REGISTER TODAY!

Ongoing enrollment and varying start dates throughout the year.

New Year, New You!

This year, follow your passion and transform your life!

PRAIRIESTATE.EDU
Prairie State College, in partnership with KLLM Driving Academy, Inc., is offering Illinois residents ages 21 and older an opportunity to earn a Class A Commercial Driver’s License (CDL-A) in just 22 days (with NO out of pocket costs). You will receive academic training, which gives you a distinct advantage in your truck driving career – especially if you decide to become a lease purchase driver.

Participants will:

• Earn a CDL-A in 22 days

• Qualify for a $4,000 scholarship if you agree to drive for KLLM for one year

• Be guaranteed a job with KLLM upon completion of the training program

• Earn up to $514.99 a week during a 6-week paid internship on the road with a trainer

• Receive state-of-the-art training

• Receive a comprehensive benefits package and a 401(k) retirement plan

For more information, call 800-925-KLLM or visit kllmdrivingacademy.com
# Non-Credit
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### Connect With Us
- PrairieStateCollegeCed
- @PrairieStateCED
- Prairie State College

Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
Locations and Schedule Guide

Directions to Main Campus

From the north: Drive south on I-94 to I-80 west exit. Follow I-80 west about two miles to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

From the north/west: Take the Tri-State Tollway (I-294) south to I-80/94 east. Follow I-80/94 east about one mile to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the PSC campus.

From the south: Drive north on I-57 to the Vollmer Road exit. Follow Vollmer Road east about five miles to the PSC campus on your right.

From the east: Follow I-80 west to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

Directions to Matteson Area Center

From Lincoln Highway (Route 30) turn south on Cicero Avenue. Turn right at the second traffic light onto Southwick Drive. The MAC will be on your left.

Key to Prairie State College Buildings

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Icon Key

- This icon indicates a Vocational Certificate Program.
- This icon indicates training will take place online.
- This icon indicates a textbook must be purchased for the class. Textbooks may be purchased at the Barnes & Noble Bookstore on the main campus.
- The Workforce Innovation and Opportunity Act (WIOA) helps eligible individuals obtain new job skills through training. This icon indicates the course is “WIOA-Approved.”
- This icon indicates a Continuing Education Unit (CEU) course.
- This icon indicates a new course.

Legend

- M = Monday
- T = Tuesday
- W = Wednesday
- TH = Thursday
- F = Friday
- S = Saturday
- SU = Sunday
Non-Credit Registration and Payment

Registration Options

1. Register online
Visit prairiestate.edu/webadvisor
Click on Continuing Education: Instant Enrollment, select Register and Pay for Non-Credit Courses and Programs

2. Register in person
Stop by Enrollment Services on the main campus (PSC) or Matteson Area Center (MAC) on weekdays. Please note that only credit and debit card payments are accepted at the MAC.

3. Register by phone
Call (708) 709-3516 or (708) 709-3750. Please have your course code and credit or debit card information ready.

4. Register by mail
Complete the registration form on page 28. Send payment with completed registration form to Prairie State College, Attn: Enrollment Services, 202 South Halsted St., Chicago Heights, IL 60411.

Payment Options

Payment is due in full at the time of registration.

1. Cash
Cash payments are accepted in person only at the main campus Business Office.

2. Personal Check
Checks should be made payable to Prairie State College. Driver’s license number and phone number must be included on the check. Check payment can be mailed or made in person at the main campus Business Office.

3. Credit/Debit Card
Visa, Discover, MasterCard, or Debit Card is accepted online through instant enrollment, in person at the main campus Business Office or MAC, by phone, or mail.

Refunds

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

Tuition Assistance Through the Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA)/Workforce Investment Act (WIA) has helped many individuals obtain new job skills and training to make them more employable. If you meet eligibility requirements and funding is available, WIOA may help pay for your tuition, books, and other fees associated with college courses. Courses that qualify are noted with the icon (WIOA✓) after the course titles. For more information on WIOA, contact the Chicago Heights Workforce Center at Prairie State College at (708) 709-7975.

Tuition for Senior Citizens

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

The Adult Education Program at PSC serves a diverse population of adult learners. Adult Basic Education (ABE), English as a Second Language (ESL), and General Education Development (GED®) preparation (English and Spanish) classes are tuition free and offered on and off campus. Classes provide learning opportunities to participants ages 16 and older. ABE and GED classes require students be non-high school graduates. Students who are 16 and 17 years old must provide documentation providing formal withdrawal from high school. Classes are available mornings and evenings. Registration is required for all programs.

• **Adult Literacy Institute:** The institute matches students with trained volunteer tutors for one-on-one or small group reading, writing, and math instruction. Call (708) 709-3724 for more information.

• **Adult Basic Education:** Classes offer opportunities for students to improve their basic reading, writing, and math skills. Call (708) 709-7931 or (708) 709-7880 for more information.

• **English as a Second Language:** Classes teach speaking, listening, reading, and writing skills to adults whose native language is not English. Call (708) 709-3790 or (708) 709-7922 for more information.

• **General Education Development:** GED® classes prepare students to successfully pass the GED test, the nationally accepted equivalent of a high school diploma. The GED test is a four subject test that measures skills required by high schools and requested by colleges and employers. The four subjects are science, social studies, mathematical reasoning, and reasoning through language arts.

Call (708) 709-7931 or (708) 709-7880 for more information about GED classes taught in English.

Call (708) 709-3790 or (708) 709-7922 for more information about GED classes taught in Spanish.

Call (708) 709-7931 or (708) 709-3790 for more information about dates for the Constitution test.

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**Career Preparation Courses - Tuition Free**

**ESL Bridge to Healthcare Careers** prepares advanced non-native speakers of English to begin their studies toward a healthcare career. Students will improve their English language and math skills, explore career options in the healthcare industry, and receive support services to help achieve their academic and career goals. Call (708) 709-3722 or (708) 709-3721 for more information. Space is limited.

**Bridge to Manufacturing Careers** prepares students for the high school equivalency exam while introducing career pathways in the skilled trades. Students will increase basic academic skills, explore career options, develop job skills, and receive transition services to help achieve their academic and career goals. Call (708) 709-7910 or (708) 709-3721 for more information. Space is limited.

According to the Stevens Amendment Act, the grant funded portion of the Adult Education and Family Literacy program at Prairie State College for Fiscal Year 2015 is 33% financed with federal funds totaling $181,724.00.

**Volunteer Literacy Tutors**

Call (708) 709-3724 for more information.

Tutor responsibilities:

• Complete a 20-hour tutor training workshop.

• Maintain a weekly meeting schedule with assigned student(s).

This project is made possible by the Illinois State Library (ISL), a division of the Secretary of State’s office, using state funds designated for literacy.
Conference Center and Room Rental
Book your next event at the Conference Center at Prairie State College. We offer free parking, onsite catering with Fratellos, multimedia equipment and a friendly supportive staff. To schedule a site visit or check available dates call (708) 709-3602 or visit prairiestate.edu/conferencecenter.

Construction Business Development Center (CBDC)
The Construction Business Development Center (CBDC) is a collaboration between the Illinois Tollway and the Illinois Community College Board, in partnership with College Of Lake County, Prairie State College, Moraine Valley Community College, and South Suburban College. The project is designed to increase opportunities for: small, minority, veteran, and women owned businesses and prepare them to bid on agency projects. For more information, call (708) 709-3692 or visit cbdc.info.

Continuing Professional Education
PSC offers onsite trainings to assist professionals with maintaining their knowledge and skills by offering Continuing Education Units (CEU) and Professional Development (PD) for:

- Arborists
- Nurses
- Counselors
- Nursing Home Administrators
- Social Workers
- Speech Pathologists
- Food Service Professionals
- Teachers (PD)

Event planners are able to add value to their conferences by offering CEUs to attendees through the CEU Provider Program. PSC manages all CEU paperwork and provides attendees with a CEU certificate.

For more information, call (708) 709-7919 or visit prairiestate.edu/cpe.

Corporate Education and Training
Invest in your employees through innovative training solutions that increase efficiency, enhance operations, and improve your bottom line. The Corporate Education and Training Department is committed to lifelong learning by offering results-oriented training for your workforce needs. We offer powerful and valuable solutions through customized programs that are presented either at your company facilities or on our campus.

Corporate Education supports a multitude of industries, including, but not limited to, business, healthcare, manufacturing/trades, and non-profit organizations. We provide customized training in areas such as:

- Communication
- Customer Service
- Leadership
- Manufacturing Practices
- Safety
- Team Development
- Technology

For more information, call (708) 709-7895 or visit prairiestate.edu/training.

SCORE
SCORE is a national nonprofit association and part of the U.S. Small Business Administration (SBA). FREE business consulting is available at our Matteson Area Center. To schedule an appointment, call (312) 353-7724 or visit scorechicago.org.

SouthWorks MakerLab
The SouthWorks MakerLab Network is an initiative of higher education institutions to populate our regions with MakerLabs — spaces with equipment that allow students, entrepreneurs, artists, innovators, and businesses to design and make physical objects. These spaces allow even non-professionals to learn to design and create using a combination of classic and advanced manufacturing and design tools. For more information, call (708) 709-3784 or email makerlab@prairiestate.edu.

“The Conference Center at Prairie State College offers a modern meeting space in an ideal Southland location. In addition, the always-helpful and courteous staff are constantly on-hand to ensure your event goes off without a hitch.”

– Illinois State Senator Toi Hutchinson

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
The Corporate and Continuing Education Department strengthens our surrounding communities by providing the tools and resources to develop a skilled workforce. We serve a variety of businesses across a number of industries and have helped hundreds of businesses enhance the skills of their workforce. Training and business development programs are designed to help companies enhance their competitive stance in the marketplace. In addition to the offerings below, customized training opportunities are available. For more information, call (708) 709-7895 or visit prairiestate.edu/training.

