Register Now!
Start dates range from May 16 through July 27.

Continuing Education Guide

Summer 2012 Course Listings

Youth Programming See Pages 30-32.

Nuevos Horizontes See Pages 36-37.
ESL/GED See Pages 39-41.

Recreation and Leisure See Pages 22-30.


Achieving the Dream™
Community Colleges Count
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Times, dates and costs listed are subject to change. All tuition fees are subject to revision by the Triton College Board of Trustees without prior notice.
On-Campus Building Codes
You can find these codes in the course listings under “Loc.” or “Room.”

- A Learning Resource Center Building (Adult Education, Cashier’s Office, Library, Continuing Education)
- B Student Center (Admission and Records, Welcome Desk, Call Center, Financial Aid)
- C Bookstore
- D Science Building
- E Liberal Arts Building (Professional Development Center (PDC))
- F Business Building
- G Health Building
- H Technology Building
- I Cernan Earth and Space Center
- J Fine Arts Building (Gallery)
- K Advanced Technology Building
- L Triton College Police Station (Loading Dock)
- M Physical Services Building
- N Human Resources, Payroll Department
- O Robert M. Collins Center
- P (Triton College Performing Arts Center, Older Adults Center, Flower Shop, Fitness Center, Pool)
- Q Industrial Careers Building
- BB-FLD Baseball Field
- SC-FLD Soccer Field
- TE-TEN Tennis Courts
- TF-TRA Track Field

Triton College partners with a number of schools and locations to bring continuing education classes close to your home.

New Horizons/Nuevos Horizontes: Triton Community Center
1708 Main Street, Melrose Park, IL 60160 • 708/649-2101

Triton College Community Center at Ridgewood High School
7500 W. Montrose, Norridge, IL 60706 • 708/456-4242, Ext. 293, after 6:30 p.m.

Triton College Community Center at Riverside|Brookfield High School
160 Ridgewood Road, Riverside, IL 60546 • 708/442-7500, Ext. 107

East Leyden High School
3400 N. Rose, Franklin Park, IL 60131 • 847/451-3056, after 6:30 p.m.

Elmwood Park High School
8201 W. Fullerton, Elmwood Park, IL 60707 • 708/583-6214

Oak Park and River Forest High School
201 N. Scoville, Oak Park, IL 60302 • 708/434-3125, after 6 p.m.

Proviso East High School
807 S. First, Maywood, IL 60153 • 708/338-4106

Proviso West High School
4701 W. Harrison, Hillside, IL 60162

Bushwood Golf Practice Center
30 Madison St., Maywood, IL 60153 • 708/344-2700

Bellwood Community Tech Center
185 Eastern Ave., Bellwood, IL 60104 • 708/493-0856

Melrose Park Computer Resource Center
North and 9th Ave., Winston Plaza, Suite 1270, Melrose Park, IL 60160 • 708/865-9015
School of Continuing Education

Certificate in Volunteer Management

Are you a volunteer resource practitioner looking for some ways to build your volunteer management skills? Do you want the opportunity to network with others in the volunteer management field? Then look no further — this is the course for you. The course will give participants the major components for building a body of knowledge to further your understanding of the ins and outs of managing a volunteer and/or non-profit organization. The certificate in Volunteer Management can also serve as a gateway to national certification.

Classes are designed to allow for a thorough understanding of the material by being offered in three parts: Volunteer Management I, Volunteer Management II and Certification Portfolio Development.

This 75-hour course covers topics including:

- Ethics, concepts and definitions
- Ethical decision making
- Strategic management
- Operational management
- Volunteer staffing and development
- Sustaining volunteer involvement
- Meeting management
- Financial management
- Data management
- Evaluation and outcome measurement

- Risk management
- Quality improvement
- Leadership for NPOs
- Organizational involvement
- Advocacy in volunteer administration
- Community collaboration and alliances
- Certification portfolio requirements
- Philosophy statement
- Ethics case study
- Management narrative
- Final portfolio submission

Available on campus or online, coming Fall 2012!

For more information, call the Triton College Continuing Education Office at (708) 456-0300, Ext. 3500.
School of Continuing Education

Certificate in Music Business

The Triton College School of Continuing Education will offer classes providing students with an insider look at the music industry. If you are an aspiring artist, business entrepreneur, music producer, promoter or label owner and you have the desire to learn the ropes to this very prosperous industry, this is the program for you!

The 15-hour Music Business Industry Overview (BUS E69) is where to start. This course provides you with a look at the many different facets of the industry and will lead you in the direction to start conquering your dreams.

Topics Include:
- Industry Landscape
- Setting Up Your Business
- Team Building
- Artist Development
- Production
- Marketing
- Networking

The overview course will position you to continue in the upcoming semesters covering specific areas within the industry. You will gain “in-depth” knowledge and work on real life projects reflective of your career and goals. Networking within the industry will also be part of this ongoing course.

Available Fall 2012.

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Dental Assistant
The 60-hour Dental Assisting Program prepares students for entry-level positions in one of the fastest growing health care positions - Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics - Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental handpieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. There is no state or national certification objective with this course. For course dates and times, see Page 12.

Nurse Evaluator Workshop
A one-day workshop presented by an approved IDPH evaluator who will present IDPH requirements for an approved Basic Nursing Assistant Training Program, BNATP, and the Illinois Administrative Code Rules and Regulations. The approved evaluators will evaluate the student's competency demonstration of selected performance skills. For course dates and times, see Page 12.

Phlebotomy Training (4.5 AEC)
The health care system of the laboratory, anatomy and physiology of the body systems, institutional procedures such as infection control, patient care issues such as specimen collection and handling, detailed content outline for certificate examination for phlebotomists and professionals including quality assurance and professional standards are covered. For course dates and times, see Page 13.

EKG Technician Certification Course
This comprehensive EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT-EKG Technician exam and other national certification exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hand on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. For course dates and times, see Page 12.

Physical Therapy Aide (3 AEC)
This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives. For course dates and times, see Page 13.

For more information, call Center for Health Professionals
Manager Margie Harp, RN, MS
Phone: (708) 456-0300, Ext. 3773
Fax: (708) 583-3114
Email: mharp@triton.edu

Center for Health Professionals
Advance your career with convenient and affordable continuing education courses. The Center develops quality continuing education programs for healthcare practitioners. Our instructors will help you update your professional knowledge and help you learn new skills as they work closely with professional associations, healthcare agencies and advisory committees to create programs that are relevant, timely and educationally sound.

The Center for Health Professionals is a part of the School of Continuing Education at Triton College and is also interested in co-sponsoring seminars with other organizations. We can take the hassles out of applying for continuing education credit for nurses, emergency medical personnel, long-term care administrators, licensed chemical dependency counselors and many other professional continuing education entities.

Program Information
- Continuing Education Unit (CEU) Courses
- Courses for RN’s with INA approval for contact hours
- Online Courses
- Certificate Programs
- Registry review exam courses for multiple disciplines
- RN Refresher course
- CNA instructor course for RN’s
- Custom courses to fit your healthcare facility’s educational needs, i.e. nursing update classes, leadership course for charge nurse/managers, Spanish for healthcare providers, and other classes related to your facility’s needs

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.

For course dates and times, see Page 12.

Nurse Evaluator Workshop
A one-day workshop presented by an approved IDPH evaluator who will present IDPH requirements for an approved Basic Nursing Assistant Training Program, BNATP, and the Illinois Administrative Code Rules and Regulations. The approved evaluators will evaluate the student’s competency demonstration of selected performance skills. For course dates and times, see Page 12.

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For course dates and times, see Page 13.
Triton College Center for Health Professionals
School of Continuing Education

RN Re-entry Update Course for RN’s

Are you a nurse who has been “out-of-practice” for a few years and would like to return to work?

This is a nursing update/refresher course for RNs who have been outside the nursing practice and would like to feel prepared to return to the clinical setting and care for patients in the medical and surgical areas. The RN Re-Entry Update course consists of theory and clinical components. The theory component is the online portion of the course. There are seven modules and this material needs to be completed within 16 weeks from the start of the course. There are four skill labs in a simulated classroom setting at Triton College which will be offered one day a week. The clinical labs will be done in a hospital setting during the week and the student will work with a clinical preceptor. There is a checklist of clinical objects which will need to be completed either in the skill or clinical lab settings.

TOPICS INCLUDE:
• Professional Nursing Practice
• Pharmacology Review
• Systems Review
• Care of the Client
• IV Therapy
• Communication and Documentation
• Care of the Terminally Ill

For more information on our next class, contact Margaret Harp, RN, MS at (708) 456-0300, Ext. 3773.

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Online Paralegal Studies Certificate Program

The paralegal profession is one of the fastest-growing occupations in the country. According to the Bureau of Labor Statistics, employment of paralegals is expected to grow at a rate much faster than the average for all occupations.

This is an online tutoring program designed to let you work at a pace comfortable for your busy lifestyle. It begins with a free one-hour orientation seminar held online 24/7. Classes are designed to meet the needs of both novices and those currently working in the legal field and looking to upgrade their skills. You will learn how to:

- Research and write a legal office memo
- Explore and investigate a legal specialty
- Learn the procedures of the local court system
- Understand the management of the law office
- Develop strategies for a paralegal job search

Paralegal, lawyer's assistant, legal technician—they are all interchangeable titles used to describe individuals who work with attorneys and other professionals in the field of law. It's a challenging career for those interested in doing research, drafting and managing court documents, investigating facts and performing other important tasks in today's legal profession. Paralegals may not provide legal service directly to the public except as permitted by law.

Students who earn a Paralegal Certificate can gain employment with law firms and public agencies, or in the legal departments of corporations. There are five required courses in this certificate program:

- Paralegal Research
- Paralegal Jurisprudence
- Paralegal Litigation
- Paralegal Management
- Paralegal Career

To register or to speak with a program advisor, please call (708) 456-0300, Ext. 3500, or e-mail askCE@triton.edu.

All students must start with Paralegal Research.

Cost: $195 for each online class (includes all study materials)

Prerequisite: GED or High School Diploma and approval from the paralegal instructor Mr. Zoran Perovanovich (e-mail him with any questions or concerns zoran1990@juno.com).

A free virtual orientation seminar is required and is available 24/7 at http://paralegalstudies.com/free_orientation.htm

Notice: Please contact the paralegal instructor Mr. Zoran Perovanovich before you register for any classes.

For more information, call the Triton College Continuing Education Office at (708) 456-0300, Ext. 3500.
ACCOUNTING

Accounting Fundamentals (1.5 AEC) ONLINE
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability. For course registration procedures, please see Page 11.

BUS E09 Triton College $100.00/100.00/100.00

Performing Payroll in QuickBooks (1.5 AEC) ONLINE
Learn how to use QuickBooks software to process payroll quickly and easily. You’ll discover all the steps you need to properly set up your payroll system, troubleshoot common problems, and avoid mistakes. For course registration procedures, please see Page 11.

BUS E79 Triton College $100.00/100.00/100.00

CERTIFIED EMPLOYMENT BENEFIT SPECIALIST (CEBS)

Employee Benefits; Concepts and Health Care Benefits (GBA 1)
The coverage of health care benefits begins with a discussion of the environment of health care and health care plans, followed by health plan designs and cost-control techniques. An assignment is devoted to the managed care spectrum as well as one to the health care cost equation. Other assignments cover evaluating and selecting health and managed care plans, maintaining and improving employee health, medical benefits for retirees, and long-term care. Dental plans and specialized benefits-behavioral health, prescription drugs, vision, and hearing care plans-also are covered as is the timely topic of consumer-driven health plans, including health reimbursement accounts and health savings accounts. The course concludes with quality health care purchasing and vendor management, as well as fiduciary liability and ethical responsibility.

BUS E24 01 Triton College Meets Thursdays, June 14 - Aug. 2, 6:30-9:30 P.M. Room F-303. $187.00/488.62/12.00

Executive Compensation-CMS 3 (2 AEC)
Presents an overview of executive compensation issues and practices, beginning with an explanation of various organizational approaches in determining which employees comprise the executive group. Proceeds to describe the various components of executive compensation including direct pay, employee benefits, prerequisites, short-term incentives, and long-term incentives. Design considerations in using these alternate forms of pay and the business objectives they seek to achieve are discussed. The crucial design element of balancing current versus deferred incentives is addressed along with performance measures and standards used in determining compensation awards. Tax and financial considerations are examined and put into context when applied to certain pay techniques such as the use of nonqualified plans and stock option grants. The role of the board of directors in establishing and monitoring executive compensation and the increased public scrutiny and accountability for excessive pay awards are discussed.

BUS E34 001 Triton College Meets Mondays, June 4 - Aug. 6, 6:30-9:30 P.M. Room A-122A $187.00/$488.62/$12.00

CONSTRUCTION TECHNOLOGY

Construction Business Management (1.5 AEC) ONLINE
Your contracting business can gain a powerful and permanent advantage over the competition by practicing expert business management. You and each person on your management staff can reap the business rewards from this complete, hands-on approach to expert management practices. This course can help you design and construct a superior business operation that serves your customers better and keeps them coming back. Better business operations usually keep talented employees happy and loyal too. Learn business skills the same way you learned your trade: one step at a time and with an eye on how the pieces go together successfully. For course registration procedures, please see Page 11.

BUS E22 Triton College $100.00/100.00/100.00

MEDICAR OPERATOR

Medicar Driver/Attendant Training (1 AEC)
The training program, offered through a partnership with Medicar Safety, is designed to target primary instructional areas of non-emergency transport requirements. Working from a text manual, participants will also experience visual reinforcement with actual training examples demonstrated through a step-by-step video presentation. Medicar Safety’s video productions are specialized and focused on all aspects of safety related issues and client care factors. Participants in the program can expect to observe and learn the following through this presentation: Proper vehicle pre-trip inspection, understanding vehicle safety operational factors, patient transport care related elements, understanding different disability factors, learning security lock down methods, comprehending miscellaneous transport factors, privacy and patient custody issues, staff development guidance.

EMS E31 01 Triton College Meets Friday and Saturday, May 18-19, 8 A.M.-4:45 P.M. Room R-123. $196.00/196.00/196.00

EMS E31 02 Triton College Meets Friday and Saturday, June 15-16, 8 A.M.-4:45 P.M. Room A-122B. $196.00/196.00/196.00

MICROSOFT CERTIFIED APPLICATION SPECIALIST

Microsoft 2007 Word I (2 AEC)
Introduction to Microsoft Word with instruction in the creation, formatting and editing of various word processing documents. (Keyboarding ability of 20 words per minute recommended.) For course sections numbered 101 and above, the course may be taken for college credit. All lower numbered sections are noncredit only.

CIS E70 550 Nuevos Horizontes Meets Sundays, June 17 - July 29, 9-10:45 A.M. Room 106. $121.00/271.81/34.00 (Includes $27.00 lab fee)

Technology Fee

Students enrolled in "E" courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

All times, dates, costs and locations listed in this schedule are subject to change. *This course is self-sufficient and is not supported by any state or local taxes.
Career Training (continued)

MUSIC BUSINESS
Music Business: An Overview (1 AEC)
The Music Business Overview course will delve into the many aspects of the industry and explore what different career options, including self-employment, there are along with insight about how to break into these careers while developing fundamental business skills. Management, independent marketing and promotions, production, contracts and negotiating skills are just some of the topics studied. This is the foundation course for the Music Business Certificate.

BUS E69 01 Triton College
Meets Wednesdays, June 13 - Aug. 1, 6-9 P.M. Room F-309.
$280.00/280.00/280.00

OFFICE TECHNOLOGY
Microsoft Access Seminar (1.5 AEC) ONLINE
This course is designed to master the basic features of Microsoft Access and introduce some of the more advanced parts of the software program. Basic fundamental concepts will be introduced in this short-term, seminar style course. Students will learn the basic concepts of Microsoft Access and will be required to use class time to practice the learned materials. For course registration procedures, please see Page 11.

OFT E31 Triton College
$100.00/100.00/100.00

Windows PowerPoint Seminar (1.5 AEC) ONLINE
This course is designed to master the basic features of Microsoft PowerPoint and introduce some of the more advanced parts of the software program. There are no prerequisites, however, because of its intensity, it is highly recommended that the students review the training manual prior to class. Basic fundamental concepts will be introduced in this short-term, seminar style class. Students will learn the basic concepts of using Microsoft PowerPoint and will be required to use class time to practice the learned materials.

