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

COMMERCIAL DRIVERS LICENSE (CDL)

Information Session for Truck Driver and Forklift Training Career Programs
Whether you are looking for a new career or want to improve your value in a current job, please check out this free workshop. PSC provides excellent training in both the CDL Truck Driving Program and Forklift Operator Training. Come and learn about how these programs will help you get your foot in the door of a potential employer. A question and answer session will immediately follow. Tuition assistance options are available. Reserve your seat today.

code: PIVOC-020-MC cost: Free
dates: May 07

time: 06:30pm-08:30pm location: MAC 111

code: PIVOC-020-M1 cost: Free
dates: June 08
time: 06:30pm-08:30pm location: MAC 111

CDL Truck Driver Training Program - WIA Approved
This 160-hour program is designed to provide the highest quality training in the shortest time possible. In the classroom, students are introduced to the operating rules and regulations that govern trucking operations. Hands-on driver training teaches students safe operating practices in all phases of handling a truck tractor semi-trailer combination vehicle. This program also prepares students for the State of Illinois CDL (Class A), Hazmat, Doubles/Triples and Tanker tests. A CDL along with these endorsements provides students a broader range of opportunities within the truck driving industry. DOT physical and drug testing must be completed prior to the start of class. Included in the tuition fee is up to eight hours of practice, total, for the first two re-tests, if necessary.

code: GSTRS-013 cost: $4890
dates: June 1 - July 2

time: 08:00am-04:30pm location: TWL BLG

code: GSTRS-011 cost: $169
dates: June 1 - June 4

CDL Instruction Permit Prep Class
This class is designed for anyone that wants to understand the information in the Commercial Driver’s License (CDL) study manual that is issued through the Illinois Secretary of State’s office. The complete study guide will be covered, allowing the student to gain an understanding of all the material in all the sections. This program will be invaluable to anyone thinking about enrolling in a truck driver training program, or considering a career driving a school bus, tour bus, or smaller commercial vehicle. This class will take the burden off of “self study” if you have enrolled in a driver training program that mandates you to come to the first day of class with your CDL Instruction Permit in hand. This class prepares you strictly for the permit test. Take this class, gain your permit, and attend the truck driving or bus driving program of your choice.

code: GSTRS-055 cost: $3995
dates: June 1 - June 26

CDL Truck Driver Training with Endorsements Program - WIA Approved
This 196-hour program provides the quality training in the shortest time possible. In the classroom, students are introduced to the operating rules and regulations that govern trucking operations along with Hazardous Materials (Hazmat), Doubles/Triples and Tanker endorsement requirements. Hands-on driver training teaches students safe operating practices in all phases of handling a truck tractor semi-trailer combination vehicle. Students are provided an overview of safety for transporting hazardous materials along with safe driving techniques when driving with more than one trailer. Procedures for coupling and uncoupling correctly and inspecting doubles and triples carefully as well as safe operation of tank vehicles are covered. This program also prepares students for the State of Illinois CDL (Class A), Hazmat, Doubles/Triples and Tanker tests. A CDL along with these endorsements provides students a broader range of opportunities within the truck driving industry. DOT physical and drug testing must be completed prior to the start of class. Included in the tuition fee is up to eight hours of practice, total, for the first two re-tests, if necessary.

code: GSTRS-013 cost: $4890
dates: July 6 - Aug 6

time: 08:00am-04:30pm location: TWL BLG

code: GSTRS-011 cost: $169
dates: July 6 - July 9

Visit our website at prairiestate.edu | For more information call (708) 709-3500
CDL Endorsements Course - Hazardous Materials (Hazmat), Doubles/Triples and Tankers
This 36-hour course provides an overview of safety relating to transporting hazardous materials and safe driving techniques when driving with more than one trailer. Topics covered to prepare for the exam include: how to couple and uncouple correctly, inspecting doubles and triples carefully, and safe operation of tank vehicles. This course will be divided up into four, eight-hour days with a fifth day at the Secretary of State’s office to take the endorsement exam. Students must already have their CDL licenses or be currently enrolled in the CDL Training Program, in order to participate in this course. Having these endorsements provides students a broader range of opportunities within the truck driving industry.

