Enroll your curious explorers in Kids@College at PSC this summer! The STEA²M program is designed to help enhance the problem solving skills of children (grades K-6) through fun, hands-on, team building activities. Sign up for the weeks that fit your child’s interests.

Monday through Thursday | June 19 through August 4
8 a.m. to 4:30 p.m. | Full-day and half-day options | prairiestate.edu/kids
DISCOVER YOUR CAREER IN LESS THAN A YEAR

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

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

Felix Aguayo had been working in security for Chicago Public School systems for 12 years when he realized he wanted a career change. In just seven weeks, he completed the PSC Medical Central Service Technology program. A few weeks later, he began an internship at Advocate Christ Medical Center. At the completion of his internship, he was offered a full-time job working as a sterile processing technician for inpatient surgeries.

“I have always wanted to do something in the medical field, but I wasn’t sure where to start. The Medical Central Service Technology program got my attention because it can be completed in a short amount of time, I could start the hands-on medical career I’d been looking for, and there are many job opportunities right after completing the program.”

- Felix Aguayo
## Non-Credit Table of Contents

### Adult Education
- Adult Basic Education (ABE) ........................................... 6
- Adult Literacy ................................................................. 6
- High School Equivalency (GED) ..................................... 6
- Career Preparation Courses ............................................. 6
- English as a Second Language (ESL) ............................... 6

### Business and Industry Resources
- Conference Center and Room Rental ............................ 7
- Construction Business Development Center (CBDC) ...... 7
- Continuing Professional Education (CEU/PD) ................. 7
- Corporate Education and Training ................................. 7
- SCORE ............................................................................... 7

### Business Solutions
- Lean Continuous Improvement ....................................... 8
- Project Management ......................................................... 8
- Quality Management for Manufacturing ......................... 8

### Career Training
- Commercial Driver's License (CDL) .............................. 9
- Entrepreneurship ............................................................... 9
- Forklift and Reach Operator ............................................. 10
- Healthcare ......................................................................... 10-12
- Legal .................................................................................. 12-13
- Manufacturing ................................................................. 13
- Property Management ..................................................... 13
- Real Estate .......................................................................... 13
- Veterinary Assistant ....................................................... 13

### Computer and Information Technology
- Computer Express ............................................................ 16
- Microsoft Office ............................................................... 17

### Kids @ College
- Summer Enrichment Programs ....................................... 18-19

### Lifelong Learning/Personal Enrichment
- Home Buying ................................................................... 20
- House and Home: DIY ..................................................... 20
- Managing Your Career ..................................................... 20
- Mind and Body ................................................................. 20
- Wedding and Event Planning ......................................... 20

### Mature Learning
- Health/Wellness .............................................................. 21
- Dementia ........................................................................... 21
- Medicare ............................................................................ 21

### Online Training
- Career and Personal Training ....................................... 22-23

### Recreation and Wellness
- Fitness ............................................................................... 24

### Registration
- Locations .......................................................................... 4
- Payment Information ....................................................... 5
- Registration Information ................................................ 5
- Registration Form ........................................................... 27
- Tuition Assistance ........................................................... 5

### Safety and Security
- OSHA ................................................................................. 25

### Work-Related Training
- Fire Science ...................................................................... 26
- Food Preparation and Sanitation .................................... 26
- Medi-Car ............................................................................. 26

### Connect With Us
- PrairiestatecollegeCED
- @PrairieStateCED
- Prairie State College

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Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://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

**Legend**
- **General Parking**
- **Student Parking**
- **Visitor Parking**
- **Handicapped Parking**
- **Short-Term Parking**
- **Faculty/Staff Parking**
- **Bicycle Parking**
- **Confined Space Training Facility**
- **Educational and Business Training Center**
- **Health/Tech Center (on student schedules)**
- **Pioneer Apparatus and Equipment Center**
- **The Fitness & Health Complex (including Pioneer Fieldhouse)**