OFT E29 07 Triton College
Meets Mondays, June 4-11, 6:30-9:55 P.M. Room M-142A.
$74.50/149.90/31.00 (Includes $27.00 lab fee)

PARALEGAL
Paralegal Research (1.5 AEC) ONLINE
Paralegal Research focuses on analytical reasoning, with a significant amount of emphasis in using the law library. The goal of the program is to help students learn the practical skills essential for success in the legal profession. A free virtual orientation seminar is required and is available 24/7 at http://paralegalstudies.com/free_orientation.htm.

BSN E72 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $196.00/196.00/196.00

Paralegal Jurisprudence (1.5 AEC) ONLINE
Paralegal Jurisprudence presents an overview of the paralegal profession including many of the more popular areas of legal specialization. The students will be required to select and pursue at least three specialty areas for substantive career development and job search. The goal of the program is to help students learn the practical skills essential for success in the legal profession. This class is designed to teach students entry level knowledge of the various practices in law, for purpose of choosing a career direction and advancement in a particular specialty. A free virtual orientation seminar is required and is available 24/7 at http://paralegalstudies.com/free_orientation.htm.

BSN E73 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $196.00/196.00/196.00

Paralegal Litigation (1.5 AEC) ONLINE
Paralegal Litigation presents an overview of litigation and trial support including federal and state techniques used by practicing paralegals in daily procedural work. The students will be required to visit a specific court system and investigate the procedures and administrative requirements of pre-trial and post-trial. The history of common and statutory law, and administrative agency procedures will also get some attention. The goal of the program is to help students learn the practical skills essential for success in the legal profession. Prerequisite: H.S. Diploma or equivalent. A free virtual orientation seminar is requested and is available 24/7 at http://paralegalstudies.com/free_orientation.htm.

BSN E74 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $196.00/196.00/196.00

Paralegal Management (1.5 AEC) ONLINE
Paralegal Management will present an overview of the paralegal office manager performing a wide variety of duties including deposition techniques and the use of office equipment. The student will be required to network with other practicing paralegals in the field and acquire information. The goal of the program is to help students learn the practical skills essential for success in the legal field. Prerequisite: H.S. Diploma or equivalent. A free virtual orientation seminar is required and is available 24/7 at http://paralegalstudies.com/free_orientation.htm.

BSN E75 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $196.00/196.00/196.00

Paralegal Career (1.5 AEC) ONLINE
Paralegal Career is a course that will present an overview of paralegal job search/portfolio techniques that will help you match up your legal specialties, management abilities and investigative goals with a potential new entry-level position. The students will be required to compose a 15-section paralegal job search portfolio and explore job leads and interviews. The goal of the program is to help students learn the practical skills essential for success in the legal profession. A free virtual orientation seminar is required and is available 24/7 at http://paralegalstudies.com/free_orientation.htm.

BSN E76 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $196.00/196.00/196.00

PRIVATE SECURITY
Private Security Basic Training (1.5 AEC)
This course meets the requirements of the Illinois Department of Financial and Professional Regulation as outlined in the Detective Act. It covers security fundamentals for new officers and provides a review for experienced employees who want to earn state certification. This course, along with a Permanent Employee Registration Card (PERC), is needed for employees of private security agencies.

PSA E02 01 Triton College
Meets Tuesdays, July 3-17, 8 A.M.-3:45 P.M. Room R-211.
$140.50/366.71/10.00

Private Security Firearms Training (1.5 AEC)
Armed officers in Illinois need 40 hours of instruction in order to be certified by the Illinois DFPR to carry a firearm in the line of duty. After completing a 20-hour basic course, students enroll in this 20-hour firearms class to become state certified. Classroom instruction is followed by a written test and range qualification. NOTE: A current Illinois Firearm Owner’s Identification Card (FOID) is a prerequisite to receive firearms training at Triton College. Your FOID card must be presented to the firearms instructor at the beginning of the first day of class. (Out-of-state residents are exempt from this requirement.)

PSA E25 01 Triton College
Meets Tuesdays, July 24- Aug. 7, 9 A.M.-4:30 P.M. Room A-122A.
$230.50/456.71/100.00 (Includes $90.00 lab fee)
PROJECT MANAGEMENT

Project Management Fundamentals (1.5 AEC) ONLINE
There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. For course registration procedures, please see Page 11.

ONL E76  Triton College  $100.00/100.00/100.00

Project Management Applications (1.5 AEC) ONLINE
In this course, an experienced project management professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You’ll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and the Cost-volume Analysis. For course registration procedures, please see Page 11.

ONL E77  Triton College  $100.00/100.00/100.00

PMP Certification Preparation 1 (1.5 AEC) ONLINE
Learn how to prepare for the Project Management Institute’s prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide) 3rd edition-the most essential resource for the PMP certification exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. For course registration procedures, please see Page 11.

BUS E46  Triton College  $100.00/100.00/100.00

PMP Certification Preparation 2 (1.5 AEC) ONLINE
Prepare to take-and pass-the Project Management Institute’s PMP certification exam. Master chapters 7 through 12 of A Guide to the Project Management Body of Knowledge (3rd edition), the most essential resource for the PMP certification exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. Prerequisite(s): completion of PMP Certification Prep 1 online course or equivalent experience. For course registration procedures, please see Page 11.

BUS E47  Triton College  $100.00/100.00/100.00

REAL ESTATE HOME INSPECTION

Home Inspection (4 AEC)
This course satisfies the 60 clock hours required to be eligible to obtain an Illinois Home Inspector License. Examines the major elements of home inspection. Specific attention will be given to exteriors, interiors, roofing, plumbing, electrical, HVAC, structural and miscellaneous appliances. The Illinois Home Inspector Law/Administrative Rules and Standards of Practice will also be covered.

RES E35 01  Triton College  Meets Tuesdays and Thursdays, June 12 - Aug. 2, 9 A.M.-12:55 P.M. Room G-312. $373.00/976.24/25.00

RES E35 02  Triton College  Meets Mondays and Wednesdays, June 11 - Aug. 1, 6-10 P.M. Room G-313. $373.00/976.24/25.00

How to Select and Register for Your Online Continuing Education Class

Most of our online offerings have monthly start dates. To make sure you register for the correct online class section, just follow these simple steps.

For example, let’s assume you want to register for GMAT Preparation on Page 21.

Note the registration code for this class, EDU C42. Determine what month you would like to begin, either May 16 or June 20.

For a May 16 start, you would add the section code 090.

For a June 20 start you would add the section code 091.

So if you wanted to take GMAT Preparation starting on May 16, you would register for class EDU C42 090.

Once you have registered for your class either through Triton’s Web site or by calling 708-456-0300, Ext. 3130, you must let the online classroom know you are ready to start your class.

1. Go to www.ed2go.com/triton
2. Select COURSES from the navigation menu at the top of the page.
3. Enter the name of the course that you want to access.
4. Proceed through the next steps, adding your name, password and contact information.
5. When prompted, select “Already Paid” and complete the process.
6. You are now ready to go through the orientation process and start your class on the appropriate date.

If you experience any difficulty, our staff will be happy to help you. Just call (708) 456-0300, Ext. 3130, for assistance.

Our hours of operation are
Monday-Thursday, 8 a.m.-7:30 p.m.; Friday, 8 a.m.-4 p.m.; Saturday, 9 a.m.-1 p.m.

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Career Training (continued)

SPANISH INTERPRETATION
Spanish Interpreter Training-Legal Settings
The need for Spanish language interpreters is expected to continue to experience growth for the foreseeable future. To meet this growing need, Triton College’s Department of Continuing Education is offering a certificate in Spanish language interpretation. The certification covers three major categories, legal proceedings, medical situations and school/educational situations. Prerequisite(s): IMPORTANT! Students must be completely fluent in BOTH English AND Spanish to register for this class.

Soc E18 01 Triton College
Meets Tuesdays, June 12 - July 31, 5:30-10 P.M. Room M-130.
$446.00/446.00/446.00

TRANSPORTATION/LOGISTICS
Distribution and Logistics Management ONLINE
Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing cost, saving time, and meeting company objectives. Course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. You’ll discover the key elements of a logistics system, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, receiving, production stores and returned goods, find how to manage inventory effectively, use technology, manage a logistics department, and complete and control transportation documents. For course registration procedures, please see Page 11.

Ttm E13 Triton College  $100.00/100.00/100.00

HEALTH CAREERS

DENTAL ASSISTANT
Dental Assistant
The 60-hour Dental Assisting Program prepares students for entry-level positions in one of the fastest growing health care positions - Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics - Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand- pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. There is no state or national certification objective with this course.

Hth E31 01 Triton College
Meets Tuesdays and Thursdays, June 12 - Aug. 7, 6-9:30 P.M.
Room M-142F. $1199.00/1199.00/1199.00

EVALUATOR WORKSHOP
Nurse Evaluator Workshop
A one day workshop presented by an approved IDPH evaluator who will present IDPH requirements for an approved Basic Nursing Assistant Training Program, BNATP, and the Illinois Administrative Code Rules and Regulations. The approved evaluators will evaluate the student’s competency demonstration of selected performance skills.
Nrs C19 01 Triton College
Meets Wednesday, May 23, 8 A.M.-5 P.M. Room G-308. $75.00/75.00/75.00*

EKG TECHNICIAN
EKG Technician Certification Course
This comprehensive EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT-EKG Technician exam and other national certification exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Hth E38 001 Triton College
Meets Mondays and Wednesdays, June 11 - Aug. 1, 6-9:30 P.M.
Room M-142F $999

MEDICAL BILLING AND CODING
CERTIFICATION-ONLINE
Medical Terminology (2.5 AEC) ONLINE
Serves as a foundation for all other medical training courses. Over 1000 words and terms are defined in 33 chapters outlined by body systems. Words are pronounced through your computer speaker. The CD ROM contains a comprehensive audio medical dictionary. Students must have access to a computer and an e-mail account.

Onl E60 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $111.00/111.00/111.00

Medical Billing (2.5 AEC) ONLINE
This course prepares students for entry-level jobs using the accounting skills necessary in a doctor’s office or other medical facility. This course includes Front Office Management, Filing Part B HCFA 1500, Filing Part A HCFA 1450, All About Medicare and Medical Billing Problems. In addition, the students will learn about patient record keeping using Medisoft, Medicare as Secondary Payer, Medicare and Home Health. This course will assist students in gaining a certificate as a medical coder.

Onl E62 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $111.00/111.00/111.00

Advanced Coding ICD-9 (2.5 AEC) ONLINE
This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. Major body system chapters, as found in the ICD-10-CM manual, organize the course. Each chapter is organized by issues, coding clarification, physician documentation issues and coding scenarios.

Onl E63 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $111.00/111.00/111.00

Technology Fee

Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

All times, dates, costs and locations listed in this schedule are subject to change.
*This course is self-sufficient and is not supported by any state or local taxes.
Advanced Coding CPT (2.5 AEC) ONLINE
This course is organized according to the sections in the CPT book. Frequently asked questions from real life situations are answered in an authoritative manner. This course provides advanced coding problems with their solutions. The main emphasis is on evaluation and management and surgery codes. A five-step outline is used to help you code the exercises/scenarios in the problems. Detailed medical history reports, including postoperative reports, are provided from which CPT codes are determined. Students must have access to a computer and an e-mail account.

ONL E64 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $111.00/111.00/111.00

Medical Coding (2.5 AEC) ONLINE
This course prepares students for entry-level jobs in insurance coding in a doctor’s office or other medical facility. This course includes ICD-10CM Coding, CPT Coding, Medicare Fraud and Abuse, and Evaluation Management. Students must have access to a computer and an e-mail account.

ONL E65 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $111.00/111.00/111.00

AAPC Certification Review (2.5 AEC) ONLINE
This online course is designed to prepare students to take the Certified Professional Examination administered by the American Academy of Professional Coders. Topics for review include: medical terminology, human anatomy, CPT coding guidelines, ICD-10-CM (vol 1 & 2) diagnostic coding, HCPCS Level 2, E/M coding, anesthesia coding, surgical coding and use of modifiers. Students must have access to a computer and an e-mail account.

ONL E66 70 Triton College
Meets June 11 - Aug. 3, Room A-201. $111.00/111.00/111.00

PHARMACY TECHNICIAN
Pharmacy Technician Course (5 AEC)
This course is designed to familiarize students with the role of the pharmacy technician and to develop the skills required for assisting pharmacists. Course content includes an intense review of mathematical principles as they apply to pharmacology, a review of various disease states, basic physiology, pharmacy law, ethics, and the fundamentals of technician training. Emphasis will be given to pharmacology measurement, pharmacy abbreviations and generic medications, prescription processing and hands-on compounding techniques. Introduces students to various settings in pharmacy practice, including the community, hospital, and managed care.
Information on qualifying for the pharmacy certification examination will be provided.

AHL E24 01 Triton College
Meets Mondays, Wednesdays and Fridays, May 30 - Aug. 10, 8-11:15 A.M. Room R-214. $1200.00/1200.00/1200.00

PHLEBOTOMY TECHNICIAN
Phlebotomy Training (4.5 AEC)
The health care system of the laboratory, anatomy and physiology of the body systems, institutional procedures such as infection control, patient care issues such as specimen collection and handling, detailed content outline for certificate examination for phlebotomists and professionals including quality assurance and professional standards are covered. Students must supply proof of health insurance at the first class meeting.

IHP E05 01 Triton College
Meets Mondays, Wednesdays and Fridays, May 30 - Aug. 16, 6-9:30 P.M. Room R-214. $2250.00/2250.00/2250.00

Online Medical Billing and Coding Enrollment Instructions
It’s easy to take online medical coding and billing courses. You can register, order instructional downloads, and access your class from your computer. To do so you will need the following equipment and software.
• A PC computer with a CD ROM drive. THIS COURSE IS NOT AVAILABLE FOR MAC COMPUTERS.
• Internet access
• E mail account - you must have this prior to registration
• Web Browser - Netscape or Microsoft Explorer
• No special software is needed.

You must register, pay for your class and purchase instructional material before your course begins.

Please call (708) 456-0300, Ext. 3500 for more information.

After you complete registration, the instructor will e-mail course information to you.

PHYSICAL THERAPY AIDE
Physical Therapy Aide (3 AEC)
This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives.

HTH E34 01 Triton College
Meets Mondays and Wednesdays, June 11 - Aug. 1, 6-9:30 P.M. Room A-122B. $999.00/999.00/999.00

REGISTERED NURSE
RN Re-Entry Update (3.5 AEC)
A nursing update/refresher course for RN’s who have been outside nursing practice and would like to feel prepared to return to the clinical setting and care for patients in the medical and surgical areas. Classroom portion is delivered in an online format with scheduled lab and clinical time.

NRS E88 70 Triton College
Meets May 21 - Aug. 24, Room ON-TBA. $1135.00/1135.00/1135.00

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Introduction to Computers I for First-time Users
This is a course specifically for adults who are first-time users. Students will be given instruction in using the Windows operating system. No textbook will be required. Easy-to-use instructional handouts will be provided in class. It is expected that students will follow up class instruction with practice in Triton’s open computer labs, which students are entitled to use. (Limit to 15 students.)

DPR C05 60 Triton College
Meets Tuesdays, May 29 - June 26, 10 A.M.-12:20 P.M. Room F-203.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

DPR C05 64 Triton College
Meets Mondays, June 11 - July 30, 11 A.M.-12:50 P.M. Room M-133.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

DPR C05 66 Triton College
Meets Wednesdays, May 30 - June 27, 6:30-8:50 P.M. Room M-135.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Introduction to Computers II for First-time Users
This is a continuation of Introduction to Computers I for First-time Users with further instruction and practice in basics and introduction to word processing. No textbooks will be used. Easy-to-use instructional handouts will be provided in class. It is expected that students will follow up class instruction with practice in Triton’s open computer labs, which students are entitled to use. (Limit to 15 students.)