- **code:** GSTRS-012  
- **cost:** $995  
- **dates:** June 29-July 2, Aug 3-Aug 6  
- **time:** 08:00am-04:30pm  
- **location:** TWL BLG  
For more information on this program, please call (708) 709-7874 or visit prairiestate.edu/cdl.

FORKLIFT

Forklift Operator Training - 20 Hour Certification Course - WIA Approved
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:** GSCST-038-PS  
- **cost:** $199  
- **dates:** June 01-June 08  
- **days:** MTWTH  
- **time:** 05:00pm-09:00pm  
- **location:** TWL 16

- **code:** GSCST-038-P1  
- **cost:** $199  
- **dates:** July 27-Aug 03  
- **days:** MTWTH  
- **time:** 09:00am-01:00pm  
- **location:** TWL 16

Forklift Operator Training - 40 Hour Certification Course - WIA Approved
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 also 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-033-PS  
- **cost:** $399  
- **dates:** June 29-July 15  
- **days:** MTWTH  
- **time:** 05:00pm-09:00pm  
- **location:** TWL 16

**CONSTRUCTION BUSINESS DEVELOPMENT CENTER** CBDC

The CBDC, administered by the Illinois Community College Board, is focused on developing flexible, customized training and technical assistance to: small, minority, veteran, and women owned firms in the construction industry.

www.cbdc.info
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:

**Wednesdays, May 6 or June 3**
6 to 7:30 p.m.
- Health Unit Coordinator
- Home Services Worker
- Medical Administrative Assistant
- Medical Billing/Coding Specialist
- Medical Central Services

**Thursdays, May 7 or June 4**
6 to 7:30 p.m.
- Clinical Medical Assistant (CMA)
- Dialysis Technician
- Pharmacy Technician

Medical Billing and Coding Specialist - WIA Approved
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 $3,537 in tuition and book fees. Please attend an information session to obtain all the facts about this program including certification information.

Home Services Worker - WIA Approved
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 Tuesdays and Thursdays from 10 a.m. to 3 p.m., in room 118 at the Matteson Area Center, unless specified otherwise. Students must be registered for the entire six-course program. Classes may not be taken individually. Total program cost is $499. Program dates: May 26-July 30. No senior discount.

Topics include:
- Communication and Interpersonal Skills
- Safety and Nutrition
- Personal Care
- How to Save a Life Using CPR
- Practicum

Pharmacy Technician - WIA Approved
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, May 7 from 6-7:30 p.m. No senior discount.

```
code:  GSMED-090-MC  cost: $1099
dates:  June 02-July 28  days: TTH

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

Dialysis Technician - WIA Approved
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, May 7 from 6-7:30 p.m. No senior discount.

```
code:  GSMED-095-MC  cost: $1188
dates:  June 01-July 22  days: MW

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

Clinical Medical Assistant Program - WIA Approved
140 Classroom Hours Plus 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; a professional workplace behavior; ethics; and the legal aspects of healthcare. This program includes 140 hours of classroom lecture, hands-on labs, 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, drug screening, and meet other requirements. Textbooks included. CPR training and certification is included in the tuition cost. Clinical Externship Hours: 160 hours. There is an information session for this class on Thursday, May 7 from 6-7:30 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:  GSMED-008-M1  cost: $2488
dates:  May 27-Aug 31  days: MWTH

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

```
code:  GSMED-008-MC  cost: $2488
dates:  June 01-Aug 24  days: MWTH

time:  09:00am-01:00pm  location: MAC 116
```
Medical Administrative Assistant - WIA Approved
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: June 22-Aug 03  days: MW  
time: 06:00pm-09:00pm  location: MAC 127

Medical Terminology
This class is intended for individuals who type, file, and process medical records in hospitals, clinics, insurance, dentist, or physician offices. Learn Latin and Greek roots of medical terms, along with definitions and proper use of medical terms. A good medical dictionary is recommended.

code: GSMED-017-MC  cost: $309  
dates: May 26-July 16  days: TTH  
time: 06:00pm-09:00pm  location: MAC 111

Medical Central Service Technology - WIA Approved
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: $479  
dates: May 26-July 21  days: TTH  
time: 06:00pm-09:00pm  location: TBA