**Icon Key**
- **C**: This icon indicates a Vocational Certificate Program.
- **M**: This icon indicates training will take place online.
- **W**: 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.”
- **New!**: This icon indicates a Continuing Education Unit (CEU) course.
- **Legend**:
  - **M** = Monday
  - **F** = Friday
  - **T** = Tuesday
  - **S** = Saturday
  - **W** = Wednesday
  - **SU** = Sunday
  - **TH** = Thursday

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

Registration Options

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

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 is 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 the Enrollment Services Office at our main campus or the MAC during business hours. Dependent on the course, students can also withdraw from courses via WebAdvisor 48 hours prior to the start date of the course. No refunds will be issued unless requested 48 hours before the first class meeting (excluding weekends and holidays). Refunds are issued by check every Friday, after the end of the refund period. No refunds will be paid in cash. If requested, credit card payments may be refunded as a credit to the card used for payment. The card must be presented to the cashier at the time of your request.

Tuition Assistance Through the Workforce Innovation and Opportunity Act

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

Tuition for Senior Citizens

Senior citizens (60 years of age and older) are permitted to enroll in most non-credit courses for a 20% discount. Proof of age must be presented at the time of registration. Some restrictions apply. For more information, call (708) 709-3750.
Adult Basic Education
Classes integrate college and career readiness skills with basic reading, writing and math instruction.

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

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

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

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

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

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

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

Registration and Contact Information
Adult Basic Education and High School Equivalency:
(708) 709-7931 or (708) 709-7880

Adult Literacy:
(708) 709-3724

English as a Second Language:
(708) 709-3722 or (708) 709-7922

Career Preparation Courses:
(708) 709-3721

According to the Stevens Amendment Act, the grant funded portion of the Adult Education and Family Literacy program at Prairie State College for Fiscal Year 2017 is financed with federal funds totaling $225,840.00.
Conference Center and Room Rental
Host your next successful meeting or event at the Conference Center. We support your event goals with 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 Matteson Area Center. 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
Invest in your employees through innovative training solutions that increase efficiency, enhance operations and improve your bottom line. The Corporate Education and Training Department is committed to lifelong learning by offering results-oriented training for your workforce needs. We offer powerful and valuable solutions through customized programs that are presented either at your company facilities or on our campus.

Corporate Education supports a multitude of industries, including, but not limited to, business, healthcare, manufacturing/trades and non-profit organizations. We provide customized training in areas such as:
- Communication
- Customer Service
- Leadership
- Manufacturing Practices
- Safety
- Team Development
- Technology

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

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

Continuing Professional Education
PSC offers training to assist professionals with maintaining their knowledge and skills by offering Continuing Education Units (CEU) and Professional Development (PD) for:
- Arborists
- Nurses
- Counselors
- Nursing Home Administrators
- Social Workers
- Speech Pathologists
- Food Service Professionals
- Teachers (PD)

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

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

“With all the services, training, and resources provided by the CBDC, I’m not only certified, I’m qualified!”

– Mamie Lighford,
J&M Envision 7, Inc.
The Corporate and Continuing Education Department strengthens our surrounding communities by providing the tools and resources to develop a skilled workforce. We serve hundreds of businesses across a number of industries to enhance the skills of their workforce. Training and business development programs are designed to help companies enhance their competitive stance in the marketplace. In addition to the offerings below, customized training opportunities are available. For more information, call (708) 709-7895 or visit prairiestate.edu/training.

**LEAN CONTINUOUS IMPROVEMENT**

5S & Lean Methodology
5S +1 is organizing and then optimizing the workplace through visual methods and standards in order to enable a high performance work place to be created. This workshop offers the typical 5S system. Sort, Set-in-Order, Shine, Standardize, and Sustain with +1 Safety. Students will be able to describe how 5S +1 can help to improve workplace environmental health and safety.

- **code:** GSCOR-007-C2  
  **cost:** $199  
  **dates:** May 26  
  **time:** 8:00AM-5:00PM  
  **location:** K 115

Quality Management for Manufacturing
ISO 9001:2015 Update
Enroll both management and currently qualified Internal Auditors to learn how to transition from your existing ISO9001:2008 Quality Management System to the new ISO 9001:2015. The 4 hour training provides necessary information for management to plan and implement the transition. The 8-hour training provides the retraining necessary for Internal Auditors to upgrade their qualifications to audit to the new standard.