**Accounting Principles**

**Accounting Principles for Business Owners**

This two-day course is geared towards aspiring and existing business owners who manage their own accounting function. Owners will learn the importance of proper recordkeeping and the basic knowledge needed to effectively operate accounting software. By the end of the course, each participant will be better equipped to prepare, understand, and use financial statements to develop and track business goals.

- **Code:** PICOR-004-C1
- **Cost:** $149
- **Dates:** Feb 04-Feb 11
- **Time:** 06:00pm-09:00pm
- **Location:** MAC 111

**Lean Continuous Improvement**

**5S +1 Lean Methodology**

5S +1 is organizing and then optimizing the workplace through visual methods and standards in order to enable a high performance work place to be created. This workshop offers the typical 5S system - Sort, Set-in-Order, Shine, Standardize, and Sustain with +1 Safety. Participants will be able to describe how 5S +1 can help to improve workplace environmental health and safety.

- **Code:** GSCOR-007-C1
- **Cost:** $199
- **Dates:** Jan 14
- **Time:** 08:00am-04:30pm
- **Location:** T180

**Marketing Your Business**

**Marketing Your Business**

Learn how to conduct market research and the part it plays in effective marketing, leverage existing platforms to reach and engage target audiences, and develop a plan of action to ensure implementation of marketing strategies.

- **Code:** PICOR-001-C1
- **Cost:** $99
- **Dates:** Jan 21
- **Time:** 08:00am-12:00pm
- **Location:** CNTR 1318

**Technology Integration**

**How The Cloud Impacts Your Business**

The Cloud has completely transformed the way that businesses leverage traditional information technology. Barriers that were once present for small businesses have suddenly been lifted, allowing incredible new operational flexibility. As with any new technology, correctly leveraging it can be the most significant challenge. During this two-hour course, you will learn the differences between public, private, and hybrid cloud services and how they can significantly change the way your business operates.

- **Code:** PICOR-006-C1
- **Cost:** $299
- **Dates:** Feb 12
- **Time:** 08:00am-04:30pm
- **Location:** CNTR 1318

**Leadership Training**

**Attitude: The Cornerstone of Leadership**

Learn the simple, practical concepts and attitude adjustments that lead to true leadership success. This success will allow business leaders and their teams to meet their goals. Discover and capitalize on your personal strengths. Includes a networking lunch immediately following.

- **Code:** PICOR-005-C1
- **Cost:** $45
- **Dates:** Mar 18
- **Time:** 10:00am-12:00pm
- **Location:** CNTR 1318

**The Core Value of Leadership**

Leaders must be able to focus on the “big picture” and uphold high standards while wearing many hats. Learn to create leadership values and live by them. Learn to communicate with language that increases trust and mutual respect. Understand and master assertive techniques. Learn to work smarter, not harder, through delegating.

- **Code:** PICOR-003-C1
- **Cost:** $149
- **Dates:** Feb 23
- **Time:** 09:30am-03:30pm
- **Location:** CNTR 1318

**Lean 101**

This interactive workshop combines comprehensive classroom instruction with simulation of a production facility. The basic concepts of lean manufacturing and the tools and methodology necessary to implement “lean” on the shop floor are demonstrated through a learn-do technique over four “shifts,” illustrating cause and effect relationships for each of the lean tools presented.

- **Code:** GSCOR-006-C1
- **Cost:** $299
- **Dates:** Feb 12
- **Time:** 08:00am-04:30pm
- **Location:** CNTR 1318
WIOA Approved Courses and Programs
The Workforce Innovation and Opportunity Act (WIOA) helps many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIOA may help pay for your tuition, books, and other fees associated with college courses. Courses that qualify are noted with the icon (WIOA✓) after the course titles. For more information on WIOA, contact the Chicago Heights Workforce Center at Prairie State College at (708) 709-7975.

ARE YOU LOOKING FOR WORK?
No-cost training can update your job skills.

If you would like to update your job skills for a new career, the Chicago Heights Workforce Center at Prairie State College can help. Attend an orientation and find out if you qualify for training at no cost to you.

Visit www.nationalable.org or call (708) 709-7975

CDL Commercial Truck Driver Training Program
Start a new career with higher earning potential. Train to be a truck driver at the KLLM Driving Academy, Inc., a fully accredited training program, in partnership with Prairie State College. In a matter of weeks, you can earn a Class A Commercial Driver’s License using state-of-the-art training equipment. Plus, you can obtain full-time employment with KLLM Transport Services at the conclusion of training. All of this with no out-of-pocket expenses.

- Full tuition scholarships valued at $4000
- Guaranteed job with KLLM upon completion of training
- Highest quality training using state-of-the-art equipment
- Choice in your career direction
- Earning potential while in training
- Comprehensive benefits package and a 401(k) retirement plan

Have a Class A CDL, but it’s been a while since you’ve been on the road? Ask about our six-day refresher course.

KLLM is an equal opportunity employer. You must be 21 or older to apply and pass the DOT physical and drug test. For more information on this program, please call 800-295-KLLM or visit kllmdrivingacademy.com

Forklift
Forklift Operator Training - 20-Hour Certification Course WIOA✓
This 20-hour certification course covers the basic forklift driving skills needed to obtain your forklift operator certification. The same certification test is given as in the 40-hour program, along with information about the current job market for forklift operators. A certificate of completion for Forklift Operation and a certification card for Basic Operator Training will be issued after successful completion of the program.

code: GSCS-038-PS  cost: $199
dates: Jan 25-Jan 29  days: MTWTHF
time: 05:00pm-09:00pm  location: TWL 16

code: GSCS-038-PI  cost: $199
dates: Apr 04 - Apr 08  days: MTWTHF
time: 05:00pm-09:00pm  location: TWL 16

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Forklift Operator Training - 40-Hour Certification Course WIOA

This 40-hour course is designed to introduce students to the operation of industrial forklifts used in warehousing and distribution center applications. Students will learn about the many different kinds of equipment used for material handling. Students also will learn how to do a "pre-shift" inspection before placing the equipment into service. There will be hands-on training, which includes stacking and unstacking pallets from a rack system, simulated loading of a semi-trailer, and how to move loads around a dock area safely and efficiently. The OSHA-10-hour Safety Training course also is part of this certification course. Safety is strongly emphasized in this course. Students will receive a certificate of completion for Forklift Operation from PSC, a certification card for completing the Basic Operator Training, and a certification card for completing the OSHA-10-hour Safety Training course.

code: GSCST-038-S1 cost: $199
dates: Feb 02-Feb 16 days: TTH

time: 05:00pm-09:00pm location: TWL 16

code: GSCST-038-S2 cost: $199
dates: Apr 12-Apr 26 days: TTH

time: 05:00pm-09:00pm location: TWL 16

Forklift Refresher Training

This course is designed to help students who have a current Forklift Operator Certification Card to refresh their driving skills or wish to become recertified. It is required for operators to be certified through a training program before operating any powered industrial trucks. A small class size allows students to maximize driving time, as well as improve awareness and educate operators on how to maintain a safer work environment for all staff and employees. Recertification is available for those who already have been certified on a sit-down, electric rider forklift, Class I. Students will need to show proof of previous certification prior to the start of class.

code: PIVOC-021-PS cost: $69
dates: Feb 15 days: M

time: 05:00pm-09:00pm location: TWL 16

code: PIVOC-021-PI cost: $69
dates: Apr 18 days: M

time: 05:00pm-09:00pm location: TWL 16

Healthcare

Information Sessions for Non-Credit Healthcare Certificate Programs

Bring your questions, meet our staff, and find out more about the programs. All new students are encouraged to attend. Tuition assistance options are available. Sessions are held at the Matteson Area Center. Call (708) 709-3750 to register. Session dates:

**Wednesday, Jan. 13 or Feb. 17**
6 to 7:30 p.m.
- Health Unit Coordinator
- Home Services Worker
- Medical Administrative Assistant
- Medical Billing/Coding Specialist
- Medical Central Services

code: PIMED-016-MC cost: Free
dates: Jan 13 days: W

time: 06:00pm-07:30pm location: MAC 111

code: PIMED-016-M1 cost: Free
dates: Feb 17 days: W

time: 06:00pm-07:30pm location: MAC 111

**Thursday, Jan. 14 or Feb. 18**
6 to 7:30 p.m.
- Clinical Medical Assistant (CMA)
- Dialysis Technician
- Pharmacy Technician

code: PIMED-017-MC cost: Free
dates: Jan 14 days: TH

time: 06:00pm-07:30pm location: MAC 111

code: PIMED-017-M1 cost: Free
dates: Feb 18 days: TH

time: 06:00pm-07:30pm location: MAC 111

Medical Billing and Coding Specialist WIOA

Medical billing/coding specialists review patient records, calculate charges for procedures and services, and prepare itemized statements for third-party payment. The program prepares students with the skills to transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations. This program consists of nine courses with a total cost of $3,621 in tuition and book fees. Please attend an information session to obtain all the facts about this program including certification information.

A Vocational Certificate of Continuing Education will be issued upon successful completion of the following required courses. Courses can be taken individual or be applied to a certificate.

- Medical Terminology: GSMED-017
- Pathophysiology: GSMED-009
- Introduction to ICD-10: GSMED-010
- Introduction to Health Information Technology: GSMED-033
- Insurance Procedures: GSMED-038
- Computerized Medical Billing: GSMED-040
- Introduction to CPT-4 Coding: GSMED-045
- Microsoft Office: GSVS-089
- Keyboarding: GSVS-091

Visit our website at prairiestate.edu | For more information call (708) 709-3750
Home Services Worker WIOA✓

Home services workers provide in-home care to individuals who choose to remain in their home, but need assistance with daily care. Topics include types of home care workers, communication and interpersonal skills, safety and nutrition, personal care, and a practicum. Classes meet on Mondays, Wednesdays, and Thursdays, from 6 to 9:30 p.m., in room 118 at the Matteson Area Center, unless otherwise specified. Students must be registered for the entire six-course program. Classes may not be taken individually. Total program cost is $499. Program dates: Jan. 20 - May 25. No senior discount.

