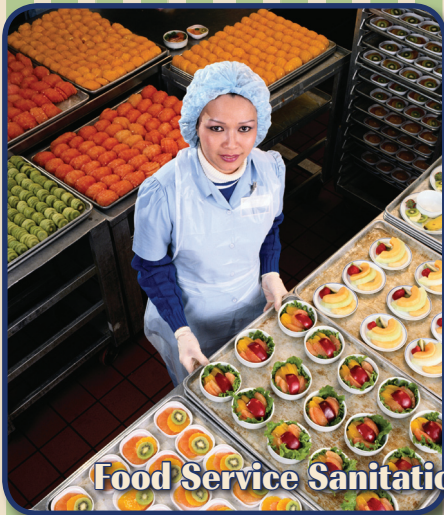




**SOUTH
SUBURBAN
COLLEGE**

Continuing Education
presents



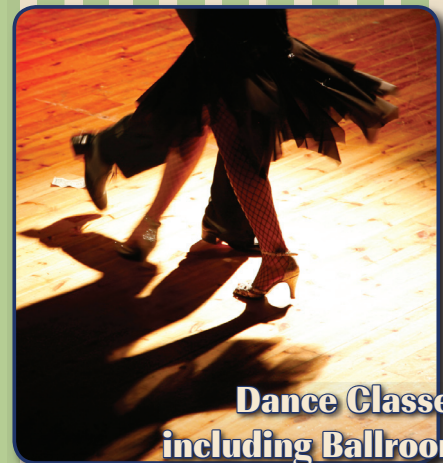
Food Service Sanitation

**Non-Credit Classes
beginning January 9th
and later**



**Train-The Trainer: CNA Instructor
Course for Registered Nurses**

**Classes for Seniors,
Personal and Professional
Development, and much
more!**



**Dance Classes
including Ballroom
and Stepping**

Art

ART E01–Life Drawing I

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. The human figure is studied through direct drawing exercises in gesture, contour and volume drawings for anatomical accurate representation. Developing drawings from an articulated skeleton and studying large muscle groups include the introduction of human anatomy.

ART E01 731 1:00-3:45p TTH MA-4331 WILLIAMS 2/7-5/11

ART E02–Art Appreciation

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A general introductory course investigating the visual arts with an emphasis placed on developing an aesthetic and cross cultural awareness of and appreciation for various visual forms of expression: i.e., painting, sculpture, architecture, cinematography and video.

ART E02 701 8:00-8:50a MWF MA-4340 TUCKER 1/9-5/11
ART E02 703 9:00-9:50a MWF MA-4340 OUELLETTE 1/9-5/11
ART E02 705 8:30-9:15a TTH MA-4340 GUTIERREZ 1/10-5/11
ART E02 707 12:30-1:45p TTH MA-4340 GUTIERREZ 1/17-5/11
ART E02 709 5:00-6:15p TTH MA-4340 HAFER 1/10-5/10

ART E11–Drawing I

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. An introduction to drawing with emphasis on representation, perceptual growth and individual expression. Control in line, value and spatial illusion is developed through the use of a variety of art media and tools.

ART E11 701 9:00-10:50a MWF MA-4331 TUCKER 1/9-5/11
ART E11 703 9:30-12:15p TTH MA-4331 GUTIERREZ 1/10-5/10
ART E11 705 6:30-9:15p TTH MA-4331 HAFER 1/10-5/10
ART E11 731 1:00-3:35p MWF MA-4331 2/6-5/11

ART E12–Drawing II

Tuition \$104 Fee \$99

Prerequisite: Art E11 or consent of instructor

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A continuation of Drawing I with compositional elements investigated for their expressive possibilities within the general framework of “realistic space.” Conceptual skills stressed to realize drawing as a visual statement and initiate the development of visual ideas on a continuing basis throughout the semester. Emphasis on developing drawing skills in various media and mixed media.

ART E12 701 11:00-12:50p MWF MA-4331 TUCKER 1/9-5/11

ART E40–Photography I, Digital

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A basic introductory photography course that covers the principles and fine art aesthetics of black and white photography in a digital format including: composition, equipment selection and use; image processing, manipulation, correction and output in the digital darkroom; lenses, aperture shutter speed, focal plane; an overview of the history of photography and its content as both a commercial medium and form of artistic expression. 35mm manual SLR camera or digital camera with full manual controls; tripod.

ART E40 731 3:30-6:15p MW MA-4431 MCDONALD 1/16-5/10

ART E46–Sculpture

Tuition \$104 Fee \$99

College credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A studio course with emphasis on the introduction of basic sculpture-making processes and how these relate to the artist concepts, materials and tools. Processes used: modeling, moldmaking, carving, lamination in resin, and fabrication in wood/metal, welding and foundry practices. Lecture, demonstrations, slide presentations and discussions included.

ART E46 701 9:00-11:45a TTH MA-4335 1/10-5/10

ART E54–Painting Studio

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course offers opportunity for individual concentration in a thematic approach to developing a personal aesthetic for the advanced student. Projects will be developed as necessary for furthering the personal aesthetic.

ART E54 701	12:30-3:15p	MW	MA-4329	WEBER	1/9-5/10
ART E54 703	3:30-6:15p	MW	MA-4329	WEBER	1/9-5/9

ART E60–Metals and Jewelry

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. An introduction to jewelry, with emphasis on the studio uses of tools, materials and techniques used in contemporary design will be addressed.

ART E60 701	2:00-4:45p	TTH	MA-4345	DAVIS	1/10-5/10
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ART E71–Ceramics I

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Introduction to ceramic clay-forming techniques, with emphasis placed on wheel-throwing and hand-building, along with procedures on glazing, surface decorations, clay, and glaze theory.

ART E71 701	12:00-2:45p	MW	MA-4348	KIRKPATRICK	1/9-5/10
ART E71 703	10:00-12:45p	TTH	MA-4348	KIRKPATRICK	1/10-5/11
ART E71 731	6:00-9:10p	TTH	MA-4348	FLEISCHMAN	1/17-5/11

ART E77–Introduction to Computer Art

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Computers are used to generate visual images in art and design. A variety of art software and scanning techniques are used to create and manipulate images.

ART E77 701	12:30-3:15p	TH	MA-4431	WEBER	1/10-5/11
ART E77 731	6:30-9:40p	MW	MA-4431	WILKERSON	1/16-5/11

ART E91-Web Design

Tuition \$104 Fee \$99

Prerequisite: Computer experience required

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course provides an integrated approach to web design and development, focusing on establishing an effective online presence through design, development, and management of websites using HTML Dreamweaver and Flash.

ART E91 701	9:00-11:45a	MW	MA-4431	GOMEZ	1/9-5/10
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Building Codes**BCD E05-Building Fire Science (Construction)**

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Analysis of various methods of building design, construction and materials. Fire resistant features of materials and life safety methods of construction and an introduction to building codes. An in-depth study of automatic extinguishing and detection systems with emphasis on automatic sprinkler equipment. Included are water spray foam, carbon dioxide and dry chemical systems, stand pipe system and protection systems for special hazards.

BCD E05 701	7:00-9:30p	T	MA-2369	KONICEK	1/10-5/8
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BCD E11-Residential Concrete & Framing Inspections

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course covers the principles of construction code enforcement with an emphasis on single-family concrete and framing inspections.

BCD E11 701	7:00-9:30p	T	UC-5760	WESTERGAARD	1/10-5/8
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BCD E13-Mechanical Inspections

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course covers the principles of construction code enforcement with an emphasis on commercial and residential inspections.

BCD E13 701 6:45-9:15p W UC-5230 1/11-5/9

BCD E21-Residential Plumbing Inspections

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course covers the principles of construction code enforcement with an emphasis on single-family plumbing inspections.

