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 (√) 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

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. Call (708) 709-3750 to register.

code: PIVOC-020-MC  cost: Free
dates: Aug 10  days: M
  time: 06:30pm-08:30pm  location: MAC 111

code: PIVOC-020-M1  cost: Free
dates: Sept 28  days: M
  time: 06:30pm-08:30pm  location: MAC 111

CDL Truck Driver Training Program - 160 hours √

Prepare to start an exciting, new career in truck driving in as little as six weeks. Our 160-hour training program is designed to provide the highest quality training in the shortest time possible. The classroom instruction and the hands-on training prepare students for the State of Illinois CDL - Class A exam. Job recruiters visit the class throughout the program to discuss the employment opportunities in the truck driving industry for both local and over-the-road truck drivers. 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. This may be the new career you’ve been waiting for.

code: GSTRS-055  cost: $3,995
dates: Tentative  days: MTWTHF
  Aug 10 - Sept 4
  Sept 14 - Oct 9
  Oct 19 - Nov 13
  Nov 23 - Dec 22
time: 08:00am-04:30pm  location: TWL BLG
  (4-week class)
  08:00am-04:30pm
  (10-week class/SSU)
CDL Truck Driver Training with Endorsements Program - 196 Hours WIOA

Make yourself even more valuable in the job market by taking the basic truck driver training program (160-hour) plus endorsements. With the training program, once you obtain your CDL-Class A license, you will then be eligible to complete the endorsements portion. This class prepares students for the State of Illinois CDL - Class A, Hazmat, Doubles/Triples and Tankers exams. All the material covered in the class will make you a more informed driver and give you an edge over the competition with the endorsements. DOT physical and drug testing must be completed prior to the start of the class. Same practice opportunity for re-tests as the basic training course. You can save $100 by taking the Basic (160-Hour) and endorsements classes together.

code: GSTRS-013  cost: $4890

dates: Tentative  days: MTWTHF

Aug 10 - Sept 17
Sept 14 - Oct 22
Oct 19 - Nov 25
Nov 23 - Jan 7, 2016

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

CDL Instruction Permit Prep Class

Learn the basics about what it takes to obtain a Commercial Driver’s License (CDL). Whether you are interested in becoming a truck driver, bus driver, or a small commercial vehicle driver, this course prepares you to take the Permit Exam at a Secretary of State Facility. Once obtaining your permit, you can attend the truck driver or bus driver training class of your choice. Please note: This prep class is already included in our 160-hour and 196-hour programs.

code: GSTRS-011  cost: $169

dates: Tentative  days: MTWTHF

Aug 10 - Aug 13
Sept 14 - Sept 17
Oct 19 - Oct 22
Nov 23 - Dec 1

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

CDL Endorsements Course - Hazardous Materials (Hazmat), Doubles/Triples and Tankers

Now that you have your CDL-Class A license, it’s time to make you more valuable to the trucking industry…by obtaining your endorsements to drive hazmat vehicles, trucks with doubles/triples trailers and tanker trucks. Our experienced instructor will prepare you to take these three exams so that you can have this extra credential to make you more competitive in your job search. The best part is that you can get all of this expert instruction in only 36 hours.

code: GSTRS-012  cost: $995

dates: Tentative  days: MTWTHF

Sept 14 - Sept 17
Oct 19 - Oct 22
Nov 20 - Nov 25
Jan 4 - Jan 7, 2016

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 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: GSCST-038-PS  cost: $199

dates: Oct 05-Oct 09  days: MTWTF

time: 09:00am-01:00pm  location: TWL 16

code: GSCST-038-P1  cost: $199

dates: Dec 07-Dec 11  days: MTWTF

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

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 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: Aug 24-Sept 04  days: MTWTF

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

code: GSCST-033-P1  cost: $399

dates: Nov 02-Nov 13  days: MTWTF

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, Aug. 5 or Sept. 9**
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: Aug 05  days: W
time: 06:00pm-07:30pm  location: MAC 111

code: PIMED-016-M1  cost: Free
dates: Sept 09  days: W
time: 06:00pm-07:30pm  location: MAC 111

**Thursdays, Aug. 6 or Sept. 10**
6 to 7:30 p.m.
- Clinical Medical Assistant (CMA)
- Dialysis Technician
- Pharmacy Technician

code: PIMED-017-MC  cost: Free
dates: Aug 06  days: TH
time: 06:00pm-07:30pm  location: MAC 111

code: PIMED-017-MC  cost: Free
dates: Sept 10  days: TH
time: 06:00pm-07:30pm  location: MAC 111

Medical Billing and Coding Specialist **WIOA✓**
Medical billing/coding specialist 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 $3,750 in tuition and book fees. Please attend an information session to obtain all the facts about this program including certification information.