- **code:** GSCOR-018-C1  
  **cost:** $199  
  **dates:** July 21  
  **time:** 8:00AM-4:30PM  
  **location:** CNTR 1322

- **code:** GSCOR-018-C2  
  **cost:** $99  
  **dates:** July 21  
  **time:** 8:00AM-12:00PM  
  **location:** CNTR 1322

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:** June 2-July 7  
  **time:** 8:00AM-4:30PM  
  **location:** CNTR 1322

**PROJECT MANAGEMENT**

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

- **code:** GSCOR-019-C1  
  **cost:** $299  
  **dates:** July 15  
  **time:** 8:00AM-5:00PM  
  **location:** CNTR 1322

Principles of Marketing
Looking to market your own business but don’t know where to start? Take your first step on that journey by coming to class and learning the basic principles of marketing and resources that will help you travel on the road to success.

- **code:** GSBUR-017-MC  
  **cost:** $99  
  **dates:** June 3-June 10  
  **time:** 9:00AM-1:00PM  
  **location:** ATOC 111

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.
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.

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

code: GSBUS-041-MC  cost: $149
dates: June 17-June 24  days: S
time: 9:00AM-1:00PM  location: ATOC 121

CDL COMMERCIAL TRUCK DRIVER TRAINING PROGRAM
Train to be a truck driver at the KLLM Driving Academy, Inc., a fully accredited training program, in partnership with PSC. In a matter of weeks, you can earn a Class A Commercial Driver’s License using state of the art training equipment.

KLLM Transport Services offers:
• 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 prairiestate.edu/kllm.

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

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

Visit nationalable.org or call (708) 709-7975.
FORKLIFT AND REACH OPERATOR

**Advanced Forklift/Reach Truck Training - 40-Hours WIOA✓**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Location</th>
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<td>$498</td>
<td>June 5-June 20</td>
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<td>GSTRS-058-P1</td>
<td>$298</td>
<td>July 10-July 17</td>
<td>MTWTH</td>
<td>TWL 113</td>
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<tr>
<td>GSTRS-058-P2</td>
<td>$298</td>
<td>July 31-August 7</td>
<td>MTWTH</td>
<td>TWL 113</td>
</tr>
</tbody>
</table>

**Basic Forklift/Reach Truck Training – 20-Hours WIOA✓**

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

<table>
<thead>
<tr>
<th>Code</th>
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<th>Days</th>
<th>Location</th>
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<tbody>
<tr>
<td>GSTRS-056-PS</td>
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<td>MTWTH</td>
<td>TWL 113</td>
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<td>GSTRS-056-P1</td>
<td>$99</td>
<td>July 8</td>
<td>S</td>
<td>TWL 113</td>
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<tr>
<td>GSTRS-056-P2</td>
<td>$99</td>
<td>August 8-August 9</td>
<td>TV</td>
<td>TWL 113</td>
</tr>
</tbody>
</table>

**Certificación de Operador de Carretilla Elevadora Para Pasillos Estrechos - 20 Horas**

Este curso de certificación cubre los conceptos básicos de un montacargas para pasillos estrechos y operación retráctil. Las nuevas técnicas conjunto con las habilidades adquiridas en este curso permitirán que el estudiante sea certificado en OSHA en ambas clases de manejo de materiales. A la terminación exitosa de este curso, los estudiantes recibirán un certificado de finalización y la tarjeta de certificación que demuestre que el estudiante ha cumplido con las directrices de OSHA.