Clinical Medical Assistant WIOA✓

140 Classroom Hours Plus 180 Hours Clinical Externship

Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. Students will review important topics, including pharmacology; the proper use and administration of medications; taking and documenting vital signs; cardiology, including proper administration of medications and proper lead placements; professional workplace behavior; ethics; and the legal aspects of healthcare. This program includes 140 hours of classroom lecture, hands-on lab, and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check and drug screening, and meet other requirements. Textbooks included. CPR training and certification is included in the tuition cost. There is an information session for this class on Thursday, Jan. 14 or Feb. 18, from 6 to 7:30 p.m. No senior discount. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

code: GS MED-008-MC  
cost: $2488  
dates: Feb 29-May 23  
time: 06:00pm-09:30pm (MWTH)  
location: MAC 116

code: GS MED-008-M1  
cost: $2488  
dates: Feb 29-May 25  
time: 09:00am-01:00pm  
location: MAC 116

Computerized Medical Billing

Prerequisite: typing speed of 30 wpm and knowledge of computers/Windows

This course introduces students to computerized medical billing. Learn how to input patient information, schedule appointments, handle billing, produce reports, and process insurance claim forms electronically. A USB drive will be needed.

code: GS MED-040-MC  
cost: $269  
dates: Mar 08-May 03  
time: 06:00pm-09:00pm  
location: MAC 115

Dialysis Technician WIOA✓

This 50-hour course prepares students for entry-level employment in a kidney dialysis center. Course content includes medical terminology, anatomy, renal function, and principles of renal dialysis. Textbook is included. CPR training and certification is included in the tuition cost. There is an information session for this class on Thursday, Jan. 14 or Feb. 18, from 6 to 7:30 p.m. No senior discount.

code: GS MED-095-MC  
cost: $1188  
dates: Mar 07-May 02  
time: 06:00pm-09:30pm  
location: MAC 116

Health Unit Coordinator WIOA✓

A Health Unit Coordinator has an integral role in a medical facility. This course covers how to transcribe doctors’ orders, coordinate workflow for a nursing unit, order necessary lab work, and diets. Students also are introduced to daily care of legal medical records, retrieving clinical lab results, and patient privacy. Completion of this course, along with completion of Microsoft Office, Keyboarding, and Medical Terminology, provides a non-credit vocational certificate.


code: GS MED-035-MC  
cost: $309  
dates: Feb 03-Apr 27  
time: 06:00pm-09:00pm  
location: MAC 112

Insurance Procedures

This is an introductory medical insurance course. Topics 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.


code: GS MED-038-MC  
cost: $239  
dates: Feb 08-Apr 04  
time: 06:00pm-09:00pm  
location: MAC 112

Introduction to CPT-4 Coding

Prerequisite: GS MED 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.


code: GS MED-045-MC  
cost: $279  
dates: Jan 19-Mar 29  
time: 06:30pm-09:30pm  
location: MAC 112

Introduction to ICD-10-CM Coding

Prerequisites: GS MED 017 - Medical Terminology, GS MED 045 - Introduction to CPT-4 Coding, and GS MED 009 - Pathophysiology. Instructor consent required. This course introduces the process of coding medical records with the use of ICD-10-CM coding systems. The intent is to develop an understanding of coding and classification systems in order to assign valid diagnostic or procedure codes.


code: GS MED-010-MC  
cost: $299  
dates: Mar 02-June 08  
time: 06:30pm-09:30pm  
location: MAC 127

Introduction to Health Information Technology

Learn the importance of obtaining, using, and preserving medical records. Students also receive instruction in assembly of medical records and some analysis. Please bring headphones to class.


code: GS MED-033-MC  
cost: $239  
dates: Jan 19-Mar 01  
time: 06:00pm-09:00pm  
location: MAC 115
Medical Administrative Assistant WIOA

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.

code: GSMED-097-MC  cost: $299

dates: Jan 21-Apr 14  days: TH

time: 06:00pm-09:00pm  location: MAC 114

Medical Central Service Technology WIOA

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.

code: GSMED-080-PS  cost: $459

dates: Feb 23-Apr 14  days: TTH

time: 06:00pm-09:00pm  location: TBD

Medical Terminology

Learning Medical Terminology is the first step to take before working in the medical field. 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.

code: GSMED-017-MC  cost: $309

dates: Jan 20-Apr 27  days: W

time: 06:00pm-09:00pm  location: MAC 114

Pathophysiology

Prerequisite: GSMED 017 - Medical Terminology

Learn the body systems and changes due to diseases, the cause of the changes, and treatment plans for the disease processes and diagnostics. Pathophysiology is required for, and specific to the ICD-10 coding process. As an elective class for the dialysis technician, this course provides valuable and in-depth learning of all the body systems.

code: GSMED-009-MC  cost: $349

dates: Jan 21-May 12  days: TH

time: 06:00pm-09:00pm  location: MAC 112

Pharmacy Technician WIOA

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, 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 an information session for this class on Thursday, Jan. 14 or Feb. 18, from 6 to 7:30 p.m.

No senior discount.

code: GSMED-090-MC  cost: $1099

dates: Mar 08-May 03  days: TTH

time: 06:00pm-09:30pm  location: MAC 116

Home Inspection

This course is designed to fulfill Illinois and Indiana state requirements for pre-license education and prepare for the certification exam in both states. The instructor is a professional home inspector who has worked in the field for many years. He not only teaches to the state exams, he brings valuable real world experience to the classroom to prepare students for a career in home inspection. Hands-on training is part of the instruction, which gives this program the learning advantage over online instruction. In order to take the state exam, students must be at least 21 years of age and have a high school diploma or GED. Textbooks are included in the tuition cost. Attendance and promptness is mandatory per state regulations. We have added one extra session per week so you will be prepared to take the state exam in only seven weeks.

code: GSRE-020-MC  cost: $1199

dates: Feb 15-Apr 07  days: MWF

time: 06:00pm-10:00pm  location: K 115

IT Career Lab

Information Sessions for IT Career Lab

At IT Career Lab, professionals move at the speed of technology using a unique accelerated format approach that offers globally-recognized, multi-certification curriculum with hands-on training on a live network. Attend one of our information sessions to learn how you can establish a long-term career in the information technology industry. Sessions are held at the Matteson Area Center. Call (708) 709-3750 to register.

code: PICOM-046-MC  cost: Free

dates: Jan 27  days: W

time: 10:00am-11:30am  location: MAC 111

code: PICOM-046-M1  cost: Free

dates: Feb 03  days: W

time: 10:00am-11:30am  location: MAC 111

Cisco Training WIOA

IT Career Lab is an integrated training program that combines classroom-based instruction, hands-on experience using a live Cisco network, an IT-focused Job Readiness Training, and job placement services into a single curriculum that provides training for three stackable IT certifications in 16 weeks: Network+, CCENT, and CCNA certifications. The valuable certification programming and end-to-end career coaching support is combined to provide clients with highly competitive employment prospects following program completion. IT Career Lab is a CompTIA Authorized Academy and a certified Cisco Networking Academy, is certified by the Illinois State Board of Higher Education and is post-9/11 GI Bill certified.

code: GSVS-018-MC  cost: $9000

dates: Mar 08-June 27  days: TTH

time: 09:00am-04:00pm  location: MAC 115
Legal

Legal Nurse Consultant Certificate Course
This online program prepares registered nurses and physician assistants for a career in the legal field as legal nurse consultants. Learn the fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically-related issues, as well as appear in court as expert witnesses. The course presents legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, products liability, wrongful death, criminal law, and workers’ compensation. No senior discount.

code: GSLGL-016-MC cost: $895
dates: Jan 11-Feb 26 location: Online

code: GSLGL-016-M1 cost: $895
dates: Mar 07-Apr 22 location: Online

Legal Secretary Certificate Course
This program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Topics include legal terminology, legal process, jurisdiction and venue, ethics, written communications, filing procedures, billing and accounting, records management, legal research, and citation format. Job search strategies and placement possibilities also will be discussed. No senior discount.

code: GSLGL-018-MC cost: $645
dates: Jan 11-Feb 26 location: Online

code: GSLGL-018-M1 cost: $645
dates: Mar 07-Apr 22 location: Online

Notary Public Training
This course will assist both individuals planning to become a notary public in the State of Illinois, and already commissioned notaries who want to improve their understanding of regulations. This course will use plain English to clarify proper execution of notary responsibilities, including concepts and procedures, and provide information regarding updates in Illinois notary law. You will learn how to distinguish between the various notarial documents needed for notarization, avoid conflicts of interest, maintain professional ethics, establish proper fees, minimize legal liability, handle special situations, and more. To become a notary, you must be at least 18 years of age and reside or work in Illinois.

code: PICOR-007-MC cost: $75
dates: Jan 28 days: TH time: 06:00pm-08:00pm location: CNTR 1318

code: PICOR-007-M1 cost: $75
dates: Mar 17 days: TH time: 09:00am-11:00am location: CNTR 1318

Paralegal Certificate Course
Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to such areas as legal terminology, documents, ethics and the litigation process; introduction to the evidentiary predicate; identifying relevant authority; introduction to legal research and practice; and legal writing and appellate procedure. Job-hunting techniques also will be discussed for this field. There are no prerequisites to take this course. No senior discount.

code: GSLGL-017-MC cost: $1289
dates: Jan 11-Apr 22 location: Online

Victim Advocacy Certificate Course
This online course will prepare students to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victim’s rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships, and crisis intervention. This course also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, and homicide. Job search strategies and placement possibilities also will be discussed. A high school diploma or GED is a prerequisite. No textbook required. No senior discount.

code: GSLGL-015-MC cost: $645
dates: Jan 11-Feb 26 location: Online

code: GSLGL-015-M1 cost: $645
dates: Mar 07-Apr 22 location: Online

Manufacturing
Manufacturing Skills Training
PSC is now offering four new non-credit National Institute for Metalworking Skills (NIMS) Certification courses. This is a national accreditation and is the type of certification that manufacturing companies are looking for when they are hiring. You may qualify for grant-funded financial assistance. For information, please contact call (708) 709-3782.

