



 **Prairie State College**
SPRING 2012
Non-Credit Course Schedule

(708) 709-3500
prairiestate.edu

Looking for Credit courses?
Flip over!



202 South Halsted Street
Chicago Heights, IL 60411

Opt In!

Bridge the gap between technology and a new you.



- Two computer labs open to the public with tutors on site
- Free classes on Microsoft Word and Excel
- Learn how to use computers, internet, e-mail, and even Facebook
- Improve literacy and math skills with the help of internet resources and tutors

For more information on this program, contact Lisa Zeigler, grants program project manager, at (708) 709-3548 or lzeigler@prairiestate.edu.



This program funded by the Illinois Department of Commerce and Economic Opportunity.

Prairie State College presents two exciting travel opportunities!



Canadian Rockies Family Discovery

June 24-30, 2012

7 days | 10 meals

Book by 12/24/11 | Double \$2899*

Highlights:

Banff, Columbia Icefield, Lake Louise, Sulphur Mountain, Athabasca Glacier, Yoho National Park, Stewart Canyon, Mt. Whitehorn

Learn More!

Join us for a special presentation

February 7 at 7 p.m.

PSC Conference Center, Room 1315



New England Back Roads

October 1-8, 2012

8 days | 10 meals

Book by 4/1/12 | Double \$2399*

Highlights:

Boston, North Conway, Friesian Horse Performance, Adams Farm, Molly Stark Trail, Bennington Museum, Apple Orchard, Norman Rockwell Museum, Hancock Shaker Village

Learn More!

Join us for a special presentation

February 22 at 2 p.m.

PSC Conference Center, Room 1315

Register for an information session today! Call (708) 709-3750.



COLLETTE
VACATIONS

*Rate is per person, double occupancy and includes the \$100 pp savings. Includes roundtrip air from O'Hare, air taxes and fees, and hotel transfers.

CST # 2006766-20 UBN# 601220855 Nevada Seller of Travel Registration No. 2003-0279



Non-Credit

..... Medical Certificates

Medical Central Service Technology

This course prepares participants for the national exam for Central Service for the Certification of Healthcare Sterile Processing and Distribution. Students will learn how to properly sterilize and store medical instruments. A hands-on clinical tour at St. James Hospital will help familiarize students with the environment and procedures.

Pharmacy Technician

Preparing students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's exam are the goals of this course. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

Dialysis Technician

Students will learn the necessary skills to perform both the clinical and technical duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, as well as maintain and repair equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed.

Medical Billing/Coding Specialist

This provides students with skills for transforming verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations. Medical Billing/Coding Specialists review patient records, calculate charges for procedures and services, and prepare itemized statements for third-party payment.

Business Solutions at PSC



Business Solutions is committed to delivering customized, high quality service to the business community. We provide a wide array of business solutions. Find out more at prairiestate.edu/ced.

Experts in Education Combined with Corporate Training

- We understand adult learners
- Classes offered in a variety of formats to meet specific company needs
- Cost-effective training solutions
- Courses can be held at your company or hosted on the college campus
- Instructors and speakers on a variety of topics

Continuing Education Units (CEU) and Continuing Professional Development Units (CPDU)

- PSC is an approved provider of CEU and CPDU workshops
- Available for individuals and groups
- Businesses can offer a CEU workshop onsite at their company
- Add value to your conference by offering CEUs to attendees
- Also available online through Ed2Go.com/mac

Computer Lab/Classroom Rental and Speakers Bureau

- Computer labs available with current equipment
- Classroom rentals with up-to-date equipment

Conference Center

- Meeting rooms of various sizes
- 486-seat auditorium
- Full-service catering
- Accessible and convenient parking

Employee Screening Services

- Illinois workNet Center assists with employee screenings
- Interview space available
- Free job listing service

Let PSC help you with your business needs and workforce education. We want to be your partner in business.



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Directions to the Matteson Area Center:

Take Lincoln Highway (Route 30) to Cicero Avenue (Route 50). Turn south and go to the second stoplight, Southwick Drive. Turn west and go one block to 4821 Southwick Drive. The Matteson Area Center is located on the south side of the street, just north of Wal-Mart.

Event Information

21st Annual Parent Institute Day: Strong Children Strong Communities: Feb. 25

Good Shepherd Center offers a conference for educators, child care professionals, social workers, and parents. The conference offers multiple breakout sessions in both English and Spanish. CEU/CPDU and Early Intervention (EI) credits available. Exhibitor opportunities are available.



6th Annual Empowering Professionals Conference: March 2

Sponsored in partnership with Prairie State College (PSC), Easter Seals of Metropolitan Chicago – Child and Family Connections, and the Illinois Early Intervention Training Program, this event supports EI Professionals with tools for on-going success in the industry. CEU/CPDU and EI credits are available.

Events are held in the Conference Center.

For more information on either event, call (708) 709-7919 or visit prairiestate.edu/bcec.

Non-Credit Class Information

How to Register

Step 1. Review and choose classes

Review and choose non-credit class schedule online at prairiestate.edu or request a copy by calling (708) 709-3750.

Step 2. Register

Register and pay for a class either by completing the registration form at the back of the non-credit schedule and mailing it in or by calling Enrollment Services (708) 709-7701 or the Matteson Area Center (708) 709-3750.

Step 3. Payment

Pay tuition and fees. Payment is due in full at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Visit the Business Services Office to pay tuition. Note: Make checks payable to Prairie State College. Driver's license or State ID and a phone number is required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.

Payment Options

Payment is due at the time of registration. Payment for tuition and fees are accepted in the Business Office on the main campus. Payment options include:

1. Cash

Cash payments accepted in person only.

2. Personal check

Make checks payable to Prairie State College. Driver's license or State ID and a phone number is required for all checks.

3. Visa, Discover, or MasterCard

Credit card payments also are accepted at the Matteson Area Center.

4. Debit Card

Debit card payments also are accepted at the Matteson Area Center.

Refunds

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

Tuition for Senior Citizens

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

Connect With Us



Locations

For each class, the location is indicated by a code.

4-digit number (for example, 2506)

PSC Main Campus

CC Conference Center
PSC Main Campus

FH Fitness and Health Complex
St. James Health and Wellness Institute
100 W. 197th Pl., Chicago Heights

GSU Governors State University
1 University Parkway, University Park

L Health Tech Center
PSC North Campus

K K Building
PSC North Campus

MAC PSC Matteson Area Center
4821 Southwick Dr., Matteson


T Tech Wing
PSC Main Campus

TWL Training, Warehouse, Logistics
191 S. Halsted St., Chicago Heights

Spring 2012 Non-Credit Classes

Online Courses

Throughout this schedule you will see a sampling of hundreds of online courses we offer. Online courses are convenient, affordable, and ideal for the person who has a very busy schedule. These courses can provide the needed education to improve your job skills or can add some fun to your busy life by learning something different.

Look for the online course symbol throughout this schedule: 

Most online courses start at \$100. Classes run for 12 sessions. Course dates for Spring 2012; online classes:

Jan. 18–March 19 **March 21–May 21**
Feb. 15–April 16 **April 18–June 18**

For more information about our online courses, please contact Frank Novak at (708) 709-7839, e-mail fnovak@prairiestate.edu, or visit ed2go.com/mac.

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, 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: \$299
dates: Mar 03-Apr 28 days: S
time: 01:15pm-05:15pm location: K 115

Automotive Services

Car Care Clinic for Dummies

Whether you are a new or experienced driver, you are invited to learn something new about your vehicle. Students should bring their car and manual to class and be prepared to get a little greasy. Learn about oil changes, how to check the battery, change a flat tire, brakes, drive belt, and check engine light. Everyone 16 years of age or older welcome.

code: PIVOC-015-PS cost: \$55
dates: Apr 21-Apr 28 days: S
time: 09:00am-01:00pm location: T 120

Bicycle Repair

Basic Bicycle Repair

This hands-on class teaches bike repair basics whether it's routine maintenance or fixing a problem when broken down on a trail. Learn how to replace a tube and tire, adjust brakes, repair a broken chain, and perform other minor repairs. Learn what tools are needed to make repairs easier. Bring your bicycle to class or work on bikes provided by the instructor.

code: PIPIN-039-PS cost: \$59
dates: May 12 days: S
time: 09:00am-01:00pm location: K 115

Business

See also Real Estate and Online Classes for additional Business classes.

