completed all coursework and laboratory hours, they are ready to sit for the licensure examination through the Illinois Department of Finance and Professional Regulation. Students must be licensed in order to practice cosmetology in Illinois.

NOTE: Graduates of the Truman College Technical Center may earn an Associate in General Studies Degree (AGS) upon successful completion of an additional college credit hours of which a specified number must be the general education requirements necessary for the AGS. Students wishing to earn an AGS should consult the Registrar for a specific number of additional credit hours needed to earn the degree.

**Program Core 36 CH**

101 Intro to Cosmetology and Cosmetic Arts	5
102 Hair Shaping	5
103 Basic Styling	5
104 Hair Tinting	3
105 Salon Techniques I	5
106 Salon Techniques II	5
201 Advanced Styling	4
202 Summative Seminar	4

**TOTAL 36 CH**

NOTE: Cosmetology 101, 102 and 103 are prerequisites for 104, 105, 106, 201 and 202, and must be taken in sequence or concurrently passing with a minimum of a C grade. The program is open entry, open exit. Courses 101, 102 and 103 will be offered each new semester for incoming students.

Cosmetology Department  
Truman Technical Center, (773) 907-3995

# PROGRAMS OF STUDY

## Career Occupational Programs Criminal Justice Public Police Service

### Criminal Justice Public Police Service (TR0294)

#### AAS Degree 60 credit hours (CH)

Study of theory and practice of contemporary criminal justice for those who plan careers as police officers or other criminal justice positions, as well as for people who wish to understand the functions and procedures of policing, the courts, and corrections.

<b>General Education</b>	<b>18 CH</b>
<b>Communications (English 101 and 102 or 107)</b>	<b>6 CH</b>
<b>Humanities/Social Science (Humanities 201)</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences</b>	<b>3 CH</b>
<b>Consumer Education (CIS 120)</b>	<b>3 CH</b>
<b>General Education (Math 118)</b>	<b>3 CH</b>

#### **Area of Concentration** 33 CH

##### **Criminal Justice (080)**

102 Administration of Criminal Justice	3
114 Administration of Juvenile Justice	3
202 Issues in Criminal Justice	3
211 Intro to Investigation	3
221 Police Organization and Management	3
222 Professional Responsibilities in Criminal Justice	3
234 Criminal Law and Procedure	3
256 Constitutional Law	3

##### **Social Science (088)**

101 General Course I	3
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##### **Sociology (089)**

201 Intro to the Study of Society	3
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##### **Psychology (087)**

201 General Psychology	3
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##### **Political Science (086)**

choose one course	
201 The National Government	3
202 Urban Government and Politics	3

##### **Psychology (087)**

choose one course	
211 Social Psychology	3
213 Abnormal Psychology	3

##### **Sociology (089)**

choose one course	
202 Sociology of Urban Life	3
280 Human Relations	3

**TOTAL 60 CH**

Social Sciences Department  
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### Criminal Justice Public Police Service (TR0295)

#### Advanced Certificate 30 credit hours (CH)

#### **Program core** 30 CH

##### **English (035)**

choose one course	3
102 Composition	
107 Report Writing	

##### **Computer Information Systems (032)**

120 Intro to Microcomputers	3
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##### **Criminal Justice (080)**

102 Administration of Criminal Justice	3
114 Administration of Juvenile Justice	3
202 Issues in Criminal Justice	3
211 Intro to Investigation	3
221 Police Organization and Management	3
222 Professional Responsibilities in Criminal Justice	3
234 Criminal Law and Procedure	3
256 Constitutional Law	3
<b>TOTAL</b>	<b>30 CH</b>

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### Criminal Justice Public Police Service (TR0296)

#### Basic Certificate 15 credit hours (CH)

#### **Area of Concentration** 15 CH

##### **Criminal Justice (080)**

102 Administration of Criminal Justice	3
114 Administration of Juvenile Justice	3
202 Issues in Criminal Justice	3
211 Intro to Investigation	3
choose one course	
234 Criminal Law and Procedure or	3
256 Constitutional Law	3
<b>TOTAL</b>	<b>15 CH</b>

Social Sciences Department  
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# PROGRAMS OF STUDY

## Career Occupational Programs Management/Marketing

### Management/Marketing (TRO021)

#### AAS degree 62 credit hours (CH)

Study of basic business skills along with more in-depth study in a chosen field such as management, marketing, or entrepreneurship that can lead to employment as assistant, trainee, supervisor, or manager in manufacturing, merchandising or service firms, or government service. Also prepares one to start a business or improve their operation of a currently existing business.

#### General Education 16-18 CH

Communications (English 101, Speech 101) 6 CH

Humanities/Social Science 3 CH

Physical & Life Sciences 4-5 CH

General Education (Math 118/Bus 141) 3-4 CH

#### Area of Concentration / Program Core 26 CH

##### Business (030)

111 Intro to Business 3

181 Financial Accounting 4

182 Managerial Accounting 4

231 Marketing 3

241 Intro to Finance 3

269 Principles of Management 3

211 Business Law or

214 Legal Social Environment of Business 3

##### Computer Information Systems (032)

120 Intro to Microcomputers 3

#### Business Electives 10 CH

##### Business (030)

203 Cost Accounting 3

204 Computer Applications in Accounting 1

205 Intermediate Accounting I 3

208 Federal Income Tax 3

212 Business Law II 3

216 Entrepreneurship 3

221 Insurance 3

230 E-Business 3

232 International Business 3

236 Advertising 3

237 Selling 3

244 Fundamentals of Investments 3

257 Principles of Retailing 3

258 Small Business 3

271 Human Resource Management 3

272 Sales Management 3

#### Program Electives 9 CH

##### Computer Information Systems (032)

123 Intro to Spreadsheets 3

145 Intro to Database 3

158 Beginning Internet 3

257 Intro to Business Telecommunications 3

258 Advanced Internet 3

##### Psychology (087)

201 General Psychology 3

**TOTAL 62 CH**

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### Management/Marketing (TRO022)

#### Advanced Certificate 35 credit hours (CH)

#### Program Core 35 CH

##### Business (030)

111 Intro to Business 3

181 Financial Accounting 4

182 Managerial Accounting 4

231 Marketing 3

241 Intro to Finance 3

269 Principles of Management 3

211 Business Law or

214 Legal/Social Environment of Business 3

141 Business Math or

118 General Education Mathematics 3-4

##### Computer Information Systems (032)

120 Intro to Microcomputers 3

##### Communications (035)

101 Composition 3

##### Speech (095)

101 Speech 3

**TOTAL 35 CH**

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### Management/Marketing (TRO023)

#### Basic Certificate 18 credit hours (CH)

#### Program Core 6 CH

##### Business (030)

111 Intro to Business 3

141 Business Math or

118 General Ed Mathematics 3-4

#### Electives 12 CH

##### Business (030)

181 Financial Accounting 4

182 Managerial Accounting 4

216 Entrepreneurship 3

231 Marketing 3

236 Advertising 3

237 Selling 3

258 Small Business 3

269 Principles of Management 3

**TOTAL 18 CH**

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# PROGRAMS OF STUDY

## Career Occupational Programs Networking Systems and Technologies

### Networking Systems and Technologies (TRO141)

#### AAS Degree: Networking Track

##### 60 credit hours (CH)

A student chooses to major in one of two tracks: Networking or Hardware/Software Support, depending on the career goals. The Networking track is for individuals interested in maintaining network equipment and software such as servers, hubs, switches and routers. The Hardware/Software Support track prepares individuals for PC hardware and software maintenance and support. Both tracks also prepare students for a variety of computer industry certifications: A+, Network+, CNA, MCP, MOUS, CCNA.

<b>General Education</b>	<b>18-20 CH</b>
<b>Communications (see below)</b>	<b>6 CH</b>
<b>Humanities (*Philosophy 107)</b>	<b>3 CH</b>
<b>Social Science(*Sociology 235 or 281)</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences (see below)</b>	<b>3-4 CH</b>
<b>Mathematics (Math 107, 118 or higher)</b>	<b>3-4 CH</b>
<i>*recommended for Networking Track</i>	<i>37 CH</i>

#### Networking (165)

119 Intro to Networking or CIS 101	4-3
121 Internetworking I	3
122 Internetworking II	3
221 Internetworking III	3
222 Internetworking IV	3

#### Computer Information Systems (032)

116 Intro to Operating Systems	3
120 Intro to Microcomputers	3

#### Electronics (033)

111 Intro to Computer Electronics	4
240 Network Operating Systems I	4
240 Network Operating Systems II	4
Internship	3

Students without any equivalent professional experience must take at least one of the following: CIS 260, CIS 265, CWE 106, CWE 108, CWE 206, CWE 208

#### Electives

**3-6 CH**

Business 111  
CIS 122, 123, 145, 158, 258, 299  
Electronics 116, 260, 270  
Networking 299

#### General Education Recommendations

<b>Communications</b>	<b>6 CH</b>
English 101 or 107	3
Speech 101, 104, or 202	3
<b>Physical Sciences</b>	<b>3-4 CH</b>
Astronomy, Biology, Chemistry, Oceanography, Physical Science *(101, 107, 111) or Physics.	
<i>*recommended</i>	
<b>TOTAL</b>	<b>60 CH</b>

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### Networking Systems and Technologies (TRO141)

#### AAS Degree: Hardware/Software Support Track

##### 60 credit hours (CH)

A student chooses to major in one of two tracks: Networking or Hardware/Software Support, depending on the career goals. The Hardware/Software Support track prepares individuals for PC hardware and software maintenance and support. The Networking track is for individuals interested in maintaining network equipment and software such as servers, hubs, switches and routers. Both tracks also prepare students for a variety of computer industry certifications: A+, Network+, CNA, MCP, MOUS, CCNA.

<b>General Education</b>	<b>18-20 CH</b>
<b>Communications (see below)</b>	<b>6 CH</b>
<b>Humanities (*Philosophy 107)</b>	<b>3 CH</b>
<b>Social Science (*Sociology 235 or 281)</b>	<b>3 CH</b>
<b>Physical &amp; Life Sciences (see below)</b>	<b>3-4 CH</b>
<b>Mathematics (Math 107, 118 or higher)</b>	<b>3-4 CH</b>
<i>*recommended for Hardware/Software Track</i>	<i>28-30 CH</i>

#### Networking (165)

119 Intro to Networking or CIS 101	3-4
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#### Computer Information Systems (032)

116 Intro to Operating Systems	3
120 Intro to Microcomputers	3
122 Intro Word Processing	3
123 Intro to Spreadsheets	3
145 Intro to Database	3

#### Electronics (033)

111 Intro to Computer Electronics	4
choose one course	
Networking 121	3
Internship	3

Students without any equivalent professional experience must take at least one of the following: CIS 260, CIS 265, CWE 106, CWE 108, CWE 206, CWE 208

#### Electives

**10-14 CH**

Business 111  
CIS 158, 258, 299  
Electronics 116, 240, 260, 270  
Networking 299

#### General Education Recommendations

<b>Communications</b>	<b>6 CH</b>
English 101 or 107	3
Speech 101, 104, or 202	3
<b>Physical &amp; Life Sciences</b>	<b>3-4 CH</b>
Astronomy, Biology, Chemistry, Oceanography, Physical Science: *(101, 107, 111) Physics.	
<i>*recommended</i>	
<b>TOTAL</b>	<b>60 CH</b>

Business and CIS Department  
Room L580, Phone (773) 907-4882

# PROGRAMS OF STUDY

## Career Occupational Programs Networking Systems and Technologies

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### Networking Systems and Technologies (TRO142)

**Advanced Certificate 30 credit hours (CH)**

**General Requirements** **6-7 CH**

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**Computer Information Systems (032)**

116 Intro to Operating Systems 3

**Networking (165)**

119 Intro to Networking or CIS 101 3-4

Choose two (2) of the following tracks: A - B - C - D

**A) Hardware Support Track** **12 CH**

**Electronics (033)**

111 Intro to Computer Electronics 4

**Networking (165)**

121 Internetworking I 3

Electives (see below) 5

**B) Networking Track** **12 CH**

**Networking (165)**

121 Internetworking I 3

122 Internetworking II 3

221 Internetworking III 3

222 Internetworking IV 3

**C) Network Operating System Track** **12 CH**

**Networking (165)**

121 Internetworking I 3

**Electronics (033)**

240 Computer Networking Operating Systems 4

270 Local Area Networks 4

Electives (see below) 1

**D) Software Support Track** **12 CH**

**Computer Info Systems (032)**

120 Intro to Microcomputers 3

122 Intro to Wordprocessing 3

123 Intro to Spreadsheets 3

145 Intro to Database 3

**Electives** **1-5 CH**

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Business 111

CIS 122

CIS 123

CIS 145

CIS 158

CIS 258

CIS 299

Electronics 116

Electronics 240

Electronics 260

Electronics 270

Networking 299

**TOTAL** **30 CH**

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# PROGRAMS OF STUDY

## Career Occupational Programs Networking Systems and Technologies

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### Networking Systems and Technologies (TRO143)

#### Basic Certificate 18 credit hours (CH)

#### General requirements **3 CH**

#### **Computer Info Systems (032)**

116 Intro to Operating Systems 3

Choose one (1) of the following tracks: A - B - C - D

#### **A) Hardware Support Track 12 CH**

#### **Electronics (033)**

111 Intro to Computer Electronics 4

#### **Networking (165)**

121 Internetworking I 3

Electives (see below) 5

#### **B) Networking Track 12 CH**

#### **Networking (165)**

121 Internetworking I 3

122 Internetworking II 3

221 Internetworking III 3

222 Internetworking IV 3

#### **C) Network Operating System Track 12 CH**

#### **Networking (165)**

121 Internetworking I 3

#### **Electronics (033)**

240 Computer Networking Operating Systems 4

270 Local Area Networks 4

Electives (see below) 1

#### **D) Software Support Track 12 CH**

#### **Computer Info Systems (032)**

120 Intro to Microcomputers 3

122 Intro to Wordprocessing 3

123 Intro to Spreadsheets 3

145 Intro to Database 3

#### Electives

Business 111

CIS 122

CIS 123

CIS 145

CIS 158

CIS 258

CIS 299

Electronics 116

Electronics 240

Electronics 260

Electronics 270

Networking 299

**TOTAL 18 CH**

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# PROGRAMS OF STUDY

## Career Occupational Programs Nursing

### Nursing

#### 70 credit hours (CH)

The nursing program prepares students through the study of nursing theory and patient care techniques to take the licensure examination for Registered Nurse (RN). Both classroom instruction and clinical experiences in Chicago area hospitals and primary care facilities are provided. The curriculum is designed to lead the student to employment as a Registered Nurse in hospitals, clinics, nursing homes, physicians' offices, schools, public health, government, and military, or industry.

#### Admission Requirements for the Nursing Program:

Admission is competitive. The District has one admission policy for all the City Colleges of Chicago RN Programs. Admission to the Program requires admission to the college, approval by the Nursing Admissions' Committee and the Completion of the following:

Prerequisite Requirements for Nursing Program:

- Biology 121;
- Earn a "B" or higher in Chemistry 100/121 or (121 WWC\*) or take a higher level chemistry course passing with a "C" or higher;
- MATH 118; Math 125; or college level math with a "C" or higher;
- Cumulative college GPA Of 2.5 or higher;
- Documented reading score of 90 or above on COMPASS Placement Exam;
- High school transcripts or evaluated High school transcripts when appropriate (ie: foreign transcripts), GED, and other applicable transcripts;
- Chemistry and Biological Science courses must be completed within five years of admission to the nursing program. These courses can be audited after five years. If audited, the student must meet the requirements of the course.

<b>Prerequisites</b>	<b>Credit Hours</b>
Biology 121	5
Chemistry 100/121; or Chemistry 121 (WWC*) or higher level chemistry	5
Math 118;	
Math 125 or college level Math	4
<b>Total Hours for Prerequisite Courses</b>	<b>14</b>

#### Nursing Core Courses

<b>Semester 1</b>	
Nursing 101-Fundamentals of Nursing I	7
<b>Semester 2</b>	
Nursing 102-Fundamentals of Nursing II	7
<b>Semester 3</b>	
Nursing 210-Nursing Process & Alterations in Homeostasis I	6
Nursing 211-Nursing Process & Alterations in Homeostasis II	6
<b>Semester 4</b>	
Nursing 212-Nursing Process & Alterations in Homeostasis III	6
Nursing 213-Nursing Process & Alterations in Homeostasis IV	6
Nursing 203-Nursing in Perspective	3
<b>Total Hours for Core Courses</b>	<b>41</b>

#### Other General Education/Degree Requirements

English 101	3
Biology 226	4
(must be taken before enrolling in third semester of nursing)	
Biology 227	4
(must be taken before enrolling in third semester of nursing)	
Microbiology 233	4
(must be taken before enrolling in third semester of nursing)	

<b>Total Other General Education/Degree Requirements</b>	<b>15</b>
<b>Total Program Credit Hours</b>	<b>70</b>

\*WWC=Wilbur Wright College

# PROGRAMS OF STUDY

## Career Occupational Programs Nursing

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### **Other Requirements**

- Meet health requirements upon admission to the program;
- Subject to a criminal background check and random drug screening;
- Successful completion of degree requirements;
- Passing score on the City Colleges of Chicago Nursing Comprehensive Exit Test (current passing score is documented in Nursing Exit Policy);
- Meet all degree requirements for A.A.S. in Nursing. Graduation from the Nursing Program does not guarantee R.N. licensure. The graduate must apply for R.N. licensure and successfully pass the National Council for Licensing Examination (NCLEX-RN). Students applying for licensure will be asked to provide information regarding any prior felony convictions, denial of any professional license and dishonorable discharge from the armed forces.

Licensed Practical Nurses (LPNs) may advance place into Nursing 210 or Nursing 211 (third semester courses) after meeting all prerequisites and passing Nursing 140 (RN Transition/Bridge course).

### **POLICY SUBJECT TO CHANGE**

The program is accredited by the Illinois Department of Professional Regulation (IDPR) and the National League for Nursing Accrediting Commission (NLNAC).

National League for Nursing  
Accrediting Commission  
61 Broadway – 33rd Floor  
New York, New York 10006  
(212) 812-0366

Nursing Department  
Room 2170, Phone (773) 907-4640



# PROGRAMS OF STUDY

## Career Occupational Programs Web Development/General Studies/Occupational Skills

### Web Development (TR0155)

**Advanced Certificate 31 credit hours (CH)**

<b>Area of Concentration / Program Core</b>	<b>13 CH</b>
<b>Computer Information Systems (032)</b>	
181 Web Development I	3
182 Web Development II	3
281 Web Development III	3
282 Web Development IV	4
<b>Program Electives</b>	
<b>18 CH</b>	
<b>Computer Information Systems (032)</b>	
101 Intro to Computer Information Systems	3
103 Intro to BASIC Language	3
116 Intro to Operating Systems	3
120 Intro to Microcomputers	3
122 Intro to Word Processing	3
123 Intro to Spreadsheets	3
144 JAVA I	3
145 Intro to Database	3
203 Advanced BASIC Programming	3
244 JAVA II	3
250 Intro to Systems	3
<b>TOTAL</b>	<b>31 CH</b>

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### Web Development (TR0152)

**Basic Certificate 16 credit hours (CH)**

<b>Area of Concentration / Program Core</b>	<b>13 CH</b>
<b>Computer Information Systems (032)</b>	
181 Web Development I	3
182 Web Development II	3
281 Web Development III	3
282 Web Development IV	4
<b>Program Electives</b>	
<b>3 CH</b>	
<b>Computer Information Systems (032)</b>	
101 Intro to Computer Information Systems	3
103 Intro to BASIC Language	3
116 Intro to Operating Systems	3
120 Intro to Microcomputers	3
122 Intro to Word Processing	3
123 Intro to Spreadsheets	3
144 JAVA I	3
145 Intro to Database	3
203 Advanced BASIC Programming	3
244 JAVA II	3
250 Intro to Systems	3
<b>TOTAL</b>	<b>16 CH</b>

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### Associate of General Studies Degree Program code 0203

**60 credit hours (CH)**

The Associate of General Studies Degree (AGS) is designed primarily for students who have chosen to pursue a broad general program rather than a specific occupational-related or baccalaureate-oriented program. This degree is not designed for transfer to a baccalaureate degree program and general education requirements do not meet the Illinois general education core curriculum guidelines.

This 60-hour degree has an 18-hour general education component with the balance of 42 hours of electives. Students who have completed 30 hours qualify for an Advanced Certificate in Occupational Skills (program code 207.) Graduates of the Truman Technical Center Cosmetology Program who complete the general education requirement plus two additional credit hours may be awarded the AGS degree.

<b>AGS General Education Requirements</b>	<b>18 CH</b>
<b>English 101</b>	<b>3 CH</b>
<b>Biology</b>	<b>3 CH</b>
<b>Physical Science</b>	<b>3 CH</b>
<b>Humanities</b>	<b>3 CH</b>
<b>Social Science</b>	<b>3 CH</b>
<b>Consumer Education</b>	<b>3 CH</b>

(See options under AAS degree general education requirements)

<b>Electives</b>	<b>42 CH</b>
<b>TOTAL</b>	<b>60 CH</b>

Dean of Instruction  
Room 2230, Phone (773) 907-4449

### Occupational Skills Advanced Certificate Program code 0207

**30 credit hours (CH)**

The Occupational Skills Advanced Certificate is designed for students who are undecided about an occupational program major, are enrolled in prerequisites for an occupational program, or are taking one or more occupational program courses.

<b>Electives</b>	<b>30 CH</b>
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City Colleges of Chicago: Active Programs September 2007

**ART, MEDIA AND COMMUNICATION**

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0122	Architectural Drafting	AAS	63	x						x
0124	Architectural Drafting	BC	16	x	x					x
0072	Commercial Art	AAS	60	x						x
0350	Digital Multimedia Design	AAS	67	x						x
0351	Digital Multimedia Design	AC	36	x						x
0354	Digital Multimedia - Interactive Media	BC	18	x						x
0353	Digital Multimedia - 3D Graphics	BC	21	x						x
0352	Digital Multimedia - Video & Sound	BC	18	x						x
0191	Electronic Pre-Press Publishing	BC	15		x					
0194	Graphic Communications- Animation	BC	15		x					
0190	Graphic Communications - General Technician	BC	15		x					
0189	Graphic Communications - Offset Pressman	BC	12		x					
0192	Graphic Communications - Page Layout	BC	15		x					
0193	Graphic Communications - Web Page Design	BC	15		x					
0083	Media Communications	AAS	60		x					
0093	Music Business	BC	21	x						
0094	Music Technology	BC	26	x						
0085	Theater Arts	AAS	62		x					
0086	Theater Technology	AC	35		x					
0165	Visual Media Communications	AAS	60		x					
0166	Visual Media Communications	AC	30		x					

**BACCALAUREATE/TRANSFER**

0210	Associate in Arts	AA	62	x	x	x	x	x		x
0212	Associate of Arts in Teaching - Secondary Math	AAT	62						x	
0100	Associate in Engineering Science	AES	64	x					x	
0217	Associate in Fine Arts-Art (Education)	AFA	60	x					x	
0216	Associate in Fine Arts-Art (Studio)	AFA	61	x					x	
0208	Associate in Fine Arts - Music Education	AFA	63	x					x	
0205	Associate in Fine Arts - Music Performance	AFA	68	x					x	
0203	Associate in General Studies	AGS	60	x	x	x	x	x		x
0211	Associate in Science	AS	64	x	x	x	x	x		x

**BUSINESS, MARKETING AND MANAGEMENT**

0001	Accounting	AAS	60	x	x	x	x	x		x
0002	Accounting	BC	17	x	x	x	x	x		x
0003	Accounting	AC	30	x	x	x	x	x		x
0861	Bank Teller (Professional)	BC	17	x	x					x
0042	Business Admin - General Business	AC	30	x						x
0062	Hotel/Motel Front Office Management	AC	32	x						x
0061	Hotel/Motel Management	AAS	63	x						x
0021	Management/Marketing	AAS	61	x	x	x	x	x		x
0022	Management/Marketing	AC	34	x	x	x	x	x		x
0023	Management/Marketing	BC	18	x	x	x	x	x		x
0794	Medical Office Technology	BC	24	x						x
0883	Office Specialist	BC	20	x						x
0882	Real Estate Broker	BC	5	x						x
0008	Real Estate Management	BC	17	x						x
0874	Secretary (Unit)	BC	9						x	
0886	Skills Enhancement	BC	6	x						

**CONSTRUCTION**

0760	Bricklayer	BC	16			x				
0159	Building Energy Technologies	BC	21							x
0780	Carpentry	AC	37							x
0750	Communications Technology	AAS	65	x						
0759	Concrete Masonry	BC	16							x
0775	Construction Carpentry	BC	16							x
0779	Construction (Exterior)	BC	29							x
0778	Construction (Interior)	BC	24							x

**CONSTRUCTION (continued)**

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0768	Construction Painter	BC	16							x
0752	Electrical Construction Technology	AAS	65	x						
0766	Electrical Line Worker (Overhead)	AC	35							x
0761	Elevator Construction Technology	AAS	64							x
0762	Elevator Construction Technology	AC	48							x
0763	Elevator Construction Technology	BC	24							x
0373	Painting & Decorating Technology	AAS	66							x
0374	Painting & Decorating Technology	AC	50							x
0753	Plumbing & Fire Protection	BC	16							x
0774	Roadway Basic Skills	BC	6							x
0772	Roadway Construction (Careers in)	BC	16							x
0773	Roadwork Construction (Carpentry in)	BC	16							x
0758	Welder (Combination)	BC	16							x

**CONSUMER AND SOCIAL SERVICES**

0716	Community Health Care Worker	AAS	63	x						
0717	Community Health Care Worker	AC	47	x						
0718	Community Health Care Worker	BC	18	x						
0349	Cosmetology	AC	36							x
0339	Gerontology Aide	BC	12							x
0340	Gerontology Specialist	AAS	61							x
0195	HIV/STI Prevention Education	BC	24							x
0241	Horticulture	AAS	63							x
0303	Library Technical Assistant	AAS	60							x
0330	Library Technical Assistant	BC	12							x
0341	Nursing Home Administration	BC	12							x
0304	Paralegal	AAS	63							x
0368	Property Management/Desk Clerk	BC	12							x
0369	Property Management/Leasing Specialist	BC	12							x
0258	Psychiatric Rehabilitation	BC	14							x
0313	Social Work - Generalist	AAS	66							x
0317	Social Work - Generalist	AC	37							x
0370	Social Work-Youth Work	AAS	63							x
0371	Social Work-Youth Work	AC	31							x
0372	Social Work-Youth Work	BC	15							x
0884	Travel Agent	BC	3							x

**CULINARY ARTS/FOOD TECHNOLOGY**

0365	Baking & Pastry Arts	AAS	60							x
0366	Baking & Pastry Arts	AC	38							x
0367	Baking & Pastry Arts	BC	15							x
0362	Culinary Arts	AAS	66							x
0363	Culinary Arts	AC	44							x
0364	Culinary Arts	BC	16							x
0253	Food Sanitation	BC	2							x
0891	Food Service Sanitation - Recertification	BC	1							x
0746	L'Art de la Patisserie	BC	24							x

**EDUCATION/CHILD DEVELOPMENT**

0275	Child Care (School Age)	AAS	61							x
0293	Child Development	BC	10							x
0280	Child Development Elem Educ	AAS	61							x
0284	Child Development Elem Educ	AC	33							x
0300	Child Development - IDC Level I	AC	41							x
0331	Child Development - Infant Toddler Care	AAS	62							x
0332	Child Development - Infant Toddler Care	AC	32							x
0286	Child Development - Pre-School Educ/Infant Toddler	AC	32							x
0277	Child Development - Pre-School Education	BC	10							x
0278	Child Development - Pre-School Education	AAS	62							x
0282	Child Development - Pre-School Education	AC	32							x
0281	Child Development Special Educ	AAS	63							x

## City Colleges of Chicago: Active Programs September 2007

**EDUCATION/CHILD DEVELOPMENT (continued)**

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0285	Child Development Special Educ	AC	33							
0055	Teaching, Leadership & Support Professionals	AAS	63	x						
0057	Teaching, Leadership & Support Professionals	AC	35	x						
<b>HEALTH</b>										
0343	Addictions Studies	AC	37	x	x					
0344	Addictions Studies	AAS	63	x	x					
0345	Addictions Studies	BC	18	x	x					
0218	Bioinformatics	AC	32						x	
0215	Biotechnology	AAS	67						x	
0236	Clinical Laboratory Technology	AAS	65				x			
0868	Dental Assistant	BC	4							
0222	Dental Hygiene	AAS	72							
0867	Emergency Medical Technician (EMT)	BC	9				x			
0252	Emergency Medical Technician I (Ambulance)	BC	6				x			
0263	EMT II Paramedic	AAS	61				x			
0266	EMT II Paramedic	AC	31				x			
0804	Medical Billing/Coding	BC	2	x			x			
0862	Medical Billing/Coding (Computerized)	BC	7						x	
0869	Medical Coding (Basic)	BC	17						x	
0870	Medical Transcription Program	BC	12						x	
0257	Mortuary Science	AAS	62				x			
0247	Nephrology - Renal Technology	AAS	71				x			
0700	Nurse Assistant	BC	7	x	x		x		x	
0801	Nurse Assistant (Certified Patient)	BC	12	x	x		x		x	
0239	Nursing	AAS	68	x	x		x		x	
0240	Nursing - Practical	AC	40				x			
0221	Obstetrics & Gynecologic Technology	BC	11				x			
0259	Occupational Therapy Assistant (Certified)	AAS	73						x	
0802	Pharmacy Technician	BC	3	x	x		x			
0871	Pharmacy Technician (Advanced)	BC	10						x	
0254	Pharmacy Technology	AC	33				x			
0219	Phlebotomy	BC	11				x			
0866	Phlebotomy (Accelerated)	BC	15						x	
0803	Phlebotomy Technician	BC	12	x			x			
0262	Physician Assistant	AAS	78				x			
0246	Radiography	AC	37				x			
0248	Renal Dialysis Technology	AAS	68				x			
0234	Respiratory Care	BC	11				x			
0269	Sterile Processing Clinical	AAS	65				x			
0267	Surgical Technology	AAS	65				x			

**INFORMATION TECHNOLOGY/COMPUTER NETWORKING**

0806	A+ Certified Computer Technician	BC	6	x						
0132	Architectural CAD	BC	9							
0138	CAD Technology	AC	34						x	
0139	CAD Technology	BC	16						x	
0144	CAD Technology	AAS	60						x	
0863	Computer Applications (Basic)	BC	6						x	
0864	Computer Applications (Comprehensive)	BC	9						x	
0012	Computer Information Systems	AAS	60	x	x		x		x	
0013	Computer Information Systems	BC	12	x	x		x		x	
0012	Computer Information Systems	AC	30	x	x		x		x	
0852	Computer Literacy	BC	7						x	
0297	Computer Security & Forensic Investigation	BC	20						x	
0719	Information Processing	AC	31						x	
0141	Networking Systems & Technologies	AAS	60	x					x	
0142	Networking Systems & Technologies	AC	30	x					x	
0143	Networking Systems & Technologies	BC	18	x					x	

**INFORMATION TECHNOLOGY/COMPUTER NETWORKING (continued)**

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0152	Web Development	BC	16							x
0155	Web Development	AC	31							x
<b>MANUFACTURING, ENGINEERING &amp; APPLIED TECHNOLOGY</b>										
0153	Air Conditioning - Commercial Refrigeration	BC	17						x	
0177	Air Conditioning - Domestic Refrigeration	BC	17						x	
0117	Air Conditioning & Refrigeration	AAS	62						x	
0118	Air Conditioning & Refrigeration	AC	36						x	
0348	Appliance Technology	AC	41						x	
0137	Chemical Laboratory Technology	AAS	62						x	
0748	Computerized Numerical Control	AC	41						x	
0160	Environmental Technology	AAS	68						x	
0161	Environmental Technology	BC	18						x	
0790	Industrial Maintenance	AC	36						x	
0770	Manufacturing Tech - Maintenance Mechanic	AAS	64						x	
0771	Manufacturing Tech - Maintenance Mechanic	AC	37						x	
0163	Mechanical Technology CAD	BC	9						x	
0787	Precision Metalworking	AC	30						x	

**PUBLIC SAFETY**

0299	Criminal Justice - Private Police Services	BC	9							
0319	Criminal Justice - Private Police Services	AC	30							
0326	Criminal Justice - Private Police Services	BC	15							
0294	Criminal Justice - Public Police Services	AAS	60						x	
0295	Criminal Justice - Public Police Services	AC	30						x	
0296	Criminal Justice - Public Police Services	BC	15						x	
0324	Criminal Justice - Public Police Services	BC	9						x	
0355	Emergency Management	AAS	64						x	
0358	Emergency Preparedness	BC	18						x	
0336	Fire Science & Technology	AAS	60						x	
0356	Homeland Security	BC	18						x	
0357	Incident Command	BC	18						x	
0347	Police Recruit	BC	16						x	

**TRANSPORTATION TECHNOLOGY**

0112	Auto Body Reconstruction Technology	BC	23							x
0111	Auto Body Repairing Technology	BC	24							x
0133	Automotive Body Technology	AC	46							x
0128	Automotive Maintenance	BC	27							x
0185	Automotive Parts Specialists	BC	21							x
0116	Automotive Technology	BC	20							x
0125	Automotive Technology	AAS	66							x
0130	Automotive Technology	AC	41							x
0113	Aviation Airframe Technician	AC	50							x
0115	Aviation Maintenance Technician	AAS	83							x
0114	Aviation Powerplant Technician	AC	47							x
0134	Chassis Maintenance	BC	19							x
0875	Commercial Passenger Driver - Class B	BC	6							x
0890	Defensive Driving - Attitudinal	BC	1							x
0848	Forklift Operation & Safety	BC	2							x
0136	Fuel Management Technology	BC	25							x
0889	Limousine - Residential Chauffeur Training	BC	1							x
0713	Logistics/Transportation/Distribution	AAS	63							x
0715	Public Passenger Vehicle Training - Taxi	BC	6							x
0877	Railroad Conductor Training	BC	10							x
0346	Transit Management	BC	15							x
0712	Transportation & Distribution Logistics	AC	36							x
0876	Truck Driving	BC	12							x

DA=Daley College, HW=Harold Washington College, KK=Kennedy-King College, MX=Malcolm X College  
OH=Olive-Harvey College, TR=Truman College, WR=Wright College

# PROGRAMS OF STUDY

## Illinois Articulation Initiative (IAI)

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### Illinois Articulation Initiative (IAI)

(Model for CCC Transfer Degrees and General Education)

City Colleges of Chicago participates in the Illinois Articulation Initiative (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to facilitate the transfer of students. IAI came into effect the Summer of 1998. Benefits for students are:

- Students who complete the A.A. or A.S. degree at City Colleges will have completed the lower-division general education requirements for a baccalaureate degree in lieu of the receiving institution's general education requirements.
- Students who complete the IAI General Education Core Curriculum (GECC) at City Colleges have the assurance that lower-division general education requirements for a baccalaureate degree have been satisfied and the GECC will transfer.

