DISCOVER
YOUR CAREER IN
LESS THAN A YEAR

See inside cover for Gary Daggett’s success story.
“Building a career in the real estate industry had been a desire of mine for a long time. Having a program in my community that was affordable, thorough, and offered during evenings, allowed me to continue working while attaining my certificate, and made the process of reaching my goal much easier.”

- Gary E. Daggett

Gary E. Daggett is the owner and operator of Daggett Property Inspections. He got his start in the real estate industry as a professional contractor. After years of witnessing firsthand the pitfalls that homebuyers can experience without a thorough and quality home inspection, Gary saw that he could help homeowners protect their investment by knowing the true condition of their purchases.

After completing the Home Inspection Pre-license course offered at PSC, Gary became a licensed home inspector in the state of Illinois, and launched a successful home inspection business. After five years in business, he has returned to PSC as the instructor of the pre-license course that got him started on his path to business ownership.

DISCOVER
YOUR CAREER IN
LESS THAN A YEAR

Enroll in a PSC career-focused program and learn the skills you need to get started on a career you want.

For more information, call (708) 709-3750 or email psceducation@prairiestate.edu.

TOP RATED
PROGRAMS INCLUDE:

- Clinical Medical Assistant
- Medical Billing/Coding Specialist
- Medical Central Service Technology
- Pharmacy Technician
- Home Inspection
- Real Estate
- Paralegal (Online)
- Forklift Operator Training
- Commercial Truck Driver
## Non-Credit

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### Connect With Us

- Facebook: PrairiestatecollegeCED
- Twitter: @PrairieStateCED
- LinkedIn: Prairie State College

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Directions to Main Campus - 202 South Halsted Street, Chicago Heights
From the north: Drive south on I-94 to I-80 west exit. Follow I-80 west about two miles to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

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

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

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

Directions to Matteson Area Center - 4821 Southwick Drive, Matteson
From Lincoln Highway (Route 30) turn south on Cicero Avenue. Turn right at the second traffic light onto Southwick Drive. The MAC will be on your left.

Legend

Visit our website at prairiestate.edu  |  For more information call (708) 709-3750
Non-Credit Registration and Payment

Registration Options

1. **Register online**
   Visit prairiestate.edu/webadvisor.
   Click on Continuing Education: Instant Enrollment

   ![Continuing Education](image)

   ![Instant Enrollment](image)

   select **Register and Pay for Non-Credit Courses and Programs.**

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

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

4. **Register by mail**
   Complete the registration form on page 27. Send payment with completed registration form to Prairie State College, Attn: Enrollment Services, 202 South Halsted St., Chicago Heights, IL 60411.

Payment Options

Payment is due in full at the time of registration.

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

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

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

Refunds and Drops

If you register for a non-credit class, but are unable to attend, you are required to fill out an Add/Drop form to officially withdraw from the course. This can be accomplished by visiting Enrollment Services at our main campus or the MAC during business hours. Dependent on the course, students also can withdraw from courses via WebAdvisor 48 hours prior to the start date of the course. No refunds will be issued unless requested 48 hours before the first class meeting (excluding weekends and holidays). Refunds are issued by check every Friday, after the end of the refund period. No refunds will be paid in cash. If requested, credit card payments may be refunded as a credit to the card used for payment. The card must be presented to the cashier at the time of your request.

Tuition Assistance Through the Workforce Innovation and Opportunity Act

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

Tuition for Senior Citizens

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

Adult Basic Education
Classes integrate college and career readiness skills with basic reading, writing, and math instruction.

High School Equivalency
Classes offer preparation for the Illinois High School Equivalency Exam, the nationally accepted equivalent of a high school diploma. The four tests are science, social studies, mathematical reasoning, and reasoning through language arts. Classes integrate these subjects with college and career readiness skills.

Students who are 16-17 years old must bring documentation proving formal withdrawal from high school.

Adult Literacy
Trained volunteers offer tutorial support for one-on-one or small group instruction in reading, writing, and math. By appointment only.

To become a volunteer literacy tutor, contact the Adult Literacy program for information about requirements.

English as a Second Language (ESL)
Classes teach speaking, listening, reading, and writing skills to adults whose native language is not English. English language classes are open to non-native English speakers over the age of 18.

Career Preparation Courses

ESL Bridge to Healthcare Careers prepares advanced non-native speakers of English to begin their studies toward a healthcare career. Students will improve their English language and math skills, explore career options in the healthcare industry, and receive support services to help them achieve their academic and career goals.

Bridge to Careers prepares adults for the Illinois High School Equivalency Exam, while introducing career pathways in Healthcare, Manufacturing, Transportation, and Information Technology. Adult learners will improve academic skills, explore career options, develop job skills, and receive transition services to help them achieve their academic and career goals.

Registration and Contact Information

Adult Basic Education and High School Equivalency:
(708) 709-7931 or (708) 709-7880
Adult Literacy:
(708) 709-3724
English as a Second Language:
(708) 709-3722 or (708) 709-7922
Career Preparation Courses:
(708) 709-3721

According to the Stevens Amendment Act, the grant funded portion of the Adult Education and Family Literacy program at Prairie State College for Fiscal Year 2017 is financed with federal funds totaling $225,840.00.
Business and Industry Resources

Conference Center and Room Rental
Host your next successful meeting or event at the Conference Center. We support your event goals, offering flexible room arrangements, audio visual equipment, and catering. Our professional staff will assist you with creating a memorable experience for your attendees. Our venue specializes in meetings from 10 to 200 and the Barnes & Noble College Auditorium seats 486. Take a virtual tour of the facility at prairiestate.edu/conference center. To schedule a site visit or check available dates, call (708) 709-3602.

Additional room rentals are available at the MAC. Call (708) 709-3750 for details.

Construction Business Development Center
The Construction Business Development Center (CBDC) provides free assistance to small, veteran, minority, and women contractors who would like to bid on agency and municipality projects. Bid opportunities include roadwork, carpentry, building repairs, electrical, landscaping, fencing, HVAC, plumbing, and many other areas. The CBDC is a partnership of select community colleges made possible by the Illinois Tollway Authority.

For more information: (708) 709-3692 or cbdc.info.

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

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

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

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

Corporate Education and Training
PSC offers innovative training solutions that increase efficiency and enhance operations with positive impact to the bottom line. With partnered program development, training can be presented at your company facilities or one of our campus locations. Committed to lifelong learning, the Corporate Education and Training Department offers customized results-oriented training in industries including, but not limited to business, healthcare, manufacturing/ trades, government, and non-profit organizations.

Specialized/Customized training areas include:
- Business Writing and Communication
- Customer Service/Relations
- Leadership
- Change Management
- Compliance
- Manufacturing Practices
- Safety
- Team Development
- Software and Technology
- Sales Training
- Onboarding/New Employee Orientation
- Management/Supervision
- Executive Development
- Strategic Planning
- Project Management
- Budgeting and Finance
- Business Development
- 1-on-1 Personal Development/Coaching

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

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

95% of employees who participated in PSC training over the last year indicated that it exceeded their expectations.
The Corporate and Continuing Education Department strengthens our surrounding communities by providing the tools and resources to develop a skilled workforce. We serve hundreds of businesses across a number of industries to enhance the skills of their workforce. Training and business development programs are designed to help companies enhance their competitive stance in the marketplace. In addition to the offerings below, customized training opportunities are available. For more information, call (708) 709-7895 or visit prairiestate.edu/training.

Lean Practitioner Certification
Implementing lean practices involves changing a work area or a business process to maximize efficiency, improve quality and safety, eliminate unnecessary motion and inventory, and save time and resources. By successfully completing the six courses in the Continuous Improvement Series, participants will have the knowledge, tools, and application examples required to begin a lean transformation.

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

- Lean Practitioner Certification
- Lean 101
- Lean Leadership
- Pull / Kanban & Total Productive Maintenance
- Quick Changeover
- 5S Classroom & Value Stream Mapping
- Cellular / Flow Manufacturing
- Lean 101
- Lean Leadership
- Pull / Kanban & Total Productive Maintenance
- Quick Changeover

Quality Management for Manufacturing

- 5S and Value Stream Mapping
  This course provides an in-depth overview of the 5S system (Sort, Set-in-Order, Shine, Standardize, Sustain). Benefits of the 5S system include improved overall quality, work standardization, decreased change over time, and improved safety. Among other improvements, manufacturers typically experience a reduction in storage costs, cycle times, and machine downtimes. Participants will learn how to gather the information required to eliminate or reduce non-value added activities and the steps necessary for creating a current state value stream map from raw material and develop a future state vision to act as a blueprint for lean activities. Participants will create their own current and future state maps based upon data gathered at ACME Stamping, our case study company.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<td>Aug 26</td>
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Lean Continuous Improvement

- Lean 101
  This interactive workshop combines comprehensive classroom instruction with simulation of a production facility. The basic concepts of lean manufacturing and the tools and methodology necessary to implement “lean” on the shop floor are demonstrated through a learn-do technique over four “shifts,” illustrating cause and effect relationships for each of the lean tools presented.

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<tr>
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<td>Lean 101</td>
<td>$299</td>
<td>Aug 31</td>
<td>Th</td>
<td>8:00AM-4:30PM</td>
<td>CNTR 1318</td>
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- Lean Leadership
  This course provides an understanding of the role of an effective leadership team in a lean environment. The focus is on blending the use of tools and techniques to achieve operational excellence, management systems to measure success and define organizational roles, and human social systems to develop a culture of lean thinking.