SCORE (Service Corps of Retired Executives)

SCORE provides free counseling on Tuesdays and Wednesdays between 9 a.m. and noon. Trained and experienced volunteer counselors provide confidential assistance to people who are interested in going into business, are already in business and want to expand, or are encountering difficulties. Counseling is by appointment only and can be scheduled by calling PSC's MAC at (708) 709-3750 or scorechicago.org.

SCORE Seminar

Learn how to take advantage of free SCORE counseling and the Business for Entrepreneurs \$implified series. Please register early; seating is limited.

code: PIBUS-030-MC cost: Free
dates: Feb 07 days: T
time: 07:00pm-08:30pm location: MAC 127

Business for Entrepreneurs \$implified

(How to Start and Run a Successful Business)

Turn a dream into a thriving business. This five-session, hands-on course is designed to equip entrepreneurs with practical tools and strategies to develop and grow their business. Learn the essentials of managing a business and developing a business plan from presenters who have real world experience, including an attorney, banker, certified public accountant, and other business owners and professionals. All class materials are included in the tuition cost.

code: GSBUS-041-MC cost: \$269
dates: Feb 18-Mar 17 days: S
time: 09:00am-04:30pm location: MAC 116

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: \$129
dates: Feb 04-Feb 11 days: S
time: 08:00am-12:00pm location: MAC 118

Customer Service

This course teaches students how to provide quality customer service to external and internal customers and how to build solid customer relationships. Learn customer service techniques for in-person, telephone, and e-mail services. Class includes hands-on exercises and role-playing scenarios to better understand a customer's frustrations and needs.

code: GSBUS-045-MC cost: \$149
dates: Apr 14-Apr 21 days: S
time: 08:30am-04:30pm location: MAC 116

Dynamic Speaking for Anyone

Learn how to improve your public speaking skills. This workshop is designed to positively impact participants at all levels. Specific areas of focus include: presentation development, preparation, delivery, and techniques for overcoming fear and anxiety. Learn the essential steps in developing and delivering winning presentations.

code: PISOC-008-MC cost: \$59
dates: Mar 03 days: S
time: 09:00am-01:00pm location: MAC 108

Legal Administrative/Secretarial Careers

This course takes an in-depth look at working in the legal environment. Learn about the structure and culture of law firms, legal terminology, drafting, editing and filing legal documents, and software applications specific to law firms. Students, both male and female, interested in pursuing a career in the legal field will find this course informative and helpful in making their career choice. Textbook is included.

code: GSBUR-001-MC cost: \$139
dates: Apr 12-May 10 days: TH
time: 06:30pm-08:30pm location: MAC 118

Project Management Professional — Exam Preparation Boot Camp

This course is designed for professional project managers who wish to further their career prospects, or for project managers seeking employment. It includes the framework of all the project management best practices as outlined by PMI® (Project Management Institute). This course fulfills the 35-hour educational requirement to sit for the PMP exam and is based on the PMBOK® (Project Management Body of Knowledge), 5th edition. There is also a hands-on class project that will help the students master the essential elements.

code: GSBUS-047-MC cost: \$389
dates: Feb 20-Apr 11 days: MW
time: 06:30pm-09:30pm location: MAC 115

Start Your Own eBay Drop Off Store

Turn unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamite listings, and offering great customer service. Also, check out our “Business for Entrepreneurs Simplified” course for a hands-on, live classroom experience to help your eBay business grow.

Effective Business Writing

If you communicate with others in writing, this course will help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents, including e-mail, that immediately draws readers in and motivates them to do what you want.

Six Sigma: Total Quality Applications

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. This course will help you prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®).

Computers

Textbooks are included in the tuition cost unless specified. Students are required to bring their own USB drive. Class work and homework cannot be saved on computers.

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: W
time: 06:30pm-09:30pm location: 3205

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 must be purchased and brought to the first class.

code: GSVS-091-MC cost: \$129
dates: Feb 22-Apr 18 days: W
time: 06:30pm-09:30pm location: MAC 114

Microsoft Word—Beginning (Word 2007)

From personal letters to professional manuscripts, learn the easy and correct way to create a document. Learn how to create and 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 13-Mar 12 days: M
time: 06:30pm-09:30pm location: 3205

Microsoft Word—Intermediate (Word 2007)

This course is a continuation of Microsoft Word—Beginning. This course covers 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 26-Apr 23 days: M
time: 06:30pm-09:30pm location: 3205

Microsoft Excel—Beginning (Excel 2007)

Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.

code: GSVS-094-PS cost: \$189
dates: Feb 15-Mar 14 days: W
time: 06:30pm-09:30pm location: MAC 115

Microsoft Excel—Intermediate (Excel 2007)

This course is a continuation of Microsoft 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 28-Apr 25 days: W
time: 06:30pm-09:30pm location: 3205



Microsoft Office (Office 2007)

This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows. In Word, the basics of word processing; in Excel, spreadsheets; and in PowerPoint, creating presentations. A basic understanding of Windows is required.

code: GSVS-089-PS cost: \$289
dates: Feb 18-Apr 21 days: S
time: 09:00am-01:00pm location: 3205

Introduction to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor who's already helped thousands become productive and confident with previous versions of Outlook. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use.

Introduction to Dreamweaver CS5

In these step-by-step lessons, you'll build an in-class, professional-quality Web site using Adobe Dreamweaver CS5—and in the process, you'll discover how to plan a Web site from the ground up. By the time you're done, you'll be using this powerful software tool with skill and confidence.

Computer Quick Shots

(see Business section for additional classes)

What are Quick Shots? These four hour classes are designed to teach the basic operations of the most popular applications. We provide enough information to get started in these programs. For additional instruction, enroll in the college's regular non-credit courses.

Microsoft Word Step I

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: Feb 03 days: F
time: 09:00am-01:00pm location: MAC 114

Excel Step I

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 17 days: F
time: 09:00am-01:00pm location: MAC 114

Powerpoint Step I

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: Mar 02 days: F
time: 09:00am-01:00pm location: MAC 114

Tune up Your PC

Don't throw out that old computer! 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 16 days: F
time: 09:00am-01:00pm location: MAC 114

Working with Pivot Tables and Basic Macros

Learn what a Pivot Table is and how it is best used to rearrange data to find a trend or solution. Class includes program instructions to create and run basic macros.

code: PICOM-024-MC cost: \$49
dates: Mar 30 days: F
time: 09:00am-01:00pm location: MAC 114

Introduction to MS OneNote

Learn how to work with this new, computer-based organization system to be more efficient in day-to-day work and have information handy. OneNote is an idea processor, a notebook, and an information organizer. Learn how to create notebooks and documents, to-do lists, tables, spreadsheets, and research on the Internet.

code: PICOM-028-MC cost: \$49
dates: Apr 13 days: F
time: 09:00am-01:00pm location: MAC 114

Construction

Basic Construction Skills for the Homeowner and Rehabber

This course is designed to help individuals learn basic construction skills whether they are interested in getting into the construction trades, becoming a rehabber, or would like to complete construction projects around the home. 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. Please bring a tape measure, hammer, and safety glasses to class. Extra tools are available in class.

code: GSCST-026-PS cost: \$299
dates: Mar 03-Apr 21 days: S
time: 09:00am-01:00pm location: K 115



Attention homeowners and contractors: The Illinois Department of Public Health is now requiring contractors to be certified in Lead Safety Training.

