APPLIANCE REPAIR

Appliance Repair II: Washers, Dryers, and Ranges
Appliance repair technicians work year round because most homeowners cannot afford to be without a major appliance. This course is an expanded version of the “Intro to Appliance Repair: Washers and Dryers” course. Learn how to repair a clothes washer, dryer, and gas and electric ranges. Hands-on training and proper use of tools also will be covered. Tools will be provided for the classroom training. Anyone seeking employment in appliance repair would benefit from this course.

code: GSVS-005-PS  cost: $189

dates: Oct 10-Nov 21  days: S

time: 01:15pm-05:15pm  location: K 115

WORK-RELATED TRAINING

ARBORISTS, LANDSCAPE, AND HORTICULTURE

Best Management Practices for Community Trees
Participants will gain an understanding in selecting, placing, conserving, protecting, maintaining, establishing, renovating, and replacing trees. Learn best management practices which are technically correct and widely accepted practices and standards used by professional arborists, urban community foresters, landscape architects and other tree care and landscape professionals. CEUs from Illinois Arborist Association included.

code: PIHMG-054-C1  cost: $129

dates: Oct 06-Oct 27  days: T

time: 06:00pm-08:00pm  location: MAC 127

Landscape Concepts
Gain an understanding in selecting, placing, conserving, protecting, maintaining, and establishing functional landscapes. Learn widely accepted practices and standards used by professional turf managers, landscape architects, and landscape professionals. CEUs from PLANET included.

code: PIHMG-055-C1  cost: $129

dates: Oct 07-Oct 28  days: W

time: 06:00pm-08:00pm  location: MAC 127
Sustainable Horticulture Courses
Gain an understanding in turf management, invasive species, and safety during this series of three, interactive eight-hour courses. Widely accepted practices and standards used by professional turf managers, professional arborists, urban and community foresters, landscape architects and landscape professionals will be provided to enable participants to gain new information and enhance current skills.

Turf Management Concepts
- code: PIHMG-057-C1 cost: $75
- dates: Oct 10-Oct 17 days: S time: 08:00am-12:00pm location: MAC 127

Safety in Landscaping
- code: PIHMG-058-C1 cost: $75
- dates: Nov 03-Nov 04 days: TW time: 06:00pm-08:00pm location: MAC 127

Invasive Plant Species
- code: PIHMG-059-C1 cost: $75
- dates: Nov 10-Nov 11 days: TW time: 06:00pm-08:00pm location: MAC 127

AUTOMOTIVE

Basic Automobile Service and Systems
This course introduces automotive systems and service. It includes safety systems, drive lines, engines, transmissions, transaxles, heating and cooling systems, fuel systems, steering and brake systems, ignition systems, construction, and operating systems. This is a great course for the aspiring mechanic.

- code: GSVK-002-PS cost: $199
  - dates: Aug 19-Dec 11 days: W time: 08:30am-12:10pm location: T 120

- code: GSVK-002-P1 cost: $199
  - dates: Sept 14-Dec 11 days: M time: 05:00pm-10:10pm location: T 120

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: $139
  - dates: Sept 12-Sept 19 days: S time: 09:00am-04:30pm location: MAC 116

- code: GSBUS-041-M1 cost: $139
  - dates: Oct 17-Oct 24 days: S time: 09:00am-04:30pm location: MAC 116

CONSTRUCTION

Basic Construction Skills for the Homeowner and Rehabber
This course helps individuals learn basic construction skills, whether they are interested in getting into the construction trades, becoming a rehabber, or would like to complete home construction projects. Students build a room in class and learn proper use of power and hand tools; layout and calculating materials; wall and ceiling construction; drywall installation and taping; painting and staining techniques; plumbing repairs, including sweating copper pipe and working with PVC piping; electrical works, including fixture and ceiling fan installation; installing a suspended ceiling; and installing a pre-hung door and trim. Bring safety glasses to class. Extra tools are available in class.

- code: GSCST-026-PS cost: $249
  - dates: Oct 17-Dec 05 days: S time: 09:00am-01:00pm 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 will also 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: Aug 22-Aug 29 days: S time: 09:00am-01:00pm location: K 115
### Quickbooks for Construction
This is an introductory course in the use of Quickbooks® commercial, microcomputer accounting software. General ledger, financial statements, customer, vendor, payroll, job costing, and inventory applications are included with discussion of specific relevance to the accounting of construction activities. Upon successful completion of the course, the student will be able to set up accounting records for a service business and merchandising business. Good accounting = good business! Come and check out this fantastic, hands-on course!

- **code:** GSCST-052-PS
- **cost:** $199
- **dates:** Oct 13-Nov 05
- **time:** 07:00pm-09:50pm
- **location:** TBA

### Fire Department Management III
This course covers principles and 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 one of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II. This is an online course.

