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Policies and Procedures

Release of Information about Students

For students 18 years or older or those attending an institution of post-secondary education, the Family Educational Rights and Privacy Act forbids the College from releasing any information (for example, registration, records, payment, grades, classroom performance, attendance) to anyone other than the student unless the student has signed a "Release of Confidentiality Form" or the parent provides IRS proof of the student as a dependent. The form is available in Counseling and Academic Advising, Enrollment Services, the Business Office, or the Financial Aid Office.

Clean Air / Smoke Free Environment

PSC is committed to enhancing the environment on campus. As part of that effort, smoking guidelines are in effect. These guidelines provide an improved quality of life for all students, faculty, staff, and visitors. The guidelines are aligned with the state law, Smoke Free Illinois Act. Smoking is not permitted anywhere inside College buildings. There are five designated smoking areas on campus.

Smoking is only allowed in those areas. Individuals smoking outside of the designated areas are subject to the following:

1. First offense: Warning issued by Campus and Public Safety
2. Second offense: \$100 fine or option of attending Tobacco Free Class (2 hours)
 - Failure to pay fine or attend class will result in block on student record impacting all student services including registration.
3. Third offense: \$100 Fine
 - Failure to pay fine will result in block on student record impacting all student services including registration.

Equal Opportunity/Affirmative Action

Prairie State College does not discriminate on the basis of race, religion, color, age, disability, ancestry, marital status, military discharge status, national origin, veteran status, sexual orientation or other non-merit factors in educational programs or employment practices. Inquiries may be directed to the Affirmative Action Officer, Prairie State College.

Mission Statement

Prairie State College is a richly diverse community college dedicated to student-centered instruction that fosters success in adult, transfer, and workforce education.

Recycling Statement

In compliance with Illinois Public Act 86-1363, the board of trustees supports a waste reduction program for Prairie State College, which shall include source reduction, recycling, and the purchasing of products with a recycled content. Faculty, staff, and students of the College shall be expected to comply with this program.

Fall 2010 Calendar

Registration

- **Priority registration** (in-person and online) for current students begins: Apr. 26-29
- **Open registration** (in-person and online) for all students begins: Apr. 30
- **Schedule changes:** Aug. 23 and Aug. 24

Payment

- Financial aid application priority deadline: On or before Apr. 1
- Students completing or just starting financial aid after July 1 should establish alternative payment arrangements.
- Payment due or payment plan must be set up by: July 7

Note: Students who register or add classes on July 8 or after must **that day** either pay in full or arrange for an installment payment plan through e-Cashier.

Fall 2010 Credit Courses

16-week

Begins Aug. 23, ends Dec. 9

Last day to declare an audit: Sept. 17

Last day to withdraw for a W grade: Nov. 12

First 8-week

Begins Aug. 23, ends Oct. 18

Last day to declare an audit: Sept. 3

Last day to withdraw for a W grade: Oct. 1

Second 8-week

Begins Oct. 19, ends Dec. 9

Last day to declare an audit: Oct. 29

Last day to withdraw for a W grade: Nov. 24

Late Start

Begins Sept. 17, ends Dec. 9

Last day to declare an audit: Oct. 8

Last day to withdraw for a W grade: Nov. 19

Final Exams

Dec. 10-16

Last day to apply to fall graduation

Oct. 1

Commencement

May 21 (only ceremony held all year)

College Closings

- Check prairiestate.edu for updates
- Memorial Day: May 31
- Labor Day: Sept. 6
- Thanksgiving recess: Nov. 25-28

Non-Credit Classes

- Registration for non-credit classes continues throughout the semester.
- Payment is due when you register.
- Refunds issued only if registration is cancelled no less than 48 business hours before the first class meeting.



College Contact Information and Hours

Main Campus

202 South Halsted Street, Chicago Heights, IL 60411
Phone: (708) 709-3500
prairiestate.edu

Matteson Area Center

4821 Southwick Drive, Matteson, IL 60443
Phone: (708) 709-3750

Bookstore

Location: Room 1120
Phone: (708) 709-3587
Hours: Monday–Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. - 3 p.m.
(Hours are subject to change without notice)

Business Office

Location: Room 1110
Phone: (708) 709-3577
Hours: Monday–Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. - 4:30 p.m.

Campus Safety

Location: Room 1102
Phone: (708) 709-3756
Hours for parking and student IDs:
Monday- Thursday, 9 a.m. – 7 p.m.
Friday, 9 a.m.- 1 p.m.
Note: Parking registration hours are extended during the final days of open registration and first week of the semester.

Children's Learning Center

Location: Children's Learning Center Building
Phone: (708) 709-3727
Hours: Monday – Thursday, 7 a.m. – 10:15 p.m.
Friday, 7 a.m. – 5 p.m.
Note: Closed when classes are not in session

Counseling and Academic Advising

Location: Room 1180
Phone: (708) 709-3506
Hours: Monday–Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. - 4:30 p.m.

Disability Services

Location: Room 1192
Phone: (708) 709-3603
Hours: Monday–Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. - 4:30 p.m.

Emergency Closing Information

Check emergencyclosings.com
Call PSC at (708) 709-3500 or check prairiestate.edu

Enrollment Services

Location: Room 1215
Phone: (708) 709-3516
Hours: Monday–Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. - 4:30 p.m.

Financial Aid

Location: Room 1350
Phone: General Information, (708) 709-3735
Financial Aid Advisors, (708) 709-3523
Loan Information, (708) 709-3520
Scholarship Information, (708) 709-3562
Veterans Information, (708) 709-3562
Hours: Monday–Thursday, 8 a.m. – 7 p.m.
Friday, 8 a.m. - 4:30 p.m.

ITR Help Desk

Hours: Monday–Thursday, 8 a.m.- 9 p.m.
Friday and Saturday, 8 a.m. - 4:30 p.m.
Phone: (708) 709-7999
e-mail: helpdesk@prairiestate.edu.

Library

Location: Room 1216
Phone: (708) 709-3552
Hours: Monday–Thursday, 7:30 a.m. –8:30 p.m.
Friday, 7:30 a.m. - 4 p.m.
Saturday, 7:30 a.m. - 2 p.m.

Student Success Center

Location: Room 2643
Phone: (708) 709-3663
Hours: Monday–Thursday, 8 a.m. – 7:30 p.m.
Friday, 8 a.m. - 4 p.m.

Student Success Center Computer Lab

Location: Room 2645
Phone: (708) 709- 7792
Hours: Monday and Thursday, 8 a.m.–8 p.m.
Tuesday and Wednesday, 8 a.m.–4 p.m.
Friday, 8 a.m.– 4 p.m.
Saturday, 10 a.m.– 12 noon

Switchboard

(708) 709-3500

How to Enroll

New Student for Credit Courses

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

Step 2. COMPASS Test or ACT Scores

Students are advised to take the COMPASS Assessment Test for transfer programs and for correct placement in prerequisite courses, or bring in ACT scores that are within the past five years. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment necessary. Contact the testing center for times at (708) 709-3558, or visit prairiestate.edu, go to Choose a Link, and click on COMPASS Test.

Step 3. Transcripts

Send your official high school transcripts* to the Enrollment Services Office.

Step 4. Advisor

Meet with an advisor to select courses and complete the registration form. No appointment necessary.

Step 5. Register

Register in person for courses in Enrollment Services.

Step 6. Payment

Pay tuition and fees in the Business Office.

*Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts be received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.

Don't let financial concerns stop you from enrolling at Prairie State College. Over half of PSC students receive financial aid. Talk to a financial aid representative at (708) 709-3735.

Transfer Student for Credit Courses

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

Step 2. Transcripts

Send your official transcripts* and request an evaluation of official transcripts to determine how courses will transfer to PSC.

Step 3. COMPASS Test, ACT Scores, or College Transcripts

Take the COMPASS Assessment Test or bring in ACT scores that are within the past five years, or present unofficial transcripts to advisor for course placement. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment necessary. Contact the testing center for times at (708) 709-3558, or visit prairiestate.edu, go to Choose a Link, and click on COMPASS Test. Unofficial transcripts can be used to determine a preliminary placement and determine the need for COMPASS testing.

Step 4. Advisor

Meet with an advisor to select courses and complete the registration form. No appointment necessary.

Step 5. Register

Register in person for courses in Enrollment Services.

Step 6. Payment

Pay tuition and fees in the Business Office.

How to Enroll

Current Student

Note: Students will not be able to register or drop courses under 100 level through WebAdvisor.

Step 1. Meet with an academic advisor.

Discuss your academic program and select your courses.

Step 2. Register for courses.

Use this schedule to find the courses most convenient and appropriate for you. Fill out the registration form and register in the Enrollment Services Office or register online.

Step 3. Pay tuition and fees.

Please note that registration is not complete until you have made payment arrangements either online or through the Business Office, or have received official notification that you have completed all the steps of the financial aid process. If you were asked to submit additional forms to the Financial Aid Office, please complete them and verify that your award is finalized for registration.

Step 4. Report address and phone number changes.

Visit Enrollment Services. ID required.

Online Registration

Students who have completed at least one semester at PSC can register online. Note: Courses below 100 level and certain programs cannot be registered for online.

Step 1. Select your courses

Select your courses from this schedule or from the PSC Web site by clicking first on WebAdvisor and then on Students (no password required).

Step 2. Register

Click on WebAdvisor, and then on the log in button at the top of the screen where you will enter your user ID and password. You may now begin to register for your courses. If you cannot remember your user ID and password, follow the prompts located in WebAdvisor → Students → User Account or call the Help Desk at (708) 709-7999 for additional assistance.

Step 3. Print

To print your schedule, click file, then print

Step 4. Payment

You can pay and set up an installment plan online with e-Cashier. See page 10 for more details.

Student with Bachelor Degree or Higher

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516.

Step 2. Transcripts

Send official transcripts and request an evaluation to determine how courses will transfer to PSC. Unofficial transcripts can be used for initial enrollment. Official transcripts should be received and evaluated by the end of the first term of enrollment.

Step 3. Register

Complete registration form and enroll in courses

Step 4. Payment

Pay tuition and fees



Payment and Refund Information

Tuition

In-District Residents and Employees of In-District Companies

\$83 + \$9 fee = \$92 per credit hour

Lake County, Indiana, Residents

\$93 + \$9 fee = \$102 per credit hour

Out-of-District Residents

\$240 + \$9 fee = \$249 per credit hour

Out-of-State/International Students

\$328 + \$9 fee = \$337 per credit hour

Registration fee: \$10 each semester

Late Registration fee: \$20 if you register after a course begins

Note: Laboratory fees are additional. Prairie State College reserves the right to change tuition and fees without notice.

A tuition increase is under consideration at the April 27, 2010, board meeting.

Bookstore Payment Plan

Eligible students may defer part of the cost of book purchase that total at least \$300 and have a Nelnet agreement in place for their tuition. The payment terms for the remaining balance are the same at the payment plan.

Third-Party Payments

The College accepts payments by third parties on student accounts, but any refund due is made directly to the student.

Returned Checks

A service fee of \$25 is charged for each check that is returned by the bank for non-payment. The College also will not accept another check from your account for one year. If checks are not made good within two weeks of notification, your account may be placed with a credit agency for collection. (If your check is returned due to stop payment or account closed, the College will not accept checks on your account for ten years.)

Payment Options

Registration is not final and enrollment is not guaranteed in any course until all costs have been paid in full. Payment arrangements must be made by July 7. You are held responsible for payment unless you drop courses in the Enrollment Services Office by the dates listed on the refund table. If you register on July 8 or later, your payment is due on the day you register.

Payment for tuition and fees are accepted in the Business Office. Payment options include:

1. Cash

In person only.

2. Personal check

Make checks payable to Prairie State College. Driver's license or State ID required for all checks.

3. Visa, Discover, or MasterCard

4. Debit Card

5. Tuition Payment Plan

PSC utilizes the services of Nelnet e-Cashier for payment plans. The non-refundable charge for setting up the plan is \$30 and is processed separately. If a down payment is required, it is processed immediately. For more information visit, prairiestate.edu/bus/ssc/facts cashier.html.

If you have applied for financial aid, you may be eligible to postpone your first payment. For more information, contact the Financial Aid Office.

Refunds

Refunds are issued by check every Friday after the end of the refund period according the refund table. No refunds will be paid in cash. If requested, credit card payments may be refunded as a credit to the card used for payment. The card must be presented to the cashier at the time of the request. See chart on next page.

Course Withdrawal Policy

The College adheres to a strict policy governing credit course withdrawal. Students are responsible for withdrawing from credit classes by the withdrawal deadline. Students who request to be administratively withdrawn from a class after the deadline are required to submit a formal, written appeal to the Counseling and Academic Advising Center. Appeals should only be submitted in the event of extreme and absolute emergency situations, with adequate support documentation explaining why a student was unable to withdraw from the course before the deadline. Each appeal is reviewed by the Dean of Student Services on a case by case basis.

Refund Table for Credit Courses

Full (100%) Refunds for those who withdraw by the end of the first business day after the date a course begins.

Refunds	100%	80%	50%
First Session			
Monday	August 23	August 30	September 7
Tuesday	August 24	August 31	September 8
Wednesday	August 25	September 1	September 9
Thursday	August 26	September 2	September 10
Friday	August 27	September 3	September 13
Late Start			
Friday	September 17	September 24	October 1
Monday	September 20	September 27	October 4
Tuesday	September 21	September 28	October 5
Wednesday	September 22	September 29	October 6
Thursday	September 23	September 30	October 7
Second 8-Week			
Tuesday	October 19	October 26	November 2
Wednesday	October 20	October 27	November 3
Thursday	October 21	October 28	November 4
Friday	October 22	October 29	November 5
Monday	October 25	November 1	November 8



Note: Refund percentages are based on the cost of the class, not the paid amount. No refund after these dates.

Dropping a Course

If you decide to stop attending a credit course you are required to fill out an add/drop form to officially withdraw from the course. Students complete this form in the Enrollment Services Office or withdraw from the course through their WebAdvisor account. Withdrawals cannot be accepted by phone. For more information, contact the Enrollment Services Office at (708) 709-3516.

Audit Policy

If you aren't concerned with receiving college credit, you may take a course as an auditor. No letter grade is given, and you'll receive no academic credit. Consult the registration calendar for audit deadlines. For information, call the Enrollment Services Office at (708) 709-3516.

Students who wish to audit a course need to comply with the following procedure:

1. Register for the course in question.
2. Pay all applicable tuition and fees.
3. Complete an audit request (student petition) form, available in the Enrollment Services.

Some exclusions apply.

Enrollment Residency Information

PSC's district consists of the following communities: Beecher, Chicago Heights, Crete, Flossmoor, Ford Heights, Glenwood, Homewood, Matteson, Monee, Olympia Fields, Park Forest, Richton Park, Sauk Village, South Chicago Heights, Steger, University Park, and portions of Country Club Hills, Hazel Crest, Lynwood, and Tinley Park. To verify your address is in district, contact the Enrollment Services Office at (708) 709-3516.

Cooperative Agreements

If your local Illinois community college district does not offer a program that is offered by PSC, you may be eligible to receive assistance from your district's community college. You must obtain a "Cooperative Agreement" form from your local community college. If approved by your community college, you must present the signed form to PSC at registration, and you will be billed at PSC's in-district rates. For more information contact, Enrollment Services Office at (708) 709-3516.

Employment In-District

If you are employed on a full-time basis by an in-district employer but live outside of our district, you may attend PSC at the lower in-district tuition rates. A signed affidavit from your employer is required. For more information, contact Enrollment Services Office at (708) 709-3516.

Orientation

All new students are required to attend an Orientation Session. For a complete listing of dates and to register visit prairiestate.edu/counselingadvising/orientations.html and from the “Choose a Link” menu, click on “Counseling and Academic Advising” then “New Student Orientation”.

Special Admissions Programs

The Dental Hygiene, Nursing, Paramedicine, and Surgical Technology programs have special admission requirements. For more information, contact Enrollment Services Office at (708) 709-3516.

Tuition Free Courses for High School Seniors

High school seniors may take one college credit course at PSC with no charge for tuition. To be eligible, you must attend a high school in the PSC district, have a GPA of at least 2.5 on a 4-point scale, and have permission from a high school authority. The free course must be taken the summer before senior year or during senior year (fall or spring semester) of high school. Students who earn a grade of “B” or better in their first free PSC course may be eligible for a second free course. Students who have graduated from high school are not eligible for this waiver. Restrictions apply. For more information, contact the Counseling and Academic Advising Center at (708) 709-3506.

Tuition for Senior Citizens

Senior citizens (65 years of age or older) who reside in PSC’s district are permitted to enroll in any credit course (on a graded basis only) offered at PSC at no charge for tuition. Payment will be required for any necessary books, laboratory fees, registration fees, or materials used in classes. However, if you wish to audit a course, full tuition payment is required. You must present proof of age at the Enrollment Services Office. For more information call (708) 709-3516.

Course Cancellations

The College may change course offerings during the registration period. Occasionally, a course is cancelled if there are not enough students enrolled. If this happens, the College will do everything possible to notify you before the first class meeting. You will have the option of registering for another course or receiving a full refund.



Financial Aid

How to Apply

Step 1. Complete the Free Application for Federal Student Aid (FAFSA)

Apply online at fafsa.ed.gov or via paper application.

To download a paper application, visit fafsa.ed.gov or call the (800) 433-3243.

Note: You must use the previous year's federal income tax forms to complete the FAFSA. The school code for PSC is 001640.

Step 2. Notification

If you listed PSC's school code in your FAFSA, the Financial Aid Office will receive your report in 14 days if you applied online or four to six weeks if you submit by paper. The report is used to determine additional documents needed to process your financial aid.

Step 3. Contact Financial Aid

Call the Financial Aid Office at (708) 709-3735 about 14 days after you submit your FAFSA electronically or four to six weeks if you submit by paper to verify if the Financial Aid Office received your FAFSA report. Based on this report, students may need to submit additional information.

Step 4. Complete PSC Financial Aid Application

Students must visit the Financial Aid Office to complete a PSC financial aid application.

Step 5. Award Letter

Once all required documents are submitted to the Financial Aid Office, wait approximately 14 days and access WebAdvisor to view your financial aid eligibility. If you do not have access to WebAdvisor, come to the Financial Aid Office for a printout.

Withdrawals

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning their attendance, then the amount of a Title IV grant or loan assistance earned by the student must be determined. If the school has disbursed more aid than the student has earned, that money would need to be returned to the Title IV programs.

Available Grants and Loans

For students who qualify, the following federal and/or state programs may provide financial assistance to help fund college expenses:

- Pell Grant
- Work Study
- MAP
- Supplemental Educational Opportunity Grant (FSEOG)
- Subsidized Stafford Student Loan
- Unsubsidized Stafford Student Loan
- PLUS Loans

Student Loans

Per the Federal Default Management Guidelines for student loans, all first time students must complete six credit hours at Prairie State College with a 2.0 cumulative grade point average.

Students who have earned a bachelor's degree or professional degree are not eligible for grants.

Student loans are available after completing six credit hours at Prairie State College with a 2.0 cumulative grade point average.

Satisfactory Requirements

You must maintain academic progress toward a degree or certificate, as evidenced by passing (grades of A, B, C, or D) at least 67 percent of your courses and obtaining an overall 2.0 cumulative grade point average in all PSC coursework. If you receive a grade of I, F/W, or Audit, you have not completed the course. You may take a maximum of 90 credit hours to be eligible for financial aid. This includes credit hours transferred to PSC from other institutions and all PSC coursework. Academic progress is reviewed each semester.

Veterans Benefits

The federal and state governments have several programs available to assist veterans, spouses, and their dependents in meeting their educational objectives. Assistance includes:

- VA educational benefits for service members. In some cases, spouses and dependents of deceased or disabled veterans due to service connected injuries may also be eligible.
- Illinois Veterans Grant and Illinois National Guard Grant, which pays tuition for eligible former service members.
- MIA/POW Scholarship: Missing in Action/Prisoners of War is a scholarship that pays in district tuition for eligible spouses and dependents of or deceased or disabled veterans due to service connected injuries.

Student Services

Counseling and Academic Advising

The Counseling and Academic Advising Center can help you plan your educational future.

For more information call (708) 709-3506. Services available include:

- **Pre-Enrollment Counseling:** Advisors can assist you in deciding which program fits your needs.
- **Academic Advising:** Advisors can help you map out your academic plan while taking classes at PSC.
- **Personal Counseling:** Licensed professional counselors are available to listen to your personal concerns and to provide confidential assistance for resolving your personal problems.
- **Transfer Advising:** Our staff is trained to help students choose the proper classes for future transfer towards a bachelor's degree. Be sure to also take advantage of the many transfer oriented resources we provide, including college fairs, workshops, campus visits by four year universities, and our resource library.
- **Bilingual Advising:** PSC provides an opportunity for Spanish speaking families to be involved in the college enrollment process.

Career Development Services

The office of Career Development Services provides students and PSC graduates with a wide-range of services to make successful career choices. For more information call, (708) 709-3755. Services include:

- **Current Job Listings:** Listings of full- and part-time jobs and internships available for viewing in the office.
- **College Central Network:** A free online job listing source for employment opportunities in northern Illinois. Job seekers can post their résumé for employers to review.
- **Job Fairs:** Held in October and April.
- **One-on-One Consultation:** By appointment, a career advisor is available for consultation to provide job search techniques, critique résumés, and develop a job search plan.
- **Day and Evening Workshops:** Several times a year, free professional development workshops are held on a variety of topics.

Services for Students with Disabilities

Prairie State College is committed to providing reasonable accommodations for enrolled or admitted students with documented disabilities, under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA). The office seeks to maintain academic standards while providing equal access and support services to students who are able to benefit from college-level course work, have the commitment to succeed, and have a documented disability.

A variety of reasonable accommodations are available on a case by case basis to students with disabilities. Special parking privileges and elevator service also are available. Students with disabilities who need accommodations can learn more by contacting the Director of Disability Services at (708) 709-3603. Early arrangements will enable PSC to provide comfortable and supportive classrooms from the first day of class.

Library

The Library is designed to encourage independent inquiry by teaching users how to find and evaluate information. Library resources include materials in different formats to meet the curriculum needs of students and the information needs of the district's population. For more information call (708) 709-3552.

Equipment available:

- DVD/VCR (Users must provide their own headsets.)
- Microfiche/microfilm machine
- Photocopiers
- Library research computers

Online resources

- Web site: library.prairiestate.edu
- Metropolitan Library System's Online Catalog providing access to materials locally and statewide databases providing full text articles from magazines, journals, and newspapers. Note: Off campus use of selected databases is available to students.

Student Services

Student Success Center

The Student Success Center (SSC) provides academic support to all students and faculty intent on improving student success. For more information call (708) 709-3663.

Services are free to all PSC students and include:

- **Free Tutoring:** The SSC staff is made up of professional tutors with at least a bachelor's degree in most disciplines, who provide individual or small group tutoring to PSC credit students.
- **Open Computer Lab:** The open computer lab contains 50 PCs and three Macs. Internet access, word processing, and other course-specific programs are available. No computer experience is needed to use the lab facilities; assistance is always available.

Bookstore

Visit www.whywaitforbooks.com to purchase books in advance. Items available for sale on campus include:

- Textbooks
- Pens, notepads, and other supplies
- Magazines
- Snacks
- College Apparel

Cafeteria

The Pioneer Café is located on the first floor of the main building and offers a diverse menu of both hot and cold items. In addition to the Pioneer Café, vending machines also contain soups, sandwiches, and salads stocked with fresh items daily. Vending machines with beverages and snacks are located in all PSC buildings.

Childcare

The Children's Learning Center is a licensed facility that provides quality childcare for children ages 24 months to 12 years old. Full and regularly scheduled part-time care is offered to accommodate the scheduling needs of students, faculty, staff and the community. The center accepts subsidized payments from outside agencies such as Action for Children and Child Care Initiatives. Advanced registration is required. For more information, contact the Children's Learning Center at (708) 709-3727.

ITR Help Desk

The ITR Help Desk provides students, faculty, and staff assistance with PSC equipment or software. For more information call (708) 709-7999.

Maps and Directions

Visit prairiestate.edu, and click on "Maps and Directions".

Parking

All vehicles parked on campus property have to register with the Campus and Public Safety Department. A parking decal is issued for each registered vehicle and must be displayed while parked in parking lots A or C. Lot D is designated for BCEC events and visitor parking. There is no student parking in the Children's Learning Center lot. Parking applications are available to currently registered students in the Campus and Public Safety Department.

Failure to display a Prairie State College parking decal in any vehicle parked in the restricted lots will result in a parking citation with a \$15 fine. See the Campus and Public Safety Department for further rules and regulations. For more information call (708) 709-3756.

Vehicle Assistance

The Campus and Public Safety offers motorist assistance services including jump starts, lockouts, or motorist emergency notifications. For more information call (708) 709-3756.

Student IDs

Campus and Public Safety Department issues identification cards to all students. There is no charge for the first card, and replacement cards are \$5. The ID card must be carried at all times and is to be surrendered on demand to any College official. For more information call (708) 709-3756.

Student Life

Multicultural Student Affairs

The Multicultural Affairs Office serves all students but has specialized programs for African Americans, Hispanics, and other ethnic students. This office also is charged with increasing student enrollment, particularly in the Hispanic community, and improving student success, especially with African American males through the Protégé Program. For more information, call (708) 709-3503.

Si desea información en español sobre nuestros programas, favor de comunicarse con Esther Pacheco al (708) 709-3503, o con Mildred Andaluz al (708) 709-3567.



Athletics

PSC offers sports for both men and women. For more information, visit prairiestate.edu and click on “Athletics and Physical Education” from the “Choose a Link” menu or call (708) 709-3950.

Student Activities

The Student Leadership Center, located in Room 1260 of the main campus, serves as the hub for the student newspaper and clubs including:

- All Latin Alliance
- Art Club/Exposure Magazine
- Auto Club
- Black Student Union
- Campus Activities Programming Board
- Chess Club
- Dental Hygiene Club
- Film Club
- Label Us Able
- PSC *Student Review* Newspaper
- Nursing Club
- Phi Theta Kappa
- Photo Society
- Political Science Club
- Protégé Program

Student Government Association

The Student Government Association (SGA) is the governing body of PSC students and student organizations. The SGA develops a structure of government, a fiscal policy, and other rules and regulations to establish clubs on campus. Visit Room 1240 or e-mail tsaigh@prairiestate.edu.

Health Promotion Programming

Health Promotion Programming, an outreach service of PSC’s Student Life and Multicultural Affairs, strives to create a campus culture in which members make informed and responsible decisions about personal and community health. It is our commitment to provide resources that will help students develop life skills to assist them in making responsible choices about health-related behaviors.

For more information, contact the health promotion assistant at (708) 709-7898 or visit Room 1261.

Transfer Information

The Counseling and Academic Advising team is your connection to making a successful transfer to a four-year college or university to earn your bachelor's degree. Be sure to take advantage of the workshops, college fairs, admission visits, and resources to assure a successful transfer.

PSC is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement among the more than 100 Illinois colleges and universities. Participating schools agree to accept a "package" of IAI general education courses instead of their comparable lower-division general education requirements. For more information, visit the IAI Web site at itransfer.org, or call the Counseling and Academic Advising Center at (708) 709-3506. The following IAI codes identify qualifying courses:



IAI Baccalaureate Major Course Codes:

IAI:AG Agriculture
IAI: BIO Biology
IAI: BUS Business
IAI: CHM Chemistry
IAI: CS Computer Science
IAI: CRJ Criminal Justice
IAI: EGL English
IAI: EGR Engineering
IAI: HST History
IAI: IND Industrial Technology
IAI: MC Mass Communication
IAI: MTH Mathematics
IAI: PHY Physics
IAI: PLS Political Science
IAI: PSY Psychology
IAI: SOC Sociology
IAI:TA Theatre Arts

IAI General Education Course Codes:

IAI: C Communications
IAI: F Fine Arts
IAI: H Humanities
IAI: HF Humanities/Fine Arts
IAI: L Life Sciences
IAI: LP Life/Physical Sciences
IAI: M Mathematics
IAI: P Physical Sciences
IAI: S Social/Behavioral Sciences

For a complete listing of the degrees and certificate programs offered at Prairie State College visit prairiestate.edu and from the "Choose a Link" menu select "Degrees and Certificates".

COMPASS Testing

The College requires assessment testing to measure students' English, reading, and mathematics skills. It is the policy of the College that students pursuing transfer and all degree programs achieve minimum scores required for entry into courses above the 100 level, or complete the necessary developmental coursework. For more information on COMPASS, call (708) 709-3558.

Testing Schedule

For a complete schedule, visit prairiestate.edu and from the "Choose a Link" menu select "COMPASS Testing".

The Day of the Test

Location: COMPASS Testing Center Room 2505

- Do your best when taking the COMPASS test. The results determine whether placement in a developmental course is required, or whether you register immediately for college-level courses.
- A photo ID is required to take the test.
- A PSC student ID number is required to take the test.
- A calculator is permitted (but optional) for the math portion.
- Allow three hours to complete the test.
- Children and guests are not allowed in the COMPASS Testing Center.

After the Test

Within three days, your scores will be forwarded to the Counseling and Academic Advising Center, where you will meet with a member of the advising team to review your scores and select your courses.

Who takes the COMPASS Test?

Students are advised to take the COMPASS Assessment Test for all transfer programs and for correct placement in prerequisite courses.

***Please note:** ACT scores may be used in place of COMPASS. An ACT score of 22+ in reading **and** a 17+ in English places a student directly into English 101.

An ACT reading score of 22+ exempts a student from having to take the COMPASS reading test. Math ACT placement is determined by a student's academic program. Students should meet with an academic advisor for further information.

Do students who transfer from another college take COMPASS?

Students who have previously completed an English and/or math course with a "C" or better from an accredited college or university are exempt from COMPASS testing. However, official transcripts as well as completion of a Program Evaluation Form are required of all transfer students as part of the application process. Students who took the COMPASS test at another college within the past year may submit an official score report to the Director of Testing. Note: Prairie State College also requires an essay for English placement.

Students who place into Reading or English 097 or 098 are required to complete college preparatory coursework with at least a grade of "C" or higher. Courses below the 100 level offer institutional, non-transferable credit, and do not count toward a degree or certificate. In addition, the grades are not included in the cumulative grade point average (GPA).



Unique Learning Opportunities



Honors Program

Students who want to enhance their college experience can take courses in the Honors program. Honors classes offer a unique learning experience, stressing depth of coverage, discussions, and creative assignments. Honors classes are graded according to the same standards used for other sections of the course. Students can take most of their general education requirements in honors courses.

For more information, contact Wallace Bailey, Jr., at (708) 709-3641 or wbailey@prairiestate.edu; Sarah Hein at (708) 709-3508 or shein@prairiestate.edu; or Maurine Stein, at (708) 709-3771 or mstein@prairiestate.edu.

Learning Communities (LinC)

LinC courses bring students and professors together as a community of learners. Together they explore two courses and find connections between them. Some assignments count in both classes. Students often report greater satisfaction from LinC courses.

For more information, contact Loretta Kucharczyk at (708) 709-3622 or lkucharczyk@prairiestate.edu or Ed Schwarz at (708) 709-3772 or eschwarz@prairiestate.edu.

Service Learning

Service learning is a method of teaching and learning that combines classroom instruction with hands-on experience in the community. There are several service learning opportunities available each semester. Service learning can be applied across all subjects and can involve a single student or group of students, a classroom, or an entire school.

For more information, contact the Office of Student Life and Multicultural Affairs at (708) 709-3503.

Study Abroad

In association with the Illinois Consortium for International Studies and Programs (ICISP), Prairie State College is able to provide students with opportunities to study abroad and experience different cultures. ICISP is a consortium of 40 community colleges and small liberal arts colleges that offers a semester-long summer study abroad program several countries including Costa Rica.

Note: Students do not have to be enrolled in Spanish to participate in the Study Abroad program. For more information contact Teresa McCann (708) 709-3643 or tmccann@prairiestate.edu.



Final Examination Schedule Fall 2010

Following is the final exam schedule for all 16-week, Late Start, and 2nd 8-week classes.* All students are expected to take their final exams at the dates and times when they are scheduled. Provisions to take a final exam on an alternative day or time or to take a make-up exam will be made on an individual basis and only if a faculty member agrees that a make-up exam can be administered. Unless notified otherwise by their professor, students will take their final exams in the room where the class normally meets. Examinations for courses normally meeting for more than one period or on more than one day will be given at the time corresponding to the first day and the first period when the course usually meets.

