See inside cover for Ariana Riley’s success story.
START A 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.

I always tell people to consider Prairie State College’s CMA program. It is an accelerated program, and you can get all your certifications in just three months! Because it is a hands-on program, and I am a very visual learner, it was the perfect program for me.

- Ariana Riley

Ariana Riley had just left her full-time job at a fast food restaurant to care for her newborn daughter. After a couple months, she decided it was time to go back to work, but she wanted to try something new. When she received the Prairie State College schedule, she decided to enroll in the Clinical Medical Assistant (CMA) program. In a few short months, she began her externship at a local internal medicine practice. Upon completion of the program, she was hired full time.
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
Locations and Schedule Guide

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.

Key to Prairie State College Buildings

**ATOC**  
Adult Training and Outreach Center  
PSC Main Campus

**CNTR**  
Conference Center  
PSC Main Campus

**FH**  
Fitness and Health Complex  
Franciscan Fitness Center  
100 W. 197th Pl., Chicago Heights

**K**  
K Building- North Campus  
202 S. Halsted St., Chicago Heights

**L**  
Health/Tech Center- North Campus  
202 S. Halsted St., Chicago Heights

**MAC**  
Matteson Area Center  
4821 Southwick Dr., Matteson

**PSC**  
Main Campus  
202 S. Halsted St., Chicago Heights

**T**  
Technology/Education Center  
202 S. Halsted St., Chicago Heights

**TWL**  
Transportation, Warehousing, and Logistics  
191 S. Halsted St., Chicago Heights

Icon Key

- **C:** This icon indicates a Vocational Certificate Program.
- **Medical:** This icon indicates training will take place online.
- **Book:** This icon indicates a textbook must be purchased for the class. Textbooks may be purchased at the Barnes & Noble College Bookstore on the main campus.
- **WIOA:** The Workforce Innovation and Opportunity Act (WIOA) helps eligible individuals obtain new job skills through training. This icon indicates the course is “WIOA-Approved.”
- **CEU:** This icon indicates a Continuing Education Unit (CEU) course.
- **New:** This icon indicates a new course.

Legend

- **M** = Monday
- **F** = Friday
- **T** = Tuesday
- **S** = Saturday
- **W** = Wednesday
- **SU** = Sunday
- **TH** = Thursday
Non-Credit Registration and Payment

Registration Options

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

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✓ after the course titles. For more information on WIOA, contact the Chicago Heights Workforce Center at Prairie State College at (708) 709-7975.
**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.

**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.*

**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.

**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.

**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.*

**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.
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.

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) 709-2957 or visit prairiestate.edu/training.

Build Your Workforce • Infinite Possibilities • Exceptional Results

Your Business Partner for Success

The Corporate and Continuing Education Department offers results-oriented training to meet employers’ workforce needs. Customized programs can be presented at a company’s facilities or on our campus. For more information, 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.

<table>
<thead>
<tr>
<th>Course Interaction</th>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>5S Classroom &amp; Value Stream Mapping</td>
<td>GSCOR 028</td>
<td>$299</td>
<td>Feb 22-Feb 22</td>
<td>Th</td>
<td>8:00AM-5:00PM</td>
<td>CNTR 1318</td>
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<tr>
<td>Cellular / Flow Manufacturing</td>
<td>GSCOR 027</td>
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<td>Lean 101</td>
<td>GSCOR 006</td>
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<td>Lean Leadership</td>
<td>GSCOR 026</td>
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<tr>
<td>Pull / Kanban &amp; Total Productive Maintenance</td>
<td>GSCOR 029</td>
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<tr>
<td>Quick Changeover</td>
<td>GSCOR 021</td>
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<tr>
<td>Training Within Industry</td>
<td>GSCOR-020-C1</td>
<td>$299</td>
<td>May 7-May 9</td>
<td>MTW</td>
<td>9:00AM-2:30PM</td>
<td>CNTR 1315</td>
</tr>
<tr>
<td>Total Productive Maintenance</td>
<td>GSCOR-029-C1</td>
<td>$299</td>
<td>Apr 5</td>
<td>Th</td>
<td>8:00AM-5:00PM</td>
<td>CNTR 1318</td>
</tr>
</tbody>
</table>

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
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: Mar 22  days: Th
time: 8:00AM-5:00PM  location: ATOC 131

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: Mar 8  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: Mar 12-Mar 27  days: MT
time: 8:00AM-4:30PM  location: CNTR 1315

Project Management
Virtually everyone manages projects, even if it’s not in 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 and 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: Apr 27  days: F
time: 8:00AM-5:00PM  location: CNTR 1315

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

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.

Feb. 19 – May 14, 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.
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-MC
cost: $199
dates: Feb 22-May 10
days: T
time: 5:30PM-9:30PM
location: T130

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.