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Real Estate

Information Session on Real Estate Courses and Careers
Although the economy has affected many individuals with their employment status, learn about some part-time opportunities in real estate sales and home inspecting. Courses fulfill the state’s pre-licensing requirements in these particular areas. Reserve your seat today. Call (708) 709-3750 to register.

- **Real Estate Broker Pre-License Topics** (1 of 2)
  - This 75-hour course is the first of two courses which fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a Real Estate Broker (formerly Real Estate Salesperson). This course is for those individuals who are interested in entering the real estate sales field and will eventually become licensed to sell and list real estate. Upon successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker exam. Attendance is mandatory per state regulations.

  - **Code:** GSRE-077-MC  
  - **Cost:** $495  
  - **Dates:** Jan 19-Apr 21  
  - **Days:** TTH  
  - **Time:** 06:30pm-09:30pm  
  - **Location:** MAC 108

- **Broker - Applied Real Estate Principles - Interactive (2 of 2)**
  - This 15-hour course is the second of two courses which fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a Real Estate Broker. This is an interactive course which provides the training necessary to be proficient at participating in real estate transactions. Upon the successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker exam. The same textbook is used for both courses. Attendance is mandatory per state regulations.

  - **Code:** GSRE-079-PS  
  - **Cost:** $149  
  - **Dates:** May 03-May 19  
  - **Days:** TTH  
  - **Time:** 06:30pm-09:30pm  
  - **Location:** MAC 108

How to Create a Résumé - Mini-Workshops
At the end of Career in Less Than a Year courses, there will be a mini-workshop that will help you create a professional résumé. This will help you be better prepared for your job interviews. Your instructor will provide more information about this added bonus to the programs.

ARE YOU LOOKING FOR WORK?
No-cost training can update your job skills.

If you would like to update your job skills for a new career, The Chicago Heights Workforce Center at Prairie State College can help. Attend an orientation and find out if you qualify for training at no cost to you.

Visit www.nationalable.org or call (708) 709-7975

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Visit our website at prairiestate.edu | For more information call (708) 709-3750
MANUFACTURING is BACK!

Companies need skilled employees right now. Prairie State College (PSC) is here to help you get the skills you need to find a job in manufacturing.

Non-Credit NIMS Classes
Enroll today in the National Institute for Metalworking (NIMS) Certification Course. This is a national accreditation and is the type of certification that manufacturing companies are looking for when they are hiring.

Certifications
Upon successfully completing the course, you will earn six different certifications. All of the certifications are nationally recognized and are your ticket to a new job!

Why Manufacturing?
• Manufacturing companies are facing a drought of skilled employees because they are losing their workers to retirement.
• NIMS Certification means you have achieved a nationally recognized skill level.
• Manufacturing jobs are plentiful and can be filled by both men and women.
• There is a high demand for skilled employees.
• Manufacturing companies offer excellent salaries, plenty of job opportunities, and they need employees now.

For more information, please call (708) 709-3782 or email bschmidt@prairiestate.edu

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Computers and Information Technology

Computer Express - Computer Training in four hours!

Microsoft Excel Step 1 (2013)
Learn about the power of a spreadsheet, including how to avoid major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting also are covered.

- code: PICOM-006-MC  
- cost: $49  
- dates: Feb 08  
- time: 09:00am-01:00pm  
- location: MAC 114

Microsoft Outlook Step I
Learn how to create and send email, organize messages, set up contacts, create an address book, schedule appointments and meetings, and manage tasks and notes. Microsoft Outlook is the most up-to-date email with all of its new features.

- code: PICOM-036-MC  
- cost: $49  
- dates: Apr 04  
- time: 09:00am-01:00pm  
- location: MAC 114

Microsoft PowerPoint Step 1 (2013)
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: Feb 22  
- time: 09:00am-01:00pm  
- location: MAC 115

Microsoft Word Step 1 (2013)
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: Jan 25  
- time: 09:00am-01:00pm  
- location: MAC 114

Tune up Your PC
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: $49  
- dates: Mar 28  
- time: 09:00am-01:00pm  
- location: MAC 114

Microsoft Office
Students are required to bring their own USB flash drive. Classwork and homework must be saved on your flash drive.

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

- code: GSVS-091-MC  
- cost: $149  
- dates: Feb 10-Apr 06  
- time: 06:30pm-09:30pm  
- location: MAC 114
Introduction to Computers
Learn basic computer skills that are personally and professionally useful, including an overview of hardware, software, operating systems, and basic commands.
code: GSVS-067-PS  cost: $189
dates: Feb 01-Feb 29  days: M
time: 06:30pm-09:30pm  location: TBD

Microsoft Excel—Beginning (Excel 2013)
Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.
code: GSVS-094-PS  cost: $189
dates: Feb 22-Mar 28  days: M
time: 09:00am-01:00pm  location: TBD

Microsoft Excel—Intermediate (Excel 2013)
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: $189
dates: Mar 30-Apr 27  days: W
time: 06:30pm-09:30pm  location: TBD

Microsoft Office (Office 2013)
This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows: Word, Excel, and PowerPoint. A basic understanding of Windows is required.
code: GSVS-089-PS  cost: $289
dates: Feb 06-Apr 02  days: S
time: 09:00am-01:00pm  location: TBD

Microsoft Word—Beginning (Word 2013)
From personal letters to professional manuscripts, learn the easy and correct way to create a document. Learn how to edit documents, move and copy text, insert numbers and bullets, create envelopes and labels, use templates, and print.
code: GSVS-077-PS  cost: $189
dates: Feb 09-Mar 08  days: T
time: 06:30pm-09:30pm  location: TBD

Microsoft Word—Intermediate (Word 2013)
This course is a continuation of Microsoft Word—Beginning. Learn 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: $189
dates: Mar 29-Apr 26  days: T
time: 06:30pm-09:30pm  location: MAC 114

Security
Security At Its Best: How to Protect Your Home Computer and Phone
Today we use our computers to do so many things. We go online to search for information, shop, bank, do homework, play games, and stay in touch with family and friends. Computers contain a wealth of personal information about us. Learn safety measures and good practices to protect your home computer. You can protect your privacy and your family.
code: PICOM-048-MC  cost: $39

dates: Feb 22-Feb 29  days: M
time: 06:00pm-08:00pm  location: MAC 114

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Creative Arts

Drawing, Painting, and Crafts

Knots & Loops: Crochet 101 for Beginners
Be prepared to learn basic crochet techniques, including the single crochet, double crochet, and half double. By the end of the class, the students will have learned how to crochet various stitch patterns. Ages 12 and up are welcome. Students under the age of 16 must be accompanied by an adult. Both child and adult must register and pay the tuition fee. Please bring one seven ounce skein of Red Heart Super Saver yarn (any color) and crochet hooks “G” and “H” to the first class.

- code: PICRF-008-MC
- cost: $99
- dates: Feb 16-Mar 24
- days: TTH
- time: 06:00pm-08:00pm
- location: MAC 108

Watercolor Painting
Learn to paint in watercolor. This course is designed to cover the various techniques and methods of applying paint in watercolor on paper, and covers uses of appropriate materials and supplies. Whether you have no painting skills or some skills, this class will be a tremendous benefit for you. There will be slide presentations, demonstrations of techniques, hands-on painting, and individual review of student work. Students will be given ample time to work in the media trying new and familiar techniques, painting still life, landscapes, and abstract subjects. A supply list will be emailed to the student before the start of class.

- code: PIART-068-PS
- cost: $99
- dates: Feb 18-Mar 24
- days: TH
- time: 09:00am-11:30am
- location: MAC 108

Music

Concert Choir
This ensemble provides an opportunity for singers to perform important choral literature with a large chorus. Audition for acceptance is required. To set up an audition, call (708) 709-3742. Rehearsals are held at Temple B’Nai Yehuda Beth Shalom, 1424 W. 183rd St., Homewood. This course is taught by Jo Rodenberg-Ziegler. No senior discount.

- code: PIMUS-015-PS
- cost: $50
- dates: Jan 19-May 17
- days: T
- time: 07:00pm-09:50pm
- location: OTH

Jazz Ensemble
This band is for intermediate to advanced musicians who want to develop their improvising and ensemble techniques. Several performances will be scheduled on campus and in the community. An audition for placement may be requested. No senior discount.

- code: GSMUS-005-PS
- cost: $25
- dates: Jan 19-May 17
- days: T
- time: 07:00pm-09:40pm
- location: K 105

Vocal Jazz Ensemble
This course provides experience in singing jazz and other related contemporary styles in a small choir. Improvisation and jazz vocal techniques are covered. This course is taught by Toni Bell. No senior discount.

- code: GSMUS-010-PS
- cost: $25
- dates: Jan 25-May 16
- days: M
- time: 04:00pm-06:40pm
- location: M 3275

Wind Ensemble
This course provides the opportunity to study and perform significant concert band literature with an ensemble. An audition for placement may be requested. This course is taught by Phillip Crews. No senior discount.