EPA Lead Safety in Repair, Renovation, and Painting—RRP Training

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.”

code: GSCST-034-PS cost: \$259
dates: Feb 04 days: S
time: 08:00am-04:30pm location: K 115

code: GSCST-034-PI cost: \$259
dates: May 05 days: S
time: 08:00am-04:30pm location: K 115

Continuing Education

Continuing Education for Healthcare Professionals

PSC is an approved provider from the Illinois Department of Financial and Professional Regulation (IDFPR) to offer continuing education units (CEU) for the following professions: Social Worker, Licensed Professional Counselor, Licensed Clinical Professional Counselor, Advanced Practical Nurse, Registered Nurse, Licensed Practical Nurse, and Nursing Home Administrator. Listed below is a sample of the many workshops that can be brought onsite to your group. For more information contact Julie DeLong, (708) 709-7919 or jdelong@prairiestate.edu.

Stress Reduction through Laughter for Healthcare Professionals

Discover how laughter boosts the immune system which is the key to good health. Find out how to increase your healthcare team members' productivity and motivation, resulting in decreased absenteeism, burnout, and turnover. 1.0 CEU offered to Social Worker, Licensed Professional and Clinical Counselors, Advanced Practical Nurse, RN, LPN, and Nursing Home Administrator.

code: PIHLT-070-MC cost: \$20
dates: Apr 02 days: M
time: 12:00pm-01:00pm location: MAC 111

Breakthrough Strategies for Success for Teachers, Administrators, Coaches, Counselors, Social Workers, Psychologists, and Supervisors

Learn 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 in 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 12-Mar 15 days: MTWTH
time: 08:30am-04:30pm location: MAC 108

Drinking Water Treatment

These courses are approved for Illinois EPA CEUs for drinking water operators.

Disinfection and Fluoridation

Become acquainted with the regulations of disinfection and fluoridation. This class will cover the chemicals and equipment used in these processes. Calculations will be presented to accurately determine proper dosages and feed rates. Provides 8.0 CEUs from the EPA.

code: GSFST-014-MC cost: \$49
dates: Jan 21-Jan 28 days: S
time: 08:00am-12:00pm location: MAC 111

Corrosion Control for Operators

This class will familiarize the student with the nature and types of corrosion that impact water system components. Design principles that minimize corrosion will be presented as well as mitigative measures. Provides 8.0 CEUs from the EPA.

code: GSFST-015-MC cost: \$49
dates: Feb 18-Feb 25 days: S
time: 08:00am-12:00pm location: MAC 111

Hydraulics for Operators

This four hour workshop will cover the basics involving a hydraulic system. The components needed for a hydraulic system along with circuitry and current applications are introduced. Basic maintenance practices of a hydraulic system also will be covered. Provides 4.0 CEUs from the EPA.

code: PILES-014-MC cost: \$39
dates: Mar 10 days: S
time: 08:00am-12:00pm location: MAC 111

Dance

Ballroom Dancing for Beginners

Have fun and get a good workout while ballroom dancing at PSC. Learn how to lead and follow dances such as the Waltz, Fox Trot, Swing, and Tango. Dress comfortably and wear smooth-soled shoes. A dance partner is required and each individual must register.

code: PIDNC-006-PS cost: \$99
dates: Feb 21-Apr 24 days: T
time: 07:05pm-08:05pm location: TBA

Salsa Dancing for Beginners

Learn to dance the exciting Latin rhythms of Salsa, Cha-Cha, Merengue, Rhumba, and Cuban Motion. Get your exercise by learning something new and having fun. Dress comfortably and wear smooth-soled shoes. A dance partner is required and each individual must register.

code: PIDNC-022-PS cost: \$99
dates: Feb 21-Apr 24 days: T
time: 08:10pm-09:10pm location: TBA

Line Dancing for your Health

Have fun exercising while learning the most current line dances. Come out and learn the new Slides as you dance and exercise the pounds away. We are having a special free preview of this class on Wednesday, Feb. 15 from 6:30-7:30 p.m. Come and check this out.

code: PIDNC-019-PS cost: \$99
dates: Feb 22-Apr 04 days: W
time: 06:30pm-08:30pm location: TBA

Finance

Advanced Personal Finance Workshop for Living Debt Free

This one-day workshop will look at the general economy, outline nine steps to financial security, provide insight when purchasing/renewing insurance contacts, look at mortgage products, and discuss 401k/403b/457/IRA account management strategies. This workshop also will include a proven system for saving money in various spending categories, a plan for people who are in financial trouble, college financing options, ways to raise your credit score, and tax-saving ideas. Tuition cost includes lunch and workbook. Course section "M1" is for couples who share living expenses. The cost is for both individuals.

code: PIFNC-018-MC cost: \$75
dates: Apr 14 days: S
time: 09:00am-03:00pm location: MAC 111

code: PIFNC-018-M1 cost: \$99
dates: Apr 14 days: S
time: 09:00am-03:00pm location: MAC 111

Strategies for Surviving in this Current Economic Environment

Learn concepts designed to help make it through the next several years by developing a financial plan to survive the current economic storm. During the presentation, the current economic environment will be examined, and the proper way to set up an emergency fund, appropriate insurance, credit reports, and investment strategies will be discussed.

code: PIFNC-023-MC cost: \$49
dates: Mar 06 days: T
time: 06:30pm-09:30pm location: MAC 115

Fitness See Sports and Fitness

Fire Science

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 cost: \$105
dates: Jan 20-Jan 29 days: FSSU
time: 06:00pm-10:00pm (F) location: TBA
08:00am-05:00pm (SSU)

code: GSFST-004-PI cost: \$105
dates: Mar 30-Apr 08 days: FSSU
time: 06:00pm-10:00pm (F) location: L 120
08:00am-05:00PM (SSU)



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 cost: \$165
dates: Mar 31-Apr 14 days: SSU
time: 08:00am-05:00pm location: L 116

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: Jan 17-Mar 08 days: TTH
time: 07:00pm-09:50pm location: TBA

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 26-Apr 16 days: TBA
time: TBA location: Online

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 cost: \$105
dates: Mar 13-May 18 days: TBA
time: TBA location: Online

Food Preparation

Food Service Sanitation

The Illinois Department of Public Health requires that all food service establishments be under the operational supervision of a certified food service sanitation manager. This class meets those requirements. After successfully passing the exam, the Illinois Department of Public Health provides a five-year certificate for a fee of \$35. Textbook is included in price of class. Attendance and promptness are mandatory.

code: GSVS-066-MC cost: \$225
dates: Jan 30-Feb 06 days: MTWM
time: 04:00pm-08:30pm location: MAC 111

code: GSVS-066-M1 cost: \$225
dates: Mar 05-Mar 14 days: MW
time: 04:00pm-08:30pm location: MAC 111

code: GSVS-066-M2 cost: \$225
dates: Apr 16-Apr 23 days: MTWM
time: 04:00pm-08:30pm location: MAC 111

Food Service Sanitation—5-hour Refresher Course

Prerequisite: Illinois State Food Service License

This course is for the renewal of a food service license in the state of Illinois. It meets not only national requirements, but also those of the State of Illinois. Students must bring current food service license to class. Students are not eligible if their license has expired.

code:	PIFDS-065-MC	cost:	\$95
dates:	Jan 30	days:	M
time:	04:00pm-09:00pm	location:	MAC 111

code:	PIFDS-065-M1	cost:	\$95
dates:	Mar 05	days:	M
time:	04:00pm-09:00pm	location:	MAC 111

code:	PIFDS-065-M2	cost:	\$95
dates:	Apr 16	days:	M
time:	04:00pm-09:00pm	location:	MAC 111

Secrets of the Caterer

Catering is a business that has become very popular, especially for those who love to cook and plan parties. Learn the fundamentals of the catering business, how to cook for large crowds, organize the kitchen, manage time, and work with clients. The course focuses on cooking skills every caterer needs with an introduction to the business side of catering.

Lose Weight and Keep It Off

In this course, you'll discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You'll master how to set and achieve weight-loss and weight maintenance goals that make sense for you. You'll also receive practical tips you can use immediately to develop healthier eating and exercise habits.