<table>
<thead>
<tr>
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<th>Location</th>
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<tbody>
<tr>
<td>GSTRS-059-S1</td>
<td>$298</td>
<td>June 5-June 20</td>
<td>MTWTH</td>
<td>TWL 113</td>
</tr>
</tbody>
</table>

**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 that 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). Course can be taken individual or be applied to a certificate:

- Medical Terminology: GSMED-017
- Computerized Medical Billing: GSMED-040
- Pathophysiology: GSMED-009
- Introduction to CPT-4 Coding: GSMED-045
- Introduction to ICD-10: GSMED-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 hands on training through our externship program.

code: GSMED-008-MC  cost: $2,488
dates: May 15-August 12  days: MW

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

code: GSMED-008-M1  cost: $2,488
dates: May 15-August 23  days: MWTH

time: 9:00AM-1:00PM  location: MAC 116

Computerized Medical Billing WIOA
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: $279
dates: June 12-July 3  days: M

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

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, vocabulary, and dialogues that follow the order in which the patient visit takes. 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.

code: GSLAN-073-MC  cost: $149
dates: May 31-July 10  days: MW

time: 6:00PM-9:00PM  location: 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: May 29-July 12  days: MW

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

code: GSMED-095-MC  cost: $1,188

dates: May 22-July 10  days: MW

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

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
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: June 6-July 25  days: T

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

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

code: GSMED-097-MC  cost: $299

dates: June 5-July 12  days: MW

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

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: $459

dates: May 30-July 18  days: TTH

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

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: June 5-July 19  days: MW

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

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

code: GSMED-009-MC  cost: $380

dates: June 8-August 3  days: TTH

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

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

code: GSMED-090-M1  cost: $1,099

dates: May 30-July 20  days: TTH

time: 6:00PM-9:30PM  location: MAC 118

code: GSMED-090-MC  cost: $1,099

dates: May 30-July 20  days: TTH

time: 9:00AM-12:30PM  location: MAC 118

LEGAL

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

code: GSLGL-016-MC  cost: $895

dates: June 26-August 8  location: Online

code: GSLGL-018-MC  cost: $645

dates: June 26-August 8  location: Online

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

code: GSLGL-016-MC  cost: $895

dates: June 26-August 8  location: Online

code: GSLGL-018-MC  cost: $645

dates: June 26-August 8  location: Online

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

code: PICOR-007-MC  cost: $75

dates: June 21  days: W

time: 9:00AM-11:00AM  location: CNTR 1315

code: PICOR-007-M1  cost: $75

dates: July 19  days: W

time: 9:00AM-11:00AM  location: CNTR 1315
Paralegal Certificate Course
Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to such areas as legal terminology, documents and ethics, and the litigation process; introduction to the evidentiary predicate; identifying relevant authority; introduction to legal research and practice; and legal writing and appellate procedure. Job-hunting techniques also will be discussed for this field. There are no prerequisites to take this course. No senior discount.

code: GSLGL-017-MC  cost: $1,188

dates: June 26-August 8  location: Online

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

code: GSLGL-015-MC  cost: $645

dates: June 26-August 8  location: Online

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. For more information, call (708) 709-3782.

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

code: GSRE-077-MC  cost: $495

dates: May 30-August 8  days: TTH  time: 9:00AM-1:00PM  location: MAC 108

Real Estate Salesperson. This course is for those individuals who are interested in entering the real estate sales field and will eventually become licensed to sell and list real estate. Upon successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker Exam. The same textbook is used for both courses. Attendance is mandatory per state regulations. Students must be able to meet state and industry requirements.

Real Estate Salesperson. This course is for those individuals who are interested in entering the real estate sales field and will eventually become licensed to sell and list real estate. Upon successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker Exam. The same textbook is used for both courses. Attendance is mandatory per state regulations. Students must be able to meet state and industry requirements.

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 non-farm 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-PS  cost: $1,188

dates: May 31-July 19  days: MWTH  time: 6:00PM-9:00PM  location: K 115

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

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

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

WEDNESDAY, MAY 3, 6-7:30 P.M.
THURSDAY, MAY 4, 10-11:30 A.M.
THURSDAY, JUNE 1, 6-7:30 P.M.
WEDNESDAY, JUNE 7, 10-11:30 A.M.