BCD E21 701 7:00-9:45p W MA-L266 PERSON 1/11-5/9

Building Construction**BLD E01-Estimating**

Tuition \$115 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Material, labor quantity surveys from working drawings, specifications. Quantity survey, estimating procedures; approximate detailed methods, office procedures related to estimating. Textbook Required.

BLD E01 701 7:00-10:00p W MA-2369 DAMIANI 1/11-5/9

BLD E11-Introduction to Residential Carpentry

Tuition \$137 Fee \$137

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course introduces the student to basic residential framing. Topics include floor, wall, and roof framing. The class will frame a small house in the construction lab. Textbook required.

BLD E11 701	9:00-11:45a	MW	MA-L270	KASPER	1/9-5/9
BLD E11 703	7:00-9:45p	MW	MA-L272	LINDSEY	1/9-5/9
BLD E11 705	1:30-4:15p	MW	MA-L272	1/9-5/9	
BLD E11 707	6:30-9:15p	THF	MA-L270	KASPER	1/12-5/11

BLD E14-Introduction to General Contracting

Tuition \$60 Fee \$55

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This introductory course provides a broad overview of the field of residential construction technology. Topics include all aspects of residential general contracting. Textbook required.

BLD E14 701 5:15-6:55p W MA-2369 1/11-5/9

BLD E15-Concrete and Masonry

Tuition \$137 Fee \$137

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course introduces the students to basic concrete and masonry techniques. Topics include footings, foundations, sidewalks and laying brick and block. Textbook required.

BLD E15 701	9:00-11:45a	TTH	MA-L275	KASPER	1/10-5/10
BLD E15 703	7:00-9:45p	TTH	MA-L266	1/10-5/10	

BLD E18-Introduction to Electricity (Construction)

Tuition \$114 Fee \$99

Prerequisite: MTH 091 or higher

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Course will cover basic design principles of electrical and lighting systems as well as electrical circuit fundamentals, distribution systems, power requirements, wiring layout and electrical building codes for residential and commercial buildings.

BLD E18 701	9:00-11:15a	TTH	MA-L266	BIBBS	1/10-5/10
BLD E18 703	7:00-9:15p	TTH	MA-L266	BIBBS	1/10-5/10

BLD E20-Project Supervision

Tuition \$137 Fee \$137

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A course designed to offer the student some insight to and preparation for the responsibilities of project supervision and management.

BLD E20 701 11:00-3:15p TH MA-3345 1/12-5/10

BLD E38–Basic Home Improvement

Fee \$29

This one night seminar is formatted as an “Open Forum” for various types of Basic Home Improvement and Home Maintenance projects. If there is a particular type of Home Improvement Project you need informational assistance with, such as “How To” or “Proper Materials to Use” information, this is the seminar for you. Additionally, we will discuss when a project can be handled by you, and/or when you should consider calling in the professional.

BLD E38 701	6:00-9:00p	M	MA-3163	GAGNON	3/5
BLD E38 703	6:00-9:00p	M	MA-3163	GAGNON	4/9
BLD E28 705	6:00-9:00p	M	MA-3163	GAGNON	5/7

BLD E49–Print Reading

Tuition \$65 Fee \$55

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A course covering the basic types of drawings symbols, building materials and construction techniques currently used in the building construction industry. Textbook Required.

BLD E49 701	2:15-4:45p	M	UC-5760		1/9-5/7
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BLD E50-Introduction to “Green” Building Science

Tuition \$104 Fee \$99

College credit class with limited seating for non-credit students. Minimum age recommended for class is 18. An introduction to building science, topics to be studied include conductive and infiltration heat transfer, moisture migration, building sustainability and durability, energy efficient and “green” construction techniques. This course is a requirement for the “Home Energy Raters” certificate.

BLD E50 731	5:00-8:30p	M	UC-5320	EHRHART	1/9-2/27
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BLD E51-Building Renovation

Tuition \$137 Fee \$137

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Advanced aspects of construction technology as applied to residential renovation; student will gain extended knowledge of finish carpentry, electrical, plumbing, insulation and cabinet work, as they complete the renovation on an actual residential structure for Habitat for Humanity. The student will gain first-hand experience, encountering the troubles and triumphs of residential renovation.

BLD E51 701	8:30-1:10p	MW	MA-L272	EHRHART	1/9-5/9
BLD E51 703	7:30-5:00p	S	UC-5310	DAMIANI	1/14-5/12

BLD E60-Residential Energy Auditing

Tuition \$104 Fee \$99

College credit class with limited seating for non-credit students. Minimum age recommended for class is 18. An introduction to residential energy auditing, topics to be studied include conductive and infiltration heat transfer, heat transfer multipliers, climate data and heat loss calculations. Emphasis on heat loss calculations, furnace sizing, energy usage and BCRs. Course work on how to incorporate energy efficient and green construction techniques into a proposed or existing home. This course is a requirement for the “Home Energy Raters” certificate.

BLD E60 761	5:00-8:30p	M	UC-5320	EHRHART	3/12-5/7
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HOM E33–Beginning Woodworking & Cabinetmaking

Fee \$99

This course will provides you with the basic knowledge in the use of various woodworking hand tools, portable power tools, and stationary woodworking machinery, through a basic woodworking projects of your choice and as agreed upon the instructor (based on your previous woodworking experience). The class will cover: **SHOP SAFETY**, Project Planning, Material Quantity Estimating, the use of hand and machine tools, wood turning, project construction and finishing.

HOM E33 701	6:00-9:00p	T	TW-1103	GAGNON	2/14-4/17
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HOM E34–Advanced Woodworking & Cabinetmaking

Fee \$99

Prerequisite: Basic Woodworking and/or proficiency with work wooding tools and equipment. Enhance the skills in woodworking machines and portable power tools learned in the basic course. The advanced class will consist of lecture, demonstrations, and a project approach with incorporates as many as 10 of the most com on woodworking machines and processes.

HOM E34 701	6:00-9:00p	T	TW-1103	GAGNON	2/14-4/17
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HOM E44–Basic Heating and Air Conditioning

Fee \$129

The refrigeration cycle will be the main topic in the air conditioning portion of this class. Students will learn some basic control theory along with maintenance procedures for a modern residential air conditioning system. The heating section will cover the sequence of operation of a gas forced air furnace found in most homes today. Students will learn the control circuits and maintenance procedures.

HOM E44 701 6:00-8:00p W MA-3244 BIBBS 2/15-4/18

HOM E45–Basic Heating and Air Conditioning II

Fee \$129

Prerequisite: HOM E44 or consent or instructor

This class is a continuation of Basic Heating and Air Conditioning I with more hands-on experience. Students will learn the in-depth control theory with a focus on commercial systems.

HOM E45 701 8:00-10:00p W MA-3244 BIBBS 2/15-4/18

Business & Management Expertise**BUS E02–Human Relations in Organizations**

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This course is designed to provide students with a wide range of interpersonal skills needed in today's workplace. The foundation for contemporary human relations will include the following seven themes: Communication, Self-awareness, Self-acceptance, Motivation, Trust, Self-disclosure, and Conflict Management.

BUS E02 701 7:00-9:45p W MA-3351 1/11-5/9

BUS E14–Organization for Small Business

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This training session is designed to provide the small business owner with the managerial principles of planning, organizing, influencing, and controlling. Included is building a business plan with an organizational plan for combining and allocating resources.

BUS E14 701 8:00-4:00p S UC-5680 LESLIE 2/18-2/25

BUS E46–How to Start Your Own Small Business

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. The fundamentals of organization and operation of a small business with special attention given to goal setting, market identification and financial planning. Textbook required.

BUS E46 701 8:00-4:00p S UC-5680 DIGBY 2/4-2/11

BUS E47–Marketing for Small Business

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This training session is designed to provide the small business owner with the principles of marketing. Included is a marketing plan that will detail marketing strategy, pricing, sales tactics, service and warranty policies, promotion, distribution, desirability of product, market research, and an ongoing market evaluation.