DPR C07 60 Triton College
Meets Tuesdays, July 10 - Aug. 7, 10 A.M.-12:20 P.M. Room M-133.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Introduction to Computers III: The Internet
An introduction to the World Wide Web and e-mail. Students learn to use the Netscape browser to view Web sites to determine the latest news, weather reports, TV listings, etc. Also, learn how to compose, send, receive and store e-mail. (Limit to 15 students.)

DPR C19 67 Triton College
Meets Wednesdays, June 13 - July 18, 10-11:50 A.M. Room M-142E.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Introduction to Computers IV
Students in this course will build on the information in Introduction to Computers III for Seniors: The Internet as they continue to explore the World Wide Web and e-mail. Students will learn how to narrow Internet searches, use different search engines, find a variety of useful items on the World Wide Web and learn about Internet security. Students will also learn more about using e-mail, including how to use the address book, folders, send and download photographs.

DPR C21 65 Triton College
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Microsoft 2007 Word I (1 AEC)
Introduction to Microsoft Word with instruction in the creation, formatting and editing of various word processing documents (Keyboarding ability of 20 words per minute recommended.) for course sections numbered 101 and above, the course may be taken for college credit. All lower numbered sections are noncredit only.

CIS E70 550 Nuevos Horizontes
Meets Sundays, June 17 - July 29, 9-10:45 A.M. Room M-106.
$121.00/271.81/34.00 (Includes $27.00 lab fee)
PROFESSIONAL DEVELOPMENT
- ONLINE

ENTREPRENEURSHIP

Business Plan for the Small Business (1 AEC) ONLINE
Course covers the necessary elements in development of a business plan for the small business. Appropriate for persons interested in starting a business or current owners. For course registration procedures, please see Page 11.

BSN E66  Triton College  $100.00/100.00/100.00

Starting a Consulting Practice (1.5 AEC) ONLINE
Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, marketing, and more. Prerequisite(s): The student must have Internet access, e-mail, and a Netscape, AOL, or Internet Explorer Web browser. For course registration procedures, please see Page 11.

ONL E43  Triton College  $100.00/100.00/100.00

Wow, What a Great Event! (1.5 AEC) ONLINE
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes. For course registration procedures, please see Page 11.

ONL E99  Triton College  $100.00/100.00/100.00

Fundamentals of Technical Writing (5 AEC) ONLINE
This course will teach you the skills you need to succeed as a technical writer. You will learn how to translate complex information into easily understood language and how to become a wizard at marrying the art of publishing with the science of technology. Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

BSN E71  Triton College  $100.00/100.00/100.00

JOB SKILLS

A to Z Grant Writing (1.5 AEC) ONLINE
A to Z Grant Writing is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers and individuals who want to learn a “bird’s eye” view of the grant writing process and learn how to research and develop mutually beneficial relationships with potential funding sources. Organize a grant writing campaign and keep track of all funding sources, requests and donations. Prepare complete proposal packages, and dissolve crisis management and submit 100 proposals a year in 10 hours a week. For course registration procedures, please see Page 11.

ONL E10  Triton College  $100.00/100.00/100.00

Administrative Assistant Fundamentals (2 AEC) ONLINE
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. For course registration procedures, please see Page 11.

ONL E71  Triton College  $100.00/100.00/100.00

Effective Business Writing (1.5 AEC) ONLINE
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Do not let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify andeliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well chosen word. Requirements: Internet access, e-mail, and Netscape or Internet Explorer Web browser. For course registration procedures, please see Page 11.

ONL E53  Triton College  $100.00/100.00/100.00

MANAGEMENT

Employment Law Fundamentals (2 AEC) ONLINE
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. For course registration procedures, please see Page 11.

ONL E70  Triton College  $100.00/100.00/100.00

Keys to Effective Communication (1.5 AEC) ONLINE
If you often find yourself at a loss for words or lack confidence in your communication abilities, you’ll appreciate this course. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

OFT E48  Triton College  $100.00/100.00/100.00

Interpersonal Communication (1.5 AEC) ONLINE
This course will show you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. This course explains and explores concepts of verbal and non-verbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences. Internet access, e-mail, Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

ONL E87  Triton College  $100.00/100.00/100.00

Teams and Team Building (1 AEC) ONLINE
Large ambitious projects usually require that people work together, effective teams are an intermediary goal towards getting good, sustainable results. Industry has seen increasing efforts through training and cross-training to help people to work together more effectively and to accomplish shared goals, whether colleagues are present or working in remote locations. This class is designed to provide the leader an introduction to team dynamics and the skills needed to give a team purpose and a sense of direction and accomplishment. For course registration procedures, please see Page 11.

BUS E06  Triton College  $100.00/100.00/100.00

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Professional Development - Online (continued)

Supervisory Skills: An Introduction (.5 AEC) ONLINE
Provides an overview of the skills and knowledge supervisors need to be effective as they begin the job, including the role and responsibilities of the supervisor; managing employee performance; and dealing with different types of employees. For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Fundamentals of Supervision and Management (1.5 AEC) ONLINE
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Leadership Development (1 AEC) ONLINE
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Six Sigma: Total Quality Applications (1.5 AEC) ONLINE
Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business cases including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming, Pareto charts, and critical to quality to help define processes, problems and opportunities. For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Total Quality Fundamentals (1.5 AEC) ONLINE
Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of non-quality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Resume Writing Workshop ONLINE
Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing-you! Learn different resume formats, how to write an employment objective and tricks to writing persuasive cover letters. Make the most of your work experience. Know what to reveal in a resume and what to keep to yourself. This course also covers the use of online resumes and Internet resume secrets. For course registration procedures, please see Page 11.

Triton College $99.00/99.00/99.00

Get Assertive! (1.5 AEC) ONLINE
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals and clerks. It’s your turn to speak out! For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Manufacturing Applications ONLINE
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Mastery of Business Fundamentals ONLINE
Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You’ll understand the significance of strategic planning and discover how external and internal environmental factors affect organization. You’ll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You’ll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial investment models and you’ll learn the basics of financial planning and budgeting methods. You’ll even understand the basic principles of business law, contracts, and the principal-agency relationship. For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Introduction to Business Analysis (1.5 AEC) ONLINE
Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course! For course registration procedures, please see Page 11.

Triton College $100.00/100.00/100.00

Technology Fee
Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

All times, dates, costs and locations listed in this schedule are subject to change.
*TThis course is self-sufficient and is not supported by any state or local taxes.

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.
PROJECT MANAGEMENT

Project Management Fundamentals (1.5 AEC) ONLINE
There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. For course registration procedures, please see Page 11.

ONL E76  Triton College  $100.00/100.00/100.00

Project Management Applications (1.5 AEC) ONLINE
In this course, an experienced project management professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You’ll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and the Cost-Volume Analysis. For course registration procedures, please see page 11.

ONL E77  Triton College  $100.00/100.00/100.00

High Speed Project Management (1.5 AEC) ONLINE
With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. For course registration procedures, please see page 11.

TEC E16  Triton College  $100.00/100.00/100.00

Managing Customer Service (1.5 AEC) ONLINE
Customer service personnel interact with current and potential customers every day. But do they truly send time finding out what customers really want and giving them the highest service possible? In this six-week online course, you’ll discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and lure top-notch reps, succeed with teams, and minimize customer complaints. As an added bonus, you’ll unlock the power of leading by example and setting new trends for customer service in your growing business. Internet access, e-mail, and the Internet Explorer, Netscape or Firefox Web browser are required to register for this course. For course registration procedures, please see page 11.

ONL E81  Triton College  $100.00/100.00/100.00

Effective Selling (1.5 AEC) ONLINE
The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long-term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic. Internet access, e-mail, and the Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see page 11.

ONL E79  Triton College  $100.00/100.00/100.00

Professional Sales Strategies (2 AEC) ONLINE
Today, there is no shortage of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you’ve always dreamed of becoming successful in sales, this course is exactly what you need. You’ll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more! Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see page 11.

ONL E72  Triton College  $100.00/100.00/100.00

COMPUTER INFORMATION TECHNOLOGY - ONLINE

Basic Computer Skills

Keyboarding Technique (1 AEC) ONLINE
Learn proper keyboarding techniques for inputting information into a computer. Keyboarding by touch, not sight, will be stressed along with proper fingering for letters, numbers and symbols. Recommended for any non-typist who uses a computer. For course registration procedures, please see page 11.

OFC E03 90  Triton College  Meets May 18 - July 8, Room A-201.
$113.00/113.00/113.00 (Includes $13.00 lab fee)

OFC E03 91  Triton College  Meets June 15 - Aug. 5, Room A-201.
$113.00/113.00/113.00 (Includes $13.00 lab fee)

Introduction to the Internet (1.5 AEC) ONLINE
Become net-savvy in just a few weeks! Learn where the Internet came from, what makes it tick, and where it’s headed. Learn how MIME will allow you to attach programs, documents and pictures to simple e-mail messages. Learn how to put File Transfer Protocol (FTP) to work for you. Learn advanced search techniques so that you will be able to find virtually anything on the World Wide Web. Get answers to virtually any question you could imagine asking in the News groups. Conduct live conferences over the Internet with chat and Internet Telephony. Explore the uncharted wilderness of Gopherspace. Take control of remote computers with Telnet. For course registration procedures, please see page 11.

ONL E01  Triton College  $100.00/100.00/100.00

CompTIA Certifications

Advanced CompTIA A+ Certification Prep (1.5 AEC) ONLINE
The Advanced CompTIA A+ Certification Prep course focuses on fun technology. You’ll learn everything you need to know to select, install, and service video, sound, portable computers, wired and wireless networks. You’ll learn about security plus get an outstanding troubleshooting methodology. The advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the exams and for real life as a PC tech. For course registration procedures, please see page 11.

CIS E83  Triton College  $110.00/110.00/110.00

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Computer Information Technology - Online (continued)

CompTIA Network+ Certification Prep (1.5 AEC) **ONLINE**
This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ Certification Exam and become an excellent network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. CompTIA Network+ Certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. For course registration procedures, please see Page 11.

CIS E84  Triton College  $110.00/110.00/110.00

CompTIA Security+ Certification Prep (1.5 AEC) **ONLINE**
The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2112. CompTIA's Security+ Certificate is widely regarded as the entry-level certificate for gaining access to this well-paying, in-demand field. In this six-week course you'll learn everything you need to know to achieve your Security+ credential. For course registration procedures, please see Page 11.

CIS E99  Triton College  $110.00/110.00/110.00

**COMPUTER REPAIR AND MAINTENANCE**

Introduction to PC Troubleshooting (1.5 AEC) **ONLINE**
Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, most can be solved with nothing more than a few minutes of your time. Introduction to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher. any problem, and giving you the skills you need to solve them. For course registration procedures, please see Page 11.

ONL E11  Triton College  $100.00/100.00/100.00

Basic A+ Certification (1.5 AEC) **ONLINE**
This course teaches you how to configure and troubleshoot the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, floppy drives, and hard drives. For course registration procedures, please see Page 11.

ONL E21  Triton College  $121.00/121.00/121.00

Intermediate A+ Certification: Operating Systems (1.5 AEC) **ONLINE**
This course teaches you DOS, DOS memory management, Windows 3.x tweaking, Windows 9X installation, optimization, and troubleshooting. For course registration procedures, please see Page 11.

ONL E22  Triton College  $121.00/121.00/121.00

**PROGRAMMING LANGUAGES**

Introduction to C++ Programming (1.5 AEC) **ONLINE**
Learn how to program in C++ from a master programming instructor and published author. In this project-oriented course, you'll skip all the gobbledygook and get right to programming—even if you have no prior programming experience! Before you know it, you'll be putting together programs that have their own windows and controls, and you'll see how easy programming really is. By the end of the course, you'll be using Microsoft Visual C++ 2005 Express Edition to write real programs for Microsoft Windows. For course registration procedures, please see Page 11.

TSC E34  Triton College  $100.00/100.00/100.00

Introduction to C# Programming (1.5 AEC) **ONLINE**
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. For course registration procedures, please see Page 11.

CIS E33  Triton College  $100.00/100.00/100.00

Intermediate C# Programming (1.5 AEC) **ONLINE**
Build upon your current knowledge of programming logic by writing Graphical User Interface applications in the C# programming language. Learn how to write applications with menus, toolbars, and files, and find out how to interact with databases and write SQL queries. For course registration procedures, please see Page 11.

CIS E34  Triton College  $100.00/100.00/100.00

Java for the Absolute Beginner (1.5 AEC) **ONLINE**
If you want to learn Java but don't have any prior programming knowledge, you'll enjoy this course. Explore this exciting new language in a friendly and supportive environment. Build up your confidence with easy-to-understand examples and plenty of skill-building exercises. Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

ONL E95  Triton College  $100.00/100.00/100.00

Creating User Requirements Documents (1.5 AEC) **ONLINE**
Your success as a developer depends almost entirely on your ability to meet or exceed your customers' every expectation. This course will show you, step by step, how to discover and document precisely what your customer wants. You will learn how to gather, manage, and document user requirements for any type of project in any industry. For course registration procedures, please see Page 11.

CIS E32  Triton College  $100.00/100.00/100.00

Introduction to Microsoft 2007 Word (1.5 AEC) **ONLINE**
Learn to use the word processor PC Magazine ranked as one of the strongest and most intelligent programs ever written. In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents. For course registration procedures, please see Page 11.

CIS E65  Triton College  $100.00/100.00/100.00

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**Technology Fee**

Students enrolled in "E" courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

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All times, dates, costs and locations listed in this schedule are subject to change.

*This course is self-sufficient and is not supported by any state or local taxes.*
Introduction to Microsoft 2007 Excel (1.5 AEC) ONLINE
Work with numbers? Then you need to learn Excel 2007. In this unique online workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best way to sort and analyze data, create custom charts and graphs, create three-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate off-repeated tasks with macros and buttons. For course registration procedures, please see Page 11.

CIS E64 Triton College $100.00/100.00/100.00

Introduction to Microsoft Publisher 2007 (1.5 AEC) ONLINE
In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007. If you're looking for a quick, easy, and inexpensive way to produce professional brochures, newsletters, flyers, or even a Website, Microsoft Publisher 2007 is your solution. This affordable and functionality-packed program can take you to levels of design expertise you never dreamed possible. For course registration procedures, please see Page 11.

CIS E66 Triton College $100.00/100.00/100.00

Adobe Illustrator I (1 AEC) ONLINE
A hands-on seminar to introduce participants to the basic drawing and text manipulation skills available in Adobe Illustrator. The basic tools taught will include: opening a file, the drawing surface, page views, the drawing tools, autotrace, using ruler guides, simple modifications, rotating shapes, scaling shapes, creating blends, creating text, manipulating text, curving text and manual trace. For course registration procedures, please see Page 11.

PHO E25 Triton College $100.00/100.00/100.00

Introduction to Crystal Reports 10 (1.5 AEC) ONLINE
Learn how to use Crystal Reports to convert raw database or accounting data into meaningful and readable reports. Impress your peers, clients, and supervisors by discovering new ways to convey information. By the time you finish this course, you'll be able to create a wide variety of handsome and sophisticated reports that communicate more than mere facts. You'll also be able to use charts and maps to present information visually, and cross-tabs to show correlations between loosely related data items. You'll even find out how to save yourself time and effort by creating a library of custom functions you can use over and over in report after report. For course registration procedures, please see Page 11.

ONL E94 Triton College $100.00/100.00/100.00
PROFESSIONAL DEVELOPMENT
FOR TEACHERS - ONLINE

(CPDU ELIGIBLE)

Big Ideas in Little Books (1.5 AEC) ONLINE
Increase student performance on standards important to your district by learning how to develop your own workbooks, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards. The instructor—a former K-12 teacher who is also the author and developer of over 50 products for the educational market—will walk you step-by-step through the process of creating a wide variety of instructional materials. You’ll also learn how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows. For course registration procedures, please see Page 11.

EDU E65 Triton College $100.00/100.00/100.00

Creating the Inclusive Classroom: Strategies for Success (1.5 AEC) ONLINE
In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day, learning proven strategies that turn diversity into opportunity. With students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Learn how to be the kind of super teacher who can guide every student toward academic success. For course registration procedures, please see Page 11.