- code: GSMUS-001-PS
- cost: $25
- dates: Jan 25-May 16
- days: M
- time: 06:30pm-09:10pm
- location: K 105

Sewing

Basics of Sewing
Basics of Sewing can give you the sewing skills that you always wanted. Learn about the terminology, layout, pinning, marking, cutting, and sewing of a basic garment. You will have to bring your own sewing machine to class and the instructor will tell you how much material you will need for classroom, hands-on training. Whether you want to be able to sew for you and your family or maybe to start a new career, this course is a great way to jump-start your training.

- code: PIPIN-056-MC
- cost: $169
- dates: Feb 20-Apr 09
- days: S
- time: 09:00am-12:00pm
- location: MAC 111
Kids@College

Let learning and fun continue year round by enrolling your child in a Kids@College class. Students ages 7 to 17 can develop new skills and explore topics in creative settings. These quality and innovative classes provide enrichment to prepare our community’s youth and teens for the 21st century and beyond.

TEEN AND YOUTH PROGRAMS

3D Basics Printing for Teens
Thanks to 3D printing, you can quickly and easily create a physical object from a computer model, literally printing the part as it goes. In this class, you will learn how to import, prepare, and print an object with three-dimensional parts using our MakerBot Mini and Replicator 3D printers. No experience necessary. Ages 13-16

code: PIKAR-016-MC  cost: $35
dates: Apr 09  days: $  
time: 09:00am-01:00pm  location: M 3210

ACT Prep Course for High School Students
The ACT Prep course is to assist students in preparing to take the ACT Test. The program will provide an overview of the test, practical test taking strategies and an opportunity to take a simulated ACT tests in each test area. All students are expected to arrive on time, participate in course activities and discussions.

code: PIKAR-024-M1  cost: $149
dates: Mar 05-Mar 19  days: $  
time: 09:00am-01:00pm  location: MAC 115

code: PIKAR-024-MC  cost: $149
dates: Feb 04-Mar 17  days: TH  
time: 06:30pm-08:15pm  location: MAC 115

Cartooning and Character Design for Kids
This introduction class will teach children to create works of cartoon art. The class will explore fundamentals of drawing, design, and character development. Students will learn ways to best communicate their ideas in a fun and entertaining way while learning the foundation of academic drawing as it applies to animation. Students will receive hands-on instruction with hand drawn two-dimensional animation. Ages 8-11

code: PIKAR-023-MC  cost: $35
dates: Apr 14-Apr 21  days: TH  
time: 06:30pm-07:30pm  location: MAC 111

CPR and First Aid for Babysitters
This class is intended for pre-teens and teens, ages 11 to 15. In this class, students will learn about:
• Injury prevention
• How children act when something is wrong
• How to identify and care for common illnesses and injuries
• How and when to call 9-1-1
• Child CPR and AED
• Infant CPR
• How to help a choking infant or child
At the end of the course, students receive an AHA Heartsaver Pediatric First Aid/CPR/AED course completion card which is valid for two years.

code: PIIES-017-MC  cost: $49
dates: Mar 12  days: $  
time: 09:00am-03:00pm  location: MAC 116

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Digital Filmmakers
Covering all aspects of digital moviemaking, from initial concept to finished film, students will use radio control cars to digitally film exciting martial art fight scenes and fast car chases. Students will edit scenes and add music to movie clips before publishing completed work using tools like Microsoft Movie Maker.

ages 11-14
code: PIKAR-041-MC  cost: $45
dates: Feb 06-Feb 13  days: 5
time: 10:00am-12:00pm  location: MAC 114

Keyboarding for Teens
Basic keyboarding skills help you write faster and work better at school. This self-paced course provides students with correct keyboarding techniques and typing procedures. Concepts for skill building and speed improvement will be introduced, as well as training on how to use the mouse proficiently. With many schools not being able to provide keyboarding as part of their curriculum, this class would be the perfect place where your child could obtain those skills which will also prepare them for report writing in college and beyond. Today, good typing skills are a must for many jobs.

ages 13-16
code: PIKCO-017-MC  cost: $45
dates: Mar 12-Mar 19  days: 5
time: 12:30pm-02:30pm  location: MAC 114

dates: Feb 11-Feb 25  days: TH
time: 06:30pm-07:30pm  location: MAC 111

LEGO® MINDSTORMS® EV3 Robotics
Learn the basics in creating, building, and programming. Students will discover the magic of bringing a robot to life! This workshop will teach teens about depression and suicide. Participants also will learn “Q.P.R” which stands for Question, Persuade, Refer. QPR teaches participants how to recognize the warning signs of suicide, how to ask a person if they are considering suicide, and how to persuade the person to get help and refer them to the appropriate professionals. Participants will receive a certificate of completion from the QPR Institute. Ages 13-17

code: PIKAR-043-MC  cost: $35
dates: Feb 20  days: S
time: 10:00am-12:00pm  location: MAC 111

time: 10:00am-12:00pm  location: MAC 114

Let’s Learn Spanish Basics
Students will gain knowledge of the Spanish language by the natural approach in participating in songs, games and various activities that will help them develop an interest and easily learn the language by speaking personal greetings, common words and numbers. Ages 7-10

code: PIKAR-042-MC  cost: $149
dates: Apr 02-Apr 30  days: S
time: 10:00am-12:00pm  location: MAC 114

Photoshop: The Design Factory
The design factory seeks to create tangible Photoshop projects that fill the needs or interests in the broader school, community, or world. Students will be able to have an understanding of how to use basic Photoshop tools, finish projects they can add to their portfolio, and receive industry advice and practical hands-on experience. All classes will be taught by a certified Adobe instructor. No prior experience is required. Ages 14-17

code: PIKAR-044-PS  cost: $45
dates: Mar 30-Apr 20  days: W
time: 06:30pm-08:30pm  location: 3245

Student safety remains our highest priority. Please walk students directly to the designated classroom. Students should not be dropped off more than ten minutes prior to class and should be picked up immediately at class dismissal time. Please do not drop your child off without confirming that he/she has been greeted by the instructor.
LIFELONG LEARNING/PERSONAL ENRICHMENT

Communication

Communication and Interpersonal Skills
This course provides guidelines for effective communication with clients from a different culture, hard-of-hearing, limited vision, and other special needs. Topics include stages of human development (infancy to older adulthood), mental health, and legal, ethical, and end of life issues.

code: GSBUR-020-MC  cost: $85

dates: Jan 26-Mar 08  days: TTH

time: 06:00pm-08:30pm  location: K 115

CPR

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-MC  cost: $85

dates: Apr 25  days: M

time: 06:00pm-08:30pm  location: K 115

House and Home

DIY: 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 to choose and install light fixtures. In addition, learn to install a ceiling fan and a proper brace.

code: PIHIM-005-PS  cost: $49

dates: Apr 16  days: S

time: 09:00am-12:30pm  location: K 115

DIY: Basic Ceramic Tile Installation
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 to choose the right tile, what tools are needed, and to estimate material.

code: PIHIM-007-PS  cost: $59

dates: Apr 02  days: S

time: 09:00am-01:00pm  location: K 115

DIY: How to Become a Miss or Mr. Fix It... Extended!
This class has been extended to 12 hours of hands-on training. Why pay someone else to do the basic repairs around your home when you can learn to do them yourself? Learn how to use the most common power tools safely and productively. Learn how to choose the right paint or stain, patch a wall, choose the right caulk, repair a door, replace a lockset, repair a toilet, and replace a faucet. Also, learn how to install a light fixture and ceiling fan, replace a circuit breaker safely, replace an electrical outlet and switch, and more.

code: PIHIM-090-PS  cost: $99

dates: Feb 13-Feb 27  days: S

time: 09:00am-01:00pm  location: K 115

Language

Spanish I
This class focuses on the basics of learning and communicating in Spanish. Spanish language skills are introduced and everyday vocabulary are emphasized. Textbook is included.

code: PILAN-047-MC  cost: $149

dates: Feb 22-Apr 25  days: M

time: 07:00pm-09:00pm  location: MAC 114

Advanced Spanish
Now you can enhance your communication skills at a higher level. Speaking, reading, writing, and understanding will be the focus in this advanced course. The same textbook is used as in Spanish II. If you need to purchase a book, please call (708) 709-3750.

code: PILAN-049-MC  cost: $119

dates: Feb 23-Apr 26  days: T

time: 07:00pm-09:00pm  location: MAC 114

Stress Management

Stress Management
Participants will perform a self-assessment of daily stress, practice stress management techniques and identify techniques for coping with daily stressors. Bring a pillow and blanket (or mat).

code: PIHLT-031-MC  cost: $29

dates: Mar 17  days: TH

time: 07:00pm-09:00pm  location: MAC 112

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
The SouthWorks MakerLab at PSC is a place where members of the community can use equipment to make things for recreational, business, or personal interests. In a MakerLab, the possibilities are endless! Open to the public, the lab can be used for:

**Equipment**
The MakerLab includes 3D printers, 3D scanner, welders, electronics, mills, lathes, and more.

**Classes**
Educational sessions include topics on safety, equipment usage, designing innovation, entrepreneurship, and business principles.

**Location**
The Prairie State College MakerLab is located on the main campus in the Industrial Technology Wing (T180).

**Contact Us**
To schedule a visit or time to use the lab, call (708) 709-3784 or email MakerLab@prairiestate.edu

Visit our website at prairiestate.edu/makerlab.

**Coming Soon**
As the MakerLab grows, the place will be teeming with energy as we start developing interest clubs, competitions, networking programs, youth group activities, summer camps, and STEM learning (in a real fun way!).