Gardening Gardening 101

In this class, students learn the basics of soil, fertilizing, and planning a flower and vegetable garden. A supply list is provided in the first class so students can design and plant a "container" garden of their own during the second class. This class is recommended for beginning gardeners.

code:	PIHMG-019-PS	cost:	\$69
dates:	Apr 14-Apr 21	days:	S
time:	01:15pm-04:15pm	location:	K 115



Home Improvement Plumbing Made Easy

Learn how to do small plumbing repairs in this hands-on class. Learn to install and repair a faucet, fix a leaky toilet, and to make other plumbing repairs. Time in this class is well-spent and can save money in repair costs.

code:	PIHIM-001-PS	cost:	\$59
dates:	Apr 14	days:	S
time:	09:00am-01:00pm	location:	K 115

Drywall and Painting: Installation, Repairs, and Finishing

Learn the easy and safe way to hang drywall in your home. Learn where to use standard drywall, green board, Dens-shield, cement board, and fire-rated drywall. Students will receive instruction hanging drywall, taping, and using the most efficient painting techniques. Drywall repairs and using the appropriate type of paint also will be discussed.

code:	PIHIM-003-PS	cost:	\$69
dates:	Feb 18	days:	S
time:	09:00am-02:00pm	location:	K 115

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

code:	PIHIM-005-PS	cost:	\$49
dates:	Mar 28	days:	W
time:	06:00pm-09:30pm	location:	K 115

Ceramic Tile Installation

Ceramic tile installation is taught in this hands-on class. 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 estimate material.

code:	PIHIM-007-PS	cost:	\$55
dates:	Feb 25	days:	S
time:	09:00am-01:00pm	location:	K 115

Deck Building

Learn to plan, design, layout, and construct an outdoor deck. Materials are included in the course fee. This is a hands-on class, so students must bring safety goggles. Building your own deck can save you money and you can have fun being creative.

code:	PIHIM-010-PS	cost:	\$89
dates:	May02-May09	days:	W
time:	06:00pm-09:30pm	location:	K 115

How to Become a Miss or Mr. Fix It

In just nine hours learn to complete the most common household repairs. Learn to choose the right paint or stain, patch a wall, mount a wall shelf, repair a door, replace a door lockset, replace a faucet, repair a toilet, replace a light fixture and ceiling fan, replace an electrical outlet or switch, and more. With a little patience and information, save money by doing the small repairs yourself.

code:	PIHIM-090-PS	cost:	\$99
dates:	Feb 29-Mar 14	days:	W
time:	06:00pm-09:00pm	location:	K 115

Interior Design Elements of Design I

This course is an introduction to the basics of interior design. Gain the confidence to create beautiful and functional home designs. Students learn how to develop scaled floor plans, window treatments, textiles, furniture and furniture styles, use of color, lighting, accessories, and incorporating eco-friendly products in home design.

code: GSDEC-011-MC cost: \$259
dates: Feb 13-May 07 days: M
time: 07:00pm-09:00pm location: MAC 108

Job Search Preparation Twelve Steps to a Successful Job Search

Get the job you want quickly and easily in any economy. In this course, a world-renowned author and career advisor helps identify the job that is best for you, based on your individual needs. Learn how to build rapport with interviewers, both verbally and non-verbally, while mastering the six phases of a successful job interview.

Languages Sign Language I

This is an introduction to sign language. Learn how to fingerspell as well as basic signs for everyday use at home, work, school, and leisure. Textbook is included.

code: PILAN-003-PS cost: \$149
dates: Feb 21-May 01 days: T
time: 06:30pm-08:30pm location: MAC 118

Sign Language II

Prerequisite: PILAN 003

Conversational Sign Language. This course is a continuation of signs learned in Sign Language I. Students complete one project, a signed children's book. Same textbook as Sign Language I is used.

code: PILAN-007-PS cost: \$119
dates: Feb 23-May 03 days: TH
time: 06:30pm-08:30pm location: MAC 118

Chinese I

This class is an introduction to Mandarin Chinese. Learn pinyin, the English pronunciation system of the Chinese language, including reading, writing, and understanding how words in pinyin correspond to Chinese characters. Learn to develop a vocabulary and participate in situational conversations. Course materials are included.

code: PILAN-012-MC cost: \$149
dates: Feb 28-May 08 days: T
time: 07:00pm-09:00pm location: MAC 127

Spanish I

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

code: PILAN-047-MC cost: \$149
dates: Feb 20-Apr 30 days: M
time: 07:00pm-09:00pm location: MAC 114

Spanish II

Spanish II provides a greater in-depth study of Spanish, focusing on a hands-on, interactive approach. Emphasis is placed on the practical, everyday use of the language, and developing speaking and comprehension skills. Same textbook as Spanish I is used.

code: PILAN-048-MC cost: \$119
dates: Feb 22-May 02 days: W
time: 07:00pm-09:00pm location: MAC 114

Attention: Corporations and Small Business Owners

PSC can provide you and your employees with a Spanish class with your specific needs in mind. Depending on the amount of training your employees need, these Spanish classes can be completed in one or two days. Also, classes may be taught at your location. For more information, please call (708) 709-3750.

Grammar Refresher

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you're a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules.

Medical Student Orientation for Non-Credit Medical Vocational Programs

Bring your questions, meet our staff and find out more about the programs. All new students are required to attend. Orientations are held at the MAC. Call (708) 709-3750 to register. Here are the dates:

Wednesday, Jan 4, 2012, 6-7:30 p.m.

All Medical Courses (except Dialysis Tech & Pharmacy Tech)

Thursday, Jan. 5, 2012, 6-7 p.m.

Dialysis Tech & Pharmacy Tech

Billing/Coding Specialist

Medical Terminology	GSMED 017
Introduction to Health Information Technology	GSMED 033
Introduction to CPT-4 Coding (prerequisite: Medical Terminology)	GSMED 045
Introduction to ICD-9-CM Coding (instructor consent required. Prerequisite: Medical Terminology and CPT-4 Coding)	GSMED 047
Insurance Procedures	GSMED 038
Computerized Medical Billing* (prerequisite: Insurance Procedures, typing speed of 30 wpm and knowledge of computers/Windows)	GSMED040
Microsoft Office	GSVS 091
Keyboarding	GSVS 089

*Must have knowledge of computers/Windows before taking this class. Keyboarding and Microsoft Office may be taken at any time prior to Computerized Medical Billing.

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. A textbook must be purchased.

code: GSMED-017-MC cost: \$299
dates: Jan 24-May 01 days: T
time: 06:00pm-09:00pm location: MAC 114

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. A textbook must be purchased.

code: GSMED-033-MC cost: \$209
dates: Jan 17-Feb 28 days: T
time: 06:00pm-09:00pm location: MAC 112

Health Unit Coordinator

This course covers how to transcribe doctor's orders, coordinate workflow for a nursing unit, order necessary lab work, and diets. Students are also introduced to daily care of legal medical records, retrieving clinical lab results, and patient privacy. This course along with completion of Microsoft Office, Keyboarding, and Medical Terminology provides a non-credit vocational certificate. A textbook must be purchased.

code: GSMED-035-MC cost: \$309
dates: Feb 01-Apr 25 days: W
time: 06:00pm-09:00pm location: MAC 112

Insurance Procedures

This course is an introductory medical insurance course. Topics of discussion 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. A textbook must be purchased.

code: GSMED-038-MC cost: \$229
dates: Jan 23-Mar 12 days: M
time: 06:30pm-09:30pm location: MAC 112

Computerized Medical Billing

Prerequisite: GSMED 038 - Insurance Procedures, 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 textbook must be purchased and a USB drive will be needed.

code: GSMED-040-MC cost: \$249
dates: Mar 06-May 01 days: T
time: 06:30pm-09:30pm 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. A textbook must be purchased.

code: GSMED-045-MC cost: \$259
dates: Jan 18-Mar 28 days: W
time: 06:30pm-09:30pm location: MAC 111

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. A textbook must be purchased.

code: GSMED-047-MC cost: \$229
dates: Mar 15-May 10 days: TH
time: 06:30pm-09:30pm location: MAC 127