BUS E47 701 8:00-4:00p S MA- UC-5680 LESLIE 3/17-3/24

BUS E97–Accounting and Finance for Small Business

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This training session is designed to introduce the small business owner to the basic records necessary for small business accounting utilizing QuickBooks 4.0. How to establish and interpret small business accounting by utilizing budgets, aging receivables and payables, and preparing financial statements will be covered.

BUS E97 701 8:00-4:00p S UC-5680 DIGBY 3/31-4/7

Clowning

CLO E10–Entertaining or Clowning For Fun and Profit

Fee \$80

Learn the basics in how to become a professional entertainer for children's parties, special events, community and state fairs, restaurants, businesses, and expo centers, etc. as a business, just for fun or to attract and retain customers. In this class students will learn to develop their unique entertainer personality and how to interact and relate with children, adults or customers.

Other topics covered in the class will be the different types of characters, costumes, and make-up techniques. Learn the basics of face painting, balloon art, magic, skits, games, storytelling children dances, songs, and juggling. Learn how to promote yourself and start a part-time or full-time business. **Materials will be available in class.**

CLO E10 701 6:00-9:00p T MA-3478 REILING 1/24-3/20

Computer Aided Design

CAD E01–Introduction to CADD

Tuition \$70 Fee \$55

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Students will analyze the field of Computer Aided Design and Drafting (CADD) and Computer Aided Manufacturing (CAM). Discussions will include the use and advantages/disadvantages of CADD/CAM. Mid-term project includes a pro/con technology debate. During lab portion of the course, students will be introduced to the Medusa CADD software package on Sun Workstations. Students will complete a series of structured exercises, which will be followed by student projects. Textbook required.

CAD E01 701 6:00-6:50p M MA-3345 CAMPBELL 1/9-5/7

CAD E02–Basic Drawing and Design

Tuition \$70 Fee \$55

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Students will learn basic drawing and design techniques using Computer Aided Design and Drafting software (AutoCAD). Discussions will include graphics as a language, applied geometry, views, and basic dimensioning. Students will become familiar with the new user interface and gain proficiency in the use of CAD as a problem-solving tool. A student project will complete the course. Textbook required.

CAD E02 701 6:00-6:50p W MA-3345 CAMPBELL 1/11-5/9

Computer Information Sciences

CIS E18–Cisco IT Essentials (A+)

Fee \$522

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. This 96-hour class will help prepare students to sit for the A+ Certification core and DOS/Windows examinations. Hardware topics include diagnosing, troubleshooting, installation, configuration, and upgrading PCs. Software topics include file management and structure, installation, configuration, upgrading and troubleshooting. Textbook required

CIS E18 701 10:00–12:50p TTH MA-3345 EVANS 1/10-5/10

CIS E18 703 6:00–9:00p MW UC-5800 COSTABLE 1/9-5/9

CIS E50–Cisco CCNA Exploration - Network Fundamentals

Fee \$348

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Study network protocol models to understand the layers of communications in data networks; Employ basic cabling and network designs to connect devices; design and calculate addressing of networks; Build a simple Ethernet network using routers and switches; learn command line instruction, (CLI) commands, to perform router and switch configuration.

CIS E50 731 6:00-10:00p TTH UC-5810 RYBARCZYK 1/10-3/1

CIS E51–Cisco CCNA Exploration - Routing Protocols & Concepts

Fee \$348

Prerequisite: CIS E50

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Configure router interfaces; Use advanced configuration commands with routers; Learn comprehensive RIPv1 configuration; Design and implement a classless IP address network; apply the basic RIPv2 configuration; ID the characteristics of distance vector routing protocols.

CIS E51 761 6:00-10:00p TTH UC-5810 RYBARCZYK 3/6-5/10

CIS E52–Cisco CCNA Exploration - LAN Switching & Wireless

Fee \$348

Prerequisite: CIS E51

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Troubleshoot common network problems at Layers 1, 2, 3, and 7; Interpret network diagrams; Perform switch configuration including remote access; configure and troubleshoot VLANs, interVLAN routing, VTP, trunking and RSTP operations on Cisco switches; manage IOS configuration files; Configure and study issues of implementation for wireless networks.

CIS E52 731 6:00-10:00p TTH UC-5780 RYBARCZYK 1/10-3/1

CIS E53–Cisco CCNA Exploration - Access the WAN

Fee \$348

Prerequisite: CIS E52

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Study the impact of Voice and Video Over IP; Configure DHCP and DNS operation on a router; Verify, monitor, and troubleshoot ACL's in a network; Configure a basic WAN serial connection, a PPP connection between Cisco routers and Frame Relay; Configure PPP connection between Cisco routers and Frame Relay on Cisco routers; Troubleshoot WAN implementation issues.

CIS E53 761 6:00-10:00p TTH UC-5780 RYBARCZYK 3/6-5/10

CIS E66–Voice, Data, Video, Fiber Cabling

Fee \$379

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. The Cisco Voice, Data, Fiber Optics and Entertainment Cabling class is designed to give students hands-on experience for the physical aspects of voice and data network cabling. The course will focus on industry standards for types of media and cabling, physical and logical networks and signal transmission. Students will develop skills in pulling cable, mounting and wire management, identifying wiring closets, patch panel installation and termination, installation of jacks and testing cables.

CIS E66 701 1:00-3:00p TTH MA-L268 1/10-5/10

CIS E88–Cisco IT Essentials II (Net+)

Fee \$895

Prerequisite: MIS E04 or equivalent

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. A study of the fundamentals of Data Communication and the part networks play in today's business environment. A foundation for networking is established using the OSI layered model. Both Wide Area Networks (WAN) and Local Area Networks (LAN) are studied. COMPTIA's Net+ vendor independent certification program is used as an outline for the course.

CIS E88 701 6:15–9:45p T MA-3349 1/9-5/9

Computer Skills

BUS E07–Computers for Beginners

Fee \$149

Learn the basics of how to use your computer using Windows 2000. You will learn about the personal computer and how you can use it to open, close, save files, create and edit documents. Student will also learn how to create spreadsheets using simple formulas. This is a fun, informative class for all beginners or those who have never taken a computer class.

BUS E07 701 6:00-8:30p T MA-3228 2/14-4/17

BUS E07 703 6:00-8:30p T TW-TBA PAARLBERG 2/14-4/17

Crafts

HMK C11–Learn to Knit

Fee \$69

No prior knowledge of knitting is required. While learning the basics knitting techniques, learn to create a variety of practical projects. Although the course is taught on a basic level, it is open to anyone who would like to learn or review the formation of basic knit stitches, how to knit "Continental Style," how to form simple pattern stitches, read published knitting patterns and charts, finishing techniques, complete a sampler of several pattern swatches, and finish several small projects. For those students interested in improving their skills beyond the basics, the course maybe repeated on an advanced level. Students are required to have the following supplies the first night of class: light-colored (solid or variegated) yarn in worsted weight, a pair of size #8 knitting needles (preferably in a shorter length), scissors, steel yarn needle, and note-taking materials. A more detailed supply list will be provided during the first class session.

HMK C11 701 7:00-9:00p T MA-3240 LICKO 2/14-4/17

HMK E16–Art of Crocheting

Fee \$69

No prior knowledge of crocheting needed for this course, but it is a good way to polish or brush up on long-forgotten skills. The purpose of this course is to teach basic crochet techniques on a beginner's level. Upon completion of the basic course, students will know how to form all of the basic crochet stitches, read patterns and basic crochet symbols, and will have completed a gauge sampler and several small projects. With this introduction and a few inexpensive tools and materials, it should be possible to make most of the crochet projects featured in currently available craft periodicals. For those students interested in improving their skills beyond the basics, the course may be repeated on an advanced level. Students are required to have the following supplies the first night of class: light colored (solid or variegated) yarn in worsted weight, crochet hooks in a medium selections of sizes, (G, H, and I are recommended), a pair of scissors, and note-taking materials.