EDU E66 Triton College $100.00/100.00/100.00

The Creative Classroom (1.5 AEC) ONLINE
Creativity will abound in your classroom as you tap into your students’ hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom! Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

ONL E85 Triton College $100.00/100.00/100.00

Differentiated Instruction in the Classroom (1.5 AEC) ONLINE
Differentiated Instruction (DI) is becoming a mainstay in classroom across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Join us on this journey through 10 practical DI integration strategies! Count on at least three sample integration lessons on each strategy, and just think of all the ways that you can apply them to improve learning outcomes for your students. For course registration procedures, please see Page 11.

EDU E67 Triton College $100.00/100.00/100.00

Enhancing Language Development in Childhood (1.5 AEC)
ONLINE
Have fun while enhancing language development! In this fun and user-friendly course for teachers, and teaching paraprofessionals, you will discover how children learn to process language and become proficient speakers and thinkers. This course will help you enrich a child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. For use with children between 1 and 4 years of age. For course registration procedures, please see Page 11.

EDU E61 Triton College $100.00/100.00/100.00

Guided Reading and Writing: Strategies for Maximum Student Achievement (1.5 AEC)
ONLINE
Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. Find out how to harness the power of the total literacy framework. The road to literacy is also the road to ingenuity, invention, and imagination, and you’ll soon learn how to take your students from groans to grins with creative lesson plans that really work! For course registration procedures, please see Page 11.

EDU E68 Triton College $100.00/100.00/100.00

Guided Reading: Strategies for the Differentiated Classroom (1.5 AEC)
ONLINE
Now more than ever, today’s teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literacy framework that gets results with even the most challenged learners. For course registration procedures, please see Page 11.

EDU E69 Triton College $100.00/100.00/100.00

Integrating Technology in the K-5 Classroom (1.5 AEC)
ONLINE
Educational technology is advancing at an astounding rate, offering today’s busy teacher quick and easy solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. In this course, you’ll learn how to design your presentation station, identify kid-friendly Internet search tools, teach keyboarding, and develop integrated lesson plans in reading, writing, science, math, social studies, as well as music and art. Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.

ONL E86 Triton College $100.00/100.00/100.00

Microsoft Word 2007 in the Classroom (1.5 AEC)
ONLINE
Mastering Microsoft Word can make you a more productive and creative teacher. You’ll learn how to create, open, edit, and save documents as well as how to create tabs, margins, and spacing. Then you’ll make your classroom documents come to life. You’ll add borders, clip art, and WordArt. You’ll make your classroom documents come to life. You’ll even insert shapes, pictures, tables, and complete a host of other exciting tasks that you can teach your students. As you get more familiar with this program, you’ll find that it enhances your teaching in ways you didn’t think possible, and you’ll have a host of ideas for curriculum-related classroom projects. For course registration procedures, please see Page 11.

EDU E73 Triton College $100.00/100.00/100.00

Technology Fee

Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

All times, dates, costs and locations listed in this schedule are subject to change.

*This course is self-sufficient and is not supported by any state or local taxes.

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.
Microsoft Excel 2007 in the Classroom (1.5 AEC) ONLINE
Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students. For course registration procedures, please see Page 11.
EDU E78 Triton College $100.00/100.00/100.00

Ready, Set, Read! (1.5 AEC) ONLINE
Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children’s play with a new eye as you understand how play can connect to literacy. Gain confidence in your ability to guide a child’s literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success. For course registration procedures, please see Page 11.
ONL E82 Triton College $100.00/100.00/100.00

Solving Classroom Discipline Problems (1.5 AEC) ONLINE
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.
ONL E84 Triton College $100.00/100.00/100.00

Teaching Science: Grades 4-6 (1.5 AEC) ONLINE
Ready to maximize your abilities in teaching science? You’ll learn about foundational content in physical, life, and earth science, and ways to teach that content to your students. Discover specific teaching methods and science process skills, and learn how to improve the emotional climate in your classroom. Lots of examples and worksheets you can use in your own classroom are included. There’s a big emphasis on the scientific method, and there’s even an entire lesson devoted to science fairs! For course registration procedures, please see Page 11.
EDU E76 Triton College $100.00/100.00/100.00

ONL E91 Triton College $100.00/100.00/100.00

Solving Classroom Discipline Problems II (1.5 AEC) ONLINE
In this professional development course, you will get the teacher training needed to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices. For course registration, please see Page 11.
EDU E74 Triton College $100.00/100.00/100.00

Teaching Math: Grades 4-6 (1.5 AEC) ONLINE
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. For course registration procedures, please see Page 11.
EDU E75 Triton College $100.00/100.00/100.00

Working Successfully With Learning Disabled Students (1.5 AEC) ONLINE
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom from an experienced special educator. We’ll dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. Empower yourself by discovering easy, practical, and creative strategies that you can use to help your struggling students to find their light bulb moments! For course registration procedures, please see Page 11.
EDU E77 Triton College $100.00/100.00/100.00

GMAT Preparation ONLINE
Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You’ll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test. For course registration procedures, please see Page 11.
EDU C42 Triton College $99.00/99.00/99.00*

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Test Preparation (continued)

GRE Preparation Part 1 (Verbal and Analytical) ONLINE
This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper-based and computer administrations of the test. Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser are required to enroll in this course. For course registration procedures, please see Page 11.
EDU C43 Triton College $99.00/99.00/99.00*

GRE Preparation - Part 2 (Quantitative) ONLINE
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper-based and computer administrations of the test. For course registration procedures, please see Page 11.
EDU C44 Triton College $99.00/99.00/99.00*

LSAT Preparation - Part 1 ONLINE
Taking both Part 1 and Part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample.
Prerequisite: required text, which should be purchased prior to the beginning of class: 10 More Actual, Official LSAT Prep Tests, published by the Law School Admission Council. For course registration procedures, please see Page 11.
EDU C45 Triton College $99.00/99.00/99.00*

LSAT Preparation - Part 2 ONLINE
Taking both Part 1 and Part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and also learn proven test-taking techniques. Prerequisite: required text, which should be purchased prior to the beginning of class: 10 More Actual, Official LSAT Prep Tests, published by the Law School Admission Council. For course registration procedures, please see Page 11.
EDU C46 Triton College $99.00/99.00/99.00*

SAT/ACT Preparation - Part 1 ONLINE
So, you’ve decided you’re going to college. Now you just need to take the entrance exams! This course will prepare you to take the verbal question types on both the ACT and the SAT. SAT/ACT Preparation Part 1 is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You’ll refresh your knowledge of verbal topics and learn techniques that can help you relieve test taking anxiety. For course registration procedures, please see Page 11.
EDU C47 Triton College $99.00/99.00/99.00*

SAT/ACT Preparation - Part 2 ONLINE
In this second half of the SAT/ACT Preparation we’ll review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. We’ll practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect answers. Taking both courses in this two-part series will prepare you for question types on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college-bound students around the world. For course registration procedures, please see Page 11.
EDU C48 Triton College $99.00/99.00/99.00*

SPORTS, FITNESS AND RECREATION

DANCE
Beginning Belly Dancing
Learn an ancient and exotic art form and a sound approach to good physical conditioning. Warm-up exercises, dance steps and routines are included. Bring leotards or wear non-restrictive clothing.
REC C05 550 Triton College
Meets Mondays, June 11 - July 30, 7-7:50 P.M. Room R-229. $27.00/27.00/14.00*
REC C05 551 Triton College
Meets Saturdays, June 16 - July 28, 11-11:55 A.M. Room R-229. $27.00/27.00/14.00*

Intermediate Belly Dancing
Warm-ups and stretching, more complex dance movements and routines, drills and rhythms will be taught along with vein and floor work. Get toned and fit while enjoying this sensual art form. Prerequisite: REC C05, Belly Dancing I or comparable skills.
REC C55 550 Triton College
Meets Mondays, June 11 - July 28, Noon-12:55 P.M. Room R-229. $27.00/27.00/14.00*
REC C55 551 Triton College
Meets Wednesdays, June 13 - Aug. 1, 1-1:50 P.M. Room R-229. $27.00/27.00/14.00*

Dancercise With Zumba
Dance your way to a fitter you! With exciting and unique Latin moves and rhythms, Zumba is taking the world by storm! Zumba is a fitness/Latin dance program designed to strengthen the heart and lungs, trim and tone the entire body, increase flexibility, improve coordination and develop body awareness. Zumba combines high energy and motivating Latin music with unique dance moves that allow participants to dance away their worries.
PED C46 550 Triton College
Meets Saturdays, June 16 - July 28, 9:30-10:30 A.M. Room R-229. $27.00/27.00/14.00*
PED C46 551 Triton College
Meets Tuesdays and Thursdays, July 3-31, 1-1:50 P.M. Room R-229. $27.00/27.00/14.00*
PED C46 552 Triton College
Meets Wednesdays, June 13 - Aug. 1, 7-7:55 P.M. Room R-229. $27.00/27.00/14.00*
Beginning Ballroom Dancing
Don't be a wallflower any longer. In this introductory course for singles and couples, you'll learn to waltz, fox-trot, swing, rumba, cha-cha and tango. Add more fun to your life. Try dancing. Partners are not provided, you are encouraged to sign up with a friend.

REC C56 01 Triton College
Meets Thursdays, June 14 - Aug. 2, 7-8:20 P.M. Room R-221.
$50.00/50.00/24.00*

REC C56 02 Triton College
Meets Saturdays, June 16 - July 28, 10-11:20 A.M. Room R-221.
$50.00/50.00/24.00*

Intermediate Ballroom Dancing
Review basic dance steps and learn intermediate-level dances of cha-cha, rumba, fox-trot and waltz. Prerequisite: REC C56, Beginning Ballroom Dancing or comparable skills. Partners are not provided, you are encouraged to sign up with a friend.

REC C57 01 Triton College
Meets Thursdays, June 14 - Aug. 2, 8:30-9:50 P.M. Room R-221.
$50.00/50.00/24.00*

Basic Stepping
Learn basic skills of stepping. This class will teach you the basic footwork, counting procedure and basic turns needed to get you out on the dance floor.

REC C36 01 Triton College
Meets Fridays, June 15 - July 20, 6:30-8:50 P.M. Room R-221.
$40.00/40.00/20.00*

REC C36 02 Triton College
Meets Fridays, July 27 - Aug. 3, 6:30-8:50 P.M. Room R-221.
$40.00/40.00/20.00*

Intermediate Stepping
This class is for students who have taken the basic course or for those who have been stepping for a while and are looking to add to their stepping repertoire. Prerequisite: REC C36, Basic Stepping.

REC C41 01 Triton College
Meets Fridays, June 15 - July 20, 6:30-8:50 P.M. Room R-221.
$40.00/40.00/20.00*

REC C41 02 Triton College
Meets Fridays, July 27 - Aug. 3, 6:30-8:50 P.M. Room R-221.
$40.00/40.00/20.00*

Line Dancing: Beginning
Learn to enjoy easy-to-do line dancing. You don’t need special shoes or special talent or a special partner. Just get in line, shake away the blues and shape up your body!

REC C14 60 Triton College
Meets Tuesdays, June 12 - July 31, 12:30-1:50 P.M. Room R-221.
$87.00/87.00/28.00*

Line Dancing: Intermediate
Learn to enjoy some of the more challenging dances that make country line dancing so popular.

REC C26 60 Triton College
Meets Tuesdays, June 12 - July 31, 10-11:20 A.M. Room R-221.
$87.00/87.00/28.00*

Latin Club Dancing
Have a good time learning basic steps in salsa, merengue, rumba, cha-cha, samba. Learn partnering skills and gain confidence to hit the Latin clubs. Come join the fun.

REC C42 550 Nuevos Horizontes
Meets Saturdays, June 16 - July 28, 11 A.M.-12:50 P.M. Room 100.
$27.00/27.00/14.00*

FITNESS
Total Fitness Center
Whether you’re male or female, in or out of shape, by participating in our total fitness program, you’ll get an exercise prescription that’s just perfect for you. A personalized computer assessment will establish a blend of workouts on Universal exercise machines, aerobic bicycles and the indoor track to maximize the results of your exercise time. Join the fun, and enjoy the results. Must attend first four sessions. For course sections numbered 101 and above, the course may be taken for college credit. All lower numbered sections are noncredit only.

PED C37 101 Triton College
Meets Mondays and Wednesdays, June 11 - Aug. 1, 7-8:50 A.M. Room R-101. $144.00/262.00/58.00* (Includes $28.00 lab fee)

PED C37 104 Triton College
Meets Mondays and Wednesdays, June 11 - Aug. 1, 5-6:50 P.M. Room R-101. $144.00/262.00/58.00* (Includes $28.00 lab fee)

PED C37 109 Triton College
Meets Tuesdays and Thursdays, June 12 - Aug. 2, 5-6:50 P.M. Room R-101. $144.00/262.00/58.00* (Includes $28.00 lab fee)

Fitness After Fifty
Maintaining or regaining a lively way of life is especially important for older Americans. Energy and zest are essential to enjoying each day to the fullest. Join other mature adults who are determined to lead healthy and fit lives. This program includes exercise, proper breathing, movement to music and general discussions about health.

PED C06 60 Triton College
Meets Mondays, June 11 - July 30, 9:30-10:50 A.M. Room R-221. $50.00/50.00/24.00*

PED C06 61 Triton College
Meets Wednesdays, June 13 - Aug. 1, 9:30-10:50 A.M. Room R-221. $50.00/50.00/24.00*

Beginning Yoga
Yoga is a system of physical exercise and mental relaxation as well as an attitude toward life. You will gain peace of mind and the ability to relax as you improve muscle tone and body flexibility. Learn how to cope with stress and tension via this coed class. Bring yoga mat to class.

REC C18 01 Triton College
Meets Mondays, June 11 - July 30, 7-8:20 P.M. Room R-221. $50.00/50.00/24.00*

Technology Fee
Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

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*This course is self-sufficient and is not supported by any state or local taxes.
Pilates Mat Class (Beginning)
The Pilates method incorporates Eastern and Western philosophies of physical and mental conditioning which focus on re-patterning, re-aligining, clarifying, and defining the body. Pilates mat work is a structured regimen of continuously flowing, rhythmic movements designed to strengthen, lengthen and tone your body without machines. Pilates has long been revered as the best all-around workout technique; optimize flexibility, balance, coordination, range of motion and muscular endurance.

REC C24 01 Triton College
Meets Mondays and Wednesdays, July 11 - Aug. 6, 7:30-9:20 P.M. Room TBA.
$99.00/99.00/56.00* (Includes $32.00 lab fee)

LAMAS Qi Gong (Chinese Healing)
Qi Gong, referred to as “the skill of breath,” is an ancient Chinese healing practice, which promotes vibrant, radiant health. LAMAS Qi Gong involves the regulation of the body and the mind together with respiration control, self-massage, and movements which are soft, gentle, easy-flowing, and meditative. When combining controlled breathing techniques with Daoyin movements and visualization, Qi Gong offers a way to relieve stress, gain flexibility, increase longevity, and enhance vitality. Qi Gong can be practiced by students of any age or physical ability and can be done sitting or standing.

REC C93 01 Triton College
Meets Wednesdays, May 30 - Aug. 1, 7:30-9:20 P.M. Room R-221.
$50.00/50.00/24.00*

Beginning Tai Chi
Tai Chi is an ancient Chinese art that combines therapeutic breathing and slow, flowing movement into a unique form of exercise that tones and strengthens without stress or strain. Akin to yoga, it is beautiful to watch and enjoyably stimulating to perform.

PED C54 01 Triton College
Meets Saturdays, June 16 - July 28, 7:30-9:20 P.M. Pool.
$27.00/27.00/17.00*

SPORTS

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.

Beginning Golf
Get acquainted with the game of golf and learn how to handle a golf club with ease and confidence. Learn the basic rules of play, terminology and equipment needed, and practice the skills and techniques to help you enjoy the game. Learn the fundamentals of the swing, the swing with irons and woods, pitching and chipping, putting and more. Bring a 5-iron to first class. First class meets at Triton College; all following classes will be held at Bushwood Golf Practice Center. (Charge for golf balls not included in fees—additional $9 per bucket.)