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<tr>
<td>Lean Leadership</td>
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<td>Aug 17</td>
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<td>8:00AM-5:00PM</td>
<td>CNTR 1318</td>
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SHRM Learning System™ for SHRM-CP™ and SHRM-SCP™ Certification Prep Course WIOA ✓

The SHRM Certification will become the new standard for Human Resource Professionals around the globe. This certification preparation course, hosted by PSC, in partnership with Northern Illinois University (NIU), is ranked in the top 20-certification programs in the country.

**SHRM Learning System™ for SHRM-CP™ and SHRM-SCP™ Certification Prep Course**

**Sept. 11 – Dec. 4, 6-9 p.m.,**
Monday evenings at PSC/MAC
$1,150 for SHRM members/$1,250 for non-members

Register online for this course at www.hrcourses.niu.edu or contact Donna Mann, Director - Credentialing Programs at NIU at (815) 732-6249 or dmann@niu.edu.

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**TWI for Manufacturers**

Training Within Industry (TWI) is the foundation for Standardized Work and Kaizen, or Continuous Improvement, and is in widespread use at Toyota and other manufacturers. TWI provides the framework for continuous improvement by leveraging the role of the supervisor to apply the principles of Kaizen and Lean Manufacturing on an ongoing basis. Supervisors will learn five basic needs to be effective and the skills required in order to perform within their role.

code: GSCOR 020 C1  cost: $299
dates: Nov 08-Nov 10  days: WTHF
time: 9:00AM-12:30PM  location: 1315

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**Total Productive Maintenance and Pull/Kanban**

Productive Maintenance (TPM) goes far beyond traditional maintenance boundaries to attack equipment related waste, including: downtime, speed losses, defects, constant adjustments, changeover, and breakdowns. Using TPM methodology helps to proactively maintain machines and equipment for their peak productivity. Participants will gain an understanding of TPM and its major components, including how to measure and increase overall equipment effectiveness and how TPM can help avoid interruptions to production. Successful implementation of a pull system will reduce lead times, minimize work in process, optimize floor space usage, and help ensure 100% on-time delivery to customers. Participants in this course will be led through a six-step process for designing and implementing a pull system, using hands-on exercises. This process applies to both purchased and manufactured products.

code: GSCOR 029 C1  cost: $299
dates: Oct 12  days: TH
time: 8:00AM-5:00PM  location: 1318/20

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**Cellular/Flow Manufacturing**

This course demonstrates how to link and balance manufacturing operations to reduce lead times, minimize work in process, optimize floor space usage, and improve productivity. Participants are lead through the NIST-MEP five-step process for designing and implementing work cells, using a live simulation. This process applies to both assembly and machining applications.

code: GSCOR-027-C1  cost: $299
dates: Sept 28  days: Th
time: 8:00AM-5:00PM  location: ATOC 131

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**SHRM Learning System™ for SHRM-CP™ and SHRM-SCP™ Certification Prep Course** WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
ISO 9001:2015 Update
Enroll both management and currently qualified Internal Auditors to learn how to transition from your existing ISO9001:2008 Quality Management System to the new ISO 9001:2015. This training provides necessary information for management to plan and implement the transition. It also provides the retraining necessary for Internal Auditors to upgrade their qualifications to audit to the new standard.

- **code:** GSCOR-018-C1  
  - **cost:** $199
- **dates:** Oct 21  
  - **days:** S
- **time:** 8:00AM-4:30PM  
  - **location:** CNTR 1315

Quick Changeover
Quick Changeover, sometimes referred to as Setup Reduction or SMED (Single-Minute Exchange of Die), eliminates or reduces non-value added activities in the setup and teardown processes of manufacturing, allowing companies to quickly and efficiently change from one product to another. Quick Changeover is a critical component of Lean Manufacturing, allowing companies to reduce batch sizes and shorten lead time, making it easier to meet customer demands for high-quality, low-cost products, delivered quickly and without the expense of excess inventory.

- **code:** GSCOR-021-C1  
  - **cost:** $299
- **dates:** Sept 14  
  - **days:** Th
- **time:** 8:00AM-5:00PM  
  - **location:** CNTR 1318

Six Sigma Green Belt
Six Sigma combines a detailed roadmap (DMAIC: Define, Measure, Analyze, Improve, and Control) with powerful statistical tools to attack and resolve your most critical business issues. Successful Six Sigma projects produce measurable results and help increase skills in process optimization and continuous improvement. Participants will leave the training with a thorough understanding of the DMAIC process, data collection techniques, and the statistical methods used in Six Sigma projects. This Six Sigma Green Belt Program consists of a six-day curriculum. Participants who complete all six days of training, pass the Green Belt Certificate Test, and submit evidence of meaningful contributions to a completed Six Sigma Project within 120 days of the completion of formal training will receive a Purdue TAP Green Belt Certification.

- **code:** GSCOR-022-C1  
  - **cost:** $2,250
- **dates:** Sept 18-Oct 3  
  - **days:** MT
- **time:** 8:00AM-4:30PM  
  - **location:** CNTR 1315

Project Management
Project Management for the Unofficial Pro
Virtually everyone manages projects, even if it’s not your job title. The skills of “informal authority” are more important than ever before, so team members are inspired to contribute to the project’s success. Your organization will save time, money, and improve the morale of those involved by learning to complete projects on time, on budget and with the highest quality.

- **code:** GSCOR-019-C1  
  - **cost:** $299
- **dates:** Sept 2  
  - **days:** S
- **time:** 8:00AM-5:00PM  
  - **location:** CNTR 1315

Hiring Heroes Breakfast Seminar
Prairie State College – Conference Center
202 S. Halsted St. | Chicago Heights
Thursday, November 2
7:30-9:30 a.m.
$25 (breakfast included)

With more than 12 million military veterans in the U.S., and more than 200,000 leaving the military and entering the civilian workforce each year, veterans remain one of the best sources for skilled, experienced talent in the marketplace.

Designed to equip employers with tools and strategies necessary to be positioned as an employer of choice for veterans, this seminar will offer insight on:
- Understanding veterans’ skills
- How those skills translate in company roles
- Effectively sourcing veteran talent
- Determining how to ensure cultural fit

Join the PSC partnership to put your company on the path to hire more heroes.

Registration/Information:
Call: (708) 709-3757 or (708) 709-7895
Email: continuingeducation@prairiestate.edu
Web: www.prairiestate.edu/training
WIOA Approved Courses and Programs
The Workforce Innovation and Opportunity Act (WIOA) helps many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIOA may help pay for your tuition, books, and other fees associated with college courses. Courses that qualify are noted as WIOA✓ after the course titles. For more information on WIOA, contact the Chicago Heights Workforce Center at Prairie State College at (708) 709-7975.

AUTOMOTIVE
Automotive Lube Technician
This course covers the basics of automotive maintenance and light repair, which includes changing engine oil and filters, rotating tires, checking tire pressure, lubricating suspension fittings, and completing vehicle safety inspections. The class will begin to prepare students to for the ASE Maintenance and Light Repair Exam (G1).

- code: GSVSK-004-PS
- cost: $199
- dates: Sept 13-Nov 15
- days: Th
- time: 5:30PM-9:30PM
- location: T 120

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

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

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

KLLM is an equal opportunity employer. You must be 21 or older to apply and pass the DOT physical and drug test. For more information on this program, call (800) 925-KLLM or visit kllmdrivingacademy.com.

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

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

Visit nationalable.org or call (708) 709-7975.
ENTREPRENEURSHIP
How to Become an Entrepreneur
This class is developed for start-up entrepreneurs to learn the art of business in order to better prepare themselves to work through the various stages of business growth and development. Participants will learn about market research, marketing strategies, business fundamentals, and how to raise money to fund their enterprise. Students will develop a start-up business plan during the course to test the feasibility of their business concept and to act as the blueprint for their start-up venture.

code: GSBUS-041-MC  
cost: $259

dates: Nov 04-Nov 11  
days: S

time: 9:00AM-1:00PM  
location: MAC 108

FORKLIFT AND REACH OPERATOR TRAINING
Advanced Forklift/Reach Truck Trng 40HR
(OSHA 10-Hour General Industry Safety Training included)
This advanced certification course teaches the basics, along with additional skills training in the operation of both a forklift and narrow aisle reach truck. There is more practice time available, as well as an additional certification for OSHA 10-Hour General Industry Safety Training. The new skill set learned in this course will help the student become a proficient operator of both types of material handling equipment. The forklift and reach truck are commonly used in warehouse, shipping dock, and distribution center operations. Hands-on training includes: pre-shift inspections, moving freight in and out of rack systems, simulated loading/unloading a trailer, double-stacking, and other relevant exercises handling freight. Safe operation of the equipment, as well as working in fast-paced logistics operations are discussed throughout the course. There also will be a hands-on exercise learning how to use an inventory control, barcoding system. Information about current job opportunities is always available to students in class. Upon successful completion of this course, students will receive the OSHA 10-Hour certification, a certificate of completion, and an operator certification card showing that the student has met the OSHA guidelines for operating these two types of equipment.