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
FORKLIFT, REACH TRUCK AND ELECTRIC WALKIE OPERATOR

Forklift/Reach Truck/Walkie Operator Training - 20 hour

This hands-on certification course teaches the basics in the operation of a forklift, narrow aisle reach truck and electric walkie. Many employers are looking to hire individuals who are already certified as a material handling equipment operator. This course satisfies that requirement. The new skill sets acquired in this course will allow the student to become OSHA certified on three types of material handling equipment. Upon successful completion of this course of study, students will receive a certificate of completion and certification card showing that the OSHA guidelines were met for operating this equipment. Information about current job opportunities is always available to students in class.

Advanced Forklift/Reach Truck/Walkie Operator Training – 40 hour

(OSHA 10-Hour General Industry Safety Training included) This hands-on, advanced certification course teaches the basics along with additional skills training in the operation of the forklift, narrow aisle reach truck and the electric walkie. Many employers are looking for individuals who are already certified on material handling equipment. This course satisfies that requirement. There is more practice time available along with an additional certification for OSHA 10-Hour General Industry Safety Training. The new skill sets learned in this course will help the student become a proficient operator of these three types of material handling equipment. These types of equipment 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 and working in fast-paced logistics operations are discussed throughout the course. 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 three types of equipment.

HEALTHCARE

Medical Billing and Coding Specialist Program

Medical billing/coding specialist review patient records, calculate charges for procedures and services, and prepare itemized statements for third-party payment. This program prepares students with the skills to transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations. The revision of the program consists of five courses, can be completed in about 31 weeks, and is a nationally accredited program.

A Vocational Certificate of Continuing Education will be issued upon successful completion of the required courses and students may sit for certification with American Academy of Professional Coders (AAPC). Courses can be taken individually or be applied to a certificate:

- Medical Terminology GSMTP-017
- Computerized Medical Billing GSMTP-040
- Pathophysiology GSMTP-009
- Introduction to CPT-4 Coding GSMTP-045
- Introduction to ICD-10 GSMTP-010

Spanish for Health Care Workers

As a healthcare professional, the need to communicate with non-English speaking patients is critical to successful treatment. Coursework includes grammar concepts, and vocabulary. You will learn to greet a patient, take vital signs, interview to find out chief complaints, review medical history, give a physical exam, and recommend prescription or follow-up instructions.

- Medical Terminology GSMTP-017
- Computerized Medical Billing GSMTP-040
- Pathophysiology GSMTP-009
- Introduction to CPT-4 Coding GSMTP-045
- Introduction to ICD-10 GSMTP-010

Visit our website at prairiestate.edu | For more information call (708) 709-3750
Clinical Medical Assistant Program WIOA

If you are interested in working on a healthcare team, are detail-oriented, and enjoy interacting with others, Clinical Medical Assisting may be a good career fit. According to the Bureau of Labor and Statistics, Clinical Medical Assisting is projected to be among America’s fastest-growing occupations through the year 2020, with an expected national job growth of 31 percent. The program provides administrative and clinical training, including EKG and phlebotomy. Students also will be trained in CPR and offered an opportunity to participate in on the job training through our externship program.

code: GSMED-008-MC  cost: $2,488
dates: Feb 14-Mar 28  days: MW
place: MAC 108

code: GSMED-008-M1  cost: $2,488
dates: Mar 19-May 7  days: MW
place: MAC 108

code: GSMED-008-M2  cost: $2,488
dates: Mar 5-May 23  days: MW
place: MAC 116

code: GSMED-008-MC  cost: $2,488
dates: Oct 23-Feb 12  days: MWTh
place: MAC 116

code: GSMED-008-M1  cost: $2,488
dates: Jan 22-Apr 23  days: MWTh
place: MAC 116

code: GSMED-008-M2  cost: $2,488
dates: Mar 5-May 23  days: MWTh
place: MAC 116

code: GSMED-008-MC  cost: $2,488
dates: Oct 23-Feb 12  days: MWTh
place: MAC 116

Computerized Medical Billing

This course introduces students to computerized medical billing. Learn how to input patient information, schedule appointments, handle billing, produce reports, and process insurance claim forms electronically. A USB drive will be needed.

code: GSMED-040-MC  cost: $225
dates: Jan 30-Feb 20  days: TTh
place: MAC 115

Dialysis Technician WIOA

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.

code: GSMED-095-M1  cost: $1,188
dates: Feb 14-Mar 28  days: MW
place: MAC 108

code: GSMED-095-MC  cost: $1,188
dates: Mar 19-May 7  days: MW
place: MAC 108

Health Unit Coordinator WIOA

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.

code: GSMED-035-MC  cost: $249
dates: Mar 13-May 15  days: T
place: MAC 115

code: GSMED-035-MC  cost: $249
dates: Mar 13-May 15  days: T
place: MAC 115

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: GSMED-033-MC  cost: $239
dates: Mar 26-May 14  days: M
place: MAC 115