A participating receiving institution may require transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum.

The IAI Website ([www.itransfer.org](http://www.itransfer.org)) includes information on requirements for general education and specific majors, course descriptions, and a student planning worksheet.

Due to the increasing number of students fulfilling degree requirements at more than one City College, a District-wide model for CCC Transfer Degrees and General Education requirements has been designed. This model facilitates the need for a smooth transition for the student's path to degree completion. Listed below is the District-wide model for CCC Transfer Degrees and General Education Requirements.

#### Uniform CCC Transfer Degree Requirements

##### Associate in Arts

62 hours\*

38-41 hours of General Education

24-25 hours of additional graduation requirements, electives, and concentration area requirements

##### Associate in Science

64 hours\*

29 hours of General Education

25 hours of additional graduation requirements, electives, and concentration area requirements

The General Education component of both degrees equates with the IAI General Education Core Curriculum and consists of courses that are IAI approved as follows:

- 9 hours of Communication (English 101, English 102, and Speech 101)
- 5 hours of Mathematics
- 9 hours of Social Sciences (no more than 2 courses from any one discipline)
- 9 hours of Humanities and Fine Arts (one course from Humanities, one course from Fine Arts and one additional course from either Humanities or Fine Arts)  
*Note: Humanities includes Humanities, Philosophy, Literature, Religion, and Foreign Language 104 and above. The Fine Arts category does not allow studio art courses.)*
- 7-8 hours of Science (one course each from the physical and life sciences at least one of which must be a lab course)

At least one course must meet the State's Human Diversity requirement. The course descriptions on the IAI Website for Humanities, Fine Arts, and Social and Behavioral Sciences include the designations "D" for courses designed to examine aspects of human diversity within the United States and "N" for courses designed to examine aspects of human diversity from a non-Western perspective.

*Note: The IAI General Education requirements for particular areas of concentration may vary from those described above. Information about the IAI requirements is described at the IAI Website.*

*\*These represent minimum hours for graduation.*

10/11/07

# PROGRAMS OF STUDY

## Illinois Articulation Initiative (IAI)

Truman College general education courses approved for the Illinois Articulation Initiative (IAI)

### General Education Core Curriculum (GECC)

The course designations below are for reference use only. The Truman course number is on the left and its equivalent IAI designation is on the right. This information is accurate as of the catalog publication date but is subject to change.

Truman College Course Title	IAI designation
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#### Communications

ENGL 101	Composition	C1 900
ENGL 102	Composition	C1 901 R
SPCH 101	Fundamentals of Speech Communication	C2 900

#### Mathematics

MATH 118	General Education Mathematics	M1 904
MATH 122	Mathematics for Elementary Teachers II	M1 903
MATH 125	Introductory Statistics	M1 902
MATH 144	Finite Math	M1 906
MATH 204	Calculus for Business & Social Science	M1 900
MATH 207	Calculus & Analytical Geometry I	M1 900
MATH 208	Calculus & Analytical Geometry II	M1 900
MATH 209	Calculus & Analytical Geometry III	M1 900

#### Humanities & Fine Arts

ART 103	Art Appreciation	F2 900
COMMED 163	Film Rhetoric	F2 909
COM REL 101	Introduction to Religion	H5 900
COM REL 102	The Bible-Hebrew Old Testament	H5 901
COM REL 103	The Bible-New Testament	H5 901
COM REL 106	Comparative Religions I (Eastern Religion)	H5 904 N
COM REL 107	Comparative Religions II (Western Religion)	H5 904 N
FNART 104	World of Cinema	F2 905
FNART 105	History of Painting, Sculpture, and Architecture	F2 900
FNART 107	History of Painting, Sculpture, and Architecture I	F2 901
FNART 108	History of Painting, Sculpture, and Architecture II	F2 902
FNART 110	Opera and the Humanities	F1 910
FREN 104	French IV	H1 900
FREN 214	Readings in Literature	H3 916
HUM 201	General Course I - Humanities	HF 900
HUM 202	General Course II - Humanities	HF 901
HUM 205	World Literature	H3 906 N
HUM 207	The Great Books	H3 907
HUM 210	Comparative Mythology	H9 901 N
HUM 212	Non-Western Humanities	HF 904 N
LIT 110	Introduction to Literature	H3 900
LIT 111	Poetry	H3 903
LIT 112	Drama	H3 902
LIT 113	Fiction	H3 901
LIT 116	American Literature (Colonial to Civil War)	H3 914
LIT 117	American Literature (Civil War to 20th Century)	H3 915
LIT 118	English Literature (Beginnings to Johnson)	H3 912
LIT 119	English Literature (Romantics to 20th Century)	H3 913
LIT 128	Latin American Literature	H3 908 N
LIT 150	Women's Literature	H3 911 D
LIT 155	Literature and Film	H3 900
LIT 211	Shakespeare	H3 905
MUS 121	Introduction to Music	F1 900
MUS 223	Music History to 1750	F1 900

PHIL 105	Logic	H4 906
PHIL 106	Introduction to Philosophy	H4 900
PHIL 107	Ethics	H4 904
PHIL 108	Philosophy of Religion	H4 905
PHIL 215	Problems in Philosophy	H4 900
SPAN 104	Spanish IV	H1 900
THEA 134	Theater in the Modern World	F1 907

#### Physical & Life Sciences

ASTR 201	Descriptive Astronomy	P1 906
BIO 114	General Education Biology	L1 900 L
BIO 115	Human Biology	L1 904 L
BOT 201	General Botany I	L1 901 L
CHEM 121	Basic Chemistry	P1 902 L
CHEM 201	General Chemistry I	P1 902 L
GEOL 201	Physical Geology	P1 907 L
OCEA 101	Introduction to Oceanography	P1 905
PHYSICI 101	General Course Physical Science	P9 900
PHYSICI 102	General Course Physical Science	P9 900
PHYSICI 107	Current Public Issues Physical Science	P9 900
PHYSICI 111	General Course I Physical Science	P9 900 L
PHYSICI 112	General Course II Physical Science	P9 900 L
PHYS 131	Mechanics and Power	P1 900 L
PHYS 220	Physics Calculations and Practice	P1 900 L
PHYS 221	Mechanics and Heat	P1 900 L
PHYS 231	General Physics I-Mechanics and Wave Motion	P1 900 L
ZOO 211	General Zoology	L1 902 L

#### Social & Behavioral Sciences

ANTH 201	Intro to Biological & Cultural Evolution of Humans	S1 900 N
ANTH 202	Cultural Anthropology	S1 901 N
ECON 201	Principles of Economics I	S3 901
ECON 202	Principles of Economics II	S3 902
GEOG 101	World Geography	S4 900 N
HIST 111	History of American People to 1865	S2 900
HIST 112	History of American People from 1865	S2 901
HIST 141	History of World Civilization to 1500	S2 912 N
HIST 142	History of World Civilization since 1500	S2 913 N
HIST 215	History of Latin America	S2 910 N
HIST 243	The Far East in the Modern World	S2 909 N
HIST 247	African History to Colonial Period	S2 906 N
POLSCI 201	National Government	S5 900
POLSCI 203	Comparative Government	S5 905
POLSCI 204	International Relations	S5 904 N
PSYC 201	General Psychology	S6 900
PSYC 207	Child Psychology	S6 903
PSYC 211	Social Psychology	S8 900
PSYC 222	Adult Development and Aging	S6 905
SOCSCI 101	General Course I Social Science	S9 900
SOCSCI 102	General Course II Social Science	S9 901
SOC 201	Introduction to Study of Society	S7 900
SOC 203	Marriage and the Family	S7 902

D = Courses designed to examine aspects of human diversity within the United States. N = Courses designed to examine aspects of human diversity from a non-U.S. non-European perspective, L = Lab

# PROGRAMS OF STUDY

## Illinois Articulation Initiative (IAI)

Truman College core courses approved for the Illinois Articulation Initiative (IAI)

### Major Core Curriculum

The course designations below are for reference use only. The Truman course number is on the left and its equivalent IAI designation is on the right. This information is accurate as of the catalog publication date but is subject to change.

Truman College Course Title	IAI designation
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#### Art/Art Education (ART)

ART 115	Photography	ART 917
ART 131	General Drawing	ART 904
ART 132	Advanced General Drawing	ART 905
ART 142	Figure Drawing & Composition	ART 906
ART 144	Two-Dimensional Design	ART 907
ART 145	Three-Dimensional Design	ART 908
ART 166	Oil Painting Techniques	ART 911
ART 196	Ceramics & Sculpture I	ART 912
ART 275	Computer Art I	ART 919
FNART 107	History of Architecture, Painting, Sculpture I	ART 901
FNART 108	History of Architecture, Painting, Sculpture II	ART 902

#### Biological Sciences (BIO)

BIO 121	General Biology I w/lab	BIO 912
BIO 122	General Biology II w/lab	BIO 911
CHEM 201	General Chemistry I	BIO 906
PHYS 231	General Physics I: Mechanics & Wave Motions	BIO 903
PHYS 232	General Physics II: Electricity & Magnetism	BIO 904

#### Business (BUS)

BUS 111	Introduction to Business	BUS 911
BUS 181	Financial Accounting	BUS 903
BUS 182	Managerial Accounting	BUS 904
BUS 211	Business Law I	BUS 912
BUS 214	Legal & Social Environment of Business	BUS 913
CIS 120	Introduction to Microcomputers	BUS 902
MATH 125	Introductory Statistics	BUS 901
MATH 216	Statistics for Business	BUS 901

#### Clinical Lab Science (CLS)

BIO 114	General Course I w/lab (formerly Bio 111)	CLS 902
BIO 115	General Course II w/lab (formerly Bio 112)	CLS 901
BIO 226	Human Structure & Function I (Formerly Bio 126)	CLS 903
BIO 227	Human Structure & Function II (Formerly Bio 127)	CLS 904
CHEM 201	General Chemistry I	CLS 906
CHEM 203	General Chemistry II	CLS 907

#### Criminal Justice (CRJ)

CRIMJS 102	Administration of Criminal Justice	CRJ 901
CRIMJS 114	Administration of Juvenile Justice	CRJ 914
CRIMJS 155	Introduction to Corrections	CRJ 911
CRIMJS 234	Criminal Law & Procedure	CRJ 913
CRIMJS 250	Introduction to Criminology	CRJ 912

#### Computer Science (CS)

CIS 101	Introduction to Computer Info Systems	CS 910
CIS 135	COBOL	CS 913
CIS 142	Introduction to C Language	CS 911
CIS 144	Introduction to JAVA	CS 911
CIS 203	Advanced Basic Programming	CS 914
CIS 235	Advanced COBOL Programming	CS 913
CIS 242	Advanced C Language Programming	CS 912

#### Early Childhood Education (ECE)

CHILDDEV 101	Human Growth & Development I	ECE 912
CHILDDEV 107	Health, Safety and Nutrition	ECE 901
CHILDDEV 120	Intro to Child Care Profession	ECE 911
CHILDDEV 205	Development of Exceptional Child	ECE 913
CHILDDEV 259	Practicum in Preschool	ECE 914

#### Elementary Education (EED)

CHILDDEV 101	Human Growth & Development I	EED 902
EDUC 256	American Public School	EED 902

#### Engineering (EGR)

CHEM 201	General Chemistry I	EGR 961
CHEM 203	General Chemistry II	EGR 962
CHEM 205	Organic Chemistry I	EGR 963
CHEM 207	Organic Chemistry II	EGR 964
ELEC 206	Digital Circuits & Systems	EGR 932 L
ENGR 190	Intro to Computer Applications in Engineering	EGR 922
ENGR 210	Statics and Dynamics	EGR 944
MATH 207	Calculus & Analytic Geometry I	EGR 901
MATH 208	Calculus & Analytic Geometry II	EGR 902
MATH 209	Calculus & Analytic Geometry III	EGR 903
MATH 210	Differential Equations	EGR 904
PHYS 215	Statics	EGR 942
PHYS 216	Dynamics	EGR 943
PHYS 236	Engineering Physics II (Electricity, Magnetism)	EGR 912
PHYS 237	Engineering Physics III (Heat, Light, Modern)	EGR 914

#### English (EGL)

LIT 112	Drama	EGL 916
LIT 116	American Literature: Colonial to Civil War	EGL 911
LIT 117	American Literature: Civil War to 20th Century	EGL 912

#### Mathematics (MTH)

MATH 212	Linear Algebra	MTH 911
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# PROGRAMS OF STUDY

## Illinois Articulation Initiative (IAI)

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Truman College core courses approved for the Illinois Articulation Initiative (IAI)

<u>Truman College Course Title</u>	<u>IAI designation</u>
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**Music/Music Ed (MUS)**

MUS 102	Music Theory I	MUS 901
MUS 103	Music Theory II	MUS 902
MUS 105	Group Piano I	MUS 901
MUS 106	Group Piano II	MUS 902
MUS 111	Aural & Keyboard Skills I	MUS 901
MUS 112	Aural & Keyboard Skills II	MUS 902
MUS 181	Applied Music	MUS 909
MUS 182	Applied Music	MUS 909
MUS 281	Applied Music	MUS 909
MUS 282	Applied Music	MUS 909

**Nursing (NUR)**

BIO 126	Human Structure I	NUR 903
BIO 127	Human Structure II	NUR 904
CHEM 201	General Chemistry I	NUR 906
CHEM 203	General Chemistry II	NUR 907
CHEM 205	Organic Chemistry I	NUR 908
MICRO 233	General Microbiology	NUR 905

**Psychology (PSY)**

PSYC 207	Child Psychology	PSY 901
PSYC 211	Social Psychology	PSY 908
PSYC 213	Abnormal Psychology	PSY 905
PSYC 222	Adult Development & Aging	PSY 903
PSYC 206	Organizational Psychology	PSY 906

**Secondary Education (SED)**

CHILDDEV 205	Development of the Exceptional Child	SED 904
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**Special Education (SPE)**

CHILDDEV 101	Human Growth & Development I	SPE 913
PSYC 201	General Psychology	SPE 912

**Theatre Arts (TA)**

THEA 133	Acting I	TA 914
THEA 235	Acting II	TA 915

# ADULT EDUCATION PROGRAM

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The Adult Education Program offers tuition-free courses to adults in Adult Basic Education/General Educational Development (ABE/GED) in both English and Spanish; English as a Second Language (ESL); Citizenship Preparation; and Workforce Preparation—courses in Employment Readiness, Career Assessment and Exploration, and a Workforce Bridge course. To enroll in Adult Education classes, students must be at least 18 years of age. Students who are 16 or 17 years of age may enroll if they are no longer enrolled in other secondary educational programs. Adult education services are available to Chicago residents or to those who are employed or receive childcare services in the City of Chicago.

Classes are offered in a variety of schedules with variable credit-hour formats at each college. All credit-hour formats may not be available and/or offered at each college every semester.

Before enrolling in classes, students must complete placement and/or progress examinations that determine in what courses adult education students will enroll. Based on test scores, students are placed in literacy-, beginning-, intermediate-, advanced-level, or college bridge courses.

## **English as a Second Language (ESL)**

The English as a Second Language (ESL) Program provides instruction for non-native speakers of English at all levels of proficiency. Beginners learn basic language, life, and workplace skills while more advanced students refine their English in preparation for further education, vocational training, or a career. A holistic approach is employed, with reading, writing, listening, speaking, and grammar addressed at all levels of instruction. Most classes incorporate the use of instructional technology. For students who wish to progress more rapidly, an afternoon Intensive ESL program is available. In addition, supplemental ESL classes are offered in areas such as writing, computer literacy and career development.

## **Adult Basic Education and High School Equivalency (ABE/GED)**

The ABE/GED Program covers three levels of instruction: Literacy, for native or near-native speakers of English with limited abilities in reading and writing, Adult Basic Education (ABE), for pre-GED students who need to improve reading and math skills, and General Educational Development (GED), for students actively preparing for the high school equivalency exam. GED classes encompass the five subject areas covered in the exam (Language Arts, Reading, Language Arts Writing, Science, Math, and Social Studies), and also prepare students for the Constitution test. GED classes are also available in Spanish.

## **Workforce Bridge Programs**

Bridge programs prepare Adult Education students for further education and training in a specific career. At Truman, a Healthcare Bridge course prepares students for the Certified Nurses Assistant (CNA) program and other health-care-related certificate or degree programs. An Automotive Bridge course prepares students to succeed in Automotive Technology 101, the foundation course for the college credit Automotive Technology certificate and degree programs.

## **Citizenship**

Citizenship courses are offered for adults preparing to take the citizenship examination of the U.S. Citizenship and Immigration Services. These courses address the content of the exam itself, the language skills necessary for the USCIS interview, and the rights and responsibilities of citizens.

## **Who Can NOT Attend**

The Adult Education classes are not appropriate for students with I-20, H-1, J-1 or J-2 visas, nor for people visiting the U.S. for just a few months.

## **Student Support Services for AE Students**

Adult Education students are eligible for the same student support services as all other Truman College students, including academic advisement, tutoring, career planning and placement, and membership in student clubs. Students have access to the college library as well as to computer labs that reinforce and supplement classroom learning.

## **Incentive Program**

Adult Education students are strongly encouraged to continue their studies in other college programs. Qualified students in upper-level ESL or GED classes are eligible to take limited numbers of courses in the Truman College credit program tuition-free while enrolled in Adult Education and after transition to the credit program. Information about this opportunity is available through Student Services, in Room 2424, or from the instructors.

## **Lakeview Learning Center**

Lakeview Learning Center, a satellite of the Truman Adult Education Program located at 3310 North Clark Street, offers the same types of free courses as the Adult Education Program on the Truman campus: English as a Second Language, GED preparation in English and Spanish, workforce preparation and citizenship. Also available are supplemental classes for ESL students in a variety of high-interest areas. Students may supplement classroom learning in two learning labs with the aid of tutors, computers, and audio equipment, and are eligible for all student services at the main campus. At Lakeview, as at the main campus, there are five registration periods each year. Prospective students may call (773) 907-4400 for information about the Center.



# ADULT EDUCATION PROGRAM

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## Off-Campus Sites

The Adult Education Program works in partnership with a variety of community organizations and agencies to offer classes at approximately 11 locations in the northeast part of Chicago. Most of these sites offer basic levels of ESL; a few also offer GED, Spanish GED, or citizenship classes. A list of off-campus sites may be obtained from the Truman College website ([http://www.trumancollege.edu/adulted/ae\\_outposts.php](http://www.trumancollege.edu/adulted/ae_outposts.php)) or by visiting the Truman College Adult Education office.

## How to Register

For all Adult Education classes, both on-campus and at other locations, there are five registration periods throughout the year, usually in January, March, May, August, and October. Prospective students may call (773) 907-4350 for information about registration and class schedules or may visit Room 2424. Information may also be viewed at <http://www.trumancollege.edu/adulted>. Students who would like to attend Lakeview Learning Center should call (773) 907-4400.

In accordance with the Stevens Amendment, 23% of the Truman Adult Education budget comes from federal funds.

## COURSES

Classes are available on campus and at several off-campus locations in each college's service area.

Note: All courses may not be available or offered at every college each semester.

### Adult Basic Education (ABE) and General Education Development (GED) Courses

#### Beginning Reading – 0100, 0006

Courses designed to teach reading basics, those skills needed to perform day-to-day tasks. Literacy reading courses – 4 credit hours: 0100, 0101, 0102, 0103, 0104, 0105; 8 credit hours: 0006, 0007, 0008, 0106, 0107, 0108.

#### Intermediate Reading – 0400, 0500

Students continue to build reading skills as they focus on reading comprehension. Intermediate reading courses--4 credit hours: 0400, 0401, 0402, 0403, 0404, 0405; 8 credit hours: 0406, 0407, 0408, 0506, 0507, 0508.

#### Advanced Reading – 0800, 0900

Students practice more advanced reading skills. Advanced reading courses--4 credit hours: 0800, 0801, 0802, 0900, 0901, 0902; 8 credit hours: 0806, 0807, 0808, 0906, 0907, 0908.

#### Beginning Math – 0120, 0026

Courses focus on basic mathematical skills. 4 credit hours: 0120, 0121, 0122, 0123, 0124, 0125; 8 credit hours: 0026, 0027, 0028, 0126, 0127, 0128.

#### Intermediate Math – 0420

Courses focus on number sense and operations and computational skills. 4 credit hours: 0420, 0421, 0422, 0423, 0424, 0425; 8 credit hours: 0426, 0427, 0428, 0526, 0527, 0528.

#### Advanced Math – 0820, 0920

Courses focus on multi-step mathematical operations and problem solving. 4 credit hours: 0820, 0821, 0822, 0920, 0921, 0922; 8 credit hours: 0826, 0827, 0828, 0926, 0927, 0928.

#### Beginning Writing – 0140

Focus on sentence structure and writing basics. 4 credit hours: 0140, 0141, 0142, 0143, 0144, 0145.

#### Intermediate Writing – 0440

Focus on writing skills, including paragraph development. 4 credit hours: 0440, 0441, 0442, 0443, 0444, 0445.

#### Advanced Writing – 0840, 0940

Focus on essay and expository writing. 4 credit hours: 0840, 0841, 0842, 0940, 0941, 0942.

#### Beginning General Skills – 0160

Overview of basic skills, including life skills. 4 credit hours: 0160, 0161, 0162, 0163, 0164, 0165.

#### Intermediate General Skills – 0460

4 credit hours: 0460, 0461, 0462, 0463, 0464, 0465

#### Advanced General Skills – 0860, 0960

4 credit hours: 0860, 0861, 0862, 0960, 0961, 0962

#### Beginning Supplemental—0190

2 credit hours: 0190, 0191; 1 credit hour: 0197, 0198

#### Intermediate Supplemental—0490

2 credit hours: 0490, 0491; 1 credit hour: 0497, 0498

#### Advanced Supplemental—0890

2 credit hours: 0890, 0891; 1 credit hour: 0897, 0898

#### Beginning General Studies—1100

12 credit hours: 1100 - 1105, 1200 - 1202; 6 credit hours: 1120 - 1125, 1220 - 1222; 3 credit hours: 1140 - 1145, 1240 - 1242

#### Intermediate General Studies—1400

12 credit hours: 1400 - 1405, 1600 - 1602; 6 credit hours: 1420 - 1425, 1620-1622; 3 credit hours: 1440-1445, 1640 - 1642

#### Advanced General Studies—1800, 1900

12 credit hours: 1800 - 1805, 1900 - 1902; 6 credit hours: 1820 - 1825, 1920 - 1922; 3 credit hours: 1840 - 1845, 1940 - 1942

#### Pre-GED Science, Intermediate—0482

4 credit hours: 0482, 0483

#### Pre-GED Science, Advanced—0484

4 credit hours: 0484

#### Pre-GED Social Studies, Intermediate—0485

4 credit hours: 0485, 0486

#### Pre-GED Social Studies, Advanced—0487

4 credit hours: 0487

#### Intermediate Constitution—0480

Basic government and law preparation for the state-mandated Constitution examination. 1 credit hour: 0480, 0580

#### Advanced Constitution—0880

More advanced preparation for the state-mandated Constitution examination. 1 credit hour: 0880, 0980; .5 credit hour: 0985

#### ABE Beginning Reading—Spanish—0110

Spanish-language reading basics. 4 credit hours: 0110, 0111, 0112, 0113, 0114, 0115

#### ABE Intermediate Reading—Spanish—0410

Continued development of reading skills in Spanish. 4 credit hours: 0410, 0411, 0412, 0413, 0414, 0415

#### GED Advanced Reading—Spanish—0810, 0910

More advanced reading skills in Spanish. 4 credit hours: 0810, 0811, 0812, 0910, 0911, 0912

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**ABE Beginning Math—Spanish—0130**

Focus on basic mathematical skills in Spanish. 4 credit hours: 0130, 0131, 0132, 0133, 0134, 0135

**ABE Intermediate Math—Spanish—0430**

Focus on number sense and operations and computational skills in Spanish. 4 credit hours: 0430, 0431, 0432, 0433, 0434, 0435

**GED Advanced Math—Spanish—0830, 0930**

Focus on multi-step mathematical operations and problem solving. 4 credit hours: 0830, 0831, 0832, 0930, 0931, 0932  
ABE Beginning Writing—Spanish—0150

Focus on sentence structure and writing basics in Spanish. 4 credit hours: 0150, 0151, 0152, 0153, 0154, 0155

**ABE Intermediate Writing—Spanish—0450**

Focus on writing skills, including paragraph development, in Spanish. 4 credit hours: 0450, 0451, 0452, 0453, 0454, 0455

**GED Advanced Writing—Spanish—0850, 0950**

Focus on essay and expository writing in Spanish. 4 credit hours: 0850, 0851, 0852, 0950, 0951, 0952

**ABE Beginning General Skills—Spanish--0170**

Focus on basic life skills. 4 credit hours: 0170, 0171, 0172, 0173, 0174, 0175

**ABE Intermediate General Skills—Spanish—0470**

4 credit hours: 0470, 0471, 0472, 0473, 0474, 0475

**GED Advanced General Skills—Spanish—0870, 0970**

6 credit hours: 1830, 1930; 4 credit hours: 0870, 0871, 0872, 0970, 0971, 0972; 3 credit hours: 1810, 1910

**ABE Intermediate Constitution Course—Spanish--0481**

1 credit hour: 0481

**ABE Advanced Constitution Course—Spanish—0881**

1 credit hour: 0881

**Beginning Supplemental—Spanish—0195**

2 credit hours: 0195, 0196

**Intermediate Supplemental—Spanish—0495**

2 credit hours: 0495, 0496

**Advanced Supplemental—Spanish—0895, 0995**

2 credit hours: 0895, 0896, 0995, 0996

**ABE/GED Workforce Preparation Courses – 0500**

These courses are designed to familiarize and prepare ABE/GED students with career and credit programs and the basic skills necessary to seek gainful employment. ABE/GED Employment Readiness course - 4 credit hours: 0500. ABE/GED Career Assessment and Exploration course - 4 credit hours: 0501. ABE/GED Workforce Bridge course - 4 credit hours: 0502

**English as a Second Language (ESL) Courses**

English as a Second Language (ESL) courses are offered tuition-free to adults whose native language is not English. Classes are also available to those who wish to acquire basic language skills and/or pursue higher educational goals.

**ESL Literacy - 0000**

Courses designed for ESL students with less than six years of formal education in their native countries and/or students from countries where the written language does not utilize the Roman alphabet. ESL Literacy courses - 4 credit hours: 0010, 0011; 8 credit hours: 0001, 0002; 12 credit hours: 0060, 0061; 16 credit hours: 0050, 0051

**ESL Beginning- 0100, 0200**

Courses designed for ESL students with little or no knowledge of the English language, emphasizing the development of listening and speaking skills. Life skills, including employment readiness, are also emphasized. ESL Beginning Level 1 courses - 4 credit hours: 0110, 0111; 8 credit hours: 0100, 0101; 12 credit hours: 0160, 0161; 16 credit hours: 0150, 0151. ESL Beginning Level 2 courses - 4 credit hours: 0210, 0211; 8 credit hours: 0200, 0201; 12 credit hours: 0260, 0261; 16 credit hours: 0250, 0251

**ESL Intermediate – 0300, 0400**

In intermediate-level courses, students are introduced to more academic language skills, including more emphasis on reading and writing skills. Life skills, including employment readiness, are also included. ESL Intermediate Level 3 courses - 4 credit hours: 0310, 0311; 8 credit hours: 0300, 0301; 12 credit hours: 0360, 0361; 16 credit hours: 0350, 0351. ESL Intermediate Level 4 courses - 4 credit hours: 0410, 0411; 8 credit hours: 0400, 0401; 12 credit hours: 0460, 0461; 16 credit hours: 0450, 0451

**ESL Advanced – 0500, 0600**

The primary objective of advanced-level courses is language immersion, emphasizing life skills, including employment readiness, and academic skills. ESL Advanced Level 5 courses - 4 credit hours: 0510, 0511; 8 credit hours: 0500, 0501; 12 credit hours: 0560, 0561; 16 credit hours: 0550, 0551. ESL Advanced Level 6 courses - 4 credit hours: 0610, 0611; 8 credit hours: 0600, 0601; 12 credit hours: 0660, 0661; 16 credit hours: 0650, 0651

**ESL College Bridge/Transition - 0700**

This course is designed to prepare advanced-level ESL students to pass college entrance examinations and be successful in college. Prerequisite: High school or GED diploma. ESL Bridge/Transition Level 7 courses - 4 credit hours: 0710, 0711; 8 credit hours: 0700, 0701; 12 credit hours: 0760, 0761; 16 credit hours: 0750, 0751

**ESL Citizenship/Naturalization – 0225, 0226**

Citizenship courses are designed to prepare adults for the USA Citizenship and Naturalization examination. ESL Citizenship/Naturalization courses - 4 credit hours: 0225, 0226; 2 credit hours: 0220, 0221

**ESL Workforce Preparation Courses - 0900**

These courses are designed to familiarize and prepare ESL students for career and credit programs and with the basic skills necessary to seek gainful employment. ESL Employment Readiness course - 4 credit hours: 0900. ESL Career Assessment and Exploration course - 4 credit hours: 0901. ESL Workforce Bridge course - 4 credit hours: 0902

# CONTINUING EDUCATION PROGRAM

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The Continuing Education Department offers affordable, non-credit, short-term certificate programs, personal and professional growth courses, occupational training programs, and workshops designed to upgrade or provide job skills, improve basic academic skills, or create career possibilities.

We have programs for both adults and children and classes meet days, evenings, and on weekends.

Current class schedules are posted on the Continuing Education web page, [www.trumancollege.edu/conted](http://www.trumancollege.edu/conted)

## **Certified Nursing Assistant (CNA)**

Begin a healthcare career as a Certified Nursing Assistant (CNA). As a principal caregiver in a nursing home or hospital, you can interact with people in a positive, caring way while providing quality care. We've structured the courses so that you can attend in the daytime (8 weeks), in the evening (8 weeks), or on weekends (14 weeks).

Our state-approved CNA training will get you into one of the fastest growing occupations in the United States. Truman College provides comprehensive theory and clinical training in hospitals and nursing homes. Upon successful completion of the course, you will be eligible to take the state certification examination.

## **EKG Technician**

EKG technicians perform vital tests used to diagnose and treat heart ailments. Many healthcare professions, including medical office assistants and certified nursing assistants, require knowledge of EKG procedures.

In our comprehensive 32.5-hour course, you will receive hands-on training on an EKG machine in class as you learn to take and interpret EKG readings. You will learn the anatomy and physiology of the heart, disease processes, medical terminology, medical ethics, and the legal aspects of patient contacts. You will also be introduced to the associated disciplines of laboratory assisting and electrocardiography.

## **Food Service Sanitation and Recertification**

State and city governments require that food service establishments be under the direction of a person with a valid State of Illinois Food Service Sanitation Manager's Certification. Our courses are approved by the Illinois Department of Public Health.

Applicants successfully completing this state-approved 15-hour course and passing the state exam will be eligible to apply for both State of Illinois and City of Chicago certification. A recertification class is also available.

## **Medical Billing and Coding Training**

The number of neighborhood clinics, outpatient therapy centers, and hospitals continues to increase, creating a high demand for competent medical billing and coding professionals. If you are comfortable working with computers, enjoy working in a healthcare environment, and have good attention to detail, Medical Billing and Coding could be the career for you.

Truman College's seven-course program will not only prepare you for an entry-level position, but give you valuable hands-on experience with current industry software as well. You will also learn how to market your skills, identify job opportunities, and do well in interviews.

## **Mortgage Loan Technology**

If you enjoy working closely with people in an environment of high finance and have a good eye for detail, the mortgage field might be just what you're looking for.

Our Mortgage Technology department offers a wide range of classes for the aspiring mortgage professional. Students can learn about loan origination, loan processing, underwriting, and residential mortgage brokerage. The course also offers continuing education units (CEUs).

## **Paralegal Training**

Truman College offers 10 substantive and procedural courses that provide a broad-based education in all major areas of law. You can complete the required courses in less than a year and be eligible for an entry-level position at a law firm, financial institution, major corporation, government agency, small business, or insurance company.