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

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

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

Eva Lussenhop
Clinical Medical Assistant
Program Graduate

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

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

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

**Thursday, May 4**
10 a.m.
**Tuesday, May 9**
6 p.m.

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

Get Licensed in 2017!

Home Inspection License
Classes are forming soon.
Contact us for more information at psceducation@prairiestate.edu or (708) 709-3750.

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: May 30-Aug. 8
Time: 6:30 – 9:30pm
Code: GSRE-077-MC

Applied Real Estate Principles
Cost: $149
Dates: Aug. 22
Time: 6:30 - 9:30 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

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

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

<table>
<thead>
<tr>
<th>code</th>
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<td>time</td>
<td>5:30PM-9:30PM</td>
<td>location:</td>
<td>MAC 115</td>
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</table>

Microsoft Outlook - Overview
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.

<table>
<thead>
<tr>
<th>code</th>
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<td>time</td>
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<td>ATOC 145</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>code</th>
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<td>time</td>
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<td>location:</td>
<td>ATOC 145</td>
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MS Word - Overview
Microsoft Word 2016 is an essential program of MS Office Suite. Use the top word processing software for personal and business use and learn to prepare documents, letters and more. Topics includes downloading templates, creating, editing, saving, and printing documents.

<table>
<thead>
<tr>
<th>code</th>
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<td>5:30PM-9:30PM</td>
<td>location:</td>
<td>ATOC 145</td>
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</table>

Clean up/Debug Electronic Devices
Is your computer too slow and it may not be the internet speed! Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.

<table>
<thead>
<tr>
<th>code</th>
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<tr>
<td>time</td>
<td>6:00PM-8:30PM</td>
<td>location:</td>
<td>MAC 114</td>
</tr>
</tbody>
</table>
**Microsoft Office**

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

**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:** May 31-July 19
- **Days:** W
- **Time:** 6:30PM-9:30PM
- **Location:** MAC 114

**Microsoft Word Beginning**

From personal letters to professional manuscripts, learn the easy and correct way to create a document. Learn how to edit documents, move and copy text, insert numbers and bullets, create envelopes and labels, use templates and print.

- **Code:** GSVS-077-PS
- **Cost:** $189
- **Dates:** July 6-August 3
- **Days:** TH
- **Time:** 6:30PM-9:30PM
- **Location:** ATOC 141

**Microsoft Excel - Beginning**

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

- **Code:** GSVS-094-PS
- **Cost:** $189
- **Dates:** June 6-June 27
- **Days:** T
- **Time:** 6:30PM-9:30PM
- **Location:** ATOC 141

**Microsoft Excel-Intermediate**

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

- **Code:** GSVS-095-PS
- **Cost:** $189
- **Dates:** July 11-August 1
- **Days:** T
- **Time:** 6:30AM-9:30AM
- **Location:** ATOC 141

**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:** $289
- **Dates:** June 1-July 27
- **Days:** TH
- **Time:** 6:30PM-9:30PM
- **Location:** ATOC 145

**Building a Website With a Web Builder**

Learn how to navigate and design your own personal website using a web builder application.

- **Code:** PICOM-054-MC
- **Cost:** $24
- **Dates:** July 12
- **Days:** W
- **Time:** 6:30PM-9:30PM
- **Location:** ATOC 141

**Social Media 101**

Learn how to navigate the world of social media and be able to communicate with the tech savvy people in your life by enrolling in this brief overview of all things social media.

- **Code:** PICOM-055-MC
- **Cost:** $24
- **Dates:** July 26
- **Days:** W
- **Time:** 6:30PM-9:30PM
- **Location:** ATOC 145

Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
Enroll your curious explorers in Kids@College at PSC this summer! The STEA²M program is designed to help enhance the problem solving skills of children (grades K-6) through fun, hands-on, team building activities. Sign up for the weeks that fit your child’s interests.