PED C07 01 Triton College
Meets Mondays, June 11 - July 9, 7:30-9:20 P.M. Room 104A.
$99.00/99.00/56.00* (Includes $32.00 lab fee)

PED C07 02 Triton College
Meets Saturdays, June 16 - July 28, 8:30-10:30 A.M. Room 104A.
$99.00/99.00/56.00* (Includes $32.00 lab fee)

PED C07 03 Triton College
Meets Mondays and Wednesdays, July 11 - Aug. 6, 7:30-9:20 P.M. Room 104A. Meets Mondays and Wednesdays, July 9 - Aug. 1, 7:30-9:20 P.M. Room TBA. $99.00/99.00/56.00* (Includes $32.00 lab fee)

SWIMMING

Summer Beginning Swimming for Adults
If you’ve never learned to swim as a child and are afraid of the water, fear not! Help is at hand. In a relaxed setting with an understanding teacher, you can overcome your fear of the water and learn a few basic strokes. You’ll feel better once you’ve conquered your fear, and you’ll enjoy your new water skills. Bring your own lock and towel. Plan to be in the water the first class.

PED C34 01 Triton College
Meets Saturdays, June 16 - July 28, 2-2:50 P.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C34 02 Triton College
Meets Wednesdays, June 13 - Aug. 1, 8-8:50 P.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

Summer Intermediate Swimming for Adults
If you feel comfortable in the water and can do a few basic strokes, now is the time to develop your skills and to build up your endurance. Swimming is not only fun, but also an excellent way to exercise. Bring your own lock and towel. Plan to be in the water the first class.

PED C38 01 Triton College
Meets Mondays, June 11 - July 30, 8-8:50 P.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

Summer Aquacize
Get in shape in a refreshing new way with a combination of aerobics and calisthenics done in the shallow end of the pool. This course is open to both swimmers and non-swimmers. Bring your own lock and towel. Plan to be in the water the first class.

PED C39 01 Triton College
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C39 02 Triton College
Meets Tuesdays, June 12 - July 31, 10-10:50 A.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C39 03 Triton College
Meets Tuesdays, June 12 - July 31, 10-10:50 A.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C39 06 Triton College
Meets Wednesdays, June 13 - Aug. 1, 7-7:50 P.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C39 07 Triton College
Meets Mondays, June 11 - July 30, 7-7:50 P.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C39 09 Triton College
Meets Thursdays, June 14 - Aug. 2, 6-6:50 P.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

Summer Aquacize For Seniors
This water exercise course is designed especially for older adults. You’ll exercise in the shallow end of the pool to limber up stiff joints and tone your body. Bring your own lock and towel. Plan to be in the water the first class.

PED C41 61 Triton College
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C41 63 Triton College
Meets Tuesdays, June 12 - July 31, 10-10:50 A.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)
Summer Arthritis Program
Endorsed by the Arthritis Foundation, this water exercise class is designed for people who have arthritis, mild or severe. With the aid of the water’s buoyancy and resistance, the gentle movement may improve joint flexibility and muscle strength. Physician’s consent is required by the first day of class. Bring your own lock and towel. Plan to be in the water the first class.

PED C42 64 Triton College
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C42 65 Triton College
Meets Mondays, June 11 - July 30, 10-10:50 A.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

PED C42 66 Triton College
Meets Tuesdays, June 12 - July 31, 11-11:50 A.M. Pool.
$50.00/50.00/40.00* (Includes $15.00 lab fee)

E.T.R.C. Open Lab: Summer Semester Use
The Educational Technology Resource Center’s primary goal is to provide computer resources to Triton students who are currently enrolled in courses. Individuals not currently enrolled may use the Educational Technology Resource Center by enrolling in this E.T.R.C. open lab course. Policy rules and regulations for use of this Center are available in the E.T.R.C.

ETR C03 01 Triton College
Meets Mondays, Tuesdays, Wednesdays and Thursdays, June 11 - Aug. 3, 8 A.M.-9 P.M., Fridays, 8 A.M.-4 P.M., Saturdays, 8:30 A.M.-1 P.M. Room A-100. $0.00/0.00/0.00*

Internet Essential Skills (.5 AEC)
This is a class for adults who want to understand and learn to use computers. All students will be given hands-on instruction in basic operation. The class will use the Windows operating system.

DPR C16 01 Triton College
Meets Mondays, June 4 - July 9, 6-7:50 P.M. Room M-123A.
$74.50/149.90/31.00 (Includes $27.00 lab fee)

DPR C16 02 Triton College
Meets Tuesdays, May 29 - July 3, 7-8:50 P.M. Room M-123B.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

DPR C16 550 Nuevos Horizontes
Meets Tuesdays, June 12 - July 3, 7-8:50 P.M. Room 112.
$33.00/33.00/22.00* (Includes $6.00 lab fee)

Intermediate Cake Decorating
You’ve tried cake decorating and have mastered the basics. Now learn how to make life-like flowers and how to use them in attractive floral arrangements for cakes. You’ll also learn top borders for special-occasion cakes. Supplies needed will be discussed at first class meeting, additional cost is approximately $30-$35.

CGK C08 01 Triton College
Meets Wednesdays, June 13 - July 11, 6:30-8:20 P.M. Room E-203.
$33.00/33.00/22.00* (Includes $6.00 lab fee)

CGK C08 550 Nuevos Horizontes
Meets Tuesdays, June 12 - July 3, 7-8:50 P.M. Room 112.
$33.00/33.00/22.00* (Includes $6.00 lab fee)

Intermediate Computer Literacy
Become more comfortable using your home computer or gain the confidence to begin taking more advanced computer application courses by finishing the second of two computer literacy courses. This is a continuation of the concepts and techniques learned in Basic Computer Literacy, DPR C16. Prerequisite: DPR C16 or equivalent. (Level I difficulty)

DPR C18 01 Triton College
Meets Tuesdays, July 10 - Aug. 7, 6:30-8:50 P.M. Room M-123B.
$67.00/67.00/47.00* (Includes $27.00 lab fee)

Computer Learning/Open Lab at Nuevos Horizontes
Nuevos Horizontes offers access to its computer-learning center for independent use. Participants have access to the Internet, utilizing a fast connection T-1, e-mail and the most current software available.

NHC C01 550 Nuevos Horizontes
$0.00/0.00/0.00*

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Life and Family (continued)

101 Tips and Tricks for the iMac and Macintosh (1.5 AEC)
ONLINE
101 tips, tricks and shortcuts to help you become more efficient and productive in using your Macintosh or iMac. Prerequisite(s): Internet access, e-mail, Netscape or Internet Explorer Web browser, and an Apple iMac or Macintosh computer. For course registration procedures, please see Page 11.

ONLINE 101 Tips and Tricks for the iMac and Macintosh
Netsece or Internet Explorer Web browser, and an Apple iMac or Macintosh computer. For course registration procedures, please see Page 11.

Introduction to Computers I for First-time Users
This is a course specifically for adults who are first-time users. Students will be given instruction in using the Windows operating system. No textbook will be required. Easy-to-use instructional handouts will be provided in class. It is expected that students will follow up class instruction with practice in Triton’s open computer labs, which students are entitled to use. (Limit to 15 students.)

DPR C05 60 Triton College
Meets Tuesdays, May 29 - June 26, 10 A.M.-12:20 P.M. Room F-203.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

DPR C05 64 Triton College
Meets Mondays, June 11 - July 30, 11 A.M.-12:50 P.M. Room M-133.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

DPR C05 66 Triton College
Meets Wednesdays, May 30 - June 27, 6:30-8:50 P.M. Room M-135.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Introduction to Computers II for First-time Users
This is a continuation of Introduction to Computers I for First-time Users with further instruction and practice in basics and introduction to word processing. No textbook will be used. Easy-to-use instructional handouts will be provided in class. It is expected that students will follow up class instruction with practice in Triton’s open computer labs, which students are entitled to use. (Limit to 15 students.)

DPR C07 60 Triton College
Meets Tuesdays, July 10 - Aug. 7, 10 A.M.-12:20 P.M. Room M-133.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

DPR C07 61 Triton College
Meets Wednesdays, July 11 - Aug. 8, 6:30-8:50 P.M. Room M-123B.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Introduction to Computers III: The Internet
An introduction to the World Wide Web and e-mail. Students learn to use the Netscape browser to view Web sites to determine the latest news, weather reports, TV listings, etc. Also, learn how to compose, send, receive and store e-mail. (Limit to 15 students.)

DPR C19 67 Triton College
Meets Wednesdays, June 13 - July 18, 10-11:50 A.M. Room M-142E.
$67.00/67.00/49.00* (Includes $27.00 lab fee)

Introduction to Computers IV
Students in this course will build on the information in Introduction to Computers III for Seniors: The Internet as they continue to explore the World Wide Web and e-mail. Students will learn how to narrow Internet searches, use different search engines, find a variety of useful items on the World Wide Web and learn about Internet security. Students will also learn more about using e-mail, including how to use the address book, folders, send and download photographs.

DPR C21 65 Triton College
$67.00/67.00/49.00* (Includes $27.00 lab fee)

LIFELONG LEARNING

Fine Arts Discovery Workshop
Take a voyage of self discovery through art. This fine arts workshop offers students the opportunity to experiment with various media in order to produce original works of art using the following materials: pastels, charcoal, watercolor and acrylics. Basic printmaking techniques will also be examined. A different project will be completed each week for those students wishing to work closely with the instructor. This class is open to beginning, advanced and professional level students. Students have the option of participating in each weekly project or working independently on a project of their own choice. Materials may be purchased in class.

ART C04 01 Triton College
$60.00/60.00/36.00*

Great Philosophers
Learn about some of the great thinkers of the world and how they have influenced our lives. This is a basic course in philosophy for everyone. Previous study of philosophy is not required — just an interest in understanding the ideas and influence of some great thinkers of the past and a desire to improve your own thinking skills.

PHL C06 60 Triton College
Meets Thursdays, May 31 - Aug. 9, 1-2:30 P.M. Room R-213.
$50.00/50.00/24.00*

Great Books for Everyone
Read and discuss some selections from the Great Books of the Western World. Selections vary from semester to semester and before you register you need to find out what book or books you should acquire and what you should read before the first class. For information on this semester’s books, please e-mail askce@triton.edu.

ENG C19 61 Triton College
Meets Mondays, June 4 - Aug. 6, 1-2:20 P.M. Room R-211.
$50.00/50.00/24.00*

Great Films for Everyone
What makes a film great? Learn by watching and discussing films selected for the quality of their content and cinematic art. Enjoy the rewarding sensations, feelings, thoughts and inspirations these artfully crafted films have awakened in generations of filmgoers. Reflect on how we view life through the lens of film art, enjoying characters’ experiences and the way cinema presents them. Then discuss the great ideas, universal themes and perennial questions emerging in these films.

HUM C14 60 Triton College
Meets Tuesdays, June 12 - July 17, 1-2:50 P.M. Room R-123.
$40.00/40.00/24.00*

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Creative Writing I
Enter the exciting world of the art of creative written communication. In a noncompetitive atmosphere, learn through exercises, assignments and discussion to express yourself clearly and concisely, but with an imprint of individuality. Both fiction (short stories, novels, poetry, etc.) and non-fiction (articles, essays, journal entries, etc.) will be covered. You'll also learn how to market your finished product.

ENG C10 001 Triton College
Meets Mondays, June 4 - Aug. 6, 7-9:45 P.M. Room J-101.
$101.00/101.00/36.00*

Writeriffic: Creativity Training for Writers ONLINE
Banish writer's block forever with these tricks from the published writer's toolbox. Writeriffic liberates the inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice, this class will make it happen. For course registration procedures, please see Page 11.

ONL C34 Triton College $99.00/99.00/99.00*

Writeriffic 2: Advanced Creativity Training for Writers ONLINE
Increase writing confidence, beat writer's block, manage time, negotiate writing fees, write, and live your dreams. Learn advanced methods to create and write like the professionals—whether you are launching a career or seeking personal satisfaction through writing. In Writeriffic 2, you will learn to be the writer you have always wanted to be and have fun too. Prerequisite(s): Completion of Eva Shaw's Writeriffic: Creativity Training for Writers or The Craft of Magazine Writing. Internet access, e-mail and Netscape or Internet Explorer Web browser. For course registration procedures, please see Page 11.

ONL C45 Triton College $99.00/99.00/99.00*

Writing Your Life Story ONLINE
All lives are filled with stories. Men and women have stories to tell that are funny, interesting, embarrassing, painful, delightful, sad or whimsical stories about themselves, and people they have known or loved. This course provides adults with the opportunity to share their life stories and to develop a written legacy for their families and others. In this course you will recall and record a wide range of personal experiences through a facilitated thematic process. For course registration procedures, please see Page 11.

ONL C44 Triton College $99.00/99.00/99.00*

HOBBIES/CRAFTS
Basic Photography
This course covers both digital and film photography. Are you unsure of how to use your digital or film camera? Are you dissatisfied with the photos you get in automatic mode? Have you ever seen an amazing photo and wondered how the photographer got it? You can learn to confidently and consistently take good photographs through an understanding of automatic and manual camera operation, exposure, flash and various photographic composition techniques used by professional photographers. Bring your camera to this class along with your instruction book or camera manual. Make sure you have memory cards or film.

PHG C02 01 Triton College
Meets Tuesdays, June 12 - July 31, 7-8:50 P.M. Room F-116.
$67.00/67.00/24.00*

PHG C02 02 Triton College
Meets Thursdays, June 14 - Aug. 2, 7-8:50 P.M. Room F-116.
$67.00/67.00/24.00*

Digital Photography (1.5 AEC) ONLINE
Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest. Whether you're new to photography or a long-time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use. For course registration procedures, please see Page 11.

VIC E10 Triton College $100.00/100.00/100.00

HORTICULTURE
Easy-living Landscaping for the Home
Create a beautiful yard that seems to care for itself. Learn the secrets of ground cover, evergreen planting, decorative stone areas and walks. Live easy with carefree perennials and manageable bulbs and annuals for season-to-season color. Design your planting now for maximum effect at minimum cost. A materials fee will be assessed.

ORN C20 01 Triton College
Meets Tuesdays, June 12 - July 3, 7-9:20 P.M. Room R-127.
$40.00/40.00/25.00*

Wedding Design
You can create the wedding of the year when you plan and make flower bouquets and arrangements just the way you want them. Your projects in class will include bride and bridesmaid bouquets, corsages and boutonnieres. Coordinating tables, centerpieces and church arrangements will be discussed. A material fee will be assessed.

ORN C28 550 Nuevos Horizontes
Meets Saturdays, June 16 - July 28, 11-12:40 P.M. Room 112.
$40.00/40.00/20.00*

LANGUAGES
Beginning Conversational Italian
If you want to be able to carry on simple conversations in Italian, this is the time to learn phrases regarding shopping, cuisine, clothing, travel, numbers and other everyday topics. Your speaking practice will be supplemented by presentations on Italian life, customs, dialects and cities of Italy.

ITL C02 01 Triton College
Meets Tuesdays, June 12 - July 31, 7-9:45 P.M. Room E-202.
$101.00/101.00/36.00*

Intermediate Conversational Italian
Improve your Italian pronunciation and listening skills in this second course. Develop your vocabulary in everyday conversational situations and practice role play. Prerequisite: ITL C02, Beginning Conversational Italian or comparable background.

ITL C03 01 Triton College
Meets Wednesdays, June 13 - Aug. 1, 7-9:45 P.M. Room G-203.
$101.00/101.00/36.00*

Beginning Conversational Polish
Especially helpful for those who would like to acquire basic communication skills in the Polish language. This course will provide an introduction to basic structures, vocabulary and conversation, as well as elements of Polish culture, history and customs.

POL C01 01 Triton College
Meets Tuesdays, June 12 - July 31, 7-9:45 P.M. Room E-209.
$101.00/101.00/36.00*
Beginning Conversational Spanish
A knowledge of Spanish may be helpful if you plan to travel to Spanish-speaking countries or need a basic understanding of Spanish in the workplace. Learn to use basic vocabulary and conversation. Your class time will include a look at Spanish customs and social conventions.