In addition to knowledge of legal matters, a paralegal must possess organizational and communication skills, basic computer competency, and the ability to work well with others. All instructors for our paralegal training courses are lawyers or paralegals. You'll receive expert instruction from people with real experience.

## **Pharmacy Technician Training**

Pharmacy technicians work in a pharmacy under the supervision of a licensed pharmacist. Their job duties can include assisting the pharmacist in labeling and filling prescriptions, entering prescriptions into the computer, ordering medications, and packaging medications.

Our Pharmacy Technician course will start you on your way to a great career. Our instructors will give you the skills and inside knowledge you need to succeed in this exciting healthcare field. You will learn the following skills:

- Understanding medical terminology specific to the pharmacy field
- Reading and interpreting prescriptions
- Defining drugs by generic and brand names

The classes include an 8-hour internship component in which you will work under the supervision of a licensed pharmacy technician.

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### **Phlebotomy Technician Training**

This training program gives you the skill to take blood specimens from clients for laboratory analysis. Phlebotomists must be familiar with all aspects of the blood-collection process.

Hands-on laboratory practice sessions and clinical training will allow you to learn the skills and techniques required to perform venipuncture (the puncture of a vein). All training is held on site at Truman College. You will learn the following skills:

- Medical terminology
- Anatomy and physiology
- Blood collection procedures
- Specimen collection procedures
- Communication skills
- Professionalism

### **Real Estate Appraiser**

Our Real Estate Appraiser program is approved by the Illinois Department of Financial and Professional Regulation. Successful completion of this 75-hour course sequence is required for you to take the Illinois Real Estate Appraiser's Licensing Exam.

These courses lead to the Associate License, which allows you to appraise non-complex property having a transaction amount of less than \$1 million. Associate appraisers are not allowed to complete appraisals on their own. A Certified Appraiser must review and sign off on each appraisal. Candidates must complete the courses and pass a state exam to apply for the Associate License.

Important: These classes are licensed to meet the new qualification changes for certification.

### **Real Estate Sales**

If you enjoy working with people and have a keen attention to detail, real estate sales could be an ideal career for you. Our state-approved 45-hour training program will provide the training you need to begin this exciting career.

These classes are state approved and allow you to register for the state exam. After you successfully complete the required 45 hours of instruction, you will receive a transcript in the mail from the Registrar's Office. You need the transcript to register for the state exam through the Office of Banks and Real Estate. Transcripts are issued after the Registrar's Office receives the final grades from the instructor.

### **Web Design**

Earning a web design certificate is the first step to a career as a web designer or developer. Students will gain hands-on experience in our cross-platform, multimedia laboratory and learn to design, maintain, and manage web sites with speed, simplicity, and continuity. Professional web design instructors will take you from the fundamentals of web design and image creation through animation techniques and portfolio design using today's hottest software.

Drawing on your creative skills and general computer knowledge, this program will introduce you to image creation, site architecture, page layout, animation, and coding – in short, all the prerequisites to a career in web design. These skills can also help you promote your own business or improve your job status.

# COURSE DESCRIPTIONS

## [ANTHRO] ANTHROPOLOGY (081)

### ANTHROPOLOGY 201

**Introduction to Biological and Cultural Evolution of Humans** - Survey and analysis of the fundamentals of prehistoric archaeology, fossil primates and primate evolution, primate behavior, human genetics and the variations of human populations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ANTHROPOLOGY 202

**Cultural Anthropology** - Comparative study of human societies and cultures of the world; cross-cultural investigation of social organization and political, economic, religious and family systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [APPTECH ] APPLIANCE TECHNOLOGY (0348)

### INTRODUCTION TO APPLIANCE TECHNOLOGY, 0101

Introduces students to major home appliance service requirements. Provides a study of customer relations and professional development in the workplace. Interpersonal relations, ethics in the workplace, service call planning, safe work practices, tools and equipment, installation procedures, and customer instruction practices are also introduced. Writing assignments, as appropriate to the discipline are part of the course. 3 lecture hours and 3 lab hours. 4 credit hours.

### ELECTRICAL FUNDAMENTALS I, 0102

This course provides instruction in basic electricity and how these electrical fundamentals apply to electrical circuits in appliances. The students will also lay a foundation toward understanding basic electronics and its application in today's modern appliances. Induction motors and basic components are examined. Schematic diagrams will be introduced and analyzed. The principles of troubleshooting electrical circuits will be presented and practiced with "hands on" training in the classroom. The students will become acquainted with the use of Volt-Ohm-Meters (VOM's) and Amprobes. Writing assignments, as appropriate to the discipline are part of the course. 3 lecture hours and 3 lab hours. 4 credit hours.

### LAUNDRY APPLIANCES I, 0103

This course provides instruction on installing, troubleshooting and servicing gas and electric clothes dryers. Students will learn the dryer mechanical assemblies, heat sources, air circulation systems through venting, electronic/ electrical controls, and sensors. The properties of natural and bottled gas will be introduced. Students will practice troubleshooting electrical and mechanical malfunctions on classroom clothes dryers. Writing assignments, as appropriate to the discipline are part of the course. 1 lecture hours and 6 lab hours. 3 credit hours.

### REFRIGERATION FUNDAMENTALS I, 104

This course presents the principles of refrigeration and air conditioning. The student will be prepared to enter the workforce as a refrigeration and air conditioning service technician. Brazing techniques will be taught and practiced during the installation of access fittings, filter-driers, and compressors. The students will be prepared for certification in the recovery of Type I and Type II refrigerants. Writing assignments, as appropriate to the discipline are part of the course. 2 lecture hours and 6 lab hours. 4 credit hours.

### KITCHEN APPLIANCES I, 0106

This course presents the principles of operation of ranges and ovens. The students will learn to how to troubleshoot electrical/mechanical oven components, oven controls, self-cleaning circuits, as well as the proper servicing of gas burners. The students will also learn how printed circuit boards are used to control range/oven operations. 240/ 208 VAC electric range/ oven technologies will be introduced. Convection ovens will be examined. Range/ oven faults will be presented to the students to test their ability to solve common service problems encountered in today's modern cooking appliances. Writing assignments, as appropriate to the discipline are part of the course. 1 lecture hours and 6 lab hours. 3 credit hours.

### ELECTRICAL FUNDAMENTALS II, 0202

This course continues instruction in basic electricity and how these electrical fundamentals apply to electrical circuits in appliances. The students will continue to build a foundation toward understanding basic electronics and its application in today's modern appliances. Induction motors and basic components are examined. Schematic diagrams will be analyzed. The principles of troubleshooting electrical circuits will be practiced with "hands on" training in the classroom. The students will become comfortable with the use of Volt-Ohm-Meters (VOM's) and Amprobes while solving classroom electrical problems. 3 lecture hours and 3 lab hours. 4 credit hours.

### LAUNDRY APPLIANCES II, 0203

Students will learn the operation and installation of automatic clothes washers. Students will learn how to disassemble and reassemble the units for troubleshooting electrical, mechanical, and installation problems. The students will practice "hands on" troubleshooting of electrical and mechanical faults. Writing assignments, as appropriate to the discipline are part of the course. 2 lecture hours and 6 lab hours. 4 credit hours.

### REFRIGERATION FUNDAMENTALS II, 0204

This course presents advanced Type I, II refrigeration/ air conditioning principles. The student will be prepared to enter the workforce as a refrigeration and air conditioning service technician. Brazing techniques will be taught and practiced during the installation of access fittings, filter-driers, and compressors. The students will be prepared for certification in the recovery of Type I and Type II refrigerants. Writing assignments, as appropriate to the discipline are part of the course. 2 lecture hours and 6 lab hours. 4 credit hours.

### REFRIGERATION FUNDAMENTALS III, 0205

This course presents advanced Type I, II refrigeration/ air conditioning principles. The student will be prepared to enter the workforce as a refrigeration and air conditioning service technician. Brazing techniques will be taught and practiced during the installation of access fittings, filter-driers, and compressors. The students will be prepared for certification in the recovery of Type I and Type II refrigerants. Writing assignments, as appropriate to the discipline are part of the course. 3 lecture hours and 3 lab hours. 4 credit hours.

## **KITCHEN APPLIANCES II, 0206**

This course presents the principles of operation/ troubleshooting of microwave ovens and dishwashers. The students will learn the basic principles of microwave ovens, component testing/ replacement, and the servicing/ troubleshooting of electronic controls and circuits. The students will also learn how to diagnosis and repair the high voltage circuits in microwave ovens. Microwave emission checks, power output tests, and safety procedures will be practiced. The students will identify the electrical, mechanical, and water system components of today's modern dishwashers. They will learn how to open and close the units for troubleshooting electrical, mechanical, and installation problems. The students will practice troubleshooting electrical and mechanical faults on appliances in the classroom. Writing assignments, as appropriate to the discipline are part of the course. 2 lecture hours and 6 lab hours. 4 credit hours.

## **[ARCHITC] ARCHITECTURE (005)**

### **ARCHITECTURE 104**

**History of Architecture I** - The study of the development of early architecture through the mid-18th century. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **ARCHITECTURE 105**

**History of Architecture II** - The study of architecture since the mid-18th century. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## **[ART] ART (010)**

### **ART 103**

**Art Appreciation** - Appreciation of art works taken from all cultures and periods. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **ART 114**

**Appreciation of Photography** - Topics from the history and technical development of photography from its invention to the present. Influence of other arts and sciences. May include darkroom work. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **ART 115**

**Photography** - Basic principles of black and white photography. 35 mm cameras, exposure, development and printing processes, composition and presentation. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week or 1 lecture and 2 lab hours per week. 3 credit hours. 2 credit hours

### **ART 116**

**Advanced Photography** - Advanced techniques in development and printing. Introduction to other formats. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 115 or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

### **ART 117**

**Beginning Color Photography** - Introduction to techniques, art and theory of color photography; printing from color negatives and/or transparencies, developing color negatives and/or transparencies; characteristics of different color film types, lighting for color photography; covers color theory and use of color in composition. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 115 and Art 116, or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

### **ART 118**

**Cinematography I** - Fundamentals of film making; editing, photography, and sound; basic and experimental uses of the camera; student shoots and edits film, adds sound. Laboratory and field trips. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

### **ART 119**

**Cinematography II** - Continuation of Cinematography I. Laboratory and field trips. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 118. 1 lecture and 2 lab hours per week. 2 credit hours.

### **ART 130**

**African-American Art** - Survey of African-American art over last 150 years; covers African-American crafts and sculpture during 19th Century; realistic painters of early 20th Century; cubistic and abstractionist influences on painting and sculpture; non-revolutionary artists such as Charles White, Henry O. Tanner, Aaron Douglas and Hughie Lee-Smith. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **ART 131**

**General Drawing** - Still-life, landscape and human figure; experimentation with various media. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week. 3 credit hours.

### **ART 132**

**Advance General Drawing** - This course builds on and refines the experiences of General Drawing 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. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131. 6 lab/studio hours per week. 3 credit hours.

### **ART 141**

**Introduction to the Visual Arts** - Practical application of fundamentals of visual arts. Includes study of line, texture, color, shape and volume in various media. Recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week or 1 lecture and 2 lab hours per week. 3 credit hours. 2 credit hours

### **ART 142**

**Figure Draw and Composition** - Study of the human figure in action and still poses; rapid sketching, long poses, memory work, and portraiture. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131 or Consent of Department Chairperson. 6 lab/studio hours per week. 3 credit hours.

### **ART 143**

**Advanced Figure Drawing** - Development of skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 142. 6 lab/studio hours per week. 3 credit hours.

### **ART 144**

**Two Dimensional Design** - A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. Fundamental design and experimentation in relationships of line, shape, textures, and color. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week. 3 credit hours.

### **ART 145**

**Three Dimensional Design** - Study of the fundamentals of the formal systems and basic elements of visual organization through three-dimensional design principles and theories; use of a variety of media, including recent and traditional materials, such as clay and plaster. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 144 or Consent of Department Chairperson. 6 lab/studio hours per week. 3 credit hours.

# COURSE DESCRIPTIONS

## ART 150

**Crafts Workshop** - Creation and construction of art forms in clay, metal, cloth, fibers, plaster and wood; art process in both two and three dimensions; recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

## ART 161

**Freehand Drawing** - Elementary drawing in charcoal and pencil from simple groups of block forms, still life and architectural ornament; includes developing pencil technique. No previous drawing experience necessary. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week or 1 lecture and 2 lab hours per week. 3 credit hours. 2 credit hours.

## ART 162

**Architectural Representations** - Continuation of Art 161. Experimentation with water colors and their use in rendering of architectural representation of building materials, textures and nature; includes exterior and interior perspectives. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 141, and Art 161, or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

## ART 163

**Water Color Painting** - Elementary painting and sketching including still life, landscape and figure painting. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

## ART 166

**Oil Painting Techniques** - A studio course that serves as an introduction to basic painting techniques and color principles applied to the exploration of oil and acrylic painting media. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131 or Consent of Department Chairperson. 6 lab/studio hours per week. 3 credit hours.

## ART 167

**Advanced Oil Painting Techniques** - Advanced techniques and experimentation in use of materials and the development of creative styles in oil painting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 166 or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

## ART 196

**Ceramics** - Ceramics formed by coil, slab or free form methods. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week or 1 lecture and 2 lab hours per week. 3 credit hours. 2 credit hours

## ART 197

**Advanced Ceramics & Sculpture** - Advanced work in pottery and sculpture, use of molds and various materials, individual experiments in pottery and sculpture. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 196, or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

## ART 200

**Individual Art Projects** - For advanced students who have completed beginning level studies in the corresponding discipline specific course, or an equivalent course at another institution, or who can demonstrate proficiency through portfolio review in the skills taught in the corresponding prerequisite course. Work is completed on an independent project, the subject of which is designed through dialogue between the student and instructor. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. Not more than an accumulated 6 hours will be counted towards graduation. 1 lecture and 2 lab hours per week. 2 credit hours.

## ART 275

**Computer Art and Applications** - An introduction and exploration of electronic imaging through hands-on experience of applications in computer graphics. A variety of software packages pertaining to art will be utilized, as well as input and output devices. The goal of the course is to begin to develop imaging skills in graphics systems. Students will also be introduced to computer concepts of design, color, image importing and exporting, image manipulation, and sequencing techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 144, and Art 131, and Art 115 or Consent of Department Chairperson. 6 lab/studio hours per week. 3 credit hours.

## [ASTROMY] ASTRONOMY (071)

### ASTRONOMY 201

**Descriptive Astronomy I** - Descriptive survey of major astronomical facts, concepts, and relationships, starting with the solar system and extending to stars, galaxies, and cosmogonies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [AUTOTEC] AUTOMOTIVE TECHNOLOGY (105)

### AUTOMOTIVE TECHNOLOGY 101

**Introduction to Automotive Technology** - Lecture and laboratory course covering the operating principles of the modern automobile. Subjects will include cooling system service, fuel, ignition, engine, transmission systems, as well as accessories. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### AUTOMOTIVE TECHNOLOGY 103

**Engine Concepts** - Disassembly, inspection and service of typical automotive engines with major emphasis on operational theories. Engines used for instruction will run both before and after servicing as a major course requirement. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### AUTOMOTIVE TECHNOLOGY 104

**Electrical Systems and Power Accessories** - Introduction to theory, diagnosis and repair of automotive electrical and electronic components and systems. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### AUTOMOTIVE TECHNOLOGY 105

**Fuel Management 1** - Service techniques and theories of operations necessary to maintain modern fuel delivery systems. Service will be performed on computerized carburetors and electronic fuel injection systems. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 3 lab hours per week. 2 credit hours.

### AUTOMOTIVE TECHNOLOGY 106

**Fuel Systems** - This further study of the fuel system provides students with an opportunity to acquire knowledge of the construction, operating principles and components of automotive fuel systems. Students perform service on carburetors as well as fuel injection systems in accordance with established industry standards. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Automotive Technology 101 and Automotive Technology 104. 2 lecture and 9 lab hours per week. 5 credit hours.

### **AUTOMOTIVE TECHNOLOGY 108**

**Work Based Learning I** - Introduction to applied automotive technology in an actual work setting. Provides hands-on experience in an automotive shop. Students work on actual vehicles, carrying jobs from assignment through completion. Business operators will supervise students at the worksite. Instructors will supervise all on-campus and also visit off-campus worksites to observe, monitor and critique student performance. Writing assignments, as appropriate to the discipline, are part of the course. 1-2 lecture and 10-20 lab hours per week. 3-6 credit hours

### **AUTOMOTIVE TECHNOLOGY 109**

**Automotive Brakes** - Theory of operation and servicing of braking systems, both conventional and computerized anti-lock brake systems. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 204**

**Electrical Systems II** - This course is designed to provide the necessary knowledge and skills to service today's automotive electrical systems. Selected topics include reading of wiring diagrams, electrical accessories diagnosis and operation and design of the ignition system. Students learn circuit testing and the proper handling of advanced solid state electronics such as air bags and computers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Automotive Technology 101 or Automotive Technology 104, or Consent of Department Chairperson. 1 lecture and 6 lab hours per week. 3 credit hours.

### **AUTOMOTIVE TECHNOLOGY 205**

**Fuel Management II** - Emphasis on servicing of computerized carburetors and electronic fuel systems with relation to engine performance and exhaust emissions. Servicing techniques for domestic and foreign electronic carburetors and fuel injection systems. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 206**

**Fuel Management III** - This course builds upon the knowledge gained in previous Fuel Management courses with emphasis on past fuel injection systems (gas and diesel). Diagnosis and service of these systems will be presented along with a study of injectors, fuel distribution, and fuel injection pumps. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 207**

**Transmissions/Transaxles and Drivelines** - This course will cover three, four, and five speed transmissions/ transaxles and all automotive transmissions/transaxles used on front wheel drive passenger cars. Diagnosis and repair procedures will be covered. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 209**

**Steering and Suspension Systems** - Theory of operation and servicing of braking systems, both conventional and computerized anti-lock brake systems. Use of the 4-wheel alignment machine. Service techniques for C/V joints, McPherson struts, and rack and pinion steering assemblies. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 210**

**Performance and Driveability** - This course covers the construction, operation and testing of the ignition systems. Training is offered on the use of oscilloscopes, infrared gas analyzers, and other diagnosis equipment such as scan tool testing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 2 lecture and 9 lab hours per week. 5 credit hours.

### **AUTOMOTIVE TECHNOLOGY 211**

**Garage Management** - Instruction in maintenance of inventory, writing tickets and billing, shop logistics and customer service. Developing managerial basic business abilities and fundamentals such as record keeping, merchandising and sales. Also students will develop skills in customer relations. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 212**

**Manual Drive Train and Axles** - With successful completion of this course students will be able to demonstrate their understanding of design, construction, operation and service principles of automotive clutches, manual transmissions, drivelines, differentials and rear axles. Service work includes using appropriate repair and test equipment, determining problems or extent of damage, and performing corrective work in accordance with established industry standards. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 215**

**Auto Temperature Control Systems** - Service procedures and theory of operation of both manual and electronically controlled heating and air conditioning systems. Emphasis will be on diagnosis, service and replacement of air conditioning components. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 6 lab hours per week. 4 credit hours.

### **AUTOMOTIVE TECHNOLOGY 221**

**Service Consultant** - This course will examine the responsibilities of an automotive service consultant. This course will cover the procedures for day-to-day operations and will provide an understanding of how service techniques are used to maximize satisfaction and profitability. The course content follows the tasks identified for Automotive Service Consultant (C1). ASE terminology is used throughout to describe the people and businesses servicing the driving public. Coverage examines communications specific to customer relations and sales as well as internal communications, relations, and supervision. Customer delivery and follow up round out this thorough exploration of the functions of a successful automotive service consultant. Writing assignment, as appropriate to the discipline, are part of the course. Prerequisite: Computer Information Systems (CIS) 120 with a grade of C or better. 150 minutes per week. 3 credit hours.

### **AUTOMOTIVE TECHNOLOGY 222**

**Managing an Automotive Business** - The success of any organization most often depends on the execution and management of such strategic issues as business development, personnel and fiscal operations. This new course will introduce students to the duties and practices assigned to service managers in the successful operation of an automotive service facility. Coverage begins with a general discussion of the management structure and the service manager's role in facility operations. Consideration is then given to navigation of the personnel process from the recruitment of workers to supervision of their performance. The financial business practices of a service manager familiarizes students with the importance of fiscal responsibility in the operation of a successful automotive service business. Writing assignment, as appropriate to the discipline, are part of the course. Prerequisite: CIS 120 and Business 111 both with a grade of C or better. 150 minutes per week. 3 credit hours.

## **[BIOLOGY] BIOLOGY (023)**

### **BIOLOGY 101**

**General Course Biology I** - Basic principles and concepts of biology; general considerations of biological processes, including cellular and organismic levels. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.



# COURSE DESCRIPTIONS

## BIOLOGY 102

**General Course Biology II** - Continuation of Biology 101. Basic principles and concepts of biology, including how organisms reproduce and inherit; how life on earth evolved and how present day organisms relate to each other. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## BIOLOGY 103

**Biology of Human Sexuality** - Structure and function in human sexuality; sexuality related to physical, mental, and emotional health; the relationships between sexual behavior and human ecology, population, gene frequencies, and society. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## BIOLOGY 104

**Human Biology** - Applications of principles of genetics, evolution, ecology, nutrition, behavior, anatomy and physiology to human beings; includes life cycle from conception through birth, adulthood, aging and death. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## BIOLOGY 105

**Fundamentals of Nutrition** - Basic food substances including carbohydrates, fats, proteins, vitamins and minerals; their use and metabolism in the body; consequences of variations in intake and metabolism. Writing assignments, as appropriate to the discipline, are part of the course. 100 minutes per week. 2 credit hours.

## BIOLOGY 107

**Nutrition-Consumer Education** - Science of food as it relates to health, including food composition and utilization, food preparation and preservation, nutrition, special diets, fad foods, and foods of the future; social and political aspects of food in the world's future. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## BIOLOGY 110

**Human Ecology** - Effects of dense population, effect of humans on air, minerals, noise; and how these affect humans. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## BIOLOGY 114

**General Education Biology** - A laboratory course emphasizing scientific inquiry through selected concepts of biology, such as organization, function heredity, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

## BIOLOGY 115

**Human Biology** - Examines practical aspects of selected concepts in biology and their application to technology. Concepts may include heredity, growth, development, and ecology. Human systems may be studied as they relate to the major topics. Emphasis will be placed on the relationship of the issues to the individual and society. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

## BIOLOGY 119

**Environmental Biology** - This general education laboratory course is geared for both environmental science majors as well as non-science majors. The environment and impacts on natural resources, pollution, and ecosystems are emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

## BIOLOGY 120

**Terminology For Medical Careers** - Basic medical vocabulary for allied health professionals and others with minimal background in anatomy and physiology; includes study of the human body systems. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## BIOLOGY 121

**Biology I** - Cellular and Molecular Biology. Introduction to biochemistry, molecular genetics, cell structure, function and processes. Laboratory required. Writing assignments, as appropriate to the discipline, are part of the course. 4 lecture and 2 lab hours per week. 5 credit hours.

## BIOLOGY 122

**Biology II** - Continuation of Biology 121. Organismal Biology, Ecology and Evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals, and plants. Emphasis on evolutionary relationships and ecological principles. Laboratory required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121 or Consent of Department Chairperson. 4 lecture and 2 lab hours per week. 5 credit hours.

## BIOLOGY 123

**Biology of Drugs and Stress** - A course oriented toward creating scientific awareness of the health hazards associated with the exposure to various chemical and physical agents. Student learns to avoid the misuse and addiction to over-the-counter or prescription drugs and minimizes the stress factors which cause abnormal physiological response. The knowledge gained in this course would also enable the student to help others. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## BIOLOGY 200

**Field Biology** - Natural history of local biota. Laboratory and field identification of plants and animals with a study of their habitats and relationships. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 3 lab hours per week. 3 credit hours.

## BIOLOGY 201

**Individual Topics in Biology** - Students may conduct laboratory research, engage in library projects, and attend seminars. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 2 credit hours will be counted towards graduation. 1 lecture and .5 lab hours per week. 1 credit hour.

## BIOLOGY 209

**Biochemistry** - Biochemistry is designed to give the student in life sciences, allied health fields, and biotechnology a basic understanding of the biological processes at the molecular, cellular and organismic level. An emphasis is placed on the use of laboratory tools and equipment in order to familiarize the student with current biochemical techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 121, and Chemistry 205, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

## BIOLOGY 210

**Survey of Biotechnology** - This course will serve to introduce students to modern biotechnology which is based on recent developments in molecular biology, especially those in genetic engineering and bioengineering. Students will explore the diversity of the field focusing on such areas as medicine, biohazard, bioremediation, biocatalysis, biosafety, agriculture, forensics, quality control and assurance, testing, regulation, law and policy, intellectual property, proteomics, pharmacogenomics, nutrition, and product development. This course will incorporate speakers that are representative of specific areas in biotechnology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121 and Chemistry 121. 2 lecture and 2 lab hours per week. 3 credit hours.

### **BIOLOGY 226**

**Human Structure and Function I** - Human anatomy and physiology. This laboratory course is recommended for those contemplating a career in the health professions and emphasizes the structure and function of the human body. Microscopic and gross anatomy are correlated with physiology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 114 or Biology 115 or Biology 121, or Consent of Department Chairperson. (Previous completion of Biology 120 Terminology for Medical Careers strongly suggested). 2 lecture and 4 lab hours per week. 4 credit hours.

### **BIOLOGY 227**

**Human Structure and Function II** - Continuation of Biology 226. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 226 or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### **BIOLOGY 241**

**Genetics** - Principles of heredity, structure of genetic material, mechanism of transmission, and the role of genetics in evolution. Application of these principles to human and other organisms is included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 101 and 102, or Biology 114 and Biology 115, or Biology 121 and 122, or Consent of Department Chairperson. 2-3 lecture and 4 lab hours per week. 3-4 credit hours.

### **BIOLOGY 242**

**Evolution** - Origin, history and development of plants and animals. Includes evidence from anatomy, paleontology, comparative physiology, biochemistry, immunology, genetics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 101 and Biology 102 or Biology 114 and Biology 115 or Consent of Department Chairperson. 50 to 150 minutes per week. 1-3 credit hours.

### **BIOLOGY 243**

**Molecular Genetics** - This course will build upon the foundations of classical mendelian genetics, and will incorporate concepts of modern genetics, including both the fundamentals and current research methods for analysis of gene structure and gene expression. The gene expression component will include positive and negative regulation of transcription and mRNA splicing and turnover. The basics of DNA recombination, repair, and transposition will be covered in relationship to cancer, evolution, and mutagenesis. Strategies for developmental regulation will be presented. Parallels between prokaryotes and eukaryotes will be drawn, and comparisons will be made between the temporal and spatial control of gene expression in vertebrates and invertebrates. Genetic engineering topics will include gene targeting and transgenesis, with applications to understanding tissue specific control of gene expression. This course will also entail population and quantitative genetics. This course will include discussion of the Genome project, identification of disease genes and an introduction to the medical application of molecular genetics including gene therapy. Writing assignments, as appropriate to the discipline, are part of course. Prerequisite: Biology 121 and Biology 122 and Chemistry 121. 2 lecture and 4 lab hours per week. 4 credit hours.

### **BIOLOGY 250**

**Introduction to Molecular Biology** - The first course in a three-part series in the biotechnology program/plan 215. This course stresses an introduction to current concepts and progress in modern molecular biology with emphasis on DNA science and genetic engineering as it applies to molecular, cellular and organismic biology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 121, or Consent of Department Chairperson. Not more than an accumulated 6 credit hours will be counted towards graduation. 150 minutes per week. 3 credit hours.

### **BIOLOGY 251**

**Molecular Biology I** - The second course in a three-part series in the biotechnology program/plan 215. The course stresses the theory and practice of separation techniques and safety procedures that would be employed in the purification and assay of such biomolecules as nucleic acids, proteins and other related substances and the relationship of these molecules to living organisms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 250, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### **BIOLOGY 252**

**Molecular Biology II** - The third course in a three part series, stresses the practice of current techniques used in DNA science, protein isolation, immunology and introduces selected biotechnology protocols. An emphasis is placed on the use of laboratory tools and equipment in order to familiarize the student with current biochemical techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 251, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### **BIOLOGY 260**

**Introduction to Bioinformatics** - This course will cover a range of bioinformatics research using a case-based, problem solving approach. The course will consist of a combined lecturer-computer laboratory format to provide hands-on experience in applying bioinformatics to a variety of research problems, including genomic analysis, DNA microarray analysis, phylogenetics, three-dimensional structure prediction, and proteomics. Special attention will be paid to ethical, legal and personal concerns in the practice of bioinformatics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121, 122, and Biology 210 with a grade of C or better, Math 140, and CIS 142, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### **BIOLOGY 261**

**Special Topics in Bioinformatics** - This course builds upon the previous quarter course "Introduction to Bioinformatics" and will cover a range of bioinformatics research using a case-based, problem solving approach. The course will consist of a combined lecturer-computer laboratory format to provide hands-on experience in applying bioinformatics to a variety of research problems, including genomic analysis, DNA microarray, phylogenetics, three-dimensional structure prediction, and proteomics. Special attention will be paid to ethical, legal and personal concerns in the practice of bioinformatics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 260 with a grade of C or better, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### **BIOLOGY 262**

**Capstone Symposium Bioinformatics** - The Capstone Seminar provides the opportunity for students to integrate and synthesize scientific, behavioral, social, historical, cultural, ethical and moral concepts as they consider, through the use of case studies, the challenges posed by bioinformatics for our society. Among the questions considered are: the privacy of genetic information, the potential for exploitation of unique populations, the balance of health sciences progress and personal health management, the role of gender in applying research, the impact of current copyright law on bioinformatics development and the field's potential for conflict with traditional cultural and religious beliefs. Students will be asked to integrate theoretical and critical knowledge they have gained in courses and the abilities they have developed through their internships and previous work experience. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 261 with a grade of C or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

# COURSE DESCRIPTIONS

## BIOLOGY 270

**Internship-Industry Placement** - This 13 week internship will provide students with the opportunity to apply what they have learned along with their technical communication skills and team-building skills in biotechnology, academic institutions, medical facilities and pharmaceutical companies of all sizes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 262 with a grade of C or better, or Consent of Department Chairperson. 35 lab hours per week. 7 credit hours.

## BIOLOGY 299

**Special Topics in Biology** - Special topics in biology and biotechnology will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. .5 to 5 lecture and 1 to 2 lab hours per week. 1-6 credit hours

## [BOTANY] BOTANY (025)

### BOTANY 201

**General Botany I** - General biological principles applied to anatomy, physiology, reproduction, and heredity of seed plants. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a C or better, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

## [BUSINES] BUSINESS (030)

### BUSINESS 111

**Introduction to Business** - Survey of modern U.S. business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### BUSINESS 141

**Business Mathematics** - Review of basic arithmetic principles, application of arithmetic operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, interest, prorating, life and property insurance, taxation, and payrolls. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### BUSINESS 180

**Fundamentals of Accounting** - This course emphasizes an understanding of basic accounting principles and other business concepts as they apply to the reporting of financial data and other economic events of a business enterprise. Emphasis is on recording, analyzing, and interpreting historical data and showing its effect on the business financially. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### BUSINESS 181

**Financial Accounting** - This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements as well, and the limitations of using these in making forward-looking business decisions are included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements and financial statement analysis. Writing assignments, as appropriate

to the discipline, are part of the course. Prerequisite: Business 100 or Business 111 or Business 141 or Mathematics 098 or higher; or concurrent enrollment in Business 141; or Placement Test; or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### BUSINESS 182

**Managerial Accounting** - This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181 or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### BUSINESS 203

**Introductory Cost Accounting** - General accounting principles applied to factory operations. Includes methods of finding costs of specific orders, lots and processes, and basis of allocating overhead expenses. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181 or Business 182. 150 minutes per week. 3 credit hours.

### BUSINESS 204

#### Computer Applications for Intermediate Accounting

- Utilizes a computer to perform major accounting tasks such as recording entries, posting to ledgers, generation of trial balances and financial statements, as well as special reports, all encountered in Business 205. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 205. 50 minutes per week. 1 credit hour.

### BUSINESS 205

**Intermediate Accounting** - Application of funds, analysis of working capital, investments, inventories, amortization and depreciation, and cost expirations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 182 or Business 204. 150 minutes per week. 3 credit hours.

### BUSINESS 206

**Auditing** - Includes external balance-sheet audits, recent developments in techniques of auditing cash, receivables, inventories, investments, fixed assets, and liabilities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 205, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### BUSINESS 208

**Federal Income Tax** - Study of the principles of the Internal Revenue Code, practical application of tax rules to the preparation of returns, application of accounting rules to tax matters. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 182, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### BUSINESS 211

**Business Law I** - Laws of business transactions, including contracts, agency, employment and partnerships, and study of the Uniform Commercial Code. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### BUSINESS 212

**Business Law II** - Continues study of laws covering corporations, negotiable instruments, sales, real estate, and bailments. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 214**

**The Legal and Social Environment of Business** - A study of the legal and social environment of business with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law and employment law. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 216**

**Entrepreneurship** - Entrepreneurial skills, organization, promotion and management in self-employment or administration in occupations and organizations; research and discussions with successful owners and managers in the business community. Students receive practice in planning, decision-making and self-evaluation. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 230**

**E-Business Marketing** - Explores resources, knowledge, skills, practices and techniques necessary to conduct business online. Explores nature and impact of e-commerce on business and business operation, resources required and available, customer relationship management, ordering systems, end-to-end marketing and performance, and control systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111, or CIS 120, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **BUSINESS 231**

**Marketing** - Examines the functions and objectives of marketing. Includes flow of industrial and consumer goods through the marketing system, and the role of the consumer, the product, the market, the pricing policies, promotion and distribution methods. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111. 150 minutes per week. 3 credit hours.