HMK E16 701 7:00-9:00p M MA-3240 LICKO 2/13-4/17

HMK E21–Beginning Sewing

Fee \$99

This sewing class is for beginners-to-advance students. Beginners will learn how to thread a sewing machine, read a pattern, and learn how to choose materials and notions for different projects. Advanced students will work on more detailed or complex patterns and designs with assistance. **Attendees will need to bring their own sewing machine. A basic supply list will be furnished prior to the start of class.**

HMK E21 701 7:00-9:00p T TW-TBD FREEMAN 2/14-4/17

HMK E26-Flower Arranging

Fee \$69

This course is design to the basic principles and elements of design including creating unique arrangements using fresh and silk flowers. Discover techniques for wiring and taping for corsages and boutonnieres, all geometric design styles and holiday or special occasion design will be created. Learn how to identify, care and handle of fresh flowers and foliage's. Courses are taught by certified-professional floral designer Enrika Karalius CFD, AIFD. There is an additional charge to be paid to the instructor for materials at the beginning of each class.

HMK E26 701 6:00-8:00p M UC-5750 KARALIUS 1/23-3/26

HMK E38-Advanced Flower Arranging

Fee \$69

Prerequisite-HMK E26

This course is design to give students the necessary skills to design a variety of advance floral pieces for special occasions. Students will create variety arrangements of using armatures, aluminum wire, and bouquet holders. Discover techniques for hand-tied and bridal bouquets using bouquets holders. New techniques for corsages and boutonnieres using aluminum wire. Student will create flower arrangements using fresh and silk flowers. Course taught by certified-professional floral designer Enrika Karalius CFD, AIFD. There is an additional charge to be paid to the instructor for materials at the beginning of each class.

HMK E38 701 4:00-6:00p T UC-5750 KARALIUS 1/24-3/24

Culinary Arts

CKG E11–Cake Decorating

Fee \$69

This is a class that will cover basic cake decorating techniques. Students will learn how to use various cake decorating tools, how to use various icings, basic shapes and designs, as well as how to design and cover cakes for all occasions. There is an additional charge to be paid to the instructor for materials at the beginning of each class.

CKG E11 701 6:30-8:30p T TW-TBD 2/14-4/17

Dance

DNC C10–Stepping

Fee \$69

Stepping is an organized form of rhythmic dance steps. Students will learn the basic steps, turns, how to return, stop after turn, with a partner. This style of dancing is great cardiovascular exercise. This is also an excellent opportunity to meet, socialize, learn the basic steps, and enjoy music at the same time. (Student should wear comfortable clothes and dress shoes.)

DNC C10 701 6:00-8:00p T UC-5559 DIXON 1/31-2/28

DNC C10 703 6:00-8:00p T UC-5559 DIXON 3/13-4/10

DNC C13–Salsa Dancing

Fee \$69

If you've ever enjoyed watching television programs like "Dancing with the Stars" or "So You Think You Can Dance," here's an introductory Salsa class with you in mind! The student will learn the fundamental principles of partnering, dance floor etiquette, timing, basic foot work, full and half turns, 'cross body lead', and useful salsa dance patterns. This class is a must for anyone who enjoys dancing. No experience or partner is necessary.

DNC C13 701	6:30-8:00p	TH	UC-5559	TAYLOR	2/16-3/15
DNC C13 703	6:30-8:00p	TH	UC-5559	TAYLOR	3/29-4/26

DNC E48–Country Western Line Dancing

Fee \$79

Enjoy the fun from this great aerobic exercise. You will learn all the basic line dance steps, plus one or two dances every week. You'll learn the ever popular "Electric Slide" and the toe-tappin', heel kickin' "Boot Scootin' Boogie". This is just for **YOU**-no partner necessary. So don't miss this terrific way to "work out".

DNC E48 701	6:00-8:00p	W	UC-5559	ESHOO	2/15-4/18
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Drafting

DRF E04–Architectural Drafting

Tuition \$137 Fee \$137

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Graphic language of architecture and building construction. Basic drawing techniques, orthographic projection applied to plans, elevation, freehand sketching, dimensioning, and interpretation of design standards, construction systems and residence specifications are taught.

DRF E04 701	7:00-7:50p	TTH	MA-2369		1/11-5/12
	7:50-9:45p	TTH	MA-2369		

Education

EDU C17–Substitute Teaching

Fee \$79

Make your day of substitute teaching more than just "survival." Be part of the learning process and still have energy at the end of the assignment! This class presents professional, positive, and practical strategies which effectively meet the needs of anyone to substitute teach in today's elementary and high school classrooms. Classroom management strategies and curriculum-based ideas presented in this class, prepare prospective substitute teachers to make valuable contributions to the education of students. The instructor draws from experiences, both as a substitute and regular (K-12) classroom teacher to share techniques which are classroom effective. Certification and licensing procedures and employment prospects are discussed as part of the class.

EDU C17 701	6:00-9:00p	TWTH	MA-3365	MERTENS	1/23-2/1
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Event Planning

HOS E07–Community Event Planning

Fee \$99

Fundraisers, Community Fairs, Organization and Committee Celebrations, Reunions, Receptions, Church or religious based event management and more! It will all be done in this course. We will cover budgeting, food, entertainment, marketing/PR and a host of other needed components to create a well managed and efficient successful social event. This is a great opportunity for individuals who are interested in this being an entrepreneurial venture. **There is an additional charge of \$8 (cash only) to be paid to instructor for materials on the first night of class no exceptions.**

HOS E07 701	10:30-12:00p	S	UC-5310	KIMBALL	1/28-3/17
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Food Service Sanitation

FDS C05–Food Service Recertification

Fee \$69

This course meets the requirements set by the Illinois Department of Public Health for the renewal of the food service sanitation manager's certificate. Students will be updated on current Illinois codes regarding food service sanitation. Attendance is mandatory for recertification and you must bring your current certification card. **(CARD MUST BE CURRENT; NO EXCEPTIONS).**

FDS C05 701	4:00-9:00p	M	UC-5310	DOHM	3/26
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FDS E10–Food Service Certification

Fee \$119

This course is geared toward the manager or supervisor employed in the food service field. Emphasis is on food protection through sanitation training. Successful completion of course and qualifying examination prepares an individual for certification. **Student MUST attend all class sessions and fulfill testing requirements in order to be eligible for State certification. No Exceptions.** Required textbook is available in the College bookstore and must be purchased before first class meeting. **Class will not meet on February 13th & 20th.**

FDS E10 701	5:00-9:00p	M	UC-5310	DOHM	2/6-3/12
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Health Technology Programs

CSA E25-CPR/AED Instructor-(American Heart Association)

Fee \$299 (Course materials included)

Pre-requisite: Participants must have a current “CPR for Healthcare Providers” card to enroll in this course. The purpose of this course is to train participants how to teach CPR and Automated External Defibrillation (AED). The CORE course is also included in this program. Upon successful completion of the course and being monitored, participants will be recognized as American Heart Association CPR Instructors for 2 years.

CSA E25 701	9:00-3:00p	THF	UC-5310	CZERNIK	1/26-1/27
CSA E25 703	9:00-3:00p	THF	UC-5310	CZERNIK	3/1-3/2
CSA E25 705	9:00-3:00p	THF	UC-5310	CZERNIK	4/19-4/20

CSA E29–CPR/AED for Healthcare Providers (American Heart Association)

Fee \$99 (Course materials included)

This course is designed for Healthcare Providers such as Nurses, Nursing Assistants, and other Healthcare Providers. Upon successful completion, participants will receive a “CPR for Healthcare Providers” card, which is valid for two (2) years.