Home Services Worker Program WIOA

Home Services Workers provide in-home care to individuals who choose to remain in their home, but need assistance with daily care. Topics include types of home care workers, communication and interpersonal skills, safety and nutrition, and personal care. Classes may be taken individually, or the total cost for all four classes is $299. No senior discount.

code: GSMED-002-MC  cost: $130
dates: Nov 6-Nov 29  days: W
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Oct 9-Oct 30  days: M
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Sept 11-Oct 1  days: M
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Nov 6-Nov 29  days: W
place: MAC 118

Communication and Interpersonal Skills

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.

code: GSBUR_020- MC  cost: $59

Safety and Nutrition

Are you concerned with the safety and nutrition of yourself and others? This course provides guidelines for home safety, nutrition planning, housekeeping, infection control, and meal planning, preparation, and food sanitation. Time, resources, and money management also are discussed.

code: GSMED-001-MC  cost: $59
dates: Oct 9-Oct 30  days: M
place: MAC 118

code: GSBUR_020- MC  cost: $59

code: GSMED-001-MC  cost: $59
dates: Sept 11-Oct 1  days: M
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Oct 9-Oct 30  days: M
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Sept 11-Oct 1  days: M
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Oct 9-Oct 30  days: M
place: MAC 118

Personal Care

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.

code: GSMED-002-MC  cost: $130
dates: Nov 6-Nov 29  days: W
place: MAC 118

code: GSMED-001-MC  cost: $59
dates: Oct 9-Oct 30  days: M
place: MAC 118

CPR/AED Training

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.

code: PIIES-013-MC  cost: $51
dates: Dec 4  days: M
place: MAC 118

code: GSMED-008-MC  cost: $2,488

code: GSMED-008-M1  cost: $2,488

code: GSMED-008-M2  cost: $2,488

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Introduction to CPT-4 Coding WIOA
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.

code: GSMED-045-MC  cost: $425
dates: Mar 19-Apr 23  days: MW

time: 6:00PM-10:00PM  location: MAC 112

Intro to ICD-10-CM Coding WIOA
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.

code: GSMED-010-MC  cost: $425
dates: Apr 25-May 30  days: MW

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

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: GSMED-080-MC  cost: $499
dates: Feb 6-Mar 22  days: TTh

time: 6:00PM-9:00PM  location: MAC 111

code: GSMED-080-M1  cost: $499
dates: Apr 3-May 22  days: MW

time: 6:00PM-9:30PM  location: ATOC 132

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: GSMED-017-MC  cost: $359
dates: Jan 17-Feb 21  days: MW

time: 6:00PM-10:00PM  location: MAC 114

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, foster friendly and positive patient experiences, schedule appointments, and provide other administrative office support as necessary. Upon completion of this course, along with Microsoft Office, Keyboarding, and Medical Terminology, you will receive a non-credit vocational certificate.

code: GSMED-097-MC  cost: $299
dates: Feb 22-May 10  days: Th

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

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.

code: GSMED-009-MC  cost: $299
dates: Feb 22-Mar 15  days: MWTh

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: GSMED-090-MC  cost: $1,099
dates: Feb 13-Mar 27  days: TTh

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

code: GSMED-090-M1  cost: $1,099
dates: Mar 27-May 17  days: TTh

time: 6:00PM-10:00PM  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

time: 6:00PM  location: MAC 108

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

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

code: GSRE-020-MC  
cost: $1,259  
dates: Feb 19-Apr 13  
time: 6:00PM-10:00PM  
location: MAC 108

LEGAL

Legal Nurse
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. This course covers instruction provided under contract from a third-party course or program provider. To receive a non-credit vocational certificate, participants must successfully complete this course offered in partnership with The Center for Legal Studies.

code: PILGL-002-MC  
cost: $895  
dates: Jan 8-Feb 23  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-002-M1  
cost: $895  
dates: Mar 5-Apr 20  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-002-M2  
cost: $895  
dates: Apr 30-June 15  
time: 6:00-8:00pm  
location: MAC 118

Legal Secretary
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. This course covers instruction provided under contract from a third-party course or program provider. To receive a non-credit vocational certificate, participants must successfully complete this course offered in partnership with The Center for Legal Studies.

code: PILGL-004-MC  
cost: $645  
dates: Jan 8-Feb 23  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-004-M1  
cost: $645  
dates: Mar 5-Apr 20  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-004-M2  
cost: $645  
dates: Apr 30-June 15  
time: 6:00-8:00pm  
location: MAC 118

Paralegal
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. This course covers instruction provided under contract from a third-party course or program provider. To receive a non-credit vocational certificate, participants must successfully complete this course offered in partnership with The Center for Legal Studies.