### **BUSINESS 232**

**Fundamentals of International Business** - Analysis of problems stemming from the movement of goods, services, human resources, technology, finance, and ownership across national boundaries. Direct focus on the development of management skills in handling of multinational business. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **BUSINESS 236**

**Advertising** - Study of basic functions, principles, and techniques of advertising, including the role of advertising in the marketing system. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 237**

**Selling** - Factors of successful selling of goods or ideas; buying motives, sales psychology, customer approach, and sales techniques. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 241**

**Introduction to Finance** - Surveys methods of financing business enterprises and their relationships to personal and company investment policies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **BUSINESS 244**

**Fundamentals of Investments** - Personal investment programs including the sources and uses of investment information. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 250**

**Computerized Accounting Systems** - Computerized Accounting focuses on exposing the student to various computerized accounting systems and how these systems accomplish the goals of accounting information system of a business entity. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181, or CIS 120 or equivalent, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **BUSINESS 257**

**Principles of Retailing** - Functions of retailing, including current trends and problems. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 258**

**Small Business** - Organization and operation of small-scale retail, trading, service or manufacturing business. Problems of location, financing, labor, accounting and production, taxes, and insurance. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **BUSINESS 269**

**Principles of Management** - Analysis of major functions and principles of management; emphasis on supervisory and operating levels of management; theories, policy-making, effective communications and art of decision-making. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **BUSINESS 271**

**Human Resources Management** - Employment techniques, wages and hours, job evaluation, training, employee ratings, collective bargaining, employment counseling and collateral benefits, such as pensions and fringe benefits. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## **[CAD TECH] CAD TECHNOLOGY (049)**

### **(Computer-Aided Design)**

#### **CAD TECHNOLOGY 130**

**CAD Technology I** - Application of pictorial techniques used in preparation of industrial illustrations; study of oblique, axonometric, perspective and exploded views; methods and techniques of shading, commercial media and reproduction processes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 100, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

#### **CAD TECHNOLOGY 170**

**CAD Technology II** - Introduction to programming techniques using computer-aided (CAD) systems; use of basic command structures, keyboard and menu tablets; text dimensioning and pen and layer selection. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 100, or Engineering 110, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

#### **CAD TECHNOLOGY 171**

**CAD Technology III** - Intermediate programming techniques using computer-aided (CAD) systems; techniques of file handling, archiving and plotting; drawing manipulations of translation and rotation to prepare for CAD system operation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Architecture 170, or CAD Technology 170, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

# COURSE DESCRIPTIONS

## CAD TECHNOLOGY 172

**CAD Technology IV** - Advanced planning concepts and designs using computer-aided systems; techniques of file handling, archiving, and plotting; drawing manipulations of translation and rotation to prepare for CAD system operation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CAD Technology 171, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## [CHEM] CHEMISTRY (073)

### CHEMISTRY 100

**Basic Chemical Calculations** - Arithmetical and algebraic operations as used in general chemical calculations, scientific notation, metric system of measurement and problem-solving techniques employed in general chemistry calculations. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and .5 lab hours per week. 1 credit hour.

### CHEMISTRY 121

**Basic Chemistry I** - Principles of general inorganic chemistry, including properties of matter, dimensional analysis, fundamentals of stoichiometry, interpretation of the periodic table, nomenclature and introduction to solution chemistry and commonly used concentration units. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Concurrent enrollment in Chemistry 100 and Math Placement Test, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### CHEMISTRY 201

**General Chemistry I** - Topics include the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermo chemistry, the gaseous state, basic concepts of the liquid and solid states, solutions, acids and bases. Writing assignments, as appropriate to discipline, are part of the course. Prerequisite: Eligibility for Mathematics 140 or higher, with a grade of C or better in Chemistry 121, or one year of high school Chemistry, or Consent of Department Chairperson. 4 lecture and 4 lab hours per week. 5 credit hours.

### CHEMISTRY 203

**General Chemistry II** - Topics include equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry and descriptive topics in organic chemistry. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Chemistry 201, or Consent of Department Chairperson. 4 lecture and 4 lab hours per week. 5 credit hours.

### CHEMISTRY 204

**Quantitative Analysis** - Gravimetric, volumetric, and calorimetric procedures; basic techniques of quantitative measurement applied to the determination of percentage composition, equilibrium constants and the reliability of data. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 203. 2 lecture and 4 lab hours per week. 4 credit hours.

### CHEMISTRY 205

**Organic Chemistry I** - Fundamentals of organic chemistry, orbital and structural theory, aliphatic and aromatic hydrocarbons, alkyl halides, structural isomerism, introduction to functional groups, nomenclature, stereochemistry, reaction mechanisms, resonance theory, and spectroscopy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 203, or Consent of Department Chairperson. 4 lecture and 4 lab hours per week. 6 credit hours.

### CHEMISTRY 207

**Organic Chemistry II** - Continuation of the study of organic chemistry: alcohols, and ketones, carboxylic acids, functional derivatives of carboxylic acids, O, N and S containing compounds, heterocyclic compounds, spectroscopy; laboratory emphasis on organic synthesis and spectroscopic analysis. Writing assignments,

as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Chemistry 205, or Consent of Department Chairperson. 4 lecture and 4 lab hours per week. 6 credit hours.

### CHEMISTRY 212

**Survey of Organic and Biochemistry** - Survey of organic chemistry including nomenclature and reactions of major functional groups essential to biochemistry and an introduction to the structure and function of biomolecules, and the metabolism of proteins, lipids and carbohydrates. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 201, or Consent of Department Chairperson. 3 lecture and 3 lab hours per week. 4 credit hours.

### CHEMISTRY 217

**Introduction to Instrumental Analysis** - Use of modern optical and electrical methods in chemical analysis; filter photometers; visible, ultraviolet and infrared spectrophotometer; gas chromatographs, radioactive counters, pH meters; potentiometers; refractometers; polarimeters; and polarographs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 201 and Chemistry 205, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### CHEMISTRY 295

**Independent Research in Chemistry I** - Original laboratory research supervised by a faculty member, either on-campus or off-campus. A well defined academic goal must be outlined by the instructor and the student. This course will usually require library research, laboratory work, and the preparation of final and oral reports. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 1-2 lecture and 5-20 lab hours per week. 3-6 credit hours.

## [CHLD DV] CHILD DEVELOPMENT (090)

### CHILD DEVELOPMENT 101

**Human Growth and Development I** - Foundation course in theory and principles of development, conception through early adolescence. In-depth study of physical, social/emotional, cognitive, language development including children's play. Fifteen hours of observations included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test or English 101. 200 minutes per week. 4 credit hours.

### CHILD DEVELOPMENT 102

**Human Growth and Development II** - Continuation of Child Development 101. Emphasizes adolescence through late adulthood. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### CHILD DEVELOPMENT 107

**Health Safety and Nutrition** - Knowledge and application of practices that promote good nutrition, dental health, physical and mental health, and safety of infants/toddlers, preschool and school-aged children in a group setting as well as that of the adult student. Health lifestyle, preventative health and community resources and responding to emergencies are examined. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### CHILD DEVELOPMENT 109

**Language Development** - Techniques and methods of encouraging development of language and emerging literacy skills in young children with emphasis upon understanding the developmental process and how the preschool teacher can facilitate this process. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 120**

**Introduction to Early Childhood Education** - An introductory course designed to familiarize students with the historic roots and philosophical foundations of child care and education. Knowledge of different types of early childhood programs, their basic values, structure and organization. Examination of the student's personal qualities in relationship to expectations of the field. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 141**

**Activity Programming** - Recreational and creative activities as factors which change patterns of behavior in children. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

### **CHILD DEVELOPMENT 143**

**Science and Mathematics for Young Children** - Study of young children's thinking in the areas of mathematics and science. Basic information about math and science concepts are considered including the application of developmentally appropriate practices with young children. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 144**

**School-Age Activity Programming** - Designed to introduce the student to a basic understanding of the benefits of play and recreation for school-age children. Provide students with the basic skills to plan and implement developmentally appropriate activities for school-age children and adolescents. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 149**

**Creative Activities for Children** - Designed to introduce the student to a variety of creative experiences that are developmentally appropriate for the young child. Areas covered are planning and implementing activities that allow the child to explore and experiment with art, music, movement, and drama. Emphasis on allowing children freedom to choose and create at their own pace and style. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours per week. 3 credit hours.

### **CHILD DEVELOPMENT 201**

**Observation and Management of Child Behavior** - Theory and practice of techniques for observing and recording child behavior leading to an understanding of the individual child and developmentally appropriate positive methods of guiding behavior. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 205**

**Development of the Exceptional Child** - Study of children whose development does not follow normal patterns; problems of identification, diagnosis and potential assessment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 258**

**Principles of Preschool Education** - Theory and practice of early childhood education emphasizes developmentally appropriate curriculum program planning, learning environment and the role of the teacher as facilitator. Field experience of three hours per week in early childhood program required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Child Development 101. 200 minutes per week. 4 credit hours.

### **CHILD DEVELOPMENT 259**

**Practicum in Pre-School Education** - Students spend 300 hours per semester under supervision, working with preschool children in nursery school or day care program, 8 or 16 weeks, includes 2-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 258 with a grade of C or better, and Consent of Department Chairperson. 2 lecture and 10-20 lab hours per week. 3-6 credit hours.

### **CHILD DEVELOPMENT 262**

**Child, Family and Community Relations** - For students currently employed or preparing to work in child care settings. This course will help students to establish and maintain positive and productive working relationships with families within the context of the urban community to benefit the well being of the growing child. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CHILD DEVELOPMENT 299**

**Special Topics Child Development** - Special topics in Child Development or Early Childhood Education will be discussed. New developments such as the latest brain research and its implication to working with your children will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 50-200 minutes per week. 1-4 credit hours.

## **[INTCOMM] COMMUNICATION (INTEGRATED) (139)**

### **COMMUNICATION INTEGRATED 099**

**Integrated Communication Studies** - This course integrates reading and writing instruction. The course will prepare students to acquire and develop critical literacy skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Consent of Department Chairperson. 300 minutes per week. 6 credit hours.

### **COMMUNICATION INTEGRATED 100**

**Integrated Communication Studies** - This course integrates reading and writing instruction. Linking reading and writing processes, students will acquire critical and analytical abilities and apply them to college-level reading and writing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or C or better in Integrated Communications Studies 099, or Consent of Department Chairperson. 300 minutes per week. 6 credit hours.

## **[CMMEDIA] COMMUNICATION MEDIA (004)**

### **COMMUNICATION MEDIA 161**

**Beginning Photography** - An introduction to black and white photography as an art medium, including the basics of camera and darkroom techniques and relevant aesthetic, historic, and critical issues. Writing assignments, as appropriate to the discipline, are part of the course. 6 lab/studio hours per week. 3 credit hours.

### **COMMUNICATION MEDIA 162**

**Photography of Persuasion** - Advanced photography darkroom skills; past and present use of photography in persuasion as in advertising and political campaigns; different approaches in magazine and newspaper advertising employing photographs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Communications Media 161, or Art 115, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

# COURSE DESCRIPTIONS

## COMMUNICATION MEDIA 163

**Film Rhetoric** - Introductory film making skills, both camera and editing; film viewing designed to cultivate students understanding of how films affect them; includes terminology, effects of film on people, how these effects are achieved, concepts of criticism and advertising. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## COMMUNICATION MEDIA 167

**Digital Photography** - A course for photographers and photography students exploring applications of digital photography in the field of photography. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## [RELIGN] COMPARATIVE RELIGION (133)

### COMPARATIVE RELIGION 101

**Introduction to Religion** - Introduction to the nature, origin, beliefs, practices, and development of religion in society. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPARATIVE RELIGION 102

**The Bible - Hebrew Old Testament** - The study of the Old Testament with an emphasis on historical, cultural and intellectual settings; literary characteristics; and the scholarship related to its various translations and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPARATIVE RELIGION 103

**The Bible - New Testament** - The study of the New Testament, with an emphasis on historical, cultural and intellectual settings; literary characteristics; and the scholarship related to its various translations and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPARATIVE RELIGION 104

**Islamic Scriptures: The Qur'an** - The study of the Qur'an with an emphasis on its historical, cultural, and intellectual settings; literary characteristics; and the scholarship related to its various translations and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPARATIVE RELIGION 106

**Comparative Religion I/Eastern Religion** - Comparison and investigation of major Eastern religions. Includes origins, rituals, religious knowledge and destiny. This course concentrates on the religions of the Eastern world. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPARATIVE RELIGION 107

**Comparative Religion II/ Western Religion** - Comparison and investigation of major Western religions. Includes origins, rituals, religious knowledge and destiny. This course concentrates on the religions of the Western world. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPARATIVE RELIGION 108

**Religion and Psychology** - The study of the relationship between religion and psychology. Includes the similarities between

religious and psychological phenomena; ways religion and psychology shape and influence one another; and how human needs are met through the blending of religious and psychological experiences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## COMPUTER AIDED DESIGN (see CAD Technology) (049)

## [CIS] COMPUTER INFORMATION SYSTEMS (032)

### COMPUTER INFORMATION SYSTEMS 101

**Introduction to Computer Information Systems** - Theory and application of computers in information management; career opportunities, problem solving techniques, input/output media, microcomputer applications, and Internet application. Writing assignments, as appropriate to the discipline, are part of the course. Laboratory hours to be arranged. Prerequisite: Placement Test or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPUTER INFORMATION SYSTEMS 103

**Introduction to BASIC Language** - The most simplified of all computer languages. How to use the BASIC language in solving problems in mathematics, science, business and other fields. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test and Math 099 or higher, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### COMPUTER INFORMATION SYSTEMS 111

**Computer Operations** - Operation and routine maintenance of central processing unit; peripheral devices; initial program load; system utilities; and system scheduling. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 101, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### COMPUTER INFORMATION SYSTEMS 112

**Advanced Computer Operation** - Operating system concepts; program resources, and their allocations, job scheduling, exception handling, set-up, relationship between operating system, hardware and user program, time sharing and teleprocessing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 111. 2 lecture and 4 lab hours per week. 4 credit hours.

### COMPUTER INFORMATION SYSTEMS 116

**Introduction to Operating Systems** - An overview including a theoretical and practical framework for the study of controlling software in the microcomputer environment using prevailing cooperating systems. The concepts of interrupt handling, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credits up to six will be counted towards elective credit and requires the Consent of the Department chairperson. 150 minutes per week. 3 credit hours.

### COMPUTER INFORMATION SYSTEMS 120

**Introduction to Microcomputers** - Fundamental concepts of computer information systems as applied to microcomputers in business and personal use; includes hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 122**

**Introduction to Word Processing on Microcomputers** - This course will provide the students with the in-depth concepts of word processing as they apply to microcomputers in business and personal use. Laboratory assignments provide hands-on experience with microcomputer word processing software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 123**

**Introduction to Spreadsheets on Microcomputers** - Fundamental concepts of computer programs as exemplified in the electronic spreadsheet. Emphasis on business applications and personal financial management and tax preparation. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to 6 will be counted towards elective credit and requires the Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 135**

**Introduction To COBOL Programming** - Writing programs in COBOL for typical business problems. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 142**

**Introduction to C or C++ Language** - Fundamentals of structured problem-solving in C language: emphasis on syntax, data types, operators, control structures, functions program structure, pointers, arrays, input, and output; students will complete programs of moderate size and complexity. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 103, or CIS 106, or CIS 107, or CIS 130, or CIS 135, and Math 099 or higher, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 144**

**Introduction to Java Programming Language** - In this course the students will learn the basics of a block-structured high-level programming language commonly used in internet applications. The topics include the introduction to: procedural and data abstraction programming styles; the concepts of design, testing, and documentation in programming, programming platforms, and software developments; selection, repetition, and sequence control structures; the basic programming elements of arrays, records, and files. Upon completion of this course, the students will be equipped with the basic skills of internet programming for problem solving and algorithm development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 142 with a grade of C or better. 2 lecture and 2 lab hours per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 145**

**Introduction to Database on Microcomputers** - In-depth concepts of database as they apply to Microcomputers in business and personal use to build information management systems. The network, hierarchical, and relational models are discussed. DBMS on microcomputers are used for lab assignments to implement the relational models. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three hours will count towards the CIS/IT degree requirements. Additional earned hours up to six will be counted towards elective credit and requires the Consent Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 158**

**Beginning Internet** - This course will introduce the student to the basic concepts and usage of the Internet. Emphasis will be on the access of information from and development of HTML documents for the World Wide Web. Consideration will also be given to other Internet protocols (Gopher, FTP, Email, and Usenet) and to the

principles and terminology relevant to networking in general. Writing assignments, as appropriate the discipline, are part of the course. Prerequisite: CIS 101, or CIS 120, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 181**

**Web Development I/Basic Web Technologies** - Introduction to Web Development with emphasis on web site architecture, layout structure, template development, documentation and form development. This course will focus on the development of a basic template for a data driven web site. Style sheets will be used to organize and present page content. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 116, or CIS 120, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 182**

**Web Development II/Client Side Scripting** - Continuation of the Web Development series. This course integrates all of the skills learned in CIS 181 and focuses on client side scripting to verify data entry, manipulate and control web page elements, and store information on the client machines using cookies. Methods for initiating user authentication will also be covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 181, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 203**

**Advanced Basic Programming** - A course in event-driven programming using the Visual Basic programming language. Includes algorithm development, structured design and file processing. Covers topics in the use of various controls including control arrays, exception handling and the use of multiple forms. Introduces database manipulation using Microsoft Access and database controls. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 103, and CIS 106, or CIS 142, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 235**

**Advanced COBOL Programming** - Building on prior COBOL experience, structured programming design, implementation, testing, and documentation using COBOL. Arrays, records, string processing and files are covered. Direct access file techniques, control break logic, master file update, sorting, and searching techniques, and interactive programming. Program linkage and parametric processing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 135, and CIS 142, or CIS 106, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 242**

**Advanced C or C++ Language** - Building on prior programming experience, design and implementation of large-scale programs. Abstract data types. Data structures: sets, pointers, lists, stacks, queues, trees, graphs. Program verification and complexity. Recursions. Dynamic concepts: memory, scope, block structures. Text processing. Introduction to searching and sorting algorithms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 142, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **COMPUTER INFORMATION SYSTEMS 244**

**Advanced Java Programming Language** - In this course, the students shall will the advanced topics of using the Internet programming language for design and implementation of large-scale problems; management of abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory scope, block structures); Text processing; introduction to searching and sorting algorithms. The programming for computer graphics and animation will be introduced and implemented for Internet usage. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 144 with a grade of C or better. 2 lecture and 2 lab hours per week. 3 credit hours.



# COURSE DESCRIPTIONS

## COMPUTER INFORMATION SYSTEMS 250

**Introduction to Systems** - Introduction to analysis and design of information systems; includes analysis of organization and procedure, forms and work-flow, equipment selection, and implementation of systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 244 with a grade of C or better. 150 minutes per week. 3 credit hours.

## COMPUTER INFORMATION SYSTEMS 258

**Advanced Internet** - This course will extend the introductory concepts of CIS 158 by exposing the students to a variety of Internet and general networking concepts. These include interactive forms and CGI programming for the World Wide Web, multimedia development, Intranets, server installation and management, and database connectivity. Upon completion of the course, the student should be able to administer a simple website. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 158, or CIS 257, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## COMPUTER INFORMATION SYSTEMS 281

**Web Development III/ Server Side Programming** - Continuation of the Web Development series. Part III integrates skills learned in previous courses and presents dynamic web programming using server side programming techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 182, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## COMPUTER INFORMATION SYSTEMS 282

**Web Development IV/Web Database Integration** - Part IV integrates all of the skills using basic markup, a scripting language and server-side programming and focuses on the integration databases into a web site. Retrieval, storage, modification, and presentation of data from a database are all covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 281, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

## COMPUTER INFORMATION SYSTEMS 299

**Special Topic Computer Information Systems** - Special topics in CIS will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 50-200 minutes per week. 1-4 credit hours

## [COOP EX] COOPERATIVE WORK EXPERIENCE (008)

### COOPERATIVE WORK EXPERIENCE 101

**Cooperative Work Exploration** - Career planning, job entry skills, guidance to assist students in exploring and assessing their interests, aptitudes and abilities for consideration of career goals; development of skills necessary for job search success and job entry preparation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Credit or concurrent enrollment in English 100, or English 127, and Reading 125, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### Cooperative Work Experience

The Cooperative Education courses listed below are designed to provide employment skills as a concurrent and integral part of a student's educational program in a number of career areas. Students are placed in an approved employment situation mutually agreed upon by the student, college staff, and employer, with the opportunity of applying knowledge and being exposed

to work methods unavailable in the classroom. College staff members develop with each student a written educational plan, including performance-based measurable objectives. Guidance and supervision is regularly provided by college staff members who visit students at work and confer with the employer, measure progress, and work out any concerns. Follow-up seminars with the staff may be scheduled for up to two hours per week.

### Cooperative Work Experience (CWE) 105 and 205 – Business Technologies

### Cooperative Work Experience (CWE) 106 and 206 – Computer Information Systems

### Cooperative Work Experience (CWE) 107 and 207 – Health

### Cooperative Work Experience (CWE) 108 and 208 – Engineering and Industrial Technologies

### Cooperative Work Experience (CWE) 109 and 209 – Natural Science Technologies

### Cooperative Work Experience (CWE) 110 and 210 – Public and Human Services

Students are assigned a job directly related to their academic program/plan, which will enhance educational goals without infringing upon course and program/plan obligations. Academic credit during the regular semester is awarded on a ratio of 1 semester hour of credit to each 5 hours of approved employment per week for part time employment up to 20 hours per week, with a maximum of 4 semester hours credit for the work component.

Academic credit for full time employment is awarded on a ratio of 1 semester hour of credit for each 10 hours of approved employment with a maximum of 4 semester hours of credit for the work component. If offered in conjunction with the work component, 1 semester credit hour is awarded for each seminar hour per week up to a maximum of 2 semester credit hours.

In total, variable credit may be acquired depending on the number of hours on the job and the extent of follow-up seminars, up to a maximum of 3 hours for the summer term or 6 hours during the fall or spring semester. During the summer term, which is one-half the length of the fall or spring semester, semester hours of credit are awarded for credit earned in approved employment. Seminars, if offered, require two hourly meetings per week for one semester hour of credit to a maximum of 1 semester hour of credit. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. Enrollment in an approved program/plan. Completion of a minimum of 12 semester hours or equivalent courses (those required for the major field of study) in the student's major prior to or taken concurrently with such program/plan. No more than 12 semester hours of credit in work experience will be accepted for graduation.

## [COSMET] COSMETOLOGY (0349)

### COSMETOLOGY 101

**Intro to Cosmetology and Cosmetic Arts** - Subjects covered in this course include orientation to the cosmetology field, its history, and the current state of the profession. This course also provides a foundation for understanding the histology of hair, principles of personal hygiene, requirements and procedures for sterilization and sanitation, shampoo and scalp treatment, roller control, manicuring and pedicuring. Additionally, students will gain specific knowledge of the techniques, principles, purposes, benefits and the contra-indications of applying hand, neck, and facial massage. 5 credit hours.

### COSMETOLOGY 102

**Hair Shaping** - Students learn to identify, safely use and properly care for the various types of tools used for cutting and shaping hair. Students develop skill and proficiency in shaping hair with scissors

and razors, as well as in various methods of cutting hair as required by specific hair styling and permanent waving. Considerable emphasis is placed on efficiency and quality. Writing assignments, as appropriate to the discipline, are part of the course. 5 credit hours.

### **COSMETOLOGY 103**

**Basic Styling** - Through this course, students receive comprehensive instruction regarding the tools, materials, equipment and methods of basic waving and styling. Skills are developed in the proper application of sculpture curls, roller direction, comb-out techniques, and basic styling. Emphasis is placed on adapting hairstyles to suit the individual and recognizing the texture, elasticity and porosity of various types of hair. Writing assignments, as appropriate to the discipline, are part of the course. 5 credit hours.

### **COSMETOLOGY 104**

**Hair Tinting** - Studying the principles and techniques of applying hair tints and bleaches, students learn color-blending methods and they gain knowledge about the composition, merits and limitations of chemicals used in the cosmetology field. Students also learn about potential reactions of various hair and scalp textures to specific chemicals. Writing assignments, as appropriate to the discipline, are part of the course. 3 credit hours.

### **COSMETOLOGY 105**

**Shop Techniques I** - This course provides opportunities for the practical application of specific customer services for which the student has received training. Work is performed under the direct supervision of a professional cosmetology instructor. Emphasis is placed on the development of proficiency. Writing assignments, as appropriate to the discipline, are part of the course. 5 credit hours.

### **COSMETOLOGY 106**

**Shop Techniques II** - This course provides students the opportunity for advanced practical application of the specific cosmetology services for which they have received instruction and training. All work is performed under direct supervision of a professional cosmetology instructor. Emphasis is placed on the continued development of proficiency. Writing assignments, as appropriate to the discipline, are part of the course. 5 credit hours.

### **COSMETOLOGY 201**

**Advanced Hair Styling** - Students receive advanced training to increase proficiency in all areas of customer servicing as it relates to cosmetology. Increased skills in the techniques of hair shaping, hair coloring and tinting, permanent waving, and creative hair styling are also acquired. Writing assignments, as appropriate to the discipline, are part of the course. 4 credit hours.

### **COSMETOLOGY 202**

**Summative Seminar** - This course provides the opportunity for practical application of all previously acquired cosmetology knowledge and skills. Although trainees perform all work under direct supervision of a professional cosmetology instructor, they are much less dependent upon instructors in carrying out assignments. State Board Exam Review is included as well as finalizing portfolios. Considerable emphasis is placed on efficiency and the quality of work performed. Writing assignments, as appropriate to the discipline, are part of the course. 4 credit hours.

## **[CRIM JUS] CRIMINAL JUSTICE (080)**

### **CRIMINAL JUSTICE 102**

**Administration of Criminal Justice** - Operation of the agencies of criminal justice: police, prosecution, courts, correctional institutions, probation and parole. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 114**

**Administration of Juvenile Justice** - Studies in the etiology of juvenile delinquency, analysis of the agencies of control of juvenile behavior, and the roles of courts and correctional institutions in the administration of juvenile justice. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 155**

**Introduction to Corrections** - This course covers the history and development of corrections at the local, state and federal levels with emphasis on the goals, structure, and operations of correctional institutions. Included are alternatives to incarceration and the future of corrections within the American criminal justice system. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 202**

**Issues In Criminal Justice** - Critical issues related to crime and urban society; analysis and evaluation of documents in the field of Criminal Justice. Consideration of newly proposed reforms and the method of implementing these reforms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 211**

**Introduction to Investigation** - Intensive study and analysis in investigative procedures; strategy and tactics of obtaining and analyzing evidence through testimonial evidence, physical evidence and records; reconstructing the crime; preservation of evidence and case preparation. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 221**

**Police Organization and Management** - Police organization as a means by which police goals are achieved. Variations in organizational patterns resulting from differing and changing objectives of police service. Analysis and evaluation of urban law enforcement problems and procedures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 222**

**Professional Responsibility** - Examination of professional ethics and legal responsibilities of the criminal justice practitioner. Legal accountability of criminal justice practitioners; principles and techniques of stress management for maintenance of performance and health. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 234**

**Criminal Law and Procedure** - Analysis of the nature of substantive criminal law, with emphasis on its historical and philosophical development in the United States. Examination of constitutional rights of the defendant, as these relate to arrest, rules of evidence, and courtroom procedure at pre-trial and trial level. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 250**

**Introduction To Criminology** - This course covers the basics of criminology, criminological theories, principles and concepts, and the history and development of criminology. Included is the study of society's reaction to crime and criminals as well as those organizations and agencies designed to combat crime. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Criminal Justice 102, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **CRIMINAL JUSTICE 256**

**Constitutional Law** - Study of the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments to the United States Constitution, as these govern police and court procedures and the rights of citizens. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

# COURSE DESCRIPTIONS

## [ECON] ECONOMICS (082)

### ECONOMICS 201

**Principles of Economics I** - Covers macro or income analysis; includes money, income determination, public finance, and economic development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ECONOMICS 202

**Principles of Economics II** - Covers micro or price analysis; includes the markets, production function, income distribution, and international trade. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ECONOMICS 204

**Money and Banking** - Economic history and operation of U.S. monetary and banking systems, business cycles, international exchange, Federal Reserve System, and use of national fiscal policies as instruments of economic control. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Economics 201 and Economics 202, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [EDUC] EDUCATION (083)

### EDUCATION 101

**Introduction To Education** - This course will provide an introduction to teaching as a profession in the American education system. The course offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. It includes organizational structure and school governance. Field experience is required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### EDUCATION 102

**Using Technology in the Class** - Prepare pre-service and in-service teachers to integrate technology, including computer and multimedia software, into pre-K through 12th grade classes. Survey concepts of technology use, provides hands-on experience with hardware and software, and addresses human, social, and ethical issues related to the use of technology in education. Meets national and state technology standards. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### EDUCATION 103

**Students with Disabilities in School** - 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 Individual with Disabilities Act (IDEA) and the services that are provided under this act, and the diversity of exceptional populations with implications for service delivery. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Child Development 101, or Psychology 207. 150 minutes per week. 3 credit hours.

### EDUCATION 203

**Educational Psychology** - Assessment of aptitudes, capacities, interests, and achievements; and the educational implications of physical, emotional and social development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### EDUCATION 256

**The American Public School** - Function of the school as a social institution; organization, administration, and finance of public education and the major educational issues and trends. Designed

for general education students and for prospective teachers.

Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### EDUCATION 277

**Philosophy** - Comparative study of philosophical views on the relationship of education to political institutions, social processes, material conditions and individual ideas. Designed primarily for future teachers; open to all students. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### EDUCATION 299

**Special Topics in Education** - Special topics in education will be discussed. New developments in research and practice including the use of technology in the classroom will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 50-200 minutes per week. 1-4 credit hours

## [ELECTRN] ELECTRONICS (033)

### ELECTRONICS 116

**Basic Electronics AC/DC** - Beginning course covering fundamentals in advanced electronics; basic laws of alternating and direct current circuit theory and operation of electronics devices and circuitry; including operation of modern electronic test equipment in practical laboratory application. This course covers essentially the same material as covered in Electronics 101 and Electronics 102 but in an accelerated, one semester approach. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 107, or Math 108, or Math 110. 2 lecture and 4 lab hours per week. 4 credit hours.

### ELECTRONICS 240

**Computer Networking Operating Systems** - Introduction to selected computer network operating systems. Installation, administration, management, optimization, organization, analysis and upgrading of computer network operating systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Electronics 270 and Electronics 250, or consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### ELECTRONICS 270

**Local Area Network** - Selection and installation of network hardware and software. Management and maintenance of networks. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Electronics 250 and Electronics 240, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

## [ENGR] ENGINEERING (034)

### ENGINEERING 100

**Elements of Engineering** - Drawing Survey course for students who lack necessary high school experience. Study and drafting techniques in the use of instruments, geometric construction, multi-view drafting, pictorial drawing, charts and graphs. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours pre week. 3 credit hours.

### ENGINEERING 110

**Introductory Drafting** - For students in non-technical and non-engineering science curricula. Study and drafting techniques in instruments, geometric construction, multi-view drawing, pictorial drawing, charts and graphs. Writing assignments, as appropriate to the discipline, are part of the course. 1 lecture and 2 lab hours per week. 2 credit hours.

## ENGINEERING 111

**Introduction to the Engineering Profession** - History of engineering profession, engineers role in a technological society, his/her work, and the relationship of engineering to other professions; includes study of general and related areas, ethics and responsibility of engineers and guidance. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 131, or Consent of Department Chairperson. 100 minutes per week. 2 credit hours.

## ENGINEERING 131

**Engineering Graphics and Introduction to Design** - Graphics, both manual and computer-aided drafting and design. Introduction to design techniques in graphics and multi-view drawing, auxiliary views, selecting, tolerance dimensioning, and technical sketching. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 100, and Engineering 110, and Engineering 111, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## ENGINEERING 132

**Descriptive Geometry** - Theory of projections. Solution by graphical methods of problems concerning the relation of points, lines, planes, and surfaces. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 131, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## ENGINEERING 165

**Current Engineering Topics** - Study of current topics including pollution control, transportation systems, water recycling, computer applications, automation and engineering analysis of these problems. Writing assignments, as appropriate to the discipline, are part of the course. 100 minutes per week. 2 credit hours.

## ENGINEERING 190

**Computer Applications In Engineering** - FORTRAN or C with emphasis in engineering and scientific programming languages such as FORTRAN and APT with emphasis on engineering problems encountered in design and manufacturing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mathematics placement credit in Mathematics 207, and Engineering 131. 150 minutes per week. 3 credit hours.

## ENGINEERING 202

**Advanced Drafting and Basic Machine Design** - Application of fundamental of stress analysis to design of complete machine units involving machine elements such as shafts, springs, gears and screws, mechanical properties of materials and their significance in design; classification of fits, specification of materials in use, and the manufacturing processes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 131, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## ENGINEERING 208

**Strength of Materials For Architecture** - Concepts of stress and strain relationships; analysis of elementary stress distributions and deformations; study of axial loading, shear and bending moment diagram, and bending theory application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 206, and Math 141. 2-3 lecture and 2-3 lab hours per week. 3-4 credit hours.