code: GSTRS-060-PS  
cost: $498

dates: Sept 18-Sept 29  
days: MTWThF

time: 5:00PM-9:00PM  
location: TWL 113

code: GSTRS-060-P1  
cost: $498

dates: Nov 6-Nov 17  
days: MTWThF

time: 5:00PM-9:00PM  
location: TWL 113

Basic Forklift/Reach Truck Training-20hr
This certification course teaches the basics in both forklift operation and Narrow Aisle Reach Truck operation. The new skills acquired in this course will allow the student to become OSHA certified in both types of material handling equipment. Upon successful completion of this course, students will receive a certificate of completion and certification card showing that the OSHA guidelines were met for operating this equipment.

code: GSTRS-058-PS  
cost: $298

dates: Aug 21-Aug 25  
days: MTWThF

time: 5:00PM-9:00PM  
location: TWL 113

code: GSTRS-058-P1  
cost: $298

dates: Sept 23-Oct 14  
days: S

time: 9:00AM-2:00PM  
location: TWL 113

code: GSTRS-058-P2  
cost: $298

dates: Oct 9-Oct 13  
days: MTWThF

time: 5:00PM-9:00PM  
location: TWL 113

code: GSTRS-058-P3  
cost: $298

dates: Dec 11-Dec 15  
days: MTWThF

time: 5:00PM-9:00PM  
location: TWL 113

Basic Forklift/Reach Trk Trng 20HR-SPANISH
Certificación de Operador de Carretilla Elevadora Para Pasillos Estrechos - 20 Horas (title) Este curso de certificación cubre los conceptos básicos de un montacargas para pasillos estrechos y operación retráctil. Las nuevas técnicas conjunto con las habilidades adquiridas en este curso permitirán que el estudiante sea certificado en OSHA en ambas clases de manejo de materiales. A la terminación exitosa de este curso, los estudiantes recibirán un certificado de finalización y la tarjeta de certificación que demuestre que el estudiante ha cumplido con las directrices de OSHA.

code: GSTRS-059-S1  
cost: $298

dates: Sept 11-Sept 15  
days: MTWThF

time: 5:00PM-9:00PM  
location: TWL 113

code: GSTRS-059-S2  
cost: $298

dates: Oct 28-Nov 18  
days: S

time: 9:00AM-2:00PM  
location: TWL 113

Narrow Aisle Reach Truck Operator Trng 8HR
PREREQUISITE: STUDENT MUST HOLD A CURRENT FORKLIFT OPERATOR CERTIFICATION FOR CLASS I, IV OR V EQUIPMENT. This certification course covers the basic Narrow Aisle Reach Truck driving skills needed to obtain your OSHA certification. Learning how to double-stack freight and moving freight in and out of rack systems are a couple of the skills practiced in this course. Reach Trucks are very commonplace in warehouse and distribution center operations. Having an additional Operator certification with this type of equipment can be very beneficial when seeking employment. Upon successful completion of this course, students will receive a certificate of completion and certification card showing that the student has met OSHA’s guidelines for operating this type of material handling equipment.

code: GSTRS-056-PS  
cost: $99

dates: Aug 28-Aug 29  
days: MT

time: 5:00PM-9:00PM  
location: TWL 113

code: GSTRS-056-P1  
cost: $99

dates: Oct 21-Oct 21  
days: S

time: 8:00AM-4:00PM  
location: TWL 113

code: GSTRS-056-P2  
cost: $99

dates: Dec 5-Dec 6  
days: TW

time: 5:00PM-9:00PM  
location: TWL 113
Narrow Aisle Reach Trk Trng 8HR-SPANISH
Carratilla Retr ctl Para Pasillo Estrecho Formación - 8 horas (title)
Requisito: El estudiante ya debe tener una certificación actual de operador de montacargas Clase I, IV o V. Este curso de certificación cubre las habilidades básicas de conducción de carretilla retráctil para pasillo estrecho necesarias para obtener su certificación de OSHA. Aprende cómo almacenar cargas y mover mercancía dentro y fuera de los estantes son algunas de las habilidades que se practican en este curso. Carratillas son muy comunes en las operaciones de almacenamiento y centro de distribución. Tener una certificación adicional del operador con esta clase de equipos puede ser muy beneficioso en la búsqueda de empleo. A la terminación exitosa de este curso, los estudiantes recibirán un certificado de finalización y la tarjeta de certificación que demuestre que el estudiante ha cumplido con las reglas generales de la OSHA para el funcionamiento de este tipo de equipos de manipulación de materiales.

code: GSTRS-057-S1  cost: $99
dates: Sept 26-Sept 27  days: TW
time: 5:00PM-9:00PM  location: TWL 113

HEALTHCARE

The following courses are available online at www.ed2go.com/MAC. These courses are designed for people who already work within the healthcare field.

Certificate in Spirituality, Health and Healing
Spirituality, religion, and culture play an important role in health and healing. Healthcare systems and healthcare professionals must recognize and understand a variety of spiritual and religious values, beliefs, and practices and their impact on health and healing. This course helps you gain a broad understanding of spirituality, health, and healing and to stay current with emerging trends, health professionals who work with diverse religious and spiritual populations will need continuing professional education.

code: GSMD-008-M1  cost: $2,488
dates: Sept 18-Dec 13  days: MWTh
time: 9:00AM-1:00PM  location: MAC 108

code: GSMD-008-MC  cost: $2,488
dates: Oct 23-Nov 27  days: MWTh
time: 6:00PM-10:00PM  location: MAC 116

Certificate in End of Life
Education in the holistic and integrative care of individuals at the end of life builds on and expands professional competencies and brings healing and transformation. The Certificate in End-of-Life Issues represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience.

code: GSMD-040-MC  cost: $289
dates: Nov 15-Dec 13  days: MWV
time: 6:00PM-9:00PM  location: MAC 115

Certificate in Integrative Mental Health
This groundbreaking certificate program addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health conditions. Integrative mental health emphasizes treating the mind, body, and spirit.

code: GSLAN-073-MC  cost: $149
dates: Nov 6-Nov 22  days: F
time: 8:30AM-4:30PM  location: MAC 111
Kidney Dialysis makes the difference between life and death for those who suffer from renal failure. Dialysis Technicians play a crucial role in the care of patients with end stage kidney disease. They deliver quality care and help the person receive a course of treatment that often allows them to lead a relatively normal life. If you have a compassion for helping others, this may be the career for you.

**Kidney Dialysis Technician WIOA**

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<thead>
<tr>
<th>Code</th>
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<th>Dates</th>
<th>Days</th>
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<tbody>
<tr>
<td>GSMED-095-M1</td>
<td>$1,188</td>
<td>Sept 11-Oct 3</td>
<td>MW</td>
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<td>GSMED-095-MC</td>
<td>$1,188</td>
<td>Oct 23-Dec 13</td>
<td>MW</td>
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Do you want to be an important member of a professional healthcare team by assisting the nursing staff in a hospital or extended care facility? Training as a Health Unit Coordinator could lead to your new career. Health Unit Coordinators coordinate the care for patients in a particular unit. Course topics will include instruction in medical charts and forms, transcription of physician orders, interpreting abbreviations and symbols, coordinating diagnostic testing, prioritizing orders and tasks, ensuring patient confidentiality, and performing routing quality assurance on charts. Upon completion of this course, along with Microsoft Office, Keyboarding, and Medical Terminology, you will receive a non-credit vocational certificate.

**Health Unit Coordinator WIOA**

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<th>Code</th>
<th>Cost</th>
<th>Dates</th>
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<tbody>
<tr>
<td>GSMED-035-MC</td>
<td>$309</td>
<td>Sept 11-Oct 18</td>
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Are you a healthcare professional and want to be more informed about insurance procedures? Topics covered in this course include medical law and ethics, various types of insurance policies and coverage, deductibles, co-insurance, and symbols, 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 healthcare practices.

**Insurance Procedures**

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<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
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<tbody>
<tr>
<td>GSMED-038-MC</td>
<td>$239</td>
<td>Aug 21-Oct 16</td>
<td>M</td>
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Prerequisite: GSMED 017 - Medical Terminology

Are you a healthcare professional or new to healthcare and want to learn CPT-4 Coding (Current Procedural Terminology, Fourth Edition)? Then, this is the course for you. CPT-4 coding is a set of codes, descriptions, and guidelines to describe procedures and services performed by physicians and other healthcare professionals. The resulting code is used to report medical procedures and services to public and private health insurance providers for reimbursement.

**Introduction to CPT-4 Coding WIOA**

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<tr>
<th>Code</th>
<th>Cost</th>
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<tbody>
<tr>
<td>GSMED-045-MC</td>
<td>$435</td>
<td>Nov 14-Jan 8</td>
<td>TTh</td>
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Prerequisites: GSMED 017 - Medical Terminology, GSMED 045 - Introduction to CPT-4 Coding, and GSMED 009 - Pathophysiology. Instructor consent required.

ICD-10-CM (International Classification of Diseases, 10th Revision, Clinical Modification) is a continuation in the coding series. ICD-10 CM allows for the capture of data regarding signs, symptoms, risk factors, and comorbidities to better describe the healthcare visit. Course work will expand to include health-related conditions and to provide greater specificity at the sixth and seventh character level.

**Intro to ICD-10-CM Coding WIOA**

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<th>Code</th>
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<tr>
<td>GSMED-010-MC</td>
<td>$435</td>
<td>Oct 4-Nov 27</td>
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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, and personal care. Classes may be taken individually, or the total cost for all the classes is $299. No senior discount.