CSA E29 701	9:00-1:00p	F	MA-3161	CZERNIK	1/13
CSA E29 703	9:00-1:00p	S	UC-5750	CZERNIK	1/28
CSA E29 705	9:00-1:00p	F	MA-3161	CZERNIK	2/24
CSA E29 707	9:00-1:00p	S	UC-5750	CZERNIK	3/3
CSA E29 709	4:00-8:00p	TH	UC-5750	CZERNIK	3/29
CSA E29 711	9:00-1:00p	S	UC-5750	CZERNIK	4/21
CSA E29 713	9:00-1:00p	F	MA-3161	CZERNIK	5/4

CSA E30–CPR/AED Renewal (American Heart Association)

Fee \$99 (Course materials included)

Prerequisite: Participants must have a current CPR Card to enroll in this course

Healthcare Providers may renew their CPR cards by taking this course. Upon successful completion, participants will receive a “CPR for Healthcare Providers” card, which is valid for two (2) years.

CSA E30 701	9:00-1:00p	F	MA-3161	CZERNIK	1/13
CSA E30 703	9:00-1:00p	S	UC-5750	CZERNIK	1/28
CSA E30 705	9:00-1:00p	F	MA-3161	CZERNIK	2/24
CSA E30 707	9:00-1:00p	S	UC-5750	CZERNIK	3/3
CSA E30 709	4:00-8:00p	TH	UC-5750	CZERNIK	3/29
CSA E30 711	9:00-1:00p	S	UC-5750	CZERNIK	4/21
CSA E30 713	9:00-1:00p	F	MA-3161	CZERNIK	5/4

DIR E01–Basic Activity Director

Fee \$399

The comprehensive course meets the Illinois Department of Public Health requirements for Activity Directors. The course covers federal, state, JCAHO, and other regulatory expectations including comprehensive assessments, care planning, programming, etiology and symptomatology of persons who are aged and a variety of other aspects of designing an effective activity programs. Following successful completion of the course, participants will receive 36-hour Activity Director Certificate. **There is an additional charge of \$50 (cash only) to be paid to instructor for materials on the first night of class no exceptions.** Student MUST attend all class sessions in order to receive 36-hour certificate.

DIR E01 705	8:30-5:00pm	WF	MA-TBD	HAMILTON	2/16-2/24
DIR E01 707	8:30-5:00pm	MWF	MA-TBD	HAMILTON	3/28-4/16

FAD C01–First Aid-(American Heart Association)

Fee \$85 (Course materials included)

This course is designed for the health professional, as well as, the general public. Participants will learn the basic skills in treating cuts, scrapes, bruises and burns, controlling bleeding, and caring for sudden illnesses. Upon successful completion, participants will receive an American Heart Association “First Aid” card, which is valid for two (2) years.

FAD C01 701	1:00-5:00p	F	MA-3161	CZERNIK	1/13
FAD C01 703	1:00-5:00p	F	MA-3161	CZERNIK	2/24
FAD C01 705	4:00-8:00p	TH	UC-5750	CZERNIK	3/1
FAD C01 707	4:00-8:00p	TH	UC-5750	CZERNIK	3/22
FAD C01 709	9:00-1:00p	S	UC-5750	CZERNIK	4/28

NUR C03-Evaluators Manual Skills Workshop

Fee \$159

This course is an evaluator workshop that will qualify participants to test manual skills in the Basic Nursing Assistant Training Program. Participants will be required to demonstrate a teaching style. This course is approved by the Illinois Department of Public Health.

NUR C03 701	8:00-4:30p	W	MA-TBD	ROACHE	TBD
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NUR E03–Train-the-Trainer: CNA Instructor Course for Registered Nurses

Fee \$359

Prerequisite: To qualify for this course, each student must be a licensed, registered nurse for at least 2 years in the State of Illinois, and possess one year of experience in one of the following areas: extended care unit (may be adult or pediatric), chronic care unit, hospice, home health agency, long-term facility, or geriatric swing bed unit of the hospital.

This workshop has been approved by the Illinois Department of Public Health, and will certify each participant as a nursing assistant instructor. Upon successful completion of this workshop you will be qualified to teach a basic nursing assistant course anywhere in the State of Illinois. However, you will be required to complete the Evaluators’ workshop, which may be offered at the end of this course on our campus, or you may be required to go elsewhere to complete this requirement.

Textbook required. Student MUST attend all class sessions no exceptions.

NUR E03 701	2:00-9:00p	MT	MA-TBD	ROACHE	1/30-2/13
NUR E03 703	2:00-9:00p	MT	MA-TBD	ROACHE	4/9-4/24

RAD E01-Radiographic Seminar Review

Tuition \$104 Fee \$99

Prerequisite: RAD 204 and 225 concurrent with RAD 226

This course is designed to provide review and discussion of radiographic principles, techniques and methods. Emphasis is placed on the interdependence of theory and principles in preparation for the ARRT examination.

RAD E01 701	9:00-11:30a	T	MA-4472	MCGOVERN	1/10-5/8
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Human Services**COM E14–Sign Language of the Deaf I for Adults**

Fee \$99

This class is an introduction to the language used by the adult deaf population in the United States. Students will get an overview of the culture of deafness and deaf education along with the career possibilities in this field. In addition, students will learn a sign vocabulary of approximately 400 signs with their meaning and concepts. Emphasis is on vocabulary building and expressive and receptive skill building. Students will be using the language of sign to express their own thoughts.

COM E14 701	6:00-8:00p	M	MA-3369	WORLEY	1/23-4/2
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International Languages**COM E47–Spanish I - Conversational**

Fee \$89

This is a beginning conversational Spanish course, which starts out with phonetic pronunciation of the Spanish alphabet and groups of phrases and words. It then quickly develops into a conversational course through the addition of a vocabulary list every other week, along with verbs, adjectives, conjunctions, articles, and other parts of speech. Textbook included.

COM E47 701	7:00-9:00p	W	MA-3240	ARAMBULA	3/14-5-16
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Makeup Artistry

COS E11–Makeup Artistry

Fee \$69

This is a hands-on makeup course for beginners. Makeup Artistry will allow each student to learn and perfect personal makeup techniques. Students will be provided with makeup expert tips, hints, and guidance that will help them enhance their own natural beauty. (Please bring makeup that you are currently using to class).

COS E11 701	4:30-6:00p	F	MA-3240	GILL	2/3-2/10
COS E11 703	4:30-6:00p	F	MA-3240	GILL	3/16-3/23
COS E11 705	4:30-6:00p	F	MA-3240	GILL	4/6-4/13

Management Information Systems

MIS E04–Windows Operating Systems

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

A study of the fundamentals of Microsoft Windows Vista operating system environment for microcomputers. The student will explore the unique hardware of microcomputers that is controlled by the operating system and the commands that control the Windows environment. The student will customize and manage the Windows system.

MIS E04 701	6:15-9:45p	TH	MA-3348	1/12-5/10
MIS E04 703	12:00-1:40p	MW	MA-3344	1/9-5/9

Mental Health Education

MHA C12–Feel Better – Emotionally & Physically

Fee \$29

Learn a simple, 30 second, self-applied tapping technique that restores and renews your energy. Success Guaranteed. You will have an easy to use, lifelong tool for better health. Negative emotional blocks, such as fear, anxiety, grief, etc., plus physical problems such as digestive, back, & other aches, pains (and many illnesses) respond to Emotional Freedom Techniques (EFT, or Tapping.) Material fee, Optional, \$9.00. Complete instructions, 91 pages in a binder.