Health Unit Coordinator - WIA Approved
This course covers how to transcribe doctor’s 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: GSMED-035-MC  cost: $309  
dates: June 02-July 16  days: TTH  
time: 06:00pm-09:00pm  location: MAC 112

Introduction to Health Information Technology
This course provides instruction in obtaining, using, and preserving medical records. Students also receive instruction in assembly of medical records and some analysis. Please bring headphones to class.

code: GSMED-033-MC  cost: $239  
dates: June 02-July 16  days: T  
time: 06:00pm-09:00pm  location: MAC 115

Insurance Procedures
This is an introductory medical insurance course. Topics include medical law and ethics, various types of insurance policies and coverage, deductibles, coinsurance, 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: GSMED-038-MC  cost: $239  
dates: June 01-July 27  days: M  
time: 06:00pm-09:00pm  location: MAC 115

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: GSMED-040-MC  cost: $269  
dates: June 08-Aug 03  days: M  
time: 06:00pm-09:00pm  location: MAC 115

Introduction to CPT-4 Coding
Prerequisite: GSMED 017 - Medical Terminology
This course introduces the process of coding medical records with the use of the CPT coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid CPT procedure codes.

code: GSMED-045-MC  cost: $279  
dates: May 26-Aug 04  days: T  
time: 06:30pm-09:30pm  location: MAC 118

Introduction to ICD-9-CM Coding
Instructor consent required.
Prerequisite: GSMED 017 - Medical Terminology and GSMED 045 - Introduction to CPT-4 Coding.
This course introduces the process of coding medical records with the use of ICD-9-CM coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid diagnostic or procedure codes.

code: GSMED-047-MC  cost: $299  
dates: July 13-Aug 17  days: MW  
time: 06:30pm-09:30pm  location: MAC 127

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

Home Inspection
(also approved for Indiana)
This course is designed to fulfill the Illinois and Indiana state requirements for pre-license instruction for home inspectors. The class prepares students to take the state home inspector examination for Illinois or Indiana. There is an onsite field day prior to final examination. All applicants must be at least 21 years of age and have a high school diploma or GED. Textbooks are included in the course fee and are distributed at the first class. **Attendance is mandatory per state regulations.**

code: GSRE-020-PS  
dates: June 01-July 30  
time: 06:00pm-10:00pm

cost: $1259
days: MTH

LEGAL

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  
dates: May 04-June 19  
location: Online

cost: $645
days: MTH

code: GSLGL-015-M1  
dates: June 29-Aug 14  
location: Online

cost: $645

cost: $1289

Legal Nurse Consultant Certificate Course
This online program prepares registered nurses and physician’s 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  
dates: May 04-June 19  
location: Online

cost: $895
days: MTH

code: GSLGL-016-M1  
dates: June 29-Aug 14  
location: Online

cost: $895

cost: $645

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  
dates: May 04-Aug 14  
location: Online

cost: $1289

cost: $645

cost: $645

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  
dates: May 04-June 19  
location: Online

cost: $645

cost: $645

cost: $645
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 on eligibility, please contact OAI at (708) 283-5020.

Quality Inspector Basics for Manufacturing I
This course is designed to introduce students to the knowledge and skill development needed for Quality Inspection processes and applications in manufacturing operations. You can be new to the manufacturing field or experienced and looking to expand your expertise. The course content will reflect the initial steps of the tools and techniques required by the American Society for Quality in obtaining a Quality Inspector Certification. This course will cover a variety of topics, including manufacturing and quality inspection, blue prints and technical drawing, and metrology and quality assurance. Textbook is included.

code: GSCST-049-PS
cost: $495
dates: May 26-July 30
days: TTH
time: 06:00pm-09:00pm
location: TBA

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 that 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.

The Conference Center at Prairie State College provides:
• Four well-equipped meeting rooms with seating from 10 to 100
• Ample, free parking
• Easy access from I-57 and I-80
• Free Wi-Fi access
• Professional staff to coordinate services
Photos and catering information are available online at prairiestate.edu/conferencecenter.

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Up to a $55 value!

Coupon for one free hour!

Coupon good for one hour of free rental based on a minimum three-hour rental period. Coupon must be presented when the discount is redeemed. This offer may not be used for the auditorium. It cannot be applied to a previous reservation.

Book your event today by calling (708) 709-3602.

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