CPC Coding Exam Prep Class for 2012

Prerequisite: Prior ICD-9-CM and CPT coding experience and/or recent completion of the coding class portion of the PSC Billing/Coding Specialist certificate program, or equivalent program.
It is intended for the coding practitioner in preparation for the American Academy of Professional Coder (AAPC®) Certified Professional Coder (CPC®) national examination. Class evaluates and strengthens coding skills for exam, as well as teaching standardized test-taking strategies. Contact AAPC at aapc.com for examination information. Textbook required, as well as this course year's edition of the ICD-9-CM and CPT-4 reference books. HCPCS code will be required if/when sitting for national exam, as well.

code: GSMED-049-MC cost: \$146
dates: TBA days: S
time: 09:00am-03:00pm location: MAC 111

Medical Central Service Technology

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. A hands-on clinical tour at St. James Hospital familiarizes students with the environment and procedures. Textbook is included.

code: GSMED-080-PS cost: \$469
dates: Mar 01-Apr 26 days: TTH
time: 06:00pm-09:00pm location: TBA

Pharmacy Technician

This 50-hour course prepares students to enter the pharmacy field and take the Pharmacy Technician Certification Board exam. Course content includes medical terminology specific to the pharmacy, reading, and 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 a mandatory orientation for this class on Thursday, Jan. 5 from 6-7 p.m.

code: GSMED-090-MC cost: \$999
dates: Mar 01-Apr 26 days: TTH
time: 06:00pm-09:30pm location: MAC 116

Dialysis Technician

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. Additionally, students are provided with training to help prepare them for the Board of Nephrology Examiners Nursing and Technology exam. Textbook is included. There is a mandatory orientation Thursday, Jan. 5 from 6-7 p.m.

code: GSMED-095-MC cost: \$999
dates: Mar 05-Apr 30 days: MW
time: 01:00pm-04:30pm location: MAC 116

code: GSMED-095-M1 cost: \$999
dates: Mar 05-Apr 30 days: MW
time: 06:00pm-09:30pm location: MAC 116

Medical Office Assistant

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. Textbook must be purchased.

code: GSMED-097-MC cost: \$299
dates: Jan 26-Apr 19 days: TH
time: 06:00pm-09:00pm location: MAC 112

Home Services Worker Program

Home Services Worker

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. - 3 p.m. in Room 111 at the MAC unless specified otherwise. A textbook must be purchased. Students must be registered for the entire six-course program. Classes may not be taken individually. Total program cost \$659. Program dates: Jan. 17-Mar 27.

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.

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.

Personal Care

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

How to Save a Life Using CPR

Learn basic life-saving skills including CPR/AED training, and how to handle choking emergencies. Students will receive a two-year certification from the American Heart Association.

Practicum

Individuals are given an examination of employee qualifications and work-related characteristics, job duties, and employment potential. Instruction includes supervised on-the-job observations or participation. (Based upon location/availability of practicum site).

Become a Veterinary Assistant

Those who like animals can prepare for a career as a veterinary assistant. This course teaches the necessary information to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. Also, learn about billing, workplace safety, and marketing.

Human Anatomy and Physiology

In this course, you'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. You'll also learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive.

Music

Wind Ensemble

This course provides the opportunity to study and perform significant concert band literature with an ensemble. No senior discount.

code:	GSMUS-001-PS	cost:	\$25
dates:	Jan 23-May 14	days:	M
time:	06:30pm-08:30pm	location:	K 105

Jazz Ensemble I

Group performs variety of small ensemble jazz with emphasis on improvisation, reading charts, and developing arrangements. No audition required. No senior discount.

code:	GSMUS-005-PS	cost:	\$25
dates:	Jan 17-May 15	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. No senior discount.

code:	GSMUS-010-PS	cost:	\$25
dates:	Jan 23-May 14	days:	M
time:	07:00pm-09:40pm	location:	3275

Introduction to Guitar

Learn the parts of the guitar from frets to strings. Learn to read music, play clear and beautiful notes and chords, and control rhythm, tempo, and volume. The classical guitar skills mastered in this course will allow you to play any style of music, from hard rock to country and western.

Nutrition

Core Plan Nutrition

Learn the dangers of modern nutrition and how to avoid them. Class participants will learn simple changes to be made to avoid the perils of the Standard American Diet. You will be blown away by the simplicity of the information presented and how to effectively make these changes to achieve health benefits.

code:	PIHLT-083-MC	cost:	\$10
dates:	Feb 22	days:	W
time:	07:00pm-08:00pm	location:	MAC 108

Advanced Plan Nutrition

(Attendance in Core nutrition not required). Go beyond the simple changes from the core plan to learn the dietary changes necessary to overcome weight loss resistance, insulin resistance, and more diseases of the modern age.

code:	PIHLT-084-MC	cost:	\$10
dates:	Mar 14	days:	W
time:	07:00pm-08:00pm	location:	MAC 108

Healthy Grocery Shopping 101

Shopping for the Standard American Diet can be translated into a toxic, hypersensitive, and allergic body. Many people don't understand the dangers that lurk in the aisles in the grocery store. Learn how to shop for health at the grocery store, what foods to avoid, and how to make it work for your family.

code:	PIHLT-085-MC	cost:	\$10
dates:	Apr 04	days:	W
time:	07:00pm-08:00pm	location:	MAC 108

Weight Loss Resistance, Toxicity, and Hormone Problems Made Simple

More people than ever before are experiencing difficulty losing weight and it is a proven fact that hormones are the key to effective weight loss. Insulin resistance, blood sugar issues, and thyroid issues are very common problems. Learn how what you eat and how you live can contribute to weight issues.

code:	PIHLT-086-MC	cost:	\$10
dates:	Apr 18	days:	W
time:	07:00pm-08:00pm	location:	MAC 108

Burst Training 101

No time to exercise? Learn how to achieve a fat burning hormone changing workout in 12 minutes a day. This scientifically proven workout system is geared towards the busy individual who doesn't have the time for an hour on the treadmill every day and for those who are frustrated with their current workout program.

code: PIHLT-087-MC cost: \$10
dates: May 02 days: W
time: 07:00pm-08:00pm location: MAC 108

Personal Development

(see also Real Estate and Seniors)

Make the Most of Your Memory

Learn effective mnemonics to improve your memory. Learn to recall anything more easily, especially names and numbers using various techniques including easy-to-remember brain gym movements and biofeedback. In addition, learn the latest from clinical studies on dementia and Alzheimer's diseases.

code: PIHLT-061-MC cost: \$39
dates: Apr 21 days: S
time: 09:00am-12:00pm location: MAC 111

Getting Your Home Organized and Staying Clutter Free

This workshop will give you some tips on downsizing your clutter for the change of seasons, help prepare for a move, and learn tips on packing and staging your home for resale.

code: PIHIM-024-MC cost: \$39
dates: Mar 17 days: S
time: 09:00am-12:00pm location: MAC 118

Relationship Empowerment—Getting Along Better with the Important People in Your Life

Discuss the destructive relationship habits we all use, and learn to replace them with the healthy partnership habits. Explore the three options we all have in relationships—change it, accept it, or leave it. Practice effective, practical conflict resolution strategies. This class is taught by Kim Olver, author of Secrets of Happy Couples. Bring a guest for free.

code: PIBUS-112-MC cost: \$19
dates: Mar 10 days: S
time: 09:00am-10:30am location: MAC 108

Stress Management for Difficult Times

Stress is not just something that happens to you. It's something you create. You will learn how to not create stress for yourself in this interactive workshop and move in the direction you want to go, instead of being at the mercy of wherever life takes you. Bring a guest for free.

code: PIBUS-113-MC cost: \$19
dates: Mar 10 days: S
time: 10:04am-12:15pm location: MAC 108

Getting What You Want in 2012

Learn how to attain goals with an effective time-tested system. Since attaining goals requires hard work and determination, this system provides built-in support and accountability. Learn how to identify goals, create a time management plan, and maintain balance in life while keeping a positive attitude and staying motivated. Bring a guest for free.

code: PIBUS-115-MC cost: \$29
dates: Mar 10 days: S
time: 01:00pm-04:00pm location: MAC 108

Becoming the Intentional You!