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**INVENTING**
Prototyping

**ARTWORK**
Crafting

**HOBBIES**

**REPAIRS**

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Visit our website at prairiestate.edu | For more information call (708) 709-3750
Home
Helping Our Senior Loved One
Down-Size Their Home
Planning and implementing a move can be overwhelming and challenging, especially to seniors. Downsizing a lifetime of possessions is often times an emotional and difficult task. A professional organizer will explain how this process can be done in a compassionate and efficient manner. Help take the stress out of this necessary transition that many individuals must face in their lifetime.

code: PISNR-007-MC  
cost: $10  
dates: Feb 10  
time: 09:00am-11:00am

Medicare
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. Participants are welcome to bring a brown bag lunch.

code: PILIF-033-MC  
cost: Free  
dates: Mar 01  
time: 10:00am-11:30am

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: Mar 03  
time: 12:30pm-02:00pm

Nutrition
Safety and Nutrition
This course provides guidelines for client home safety and nutrition planning, including housekeeping, infection control, meal planning, preparation, and food sanitation. Time, resources, and money management are also covered.

code: GSMED-001-MC  
cost: $85  
dates: Feb 25-Mar 24  
time: 06:00pm-08:30pm

Personal Care
This course provides an overview of personal care services provided to the client including grooming, body mechanics, and assistive devices.

code: GSMED-002-MC  
cost: $87  
dates: Mar 16-Apr 21  
time: 06:00pm-08:30pm
RECREATION AND WELLNESS

Fitness

Aerobics I—Pilates/Yoga/Walking
This class is designed for the beginning exercise enthusiast with the emphasis on walking, yoga, and pilates.

code: PISPF-0011-P1 (pilates)  cost: $143
dates: Jan 20-May 16  days: MW

time: 12:00pm-12:50pm  location: T 130

code: PISPF-0011-P2 (yoga)  cost: $143

dates: Jan 19-May 17  days: TTH

time: 08:00am-08:50am  location: T 130

code: PISPF-0011-P3 (yoga)  cost: $143

dates: Jan 19-May 17  days: T

time: 06:00pm-07:50pm  location: T 130

Aerobics II—Step Aerobics/Kickboxing
This class is an intermediate workout combining step aerobics, kickboxing, and toning exercises.

code: PISPF-0012-P1 (kickboxing)  cost: $143

dates: Jan 20-May 16  days: MW

time: 05:00pm-05:50pm  location: T 130

Aerobics III — Aqua Aerobics
This class is a workout combining aerobic and toning exercises in the challenging environment of the pool.

code: PISPF-0013-P1  cost: $143

dates: Jan 20-May 16  days: MW

time: 07:00am-07:50am  location: FH POOL

code: PISPF-0013-P2  cost: $143

dates: Jan 20-May 16  days: MW

time: 06:00pm-06:50pm  location: FH POOL

Aerobics IV—Boot-Camp Style
This class provides a workout combining aerobic dance, boot-camp style, and indoor cycling. It is designed for those individuals who want a more intense and physically challenging workout.

code: PISPF-0016-P1 (indoor cycling)  cost: $143

dates: Jan 20-May 16  days: MW

time: 06:15am-07:05am  location: T 130

code: PISPF-0016-P2 (indoor cycling)  cost: $143

dates: Feb 16-May 19  days: TTH

time: 12:30pm-01:30pm  location: T 130

code: PISPF-0016-P3 (boot camp)  cost: $143

dates: Feb 09-May 17  days: TTH

time: 11:20am-12:30pm  location: T 130

Golf
This class covers the basic rules and fundamentals of golf.

code: PISPF-0014-PS  cost: $143

dates: Mar 16-May 16  days: MW

time: 10:00am-11:50am  location: T 130

T’ai Chi for Strength, Arthritis, and Pain
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. This class is excellent for seniors who face the daily battle with arthritis.

code: PISPF-017-MC  cost: $79

dates: Feb 18-Mar 24  days: TH

time: 09:00am-10:00am  location: T 130
Martial Arts/Self-Defense

Karate (Ages 7 to Adult)
This course teaches basic self-defense, traditional Tae Kwon Do, Karate, 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: PISPFP-025-P1 (beginner)  cost: $79

dates: Jan 14-Apr 28  days: TH

time: 06:00pm-07:00pm  location: T 130

code: PISPFP-025-P2 (beginner)  cost: $79

dates: Jan 16-Apr 30  days: S

time: 08:30am-09:30am  location: T 130

code: PISPFP-025-P3 (intermediate)  cost: $105

dates: Jan 14-Apr 28  days: TH

time: 06:00pm-07:00pm  location: T 130

code: PISPFP-025-P4 (intermediate)  cost: $105

dates: Jan 16-Apr 30  days: S

time: 08:30am-10:30am  location: T 130

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: PISPFP-026-P1 (beginner)  cost: $119

dates: Jan 21-Apr 30  days: TH

time: 06:00pm-07:00pm (TH)  location: T 130

08:30am-09:30am (S)

code: PISPFP-026-P2 (intermediate)  cost: $195

dates: Jan 21-Apr 30  days: TH

time: 06:00pm-08:00pm (TH)  location: T 130

08:30am-10:30am (S)

Self-Defense Techniques
Be prepared. Both men and women need to know simple, self-defense techniques to protect themselves or loved ones. Learn from a self-defense expert how to identify dangerous situations and apply safety strategies. Acquire confidence and the ability to cope with unexpected attacks and emergencies. Please wear comfortable clothes and shoes to class that allow for easy movement.

code: PISPFP-029-PS  cost: $99

dates: Jan 25-Mar 16  days: MW

time: 07:00pm-09:00pm  location: T 130

Positive Learning

Choice Theory
Learn breakthrough strategies for success for teachers, administrators, coaches, counselors, social workers, psychologists, and supervisors. Understand why people do what they do and how to intervene for optimal success. Choice Theory provides an explanation of human behavior and an intervention strategy to help situations involving human interactions. You will learn how to manage difficult classroom discipline problems, work with non-voluntary clients/learners, coach your clients to success, and manage employees for optimum performance and loyalty. This is the first step in Choice Theory certification, and counselors, teachers, and social workers will earn 27 CEUs.

code: GSBUS-028-MC  cost: $499

dates: Mar 14-Mar 17  days: MTWTH

time: 08:30am-04:30pm  location: MAC 112

Empowerment Parenting
This workshop helps parents understand the psychology behind what is happening with children at various stages. Empowerment Parenting teaches parents simple strategies for helping their children succeed and overcome challenges. Bring a guest for free.

code: PILBUS-113-MC  cost: $29

dates: Mar 14  days: M

time: 07:00pm-09:00pm  location: MAC 112

New! GO FOR IT! Enlarge Your Vision
Learn to make a habit of visualizing your dreams, setting goals, taking action, and refusing to give up to help solve problems, strengthen relationships, improve health, and empower yourself to achieve greater levels of success, both personally and professionally.

code: PIH1TH-033-MC  cost: $79

dates: Jan 26  days: T

time: 06:30pm-09:00pm  location: MAC 111

Introduction to Life Balance 101 (Decision-Making and Problem-Solving)
This Life Balance class utilizes a holistic approach to both “the achieving” as well as “the maintaining” of balance in one’s life. Students will study life behavior concepts with clear and concise instructions on how to define, embrace, learn, and live a balanced life. The instructor, Jimi Emmons, is also the author of the book, Embracing the Beauty of Balance. Balance isn’t just a nice option for your life. It’s an absolute necessity for your life.

code: PILIF-086-MC  cost: $69

dates: Mar 03-Apr 07  days: TH

time: 07.00pm-09:00pm  location: MAC 127

Nutrition and Brain Health
Learn the important components to a healthy brain. We will discuss how nutrition plays a key part in maintaining optimum brain health. Learn about the best foods to eat and how to pair different foods together for maximum results.

code: PIH1TH-005-MC  cost: $10

dates: Mar 10  days: TH

time: 10:00am-12:00pm  location: MAC 108
Step by Step: College Awareness and Planning
This course is designed for parents, counselors, educators, and community leaders to better inform middle and high school students about the necessary steps to take to prepare for college and how to complete the application and admission process. Participants will be provided handouts and given various websites to further assist in their supportive efforts. In addition to the curriculum, participants also will have access to various professionals from growing industries who will serve as guest speakers and workshop facilitators.
code: PIKAR-045-MC  cost: $35
dates: Jan 28-Feb 18  days: TH
time: 06:30pm-08:30pm  location: MAC 111

Why Do People Do What They Do? (Intro to Choice Therapy)
This workshop, taught by Kim Olver, helps participants develop an understanding of why people do the things they do. Understanding the other person’s behavior makes what to do next easy. Learn how to better understand others, how to better understand yourself, and how to lead a stress-free life.
code: GSBUS-014-MC  cost: $69
dates: Mar 14  days: M
time: 08:30am-04:30pm  location: MAC 112

Women and Divorce: Financial, Legal, and Emotional Considerations
This course guides women through all stages of the divorce process. Participants will learn how to make good financial, legal, and personal decisions regarding a divorce. A financial consultant, an attorney, and a life coach will give participants tips on how to be better prepared for getting through a divorce and for what comes after a divorce. Bring a guest for free.
code: PILIF-074-MC  cost: $39
dates: Mar 16  days: W
time: 06:00pm-09:00pm  location: MAC 112

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SAFETY AND SECURITY

Firearms Training
Prerequisites: Students must be at least 21 years of age and bring the following to class: a valid Firearm Owner's Identification Card (FOID) and Illinois driver's license or state ID. If you have questions, contact Frank Novak at (708) 709-7839 or fnovak@prairiestate.edu.