Time period in which class BEGINS	Days/Evenings Class Normally Meets	Date of Final Exam	Time of Final Exam
All Friday classes	F	Friday, December 10	Time class normally meets
All Saturday classes	S	Saturday, December 11	Time class normally meets
8 – 9:15 a.m.	MW, M,W, MTWTh	Monday, December 13	8 – 9:50 a.m.
11 – 12:15 p.m.	MW, M,W, MTWTh	Monday, December 13	10 – 11:50 a.m.
Math 085 and Math 095**	All Math 085 and 095 day sessions	Monday, December 13	1 – 2:50 p.m.
2 – 3:30 p.m.	MW, M,W	Monday, December 13	3 – 4:50 p.m.
5 – 5:50 p.m.	MW, M,W	Monday, December 13	5 – 6:50 p.m.
6 – 9:00 p.m.	MW, M	Monday, December 13	7 – 8:50 p.m.
8 – 9:15 a.m.	TTh, T,Th	Tuesday, December 14	8 – 9:50 a.m.
11 – 12:15 p.m.	TTh, T,Th	Tuesday, December 14	10 – 11:50 a.m.
Math 090 and Math 151**	All Math 090 and 151 day sessions	Tuesday, December 14	1 – 2:50 p.m.
2 – 3:30 p.m.	TTh, T,Th	Tuesday, December 14	3 – 4:50 p.m.
5 – 5:50 p.m.	TTh, T,Th	Tuesday, December 14	5 – 6:50 p.m.
6 – 9:00 p.m.	TTh, T,Th	Tuesday, December 14	7 – 8:50 p.m.
9:30 – 10:45 a.m.	MW, M,W, MTWTh	Wednesday, December 15	10 – 11:50 a.m.
12:30 – 1:45 p.m.	MW, M,W	Wednesday, December 15	1 – 2:50 p.m.
4 – 4:50 p.m.	MW, M	Wednesday, December 15	3 – 4:50 p.m.
4 – 4:50 p.m.	W	Wednesday, December 15	5 – 6:50 p.m.
6 – 9 p.m.	W	Wednesday, December 15	7 – 8:50 p.m.
9:30 – 10:45 a.m.	TTh, T,Th	Thursday, December 16	10 – 11:50 a.m.
12:30 – 1:45 p.m.	TTh, T,Th	Thursday, December 16	1 – 2:50 p.m.
4 – 4:50 p.m.	TTh, T	Thursday, December 16	3 – 4:50 p.m.
4 – 4:50 p.m.	Th	Thursday, December 16	5 – 6:50 p.m.
6 – 9 p.m.	Th	Thursday, December 16	7 – 8:50 p.m.

*Nursing students: Consult your professor.

**See instructor for Math 085, 090, 095, and 151 courses to learn where your final is scheduled.

Tuition Comparison Chart

How much can students save by spending their first two years of college at PSC?

Thousands—no matter where they get their final degree.

Institution	Annual Tuition & Fees	Room & Board	Savings by attending PSC for first two years***
Prairie State College	\$2,228	\$2,000*	
Western Illinois University+	\$8,957.40	\$7,642	\$24,742.80
Eastern Illinois University+	\$9,429	\$7,768	\$25,935
Northern Illinois University+	\$9,300	\$7,988	\$26,120
Southern Illinois University-Carbondale+	\$10,411.10	\$8,082	\$28,530.20
Illinois State University+	\$11,182	\$8,473	\$30,854
University of Illinois-Chicago+	\$12,500	\$8,500	\$33,544
University of Illinois at Urbana-Champaign+	\$12,974-\$17,374**	\$9,284	\$38,460-\$47,260**
Loyola University Chicago++	\$17,589	\$11,203	\$49,128
Saint Xavier University++	\$24,340	\$8,520	\$57,264
DePaul University++	\$26,765	\$12,176	\$69,426

Note: Fees vary per course. Tuition costs are based on full-time status for one year. Full-time status varies for each institution. Tuition rates subject to change.

* PSC has no room and board costs. The cost of living is the U.S. Dept. of Education's estimate of the cost of living at home while attending college.

** Tuition rate varies on major.

*** Savings are calculated based on attending PSC for the first two years of college.

+ Costs courtesy of *An Admissions Guide for Counselors, 2009-2010*.

++ Costs courtesy of institution's Web site.

How to Read the Schedule

Course/Section	Course Name	Credit Hours	Time	Day	Date	Location	Instructor
BUS 101-01	Intro to Mod Bus	3	09:30am-10:45am	MW	08/24 12/18	3501	Schusler

M - Monday **T** - Tuesday **W** - Wednesday **TH** - Thursday **F** - Friday **S** - Saturday **SU** - Sunday



LinC: Courses that require dual enrollment.



Online: Courses taught via the Internet. \$20 Internet course fee.



Fast Track: In select programs, programs can be completed in a shorter period of time.



Late Start: Courses beginning several weeks after the start of the semester.



Honors: Students must be enrolled in the Honors program to register for these courses.

WebAdvisor

- Search schedule online
- View real-time seat count
- Register for courses
- Print unofficial transcripts
- Receive your grades
- View financial aid award
- Check account balance

Visit prairiestate.edu, and click on the WebAdvisor logo.

Login to WebAdvisor

You must be a current student in good academic and financial standing registering for courses 100 level and above to use WebAdvisor for registration.

For first time users:

User ID = Combination of first initial of first name, full last name, and a sequence number. Please note the User ID is the same for e-mail, Blackboard, and WebAdvisor.

Password = Date of Birth MMDDYY. You'll be prompted to change your password once you're logged in.

To use WebAdvisor to search for courses

Note: You don't have to be logged into WebAdvisor to search for courses.

- Select the Term (i.e., Fall 2009)
- Select the Subject (i.e., BUS)
- AND/OR choose course days, times, instructor, or other options
- Click on Submit

This will return class information including available courses, classroom, time, instructor, and seat count.

For assistance on using WebAdvisor, visit the Contact Us link located in the WebAdvisor menu or call (708) 709-7999.

22 Visit our Web site at prairiestate.edu | For more information call **(708) 709-3500**

Blackboard

All of the online and hybrid and many of the face-to-face courses at Prairie State College use Blackboard to deliver and supplement the course. You can access Blackboard by visiting the Prairie State home page (prairiestate.edu) and clicking on the Blackboard logo on the right side of the screen.

To access Blackboard

Username = This is the same username you use to login to your Prairie State e-mail account

Password = Your 6-digit birth date in MMDDYY format (for example, use 063090 for June 30, 1990). You are not able to change your password to access Blackboard.

Once you are logged in, you will see a list of courses under **My Courses** on the right side of the screen; find the one you are looking for and click the link to it.

To find your course

Your instructor will give you information on what types of materials will be in Blackboard for your particular course. This can include the syllabus, notes, grades, tests, and more.

For assistance on using Blackboard, contact the Prairie State College Help Desk at (708) 709-7999 or e-mail helpdesk@prairiestate.edu.

Fall 2010 Credit Course Listings

African-American Studies

ENG-215 African-American Literature (IAI: H3910D) Prerequisite: ENG 101 with a grade of C									
ENG 215-01	African-Amer. Lit	3	12:30pm-01:45pm	TTH	08/24	12/17	4290	Staff	
HIST-115 African Civilizations I (IAI: S2906N) Prerequisite: Placement into ENG 099 or higher									
HIST 115-01	African Civ I	3	07:00pm-09:50pm	T	08/24	12/17	2407	Staff	

Air Conditioning (see Heating, Ventilation, Air Conditioning, and Refrigeration)

Anthropology

ANTHR-222 Intro to Cultural & Social Anthropol (IAI: S1901N) Prerequisite: Placement into ENG 099 or higher									
ANTHR 222-01	Intr/Cult-Soc Anth	3	07:00pm-09:50pm	M	08/23	12/17	2408	Staff	

Art

ART-101 Two Dimensional Design Prerequisite: Placement into ENG 099 or higher \$20 lab fee									
ART 101-01	Two Dimens Design	3	09:30am-12:20pm	TTH	08/23	12/17	4164	Maddox/Rinaldi	
Some online coursework required									
ART 101-02	Two Dimens Design	3	06:30pm-09:20pm	TTH	08/24	12/17	4145	Staff	

ART-104 Drawing I Prerequisite: Placement into ENG 099 or higher \$20 lab fee									
ART 104-01	Drawing I	3	01:00pm-03:50pm	TTH	08/24	12/17	4145	Rinaldi	

ART-115 Introduction to Computer Art (IAI: ART919) Prerequisite: Placement into ENG 099 or higher \$50 lab fee									
ART 115-01	Intro to Comp.Art	3	09:30am-12:20pm	MW	08/23	12/17	4164	Maddox	
ART 115-02	Intro to Comp.Art	3	06:00pm-08:50pm	TTH	08/24	12/17	4164	Maddox	

ART-121 History of Western Art I (IAI: F2901 ART901) Prerequisite: Placement into ENG 099 or higher									
ART 121-01	Hist West Art I	3	04:00pm-06:50pm	T	08/24	12/17	4165	Shields	

ART-126 History of Photography (IAI: F2904) Prerequisite: Placement into ENG 099 or higher									
ART 126-01	Hist/Photography	3	04:00pm-06:50pm	W	08/25	12/17	4165	Staff	

ART-129 Art Appreciation (IAI: F2900) Prerequisite: Placement into ENG 099 or higher									
~	ART 129-IN1	Art Appreciation	3				Online	Shields	
Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee									
~	ART 129-IN2	Art Appreciation	3				Online	Shields	
Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee									
~	ART 129-IN3	Art Appreciation	3				Online	Rinaldi	
\$20 Internet course fee									
~	ART 129-IN4	Art Appreciation	3				Online	Rinaldi	
\$20 Internet course fee									
	ART 129-01	Art Appreciation	3	09:30am-10:45am	MW	08/23	12/17	4165	Shields
	ART 129-02	Art Appreciation	3	11:00am-12:15pm	MW	08/23	12/17	4165	Shields
	ART 129-03	Art Appreciation	3	12:30pm-01:45pm	TTH	08/24	12/17	4165	Staff
	ART 129-04	Art Appreciation	3	04:00pm-06:50pm	TH	08/26	12/17	4165	Staff
~	ART 129-FTS1	Art Appreciation	3	07:00pm-09:50pm	TH	10/21	12/17	4165	Staff
~	ART 129-LS1	Art Appreciation	3	02:00pm-03:50pm	TTH	09/21	12/17	4165	Staff
~	ART 129-LS2	Art Appreciation	3	09:00am-12:40pm	F	09/17	12/17	4165	Staff

ART-131 Survey of Non-Western Art (IAI: F2903N) Prerequisite: Placement into ENG 099 or higher									
ART 131-01	Sur Non-West.Art	3	11:00am-12:15pm	TTH	08/24	12/17	4165	Staff	

ART-162 Life Drawing Prerequisite: ART 101 and 104 \$50 lab fee									
ART 162-01	Life Drawing	3	04:00pm-06:50pm	MW	08/23	12/17	4145	Shields	

ART-201 Painting I Prerequisite: Placement into ENG 099 or higher \$30 lab fee									
ART 201-01	Painting I	3	09:30am-12:20pm	TTH	08/24	12/17	K 100	Rinaldi	

ART-202 Painting II Prerequisite: ART 201 \$20 lab fee

ART 202-01	Painting II	3	09:30am-12:20pm	TTH	08/24	12/17	K 100	Rinaldi
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ART-246 Independent Study Prerequisite: Consent of instructor \$25 lab fee

ART 246-01	Independent Study	3	09:30am-12:20pm	TTH	08/24	12/17	K 100	Rinaldi
ART 246-02	Independent Study	3	04:00pm-06:50pm	MW	08/23	12/17	4145	Shields

Astronomy (see also Physical Science)**ASTRO-101 Guide to the Universe** (IAI: P1906) Prerequisite: Placement into ENG 099 or higher

ASTRO 101-01	Guide to the Universe	3	07:00pm-09:50pm	M	08/23	12/17	2502	Kaelin
ASTRO 101-02	Guide to the Universe	3	02:00pm-03:15pm	TTH	08/24	12/17	3260	Salami
ASTRO 101-LS	Guide to the Universe	3	11:00am-12:50pm	TTH	09/21	12/17	3260	Kaelin
ASTRO 101-LS2	Guide to the Universe	3	08:00am-09:50am	MW	09/20	12/17	4280	Kaelin

ASTRO-104 The Solar System and Beyond (IAI: P1906L) Prerequisite: Placement into ENG 099 or higher \$30 lab fee

ASTRO 104-LS1	The Solar System and Beyond	4	04:00pm-06:50pm	MW	09/20	12/17	3260	Salami
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Automotive Services**AUTO-101 Basic Automobile Service & Systems** Prerequisite: Placement into RDG 098 or higher \$45 lab fee

AUTO 101-01	Basic Auto Serv/Sy	3	09:00am-12:40pm	W	08/25	12/17	T 120	Gumushian
AUTO 101-02	Basic Auto Serv/Sy	3	05:30pm-09:10pm	TH	08/26	12/17	T 120	Gumushian

AUTO-107 Automotive Electric./Electronics I Prerequisite: Placement into RDG 098 or higher \$45 lab fee

AUTO 107-01	Auto Ele/Electro I	4	06:00pm-07:50pm	M	08/23	12/17	T 120	
			06:00pm-09:50pm	W	08/23	12/17	T 120	Staff

AUTO-108 Susp. & Steering Systems Prerequisite: AUTO 101 \$45 lab fee

AUTO 108-LS	Susp & Steer Syst	4	08:30am-02:40pm	F	09/17	12/17	T 120	Gumushian
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Some online coursework required

AUTO-205 Manual Transmissions & Transaxles Prerequisite: AUTO 101 \$45 lab fee

AUTO 205-01	Manual Trans/Trax	4	06:00pm-07:50pm	W	08/23	12/17	T 120	
			06:00pm-09:50pm	M	08/23	12/17	T 120	Gromala

AUTO-207 Automotive Heating/Air-Conditioning Prerequisite: AUTO 101 \$45 lab fee

AUTO 207-01	Auto Heat & A/C	4	06:00pm-07:50pm	TH	08/24	12/17	3186	
			06:00pm-09:50pm	T	08/24	12/17	T 120	Holloway

Biological Science**BIOL-100 General Education Biology** (IAI: L1900L) Prerequisite: Placement into ENG 099 or higher \$45 lab fee

BIOL 100-H1	Gen Ed Biology	4	02:00pm-03:20pm	TTH	08/24	12/17	3140	
	Lab		03:30pm-04:20pm	TTH	08/24	12/17	3145	Adam
BIOL 100-01	Gen Ed Biology	4	09:30am-10:20am	MW	08/23	12/17	3145	
	Lab		08:00am-09:15am	MW	08/23	12/17	3140	Barrett
BIOL 100-02	Gen Ed Biology	4	04:00pm-05:20pm	MW	08/23	12/17	3180	
	Lab		05:30pm-06:20pm	MW	08/23	12/17	3145	Wilson
BIOL 100-03	Gen Ed Biology	4	07:00pm-08:20pm	MW	08/23	12/17	3180	
	Lab		08:30pm-09:20pm	MW	08/23	12/17	3145	Staff
BIOL 100-04	Gen Ed Biology	4	08:00am-09:20am	TTH	08/24	12/17	3180	
	Lab		09:30am-10:20am	TTH	08/24	12/17	3145	Barrett
BIOL 100-05	Gen Ed Biology	4	04:00pm-05:20pm	TTH	08/24	12/17	3180	
	Lab		05:30pm-06:20pm	TTH	08/24	12/17	3145	Hoelle
BIOL 100-06	Gen Ed Biology	4	07:00pm-08:20pm	TTH	08/24	12/17	3180	
	Lab		08:30pm-09:20pm	TTH	08/24	12/17	3145	Hoelle
BIOL 100-07	Gen Ed Biology	4	08:30am-11:20am	F	08/27	12/17	3180	
	Lab		12:00pm-01:50pm	F	08/27	12/17	3145	Enadeghe
BIOL 100-LC1	Gen Ed Biology	4	11:00am-12:20pm	MW	08/23	12/17	3180	
	Lab		01:00pm-01:50pm	MW	08/23	12/17	3145	Adam

LinC Dual enrollment required with COMM 101-LC1

BIOL 100-LS1	Gen Ed Biology	4	08:30am-12:20pm	F	09/24	12/17	3155	
	Lab		01:00pm-03:20pm	F	09/24	12/17	3136	Kelly
BIOL 100-LS2	Gen Ed Biology	4	05:00pm-06:40pm	TTH	09/21	12/17	4130	
	Lab		07:00pm-08:20pm	TTH	09/21	12/17	3145	Staff
BIOL 100-W1	Gen Ed Biology	4	08:00am-11:00am	S	08/28	12/17	3180	
	Lab		11:00am-01:00pm	S	08/28	12/17	3145	Enadeghe

BIOL-105 Environmental Biology (IAI: L1905) Prerequisite: Placement into ENG 099 or higher

BIOL 105-01	Environmental Bio	3	12:30pm-03:30pm	F	08/27	12/17	3180	Barrett
BIOL 105-LS1	Environmental Bio	3	12:30pm-02:20pm	MW	09/20	12/17	3136	Barrett
BIOL 105-LS2	Environmental Bio	3	04:00pm-05:50pm	TTH	09/21	12/17	3136	Staff

BIOL-111 Cellular and Molecular Biology (IAI: BIO912 CLS902) Prerequisite: BIOL 100 with a C or better or high school biology within the past 5 years; placement into ENG 099 or higher \$45 lab fee

BIOL 111-01	Cell. & Molec Biol	4	08:00am-09:20am	MW	08/23	12/17	3136	
	Lab		09:30am-10:50am	MW	08/23	12/17	3155	Staff
BIOL 111-02	Cell. & Molec Biol	4	11:00am-12:20pm	MW	08/23	12/17	3136	
	Lab		12:30pm-01:50pm	MW	08/23	12/17	3155	Staff
BIOL 111-03	Cell. & Molec Biol	4	04:00pm-05:20pm	MW	08/23	12/17	3136	
	Lab		05:30pm-06:50pm	MW	08/23	12/17	3155	H-Lutterrodt
BIOL 111-04	Cell. & Molec Biol	4	07:00pm-08:20pm	MW	08/23	12/17	3136	
	Lab		08:30pm-09:50pm	MW	08/23	12/17	3155	Staff
BIOL 111-05	Cell. & Molec Biol	4	08:00am-09:20am	TTH	08/24	12/17	3136	
	Lab		09:30am-10:50am	TTH	08/24	12/17	3155	Kelly
BIOL 111-06	Cell. & Molec Biol	4	11:00am-12:20pm	TTH	08/24	12/17	3136	
	Lab		12:30pm-01:50pm	TTH	08/24	12/17	3155	Kelly
BIOL 111-07	Cell. & Molec Biol	4	02:00pm-03:20pm	TTH	08/24	12/17	3136	
	Lab		03:30pm-04:50pm	TTH	08/24	12/17	3155	Kelly
BIOL 111-08	Cell. & Molec Biol	4	07:00pm-08:20pm	TTH	08/24	12/17	3136	
	Lab		08:30pm-09:50pm	TTH	08/24	12/17	3155	Staff

BIOL-112 Organismal Biology (IAI: L1900L BIO911 CLS901) Prerequisite: Placement into ENG 099 or higher high school biology or equivalent \$45 lab fee

BIOL 112-01	Organismal Biology	4	10:00am-12:50pm	MW	08/23	12/17	3145	Wilson
BIOL 112-02	Organismal Biology	4	11:00am-12:20pm	TTH	08/24	12/17	3180	
	Lab		12:30pm-01:50pm	TTH	08/24	12/17	3145	Staff

BIOL-115 Microbiology for Surgical Technologists Prerequisite: Consent of instructor

BIOL 115-ST	Microbiology for Surgical Tech	4	03:30pm-05:20pm	MW	08/23	12/17	4130	Staff
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Surgical tech students only

BIOL-211 Microbiology Prerequisite: BIOL 111 with C or better; or CHEM 105 with C or better; or high school chemistry within the past 5 years minimum grade of C; \$45 lab fee

BIOL 211-01	Microbiology	4	08:00am-09:20am	MW	08/23	12/17	4130	
	Lab		09:30am-10:50am	MW	08/23	12/17	4150	H-Lutterrodt
BIOL 211-02	Microbiology	4	11:00am-12:20pm	MW	08/23	12/17	4130	
	Lab		12:30pm-01:50pm	MW	08/23	12/17	4150	H-Lutterrodt
BIOL 211-03	Microbiology	4	07:00pm-08:20pm	MW	08/23	12/17	4130	
	Lab		08:30pm-09:50pm	MW	08/23	12/17	4150	Staff
BIOL 211-04	Microbiology	4	08:00am-09:20am	TTH	08/24	12/17	4130	
	Lab		09:30am-10:50am	TTH	08/24	12/17	4150	White
BIOL 211-05	Microbiology	4	11:00am-12:20pm	TTH	08/24	12/17	4130	
	Lab		12:30pm-01:50pm	TTH	08/24	12/17	4150	White
BIOL 211-06	Microbiology	4	07:00pm-08:20pm	TTH	08/24	12/17	4130	
	Lab		08:30pm-09:50pm	TTH	08/24	12/17	4150	White

BIOL-221 Human Anatomy & Physiology I Prerequisite: BIOL 111 with a C or better; or CHEM 105 with a C or better; or high school chemistry within the past 5 years \$45 lab fee

BIOL 221-01	Human Anat/Phys I	4	12:00pm-01:20pm	MW	08/23	12/17	4190	
	Lab		01:30pm-03:20pm	M	08/23	12/17	4160	Nelson
BIOL 221-02	Human Anat/Phys I	4	12:00pm-01:20pm	MW	08/23	12/17	4190	
	Lab		12:00pm-01:50pm	F	08/23	12/17	4160	Nelson
BIOL 221-03	Human Anat/Phys I	4	06:30pm-07:50pm	MW	08/23	12/17	4180	
	Lab		08:00pm-09:50pm	M	08/23	12/17	4160	Staff
BIOL 221-04	Human Anat/Phys I	4	08:00am-09:20am	TTH	08/24	12/17	4190	
	Lab		09:30am-11:20am	TH	08/24	12/17	4160	McInerney
BIOL 221-05	Human Anat/Phys I	4	12:00pm-01:20pm	TTH	08/24	12/17	4180	
	Lab		01:30pm-03:20pm	T	08/24	12/17	4160	Thomas
BIOL 221-06	Human Anat/Phys I	4	06:30pm-07:50pm	TTH	08/24	12/17	4180	
	Lab		08:00pm-09:50pm	T	08/24	12/17	4160	Thomas
BIOL 221-WI	Human Anat/Phys I	4	08:00am-11:00am	S	08/28	12/17	4180	
	Lab		11:10am-01:10pm	S	08/28	12/17	4160	Paul

BIOL-222 Human Anatomy & Physiology II Prerequisite: BIOL 221 \$45 lab fee

BIOL 222-01	Human Anat/Phys II Lab	4	08:00am-09:20am	MF	08/23	12/17	4180	
			08:00am-09:50am	W	08/23	12/17	4160	Nelson
BIOL 222-02	Human Anat/Phys II Lab	4	10:00am-11:20am	MF	08/23	12/17	4180	
			10:00am-11:50am	W	08/23	12/17	4160	Nelson
BIOL 222-03	Human Anat/Phys II Lab	4	06:30pm-07:50pm	MWV	08/23	12/17	4190	
			08:00pm-09:50pm	W	08/23	12/17	4160	Staff
BIOL 222-04	Human Anat/Phys II Lab	4	02:00pm-03:20pm	TTH	08/24	12/17	4190	
			03:30pm-05:20pm	TH	08/24	12/17	4160	McInerney
BIOL 222-05	Human Anat/Phys II Lab	4	06:30pm-07:50pm	TTH	08/24	12/17	4190	
			08:00pm-09:50pm	TH	08/24	12/17	4160	Paul
BIOL 222-W1	Human Anat/Phys II Lab	4	08:00am-11:00am	S	08/28	12/17	4130	
			11:10am-01:10pm	S	08/28	12/17	4150	H-Lutterodt

Business**BUS-101 Introduction to Modern Business** Prerequisite: Placement into ENG 099 or higher

☞	BUS 101-IN1	Intro to Mod Bus	3				Online	Schusler
								\$20 Internet course fee
☞	BUS 101-IN2	Intro to Mod Bus	3				Online	Berlinski
								\$20 Internet course fee
	BUS 101-01	Intro to Mod Bus	3	09:30am-10:45am	MW	08/23	12/17	2501 Staff
	BUS 101-02	Intro to Mod Bus	3	11:00am-12:15pm	MW	08/23	12/17	2501 Staff
	BUS 101-03	Intro to Mod Bus	3	09:30am-10:45am	TTH	08/24	12/17	2501 Schusler
	BUS 101-04	Intro to Mod Bus	3	11:00am-12:15pm	TTH	08/24	12/17	3140 Staff
	BUS 101-05	Intro to Mod Bus	3	05:30pm-06:45pm	TTH	08/24	12/17	2501 Staff
⚡	BUS 101-FTSI	Intro to Mod Bus	3	06:30pm-09:15pm	T	10/19	12/17	3140 Staff
								Some online coursework required
⌚	BUS 101-LS1	Intro to Mod Bus	3	12:30pm-02:20pm	MW	09/20	12/17	2501 Staff
⌚	BUS 101-LS2	Intro to Mod Bus	3	09:00am-12:00pm	F	09/17	12/17	2501 Staff

BUS-103 Business Mathematics Prerequisite: MATH 085 with a grade C or better or qualifying score on the math placement test

BUS 103-01	Business Math	3	12:30pm-01:50pm	MW	08/23	12/17	3140	Staff
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BUS-105 Human Relations

⌚	BUS 105-LS	Human Relations	3	06:30pm-09:15pm	M	09/20	12/17	2501 Staff
								Some online coursework required

BUS-107 Bookkeeping and Procedural Accounting \$20 lab fee

⌚	BUS 107-LS	Bkkeeping/Accting	3	09:00am-10:45am	MW	09/20	12/17	3165 Berlinski
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BUS-127 Business Communications Prerequisite: ENG 101

⌚	BUS 127-LS	Bus Communications	3	07:00pm-09:15pm	W	09/22	12/17	3165 Staff
								Some online coursework required

BUS-131 Financial Accounting (IAI: BUS903) Prerequisite: Placement into ENG 099 or higher \$20 lab fee

☞	BUS 131-IN	Financial Accounti	4				Online	Sum
								\$20 Internet course fee
	BUS 131-01	Financial Accounti	4	11:00am-12:40pm	MW	08/23	12/17	3165 Berlinski
	BUS 131-02	Financial Accounti	4	09:00am-10:40am	TTH	08/24	12/17	3165 Sum
⚡	BUS 131-FT	Financial Accounti	4	06:30pm-09:15pm	TH	08/26	12/17	3165 Staff
								Some online coursework required

BUS-132 Managerial Accounting (IAI: BUS904) Prerequisite: BUS 131 \$20 lab fee

BUS 132-01	Managerial Account	3	11:00am-12:15pm	TTH	08/24	12/17	3165	Sum
BUS 132-02	Managerial Account	3	07:00pm-09:45pm	M	08/23	12/17	3165	Staff

BUS-165 Personal Asset Management

☞	BUS 165-INLS	Personal Asset Management	3				Online	Berlinski
								\$20 Internet course fee

BUS-170 Small Business Management

⌚	BUS 170-LS	Small Bus Mgmt	3	07:00pm-09:30pm	W	09/22	12/17	3140 Staff
								Some online coursework required

BUS-201 Business Law Prerequisite: Placement into ENG 099 or higher

	BUS 201-IN	Business Law	3					Online	Schusler
	\$20 Internet course fee								
	BUS 201-01	Business Law	3	11:00am-12:15pm	TTH	08/24	12/17	2501	Schusler
	BUS 201-LS	Business Law	3	07:00pm-09:30pm	T	09/21	12/17	2501	Staff

Some online coursework required

BUS-210 Business Law and Its Environment Prerequisite: Placement into ENG 099 or higher

	BUS 210-IN	Bus Law/Environment	3					Online	Schusler
	\$20 Internet course fee								
	BUS 210-01	Bus Law/Environment	3	11:00am-12:15pm	TTH	08/24	12/17	2501	Schusler
	BUS 210-LS	Bus Law/Environment	3	07:00pm-09:30pm	T	09/21	12/17	2501	Staff

Some online coursework required

BUS-240 Elementary Statistics (IAI: M1902 BUS901) Prerequisite: MATH 151 or qualifying score on math placement test

	BUS 240-IN	Elemen Statistics	4					Online	Garant
	\$20 Internet course fee								
	BUS 240-01	Elemen Statistics	4	10:00am-11:40am	TTH	08/24	12/17	2625	E-Spencer
	BUS 240-FTHYB	Elemen Statistics	4	06:30pm-09:15pm	TH	08/26	12/17	2608	Staff

Some online coursework required

BUS-242 Human Resources Management

BUS 242-S1	Human Res. Mgmt.	3	07:00pm-09:15pm	TH	10/21	12/17	2501	Staff
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BUS-251 Principles of Marketing Prerequisite: BUS 101

	BUS 251-IN	Marketing Princpls	3					Online	Schusler
	\$20 Internet course fee								

BUS-298 Seminar Prerequisite: Consent of instructor

BUS 298-01	Seminar	1			08/23	12/17		Schusler
BUS 298-D	Seminar	1			08/23	12/17		Schusler

Disney internship dual enrollment required with BUS 299-D

BUS-299 Internship Prerequisite: Consent of instructor

BUS 299-01	Internship	3			08/23	12/17		Schusler
BUS 299-D	Internship	3			08/23	12/17		Schusler

Disney internship dual enrollment required with BUS 298-D

CAD/Mechanical Design Technology

CADMD-141 Technical Drafting I \$15 lab fee

CADMD 141-01	Tech Drafting I	3	06:00pm-09:40pm	T	08/24	12/17	T 191	Ballard
CADMD 141-02	Tech Drafting I	3	06:00pm-09:40pm	W	08/25	12/17	T 191	Robles

CADMD-243 Introduction to Auto-Cad (IAI: MTM911) Prerequisite: CADMD 141 \$35 lab fee

CADMD 243-01	Intro to Autocad	3	05:00pm-08:40pm	TH	08/26	12/17	3210	Wolfe
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CADMD-244 Intermediate Auto-Cad Prerequisite: CADMD 243 \$35 lab fee

CADMD 244-01	Intermed Auto-Cad	3	06:00pm-09:40pm	TH	08/26	12/17	3210	Wolfe
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CADMD-245 Computer Aided Design (IAI: EGR941) Prerequisite: CADMD 244 \$35 lab fee

CADMD 245-01	Computer Aid Desig	3	06:00pm-09:40pm	TH	08/26	12/17	3210	Wolfe
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Chemistry

CHEM-105 Survey of General Chemistry (IAI: P1902L) Prerequisite: Math 090 with a C or better or qualifying score on the math placement test; MATH 165 MATH 171 or MATH 210; \$32 lab fee

CHEM 105-01	Survey Gen Chem	4	11:00am-12:30pm	TTH	08/24	12/17	4280	
	Lab		01:15pm-04:00pm	T	08/24	12/17	4255	Staff
CHEM 105-02	Survey Gen Chem	4	04:00pm-05:30pm	MW	08/23	12/17	4280	
	Lab		06:00pm-08:50pm	W	08/23	12/17	4265	Staff
CHEM 105-03	Survey Gen Chem	4	04:00pm-05:30pm	MW	08/23	12/17	4280	
	Lab		06:00pm-08:50pm	M	08/23	12/17	4255	Staff

CHEM-110 General Chemistry I (IAI: P1902L CHM911) Prerequisite: High school chemistry with a C or better and MATH 095 with a C or better or placement in MATH 151 \$32 lab fee

CHEM 110-01	General Chemistry I	5	10:00am-11:40am	MW	08/23	12/17	4280	
	Lab		01:15pm-04:00pm	M	08/23	12/17	4265	Brooms
CHEM 110-02	General Chemistry I	5	10:00am-11:40am	MW	08/23	12/17	4280	
	Lab		01:15pm-04:00pm	T	08/23	12/17	4265	Brooms
CHEM 110-03	General Chemistry I	5	06:00pm-09:50pm	T	08/24	12/17	4280	
	Lab		06:00pm-08:50pm	TH	08/24	12/17	4265	Staff

CHEM-130 General Chemistry II (IAI: CHM912) Prerequisite: CHEM 110 with a C or better \$32 lab fee

CHEM 130-01	Gen Chemistry II	5	09:00am-10:50am	TTH	08/24	12/17	4280	
	Lab		12:30pm-03:20pm	TH	08/24	12/17	4255	Staff

CHEM-203 Organic Chemistry I (IAI: CHM913) Prerequisite: CHEM 130 with a C or better \$32 lab fee

CHEM 203-01	Organic Chem I	5	10:00am-11:50am	TTH	08/24	12/17	4180	
	Lab		01:15pm-04:00pm	TH	08/24	12/17	4265	Brooms

College Studies

COL-101 College Success Seminar

COL 101-F1	Coll Success Semin	1	12:40pm-01:30pm	MW	08/23	10/18	3230	Halliburton
COL 101-F2	Coll Success Semin	1	12:40pm-01:30pm	TTH	08/24	10/18	3230	Wilson