**Home Services Worker Program WIOA**

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<th>Code</th>
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<tr>
<td>GSBUR_020- MC</td>
<td>$59</td>
<td>Sept 11-Oct 1</td>
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Are you concerned with the safety and nutrition of yourself and others? This course provides guidelines for effective communication with individuals from a different culture, hard-of-hearing, limited vision, and other special needs that directly relate to the home service industry. Topics include stages of human development (infancy to older adulthood), mental health, and legal, ethical, and end of life issues.

**Safety and Nutrition**

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<tr>
<td>GSMED-001-MC</td>
<td>$59</td>
<td>Oct 09-Oct 30</td>
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Are you responsible for the personal care of another? This course provides an overview of personal care services provided to others, including grooming, body mechanics, and assistive devices.

**Personal Care**

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<th>Code</th>
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<tr>
<td>GSMED-002-MC</td>
<td>$130</td>
<td>Nov 6-Nov 29</td>
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Learn basic life-saving skills including CPR/AED training and how to handle choking emergencies. You will receive a two-year certification from the American Heart Association.

**CPR/AED Training**

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<th>Code</th>
<th>Cost</th>
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<th>Days</th>
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<tr>
<td>PIIES-013-MC</td>
<td>$51</td>
<td>Dec 4</td>
<td>M</td>
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Visit our website at prairiestate.edu | For more information call (708) 709-3750
Intro to Health Information Technology
With the implementation of Electronic Health Records (EHR), healthcare professionals need to have an understanding how health information is transferred and how that information can improve the quality of healthcare. This course offers hands-on training on using an EHR program in a doctor's office, while providing additional information on how tasks might be completed in a hospital setting. Please bring headphones to class.

code: GSME-033-MC  cost:  $239
dates: Aug 14-Oct 2  days:  T

time:  6:00PM-9:00PM  location:  MAC 115

Medical Office Assistant WIOA
Are you compassionate and friendly and interested in healthcare, but prefer not to interface directly with a patient's care? As a Medical Administrative Assistant, you are the front-office person who ensures medical offices operate efficiently, fosters friendly and positive patient experiences, schedules appointments, and provides other administrative office support as necessary. Upon completion of this course, along with Microsoft Office, Medical Billing and Coding, Spanish for Healthcare, Keyboarding, and Medical Terminology, you will receive a non-credit vocational certificate.

code: GSME-097-MC  cost:  $299
dates: Oct 9-Nov 15  days:  Th

time:  6:00PM-9:00PM  location:  MAC 118

Medical Central Service Technology WIOA
Want to be part of the most critical safety team in healthcare? Medical Central Service Technicians play a vital role in maintaining the cleanliness, functionality, and inventory of healthcare instrumentation and equipment. As a technician, your work ensures that patients avoid infections and illnesses, and that doctors, nurses, and allied health professionals are able to access the instrumentation and equipment they need immediately. Topics presented include anatomy and physiology, medical terminology, infection prevention and control, tools for cleaning safety, and decontamination.

code: GSME-080-PS  cost:  $499
dates: Sept 5-Oct 19  days:  TTh

time:  6:00PM-9:00PM  location:  MAC 108

Medical Terminology WIOA
Learning Medical Terminology is the first step to take before working in healthcare. Learn Latin and Greek roots of medical terms, along with definitions and proper use of medical terms. A good medical dictionary is recommended.

code: GSME-017-MC  cost:  $369
dates: Aug 14-Oct 2  days:  MW

time:  6:00PM-9:00PM  location:  MAC 114

Pathophysiology WIOA
Learn the body systems and changes due to diseases, the cause of the changes, and treatment plans for the disease processes and diagnostics. Pathophysiology is required for and specific to the ICD-10 coding process, and may be taken as an elective class for healthcare professionals. Prerequisite: Medical Terminology, GSME 017

code: GSME-009-MC  cost:  $390
dates: Oct 3-Nov 23  days:  TTh

time:  6:00PM-9:00PM  location:  MAC 112

Pharmacy Technician WIOA
You can have a new career as a Pharmacy Technician in less than four months. Pharmacy Technicians help licensed pharmacists dispense medication. Technicians work in pharmacies, including those found in grocery and drug stores and hospitals. Course content includes medical terminology specific to the pharmacy, reading, interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

code: GSME-090-M1  cost:  $1,099
dates: Sept 11-Oct 30  days:  TTh

time:  9:00AM-12:30PM  location:  MAC 108

code: GSME-090-MC  cost:  $1,099
dates: Oct 24-Dec 14  days:  TTh

time:  6:00PM-9:30PM  location:  MAC 108

Physical Therapist Aide
Physical Therapist Aides require the supervision of a physical therapist or PT assistant to help patients either directly or indirectly. Direct duties include helping patients move to and from therapy areas, as well as keeping them comfortable. Indirect efforts, which comprise most aide duties, include answering phones, managing insurance paperwork, cleaning up PT facilities, ordering supplies and maintaining equipment. Attend an information session to hear more information about this new program. Register for information session by calling (708)709-3750.

dates: Nov 14  days:  T

time:  6:00PM  location:  MAC 108

Home Inspection
This course is designed to fulfill the Illinois and Indiana state requirements for pre-license education for home inspectors and prepares students to take the state home inspector examination. The instructor is a professional home inspector who has worked in the field for many years. He not only teaches to the state exams, he brings valuable real world experience to the classroom to prepare students for a career in home inspection. Hands-on training is part of the instruction, which gives this program the learning advantage over online instruction. In order to take the state exam, students must be at least 21 years of age and have a high school diploma or GED. Attendance and promptness is mandatory per state regulations. Students must be able to meet state and industry requirements.

code: GSRE-020-MC  cost:  $1,259
dates: Sept 11-Nov 13  days:  MTh

time:  9:00AM-12:30PM  location:  ATOC 111

Check WebAdvisor for up-to-date course information:
LEGAL

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


code: GSLGL-016-M1  cost: $895  dates:  Oct 16-Dec 1  location:  Online

Legal Secretary Certificate Program
Are you interested in improving your skills and working more efficiently within the law office? Improve your skills through topics, including legal terminology, legal process, jurisdiction and venue, ethics, written communications, filing procedures, billing and accounting, records management, legal research, and citation format. Job search strategies and placement possibilities also will be discussed. No senior discount.


code: GSLGL-018-M1  cost: $645  dates:  Oct 16-Dec 1  location:  Online

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

code: GSLGL-017-MC  cost: $1,289  dates:  Aug 21-Oct 6  location:  Online

code: GSLGL-017-M1  cost: $1,289  dates:  Oct 16-Dec 1  location:  Online

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

code: PICOR-007-MC  cost: $75  dates: Sept 28  days:  Th  time:  6:00PM-8:00PM  location:  CNTR 1318

code: PICOR-007-M1  cost: $75  dates: Oct 26  days:  Th  time:  9:00AM-11:00AM  location:  CNTR 1318

Victim Advocacy Certificate Course
Be prepared to work within victim advocacy arenas, including domestic violence shelters, crisis centers, and crisis hotlines, as well as with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. You will explore legal terminology, legal process, legislation regarding victim's rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships, and crisis intervention. Topics that will also be examined are counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, and homicide. Job search strategies and placement possibilities also will be discussed. No textbook required. No senior discount.


code: GSLGL-015-M1  cost: $645  dates:  Oct 16-Dec 1  location:  Online
MANUFACTURING

Chemical Process Operator (SOCMA Endorsed)

In addition to having an understanding of chemical processes, the chemical operator must possess advanced knowledge of mechanical and electrical processes, have a solid background in math, science, and computer skills, and be team oriented and able to communicate effectively with all levels of plant management. This training will help you to launch a career or enhance your existing one. This course covers basic mechanical systems, fundamental safety, health and environmental issues, basic math and science, and workplace communications and is endorsed by the Society of Chemical Manufacturers & Affiliates (SOCMA). For more information, call (708) 709-3782.

National Institute for Metalworking Skills (NIMS)

Earn a nationally recognized accreditation and six different certifications while gaining the skills that manufacturing companies are looking for. There is an immediate need for skilled men and women in today’s manufacturing sector. Gain the knowledge to apply for one of these in-demand and excellent salaried positions.