code: PILGL-003-MC  
cost: $1,289  
dates: Jan 8-Feb 23  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-003-M2  
cost: $1,289  
dates: Mar 5-Apr 20  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-003-M2  
cost: $1,289  
dates: Apr 30-June 15  
time: 6:00-8:00pm  
location: MAC 118

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: May 8  
time: 6:00-8:00pm  
location: MAC 118

Victim Advocate
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. Class is taught by The Center for Legal Studies.

code: PILGL-001-MC  
cost: $645  
dates: Jan 8-Feb 23  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-001-M1  
cost: $645  
dates: Mar 5-Apr 20  
time: 6:00-8:00pm  
location: MAC 118

code: PILGL-001-M2  
cost: $645  
dates: Apr 30-June 15  
time: 6:00-8:00pm  
location: MAC 118

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

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 list and sell 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: $299
dates: Feb 19-Apr 4  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-MC  cost: $199
dates: Apr 16-Apr 23  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 will also be discussed.

code: GSMED-046-MC  cost: $1,188
dates: Jan 30-May 15  days: TTh
time: 6:30PM-8:30PM  location: MAC 118

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-MC  cost: $99
dates: Apr 21-Apr 28  days: S
time: 9:00AM-12:00PM  location: ATOC 132

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

Cloud Computing
There are many cloud computing systems that are available at little to no cost to consumers. This course offers an overview on the different cloud services such as data storage, groupware, and backup sites that are offered at no charge by companies. Students will be guided on options available and how to sign up for these services.

code: PICOM-058-MC  cost: $29
dates: Mar 3  days: 5
time: 10:00AM-1:00PM  location: ATOC 141

Google Tools for Business
Do you know all the basic tools Google offers? Learn the basics of website Google Analytics to make sure your business website is up-to-date when “googled” by a consumer, and begin to understand your website visitors and traffic to increase your business visibility. Learn what the Google term of “Search Engine Optimization” means and how to install Google Analytics to your website.

code: PICOM-061-MC  cost: $29
dates: Apr 28  days: 5
time: 10:00AM-1:00PM  location: MAC 115

What Is Groupware?
Groupware refers to programs that help people work together collectively while located remotely from each other. Programs that enable real time collaboration are called synchronous groupware. This course will help you explore the types of groupware available that do not require a license or fee.

code: PICOM-059-MC  cost: $29
dates: Feb 17  days: 5
time: 10:00AM-1:00PM  location: ATOC 141

COMPUTER EXPRESS - COMPUTER TRAINING IN FOUR HOURS!

Microsoft Word - Step 1
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: $29
dates: Jan 29  days: M
time: 5:30PM-9:30PM  location: MAC 115

code: PICOM-005-M1  cost: $29
dates: Apr 9-Apr 9  days: M
time: 5:30PM-9:30PM  location: MAC 115

Microsoft Excel - Step 1
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: $29
dates: Feb 26  days: M
time: 5:30PM-9:30PM  location: MAC 115

code: PICOM-006-M1  cost: $29
dates: May 3  days: TH
time: 6:00-10:00pm  location: MAC 115
Microsoft Powerpoint - Step I
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: $29
dates: Mar 12  days: M
time: 5:30PM-9:30PM  location: MAC 115
code: PICOM-009-M1  cost: $29
dates: May 14  days: M
time: 5:30PM-9:30PM  location: MAC 115

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-MC  cost: $159
dates: Mar 7-Mar 28  days: W
ftime: 6:30PM-9:30PM  location: MAC 115
code: GSVS-094-M1  cost: $159
dates: Apr 11-May 9  days: W
ftime: 6:30PM-9:30PM  location: MAC 115

Microsoft Outlook Step I
Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts. Learn how to get the most out of program tools, including Search Folders and Quick Steps.
code: PICOM-036-MC  cost: $29
dates: Feb 12  days: M
time: 5:30PM-9:30PM  location: MAC 115

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: Feb 20-Mar 27  days: T
time: 6:30PM-9:30PM  location: MAC 114

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: $99
dates: Feb 6-Feb 13  days: T
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-PS  cost: $199
dates: Feb 10-Apr 7  days: S
time: 9:00AM-1:00PM  location: ATOC 141
code: GSVS-089-MC  cost: $199
dates: Feb 22-Apr 26  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-MC  cost: $199
dates: Mar 3-Apr 14  days: S
time: 10:00AM-1:00PM  location: MAC 108

Security
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: $29
dates: Mar 26  days: M
time: 6:30PM-8:30PM  location: MAC 115

Microsoft Publisher
Learn Microsoft Publisher basics to create page layouts and designs for your photos by using simple effects, swapping pictures, online pictures, and picture backgrounds. After learning editing techniques, you can share with family and friends using email or cloud.
code: PICOM-060-MC  cost: $29
dates: May 8  days: T
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-MC  cost: $199
dates: Mar 3-Apr 14  days: S
time: 10:00AM-1:00PM  location: MAC 108