Illinois Conceal Carry Training Course - 8 Hours
This 8-hour course is for those individuals who have already had some qualified firearms training. This includes active, retired, and honorably discharged military personnel, as well as individuals who have completed approved training courses in another state. Classroom and range instruction are taught by certified instructors. The date listed is for classroom instruction. Arrangements for off-site range qualification will be discussed in class. Range fees must be paid by the student on range day. Students are responsible for fingerprinting and application fees. No senior discount. Please see prerequisites.

code: GSSEC-004-MC
dates: Feb 13
time: 08:00am-04:00pm
location: MAC 116

cost: $125

code: GSSEC-004-M1
dates: Mar 12
time: 08:00am-04:00pm
location: MAC 116

cost: $125
days: S

code: GSSEC-004-M2
dates: Apr 09
time: 08:00am-04:00pm
location: MAC 116

cost: $125
days: S

Illinois Conceal Carry Training Course - 16 Hours
This 16-hour course is for individuals seeking certification to carry a concealed weapon in the state of Illinois. It is specifically for individuals who do not possess the Illinois State Police required training credits. The course includes basic knowledge in the use of deadly force, firearms transportation, transfer, and record keeping. It also includes the mandatory range training and qualification as required by the Illinois State Police. The dates listed are for classroom instruction. Arrangements for off-site range qualification will be discussed in class. Range fees must be paid by the student on range day. Students are responsible for fingerprinting and application fees. No senior discount. Please see prerequisites.

code: GSSEC-005-MC
dates: Feb 06-Feb 13
time: 08:00am-04:00pm
location: MAC 116

cost: $225
days: S

code: GSSEC-005-M1
dates: Mar 05-Mar 12
time: 08:00am-04:00pm
location: MAC 116

cost: $225
days: S

code: GSSEC-005-M3
dates: Apr 02-Apr 09
time: 08:00am-04:00pm
location: MAC 116

cost: $225

Please see Personal Enrichment section for Self-Defense Training

Hazardous Materials
EPA Lead Safety in Repair, Renovation, and Painting—RRP Training—Lead-Safe Certified
As of April 22, 2010, the EPA requires contractors performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978, be certified and follow specific work practices to prevent lead contamination. This course fulfills those requirements. Contractors will learn lead-safe work practices by following these three simple procedures: contain the work area, minimize dust, and clean up thoroughly. Upon successful completion of this course, you will be “Lead-Safe Certified.” No senior discount.

code: GSCST-034-MC
dates: Feb 11
time: 08:00am-04:00pm
location: MAC 118

cost: $262
days: TH
Lead Worker Training - Lead Abatement
Initial training for workers involved with the abatement of lead, for lead project monitors, and for consultants. This course meets the training requirements of OSHA, EPA, Illinois and Indiana (LWI only). The following topics will be covered: history of lead, types of lead, uses and applications; health effects and medical surveillance requirements; current state and federal regulations; air monitoring and sampling; bulk sampling and analysis; worker protection equipment; negative pressure systems; glove bag removal; establishing high integrity lead abatement work areas; and proper abatement practices and procedures. No senior discount.

| code: GSCST-050-PS  | cost: $499  |
| dates: Jan 25-Jan 27 | days: MTW  |
| time: 07:00am-03:00pm | location: K 115 |

OSHA
GSCST 007 - OSHA 10-Hour General Industry Training Course (also part of Forklift Operator Training 40-hour 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. Textbook is included.

| code: GSCST-007-PS  | cost: $149  |
| dates: Mar 07-Mar 09 | days: MTW  |
| time: 05:00pm-09:00pm | location: TWL 16 |

| code: GSCST-007-P1  | cost: $149  |
| dates: May 09-May 11 | days: MTW  |
| time: 05:00pm-09:00pm | location: TWL 16 |

10-Hour Construction Industry Training Course
This 10-hour Construction Industry OSHA program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. This program also provides information regarding workers’ rights, employer responsibilities, and how to file a complaint. Upon successful completion, an OSHA safety card will be awarded.

| code: GSCST-054-MC  | cost: $149  |
| dates: Feb 16-Feb 25 | days: TTH  |
| time: 06:00pm-08:30pm | location: MAC 118 |

OSHA 30-hour Construction Industry Outreach Training Program
This 30-hour course is designed to teach construction workers about their rights, employer responsibilities, and how to file a complaint, as well as how to identify, abate, avoid, and prevent job related hazards. This course is also helpful to those who have safety responsibilities on the jobsite. Each participant will receive a “Construction Industry” 30-hour OSHA card.

| code: GSCST-040-MC  | cost: $289  |
| dates: Jan 16-Feb 27 | days: 5  |
| time: 08:00am-04:30pm | location:MAC 118 |

Security Officer
20-Hour Unarmed Security Officer Training - Basic (Part 1 of 2 of Armed 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: $169  |
| dates: Mar 21-Apr 06 | days: MW  |
| time: 06:00pm-09:30pm | location: MAC 127 |

20-Hour Security Firearms Training (Part 2 of 2 of Armed Security Officer Training)
After completing the 20-Hour Unarmed Security Officer Training - Basic course, individuals may enroll in Part II to become Armed Certified. This 20-hour course requires both classroom work and qualification at a certified range. The course includes instruction on safety, maintenance, liability, carrying a weapon, use of force, ethics of weapon use, and legal use of a firearm, as well as search and seizure. Final qualification includes firing range qualification and written examination. Students are responsible for range fees and must qualify using their own weapon.

Armed Security Officers in Illinois need a total of 40 hours of instruction to become certified by the Illinois Department of Financial & Professional Regulation (IDFPR). After completing Parts I and II, individuals receive a certificate from IDFPR.

| code: GSSEC-025-MC  | cost: $169  |
| dates: Apr 11-Apr 27 | days: MW  |
| time: 06:00pm-09:30pm | location: MAC 127 |

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- Improve your bottom line

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WORK-RELATED TRAINING

Arborist, Landscape, and Horticulture

Best Management Practices for Community Trees
Gain an understanding of the full spectrum of utilizing trees as part of a professional landscape. During this industry-specific, interactive course, professionals will learn the components of tree anatomy, criteria for selection, and methods of care. In addition, participants will explore ways to advance their careers within the urban forestry profession. Approved for 8.0 CEUs from the International Society of Arboriculture.

code: GSCOR-008-C1  cost: $129
dates: Mar 12-Mar 19  days: S
time: 08:00am-12:00pm  location: MAC 108

Landscape Concepts
Explore the variety of landscape components available within the industry. Learn the difference between permanent structures, water features and living elements of plants and trees. Understand the advantages and disadvantages of each to make appropriate selections when incorporating them into your landscape concept. Approved for 8.0 CEUs from the National Association of Landscape Professionals (NALP).

code: GSCOR-009-C1  cost: $129
dates: Feb 27-Mar 05  days: S
time: 08:00am-12:00pm  location: MAC 108

Landscape Plants: Usage and Application
Learn proper plant selection to create functional and eye-appealing landscapes for your clients. Through interactive activities, explore the ways plants, shrubs, trees, and ground covers impact the site components and maintenance. Approved for 12.0 CEUs from the National Association of Landscape Professionals (NALP).

code: GSCOR-010-C1  cost: $159
dates: Mar 01-Mar 15  days: T
time: 08:00am-12:00pm  location: MAC 118

Residential Landscape Design
Design residential and commercial landscapes that create attractive and functional green spaces for your customers. Learn step-by-step methods to establish client goals, produce site drawings, create the job budget, develop the proposal, and sell the landscape plan. Approved for 12.0 CEUs from the National Association of Landscape Professionals (NALP).

code: GSCOR-011-C1  cost: $159
dates: Mar 02-Mar 16  days: W
time: 08:00am-12:00pm  location: MAC 108

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Business

How to Become an Entrepreneur
This intensive two-day workshop is designed to jump start your new business venture. The program will help you to fine tune your business idea and understand how to finance, organize, and market the business. You will learn how to develop a business plan, appreciate its value to your business, and use the plan effectively. During these two information-packed days, expect to be challenged, inspired, and well-prepared to take your business from an idea to reality.

code: GSBUS-041-MC  cost: $259
dates: Mar 05-Mar 12  days: S
time: 09:00am-04:30pm  location: MAC 108

Construction

Construction Project Estimating (for Homeowners, Rehabbers and Remodelers)
This class is for anyone who is a weekend-warrior or an individual who wants to start their own rehabbing or remodeling business. Sometimes estimating a construction project could be as overwhelming as knowing how to actually do the project. Our resident construction expert will teach you step-by-step how to calculate materials, estimate costs, and develop a construction schedule so that your projects will stay under budget and will be completed on time. There will be a hands-on group project in class where a construction project will be estimated for materials and cost. For information on some of our other hands-on construction training, please call (708) 709-7711.

code: PIHIM-037-PS  cost: $49
dates: Feb 06  days: S
time: 09:00am-02:00pm  location: K 115

How to Start a Rehabbing and/or Home Remodeling Business
This is the perfect class for that adventurous person who wants to take a step toward a new career that can be done part or full time. Whether you want to get dirty and work with your hands, or simply “manage” the business, this how-to class can make your new construction business a reality. We will show you the benefit of being able to do your own work when properties are acquired. This class will also help you get started with your own remodeling business. Topics include licensing, bonding, permits, liability insurance, small business loans, and marketing. We also will discuss purchasing the right equipment and tools, acquiring a work vehicle, how to estimate projects, and learning where you can obtain some construction skills.

code: PIHIM-034-PS  cost: $69
dates: Mar 12-Mar 19  days: S
time: 09:00am-01:00pm  location: K 115

Fire Science

Basic Firefighter Operations
Prerequisite: Must register in person only. See Counseling and Academic Advising Center prior to registration. Eighteen years of age and COMPASS reading score of 78 or better or placement into ENG 101; documented affiliation with a fire department. This course equips students with basic knowledge and skills in the areas such as fire behavior, equipment use, firefighter safety, rescue, and prevention. After successful completion of this course, students are eligible to write the State Fire Marshal Certification Exam. This program meets National Fire Protection Association (NFPA) standards.

code: GSFST-019-PS  cost: $1045
dates: Jan 21-May 19  days: MTH
time: 07:00pm-09:50pm (MTH)  location: L 116