COL-105 Personal Awareness

COL 105-S1	Personal Awareness	1	12:40pm-01:30pm	MW	10/20	12/17	3230	Halliburton
COL 105-S2	Personal Awareness	1	12:40pm-01:30pm	TH	10/21	12/17	3230	Wilson

COL-106 Personal Wellness \$20 lab fee

COL 106-S1	Personal Wellness	1	10:00am-11:50am	W	10/20	12/17	T 146	Miller
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Communication

COMM-101 Principles of Communication (IAI: C2900) Prerequisite: Placement into ENG 099 or higher

⌘	COMM 101-H1	Prin Communication	3	12:30pm-01:45pm	MW	08/23	12/17	2612	Wilson
	COMM 101-01	Prin Communication	3	08:00am-09:15am	MW	08/23	12/17	2612	Schwarz
	COMM 101-02	Prin Communication	3	09:30am-10:45am	MW	08/23	12/17	2612	Naze
	COMM 101-03	Prin Communication	3	11:00am-12:15pm	MW	08/23	12/17	2612	Naze
	COMM 101-05	Prin Communication	3	04:00pm-06:50pm	W	08/25	12/17	2612	Staff
	COMM 101-06	Prin Communication	3	07:00pm-09:50pm	M	08/23	12/17	2612	Staff
	COMM 101-07	Prin Communication	3	08:00am-09:15am	TTH	08/24	12/17	2612	Schwarz
	COMM 101-08	Prin Communication	3	09:30am-10:45am	TTH	08/24	12/17	4200	Wilson
	COMM 101-09	Prin Communication	3	11:00am-12:15pm	TTH	08/24	12/17	2612	Wilson
	COMM 101-10	Prin Communication	3	11:00am-12:15pm	TTH	08/24	12/17	4200	Schwarz
	COMM 101-11	Prin Communication	3	12:30pm-01:45pm	TTH	08/24	12/17	2612	Naze
	COMM 101-12	Prin Communication	3	04:00pm-06:50pm	T	08/24	12/17	2612	Staff
	COMM 101-13	Prin Communication	3	07:00pm-09:50pm	T	08/24	12/17	2612	Staff
	COMM 101-14	Prin Communication	3	07:00pm-09:50pm	W	08/25	12/17	2612	Staff
	COMM 101-15	Prin Communication	3	04:00pm-06:50pm	TH	08/26	12/17	2612	Staff
	COMM 101-16	Prin Communication	3	07:00pm-09:50pm	TH	08/26	12/17	2612	Staff
	COMM 101-17	Prin Communication	3	09:00am-12:00pm	F	08/27	12/17	2612	Staff
	COMM 101-18	Prin Communication	3	12:30pm-03:30pm	F	08/27	12/17	2612	Staff
	COMM 101-LC1	Prin Communication	3	09:30am-10:45am	MW	08/23	12/17	4200	Schwarz
	LinC Dual enrollment required with BIOL 100-LC1								
	COMM 101-LC2	Prin Communication	3	09:30am-10:45am	TTH	08/24	12/17	2612	Naze
	LinC Dual enrollment required with ITAPP 101-LC2								
	COMM 101-LS1	Prin Communication	3	07:00pm-08:50pm	MW	09/20	12/17	4200	Staff
	COMM 101-LS2	Prin Communication	3	02:00pm-03:50pm	TTH	09/21	12/17	4200	Staff
	COMM 101-LS3	Prin Communication	3	04:00pm-05:50pm	TTH	09/21	12/17	4200	Staff
	COMM 101-VV1	Prin Communication	3	09:00am-12:00pm	S	08/28	12/17	2612	Staff

COMM-102 Persuasive Public Speaking Prerequisite: COMM 101

COMM 102-01	Persuasive Public Speaking	3	11:00am-12:15pm	MW	08/23	12/17	4200	Wilson
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COMM-111 Introduction to Mass Communication (IAI: MC911) Prerequisite: Placement into ENG 099 or higher


COMM 111-01	Intro to Mass Comm	3	12:30pm-01:45pm	MW	08/23	12/17	4200	Naze
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COMM-196 Applied Forensics I Prerequisite: Placement into ENG 099 or higher									
COMM 196-01	Appl. Forensics I	1	02:00pm-02:50pm	TTH	08/24	12/17	2193	Naze	
COMM-197 Applied Forensics II Prerequisite: COMM 196									
COMM 197-01	Appl. Forensics II	1	03:00pm-03:50pm	TTH	08/24	12/17	2612	Naze	
COMM-198 Applied Forensics III Prerequisite: COMM 197									
COMM 198-01	Appl Forensics III	1	02:00pm-02:50pm	TTH	08/24	12/17	2193	Naze	

Computer Electronics Technology

CET-101 Fundamentals of Electricity \$10 lab fee									
CET 101-F1	Fundamentals of Electricity	2	10:00am-01:40pm	T	08/24	10/18	3120	Klinefelter	
CET 101-F2	Fundamentals of Electricity	2	06:00pm-09:40pm	T	08/24	10/18	3120	Karras	
CET-103 Alternating Current Prerequisite: CET 101 \$20 lab fee									
CET 103-S1	Alternating Curren	2	10:00am-01:40pm	W	10/20	12/17	3120	Karras	

Criminal Justice

CJ-101 Introduction to Criminal Justice (IAI: CRJ901) Prerequisite: Placement into ENG 099 or higher									
	CJ 101-IN	Intro/Crim Justice	3				Online	O Keefe	
	\$20 Internet course fee								
	CJ 101-01	Intro/Crim Justice	3	09:30am-10:45am	MW	08/23	12/17	4285	O Keefe
	CJ 101-02	Intro/Crim Justice	3	07:00pm-09:50pm	M	08/23	12/17	4285	Simpkins
CJ-102 Introduction to Criminology (IAI: CRJ912) Prerequisite: Placement into ENG 099 or higher									
	CJ 102-01	Intro/Criminology	3	09:30am-10:45am	TTH	08/24	12/17	4285	O Keefe
CJ-103 Law Enforcement Org. & Admin. Prerequisite: Placement into ENG 099 or higher									
	CJ 103-01	Law Enforc Org/Adm	3	04:00pm-06:50pm	TH	08/26	12/17	4285	Gustafson
CJ-106 Introduction to Corrections (IAI: CRJ911) Prerequisite: Placement into ENG 099 or higher									
	CJ 106-01	Intro to Correctio	3	11:00am-12:15pm	MW	08/23	12/17	4285	O Keefe
CJ-120 Intro to Homeland Security Prerequisite: Placement into ENG 099 or higher									
	CJ 120-01	Intro to Homeland Security	3	07:00pm-09:50pm	TH	08/26	12/17	4285	Pearson
CJ-201 Introduction to Criminal Law Prerequisite: CJ 101									
	CJ 201-01	Intro to Criminal Law	3	07:00pm-09:50pm	T	08/24	12/17	4285	Armellino
CJ-204 Juvenile Justice (IAI: CRJ914) Prerequisite: Placement into ENG 099 or higher									
	CJ 204-01	Juvenile Justice	3	07:00pm-09:50pm	W	08/25	12/17	4285	Bufano
CJ-208 Prin. of Criminalistics Prerequisite: Placement into ENG 099 or higher									
	CJ 208-01	Prin/Criminalistic	3	11:00am-12:15pm	TTH	08/24	12/17	4285	O Keefe
CJ-299 Criminal Justice Internship Prerequisite: Consent of instructor									
	CJ 299-01	Crim. Just. Intern	3			08/23	12/17		O Keefe

Dental Hygiene Registration for the following dental hygiene classes is limited to students officially admitted to the Prairie State College program.

DH-103 Head & Neck Anatomy & Tooth Morpholo Prerequisite: Acceptance into the dental hygiene program; consent of program coordinator \$40 lab fee									
DH 103-01	Head/Neck Anatomy	5	01:00pm-03:50pm	M	08/23	12/17	HT 120		
			01:00pm-04:50pm	T	08/23	12/17	HT 185	Ickis	
DH 103-02	Head/Neck Anatomy	5	01:00pm-03:50pm	M	08/23	12/17	HT 120		
			08:30am-12:20pm	T	08/23	12/17	HT 185	Ickis	
DH-105 Nutrition Prerequisite: Acceptance into the dental hygiene program; DH 101									
DH 105-01	Nutrition	2	09:00am-10:50am	F	08/27	12/17	HT 120	Braun	

DH-108 Clinical Dental Hygiene I Prerequisite: Acceptance into the dental hygiene program; DH 107 \$40 lab fee

DH 108-01	Clin Dent Hyg I	4	08:30am-12:20pm	M	08/23	12/17	HT 122	
			01:00pm-04:50pm	W	08/23	12/17	HT 122	
			12:00pm-01:50pm	TH	08/23	12/17	HT 120	Gorbitz
DH 108-02	Clin Dent Hyg I	4	08:30am-11:50am	W	08/25	12/17	HT 122	
			08:30am-11:50am	TH	08/25	12/17	HT 122	
			12:00pm-01:50pm	TH	08/25	12/17	HT 120	Gorbitz

DH-116 Periodontology Prerequisite: Acceptance into the dental hygiene program; DH 108

DH 116-01	Periodontology	2	02:00pm-03:50pm	TH	08/26	12/17	HT 120	Janusz
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DH-202 Clinical Dental Hygiene IV Prerequisite: Acceptance into the dental hygiene program; DH 201 \$150 lab fee

DH 202-01	Clinical Dental Hygiene IV	5	01:00pm-04:50pm	M	08/23	12/17	HT 122	
			11:00am-11:50am	W	08/23	12/17	HT 120	
			05:00pm-08:50pm	W	08/23	12/17	HT 122	
			08:30am-12:20pm	TF	08/23	12/17	HT 122	Ickis
DH 202-02	Clinical Dental Hygiene IV	5	05:00pm-08:50pm	M	08/23	12/17	HT 122	
			01:00pm-04:50pm	TTHF	08/23	12/17	HT 122	
			11:00am-11:50am	W	08/23	12/17	HT 120	Ickis

DH-205 Pharmacology Prerequisite: Acceptance into the dental hygiene program; DH 109

DH 205-01	Pharmacology	2	02:30pm-04:20pm	W	08/25	12/17	HT 120	F-Biegel
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DH-207 Science & Application of Dental Material Prerequisite: Acceptance into the dental hygiene program; DH 201 \$75 lab fee

DH 207-01	Sci/Appl-Dent Mat	4	09:00am-10:50am	W	08/25	12/17	HT 120	
			08:30am-12:20pm	TH	08/25	12/17	HT 185	Studer
DH 207-02	Sci/Appl-Dent Mat	4	09:00am-10:50am	W	08/25	12/17	HT 120	
			08:30am-12:20pm	TH	08/25	12/17	HT 185	Studer

Drafting (see also CAD/Mechanical Design Technology)

DRAFT-101 Drafting Essentials \$4 lab fee

DRAFT 101-F1	Drafting Essentials	2	06:00pm-09:40pm	T	08/24	10/18	T 191	Ballard
DRAFT 101-F2	Drafting Essentials	2	06:00pm-09:40pm	W	08/25	10/18	T 191	Robles

DRAFT-102 Drafting Conventions & Symbols Prerequisite: DRAFT 101 \$4 lab fee

DRAFT 102-S1	Draft Conven/Symb1	2	06:00pm-09:40pm	T	10/19	12/17	T 191	Ballard
DRAFT 102-S2	Draft Conven/Symb1	2	06:00pm-09:40pm	W	10/20	12/17	T 191	Robles

DRAFT-103 Three Dimensional Shapes Prerequisite: DRAFT 102 \$4 lab fee

DRAFT 103-S1	Three Dimen Shapes	2	06:00pm-09:40pm	T	10/19	12/17	T 191	Ballard
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DRAFT-105 Design Applications for Mech. Trades Prerequisite: AMATH 101

DRAFT 105-S1	Des Appl/Mech Trad	2	06:00pm-09:40pm	T	10/19	12/17	T 191	Ballard
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Early Childhood Education

ECED-103 Health Safety and Nutrition Prerequisite: Placement into ENG 099 or higher

ECED 103-IN	Hlth Safety & Nutr	3					Online	Fogarty
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\$20 Internet course fee

ECED-104 Intro. to Early Childhood Education Prerequisite: Placement into ENG 099 or higher

ECED 104-01	Intr Early Child E	3	12:30pm-01:45pm	TTH	08/24	12/17	2504	Drake
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ECED-110 Care/Educ: Infants Toddlers 2-YR Olds Prerequisite: ED 101 \$15 lab fee

ECED 110-01	Care/Ed Inf Toddler 2-YR	3	07:00pm-09:50pm	M	08/23	12/17	2504	Drake
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ECED-201 Sign Lang I-Manual Communications I Prerequisite: Placement into ENG 099 or higher

ECED 201-01	Sign Language I	3	09:30am-10:45am	TTH	08/24	12/17	4130	Gertler
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ECED-205 Language Arts for Children Prerequisite: Placement into ENG 099 or higher \$12 lab fee

ECED 205-01	Lang Arts for Chil	3	04:00pm-06:50pm	W	08/25	12/17	2504	Drake
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




ECED-213 Multicultural Education Prerequisite: Placement into ENG 099 or higher \$7 lab fee

ECED 213-01	Multicultural Educ	3	09:00am-11:50am	S	08/28	12/17	2504	Staff
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ECED-299 Early Childhood Education Internship Prerequisite: ED 101 and ECED 104 and consent of instructor \$20 lab fee

ECED 299-01	Early Child Ed Int	3	02:00pm-03:00pm	T	08/24	12/17	CLC	Drake
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Economics

	ECON-201 Macroeconomic Principles (IAI: S3901) Prerequisite: Placement into ENG 099 or higher										
	ECON 201-IN	Macroecon Principles	3						Online	Tinwala	
	\$20 Internet course fee										
	ECON 201-01	Macroecon Principles	3	09:30am-10:45am	MW	08/23	12/17	4190		Sum	
	ECON 201-02	Macroecon Principles	3	11:00am-12:15pm	MW	08/23	12/17	3140		Staff	
	ECON 201-03	Macroecon Principles	3	09:30am-10:45am	TTH	08/24	12/17	3140		Staff	
	ECON 201-04	Macroecon Principles	3	12:30pm-01:45pm	TTH	08/24	12/17	3140		Sum	
	ECON 201-05	Macroecon Principles	3	07:00pm-09:50pm	TH	08/26	12/17	3140		Staff	
	ECON 201-FTF1	Macroecon Principles	3	06:30pm-09:15pm	T	08/24	10/18	3140		Tinwala	
	Some online coursework required										
	ECON 201-LS1	Macroecon Principles	3	05:00pm-06:40pm	MW	09/20	12/17	3140		Staff	
	Some online coursework required										
	ECON 201-LS2	Macroecon Principles	3	09:00am-12:00pm	F	09/17	12/17	3140		Staff	
	ECON-202 Microeconomic Principles (IAI: S3902) Prerequisite: ECON 201										
	ECON 202-IN	Microeconomic Principles	3						Online	Tinwala	
	\$20 Internet course fee										
	ECON 202-01	Microeconomic Principles	3	09:30am-10:45am	MW	08/23	12/17	3140		Tinwala	
	ECON 202-LS	Microeconomic Principles	3	07:00pm-09:50pm	M	09/20	12/17	3140		Tinwala	

Education

ED-100 Foundations of American Public Education

Prerequisite: Placement of ENG 099 or higher										
	ED 100-01	Foundations Amer: Public Educa	3	11:00am-12:15pm	MW	08/23	12/17	3137		Fogarty
	ED 100-02	Foundations Amer: Public Educa	3	07:00pm-09:50pm	TH	08/26	12/17	3137		Fogarty

ED-101 Child Growth and Development

Prerequisite: Placement into ENG 099 or higher										
	ED 101-01	Child Growth & Dev	3	12:30pm-01:45pm	MW	08/23	12/17	3137		Fogarty
	ED 101-02	Child Growth & Dev	3	09:30am-10:15am	TTH	08/24	12/17	2504		Drake
	ED 101-03	Child Growth & Dev	3	04:00pm-06:50pm	M	08/23	12/17	3137		Fogarty

ED-212 Exceptional Child

Prerequisite: ED 101										
	ED 212-01	Exceptional Child	3	04:00pm-06:50pm	TH	08/26	12/17	2504		Kucharczyk

Education-Paraprofessional

EDU-213 Multicultural Education

Prerequisite: Placement into ENG 099 or higher										
	EDU 213-01	Multicultural Educ	3	09:00am-11:50am	S	08/28	12/17	2504		Staff

Electricity/Electronics (see Industrial Electricity or Computer Electronics Technology)

Emergency Medical Services

Financial aid recipients should check with the Financial Aid/Veterans Affairs Office prior to enrolling in EMS 101. Some financial aid programs will not pay for this course.

EMS-101 Emergency Medical Technician

Prerequisite: Register in person only - See Counseling and Academic Advising prior to registration. 18 years of age and COMPASS reading score of 78 or better or placement into ENG 101. Obtain information packet from PSC nursing department prior to start of course. \$65 lab fee

	EMS 101-01	Emerg Medical Tech	7	09:00am-12:30pm	TTH	08/23	12/17	HT 118		Staff
	EMS 101-02	Emerg Medical Tech	7	06:30pm-09:50pm	TTH	08/23	12/17	HT 118		Staff

EMS-200 Paramedicine I

Prerequisite: Acceptance into the paramedicine program. BIOL 221 and 222 with a C or better; concurrent enrollment in EMS 205 210 and 215; consent of instructor \$50 lab fee

	EMS 200-01	Paramedicine I	12	06:00pm-10:00pm	MTWTH	08/23	12/17	4240		Staff
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EMS-205 Paramedicine I: Field Practicum

Prerequisite: Acceptance into the paramedicine program; concurrent enrollment in EMS 200 210 and 215

	EMS 205-01	Paramedicine I: Field Practic	2		MTWTHF	08/23	12/17			Staff
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EMS-210 Paramedicine: Hospital Practicum

Prerequisite: Acceptance into the paramedicine program; concurrent enrollment in EMS 200 205 and 215

	EMS 210-01	Paramedicine: Hosp Practicum	2		MTWTHF	08/23	12/17			HOSPITA Staff
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EMS-215 Paramedicine: Seminar

Prerequisite: Acceptance into the paramedicine program; concurrent enrollment in EMS 200 205 and 210

	EMS 215-01	Paramedicine: Seminar	1	05:00pm-05:50pm	M	08/23	12/17	4240		Staff
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English (including Literature)

Students are required to take the COMPASS test prior to placement in English. Students whose scores indicate that they need additional work before taking college-level English courses are placed in ENG 097, 098, or 099 depending on their scores. To register for the COMPASS test, contact the Counseling and Academic Advising Center. Students who place into ENG 097 or 098 should also register for COL 101 - College Success Seminar.

ENG-098 Fundamental English II Prerequisite: ENG 097 with a grade of C or qualifying score on the English placement test

ENG 098-01	Fund English II	4	09:00am-10:50am	MW	08/23	12/17	3170	Staff
ENG 098-02	Fund English II	4	10:00am-11:50am	MW	08/23	12/17	3138	Staff
ENG 098-03	Fund English II	4	12:30pm-02:20pm	MW	08/23	12/17	3170	Staff
ENG 098-04	Fund English II	4	07:00pm-08:50pm	MW	08/23	12/17	3170	Staff
ENG 098-05	Fund English II	4	09:00am-10:50am	TTH	08/24	12/17	3170	Daley
ENG 098-06	Fund English II	4	10:00am-11:50am	TTH	08/24	12/17	3185	H-Schmidt
ENG 098-07	Fund English II	4	12:30pm-02:20pm	TTH	08/24	12/17	3170	Kouba
ENG 098-08	Fund English II	4	04:00pm-05:50pm	TTH	08/24	12/17	3170	Staff
ENG 098-09	Fund English II	4	07:00pm-08:50pm	TTH	08/24	12/17	3170	Staff

ENG-099 Fundamental English III Prerequisite: ENG 098 with a grade of C or qualifying score on the English placement test

ENG 099-02	Fund English III	6	09:30am-10:45am	MTWTH	08/23	12/17	4185	Staff
ENG 099-03	Fund English III	6	09:30am-10:45am	MTWTH	08/23	12/17	3230	Hull/Ames
ENG 099-04	Fund English III	6	11:00am-12:15pm	MTWTH	08/23	12/17	4185	Reichard
ENG 099-05	Fund English III	6	11:00am-12:15pm	MTWTH	08/23	12/17	3230	McNamara/Edwards
ENG 099-06	Fund English III	6	11:00am-01:50pm	MW	08/23	12/17	4195	Caine/Stein
ENG 099-07	Fund English III	6	12:30pm-01:45pm	MTWTH	08/23	12/17	4185	Hull/Daley
ENG 099-08	Fund English III	6	12:30pm-01:45pm	MTWTH	08/23	12/17	3240	Nicholas/Edwards
ENG 099-09	Fund English III	6	07:00pm-09:50pm	MW	08/23	12/17	4195	L Jones/DePhillips
ENG 099-10	Fund English III	6	11:00am-01:50pm	TTH	08/24	12/17	4195	Foriest
ENG 099-11	Fund English III	6	07:00pm-09:50pm	TTH	08/24	12/17	3230	L Jones/DePhillips
ENG 099-HYB1	Fund English III	6	09:00am-10:50am	MW	08/23	12/17	4195	Gravely
ENG 099-HYB2	Fund English III	6	05:00pm-06:50pm	MW	08/23	12/17	4195	L-Schott
ENG 099-HYB3	Fund English III	6	09:00am-10:50am	TTH	08/24	12/17	4195	Kouba/Heldt
ENG 099-HYB4	Fund English III	6	10:00am-11:50am	TTH	08/24	12/17	3240	Evans/Mele
ENG 099-HYB5	Fund English III	6	09:00am-11:50am	F	08/27	12/17	4195	Raines

ENG-101 Composition I (IAI: C1900) Prerequisite: ENG 099 with a grade of C or better or qualifying score on the English placement test

⌘	ENG 101-H1	Composition I	3	08:00am-09:15am	MW	08/23	12/17	2616	Reichard
⌘	ENG 101-HLC1	Composition I	3	11:00am-12:15pm	TTH	08/24	12/17	2616	Flannigan
	LinC Dual enrollment required with HUMAN 201-HLC1								
🔓	ENG 101-IN1	Composition I	3					Online	Salas
	Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee								
🔓	ENG 101-IN2	Composition I	3					Online	Nicholas
	Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee								
	ENG 101-01	Composition I	3	08:00am-09:15am	MW	08/23	12/17	3200	Caine
	ENG 101-02	Composition I	3	09:30am-10:45am	MW	08/23	12/17	3200	Caine
	ENG 101-03	Composition I	3	09:30am-10:45am	MW	08/23	12/17	HT 105	Staff
	ENG 101-04	Composition I	3	09:30am-10:45am	MW	08/23	12/17	4140	Salas
	ENG 101-05	Composition I	3	11:00am-12:15pm	MW	08/23	12/17	3200	Cotch
	ENG 101-06	Composition I	3	11:00am-12:15pm	MW	08/23	12/17	3160	Staff
	ENG 101-07	Composition I	3	11:00am-12:15pm	MW	08/23	12/17	2503	Staff
	ENG 101-08	Composition I	3	12:30pm-01:45pm	MW	08/23	12/17	3200	Flannigan
	ENG 101-09	Composition I	3	04:00pm-06:50pm	M	08/23	12/17	3200	Staff
	ENG 101-10	Composition I	3	07:00pm-09:50pm	M	08/23	12/17	3200	Staff
	ENG 101-11	Composition I	3	08:00am-09:15am	TTH	08/24	12/17	3200	Caine
	ENG 101-12	Composition I	3	09:30am-10:45am	TTH	08/24	12/17	3200	Caine
	ENG 101-13	Composition I	3	09:30am-10:45am	TTH	08/24	12/17	3136	Staff
	ENG 101-14	Composition I	3	11:00am-12:15pm	TTH	08/24	12/17	4140	Cotch
	ENG 101-15	Composition I	3	11:00am-12:15pm	TTH	08/24	12/17	3200	Gravely
	ENG 101-16	Composition I	3	12:30pm-01:45pm	TTH	08/24	12/17	3200	Gravely
	ENG 101-17	Composition I	3	02:00pm-03:15pm	TTH	08/24	12/17	3165	Edwards
	ENG 101-18	Composition I	3	02:00pm-03:15pm	TTH	08/24	12/17	3200	Mele
	ENG 101-19	Composition I	3	04:00pm-06:50pm	T	08/24	12/17	3200	Mele
	ENG 101-20	Composition I	3	07:00pm-09:50pm	T	08/24	12/17	3200	Williams
	ENG 101-21	Composition I	3	04:00pm-06:50pm	W	08/25	12/17	3200	Gonzales
	ENG 101-22	Composition I	3	07:00pm-09:50pm	W	08/25	12/17	3200	Seyfried
	ENG 101-23	Composition I	3	04:00pm-06:50pm	TH	08/26	12/17	3200	Staff
	ENG 101-24	Composition I	3	07:00pm-09:50pm	TH	08/26	12/17	3200	Staff



ENG 101-25	Composition I	3	09:00am-11:50am	F	08/27	12/17	3200	Mathieu
ENG 101-26	Composition I	3	09:00am-11:50am	F	08/27	12/17	3165	Staff
ENG 101-27	Composition I	3	12:30pm-03:30pm	F	08/27	12/17	3200	Staff
ENG 101-FTFI	Composition I	3	06:30pm-09:15pm	T	08/24	10/18	2503	Staff
ENG 101-HYBI	Composition I	3	05:00pm-06:15pm	T	08/24	12/17	3160	Nicholas
ENG 101-LS1	Composition I	3	08:00am-09:50am	MW	09/20	12/17	4125	Staff
ENG 101-LS4	Composition I	3	07:00pm-08:50pm	MW	09/20	12/17	4170	Staff
ENG 101-LS6	Composition I	3	02:00pm-03:50pm	TTH	09/21	12/17	2504	Ames
ENG 101-WI	Composition I	3	09:00am-12:00pm	S	08/28	12/17	3200	Williams

ENG-102 Composition II (IAI: C1901R) Prerequisite: ENG 101 with a grade of C or qualifying score on English placement test



ENG 102-HI	Composition II	3	11:00am-12:15pm	TTH	08/24	12/17	3186	Nicholas
ENG 102-IN1	Composition II	3					Online	Ames
\$20 Internet course fee								
ENG 102-IN2	Composition II	3					Online	Condron
\$20 Internet course fee								
ENG 102-01	Composition II	3	08:00am-09:15am	MW	08/23	12/17	2508	Salas
ENG 102-02	Composition II	3	09:30am-10:45am	MW	08/23	12/17	2508	Staff
ENG 102-03	Composition II	3	11:00am-12:15pm	MW	08/23	12/17	2508	Staff
ENG 102-04	Composition II	3	12:30pm-01:45pm	MW	08/23	12/17	2508	Cotch
ENG 102-05	Composition II	3	04:00pm-06:50pm	M	08/23	12/17	2508	DePhillips
ENG 102-06	Composition II	3	07:00pm-09:50pm	M	08/23	12/17	2508	McNamara
ENG 102-07	Composition II	3	08:00am-09:15am	TTH	08/24	12/17	2508	Mathieu
ENG 102-08	Composition II	3	09:30am-10:45am	TTH	08/24	12/17	2508	Reichard
ENG 102-09	Composition II	3	09:30am-10:45am	TTH	08/24	12/17	4290	Mathieu
ENG 102-10	Composition II	3	11:00am-12:15pm	TTH	08/24	12/17	2508	Heldt
ENG 102-11	Composition II	3	12:30pm-01:45pm	TTH	08/24	12/17	2508	Flannigan
ENG 102-12	Composition II	3	07:00pm-09:50pm	T	08/24	12/17	2508	Staff
ENG 102-13	Composition II	3	07:00pm-09:50pm	W	08/25	12/17	2508	McNamara
ENG 102-14	Composition II	3	07:00pm-09:50pm	TH	08/26	12/17	2508	Staff
ENG 102-15	Composition II	3	09:00am-11:50am	F	08/27	12/17	2508	L-Schott
ENG 102-LC1	Composition II	3	11:00am-12:15pm	MW	08/23	12/17	3270	Flannigan
LinC Dual enrollment required with PHYSYC 112-LC1								
ENG 102-LS1	Composition II	3	10:00am-11:50am	MW	09/20	12/17	2502	Mallon
ENG 102-LS2	Composition II	3	07:00pm-08:50pm	TTH	09/21	12/17	3138	Staff
ENG 102-LS3	Composition II	3	08:00am-09:50am	MW	09/20	12/17	3138	Staff

ENG-211 American Literature I (IAI: H3914) Prerequisite: ENG 101 with a grade of C

ENG 211-01	Amer Literature I	3	07:00pm-09:50pm	M	08/23	12/17	4290	Burke
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ENG-212 American Literature II (IAI: H3915) Prerequisite: ENG 101 with a grade of C

ENG 212-HI	Amer Literature II	3	09:30am-10:45am	TTH	08/24	12/17	4125	Cotch
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ENG-215 African-American Literature (IAI: H3910D) Prerequisite: ENG 101 with a grade of C

ENG 215-01	African-Amer. Lit	3	12:30pm-01:45pm	TTH	08/24	12/17	4290	Staff
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ENG-231 British Literature I (IAI: H3912) Prerequisite: ENG 101 with a grade of C

ENG 231-01	British Liter I	3	09:30am-10:45am	MW	08/23	12/17	4290	Reichard
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ENG-240 Introduction to Fiction (IAI: H3901 EGL917) Prerequisite: ENG 101 with a grade of C

ENG 240-IN1	Intro to Fiction	3					Online	L-Schott
\$20 Internet course fee								

ENG-243 Non-Western Literature in English Prerequisite: ENG 101 with a grade of C

ENG 243-01	Non-Western Literature in Engl	3	04:00pm-06:50pm	W	08/25	12/17	4290	Gravely
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ENG-252 Introduction to Drama (IAI: H3902) Prerequisite: ENG 101 with a grade of C

ENG 252-01	Introduction to Drama	3	11:00am-12:15pm	MW	08/23	12/17	4290	Nicholas
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Fire Science Technology

FST-101 Introduction to Fire Science Technology Prerequisite: Placement into ENG 099 or higher

FST 101-FI	Intro to Fire Science Tech	3	07:00pm-09:50pm	MW	08/23	10/20	HT 120	Staff
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FST-105 Construction & Fire Systems Prerequisite: Placement into ENG 099 or higher

FST 105-01	Constr & Fire Syst	3	07:00pm-09:50pm	W	08/25	12/17	HT 116	Staff
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FST-106 Hazardous Materials Operations Prerequisite: FST 119 with a grade of C

FST 106-LS	Hazard Matrls Oper	3	07:00pm-09:50pm	MTHS	10/21	11/20	HT 120	Schreiber
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Saturday practical Nov 13 and 20 9am - 5pm

FST-119 Firefighter II Prerequisite: Must register in person only - see Counseling and Academic Advising prior to registration. 18 years of age and COMPASS reading score of 78 or better or placement into ENG 101; Documented affiliation with a fire department. \$50 lab fee

FST 119-01	Firefighter II	7	07:00pm-09:50pm	MTH	08/23	12/17	HT 116	Staff
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Requires OSFM state test for certification. Saturday practical sessions required 9am - 4pm

FST-120 Firefighter III Prerequisite: Current Illinois Firefighter II certification and coordinator consent \$25 lab fee

FST 120-F1	Firefighter III	6	07:00pm-09:50pm	W	08/25	10/18	HT 120	Staff
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Requires OSFM state test for certification. Saturday practical sessions required 9am - 4pm

FST-121 Intro to Homeland Security Prerequisite: Placement into ENG 099 or higher

FST 121-01	Intro to Homeland Security	3	07:00pm-09:50pm	TH	08/26	12/17	4285	Staff
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FST-201 Arson Investigation Prerequisite: FST 101 with a grade of C

FST 201-W1	Arson Investigatn	3	08:00am-05:00pm	SSU	11/13	11/27	HT 116	Martello
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Classes meet on Nov 13, 14, 20, 21, and 27

FST-202 Vehicle and Machinery Operations Prerequisite: FST 119 with a grade of C \$25 lab fee

FST 202-W2	Vehicle and Machinery Operati	3	08:00am-05:00pm	SSU	09/11	09/25	HT 116	Kummelehne
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Classes meet on Sept 11, 12, 18, 19, and 25. Requires OSFM state test for certification

FST-218 Fire Dept. Management III Prerequisite: FST 208 with a grade of C

FST 218-W3	Fire Dpt.Mgmt III	3	08:00am-05:00pm	SSU	10/02	10/16	FFD TBA	Staff
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Classes meet on Oct 2, 3, 9, 10, and 16. Class final is OSFM test