## ENGINEERING 215

**Electrical Circuit Analysis** - Basic electric circuits, Nodal and Mesh analysis. Voltage and current laws, circuit analysis techniques and superposition. Operational Amplifiers. RL, RC, and RLC circuits. Frequency response, Resonance, AC power analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisites: Physics 236, and Math 209, and concurrent enrollment in Math 210. 4 lecture and 2 lab hours per week. 5 credit hours.

## [ENGLISH] ENGLISH (035)

### ENGLISH 098

**Composition** - Elements of reading, writing and speaking basic English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or grade of C or better in Reading 099, and Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ENGLISH 100

**Basic Writing Skills** - Emphasis on individual expression in paragraph form, sentence clarity through knowledge of sentence structure, and correct word forms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Grade C or better in English 098, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ENGLISH 101

**Composition** - Development of critical and analytical skills in writing and reading of expository prose. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Grade of C or better in English 100, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ENGLISH 102

**Composition** - Continuation of English 101. Introduces methods of research and writing of investigative papers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101. 150 minutes per week. 3 credit hours.

### ENGLISH 105

**Business Writing** - Fundamentals of basic forms of business correspondence. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ENGLISH 107

**Report Writing** - Letters and reports, methods of collecting and organizing data, and methods of presenting facts and ideas effectively. Writing assignments, as appropriate to the discipline, are part of the course. 50-150 minutes per week. 1-3 credit hours.

### ENGLISH 121

**Communications** - Ability to communicate: listen, view, talk, read, write; study of communications theory, investigation of other media: radio, television, film, records, tape, magazine, and newspaper advertisements. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### ENGLISH 127

**Textual Analysis** - Relating thinking to reading by analysis of written materials. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Grade of C or better in English 100, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ENGLISH 150

**College Newspaper** - News reporting and writing, feature writing, makeup and editorial work; discussion of problems of policy and newspaper. Lab work correlated with publication of college newspapers. Students will carry out all the tasks involved in the writing, publication and distribution of the college newspapers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 151, or English 152. Not more than an accumulated 4 hours will be counted toward graduation. 50 minutes per week. 1 credit hour.

### ENGLISH 151

**News Reporting and Writing** - Survey of journalism including news reporting and feature writing, makeup and editorial work, business and advertising problems. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

# COURSE DESCRIPTIONS

## ENGLISH 152

**Introduction to Mass Communication** - Scope of modern journalism and dominant theories of communication; influences of the media in today's society. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## ENGLISH 153

**Journalism** - Survey of print journalism, including news, editorial and feature writing, newspaper organization, copy editing, printing technology and circulation. In addition to classroom instruction, students will practice these skills by carrying out all the tasks involved in publishing the college newspaper. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 151. 1 lecture and 4 lab hours per week. 3 credit hours.

## ENGLISH 197

**Communications Skills** - Writing and analysis of essays, letters and reports, with emphasis on clarity and logical development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Grade of C or better in English 100, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## ENGLISH 201

**Advanced Composition** - Intensified work in expository and argumentative writing for students who need to improve writing skills for professional careers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 102. 150 minutes per week. 3 credit hours.

## ENGLISH 203

**The Structure of English** - A study of linguistics applied to American English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101 with a grade of C or better. 150 minutes per week. 3 credit hours.

## ENGLISH 241

**Creative Writing** - Descriptive and narrative writing, concentrating on the writing of poetry, drama, and fiction. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## ENGLISH 242

**Intercultural Communication** - Examination of communication barriers through a study varieties of the English, including dialects, structural and phonetic differences among ethnic groups, both present and historical, beginning with the Old English period moving to the present. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## ENGLISH 299

**Special Topics in English** - Selected topics in English for students interested in further developing their understanding of specific authors, movements, genres, styles of writing, and forms of language; emphasis on linguistic structure, social contact and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. 50-150 minutes per week. 1-3 credit hours

## ENGLISH AS A SECOND LANGUAGE (SEE ESL)

### [ESLINTG] ESL (INTEGRATED) (136)

#### ESL (INTEGRATED) 098

**Intermediate Integrated ESL** - This is an integrated reading/writing course at the intermediate ESL Level designed to increase student's receptive and productive command of written English. The focus is on grammatical structures, as well as reading and composition at the intermediate level. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated

up to three times and may count for a maximum of six credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: ESL Placement Test and interview, or Consent of Department Chairperson. 300 minutes per week. 6 credit hours.

#### ESL (INTEGRATED) 099

**High Intermediate ESL** - This is an integrated reading/writing course at the high-intermediate ESL Level designed to increase student's receptive and productive command of written English. The focus is on sentence structure, reading of authentic texts, and essay writing. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of six credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: ESL Placement Test and interview, or successful completion of ESL 098, or ESL English 098, and Reading 098, or Consent of Department Chairperson. 300 minutes per week. 6 credit hours.

#### ESL (INTEGRATED) 100

**Advanced Integrated ESL** - This is an integrated reading/writing course at the Advanced ESL Level designed to increase student's receptive and productive command of written English. There is a review of sentence structure and sentences connection; extensive reading of authentic texts, including academic ones; and frequent essay-writing. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of six credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: ESL Placement Test and interview or successful completion of ESL 099 or ESL English 099 and Reading 099, or Consent of Department Chairperson. 300 minutes per week. 6 credit hours.

### [ESLREAD] ESL READING (137)

#### ESL READING 098

**Special Reading Skills** - Special reading skills for non-native speakers of English; focus is on comprehension and analysis of reading materials and study of American idioms. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Qualifying score on ESL Placement Test and oral interview, Writing-ESL 098 and Speech-ESL 098 or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### ESL READING 099

**High Intermediate Reading Skills** - For students who need to improve their reading skills; efficient reading of textbooks and other materials including work in mechanics of reading, vocabulary development, comprehension, and rate of reading. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or grade of C or better in Reading - ESL 098, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### ESL READING 100

**Advanced Reading Skills** - Focus on comprehension and analysis of college-level reading materials and study of American idioms. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or grade of C or better in Reading-ESL 099, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [ESLSPCH] ESL SPEECH (195)

### ESL SPEECH 098

**Intermediate Speech** - Emphasis on achieving competency required for successful pursuit of higher education: pronunciation drills, pattern drills, participation in group discussion and presentation of brief speeches. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test and oral interview, English-ESL 098 and Reading-ESL 098, or Consent of Department Chairperson. 150 minutes. 3 credit hours.

### ESL SPEECH 099

**High Intermediate Speech** - Emphasis on conversation, group discussion, and listening skills to improve communication to enhance academic pursuits. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test and oral interview or completion of Speech-ESL 098 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ESL SPEECH 100

**Advanced Speech** - The goal of this speech class is to upgrade the oral communication skills of students whose native language is not English, and to prepare them for Speech 101. Emphasis is placed on oral presentations, as well as comprehensibility and use of conversational techniques. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test and oral interview, or completion of Speech-ESL 099 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [ESLWRIT] ESL WRITING (135)

### ESL WRITING 098

**Special Grammar and Composition** - Writing skills, linguistic and idiomatic patterns are emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test and oral interview; Reading-ESL 098 and Speech-ESL 098, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ESL WRITING 099

**High Intermediate Grammar and Composition** - Intensive review and refinement of grammar and composition. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or grade of C or better in Writing-ESL 098, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### ESL WRITING 100

**Advanced Grammar and Composition** - Writing and analysis of paragraphs and essays and of logical development. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or grade of C or better in Writing-ESL 099, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [ENVR TC] ENVIRONMENTAL TECHNOLOGY (027)

### ENVIRONMENTAL TECHNOLOGY 107

**Environmental Geology** - This course will examine human interactions with geologic processes and hazards, including earthquakes, volcanoes, landslides, subsidence, hydrology, and flooding; occurrence and availability of geologic resources, such as energy, water, and minerals; principals of land-use planning, pollution, and waste disposal, environmental impact, health, and law. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## [FIN ART] FINE ARTS (042)

### FINE ARTS 104

**The World of The Cinema** - Study of various types of films; covers historical development, production methods, technique of films and critical evaluation. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### FINE ARTS 105

**History of Painting, Sculpture and Architecture** - Survey of art from pre-historic to contemporary. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### FINE ARTS 107

**History of Architecture, Painting and Sculpture I** - Survey of art from pre-history through the 17th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### FINE ARTS 108

**History of Architecture, Painting and Sculpture II** - Survey of art from the 18th century to the present. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### FINE ARTS 110

**Opera and the Humanities** - Opera as a medium in which the philosophic, aesthetic and psychological perspectives of composers and their eras are communicated; selected operas which parallel those offered in the community and present similar communication experiences will be studied; written material, radio broadcasts of operas, opera commentaries and opera performances will be utilized. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [FOODSRV] FOOD SERVICE ADMINISTRATION (038)

### FOOD SERVICE ADMINISTRATION 222

**Food Service Sanitation** - Sanitation in preparation and service of food; sanitation chemicals, equipment and materials; ordinances and inspection procedures to insure sanitary dispensing of food. Writing assignments, as appropriate to the discipline, are part of the course. 100 minutes per week. 2 credit hours.

# COURSE DESCRIPTIONS

## [FRENCH] FRENCH (051)

### FRENCH 101

**First Course French** - Pronunciation and basic structures, speech patterns, reading, and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. 200 minutes per week. 4 credit hours.

### FRENCH 102

**Second Course French** - Continuation of French 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or French 101, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### FRENCH 103

**Third Course French** - Review and development of basic language skills, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or French 102, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### FRENCH 104

**Fourth Course French** - Review of language structure and interpretation of readings, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or French 103, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### FRENCH 206

**Intensive Oral Practice** - Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or French 104, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### FRENCH 210

**Modern Civilization and Culture** - Recent social, cultural, and historical trends, conducted in French and English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### FRENCH 213

**Introduction to Modern Literature** - Selections from contemporary writings, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or French 104, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### FRENCH 214

**Readings In Literature** - Works from selected historical periods, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or French 104, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [GEOG] GEOGRAPHY (084)

### GEOGRAPHY 101

**World Geography** - Economic, political, and cultural geography of the modern world, includes the people, raw materials, industrial resources, and trade connections of various parts of the earth. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### GEOGRAPHY 102

**Economic Geography** - Contemporary view of the economic interdependence of the nations of the world with emphasis on role of the United States, the dynamic changing future of geography, and its influence on world conditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [GEOLOGY] GEOLOGY (075)

### GEOLOGY 201

**Physical Geology** - Basic earth processes: weathering, erosion, deposition, mountain building, metamorphism, volcanism, and plate tectonics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

## [HEALTH] HEALTH (001)

### HEALTH 250

**Health Education** - Trends and issues of personal and community health; stress on ways to maintain good physical and mental health; ecology, drugs, alcoholism, human sexuality, nutrition, disease and related topics. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### HEALTH 251

**First Aid** - Standard American Red Cross course in first aid; principles and practices of first aid for all age levels; safety and accident prevention stressed; First Aid Standard and Advanced certificates awarded to students completing the course successfully. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## [HLT TEC] HEALTH INFORMATION TECHNOLOGY (121)

### HEALTH INFORMATION TECHNOLOGY 101

**The Health Record** - Orientation to the medical record profession; definition, origin, content, use and analysis of health records; methods of securing, numbering, filing, preserving and retrieving health records; accreditation, certification and licensure standards for health records. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 117. 150 minutes per week. 3 credit hours.

### HEALTH INFORMATION TECHNOLOGY 102

**Language of Disease** - Advanced medical terminology of the body systems including study of the causes of disease and symptoms and treatment of representative disease processes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 117, and Biology 226, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### HEALTH INFORMATION TECHNOLOGY 108

**Medical Transcription I** - Machine transcription of medical reports; familiarity with input and output equipment for production of reports; use of references in medical transcription departments. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 117, and Business 117, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### HEALTH INFORMATION TECHNOLOGY 109

**Medical Transcription II** - Medical transcription of reports; introduction to work standards and quality control procedures of hospital transcription service; evaluation of methods of providing medical transcription services. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: HIT 108. 2 lecture and 2 lab hours per week. 3 credit hours.

### HEALTH INFORMATION TECHNOLOGY 202

**Ethical and Legal Aspects of Health Records** - Ethics of health care; laws and regulations applicable to health records; control and usage of health information. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: HIT 101. 100 minutes per week. 2 credit hours.

### HEALTH INFORMATION TECHNOLOGY 203

**Medical Record Science I** - Statistics, nomenclatures and classification systems; admitting procedures, health data. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: HIT 101, and HIT 102, and Biology 226, and Biology 227, or Consent of Department Chairperson. 4 lecture and 2 lab hours per week. 5 credit hours.

### HEALTH INFORMATION TECHNOLOGY 204

**Health Care Delivery System** - Organizational patterns and functions of various health care institutions and agencies; roles of health professionals; medical staff organization and current trends in health care delivery. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: HIT 101. 150 minutes per week. 3 credit hours.

### HEALTH INFORMATION TECHNOLOGY 205

**Medical Record Science II** - Record keeping systems of long-term care and other health facilities; patient care evaluation techniques; purpose and function of specialized health information registries; utilization review and PSRO functions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: HIT 203. 4 lecture and 2 lab hours per week. 5 credit hours.

### HEALTH INFORMATION TECHNOLOGY 206

**Medical Record Practicum** - Students will be placed in record departments in general hospitals, long-term care facilities and special health care facilities for supervised learning experience and application of medical record theory. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: HIT 203, or Consent of Department Chairperson. 1 lecture and 15 lab hours per week. 4 credit hours.

## [HISTORY] HISTORY (085)

### HISTORY 111

**History of American People to 1865** - Exploration of the new world and its colonization; study of colonial life with emphasis on cultural heritage and the American Revolution; emergence of the American nation traced through major trends and events in economic, political, cultural, social and intellectual affairs; includes past and present American culture patterns. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 112

**History of American People from 1865** - American history from the close of the Civil War to the present; political and economic developments, and social, intellectual and cultural changes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 113

**United States Labor History** - Labor movements development in the United States; problems of workers such as wages, hours, working conditions analyzed within their historical context; labor legislation, collective bargaining, social insurance, government intervention and prospects for organized labor examined in their historical setting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 114

**The Afro-American in American History** - Role of the African-American in American culture and the historical traditions which give rise to current dilemmas confronting the American community; traces history of people of African heritage from the background of African culture and slave trade as they became a part of American life. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 115

**Afro-American History Since 1865** - Reconstruction period after the Civil War; Black politics in the new South; rise of Jim Crow sentiment; alliance of northern industry and southern Bourbonism; early northward migrations and urban culture; growth of civil rights organizations; W. E. B. DuBois and Booker T. Washington; Blacks in WWI and WWII; post-war developments. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 117

**History Of Chicago Metropolitan Area** - Evolution of Chicago metropolitan area from frontier outpost to modern metropolis; economic, social, political and cultural changes, analysis of institutions, discussion of current problems requiring solution in context of their historical background. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 141

**History of World Civilization to 1500** - Definition and flowering of the classical civilizations of Eurasia, Africa, and the Americas. Emphasizes environment, cultural diffusion, and technology as shaping forces in world history; empires and trade links; the major religious systems to 1500 C.E. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 142

**History of World Civilization from 1500** - Effects of the military, scientific, industrial, and democratic revolutions on the balance of civilization after 1500 C.E. Topics include: the gunpowder empires; the "Columbian exchange"; colonialism and the price revolution; capitalism and liberalism in global perspective; nationalism and dictatorship; the century of total war; the shifting of world balance in the new millennium. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HISTORY 170

**Native American History** - Selected topics in history for students interested in further developing their understanding of specific periods, movements and leaders; emphasis on the social, political, economic, intellectual and philosophical events and implications. This course will focus on the Native American experience in the United States of America. Writing assignments, as appropriate to the discipline, are part the course. Prerequisite: Placement test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.



# COURSE DESCRIPTIONS

## HISTORY 212

**History and Culture of China** - Study of Chinese history from Asian dynasties to the present. Political, economic, and cultural structure of traditional Chinese civilization, foreign relations, invasions, and consequences including the rise of the Communist party and the emergence of modern Communist China. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## HISTORY 215

**History of Latin America** - Political and constitutional history of principal Latin American nations; European, American and Indian backgrounds, movements for independence, and social and economic movements pertinent to their present relationships with the United States. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## HISTORY 243

**The Far East in the Modern World** - Historical development of China, India, and Japan. Evolution of Oriental culture, economy, society, and government; the relation of America and the Far East, and the impact of Western ideas and institutions on the region. Survey of Philippines, Indo-China, Indonesia and Korea. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## HISTORY 247

**African History to Colonial Period** - Historical background of Africa south of the Sahara; pre-colonial and cultural development including tribal histories, impact of colonialism and development of African nationalism. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## HISTORY 248

**African History - Modern Period** - Growth of colonial government; the economic role of colonies; early opposition movements against European imperialism; the psychology of the colonizer and colonized; civil wars and independence. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [HUM] HUMANITIES (041)

### HUMANITIES 107

**Popular Culture - Mirror of American Life** - Interdisciplinary investigation of relationships between American life and popular culture; includes defining popular culture, and high culture; role of formulating popular culture in films, role of advertising in popular culture, stereotypes of the sexes and ethnic groups, role of sports in American life, popular music and its audience and television. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### HUMANITIES 146

**Gay, Lesbian, Bisexual & Transgendered (GLBT)** - The interdisciplinary interpretation of historic and contemporary creative works (art, drama, film, literature, and music) with gay, lesbian, bisexual, and transgendered themes, primarily by multicultural GLBT authors and artists of the Americas. Analysis of GLBT culture from the perspective of Queer theory. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes. 3 credit hours.

### HUMANITIES 147

**Humanities and Arts of HIV/AIDS** - Interdisciplinary and multi-cultural investigation of the HIV/AIDS pandemic in the Humanities and Arts disciplines; art, cinema, drama, ethics, literature, music, sculpture, etc. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes. 3 credit hours.

### HUMANITIES 201

**General Course I** - Introduction to the interdisciplinary study of arts and ideas, with emphasis on principles of analysis and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HUMANITIES 202

**General Course II** - Continuing the interdisciplinary study of arts and ideas; with emphasis on principles of analysis and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HUMANITIES 205

**World Literature I** - Masterpieces of world literature including principal works from selected literary periods and traditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HUMANITIES 210

**Comparative Mythology** - A comparative introduction to mythology throughout the world. The emphasis is on the nature of mythology through the study of mythological themes in folklore, myth, and legendary narratives and the visual representation of those themes. The course includes non-Western and multi-cultural components. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101 placement, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### HUMANITIES 212

**Non-Western Humanities** - An interdisciplinary survey of significant intellectual and artistic achievements of non-Western cultures through selected works of literature, philosophy, visual art, music and other performing arts. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101 placement, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**INTEGRATED {see Communication (Integrated) (139)}**

**{see ESL (Integrated) (136)}**

**[INTDSP] INTER-DISCIPLINARY STUDIES (INT DIS) (104)**

**INTER-DISCIPLINARY STUDIES 101**

**College Success Seminar** - This course is designed to introduce students to academic skills that will foster success in college and after college. Students will gain expertise in critical-thinking, reading and writing as well as study skills, time management and stress management. Students will be introduced to the use of technology for communication and research. These skills will be learned through the topic of the course which will be based in the idea of "Self and Community", but will vary depending on the instructor and department teaching the course. Topics will be approached from a variety of perspectives that represent interdisciplinary academic inquiry, and students will consider how to take personal responsibility for academic and career choices through exploration of relationship between self and community. Students will be required to do either twelve hours of service learning related to the content of the course, or to meet other criteria for an equivalent number of hours spent in outside activities as determined by the instructor. Writing assignments, as appropriate to the discipline, are part of the course. 50-150 minutes per week. 1-3 credit hours.

**[LIT] LITERATURE (036)**

**LITERATURE 110**

**Introduction to Literature** - Representative poetry and prose. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 111**

**Poetry** - Reading of representative poems from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 112**

**Drama** - Reading of representative plays from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 113**

**Fiction** - Reading of representative novels and short stories from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 114**

**Ideas In Prose** - Introduction to significant prose writing in major areas of thought. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 117**

**American Literature from the Civil War to the Twentieth Century** - American prose and poetry from 1865 to 1914. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 121**

**Contemporary African American Literature** - Survey of major African-American writers from the period of Harlem Renaissance to present day. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 126**

**Contemporary American Literature** - Major American writers of fiction, poetry, drama and essays of the 20th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 128**

**Latin American Literature** - This course spans the centuries and the Western Hemisphere. It includes the pre-Columbian Mayan Indian authors of Popol Vuh and the world-renowned contemporary practitioners of magic realism. The course includes authors from Mexico, the Caribbean, Central America, and South America. Close attention will be paid to the historical and cultural context of the works. Readings, lectures, and course work will be in English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 129**

**United States Latino(a) Literature** - This course explores the trends and movements of various periods of U.S. Latino(a) Literature in relation to U.S. Latino(a) social and cultural history. As part of the literature of the United States, these works are distinct from, although sometimes influenced by, Latin American Literature, which is written in Spanish or Portuguese by authors native to Latin American and Caribbean countries. U.S. Latino(a) texts in this course-poetry, fiction, drama, memoir, chronicle- depict various issues and themes pertinent to this ethnic segment of the United States, including Latino(a) writers stylistic and thematic contributions to American mainstream literature. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 130**

**Children's Literature** - Survey of children's books, stories, magazines and related audio-visual material; criteria evaluated for building literature program within the classroom. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 150**

**Women's Literature** - Ideas and philosophy of women writers as represented in their works; problems of women and works portraying women characters in modern British and American works. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 155**

**Literature and Film** - Analysis of literature in film; comparison of literary and film techniques, verbal and visual language, and film and modern literature. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

**LITERATURE 211**

**Shakespeare** - Critical reading and discussion of representative Shakespearean histories, tragedies, comedies and sonnets. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

# COURSE DESCRIPTIONS

## [MATH] MATHEMATICS (045)

### MATHEMATICS 098

**Beginning Algebra with Geometry** - Algebraic topics in this course include: real numbers and their basic properties; order of operations; algebraic expressions; integer exponents and scientific notation; polynomial operations; factoring; linear and factorable quadratic equations in one variable; linear inequalities in one variable; literal equations; and systems of linear equations in two variables. Geometry topics for this course include: perimeter, area, and volume. Writing assignments, as appropriate to the discipline, are part of the course. 200 minutes per week. 4 credit hours.

### MATHEMATICS 099

**Intermediate Algebra with Geometry** - Algebraic topics include: rational exponents; scientific notation; radical and rational expressions; linear, quadratic, quadratic in form, rational, radical, and absolute value equations; compound linear inequalities; literal equations; systems of linear equations in two and three variables; systems of linear inequalities; and introduction to functions. Geometric topics include: perimeter; area; volume; Pythagorean Theorem; and similarity and proportions. Students should be exposed to graphing calculator technology and/or computer algebra systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Compass Placement Test or Grade of C or better in Math 098 or Consent of Department Chairperson. 250 minutes per week. 5 credit hours.

### MATHEMATICS 107

**Mathematics for Technicians I** - Designed to provide mathematical tools for students in terminal technical curricula; emphasis on practical aspects of mathematics and less upon the theoretical; topics include elementary algebra operations, simultaneous and quadratic equations, exponents and radicals, logarithms, introduction to trigonometry, vectors, and use of calculator. Writing assignments, as appropriate to the discipline, are part of the course. 50-250 minutes per week. 1-5 credit hours.

### MATHEMATICS 109

**Concepts in Mathematics** - Selected topics from various branches of mathematics illustrate the development of important ideas in mathematics and how these concepts are interrelated. Topics include sets and logic, numbers and sequences; measurement, interest and percent; calculators and computers; equations and linear programming, probability and statistics. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### MATHEMATICS 118

**General Education Math** - This course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics course. This course focuses on mathematical reasoning and the solving of real-life problems. Three topics are to be studied in depth, chosen from the following list: counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. Mathematical modeling must be integrated in any combination of topics selected. Applications involving problem-solving skills are emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Math 099 with a C grade or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### MATHEMATICS 121

**Mathematics for Elementary Teachers I** - This course focuses on mathematical reasoning and problem solving. Topics include operations with rational and irrational numbers, sets, functions, logic, numeration systems and number theory, solution of linear equations in one variable. Applications are included throughout the course. Problem-solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Math 099 with a C grade or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### MATHEMATICS 122

**Mathematics for Elementary Teachers II** - This course is a continuation of Math 121. Topics include probability and statistics; lines, angles, polygons, Pythagorean Theorem, circles, solids, areas, volume, measurements. Applications are included throughout course. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 121 with a grade of C or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### MATHEMATICS 125

**Introductory Statistics** - This course provides students with an opportunity to acquire a reasonable level of statistical literacy as it applies to a variety of societal issues. This course emphasizes interpretations and applications of techniques using descriptive and inferential statistics. Topics include: frequency distributions, histograms, and measures of central tendency, measures of dispersion, and measures of position, probability concepts, the binomial distribution, the normal distribution, the Central Limit Theorem, confidence intervals, hypothesis testing, and an introduction to correlation. The use of technology, e.g., graphing, calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 50-200 minutes per week. 1-4 credit hours.

### MATHEMATICS 126

**Algebra for Middle School Teachers** - This course focuses on the concept of functions in college algebra. It is designed to meet the needs of middle school teachers in accordance to the National Council of Teachers of Mathematics Standards for Teaching Mathematics. Topics include basic definition of different functions and their properties. The following algebraic concepts will be explored: linear functions, systems of linear equations, quadratic functions, non-linear data, combinatorics, probability, exponential functions, log functions, square root functions, absolute value, and trigonometry as periodic functions. Problem solving using calculators, CBLs, and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 121 and Math 122. 200 minutes per week. 4 credit hours.

### MATHEMATICS 127

**Geometry/Trig For Middle School Teachers** - This course focuses on the concepts of plane and solid geometry and trigonometry. It is designed to meet the needs of a middle school teacher in accordance with the National Council of Teachers of Mathematics Standard and the Professional Standards for Teaching Mathematics. Topics include basic definitions and properties of plane and solid figures, congruence, similarity, constructions, Pythagorean Theorem, measurements, transformations, the unit circle and right triangle trigonometry. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### MATHEMATICS 140

**College Algebra** - College Algebra emphasizes the notion of a function as a unifying concept. The following families of functions and their characteristics are examined within this course: polynomial, rational, exponential and logarithmic functions. Additional topics will include solving inequalities and systems of non-linear equations. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### **MATHEMATICS 141**

**Plane Trigonometry** - In this course, students will develop an understanding of the trigonometric functions and apply trigonometry to the sciences. Topics include: definitions, properties and graphical characteristics of trigonometric functions; radian measure; trigonometric identities and equations; Law of Sines and Law of Cosines; inverse trigonometric functions; DeMoivre's Theorem; and vectors. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **MATHEMATICS 143**

**Precalculus** - Precalculus emphasizes the notion of a function as a unifying concept for the topics of college algebra and trigonometry. The following families of functions and their characteristics are examined within this course: polynomial functions; rational functions; exponential and logarithmic functions; and trigonometric functions. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 300 minutes per week. 6 credit hours.

### **MATHEMATICS 144**

**Finite Mathematics** - This course covers mathematical applications that are useful in solving problems in business and social science. Topics include: linear functions, linear systems, linear programming, finance, set theory, logic, counting techniques and probability theory. The use of technology, e.g., graphing calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### **MATHEMATICS 146**

**Discrete Mathematics** - Introduction to mathematical analysis of finite collections and mathematical foundations of sequential machines, digital logic circuits, data structures, and algorithms. Includes sets, counting, recursion, graph theory, nets, automata, and formal grammars and languages. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### **MATHEMATICS 202**

**Number Concepts/Mid School Teaching** - This course has been designed keeping both the Illinois Professional Content Standards for Teaching (Mathematics) content necessary to prepare students to be middle school mathematics and science teachers. A wide range of topics across number of theory and measurement will give the students a grasp of the depth and breadth of mathematics outside of the traditional course structure. Problem solving, estimation, measurements, and construction of simple theories of numbers will be treated with and without the use of technology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 126, or Math 140, or Math 143. 200 minutes per week. 4 credit hours.

### **MATHEMATICS 204**

**Calculus for Business and Social Sciences** - For students of business and social science. Introduction to differential and integral calculus with applications pertinent to business and social science. The five-credit hour course will include functions of several variables, partial derivatives, maximum, minimum of functions of several variables and LaGrange multipliers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. 50-250 minutes per week. 1-5 credit hours.

### **MATHEMATICS 207**

**Calculus and Analytic Geometry I** - Equations of lines, circles and conic sections, limits, and continuity. Derivatives and their applications to curve sketching, maxima-minima and related rate problems. The anti-derivative and definite integral, including change of variables and the fundamental theorem of calculus. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, and Math 141, or Placement Test, or Consent of Department Chairperson. 250 minutes per week. 5 credit hours.

### **MATHEMATICS 208**

**Calculus and Analytic Geometry II** - Derivatives of trigonometric and inverse trigonometric functions, logarithmic and exponential functions. Techniques and applications of integration. Indeterminate forms and L-Hospitals rule. Improper integrals, series and power series. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 207 with a grade of C or better, or Consent of Department Chairperson. 250 minutes per week. 5 credit hours.

### **MATHEMATICS 209**

**Calculus and Analytic Geometry III** - Curves in the plane and in 3 spaces. Polar coordinates and parametric equations. Vectors in 2 dimensional and 3 dimensional space. Derivatives of vector-valued functions. Partial derivatives. Double and triple integrals. Applications. Line integrals and Greens theorem. Divergence and curl. Surface integrals. Gauss theorem and Stokes theorem. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson. 250 minutes per week. 5 credit hours.

### **MATHEMATICS 210**

**Differential Equations** - A first course in ordinary differential equations; solutions of first order and first degree differential equations, linear differential equations with constant co-efficients. Linear differential equations of higher order, special differential equations of second order and differential equations of first order but not of first degree. Numerical methods, series solutions and applications included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **MATHEMATICS 212**

**Linear Algebra** - Introduction to Linear Algebra for students who have studied some calculus; computations with vectors and matrices will be emphasized, proofs also will be examined; major topics include systems of linear equations and matrices, determinants, vectors in Euclidean space, abstract vector spaces, linear mappings, computation of eigenvalues and eigenvectors. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **MATHEMATICS 216**

**Statistics for Business Majors** - The basic concepts of statistical analysis used in business decision-making, including probability and how uncertainty is dealt with in real life. The student will analyze and work out simple problems and should be able to recognize applications of different statistical techniques, interpret the results of analysis and recognize instances in which statistical techniques have been misused. The following concepts and statistical techniques are included: measure of central tendency and variability, random variable and probability distributions, estimation, tests of hypotheses, chi square tests, linear regression and correlations and one-way analysis of variance. Applications are included throughout the course. Problem solving with the use of calculators and computers is emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 135 with a grade of C or better, or Placement Test, or Consent Department Chairperson. 200 minutes per week. 4 credit hours.

# COURSE DESCRIPTIONS

## **MATHEMATICS 299**

**Special Topics Mathematics** - Special Topics in Mathematics will be discussed along with appropriate computer and calculator activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Each special topics course will have a sub-title. Students can take courses with different sub-titles credit for each. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 50-300 minutes per week. 1-6 credit hour.

## **[MCROBIO] MICROBIOLOGY (024)**

### **MICROBIOLOGY 233**

**General Microbiology** - Morphology, physiology, classification and culture of bacteria and related organisms. The role of bacteria related to human welfare and to plants and animals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 114, or Biology 121, or Biology 226, or Consent Department Chairperson. Not more than an accumulated 8 credit hours will be counted towards graduation. 2 lecture and 4 lab hours per week. 4 credit hours.

### **MICROBIOLOGY 234**

**Applied Microbiology** - A sequence course to a second semester fundamentals course in microbiology. This course is designed for students majoring in biotechnology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Microbiology 233. 2 lecture and 4 lab hours per week. 4 credit hours.

## **[MUSIC] MUSIC (060)**

### **MUSIC 101**

**Fundamentals of Music Theory** - Introduction to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills. Writing assignments, as appropriate to the discipline, are part of the course. No credit toward graduation for music majors. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **MUSIC 102**

**Music Theory I** - Realization of figured and unfigured bases and harmonization of melodies. Triads and inversions. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **MUSIC 121**

**Introduction to Music** - Elements, structure, listening, literature, aesthetic perspective; concert attendance. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **MUSIC 131**

**Chorus** - This course trains students in vocal performance, familiarizes them with choral literature, and provides opportunities for public performances and musical performances for college functions. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 6 credit hours will be counted towards graduation. 1 lecture and .5 or 2 lab hours per week. 1 or 2 credit hours.

### **MUSIC 132**

**A Cappella Singing** - Limited to students with adequate music background and vocal training. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. Prerequisite: Music 111, or Consent of Department Chairperson. 1 lecture and .5 lab hours per week. 1 credit hour.

## **MUSIC 181**

**Applied Music/Freshman level I** - Individual instruction in applied music. Includes private lesson (minimum of one hour). First of a four-course sequence of private lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

## **MUSIC 182**

**Applied Music/Freshman II** - Continuation of the process initiated in Music 181. Individual instruction in applied music. Includes weekly private lessons (minimum one hour). Second of a four-course sequence of private music lessons required of students in Associate in Fine Arts Music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 181. 1 lecture and 2 lab hours per week. 2 credit hours.