If you are interested in attending all (3) seminars: Relationship Empowerment, Empowerment Parenting, and Getting What You Want in 2012, then please register for the entire one-day program. Not only will you save \$18, you can still bring a guest for free.

code: PIBUS-048-MC cost: \$49
dates: Mar 10 days: S
time: 09:00am-04:00pm location: MAC 108

The Artist's Way: A Course in Discovering and Recovering Your Creative Self

This workshop is aimed at freeing people's creativity. It's for nurses, teachers, lawyers, accountants, stay-at-home moms and dads, painters, artists, and non-artists. Anyone interested in living more creatively will enjoy this class.

code: PIART-066-MC cost: \$159
dates: Feb 09-May 03 days: TH
time: 07:30pm-09:30pm location: MAC 118

Assisting Aging Parents

Learning how to help parents or other loved ones through their transition into the golden years can also prepare us for our own. This compassionate and comprehensive course provides the tools, techniques, and insights for this passage.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Photography Digital Photography for Beginners

Individuals can learn how to use their point and shoot or SLR camera through discussions and hands-on class assignments. Topics include understanding cameras, camera icons, shooting modes, lighting, and composition. Please bring your camera and manual to class.

code: PIPHO-005-MC cost: \$99
dates: Feb 07-Feb 28 days: T
time: 07:00pm-09:00pm location: MAC 118



Digital Photography for Beginners II

Now that you've learned the basics of photography, take it to the next level. This course covers creative and fun ways to photograph friends and family. Bring your camera because we will be creating beautiful images in each class. You must have a working knowledge of manual camera controls.

code: PIPHO-020-MC cost: \$99
dates: Mar 06-Apr 03 days: T
time: 07:00pm-09:00pm location: MAC 118

Photoshop Elements—Basics for Beginners

Learn how to have more control of your final images and about creative post-capture processes. Editing tools in Photoshop Elements from simple cropping to creating one image from two are also covered. You must have a working knowledge of computers. Having a home computer with Photoshop Elements is recommended.

code: PIPHO-021-MC cost: \$99
dates: Apr 17-May 08 days: T
time: 07:00pm-09:00pm location: MAC 118

Radio and TV

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.

code: GSMUS-011-MC cost: \$139
dates: Apr 21-May 12 days: S
time: 09:00am-12:00pm location: MAC 115

Reading, Writing, and Fun Things

Beginning Writer's Workshop

Improve writing skills and discover new ways to stretch creativity. This course is an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

Beginner's Guide to Getting Published

Success in the writing game is determined by the amount of credibility publishers attach to one's work. This course, taught by a published author, helps gain that credibility. Learn how to properly format manuscripts, write irresistible query letters, and submit work to publishers who want it.

Drawing for the Absolute Beginner

Learn about drawing materials, set up procedures, lighting and rendering techniques, design and layout methods, and much more.

Wow, What a Great Event!

Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know to avoid those embarrassing and costly planning errors.

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. Find out how to harness the power of the total literacy framework.

Writing Essentials

Hone the skills you need to communicate clearly on the job and express yourself fluently online. Improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Then, find out how to put it all together by crafting well-written sentences and building effective paragraphs. Finally, you'll discover how to make the most of e-mails and other forms of electronic communication.

Real Estate

If you would like more information on our real estate programs and some of the part-time opportunities in this field, please register for the free workshop listed below. For more information, please call (708) 709-3750.

Real Estate Career Workshop and Course Orientation

Although the economy has affected many individuals with their employment status, learn about some part-time opportunities in real estate sales, real estate appraising, home inspecting, and mortgage lending. Courses fulfill the state's pre-licensing requirements in these particular areas. Those looking for part-time income and aren't sure how to earn that income, should sign up for this free two-hour workshop.

code: PIBUS-019-MC cost: Free
dates: Jan 07 days: S
time: 09:00am-11:00am location: MAC 111

Home Inspection (Now Approved for Indiana)

This course is designed to fulfill the Illinois and Indiana state requirements for pre-licensing 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. Please note: Attendance is mandatory per state regulations.

code: GSRE-020-PS cost: \$1259
dates: Feb 27-May 10 days: MTH
time: 06:00pm-10:00pm location: K 115

Real Estate Broker Pre-Licensing Course

This 90-hour course fulfills the State of Illinois' pre-licensing 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 real estate. Upon successful completion of this course, you will be able to sit for the Illinois Real Estate Broker exam. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-078-MC cost: \$499
dates: Jan 17-May 10 days: TTH
time: 06:30pm-09:30pm location: MAC 108

The Short Sale: An Alternative to Foreclosure

Learn the short sale process for both buyers and sellers. What different effects do short sales and foreclosures have on a credit rating. A short sale may be the best alternative to other forms of loss mitigation. This professional knowledge may help with real estate decisions in the future.

code: PIBUS-081-MC cost: \$69
dates: Apr 14-Apr 21 days: S
time: 09:00am-12:00pm location: MAC 108

How to Survive Today's Mortgage and Real Estate Market

With all the turmoil in the mortgage and real estate market, there is a definite need for education to better prepare prospective and existing homeowners on how to survive this volatile market. This three-hour seminar teaches how to make better decisions, from buying a home or to refinancing. Experts explain what is needed to qualify for financing, what type of financing fits individual's situation, how to pick the right realtor for buying and selling, the importance of an appraisal, getting a home ready for selling, and many more helpful hints to make real estate transactions go smoothly. It is a reality that foreclosures are on the rise, so take advantage of this free seminar. Call (708) 709-3750 to register.

code: PIBUS-119-MC cost: Free
dates: Feb 11 days: S
time: 09:00am-12:00pm location: MAC 111

Safety

OSHA 10-Hour Training 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.

code: GSCST-007-MC cost: \$159
dates: Apr 21-Apr 28 days: S
time: 08:00am-03:30pm location: MAC 108

Security Training

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: \$159
dates: Feb 07-Feb 23 days: TTH
time: 06:00pm-09:30pm location: MAC 127

Senior Citizens and Caretakers

Living Better with Laughter

Experience the many psychological and physiological benefits of mirth and laughter as you enjoy a broad range of humorous material. Find out why laughter really is the best medicine. Learn how to laugh for no reason.

code: PISNR-018-MC cost: \$10
dates: Apr 02 days: M
time: 10:00am-11:30am location: MAC 111



Aging in Place: Living at Home During the Golden Years

Most Americans want to remain in their homes during their retirement years. The good news is that this goal can be achieved for many, even when assistance with everyday tasks may be required. This seminar explains a proactive approach to aging-in-place that allows people to live safely and conveniently while staying independent regardless of age, ability level, or mobility level. Social workers receive 3.0 CEUs for participating in this session and should register in section M1.

code: PISNR-049-MC cost: \$10
dates: Mar 17 days: S
time: 09:00am-12:00pm location: MAC 108

code: PISNR-049-M1 cost: \$20
dates: Mar 17 days: S
time: 09:00am-12:00pm location: MAC 108

Financial Assistance and Benefit Programs for Seniors

Many older people need help paying for their living expenses and other basic needs. Millions of older Americans are eligible for benefits that they are not receiving from federal, state, and local programs. There are many public programs available for seniors with limited income and resources. This session provides information about senior benefit programs that provide help paying for prescription drug costs, nutrition-food, income supplements, assistance with utility and energy bills, financial assistance, lower medical and health care expenses, property taxes, and more.

code: PISNR-069-MC cost: Free
dates: Mar 28 days: W
time: 10:00am-12:00pm location: MAC 111

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.

code: PILIF-033-MC cost: Free
dates: Jan 26 days: TH
time: 09:30am-11:30am location: MAC 111

code: PILIF-033-M1 cost: Free
dates: Mar 13 days: T
time: 09:30am-11:30am location: MAC 111