PROPERTY MANAGEMENT

The ABC’s Property Management

Whether you are purchasing your first two flat as an investment, an investor who owns several investment properties, or a property manager who works for a property management company, this class will teach you the basics of being a landlord. Topics will include advertising, finding and keeping good tenants, dealing with problems tenants, evictions, fair housing issues, and participating in Section 8 housing program.

code: PIBUS-122-PS  cost: $99

dates: Sept 23-Sept 30  days: S

time: 9:00AM-12:00PM  location: ATOC 132

REAL ESTATE

Real Estate Broker Pre-License Topics-75 Hrs

Do you want to help others find their dream home while working for yourself? Then, this course is for you. This 75-hour course is the first of two courses that fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a Real Estate Broker (formerly Real Estate Salesperson). This course is for those individuals who are interested in entering the real estate sales field and will eventually become licensed to sell and list real estate. Upon successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker exam. Attendance is mandatory per state regulations. Students must be able to meet state and industry requirements.

code: GSRE-077-MC  cost: $495

dates: Sept 6-Oct 19  days: MWTh

time: 6:00PM-10:00PM  location: MAC 111

Broker Applied Real Estate Principles, Interactive

Now that you have helped others find their dream home, help them seal the deal! This is an interactive course that provides the training necessary to be proficient at participating in real estate transactions. This 15-hour course is the second course of the two courses that fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a real estate broker. 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. Students must be able to meet state and industry requirements.

code: GSRE-079-PS  cost: $149

dates: Oct 30-Nov 8  days: MWTh

time: 6:00PM-10:00PM  location: MAC 111

VETERINARY ASSISTANT

Veterinary Assistant

Veterinary Assistants are an important part of the veterinary medical team. As part of the medical team, you will learn to feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Students will learn how to clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. Instruction on providing routine post-operative care, administering medication orally or topically, or preparing samples for laboratory examination under the supervision of veterinary or laboratory animal technologists also will be discussed.

code: GSMED-046-PS  cost: $1,188

dates: Sept 19-Dec 14  days: TThF

time: 6:30PM-9:30PM  location: K 115

Brother Applied Real Estate Principles - Interactive

Now that you have helped others find their dream home, help them seal the deal! This is an interactive course that provides the training necessary to be proficient at participating in real estate transactions. This 15-hour course is the second course of the two courses that fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a real estate broker. 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. Students must be able to meet state and industry requirements.

code: GSRE-079-PS  cost: $149

dates: Oct 30-Nov 8  days: MWTh

time: 6:00PM-10:00PM  location: MAC 111

Veterinary Assistant

Veterinary Assistants are an important part of the veterinary medical team. As part of the medical team, you will learn to feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Students will learn how to clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. Instruction on providing routine post-operative care, administering medication orally or topically, or preparing samples for laboratory examination under the supervision of veterinary or laboratory animal technologists also will be discussed.

code: GSMED-046-PS  cost: $1,188

dates: Sept 19-Dec 14  days: TThF

time: 6:30PM-9:30PM  location: K 115

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
## COMPUTER EXPRESS - COMPUTER TRAINING IN FOUR HOURS!

### Clean Up and Debug Your Electronic Devices
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:** Sept 30
- **days:** S
- **time:** 10:00AM-1:00PM
- **location:** MAC 114

### Microsoft Excel Overview
Get organized and use Excel for personal and business ventures, as well as to assist organizations to which you belong. Create spreadsheets and use other tools in the software applications. Practice using spreadsheets for data entry and creating lists for inventory and supplies. Plus, learn formulas for easy calculations.

- **code:** PICOM-006-MC
- **cost:** $49
- **dates:** Aug 28
- **days:** M
- **time:** 5:30PM-9:30PM
- **location:** MAC 115

### Microsoft Powerpoint Overview
Visual presentations can make a difference in learning, sales, and all business areas concepts. Use Microsoft PowerPoint 2016 to create animated presentations; select slides; and add color, text, clip art, pictures, shapes, charts, text, objects, and hyperlinks.

- **code:** PICOM-009-MC
- **cost:** $49
- **dates:** Sept 11
- **days:** M
- **time:** 5:30PM-9:30PM
- **location:** MAC 115

### Microsoft Word Overview
Microsoft Word 2016 is an essential program of MS Office Suite. Use the top word processing software for personal and business use and learn to prepare documents, letters and more. Topics includes downloading templates, creating, editing, saving, and printing documents.

- **code:** PICOM-005-MC
- **cost:** $49
- **dates:** Aug 14
- **days:** M
- **time:** 5:30PM-9:30PM
- **location:** MAC 115
**MICROSOFT OFFICE**

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

**Introduction to Computers**

If you need hands on experience using a personal computer, this is the class for you. Get practice turning the PC on and off, using a mouse, searching the Internet, bookmarking websites, printing, and more.

code: GSVS-067-PS  cost: $189

dates: Sept 5-Sept 26  days: T

time: 6:30PM-9:30PM  location: MAC 114

**Keyboarding**

Are you tired of looking at the keyboard and typing finger to finger? Learn how to touch-type or improve your existing typing skills. A textbook and USB flash drive must be purchased and brought to the first class.

code: GSVS-091-MC  cost: $149

dates: Sept 14-Oct 12  days: Th

time: 6:30PM-9:30PM  location: MAC 114

**Microsoft Excel - Beginning**

Become familiar with using Microsoft Excel 2016 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. Take your skills to the next level as you master charts, graphs, PivotTables, and more.

code: GSVS-094-PS  cost: $189

dates: Sept 13-Oct 11  days: W

time: 6:30PM-9:30PM  location: MAC 115

**Microsoft Excel-Intermediate**

If you grasped the basic concepts of Excel, register to become more proficient at creating and managing spreadsheets. You will learn the basic functions of the software application and how to use the program to stay organized.

code: GSVS-095-PS  cost: $189

dates: Oct 18-Nov 29  days: W

time: 6:30PM-9:30PM  location: MAC 115

**Microsoft Office**

The Microsoft Office Suite 2016 update is here. Acquire the essentials of a professional in the new updates for Word, Excel, and PowerPoint. Microsoft Office is the most recognized office suite professional software used for business and personnel nationwide.

code: GSVS-089-P1  cost: $289

dates: Sept 16-Nov 11  days: S

time: 9:00AM-1:00PM  location: ATOC 141

code: GSVS-089-PS  cost: $289

dates: Oct 19-Dec 14  days: Th

time: 6:30PM-9:30PM  location: MAC 115

**QuickBooks**

Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, process payments, enter price levels for inventory, and much more. Upon successful completion of the course, you will be able to set up accounting records for a service and merchandising business.

code: GSCST-052-PS  cost: $199

dates: Oct 7-Oct 28  days: S

time: 10:00AM-1:00PM  location: MAC 114

**Security**

How to Protect Home and Phone

Information security is part of browsing the web, online banking, and shopping. Hackers are constantly trying to compromise your networks, steal sensitive data, and overwhelm your systems. Learn safety measures and best practices to protect your computer.

code: PICOM-048-MC  cost: $49

dates: Aug 22-Aug 29  days: M

time: 6:30PM-8:30PM  location: MAC 115

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

**JEWELRY**

**Jewelry Basics**
Create jewelry with your own personal style. Projects may include string, beads, and wiring to make bracelets and earrings unique as you are. A supply list is available to bring to class, please call 708-709-3750 for more information.

<table>
<thead>
<tr>
<th>code: PICKAR-020-M1</th>
<th>cost: $35</th>
</tr>
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<tbody>
<tr>
<td>dates: Aug 19</td>
<td>days: S</td>
</tr>
<tr>
<td>time: 10:00AM-2:00PM</td>
<td>location: ATOC 110</td>
</tr>
</tbody>
</table>

**MUSIC**

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

<table>
<thead>
<tr>
<th>code: PIMUS-015-PS</th>
<th>cost: $50</th>
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<tbody>
<tr>
<td>dates: Sept 5- Dec 15</td>
<td>days: T</td>
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<tr>
<td>time: 7:00PM-10:00PM</td>
<td>location: OTH</td>
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**Jazz Choir**
This course provides experience in singing jazz and other related contemporary styles in a small choir. Improvisation and jazz vocal techniques are covered. This course is taught by Toni Bell. No senior discount.

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<thead>
<tr>
<th>code: GSMUS-010-PS</th>
<th>cost: $25</th>
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<tbody>
<tr>
<td>dates: Sept 11- Dec 15</td>
<td>days: M</td>
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<tr>
<td>time: 6:30PM-9:40PM</td>
<td>location: M 3275</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>code: GSMUS-005-PS</th>
<th>cost: $25</th>
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<tr>
<td>dates: Aug 22- Dec 15</td>
<td>days: T</td>
</tr>
<tr>
<td>time: 7:00PM-9:40PM</td>
<td>location: K 105</td>
</tr>
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</table>

**Latin Music Ensemble**
This ensemble explores a variety of styles of Latin American jazz. Students are introduced to the foundational rhythms and performance techniques of various percussion instruments. Instrumentation can also include those with experience playing horns, bass, guitar, and piano. Rubén Alvarez is the director. No senior discount.

<table>
<thead>
<tr>
<th>code: GSMUS-014-PS</th>
<th>cost: $25</th>
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<tbody>
<tr>
<td>dates: Sept 16- Dec 15</td>
<td>days: S</td>
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<tr>
<td>time: 10:00AM-12:50PM</td>
<td>location: K 105</td>
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</table>

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

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<tr>
<th>code: GSMUS-001-PS</th>
<th>cost: $25</th>
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<tr>
<td>dates: Sept 11- Dec 15</td>
<td>days: M</td>
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<tr>
<td>time: 6:30PM-9:20PM</td>
<td>location: K 105</td>
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**SEWING**

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

<table>
<thead>
<tr>
<th>code: PIPIN-056-MC</th>
<th>cost: $169</th>
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<tbody>
<tr>
<td>dates: Sept 9-Nov 4</td>
<td>days: 5</td>
</tr>
<tr>
<td>time: 9:00AM-12:00PM</td>
<td>location: MAC 111</td>
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</table>

**WEDDING AND EVENT PLANNING**

**Wedding and Event Planning**
Do you have an eye for detail and design? Would you love to plan the wedding of your dreams? Do you like to organize and plan for parties and events? Then this class is for you! Come and learn how to plan beautiful weddings and organize milestone parties, business meetings, and industry events for private and corporate clients.