**EXPLORE! BUILD! CREATE!**

- **Full-day $138 a week or half-day $75 a week.**
- **Discounted 7 week full-day registration at $825.**
- **Monday through Thursday**, June 19 through August 4, 8 a.m. to 4:30 p.m.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1, June 19-22</td>
<td>Inventions</td>
</tr>
<tr>
<td>2, June 26-30</td>
<td>Science</td>
</tr>
<tr>
<td>3, July 5-6</td>
<td>Athletics</td>
</tr>
<tr>
<td>4, July 10-13</td>
<td>Technology</td>
</tr>
<tr>
<td>5, July 17-20</td>
<td>Engineering</td>
</tr>
<tr>
<td>6, July 24-27</td>
<td>Arts</td>
</tr>
<tr>
<td>7, July 31-Aug. 4</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>

prairiestate.edu/kids
Enroll your curious explorers in Kids@College at PSC this summer! The STEAM program is designed to help enhance the problem solving skills of children (grades K-6) through fun, hands-on, team building activities. Sign up for the weeks that fit your child's interests.

Full-day $138 a week or half-day $75 a week.

Discounted 7 week full-day registration at $825.

Monday through Thursday June 19 through August 4 8 a.m. to 4:30 p.m.

Week 1, June 19-22: Inventions
Week 2, June 26-30: Science
Week 3, July 5-6: Athletics
Week 4, July 10-13: Technology
Week 5, July 17-20: Engineering
Week 6, July 24-27: Arts
Week 7, July 31- Aug. 4: Mathematics

Feel free to call us at 712-777-3234 if you have any questions.

Student Safety:
Student safety and well-being is our top priority. Please do not participate in any fields if you have any concerns. We ask that you please walk students directly to the designated classroom. Students should not be dropped off more than ten minutes prior to class and should be picked up immediately at class dismissal. Please do not drop your child off without confirming that he/she has been greeted by the instructor.

One of the many benefits to signing up for Kids@College is the ability to sign up for a variety of classes during the same week! This is beneficial because students will learn to work together, and it will allow for the flexibility needed to support your family's schedule.

Sign up for the Kids@College class that best suits your child's interests. There are a variety of classes available for all ages and interests. Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu

EARTH DAY EVENT

GO GREEN!

SAVE THE DATE
Saturday, April 22
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: pre-approval process, loan products, closing costs, finding a property, the purchase contract, addendums, and the REO and short sale bidding process, and closing the deal. We also will discuss post purchase steps to ensure homeowner success through financial budgeting.

code: PIBUS-124-MC  cost: $35
dates: March 4-March 11  days: S
time: 9:00AM-12:00PM  location: ATOC 132

HOUSE AND HOME: DO IT YOURSELF

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: $49
dates: June 27  days: T
time: 6:00PM-9:30PM  location: K 115

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: $49
dates: May 23-May 30  days: T
time: 6:00PM-9:00PM  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. Some of the topics covered in include choosing the right paint, stain, or caulk; patching a wall; hanging a shelf; repairing a foundation wall; plumbing repairs/installations; electrical repairs/installations; replacing a lockset; and much more. All tools are provided for this hands-on training course.

code: PIHIM-090-PS  cost: $99
dates: June 6-June 20  days: T
time: 6:00PM-9:00PM  location: ATOC 132

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

code: PIHIM-005-PS  cost: $49
dates: July 11  days: T
time: 6:00PM-9:30PM  location: K 115

MANAGING YOUR CAREER

Managing Your Career
In this training, students will learn how to develop, manage, and influence their professional images. Tools for building and maintaining a professional presence will cover career documents, electronic media, interview practice, and socializing in a formal setting.

code: PIBUS-123-MC  cost: $89
dates: June 22-July 13  days: TH
time: 6:00PM-9:00PM  location: MAC 111

WEDDING AND EVENT PLANNING

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

code: PICRF-085-MC  cost: $159
dates: June 7-July 12  days: W
time: 6:00PM-9:00PM  location: MAC 118
HEALTH AND WELLNESS

Senior Dancing/ Dancing to the Oldies
Ladies and Gentlemen who are at least 60 years young, no dance experience or partner necessary! Come have some fun and dance the day way. Meet new people and dance to songs that used to get you out on the dance floor.