Security
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: $29
dates: Mar 26  days: M
time: 6:30PM-8:30PM  location: MAC 115
**CREATIVE ARTS**

**MUSIC**

**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.

code: GSMUS-010-PS  cost: $25  
dates: Jan 22-May 14  days: M  
time: 6:30PM-9:10PM  location: M 3275

**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.

code: GSMUS-005-PS  cost: $25  
dates: Jan 16-May 15  days: T  
time: 7:00PM-8:40PM  location: K 105

**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.

code: GSMUS-014-PS  cost: $25  
dates: Feb 10-May 12  days: S  
time: 10:00AM-12:50PM  location: K 105

**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.

code: GSMUS-001-PS  cost: $25  
dates: Jan 22-May 14  days: M  
time: 6:30PM-9:30PM  location: K 105

**PHOTOGRAPHY**

**Picture Perfect I**
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: $49  
dates: Mar 10-Mar 17  days: S  
time: 9:00AM-12:00PM  location: ATOC 108

**Picture Perfect II**
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: $49  
dates: Apr 7-Apr 18  days: S  
time: 9:00AM-12:00PM  location: ATOC 108

**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.

code: PIPIN-056-MC  cost: $99  
dates: Mar 3-Mar 24  days: S  
time: 9:00AM-12:00PM  location: MAC 108

**WEDDING AND EVENT PLANNING**

**Best Kids Party on a Budget**
Are you looking to plan the best party for a child but you have a limited budget? Come learn some helpful money saving tips to make the event a real success.

code: PICRF-091-MC  cost: $20  
dates: Feb 7  days: W  
time: 6:00PM-8:00PM  location: MAC 112

**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.

code: PICRF-085-MC  cost: $159  
dates: Feb 21-Mar 14  days: W  
time: 6:00PM-9:30PM  location: MAC 118

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Let learning and fun continue year round by enrolling your child in a Kids@College class. Students ages five 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 10 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.

Cuddly Blankets
Join us for a no-sew parent and child knotting day! Each group must bring their own set of fabric scissors and three yards of fleece.

code: PICRF-080-MC  cost: $10

dates: Jan 30  days: T

time: 5:00PM-7:00PM  location: MAC 112

Jewelry Basics
Do you love to wear jewelry? 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. Ages 11-17

code: PICKAR-020-MC  cost: $35

dates: May 9  days: W

time: 5:00PM-7:00PM  location: MAC 112

Lets Learn Spanish Basics
Students will gain knowledge of the Spanish language by the natural approach in 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: $29

dates: Mar 7-Mar 28  days: W

time: 5:00PM-6:00PM  location: MAC 111

code: PIKAR-022-MC  cost: $29

dates: May 2- May 23  days: W

time: 5:00-6:00pm  location: MAC 112

PSC Star Studded Student Theater Camp
Classes are filled with action packed drama, learning, excitement, and production. Students will be introduced to play writing, acting for the camera, improv, staging, set design, and musical production. The camp will conclude with all students participating in PST! Original performance.

code: PICKAR-025-MC  cost: $199

dates: Apr 18-June 13  days: M

time: 5:00PM-7:00PM  location: OTH

Slimeapalooza
It is slime time! Come out and make Prairie State Putty. We supply everything you need to make, customize, and enjoy your favorite slime.

code: PICKAR-047-MC  cost: $5

dates: May 30  days: W

time: 4:30PM-5:45PM  location: MAC 111

Video Game Making
Do you want to create video games instead of playing them? Learn to design parts of different video games in this exciting introduction course.

code: PIKCO-013-MC  cost: $39

dates: Feb 20-Mar 13  days: T

time: 5:30PM-6:30PM  location: MAC 115

Young Picasso
Explore the wonderful world of painting on a canvas with step by step instructions in a Pioneer Painting Activity.

Ages 5-7

code: PIKAR-011-MC  cost: $10

dates: Feb 13  days: Th

time: 5:00PM-6:00PM  location: MAC 112

Ages 8-10

code: PIKAR-011-M1  cost: $10

dates: Apr 19  days: Th

time: 5:00PM-6:00PM  location: MAC 112
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, 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-MC   cost: $35
dates: Feb 17-Feb 24   days: S
time: 9:00AM-12:00PM   location: ATOC 132

HOUSE AND HOME: DO IT YOURSELF

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: Jan 27   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 correct 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. NOTE: This class also contains the hands-on training that was provided in the former Electrical Wiring Repairs class.

code: PIHIM-090-PS   cost: $99
dates: Feb 3-Feb 10   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: Mar 10   days: S
time: 9:00AM-1:00PM   location: K 115

Save the Date
COLOR OUTSIDE THE LINES:
A WORKSHOP ON CULTURAL UNDERSTANDING
AND THE DYNAMICS OF RACE RELATIONS

Tuesday, January 23, 2018
7:30 a.m. - noon
Cost $49
(includes breakfast)

Prairie State College
Conference Center

For more information, contact Alisha Clark,
Manager, Business and Industry Partnerships, at
(708) 709-2957 or continuingeducation@prairiestate.edu.