Senior Services for People Aged 60 or Older

South Suburban Senior Services of Catholic Charities is the local senior services agency for people who are 60 or older who live in Bloom, Bremen, Calumet, Thornton, and Rich Townships. During this session, learn about the many free and discounted services available for seniors in South Suburban Cook County; family members and caregivers learn where to obtain information and assistance for their loved ones. Links to services, such as home delivered meals, in-home assistance, transportation, and other services.

code: PILIF-096-MC cost: Free
dates: Apr 25 days: W
time: 10:00am-12:00pm location: MAC 111

Sports and Fitness

Senior-cize: Staying Active and Independent for Life (Fitness Course)

This class is geared towards the 60+ crowd. Get and stay fit physically and mentally through age appropriate strength and aerobic exercising. Feel younger without the strenuous exercise.

code:	PISNR-017-PS	cost:	\$79
dates:	Jan 18-May 11	days:	WF
time:	08:30am-09:20am	location:	T 130

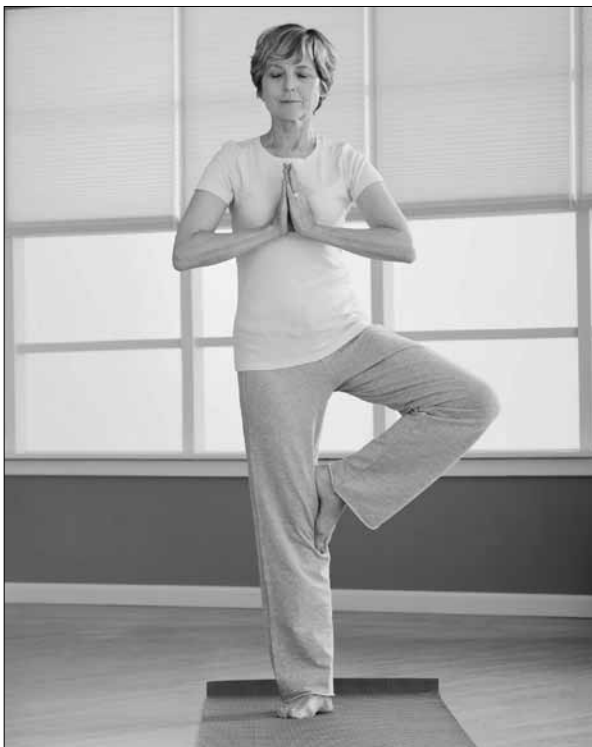
Aerobics I—Pilates/Yoga/Walking

Designed for the beginning exercise enthusiast with the emphasis on walking and pilates.

code:	PISPF-0011-P2 (yoga)	cost:	\$104
dates:	Jan 17-May 10	days:	TTH
time:	08:00am-08:50am	location:	T 130

code:	PISPF-0011-P3 (yoga)	cost:	\$104
dates:	Jan 17-May 08	days:	T
time:	06:00pm-07:50pm	location:	T 130

code:	PISPF-0011-P1 (pilates)	cost:	\$104
dates:	Jan 18-May 09	days:	MW
time:	12:00pm-12:50pm	location:	T 130



Aerobics II—Step Aerobics/Kickboxing

An intermediate workout combining step aerobics, kickboxing, and toning exercises.

code:	PISPF-0012-P1 (step aerobics)	cost:	\$104
dates:	Jan 17-May 10	days:	TTH
time:	12:30pm-01:20pm	location:	T 130

code:	PISPF-0012-P2 (kickboxing)	cost:	\$104
dates:	Jan 18-May 09	days:	MW
time:	05:00pm-05:50pm	location:	T 130

Aerobics III — Aqua Aerobics

A workout combining aerobics and toning exercises in the challenging environment of the pool.

code:	PISPF-0013-P1	cost:	\$104
dates:	Jan 18-May 09	days:	MW
time:	07:00am-07:50am	location:	FH POOL

code:	PISPF-0013-P2	cost:	\$104
dates:	Jan 18-May 09	days:	MW
time:	06:00pm-06:50pm	location:	FH POOL

Golf

Basic rules and fundamentals of golf.

code:	PISPF-0014-PS	cost:	\$104
dates:	Mar 14-May 18	days:	MW
time:	10:00am-11:50am	location:	T 130

Aerobics IV—Boot-Camp Style

A workout combining aerobic dance, boot-camp style, and indoor cycling. This class is for those individuals who want a more intense and physically challenging workout.

code:	PISPF-0016-P1	cost:	\$104
dates:	Feb 14-May 10	days:	TTH
time:	11:20am-12:20pm	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.

code:	PISPF-017-PS	cost:	\$79
dates:	Mar 07-Apr 18	days:	W
time:	07:00pm-08:00pm	location:	TBA

Zumba Fitness

Zumba consists of fast and slow Latin and international dance rhythms that tone and sculpt the body. Zumba's choreography incorporates hip-hop, samba, salsa, meringue, mambo, and martial arts into dance and aerobic movements. It's energetic and fun!

code:	PISPF-023-PS	cost:	\$89
dates:	Jan 23-May 07	days:	M
time:	09:00am-09:50am	location:	T 130

Karate (Ages 7 to Adult)

This course teaches basic self-defense, traditional Tae Kwon Do, Katas, 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:	PISPF-025-P1 (beginner)	cost:	\$59
dates:	Jan 19-May 10	days:	TH
time:	06:00pm-07:00pm	location:	T 130

code:	PISPF-025-P3 (intermediate)	cost:	\$89
dates:	Jan 19-May 10	days:	TH
time:	06:00pm-08:00pm	location:	T 130

code:	PISPF-025-P2 (beginner)	cost:	\$59
dates:	Jan 21-May 12	days:	S
time:	08:30am-09:30am	location:	T 130

code:	PISPF-025-P4 (intermediate)	cost:	\$89
dates:	Jan 21-May 12	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: PISPF-026-P1 (beginner) cost: \$109
dates: Jan 19-May 12 days: THS
time: 06:00pm-07:00pm (TH) location: T 130
08:30am-09:30am (S)

code: PISPF-026-P2 (intermediate) cost: \$179
dates: Jan 19-May 12 days: TH
time: 06:00pm-08:00pm (TH) location: T 130
08:30am-10:30am (S)

Teachers

Teachers who need to earn CPDUs or would like to take a course to help you manage the classroom better, should check out our wide selection of both classroom and online courses. PSC is committed to helping our educators be the best they can be for their students by providing quality educational and informational courses at an affordable price. For more information, please contact Julie DeLong at (708) 709-7819 or jdelong@prairiestate.edu.

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 only person's behavior one can control is his/her own, 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: \$79
dates: Mar 12 days: M
time: 08:30am-04:30pm location: MAC 108

Differentiated Instruction in the Classroom

Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways the traditional classroom setting limits their ability to reach diverse learners. Learn the ten practical DI integration strategies and the three sample integration lessons on each strategy. Help improve the learning outcomes for your students.

Integrating Technology in the Classroom

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to effectively use tools such as wikis, podcasts, and blogs. We'll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We'll also unleash the power of Web resources, Word, Excel, and PowerPoint.

Teaching Smarter with SMART Boards

Using these exciting, interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this course, you'll explore the full range of SMART Board features and learn how to use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you'll go beyond the bells and whistles and learn the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners.