MHA C12 701	7:00-9:00p	T	MA-3159	MASBAUM	2/7
MHA C12 703	7:00-9:00p	TH	MA-3161	MASBAUM	3/15
MHA C12 705	7:00-9:00p	TH	MA-3161	MASBAUM	4/19

MHA C20–Near Death Experiences (NDE's & OBE's), Real or Imaginary

Fee \$29

Learn of the Spiritual side of death & dying. Come, learn & discuss the nature of Near Death Experiences and traveling Out Of Body. The instructor is a hospice volunteer for 15 years with 2 hospices and has also moderated prayer & discussion groups for many years and has heard many stories first hand of these experiences. Come share your own experience in a safe environment. Learn why those who had those experiences are not afraid of dying and are actually looking forward to experiencing death again. This is a fascinating class.

MHA C20 701	7:00–9:00p	TH	MA-3161	MASBAUM	2/23
MHA C20 703	7:00–9:00p	TH	MA-3161	MASBAUM	4/12

PSY C03–Intuition

Fee \$19

This will lead you into improving your intuition, or inner Knowing, for making decisions, large and small, without the use of external tools. You will learn a half dozen ways to actually do you own Muscle Testing. Applied Kinesiology, is the art of having your own body telling you what is best for you. Dr. David Hawkins, in his 20 year study, proved that it is real & valid. You will learn a life-long tool. This is a fun & fascinating class that you will talk about for years.

PSY C03 701	7:00-9:00p	TH	MA-3161	MASBAUM	1/19
PSY C03 703	7:00-9:00p	T	MA-3159	MASBAUM	3/13
PSY C03 705	7:00-9:00p	M	MA-3159	MASBAUM	4/16

Music

MUS C22-Guitar Advanced

Fee \$150

Minimum age recommended for class is 18.

A higher level of note reading will be achieved and also more challenging songs and strums; finger picking may also be introduced.

MUS C22 701 7:30-9:00p TH MA 1108 KELLEY 1/12-5/10

MUS E01-Guitar I

Fee \$150

Minimum age recommended for class is 18.

Beginning instruction in playing guitar. The student will learn to tune the guitar to the piano, pitch pipe or cross-string tuning to play simple chord accompaniment to popular songs and to read common guitar chord symbols. The student will be introduced to note reading.

MUS E01 701 7:30-9:00p M MA 1108 KELLEY 1/9-5/7

MUS E09-Class Piano

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is designed for the adult beginner who wishes to learn the piano by playing chords quickly with both hands, using songs that are familiar and tuneful. Progress in learning is in proportion to daily practice, so it is helpful to have a piano or keyboard at home.

MUS E09 701 1:00-1:50p TTH MA-1111 CHOU 1/10-5/10

MUS E09 703 7:00-8:40p W MA-1111 KAPLAN 1/11-5/9

MUS E11-Class Piano – Intermediate

Tuition \$53 Fee \$49

Prerequisite: MUS E09 or consent of instructor

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This class is a continuation of MUS E09 with further development of pianistic skills for non-music majors.

MUS E11 701 1:00-1:50p TTH MA-1111 CHOU 1/10-5/10

MUS E11 703 7:00-8:40p W MA-1111 KAPLAN 1/11-5/9

MUS E17-Class Voice

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Group lessons introducing the fundamentals of breathing, diction, phrasing dynamics and interpretation of song literature.

MUS E17 701 9:00-10:56a T MA-1108 ULREICH 1/17-5/8

MUS E20-Class Voice II

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Group lessons introducing the fundamentals of breathing, diction, phrasing, dynamics and interpretation of song literature.

This course is a continuation of course instruction begun in MUS E17.

MUS E20 701 1:00-1:50p MW MA-1108 ULREICH 1/9-5/12

MUS E41-Children's Piano I - Beginning

Fee \$69

(Ages 6-10)

Lessons will include theory, note reading, technique and some performance. Student will have 16 half-hour group lessons.

Parent must accompany child to each lesson. Each student must have a piano at home, or at least a keyboard for daily practice.

Two textbooks required.

MUS E41 701 5:00-5:30p T MA-1111 LEWIS 1/10-5/8

MUS E94-Music Theory

Tuition \$53 Fee \$49

College credit class with limited seating for non-credit students.

Materials and structures of music, including basic acoustics, fundamentals, notation, melodic and harmonic analysis, composition and performance.

MUS E94 701 10:30-11:45a TTH MA-1232 CHOU 1/10-5/10

MUS E95-Ear Training I

Tuition \$53 Fee \$49

College credit class with limited seating for non-credit students.

Prerequisite: MUS 100 or proficiency or concurrent enrollment in MUS E94

Development of skills needed to read, hear, and notate musical rhythms, melodic intervals, and simple melodies, plus one hour of individual computer lab work.

MUS E95 701 12:00-12:50p TTH MA-1232 CHOU 1/10-5/10

Music Performance Organizations**MUS C52-French Horn Ensemble**

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Literature for French horn ensemble. Admission based on audition or invitation only. For further details please contact the Music Department, ext. 2316.

MUS C52 701 5:30-6:20p W MA-1108 KAPLAN 1/10-5/9

MUS E16-Percussion Ensemble

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Study and performance of music written or arranged specifically for a variety of percussion instruments. Ability to read music required. Admission based on audition or invitation only. For further details please contact the Music Department, ext. 2316.

MUS E16 701 5:30-6:20p TH MA-1137 ELLISON 1/12-5/10

MUS E18-South Suburban Chorale

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

A symphonic chorus for experienced singers in the Chicago south suburban and Calumet area to perform master choral works and classical selections. Open to experienced singers of the community upon consultation. Call (708) 596-2000, ext. 2316 for more information.

MUS E18 701 2:00-3:15p MW MA-1137 JACKSON 1/9-5/9

MUS E18 703 7:00-9:45p M MA-TBA JACKSON 1/9-5/7

MUS E21-Jazz Band

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Consultation with the director is required. Call (708) 596-2000, ext. 2316 for more information.

MUS E21 701 4:00-5:15p MW MA-1137 HOEFLE 1/9-5/9

MUS E21 703 4:00-5:15p MW MA-LHC MILLER 1/9-5/9

MUS E21 705 7:00-9:45p W MA-1137 HOEFLE 1/11-5/9

MUS E39-Symphonic Band

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Open to the experienced musicians of the community and advanced high school musicians, this course covers music of all styles utilizing full instrumentation. Open to experienced community and student instrumentalists. Consultation with the director is required. Call 596-2000, ext. 2316.

MUS E39 701 7:00-9:45p TH MA-1137 HOEFLE 1/125/10

MUS E42-Aural Foundations of Improvisation I

Tuition \$10 Fee \$10

Prerequisite: Three years prior musical experience or instructor approval

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Development of aural recognition and responses to the fundamental elements of melody and harmony within the be-bop style (ca. 1940). Open to all experienced performers.

MUS E42 701 7:00-8:54p T MA-1137 TRITT 1/17-5/8

MUS E51–Woodwind Ensemble

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Study and performance of music written or arranged specifically for woodwind ensemble. Admission based on audition or invitation only (only accepting bassoonists, oboists, clarinets, and flutists). For further details please contact the Music Department, ext. 2316.

MUS E51 701	5:30-6:20p	TH	MA-1108	KAPLAN	1/12-5/10
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MUS E52–Jazz Combo

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Music selected from a wide variety of sources and periods. For further details please contact the Music Department, ext. 2316.

MUS E52 701	5:30-6:20p	W	MA-1137	MILLER	1/11-5/9
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MUS E53–Saxophone Ensemble

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Study and performance of music written or arranged specifically for saxophones. Admission based on audition or invitation only. For further details please contact the Music Department, ext. 2316.

MUS E53 701	10:00-10:50a	F	MA-1137	TRITT	1/13-5/11
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MUS E57–Brass Ensemble

Tuition \$10 Fee \$10

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18. Study and performance of music written or arranged specifically for brass ensemble. Admission based on audition or invitation only. For further details please contact the Music Department, ext. 2316.