FST-219 Fire Dept. Management IV Prerequisite: FST 218 with a grade of C

FST 219-W4	Fire Dept. Mgmt IV	3	08:00am-05:00pm	SSU	10/23	11/06	HT 116	Staff
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Classes meet on Oct. 23, 24, 30, 31, and Nov 6. Class final is OSFM test

First Responder**FRESP-101 First Responder** Prerequisite: Placement into ENG 099 or higher \$25 lab fee

FRESP 101-F1	First Responder	3	06:30pm-10:00pm	MW	08/23	12/17	HT 118	Staff
FRESP 101-F2	First Responder	3	09:00am-12:30pm	MW	08/23	12/17	HT 118	Staff
FRESP 101-S1	First Responder	3	09:00am-12:30pm	MW	10/20	12/17	HT 118	Biasella

Geography**GEOG-101 Cultural Geography** (IAI: S4900N) Prerequisite: Placement into ENG 099 or higher

GEOG 101-01	Cultural Geography	3	09:30am-10:45am	MW	08/23	12/17	2407	Staff
GEOG 101-02	Cultural Geography	3	07:00pm-09:50pm	W	08/23	12/17	2407	Staff

GEOG-105 Intro to Physical Geography (IAI: P1909) Prerequisite: Placement into ENG 099 or higher

GEOG 105-01	Intro/Physical Geo	3	12:30pm-01:45pm	MW	08/23	12/17	3270	Wickham
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Geology (see Physical Science)**Graphic Communications****GC-115 Introduction to Computer Art** Prerequisite: Placement into ENG 099 or higher \$50 lab fee

GC 115-01	Intro to Comp.Art	3	09:30am-12:20pm	MW	08/23	12/17	4164	Maddox
GC 115-02	Intro to Comp.Art	3	06:00pm-08:50pm	TTH	08/24	12/17	4164	Maddox

GC-154 Typography Prerequisite: GC 151 \$30 lab fee

GC 154-LSIS	Typography	2	01:00pm-02:50pm	TTH	09/21	12/17	4164	Maddox
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GC-162 Introduction to Web Site Development Prerequisite: Placement into ENG 099 or higher \$20 lab fee

GC 162-INLS	Intro to Web Site Development	3					Online	Hokanson
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\$20 Internet course fee

GC 162-01	Intro to Web Site Development	3	06:00pm-09:40pm	W	08/25	12/17	HT 114	Staff
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Photoshop and Dreamweaver. Some online coursework required

GC 162-LS	Intro to Web Site Development	3	12:30pm-02:10pm	MW	09/20	12/17	HT 114	Hokanson
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Photoshop and Dreamweaver. Some online coursework required

GC-262 Flash/Interface Design Prerequisite: GC 151; ITWEB 103 or GC 162 recommended \$50 lab fee
 GC 262-01 Flash/Interface Design 3 06:00pm-09:40pm W 08/25 12/17 4164 Hedges

GC-270 Advanced Web Site Development Prerequisite: GC 162 or ITWEB 103 \$25 lab fee
 GC 270-INLS Adv Web Site Dev 3 Online Hokanson
 \$20 Internet course fee
 GC 270-LS Adv Web Site Dev 3 12:30pm-02:10pm TTH 09/21 12/17 HT 114 Hokanson
 Some online coursework required

GC-298 Independent Visual Study Prerequisite: GC 151; Consent of instructor \$50 lab fee
 GC 298-LSIS Indep Visual Study 3 01:00pm-02:50pm TTH 09/21 12/17 4164 Staff

GC-299 Internship/Seminar Prerequisite: Consent of instructor
 GC 299-LSIS Internship/Seminar 4 01:00pm-02:50pm TTH 09/21 12/17 4164 Maddox

Health

HLTH-100 Orientation to Health Careers Prerequisite: Placement into ENG 099 or higher
 HLTH 100-01 Orient. Hlth Caree 3 10:00am-11:15am MW 08/23 12/17 4170 Root

HLTH-101 Health and Wellness Prerequisite: Placement into ENG 099 or higher
 HLTH 101-02 Health & Wellness 2 12:00pm-01:40pm W 08/25 12/17 T 146 Dowell
 HLTH 101-IN Health & Wellness 2 Online Dowell
 Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee
 HLTH 101-LS Health & Wellness 2 06:00pm-08:30pm T 09/21 12/17 T 146 Dowell

HLTH-105 General Medical Terminology Prerequisite: Placement into ENG 099 or higher
 HLTH 105-F1 General Medical Terminology I 10:00am-11:50am T 08/24 10/19 3138 Root
 Medical terminology for health professions. Not intended for surgical technology
 HLTH 105-S1 General Medical Terminology I 10:00am-11:50am T 10/19 12/17 4270 Root

Heating, Ventilation, Air Conditioning, and Refrigeration

1st 8-week session Aug 23 - Oct 18

HVACR-101 Fundamentals of Refrigeration \$30 lab fee
 HVACR 101-F1 Fundtls/Refrig 2 06:00pm-09:40pm W 08/25 10/18 T 195 Lim

HVACR-103 Air Conditioning Prerequisite: HVACR 102 107 and 108 \$30 lab fee
 HVACR 103-F1 Air Conditioning 2 06:00pm-09:40pm M 08/23 10/18 T 195 Lim

HVACR-107 Electrical Control Applications \$30 lab fee
 HVACR 107-F1 Elec Cntrl Applic 2 06:00pm-09:40pm TH 08/26 10/18 T 195 Lim

HVACR-112 Sheet Metal Layout and Fabrication \$30 lab fee
 HVACR 112-F1 Sht Mtl Layout/Fab 2 06:00pm-09:40pm T 08/24 10/18 T 195 Lim

2nd 8-week session Oct 19 - Dec 16

HVACR-102 Advanced Refrigeration Prerequisite: HVACR 101 \$30 lab fee
 HVACR 102-S1 Advanced Refrig. 2 06:00pm-09:40pm W 10/20 12/17 T 195 Lim

HVACR-104 Advanced Air Conditioning Prerequisite: HVACR 103 and 108 \$30 lab fee
 HVACR 104-S1 Advanced Air Cond. 2 06:00pm-09:40pm M 10/25 12/17 T 195 Lim

HVACR-105 Heating System Applications Prerequisite: HVACR 104 and 108 \$30 lab fee
 HVACR 105-S1 Heat Sys Appl 2 06:00pm-09:40pm T 10/19 12/17 T 195 Lim

HVACR-108 Advanced Controls Prerequisite: HVACR 107 \$30 lab fee
 HVACR 108-S1 Advanced Controls 2 06:00pm-09:40pm TH 10/21 12/17 T 195 Lim

History

HIST-115 African Civilizations I (IAI: S2906N) Prerequisite: Placement into ENG 099 or higher
 HIST 115-01 African Civ I 3 07:00pm-09:50pm T 08/24 12/17 2407 Staff

HIST-151 History of Western Civilization I Prerequisite: Placement into ENG 099 or higher
 HIST 151-01 Hist. Western Civ. I 3 11:00am-12:15pm TTH 08/24 12/17 2407 Tischer

HIST-201 U.S. History: 1492 to 1877 (IAI: S2900) Prerequisite: Placement into ENG 099 or higher

HIST 201-01	Us Hist:1492-1877	3	11:00am-12:15pm	MW	08/23	12/17	2407	Tischauser
HIST 201-02	Us Hist:1492-1877	3	07:00pm-09:50pm	TH	08/26	12/17	2407	Staff
HIST 201-03	Us Hist:1492-1877	3	12:30pm-01:45pm	MW	08/23	12/17	2407	Tischauser

HIST-202 U.S. History: 1877 to Present (IAI: S2901) Prerequisite: Placement into ENG 099 or higher

☞ HIST 202-IN	Us Hist 1877-Prese	3					Online	Tischauser
\$20 Internet course fee								
HIST 202-01	Us Hist:1877-Prese	3	07:00pm-09:50pm	M	08/23	12/17	2407	Staff
HIST 202-02	Us Hist:1877-Prese	3	12:30pm-01:45pm	TTH	08/23	12/17	2407	Tischauser

Honors**BIOL-100 General Education Biology** (IAI: L1900L) Prerequisite: Placement into ENG 099 or higher \$45 lab fee

⌘ BIOL 100-HI	Gen Ed Biology	4	02:00pm-03:20pm	TTH	08/24	12/17	3140	
	Lab		03:30pm-04:20pm	TTH	08/24	12/17	3145	Adam

COMM-101 Principles of Communication (IAI: C2900) Prerequisite: Placement into ENG 099 or higher

⌘ COMM 101-HI	Prin Communication	3	12:30pm-01:45pm	MW	08/23	12/17	2612	Wilson
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ENG-101 Composition I (IAI: C1900) Prerequisite: ENG 099 with a grade of C or better; or qualifying score on the English placement test

⌘ ENG 101-HI	Composition I	3	08:00am-09:15am	MW	08/23	12/17	2616	Reichard
⌘ ENG 101-HLCI	Composition I	3	11:00am-12:15pm	TTH	08/24	12/17	2616	Flannigan

LinC Dual enrollment required with HUMAN 201-HLCI.

ENG-102 Composition II (IAI: C1901R) Prerequisite: ENG 101 with a grade of C or qualifying score on English placement test

⌘ ENG 102-HI	Composition II	3	11:00am-12:15pm	TTH	08/24	12/17	3186	Nicholas
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ENG-212 American Literature II (IAI: H3915) Prerequisite: ENG 101 with a grade of C

⌘ ENG 212-HI	Amer Literature II	3	09:30am-10:45am	TTH	08/24	12/17	4125	Cotch
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HUMAN-101 Comparative Religions (IAI: H5904N) Prerequisite: Placement into ENG 099 or higher

⌘ HUMAN 101-HI	Compar Religions	3	09:30am-10:45am	MW	08/23	12/17	2616	Stein
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HUMAN-201 Humanities Themes: Myth Reason & God (IAI: H9900) Prerequisite: Placement into ENG 099 or higher

⌘ HUMAN 201-HLCI	Humanities Themes	3	09:30am-10:45am	TTH	08/24	12/17	2616	Stein
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LinC Dual enrollment required with ENG 101-HLCI

PHILO-201 Introduction to Philosophy (IAI: H4900) Prerequisite: Placement into ENG 099 or higher

⌘ PHILO 201-HI	Intro/Philosophy	3	11:00am-12:15pm	MW	08/23	12/17	2616	Streeter
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POLSC-140 Intro to U.S. Government & Politics (IAI: S5900) Prerequisite: Placement into ENG 099 or higher

⌘ POLSC 140-HI	Intro to U.S. Gove	3	12:30pm-01:45pm	TTH	08/24	12/17	2616	Mulling
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PSYCH-101 Introduction to Psychology (IAI: S6900) Prerequisite: Placement into ENG 099 or higher

⌘ PSYCH 101-HI	Intro to Psych	3	08:00am-09:15am	TTH	08/24	12/17	2616	DeSousa
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Humanities**HUMAN-101 Comparative Religions** (IAI: H5904N) Prerequisite: Placement into ENG 099 or higher

⌘ HUMAN 101-HI	Compar Religions	3	09:30am-10:45am	MW	08/23	12/17	2616	Stein
☞ HUMAN 101-IN1	Compar Religions	3					Online	La Turner
\$20 Internet course fee								
☞ HUMAN 101-IN2	Compar Religions	3					Online	La Turner
\$20 Internet course fee								
☞ HUMAN 101-IN3	Compar Religions	3					Online	Travis
\$20 Internet course fee								
HUMAN 101-01	Compar Religions	3	12:30pm-01:45pm	MW	08/23	12/17	2503	Staff
HUMAN 101-02	Compar Religions	3	04:00pm-06:50pm	M	08/23	12/17	2409	Staff
HUMAN 101-03	Compar Religions	3	08:00am-09:15am	TTH	08/24	12/17	2503	Staff
HUMAN 101-04	Compar Religions	3	11:00am-12:15pm	TTH	08/24	12/17	2503	Staff
HUMAN 101-05	Compar Religions	3	07:00pm-09:50pm	TH	08/26	12/17	2409	Staff
HUMAN 101-06	Compar Religions	3	09:00am-11:50am	F	08/27	12/17	2503	Staff
⌘ HUMAN 101-LS1	Compar Religions	3	11:00am-12:40pm	MW	09/20	12/17	4140	Staff
⌘ HUMAN 101-LS2	Compar Religions	3	04:00pm-05:40pm	TTH	09/21	12/17	2502	Staff

HUMAN-201 Humanities Themes: Myth Reason & God (IAI: H990) Prerequisite: Placement into ENG 099 or higher									
☞	HUMAN 201-HLCI	Humanities Themes	3	09:30am-10:45am	TTH	08/24	12/17	2616	Stein
	LinC Dual enrollment required with ENG 101-HLCI								
	HUMAN 201-01	Humanities Themes	3	08:00am-09:15am	MW	08/23	12/17	2409	Staff
	HUMAN 201-02	Humanities Themes	3	12:30pm-01:45pm	TTH	08/24	12/17	2409	Streeter
⌚	HUMAN 201-LSI	Humanities Themes	3	02:00pm-03:40pm	TTH	09/21	12/17	2409	Streeter

HUMAN-202 Form and Structure in the Arts (IAI: HF900) Prerequisite: Placement into ENG 099 or higher

HUMAN 202-01	Form/Structure Art	3	11:00am-12:15pm	MW	08/23	12/17	2409	Staff
HUMAN 202-02	Form/Structure Art	3	07:00pm-09:50pm	W	08/25	12/17	2409	Hammond

Hydraulics/Pneumatics

HYDR-101 Fundamentals of Hydraulics \$10 lab fee

HYDR 101-FI	Fund of Hydraulics	2	06:00pm-09:40pm	TH	08/26	10/18	T 192	Ballard
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HYDR-103 Hydraulic Controls Prerequisite: HYDR 101 \$10 lab fee

HYDR 103-SI	Hydraulic Controls	2	06:00pm-09:40pm	TH	10/21	12/17	T 192	Ballard
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Industrial Electrician

ELECT-114 National Electrical Code

☞	ELECT 114-IN	National Elec Code	2					Online	Krauss
	Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee								

ELECT-298 Electrical Seminar Prerequisite: Consent of instructor

ELECT 298-IS	Electrical Seminar	1			08/23	12/17			Karras
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ELECT-299 Electrical Internship Prerequisite: Consent of instructor

ELECT 299-IS	Electrical Interns	2			08/23	12/17			Karras
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1st 8-week session Aug 23 - Oct 18

ELECT-100 Electric Wiring I \$20 lab fee

ELECT 100-F1	Electric Wiring I	2	10:00am-01:40pm	M	08/23	10/18	3110	Sanon
ELECT 100-F2	Electric Wiring I	2	06:00pm-09:40pm	TH	08/26	10/18	3110	Sanon

ELECT-101 Fundamentals of Electricity I \$10 lab fee

ELECT 101-F1	Fund Electric. I	2	10:00am-01:40pm	T	08/24	10/18	3120	Klinefelter
ELECT 101-F2	Fund Electric. I	2	06:00pm-09:40pm	T	08/24	10/18	3120	Karras

ELECT-106 Dc Motors and Generators Prerequisite: ELECT 101 \$10 lab fee

ELECT 106-F1	Dc Mtrs/Generators	2	06:00pm-09:40pm	T	08/24	10/18	3135	Nowaczyk
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ELECT-108 Electrical Control for Machines I Prerequisite: ELECT 101 or equivalent \$10 lab fee

ELECT 108-F1	Elect.Cntl/Mach I	2	06:00pm-09:40pm	M	08/23	10/18	3120	Ailey
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ELECT-111 Electronic Principles I Prerequisite: AMATH 101 or equivalent recommended \$10 lab fee

ELECT 111-F1	Elect Principles I	2	06:00pm-09:40pm	W	08/25	10/18	3110	Karras
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ELECT-113 Blueprint Reading for Electricians \$10 lab fee

ELECT 113-F1	Blueprt Read/Elect	2	10:00am-01:40pm	W	08/25	10/18	3110	Sanon
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ELECT-120 Electrical Safety \$10 lab fee

ELECT 120-F1	Electrical Safety	2	06:00pm-09:40pm	W	08/25	10/18	3135	Kennedy
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ELECT-203 Industrial Electronics I Prerequisite: ELECT 101 and 112 \$10 lab fee

ELECT 203-F1	Ind Electronics I	2	06:00pm-09:40pm	TH	08/26	10/18	3120	Roach
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ELECT-208 Programmable Logic Controllers I \$10 lab fee

ELECT 208-F1	Prog Lgic Contrl I	2	06:00pm-09:40pm	W	08/25	10/18	3186	Krauss
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ELECT-290 Special Topics in Electricity Prerequisite: Consent of instructor \$10 lab fee

ELECT 290-F1	Alternative Energy	2	05:00pm-08:40pm	M	08/23	10/18	3110	Karras	
	Alternative Electrical Power								

2nd 8-week session Oct 19 - Dec 16**ELECT-102 Fundamentals of Electricity II** Prerequisite: ELECT 101;AMATH 101 or equivalent recommended \$10 lab fee

ELECT 102-S1	Fund. Electric. II	2	10:00am-01:40pm	T	10/19	12/17	3120	Klinefelter
ELECT 102-S2	Fund. Electric. II	2	06:00pm-09:40pm	T	10/19	12/17	3120	Karras

ELECT-103 Alternating Current I Prerequisite: ELECT 101;AMATH 101 or equivalent recommended \$10 lab fee

ELECT 103-S1	Alternat Curr I	2	10:00am-01:40pm	W	10/20	12/17	3120	Karras
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ELECT-105 Power Transformers Polyphase Cir. Prerequisite: ELECT 101 or equivalent \$10 lab fee

ELECT 105-S1	Pwr/Trans/Plph Cir	2	06:00pm-09:40pm	W	10/20	12/17	3120	Sanon
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ELECT-107 AC Motors and Generators Prerequisite: ELECT 103 or 104 \$10 lab fee

ELECT 107-S1	Ac Mtrs and Genera	2	06:00pm-09:40pm	T	10/19	12/17	3135	Nowaczyk
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ELECT-109 Electrical Control for Machines II Prerequisite: ELECT 101 or equivalent \$10 lab fee

ELECT 109-S1	Elec Cntrl/Mach II	2	06:00pm-09:40pm	M	10/25	12/17	3120	Ailey
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ELECT-112 Electronic Principles II Prerequisite: ELECT 111 \$10 lab fee

ELECT 112-S1	Elect.Principle II	2	06:00pm-09:40pm	W	10/20	12/17	3110	Karras
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ELECT-141 Conduit Bending - Thinwall \$20 lab fee

ELECT 141-S1	Conduit Bending - Thinwall	2	06:00pm-09:40pm	M	10/25	12/17	3110	Lamarre
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ELECT-142 Conduit Bending and Threading \$20 lab fee

ELECT 142-S1	Conduit Bending and Threading	2	06:00pm-09:40pm	M	10/25	12/17	3110	Lamarre
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ELECT-150 Preventive Maintenance - Electrical \$10 lab fee

ELECT 150-S1	Prevent Main-Elect	2	06:00pm-09:40pm	TH	10/21	12/17	3135	Davis
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ELECT-160 Electrical Wiring II Prerequisite: ELECT 100 \$15 lab fee

ELECT 160-S1	Electrical Wir II	2	10:00am-01:40pm	M	10/25	12/17	3110	Sanon
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ELECT-204 Industrial Electronics II Prerequisite: ELECT 101 and 203 \$10 lab fee

ELECT 204-S1	Ind Electronics II	2	06:00pm-09:40pm	TH	10/21	12/17	3120	Roach
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ELECT-209 Programmable Logic Controllers II Prerequisite: ELECT 208 or equivalent \$10 lab fee

ELECT 209-S1	Prog.Lgic Ctrl II	2	06:00pm-09:40pm	W	10/20	12/17	3186	Krauss
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Information Technology**IT-Applications****ITAPP-100 Basic Computing Skills** Prerequisite: Placement into ENG 099 or higher; \$10 lab fee

ITAPP 100-F1	Basic Computing Skills	1	12:30pm-02:10pm	M	08/23	10/18	3245	Haywood
ITAPP 100-F2	Basic Computing Skills	1	12:30pm-02:10pm	T	08/24	10/18	3245	Haywood

ITAPP-101 Introduction to Computers (IAI: BUS902) Prerequisite: Placement into ENG 099 or higher; keyboarding recommended \$15 lab fee

ITAPP 101-IN1	Intro to Computers	3					Online	Haywood
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\$20 Internet course fee

ITAPP 101-IN2	Intro to Computers	3					Online	Haywood
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\$20 Internet course fee

ITAPP 101-01	Intro to Computers	3	08:00am-09:15am	TTH	08/24	12/17	3245	Haywood
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ITAPP 101-02	Intro to Computers	3	09:30am-10:45am	MW	08/23	12/17	3160	Dennis
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ITAPP 101-03	Intro to Computers	3	12:30pm-01:45pm	MW	08/23	12/17	3160	Dennis
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ITAPP 101-04	Intro to Computers	3	07:00pm-09:50pm	W	08/25	12/17	3160	Staff
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ITAPP 101-05	Intro to Computers	3	06:00pm-08:55pm	M	08/23	12/17	3160	Staff
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ITAPP 101-LC2	Intro to Computers	3	11:00am-12:15pm	TTH	08/24	12/17	3160	Dennis
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LinC Dual enrollment required with COMM 101-LC2

ITAPP 101-LS1	Intro to Computers	3	10:00am-11:50am	TTH	09/21	12/17	3245	Haywood
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ITAPP 101-WV1	Intro to Computers	3	09:00am-11:55am	F	08/27	12/17	3160	Staff
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ITAPP-121 Word Processing Applications - Level I Prerequisite: Placement into ENG 099 or higher; ITOFS recommended \$20 lab fee

ITAPP 121-01	Word Processing App - Level I	3	09:00am-11:00am	W	08/25	12/17	3245	Haywood
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Word 2007

ITAPP-122 Word Processing Applications - Level 2 Prerequisite: Placement into ENG 099 or higher; ITAPP 121 with a grade of C or better recommended \$20 lab fee

ITAPP 122-01	Word Proc.App. - Level 2	3	10:00am-12:00pm	W	08/25	12/17	3245	Haywood
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Word 2007

ITAPP-125 Spreadsheet Applications - Level 1 Prerequisite: Placement into ENG 099 or higher; keyboarding recommended \$20 lab fee

ITAPP 125-01	Spreadsheet Apps - Level 1	2	07:00pm-08:50pm	W	08/25	12/17	3245	Staff
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Excel 2007

ITAPP-126 Spreadsheet Applications - Level 2 Prerequisite: Placement into ENG 099 or higher; ITAPP 125 with a grade of C or better recommended \$20 lab fee

ITAPP 126-01	Spreadsheet Apps - Level 2	2	08:00pm-09:50pm	W	08/25	12/17	3245	Staff
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Excel 2007

ITAPP-128 Data Base Apps - Level 1 Prerequisite: Placement into ENG 099 or higher; keyboarding recommended \$20 lab fee

ITAPP 128-01	Database Apps - Level 1	2	07:00pm-08:50pm	T	08/24	12/17	3160	Staff
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Access 2007

ITAPP-129 Data Base Applications - Level 2 Prerequisite: Placement into ENG 099 or higher; ITAPP 128 with a grade of C or better or equivalent recommended \$20 lab fee

ITAPP 129-01	Dbase Appl - Level 2	2	08:00pm-09:50pm	T	08/24	12/17	3160	Staff
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ITAPP-132 Desktop Publishing Prerequisite: Placement into ENG 099 or higher ITOFS 100 recommended \$20 lab fee

ITAPP 132-LS	Desktop Publishing	3	06:00pm-09:40pm	M	09/20	12/17	3245	Staff
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Adobe InDesign

ITAPP-232 Advanced Desktop Publishing Prerequisite: Placement into ENG 099 or higher; ITAPP 132 recommended \$20 lab fee

ITAPP 232-LS	Advanced Desktop Publishing	3	06:00pm-09:40pm	M	09/20	12/17	3245	Staff
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Adobe InDesign

IT-Networking

ITNET-160 Computer Repair Prerequisite: Placement into ENG 099 or higher; ITPRG 140 with a grade of C or better recommended \$25 lab fee

ITNET 160-01	Computer Repair	4	06:00pm-08:50pm	MW	08/23	12/17	HT 112	Staff
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ITNET-165 Introduction to Networking Prerequisite: Placement into ENG 099 or higher; ITNET 160 with a grade of C or better recommended \$25 lab fee

ITNET 165-01	Intro to Networking	3	06:00pm-09:50pm	T	08/24	12/17	HT 105	Staff
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ITNET-299 Internship Prerequisite: 12 credit hours in IT and consent of instructor

ITNET 299-01	Internship	2			08/23	12/17		Hokanson
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IT-Office Skills

ITOFS-100 Keyboarding Prerequisite: Placement into ENG 099 or higher; ITOFS 100 recommended \$15 lab fee

ITOFS 100-F1	Keyboarding	1	06:00pm-07:40pm	TTH	08/24	10/18	3245	Staff
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ITOFS-111 Business Document Formatting Prerequisite: Placement into ENG 099 or higher; ITOFS 100 recommended \$15 lab fee

ITOFS 111-F1	Business Document Formatting	2	07:00pm-08:50pm	TTH	08/24	10/18	3245	Staff
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ITOFS-199 Office Assistant Practicum Prerequisite: 15 credits required IT courses and coordinator consent

ITOFS 199-01	Office Assistant Practicum	1			08/23	12/17		Staff
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ITOFS-299 Internship Prerequisite: Consent of instructor

ITOFS 299-01	Internship	2			08/23	12/17		Staff
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IT-Programming

ITPRG-103 Introduction to Programming Logic Prerequisite: Placement into ENG 099 or higher; \$20 lab fee

ITPRG 103-01	Intro to Programming Logic	3	06:00pm-09:40pm	T	08/24	12/17	3195	Newgard
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ITPRG-140 Introduction to Operating Systems Prerequisite: Placement into ENG 099 or higher; ITOFS 100 recommended \$20 lab fee

ITPRG 140-IN	Intro/Operat Systm	3					Online	Dennis
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Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee

ITPRG 140-LS	Intro/Operat Systm	3	12:30pm-03:15pm	TTH	09/21	12/17	3195	Dennis
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ITPRG-142 Intro. to Visual Basic Programming Prerequisite: Placement into ENG 099 or higher keyboarding and ITPRG 103 with a grade of C or better recommended \$20 lab fee

~	ITPRG 142-IN	Intro/Visual Basic	3				Online	Dicosmo
	\$20 Internet course fee							
	ITPRG 142-01	Intro/Visual Basic	3	06:00pm-09:40pm	TH	08/26	12/17	3195 Dicosmo

ITPRG-171 Game Design I Prerequisite: Placement into ENG 099 or higher \$20 lab fee

	ITPRG 171-01	Game Design I	3	06:00pm-09:40pm	W	08/25	12/17	3195 Schumake
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ITPRG-173 Digital Storytelling Prerequisite: Placement into ENG 101 or higher \$20 lab fee

~	ITPRG 173-INLS	Digital Storytelling	3				Online	Hokanson
	\$20 Internet course fee							

ITPRG-240 Linux Operating System Prerequisite: Placement into ENG 099 or higher; ITPRG 140 with a grade of C or better recommended \$20 lab fee

~	ITPRG 240-LS	Linux Operating System	3	06:00pm-09:40pm	TH	09/23	12/17	HT 105 Carlborg
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ITPRG-299 Internship Prerequisite: Consent of instructor; 12 credit hours in IT courses successfully completed with a C or better

	ITPRG 299-01	Internship	2			08/23	12/17	Hokanson
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IT-Web Development

ITWEB-101 Web Page Authoring Prerequisite: Placement into ENG 099 or higher \$20 lab fee

	ITWEB 101-01	Web Page Authoring	3	06:00pm-09:40pm	M	08/23	12/17	4164 Schaefer
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ITWEB-103 Introduction to Web Site Development Prerequisite: Placement into ENG 099 or higher \$20 lab fee

~	ITWEB 103-INLS	Intro to Web Site Development	3				Online	Hokanson
	\$20 Internet course fee							

	ITWEB 103-01	Intro to Web Site Development	3	06:00pm-09:40pm	W	08/25	12/17	HT 114 Staff
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Photoshop and Dreamweaver. Some online coursework required

~	ITWEB 103-LS	Intro to Web Site Development	3	12:30pm-02:10pm	MW	09/20	12/17	HT 114 Hokanson
	Photoshop and Dreamweaver. Some online coursework required							

ITWEB-201 Technology of E-Commerce Prerequisite: Placement into ENG 099 or higher; ITWEB 101 or 103 with a grade of C or better recommended \$20 lab fee

~	ITWEB 201-INLS	Tech. of E-Commerce	3				Online	Schaefer
	\$115 fee includes book and Internet fee							

ITWEB-203 Flash/Interface Design Prerequisite: GC 151 and ITWEB 103 or GC 162 with a grade of C or better recommended \$50 lab fee

	ITWEB 203-01	Flash/Interface Design	3	06:00pm-09:40pm	W	08/25	12/17	4164 Hedges
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ITWEB-270 Advanced Web Site Development Prerequisite: ITWEB 103 or GC 162 \$25 lab fee

~	ITWEB 270-INLS	Adv Web Site Dev	3				Online	Hokanson
	\$20 Internet course fee							

~	ITWEB 270-LS	Adv Web Site Dev	3	12:30pm-02:10pm	TTH	09/23	12/17	HT 114 Hokanson
	Some online coursework required							

ITWEB-299 Internship Prerequisite: Consent of instructor; 12 credit hours in IT courses successfully completed with a C or better

	ITWEB 299-01	Internship	2			08/23	12/17	Hokanson
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Journalism

JRNLM-101 Introduction to Journalism (IAI: MC919) Prerequisite: ENG 101 with min grade of C

	JRNLM 101-01	Intro/Journalism	3	07:00pm-09:50pm	T	08/24	12/17	4290 Sluis
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Mathematics

MATH 080 and 085 are designed for those whose assessment scores indicate a need for assistance in mathematics and for those who feel they need intensive help in this area. Assessment scores are required. Check with the Counseling and Academic Advising Center for the testing schedule.