<table>
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<tr>
<th>code: PICRF-085-MC</th>
<th>cost: $159</th>
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<tr>
<td>dates: Oct 18-Nov 8</td>
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<tr>
<td>time: 6:00PM-8:00PM</td>
<td>location: MAC 111</td>
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KIDS@COLLEGE

SUMMER ENRICHMENT PROGRAMS

Let learning and fun continue year round by enrolling your child in a Kids@College class. Students ages 5 to 17 can develop new skills and explore topics in creative settings. These quality and innovative classes provide enrichment to prepare our community’s youth and teens for the 21st century and beyond.

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

Columbus Day Fun and Activities

Kids, spend your day off school learning how to code through exciting games, demonstrations, and hands-on activities. Students will be exposed to computer coding in a way that makes sense to them. Students are responsible for bringing their own lunch.

code: PIKAR-040-M1  cost: $35

time: 8:00AM-5:00PM  location: MAC 111

Digital Media for Teens

Explore application and game development. Students will learn how to create interesting motion graphics. They will learn about the aesthetics of design, motion and sound. By constructing user interactive games, students will be challenged to think in a non-linear way. Students will learn to use a combination of logical reasoning (basic programming), critical thinking and artistic creativity. Participants will have an opportunity to create fun games such as Pong, Brick Breaker, PinBall, Frogger, Asteroids, Star Fighter, and others. Ages 9-13.

code: PIKAR-032-M1  cost: $45

dates: Sept 23-Sept 30  days: S

time: 12:00PM-2:00PM  location: ATOC 145

Let’s Learn Spanish Basics

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

code: PIKAR-022-MC  cost: $25

dates: Sept 16-Sept 16  days: S

time: 10:00AM-12:00PM  location: ATOC 111

WHEN?

September 23, 2017
10 a.m. to 1 p.m.

WHERE?

Prairie State College
Transportation, Warehousing, and Logistics Building
191 S. Halsted Street, Chicago Heights, IL 60411
HOME BUYING

The 1, 2, 3's of Home Buying
Are you looking to purchase your first home? Not sure if you qualify or even where to start? Learn the important steps in our extensive first homebuyer's class. We will cover the following topics: pre-approval process, loan products, closing costs, finding a property, the purchase contract, addendums, and the REO and short sale bidding process, and closing the deal. We also will discuss post purchase steps to ensure homeowner success through financial budgeting.

code: PIBUS-124-PS  cost: $35
dates:  Oct 21-Oct 28  days:  S
time:  9:00AM-12:00PM  location: ATOC 132

HOUSE AND HOME: DIY

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

code: PIHIM-037-PS  cost: $59
dates:  Oct 14  days:  S
time:  9:00AM-2:00PM  location: K-115

How to Become a Miss Or Mr Fix It
This hands-on course will get you doing your own home repairs in no time! Why pay someone else to do the basic repairs around your home when you can do them yourself professionally. Learn how to use the most common power and hand tools safely and productively. Here are some of the topics covered in class: choosing the right paint, stain or caulk, patching a wall, hanging a shelf, plumbing repairs/installations, electrical repairs/installations, replacing a lockset, and much more. All tools are provided for this hands-on training course.

code: PIHIM-090-PS  cost: $99
dates:  Sept 9-Sept 16  days:  S
time:  9:00AM-1:30PM  location: K 115

Ceramic Tile Installation
This is a hands-on training class. Learn about using the correct underlayment, surface prep, tile layout, adhesives and thinset, installing floor and wall tile, using a wet saw, and grouting. Also learn how to estimate materials, costs and which tools are needed to complete your project. All tools and safety equipment are provided for classroom training.

code: PIHIM-007-PS  cost: $59
dates:  Oct 21  days:  S
time:  9:00AM-1:00PM  location: K-115

LIFELONG LEARNING/PERSONAL ENRICHMENT

Electrical Wiring Repairs/Installations
This is a hands-on training class. Learn the safe and proper way to make common electrical repairs and installations around the house, including replacing outlets, switches, and GFCIs, installing ceiling fans and braces, and installing standard light fixtures, recessed can lights and LED fixtures. Energy efficiency will also be discussed.

code: PIHIM-005-PS  cost: $59
dates:  Nov 11  days:  S
time:  9:00AM-1:00PM  location: K-115

Picture Perfect 1
Do you struggle to take clear pictures of your family and friends with your digital camera? Want to get some basic photography tips to help you take pictures for your scrapbook or to post on social media? Learn sure fire steps on how to capture the beauty you see. A digital camera (phones excluded) is required for this class.

code: GSPHO-001-MC  cost: $59
dates:  Sept 23- Sept 30  days:  S
time:  9:00AM-12:00PM  location: MAC 118

Picture Perfect 2
Capturing nature's beauty can be hard if you don't have experience, but we can help. Learn easy to follow steps to taking pictures of the great outdoors during this hands on class. Students will step outside to practice their new craft, dress weather related. A digital camera (phones excluded) is required for this class.

code: GSPHO-002-MC  cost: $59
dates:  Oct 21-Oct 28  days:  S
time:  9:00AM-12:00PM  location: MAC 118

A Travelers Guide to Spanish 1
Taking a trip to a Spanish speaking country and want to be able to say basic commands or ask important questions? Our class will expose you to some Spanish vocabulary to help you convey your basic needs.

code: PILAN-047-MC  cost: $69
dates:  Sept 11- Oct 2  days:  M
time:  6:30PM-8:30PM  location: MAC 118

A Travelers Guide to Spanish 2
Are you looking to advance your Spanish vocabulary so you can hold a small conversation in a foreign land? Do you want to describe the building or person you are looking for or negotiate a price of an item while on vacation? This class will build upon the information taught in Spanish 1 to help students learn to communicate in different situations throughout the Spanish speaking world.

code: PILAN-049-MC  cost: $69
dates:  Oct 16- Nov 4  days:  M
time:  6:30PM-8:30PM  location: MAC 118
HEALTH AND WELLNESS

Dementia
Dementia is a collection of symptoms, including memory loss, personality change, and impaired intellectual functions resulting from disease or trauma to the brain. If your loved one suffers from this, it can be a hard thing to handle. Learn more to better understand, deal, and help your loved ones.

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<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>PIHTH-007-MC</td>
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<td>7:00PM-8:30PM</td>
<td>MAC 118</td>
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</table>

Movement for Strength, Arthritis & Pain
Learn simple patterns of movement, combined with breathing awareness principles. This can help maintain strength, build strength, and help students relax. Whenever possible, movements are done to soft, soothing, and relaxing music. This class is excellent for seniors who face the daily battle with arthritis.

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<td>PISPF-017-MC</td>
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<td>Sept 14-Oct 19</td>
<td>Th</td>
<td>10:00AM-11:00AM</td>
<td>MAC 111</td>
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Medicare
Turning 65: Understanding Medicare Parts A, B and Supplements
A representative from the Blue Cross and Blue Shield of Illinois “Service in the Neighborhood” program explains the basics of Medicare in an easy to understand informative and interactive presentation. Participants are welcome to bring a brown bag lunch.

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<th>Code</th>
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<th>Location</th>
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<tr>
<td>PILIF-033-MC</td>
<td>Free</td>
<td>Sept 14</td>
<td>Th</td>
<td>10:00AM-11:30AM</td>
<td>MAC 111</td>
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Turning 65: UNDERSTANDING Medicare Part D
This seminar explains Medicare Part D, including enrollment periods, formulary guidelines, initial coverage amounts, the gap, and catastrophic coverage.

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<td>PILIF-034-MC</td>
<td>Free</td>
<td>Sept 14</td>
<td>Th</td>
<td>12:30PM-2:00PM</td>
<td>MAC 111</td>
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</tbody>
</table>

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
LEARN MORE. WHEN AND WHERE YOU WANT!

ONLINE CAREER AND PERSONAL TRAINING

BROWSE BY COURSES OR REGISTER ONLINE AT ED2GO.COM/MAC

PSC offers hundreds of quality online courses that are affordable, convenient and designed just for you. All courses are led by expert instructors.

HOW TO REGISTER:
1. Visit ed2go.com/MAC
2. Search and select your desired course
3. Enroll and pay for your course
4. When your course starts, return to the classroom link and sign in.