MUS E57 701	4:30-5:20p	TH	MA-1108	KAPLAN	1/12-5/10
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Music - Private Applied**MUS C28-MUS E67–Private Applied Music Lessons for Adults and Children**

Tuition \$20 Fee \$125

If one-on-one instruction is more your style, then enroll in one of our many private applied music classes. Private applied lessons are provided in eight-week units; students desiring a full semester should register for both classes in the following pairs. Students may register for voice or instruments lessons. To arrange time and day of lessons please call (708) 596-2000, ext. 2316. First eight-week lessons begin the week of 1/9/2012. Second eight-week lessons begin the week of 3/12/2012.

MUS C28 731	761	Jazz Guitar	MA-1102	MILLER
MUS E26 731	761	Folk Guitar	MA-1108	KELLEY
MUS E26 733	763	Folk Guitar	MA-1102	MILLER
MUS E27 731	761	Modern Guitar	MA-1108	KELLEY
MUS E27 733	763	Modern Guitar	MA-1102	MILLER
MUS E28 731	761	Bass Guitar	MA-1108	KELLEY
MUS E31 731	761	Piano	MA-1106	BOURGEOIS
MUS E31 733	763	Piano	MA-1104	DEYOUNG
MUS E31 737	767	Piano	MA-1106	LEE
MUS E31 739	769	Piano	MA-1225	CHOU
MUS E31 741	771	Piano	MA-1106	LEWIS
MUS E32 731	761	Voice	MA-1110	JACKSON
MUS E32 733	763	Voice	MA-1106	LEE
MUS E32 735	765	Voice	MA-1104	KIRK
MUS E32 737	767	Voice	MA-1104	POTSIC
MUS E32 739	769	Voice	MA-1225	CHOU
MUS E32 741	771	Voice	MA-1106	CARTER
MUS E32 743	773	Voice	MA-1112	ULREICH
MUS E33 731	761	Tuba/Euphonium	MA-1108	WEBER
MUS E33 733	763	Brass (Trombone)	MA-1108	BRATH
MUS E33 735	765	Brass (Trumpet)	MA-1100	MADONIA
MUS E34 733	763	Saxophone	MA-1108	TRITT
MUS E34 735	765	Flute	MA-1102	PATTERSON
MUS E36 731	761	Percussion	MA-1137	ELLISON
MUS E37 731	761	Organ	MA-1104	DEYOUNG
MUS E38 731	761	Classical Guitar	MA-1102	MILLER

MUS E38 733	763	Classical Guitar	MA-1108	KELLEY
MUS E60 731	761	Violin	MA-1112	KWOK
MUS E61 731	761	Viola	MA-1112	KWOK
MUS E64 731	761	Oboe	MA-1112	BIBZAK
MUS E65 731	761	Bassoon	MA-1112	BIBZAK
MUS E67 731	761	French Horn	MA-1108	KAPLAN

Office Administration & Technology

OAT E04-Access 2007

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

***Excellent preparation for the MCAS EXAM.** This computer application course introduces the following database functions: create, edit, sort, index, and print a data file or table; develop queries to extract information from the file, design and generate reports including derived columns and calculations, design graphs using Graph Wizard; link files by relating one file to another; and write macros. Previous keyboard/typing instruction is necessary to create business letters, business reports, memorandums, tables, etc. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel.

OAT E04 701 INTERNET PELEC 1/9-5/7

OAT E05-Excel 2007

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

***Excellent preparation for the MCAS EXAM.** This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft Excel, including the design and development of spreadsheets, creating charts, creating macros, working with lists, data tables, and scenarios, integrating with other Windows programs and the World Wide Web, and importing data into Excel. Ability to keyboard will be necessary to input text and numeric data. A knowledge of basics in accounting and/or business, though not required, would be helpful. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel.

OAT E05 701 INTERNET MCMAH 1/9-5/7

OAT E06-Powerpoint 2007

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

***Excellent preparation for the MCAS EXAM.** This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft PowerPoint, producing a quality, professional slide presentation to be used as overhead transparencies, an electronic presentation using a projection device attached to a personal computer, 35 mm slides, or run as a virtual presentation on the Internet. Students will learn to design presentations enhanced with graphics and sound as well as video clips. Keyboarding ability is necessary for entering text. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, PowerPoint and Excel.

OAT E06 731 8:30-12:00p TTH MA-3343 3/16-5/10

OAT E08-Business English

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course covers English fundamentals, sentence structure, punctuation, business vocabulary and spelling. Online students must have access to an Internet connection.

OAT E08 701 9:00-12:20p M MA-3343 1/9-5/7

OAT E08 703 6:15-9:45p W MA-3343 1/11-5/9

OAT E09-Business Communication

Tuition \$104 Fee \$99

Prerequisite: OAT E13

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Effective communication is studied with an emphasis on using written communication in a business environment. Activities include memos, letters, reports, resumes, and electronic mail. Proper spelling, punctuation, document formatting, and grammar are stressed. Online student must have access to an Internet connection and Word 2000 or higher.

OAT E09 701 9:00-10:50a TTH MA-3428 1/10-5/10

OAT E09 703 6:15-9:45p TH MA-3343 1/12-5/10

OAT E09 705 INTERNET 1/9-5/7

OAT E15-Basic Keyboarding Skills

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Development of basic touch keyboarding skills for persons who will be using computer terminals for processing information.

OAT E15 701	12:00-12:55p	TTH	MA-3343	1/10-5/10
OAT E15 703	6:15-7:55p	T	MA-3343	1/10-5/8

OAT E16-Document Formatting I

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Using the computer, the student with previous keyboarding/typing instruction will, by touch, review the numbers and symbols and will drill to improve speed and accuracy. Language arts skills, centering, business correspondence, reports, and tables will be introduced.

OAT E16 701	6:15-9:45p	TH	MA-3343	1/12-5/10
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OAT E17 -Keyboarding Skills I

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course will help to improve accuracy and increase speed at the computer keyboard using a diagnostic approach of error analysis. Corrective methods will be used based on individuals particular keyboarding needs. Ability to keyboard by touch is necessary prior to enrolling in this course. Online students must have their own access to the appropriate hardware including a printer.

OAT E17 701	10:00-11:40a	TTH	MA-3343	PELECH	1/10-5/10
OAT E17 703	INTERNET	1/9-5/7			

OAT E19-Word 2007

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

***Excellent preparation for the MCAS EXAM.** This course is designed to provide students with instruction in the beginning and advanced functions of Microsoft Word including creating, editing, storing, enhancing, merging and printing documents as well as creating headers, footers, footnotes, endnotes, tables, charts, macros and adding images. Working with styles, creating fill-in forms, and sorting is also covered. Previous keyboard experience necessary. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel.

OAT E19 701	8:30-11:50a	MW	MA-3428	PELECH	1/9-5/7
OAT E19 703	INTERNET	1/9-5/7			

Photography

PHO E32-SLR Digital Photography

Fee \$99

This course is designed for the beginner as an Introduction to Photography. It will deal with all types of Digital SLR cameras. Through weekly assignments in areas such as depth of field, motion, design, portraiture and other topics, the student will learn the operations of their camera as well as "photographic seeing" and composition.

PHO E32 701	7:00-9:00p	TH	UC-5150	STEMPLE	1/26-4/12
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Physical Education

PE E09-Free Weights I

Tuition \$33 Fee \$33

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Improvements of muscle tone and joint range of movement (flexibility) are stressed. Students work at their own pace.