Prairie State College
Corporate and Continuing Education

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

LANGUAGE
A Travelers Guide to Spanish I
Spanish language skills are introduced and everyday vocabulary are emphasized in this exciting course.

code: PILAN-047-MC  cost: $69
dates: Feb 5-Feb 26  days: M
time: 6:30PM-8:30PM  location: MAC 118

A Travelers Guide to Spanish II
Are you looking to advance your Spanish vocabulary so you can communicate in a foreign land? Describe the buildings 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 I to help students learn to communicate in different situations throughout the Spanish speaking world.

code: PILAN-049-MC  cost: $69
dates: Mar 5-Mar 26  days: M
time: 6:30PM-8:30PM  location: MAC 118

MEDICARE

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.

code: PILIF-034-MC  cost: Free
dates: Apr 3  days: T
time: 12:30PM-2:00PM  location: MAC 112

MIND AND BODY
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 love one suffers from dementia, it can be a hard thing to handle. Learn more to better understand and help your loved ones.

code: PIHTH-007-MC  cost: $10
dates: Apr 4  days: W
time: 7:00PM-8:30PM  location: MAC 118

Healthy Eating on the Run
A busy lifestyle requires a lot of eating on the run. Learn how to incorporate healthier and flavorful options into your daily menu.

code: PISNR-019-MC  cost: $10
dates: Feb 21  days: W
time: 6:00PM-7:00PM  location: MAC 118

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 with arthritis.

code: PISPF-017-MC  cost: $79
dates: Apr 11-May 2  days: W
time: 10:00AM-11:00AM  location: MAC 111

Safety and Nutrition
This course provides guidelines for home safety, nutrition planning, housekeeping, infection control, and meal planning, preparation, and food sanitation. Time, resources, and money management also are discussed.

code: GSMED-001-MC  cost: $99
dates: Mar 20-Apr 12  days: TTh
time: 6:00PM-9:00PM  location: MAC 118

Personal Care
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.

code: GSMED-002-MC  cost: $99
dates: Apr 17-May 1  days: TTh
time: 6:00PM-9:00PM  location: MAC 118

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

This course covers instruction provided under contract from a third-party course or program provider.

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**BENEFITS OF ONLINE COURSES INCLUDE:**

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<th>6 Weeks of Instructions</th>
<th>24-Hour Access</th>
<th>Online Discussion Areas</th>
<th>Expert Instructor</th>
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**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.

Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
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
Blogging 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
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: $171
dates: Jan 17-May 18  days: MW

time: 11:00AM-11:50AM  location: T 130

code: GSSPE-005-P2  cost: $171
dates: Jan 18-May 18  days: TTh

time: 9:00AM-9:50AM  location: T 130

code: GSSPE-005-P3  cost: $171
dates: Jan 18-May 18  days: TTh

time: 6:00PM-6:50PM  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: $171
dates: Jan 17-May 18  days: MW

time: 4:00PM-4:50PM  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: $171
dates: Jan 17-May 18  days: MW

time: 7:00AM-7:50PM  location: FH POOL

code: GSSPE-007-P2  cost: $171
dates: Jan 17-May 18  days: MW

time: 12:00PM-1:10PM  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-P2  cost: $171
dates: Jan 17-May 18  days: TTh

time: 8:00AM-8:50AM  location: T 130

code: GSSPE-008-P1  cost: $171
dates: Feb 12-May 18  days: MW

time: 12:00PM-1:10PM  location: T 130

code: GSSPE-008-P3  cost: $171
dates: Feb 12-May 18  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: $171
dates: Mar 19-May 18  days: MW

time: 10:00AM-11:50AM  location: T 130

Fitness Center
Achieve your health or fitness goals by exercising in the PSC Fitness Center located on the 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 amenities including 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 your goals.

code: PISPF-099-01  cost: $50
dates: Jan 17-May 18  days: MTWTHFS

time: 5:30AM-8:00PM(MTWTH)  location: T 136
5:30AM-5:00PM(F) 8:00AM-12:00PM (S)

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

CONCEAL CARRY
Conceal Carry 16-Hr  $99
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. Call (708)709-3750 to enroll.