Construction and Fire Systems
This course is an analysis of various methods of building design, construction, and materials. Fire-resistant features of materials, life safety methods of construction, and an introduction to building codes are included. An in-depth study of automatic extinguishing and detection systems with emphasis on automatic sprinkler equipment is covered. Also included are water spray, foam, carbon dioxide, and dry chemicals, stand pipe systems, and protection systems for special hazards.

code: GSFST-029-PS  cost: $105
dates: Jan 20-May 11  days: W
time: 07:00pm-09:50pm  location: L 116

Fire Service-Instructor I
This course is designed to meet the needs of firefighters wishing to expand their fire science knowledge in the area of instruction. It provides basic information about human relations in the teaching-learning environment, instructional methodologies, and techniques used in developing lesson plans.

code: GSFST-008-PS  cost: $105
dates: Mar 15-May 19  days: Online
### Fire Science Management II
This is an introduction to the elements of management as they apply to fire department administration. Included are principles of management, communication, and group dynamics as they relate to the company officer. This is the second of two management courses required of eligible candidates pursuing Illinois State Fire Marshal certification as a Fire Officer I.

code: GSFST-011-PS  
dates: Mar 15-May 19  
cost: $105

### Fire Department Management IV
This course covers the techniques used by mid-level managers and chief officers in fire service. Principles of time management, decision-making, motivation, and delegation are emphasized. This is the second of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II.

code: GSFST-013-PS  
dates: Mar 15-May 19  
cost: $105

### Advanced Firefighter - Firefighter III
This online course provides students with an in-depth understanding of fire department organization, fire behavior, safety issues, rescue techniques, public education, and inspections. This course prepares students to sit for the State Fire Marshal’s exam for Firefighter III and Rescue Awareness certification.

code: GSFST-025-PS  
dates: Jan 19-Mar 19  
cost: $250

### Fire Tactics and Strategy I
This course is an introduction to the basic principles and methods associated with fireground tactics and strategy as required by the company officer. It emphasizes size-up, fireground operations, prefire planning, and basic engine and truck company operations. Included are a survey of fire apparatus and equipment, its operation, the distribution of equipment and personnel, and preplanning of fireground operations.

code: GSFST-026-PS  
dates: Jan 23-Feb 06  
cost: $105  
time: 08:00am-05:00pm  
location: L 116

### Fire Tactics and Strategy II
This course covers advanced principles and methods associated with fireground tactics and strategy as required by the company officer or chief officer. It emphasizes multi-company alarm assignments, handling disasters, and major fire incidents by occupancy classification.

code: GSFST-027-PS  
dates: Feb 20-Mar 05  
cost: $105  
time: 08:00am-05:00pm  
location: L 116

### Hazardous Materials Operations
This course identifies the competencies required of the first responder at hazardous materials incidents. Included are the skills and techniques required to reduce and prevent the possibility of accidents, injuries, disabilities, and fatalities during response to hazardous materials.

code: GSFST-004-PS  
dates: Apr 17-May 15  
cost: $105  
time: 08:00am-05:00pm  
location: OTH

### Vehicle and Machinery Operations
This course provides information on extrication and rescue of victims from vehicles involved in accidents. Emphasis is placed on equipment and techniques used in hazardous rescue operations.

code: GSFST-005-PS  
dates: Apr 02-Apr 16  
cost: $165  
time: 08:00am-05:00pm  
location: L 116

### Food Preparation
Food Service Sanitation and Safety Certification
The Illinois Department of Public Health, as of July 1, 2014, requires mandatory attendance in a training course in proper food handling and sanitation to qualify to take the state exam. A refresher course option is no longer available. Once you are licensed, you will have to take this course every five years as part of the license renewal process. A picture ID is required in order to take the exam. NOTE: If you do not pass the exam the first time, you can pay $35 to re-take the exam at a later scheduled date.

code: GSVS-066-MC  
dates: Jan 19-Jan 21  
cost: $195  
time: 04:00pm-10:00pm  
location: MAC 111

code: GSVS-066-M1  
dates: Mar 14-Mar 17  
cost: $195  
time: 04:00pm-10:00pm  
location: MAC 111

code: GSVS-066-M2  
dates: Apr 11-Apr 14  
cost: $195  
time: 04:00pm-10:00pm  
location: MAC 111

### Grant Writing
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 and educational environments.

code: GSBUS-071-MC  
dates: Jan 23-Jan 30  
cost: $99  
time: 09:00am-01:00pm  
location: MAC 115

### Advanced Grant Writing
Prerequisite: GSBUS 071 - Introduction to Grant Writing
Bring your grant proposal draft to class and get a free professional evaluation, individualized feedback, and hands-on writing assistance to refine and finalize your award-winning grant document. Tailor your message to specific funder objectives. Highlight goals that will show the program’s meaningful impact and return-on-investment. Develop a dissemination plan that will generate widespread attention and future grant funding.

code: PIBUS-121-MC  
dates: Feb 06  
cost: $49  
time: 09:00am-01:00pm  
location: MAC 115

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
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-hour training class covers passenger assistance; safe driving, safe operation, and emergency procedures; and bloodborne Pathogens. Tuition fee includes class materials and a three-year certification card. No senior discount. Attendance and promptness are mandatory per state regulations.

code: PIMED-032-PS  cost: $89

dates: Jan 21  days: TH
time: 06:00pm-09:00pm  location: TWL 16

code: PIMED-032-P1  cost: $89

dates: Feb 24  days: W
time: 06:00pm-09:00pm  location: TWL 16

code: PIMED-032-P2  cost: $89

dates: Mar 30  days: W
time: 06:00pm-09:00pm  location: TWL 16

code: PIMED-032-P3  cost: $89

dates: May 07  days: S
time: 09:00am-12:00pm  location: TWL 16

Medi-Car Safety Training Refresher

This refresher class is for those drivers and attendants whose three-year certification cards are up for renewal. Once you complete this class, you will receive another three-year certification. We will review passenger assistance, safe driving, safe operation of a vehicle, and bloodborne pathogens. Any new health issues and preventative measures also will be discussed. No senior discount. Attendance and promptness are mandatory per State regulations.

code: PIMED-034-PS  cost: $49

dates: Feb 24  days: W
time: 06:00pm-08:00pm  location: TWL 16

code: PIMED-034-P1  cost: $49

dates: May 07  days: S
time: 09:00am-11:00am  location: TWL 16

Media

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. After completion of the course, the students are eligible to schedule private consulting sessions with the instructor at a very reasonable rate.

code: GSMUS-011-MC  cost: $139

dates: Feb 27-Mar 19  days: S
time: 09:00am-12:00pm  location: MAC 115

Welding

Advanced Arc Welding/GTAW

Prerequisite: Student must have a basic knowledge of welding techniques. Advanced gas tungsten arc welding techniques are taught. Topics include types of equipment and supplies, setup, and open root welding on plate and pipe. Principles and techniques of pipe welding includes introduction to pipe layout and drawing equipment, performance testing, pipe types, methods and prep of pipe and miter joints, and methods of joining pipe and miter joints will also be discussed.

code: GSWEL-018-PS  cost: $259

dates: Jan 21-May 19  days: TH
time: 06:00pm-9:40pm  location: T186
Celebrate

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February 10 - April 11
March 16 - May 16
April 13 - June 13

BUSINESS
A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Keys to Effective Business Writing
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business.

COMPUTER APPLICATIONS
Basic CompTIA A+ Certification
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Creating Mobil Apps with HTML5
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

Creating WordPress Websites
Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.
Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Microsoft Excel
Become proficient in using Microsoft Excel and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to Microsoft Word
Learn how to create and modify documents using Microsoft Word 2010, the world’s most popular word processing program.

Introduction to PC Security
Security expert teaches the fundamentals of PC and network security.

Introduction to QuickBooks 2014
Gain control of your business as you learn to use this powerful accounting software to create and print invoices, track your payables and receivables, and more.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

FINANCE
Real Estate Investing
Build and protect your wealth by investing in real estate.

Stocks, Bonds, and Investing: Oh My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

HEALTH CARE AND MEDICAL
Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Explore a Career in Medical Coding
Learn how to use the CPT manual and ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life

Medical Terminology
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

LANGUAGE AND ARTS
Instant Italian
This course also makes it simple to master your pronunciation of Italian. Essential words and phrases are written phonetically by using sounds that are familiar to you from English words.

Mastering Your Digital SLR Camera
Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

Secrets of Better Photography
Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

TEACHING AND EDUCATION
Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Common Core Standards for English Language Arts K-5
Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Smarter With SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention.

TEST PREP
GRE Preparation - Part 1 (Verbal and Analytical)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GRE Preparation - Part 2 (Quantitative)
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

PMP Certification Prep 1
Begin a well-paying career as a project manager by preparing to take--and pass--the PMP® certification exam.

PMP® Certification Prep 2
Prepare to take--and pass--the Project Management Institute’s PMP® certification exam.
Non-Credit Registration Form

Please Print

Student ID Number:  

Social Security Number:  
(You must provide a social security number to receive a 1098T form for tax purposes at the end of the year.)

Last Name:  
First:  
Middle:  

Billing Address:  

City:  
State:  
Zip Code:  
County:  

Home Phone:  
Work Phone:  
Cell Phone:  

E-mail:  

Gender:  
Male  
Female  
Date of Birth:  
Month/Day/Year:  

Course Code | Course Name | Beginning Date | Course Fee
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Total Enclosed:  

I accept responsibility for the selection of courses as indicated above. I authorize the PSC Business Office to collect any and all fees associated with my account. Fees must be paid in full at the time of registration. No refund will be issued unless received 48 business hours before the first class meeting. If you register for a non-credit class but are unable to attend, you must come to the Matteson Area Center to complete a drop form.

Signature:  
Date:  

To pay by credit card, complete the following:  

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<th>credit card number</th>
<th>expiration date</th>
<th>security code</th>
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