## **MUSIC 221**

**Music Literature and History** - Introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Assumes a fundamental knowledge and understanding of the elements of music. Introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Assumes a fundamental knowledge and understanding of the elements of music. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 50-150 minutes per week. 1-3 credit hours.

## **MUSIC 223**

**Music History to 1750** - Music from primitive times to 1750. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **MUSIC 224**

**Music History From 1750** - Music from 1750 to the present. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 223, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **MUSIC 281**

**Applied Music-Sophomore Level I** - Individual instruction in applied music. Includes weekly private lesson (minimum of one hour). Third course in a four-course sequence of private music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Satisfactory completion of Music 181. 1 lecture and 2 lab hours per week. 2 credit hours.

## **MUSIC 282**

**Applied Music-Sophomore Level II** - Individual instruction in applied music. Includes weekly private lesson (minimum of one hour). Last course in a four-course sequence of music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Satisfactory completion of Music 281. 1 lecture and 2 lab hours per week. 2 credit hours.

## **[NET TEC] NETWORKING TECHNOLOGIES (165)**

### **NETWORKING TECHNOLOGIES 101**

**Client-Server Database I** - In this course, the students shall learn of the basics Client-Server database commonly used in industry. The topics include: basic terminology and concepts, conceptual modeling and Entity Relationship (ER) diagram, normalization, structure query language (SQL), and procedure language (PL/SQL). Get student ready for database administration course. Upon the completion of this course, the students shall be equipped with basic skills of distributive network database. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 111**

**Introduction to Computer Electronics** - Introduction to concepts and principles used in modern computers and computer circuits; basic computer numbers systems; computer architecture; exposure to computer languages; digital logic. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 116, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### **NETWORKING TECHNOLOGIES 119**

**Introduction to Networking** - Covers the basics of networking from the component hardware to the topology and theoretical foundation of networks. Emphasis will be placed on learning current networking theoretical models and on supporting and maintaining a network. Various types of networks and various topologies will be covered. This course is ideal for the individual who wants to obtain a solid foundation in principles of Networking. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 116, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### **NETWORKING TECHNOLOGIES 121**

**Internetworking I** - This course introduces the various communication equipment used in building an effective Internet infrastructure. This course provides product-specific installation and configuration. Equipment used in this class includes bridges, routers, gateways, integrated services, digital network (ISDN) modems, digital and channel service units (DSU/CSUs) and ISDN pipeline devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. Prerequisite: CIS 101, and CIS 116, or CIS 120, Placement Test, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 122**

**Internetworking II** - This course is designed to provide a hands-on introduction to Cisco multi-protocol routers. The class will include basic router operations, architecture, configuration and troubleshooting. Students will set up, wire and configure various Cisco routers in an intranet work environment. Topics include: Cisco IOS, Telnet, router operating modes, RIP, IGRP, IP, and Apple Talk. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee required. Prerequisite: Networking Technologies 121, or Placement Test, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 201**

**Client-Server Database II** - In this course, the students will learn how to manage a Client-Server database - serve as database management administrator (DBA), learn techniques to create initial database, configuring storage space, add/delete/modified users, and security issues for a database. Network configuration and performance tuning will be covered in more advanced courses. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 202**

**Client-Server Database III** - In this course, the students will learn how to manage a Client-Server database - serve as database management administrator learns procedures necessary to recover a database failure and ensure network accessibility for a Client-Server database. Student will learn both command-line and GUI interfaces to perform these procedures. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 203**

**Client-Server Database IV** - In this course, the students will learn of the how to tune a Client-Server database - serve as database management administrator (DBA), learn tuning concept, diagnose and prevent lock contention, discuss difference between dedicated and shared servers, prevent performance degradation as well as use tools to diagnose, troubleshoot and optimize database productivity. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 4 lab hours per week. 4 credit hours.

### **NETWORKING TECHNOLOGIES 221**

**Internetworking III** - This course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-protocol routes and switches. This class will include an introduction to switched Ethernet networks, Virtual LAN technology, spanning - tree protocols and configuration of Cisco switching devices. This class will also include advanced router concepts including access list management, IP and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. Prerequisite: Networking Technologies 122 or the equivalent, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 222**

**Internetworking IV** - This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The class involves the design, implementation, configuration and demonstration of a fully functional enterprise intranet including HTTP, FTP, NNTP, and e-mail services. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. Prerequisite: Networking Technologies 221 or the equivalent, or Consent of Department Chairperson. 2 lecture and 2 lab hours per week. 3 credit hours.

### **NETWORKING TECHNOLOGIES 240**

**Computer Network Operating System** - Introduction to selected computer network operating systems. Installation, administration, management, optimization, organization, analysis and upgrading of computer network operating systems. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: CIS 116, or Electronics 250, or Networking Technologies 270. 1-2 lecture and 2-4 lab hours per week. 1-4 credit hours.

### **NETWORKING TECHNOLOGIES 260**

**Microcomputers** - Introduction to microcomputer architecture, peripheral and input/output devices. Testing, troubleshooting, upgrading and repair of microcomputer systems. Writing assignments, as appropriate to the discipline, are part of the course. Consent of Department Chairperson required for repeatability. 2 lecture and 4 lab hours per week. 4 credit hours.

# COURSE DESCRIPTIONS

## NETWORKING TECHNOLOGIES 270

**Local Area Networks** - Selection and installation of network hardware and software. Management and maintenance of networks. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: CIS 116, or Electronics 250, or Networking Technologies 240. 2 lecture and 4 lab hours per week. 4 credit hours.

## NETWORKING TECHNOLOGIES 299

**Special Topics Networking Systems and Technologies**- Special topics in Networking Systems and Technology will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Consent of Department Chairperson. 50-200 minutes per week. 1-4 credit hours

## [NURSING] NURSING (063)

### NURSING 101

**Fundamentals of Nursing** - Introduction to the nursing process and practice; impact of illness and hospitalization affecting basic human needs regardless of age, sex or diagnosis; laboratory experience in hospitals and health agencies to acquire skills in application of nursing measures; student to demonstrate preparation for planned learning experience; all clinical laboratories under supervision of professional nurse faculty; clinical laboratory preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into Nursing program/plan 239. 5.5 lecture and 4.5 lab hours per week. 7 credit hours.

### NURSING 102

**Fundamentals of Nursing II** - Continuation of Nursing 101. Effects of illness and hospitalization on normal growth and development; laboratory experience to develop increased skills in basic nursing measures of care; all clinical laboratory experience supervised by professional nursing faculty, and preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 101. 5.5 lecture and 4.5 lab hours per week. 7 credit hours.

### NURSING 140

**Nursing Process and Documentation** - Introduction to nursing process and documentation. Nursing theories are briefly surveyed. Emphasis is placed on the development critical thinking skills in the application of nursing process through exercises in care planning and nursing documentation. Students learn and utilize nursing diagnosis (NAN), nursing interventions classification (NIC), critical pathways, and other nursing documentation methods for these exercises. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into Nursing program/plan 239. 150 minutes per week. 3 credit hours.

## NURSING 203

**Nursing in Perspective** - Survey of the nursing career; responsibilities and changing role of a registered nurse. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 210 and Nursing 211. 150 minutes per week. 3 credit hours.

## NURSING 210

**Nursing Process and Alterations In Homeostasis I** - Care for the family in crisis. Application of concepts of growth and development, health maintenance and promotion. Emphasis on observational skills, interpersonal relationships; communications and psychodynamics of human behavior. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233. 4.5 lecture and 4.5 lab hours per week. 6 credit hours.

## NURSING 211

**Nursing Process and Alterations in Homeostasis II** - Continuation of the nursing process with focus on alteration in health status within the expanding family system. Physical, social and psychological assessments of patients. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233. 4.5 lecture and 4.5 lab hours per week. 6 credit hours.

## NURSING 212

**Nursing Process and Alterations in Homeostasis III** - Continuation and implementation of the nursing process in the care of patients within the family unit. Consideration given to various stages of growth and development across the life cycle where patients and family are adapting to stressors. Use of a variety of learning experiences for initiating and implementing change in nursing approaches to client care. All clinical laboratories are under supervision of professional nursing faculty; clinical laboratory preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 210, and Nursing 211. 4.5 lecture and 4.5 lab hours per week. 6 credit hours.

## NURSING 213

**Nursing Process and Alterations in Homeostasis IV** - Terminal integrating experiences utilizing the nursing process to meet the needs of patients and families in complex health care situations. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Nursing 210 and Nursing 211. 4.5 lecture and 4.5 lab hours per week. 6 credit hours.

## **NURSING 250**

**Health Assessment** - This course offers an introduction to health assessment through the application of holistic nursing theory and nursing process to clinical nursing practice. The nursing process and the role of the nurse are examined in relation to the health assessment of individuals across their lifespan. Emphasis is placed on modes of investigation and inquiry in gathering data concerning physiological, psychosocial, cultural, and spiritual aspects of human experiences. Legal and ethical considerations related to the nurse's role in health assessment are explored. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into Nursing program/plan 239 or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **NURSING 299**

**Special Topics Nursing** - Special topics in Nursing will be presented along with appropriate lab and/or clinical activities. New developments will be emphasized, related to National League of Nursing Accreditation Commission and changes in Department of Professional Regulations rules, as well as best practices issues. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of eight variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Admission to the Nursing program/plan 239. 1-4 lecture and 2-8 lab hours per week. 1-8 credit hours.

## **[OCEAN] OCEANOGRAPHY (070)**

### **OCEANOGRAPHY 101**

**Introduction to Oceanography** - Third dimension of the ocean, its depth, and as a new frontier awaiting exploration; interdisciplinary study of ocean and interphase between air and water and how it affects the physical environment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **[PHAR TC] PHARMACOLOGY (028)**

### **PHARMACOLOGY 103**

**Pharmacology for Nurses** - Weights and measures in pharmacy, drug standards and techniques and skills for safe and accurate preparation of oral and hypodermic doses of drugs. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **PHARMACOLOGY 104**

**Pharmacodynamics and Nursing Care** - This course offers an introduction to pharmacodynamics through the application of holistic nursing theory and nursing process to clinical nursing practice. General principles of drug action are discussed as they relate to the nursing care of patients of all age groups. The uses and modes of action for various classifications of medications will be presented. Principles from the basic sciences to include a holistic nursing perspective will be reinforced. Emphasis is placed on the nursing role in medication administration and evaluation of patient response to medications. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 226, and Biology 227, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **[PHIL] PHILOSOPHY (043)**

### **PHILOSOPHY 105**

**Logic** - This course introduces students to methods of reasoning, inference and argument. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **PHILOSOPHY 106**

**Introduction to Philosophy** - Introduction to philosophical methods of inquiry through analysis and evaluation of influential philosophical ideas. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **PHILOSOPHY 107**

**Ethics** - Introduction to representative ethical systems; approaches to problems of values and conduct. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **PHILOSOPHY 108**

**Philosophy of Religion** - Introduction to major religious traditions, analyzing various conceptions of God, values, reason, and faith. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **PHILOSOPHY 215**

**Problems in Philosophy** - Philosophical problems from such fields as ethics, metaphysics, aesthetics, and philosophy of science. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **[PHYS ED] PHYSICAL EDUCATION (065)**

### **PHYSICAL EDUCATION 110**

**Fitness** - Concepts, techniques, methods of personal fitness, stressing effects of exercise, relaxation and weight control; fitness programs directed to individual improvement. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. .5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

### **PHYSICAL EDUCATION 120**

**Team Sports** - Combination of one or more seasonal sports such as basketball, hockey, soccer, softball, touch football and volleyball; theory and practice of fundamental skills, rules of the game and strategy; competition and tournaments within classes. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. .5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

### **PHYSICAL EDUCATION 122**

**Individual Sports** - One or more lifetime sports such as archery, badminton, bowling, fencing, golf, skating, skiing, tennis, and track and field; theory and practice of individual skills, rules of the game, techniques of game strategy; competitive tournaments within class. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. .5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.



# COURSE DESCRIPTIONS

## PHYSICAL EDUCATION 130

**Fundamentals of Swimming** - For beginning and intermediate swimmers; breathing techniques, basic strokes, diving and water safety skills. American Red Cross card issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. .5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

## [PHY SCI] PHYSICAL SCIENCE (076)

### PHYSICAL SCIENCE 101

**General Course** - Introduction to the scientific method of astronomy, geology, meteorology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### PHYSICAL SCIENCE 102

**General Course** - Introduction to physics and chemistry; the relationship of matter and energy to physical and chemical changes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### PHYSICAL SCIENCE 107

**Current Public Issues in Physical Science** - Interdisciplinary approach to physical sciences; current public issues serve as framework for course that covers earth sciences (conservation, pollution, space exploration) as well as other branches of science and social humanistic aspects; integrates significant aspects of physical science with students other studies as well as daily living. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### PHYSICAL SCIENCE 111

**General Course I** - See description of Physical Science 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

### PHYSICAL SCIENCE 112

**General Course II** - See description of Physical Science 102. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 3 lecture and 2 lab hours per week. 4 credit hours.

### PHYSICAL SCIENCE 299

**Special Topics Physical Science** - Special topics in Physical Science will be discussed along with appropriate computer and laboratory activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Each special topic course will have a sub-title. Students can take courses with different sub-titles and get credit for each. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. Prerequisite: Placement Test, or English 100 with a grade of C or better, Consent of Department Chairperson. 50-300 minutes per week. 1-6 credit hour.

## [PHYSICS] PHYSICS (077)

### PHYSICS 215

**Statics** - Rigid bodies, fluid statics, friction, moments of inertia, centroids, and virtual work. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235 and Mathematics 208, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### PHYSICS 216

**Dynamics** - Problems in kinematics, dynamics of a particle and a system of particles, dynamics of a rigid body, work, energy, small oscillations, and general plane motion. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235 and Mathematics 208, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### PHYSICS 217

**Mechanics of Materials** - Study of elastic and inelastic relationships of external forces acting on deformable bodies. Includes stresses and deformations produced by tension and compression, torsion and bending, combined stresses, buckling, repeated loads, impact, and influence of properties of materials. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Engineering 210 or Physics 215 or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### PHYSICS 220

**Physics Calculations and Practice** - Detailed practice in problems and application of theory for better understanding of physics; application of ideas of physics such as conservation laws, wave motion, invariance and trigonometry, analytic geometry, vector analysis, probability and statistics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 221 or Physics 223 or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

### PHYSICS 224

**Physics Calculations and Practice** - For students majoring in engineering or physical sciences. Detailed practice in problems and applications of theory involving calculus to provide better understanding of physics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235 or Consent of Department Chairperson. 1 lecture and 2 lab hours per week. 2 credit hours.

### PHYSICS 231

**General Physics I: Mechanics and Wave Motion** - Statics and dynamics of a particle and a rigid body; oscillatory and wave motion with application to sound. Primarily for liberal arts students and those in pre-medical curricula. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mathematics 141 and Physics 220, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### PHYSICS 232

**General Physics II: Electricity and Magnetism** - Electrostatics, magneto statics, laws of DC and AC electromagnetic radiations and elementary electronics. Primarily for liberal arts students and those in pre-medical curricula. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 231, or Physics 235, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### PHYSICS 233

**General Physics III: Heat, Light and Modern Physics** - Introductory thermodynamics, geometrical and physical optics, atomic and nuclear radiations and associated elementary quantum aspects. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 231, or Physics 232, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### PHYSICS 235

#### **Engineering Physics I: Mechanics and Wave Motion -**

Similar to Physics 231; emphasizes methods of analysis practical and theoretical problems in mechanics and wave motion involving use of elementary calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Credit or concurrent enrollment in Mathematics 207 and Physics 224, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### PHYSICS 236

#### **Engineering Physics II: Electricity and Magnetism -**

Similar to Physics 232; emphasizes problem solving involving the use of calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### PHYSICS 237

#### **Engineering Physics III: Heat, Light and Modern Physics-**

Similar to Physics 233; emphasizes practical and theoretical problems involving the use of calculus. Primarily for students majoring in engineering or physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 235, or Consent Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

### [POL SCI] POLITICAL SCIENCE (086)

#### **POLITICAL SCIENCE 201**

**The National Government -** Development, organization, and functioning of the American national government; origin, growth, and interpretation of the Constitution; and legislative, executive, and judicial processes; administrative development, controls, organization and activities. Successful completion of this course may be used to fulfill the graduation requirement to pass the United States Constitution examination. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Social Science 102, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **POLITICAL SCIENCE 202**

**Urban Government and Politics -** Development, forms, functions, powers and problems of urban government in the United States. Emphasis on metropolitan areas, such as Chicago, and intergovernmental relations; examination of local politics and pressure group activity, administrative organization and fiscal responsibilities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 102 or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **POLITICAL SCIENCE 203**

**Comparative Government -** Principles of comparative study of political systems; political culture, governmental structures and institutions, political parties, groups and ideology; understanding of political systems other than American. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 102, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **POLITICAL SCIENCE 204**

**International Relations -** Study of international relations, analysis of international behavior; role of nation-state and international organizations; factors underlying the development, character and, application of foreign policy; war and peace; major social and political forces at work in the contemporary world system. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 102, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### POLITICAL SCIENCE 205

**Public Administration -** Introduction to principles of public administration including the role of administration in modern government and administrative responsibility; organization, personnel management, fiscal operations, budgeting, purchasing, and planning. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Political Science 201, or Social Science 102, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### POLITICAL SCIENCE 207

**United States and Local Government -** Study of state and local political jurisdictions and systems, including their powers, organization, functions, development and contemporary problems. This course will examine the American federal system with special focus directed to the governmental structures and public policies of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Political Science 201 or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### [PSYCH] PSYCHOLOGY (087)

#### **PSYCHOLOGY 201**

**General Psychology -** Historical survey of psychology and a study of the sensory and perceptual processes: learning, thinking, remembering, emotional behavior, motivation, mechanism of adjustment, and the total personality. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Social Science 101, or English 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **PSYCHOLOGY 206**

**Business and Industrial Psychology -** Psychological principles and techniques applied to activities and problems in business and industry; selling, advertising, market research, personnel work, employee selection and training, supervision, and morale. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **PSYCHOLOGY 207**

**Child Psychology -** Development, adjustment, and psychological problems from birth of the child through adolescence; relationship of scientific psychological findings to practical methods of child guidance and training by parents, teachers, and others. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **PSYCHOLOGY 211**

**Social Psychology -** Analyzes development of personality structures and patterns; cultural environment, social roles and status, attitude formation, personality types and measurement of personality. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Sociology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

#### **PSYCHOLOGY 213**

**Abnormal Psychology -** Abnormal behavior and its social significance; symptoms and dynamics of psychological disorders; neuroses and psychosomatic reactions, sociopathic psychoses; consideration of therapies and theories of prevention. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

# COURSE DESCRIPTIONS

## PSYCHOLOGY 215

**Psychology of Personality** - Major personality theories to familiarize the student with systems concerned with comprehensively and dynamically interrelating developmental, motivational, and adaptive aspects of behavior; methods of personality assessment and experimental evidence relevant to the theories will also be considered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Psychology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## PSYCHOLOGY 222

**Adult Development and Aging** - Introduction to psychological problems, issues, facts, and theories relating to later adulthood and old age; societal values and institutions, socio-economic variables, biological and psychological changes, perception, cognition, psychosocial development, personality factors, sexuality and relationships, work and skill issues, adjustment and coping, psychopathology, and therapeutic intervention. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [READING] READING (037)

### READING 125

**Developmental Reading Skills II** - For students who need to improve their reading skills; efficient reading of textbooks and other materials including work in mechanics of reading, vocabulary development, comprehension, and rate of reading. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Grade of C or better in Reading 099, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### READING 126

**Structural Analysis and Critical Reading** - Ability to read and to analyze college level materials. For students with advanced reading skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or grade of C or better in Reading 125, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## RELIGION (SEE COMPARATIVE RELIGION (133))

## [SOC SCI] SOCIAL SCIENCE (088)

### SOCIAL SCIENCE 101

**General Course** - Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of anthropology, psychology, and sociology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIAL SCIENCE 102

**General Course II** - Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of economics, geography, history, and political science. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIAL SCIENCE 103

**Introduction to Applied Social Science** - General introduction to influence of modern scientific technology on the life of the worker, the study of social problems that affect lives of working people in the years to come, and contribution of social science to development of social participation skills necessary for vocational and marital success. Applicable for A.A.S. degree only. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## SOCIAL SCIENCE 105

**American Social Issues** - Critical study of selected current social problems such as labor relations, the welfare system, civil rights and automation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [SOC] SOCIOLOGY (089)

### SOCIOLOGY 110

**Religion and Society** - Sociological investigation into relationship between religious values and forms of social organization. Concentration on contemporary religious movements and includes examples from Christian, Jewish, Islamic and non-western religions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIOLOGY 201

**Introduction to the Study of Society** - Characteristics of group life, the effects of the group on human conduct, and the inter-relationships between society, culture, and the individual. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIOLOGY 202

**Sociology of Urban Life** - Study of urbanization, personal and social disorganization, collective behavior, social movements and voluntary associations, race and ethnic relations, social stratification, industrial relations, and political sociology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIOLOGY 203

**Marriage and the Family** - Study of the family as a dynamic social institution; emphasis on love, sex, dating, courtship and marriage, child rearing, marital problems, and divorce. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIOLOGY 205

**Social Problems** - Understanding current social problems; sociological concepts student learns in Social Science 101 and Sociology 201 will be employed in analysis of concrete social problems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Sociology 201, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIOLOGY 211

**Race and Ethnic Relations** - A comparative analysis of racial, religious and ethnic groups. The course examines how group identity is formed and how it is maintained or persists. It includes how group identity affects inter-group relations, social movements, government policy and related social problems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SOCIOLOGY 280

**Human Relations** - Social and psychological aspects of inter-group relations; relationships between the dominant group and minority religious, ethnic, racial and social class groups. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [SPANISH] SPANISH (057)

### SPANISH 101

**First Course** - Pronunciation and basic structures, speech patterns, reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. 200 minutes per week. 4 credit hours.

### SPANISH 102

**Second Course** - Continuation of Spanish 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test or Spanish 101, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### SPANISH 103

**Third Course** - Review and development of basic language skills, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Spanish 102, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### SPANISH 104

**Fourth Course** - Review of language structure and interpretation of readings, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Spanish 103, or Consent Department Chairperson. 200 minutes per week. 4 credit hours.

### SPANISH 113

**Spanish For Near-Native Speakers I** - Review of formal structure and sound system of language for near-native speakers; emphasis on accurate, fluent and effective oral expression. Writing assignments, as appropriate to the discipline, are part of the course. 200 minutes per week. 4 credit hours.

### SPANISH 114

**Spanish for Native Speakers II** - Continuation of Spanish 113. Emphasis on reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Spanish 113 with a C grade of better, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### SPANISH 191

**Survival Spanish Nursing** - This course is designed to prepare nurses and nursing students to communicate in Spanish in order to better assist and provide medical attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish, the course provides trans-cultural training for nurses and future nurses. Emphasis is on enhancing quality patient care. Note: This course is not a substitute for any nursing course. It is strictly to enhance learned knowledge of nursing protocols. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SPANISH 192

**Survival Spanish for Law Enforcement Officers** - This course is designed to prepare non-Spanish speaking police officers to use Spanish language skills and cross-cultural strategies to enhance their ability to aid victims and control offenders in potentially dangerous situations involving native Spanish speakers. Note: This course is not a substitute for any criminal justice course. It is strictly to enhance learned knowledge of policing protocols. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SPANISH 206

**Intensive Oral Practice** - Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Spanish 104, or Consent of Department Chairperson. 200 minutes per week. 4 credit hours.

### SPANISH 210

**Modern Civilization and Culture** - Recent social, cultural, and historical trends, conducted in Spanish and English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SPANISH 214

**Readings in Literature** - Works from selected historical periods, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Spanish 104, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## [SPEECH] SPEECH (095)

### SPEECH 101

**Fundamentals of Speech Communication** - Theory and practice of oral communication; development of poise and confidence, delivery, and speech organization; public speaking practice; small group discussion, and development of standards of criticism. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 50-150 minutes per week. 1-3 credit hours.

### SPEECH 104

**Group Communication** - Principles and theories involved in discussion techniques; participation in various kinds of discussion groups to prepare student for leadership roles in community, business, and professional groups. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### SPEECH 131

**Introduction to the Theater** - Elementary principles of acting, directing, scene design, scene construction, costuming, lighting, sound and makeup for the stage. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### SPEECH 143

**Training the Speaking Voice** - Improvement and development of an individuals speech, pitch, volume, and overall articulation through use of phonetics of American English. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### SPEECH 144

**Oral Reading and Interpretation** - Study of communication skills required for effective oral reading; experience in oral interpretation of representative examples from prose, poetry, and drama. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101.50-150 minutes per week. 1-3 credit hours.

### SPEECH 160

**Business and Professional Speech** - Speech techniques used in selling, administrative reporting, public relations, program speaking, conference procedures and other industrial and professional presentations. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### SPEECH 202

**Interpersonal Communication** - Study of leadership, group process, and interpersonal relations in the small group, conference, and public forum. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

# COURSE DESCRIPTIONS

## **SPEECH 243**

**Speech for Teachers** - Correcting common errors of articulation, identifying and directing remedial cases, reading aloud with interest, controlling and directing simple classroom discussions, developing good speaking voices, and selecting and presenting assembly programs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Speech 101, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

## **[THR ART] THEATER ART (099)**

### **THEATER ART 129**

**Introduction to Theater History** - Introduction to theater history from its origins to the present including theatrical styles and literature. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **THEATER ART 132**

**Theater Production, Direction and Management** - Production and direction of plays; experience in play selection, theater organization, scheduling, audience analysis, box office and record keeping, and publicity. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 4 lab hours per week. 4 credit hours.

### **THEATER ART 133**

**Acting I** - Acting techniques, stressing exercises, improvisations, prepared and general acting situations; theories of method and technical methods explained and presented; survey of acting styles. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **THEATER ART 134**

**Theater in the Modern World** - Survey of styles and literature of modern theater from 20th century to present; includes musicals, dance, plays and educational, professional and off-Broadway trends. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 150 minutes per week. 3 credit hours.

### **THEATER ART 235**

**Acting II** - A continuation of Acting I with an emphasis on an intensive approach to acting exercises, improvisation and scene study. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Theater 133 with a grade of C or better. 150 minutes per week. 3 credit hours.

### **THEATER ART 242**

**Improvisational Theater Workshop** - Theory and practice of improvisational acting techniques; development of scripting in the moment, development of character and styles; designing and performing an improvisational show. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

### **THEATER ART 252**

**Children's Theater Workshop** - The students will participate in a production of a play for children. The class will operate as a theater company and students will work in all phases of theater including acting, directing, stage managing and producing as a full company experience. Writing assignments, as appropriate to the discipline, are part of the course. 2 lecture and 2 lab hours per week. 3 credit hours.

## **[ZOOLOGY] ZOOLOGY (029)**

### **ZOOLOGY 211**

**General Zoology** - Fundamental principles of animal morphology, physiology, genetics, and ecology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. 2 lecture and 4 lab hours per week. 4 credit hours.

# STUDENT SERVICES

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## **New Student Orientation**

To assist with the transition to Truman College, we have designed an orientation program that answers many of the questions that are common to new students. At orientation, new students will be able to:

- Develop relationships with other students and Truman College staff
- Become informed about Truman College programs and degrees
- Find out about services available to Truman students
- Learn about student clubs and leadership opportunities for students
- Meet with staff to review placement test scores
- Explore my.ccc.edu and select classes for their first semester
- Register for classes and make a payment

For additional information, please visit the Student Success & Leadership Institute (SSLI) in room 1435.

## **Student Success and Leadership Institute**

The Student Success and Leadership Institute (SSLI) empowers Truman students to achieve their educational goals by providing the necessary support services and tools to become self-directed learners, effective communicators, and critical thinkers.

Students can access a number of resources in the SSLI. Student Ambassadors provide peer tutoring and mentoring to students across academic disciplines. In addition, Student Ambassadors along with SSLI staff organize an annual summer leadership conference.

The SSLI is also home to the Student Resource Area and Study Lounge which are open to all students, as well as the offices for two special programs TRiO and TBLC. The Student Resource Area is a designated space for students to explore their academic and professional interests. There are twelve computers available for student use, as well as career and transfer resources including assessment instruments and software. The SSLI also coordinates New Student Orientation and the Early Alert Program. The Early Alert Program allows instructors to identify students who are having difficulties in class or who may need extra help to improve their academic performance.

SSLI staff members will contact students who have been referred by instructors and work with students to determine the services that will be most beneficial. SSLI staff members also handle the appeal process for students that have earned credit rate/unsatisfactory progress (hold) service indicators and those students on academic exclusion, as well. Staff members and students work together to create a plan to help ensure a successful semester.

## **Assessment Services**

### **Placement Testing**

The Assessment Center is responsible for administering tests related to course placement. All new students are tested in English or English as a second language, reading, and mathematics on standardized computer adaptive placement tests. In addition, students complete a writing sample. Students who qualify for financial aid who do not have a high school diploma or GED certificate may meet the ability-to-benefit requirement to receive financial aid by achieving a minimum score on the English, reading and mathematics placement tests. Test results determine the level at which students begin their studies. On the basis of test results, students may be placed in college credit, developmental and/or non-credit (pre-credit) classes.

### **Center for Distance Learning Testing**

Truman College students taking courses offered by the City Colleges of Chicago Center for Distance Learning are required to come on campus to take tests each semester. Tests are given in the Assessment Center in room L912. Students need to make an appointment to take a test. Students taking courses online will be tested online as well.

### **GED, ACT and TOEFL Testing**

Truman College is a test site for the English and Spanish GED test, the ACT test and the TOEFL TEST. Tests are given several times a year. For registration information about these tests, contact the Assessment Center in room L912.

## **Career and Employment Resources**

Career and Employment Services is a resource for students, alumni, community residents and employers.

The Student Success and Leadership Institute offers exploration by means of career assessment instruments and software. Staff can also provide assistance to students who are unclear about what career is the most appropriate for them to pursue.

SSLI provides a resources for students and alumni searching for full-or part-time employment. Updated job listings are posted on bulletin boards on the first floor, one across from the cafeteria and one in the northeast corridor. In addition, individuals may review job books and utilize available internet resources.

# STUDENT SERVICES

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## Transfer Services

Transfer services are available to assist students who would like to continue their education by earning a baccalaureate degree from a four-year college or university. Located in the Student Success and Leadership Institute, is a resource library of university catalogs and course equivalency listings. Staff members assist students in making initial contact with the college or university and provide information about transferring courses to the institution of their choice.

## Academic Advisement

Students are encouraged to meet each semester with a faculty member or college advisor to discuss academic goals and the course of study they should take to reach those goals. Please contact the Admissions and Advising Center in room 1112, for information and advising hours.

## Admissions and Advising Center

The Admissions and Advising Center located in room 1112, provides students with an environment that offers resources and opportunities to navigate a successful college experience. The Center is responsible for coordinating recruitment efforts, admissions processes, and advising services for all new, current, and prospective students.

All new students are required to participate in new student orientation prior to registration. Orientation sessions are facilitated by the Student Success and Leadership Institute. At orientation, students learn about academic policies and, with the help of student service professionals, select an appropriate program of study.

## Illinois Articulation Initiative (IAI)

Transferring from a two-year college to a four-year college, either after earning a degree or after completing a certain number of hours, is often a challenge for some students. The IAI was designed to smooth the path for students to transfer to a four-year college or university. Truman is a participant in this statewide agreement that allows the transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the entire curriculum (37-41 hours), which can also be accomplished by completing Truman's general education core for the AA or AS degrees, assures transferring students that lower-division education requirements for a bachelor's degree have been satisfied. Additionally, IAI has approved over 30 Truman courses outside of general education courses – subject majors courses- that also transfer to nearly all colleges and universities in Illinois. IAI has a very comprehensive and up to date website, [www.iTransfer.org](http://www.iTransfer.org). All students should become familiar with it. If students have specific questions, they may contact Admissions and Advising in room 1112 or the Student Success and Leadership Institute in room 1435.

## Tutoring Center

Free tutoring is available to students who are enrolled in many different courses offered at Truman. Well-qualified tutors assist students in the following priority areas: accounting, biology, chemistry, computer information systems, English, English as a Second Language, GED (English and Spanish) and mathematics. Tutors help students with writing assignments in English and other subjects. Tutoring sessions are offered in small groups. Students who are having difficulty in a class should come to the Tutoring Center and request assistance early in the semester to maximize their chance of success. The Center is located near the Computerized Tutoring Center, in room L129, on the lower level of the college, in the northeast corridor.

## Computerized Tutoring Center

The Computerized Tutoring Center offers multimedia instructional programs and computer software to strengthen skills in reading, English, ESL, and mathematics. Native and non-native speakers of English proceed at their own pace with individual tutoring from the staff. The Center also houses a homework lab with Internet access. Services are provided at the main campus in room L112 and at the Lakeview Learning Center, a Truman Adult Education Outpost at 3310 N. Clark, in Chicago.

## NovaNET

Within the Computerized Tutoring Center is NovaNET, a program of computerized instruction for both credit and non-credit courses that reinforces classroom instruction in the following areas: accounting, biology, chemistry, computer information systems, economics, electronics, English, English as a Second Language, foreign languages, mathematics, music, nursing, physical science, physics, reading, social science, and typing. Certain courses are offered for credit. Students work independently at a computer in the Center to complete these courses. An instructor is assigned to NovaNET students to oversee the course.

## Other Computerized Support

Additional specialized computer support laboratories are available to serve the needs of students. They include a math and science lab, foreign language lab, CAD lab, homework lab, networking lab and several open personal computer labs.