SPN C04 01 Triton College
Meets Mondays and Wednesdays, May 30 - July 2, 7:945 P.M.
Room F-313. $101.00/101.00/36.00*

Elementary Spanish I
This course includes oral and written practice of basic vocabulary as well as the most widely needed verbs, with explanation of cultural and language structures. Computer disks and cassette tapes supplement instruction. For course sections numbered 101 and above, the course may be taken for college credit. All lower numbered sections are noncredit only.

SPN C14 101 Triton College
Meets Mondays, Tuesdays, Wednesdays and Thursdays, June 12-21, 8:30-11:25 A.M. Room E-135.
$373.00/956.24/24.00* (Includes $14.00 lab fee)

Intermediate Conversational Spanish
Review and reinforce your basic knowledge of Spanish while adding to your vocabulary and fluency in conversation. Prerequisite: SPN C04, Beginning Conversational Spanish or high school Spanish or comparable background.

SPN C05 01 Triton College
Meets Mondays and Wednesdays, July 9 - Aug. 8, 7-9:45 P.M.
Room R-211. $101.00/101.00/36.00*

Speed Spanish ONLINE
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. Que’ Bueno! For course registration procedures, please see Page 11.

ONL C20 Triton College $99.00/99.00/99.00*

Speed Spanish II ONLINE
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You’ll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you’ll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you’ll see an immediate improvement in your Spanish fluency from the very first lesson. For course registration procedures, please see Page 11.

ONL C01 Triton College $99.00/99.00/99.00*

MUSIC
Beginning Guitar
Put your favorite music at your fingertips. Whether you’re into folk, classical, blues or rock, it’s all made by forming notes and chords correctly. Bring your guitar to the first class, and start to build your understanding and mastery of this most flexible instrument immediately.

MUS C02 01 Triton College
Meets Thursdays, June 14 - Aug. 2, 7-8:50 P.M. Room E-307.
$67.00/67.00/24.00*

MUS C02 101 Nuevos Horizontes
Meets Saturdays, June 16 - July 28, 11 A.M.-12:50 P.M. Room 115.
$67.00/67.00/24.00*

Beginning Piano
Haven’t you always wanted to play the piano? Don’t put it off any longer. Learn chords and melodies in a relaxed atmosphere designed to help you enjoy playing from the beginning. High school students and adults are welcome.

MUS C09 001 Triton College
Meets Wednesdays, June 6 - Aug. 1, 7-8:40 P.M. Room J-224
$67.00/$67.00/$24.00

Continued on Page 30.

Free Business Counseling
Are you thinking of starting a new business?
Are you feeling growing pains?
Do you need financial assistance?
Would you like to get another perspective from a confidential second party?

Free counseling is now available on the second and fourth Tuesday of each month. The counselors are members of the Service Corp of Retired Executives (SCORE), which is a partner of the US Small Business Administration.

SCORE at Triton
We’re Back and Ready for Business...Your Business!
• Counselors to America’s small business
• Expert advice from experienced professionals
• Perfect for start-ups or to grow existing businesses
• By appointment only at Triton’s River Grove Campus
• And it’s free!

Score provides professional guidance and information to maximize the success of America’s existing and emerging small business. Score volunteers come from a variety of business and ethnic backgrounds, but they all share a belief that small business owners are more likely to succeed if they have a business mentor to guide them. Some counsel and mentor clients, others conduct workshops, still others use their talents to help our chapter grow and prosper. They conduct these activities both from home and through some 16 Chicagoland locations.

For more information, visit www.scorechicago.com

To schedule an appointment, call (312) 353-7724.

All times, dates, costs and locations listed in this schedule are subject to change.
*This course is self-sufficient and is not supported by any state or local taxes.
Make a Difference with RSVP

Put your talents and experience to work with the RSVP Volunteer Program of West Suburban Cook and Southern DuPage Counties. We can help by identifying volunteer opportunities in your community.

You can:
- Provide clerical support
- Help ESL students practice their English conversational skills
- Give companionship by visiting, listening, talking or reading to older adults living in a group home
- Drive cancer patients who have no transportation to and from their treatment appointments
- Serve as a volunteer nurse, ceramics instructor or docent
- And more

What you will receive in return is the joy of volunteering, as well as:
- Free membership in a national organization
- A quarterly newsletter
- Mileage or meal reimbursement upon request
- Supplemental insurance
- Invitation to volunteer appreciation events
- A feeling of accomplishment by giving back to the community and feeling good about yourself

Call the RSVP Volunteer Program at Triton College!
(708) 456-0300, Ext. 3835 or 3603

Triton College Active Retired Citizens Club

Looking for something to do in your retirement? Want to make new friends? Triton College’s Active Retired Citizens Club is a social club that provides activities and networking opportunities to adults who are young at heart and want to expand their social and intellectual life.

For more information, call (708) 456-0300, Ext. 3896.
Lifelong Learning (continued)

RETIROTE

The new Retirement Reality and Rescue Strategies
A lot has changed in the last five years for people entering retirement or for those already retired. Uncertainty and a changing landscape have ruled the day. Part I of this seminar, The New Retirement Reality, will explore how retirement is changing and what it is likely to look like in the years to come. Part 2 of this seminar, Retirement Rescue Strategies, will focus on what you can do today to take control of the changes in the retirement landscape. From investments and income planning to legal documents and long-term care this course will show you what you need to do to create a comfortable retirement now and in the future.

RET C01 01 Triton College
Meets Saturday, July 7, Noon-2:55 P.M. Room R-221. $10.00/10.00/10.00*

Health Care in Retirement
Health Care in retirement can seem like a complex maze. This course is designed to help students understand Medicare Parts A&B, Medicare Supplements, Medicare Part D prescription drug coverage, Medicaid and Long-Term Care insurance. A basic understanding of these health care options will help students make informed decisions and maximize any health care related benefits.

RET C02 01 Triton College
Meets Saturday, July 14, Noon-2:55 P.M. Room R-221. $10.00/10.00/10.00*

Saving Smart and Investing for Retirement
Saving and investing for people at or near retirement is very different from any saving or investing you have ever done. In retirement you need income, less risk and lower volatility to sleep well at night. Few people actually adjust their portfolios to reflect these changing needs. Saving smart and investing for retirement takes and in depth look at the various savings vehicles and investment products. Students will learn to analyze income potential, risk and liquidity of various investment products.

RET C03 01 Triton College
Meets Saturday, July 21, Noon-2:55 P.M. Room R-221. $10.00/10.00/10.00*

YOUTH PROGRAMS

Red Cross Swim
Learn to swim! This course, taught by qualified Red Cross water safety instructors, is open to any youngster who can stand in three feet of water. Classes are divided into groups according to ability.

KDS C25 01 Triton College (Ages 5-7)
Meets Saturdays, June 2-30, 9-9:50 A.M. Pool. $35.00/35.00/35.00* (Includes $15.00 lab fee)

KDS C25 02 Triton College (Ages 8-13)
Meets Saturdays, June 2-30, 10-10:50 A.M. Pool. $35.00/35.00/35.00* (Includes $15.00 lab fee)

Technology Fee
Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

All times, dates, costs and locations listed in this schedule are subject to change.

*This course is self-sufficient and is not supported by any state or local taxes.

Continued on Page 32.
Mark your calendars for Camp Triton 2012!
This summer, Camp Triton will offer loads of activity, fun and learning for your children.

Just look at some of the camps we are offering!

**Soccer Camp**
Join us for a week of soccer instruction and play. You’ll learn about footwork, passing, and skills used in offense and defense. Most of all, you’ll have fun playing with new friends! (Recommended for children, ages 7-15.)
CMP C04 01 Triton College
Meets Monday thru Friday, June 25-29, 9 A.M.-Noon
Room SC-FLD.
$60.00/60.00/60.00* (Includes $15.00 lab fee)

**Fun With Jewelry Making**
Have fun through jewelry making! This class will use beads, metal, and string to make jewelry that can be worn to the park or at tea time. Create friendship bracelets, earrings, necklaces and much, much more!

CMP C28 03 Triton College
Meets Monday thru Friday, July 16-20, 8:15-11:35 A.M.
Room R-125.
$60.00/60.00/60.00*

**Little Gardeners**
Dig in and watch it grow! Participants in the Little Gardeners’ program will enjoy “hands-on” group and individual learning experiences that promote a love of gardening, develop and appreciation for the environment, and cultivate the mind. Learn how things grow and bloom and observe it with your own eyes in Triton’s award-winning Botanical Gardens. You will also go on nature discovery walks and learn how to arrange flowers like a professional floral designer!

CMP C12 01 Triton College
Meets Monday thru Friday, June 25-29, 9-11:55 A.M.
Room R-209.
$60.00/60.00/60.00* (Includes $15.00 lab fee)

**CAMP TRITON KID’S COLLEGE AGES 8-11**
**Lego Robotics**
Travel to the edge of the universe in a robotic adventure that reveals a future when humanity will transform distant planets into livable habitats. Campers will participate in a mission to make the planet Pantheon habitable for a colony of space explorers. They will be put through a series of training exercises, which includes using the space deck mission simulator and visiting four small moons to help sharpen their robotic and terraforming skills before they can go on this mission.

CMP C23 03 Triton College
Meets Monday thru Friday, June 25-29, 8:15-11:35 A.M.
Room A-122A. $60.00/60.00/60.00*

For more information, call (708) 456-0300, Ext. 3501.
Youth Programs (continued)

Math Help
Add some additional emphasis to your math basics in this course that assists the elementary school student with basic math skills. Your child will strengthen his/her ability to analyze and work with numbers through a series of lectures, discussions, projects, oral presentations and assessment. Meets Saturdays!

KDS C55 01 * Triton College
Meets Mondays, Tuesdays, Wednesdays and Thursdays, July 9-19, 9-10:50 A.M. Room E-203. $65.00/65.00/65.00* (Includes $15.00 lab fee)

KDS C55 02 * Triton College
Meets Mondays, Tuesdays, Wednesdays and Thursdays, July 9-19, 9-10:50 A.M. Room E-316. $65.00/65.00/65.00* (Includes $15.00 lab fee)

Reading Help
Turn off the video games, television and music and pump up your child’s reading and comprehension skills. This course will encourage your child to enjoy reading and comprehending vocabulary put in front of him/her. Reading will be transformed from being a task to a discovery process.

KDS C56 01 * Triton College
Meets Mondays, Tuesdays, Wednesdays and Thursdays, July 23 - Aug. 2, 9-10:50 A.M. Room E-316. $65.00/65.00/65.00* (Includes $15.00 lab fee)

KDS C56 02 * Triton College
Meets Mondays, Tuesdays, Wednesdays and Thursdays, July 23 - Aug. 2, 9-10:50 A.M. Room E-148. $65.00/65.00/65.00* (Includes $15.00 lab fee)

Creative Paper Arts
Introduce your child to the Creative Paper Arts! In this camp students will utilize their imagination and creativity by using recycled paper to create a myriad of projects including origami art and paper mache. Where art meets creativity and sustainability, this class will be loads of fun for each student. Each child will need a smock for this course. (Recommended for children ages 5-10).

KDS C25 01 * Triton College
Meets Monday thru Friday, June 18-22, 1-4:25 P.M. Room R-131. $60.00/60.00/60.00*

Soccer Camp
Join us for a week of soccer instruction and play. You’ll learn about footwork, passing, and skills used in offense and defense. Most of all, you’ll have fun playing with new friends! (Recommended for children ages 7-15.)

CMP C04 01 * Triton College
Meets Monday thru Friday, June 25-29, 9 A.M.-Noon Room SC-FLD. $60.00/60.00/60.00* (Includes $15.00 lab fee)

Fun With Jewelry Making
Have fun through jewelry making! This class will use beads, metal, and string to make jewelry that can be worn to the park or at tea time. Create friendship bracelets, earrings, necklaces and much, much more!

CMP C28 03 * Triton College
Meets Monday thru Friday, July 16-20, 8:15-11:35 A.M. Room R-125. $60.00/60.00/60.00*

Little Gardeners
Dig in and watch it grow! Participants in the Little Gardeners program will enjoy “hands-on” group and individual learning experiences that promote a love of gardening, develop and appreciation for the environment, and cultivate the mind. Learn how things grow and bloom and observe it with your own eyes in Triton’s award-winning Botanical Gardens. You will also go on nature discovery walks and learn how to arrange flowers like a professional floral designer! (Recommended for children ages 5-10.)

CMP C12 01 * Triton College
Meets Monday thru Friday, June 25-29, 9-11:55 A.M. Room R-209. $60.00/60.00/60.00* (Includes $15.00 lab fee)

CAM P TRITON KID’S COLLEGE AGES 8-11

Lego Robotics
Travel to the edge of the universe in a robotic adventure that reveals a future when humanity will transform distant planets into livable habitats. Campers will participate in a mission to make the planet Pantheon habitable for a colony of space explorers. They will be put through a series of training exercises, which includes using the space deck mission simulator and visiting four small moons to help sharpen their robotic and terraforming skills before they can go on this mission.

CMP C23 03 * Triton College
Meets Monday thru Friday, June 25-29, 8:15-11:35 A.M. Room A-122A. $60.00/60.00/60.00*

Technology Fee
Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.
Cook County Sheriff’s Police Training Academy

Over 40 Years of Training Experience

- 20-Line State of the Art Shooting Range
- Defensive Tactics Training
- Comprehensive Driving Simulator System
- Firearms Training
- Also offering Northeast Multiregional Training MTU #3 Assist Programs

The Cook County Sheriff’s Police Training Academy offers a 10-week Basic Law Enforcement Course to all Law Enforcement Agencies with a free 11th week of additional training (Taser, L.E.A.D.S., O.C. Spray, Etc).

The CCSPD Academy provides the most up-to-date and diversified quality instruction balanced with practical exercises that promote knowledge, ethical values and skills that recruits and veteran police officers need in the community they are called upon to preserve.

For more information, visit our Web site at www.ccspd.org
(Click on Training Academy) or call (708) 583-3152.

Must be sponsored by a police department to attend.

Train to be a Security Professional

The Triton College School of Continuing Education offer courses in Basic Security Officer (PSA E02) and Firearms (PSA E25). Students will begin with the 20-hour Basic Security course which is certified through the Illinois Department of Financial and Professional Regulation (IDPR) as outlined in the Detective Act. The course covers security fundamentals for both new and experienced security employees who want to earn state certification. This is a required course along with a PERC (Permanent Employee Registration Card) are needed for employment with private security agencies.

Armed officers in Illinois need an additional 20 hours of instruction beyond the 20 hour Basic Security course in order to carry a firearm in the line of duty. Our 20-hour Firearms course (PSA E25) is composed of classroom instruction, written test, firing range practice and final qualification. A current Illinois Firearm Owner’s Identification Card is a prerequisite to receive firearms training at Triton College.

Private Security Basic Training
PSA E02 01
Meets Tuesdays, July 3-17, 8 A.M.-3:45 P.M.

Private Security Firearms Training
PSA E25 01
Meets Tuesdays, July 24-Aug. 7, 9 A.M.-4:30 P.M.

Register now by calling (708) 456-0300, Ext. 3130 or register online at www.triton.edu.
Are You Aware of the New Rules and Requirements for Real Estate Professionals?
Let Triton help you update your license.

Broker
- Increases the entry-level of licensure – now “broker” - from 45 hours of pre-license courses to 90 hours of pre-license courses.
- Provides that 15 of those hours shall be “situational” offerings in a classroom or interactive setting.
- Requires brokers to take 30 hours of post-licensure education within the first renewal period. 15 of those hours must be situational in an interactive setting.
- Requires 12 hours of continuing education (CE) each renewal period (except the first period when the 30 hours of post-license coursework are taken).

Managing Broker
- The current top category of licensure – “broker” – requires 120 hours of licensure (salesperson plus 45 hours). This bill creates the new category of “managing broker”, and requires managing brokers to have 165 pre-license hours (the 120 broker hours, plus a 45 hour course of study focusing on management of an office, supervision of licensees, and administrative issues; 15 of those 45 hours would be situational offerings in an interactive setting).
- Managing brokers would have to take the 12 hours per renewal of broker CE, plus an additional 12 hours of CE on broker management.