MATH-080 Computational Skills I Prerequisite: Qualifying score on math placement test

	MATH 080-01	Computa. Skills I	4	10:00am-11:40am	MW	08/23	12/17	3240 Ecsi
	MATH 080-02	Computa. Skills I	4	05:00pm-06:40pm	TTH	08/24	12/17	3138 Staff

MATH-085 Computational Skills II Prerequisite: MATH 080 with min grade C or better or qualifying score on the math placement test

MATH 085-01	Computa Skills II	4	09:00am-09:50am	MTWTH	08/23	12/17	4270	Zimmerman
MATH 085-02	Computa Skills II	4	01:30pm-02:20pm	MTWTH	08/23	12/17	3235	Staff
MATH 085-03	Computa Skills II	4	08:00am-09:40am	MW	08/23	12/17	3285	Nuzzo
MATH 085-04	Computa Skills II	4	10:00am-11:40am	MW	08/23	12/17	3285	Nuzzo
MATH 085-05	Computa Skills II	4	12:00pm-01:40pm	MW	08/23	12/17	3285	Ecsi
MATH 085-06	Computa Skills II	4	05:00pm-06:40pm	MW	08/23	12/17	3285	Staff
MATH 085-07	Computa Skills II	4	08:00am-09:40am	TTH	08/24	12/17	3285	Cappelletti
MATH 085-08	Computa Skills II	4	10:00am-11:40am	TTH	08/24	12/17	3285	Ecsi
MATH 085-09	Computa Skills II	4	10:00am-11:40am	TTH	08/24	12/17	4275	Staff
MATH 085-10	Computa Skills II	4	12:00pm-01:40pm	TTH	08/24	12/17	3285	Zimmerman
MATH 085-11	Computa Skills II	4	05:00pm-06:40pm	TTH	08/24	12/17	3285	Knife
MATH 085-12	Computa Skills II	4	07:00pm-08:40pm	TTH	08/23	12/17	3285	Knife
MATH 085-13	Computa Skills II	4	07:00pm-08:40pm	TTH	08/24	12/17	3235	Staff
MATH 085-LS1	Computa Skills II	4	07:00pm-09:20pm	MW	09/20	12/17	3285	Marchionni
MATH 085-LS2	Computa Skills II	4	02:00pm-04:20pm	TTH	09/21	12/17	3285	Staff

MATH-090 Elementary Algebra Prerequisite: MATH 085 with min grade C or better or qualifying score on the math placement test

MATH 090-01	Elementary Algebra	4	08:00am-10:15am	MW	08/23	12/17	3235	Smith
MATH 090-02	Elementary Algebra	4	10:30am-12:45pm	MW	08/23	12/17	3235	Paul
Hawkes learning system computer coursework required								
MATH 090-03	Elementary Algebra	4	04:00pm-06:15pm	MW	08/23	12/17	3235	Staff
MATH 090-04	Elementary Algebra	4	07:00pm-09:15pm	MW	08/23	12/17	3235	Staff
MATH 090-05	Elementary Algebra	4	11:00am-01:15pm	TTH	08/24	12/17	3235	Chaaban
MATH 090-HAW1	Elementary Algebra	4	08:00am-09:50am	MW	08/23	12/17	4225	Paul
Hawkes learning system computer coursework required								
MATH 090-HAW2	Elementary Algebra	4	12:00pm-01:50pm	MW	08/23	12/17	4225	S-Drew
Hawkes learning system computer coursework required								
MATH 090-HAW3	Elementary Algebra	4	04:00pm-05:50pm	MW	08/23	12/17	4225	E-Spencer
Hawkes learning system computer coursework required								
MATH 090-HAW4	Elementary Algebra	4	08:00pm-09:50pm	MW	08/23	12/17	4225	Staff
Hawkes learning system computer coursework required								
MATH 090-HAW5	Elementary Algebra	4	10:00am-11:50am	TTH	08/24	12/17	4225	Stamps
Hawkes learning system computer coursework required								
MATH 090-HAW6	Elementary Algebra	4	12:00pm-01:50pm	TTH	08/24	12/17	4225	Ecsi
Hawkes learning system computer coursework required								
MATH 090-HAW7	Elementary Algebra	4	06:00pm-07:50pm	TTH	08/24	12/17	4225	Garant
Hawkes learning system computer coursework required								
MATH 090-HAW8	Elementary Algebra	4	08:00pm-09:50pm	TTH	08/24	12/17	4225	Garant
Hawkes learning system computer coursework required								
MATH 090-LS1	Elementary Algebra	4	08:00am-10:55am	TTH	09/21	12/17	3235	Garant
MATH 090-LS2	Elementary Algebra	4	04:00pm-06:55pm	TTH	09/21	12/17	3235	Overbey
Hawkes learning system computer coursework required								

MATH-095 Intermediate Algebra Prerequisite: Math 090 with a C grade or better or qualifying score on the math placement test

MATH 095-01	Intermed Algebra	4	08:00am-09:40am	MW	08/23	12/17	3290	Chaaban
MATH 095-02	Intermed Algebra	4	10:00am-11:40am	MW	08/23	12/17	3290	Chaaban
MATH 095-03	Intermed Algebra	4	12:00pm-01:40pm	MW	08/23	12/17	3290	Chaaban
MATH 095-04	Intermed Algebra	4	05:00pm-06:40pm	MW	08/23	12/17	3290	Whitfield
MATH 095-05	Intermed Algebra	4	08:00am-09:40pm	TTH	08/24	12/17	3290	Smith
MATH 095-06	Intermed Algebra	4	10:00am-11:40am	TTH	08/24	12/17	3290	Staff
MATH 095-07	Intermed Algebra	4	12:00pm-01:40pm	TTH	08/24	12/17	3290	Staff
MATH 095-08	Intermed Algebra	4	05:00pm-06:40pm	TTH	08/24	12/17	3290	Staff
MATH 095-09	Intermed Algebra	4	07:00pm-08:40pm	TTH	08/24	12/17	3290	Staff
MATH 095-HAW1	Intermed Algebra	4	10:00am-11:40am	MW	08/23	12/17	4225	S-Drew
Hawkes learning system computer coursework required								
MATH 095-HAW2	Intermed Algebra	4	06:00pm-07:40pm	MW	08/23	12/17	4225	Staff
Hawkes learning system computer coursework required								
MATH 095-HAW3	Intermed Algebra	4	08:00am-09:40am	TTH	08/24	12/17	4225	Staff
Hawkes learning system computer coursework required								
MATH 095-HAW4	Intermed Algebra	4	04:00pm-05:40pm	TTH	08/24	12/17	4225	Garant
Hawkes learning system computer coursework required								
MATH 095-LS1	Intermed Algebra	4	07:00pm-09:20pm	MW	09/20	12/17	3290	Whitfield
MATH 095-LS2	Intermed Algebra	4	02:00pm-04:20pm	TTH	09/21	12/17	3290	Staff

MATH-096 Geometry Prerequisite: MATH 090 with a grade of C or qualifying score on the math placement test

MATH 096-01	Geometry	3	08:00am-09:15am	MW	08/23	12/17	2608	Staff
MATH 096-02	Geometry	3	02:30pm-03:45pm	TTH	08/24	12/17	3235	Staff
MATH 096-03	Geometry	3	07:00pm-09:50pm	W	08/25	12/17	4270	Staff

MATH-112 General Education Mathematics (IAI: M1904) Prerequisite: MATH 095 and 096 both with min grade C; Math 095 and one year high school geometry both with a grade of C; or a qualifying score on the math placement test.

MATH 112-01	General Educ. Math	3	08:00am-09:15am	MW	08/23	12/17	2625	Bruckner
MATH 112-02	General Educ. Math	3	11:00am-12:15pm	TTH	08/24	12/17	2608	S-Drew
MATH 112-03	General Educ. Math	3	07:00pm-09:50pm	T	08/24	12/17	2608	S-Drew
MATH 112-04	General Educ. Math	3	09:00am-11:40am	F	08/27	12/17	2608	Staff

MATH-115 General Education Statistics (IAI: M1902) Prerequisite: MATH 095 and 096 with at least a C; MATH 095 and one year high school geometry both with at least a C; or a qualifying score on the math placement test

MATH 115-IN	Gen Ed Statistics	3					Online	Garant
\$20 Internet course fee								
MATH 115-01	Gen Ed Statistics	3	09:30am-10:45am	MW	08/23	12/17	2608	Bruckner
MATH 115-02	Gen Ed Statistics	3	12:30pm-01:45pm	TTH	08/24	12/17	2608	E-Spencer
MATH 115-03	Gen Ed Statistics	3	07:00pm-09:50pm	M	08/23	12/17	4270	Staff

MATH-151 College Algebra Prerequisite: MATH 095 and 096 both with at least a C; Math 095 and one year high school geometry both with a grade of C; or a qualifying score on the math placement test.

MATH 151-01	College Algebra	4	11:00am-12:40pm	MW	08/23	12/17	2608	Giannetti
MATH 151-02	College Algebra	4	07:00pm-08:40pm	MW	08/23	12/17	2608	Abbott
MATH 151-03	College Algebra	4	09:00am-10:40am	TTH	08/24	12/17	2608	Marks
MATH 151-04	College Algebra	4	02:00pm-03:40pm	TTH	08/24	12/17	2608	Marks

MATH-153 Probability and Statistics (IAI: M1902) Prerequisite: MATH 151 with a grade of C; or qualifying score on math placement test

MATH 153-INI	Probability/Statis	4					Online	Garant
\$20 Internet course fee								
MATH 153-01	Probability/Statis	4	10:00am-11:40am	TTH	08/24	12/17	2625	E-Spencer
MATH 153-FTHYB	Probability/Statis	4	06:30pm-09:45pm	TH	08/23	12/17	2608	Staff

Some online coursework required

MATH-157 Calculus for Bus & Social Science (IAI: M1900) Prerequisite: MATH 151 with a grade of C or qualifying score on math placement test

MATH 157-01	Calculus/Bus & Soc	4	10:00am-11:40am	MW	08/23	12/17	4270	E-Spencer
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MATH-165 Pre-Calculus Prerequisite: MATH 151 with a grade of C or qualifying score on math placement test

MATH 165-01	Pre-Calculus	5	12:00pm-12:50pm	MW	08/23	12/17	2625	Staff
			12:00pm-01:15pm	TTH	08/23	12/17	2625	Marks
MATH 165-02	Pre-Calculus	5	07:00pm-09:15pm	TTH	08/24	12/17	4270	Abbott

MATH-171 Calculus With Analytic Geometry I (IAI: M1900 MTH902) Prerequisite: MATH 165 with a grade of C or qualifying score of the math placement test

MATH 171-01	Calc/Anal Geom I	5	01:30pm-02:20pm	MW	08/23	12/17	4270	Staff
			01:30pm-02:45pm	TTH	08/23	12/17	4270	Kifowit
MATH 171-02	Calc/Anal Geom I	5	07:00pm-09:15pm	TTH	08/24	12/17	2625	Marks

MATH-172 Calculus With Analytic Geometry II (IAI: M1900 MTH902) Prerequisite: MATH 171

MATH 172-01	Calc/Anal Geom II	5	12:00pm-12:50pm	MW	08/23	12/17	4270	
			12:00pm-01:15pm	TTH	08/23	12/17	4270	Stamps

MATH-173 Calculus With Analytic Geometry III (IAI: M1900 MTH903) Prerequisite: MATH 172

MATH 173-01	Calc/Anal Geom III	5			08/23	12/17	SSC TBA	Staff
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This course is taught at South Suburban College. Call (708) 596-2000 to register

MATH-200 Math for Elementary Teaching I Prerequisite: MATH 095 and 096 both with a grade of C; or MATH 095 and one year high school geometry both with a grade of C; or a qualifying score on the math placement test

MATH 200-01	Math/Elem.Teach I	4	10:00am-11:40am	MW	08/23	12/17	2625	Kifowit
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MATH-206 Math for Elementary Teaching II (IAI: M1903) Prerequisite: MATH 200 with a grade of C

MATH 206-01	Math/Elem.Teach II	4	05:00pm-06:50pm	MW	08/23	12/17	2625	Kifowit
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MATH-216 Differential Equations (IAI: MTH912) Prerequisite: MATH 172									
MATH 216-01	Differential Equat	3	07:00pm-08:15pm	MW	08/23	12/17	2625	Kifowit	

Mathematics for Industrial Technology

AMATH-100 Basic Math for the Skilled Trades

AMATH 100-F1	Basic Math Skilled Trades	2	06:00pm-09:40pm	M	08/23	10/18	T 192	Ballard	
AMATH 100-F2	Basic Math Skilled Trades	2	04:00pm-06:00pm	TTH	08/24	10/18	T 192	Ballard	

AMATH-101 Algebra for the Skilled Trades

 Prerequisite: AMATH 100

AMATH 101-S1	Alg Skilled Trades	2	06:00pm-09:40pm	M	10/25	12/17	T 192	Ballard	
AMATH 101-S2	Alg Skilled Trades	2	04:00pm-06:00pm	TTH	10/19	12/17	T 192	Ballard	

Mechanical Technology

MT-101 Metal Working Processes I

 \$45 lab fee

MT 101-01	Metal Work Proc I	3	06:00pm-09:40pm	TH	08/26	12/17	T 110	Piepenbrink	
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MT-102 Metal Working Processes II

 Prerequisite: MT 101 \$45 lab fee

MT 102-01	Metal Work Proc II	3	06:00pm-09:40pm	W	08/25	12/17	T 110	Staff	
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MT-105 Metalworking Processes III

 Prerequisite: MT 102 \$45 lab fee

MT 105-01	Metalworking Proc III	3	06:00pm-09:40pm	W	08/25	12/17	T 110	Staff	
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MT-210 CNC Programming I

 Prerequisite: MT 102 \$40 lab fee

MT 210-01	Cnc Programming I	3	06:00pm-10:00pm	M	08/23	12/17	3210	Devries	
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MT-211 CNC Programming II

 Prerequisite: MT 210 \$40 lab fee

MT 211-01	Cnc Programming II	3	06:00pm-10:00pm	M	08/23	12/17	3210	Devries	
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MT-214 Cad/Cam Systems

 Prerequisite: MT 210; CADMD 243 is recommended \$40 lab fee

MT 214-01	Cad/Cam Systems	3	06:00pm-09:40pm	T	08/24	12/17	3210	Staff	
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Millwright Machinist

MILL-101 Industrial Maintenance Techniques I

 \$10 lab fee

MILL 101-F1	Indust. Maint Tech I	2	06:00pm-09:40pm	W	08/25	10/18	T 192	Ballard	
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MILL-102 Industrial Maintenance Techniques II

MILL 102-S1	Indust. Maint. Tech II	2	06:00pm-09:40pm	W	10/20	12/17	T 190	Ballard	
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Music

MUSIC-100 Fundamentals of Music Theory

 Prerequisite: Placement into ENG 099 or higher

MUSIC 100-01	Fund/Music Theory	3	07:00pm-09:50pm	T	08/24	12/17	3275	Nicholson	
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MUSIC-102 Musicianship II

 Prerequisite: MUSIC 101

MUSIC 102-IS	Musicianship II	4	12:30pm-02:20pm	TTH	08/24	12/17	3275	Nicholson	
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MUSIC-110 Community Chorus

 Prerequisite: Placement into ENG 099 or higher

MUSIC 110-01	Community Chorus	1	07:00pm-09:30pm	T	08/23	12/17		Staff	
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Audition required

MUSIC-120 Wind Ensemble

 Prerequisite: Consent of instructor

MUSIC 120-01	Wind Ensemble	1	06:30pm-08:20pm	M	08/23	12/17	K 105	Crews	
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MUSIC-130 Music Appreciation

 (IAI: F1900) Prerequisite: Placement into ENG 099 or higher

MUSIC 130-01	Music Appreciation	3	11:00am-12:15pm	TTH	08/24	12/17	3275	Nicholson	
MUSIC 130-02	Music Appreciation	3	04:00pm-06:50pm	W	08/25	12/17	3275	Staff	
MUSIC 130-LS1	Music Appreciation	3	12:30pm-02:20pm	MW	09/20	12/17	3275	Staff	

MUSIC-132 American Music

 (IAI: F1904) Prerequisite: Placement into ENG 099 or higher

MUSIC 132-01	American Music	3	11:00am-12:15pm	MW	08/23	12/17	3275	Staff	
MUSIC 132-02	American Music	3	07:00pm-09:50pm	W	08/25	12/17	3275	Staff	
MUSIC 132-LS	American Music	3	09:00am-10:40am	TTH	09/21	12/17	3275	Rose	

MUSIC-143 Class Voice I

 Prerequisite: Placement into ENG 099 or higher

MUSIC 143-LS1	Class Voice I	2	04:00pm-06:40pm	M	09/20	12/17	3275	Staff	
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MUSIC-144 Class Voice II Prerequisite: MUSIC 143

MUSIC 144-LS1 Class Voice II 2 04:00pm-06:40pm M 09/20 12/17 3275 Staff

MUSIC-152 Jazz Ensemble I Prerequisite: Consent of instructor

MUSIC 152-01 Jazz Ensemble I I 07:00pm-09:40pm T 08/24 12/17 K 105 Vinyard

MUSIC-153 Jazz Ensemble II Prerequisite: MUSIC 152

MUSIC 153-01 Jazz Ensemble II I 07:00pm-09:40pm T 08/24 12/17 K 105 Vinyard

MUSIC-162 Vocal Jazz Ensemble I Prerequisite: Consent of instructor

MUSIC 162-01 Vocal Jazz Ensemble I I 07:00pm-09:40pm M 08/23 12/17 3275 Cunningham

MUSIC-163 Vocal Jazz Ensemble II Prerequisite: MUSIC 162

MUSIC 163-01 Vocal Jazz Ensemble II I 07:00pm-09:40pm M 08/23 12/17 3275 Cunningham

MUSIC-171 Digital Keyboard Techniques Prerequisite: Placement into ENG 099 or higher

MUSIC 171-01 Digital Keyboard Techniques 2 07:00pm-09:50pm TH 08/26 12/17 3280 Ussery

MUSIC-252 Jazz Ensemble III Prerequisite: Consent of instructor

MUSIC 252-01 Jazz Ensemble III I 07:00pm-09:40pm T 08/24 12/17 K 105 Vinyard

MUSIC-253 Jazz Ensemble IV Prerequisite: Consent of instructor

MUSIC 253-01 Jazz Ensemble IV I 07:00pm-09:40pm T 08/24 12/17 K 105 Vinyard

MUSIC-262 Vocal Jazz Ensemble III Prerequisite: MUSIC 163

MUSIC 262-01 Vocal Jazz Ensemble III I 07:30pm-09:40pm M 08/23 12/17 3275 Cunningham

MUSIC-263 Vocal Jazz Ensemble IV Prerequisite: MUSIC 262

MUSIC 263-01 Vocal Jazz Ensemble IV I 07:30pm-09:40pm 08/23 12/17 3275 Cunningham

Private Music Lessons

Instructor or department consent required.

For Music Majors

Private Applied Music I-IV

Private instruction in voice or an instrument emphasizing techniques, performance, pedagogical fundamentals in an area of performance concentration. Meets weekly for 15 one-hour lessons. Schedule to be arranged with instructor. Required each semester for music majors. Must be concurrently registered in Music 100, 101, 102, 201, or 202. Lab fee, \$440.

MUSIC 191 (select section letter from below)

Private Applied Music I (IAI: MUS 909)

Prerequisite: None

2 credit hours (repeatable 3 times)

MUSIC 192 (select section letter from below)

Private Applied Music II (IAI: MUS 909)

Prerequisite: MUSIC 191

2 credit hours (repeatable 3 times)

For Music Minors

Private Lessons I - IV

Private instruction in voice or an instrument for students who are music minors. Meets weekly for 15 half-hour lessons emphasizing technique, reading skills, and repertoire. Schedule to be arranged with instructor. Lab fee, \$220.

MUSIC 181 (select section letter from below)

Private Lessons I

Prerequisite: None

1 credit hour (repeatable 3 times)

MUSIC 182 (select section letter from below)

Private Lessons II

Prerequisite: MUSIC 181

1 credit hour (repeatable 3 times)

MUSIC 281, 282, 291, 292 available through arrangement with department coordinator Valerie Nicholson at vnicholson@prairiestate.edu.**Section Designations for Private Music Lessons**

Each course has a section number and letter. Select the section letter for any course above from the following list.

Instructor in parentheses.

A. Voice

C. Voice (Mark J. Downey)

D. Piano (Patricia J. Windt)

E. Piano (Christopher Ussery)

F. Bass

G. Guitar (Scott Reed)

H. Percussion

I. Woodwind

Ib. Woodwind

J. Brass

K. String

L. Organ

Non-Credit Music

GSMUS-001 Wind Ensemble

GSMUS 001-PS Wind Ensemble 06:30pm-08:25pm M 08/23 12/13 K 105 Crews
No senior discount

GSMUS-005 Jazz Ensemble

GSMUS 005-PS Jazz Ensemble 07:00pm-09:30pm T 08/24 12/14 K105 Vinyard
No senior discount

GSMUS-010 Vocal Ensemble

GSMUS 010-PS Vocal Ensemble 07:00pm-09:30pm M 08/23 12/13 3275 Cunningham
No senior discount

GSMUS-011 Build a Lucrative Career in Voice-Overs

GSMUS 011-MC Build Career in Voice Overs 09:00am-12:00pm S 11/13 12/11 MAC 115 Willis

Nursing Assistant

Payment required at time of registration. Financial aid recipients should check with the Financial Aid/Veterans Affairs Office prior to enrolling in NURS100. Some financial aid programs will not pay for this course.

NURS-100 Nurse Assistant Training Prerequisite: COMPASS reading score of 60 or above \$40 lab fee

NURS 100-F1	Nurse Assist Train	7	05:45pm-10:00pm	MWTH	08/23	10/18	4220	Staff
			07:30am-02:00pm	S	08/23	10/18	HOME TBA	
NURS 100-F2	Nurse Assist Train	7	09:00am-03:20pm	TW	08/24	10/18	4220	Staff
			07:30am-02:00pm	TH	08/24	10/18	HOME TBA	
NURS 100-F3	Nurse Assist Train	7	08:00am-02:20pm	THF	08/26	10/18	4220	Staff
			07:00am-01:30pm	S	08/26	10/18	HOME TBA	
NURS 100-S1	Nurse Assist Train	7	08:00am-02:20pm	WF	10/20	12/17	4220	Staff
			07:00am-01:30pm	S	10/20	12/17	HOME TBA	
NURS 100-S2	Nurse Assist Train	7	05:45pm-10:00pm	MTW	10/19	12/17	4220	Staff
			03:30pm-10:00pm	F	10/19	12/17	HOME TBA	
NURS 100-S3	Nurse Assist Train	7	09:00am-03:20pm	TTH	10/19	12/17	4220	Staff
			07:00am-01:30pm	F	10/19	12/17	HOME TBA	

Nursing

Registration for nursing classes, other than NURS 100 and 221, is limited to students officially admitted to the Prairie State College program.

NURS-101 Basic Care Needs Prerequisite: Acceptance into nursing program \$95 lab fee

NURS 101-01	Basic Care Needs	6	10:00am-11:50am		08/23	12/17	4105	Johnson
			11:00am-11:50am	T	08/23	12/17	4105	
			08:00am-08:50am		08/23	12/17	4240	
			12:00pm-01:50pm		08/23	12/17	4245	
			08:00am-12:50pm	W	08/23	12/17	HOME TBA	
NURS 101-02	Basic Care Needs	6	10:00am-11:50am		08/23	12/17	4105	Johnson
			11:00am-11:50am	T	08/23	12/17	4105	
			09:00am-09:50am	T	08/23	12/17	4240	
			12:00pm-01:50pm	T	08/23	12/17	4245	
			08:00am-12:50pm	TH	08/23	12/17	HOME TBA	
NURS 101-03	Basic Care Needs	6	10:00am-11:50am		08/23	12/17	4105	Johnson
			11:00am-11:50am	T	08/23	12/17	4105	
			09:00am-09:50am		08/23	12/17	4240	
			02:00pm-03:50pm		08/23	12/17	4245	
			08:00am-12:50pm	W	08/23	12/17	HOME TBA	

NURS 101-04	Basic Care Needs	6	10:00am-11:50am		08/23	12/17	4105	
			11:00am-11:50am	T	08/23	12/17	4105	
			10:00am-10:50am	T	08/23	12/17	4240	
			02:00pm-03:50pm	T	08/23	12/17	4245	
			08:00am-12:50pm	TH	08/23	12/17	HOME	
							TBA	Johnson

NURS-111 Nursing As a Profession Prerequisite: Acceptance into nursing program

NURS 111-IN	Nursing As a Profession	1					Online	Green
								\$20 Internet course fee
NURS 111-01	Nursing As a Profession	1	08:00am-08:50am		08/23	12/17	4105	Grady
NURS 111-02	Nursing As a Profession	1	09:00am-09:50am		08/23	12/17	4105	Grady

NURS-201 Family Care Needs Prerequisite: Acceptance into nursing program \$95 lab fee

NURS 201-01	Family Care Needs	11	12:00pm-02:50pm	MT	08/23	12/17	4105	
			08:00am-09:50am		08/23	12/17	4245	
				WTH	08/23	12/17	HOSP	
							TBA	Manley
NURS 201-02	Family Care Needs	11	12:00pm-02:50pm	MT	08/23	12/17	4105	
			10:00am-11:50am		08/23	12/17	4245	
				WTH	08/23	12/17	HOSP	
							TBA	Manley
NURS 201-03	Family Care Needs	11	12:00pm-02:50pm	MT	08/23	12/17	4105	
			08:00am-09:50am	T	08/23	12/17	4245	
				WTH	08/23	12/17	HOSP	
							TBA	Manley
NURS 201-04	Family Care Needs	11	12:00pm-02:50pm	MT	08/23	12/17	4105	
			10:00am-11:50am	T	08/23	12/17	4245	
				WTH	08/23	12/17	HOSP	
							TBA	Manley

Philosophy

PHILO-201 Introduction to Philosophy (IAI: H4900) Prerequisite: Placement into ENG 099 or higher

PHILO 201-H1	Intro/Philosophy	3	11:00am-12:15pm	MW	08/23	12/17	2616	Streeter
PHILO 201-01	Intro/Philosophy	3	12:30pm-01:45pm	MW	08/23	12/17	2409	Streeter
PHILO 201-02	Intro/Philosophy	3	07:00pm-09:50pm	M	08/23	12/17	2409	Staff
PHILO 201-03	Intro/Philosophy	3	08:00am-09:15am	TTH	08/24	12/17	2409	Hammond
PHILO 201-04	Intro/Philosophy	3	09:30am-10:45am	TTH	08/24	12/17	2409	Hammond
PHILO 201-05	Intro/Philosophy	3	12:30pm-01:45pm	TTH	08/24	12/17	2503	Staff
PHILO 201-06	Intro/Philosophy	3	04:00pm-06:50pm	TH	08/26	12/17	2409	Staff

PHILO-202 Ethics (IAI: H4904) Prerequisite: Placement into ENG 099 or higher

PHILO 202-01	Ethics	3	09:30am-10:45am	MW	08/23	12/17	2409	Staff
PHILO 202-02	Ethics	3	09:30am-10:45am	TTH	08/24	12/17	2503	Streeter
PHILO 202-03	Ethics	3	09:00am-11:50am	F	08/27	12/17	2409	Staff

PHILO-203 Introduction to Logic (IAI: H4906) Prerequisite: Placement into ENG 099 or higher

PHILO 203-IN1	Intro to Logic	3					Online	Hammond
								\$20 Internet course fee
PHILO 203-01	Intro to Logic	3	11:00am-12:15pm	TTH	08/24	12/17	2409	Hammond

Photography

PHOTO-170 Digital Camera Skills \$25 lab fee

PHOTO 170-WLS	Digital Camera Skills	1	09:00am-12:50pm	S	09/25	10/16	4125	Staff
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PHOTO-171 Intro to Black & White Photography Prerequisite: Placement into ENG 099 or higher \$50 lab fee

PHOTO 171-01	Intro/B/W Photo	3	09:00am-11:50am	MW	08/23	12/17	4110	Staff
PHOTO 171-02	Intro/B/W Photo	3	07:00pm-09:50pm	TTH	08/24	12/17	4110	Staff

PHOTO-174 Digital Darkroom Techniques Prerequisite: Placement into ENG 099 or higher; PHOTO 171 recommended

PHOTO 174-S1	Digital Darkroom Techniques 2	2	07:00pm-09:50pm	TTH	10/19	12/17	4120	Staff
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PHOTO-175 Basic Lighting Skills Prerequisite: PHOTO 174 or concurrent enrollment required \$60 lab fee

PHOTO 175-S1	Basic Lighting Skills	2	01:00pm-03:00pm	TTH	10/19	12/17	4205	Staff
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PHOTO-180 Photoshop I Prerequisite: PHOTO 174 or instructor consent \$60 lab fee									
PHOTO 180-01	Photoshop I	2	04:00pm-06:50pm	M	08/23	12/17	4120	Staff	
PHOTO-273 Photographic Methods Prerequisite: PHOTO 171 and 174 or concurrent enrollment \$60 lab fee									
PHOTO 273-01	Photo Methods	3	10:00am-12:50pm	TTH	08/24	12/17	4120	Staff	
PHOTO-276 Commercial Techniques Prerequisite: PHOTO 171 175 and 273 or consent of instructor \$70 lab fee									
PHOTO 276-01	Commercial Techniques	4	07:00pm-09:50pm	MW	08/23	12/17	4205	Staff	

Physical Education

PE-101 Physical Fitness I Prerequisite: Placement into ENG 097 or higher \$20 lab fee									
PE 101-01	Physical Fitness I	I			08/23	12/17	T 136	Ethridge	
Face to face orientation required. See WebAdvisor for schedule. PE 101 cannot be retaken unless 102, 103, and 104 have been completed.									
PE-102 Physical Fitness II Prerequisite: PE 101 \$20 lab fee									
PE 102-01	Physical Fitness II	I			08/23	12/17	T 136	Ethridge	
PE-103 Physical Fitness III Prerequisite: PE 102 \$20 lab fee									
PE 103-01	Physical Fitness III	I			08/23	12/17	T 136	Ethridge	
PE-104 Physical Fitness IV Prerequisite: PE 103 \$20 lab fee									
PE 104-01	Physical Fitness IV	I			08/23	12/17	T 136	Ethridge	
PE-105 Aerobics I \$20 lab fee									
PE 105-01	Aerobics I	I	12:00pm-12:50pm	MW	08/23	12/17	T 130	Ruschak	
Pilates									
PE 105-02	Aerobics I	I	08:00am-08:50am	TTH	08/24	12/17	T 130	Pulaski	
Yoga									
PE-106 Aerobics II \$20 lab fee									
PE 106-01	Aerobics II	I	12:30pm-01:20pm	TTH	08/24	12/17	T 130	Ruschak	
Step aerobics									
PE 106-02	Aerobics II	I	05:00pm-05:50pm	MW	08/23	12/17	T 130	Flores	
Kickboxing aerobics									
PE-107 Aerobics III \$20 lab fee									
PE 107-01	Aerobics III	I	07:00am-07:50am	MW	08/23	12/17	FH POOL	Flores	
Aqua aerobics									
PE 107-02	Aerobics III	I	06:00pm-06:50pm	MW	08/23	12/17	FH POOL	Hightower	
Aqua aerobics									
PE-108 Aerobics IV \$20 lab fee									
PE 108-01	Aerobics IV	I	11:30am-12:20pm	TTH	08/24	12/17	T 130	Hightower	
Boot camp aerobics									
PE-151 Basketball \$20 lab fee									
PE 151-S1	Basketball	I	10:00am-11:50am	TTH	10/19	12/17	HW FH	Boyd	
PE-162 Volleyball \$20 lab fee									
PE 162-S1	Volleyball	I	02:00pm-03:50pm	MW	10/18	12/17	T 130	Ethridge	
PE-163 Golf \$20 lab fee									
PE 163-F1	Golf	I	10:00am-11:50am	MW	08/23	10/20	T 130	Himmel	
PE-165 Softball \$20 lab fee									
PE 165-F1	Softball	I	04:30pm-06:20pm	TTH	08/24	12/17	T 130	Mears	

Non-Credit Physical Education

PISPF-0011 Aerobics I (Pilates/Yoga/Walking)

PISPF 0011-P1	Pilates/Walking		12:00pm-12:50pm	MW	08/23	12/15	T 130	Ruschak
PISPF 0011-P2	Yoga/Walking		08:00am-08:50am	TTH	08/24	12/16	T 130	Pulaski

PISPF-0012 Aerobics II (Step Aerobics/Kickboxing)

PISPF 0012-P1	Step Aerobics		12:30pm-01:20pm	TTH	08/24	12/16	T 130	Ruschak
PISPF 0012-P2	Kickboxing		05:00pm-05:50pm	MW	08/23	12/15	T 130	Flores

PISPF-0013 Aerobics III (Aqua Aerobics)

PISPF 0013-P1	Aqua Aerobics		07:00am-07:50am	MW	08/23	12/15	T 130	Flores
PISPF 0013-P2	Aqua Aerobics		06:00pm-06:50pm	MW	08/23	12/15	T 130	Hightower

PISPF-0014 Golf

PISPF 0014-PS	Golf		10:00am-11:50am	MW	08/23	10/18	T 130	Hummel
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PISPF-0016 Aerobics IV-Boot Camp Aerobics

PISPF 0016-P1	Boot Camp Aerobics		11:30am-12:20pm	TTH	08/24	12/16	T 130	Hightower
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PISPF-0020 Softball

PISPF 0020-PS	Softball		04:30pm-06:40pm	TTH	08/24	10/14	T 130	Mears
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Physical Education/Exercise Science

PES-201 Introduction to Physical Education Prerequisite: Placement in ENG 097 or ENG 098 \$20 lab fee

PES 201-01	Intro to Phys. Ed.	2	09:30am-10:20am	TTH	08/24	12/17	T 146	Miller
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PES-202 Cultural Dance I Prerequisite: Placement in ENG 097 or ENG 098 \$20 lab fee

PES 202-01	Cultural Dance I	2	06:00pm-07:50pm	M	08/23	12/17	T 130	Wisowaty
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PES-210 Lifestyle Fitness Coaching Prerequisite: Consent of instructor required

PES 210-01	Lifestyle Fitness Coaching	2	06:00pm-07:50pm	TH	08/24	12/17	T 146	Hughes
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PES-255 Special Populations Prerequisite: Consent of program coordinator; completion of BIOL 108 or BIOL 221 and 222;

PES 255-01	Special Populations	3	06:00pm-08:50pm	W	08/25	12/17	T 146	Samis
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PES-298 Internship Seminar Prerequisite: Consent of program coordinator; concurrent enrollment in PE 299

PES 298-01	Internship Seminar	1			08/23	12/17		Ethridge
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PES-299 Internship for Personal Trainers Prerequisite: Consent of program coordinator; concurrent enrollment in PE 298 \$60 lab fee

PES 299-01	Internship/Personal Trainers	3			08/23	12/17		Ethridge
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Physical Science

PHYS-111 Physical Science (IAI: P9900L) Prerequisite: Placement into ENG 099 or higher \$30 lab fee

PHYS 111-01	Physical Science	4	08:30am-10:45am	TTH	08/23	12/17	3270	Burrough
PHYS 111-LS1	Physical Science	4	04:00pm-06:50pm	MW	09/20	12/17	3270	Chappelle