- **code:** GSFST-012-PS
- **cost:** $105
- **dates:** Oct 06-Dec 08
- **time:** 08:00am-05:00pm
- **location:** Online
- **cost:** $105
- **dates:** Oct 5 at 7 p.m. in room 3250 - main campus

### Fire Prevention Principles I
The emphasis of this course is on objectives and techniques of fire prevention programs. Included among the topics are building and electrical codes, zoning controls, and other prevention standards, evaluation of fire hazards, and techniques for inspecting various types of buildings. Basic blueprint reading and sketching are also covered.

- **code:** GSFST-028-PS
- **cost:** $105
- **dates:** Sept 05-Sept 19
- **time:** 08:00am-05:00pm
- **location:** SSU

### Fire Apparatus Engineer
This course is designed to train Illinois fire service personnel to the Certified Fire Apparatus Engineer level. Based on State Fire Marshal standards, this course emphasizes terminology, preventive maintenance, pumps, pump controls, water supply, calculations, operations, supply and support of sprinklers and standpipe systems, foam and specialized equipment, pumping apparatus tests, and troubleshooting problems that occur during pump operations.

- **code:** GSFST-006-PS
- **cost:** $105
- **dates:** Oct 08-Nov 14
- **time:** 07:00pm-09:50pm (TTH)
- **location:** TBA
- **cost:** $105
- **dates:** Oct 06-Dec 08
- **time:** 08:00am-05:00pm (S)

### Fire Department Management I
This course covers responsibilities of fire service of various ranks. Included are qualifications and sources of authority, role of the company officer, and basic management theories, practices, and functions. This is one of two management courses required of eligible candidates pursuing Illinois Fire Marshal certification as a Fire Officer I.

- **code:** GSFST-010-PS
- **cost:** $105
- **dates:** Oct 06-Dec 08
- **time:** 08:00am-05:00pm
- **location:** SSU
- **cost:** $105
- **dates:** Oct 5 at 7 p.m. in room 3250 - main campus
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  cost: $195
  dates: Aug 31-Sept 03  days: MTH  location: MAC 111
- code: GSVS-066-M1  cost: $195
  dates: Oct 05-Oct 08  days: MTH  location: MAC 111
- code: GSVS-066-M2  cost: $195
  dates: Nov 09-Nov 12  days: MTH  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  cost: $99
  dates: Sept 19-Sept 26  days: S  location: MAC 118

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  cost: $49
  dates: Oct 24  days: S  location: MAC 118

MEDI-CAR

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.

- code: PIMED-032-MC  cost: $89
  dates: Sept 01  days: T  location: MAC 111
- code: PIMED-032-M1  cost: $89
  dates: Oct 20  days: T  location: MAC 111
- code: PIMED-032-M2  cost: $89
  dates: Dec 12  days: S  location: MAC 111
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.

code: PIMED-034-MC  cost: $49
dates: Sept 01  days: T
time: 06:00pm-08:00pm  location: MAC 111

code: PIMED-034-M1  cost: $49
dates: Oct 20  days: T
time: 06:00pm-08:00pm  location: MAC 111

code: PIMED-034-M2  cost: $49
dates: Dec 12  days: S
time: 09:00am-11:00am  location: MAC 111

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: GSMMUS-011-MC  cost: $139
dates: Oct 03-Oct 24  days: S
time: 09:00am-12:00pm  location: MAC 115

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.

code: PIBUS-019-MC  cost: Free
dates: Aug 04  days: T
time: 06:30pm-08:30pm  location: MAC 111

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-MC  cost: $149
dates: Nov 19-Dec 10  days: TH
time: 06:30pm-09:30pm  location: MAC 108

SALES TRAINING
Consultative Selling Online Courses
Sales professionals are among the highest paid members of the national workforce, according to the U.S. Department of Labor statistics. A position in sales is also the one job that cannot be outsourced. If you know how to make a true, consultative sales call, you can get a job at any time and in any industry. Learn the six steps required for becoming proficient in consultative sales situations, and you will have the skills to sell any product or service. These skills will even help you sell yourself in a job interview.

Tapestry Webinar Series
Now you can learn the proven sales techniques and skills practiced by the most experienced and successful sales professionals in an easily accessible series of 45-minute webinars. Enjoy a full immersion in sales, sales support, and management training content through the GDA Tapestry webinar series. Each topic features four video sales tips and four 45-minute webinars. Each webinar includes personal application guides and management coaching tools, along with related articles and success stories that will help to improve your proficiency in each of the topics.

For registration and pricing information for these courses and webinars, please go online to http://gdasalestrainingonline.com/prairiestate.

Welding - Advanced Independent Projects
This course includes independent projects as directed by professor utilizing all welding and fabrication skills. Principles and techniques of steel layout and fabrication welding will be covered. Includes measurement, print reading review, layout tools and techniques, handheld and large power tool safety and use, drawing interpretation, structural methods, and welding projects.

code: PIWEL-016-PS  cost: $259
dates: Aug 20-Dec 11  days: TH
time: 06:00pm-09:40pm  location: T 186

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