Enroll in Triton’s Real Estate Academy:
Two courses are available depending on your current status. (All courses include the required 15 hour interactive component)

1. If your Illinois Real Estate Salesperson license has expired or if you have never held a Real Estate License, you can take the 90 hour Broker Pre-License class, RES E13.

2. If you are a currently Licensed Real Estate Broker, you can transition to Managing Broker by taking the 45 hour Managing Broker Pre-License class, RES E17.

Courses available Fall 2012!

To register for any of these classes, call (708) 456-0300, Ext. 3500.
www.triton.edu/continuing

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.
Frequently Asked Questions

Do I need to worry about the conversion right now?
The conversion/transition period began on May 1, 2011 and will run through April 30, 2012. Administrative Rules have been drafted to further clarify the transition process. Please visit www.idfpr.com for more information on the transition process.

What are the new license categories under the revised Act?
Two main categories of licensure will exist under the revised Act:
  a) Managing Broker
  b) Broker
There are no changes to the Leasing agent requirements.

I am a real estate salesperson with an active license. How long will my license remain in effect?
The expiration date on all actively-licensed real estate salesperson licenses was extended an additional year and will expire April 30, 2012. Your current license is acceptable to use until this date.

I am a real estate salesperson who did not renew my license in 2009. Can I still renew my license?
No, the cut off date was April 30, 2011. You will need to meet the requirements of a new licensee.

What will the requirements be for a Salesperson converting to a Broker?
The salesperson must take 30 hours of post-licensure education as defined by Administrative Rules and make application to the Division prior to April 30, 2012.

What will the requirements be for a Broker converting to a Managing Broker?
To be actively licensed as a broker and take 45 hours of post-licensure education as defined by Administrative Rule and make application to the Division prior to April 30, 2012.

What are the requirements for a newly licensed Broker effective May 1, 2011?
90 hours of pre-license coursework including 15 hours of "situational" offerings in a classroom or interactive setting and pass the state exam.

What are the requirements for a newly licensed Managing Broker effective May 1, 2011?
An active Illinois broker needs to take 45 hours of managing broker pre-license coursework including 15 hours of "situational" offerings in a classroom or interactive setting to ensure that licensees obtain practical knowledge before acquiring a license.

Can I obtain a managing broker license and not manage an office?
Yes, just the same as brokers did under the old license law. However only licensed managing brokers designated with the Department as a managing broker by their sponsoring broker can advertise themselves to the public as a managing broker. Managing brokers that are not designated with the Department as a managing broker should advertise themselves as a “broker”.

Where is more information available on the new Act?

I failed the proficiency examination. How can I transition my license?
You will need to provide the Division with proof of post-license education which will be the 30-hour course for salesperson to broker and proof of passing the 45-hour course for broker to managing broker. A transition form will be available on the IDFPR Web site at www.idfpr.com/RETtransition.

I had a discipline against a previous license. How will this affect my ability to transition my license?
Any discipline orders that exist will need to go through the Enforcement section for further review.

How can I check the status of my license with the Department?
By entering your license number into the IDFPR online look-up at www.idfpr.com/dpr/ licenselookup/default.asp
Nuevos Horizontes

Visit Nuevos Horizontes/New Horizons where you will find a bilingual staff ready to assist you by providing you with educational programs and services.

Nuevos Horizontes offers you:
- Admission information
- Academic counseling
- Bilingual Computer Program
- Citizenship instruction in class or independent study on computer
- Community agency information
- Computer Lab—Independent Learning Center
- Cultural events
- English as a Second Language (ESL) classes
- General Education Development (GED) in Spanish
- Registration for ESL and GED classes
- Translation of birth and marriage certificates
- Tutoring in Spanish literacy, English and math

Visite Nuevos Horizontes donde el personal bilingüe está listo para servirle ofreciéndole una variedad de programas y servicios.

Nuevos Horizontes le ofrece:
- Asesoramiento académico
- Asesoría en inglés, matemáticas y español
- Clases bilingües de computación
- Laboratorio de computadoras para estudio independiente
- Cursos de inglés gratis
- Cursos de preparación para el equivalente a la secundaria o GED gratis
- Cursos y programas de computación de ciudadanía
- Eventos culturales
- Información acerca de agencias comunitarias
- Inscripciones para clases de inglés, GED y ciudadanía
- Traducciones de actas de nacimiento y matrimonio
- Clases de Ciudadanía gratis

Programas de Certificados Bilingües
(Entrenamiento a corto plazo)

Basic Computer Skills/Conocimientos Básicos de Computación
- DPR C16 – Conocimientos Básicos de Computación
- DPR C20 – Mecanografía

Asistente de Oficina – Office Assistant
- CIS E11 – Internet Básico
- CIS E12 – Internet Intermedio
- OFT E15 – Windows
- CIS E70 – Microsoft Word Básico
- OFT E20 – Microsoft Word Avanzado
- CIS E06 – Microsoft Excel
- BSN E02 – Introducción a Servicio al Cliente
- BUS C20 – Estrategias para Buscar Empleo
(Duración: 6 a 8 semanas por curso)

Auxiliar de Contabilidad – Bookkeeper
- CIS E70 – Microsoft Word
- BUS E09 – Contabilidad I
- BUS E52 – Contabilidad II
- CIS E06 – Microsoft Excel
- CIS E11 – Internet Básico ó
- CIS E12 – Internet Intermedio

Diseñador de Arreglos Florales – Floral Designer
- ORN C23 – Arreglos Florales Artificiales
- ORN C52 – Arreglos Florales de Temporada
- ORN C28 – Arreglos Florales para Bodas
(Duración: 4 a 6 semanas por curso)

Decorador de Pasteles – Cake Decorator
- CKG C68 – Decoración de Pasteles – Básico
- CKG C70 – Decoración de Pasteles – Intermedio
- CKG C71 – Decoración de Pasteles – Avanzado
- CKG C72 – Decoración con Fondant – Avanzado
(Duración: 4 semanas por curso)
## Evening Classes/Clases por la Noche

<table>
<thead>
<tr>
<th>Courses/Cursos</th>
<th>Course No.</th>
<th>Times</th>
<th>Day</th>
<th>Start/End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding</td>
<td>DPR C20</td>
<td>7-8:55 p.m.</td>
<td>Tu</td>
<td>6/12-7/31</td>
</tr>
<tr>
<td>Beginning Cake Decorating</td>
<td>CKG C68</td>
<td>7-8:50 p.m.</td>
<td>Tu</td>
<td>6/12-7/3</td>
</tr>
<tr>
<td>Intermediate Cake Decorating</td>
<td>CKG C70</td>
<td>7-8:50 p.m.</td>
<td>Tu</td>
<td>7/10-7/31</td>
</tr>
<tr>
<td>Internet Essential Skills</td>
<td>CIS E11</td>
<td>7-8:20 p.m.</td>
<td>Th</td>
<td>6/21-7/19</td>
</tr>
<tr>
<td>Basic Computer Literacy</td>
<td>DPR C16</td>
<td>6-6:50 p.m.</td>
<td>Tu,Th</td>
<td>6/12-8/2</td>
</tr>
<tr>
<td>Beginning Belly Dance</td>
<td>REC C05</td>
<td>7-7:50 p.m.</td>
<td>M</td>
<td>6/11-7/30</td>
</tr>
<tr>
<td>Dancercize with Zumba</td>
<td>PED C46</td>
<td>7-7:50 p.m.</td>
<td>W</td>
<td>6/13-8/1</td>
</tr>
</tbody>
</table>

## Morning Classes/Clases por la Mañana

<table>
<thead>
<tr>
<th>Courses/Cursos</th>
<th>Course No.</th>
<th>Times</th>
<th>Day</th>
<th>Start/End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft 2007 Word I</td>
<td>CIS E70</td>
<td>9-10:45 a.m.</td>
<td>Su</td>
<td>6/17-7/29</td>
</tr>
<tr>
<td>Customer Service/Office Equipment</td>
<td>BSN E02</td>
<td>11 a.m.-12:30 p.m.</td>
<td>Sa</td>
<td>6/16-7/21</td>
</tr>
<tr>
<td>Job Search Strategies</td>
<td>BUS C20</td>
<td>9-10:50 a.m.</td>
<td>Sa</td>
<td>7/14-28</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>DPR C20</td>
<td>9-10:55 a.m.</td>
<td>W</td>
<td>6/13-8/1</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>DPR C20</td>
<td>11 a.m.-12:45 p.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Latin Club Dancing</td>
<td>REC C42</td>
<td>11 a.m.-12:50 p.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Basic Computer Literacy</td>
<td>DPR C16</td>
<td>9-10:55 a.m.</td>
<td>Tu</td>
<td>6/19-7/24</td>
</tr>
<tr>
<td>Wedding Floral Design</td>
<td>ORN C28</td>
<td>11 a.m.-12:40 p.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Beginning Guitar</td>
<td>MUS C02</td>
<td>11 a.m.-12:50 p.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Beginning Belly Dance</td>
<td>REC C05</td>
<td>11-11:55 a.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Intermediate Belly Dance</td>
<td>REC C55</td>
<td>12-12:55 p.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Dancercize with Zumba</td>
<td>PED C46</td>
<td>9:30-10:30 a.m.</td>
<td>Sa</td>
<td>6/16-7/28</td>
</tr>
<tr>
<td>Dancercize with Zumba</td>
<td>PED C46</td>
<td>1-1:50 p.m.</td>
<td>MW</td>
<td>6/18-7/18</td>
</tr>
<tr>
<td>Dancercize with Zumba</td>
<td>PED C46</td>
<td>1-1:50 p.m.</td>
<td>TuTh</td>
<td>7/3-7/31</td>
</tr>
</tbody>
</table>

## Credit Classes

### Early Childhood Education Program

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No.</th>
<th>Lab Fee</th>
<th>Sem. Hrs.</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guiding Chldrn &amp; Managing Clsrm</td>
<td>ECE 153^ 002</td>
<td>1</td>
<td>Sa</td>
<td>9:00-10:50p</td>
<td>NH-110</td>
<td>Jun 16</td>
<td></td>
</tr>
<tr>
<td>Activites &amp; Resrcs for Yng Chldrn</td>
<td>ECE 154^ 001</td>
<td>1</td>
<td>Sa</td>
<td>11:00-12:50p</td>
<td>NH-110</td>
<td>Jun 16</td>
<td></td>
</tr>
</tbody>
</table>

Programa de entrenamiento para Proveedores de Cuidado Niños o Educadores en programas Pre-escolares y guarderías. Este programa es de crédito y a nivel universitario.

### NEW AT NUEVOS HORIZONTES

| Spanish for Spanish Speakers | SPN 115 001 | MTuWTh | 11:30-1:30p | NH103 | 6/11-8/3 |

## Free Computer Lab Access

| Computer Learning/Open Lab at Nuevos Horizontes | NHC C01 550 | 9 a.m.-9 p.m. | M,Tu,W,Th | 6/11-8/3 |
| Internet Access/Servicio de Internet Gratis   | NHC C01 550 | 9 a.m.-4 p.m. | F         | 6/11-8/3 |
|                                                |             | 9 a.m.-1 p.m. | Sa        | 6/11-8/3 |

Please call ahead to check for lab availability. Por favor llame para averiguar si el laboratorio está disponible.

---

For more information, call/Para más información, llame al (708) 649-2101,

Mondays through Thursdays,
8:30 a.m. to 9 p.m.,
Fridays (closed for the summer)
Saturdays from 8:30 a.m. to 1 p.m.

www.facebook.com/tritoncollege.nuevoshorizontes
The Educational Technology Resource Center (ETRC) supports the college curriculum and encourages effective learning by distributing and processing material to support all courses. The ETRC staff provides learning materials and curriculum in a variety of formats including iPad2 tablets, video, audio, interactive laser disk, DVD and computer assisted programs. These services enhance or supplement Online/Blackboard courses. The center provides computer-based educational services to all current Triton College students, faculty and staff. ETRC is Triton’s primary computer lab, with current technology and software. The ETRC also offers noncredit Continuing Education courses for Microsoft applications.

**Hours of Operation**

The ETRC is open, seven days a week, more than 90 hours per week, during the fall and spring semesters, including Saturday and Sunday. **Current semester Triton College photo ID is required for access to the ETRC.**

**Computer Lab Hours**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m.-8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Testing and Video Viewing Hours**

<table>
<thead>
<tr>
<th>Days</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m.-6 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m.-2 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**ETRC Distance Learning Services**

**Online/Blackboard Courses**
The ETRC is the main student contact for all Online/Blackboard and Illinois Virtual Campus courses. Student support services include orientations, online tutorials, tutoring, e-mail, telephone, walk-in and online HELP form.

**Miscellaneous**

**Reserved Materials**
Instructors provide video, audio and CD-ROMs for students to view at their own convenience.

**Small Audio Visual Equipment**
Faculty and staff may check out portable tape recorders and digital cameras. Please provide a current Triton College staff ID when requesting equipment.

**Bay Reservations**
Faculty members may reserve a computer bay in the open lab by calling Ext. 3366 or 3361. Please include your name and contact information, course number, software needed for class, date of request, start and end time of class and number of students. Please make reservations early, as availability is on a first-come, first-served basis.

**Software Requests**
Faculty also can request installation of special textbook companion software or supplemental course-related software. However, please allow ample lead-time for our technical staff to complete the installation process before you come in.

For more information, call (708) 456-0300, Ext. 3361 or 3039.  
www.triton.edu/etrc
Adult Education

Triton College offers a wide range of adult education programs that assist adults in gaining the skills or certification needed to take college courses and succeed in the workplace. The Adult Education department works closely with Nuevos Horizontes (Triton College Community Center) in Melrose Park and the college’s Learning Resource Center to provide tools and resources to support students throughout their educational journey. For more information, please call (708) 456-0300, Ext. 3259 or visit the Triton College website at www.triton.edu.

**English as a Second Language**

English as a Second Language (ESL) is designed for non-native English speaking adults to build reading, writing, listening and speaking skills. Class times meet the needs of working adults in the morning, afternoon and in the evening. Some Saturday classes are also available. In addition, the ESL Program offers free Citizenship courses. As classes tend to fill up quickly, registering early is strongly advised.

For more information, please call (708) 456-0300, Ext. 3513.

**High School Completion Programs**

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

**Adult and Evening High School**

This program is operated in partnership with local high school districts. It enables students currently enrolled in high school to make up credits as advised by their counselor. It also enables adults who left high school prior to graduation to complete classes and receive a traditional high school diploma.

**GED**

This program provides classes that prepare students to take the GED (high school equivalency) examination. Students are given a placement test to determine the level of classes needed. The GED classes are offered in both English and Spanish. Classes are held in the morning and evenings at Triton and throughout the community. Some preparation classes are available online.

For more information, please call (708) 456-0300, Ext. 3259.

**Literacy** (Room F-214)

The Access to Literacy Program is designed to help adults develop basic reading, writing and math skills. A component of this program is the ESL preparation program for Spanish speakers. Volunteer tutors are trained to assist students in small group or individual tutoring sessions. A computer lab is also available to provide additional support.

For more information, please call (708) 456-0300, Ext. 3458.

**Register Early**

Registration sessions are available through the year, early in October, December, January, March and May.

MOST CLASSES ARE FREE!

Free English as a Second Language Classes
For information, please call (708) 456-0300, Ext. 3513.

Clases Gratis de Inglés Como Segundo Idioma
Para más información, favor de llamar al (708) 456-0300, Ext. 3513.

Bezplatne Lekcje Języka Angielskiego
Po więcej informacji proszę dzwonić pod numer (708) 456-0300, wew. 3513.