PE E09 701	9:00-10:40a	MW	FC-0125	1/9-2/29
PE E09 705	2:00-2:50p	MW	FC-0125	1/9-5/9
PE E09 731	7:00-8:50p	TTH	FC-0125	1/10-3/1
PE E09 761	7:00-8:50p	TTH	FC-0125	3/13-5/10

PE E25-Yoga: Beginning

Fee \$59

Hatha yoga is an ancient system of body movements; breathing practices, stress reduction, increases body awareness, and deep relaxation, which promotes strength, flexibility and increased mental clarity. Yoga releases toxins and tensions from body and mind and refreshes you with increased energy and a sense of well-being. Students should bring their own exercise mat.

Optional yoga aids are available for purchase at an additional cost to student.

PE E25 701	7:00-8:30p	M	MA-3161	HALBERSTADT	2/14-4/11
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PE E11-Low Impact/Step Aerobics

Tuition \$33 Fee \$33

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Students will study the cardiovascular system and participate in low impact/step aerobics. Students will work to obtain 70% of their maximum heart rate for a thirty-minute period.

PE E11 703	6:00-7:40p	F	FC-0125		1/13-5/11
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PE E12-Advanced Impact Step Aerobics

Tuition \$33 Fee \$33

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Participation in advanced impact/step aerobics to maintain a designated maximum heart rate for a thirty-minute period.

Incorporation of the study of the cardiovascular system

PE E12 703	6:00-7:40p	F	FC-0125		1/13-5/11
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PE E70-Foundations of Fitness I-IV

Tuition \$33 Fee \$33

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course acquaints the student with a basic knowledge and understanding of physical conditioning programs.

PE E70 701	9:00-9:50a	MW	FC-FTLB		1/9-5/9
PE E70 703	6:00-6:50p	MW	FC-FTLB		1/9-5/9
PE E70 705	9:00-9:50a	TTH	FC-FTLB		1/10-5/10
PE E70 707	6:00-6:50p	TTH	FC-FTLB		1/10-5/10

Real Estate**RES E05-Real Estate Principles**

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

An introductory course covering the fundamentals of real estate and ownership. Fulfills 45-hour state requirement for taking the salesperson's exam; students must pass instructor's exam in order to sit for the state exam. Textbook required.

RES E05 701	7:00-9:45p	M	MA-TBA	DUPART	1/9-5/9
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Sports**SRT E12-Introduction to Golf**

Fee \$99

This class is for those who have never played the game or those needing to review grip, stance, and swing basics. The first class will meet at the college with the remaining four at a local practice facility. Students will need to bring a high numbered iron (8 or 9) to the second class and a putter to the last class. **First class will be held at South Suburban College; other classes will meet at a local driving range and golf course located in Indiana; student must pay additional fees for driving range and green fees.**

SRT E12 701	6:00-7:30p	W	MA-TBD	TOMICH	4/4-5/2
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Total Quality Management**TQM E10—Total Quality Management**

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is designed to provide students with the essentials of Total Quality Management, including the history, theory, and the applications. Examples from well-known companies and their experiences with TQM are included. Also included will be an examination of the traditional roles of management versus the management practices of TQM, i.e., paradigm shift.

TQM E10 701	7:00-9:45p	M	MA-3448		1/9-5/7
TQM E10 761	11:00-1:45p	TTH	MA-3361	HARDEN	3/13-5/10

Travel Agent Training

VOC E21–Travel Career Training

Fee \$299

Learn the basic skills and gain knowledge unique to the travel business. Topics covered will include: introduction to domestic and international air travel, vacation packages, tour operations and program, cruise travel, ticketing, industry sales techniques and home based agents. Job search and preparation, including writing resumes and handling interviews, also will be discussed.

VOC E21 701 6:30-9:30p TTH MA-3244 FALCONER 4/3-5/3

VOC E25–Home Based/Part-Time Travel Agent

Fee \$69

Developments in technology have produced exciting new career opportunities in the travel industry. This seminar will include the basic steps on how to affiliate yourself with an agency, allowing you the freedom to work out of your home. Other topics covered include hardware/software requirements, commission splits, and other training needed, as well as how to take advantage of travel benefits and discounts. You will be given a realistic portrayal of the travel industry, learning about the pitfalls to avoid. Students will be provided with a detailed manual on setting up and operating a home-based travel business.

VOC E25 701 6:30-9:30p TH MA-3244 FALCONER 2/16

VOC E25 703 6:30-9:30p TH MA-3244 FALCONER 3/15

Worldwide Trading

INT E01–Trade Worldwide In Nine Weeks

Fee \$95

Now you can learn what it takes to be self-employed in import or export (or both) of goods or services with this step-by-step hands-on nine week seminar delivered over the internet. This course is appropriate for people with zero business background, as well as established businesses looking for new trade. For over twelve years the course is highly rated for content, delivery and personalization. Learn how to develop your product or service, find the best suppliers, best customers, work with banks, currency issues, insurance companies, government agencies and other trade entities. You will be taken through licensing and permits, setting yourself up for properly conducting trade worldwide at the small business level. Required textbook must be purchased online from Instructor.

INT E01 701 8:00-10:00p W INTERNET SPIERS 1/25-3/21

College for Elementary & Junior High School Students (All classes are non-credit)

Academic Enrichment

ENG C15–Well Written Essays

Fee \$69

How do I start? Why doesn't it say what I thought? Writing essays can be an art and drawing stick figures will not pass. Learn the requirements for a well-written essay and the steps needed to succeed. This course will cover the topics you need beginning with pre-writing and finishing with publishing. Be prepared for state exam writing and college application essays.

ENG C15 701 5:00-6:30p T MA-TBD 3/1-4/5

UPF E07–Math Refresher

Fee \$69

The purpose of this class is to help students who need a solid foundation in math fundamentals. There will be review and instruction of basic math skills. Conceptual and computational skills will be emphasized. Students are in groups with others working about the same level.

UPF E07 701 5:00-6:30p TH MA-TBD 3/3-4/7

(This class is for students entering Grades 2-3)

UPF E07 703 5:00-6:30p TH MA-TBD 3/3-4/7

(This class is for students entering Grades 4-5)

UPF E07 705 5:00-6:30p TH MA-TBD 3/3-4/7

(This class is for students entering Grades 6-7)

UPF E28–Reading Refresher

Fee \$69

The purpose of this class is to help students who need a solid foundation in reading fundamentals. Students will explore various reading strategies to improve vocabulary and comprehension. This will include understanding story themes, main ideas and summarization skills. Vocabulary will consist of looking up and defining words, creating sentences, paragraphs or short stories using the words. Students are in groups with others working at about the same level.

UPF E28 701 5:00-6:30p W MA-TBD 3/2-4/6

(This class is for students entering Grades 2-3)

UPF E28 703 5:00-6:30p W MA-TBD 3/2-4/6

(This class is for students entering Grades 4-5)

UPF E28 705 5:00-6:30p W MA-TBD 3/2-4/6

(This class is for students entering Grades 6-7)

College for High School Students ages 14 to 17. (All Classes Are Non-Credit)

Academic Enrichment

ENG C15–Well Written Essays

Fee \$69

How do I start? Why doesn't it say what I thought? Writing essays can be an art and drawing stick figures will not pass. Learn the requirements for a well-written essay and the steps needed to succeed. This course will cover the topics you need beginning with pre-writing and finishing with publishing. Be prepared for state exam writing and college application essays.

ENG C15 703 5:00-6:30p T MA-TBD 3/1-4/5

MTH C08–Introduction to Algebra

Fee \$69

Students will study a variety of topics in the course. Linear equations in one variable will be a focus. Equation solving and Problem Solving will be primary goals using equations with positive and negative numbers, parentheses, proportions and variables on both sides of the equal sign. The Distributive Property will be given a major focus. Polynomials will be studied with an emphasis on factoring for the solutions of quadratic equations and manipulation.

MTH C08 701 5:00-6:30p W MA-TBD 3/2-4/6