



To Search for New Classes:

OPTION 1

- 1) Under **My Progress** all of your course requirements are listed. Next to each course there is a search bar with the magnifying glass that says **Search**. Click and it will load said courses.

A. COMMUNICATIONS

Complete the following groups:

Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1. ENG-103 AND ENG-104, WITH A GRADE OF C OR BETTER **0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term
Not Started	ENG-103 Composition I	<input type="button" value="Search"/>	
Not Started	ENG-104 Composition II		

2. COM-100 **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term
Not Started	SPE-100 Oral Communication I	<input type="button" value="Search"/>	
Not Started	COM-100 Oral Communication		

OPTION 2

- 2) Another way to search for a course is to use the Course Catalog. Under the **Academics** tab, click **Course Catalog**. You may type in a subject or search by topic within the given categories. Once you click a category you can view all the classes that pertain to it.

Search for a course subject:

- [Accounting](#)
- [Agriculture](#)
- [Agriculture Transfer](#)
- [Anthropology](#)
- [Art](#)
- [Automotive Technology](#)
- [Aviation Flight](#)
- [Biology](#)
- [Business](#)
- [Chemistry](#)
- [Collision Repair Technology](#)
- [Communication](#)

- 3) Once a class has been chosen, there are several filters to use on the Left Side, including class location, days and instructors available, terms, etc. to help maximize the desired results.
- 4) Examine the course information, including **prerequisites**.



5) Once you find the course you want, click **Add Course to Plan**.

Filter Results	Filters Applied: Accounting >
<ul style="list-style-type: none"> AVAILABILITY SUBJECTS <input checked="" type="checkbox"/> Accounting (11) LOCATIONS <ul style="list-style-type: none"> <input type="checkbox"/> Aurora (1) <input type="checkbox"/> Malta Campus (2) <input type="checkbox"/> Online (1) TERMS <ul style="list-style-type: none"> <input type="checkbox"/> Spring 2017 (4) <input type="checkbox"/> FA16 (2) <input type="checkbox"/> Summer 2017 (2) DAYS OF WEEK <ul style="list-style-type: none"> <input type="checkbox"/> Monday (2) <input type="checkbox"/> Tuesday (2) <input type="checkbox"/> Wednesday (2) <input type="checkbox"/> Thursday (2) <input type="checkbox"/> Saturday (1) TIME OF DAY <ul style="list-style-type: none"> Select time range... INSTRUCTORS 	<p>ACC-101 Software for Accounting (1.5 Credits) Add Course to Plan</p> <p>This is a hands-on course using small business accounting software. Students will learn how to install, set up, and run software for accounting, including accounts receivables, accounts payables, cash sales, payroll, generating reports, and miscellaneous accounting practices. This course is repeatable three times as software changes. One and one-half hours lecture/discussion per week.</p> <p>Requisites: None</p> <hr/> <p>ACC-106 Accounting Seminar (0.5 to 3 Credits) Add Course to Plan</p> <p>A special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings but do merit college credit and provide for occupational needs. Credit is determined on a contact hour basis. Repeatable three times up to a maximum of 12 credit hours.</p> <p>Requisites: None</p> <hr/> <p>ACC-108 Business Accounting (3 Credits) Add Course to Plan</p> <p>Standard bookkeeping procedures as they apply to personnel records, records of social organizations, and records of professional or small businesses. Course covers the accounting cycle, special journals, banking procedures, and payroll. Not designed for those wishing to continue their study of accounting. Three hours lecture/discussion a week.</p> <p>Requisites: None</p> <p>View Available Sections for ACC-108</p>

6) Choose term. A green box appears at the top of the page announcing the added course. The page returns to the original catalog search with filters.

Sean	Sign out	Help	1
ACC-121 has been added to plan.			
<input type="text" value="Search for courses..."/>			

7) If you wish to change the search filters, click the X on boxes listed after “Filters applied” and choose different selections.

Filter Results	
<ul style="list-style-type: none"> SUBJECTS LOCATIONS TERMS <ul style="list-style-type: none"> <input type="checkbox"/> Spring 2017 (343) <input type="checkbox"/> FA16 (317) <input type="checkbox"/> Summer 2017 (114) DAYS OF WEEK <ul style="list-style-type: none"> <input type="checkbox"/> Sunday (1) <input type="checkbox"/> Monday (264) <input type="checkbox"/> Tuesday (268) <input type="checkbox"/> Wednesday (252) <input type="checkbox"/> Thursday (254) <input type="checkbox"/> Friday (51) <input type="checkbox"/> Saturday (10) TIME OF DAY <ul style="list-style-type: none"> Select time range... INSTRUCTORS <ul style="list-style-type: none"> <input type="checkbox"/> Adzovic, K (1) <input type="checkbox"/> Aebly, A (1) <input type="checkbox"/> Ahlberg, T (3) <input type="checkbox"/> Ahlert, K (5) <input type="checkbox"/> Alde, R (11) Show All Instructors ACADEMIC LEVELS <ul style="list-style-type: none"> <input type="checkbox"/> Undergraduate (846) <input type="checkbox"/> Continuing Education (73) COURSE LEVELS <ul style="list-style-type: none"> <input type="checkbox"/> Credit (841) <input type="checkbox"/> Non-Credit (78) 	