REQUIREMENTS:
All courses require Internet access, e-mail and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

BENEFITS OF ONLINE COURSES INCLUDE:

| 6 Weeks of Instructions | 24-Hour Access | Online Discussion Areas | Expert Instructor |

Visit our website at prairiestate.edu | For more information call (708) 709-3750
BUSINESS
Accounting
Achieving Success with Difficult People
Building Teams That Work
Creating a Successful Business Plan
Customer Service Fundamentals
Distribution and Logistics Management
Effective Selling
Employment Law Fundamentals
Fundamentals of Supervision and Management
Leadership
Leadership Suite
Mastering Public Speaking
Nonprofit Fundraising Essentials
Stocks, Bonds, and Investing: Oh, My!
Where Does All My Money Go?
Workplace Law Essentials
Writing Effective Grant Proposals

COLLEGE PREP
GMAT Preparation
GRE Preparation - Part 1 (Verbal and Analytical)
GRE Preparation - Part 2 (Quantitative)
LSAT Preparation
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2

HEALTHCARE
Certificate in Brain Health
Certificate in End of Life Care
Certificate in Food, Nutrition, and Health
Certificate in Gerontology
Certificate in Holistic and Integrative Health
Certificate in Integrative Mental Health
Certificate in Legal and Ethical Issues in Healthcare
Certificate in Pain Assessment and Management
Explore a Career in Nursing
Handling Medical Emergencies
HIPAA Compliance
Introduction to Natural Health and Healing
Legal Nurse Consulting

LANGUAGES
Discover Sign Language
Italian
Japanese
Spanish
Speed Spanish

PERSONAL DEVELOPMENT
Event Planning
Finances
Gardening
GED Prep
Grammar ESL
Interior Design
Introduction to Math
Marketing your Business Online
Money Management
Nutrition and Health
Photography
Project Management Professional (PMP)
Social Media in Business
Starting Your Online Business
Weight Loss

TEACHING AND EDUCATION
Courses qualify for Professional Development (PDs).
Please call (708) 709-3570 for more information.
Creating a Classroom Website
Creating Classroom Centers
Creating the Inclusive Classroom: Strategies for Success
Differentiated Instruction in the Classroom
Empowering Students With Disabilities
Guided Reading and Writing Strategies
Homeschool With Success
Integrating Technology in the Classroom
Ready, Set, Read!
Response to Intervention: Reading Strategies That Work
Response to Intervention: Reading Strategies That Work
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Singapore Math Strategies: Model Drawing for Grades 1-6
Singapore Math: Number Sense and Computational Strategies
Solving Classroom Discipline Problems
Spanish in the Classroom
Teaching Adult Learners
Teaching ESL
Teaching Smarter With SMART Boards
Teaching Students With Learning Disabilities
Teaching Writing: Grades K-3
The Creative Classroom
Understanding Adolescents

TECHNOLOGY
Adobe
Bloggmg and Podcasting for Beginners
C3 Programming Series
Camtasia Studio 8
CompTIA Security
Digital Photography
Flash
Illustrator
InDesign
Introduction to Internet Writing Markets
Introduction to Screen Writing
Light Room
Microsoft Office Courses
Photoshop
Python 3
Quickbooks
Structured Query Language SQL
Website Design
Writing and Publishing

WRITING AND PUBLISHING
Beginner's Guide to Getting Published
Beginning Writer
Creative Writing Value Suite
Drawing for the Absolute Beginner
Enhancing Language Development in Childhood
Introduction to Journaling
Mystery Writing
Publish and Sell Your E-Books
Research Methods for Writers
Romance Writing
The Keys to Effective Editing
Writing for Children
RECREATION AND WELLNESS

FITNESS

Aerobics I - Pilates/ Yoga/ Walking
This class is designed for the beginning exercise enthusiast with the emphasis on walking, yoga, and pilates.
code: GSSPE-005-P1  cost: $158
dates: Aug 21-Dec 15  days: MW
time: 12:00PM-12:50PM  location: T 130

code: GSSPE-005-P2  cost: $158
dates: Aug 22-Dec 15  days: TTh
time: 9:00AM-9:50AM  location: T 130

code: GSSPE-005-P3  cost: $158
dates: Aug 22-Dec 15  days: TTh
time: 5:00PM-5:30PM  location: T 130

Aerobics II - Step Aerobics/ Kickboxing
This class is an intermediate workout combining step aerobics, kickboxing, and toning exercises.
code: GSSPE-006-P1  cost: $158
dates: Aug 21-Dec 15  days: MW
time: 1:00PM-1:50PM  location: T 130

Aerobics III - Aqua Aerobics
This class is a workout combining aerobics and toning exercises in the challenging environment of the pool.
code: GSSPE-007-P1  cost: $158
dates: Aug 21-Dec 15  days: MW
time: 7:00AM-7:50AM  location: FH POOL

code: GSSPE-007-P2  cost: $158
dates: Aug 21-Dec 15  days: MW
time: 6:00PM-6:50PM  location: FH POOL

Aerobics IV- Boot Camp Style
This class provides a workout combining aerobic dance, boot-camp style, and indoor cycling. It is designed for those individuals who want a more intense and physically challenging workout.
code: GSSPE-008-P1  cost: $158
dates: Aug 21-Dec 15  days: MW
time: 6:15AM-7:05AM  location: T 130

code: GSSPE-008-P2  cost: $158
dates: Aug 21-Dec 15  days: TTh
time: 8:00AM-8:50AM  location: T 130

code: GSSPE-008-P3  cost: $158
dates: Sept 19-Dec 15  days: TTh
time: 11:20AM-12:30PM  location: T 130

Golf
This class covers the basic rules and fundamentals of golf.
code: GSSPE-009-PS  cost: $158
dates: Aug 21-Oct 15  days: MW
time: 10:00AM-11:50AM  location: T 130

Movement for Strength, Arthritis & Pain
Learn simple patterns of movement, combined with breathing awareness principles. This can help maintain strength, build strength, and help students relax. Whenever possible, movements are done to soft, soothing, and relaxing music. This class is excellent for seniors who face the daily battle with arthritis.
code: PISPF-017-MC  cost: $79
dates: Sept 14-Oct 19  days: Th
time: 10:00AM-11:00AM  location: MAC 111

Fitness Center
Help achieve your health or fitness-related goals by exercising in the PSC Fitness Center. The PSC Fitness Center is located on main campus in the “T” wing. For just a fraction of the price of many other health clubs in the area, the fitness center offers much of the same. We have treadmills, free weights, elliptical trainers, stationary bikes, selectorized weight machines and much more! The fitness center staff are all trained, knowledgeable personal trainers that can help you achieve those goals. It’s up to you to take that first step. You exercise at your own pace, time and day.
code: PISPF-099-01  cost: $50
dates: Aug 21-Dec 15  days: MTWTHFS
time: 5:30AM-8:00PM(MTWTH)  location: T 136
  5:30AM-5:00PM(F)
  8:00AM-12:00PM (S)
SAFETY AND SECURITY

CONCEAL CARRY

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

Please call (708) 709-3750 for more information.

OSHA

OSHA 10-Hr Training
(Also part of Forklift and Reach Truck Operator 40-hour training course) This 10-hour General Industry program covers mandated safety and health standards for OSHA. This includes walking and working surfaces, means of egress and fire protection, tag-out/lock-out procedures, electrical safety, and other related topics. Upon successful completion, a 10-hour OSHA safety card will be awarded. Textbook is included. No senior discount.

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<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>GSCST-007-PS</td>
<td>$99</td>
<td>Sept 25-Sept 27</td>
<td>MTW</td>
<td>5:00PM-8:30PM</td>
<td>TWL 113</td>
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<tr>
<td>GSCST-007-P1</td>
<td>$99</td>
<td>Nov 13-Nov 15</td>
<td>MTW</td>
<td>5:00PM-8:30PM</td>
<td>TWL 113</td>
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WORK-RELATED TRAINING

ARBORIST, LANDSCAPE, AND HORTICULTURE

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

code: GSCOR-009-MC  cost: $129
dates: Nov 14- Nov 21  days: S
time: 8:00AM-12:00PM  location: MAC 111

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

code: GSCOR-010-MC  cost: $159
dates: Nov 2- Nov 9  days: TH
time: 8:00AM-12:00PM  location: MAC 111

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

code: GSCOR-011-MC  cost: $159
dates: Oct 5- Oct 12  days: TH
time: 8:00AM-12:00PM  location: MAC 111

BUSINESS

How to Become an Entrepreneur
This class is developed for start-up entrepreneurs to learn the art of business in order to better prepare themselves to work through the various stages of business growth and development. Participants will learn about market research, marketing strategies, business fundamentals, and how to raise money to fund their enterprise. You will develop a start-up business plan during the course to test the feasibility of their business concept and to acts as the blueprint for your start-up venture.

code: GSBUS-041-MC  cost: $99
dates: Nov 4-Nov 11  days: S
time: 9:00AM-1:00PM  location: MAC 108

Small Business Management
This course provides a brief overview of organizing, financing, operating, and managing a small business. The course also includes a study of the planning, budget, purchasing, inventory control, hiring, supervisions, advertising, promotion, selling, record keeping, taxation, and risk management and other topics as they pertain to small business firm.

code: GSBUR-005-M1  cost: $149
dates: Aug 19-Sept 16  days: S
time: 9:00AM-1:00PM  location: MAC 108

CONSTRUCTION

Basic Construction Skills
This hands-on training 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 more challenging 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 repairs, including fixture and ceiling fan installation; installing a suspended ceiling; and installing a pre-hung door and trimwork. All tools and safety equipment are provided for classroom training.

code: GSCST-026-PS  cost: $249
dates: Sept 28-Nov 16  days: Th
time: 6:00PM-9:30PM  location: K 115
FIRE SCIENCE

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

code: GSFST-019-PS  cost: $1170
dates: Aug 21-Dec 15  days: MTHS
time: 07:00PM-09:50PM (MTH)  location: L 116
08:00AM-05:00PM (S)

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: $225
dates: Oct 16-Nov 18  days: MTHS
time: 07:00PM-09:50PM (MTH)  location: Park Forest FO
08:00AM-05:00PM (S)

Fire Dept 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: $150
dates: Oct 16-Dec 15  days: Online

Fire Dept 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: $150
dates: Oct 16-Dec 1  days: Online

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 also are covered.