OSHA
OSHA 10-Hour General Industry Safety 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.

code: GSCST-007-PS
cost: $99
dates: Feb 26-Feb 28
days: MTW
time: 5:00PM-8:30PM
location: TWL 113

code: GSCST-007-P1
cost: $99
dates: Apr 30-May 2
days: MTW
time: 5:00PM-8:30PM
location: TWL 113
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: $99
dates: Feb 3-Feb 10  days: $
time: 8:00AM-12:00PM  location: ATOC 123

Landscape Plants: Application & 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: $99
dates: Feb 17-Feb 24  days: $
time: 8:00AM-12:00PM  location: ATOC 123

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: $99
dates: Mar 3-Mar 10  days: $
time: 8:00AM-12:00PM  location: ATOC 123

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: $159
dates: Apr 7-Apr 14  days: $
time: 9:00AM-1:00PM  location: ATOC 139

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, as well as other topics as they pertain to small business firm.

code: GSBUR-005-MC  cost: $159
dates: Feb 24-Mar 24  days: $
time: 9:00AM-1:00PM  location: ATOC 141

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 trim work. All tools and safety equipment are provided for classroom training.

code: GSCST-026-PS  cost: $269
dates: Mar 21-May 9  days: W
time: 6:00PM-9:30PM  location: K 115

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

### Basic Operations Firefighter
Prerequisite: Must register in person only. See Counseling and Academic Advising Center prior to registration. Eighteen years of age and 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 take the State Fire Marshal Certification Exam. This program meets National Fire Protection Association (NFPA) standards.

- **code:** GSFST-019-PS
- **cost:** $1,310
- **dates:** Jan 20-May 17
- **time:** 7:00PM-9:50PM (MTH)
- **location:** L116
- **time:** 9:00AM-5:00PM (S)

### Advanced Technician Firefighter
Prerequisite: Current Illinois Basic Operations Firefighter certification and documented affiliation with a fire department.

This course builds on the foundation material learned in GSFST 019 Basic Operations Firefighter and provides students with more in-depth understanding of topics such as fire department organization, fire behavior, safety issues, rescue techniques, firefighter survival, technical rescue, public education and inspection. This course prepares students to sit for the State Fire Marshal's exam for Advanced Technician Firefighter.

- **code:** GSFST-025-PS
- **cost:** $295
- **dates:** Feb 9-Apr 14
- **days:** Online

### Vehicle and Machinery Operations
This course provides information on extrication and rescue of victims from vehicles involved in accidents. Emphasis is placed on equipment and techniques used in hazardous rescue operations.

- **code:** GSFST-005-PS
- **cost:** $275
- **dates:** Apr 7-Apr 15
- **days:** SSu
- **time:** 8:00AM-5:00PM
- **location:** L116

### Fire Service - Instructor I
This course is designed to meet the needs of firefighters wishing to expand their fire science knowledge in the area of instruction. It provides basic information about human relations in the teaching-learning environment, instructional methodologies, and techniques used in developing lesson plans.

- **code:** GSFST-008-PS
- **cost:** $150
- **dates:** Mar 19-May 17
- **days:** Online

### Fire Dept Mgmt II
This is an introduction to the elements of management as they apply to fire department administration. Included are principles of management, communication, and group dynamics as they relate to the company officer. This is the second of two management courses required of eligible candidates pursuing Illinois State Fire Marshal certification as a Fire Officer I.

- **code:** GSFST-011-PS
- **cost:** $150
- **dates:** Mar 19-May 17
- **days:** Online

### Fire Dept Management IV
This course covers the techniques used by mid-level managers and chief officers in fire service. Principles of time management, decision-making, motivation, and delegation are emphasized. This is the second of two management courses required of eligible candidates pursuing Illinois State Fire Marshal certification as a Fire Officer II.

- **code:** GSFST-013-PS
- **cost:** $150
- **dates:** Mar 19-May 17
- **days:** Online

### Tactics and Strategies I
This course is an introduction to the basic principles and methods associated with fire ground tactics and strategy as required by the company officer. It emphasizes size-up, fire ground operations, pre-fire planning, and basic engine and truck company operations. Included are a survey of fire apparatus and equipment, its operation, the distribution of equipment and personnel, and preplanning of fire ground operations.

- **code:** GSFST-026-PS
- **cost:** $150
- **dates:** Jan 20-Feb 3
- **days:** SSu
- **time:** 8:00AM-5:00PM
- **location:** Park Forest FD

### Fire Tactics & Strategies II
This course covers advanced principles and methods associated with the fire ground strategies, and tactics required of the multi-company officer or chief officer. It emphasizes multi-company alarm assignments, handling disasters, and major fire incidents by occupancy classification.

- **code:** GSFST-027-PS
- **cost:** $150
- **dates:** Feb 17-Mar 3
- **days:** SSu
- **time:** 8:00AM-5:00PM
- **location:** L116

### Construction & Fire Systems
This course is an analysis of various methods of building design, construction, and materials. Fire-resistant features of materials, life safety methods of construction, and an introduction to building codes are included. An in-depth study of automatic extinguishing and detection systems with emphasis on automatic sprinkler equipment is covered. Also included are water spray, foam, carbon dioxide, and dry chemicals, stand pipe systems, and protection systems for special hazards.