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## Library

The Ray Cosgrove Library is the information and research center of the college. Its collection includes over 60,000 books, 130 periodicals and 7000 reels of microfilm, plus videotapes, DVDs, and CDs. Electronic resources include Internet access and many academic databases of periodicals and reference works. Students can use the library's databases from home as well as on campus (but must know their college email address in order to do so).

Reference librarians are available to help students use the library. Anyone who needs assistance is encouraged to ask at the reference desk or circulation counter. Library services include walking tours and instructional lectures for classroom groups, individual instruction on databases, a reserve collection for course materials (including some textbooks and video), rooms for group study, and photocopiers.

Most library books may be borrowed for a period of three weeks; this loan period may be renewed once if the book is not needed by another student. Please note that a student must have a current Truman ID in order to borrow a book. Fines must be paid on books that are not returned by the due date. Some resources (including reference books, magazines, some reserve items, and most audio-visual materials) must be used within the library itself.

The library is open whenever credit classes are in session. Its hours during the fall and spring semesters are usually as follows:

Monday - Thursday	8:30 a.m. - 9:00 p.m.
Friday	8:30 a.m. - 3:00 p.m.
Saturday	8:30 a.m. - 3:30 p.m.
Sunday	Closed

Summer hours vary. The library is closed during semester interim periods, spring break, and on many holidays. During registration weeks, it is open only to students who need to clear library holds in order to register. Students are advised to call or check the library's web site for current hours of operation.

The library is located on the lower level of the college in room L625. For information, contact the circulation counter at (773) 907-4865, the reference desk at (773) 907-4868 or visit the library's web site at [www.trumancollege.edu/library](http://www.trumancollege.edu/library).





# STUDENT SERVICES

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## Support Services for Special Populations

### Disability Access Services

The college recognizes the specialized services necessary to increase access for students with special needs. Students with learning and physical disabilities can receive assistance to take advantage of all services available at the college. Adaptive equipment, sign language interpreters, note-takers, readers, transcribers, and exam aides are examples of the technical and human resources available to special needs and disabled students. Special needs information can be found in room 1112.

In addition, workshops pertaining to learning disabilities are offered to college faculty and staff to raise awareness of and learn how to more effectively relate to disabled students.

### TRiO – Student Support Services

The TRiO Program helps students build social networks, provides mentoring, facilitates successful transfer to four-year universities, and empowers students to succeed in college and beyond. Services available to TRiO students include faculty mentoring, professional and peer tutoring and cultural and social activities. For additional information, contact TRiO at (773) 907-4797.

### Transitional Bilingual Learning Community

The Transitional Bilingual Learning Community (TBLC) is a two-semester full-time cohort program for Latino college students who are English language learners. At first classes are conducted in English and Spanish, and then English instruction is increased during the two semesters to prepare students for their transition to traditional college level classes. TBLC students receive bilingual support services and a four-semester scholarship is provided to most TBLC students. For more information, contact TBLC at (773) 907-4780.

### Perkins Support Programs

The Carl D. Perkins grant targets selected career programs such as accounting, computer information systems, nursing, appliance technology, automotive technology, biotechnology, and cosmetology and provides a host of support services to students in these programs. Students participating in Perkins-targeted programs receive assistance in developing an Individual Education Career Plan (IECP) used to assess their personal skills and career goals. Special needs students, including financial aid recipients, those physically and academically challenged, and those with limited English skills receive tutoring and advisement to ensure success in the classroom.

## International Student Services (Students on I-20 Student Visas)

Staff in the Admissions and Advising Center can assist international students in compliance with the guidelines of the United States Citizenship and Immigration Services. The staff will process applications for the I-20 AB (Certificate of eligibility for Nonimmigrant Student Status); reinstatement; transfers; on and off-campus employment; practical training; re-entry, travel abroad and other visa matters. International students are required to be full-time students. They should contact the Admissions and Advising Center at least six months before they plan to come to the United States to begin the application process.

## Middle College

The College is also the home of the Truman Middle College, an alternative high school. Tracking prospective students through enrollment in a particular program enables staff to keep in close touch with the students. For additional information, please visit the Middle College in room 1973.

## Student Club Center

The Student Club Center serves as the place to support the development of the academic and social skills necessary for adjustment to college and career success. Its purpose is to promote respect for diversity and provide an atmosphere of exploration and learning. The center fosters a community in which the reality of cultural diversity is recognized and celebrated and where leadership skills and teamwork are instilled. Workshops are offered each term to support the development of leadership and technology skills of student leaders and club members.

## Child Development Lab School

Truman College's Child Development Lab School offers comprehensive, full-day pre-kindergarten classes (ages 3 to 5) for the children of students and staff at Truman College and members of the community. The Lab School is also a classroom for students in the college's Child Development and Education programs.

The Lab School is licensed by the State of Illinois and adheres to federally mandated Head Start Performance Standards, the highest in the field of early childhood care and education. The Lab School is accredited by the National Association for the Education of Young Children (NAEYC) and participates in an annual self-evaluation. The program's curriculum is based on the outcome of that evaluation.

Fees are assessed on the basis of income. The Lab School is subsidized by the Department of Education, the Department of Health and Human Services through the Chicago Department of Human Services, the Illinois Department of Human Services, the Illinois State Board of Education, and Truman College. The school is open from 8 a.m. to 5:30 p.m. Monday through Friday.

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## Bookstore

Beck's Bookstore, 4522 N. Broadway, carries a complete selection of all required textbooks. Students may also purchase used books at the beginning of the fall and spring semesters through the Used Book Exchange, in room 1625, sponsored by the office of Student Activities.



## Community Services

### O'Rourke Theater

Truman's O'Rourke Theater hosts both college-sponsored and professional performances of drama, music, dance, opera and ethnic celebrations throughout the year. Most events are free or offered at a reduced cost to students. The theater is a state-of the art facility with a seating capacity of 250.

### Pegasus Players

Pegasus Players, housed in the O'Rourke Theater, is well known for its adventuresome and innovative productions of both classical and contemporary plays and musicals. Each year, Pegasus hosts The Young Playwrights Festival. Chicago area youth, ages 12-19, submit original plays, the best of which are chosen to be staged at the O'Rourke Theater and are performed by professional actors.

### College Art Gallery

The college invites talented artists from the student body, faculty and college community to exhibit in the public art gallery located in the main lobby of the college. Exhibits change monthly. The President's Gallery, located in the President's office and adjacent administrative area, showcases works by local artists and students.

## Student Activities

**The Office of Student Activities** offers a varied program of activities for students who seek a richer college experience through personal interaction with other students. Besides meeting others, students may find that a special interest may become a full time hobby or career possibility as a result of participation in a college club or student government.

**Student Government** The Student Government Association (SGA) is the representative organization of the student body. Officers are elected at the end of the spring semester.

**Student Clubs** Truman students form clubs around cultural, intellectual, and athletic interests. Students develop leadership skills and build an intellectual and social community within the college. Clubs vary from year to year reflecting the diverse interests of Truman students.

In the **Student Club Center**, club leaders and members utilize the Center to meet and plan activities. The Center has a computer center where student leaders learn new software, set up a website for their club, and enhance their competency in the use of the technology. Currently active clubs cover a wide range of interests from chess, to clubs celebrating ethnic traditions, to clubs fostering the skills of future entrepreneurs.

**Phi Theta Kappa Honor Society** The Truman College chapter of Phi Theta Kappa is a five star chapter having won national awards for growth in service and leadership development. Members participate in activities that emphasize scholarship, service, leadership, and fellowship. To be eligible, students must be enrolled in the college credit program and have an overall grade point average of 3.0 or above. Students are invited to apply for membership based on academic progress. New members are initiated in the spring and fall semesters. Information about transfer scholarships and other benefits based on high academic achievement are made available to members.

### Psi Beta

If you're majoring in psychology or just thinking deeply about it, Psi Beta, the national honor society for psychology majors enrolled in community colleges, is for you. Aside from information, comradeship, leadership development, educational opportunities, and a sense of fulfillment Psi Beta gives you a chance to participate in conventions, submit research papers and community service projects for awards, find a mentor and be eligible for student membership in the American Psychological Association (APA) and the American Psychological Society (APS).

For more information, contact the Student Club Center, (773) 907-4786, room 1145. Or visit them on the Truman web site, [www.trumancollege.edu](http://www.trumancollege.edu).

# PERSONNEL DIRECTORY

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## ADMINISTRATION

### **Lynn M. Walker**

Interim President  
B.A., Illinois State University  
M.S., National Louis University

### **Pervez Rahman**

Vice President  
B.S., University of Illinois, Chicago  
M.S., University of Illinois, Chicago  
Ph.D., University of Illinois, Chicago

### **Roxane Assaf**

Director Studio Classroom Teaching & Learning  
B.A., Loyola University, New Orleans  
M.S.J., Northwestern University

### **Catherine M. Battle**

Human Resource Administrator  
B.A., Northeastern Illinois University  
M.A., Loyola University

### **Valerie Busch-Zurlent**

Adult Education Manager  
B.A., Southern Illinois University  
B.A., Southern Illinois University  
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\*Denotes Department Chair

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**Art, Foreign Language, and Humanities**

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## Business and Computer Information Systems

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### Syed A. Majid

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B.E. Osmania University  
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C.A.S., University of Illinois  
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Certificate, Human Resources Management, NPU  
Certificate, International Business, NPU  
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## Communication Arts and Skills

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M.S., Monterey Institute of International Studies  
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M.S., King Fahd University of Petroleum and Minerals  
M.A., Kent State University  
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## Nursing

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CNM  
Instructor

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Associate Professor

### Polly Gerber Zimmerman

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## Physical Science and Engineering

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M.S., Columbia University  
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### **\*George R. Bart**

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### **Mohamed El-Maazawi**

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B.S., Chung Yuan University, Taiwan  
M.S.Ch.E., University of Mississippi  
M.A., Religion, Trinity International University  
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### CHILD DEVELOPMENT LAB SCHOOL

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**Claudia Olayo**

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**Un Y. Fish**

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**Charles Nowak Jr.**

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M.A., University Colorado  
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## Training Specialist

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### APPLIANCE TECHNOLOGY

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Certification Recipient & EPA Certified

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M.A., Washington University

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Systems & Network Manger  
Information Technology  
CompTIA A+ Computer Technician

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B.S., Robert Morris College  
M.I.S., Benedictine University

**Jinn P. (David) Yeh**

Lab Manager  
Adult Education

# PERSONNEL DIRECTORY

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## SUPPORT STAFF

(Full Time)

### **Hameeda Begum**

College Clerical Assistant II  
Registrar's Office

### **Hearthlyn Bradford**

College Clerical Assistant II  
Financial Aid

### **Erlito Casis**

College Receptionist II  
Business Office

### **Selma Castile**

College Administrative Assistant  
Office of Student Services

### **Lucia Cervantes**

College Research Assistant  
Office of the Vice President

### **Thuy T. Chung**

College Clerical Assistant II  
Computer Information System and Biology

### **Julie Dang-Mienik**

College Clerical Supervisor II  
Dean of Instruction Office

### **Carolyn Davis**

College Clerical Supervisor I  
Technical Center

### **JoAnn Davis**

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Human Resource/Payroll

### **Belvie Ann Dowell**

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### **Ninel Dudko**

College Laboratory Assistant II  
Physical Science and Engineering

### **Laura Duran-Arias**

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### **Ellen Engberg**

College Bursars Assistant  
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### **Erica Farris**

College Secretary I  
Nursing Department

### **Didier Franco**

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### **La Kesha Fuller**

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### **Liza Enriquez**

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### **Tammy Lam**

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Business Office

### **Naeema Mahmood**

College Administrative Assistant I  
Vice-President Office

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College Clerical Assistant II  
Adult Education

### **Ngoclan T. Nguyen**

College Clerical Assistant II  
Adult Education

### **Parvin A. Nozad**

College Clerical Assistant II  
Registrar's Office

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College Data Controller  
Registrar's Office

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College Financial Aid Advisor I  
Financial Aid Office

**Shirley D. Pulliam**

College Storekeeper  
Business Office

**Enrique Ramirez**

College Assistant Clerical II  
Registrar's Office

**Ivan Rivera**

College Bursar Assistant  
Business Office

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Humanities and Social Science

**Emma I. Rodriguez**

College Financial Aid Advisor I  
Financial Aid Office

**Abner Santiago**

College Financial Aid Advisor I  
Financial Aid Office

**Margarita Santoni**

College Library Assistant III  
Library

**Fred Shotlow Jr.**

College Library Assistant II  
Library

**Eleonora Spektor**

College Bursar Assistant  
Business Office

**Charles W. Talbert Jr.**

College Senior Storekeeper  
Business Office

**Lynn Cam Tao**

College Clerical Assistant II  
Registrar's Office

**Annie L. Terry**

College Clerical Assistant II  
Adult Education

**Vanetta Gordon-Thompson**

College Clerical Assistant II  
Admissions and Advising

**Maritza Torres**

College Clerical Assistant II  
Lakeview Learning Center

**Patricia Turner**

College Clerical Assistant II  
Registrar's Office

**Felicita Urias**

College Clerical Assistant II  
Mathematics, Physical Science and Engineering

**Nicole R. Wade**

College Clerical Assistant II  
Registrar's Office

**Teresa Walker**

College Personnel Assistant I  
Human Resources

**Annette Ward**

College Financial Aid Advisor I  
Financial Aid Office

**Bobbie J. Ward**

College Clerical Assistant II  
Registrar's Office

**Jan Wessels**

College Laboratory Assistant I  
Art, Foreign Language and Humanities

**Nicole F. Williams**

College Bursar Assistant  
Business Office

**Delores Withers**

College Clerical Assistant II  
Veterans Representative  
Financial Aid Office

# DEPARTMENT DIRECTORY

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<b>Department / Program Name</b>	<b>Location</b>	<b>Phone</b>
<b>College Credit Academic Departments</b>		
Art, Humanities & Foreign Language	Room 3522	(773) 907-4063
Biology	Room 2983	(773) 907-4659
Biotechnology Program	Room 2983	(773) 907-4659
Business and Computer Information Systems	Room L830	(773) 907-4882
CAD and Drafting Technology	Room 3826	(773) 907-4093
Chemistry	Room 3826	(773) 907-4093
Communications	Room 2915	(773) 907-4436
Library	Room L625	(773) 907-6825
Mathematics	Room 3824/3826	(773) 907-4093
Nursing	Room 2170	(773) 907-4641
Physical Science and Engineering	Room 3826	(773) 907-4093
Social Sciences	Room 3518	(773) 907-4063
<b>Adult Education Program</b>		
English as a Second Language (ESL)	Room 2424	(773) 907-4350
General Educational Development (GED) preparation	Room 2424	(773) 907-4350
<b>Business and Industry Services</b>		
	3500 W. Peterson Ave.	(773) 907-4427
<b>Lakeview Learning Center</b>		
English as a Second Language (ESL)	3310 N. Clark St.	(773) 907-4400
General Educational Development (GED) preparation	3310 N. Clark St.	(773) 907-4400
<b>Continuing Education and Programs</b>		
Certified Nurse Assistant Program (CNA)	Room 1442	(773) 907-4440
	Room 1753	(773) 907-4458
<b>Technical Center</b>		
	1200 W. Sunnyside Ave.	
Automotive Technology	Room 100	(773) 907-3995
Cosmetology	Room 100	(773) 907-3995
Appliance Technology	Room 100	(773) 907-3995

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## Student Services & Activities

Academic and Cultural Club Center	Room 1145	(773) 907-4786
Admissions & Advising Center	Room 1112	(773) 907-4000
Assessment (Testing) Center	Room L912	(773) 907-4834
Beck's Bookstore	4520 Broadway	(773) 784-7963
Book Exchange	Room 1561	(773) 907-4833
Bursar's Cage (Cashier)	Room 2400	(773) 907-4482
Business Office	Room 2230	(773) 907-4470
Career and Employment Services	Room 1435	(773) 907-4737
Center for Distance Learning--Testing Kennedy-King College	Room L912 6301 S. Halsted	(773) 907-4664 (773) 602-5000
Child Development Center (Lab School)	Room 1128	(773) 907-4740
College Advisors	Room 1112	(773) 907-4000
Computerized Tutoring Center	Room L112	(773) 907-4849
Dean, Office of Instruction	Room 2230	(773) 907-4449
Dean, Student Services	Room 1946	(773) 907-4755
Disability Access Center	Room 1112	(773) 907-4725
Financial Aid	Room 1935	(773) 907-4810
International Student Services	Room 1112	(773) 907-4000
Human Resources	Room 2230	(773) 907-4460
Job Placement	Room 1435	(773) 907-4732
Lost and Found	Room 1625	(773) 907-4831
Middle College Alternative High School	Room 1973	(773) 907-4840
O'Rourke Theatre (Pegasus Players)	Room 010	(773) 878-9761
Phi Theta Kappa	Room 1145	(773) 907-4690
Photography Lab	Room 3928	(773) 907-4487
Pre Credit Classes	Room 2230	(773) 907-4445
Psi Beta	Room 1145	(773) 907-4719
Public Relations	Room 2230	(773) 907-4040
Research and Planning	Room 2230	(773) 907-4457
Registrar	Room 1220	(773) 907-6814
Satellite Learning Center & Video Conference Center	Room 3416/3619	(773) 907-4426
School/College Partnerships: College Excel, College Bridge, Tech Prep and Credit in Escrow	Room 1112	(773) 907-4000
Security Department	Room 1438/1440	(773) 907-4800
Student Activities	Room 1625	(773) 907-4831
Student Government	Room 1633	(773) 907-4832
SSLI (Student Success & Leadership Institute)	Room 1435	(773) 907-4737
Switchboard	Room 1428	(773) 907-4700
Teacher Education Program	Room 3633	(773) 907-4079
Technology Learning Center	Room 3921	(773) 907-4486
Transfer Center	Room 1435	(773) 907-4737
TBLC (Transitional Bilingual Learning Community)	Room 1435	(773) 907-4737
TRIO	Room 1435	(773) 907-4737
Truman/DePaul Bridge Program	Room 3525	(773) 907-4067
Tutoring Center	Room L129	(773) 907-4790
Veteran's Affairs	Room 1935	(773) 907-4823

# GLOSSARY

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## **Academic calendar**

The District academic calendar lists important dates, including registration, deadlines, holidays, and exams.

## **Academic advisor**

An academic advisor is a staff or faculty member qualified to help students with selection of courses.

## **Academic integrity**

The Academic Integrity Policy of Truman College requires that students perform all work without cheating, plagiarizing, or other dishonest actions.

## **Academic exclusion**

A student who has not earned a minimum grade point average relative to the number of credit hours attempted is not meeting the academic standards of the college and may be excluded. Students who have registered for up to 46 hours must have an overall grade point average of at least 2.0.

## **ADW**

Administrative withdrawal (ADW) means a student has been determined by the instructor to be inactive at mid-term. Students who are absent three weeks before mid-term and have not actively pursued the course are issued a final grade of ADW.

## **Adult Education**

Offers free literacy, GED preparation and English as a Second Language courses. Modules begin every eight weeks.

## **Area of concentration**

A student's area of concentration is comprised of program major courses taken to meet the credit hour requirements for a degree.

## **Articulation**

An articulation agreement is a document signed by representatives from two or more institutions that guarantees courses taken at one of the participating institutions will be accepted at the others. For example, if Truman College has an articulation agreement with DePaul University, coursework completed at Truman will be accepted toward a degree at DePaul.

## **Assessment**

Students are tested in English composition or English as a Second Language, reading, and mathematics skills to determine appropriate course placement.

## **Associate Degree**

An associate degree consists of 60 to 71 hours of coursework that prepares students to enter the workforce with a specific skill or trade. It is also awarded to students who have completed the first two years of college and are transferring to a four-year college or university to earn a bachelor's degree.

## **Auditing**

A student who audits a class does not receive credit. A student enrolled in a course for credit pays tuition, must attend class, take exams, and receives a final grade. An auditing student also pays tuition, but does not have to take exams and does not receive credit. The final grade is AUD. Individuals having trouble with a subject or want to gain more knowledge about a subject, but do not need credit may choose to audit. Auditors are only admitted after all students taking the class for credit have enrolled.

## **Baccalaureate Degree**

The baccalaureate degree, more commonly called the bachelor's degree, is generally a 120-hour degree granted in a specific field. A full-time student usually can complete a bachelor's degree in four years of postsecondary study.

## **Catalog**

The college catalog is a legal, binding document that states the degree requirements of the college. Students should review it upon admission. It provides essential information for selecting a major and choosing appropriate courses. Students are bound by the requirements stated in the catalog.

## **Certificate**

A certificate is an award for satisfactory completion of a series of designated courses. A certificate is not equal to a degree, which requires more work and time. For example, a student may earn a basic certificate in Computer Information Systems. This certificate requires four courses or 12 credit hours. To earn an Associate Degree in Applied Science in computers, the student would have to complete a total of 60 hours, including core courses, electives and general education courses.

## **Clock hour**

"Clock hour" is a term for program length in certain short-term occupational programs in which a specific number of hours of in-class activities are required for program completion.

## **College Advisors**

College Advisors are trained to help students select a major and choose courses for which they are qualified and that meet the degree or certificate requirements. College Advisors are trained to advise students interested in any of five major academic divisions of the college: College Credit, Technical Center Credit, Adult Education, Continuing Education, and the Truman Middle College Alternative High School. College Advisors are located in Room 1112.

## **Contact hour**

The contact hours of a class are the number of hours faculty members spend conducting activities in class. Contact hours for a course are often greater than the credit hours.

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### **Continuing Education**

Continuing Education courses are designed to meet individual and industry needs or teach subjects of interest. These courses are not offered for college credit, but Continuing Education Units or certificates may be awarded. The term is generally seven to eight weeks in length and tuition is less than college credit courses. Courses cover technical skills, language training, cultural enrichment, and recreation.

### **Credit hour**

A credit hour is the amount of credit earned for a class. Most classes are worth three credit hours, although science, math, and foreign language classes with labs are worth four or more credit hours. A class that carries three credit hours typically meets for three hours per week. This formula varies in summer or during mini-sessions.

### **Credit by Examination**

Students may earn course credit by taking an examination on the subject through the College Level Examination Program (CLEP). More information is available in the Admissions and Advising Center.

### **Curriculum**

The curriculum is a set of classes that a student must take to earn a degree or certificate in an area of study.

### **Dean**

Dean is the title given to the head of a division or a large connected group of staff. The dean is the policy maker for that division and reports to the vice president. Truman has a dean of instruction, a dean of students, and several division deans.

### **Dean's List / Honors List**

Dean's List students have achieved a 3.5 to 4.0 overall semester grade point average while taking at least 12 credit hours. The list is posted each semester outside the office of the Dean of Student Services. Honors List students achieve a 3.0 to 3.49 overall semester grade point average while taking at least 12 credit hours.

### **Degree**

A student is awarded a degree for completing an approved course of study. Community colleges offer associate degrees. Senior colleges and universities award undergraduate degrees or bachelor's degrees. A student who attends graduate school may earn a master's degree usually for one to three more years of study. A student may be awarded a doctorate after additional years of study.

### **Distance Learning**

Students may take courses on television and on the web through the Center for Distance Learning. TV courses are broadcast on the City Colleges' television station, WYCC, Channel 20. Students can also take self-paced web courses at home on their computers.

### **Hold**

A hold is an academic or financial restriction affecting registration, financial aid, release of transcripts, and other processes.

### **Identification cards**

A college student ID card is an essential possession for every college student. Students are expected to display their ID card while on campus. An ID card is required for entry onto college property. It enables students to use the library, pick up financial aid or employment checks, use physical fitness facilities, and gain access to certain college facilities. ID cards can also be useful beyond the campus borders. Admission to movie theaters, museums, zoos, and cultural events are often discounted for students carrying a valid student ID.

### **Illinois Articulation Initiative (IAI)**

The IAI is an agreement between more than 100 Illinois colleges and universities to ease the transfer of students from one college to another. Approved lower division general education requirements completed at one college are fully transferable to another college as are numerous individual courses. See the IAI section in this catalog or visit their website [www.ITransfer.org](http://www.ITransfer.org).

### **Institutional credit**

Students taking Pre-Credit classes (pre-college level developmental courses) are awarded institutional credit for completing these courses. These nontransferable units of credit do not appear on the academic transcript.

### **Load**

The number of credit hours that a student is taking is the student's load. The normal load is 15 to 18 hours or 5 to 6 classes. Taking 12 credit hours is considered a full-time load. Students need permission from the registrar to take more than 18 credit hours per semester.

### **Module**

A module is the term used to describe the length of certain programs. Modules are shorter than semesters. For example, Adult Education classes in GED, ESL, and literacy are offered in eight-week modules.

### **No-show withdrawal (NSW/NS1)**

This grade designation is assigned to students who fail to attend two of the first three sessions of a class and are thereby withdrawn from the class by their instructor. Students cannot receive any financial aid for classes in which they receive a NSW.

### **Part-time student**

A part-time student is one who is taking fewer than 12 credit hours per semester.

### **Plagiarism**

Plagiarism refers to the act of using another person's words or works as one's own without citing the original author. Penalties for plagiarism vary and can include earning zero credit for an assignment or failing a class.



# GLOSSARY

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## **Pre-Credit courses**

Pre-credit courses are noncredit courses offered to students who do not meet minimum placement requirements for developmental college coursework. Courses are not counted toward a college degree and do not qualify for financial aid.

## **Prerequisite**

A prerequisite is a course that must be taken before another course. For example, students must take English 101 before English 102. Prerequisites are listed in the Course Description section of this catalog.

## **Remedial course**

A remedial course is a nontransferable course designed to improve basic skills required for higher-level instruction. Only 30 hours of remedial coursework are covered by financial aid. Courses are offered in English, ESL, Reading and Mathematics.

## **Student Government Association (SGA)**

The Student Government Association is the official student voice on campus. Officers are elected by the student body each spring. Membership includes elected senators and club representatives. Students in all divisions may participate in activities sponsored by the SGA.

## **Syllabus**

The syllabus is an academic contract between the student and the professor. It contains the attendance policy, the grading scale, the required texts, the faculty member's contact information, e-mail address, and relevant information about the course. Most teachers include a calendar as well.

## **Transcript**

A transcript is a formal record of all work attempted and/or completed at a college. Many employers require that a prospective employee furnish a college transcript.

## **Transfer**

The term "transfer" can refer to coursework as well as to students. A student who enrolls in one college and then moves to another college is classified as a transfer student. Transfer courses are those students take that will transfer to another institution based on articulation agreements. See the Illinois Articulation Initiative for programs and coursework that transfer. Most colleges will not accept credit from another college if the grade in a course is below a C.

## **U-Pass**

As part of a student's Student Activity Fee, full-time college credit students receive a U-Pass for travel on the CTA. The U-Pass is good 24 hours a day, seven days a week and expires at the end of each semester or term.

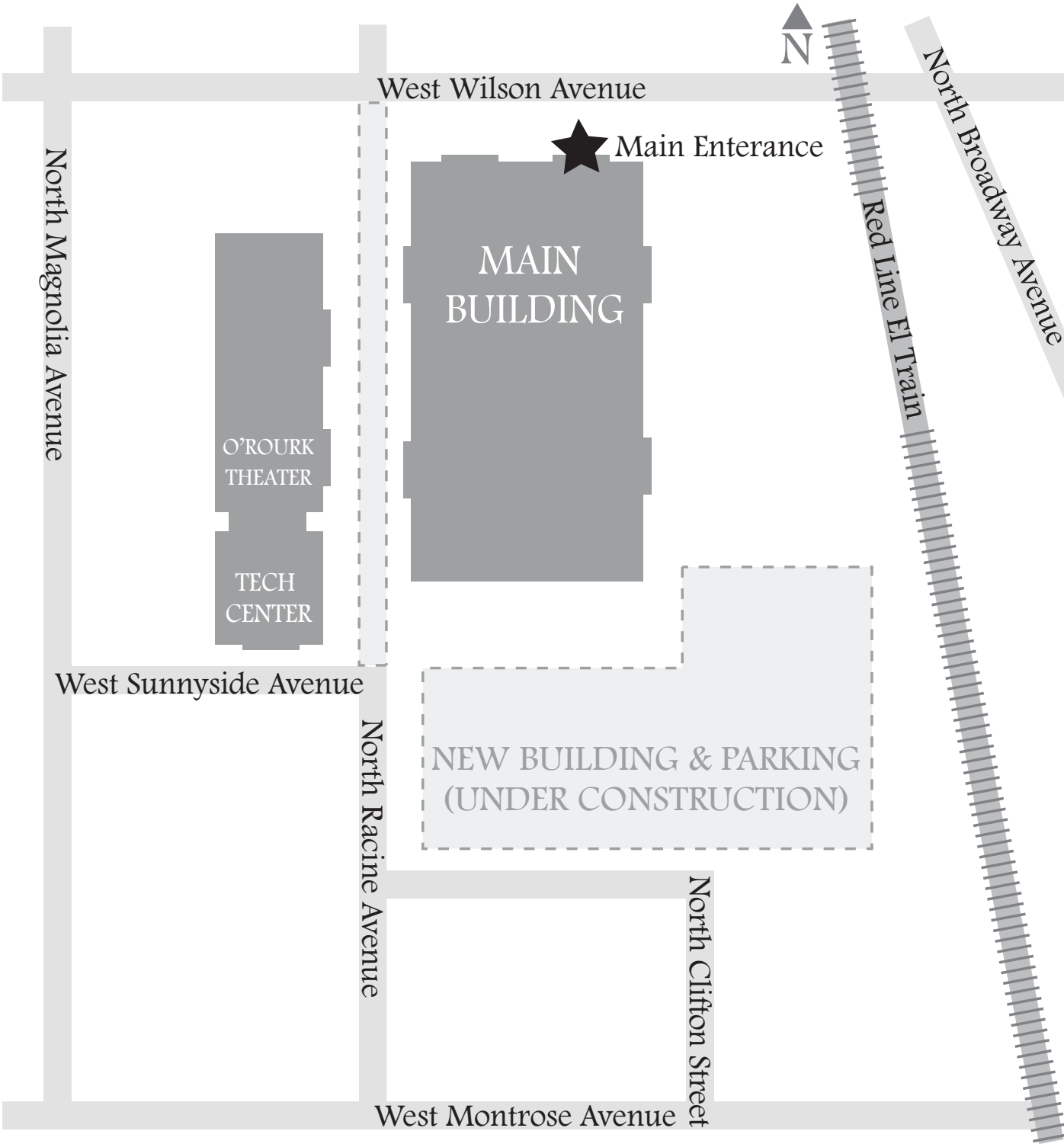
# ACRONYMS

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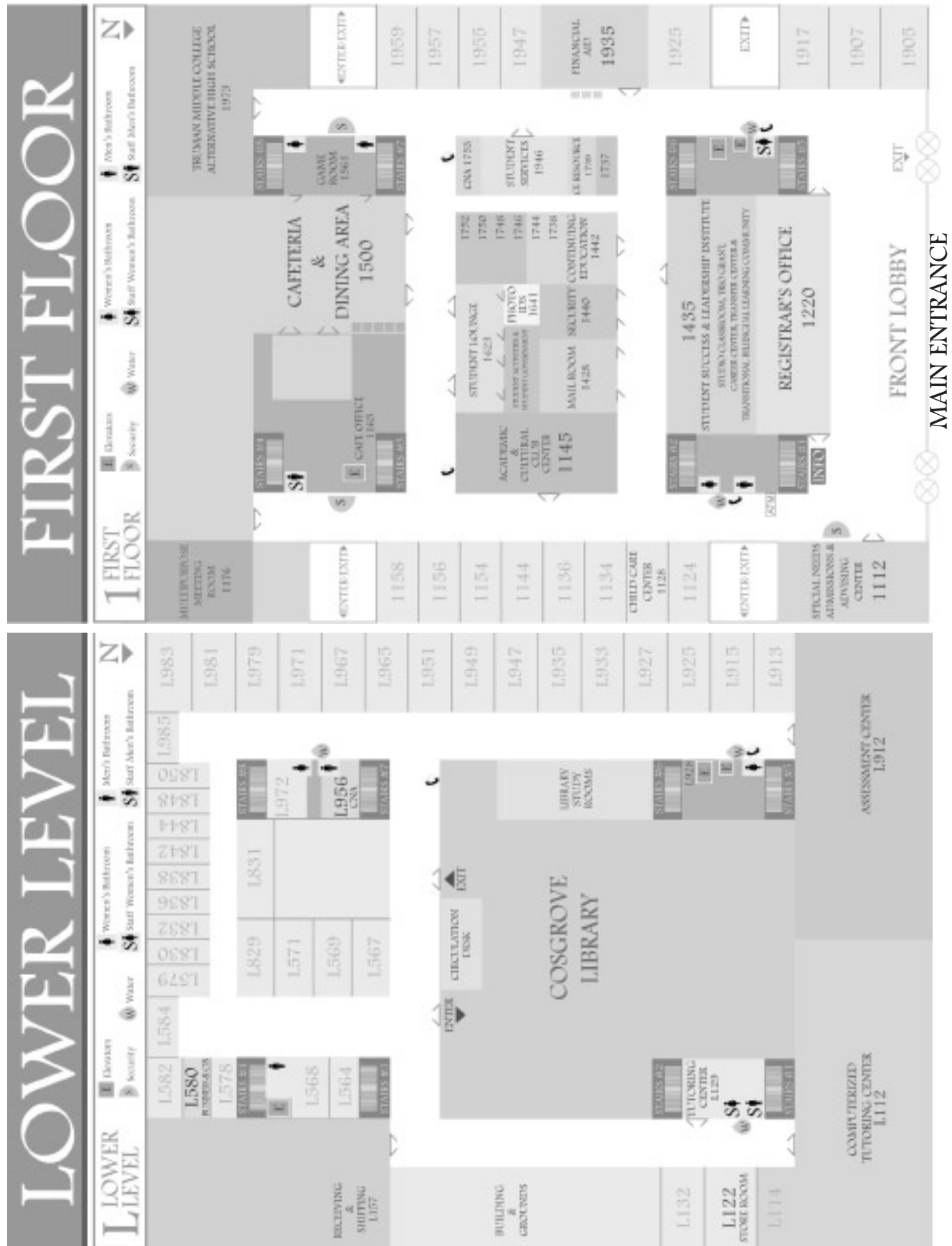
AA	Associate of Arts Degree
AACC	American Association of Community Colleges
AAS	Associate of Applied Science
AAT	Associate of Arts in Teaching
AAWCC	American Association of Women in Community Colleges
ABE	Adult Basic Education
AC	Advanced Certificate
ACT	American College Testing Service
ADW	Administrative Withdrawal
AEP	Adult Education Program
AES	Associate of Engineering Science Degree
AFA	Associate of Fine Arts Degree
AFDC	Aid to Families with Dependent Children
AGS	Associate of General Studies Degree
AS	Associate of Science Degree
ATB	Ability to Benefit
AUD	Audit
BC	Basic Certificate
CCC	City Colleges of Chicago
CDL	Center for Distance Learning
CELSA	Collegiate English Language Skills Assessment
CEU	Continuing Education Unit
CLEP	College Level Examination Program
CTC	Computerized Tutoring Center
EFC	Effective Family Contribution
ESL	English as a Second Language
FAFSA	Free Application for Federal Student Aid
FSEOG	Federal Supplemental Educational Opportunity Grant
FWS	Federal Work Study
GED	General Educational Development examination
GPA	Grade Point Average
I-20AB	Certificate of Eligibility for Non-Immigrant Student Status
IAI	Illinois Articulation Initiative
IECP	Individual Educational Career Plan
IIA	Illinois Incentive for Access Grant
INS	Immigration and Naturalization Service
ISAC	Illinois Student Assistance Commission
MAP	Monetary Award Program (ISAC)
MCP	Microsoft® Certification Preparation
MCSE	Microsoft® Certified System Engineer
MOUS	Microsoft® Office User Specialist
NATEF/ASE	National Automotive Technicians Education Foundation/Automotive Service Excellence
NovaNET	Computerized learning system
NSW	No Show Withdrawal
PC	Personal Computer
SAR	Student Aid Report
SGA	Student Government Association
SNL	School for New Learning (Truman College/DePaul University Bridge Program)
TABE	Test of Adult Basic Education
TBA	To Be Announced
TMC	Truman Middle College Alternative High School
TOEFL	Test of English as a Foreign Language
TVC	Television courses
WAC	Writing Across the Curriculum Center
WTH	Student Initiated Withdrawal