code: GSFST-028-PS  cost: $150
dates: Sept 9-Sept 23  days: SSu
time: 08:00AM-5:00PM  location: L 116

Hazardous Materials Operations
This course identifies the competencies required of the First Responder at the operational level responding to hazardous materials incidents. Included are the skills and techniques required to reduce and prevent the number of possible accidents, injuries, disabilities, and fatalities during response to hazardous materials.

code: GSFST-004-PS  cost: $150
dates: Nov 12-Dec 10  days: Su
time: 08:00AM-5:00PM  location: OTH

FOOD SERVICE SANITATION AND SAFETY CERTIFICATION

Food Service Sanitation
Do you have your own business? Do you work in restaurants? Do you handle food? If so, are you certified? Our course prepares you for 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 a part of the license renewal process. A picture ID is required in order to take the exam. Re-take exams for those individuals that have tested within the last 90 days are now available.

code: GSVS-066-MC  cost: $195
dates: Aug 11-Aug 24  days: TTh
time: 04:00PM-10:00PM  location: MAC 111

code: GSVS-066-M1  cost: $195
dates: Sept 19-Sept 21  days: TTh
time: 04:00PM-10:00PM  location: MAC 111

code: GSVS-066-M2  cost: $195
dates: Oct 19-Oct 21  days: TTh
time: 04:00PM-10:00PM  location: MAC 111

code: GSVS-066-M3  cost: $195
dates: Nov 14-Nov 16  days: TTh
time: 04:00PM-10:00PM  location: MAC 111

code: GSVS-066-M4  cost: $195
dates: Dec 12-Dec 14  days: TTh
time: 04:00PM-10:00PM  location: MAC 111
**GRANT WRITING**

**Introduction to Grant Writing**
Learn where to locate grant sources, how to submit an application, write a proposal, and incorporate proper form and style. Utilize these skills in non-profit and educational environments.

code: GSBUS-071-MC  cost: $99
dates: Oct 28-Nov 4  days: S
time: 9:00AM-1:00PM  location: MAC 115

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

code: PiBUS-121-MC  cost: $49
dates: Nov 11-Nov 11  days: S
time: 9:00AM-1:00PM  location: MAC 115

**MARKETING**

**Principles of Marketing**
Students will get an overview of basic marketing, the process in which organizations analyze, plan, or implement programs. Effective marketing is critical to the long-term success of any business because this function ensures that they attract, retain, and grow customers by creating, delivering, and communicating superior vision.

code: GSBUH-017-MC  cost: $259
dates: Sept 30-Nov 4  days: S
time: 9:00AM-1:00PM  location: MAC 112

**WELDING**

**Welding - Basic Arc/ Oxyfuel Welding**
This course covers basic welding fundamentals related to arc and oxy-acetylene welding theory and practice AC and DC welding equipment and applications that position welding techniques arc welding electrodes and ferrous metal identification.

code: GSWEL-015-MC  cost: $259
dates: Aug 17- Dec 14  days: TH
time: 06:00pm-09:40pm  location: T 165

**Advanced Arc Welding/ GTAW**
Advanced gas tungsten arc welding techniques are taught. Topics include types of equipment and supplies equipment set-up and open-root welding on plate and pipe.

code: GSWEL-018-M1  cost: $259
dates: Aug 15- Dec 12  days: W
time: 06:00pm-09:40pm  location: T 165

**MEDI-CAR**

**Medi-Car and Service Car Safety Training**
The Illinois Department of Healthcare and Family Services requires drivers and attendants of Medi-Car, and other service car transportation providers who transport participants of the Department’s medical assistance programs, to complete a safety training program. This course fulfills the State’s CE requirements for these employees, which is renewable every three years. The three-hour training course covers passenger assistance, safe driving, safe operation, and emergency procedures; and bloodborne pathogens. Tuition fee includes class materials and a three-year certification card. No senior discount.

Attendance and promptness are mandatory per State regulations. There is NO admittance into the classroom more than 25 minutes after the start time.

code: PiMED-032-PS  cost: $99
dates: Aug 31  days: Th
time: 6:00PM-9:00PM  location: TWL 113

code: PiMED-032-P1  cost: $99
dates: Oct 3  days: T
time: 6:00PM-9:00PM  location: TWL 113

code: PiMED-032-P2  cost: $99
dates: Nov 4  days: S
time: 9:00AM-12:00PM  location: TWL 113

code: PiMED-032-P3  cost: $99
dates: Dec 7  days: Th
time: 6:00PM-9:00PM  location: TWL 113
Get Licensed in 2017!

Home Inspection License
This course is designed to fulfill the Illinois and Indiana state requirements for pre-license education for home inspectors and prepares students to take the state home inspector examination for both Illinois and Indiana.

- **Code:** GSRE-020-MC
- **Cost:** $1,259
- **Dates:** Sept 11 - Nov 13
- **Time:** 6 - 10 p.m.

Real Estate Broker Pre-License Topics
Upon successful completion of both real estate courses, you will be eligible to sit for the Illinois Real Estate Broker exam. Courses are held at the Matteson Area Center.

- **Real Estate Broker Pre-License Course**
  - **Cost:** $495
  - **Dates:** Sept. 6 - Oct. 19
  - **Time:** 6 - 10 p.m.
  - **Code:** GSRE-077-MC

- **Applied Real Estate Principles**
  - **Cost:** $149
  - **Dates:** Oct. 30 - Nov. 8
  - **Time:** 6 - 10 p.m.
  - **Code:** GSRE-079-PS

To register:
1. Visit prairiestate.edu/webadvisor
2. Click on Instant Enrollment
3. Click register and pay for non-credit courses
4. Use course code

For more information and to register, call (708) 709-3750 or visit prairiestate.edu/webadvisor

Prairie State College
Corporate and Continuing Education

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
INFORMATION SESSIONS FOR NON-CREDIT HEALTHCARE CERTIFICATE PROGRAMS

Our Healthcare Certificate Programs give you the skills you need to enter or advance a career in the healthcare field. Bring your questions, meet our staff, learn about possible funding options through WIOA, and find out more about the programs at our information sessions. Sessions are held at the Matteson Area Center.

There is no cost to attend, but registration is required. For additional questions and to register, call (708) 709-3750 or email psceducation@prairiestate.edu.

THURSDAY, JULY 27, 10-11:30 A.M.
TUESDAY, AUG. 1, 6-7:30 P.M.
TUESDAY, AUG. 15, 10-11:30 A.M.
THURSDAY, AUG. 15, 6-7:30 P.M.

- Health Unit Coordinator
- Medical Administrative Assistant
- Medical Billing/Coding Specialist
- Medical Central Services
- Clinical Medical Assistant
- Dialysis Technician
- Pharmacy Technician

Visit prairiestate.edu/pscpreview for more information on our fall offerings.

"I've always wanted to help people, but didn't know how I was going to do that. When I heard about the Clinical Medical Assistant Program at Prairie State College (PSC), I knew it was right for me. PSC prepared me with the knowledge and skills I needed to start my career right away."

Eva Lussenhop
Clinical Medical Assistant Program Graduate

2015 Crete-Monee High School graduate Eva Lussenhop completed the Clinical Medical Assistant non-credit certificate program at PSC in summer 2015. She had attended classes at PSC her senior year as part of the Early College Initiative offered by the college.

As a student at PSC, Lussenhop began an internship with the Biskup and Segui Pediatric Partners, P.C. in Frankfort. Before her internship was completed, she was offered part-time employment, and continues to work as a medical assistant in the office.
CELEBRATE YOUR 2017 GRADUATE!

Let the Conference Center at Prairie State College provide the perfect setting for your graduate’s special day!

When you rent one of our rooms, we will assist you with planning all your party details.

Rooms can accommodate up to 100 people, and are equipped with tables and chairs with flexible arrangement possibilities.

Our onsite catering services make your menu planning easy.

The Conference Center at Prairie State College

For more information visit prairiestate.edu/conferencecenter.

Se habla espanol.
Non-Credit Registration Form

Please Print

Student ID Number

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

Last Name

First

Middle

Residential Address

City

State

Zip Code

County

Primary Phone

Alternate Phone

E-mail

Name of Employer

Gender: [ ] Male  [ ] Female  Date of Birth ______________ Month/Day/Year

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

Signature

Date

To pay by credit card, complete the following: [ ] Visa  [ ] Mastercard  [ ] Discover

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Beginning Date</th>
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Card Holder: __________________________________________

If paying by check, driver’s license number and phone number must be indicated on check. Check should be made payable to Prairie State College. Mail to:

Prairie State College
202 S. Halsted St. | Chicago Heights, IL 60411

ANNUAL CLERY SAFETY REPORT (ASR) NOTICE
At PSC we are committed to assisting the PSC community in providing for their own safety and security. The annual CLERY security compliance document is available at the PSC Police Department website: prairiestate.edu/security with other safety information. If you would like to receive the ASR in booklet form, visit the PSC Police Department (PSCPD) located on main campus in room 1103 or call PSCPD at (708) 709-7777. The website and booklet contain information regarding campus security and personal safety such as crime prevention and reporting, police law enforcement authority, disciplinary procedures and other related security policies. Also the statistics for the three previous years for all PSC campuses, property owned and controlled by PSC District 515 and on public property immediately adjacent to PSC campuses. This information is required by law and is made available by the PSCPD.

Questions: (708) 709-3750  psceducation@prairiestate.edu

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