PHYS-112 Earth Science (IAI: P1905L) Prerequisite: Placement into ENG 099 or higher \$30 lab fee

PHYS 112-02	Earth Science	4	07:00pm-09:20pm	TTH	08/23	12/17	3270	Wickham
PHYS 112-LC1	Earth Science	4	08:30am-10:45am	MW	08/23	12/17	3270	Burrough

LinC Dual enrollment required with ENG 102-LC1

GEOLO-101 Physical Geology (IAI: P1907L) Prerequisite: Placement into ENG 099 or higher \$30 lab fee

GEOLO 101-01	Physical Geology	4	12:30pm-02:45pm	TTH	08/23	12/17	3270	Burrough
GEOLO 101-02	Physical Geology Lab	4	08:30am-11:30am	F	08/27	12/17	3270	Hodur
			12:00pm-01:50pm	F	08/27	12/17	3270	

Physics

PHYSI-101 Conceptual Physics (IAI: P1901L) Prerequisite: Placement into ENG 099 or higher \$35 lab fee

PHYSI 101-01	Conceptual Physics	4	09:00am-11:40am	F	08/27	12/17	3260	
			12:00pm-01:50pm	F	08/27	12/17	3260	Smoot

PHYSI-120 College Physics I (IAI: P1900L) Prerequisite: MATH 151 or equivalent \$35 lab fee

PHYSI 120-01	College Physics I	4	09:20am-11:50am	MW	08/23	12/17	3260	Salami
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PHYSI-210 University Physics I (IAI: PHY911 P2900L) Prerequisite: MATH 171 and high school physics \$38 lab fee
 PHYSI 210-01 Univ Physics I 4 06:00pm-08:50pm TTH 08/24 12/17 3260 Salami

Plumber/Pipefitter/Steamfitter

PLUMB-101 Fundamentals of Plumbing \$6 lab fee

PLUMB 101-F1 Fund of Plumbing 2 06:00pm-09:40pm TH 08/26 10/18 T 191 Staff

Political Science

POLSC-140 Intro to U.S. Government & Politics (IAI: S5900) Prerequisite: Placement into ENG 099 or higher

☞ POLSC 140-H1 Intro to U.S. Gove 3 12:30pm-01:45pm TTH 08/24 12/17 2616 Mulling
 ☞ POLSC 140-IN1 Intro to U.S. Gove 3 Online Schott
 \$20 Internet course fee

POLSC 140-01 Intro to U.S. Gove 3 08:00am-09:15am MW 08/23 12/17 3137 Schott
 POLSC 140-02 Intro to U.S. Gove 3 07:00pm-09:50pm MW 08/23 12/17 3137 Staff
 POLSC 140-03 Intro to U.S. Gove 3 08:00am-09:15am TTH 08/24 12/17 3137 Schott
 POLSC 140-04 Intro to U.S. Gove 3 09:30am-10:45am TTH 08/24 12/17 3137 Schott
 POLSC 140-05 Intro to U.S. Gove 3 09:00am-11:50am F 08/27 12/17 3137 Staff

POLSC-152 U.S. State and Local Government (IAI: S5902) Prerequisite: Placement into ENG 099 or higher

POLSC 152-01 Us/State/Local Gov 3 09:30am-10:45am MW 08/23 12/17 3137 Schott

Psychology

PSYCH-101 Introduction to Psychology (IAI: S6900) Prerequisite: Placement into ENG 099 or higher

☞ PSYCH 101-H1 Intro to Psych 3 08:00am-09:15am TTH 08/24 12/17 2616 DeSousa
 ☞ PSYCH 101-IN1 Intro to Psych 3 Online DeSousa
 \$20 Internet course fee
 PSYCH 101-01 Intro to Psych 3 08:00am-09:15am MW 08/23 12/17 2600 Staff
 PSYCH 101-02 Intro to Psych 3 09:30am-10:45am MW 08/23 12/17 2600 Halliburton
 PSYCH 101-03 Intro to Psych 3 11:00am-12:15pm MW 08/23 12/17 2600 Halliburton
 PSYCH 101-04 Intro to Psych 3 12:30pm-01:45pm MW 08/23 12/17 2600 Staff
 PSYCH 101-05 Intro to Psych 3 09:30am-10:45am TTH 08/24 12/17 2600 Staff
 PSYCH 101-06 Intro to Psych 3 11:00am-12:15pm TTH 08/24 12/17 2600 DeSousa
 PSYCH 101-07 Intro to Psych 3 12:30pm-01:45pm TTH 08/24 12/17 2600 DeSousa
 PSYCH 101-08 Intro to Psych 3 02:00pm-03:15pm TTH 08/24 12/17 2600 Staff
 PSYCH 101-09 Intro to Psych 3 04:00pm-06:50pm T 08/24 12/17 2600 Halliburton
 PSYCH 101-10 Intro to Psych 3 07:00pm-09:50pm T 08/24 12/17 2600 Staff
 PSYCH 101-11 Intro to Psych 3 04:00pm-06:50pm W 08/25 12/17 2600 Staff
 PSYCH 101-12 Intro to Psych 3 07:00pm-09:50pm TH 08/26 12/17 2600 Staff
 PSYCH 101-13 Intro to Psych 3 09:00am-11:50am F 08/27 12/17 2600 Staff
 PSYCH 101-14 Intro to Psych 3 12:30pm-03:20pm F 08/27 12/17 2604 Staff
 PSYCH 101-LS1 Intro to Psych 3 09:00am-10:40am MW 09/20 12/17 2604 Staff
 PSYCH 101-LS2 Intro to Psych 3 08:30am-12:10pm S 09/18 12/17 2408 Staff

PSYCH-102 Human Growth & Development:life-Span (IAI: S6902) Prerequisite: PSYCH 101

☞ PSYCH 102-IN1 Human Growth & Dev 3 Online Halliburton

Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee

☞ PSYCH 102-IN2 Human Growth & Dev 3 Online Halliburton

Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee

PSYCH 102-01 Human Growth & Dev 3 11:00am-12:15pm MW 08/23 12/17 2604 DeSousa
 PSYCH 102-02 Human Growth & Dev 3 12:30pm-01:45pm MW 08/23 12/17 2604 DeSousa
 PSYCH 102-03 Human Growth & Dev 3 09:30am-10:45am TTH 08/23 12/17 2604 Staff
 PSYCH 102-04 Human Growth & Dev 3 12:30pm-01:45pm TTH 08/23 12/17 2604 Staff
 PSYCH 102-05 Human Growth & Dev 3 07:00pm-09:50pm TH 08/23 12/17 2604 Staff

PSYCH-203 Abnormal Psychology (IAI: PSY905) Prerequisite: PSYCH 101

PSYCH 203-01 Abnormal Psych 3 11:00am-12:15pm TTH 08/23 12/17 2604 Staff
 PSYCH 203-02 Abnormal Psych 3 07:00pm-09:50pm T 08/23 12/17 2604 Staff

PSYCH-212 Theories of Personality (IAI: PSY907) Prerequisite: PSYCH 101

PSYCH 212-01 Theor of Personlty 3 07:00pm-09:50pm M 08/23 12/17 2600 Staff

PSYCH-217 Human Sexuality Prerequisite: Placement into ENG 099 or higher

PSYCH 217-01 Human Sexuality 3 12:30pm-01:45pm MW 08/23 12/17 4285 Staff

Reading

RDG 097, 098, and 099 are courses designed for those whose assessment scores indicate a need for additional work. Students are required to take the COMPASS test and should check with the Counseling and Academic Advising Center for the testing schedule. Students who place into RDG 097 or 098 should also register for COL 101 - College Success Seminar.

RDG-098 Fundamental Reading II Prerequisite: Placement into RDG 098 or higher

RDG 098-01	Fund Reading II	4	10:00am-11:50am	MW	08/23	12/17	3185	Foriest
RDG 098-02	Fund Reading II	4	12:30pm-02:20pm	MW	08/23	12/17	3185	Foriest
RDG 098-03	Fund Reading II	4	05:00pm-06:50pm	MW	08/23	12/17	3185	Foriest
RDG 098-04	Fund Reading II	4	12:30pm-02:20pm	TTH	08/24	12/17	3185	Hull
RDG 098-LS1	Fund Reading II	4	04:30pm-06:50pm	MW	09/20	12/17	4125	Valenziano
RDG 098-LS2	Fund Reading II	4	12:30pm-02:50pm	TTH	09/21	12/17		Staff

Registered Nurse

RN-100 RN First Assistant Prerequisite: Consent of instructor

RN 100-S1	Rn First Assistant	3			08/23	12/17	HOSP TBA	Staff
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RN-101 RN First Assistant Internship Prerequisite: Complete RN 100; consent of instructor

RN 101-S2	Rn First Asst Int	3			08/23	12/17		Staff
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Prerequisite: Registered nurse at least 2 years surgical experience CNOR or CNOR eligible by end of course. Provides prospective RN First Assistants with advanced knowledge of anatomy/ physiology and operative techniques related to surgical procedures. Contact dean of health professions for class schedules course location and application packet. 6 credit hours

Social Work

SWK-201 Introduction to Social Work Prerequisite: Placement into ENG 099 or higher

SWK 201-01	Intro to Social Work	3	07:00pm-09:50pm	T	08/24	12/17	2408	Wilson
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Sociology

SOCIO-101 Introduction to Sociology (IAI: S7900) Prerequisite: Placement into ENG 099 or higher

☞	SOCIO 101-IN1	Intro Sociology	3					Online	Mulling
	Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee								
☞	SOCIO 101-IN2	Intro Sociology	3					Online	Mulling
	Face to face orientation required. See WebAdvisor for schedule. \$20 Internet course fee								
☞	SOCIO 101-IN3	Intro Sociology	3					Online	Staff
	\$20 Internet course fee								
	SOCIO 101-01	Intro Sociology	3	09:30am-10:45am	MW	08/23	12/17	2408	Staff
	SOCIO 101-02	Intro Sociology	3	11:00am-12:15pm	MW	08/23	12/17	2408	Staff
	SOCIO 101-03	Intro Sociology	3	02:00pm-04:50pm	M	08/23	12/17	2408	Staff
	SOCIO 101-04	Intro Sociology	3	08:00am-09:15am	TTH	08/17	12/17	2408	Mulling
	SOCIO 101-05	Intro Sociology	3	09:30am-10:45am	TTH	08/24	12/17	2408	Mulling
	SOCIO 101-06	Intro Sociology	3	07:00pm-09:50pm	W	08/25	12/17	2408	Staff
⌚	SOCIO 101-LS1	Intro Sociology	3	05:00pm-06:40pm	TTH	09/21	12/17	2408	Staff

SOCIO-111 Contemporary Social Issues (IAI: S7901) Prerequisite: Placement into ENG 099 or higher

SOCIO 111-01	Contemp Social Iss	3	09:00am-11:50am	F	08/27	12/17	2408	Staff
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SOCIO-201 Introduction to Social Work Prerequisite: Placement into ENG 099 or higher

SOCIO 201-01	Intro to Social Work	3	07:00pm-09:50pm	T	08/24	12/17	2408	Wilson
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SOCIO-210 Marriage and the Family (IAI: S7902) Prerequisite: Placement into ENG 099 or higher

SOCIO 210-01	Marriage/Family	3	11:00am-12:15pm	TTH	08/24	12/17	2408	Staff
SOCIO 210-02	Marriage/Family	3	07:00pm-09:50pm	TH	08/26	12/17	2408	Staff

SOCIO-215 Sex Gender and Power (IAI: S7904D) Prerequisite: Placement into ENG 099 or higher

SOCIO 215-01	Sex Gender and Power	3	02:00pm-03:15pm	TTH	08/24	12/17	2408	Staff
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Spanish

SPAN-101 Spanish I Prerequisite: Placement into ENG 099 or higher

☞	SPAN 101-IN1	Spanish I	4					Online	Grauvogl
	\$20 Internet course fee								
☞	SPAN 101-IN2	Spanish I	4					Online	Grauvogl
	\$20 Internet course fee								
	SPAN 101-01	Spanish I	4	08:00am-09:40am	MW	08/23	12/17	2506	Harris
	SPAN 101-02	Spanish I	4	07:00pm-08:40pm	MW	08/23	12/17	2506	Luevano

	SPAN 101-03	Spanish I	4	09:00am-10:40am	TTH	08/24	12/17	2506	Harris
	SPAN 101-LS	Spanish I	4	04:00pm-06:20pm	TTH	09/21	12/17	2506	Luevano
	SPAN-102 Spanish II Prerequisite: SPAN 101								
	SPAN 102-IN	Spanish II	4					Online	McCann
	\$20 Internet course fee								
	SPAN 102-01	Spanish II	4	12:30pm-02:10pm	MW	08/23	12/17	2506	McCann
	SPAN-110 Healthcare Spanish Prerequisite: COMPASS reading score of 60 or higher or completion of RDG 98 with a grade of C or better								
	SPAN 110-01	Healthcare Spanish	3	04:00pm-05:15pm	MW	08/23	12/17	2506	McCann
	SPAN-201 Spanish III Prerequisite: Complete SPAN 101 and 102; or two years of high school Spanish or placement test								
	SPAN 201-IN1	Spanish III	4					Online	McCann
	\$20 Internet course fee								
	SPAN 201-01	Spanish III	4	11:00am-12:40pm	TTH	08/23	12/17	2506	McCann

Surgical Technology

	SRT-102 Patient Care I Prerequisite: Acceptance into surgical technology program								
	SRT 102-01	Patient Care I	2	10:00am-11:50am	F	08/27	12/17	HT 180	Bugajsky
	SRT-110 Introduction to Surgical Technology Prerequisite: Acceptance into surgical technology program \$80 lab fee								
	SRT 110-F1	Intro/Surgical Tec	7	08:00am-12:00pm	MTWTH	08/23	10/18	HT 180	
				08:00am-09:50am	F	08/23	10/18	HT 180	Bugajsky
	SRT-120 Surgical Procedures I Prerequisite: Acceptance into surgical technology program \$50 lab fee								
	SRT 120-S1	Surg Procedures I	6	08:00am-12:00pm	MTW	10/19	12/17	HT 180	Bugajsky
	SRT-122 Applied Surgical Procedures I Prerequisite: Acceptance into surgical technology program								
	SRT 122-S1	Appl Surg Proc. I	2	07:00am-03:00pm	THF	08/20	12/17	HOSP TBA	Bugajsky

Technology

	TECH-109 Technical Mathematics I								
	TECH 109-01	Technical Math I	4	07:00pm-08:40pm	TTH	08/24	12/17	2502	Staff

Theatre

	THTRE-101 Understanding Theatre (IAI: F1907) Prerequisite: Placement into ENG 099 or higher								
	THTRE 101-01	Understand Theatre	3	09:30am-10:45am	TTH	08/23	12/17	4190	Billig
	THTRE-111 Fundamentals of Acting (IAI: TA914) Prerequisite: Placement into ENG 099 or higher								
	THTRE 111-01	Fund of Acting	3	11:00am-12:15pm	TTH	08/23	12/17	4190	Billig

Welding

1st 8-week session Aug 23 - Oct 18

	WELD-101 Principles Flat Welding \$60 lab fee								
	WELD 101-F1	Prin Flat Welding	2	09:00am-12:40pm	T	08/24	10/18	T 186	Michalak
	WELD 101-F2	Prin Flat Welding	2	06:00pm-09:40pm	W	08/25	10/18	T 186	Michalak
	WELD-102 Horizontal Welding and Braze Prerequisite: WELD 101 \$45 lab fee								
	WELD 102-F1	Horizontal Weld/Braze	2	08:00am-11:40am	T	08/24	10/18	T 186	Michalak
	WELD 102-F2	Horizontal Weld/Braze	2	06:00pm-09:40pm	T	08/24	10/18	T 186	Michalak
	WELD-103 Metal Inert and Vertical Welding Prerequisite: WELD 102 \$45 lab fee								
	WELD 103-F1	Metal Inert/Vert Weld	2	08:00am-11:40am	T	08/24	10/18	T 186	Michalak
	WELD 103-F2	Metal Inert/Vert Weld	2	06:00pm-09:40pm	T	08/24	10/18	T 186	Michalak
	WELD-104 Tungsten Inert and Overhead Welding Prerequisite: WELD 103 \$45 lab fee								
	WELD 104-F1	Tungsten Inert/Ovrhd Weld	2	08:00am-11:40am	T	08/24	10/18	T 186	Michalak
	WELD 104-F2	Tungsten Inert/Ovrhd Weld	2	06:00pm-09:40pm	T	08/24	10/18	T 186	Michalak
	WELD-105 AWS Structural Certification Prerequisite: WELD 104 \$45 lab fee								
	WELD 105-F1	Aws Struct Certif	2	08:00am-11:40am	T	08/24	10/18	T 186	Michalak
	WELD 105-F2	Aws Struct Certif	2	06:00pm-09:40pm	T	08/24	10/18	T 186	Michalak

 **LinC**  **Online**  **Fast Track**  **Late Start**  **Honors**

WELD-106 Pipe & Pressure Vessel Certification Prerequisite:WELD-105 \$45 lab fee

WELD 106-F1	Pipe/Presur Vessel	2	08:00am-11:40am	T	08/24	10/18	T 186	Michalak
WELD 106-F2	Pipe/Presur Vessel	2	06:00pm-09:40pm	T	08/24	10/18	T 186	Michalak

WELD-202 Advanced Gas Tungsten Arc Welding Prerequisite:WELD 104 \$60 lab fee

WELD 202-F1	Adv Gas Tungsten Arc Welding	2	06:00pm-09:40pm	TH	08/26	10/18	T 186	Michalak
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2nd 8-week session Oct 19 - Dec 16**WELD-101 Principles Flat Welding** \$60 lab fee

WELD 101-S1	Prin Flat Welding	2	09:00am-12:40pm	T	10/19	12/17	T 186	Michalak
WELD 101-S2	Prin Flat Welding	2	06:00pm-09:40pm	TH	10/21	12/17	T 186	Michalak

WELD-102 Horizontal Welding and Braze Prerequisite:WELD 101 \$45 lab fee

WELD 102-S1	Horizontal Weld/Braze	2	08:00am-11:40am	T	10/19	12/17	T 186	Michalak
WELD 102-S2	Horizontal Weld/Braze	2	06:00pm-09:40pm	W	10/20	12/17	T 186	Michalak

WELD-103 Metal Inert and Vertical Welding Prerequisite:WELD 102 \$45 lab fee

WELD 103-S1	Metal Inert/Vert Weld	2	08:00am-11:40am	T	10/19	12/17	T 186	Michalak
WELD 103-S2	Metal Inert/Vert Weld	2	06:00pm-09:40pm	T	10/19	12/17	T 186	Michalak

WELD-104 Tungsten Inert and Overhead Welding Prerequisite:WELD 103 \$45 lab fee

WELD 104-S1	Tungsten Inert/Ovrhd Weld	2	08:00am-11:40am	T	10/19	12/17	T 186	Michalak
WELD 104-S2	Tungsten Inert/Ovrhd Weld	2	06:00pm-09:40pm	T	10/19	12/17	T 186	Michalak

WELD-105 AWS Structural Certification Prerequisite:WELD 104 \$45 lab fee

WELD 105-S1	Aws Struct Certif	2	08:00am-11:40am	T	10/19	12/17	T 186	Michalak
WELD 105-S2	Aws Struct Certif	2	06:00pm-09:40pm	T	10/19	12/17	T 186	Michalak

WELD-106 Pipe & Pressure Vessel Certification Prerequisite:WELD-105 \$45 lab fee

WELD 106-S1	Pipe/Presur Vessel	2	08:00am-11:40am	T	10/19	12/17	T 186	Michalak
WELD 106-S2	Pipe/Presur Vessel	2	06:00pm-09:40pm	T	10/19	12/17	T 186	Michalak

Non-Credit Class Information

Courses are offered throughout the semester. Registration is open to all without requirement of admissions or previous academic work. Consult the individual course listings for starting dates, times, location, and cost. Please note that the number of meeting times is not always consecutive weeks.

Payment Options

Payment is due at the time of registration. Payment for tuition and fees are accepted in the Business Office on main campus. Payment options include:

1. Cash

In person only.

2. Personal check

Make checks payable to Prairie State College. Driver's license or State ID required for all checks.

3. Visa, Discover, or MasterCard

Credit card payments also are accepted at the Matteson Area Center.

4. Debit Card

Debit card payments also are accepted at the Matteson Area Center.

Refunds

If you register for a non-credit class, but are unable to attend, you must come to the Matteson Area Center and complete a drop form. No refunds will be issued unless requested 48 business hours before the first class meeting.

Tuition for Senior Citizens

Seniors citizens (age 60 years of age and older) are permitted to enroll in most non-credit courses for a 20-percent discount. Proof of age must be presented at the time of registration. Some restrictions apply. For more information, call (708) 709-3750.

Locations

For each class, the location is indicated by a code. Main campus address: 202 S. Halsted St., Chicago Heights

4-digit number (for example, 2506)

PSC Main Campus

BCEC

Business and Community Education Center
PSC Main Campus

FH

Fitness and Health Complex
St. James Health and Wellness Institute
100 W. 197th Pl., Chicago Heights

GSU

Governors State University
1 University Parkway, University Park

HT

Health Tech Center
PSC North Campus, adjacent to main campus

K

K Building
PSC North Campus, adjacent to main campus

MAC

PSC Matteson Area Center
4821 Southwick Dr., Matteson

T

Tech Wing
PSC Main Campus

How to Register for Non-Credit Classes

Step 1. Review classes

Review non-credit class schedule either online at prairiestate.edu or request a copy by calling (708) 709-3750.

Step 2. Choose classes

Make checks payable to Prairie State College. Driver's license or State ID required for all checks.

Step 3. Register

Register and pay for a class by either completing registration form at the back of the non-credit schedule and mailing it in or by calling Enrollment Services (708) 709-7701 or the Matteson Area Center (708) 709-3750.

Step 4. Payment

Pay tuition and fees. Payment is due at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Please visit the Business Services Office to pay tuition. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.



Non-Credit Certificates

Certificates

Certificates can be earned in as little as one semester and can open the door to excellent jobs. For more information on Vocational Certificate Programs, please call (708) 709-3750.

Bank Teller Training

Customer Service	GSBUS 010
Today's Bank Teller	GSBUS 061
Principles of Banking	GSFNC 020
Spanish for Banking	GSLAN 071

Dialysis Technician (certificate of completion)	GSMED 095
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Health Unit Coordinator

Medical Terminology	GSMED 017
Health Unit Coordinator	GSMED 035
Microsoft Office	GSVS 089
Keyboarding	GSVS 091

Home Inspection	GSRE 020
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Medical Front Office Assistant

Insurance Procedures	GSMED 038
Medical Terminology	GSMED 017
Keyboarding	GSVS 091
Microsoft Office	GSVS 089
Medical Office Management	GSMED 097
Spanish I	PILAN 047

Medical Billing/Coding Specialist

Medical Terminology	GSMED 017
Introduction to Health Information Technology	GSMED 033
Insurance Procedures	GSMED 038
Computerized Medical Billing	GSMED 040
Introduction to CPT-4 Coding	GSMED 045
Introduction to ICD-9 Coding	GSMED 047
Microsoft Office	GSVS 089
Keyboarding	GSVS 091

Medical Central Services

Medical Central Service Technology	GSMED 080
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Mortgage Loan Officer

Mortgage Loan Officer Training Level I	GSBUS 009
Mortgage Loan Officer Training Level II	GSBUS 012
The Skill of Negotiation	GSBUS 085
Effective Business Writing	GSBUS 093

Non-Emergency Medical Transporter

Medi-car and Service Car Vehicle Safety Training	PIMED 032
Customer Service/Human Sensitivity	GSBUS 010
CPR/AED Training	PIES 013

Pharmacy Technician	GSMED 090
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Project Management Professional® (PMP)

Intro to Project Management with Microsoft Project	GSBUR 008
Project Management Professional — Exam Prep	GSBUS 047

Real Estate Appraisal

Basic Principles of Appraisal	GSRE 072
Basic Appraisal Procedures	GSRE 073
Uniform Standards of Professional Appraisal Practice	GSRE 074

Real Estate Transactions	GSRE 071
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Security Officer Training


Conflict Management	GSBUS 091
Security Officer Training	GSSEC 010

For full descriptions and schedules of these courses, please consult the listings in the pages that follow.

Fall 2010 Non-Credit Classes

Online Courses

Throughout this schedule you will see a sampling of the hundreds of online courses we offer. Online courses are convenient, affordable, and ideal for the average person who has a very busy schedule. These courses can provide the needed education to improve your job skills or can add some fun to your busy life by learning something different.

Look for the online course symbol throughout this schedule: 

Most online courses start at \$100. Classes run for 12 sessions.

Course dates for Fall 2010 online classes:

Aug. 18 - Oct. 18
Sept. 15 - Nov. 15
Oct. 20 - Dec. 20
Nov. 10 - Jan. 10, 2011

For more information about our online courses, please contact Frank Novak at (708) 709-7839 or e-mail fnovak@prairiestate.edu. View a complete listing of online courses at ed2go.com/mac.

Automotive Services

Car Care Clinic

Learn how to be confident about car care. Students should bring their cars and manuals and be prepared to get greasy and learn more about oil change, battery, tune-up, brakes, drive belt, flat tire, and check engine light. Everyone welcome.

code:	PIVOC-015-PS	cost:	\$59
dates:	Oct 16	days:	S
time:	02:00pm-06:00pm	location:	T 120

Business

See also Real Estate and Online Classes for additional Business classes.

SCORE

SCORE provides free counseling on Wednesdays between 9 a.m. and 12 noon. Trained and experienced volunteer counselors provide confidential assistance to people who are interested in going into business, are already in business and want to expand, or are encountering difficulties. Counseling is by appointment only and can be scheduled by calling PSC's Matteson Area Center at (708) 709-3750 or www.scorechicago.org.

SCORE Seminar

Learn how to take advantage of free SCORE counseling and the Business for Entrepreneurs \$implified series. Please register early; seating is limited.

code:	PIBUS-030-MC	cost:	Free
dates:	Sept 21	days:	T
time:	07:00pm-08:30pm	location:	MAC 127

Business for Entrepreneurs \$implified

(How to Start and Run a Successful Business)

Turn a dream into a thriving business! This five-session, hands-on course is designed to equip entrepreneurs with practical tools and strategies to develop and grow their business. Learn the essentials of managing a business and developing a business plan from presenters who have real world experience, including an attorney, banker, certified public accountant, and other business owners and professionals. All class materials are included in the tuition cost.

code:	GSBUS-041-MC	cost:	\$259
dates:	Oct 2-Oct 30	days:	S
time:	09:00am-04:30pm	location:	MAC 116

Human Relations

This is a course in interpersonal skills and teaches how to deal with employers, co-workers, subordinates, and customers. Topics include motivation, communication, and leadership skills. Some online coursework is required. The textbook can be purchased at the Prairie State College Bookstore.

code:	GSBUR-003-PS	cost:	\$219
dates:	Sept 20-Dec 13	days:	M
time:	06:30pm-09:15pm	location:	2501

Human Resources Management

This course emphasizes human relations aspects of supervision, functions of staffing, training, job evaluation, industrial relations, and more. Some online coursework is required. The textbook can be purchased at the Prairie State College Bookstore.

code:	GSBUR-006-PS	cost:	\$219
dates:	Oct 21-Dec 16	days:	TH
time:	07:00pm-09:15pm	location:	2501

Personal Asset Management

This course includes a study of stocks, bonds, money market instruments, insurance products, and consumer economics. The textbook can be purchased at the Prairie State College Bookstore.

This is an online course.

code:	GSBUR-007-PS	cost:	\$219
dates:	Sept 23-Dec 17	days:	TBA
time:	TBA	location:	online

How to Buy and Sell on Ebay

This class teaches how to buy and sell on eBay with some hands-on exercises. Learn advanced techniques for buying and selling, and how to avoid scams. Discussion includes how to start an eBay business including finding supplies and establishing payment methods.

code:	GSBUS-048-MC	cost:	\$149
dates:	Oct 16-Oct 30	days:	S
time:	09:00am-01:00pm	location:	MAC 114

Introduction to Grant Writing

Learn where to locate grant sources, how to submit an application, write a proposal, and incorporate proper form and style. Utilize these skills in non-profit, educational environments.

code:	GSBUS-071-MC	cost:	\$119
dates:	Oct 23-Oct 30	days:	S
time:	08:00am-12:00pm	location:	MAC 118

Bookkeeping and Procedural Accounting

Emphasis is placed on how to keep records rather than how to analyze them. Work is devoted to developing procedures within the framework of acceptable accounting concepts.

code:	GSBUR-014-PS	cost:	\$219
dates:	Sept 20-Dec 15	days:	MW
time:	09:00am-10:45am	location:	3165

Become a Grant Writing Consultant

This course is for non-profit grant writing professionals interested in grant writing. Learn to identify the skills and expertise needed to be a successful grant writing consultant, find client markets, and set appropriate fee structures.

code:	GSBUR-016-MC	cost:	\$119
dates:	Nov 13-Nov 20	days:	S
time:	08:00am-12:00pm	location:	MAC 118

Principles of Marketing

This is a survey course on concepts, principles, and functions of marketing in the dynamic business and economic environment. **This is an online course.**

code:	GSBUR-017-PS	cost:	\$219
dates:	Aug 26-Dec 17	days:	TBA
time:	TBA	location:	online

Business Communications

Learn the types and methods of communications used in business under a variety of simulated business solutions. Some online coursework is required.

code:	GSBUR-019-PS	cost:	\$219
dates:	Sept 22-Dec 15	days:	W
time:	07:00pm-09:15pm	location:	3165

How to Network Without Leaving Home

Most people know about Facebook, Twitter, and MySpace, but Digg, Ning, and Reddit also are social networking tools. Learn about how social networking helps families stay in touch, non-profits make money, business practices are changed, and more.

code:	PIBUS-005-MC	cost:	\$39
dates:	Nov 4	days:	TH
time:	06:30pm-09:30pm	location:	MAC 115

I'm Running a Business. . . Is Social Media Worth My Time?

Business owners who are thinking about Facebook, Twitter, and Lined In can learn the benefits and potential costs to using social media for business. The class explores real case studies to use social media for the right reason and at the right time.

code:	PIBUS-006-MC	cost:	\$39
dates:	Nov 18	days:	TH
time:	06:30pm-09:30pm	location:	MAC 115

Here are some online business courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Fundamentals of Supervision and Management

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, acquire the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Principles of Sales Management

Master the art of managing sales teams from a sales management professional. Learn the essential roles and responsibilities of a sales manager and develop leadership, motivational, and team-building skills.

Purchasing Fundamentals

Improve your company's bottom line profitability by mastering the fundamentals of purchasing. Learn key strategic concepts such as supplier partnerships, capital budgeting, and "green" buying. This course also prepares students for the internationally recognized CPM and APP exams.

Start Your Own Ebay Drop Off Store

Turn other people's unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamite listings, and offering great customer service. Also, check out our "Business for Entrepreneurs Simplified" course for a hands-on, live classroom experience to help your eBay business grow.

Computers

See also Online Classes for additional computer classes. Note: Textbooks are included in the tuition cost unless specified. Students should bring their own flash drive.