code: PIDNC-025-MC  cost: $39

dates: July 6-August 3  days: TH

time: 11:00AM-12:30PM  location: MAC 118

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

code: PISPF-017-MC  cost: $79

dates: June 1-July 6  days: TH

time: 10:00AM-11:00AM  location: MAC 118

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 this, it can be a hard thing to handle. Learn more to better understand, deal, and help your love ones.

code: PIHTH-007-MC  cost: $10

dates: July 12  days: W

time: 6:30PM-8:30PM  location: MAC 118

MEDICARE
Turning 65: Understanding Medicare Parts A, B and Supplements
A representative from the Blue Cross and Blue Shield of Illinois “Service in the Neighborhood” program explains the basics of Medicare in an easy to understand informative and interactive presentation. Participants are welcome to bring a brown bag lunch.

code: PILIF-033-MC  cost: Free

dates: June 22  days: TH

time: 10:00AM-11:30AM  location: MAC 108
LEARN MORE. WHEN AND WHERE YOU WANT!

ONLINE CAREER AND PERSONAL TRAINING

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

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• Expert Instructor

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

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?
Writing Effective Grant Proposals

COLLEGE PREP
GMAT Preparation
GRE Preparation - Part 1 (Verbal and Analytical)
GRE Preparation - Part 2 (Quantitative)
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

TECHNOLOGY
Adobe
Blogging and Podcasting for Beginners
Camtasia Studio 8
Digital Photography
Flash
Illustrator
InDesign
Light Room
Microsoft Office Courses
Photoshop
Quickbooks
Website Design

LANGUAGES
Discover Sign Language
Italian
Japanese
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

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

TEACHING AND EDUCATION
Courses qualify for Professional Development (PDs). Please call (708) 709-7919 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
Homeschool With Success
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 Smarter With SMART Boards
Teaching Students With Learning Disabilities
Teaching Writing: Grades K-3
The Creative Classroom
Understanding Adolescents

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

FITNESS

Aerobics I- Pilates/ Yoga/ Walking
This class is designed for the beginning exercise enthusiast with the emphasis on walking, yoga, and pilates.

- code: GSSPE-005-P1  cost: $158
dates: May 31-August 3  days: MW
time: 2:00PM-1:20PM  location: T130

- code: GSSPE-005-P2  cost: $158
dates: May 30-August 3  days: TTH
time: 9:00AM-10:20AM  location: T130

Aerobics II - Step Aerobics/ Kickboxing
This class is an intermediate workout combining step aerobics, kickboxing, and toning exercises.

- code: GSSPE-006-P1  cost: $158
dates: May 31-August 3  days: MW
time: 1:30PM-2:50PM  location: T130

Aerobics III - Aqua Aerobics
This class is a workout combining aerobics and toning exercises in the challenging environment of the pool.

- code: GSSPE-007-P1  cost: $158
dates: May 31-August 3  days: MWTH
time: 7:00AM-7:55AM  location: FH POOL

- code: GSSPE-007-P2  cost: $158
dates: May 30-August 3  days: MWF
time: 6:00PM-6:55PM  location: FH POOL

Aerobics IV- Boot Camp Style
This class provides a workout combining aerobic dance, boot-camp style, and indoor cycling. It is designed for those individuals who want a more intense and physically challenging workout.

- code: GSSPE-008-P1  cost: $158
dates: May 31-August 3  days: MW
time: 7:00AM-8:20AM  location: T130

- code: GSSPE-008-P2  cost: $158
dates: May 30-August 3  days: TTH
time: 11:00AM-12:20PM  location: T130

Fitness Center
Help achieve your health or fitness-related goals by exercising in the PSC Fitness Center. The PSC Fitness Center is located on main campus in the “T” wing. For just a fraction of the price of many other health clubs in the area, the fitness center offers much of the same. We have treadmills, free weights, elliptical trainers, stationary bikes, selectorized weight machines and much more! The fitness center staff are all trained, knowledgeable personal trainers that can help you achieve those goals. It's up to you to take that first step. You exercise at your own pace, time, and day.