# MAP CAMPUS

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# MAP MAIN BUILDING



# THIRD FLOOR

## 3RD FLOOR

Men's Bathrooms
Women's Bathrooms
Men's Bathrooms

Director
Security
Wear

**3161 PHYSICAL SCIENCE LABS**

3175 3831 3974

3178 3176 3170 3168 3162 3152 3150 3140 3136 3134 3126 3124 3118 3116 3110 3100

3186 3180 3182 3816 3820 3818

3824 3832 3834 3836 3838 3840 3842 3844 3846 3848 3850 3852 3854 3856 3858 3860 3862 3864 3866 3868 3870 3872 3874 3876 3878 3880 3882 3884 3886 3888 3890 3892 3894 3896 3898

# SECOND FLOOR

## 2ND FLOOR

Men's Bathrooms
Women's Bathrooms
Men's Bathrooms

Director
Security
Wear

**BIOLOGY LABS**

2175 2831 2833 2976

2176 2172 2170 exhibitor 2162 2158 2152 2150 LOUNGE 2136 2134 2126 2124 2118 2116 2106 2100

2184 2180 2182 2184 2186 2188 2190 2192 2194 2196 2198 2200 2202 2204 2206 2208 2210 2212 2214 2216 2218 2220 2222 2224 2226 2228 2230 2232 2234 2236 2238 2240 2242 2244 2246 2248 2250 2252 2254 2256 2258 2260 2262 2264 2266 2268 2270 2272 2274 2276 2278 2280 2282 2284 2286 2288 2290 2292 2294 2296 2298

## DEPARTMENT CODES

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Anthropology	081	ANTHRO
Appliance Technology	348	APPTECH
Architecture	005	ARCHITC
Art	010	ART
Astronomy	071	ASTROMY
Automotive Technology	105	AUTOTECH
Biology	023	BIOLOGY
Biotechnology	023	BIOTECH
Botany	025	BOTANY
Business	030	BUSINES
Chemical Technology	073	CHEM TC
Chemistry	073	CHEM
Child Development	090	CHLD DV
Cooperative Work Experience	008	COOP EX
Communications Media	004	CMMEDIA
Computer Information Systems	032	CIS
Cosmetology	349	COSMET
Criminal Justice	080	CRM JUS
Economics	082	ECON
Education	083	EDUC
Electronics	033	ELECTRN
Engineering	034	ENGR
English	035	ENGLISH
English - Integrated Communication Skills	139	ESLCOMM
English as a Second Language		
Integrated ESL	136	ESLINTG
Reading	137	ESLREAD
Speech	195	ESLSPCH
Writing	135	ESLWRIT
Fine Arts	042	FIN ART
French	051	FRENCH
Geography	084	GEOG
Geology	075	GEOLOGY
Health	001	HEALTH
History	085	HISTORY
Humanities	041	HUM
Literature	036	LIT
Mathematics	045	MATH
Mechanical Technology	049	MEC TEC
Microbiology	024	MCROBIO
Music	060	MUSIC
Networking Technology	165	NET TEC
Nursing	063	NURSING
Pharmacology	028	PHARM
Philosophy	043	PHIL
Physical Education	065	PHYS ED
Physical Science	076	PHY SCI
Physics	077	PHYSICS
Political Science	086	POL SCI
Psychology	087	PSYCH
Reading	037	READING
Social Science	088	SOC SCI
Sociology	089	SOC
Spanish	057	SPANISH
Speech	095	SPEECH
Theatre Arts	099	THR ART
Zoology	029	ZOOLOGY

# CCC STANDARDS OF SERVICE EXCELLENCE

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## **Standards of Service Excellence**

The City Colleges of Chicago is committed to addressing the diverse needs of our college community by providing the highest levels of service and support to our students, colleagues and anyone else who may be considered a “customer”.

Students are always our first priority as customers, but we also realize that anyone who interacts with any member of the faculty, staff, or administration at any of the seven City Colleges of Chicago or the District Office is a customer. This includes our colleagues, area high schools, four-year colleges, local employers, as well as the people who live in our communities. All of our customers are valuable and they each deserve excellent customer service.

At the City Colleges of Chicago, we are committed to the following Standards of Service Excellence:

**Welcoming, Safe and Clean Environment** - We will provide an atmosphere that is welcoming and hospitable to every student or other customer who walks through our doors. We will also maintain an environment that is safe for everyone with buildings and properties that are clean at all times.

**Accessible Employees and Resources** - We will make sure that the various employees and resources that our students or other customers need are accessible and available to them when and where they are needed.

**Respectful and Courteous Treatment** - We will treat all of our students and other customers with the utmost of respect and dignity. We will provide courteous service to all customers with full appreciation for the diverse backgrounds and cultures that are reflected in our college community.

**Responsive and Accountable Employees** - We will respond to the requests and needs of our students and other customers in a positive, professional and action-oriented manner. We will hold ourselves personally accountable for helping each of our customers resolve their issue.

**Knowledgeable and Informed Employees** - We will maintain the necessary expertise in our own jobs and have an understanding of the duties and responsibilities of other areas throughout the entire City Colleges system. If we cannot answer specific questions for our students or other customers, we will locate someone who can answer their question.

**Clear, Concise Instructions and Explanations** - We will make sure that any instructions, directions or explanations we provide to our students or other customers are clear and concise and that they fully understand what we are communicating to them.

**Accurate and Useful Information** - We will make sure that any information we provide to our students or other customers is accurate, up-to-date and useful in helping the customer resolve their issue.

**Continuous Customer Feedback** - We will regularly ask our students and other customers for feedback on our service so we can continuously improve our performance. We must always know if our customers feel that they are being served in a manner that meets or exceeds their expectations and makes them feel valued as individuals.

# CCC POLICIES AND PROCEDURES

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## STUDENT POLICY MANUAL

[http://ccc.edu/ss/Student\\_Policy\\_Manual.shtml](http://ccc.edu/ss/Student_Policy_Manual.shtml)

### ADMISSIONS POLICIES AND PROCEDURES

#### Admission Eligibility

The City Colleges of Chicago are open admission colleges. Everyone is welcome. All students are required to take the District assessment and placement tests (unless you are a transfer student or choose to use recent ACT scores). Incoming students who have earned a grade of "C" or better in college level English or math courses (from a regionally accredited institution, ([www.accreditedschools.org](http://www.accreditedschools.org)) are exempt from being tested, provided official transcripts are submitted verifying successful completion of courses. (See the Testing Policy Manual for more information regarding testing). Students who are admitted to college credit programs include:

- Graduates of accredited high schools
- GED completers
- Transfer students from other colleges or universities
- Adult students 18 years of age or older who have not earned a high school diploma or a GED (these students must take a college placement exam for course placement)
- Students 16-18 years of age, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam

City Colleges of Chicago grants H-1B, H-1C, J-1 & J-2 visa holders living in the City of Chicago, In-District tuition.

The criteria for granting approval for H-1B, H-1C, J-1 & J-2 visas holders for the City Colleges of Chicago, In-District tuition should be accompanied by:

- \* Copies of employment documents and/or visa
- \* Proof of Chicago residency
- \* Letter from employer authorizing college attendance, if applicable

Once submitted, the visa holder's application will be complete and the potential student will be authorized to enroll in the maximum hours outlined in their employment contract.

#### Admission Eligibility and Procedures – Adult Education

The Adult Education Program offers classes to students who want to improve their basic skills in reading, writing, and mathematics, prepare for the GED examination, and/or study English as a second language. Adult Education classes are also taught in Spanish to prepare students who wish to take the GED test in Spanish. All classes are tuition-free to eligible students. Students enrolled in Adult Education classes do not earn college credit in these classes.

Adult Education Program classes are open to adults, 18 years of age or older, who do not have a high school diploma or a GED certificate. Persons who are 16 or 17 years of age may enroll only if they are not attending traditional high school. These students (aged 16 to 17) must provide one of the following forms of documentation to be admitted to the Adult Education Program:

- transcript with withdrawal date from the last high school that the student has attended;
- a letter from the last school of attendance, stating that the student is no longer enrolled; or
- a letter from the high school within the student's district that states that the student does not attend that school.

Students who have a high school diploma or a GED certificate may only be served in adult education programs if they test below the sixth-grade level in reading.

A student who wishes to enroll is required to participate in orientation, take a placement test; complete a student information card and outcome form; and may be asked to supply additional documentation.

Adult education students may enroll in a maximum of 16 hours in beginning and intermediate classes and a maximum of 19 hours in advanced or GED-level classes per term.

#### General Admissions Procedures

New Students (degree/certificate seeking)

New full-time and part-time students who are seeking a degree or other certification must complete the following steps:

1. Complete an Information Form
2. Take the City Colleges of Chicago placement test as required of all new students (Students submitting proof of successful completion of college level math, English and reading or opting to use ACT scores are exempt from testing) \*
3. Students who have not graduated from a regionally accredited high school or have not earned a GED certificate must score at or above a federally-designated level, on a test approved by the U.S. Department of Education, in order to be eligible for financial aid. The test must be administered at the City Colleges of Chicago. All parts of the test must be taken on the same day.

#### New Adult Education Students

All new students are required to complete a Student Information Card and attend an orientation, as provided by their college, before enrolling in the Adult Education Program for the first time.

#### Transfer Students

Transfer students must complete the same steps as "New Students". Additionally, they must submit official transcripts from accredited colleges and universities previously attended and/or take appropriate placement tests based on program requirements.



# CCC POLICIES AND PROCEDURES

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## **Former CCC Students**

Former students returning in good standing and have not attended another college or university do not have to apply for readmission.

## **Adult Education Students**

Students who have not continuously enrolled and regularly attended classes from one term to the next will need to be reassessed by a designated administrator before reenrolling in classes.

## **Excluded Students**

Any full-time or part-time student excluded or dropped from one of the City Colleges of Chicago, must petition for readmission. Petitioning students must submit the following:

1. Completed College petition form
2. Any additional documentation requested by the Readmission Committee

## **Admission for Signature Program/Plan**

Admission to college doesn't guarantee admission to signature academic program/plans. (i.e. Nursing, Physicians Assistants, Dental Hygiene, etc.) Signature program/plans are conducted on a limited enrollment basis and have admissions requirements in addition to the general admissions criteria. Students who apply for admissions to signature program/plans must follow special procedures. (Consult [http://ccc.edu/admissions/signature\\_program\\_plan.shtml](http://ccc.edu/admissions/signature_program_plan.shtml) for admission requirements.)

## **International Students**

It is expected that international students will have successfully completed the equivalent of primary and secondary education prior to enrollment. Students must comply with the following requirements:

1. Submit an international student admissions application packet
2. Submit transcripts from all secondary institutions attended, as outlined on our website at [www.ccc.edu/isa/](http://www.ccc.edu/isa/)
3. Pay the I-20 student visa processing fee
4. Achieve a minimum score of 450 on the Test of English as a Foreign Language (TOEFL) written test or a minimum score of 133 on the computerized test unless they are from a country where English is the official language.
5. Show proof of health insurance. All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/ or upon request.

International students already in the United States on F-1 non-immigrant student visas must:

1. Complete the International Student Application Packet
2. Complete the transfer verification form
3. Send an official copy of all transcripts from universities or colleges attended
4. Pay the I-20 student visa processing fee

5. Show proof of health insurance. All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/or upon request.

## **Students with Disabilities**

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. City Colleges of Chicago's goal is to promote equality of opportunity and full participation in our services, programs and activities. We will endeavor to provide reasonable modifications and/or accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification and are responsible for providing all requisite documentation to verify eligibility to the Disability Access Centers. The Disability Access Centers will make every effort to accommodate qualified students with disabilities as required by law.

## **High School Students**

Students 16 years of age or older still enrolled in a high school in the Chicago district may be considered for enrollment in credit courses at the college. Students must have the written consent of their high school principal or counselor and have qualified for college classes through placement testing or previous course completion.

Students under 16 years of age in a gifted or accelerated program may be admitted to college courses with the approval of the Registrar and the high school principal. High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. Course credit will be held in escrow until the student has graduated from high school. All questions regarding enrollment of high school-age students should be referred to the Admissions and/or Advising Offices.

## **Concurrent Enrollment within the District**

Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. If the student is enrolled in equal number of hours at more than one college, the first college in which the student is enrolled is considered the home campus.

## **Concurrent Enrollment outside the District**

If a student receives financial aid, the student must have written approval for concurrent enrollment outside the District from the Financial Aid Office, in order to receive financial aid based on enrollment at both institutions.

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## Assessment and Placement

Prior to registration and to ensure proper academic placement, all first time credit and Adult Education students will take appropriate District assessment/placement tests. A student intending to enroll in a course which does not have a prerequisite may enroll, but will not be permitted subsequent enrollment in a course requiring a prerequisite without taking appropriate and placement test(s).

Admission to a City College does not ensure entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their program. Results from the District assessment and placement tests will determine enrollment level in the program of choice (depending on program requirements).

High school graduates may use ACT scores for placement. Scores must be less than two years old.

Credit students may obtain a placement test waiver if they have received a grade of "C" or better in a college-level English or math course or have already earned an Associates degree or higher. Students requesting a waiver must provide a transcript to document successful completion of college-level course work, particularly English 101 / Freshmen Composition.

### Assessment and Placement – Adult Education

Prior to registering in adult education classes, students are required to take necessary placement examinations. All students are also required to complete an outcome plan with an advisor or an adult education instructor during registration each year.

### International Students – Requirement for Test of English as a Foreign Language (TOEFL) and Waivers

The City Colleges requires prospective international students whose native language is not English to take the Test of English as a Foreign Language (TOEFL) or, if TOEFL is not available in the student's country of origin, a substantially equivalent test. The TOEFL test requirement will be waived if the international students originate from a country where English is the official language. A transcript with a test score of at least 450 (133 on computerized tests), will be a part of the completed application process before the Dean of Student Services or designee may issue an I-20 form. The testing requirements of this rule may be waived by the College President upon the recommendation of the College English Department Chair, providing the International student has demonstrated proficiency in English as a foreign language.

### Transfer Credit

Students transferring credit to the City Colleges of Chicago are required to submit official college transcripts reflecting all credits earned at other regionally accredited institutions ([www.accreditedschools.org](http://www.accreditedschools.org)) previously attended. Successful completion of courses with a grade of "C" or better will be evaluated. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation. Transfer credit is not calculated into Grade Point Average (GPA). Approved transfer hours will be posted to degree seeking students' academic records by the Registrar's Office to facilitate accuracy in advising and course selection.

Evidence of successful completion of college courses at another educational institution does not, in and of itself, qualify a student for financial aid.

### Internal Inter-Career Transfer

Courses taken at City Colleges of Chicago in a career(s) other than the student's current career will not be factored into the calculation for graduation hours, cumulative hours, cumulative GPA, graduation GPA, academic standing, or satisfactory progress. Courses taken in another career(s) will not be included in the graduation calculation until the student formally enters that career and the internal inter-career transfer process occurs.

### Credit for Prior Learning / Credit by Assessment

College credit may be granted for specialized courses, general education courses, or elective courses through the evaluation and/or assessment of appropriate prior learning experiences. Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA). The City Colleges of Chicago may grant credit for college-level knowledge and skills acquired outside the classroom in two ways:

#### Credit by Examination

A student may earn college credit by successfully completing one or more of the following examinations: General Education Examinations or College Level Examination Program (CLEP), Criminal Justice/Police Proficiency Examinations, DANTES Examination, and/or the Medical Terminology Examination. Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA)

#### Credit by Evaluation

A student may request evaluation for City Colleges' credit of on-the-job training and development courses, or of courses taken at a non-collegiate institution. Grades will not be awarded and credit earned will not be factored into Grade Point Average (GPA). A student may earn City College credit through one or more of the following evaluation processes: Portfolio Evaluation, Military Evaluation, Evaluation of Foreign Credentials, Evaluation of Certified Child Development Associate Credential, Evaluation of Emergency Medical Services (Paramedic Training), and/or Evaluation for Licensed/ Practical Nursing Bridge Programs

Standard fees may apply to process Credit By Assessment/Prior Learning applications. Grades will not be awarded and credit earned will not be factored into Grade Point Average (GPA). Credit earned through the Credit for Prior Learning Program is considered transfer credit and will not be calculated into grade point average. Credit for Prior Learning may be awarded to CCC students after they have earned fifteen (15) hours within the City Colleges of Chicago. The Chancellor or designee will establish procedures for the awarding of such credit consistent with the policies of accrediting institutions. For more information about Credit for Prior Learning Programs, please contact the Office of Student Affairs at (312) 553-3363 or go to the website ([www.ccc.edu/Admissions\\_Level2.shtml](http://www.ccc.edu/Admissions_Level2.shtml)) and click on course offerings.

# CCC POLICIES AND PROCEDURES

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## **Sunset Policy**

Students will have to change their program/plan if they are enrolled in an academic program/plan that has been identified for discontinuation by the City Colleges of Chicago and/or the Illinois Community College Board. Their change to a different program/plan must be completed prior to the "sunset date" (i.e., the official inactive date). They shall be required to consult with a College Advisor to facilitate the change in an active program/plan. These provisions stem from the City Colleges of Chicago Sunset Policy and Procedures.

## **Advanced Placement Program**

High School students completing advanced placement courses and receiving scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information on the Advanced Placement Program, please contact the Office of Student Affairs at (312) 553-3363.

## **Military Credit**

Credit toward graduation may be granted to a veteran for certain armed forces/military service experiences and armed forces schooling. All applications must be documented. For more information about Military Credit, please contact the Office of Student Affairs at (312) 553-3363.

## **TUITION, FEES, WAIVERS AND REFUNDS**

(current rate is subject to change without notice)

Tuition, fees and charges are determined by the Board of Trustees of Community College District 508, which operates the City Colleges of Chicago. All tuitions, fees and charges are subject to change at any time by the Board of Trustees.

Tuition and fees are payable at the time of registration. Other charges are payable when incurred.

## **Residency**

Enrollment of students is classified, for the purpose of determining fees and tuition, as in-district, out-of-district, out-of-state students or international students. Preferred documents which can be used for residency verification include:

1. Driver's License
2. Voter Registration Card
3. Copy of Lease
4. Utility or Telephone Bill
5. State of Illinois Identification Card
6. Mexican Consular ID

Dependent Registrants may present the following:

1. State of Illinois Identification Card
2. Utility or Telephone Bill
3. Copy of Lease in Parents' Name(s) at Student's Address

## **In-District Students**

To qualify as in-district, students must reside within the City of Chicago for at least 30 days immediately prior to the date established by the District for classes to begin for the term.

## **Out-of-District Students**

Students who reside in Illinois but outside Chicago for at least 30 days prior to the date established by the District for classes to begin are considered out-of-district students. Students may be required to furnish legal evidence proving residence.

Out-of-district students, who want to obtain a degree or certificate offered by one of the City Colleges of Chicago, but not their own district community college, should refer to the Tuition Chargeback section of this manual.

Out-of-district students working 35 or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Verification on company letterhead must be submitted for each enrollment. (A pay stub, employee ID, or company letterhead with a Chicago address is deemed acceptable.)

## **Out-of-State Students**

Students who legally reside outside of Illinois are considered out-of-state students.

## **International Students**

Students holding F-1, non-immigrant student visas are considered International Students, regardless of residency.

## **Adult Education Students**

Students who reside outside of the State of Illinois may not enroll in adult education classes. Students who are admitted to the City Colleges of Chicago by student (I-20) or other visa types are ineligible for adult education classes.

All Adult Education classes and instructional materials are free.

## **Distance Learning**

For courses offered via Internet or Teleweb, the current In-District tuition rate will apply, subject to Illinois Community College Board regulations. This tuition rate does not apply to International Students.

## **Miscellaneous Fees**

Fees that are assessed to students are determined by each college.

## **Required Fees**

The following fees associated with course registration are required. They include, but are not limited to:

- Registration Fees
- Activity Fees
- Partial Payment Fees
- CDL Licensing Fees
- Lab Fees

## **Non-Refundable Fees**

The following fees associated with course registration are non-refundable. They include, but are not limited to:

- Registration Fees
- Partial Payment Fees
- Activity Fees (activity fees may be refunded if courses are dropped before the term begins)

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### **Financial Obligation**

Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards or enrollment in F.A.C.T.S eCashier. Failure to make appropriate payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes.

Students who have a delinquent account with the District will have a delinquency service indicator placed against all records. Students with delinquency service indicators for any career program/plan will not be allowed to register or receive transcripts, degrees or certificates until their outstanding balances have been resolved and the service indicator has been released. Refunds will not be made to students who have any outstanding obligations to the District.

### **Tuition Chargeback**

Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered. Applications may be obtained and additional questions answered by calling the Chargeback Info line at (312) 553-2764 at least 30 days prior to the beginning date of the semester or term of enrollment at the college the student plans to attend.

Non-Chicago residents who plan to enroll in a college program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board.

### **Waivers**

Senior Citizens (65 years of age or older) – Senior Citizens may be eligible for a tuition waiver for the first six regular college credits during the late registration, if seats are available. Proof of senior citizen status is a birth certificate, driver's license, or RTA Special Users' Pass, and must be presented at time of registration.

**Public Aid Recipients** – Public Aid recipients may apply for tuition waivers only after they apply for Financial Aid and have been determined as Financial Aid ineligible. Public Aid recipients may be eligible for a tuition waiver of up to five credit hours. No waiver is applicable when six or more credit hours are scheduled.

### **Tuition Waiver for City Colleges Employees**

All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse and dependent children up to age 25. Free tuition is limited to credit classes only. The employee is required to pay all student fees. Employees are required to accompany the spouse or dependent child to college registration. After the student has registered, they and the employee should proceed to the Business Office, where tuition is normally paid. At the Business Office, the employee shows his/her picture ID and a copy of their latest Federal Income Tax Return (Form 1040), proving that the student is a dependent. At that time, tuition is waived and any required fees are paid.

### **Drop Policy**

Students may drop courses during the first seven days from the start date of class for main session (or equitable time period for special sessions) without incurring a penalty. After the first seven days of the start of class for main session (or equitable time period for special sessions), no refunds will be allowed.

### **Refunds – Credit Courses**

Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class for main session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student withdraws after the first seven days of class.

### **Refunds – Continuing Education**

Refunds for student initiated withdrawals (WTH) are available at 100 percent of tuition and fees if processed before the first day of class (less applicable course withdrawal charges and non-refundable registration charges). No refunds are issued once classes have begun.

### **Refunds – No-Show Withdrawal / No Show 1 Day (NSW and NS1)**

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be used to cover the cost of NSW/NS1 classes. Students who do not attend any of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW. Students only attending one of the first three class sessions will be withdrawn and issued an NS1. Students who do not attend the first class session of a course, which meets only once per week, will be considered No-Show (NSW).

**Distance Learning Courses** - Students registered in distance learning courses who fail to log-on to the web site for their course at least two (2) times before the 10th day of the term will be withdrawn from the class and issued an NSW.

### **Student Initiated Withdrawal**

It is the student's responsibility to officially withdraw from courses. Failure to withdraw will result in mandatory payment of tuition/fees and/or a failing grade.

- Full tuition refunds are available at one hundred percent, minus any applicable fees, if processed during the first seven days of the start of class for main session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student formally withdraws after the first seven days of class.
- There will be no refund for Continuing Education classes once classes have begun.

Documented extenuating/mitigating circumstances may be considered for possible exceptions to the District Refund Policy.

# CCC POLICIES AND PROCEDURES

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## **Continuing Education Withdrawals**

A full refund of tuition and fees paid, less applicable course withdrawal charges and non-refundable registration charges, will be made to a student who withdraws before the official first day of classes.

## **Adult Education Program Enrollment Exclusions**

Adult education students who are unable to complete coursework must officially withdraw from classes by completing withdrawal forms in the Registrar's office or in the Adult Education Office.

A student enrolled in an Adult Education class who is absent for the first three class meeting days should be marked NSW (No-show withdrawal). After 5 consecutive absences, if the student is absent on the next scheduled class day, the student must be ADW (administrative withdrawal). If the withdrawal occurs after the mid-term date of the class, the student may be eligible for re-enrollment into the same class and marked with RNS (Re-instated).

**Students who have been marked "No Show" or "ADW" for two consecutive terms will not be allowed to register for adult education classes for one term.**

## **Student Responsibilities**

It is the responsibility of each student to become knowledgeable of the policies, procedures, and requirements to satisfy the conditions of registration and criteria for enrollment in and completion of courses and academic programs. Students are responsible for developing their class schedules, enrolling in the required laboratory courses, and satisfying the prerequisite and/or co-requisite course requirements. Each student must accurately record and provide proof of their residential status and demographic data to complete their registration. Failure to fulfill these responsibilities can cause additional fees and/or affect enrollment status. The Colleges will provide a variety of services to help students satisfy their responsibilities.

## **Academic Integrity**

The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of "F" by the instructor.

## **Academic Dishonesty**

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations and so forth) properly in academic work, thus falsely representing another's ideas as one's own.

## **Penalties for Academic Dishonesty**

In individual cases of academic dishonesty, sanctions may range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor. Additional sanctions may be imposed up to and including dismissal from the City Colleges when circumstances warrant it.

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## ACADEMIC POLICY

Source office: Academic Affairs

Issued by: W. Watson

Date: 08/07

Reviewed: 2007

Reviewed by: committee of chairs, vice presidents, and presidents

Issuer's signature: on file

Subject: postsecondary college credit programs

Policy: dual credit/dual enrollment

In order to offer in-district high school students the opportunity to take postsecondary courses prior to receiving a high school diploma, the following policies have been established:

**Dual Credit** – an instructional arrangement where an academically qualified junior or senior level student currently enrolled in high school enrolls in a college-level course, and upon successful course completion, concurrently earns both college credit and high school credit. Students are taught by qualified, college faculty.

**Dual Enrollment** – an academically qualified junior or senior level student who is still enrolled in high school also enrolls in a college level course. Upon successful completion, the student exclusively earns college credit. No high school credits are earned. Students are taught by qualified, college faculty.

**Eligibility** – in order to enroll in a college level course, students must take a placement examination and score at college level in Reading and Writing and/or Math.

**Funding** – is paid for by the high school district, waivers, additional funding, or the student.

**26510**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508  
County of Cook and State of Illinois**

**RESOLUTION:** Establishment of a Sunset Policy and Procedures  
at the City Colleges of Chicago

**Whereas**, the City Colleges is engaging in an intensive and methodical review of academic programs and services via the Annual Programs and Services Analysis (APSA) to encourage excellence in the delivery of instruction and services, and

**Whereas**, it is anticipated that the APSA review will prompt the recommendation for certain academic programs to be recommended for termination, and

**Whereas**, a phase out process needs to be established to insure fairness and consistency across the District,

**Therefore**, the Chancellor recommends the adoption of the City Colleges of Chicago Sunset Policy & Procedures outlined below:

**CITY COLLEGES OF CHICAGO  
SUNSET POLICY and PROCEDURES**

The purpose of the CCC "Sunset Policy" is to ensure a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB). Therefore, any program slated as such should adhere to the following policy and procedures to ensure proper completion of the program for currently enrolled students.

1. When a college(s) discontinues offering an approved program to additional new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules: of the ICCB, Section 1501.302, f, p. 27).
2. The college(s) will announce the pending closure of the program and the date of discontinuation (reported to ICCB as either inactive or withdrawn\*) through all means available, such as campus postings, notification in class schedules, and the college's website. The reported ICCB date will also be known as the "sunset date" for purposes of the Sunset Policy.\*
3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
  - a. notify the students of the actions in items 1 & 2 above by certified mail, or if necessary, by phone;
  - b. will require the student to consult with a College Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.

4. College Advisors will:
  - a. design an educational program of study that is consistent with the date of the program's discontinuation reported to ICCB\* in order to facilitate the student's successful completion of all required courses;
  - b. identify specific courses that will meet the student's graduation requirements;
  - c. identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.
  
5. A document, Memorandum of Understanding (MOU), signed by both the student and the College Advisor will be completed that explicitly states the specific courses the student must complete the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit. A copy of the MOU should be provided to the student and the Registrar, and retained by the College Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).
  
6. Students who are unable to complete the agreed upon program of study prior to the sunset date should be advised to pursue:
  - a. enroll in another program based on the coursework for which they have completed and credit earned;
  - b. transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;
  - c. transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.

\*The inactivation or withdrawal date reported to ICCB will serve as the "sunset date". It is the date selected by the college(s) which complies with ICCB Administrative Rules which states as follows: "...the College must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled." (REF: Administrative Rules of the ICCB, Section 1501.302, g) 4), p. 29). For example, at the time a college decides to discontinue an approved program, it takes into consideration the currently enrolled students and what point they're at in their current semester and then bases the selection of the inactivation or withdrawal date on how many semesters/terms are left for the students to successfully complete the program.

January 6, 2005



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# ACADEMIC ADVISING WORKSHEET

## Associate in Arts (AA) or Associate in Science (AS) Degree

Name: _____	Date: _____	Catalog Year: _____
Student ID #: _____	Major: _____	Program Code: _____

### I. College Requirements

- Minimum 62 (AA) or 64 (AS) credit hours must be completed as specified below
- Minimum overall G.P.A. 2.0. Only grades of C or better in general education and core courses will be accepted for graduation
- Residency requirements: 15 credit hours
- \_\_\_\_\_ H.S. Diploma \_\_\_\_\_ GED \_\_\_\_\_ Constitution Test

### II. General Education

Course	Credit Hours	Grade	Needs
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#### Communications 9 CH

English 101			
English 102			
Speech 101			

#### Mathematics (any IAI approved courses)

AA: 118 or higher (min 4 CH) AS: 207 or higher (min 5 CH)


(AS) Math/Science Requirement minimum of 14 semester hours

#### Physical & Life Sciences minimum 7 CH

One course from Group A (Physical Sciences), one course from Group B (Life Sciences). At least one course must be a lab course.

Group A: Astronomy, Chemistry, Geology, Physical Science, Physics or Oceanography. Group B: Biology, Botany or Zoology


#### Humanities & Fine Arts minimum 9 CH

One course from Group A (Humanities), one course from Group B (Fine Arts), plus one additional course.

Group A: Foreign Language, Humanities, Literature, Philosophy, or Religion. Group B: Communications Media, Fine Arts, or Music


#### Social & Behavior Sciences minimum 9 CH

Choose from at least two different disciplines: Anthropology, Economics, Geography, History, Political Science, Psychology, Social Science, or Sociology


### III. Electives

AA: 24 CH AS: 11 CH

**Human Diversity Requirement:** Each student must satisfy a three credit-hour human diversity requirement by taking one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education requirement, a concentration or an elective.

Course	Credit Hours	Grade	Needs

**Notes:**

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Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

# NOTES