Introduction to Computers

Learn basic computer skills that are useful personally and professionally including an overview of hardware, software, operating systems, and basic commands.

code:	GSVS-067-PS	cost:	\$179
dates:	Aug 23-Sept 27	days:	M
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-067-MC	cost:	\$179
dates:	Oct 12-Nov 9	days:	T
time:	09:00am-12:00pm	location:	MAC 114

Keyboarding

Rather than typing finger by finger, learn how to operate the letter keys by touch, increasing the number of words per minute typed. A textbook must be purchased and brought to the first class.

code:	GSVS-091-MC	cost:	\$107
dates:	Sept 15-Nov 3	days:	W
time:	06:30pm-09:30pm	location:	MAC 114

Microsoft Word—Beginning (Word 2007)

From personal letters to professional manuscripts, learn the easy and correct way to create any type of document. Learn how to create and edit documents, move and copy text, insert numbers and bullets, create envelopes and labels, use templates, and print.

code:	GSVS-077-PS	cost:	\$179
dates:	Aug 24-Sept 21	days:	T
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-077-MC	cost:	\$179
dates:	Oct 7-Nov 4	days:	TH
time:	09:00am-12:00pm	location:	MAC 114

Microsoft Word—Intermediate (Word 2007)

This course is a continuation of Microsoft Word—Beginning. This course covers styles, long document handling, headers and footers, master documents, tables, mail merge, borders and shading, basic macros, graphics, borders, and fills.

code:	GSVS-078-PS	cost:	\$179
dates:	Nov 15-Dec 13	days:	M
time:	06:30pm-09:30pm	location:	3205

Microsoft Powerpoint (Powerpoint 2007)

Learn how to make PowerPoint presentations “pop” with graphics, slides, and enhanced text. Topics include working with objects, organizational charts and graphs, creating special effects, and developing notes and handouts.

code:	GSVS-098-PS	cost:	\$179
dates:	Aug 26-Sept 23	days:	TH
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-098-MC	cost:	\$179
dates:	Nov 11-Dec 16	days:	TH
time:	09:00am-12:00pm	location:	MAC 114

Access — Beginning (access 2007)

Learn how to create and manage databases; create and work with tables, reports, and forms; extract information; and use other commonly used features of this program.

code:	GSCOM-035-MC	cost:	\$179
dates:	Sept 7-Oct 5	days:	T
time:	09:00am-12:00pm	location:	MAC 114

code:	GSCOM-035-PS	cost:	\$179
dates:	Oct 11-Nov 8	days:	M
time:	06:30pm-09:30pm	location:	3205

Access — Intermediate (Access 2007)

In this continuation of the beginning level, learn how to use action queries, calculate fields, adjust data types, set field properties, and perform database maintenance. Learn how to use input masks, control forms, and the lookup feature.

code:	GSCOM-045-PS	cost:	\$179
dates:	Nov 16-Dec 14	days:	T
time:	06:30pm-09:30pm	location:	3205

Microsoft Excel—Beginning (Excel 2007)

Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.

code:	GSVS-094-PS	cost:	\$179
dates:	Aug 25-Sept 22	days:	W
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-094-MC	cost:	\$179
dates:	Nov 1-Nov 29	days:	M
time:	09:00am-12:00pm	location:	MAC 114

Microsoft Excel—Intermediate (Excel 2007)

This course is a continuation of Excel Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.

code:	GSVS-095-PS	cost:	\$179
dates:	Oct 6-Nov 3	days:	W
time:	09:00am-12:00pm	location:	MAC 115

Microsoft Office (Office 2007)

This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows. In Word, the basics of word processing; in Excel, spreadsheets; and in PowerPoint, creating presentations. A basic understanding of Windows is required.

code:	GSVS-089-PS	cost:	\$279
dates:	Sept 18-Nov 6	days:	S
time:	09:00am-01:00pm	location:	3205

Here are some online computer courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Guiding Kids on the Internet 

Work on the Web with kids. This essential course for teachers, leaders, and parents provides the confidence needed to help children get the best from the Internet. Learn kid-friendly Internet features from Web page creation to discovering fun resources for kids.

Introduction to Windows Vista 

Windows Vista is a radical departure from the previous Windows versions. Beginners and experienced Windows users, can benefit from learning Vista’s best and most important features.

Computer Quick Shots

(see Business section for additional classes)

What are Quick Shots? These three-to four-hour classes are designed to teach the basic operations of the most popular applications. We provide enough information to get started in these programs. For additional instruction, enroll in the college’s regular non-credit courses.

Introduction to Windows

Get basic instruction on navigating, opening, moving, resizing, and command selection common to any Windows program using either the keyboard or mouse. Learn what Windows is and is not.

code:	PICOM-004-MC	cost:	\$49
dates:	Sept 15	days:	W
time:	08:30am-12:30pm	location:	MAC 114

Microsoft Word Step 1

This class introduces newcomers to word processing using Word. Learn to create a basic document, save options, use of templates, and how to move around the document. Auto correct, selecting text using both the keyboard and the mouse, basic formatting, and editing also are introduced.

code:	PICOM-005-MC	cost:	\$49
dates:	Sept 22	days:	W
time:	08:30am-12:30pm	location:	MAC 114

Excel Step 1

Learn about the power of a spreadsheet including how to avoid the major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting are also covered.

code:	PICOM-006-MC	cost:	\$49
dates:	Sept 29	days:	W
time:	08:30am-12:30pm	location:	MAC 114

Access Step 1

Through the use of a template, learn about a basic database including structure and navigation. Learn how to create a database from scratch, create tables using wizards, add data, and basic data manipulation.

code:	PICOM-007-MC	cost:	\$49
dates:	Oct 6	days:	W
time:	08:30am-12:30pm	location:	MAC 114

Intro to the Internet

Learn what type of equipment is needed, connection options, and which providers are available. Class includes a discussion on security and how to protect computers. Participants get hands-on experience and learn about navigating the World Wide Web and various search options.

code: PICOM-008-MC cost: \$49
dates: Oct 13 days: W
time: 08:30am-12:30pm location: MAC 114

Powerpoint Step I

Gain a basic introduction to PowerPoint and the benefits of its use. Learn about slide selection, objects, inserting text, and basic formatting, as well as use of auto correct and dangers of spell check. The class also introduces selecting clip art, adding charts, sound and animation, and playing the presentation.

code: PICOM-009-MC cost: \$49
dates: Oct 20 days: W
time: 08:30am-12:30pm location: MAC 114

Basic E-mail

Learn about e-mail basics including setting up e-mail accounts that can be used after the class is over. Security and the advantages of having an extra account also are discussed. After setting up the accounts in class, students learn how to send, receive, forward, and reply to e-mails. Attachments and built-in address book are also covered.

code: PICOM-017-MC cost: \$49
dates: Oct 27 days: W
time: 08:30am-12:30pm location: MAC 114

Advanced E-mail

This is the second in our series of basic e-mail classes using Yahoo e-mail and covers the basics of RSS feeds to get information from multiple Web sites. If time allows discussion includes general options and preferences, blocking and customizing the spam filter, checking and editing personal information, and working with address books.

code: PICOM-018-MC cost: \$49
dates: Nov 3 days: W
time: 08:30am-12:30pm location: MAC 114

Tune up Your PC

Don't throw out that old computer! Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.

code: PICOM-019-MC cost: \$39
dates: Nov 10 days: W
time: 08:30am-11:30am location: MAC 114

Mail Merge and Your Address Book

Learn to create a mail merge database and how to set up letters, catalogs, labels, and envelopes and merge a list of customers to these items. Learn how to merge a collection of names into the letters or labels in the Outlook address book.

code: PICOM-023-MC cost: \$49
dates: Nov 17 days: W
time: 08:30am-12:30pm location: MAC 114

Working with Pivot Tables and Basic Macros

Learn what a Pivot Table is and how it is best used to rearrange data to find a trend or solution. Class includes program instructions to create and run basic macros.

code: PICOM-024-MC cost: \$49
dates: Dec 1 days: W
time: 08:30am-12:30pm location: MAC 114

Facebook for Parents and Children

This class is designed for both a parent and child. Learn how to set up a Facebook account for a child, and how to monitor and view its content. Basic security is discussed. This class requires both a parent and child; no child will be allowed to participate without a parent present. Children must be age 13 or older.

code: PICOM-025-MC cost: \$39
dates: Oct 23 days: S
time: 09:00am-12:00pm location: MAC 114

Getting Started on Facebook

Learn how to set up a Facebook account and connect with family and friends. Topics include uploading photos and video, searching for contacts, and becoming a fan. Participants also learn how to choose the right security settings to make sure their Facebook accounts are viewed by only those they grant access to. Facebook etiquette is also covered. Participants must have an e-mail address and know how to use a mouse before enrolling in the class.

code: PICOM-074-MC cost: \$39
dates: Oct 9 days: S
time: 09:00am-12:00pm location: MAC 114

Introduction to MS OneNote

Learn how to work with this new, computer-based organization system to be more efficient in day-to-day work and have information handy. OneNote is an idea processor, a notebook, and an information organizer. Learn how to create notebooks and documents, to-do lists, tables, spreadsheets, and research on the Internet.

code: PICOM-028-MC cost: \$49
dates: Dec 8 days: W
time: 08:30am-12:30pm location: MAC 114

Courses for Teachers

Teachers who need to earn CPDUs or would like to take a course to help you manage the classroom better, should check out our wide selection of both live classroom and online courses. Prairie State College is committed to helping our educators be the best they can be for their students by providing quality educational and informational courses at an affordable price.

Why Do People Do What They Do?

This workshop is ideal for teachers, counselors, social workers, psychologists, and school administrators. Dr. William Glasser's new psychology of personal freedom, "Choice Theory," is discussed. Choice Theory empowers people to change their lives personally and professionally by putting their energy into those things they have control over—their own behavior and thinking. Learn how to self-evaluate and help others self-evaluate the effectiveness of their choices. Identifying the fundamentals of choice therapy and interviewing clients using reality therapy are covered in this workshop.

code: GSBUS-014-MC cost: \$69
dates: Nov 1 days: M
time: 08:30am-04:30pm location: MAC 108

Here are some online courses for teachers offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Working Successfully with Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. We'll examine the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing.

Survival Kit for New Teachers

New teachers who are feeling anxious about entering their classroom can learn the time-tested tools, tips, and tricks needed to make their early years in the classroom a breeze. This course is perfect for those already teaching, the newly credentialed graduate, or a substitute transitioning to full-time.

Ready, Set, Read!

Learn what the newest research says about how children really learn to read and write. Become a powerful guide to literacy development when you work with young children. Gain confidence in your ability to guide a child's literary development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success.

Solving Classroom Discipline Problems

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.

Differentiated Instruction in the Classroom

Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways the traditional classroom setting limits their ability to reach diverse learners. Learn the ten practical DI integration strategies and the three sample integration lessons on each strategy. Help improve the learning outcomes for your students.

Dance

Beginning Ballroom Dancing and Review

Join the fun and get exercise by ballroom dancing. Learn to lead and follow dances including the Fox Trot, Waltz, Rumba, Cha-Cha, and Swing. Dress comfortably and wear smooth-soled shoes. A dance partner is required and each individual must register.

code:	PIDNC-006-MC	cost:	\$89
dates:	Sept 28-Nov 30	days:	T
time:	07:05pm-08:05pm	location:	T 130

Beginning Salsa Dancing

Learn to dance the exciting Latin rhythms of Salsa, Cha-Cha, Merengue, Swing, and the Cuban Motion. Dress comfortably and wear smooth-soled shoes. A dance partner is required and each individual must register.

code:	PIDNC-022-MC	cost:	\$89
dates:	Sept 28-Nov 30	days:	T
time:	08:10pm-09:10pm	location:	T 130

Electrical Construction

Preventive Maintenance—Electrical

This course covers methods of preventive maintenance of electrical equipment including insulation testing and evaluation, electronic testing, AC generator and motor checking, over-current protection, and system distribution problems.

code:	GSCST-019-PS	cost:	\$149
dates:	Oct 21-Dec 16	days:	TH
time:	06:00pm-09:40pm	location:	3135

Blueprint Reading for Electricians

Reading and interpreting blueprints and wiring diagrams pertaining to single-family dwellings, commercial locations, industrial locations, and special and hazardous locations are studied.

code:	GSCST-022-PS	cost:	\$149
dates:	Aug 25-Oct 13	days:	W
time:	10:00am-01:40pm	location:	3110

Alternative Energy and Electrical Power

Learn about alternative electrical power generating systems including photovoltaic, hydroelectric, wind power, and fuel cells. This course provides a foundation to select an appropriate system when considering the environmental factors of an application site. The benefits and drawbacks of each system are presented as well as system efficiencies and installation principles.

code:	GSCST-025-PS	cost:	\$149
dates:	Aug 23-Oct 18	days:	M
time:	05:00pm-08:40pm	location:	3110

Finance

Strategies for a Successful Retirement

Learn how to develop an income plan that replaces retirement earnings. Strategies for investments are covered including safe investments in this economy and measuring risk. Participants also learn smart estate planning including how to set up a trust, how taxes are paid, and the best way to distribute property.

code:	PIFNC-019-MC	cost:	\$19
dates:	Oct 2	days:	S
time:	09:00am-12:00pm	location:	MAC 127

code:	PIFNC-019-MI	cost:	\$19
dates:	Nov 13	days:	S
time:	10:00am-01:00pm	location:	MAC 127

Strategies for Living Debt Free in the 21st Century

Learn a three-step system for successfully managing debts and expenses. This workshop is designed for those who want to build wealth and become financially independent by eliminating debt. Learn a linear math system to eliminate all consumer debt in one to four years, and then a mortgage in another three to five years. Learn specific powerful and proven strategies that work every single time. Bring a list of debts with balances and monthly payments. Students learn debt management techniques to help insure that financial goals are achieved. Learn numerous strategies for spending money more efficiently. Note: Bring a calculator. Optional textbook available from instructor for \$39.

code:	PILIF-025-MC	cost:	\$49
dates:	Oct 28	days:	TH
time:	06:15pm-09:30pm	location:	MAC 115

Here are some online finance courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

The Analysis and Evaluation of Stocks

This comprehensive course is designed to teach how to research and value stocks. Topics covered in the course include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

Building Wealth

Discover how most wealthy people amassed their fortunes. Those serious about accumulating a sizable nest egg and living the life of his/her dreams can learn the knowledge and the skills needed to succeed.

Fitness

See Sports and Fitness

Food Preparation

Food Service Sanitation

The Illinois Department of Public Health requires that all food service establishments be under the operational supervision of a certified food service sanitation manager. This class meets those requirements. After successfully passing the exam, the Illinois Department of Public Health provides a five-year certificate for a fee of \$35. Textbook is included in price of class. Attendance and promptness is mandatory per state regulations.

code:	GSVS-066-MC	cost:	\$219
dates:	Sept 20-Sept 27	days:	MTTH
time:	04:30pm-09:00pm	location:	MAC 118

code:	GSVS-066-M1	cost:	\$219
dates:	Oct 18-Oct 25	days:	MTTH
time:	04:30pm-09:00pm	location:	MAC 118

code:	GSVS-066-M2	cost:	\$219
dates:	Nov 29-Dec 6	days:	MTTH
time:	04:30pm-09:00pm	location:	MAC 118

Food Service Sanitation—5-hour Refresher Course

Prerequisite: Illinois State Food Service License

This course is for the renewal of a food service license in the state of Illinois. It meets not only national requirements, but also those of the State of Illinois. **Students must bring current food service license to class. Students are not eligible if their license has expired.**

code:	PIFDS-065-MC	cost:	\$89
dates:	Sept 20	days:	M
time:	04:30pm-09:30pm	location:	MAC 118

code:	PIFDS-065-M1	cost:	\$89
dates:	Oct 18	days:	M
time:	04:30pm-09:30pm	location:	MAC 118

code:	PIFDS-065-M2	cost:	\$89
dates:	Nov 29	days:	M
time:	04:30pm-09:30pm	location:	MAC 118

Here are some online food preparation courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Luscious, Low-fat, Lightning-Quick Meals

Learn to make healthy meals that are fast, easy, and so good that the whole family enjoys them without realizing they're healthy. Learn how simple it can be to prepare meals that are both delicious and nutritious.

Secrets of the Caterer

Catering is a business that has become very popular, especially for those who love to cook and plan parties. Learn the fundamentals of the catering business, how to cook for large crowds, organize the kitchen, manage time, and work with clients. The course focuses on cooking skills every caterer needs with an introduction to the business side of catering.

Home Improvement

All Home Improvement classes are held in Room K-115. K-Building is located on the north side of Vollmer Road, behind the car wash. Look for the "Construction Trades" sign on the building. Please bring safety glasses to class.

Plumbing Made Easy

Learn how to do small plumbing repairs in this hands-on class. Learn how to install and repair a faucet, fix a leaky toilet, and how to make other plumbing repairs. Time in this class is well-spent and can save money in repair costs.

code:	PIHIM-001-PS	cost:	\$59
dates:	Sept 25	days:	S
time:	08:00am-12:00pm	location:	K 115

Minor Electrical Wiring for Homeowners

Learn the safe and proper way to make common electrical repairs around the house including how to replace outlets and switches, install GFCI outlets per local building codes, and how to choose and install light fixtures. In addition, learn how to install a ceiling fan and a proper brace.

code:	PIHIM-005-PS	cost:	\$59
dates:	Sept 25	days:	S
time:	01:00pm-05:00pm	location:	K 115

Ceramic Tile Installation

Ceramic tile installation is taught in this hands-on class. Learn about using the right substrate, surface preparation, tile layout, spreading mastic and thinset, installing floor and wall tile, making cuts, and grouting. Find out about the proper techniques for installing ceramic tile on countertops and stairs. Learn how to choose the right tile, what tools are needed, and how to estimate material.

code:	PIHIM-007-PS	cost:	\$59
dates:	Nov 13	days:	S
time:	09:00am-01:00pm	location:	K 115

How to Remodel Your Basement or Attic

Learn basic construction skills and save money in labor by taking this hands-on class, including how to create a layout, construct walls, hang and tape drywall, and install a door and trim. Other topics include how to choose the right tools and their proper use, how to figure materials for a project, how to procure a permit, how to install a suspended ceiling, and tips on scheduling electrical, plumbing, and HVAC work. Please bring a hammer and tape measure to class.

code:	PIHIM-011-PS	cost:	\$135
dates:	Oct 2-Oct 16	days:	S
time:	08:00am-12:30pm	location:	K 115

How to Become a Miss or Mr. Fix It

In just nine hours learn how to complete most common household repairs. Learn how to choose the right paint or stain, patch a wall, mount a wall shelf, repair a door, replace a door lockset, replace a faucet, repair a toilet, replace a light fixture and ceiling fan, replace an electrical outlet or switch, and more. With a little patience and information, save money by doing the small repairs yourself.

code:	PIHIM-090-PS	cost:	\$95
dates:	Oct 23-Nov 6	days:	S
time:	09:00am-12:00pm	location:	K 115

Job Search Preparation

Getting LinkedIn — Getting the Job

This class is for job seekers who want to broaden their job searching horizons. Learn how LinkedIn can help gain visibility required to get a desired job. Some computer knowledge is helpful.

code: PIBUS-049-MC cost: \$39
dates: Sept 25 days: S
time: 09:00am-02:00pm location: MAC 114

Here are some online food preparation courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Résumé Writing Workshop

Students can create an effective résumé or improve the one they already have and transform their résumé into a powerful tool to get interviews. This workshop leads participants through a self-assessment series to gain extensive knowledge about the product they are marketing—themselves. This course also covers the use of online résumés and Internet résumé secrets.

Twelve Steps to a Successful Job Search

Get the job wanted quickly and easily in any economy. In this course, a world-renowned author and career advisor helps identify the job that is best for individual needs. Learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview.

Languages

Sign Language I

This is an introduction to sign language. Learn how to fingerspell as well as basic signs for everyday use at home, work, school, and leisure. Textbook is included.

code: PILAN-003-PS cost: \$139
dates: Sept 28-Nov 30 days: T
time: 06:30pm-08:30pm location: MAC 118

Sign Language II

Prerequisite: PILAN 003

Conversational Sign Language. This course is a continuation of signs learned in Sign Language I. Students complete one project, a signed children's book. Same textbook as Sign Language I is used.

code: PILAN-007-PS cost: \$105
dates: Sept 30-Dec 9 days: TH
time: 06:30pm-08:30pm location: MAC 118

Spanish I

This class focuses on the basics of learning and communicating in Spanish. Spanish language skills are introduced and everyday vocabulary are emphasized to develop communication skills in Spanish. Textbook is included.

code: PILAN-047-MC cost: \$139
dates: Sept 27-Nov 29 days: M
time: 07:00pm-09:00pm location: MAC 114

Spanish II

Spanish II provides a greater in-depth study of Spanish, focusing on a hands-on, interactive approach. Emphasis is placed on the practical, everyday use of the language, and developing speaking and comprehension skills. Same textbook as Spanish I is used.

code: PILAN-048-MC cost: \$105
dates: Sept 30-Dec 9 days: TH
time: 07:00pm-09:00pm location: MAC 114

Attention: Corporations and Small Business Owners

Prairie State College can provide you and your employees with a Spanish class with your specific needs in mind. Depending on the amount of training your employees need, these Spanish classes can be completed in one or two days. Also, classes may be taught at your location as an added convenience. For more information, please call (708) 709-3750.

Here are some online language courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Beginning Conversational French

This course teaches how to communicate easily and comfortably with those who speak French. Learn practical and common phrases to make trips to the many French-speaking regions of the world more pleasant.

Instant Italian

This dynamic course makes learning Italian fun and surprisingly easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word make mastering punctuation a breeze.

Medical

Student Orientation for Non-Credit Medical Vocational Programs

Bring your questions, meet our staff and find out more about the programs. All new students are required to attend. Orientations are held at the Matteson Area Center. Call (708) 709-3750 to register. Choose either of the following:

Tuesday, Aug. 3, 6-7:30 p.m. All Medical Courses
Wednesday, Aug. 4, 6-7 p.m. Dialysis Tech & Pharmacy Tech Only

Billing/Coding Specialist

It is recommended that classes in the Billing/Coding Specialist program be taken in the following order:

Medical Terminology	GSMED 017
Introduction to Health Information Technology	GSMED 033
Introduction to CPT-4 Coding	
(prerequisite for ICD-9-CM Coding)	GSMED045
Introduction to ICD-9-CM Coding	GSMED047
Insurance Procedures	
(prerequisite for Computerized Medical Billing)	GSMED 038
Computerized Medical Billing*	GSMED 040
Microsoft Office	GSVS 091
Keyboarding	GSVS 089

*Must have knowledge of computers/Windows before taking this class. Keyboarding and Microsoft Office may be taken at any time prior to Computerized Medical Billing.

Medical Terminology

This class is intended for individuals who type, file, and process medical records in hospitals, clinics, insurance, dentist, or physician offices. Learn Latin and Greek roots of medical terms, along with definitions and proper use of medical terms. A good medical dictionary is recommended. A textbook must be purchased.

code: GSMED-017-MC cost: \$289
dates: Sept 7-Dec 7 days: T
time: 06:00pm-09:00pm location: MAC 111

Introduction to Health Information Technology

This course provides instruction in obtaining, using, and preserving medical records. Students also receive instruction in assembly of medical records and some analysis. A textbook must be purchased.

code: GSMED-033-MC cost: \$199
dates: Aug 24-Oct 5 days: T
time: 06:00pm-09:00pm location: MAC 112

Health Unit Coordinator

This course covers how to transcribe doctor's orders, coordinate workflow for a nursing unit, order necessary lab work, and diets. Students are also introduced to daily care of legal medical records, retrieving clinical lab results, and patient privacy. This course along with completion of Microsoft Office, Keyboarding and Medical Terminology provides a non-credit vocational certificate. A textbook must be purchased.

code: GSMED-035-MC cost: \$299
dates: Sept 15-Dec 8 days: W
time: 06:00pm-09:00pm location: MAC 112

Insurance Procedures

Prerequisite: GSMED 017 - Medical Terminology

This course is an introductory medical insurance course. Topics of discussion include medical law and ethics, various types of insurance policies and coverage, deductibles, co-insurance, and procedures for completing the CMS-1500 form and other insurance forms. Emphasis is placed on categorizing insurance plans and defining insurance acronyms commonly used in health care practices. A textbook must be purchased.

code: GSMED-038-MC cost: \$219
dates: Aug 23-Oct 18 days: M
time: 06:30pm-09:30pm location: MAC 112

Computerized Medical Billing

Prerequisite: GSMED 038 - Insurance Procedures, typing speed of 30 wpm and knowledge of computers/Windows

This course introduces students to computerized medical billing using MOSS software. Learn how to input patient information, schedule appointments, handle billing, produce reports, and process insurance claim forms electronically. A textbook must be purchased.

code: GSMED-040-MC cost: \$239
dates: Oct 12-Dec 14 days: T
time: 06:30pm-09:30pm location: MAC 115

Introduction to CPT-4 Coding

Prerequisite: GSMED 017 - Medical Terminology

This course introduces the process of coding medical records with the use of the CPT coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid CPT procedure codes. ICD-9-CM Coding cannot be taken at the same time as CPT-4 Coding. A textbook must be purchased.

code: GSMED-045-MC cost: \$249
dates: Aug 25-Oct 27 days: W
time: 06:30pm-09:30pm location: MAC 111

Introduction to ICD-9-CM Coding

Prerequisite: GSMED 017 - Medical Terminology and GSMED 045 - Introduction to CPT-4 Coding. Instructor consent required.

This course introduces the process of coding medical records with the use of ICD-9-CM coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid diagnostic or procedure codes. CPT-4 Coding cannot be taken at the same time as ICD-9-CM Coding. A textbook must be purchased.

code: GSMED-047-MC cost: \$219
dates: Oct 21-Dec 16 days: TH
time: 06:30pm-09:30pm location: MAC 127

Medical Central Service Technology

This course prepares participants for the national exam for Central Service for the Certification of Healthcare Sterile Processing and Distribution. Learn how to properly sterilize and store medical instruments. This course is intended to prepare individuals for all positions within the Central Sterile Processing Department. A hands-on clinical tour at St. James Hospital familiarizes students with the environment and procedures. Textbook is included.

code: GSMED-080-PS cost: \$459
dates: Sept 7-Oct 26 days: TTH
time: 06:00pm-09:00pm location: TBA

Pharmacy Technician

This 50-hour course prepares students to enter the pharmacy field and take the Pharmacy Technician Certification Board (PTCB) exam. Course content includes medical terminology specific to the pharmacy, reading, and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. Textbook is included. There is a required orientation for this class on Aug. 4 from 6-7 p.m.

code: GSMED-090-MC cost: \$999
dates: Oct 12-Dec 2 days: TTH
time: 06:00pm-09:30pm location: MAC 116

Dialysis Technician

This 50-hour course prepares students for entry-level employment in a kidney dialysis center. The course provides the theoretical knowledge and hands-on skills needed to perform clinical and technical duties. Course content includes medical terminology, anatomy, renal function, and principles of renal dialysis. Additionally, students are provided with training to help prepare them for the Board of Nephrology Examiners Nursing and Technology (BONENT) exam. Textbook is included. There is a required orientation for this class on Aug. 4 from 6-7 p.m.

code: GSMED-095-MC cost: \$999
dates: Oct 11-Dec 1 days: MW
time: 06:00pm-09:30pm location: MAC 116

code: GSMED 095 MI cost: \$999
dates: Oct 11-Dec 1 days: MW
time: 01:00pm-04:30pm location: MAC 116

Medical Front Office Assistant

Medical office assistants perform a variety of office support and business functions. This course is an introduction on how to schedule appointments, bill insurance, answer phones, and prepare correspondence. Textbook must be purchased. See the vocational certificate section in the schedule for more information on this program.

code: GSMED-097-MC cost: \$299
dates: Sept 9-Dec 2 days: TH
time: 06:00pm-09:00pm location: MAC 112

Here are some online medical courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Become a Veterinary Assistant

Those who like animals can prepare for a career as a veterinary assistant. This course teaches the necessary information to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. Also, learn about billing, workplace safety, and marketing.

code:	PIMUS-004-MC	cost:	\$129
dates:	Nov 17-Nov 18	days:	WTH
time:	06:00pm-09:30pm	location:	MAC 111

Music

Wind Ensemble

This course provides the opportunity to study and perform significant concert band literature with an ensemble. No senior discount.

code:	GSMUS-001-PS	cost:	\$25
dates:	Aug 23-Dec 13	days:	M
time:	06:30pm-08:25pm	location:	K 105

Jazz Ensemble I

Prerequisite: Instructor's consent required

Placement into either a jazz combo or big band dependent upon audition or prior experience. Groups will rehearse for and perform a series of summer concerts. No senior discount.

code:	GSMUS-005-PS	cost:	\$25
dates:	Aug 24-Dec 14	days:	T
time:	07:00pm-09:30pm	location:	K 105

Vocal Jazz Ensemble

This course provides experience in singing jazz and other contemporary styles. No senior discount.

code:	GSMUS-010-PS	cost:	\$25
dates:	Aug 23-Dec 13	days:	M
time:	07:00pm-09:30pm	location:	3275

Building a Lucrative Career in Voice-Overs

Learn how to build a lucrative career in voice-overs for television and radio. This course is an excellent guide toward self-employment in advertising. Students are taught how to read various types of copy, audition for spots, compile a demo tape, and develop a winning product that agencies can't resist.

code:	GSMUS-011-MC	cost:	\$159
dates:	Nov 13-Dec 11	days:	S
time:	09:00am-12:00pm	location:	MAC 115

Instant Piano for Hopelessly Busy People

Prerequisite: Ability to read the treble clef

Years of weekly lessons are not needed to learn piano. In just half a day learn enough secrets of the trade for years of musical enjoyment. Traditional piano teachers teach note reading, and piano playing professionals use chords. Learn all the chords needed to play any song in this one morning session to practice the technique at home using an exclusive audio cassette designed by the instructor.

code:	PIMUS-001-MC	cost:	\$74
dates:	Nov 17	days:	W
time:	06:00pm-09:30pm	location:	MAC 111

How to Play Piano by Ear

Prerequisite: Instant Piano for Hopelessly Busy People

This workshop provides the inside secrets professional piano players use. Learn how to play songs off the radio and how to transpose. This workshop goes beyond mere "ear training." Students get information found nowhere else, and learn to pick out tunes by ear from the very first day. Open to all musicians (not just piano players) who have a basic understanding of chord theory. Practice CD and workbook included.

code:	PIMUS-003-MC	cost:	\$74
dates:	Nov 18	days:	TH
time:	06:00pm-09:30pm	location:	MAC 111

Combination: Instant Piano and Piano by Ear

Register for both courses and save \$19. Spend a day with a professional piano instructor. Materials included in tuition cost.

Personal Development (see also Real Estate and Seniors)

Goal Setting and Attainment

Learn how to attain goals with an effective time-tested system. Since attaining goals requires hard work and determination, this system provides built-in support and accountability. Learn how to identify goals, create a time management plan, and maintain balance in life while maintaining a positive attitude and staying motivated. Bring a guest for free.

code:	PIBUS-115-MC	cost:	\$39
dates:	Nov 3	days:	W
time:	06:00pm-09:00pm	location:	MAC 108

Event Design from Concept to Creation

Those responsible for organizing retreats, meetings, parties, staff educational programs or other important events can benefit from this class. Learn how to plan, perform research, and understand the details involved in event planning to plan future events with ease.

code:	PICEU-009-MC	cost:	\$89
dates:	Oct 6-Oct 13	days:	W
time:	06:30pm-09:30pm	location:	MAC 118

Get Rid of Stress!

Learn how to reduce stress at home, on the job, and in everyday life. Topics discussed include proactivity versus reactivity and empowerment versus victimization. Students learn to focus on things and events under their control or direct influence and about the stress reducers and pleasurable behavior activity to help ease stress.

code:	PIHLT-060-MC	cost:	\$19
dates:	Nov 1	days:	M
time:	07:00pm-08:30pm	location:	MAC 108

Make the Most of Your Memory

Learn effective mnemonics to improve your memory. Learn to recall anything more easily, especially names and numbers using various techniques including easy-to-remember brain gym movements and biofeedback. In addition, learn the latest from clinical studies on dementia and Alzheimer's.

code:	PIHLT-061-MC	cost:	\$39
dates:	Nov 6	days:	S
time:	09:00am-12:00pm	location:	MAC 116

How to Save a Life Using CPR

This class teaches life-saving skills to treat adults, children, and infants including CPR, AED (Automated External Defibrillator) training, and how to handle choking emergencies. Upon completing this class, students will receive a two-year certification from the American Heart Association. This class is not for health care professionals.

code:	PIIES-013-PS	cost:	\$59
dates:	Sept 8	days:	W
time:	02:00pm-06:00pm	location:	T 146

code:	PIIES-013-PI	cost:	\$59
dates:	Nov 10	days:	W
time:	02:00pm-06:00pm	location:	T 146

Here are some online personal interest courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac

Assisting Aging Parents

Learning how to help parents or other loved ones through their transition in their golden years can prepare us for our own. This compassionate and comprehensive course provides the tools,

techniques, and insights for this passage.

Goodbye to Shy

Want to learn how to overcome shyness? The ability to interact with others affects everything we do, from selecting a mate to advancing in our careers. Learn how to reduce anxiety, build self-esteem, and strike up conversations with others.

Get Assertive!

Get the assertiveness training needed in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers.

Professional Development

Basic Week in Reality Therapy

This workshop explains the highly innovative ideas of Dr. William Glasser. Learn the new psychology of personal freedom called “Choice Theory,” and how to become empowered by distinguishing between things that can be controlled and those that cannot. Receive practical advice on how to improve important relationships, how to become the person you want to be, and how to become more effective in counseling others. Come and learn useful information and have fun doing it.

code: GSBUS-028-MC cost: \$499
dates: Nov 1-Nov 5 days: MTWTHF
time: 09:00am-04:00pm (MTWTH) location: MAC 108
09:00am-12:00pm (F)

Therapeutic Healing Through Laughter

“Therapeutic Humor and Laughter” is a method which provides positive counterweight to negative circumstances. Leave this 3-hour workshop with laughter and humor techniques that can be used professionally and personally. Social Workers and Nursing Home Administrators receive 3.0 CEU's for attending this class.

code: PICEU-058-MC cost: \$49
dates: Nov 6 days: S
time: 09:00am-12:00pm location: MAC 111

Therapeutic Healing Through Music

“Music Therapy” is an established healthcare profession that uses music to address physical, emotional, cognitive, and social needs of individuals of all ages. This type of therapy improves the quality of life for individuals who are well to those who may be suffering with disabilities or illnesses. Learn about the types of therapeutic music programs currently being adopted and assess their impact on patient outcomes. Social Workers and Nursing Home Administrators receive 3.0 CEU's for attending this class.

code: PICEU-059-MC cost: \$49
dates: Nov 6 days: S
time: 01:30pm-04:30pm location: MAC 111

Reading, Writing, and Fun Things

Here are some online courses related to the above subjects offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit ed2go.com/mac.