- code: PISPF-099-01  cost: $50
dates: May 30-August 3  days: MTWTHFS  location: T136

Golf
This class covers the basic rules and fundamentals of golf.

- code: GSSPE-009-P1  cost: $158
dates: May 31-June 21  days: MW
time: 10:00AM-11:50AM  location: T130

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

- code: PISPF-017-MC  cost: $79
dates: June 1-July 6  days: TH
time: 10:00AM-11:00AM  location: MAC 108

Nutrition & Brain Health
Learn the important components to a healthy brain. We will discuss how nutrition plays a key part in maintaining optimum brain health. Learn about the best foods to eat and how to pair different foods together for maximum results.

- code: PIHTH-005-MC  cost: $10
dates: June 27  days: T

time: 9:00AM-11:00AM  location: MAC 108
SAFETY AND SECURITY

OSHA

OSHA 10-Hour 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: June 12-June 14  days: MTW
time: 5:00PM-8:30PM  location: TWL 113

code: GSCST-007-P1  cost: $99
dates: July 24-July 26  days: MTW
time: 5:00PM-8:30PM  location: TWL 113

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

FIRE SCIENCE

Fire Service - Instructor II
This course is a continuation of Fire Service - Instructor I. It provides basic information on program management, program development, lesson plan development, instructional development, and techniques used to create evaluation instruments. Course final exam is OSFM equivalency for certification. If you have any questions please contact 708-709-2941.

code: GSFST-009-PS  cost: $105
 dates: May 30-July 20  days: Online
time: Online  location: Online

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.

Medi-Car Safety Training Refresher
This refresher class is for those drivers and attendants whose three-year certification cards are up for renewal. Once you complete this class, you will receive another three-year certification. We will review passenger assistance, safe driving, safe operation of a vehicle, and bloodborne pathogens. Any new health issues and preventative measures also will be discussed. Attendance and promptness are mandatory per state regulations. If your certification card is expired, you must re-take the regular Safety Training class. No senior discount.

code: PI0MED-034-PS  cost: $49
dates: June 1  days: TH
time: 6:00PM-9:00PM  location: TWL 113

code: PI0MED-034-P1  cost: $49
dates: July 1  days: S

time: 9:00AM-12:00PM  location: TWL 113

code: PI0MED-034-P2  cost: $49
dates: August 3  days: TH
time: 6:00PM-9:00PM  location: TWL 113

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-takes are for those individuals that have tested within the last 90 days are now available.

code: GSVS-066-M2  cost: $195
dates: May 29-May 31  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

code: GSVS-066-M1  cost: $195
dates: June 20-June 22  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

code: GSVS-066-MC  cost: $195
dates: July 18-July 20  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

code: GSVS-066-P2  cost: $195
dates: August 3  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

code: GSVS-066-P1  cost: $195
dates: August 3  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

Food Preparation and 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-takes are for those individuals that have tested within the last 90 days are now available.

code: GSVS-066-M2  cost: $195
dates: May 29-May 31  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

code: GSVS-066-M1  cost: $195
dates: June 20-June 22  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

code: GSVS-066-MC  cost: $195
dates: July 18-July 20  days: TTH
time: 4:00PM-10:00PM  location: MAC 111

Non-Credit Registration Form

Please Print

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

Last Name: First: Middle

Residential Address
City State Zip Code County

Primary Phone: Alternate Phone: E-mail

Name of Employer

Gender: [ ] Male [ ] Female

Date of Birth: Month/Day/Year

Course Code: Course Name: Beginning Date: Course Fee

Total Enclosed

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

Signature: Date

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

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

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

ANNUAL CLERY SAFETY REPORT (ASR) NOTICE
At PSC we are committed to assisting the PSC community in providing for their own safety and security. The annual CLERY security compliance document is available at the PSC Police Department website: prairiestate.edu/security with other safety information. If you would like to receive the ASR in booklet form, visit the PSC Police Department (PSCP) located on main campus in room 1103 or call PSCP 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 PSCP.