- **code:** GSFST-029-PS
- **cost:** $150
- **dates:** Jan 17-May 16
- **days:** W
- **time:** 7:00PM-9:50PM
- **location:** L116

### 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:** Mar 19-May 17
- **days:** Online

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

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: Jan 16-Jan 18  days: TTh
        location: MAC 108

code: GSVS-066-M1  cost: $195
dates: Feb 6-Feb 8  days: TTh
        location: MAC 108

code: GSVS-066-M2  cost: $195
dates: Mar 13-Mar 15  days: TTh
        location: MAC 108

code: GSVS-066-M3  cost: $195
dates: Apr 2-Apr 4  days: MW
        location: MAC 108

code: GSVS-066-M4  cost: $195
dates: Apr 30-May 2  days: MW
        location: MAC 108

MARKETING

Marketing your Business
Practical business marketing applications to enhance your business operations.
code: GSBUR-017-MC  cost: $259
dates: Apr 7-May 12  days: S
time: 9:00AM-1:00PM  location: ATOC 141

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. This class also satisfies the State requirements for recertification (Refresher).
code: PIMED-032-PS  cost: $99
dates: Jan 18  days: Th
time: 6:00PM-9:00PM  location: TWL 113

code: PIMED-032-P1  cost: $99
dates: Feb 24  days: S
        time: 9:00AM-12:00PM  location: TWL 113

code: PIMED-032-P2  cost: $99
dates: Mar 27  days: T
        time: 6:00PM-9:00PM  location: TWL 113

code: PIMED-032-P3  cost: $99
dates: Apr 21  days: S
        time: 9:00AM-12:00PM  location: TWL 113

code: PIMED-032-P4  cost: $99
dates: May 17  days: Th
        time: 6:00PM-9:00PM  location: TWL 113

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: Mar 17-Mar 24  days: S
        time: 9:00AM-1:00PM  location: ATOC 131

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: Apr 14  days: S
        time: 9:00AM-1:00PM  location: ATOC 131
OPEN HOUSE

Attend a free information session to learn about our courses in real estate, home inspection, and more!

Thursday, Dec. 7
6 p.m.

Wednesday, Jan. 10
6 p.m.

Matteson Area Center (MAC)
4821 Southwick Dr., Matteson, IL 60443

Get Licensed in 2018!

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

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: Jan. 29-Feb. 4
Time: 6 – 10 p.m.
Code: GSRE-077-MC

Applied Real Estate Principles
Cost: $149
Dates: Apr. 16 -Apr. 23
Time: 6- 10 p.m.
Code: GSRE-079-MC

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
INFORMATION SESSION FOR HEALTHCARE VOCATIONAL CERTIFICATE COURSES

Our Healthcare Vocational Certificate Courses 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 courses 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.

TUESDAY, NOV. 7 | 9 A.M. AND 6 P.M.
THURSDAY, DEC. 7 | 9 A.M. AND 6 P.M.
WEDNESDAY, JAN. 10 | 9 A.M. AND 6 P.M.

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

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

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Matteson Area Center
4821 Southwick Drive, Matteson, IL 60443
(708) 709-3750
(2 Blocks South of Rt. 30 and 1 ½ Blocks West of Cicero)

“ 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.
Non-Credit Registration Form

Please Print

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Social Security Number</th>
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<tbody>
<tr>
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</table>

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Residential Address</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
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<table>
<thead>
<tr>
<th>Primary Phone</th>
<th>Alternate Phone</th>
<th>E-mail</th>
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<table>
<thead>
<tr>
<th>Name of Employer</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Male</th>
<th>Female</th>
<th>Date of Birth</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Month/Day/Year</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Beginning Date</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Total Enclosed

To pay by credit card, complete the following: 

<table>
<thead>
<tr>
<th>Visa</th>
<th>Mastercard</th>
<th>Discover</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

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
As 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.

Term

- Spring 20 __
- Summer 20 __
- Fall 20 __

Enrollment Status

- First-Time Student
- Continuing PSC Student

Ethnic Background

- Are you Hispanic or Latino?
  - Yes, Hispanic or Latino
  - Not Hispanic or Latino

Please identify your primary racial/ethnic group. (Please check one)

1. American Indian or Alaska Native
2. Asian
3. Black or African American
4. Hispanic or Latino
5. Native Hawaiian/Pacific Islander
6. White
7. Choose not to respond

Are you from one or more of the following racial groups? (Select all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- White
- Choose not to respond

Are you in the United States on a Visa-Nonresident Alien?

- Yes on a Visa - Type __________________
- Provide country of origin __________________
- Not on a Visa

Community College Certificate or Degree Objective

1. Only complete one or several courses
2. To complete a certificate
3. To complete an Associate’s degree

Please provide us with the following required information, which is used for state reporting.

<table>
<thead>
<tr>
<th>Highest Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

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