Technology Smart Phones

Learn what constitutes a smart phone and showcase their many features. Bring your smartphone to class and the friendly geek squad agents will help you discover the full potential of your device. We will discuss setting up e-mail, browsing the Web, mobile entertainment, and answer any questions you may have about your device. Bring a guest for free.

code: PICOM-039-MC cost: \$10
dates: Mar 10 days: S
time: 09:00am-10:30am location: MAC 114

Android

Choosing a mobile device is not easy. Discover the Android operating system powering many popular smart phones and tablets. Learn about the unique features, apps, and tools utilized by Android. Bring your own device or learn from our hands-on showcase. Bring a guest for free.

code: PICOM-040-MC cost: \$10
dates: Mar 10 days: S
time: 10:45am-12:15pm location: MAC 114

Wireless Home Networking

Are the kids bugging you about connecting their XBOX 360 to the Internet? Do you want to learn how to set up and troubleshoot your own wireless home network? Let the geek squad teach you how to create your own wireless hotspot and wirelessly connect every device in your home to the Internet. Bring a guest for free.

code: PICOM-041-MC cost: \$10
dates: Mar 10 days: S
time: 12:45pm-02:15pm location: MAC 114

Transportation

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 and half-hour training class covers passenger assistance; safe driving, safe operation, and emergency procedures; bloodborne Pathogens. Tuition fee includes class materials and a three-year certification card. No senior discount.

code: PIMED-032-M1 cost: \$79
dates: Feb 04 days: S
time: 09:00am-12:30pm location: MAC 111

code: PIMED-032-MC cost: \$79
dates: Apr 18 days: W
time: 06:00pm-09:30pm location: MAC 111

Attention Transportation Providers

For information on having a class taught at your location, please call Mike Moody at (708) 709-7711 or e-mail mmoody@prairiestate.edu.

Forklift Operator Training

This 40-hour course is designed to introduce students to the operation of industrial forklifts used in warehousing and distribution center applications. Participants will be exposed to many different platforms for material handling. Students will learn how to perform a safety inspection before placing a piece of equipment into service, along with hands-on training operating a standard, sit-on electric forklift. Safety is strongly emphasized in this course. Students will earn a certificate of completion for Forklift Operation from PSC.

code: GSCST-033-PS

Note: Course information is pending, check Web site for details.

Travel

Canadian Rockies Family Vacation Information Session

PSC and Collette Vacations are offering a family trip to the Canadian Rockies with dates of June 24-July 1, 2012. Take a fun journey through one of the world's most exciting regions that includes tours, meals, and hotels. Tour highlights include: Calgary, Columbia Ice fields, Athabasca Glacier, Jasper, River Rafting, Banff, Sundance Canyon, Nature Hike and Lake Louise. Discounted rates for children. To learn more, please attend this free informational session to find out trip details and pricing.

code: PICAR-021-C1

cost: Free

dates: Feb 07

days: T

time: 07:00pm-08:00pm

location: BCEC 1315



New England Back Roads Vacation Information Session

PSC and Collette Vacations are offering a fully escorted trip Oct. 1-8, 2012. Travelers will enjoy a locally guided tour of Boston, a 5,000 acre working farm, a two-night stay in the beautiful coastal village of Bar Harbor, Maine, and a full day of scenic splendor through the White Mountains of New Hampshire. To learn more, please attend this free informational session to find out trip details and pricing.

code: PICAR-022-C1

cost: Free

dates: Feb 22

days: W

time: 02:00pm-03:00pm

location: BCEC 1315

Travel Photography for the Digital Photographer

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye. This course addresses the tools and tricks that enable digital photographers to capture scenes from around the world and bring them home.

Get Paid to Travel

Those who love to travel and enjoy working with individuals may enjoy a career as a professional tour director, tour guide, or cruise host. Learn about group tour procedures, documentation, and handling emergencies. Gain information on full- and part-time career opportunities.

Travel Writing

Profit from your experience in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Truck Driver Training Program CDL Truck Driver Training Program

This 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) test and job placement in the over-the-road trucking industry.

code: GSTRS-055

cost: \$3,995

dates: Pending

days: MTWTFH

time: 08:00am-4:30pm

location: TWL BLG

(4-week class)

05:30pm-9:30pm

(8-week class)

CDL Instruction Permit Prep Class

This class is designed for anyone that wants to understand the information in the Commercial Driver's License 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 into a driver training program that mandates you to come to class, the first day, 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-011

cost: \$99

dates: Pending

days: Pending

time: 06:00pm-10:00pm

location: ATOC TBA

For more information on this program, please call (708) 709-7872 or e-mail dwilkinson@prairiestate.edu.

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 GED® preparation (English and Spanish) classes are offered both on and off campus. Classes provide learning opportunities to in district residents who are non-high school graduates, ages 16 and older. ABE and GED® classes require that students be non-high school graduates. Classes are available during the day and evening. Registration and assessment are required for all programs.

- **Adult Literacy Institute:** The institute matches students with trained volunteer tutors for one-on-one and/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) 709-7880 or (708) 709-7931 for more information.
- **English as a Second Language:** Classes teach speaking, listening, reading, and writing skills to adults whose native language is not English. Citizenship training classes are also offered. Call (708) 709-7922 or (708) 709-3790 for more information.
- **General Education Development (GED®):** GED® classes are offered in English and Spanish and provide students an opportunity to complete their high school equivalency studies that prepare them to take the GED® exam. Classes review the five areas of study on the exam: language arts-writing, social studies, science, language arts-reading, and math. The Constitution test is offered in English and Spanish for students who must still pass the test in order to receive a GED® certificate. Call (708) 709-7880 or (708) 709-7931 for more information regarding GED® classes taught in English. Call (708) 709-7922 or (708) 709-3790 for more information regarding GED® classes taught in Spanish.

Wanted: Volunteer Literacy Tutors

As a volunteer tutor you can help reach a diverse population of students enabling them to acquire basic skills in reading, writing, and math. For more information, call (708) 709-3724.

Tutor responsibilities:

- Successfully complete a 20-hour tutor training workshop.
- Maintain a regular and convenient weekly meeting schedule with your assigned student(s).
- Maintain a positive tutor/learner relationship.

This project was made possible by the Illinois State Library (ISL), a division of the Office of Secretary of State, using state funds designated for literacy.

In accordance with the Stevens Amendment, the grant-funded portion of the Adult Education and the Family Literacy program at PSC for fiscal year 2012 is 33 percent financed with federal funds totaling \$176,062.



Community and Economic Development

Conference Center

The full service Conference Center also serves as the Business and Community Education Center (BCEC) and is an excellent choice for your next meeting or conference. The College offers meeting room rentals with the latest presentation multi-media equipment, a 486-seat auditorium, and more. For information call (708) 709-3602 or visit prairiestate.edu/bcec.

Business Solutions

PSC's Corporate Education and Training assists companies with customized workforce development programs that are cost-effective. Courses can be held on-site at your company or hosted on PSC's campus. For more information, call (708) 709-7919 or visit prairiestate.edu/training.

Choose from the following areas:

- Leadership Skills
 - Sales and Marketing
 - OSHA Compliance and Safety
 - Manufacturing Practices
 - CPR and First Aid
 - Workplace Communication
 - Spanish for the Workplace
 - DDI, Achieve Global, and Franklin Covey Certified
-

CEU/CPDU for Professionals

PSC is an approved provider of Continuing Education Units (CEU) and Continuing Professional Development Units (CPDU) workshops. These specialized trainings are offered to both the individual and groups and can be taken in person or online. Courses are available for a variety of professionals including:

- Accountants
- Case Managers
- Counselors
- Nurses
- Nursing Home Administrators
- Real Estate Agents
- Speech Pathologists
- Social Workers
- Teachers (CPDU)

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

Illinois workNet Center

The Illinois workNet Center offers a one-stop concept for job seekers and employers with the employment training, job search assistance, and services for employers to help meet their human resource needs. For assistance, call (708) 709-3911.

Job Seeking Customers

- Résumé and cover letter instruction
- Networking and interviewing techniques
- Skills assessment
- Career preparation assistance
- Referrals to companies and on-site recruitment
- Job retention
- Labor market info and Illinois Skills Match registration
- Employment Resource Center

Employers

- Screening and referral of qualified applicants
 - Employee assessments
 - Basic computer skills enhancement services
 - Personalized account executive services
 - Post employment follow-up
 - Local workforce development information
-

Training Driver Training

The PSC Truck Driver Training Program teaches students the skills to become professional truck drivers.

- The program combines classroom learning and over the road training
- Classes run year round
- Two course options available – daytime or evening
- It is a 160-hour training program
- Experienced instructors
- Maximum hands-on training

For more information call (708) 709-7811 or visit prairiestate.edu/cdl.