Merrill Ream Speed Reading

Don't struggle to keep up with the flood of e-mail, articles, reports, books, and other printed matter. Save time by learning to read faster and with better comprehension from speed reading expert Dr. Merrill Ream.

Beginning Writer's Workshop

Those dreaming of writing creatively will find this course is a great place to start. Improve writing skills and discover new ways to stretch

creativity. This course is an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

Beginner's Guide to Getting Published

Success in the writing game is determined by the amount of credibility publishers attach to one's work. This course, taught by a published author, helps gain that credibility. Learn how to properly format manuscripts, write irresistible query letters, and submit work to the publishers who want it.

Writing for Children

Join a published children's author and discover how to touch the hearts of children by creating books for them. In this highly interactive, hands-on course, take pen to paper and begin work on a first fiction or nonfiction manuscript. Learn the various formats – from baby's first books to novels for young adults.

Breaking into Sitcom Writing

Learn from a veteran TV comedy show writer how to write professional sitcom scripts and how to break into show business. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Learn to write dialogue that makes the audience laugh.

Drawing for the Absolute Beginner

Those interested in drawing can benefit from this course. Learn about drawing materials, set up procedures, lighting and rendering techniques, design and layout methods, and much more.

Travel Photography for the Digital Photographer

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye. This course addresses the tools and tricks that enable digital photographers to capture scenes from around the world and bring them home.

Get Paid to Travel

Those who love to travel and enjoy working with individuals may enjoy a career as a professional tour director, tour guide, or cruise host. Learn about group tour procedures, documentation, and handling emergencies. Gain information on full- and part-time career opportunities.

Wow, What a Great Event!

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. Find out what the experts and master planners already know to avoid those embarrassing and costly planning errors.

Get Funny!

Humor enhances everything. Whether looking to deliver better presentations, increase marketability as a writer, deliver more hits to a Web site, or simply become friendlier and more outgoing, this hilarious course can help students sharpen their witt.

Real Estate

If you would like more information on our real estate programs and some of the part-time opportunities in this field, please register for the free workshop listed below. For more information, please call (708) 709-3750.

Real Estate Career Workshop and Course Orientation

Although the economy has affected many individuals with their employment status, learn about some of the part-time opportunities in real estate sales, real estate appraising, home inspecting, and mortgage lending. Courses fulfill the state's pre-licensing requirements in these particular areas. Those looking for some part-time income and really aren't sure how to earn that income, should sign up for this free two-

hour workshop.

code: PIBUS 019-MC cost: Free
dates: Sept 9 days: TH
time: 06:30pm-08:30pm location: MAC 111

How to Survive Today's Mortgage and Real Estate Market

With all the turmoil in the mortgage and real estate market, there is a definite need for education to better prepare prospective and existing homeowners on how to survive this volatile market. This three-hour seminar teaches how to make better decisions, from buying a home or to refinancing. Experts explain what is needed to qualify for financing, what type of financing fits individual's situation, how to pick the right realtor for buying and selling, the importance of an appraisal, getting a home ready for selling, and many more helpful hints to make real estate transactions go smoothly. It is a reality that foreclosures are on the rise, so please take advantage of this free seminar. Please call (708) 709-3750 to register.

code: PIBUS-119-MC cost: Free
dates: Sept 18 days: S
time: 09:00am-12:00pm location: MAC 111

Sales and Brokers Pre-Licensing

Property Management

Optional broker course with instruction in fundamentals of tenant-management relationships, property modernization, property maintenance, leases, real property insurance, commercial property, industrial property, and advertising. Renting, leasing, rehabilitation, budgeting, marketing, and accounting also are covered. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-031-MC cost: \$159
dates: Nov 30-Dec 14 days: TTH
time: 06:30pm-09:30pm location: MAC 108

Broker Administration

This is a mandatory real estate broker's course which covers real estate brokerage, escrow, business accounting, maintaining records, agency and license law. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-076-MC cost: \$159
dates: Sept 21-Oct 5 days: TTH
time: 06:30pm-09:30pm location: MAC 108

Advanced Real Estate Principles/2000

This is a mandatory real estate broker's course which reviews current real estate regulations and license law. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-077-MC cost: \$159
dates: Oct 12-Oct 26 days: TTH
time: 06:30pm-09:30pm location: MAC 108

Real Estate Law (Contracts and Conveyances)

This is a mandatory real estate broker's course which covers deeds, fixtures, contracts, closing, land use, leases, and condominiums. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-078-MC cost: \$159
dates: Nov 2-Nov 16 days: TTH
time: 06:30pm-09:30pm location: MAC 108

General Real Estate Classes

Home Inspection (Now Approved for Indiana)

This course is designed to fulfill the Illinois and Indiana state requirements for pre-license instruction for home inspectors. The class prepares students to take the state home inspector examination for Illinois or Indiana. There is an onsite field day prior to final examination. All applicants for the home inspector license must be at least 21 years of age and must have a high school diploma or GED. Textbooks are included in the course fee and are distributed at the first class. Please note: Attendance is mandatory per state regulations. K-Building is located on the north side of Vollmer Road, behind the car wash. Look for the "Construction Trades" sign on the building.

code: GSRE-020-PS cost: \$1,249
dates: Sept 27-Dec 6 days: MTH
time: 06:00pm-10:00pm location: K 115

Safety

OSHA 10-Hour Training Course

This 10-hour General Industry OSHA program covers mandated safety and health standards for OSHA. This includes walking and working surfaces, means of egress and fire protection, electrical, and other related topics. Upon successful completion, a 10-hour OSHA safety card will be awarded.

code: GSCST-007-MC cost: \$159
dates: Oct 16-Oct 23 days: S
time: 08:00am-03:30pm location: MAC 108

Electrical Safety

Basic electrical dangers and safety precautions that should be observed when working with electricity or electrical circuits are studied. Safety procedures are emphasized along with the purpose of fuses, circuit breakers, disconnect boxes, insulation, and grounding.

code: GSCST-023-PS cost: \$149
dates: Aug 25-Oct 13 days: W
time: 06:00pm-09:40pm location: 3135

Security Training

Security Officer Training

This course prepares students for Illinois state certification as unarmed security officers. Learn asset protection, patrols, report writing, ethics and conduct, public relations, fire and life safety, emergency situations, and crime prevention. Students are responsible for fingerprinting and application fees.

code: GSSEC-010-MC cost: \$159
dates: Sept 21-Oct 7 days: TTH
time: 06:00pm-09:30pm location: MAC 116

Senior Citizens

Take Charge of Your Health

Whether living with a health condition, or caring for someone who is, this course teaches how to improve the quality of life. Discover how to thrive, not simply survive with a chronic health condition. Learn how to cope with fatigue and frustration, properly exercise, use medications, practice good nutrition, and more.

code: GSHLT-004-MC cost: Free
dates: Aug 26-Sept 30 days: TH
time: 09:00am-11:30am location: MAC 116

time: 06:00pm-06:50pm location: T 130

Senior Living — Truth Vs. Fiction

This seminar is to educate seniors and their families on the options available whether seniors should remain in their home or not. Discussion includes housing options, selling homes, and reverse mortgages. Please call (708) 709-3750 to reserve your seat at this very important, informational seminar.

code: PISNR-006-MC cost: Free
dates: Oct 13 days: W
time: 09:00am-12:00pm location: MAC 116

Turning 65: Understanding Medicare Parts A, B, and Supplemental Coverage

A representative from the Blue Cross and Blue Shield of Illinois "Service in the Neighborhood" program explains the basics of Medicare in an easy to understand informative and interactive presentation.

code: PILIF-033-MC cost: Free
dates: Oct 12 days: T
time: 09:00am-11:00am location: MAC 111

Turning 65: Understanding Medicare Part D

This seminar explains Medicare Part D, including enrollment periods, formulary guidelines, initial coverage amounts, the gap, and catastrophic coverage.

code: PILIF-034-MC cost: Free
dates: Oct 14 days: TH
time: 09:00am-11:00am location: MAC 111

Sports and Fitness

Aerobics I—Pilates/Yoga/Walking

Designed for the beginning exercise enthusiast with the emphasis on walking and pilates.

code: PISPF-0011-P1 cost: \$92
(pilates/walking)
dates: Aug 23-Dec 15 days: MW
time: 12:00pm-12:50pm location: T 130

code: PISPF-0011-P2 cost: \$92
(yoga/walking)
dates: Aug 24-Dec 16 days: TTH
time: 08:00am-08:50am location: T 130

Aerobics II—Step Aerobics/Kickboxing

An intermediate workout combining step aerobics, kickboxing, and toning exercises.

code: PISPF-0012-P2 (kickboxing) cost: \$92
dates: Aug 23-Dec 15 days: MW
time: 05:00pm-05:50pm location: T 130

code: PISPF-0012-P1 (step aerobics) cost: \$92
dates: Aug 24-Dec 16 days: TTH
time: 12:30pm-01:20pm location: T 130

Aerobics III — Aqua Aerobics

A workout combining aerobics and toning exercises in the challenging environment of the pool.

code: PISPF-0013-P1 cost: \$92
dates: Aug 23-Dec 15 days: MW
time: 07:00am-07:50am location: T 130

code: PISPF-0013-P2 cost: \$92
dates: Aug 23-Dec 15 days: MW

Golf

Basic rules and fundamentals of golf.

code: PISPF-0014-PS cost: \$92
dates: Aug 23-Oct 18 days: MW
time: 10:00am-11:50am location: T 130

Aerobics IV—Boot-Camp Style

A workout combining aerobic dance, boot-camp style, and indoor cycling. This class is for those individuals who want a more intense and physically challenging workout.

code: PISPF-0016-P1 cost: \$92
dates: Aug 24-Dec 16 days: TTH
time: 11:30am-12:20pm location: T 130

Softball

Students will learn the basic rules of play and the basic skills associated with 12" softball. Hitting, catching, throwing, and running bases will be explored.

code: PISPF-0020-PS cost: \$92
dates: Aug 24-Oct 14 days: TTH
time: 04:30pm-06:40pm location: T 130

Sports 101 for Women

This interactive class teaches the rules and regulations of the four major sports in this country: football, baseball, ice hockey, and basketball. Learn the difference between a suicide squeeze and a drag bunt, a play-action pass and a quarterback draw, and many other sports strategies and formations. Gain a better understanding of children's sports.

code: PISPF-022-MC cost: \$39
dates: Sept 23 days: TH
time: 06:30pm-09:30pm location: MAC 111

T'ai Chi for Your Health

This is an easy to do, tried and true, centuries old, non-strenuous body and mind conditioner. Learn simple patterns of movement, combined with breathing awareness and t'ai chi principles. The movements are soft and relaxing and resemble an oriental ballet. T'ai chi can help maintain strength, build strength, and help students relax. Whenever possible, movements are done to soft, soothing, and relaxing music.

code: PISPF-017-PS cost: \$74
dates: Oct 6-Nov 10 days: W
time: 07:00pm-08:00pm location: T 130

Karate (Ages 7 to Adult)

This course teaches basic self-defense, traditional Tae Kwon Do, Katas, Kobudo (the art of ancient weaponry), and physical fitness. It also helps build self-esteem, self-discipline, and confidence. Learn defense tactics and get in shape.

code: PISPF-025-P1 (beginner) cost: \$55
dates: Aug 26-Dec 9 days: TH
time: 06:00pm-07:00pm location: T 130

code: PISPF-025-P2 (beginner) cost: \$55
dates: Aug 28-Dec 11 days: S
time: 08:30am-09:30am location: T 130

code: PISPF-025-P3 (intermediate) cost: \$79
dates: Aug 26-Dec 9 days: TH
time: 06:00pm-08:00pm location: T 130

code: PISPF-025-P4 (intermediate) cost: \$79
dates: Aug 28-Dec 11 days: S
time: 08:30am-10:30am location: T 130

For more information on this program, please call (708) 709-7811 or e-mail dwilkinson@prairiestate.edu.

Karate Plus

This class is for high energy individuals interested in improving karate skills. For a slight additional cost, students receive twice the number of instructional sessions as in the standard Karate course.

code: PISPF-026-P1 (beginner) cost: \$99
dates: Aug 26-Dec 11 days: THS
time: 06:00pm-07:00pm (TH) location: T 130
08:30am-09:30am (S)

code: PISPF-026-P2 (intermediate) cost: \$165
dates: Aug 26-Dec 11 days: THS
time: 06:00pm-08:00pm (TH) location: T 130
08:30am-10:30am (S)

Muay Thai—Martial Arts

This course teaches effective self-defense techniques using the principles of Muay Thai. Learn striking combinations, basic blocking techniques, and how to handle various self-defense situations. Get in shape while learning a new form of martial arts.

code: PISPF-030-PS cost: \$59
dates: Aug 24-Dec 7 days: T
time: 06:00pm-07:00pm location: T 130

Transportation

Medi-Car and Service Car Vehicle Safety Training

The Illinois Department of Healthcare and Family Services is now requiring drivers and employee attendants of Medi-car, and other service car providers who transport participants of the department's medical assistance programs, to complete a safety training program. This class fulfills the state's CE requirement for these employees, which is renewable every three years. The three and half-hour training class covers the following topics:

1. Passenger Assistance
2. Safe Driving, Safe Operation, and Emergency Procedures
3. Bloodborne Pathogens

Tuition fee includes class materials and a three-year certification card.

No senior discount.

code: PIMED-032-MC cost: \$69
dates: Sept 16 days: TH
time: 06:00pm-09:30pm location: MAC 111

code: PIMED-032-MI cost: \$69
dates: Nov 20 days: S
time: 09:00am-12:30pm location: MAC 111

Attention Transportation Providers

For information on having a class taught at your location, please call Mike Moody at (708) 709-7711 or e-mailing mmoody@prairiestate.edu.

CDL Truck Driver Training Program

This program is designed to provide the highest quality training in the shortest time possible. In the classroom, students are introduced to the operating rules and regulations that govern trucking operations. Hands-on driver training teaches students safe operating practices in all phases of handling a truck tractor semi-trailer combination vehicle. This program also prepares students for the State of Illinois CDL (Class A) test and job placement in the over-the-road trucking industry.

code: GSTRS-055 cost: \$3,995
dates: Pending days: MTWTHF
time: 08:00am-4:30pm (day class) location: ATOC 150
06:00pm-10:00pm (evening class)

Adult Education



Wanted: Volunteer Literacy Tutors

As a volunteer tutor you can help reach a diverse population of students enabling them to acquire basic skills in reading and writing. For more information call (708) 709-3724.

Tutor responsibilities:

- Successfully complete a 20-hour tutor training workshop.
- Maintain a regular and convenient weekly meeting schedule with your assigned student(s).
- Maintain a positive tutor/learner relationship.

In accordance with the Stevens Amendment, the grant-funded portion of Adult Education and the Family Literacy program at Prairie State College for fiscal year 2010 is 30 percent financed with federal funds totaling \$166,315.

The Adult Education Program at PSC serves a diverse population of adult learners both on campus and in the community. Classes provide learning opportunities to non-high school graduates, 16 and older. PSC's mission is to teach basic skills needed to function effectively as a family member, citizen, worker, and lifelong learner in a changing world. Adult education classes are available during the day and evening. Registration and assessment are required for all programs.

Based on an assessment of their needs and skill level, students are placed in the proper adult education program, which include:

- **Adult Literacy Institute:** Available to those who have difficulty or are unable to read, write, or do basic math. Call (708) 709-3724 for more information.
- **Adult Basic Education:** These classes help students improve their basic skills in reading, mathematics, and English. Call (708) 709-7880 or (708) 709-7931 for more information.
- **English as a Second Language:** The ESL program teaches skills in speaking, reading, writing, and listening to non-native English speakers. Call (708) 709-7922 or (708) 709-3790 for more information.
- **General Education Development (GED®):** GED classes offer students an opportunity to complete high school studies and receive an equivalency certificate. The GED certificate is accepted as a substitute for a high school diploma. Classes review the five areas of study on the exam: language arts-writing, social studies, science, language arts-reading, and math. Call (708) 709-7880 or (708) 709-7931 for more information. Classes also are offered in Spanish; call (708) 709-3790 for more information.

Community and Economic Development

Business and Community Education Center (BCEC)

The BCEC is an excellent choice for your next meeting or conference. The College offers meeting room rentals with the latest presentation multi-media equipment, a 486-seat auditorium, and more. For information, call (708) 709-3602 or visit prairiestate.edu/bcec.

Corporate Education and Training

PSC offers customized training solutions to meet your specific business needs. The College offers training on your site or on PSC's campuses and will work with you to design a custom training program. For more information, contact Tiffany Bruessard at (708) 709-3791 or tbruessard@prairiestate.edu.

Classes are offered in a variety of areas including:

- Project Management
- Quality Management
- Continuous Improvement
- Leadership/Management
- Computer Training
- Safety and OSHA Compliance
- Workplace Communications
- CPR and First Aid
- And more

Event Information

Illinois Fetal Alcohol Spectrum Disorders (FASD) Awareness Conference

Fetal Alcohol Syndrome is a preventable cause of intellectual disabilities and birth defects. Licensed professional counselors, social workers, school teachers, and individuals who would like to learn more about FASD are encouraged to attend a conference on Monday, November 1 from 8:30 a.m. to 4:30 p.m. in the Business and Community Education Center. The forum offers continuing education units (CEU) for eligible professionals. For more information, contact Julie DeLong at (708) 709-7919 or e-mail jdelong@prairiestate.edu.

Illinois workNet Center

The Illinois workNet Center offers a one-stop concept for job seekers and employers with employment training, job search assistance, and services for employers to help meet human resource needs. For assistance, call (708) 709-3911.

Job Seeking Customers

- Résumé & Cover Letter Instruction
- Networking & Interviewing Techniques
- Skills Assessment
- Career Preparation Assistance
- Referrals to Companies & On-Site Recruitment Retention
- Labor Market Info & IL Skills Match Registration
- Employment Resource Center

Employers

- Assessment & Job Description Preparation
- Screening & Referral of Qualified Applicants
- Employee Assessments
- Basic Computer Skills Enhancement Services
- Personalized Account Executive Services
- Post Employment Follow-up
- Local Workforce Development Information

CPDUs for Teachers

PSC offers courses for elementary and high school teachers. These courses will help teachers earn Continuing Professional Development Units (CPDUs) in fulfilling their Certificate Renewal Plans as well as help teachers on leave, substitutes, and others who are not associated with a specific school district revise their plans. Please note that teachers must request CPDUs at the time of registration in open enrollment classes.

Private Computer Training

Those who are too busy to attend a computer class can register for private tutoring. The fee is \$25 per hour/five hour maximum per student. For more information, call (708) 709-7881.

Prairie State College Foundation

Who helps a PSC student pay for college?

The Prairie State College (PSC) Foundation—with **community help** from generous donors like you!

The PSC Foundation offers scholarship assistance because generous community members—individuals, families, businesses, and organizations—are willing to invest in PSC students' potential.

Donors' gifts are an investment that will yield dividends of hope to PSC students who are struggling to attain their educational dreams.

Donors understand that building a skilled work force strengthens the surrounding community.

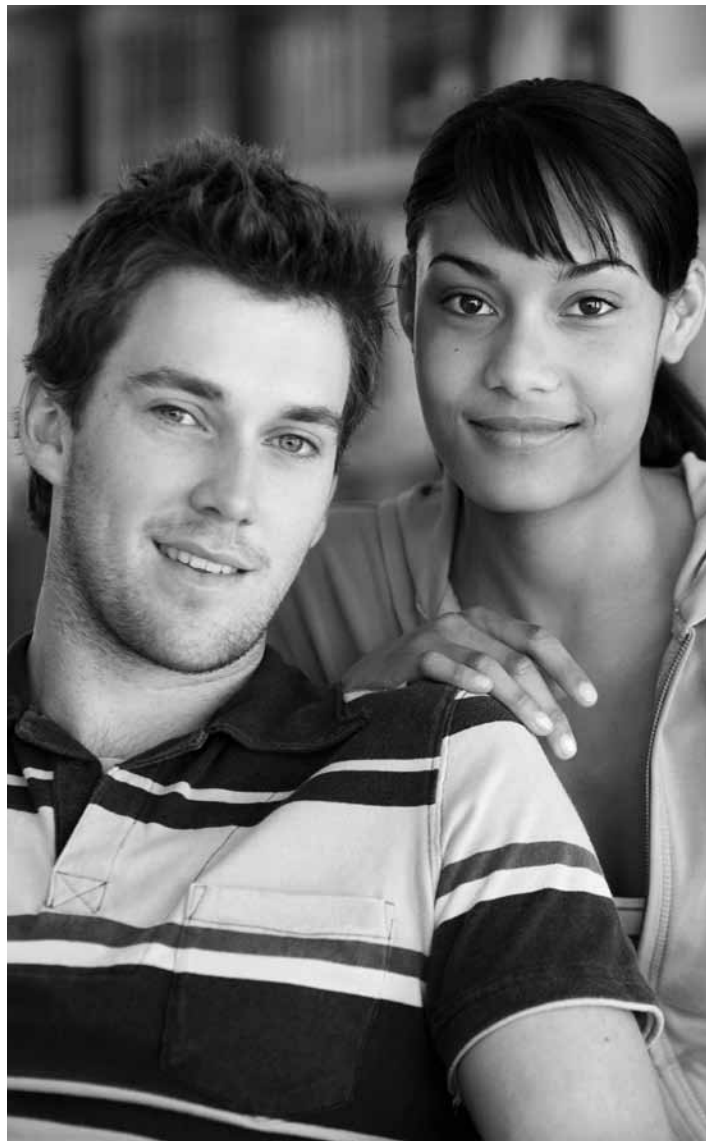
When students don't qualify to receive state and federal grants, the Foundation provides **scholarship assistance**.

Who receives scholarship help?

- **Workers** whose **low wages** are just high enough to disqualify them from federal help.
- Single parents whose **children's school costs take priority** over their own.
- High school graduates whose **parents lost their jobs**.
- **Veterans** whose benefits don't cover textbooks.
- **GED students** who can't afford the test fee.
- **Heads of households** who must choose between paying a utility bill or tuition for a college class that keeps their job skills current.
- Families with **uninsured medical bills** that wipe out college savings.
- **Unemployed residents** who need retraining.
- Those whose college savings were needed for a family **emergency**.
- Students who lack the tuition, fees, and textbooks to make their educational dreams come true.

Assisting Deserving PSC Students

Since 1973, the Foundation has assisted thousands of deserving students with **partial scholarships** to help pay for **tuition, fees, and textbooks**. By awarding partial scholarships, the PSC Foundations assists **as many students as possible**. Our goal is to help all qualified applicants, pending available funds. Scholarship recipients are encouraged to give back by volunteering on campus or in the community. All scholarship recipients must pay some part of their own educational costs.



Did you know that many PSC students work full-time, yet still cannot afford college costs?

Community Support Helps Write Success Students' Stories

When a low wage job is just high enough to disqualify a worker from receiving financial aid, a PSC Foundation scholarship often fills the gap.

Receiving a **PSC Foundation scholarship** was a **lifeline** to a better job for Michelle (and many other PSC students). Tuition and textbooks were beyond her low-wage job. She knew that a **college diploma** would enable her to **climb the ladder of success**, but her earnings were just high enough to put her above the eligibility level to receive financial aid. She had the ambition to achieve but couldn't afford even community college costs.

A partial Foundation scholarship helped bridge the divide between continuing as a minimum wage worker and becoming a college graduate. Proximity to home, quality instructors, and small class sizes allow PSC students—**with your help**—to start near and go far in promising careers.

PSC's students—both current and graduated—inspire the Foundation's mission of providing **need-based scholarships**. Whether preparing for transfer to a four-year institution, or earning a degree or certificate in one of the college's career programs, PSC students inspire the Foundation's fundraising efforts.

The PSC Foundation knows that **every student has the potential** to achieve career distinction and make valuable contributions both in the community and the work force.

Here's How You Can Help

Please invest in PSC students' educational success.

With your help, PSC students start near and go far to reach their educational goals.

Each year, hundreds of PSC students turn to the Foundation for assistance with tuition, fees, and textbooks to make their educational dreams come true.

Your generosity changes lives, strengthens families, helps worthy individuals to climb the ladder of success, and builds the work force that strengthens the community.

Online:

- Visit prairiestate.edu; click on Foundation, and then Click to Donate.

By Mail:

- Make checks payable to PSC Foundation;
- Mail to: PSC Foundation, 202 S. Halsted St., Chicago Heights, IL 60411

Phone:

- Call us at (708) 709-3636 to make a credit card donation.
- We will gladly assist you.



Apply for a PSC Foundation scholarship!

- **File FAFSA** (visit www.fafsa.ed.gov) and complete the process.
- **Register** for classes.
- **Download** scholarship **application** form from prairiestate.edu/finan/foundscholshell.pdf, and **return completed form** to Financial Aid by deadline. (Awards will be made until all available funds are expended.)

Applicants must have some means to pay balance due (i.e., Nelnet payment plan, job, savings, loan, etc.) because scholarships will cover only partial costs.

For more information, contact Carissa Davis, veterans and scholarship advisor, at (708) 709-3562 or cdavis@prairiestate.edu.



PSC Foundation Mission Statement

The PSC Foundation is a non-profit organization committed to excellence in education by promoting PSC and enhancing the opportunities for students. The Foundation works to:

- Increase public awareness of the College's central role in the well-being of our community and its citizens.
- Seek financial support to fund student scholarships, attract and retain able faculty and staff, and provide for the College's growth and development.
- Identify potential board members, involving those who bring leadership, insights, and new contacts to the Foundation.

Prairie State College Foundation

PSC Scholarship Recipients Thank You in Their Own Words

Thank you for investing in my future and career.

I could not receive financial aid, and there are no trust funds waiting for me. I had no one to turn to. Now I can continue to get the training I need.

I would be unable to continue my education without the Foundation's help.

I will be the first college graduate in my family ever.

This scholarship will alleviate a huge financial burden on my family.

Your help was my last hope in trying to get the textbook.

Thanks for believing in my education and making graduation an attainable goal!

We have been pretty broke and living from check to check. My mom would not know what to do if I did not receive any scholarships.

I truly hope that by going back to school I will get my new beginning in life.

My husband and I work very hard, and we understand the value each and every dime.

I graduate in May, and I hope I soon can help others as you have me!

It is a privilege and honor to be a recipient. Thanks to the PSC Foundation and all their efforts, I will be able to continue my education.

Scholarships Provide Help and Hope

The Prairie State College Foundation helps hard-working students when difficult family circumstances interrupt their educational plans:

... **Job loss** threatened Caroline's dream of becoming a registered nurse.

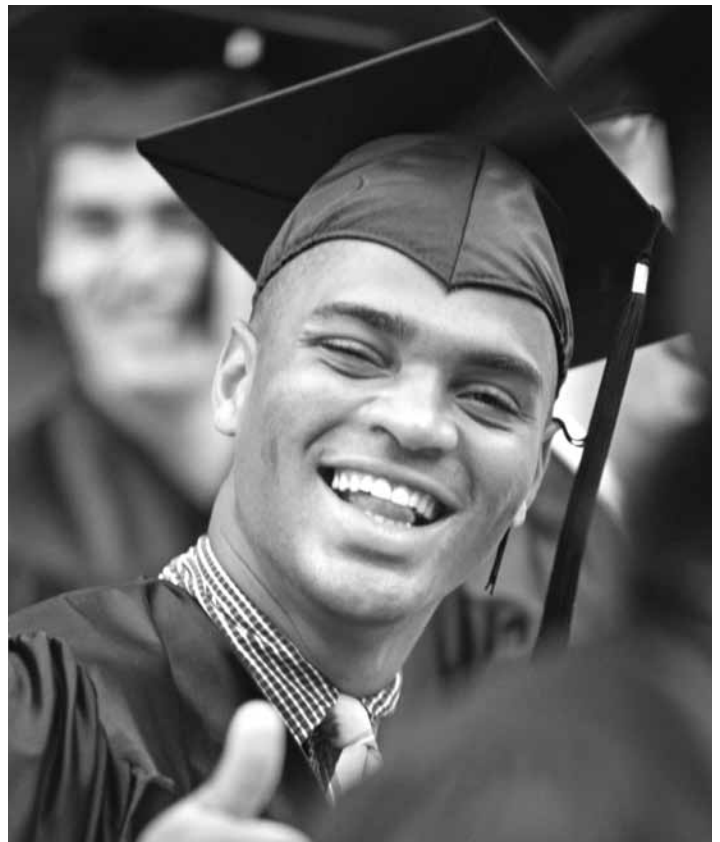
... **Medical bills** stalled Robin's drive for an information technology certificate.

... **Lack of veterans' benefits** meant Michael had no funding for textbooks or fees, after serving in Iraq (His benefits would only cover tuition).

... **High utility bills** forced Gena to choose between heat at home or a class to keep her job skills current.

The generosity of community members like you enables determined PSC students to update job skills, or prepare for transfer to a four-year university.

Please click on Foundation at prairiestate.edu for more information on how you can make a huge difference for a worthy PSC student. **Thank you for supporting PSC Foundation scholarships.**





REGISTRATION FORM

For Credit Courses

\$10 non-refundable registration fee per semester.

Complete this form before registering on campus. New students **MUST** register in person, after meeting with an advisor/counselor for academic advising assistance and approvals. Continuing students may register in person, or on WebAdvisor at prairiestate.edu but are encouraged to seek advising assistance to ensure accuracy of course selection. All students are invited to visit the Counseling and Academic Advising Center. Call (708) 709-3506 if you have any questions.

PLEASE PRINT

STUDENT ID# _____

LAST NAME _____ FIRST _____ M.I. _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

AREA CODE _____ PHONE NUMBER _____

GENDER: MALE FEMALE DATE OF BIRTH: _____
MONTH/DAY/YEAR

DECLARE OR VERIFY YOUR MAJOR BELOW

PROGRAM MAJOR* _____

*(SEE DEGREE DESCRIPTIONS ON REVERSE SIDE)

COURSE CODE & NUMBER	SECTION	CREDIT HOURS	TIME	DAY	LAB FEE
PHOTO 171	02	3	7-9:30PM	M-W-F	\$50

To calculate your total bill, use the following formula:

Total Hours _____ X Tuition Rate _____ + Total Lab Fees _____ + Registration Fee \$10 =

(if applicable)

I certify that I reside at the address provided above.
I accept responsibility for the selection of courses as indicated above.
I authorize the Business Office to collect any and all fees associated with my account.

SIGNATURE _____ DATE _____

** SUBJECT TO CHANGE WITHOUT NOTICE. REFUNDS WILL BE GIVEN ONLY DURING THE STATED PERIOD.

TERM
 Spring 20 ____ Summer 20 ____ Fall 20 ____

ENROLLMENT STATUS
 First-Time Student
 Continuing PSC Student
 Transfer Student
 Guest Student (Summer Term)
 Dual Credit Student

SPECIAL ENROLLMENT STATUS
If you are one of the categories listed below, you must submit additional documentation.
 Co-Op
 HS Student (Tuition Waiver)
 Works in District

ETHNIC BACKGROUND
 Are you Hispanic or Latino?
 Yes, Hispanic or Latino
 Not Hispanic or Latino

Please identify your primary racial/ethnic group. (Please check one)
 1 American Indian or Alaska Native
 2 Asian
 3 Black or African American
 4 Hispanic or Latino
 5 Native Hawaiian/Pacific Islander
 6 White
 7 Choose not to respond

Are you from one or more of the following racial groups? (Select all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian/Pacific Islander
 White
 Choose not to respond

Are you in the United States on a Visa-Nonresident Alien?
 Yes on a Visa - Type _____

Provide Country of Origin _____
 Not on a Visa

MY PRIMARY GOAL FOR ATTENDING COMMUNITY COLLEGE IS (Please check one):
 11 To prepare for transfer to a four-year college or university
 12 To improve skills for my present job
 13 To prepare for a future job immediately after attending

COMMUNITY COLLEGE CERTIFICATE OR DEGREE OBJECTIVE:
 1 Only complete one or several courses
 2 To complete a certificate
 3 To complete an Associate's degree

EMPLOYMENT STATUS
 31 Employed Full-Time
 32 Employed Part-Time
 34 Homemaker
 35 Unemployed

FOR OFFICE USE ONLY

I have been advised of reading, English and math requirements.

Student Initials _____

Advisor Signature _____

Registration Clerk/Date _____

Registered Hours _____