For the purposes of compliance with Section 511 of Public Law 101-166, approximately $449,510 or 38% of the funds used to support this program in FY ’07 came from federal sources.
## Adult Education Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No.</th>
<th>Credit Hrs.</th>
<th>Days</th>
<th>Time</th>
<th>Loc.</th>
<th>Start</th>
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<tbody>
<tr>
<td><strong>Afternoon</strong></td>
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<tr>
<td>Consumer Education</td>
<td>E01 001</td>
<td>3</td>
<td>TuTh</td>
<td>1:00-4:50p</td>
<td>N-203</td>
<td>Jun 14</td>
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<td><strong>Evening</strong></td>
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<tr>
<td>Access to Reading III</td>
<td>E08 002</td>
<td>3</td>
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<td>Access to Reading IV</td>
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<tr>
<td>Access to Reading IV</td>
<td>E09 005</td>
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<td>9:00-11:50a</td>
<td>F-311</td>
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<tr>
<td><strong>ENGLISH/LITERATURE &amp; COMPOSITION</strong></td>
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<td>English Language &amp; Composition</td>
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<td>TuTh</td>
<td>1:00-4:50p</td>
<td>M-127</td>
<td>Jun 12</td>
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<tr>
<td>Exploring Literature</td>
<td>E75 001</td>
<td>3</td>
<td>TuTh</td>
<td>1:00-4:50p</td>
<td>E-305</td>
<td>Jun 11</td>
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<tr>
<td><strong>PRINCIPLES OF WRITING</strong></td>
<td>E15 001</td>
<td>3</td>
<td>M,W</td>
<td>6:00-9:50p</td>
<td>D-313</td>
<td>Jun 11</td>
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<tr>
<td><strong>ENGLISH AS A SECOND LANGUAGE</strong></td>
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<td>Reading &amp; Writing Workshop I</td>
<td>E18 001</td>
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<td>TuTh</td>
<td>9:00-10:50a</td>
<td>E-305</td>
<td>Jun 12</td>
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<tr>
<td>Reading Skill Development-Inter</td>
<td>E19 003</td>
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<td>TuTh</td>
<td>9:00-10:50a</td>
<td>N-200</td>
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<tr>
<td>Writing Workshop-Advanced</td>
<td>E24 002</td>
<td>2</td>
<td>TuTh</td>
<td>11:00-12:50p</td>
<td>E-206</td>
<td>Jun 12</td>
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<tr>
<td>ESL Intermediate-Gramr Review</td>
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<td>2</td>
<td>M,W</td>
<td>9:00-11:50a</td>
<td>E-206</td>
<td>Jun 11</td>
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<td>ESL Intermediate-Gramr Review</td>
<td>E25 002</td>
<td>2</td>
<td>M,W</td>
<td>9:00-11:50a</td>
<td>E-206</td>
<td>Jun 11</td>
</tr>
<tr>
<td>Advanced Conversation</td>
<td>E48 001</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
<td>N-202</td>
<td>Jun 11</td>
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<tr>
<td>Beg Read &amp; Write Skill Dvlpmnt</td>
<td>E49 001</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
<td>M-130</td>
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<tr>
<td>ESL Intermediate - Gramr RevI</td>
<td>E65 001</td>
<td>2</td>
<td>M,W</td>
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<tr>
<td>ESL Intermed-Gramr Review II</td>
<td>E66 001</td>
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<td><strong>OFF CAMPUS</strong></td>
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<td>Reading &amp; Writing Workshop I</td>
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<td>E18 007</td>
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<td>E18 009</td>
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<tr>
<td>Reading Skill Development-Inter</td>
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<td>TuTh</td>
<td>9:00-11:50a</td>
<td>E-206</td>
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<td>Beginning Conversation</td>
<td>E48 001</td>
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<td>M,W</td>
<td>9:00-10:50a</td>
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<td>M,W</td>
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<td>E48 003</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
<td>N-200</td>
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<td>E48 004</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
<td>N-199</td>
<td>Jun 11</td>
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<td>E49 002</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
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<td>Jun 11</td>
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<td>E49 003</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
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<td>Beg Read &amp; Write Skill Dvlpmnt</td>
<td>E49 004</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
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<tr>
<td>Beg Read &amp; Write Skill Dvlpmnt</td>
<td>E49 005</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
<td>N-195</td>
<td>Jun 11</td>
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<tr>
<td>Beg Read &amp; Write Skill Dvlpmnt</td>
<td>E49 006</td>
<td>2</td>
<td>M,W</td>
<td>9:00-10:50a</td>
<td>N-194</td>
<td>Jun 11</td>
</tr>
</tbody>
</table>

For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.
## GENERAL EDUCATIONAL DEVELOPMENT

### Morning
- **Spanish Pre-GED II**
  - Course No.: GED E14 002
  - Hrs.: 3
  - Days: M, W
  - Time: 9:00-11:50 a.m.
  - Loc.: R-207
  - Start: Jun 11

- **Spanish MATH I**
  - Course No.: GED E15 001
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 9:00-11:50 a.m.
  - Loc.: R-207
  - Start: Jun 11

- **Spanish Math II**
  - Course No.: GED E17 001
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 9:00-11:50 a.m.
  - Loc.: N-205
  - Start: Jun 12

- **Math I**
  - Course No.: GED E20 003
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 9:00-11:50 a.m.
  - Loc.: F-308
  - Start: Jun 12

- **Math II**
  - Course No.: GED E21 004
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 9:00-11:50 a.m.
  - Loc.: E-209
  - Start: Jun 12

- **Math III**
  - Course No.: GED E22 005
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 9:00-11:50 a.m.
  - Loc.: F-211
  - Start: Jun 12

- **Pre-GED I**
  - Course No.: GED E60 001
  - Hrs.: 3
  - Days: M, W
  - Time: 9:00-11:50 a.m.
  - Loc.: R-207
  - Start: Jun 11

- **Pre-GED II**
  - Course No.: GED E60 002
  - Hrs.: 3
  - Days: M, W
  - Time: 9:00-11:50 a.m.
  - Loc.: F-208
  - Start: Jun 11

- **Ged A**
  - Course No.: GED E61 001
  - Hrs.: 3
  - Days: M, W
  - Time: 9:00-11:50 a.m.
  - Loc.: F-302
  - Start: Jun 11

- **Ged A**
  - Course No.: GED E61 003
  - Hrs.: 3
  - Days: M, W
  - Time: 9:00-11:50 a.m.
  - Loc.: G-312
  - Start: Jun 11

### Afternoon
- **Pre-GED I**
  - Course No.: GED E60 005
  - Hrs.: 3
  - Days: Tu
  - Time: 1:00-3:50 p.m.
  - Loc.: E-312
  - Start: Jun 12

- **Ged A**
  - Course No.: GED E61 005
  - Hrs.: 3
  - Days: M, W
  - Time: 1:00-3:50 p.m.
  - Loc.: E-314
  - Start: Jun 11

### Evening
- **Spanish Pre-GED II**
  - Course No.: GED E14 001
  - Hrs.: 3
  - Days: M, W
  - Time: 7:00-9:50 p.m.
  - Loc.: R-219
  - Start: Jun 11

- **Spanish Math II**
  - Course No.: GED E17 002
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 7:00-9:50 p.m.
  - Loc.: R-213
  - Start: Jun 12

- **Math I**
  - Course No.: GED E20 004
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 7:00-9:50 p.m.
  - Loc.: R-211
  - Start: Jun 12

- **Math III**
  - Course No.: GED E22 003
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 7:00-9:50 p.m.
  - Loc.: F-313
  - Start: Jun 12

### HISTORY

### Evening
- **U.S. History II**
  - Course No.: HIS E23 001
  - Hrs.: 3
  - Days: M, W
  - Time: 5:30-8:15 p.m.
  - Loc.: E-209
  - Start: Jun 11

### MATHEMATICS

### Afternoon
- **Comp Asst High School-Alg/Geom MAT**
  - Course No.: E21 001
  - Hrs.: 3
  - Days: M, W
  - Time: 1:00-3:50 p.m.
  - Loc.: M-127
  - Start: Jun 11

### PSYCHOLOGY

### Evening
- **Behavioral Psychology**
  - Course No.: PSY E10 001
  - Hrs.: 3
  - Days: M, W
  - Time: 6:00-9:50 p.m.
  - Loc.: E-202
  - Start: Jun 11

### Evening
- **Natural Science**
  - Course No.: SCI E07 001
  - Hrs.: 3
  - Days: Tu, Th
  - Time: 6:00-9:50 p.m.
  - Loc.: D-313
  - Start: Jun 12

### WEEKEND
- **GED Retest Workshop**
  - Course No.: GED E08 001
  - Hrs.: 1
  - Days: Sa
  - Time: 9:00-1:35 p.m.
  - Loc.: R-309
  - Start: Jun 2

- **Reading & Writing Workshop I**
  - Course No.: ESL E18 063
  - Hrs.: 2
  - Days: Sa
  - Time: 9:00-12:55 p.m.
  - Loc.: NH-126
  - Start: Jun 16

- **Beginning Conversation**
  - Course No.: ESL E48 065
  - Hrs.: 2
  - Days: Sa
  - Time: 9:00-12:55 p.m.
  - Loc.: NH-123
  - Start: Jun 16

- **Reading & Writing Workshop II**
  - Course No.: ESL E50 002
  - Hrs.: 2
  - Days: Sa
  - Time: 9:00-1:10 p.m.
  - Loc.: N-200
  - Start: Jun 16

### GED Retest Workshop
- **GED Retest Workshop**
  - Course No.: GED E08 001
  - Hrs.: 1
  - Days: Sa
  - Time: 9:00-1:35 p.m.
  - Loc.: R-309
  - Start: Jun 2

### GED Constitution Review
- **GED Constitution Review**
  - Course No.: GED E07 002
  - Hrs.: 3
  - Days: Sa
  - Time: 9:00-11:50 a.m.
  - Loc.: R-311
  - Start: Jun 16

### GED Retest Workshop
- **GED Retest Workshop**
  - Course No.: GED E08 001
  - Hrs.: 1
  - Days: Sa
  - Time: 9:00-1:35 p.m.
  - Loc.: R-309
  - Start: Jun 2

### GED Retest Workshop
- **GED Retest Workshop**
  - Course No.: GED E08 001
  - Hrs.: 1
  - Days: Sa
  - Time: 9:00-1:35 p.m.
  - Loc.: R-309
  - Start: Jun 2

### Do It!

Prepare for the GED (General Education Development) exam today!

- **Find answers to your questions about the GED test.**
- **Take the placement test to assess your skills in reading and math.**
- **Enroll in reading, language arts and/or math classes.**
- **Attend classes two or four evenings or mornings a week for eight weeks.**
- **Have access to a computer lab and individual tutoring to supplement class instruction.**

For more information, please call the Triton College Adult Education Department at (708) 456-0300, Ext. 3513.

For the purposes of compliance with Section 511 of Public Law 101-106, approximately $450,000 or 38% of the funds used to support this program in FY ’08 came from federal sources.
Register in Two Easy Steps
Classes run from May through August.

Step 1: Select Courses
Each course description includes the course number, location (including both on- and off-campus courses), date of first class, time, room number and tuition.

Step 2: Register in Person, by Phone or Online
Register early to prevent cancellation of a class due to low enrollment. Late registration will be accepted the first night of class if space is available and the class has not been canceled. Payment must accompany late registrations.

Register in Person
At Triton’s Main Campus
Come to the Welcome Center located in the College Center. Registration hours are from 8 a.m. to 7:30 p.m. Monday through Thursday, 8 a.m. to 4 p.m. Friday, and 9 a.m.-1 p.m. Saturday.

Payment
Payment must be made at time of registration. Acceptable forms of payment include cash, check, MasterCard, Visa or American Express.

Register Online
Register online at www.triton.edu. Restrictions may apply.

Payment
Payment must be made at time of registration. Acceptable forms of payment include MasterCard, Visa or American Express.

Register by Phone* 
With a Triton Representative
Select your courses and call (708) 456-0300, Ext. 3130, to register. Be prepared to give the representative the course information (course title and number, etc.).

With the exception of holidays and certain periods between semesters, our phone registration staff is available from 8 a.m. to 7:30 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday. Saturday phone registration hours are 9 a.m. to 1 p.m. at (708) 456-0300, Ext. 3130.

Personal Data
When it is necessary to withdraw or revise a scheduled class, the college will contact students as soon as possible. Current home and work phone numbers and address information must be accurate on your student records.

Tuition
The tuition listed at the end of each course entry includes these rates. For example:
$48.00/126.00/19.00
The first amount is in-district tuition, the second amount is out-of-district tuition and the third amount is the special rate for in-district older adults (age 60 and over).

Registration Fee
All students are assessed a $5 registration fee. You may take as many courses as you wish each semester for one registration fee plus tuition for each course.

Technology Fee
Students enrolled in “E” courses for a total of 11 credit hours (AEC) or less, will be assessed a $25 technology fee. If enrolled in more than 11 hours, a $50 fee will be assessed.

Extension Centers
Meeting dates for classes held at extension centers generally follow the schedules and/or school calendar of that center. When a center is closed because of local scheduling, severe weather or some other condition that makes holding class impossible, that class meeting will be canceled and rescheduling arrangements will be made at the next class meeting.

Refund Policy (Please note changes)
- One hundred percent refund up to three business days (9 a.m.-5 p.m.) prior to the start of the class. No refunds will be granted after this time. No-shows do not constitute cancellation.
- Requests for exception to the refund policy must be stated in writing on a General Petition or letter to the director, Continuing Education Department and submitted to Room A-201 of the Learning Resource Center within one calendar year of the semester in dispute.
- All refund checks are mailed. Credit card payments are refunded by credit card and check payments are processed 10 working days after check receipt.
- Cashier’s Office hours are:
  8 a.m.-7:30 p.m.   Mondays through Thursdays
  8 a.m.-4 p.m.     Fridays
  9 a.m.-1 p.m.     Saturdays
- For more information, call (708) 456-0300, Ext. 3392, 3581 or 3540.

Scheduling
Triton College reserves the right to withdraw, postpone, combine or divide classes and to change either the time, dates or location of classes. Triton also reserves the right to make other required revisions that may be necessary when there are insufficient paid registrations; when qualified instructors, facilities or equipment become unavailable; or for other reasons that are beyond the college’s control.

Note: Payment of tuition by credit card is subject to verification of credit card number and expiration date.

*GED (General Educational Development), ESL (English as a Second Language) and The Center for Business and Professional Development registrations are not accepted by other phone, mail or fax registration within this department. Please contact the other departments for their registration information.
Training can be customized for your company. Here are some of the topics we can bring to your company for your employees:

**Basic Skills**
- Spanish, Polish or other languages
- English as a Second Language (ESL)
- Basic Skills: Math and Reading

**Computers**
- Microsoft Office
  - Word
  - Excel
  - Access
  - PowerPoint
  - MS Project
- AutoCAD
- ProE
- QuickBooks
- Quicken
- Marketing on the Internet
- Computer Networking
- IT Security and Data Assurance
- IP Technologies

**Leadership and Management**
- Supervisory Skills
- Customer Service
- Sales/Marketing
- Project Management
  - 23-hour Fundamentals (CAPM prep)
  - CAPM Exam Review
  - 35-hour Certificate (PMP prep)
  - MS Project
- Team Building
- Managing Change
- Business Writing
- Managing Diversity
- Effective Meetings
- Conflict Resolution
- Managing/Dealing with Change
- Goal Setting
- Interviewing and Hiring
- Developing Performance Standards
- Performance Assessment
- Effective Presentation
- Delegation
- Coaching and Counseling

**Manufacturing and Maintenance**
- Shop Math
- Blueprint Reading
- Metrology with GD&T
- Machining
- CNC
- Electricity for Industry
- PLCs
- Hydraulics/Pneumatics
- Machine Tool Technology
- Heating and Air Conditioning
- Welding
  - Shielded Metal Arc Welding
  - MIG
  - TIG
  - AWS Certification

**Health and Safety**
- Respiratory Protection
- Confined Space Entry
- First Aid and CPR
- 10 and 30-hour OSHA Safety

**Project Management**
- 23-hour Fundamental (CAPM preparation)
- CAPM Exam Review
- 35-hour Certificate (CAPM preparation)
- MS Project

**Quality and Productivity**
- Lean Manufacturing
- ISO 9001:2008
- ISO 14001
- ISO Auditor Training
- ISO/TS 16949
- Six Sigma

Why partner with Triton’s Center for Business and Professional Development?

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- Reasonable costs for first-class services
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- State-of-the-art facilities
- Access to grants

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Jewel
Local 399 Stationary Engineers
Mannheim School District #83
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