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: Aug. 3 - Dec. 9. No senior discount.
Topics include
- Communication and Interpersonal Skills
- Safety and Nutrition
- Personal Care
- How to Save a Life Using CPR
- Practicum

Clinical Medical Assistant Program **WIOA✓**
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; 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 and 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, Aug. 6 or Sept. 10 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: Oct 05-Jan 11  days: MWTHS
time: 06:00pm-09:30pm (MWTH)  09:00am-04:00pm (S)  location: MAC 116

code: GSMED-008-MC  cost: $2488
dates: Oct 05-Jan 13  days: MWTH
time: 06:00pm-09:30pm  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: GSMED-040-MC  cost: $269
dates: Oct 20-Dec 15  days: T
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, Aug. 6 or Sept. 10 from 6-7:30 p.m. No senior discount.

code: GSMED-095-MC  cost: $1188
dates: Oct 05-Nov 30  days: MW
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:** GSMED-035-MC  
  - **cost:** $309  
  - **dates:** Sept 09-Dec 09  
  - **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:** GSMED-038-MC  
  - **cost:** $239  
  - **dates:** Aug 17-Oct 19  
  - **time:** 06:00pm-09:00pm  
  - **location:** MAC 112

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:** Aug 18-Oct 27  
  - **time:** 06:30pm-09:30pm  
  - **location:** MAC 112

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:** GSMED-033-MC  
  - **cost:** $239  
  - **dates:** Aug 18-Oct 06  
  - **time:** 06:00pm-09:00pm  
  - **location:** MAC 115

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:** Sept 16-Dec 16  
  - **time:** 06:30pm-09:30pm  
  - **location:** MAC 127

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:** Sept 17-Dec 17  
  - **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-MC  
  - **cost:** $479  
  - **dates:** Sept 01-Oct 20  
  - **time:** 06:00pm-09:00pm  
  - **location:** TBA

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:** Sept 01-Dec 08  
  - **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:** Aug 20-Dec 17  
  - **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, Aug. 6 or Sept. 10 from 6-7:30 p.m. No senior discount.

- **code:** GSMED-090-MC  
  - **cost:** $1099  
  - **dates:** Oct 06-Dec 01  
  - **time:** 06:00pm-09:30pm  
  - **location:** MAC 116
**HOME INSPECTION**

**Home Inspection**
This course is designed to fulfill the Illinois and Indiana state requirements for pre-license education for home inspectors. This course prepares students to take the state home inspector examination for both Illinois and Indiana. 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-PS  
cost: $1199  
dates: Sept 21-Nov 04  
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: Aug 05  
time: 10:00am-11:30am  
location: MAC 111

code: PICOM-046-M1  
cost: Free  
dates: Sept 09  
time: 10:00am-11:30am  
location: MAC 111

**Cisco Networking**

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 14 weeks: Network+, CCENT and CCNA certifications. For more information, please call (708) 709-3644.

**LEGAL**

![Legal Nurse Consultant Certificate Course](image)

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: Aug 24-Oct 09  
location: Online

code: GSLGL-016-M1  
cost: $895  
dates: Oct 19-Dec 04  
location: Online

![Legal Secretary Certificate Course](image)

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: Aug 24-Oct 09  
location: Online

code: GSLGL-018-M1  
cost: $645  
dates: Oct 19-Dec 04  
location: Online

![Paralegal Certificate Course](image)

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: Aug 24-Dec 04  
location: Online

Visit our website at prairiestate.edu | For more information call (708) 709-3750
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: Aug 24-Oct 09  location: Online

code: GSLGL-015-M1  cost: $645
dates: Oct 19-Dec 04  location: Online

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.

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: Aug 17-Oct 26  days: MW
time: 06:00pm-09:00pm  location: TBA

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