CAREER IN LESS THAN A YEAR
Interested in finding a job but don’t have a lot of time to spare? Enroll in a Prairie State College (PSC) non-credit career-focused class and learn the skills to get a job in less than a year. Find out more at prairiestate.edu/yearcareer.

Career in Less Than A Year programs are in demand and may be eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA). To find out about eligibility requirements, please contact the Chicago Heights Workforce Center at (708) 709-7975.

Find a CAREER IN LESS THAN A YEAR

HEALTHCARE CERTIFICATE PROGRAMS

Clinical Medical Assistant
- Prepare for employment as a Clinical Medical Assistant in this 140-hour course.
- Includes a 180-hour clinical externship.
- Learn to prepare patients for examination and treatment.
- Perform routine laboratory procedures and diagnostic testing.
- Take and document vital signs and cardiology, including proper administration of medications.

Dialysis Technician
- Prepare for entry-level employment in a kidney dialysis center in this 50-hour course.
- Learn medical terminology, anatomy, renal function, and principles of renal dialysis.
- Train to prepare for the Board of Nephrology Examiners Nursing and Technology (BONENT) exam.

Health Unit Coordinator
- Learn how to transcribe doctor orders, order necessary lab work, and diets.
- Find out how to coordinate workflow for a nursing unit.
- Receive introduction to processes that involve daily care of patient’s medical records.
- Find out how to retrieve clinical lab results and understand patient privacy.

Medical Administrative Assistant
- Learn to assist patients.
- Help with organizational needs, including office support and business functions.
- Receive introduction to appointment scheduling, insurance billing, and preparing correspondence.

Medical Billing/Coding Specialist
- Learn to transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations.
- Learn to review records and calculate charges for patient’s procedures and services.
- Find out how to prepare itemized statements and submit claims to third party payers.
- Learn skills to ensure accurate collection of physician charges and patient data to make certain submitted claims to insurance carriers are completed efficiently.
Medical Central Service Technology
• Prepare for the national exam for Central Service for the Certification of Healthcare Sterile Processing and Distribution.
• Learn sterilizing and storage of medical instruments.
• Prepare for all positions within the Central Sterile Processing Department.

Pharmacy Technician
• Prepare to enter the pharmacy field in this 50-hour course.
• Prepare for the Pharmacy Technician Certification Board (PTCB) exam.
• Learn medical terminology specific to the pharmacy.
• Read and interpret prescriptions.
• Define drugs by generic and brand names.
• Learn dosage calculations and conversions, I.V. flow rates, drug compounding, dispensing of prescriptions.
• Find out about inventory control, billing and reimbursement.

TRANSPORTATION, WAREHOUSE AND LOGISTICS PROGRAMS

CDL Truck Driver Training Program in Partnership with KLLM
• Learn the operating rules and regulations that govern trucking operations.
• Prepare for the State of Illinois CDL (Class A) in 22 days.
• Qualify for a $4,000 scholarship if you agree to drive for KLLM for one year.
• Be guaranteed a job with KLLM upon completion of the training program.
• Earn up to $514.99 a week during a six-week paid internship on the road with a trainer.
• Receive state-of-the-art training.
• Receive a 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. For more information on the CDL program, please call (800) 295-KLLM or visit kllmdrivingacademy.com

Forklift Operator Training - 40 Hour Certification Course
• Receive industrial forklift training used in warehousing and distribution centers.
• Work with types of equipment used for material handling.
• Learn about pre-shift inspection and how to stack and un-stack pallets from a rack system.
• Learn simulated loading of a semi-trailer and how to move loads around a dock area safely and efficiently.
• OSHA-10-hour safety training course is part of this certification course.

OTHER CERTIFICATE PROGRAMS

Home Inspection (Now Approved for Indiana)
• Course provides an onsite field day.
• Learn information needed to pass the state home inspector examination for Illinois or Indiana.
• All applicants must be at least 21 years of age and have a high school diploma or GED.
  Attendance is mandatory per state regulations.

Veterinary Assistant
• Learn to assist in the examination of pets and other nonfarm animals for signs of illness or disease.
• Help the clinic team provide post-operative care to animals.
• Learn proper sterilization of equipment, cages, and examination rooms throughout the facility.
LEGAL CERTIFICATE PROGRAMS

Legal Nurse Certificate Course (online course)
- Prepare to work in domestic violence shelters, crisis centers, crisis hotlines, and state and county governments to assist crime victims.
- Topics include: victim rights, legal processes, legal terminology, victims’ rights legislation, victim advocate skills, and other similar topics.
- Content includes additional information on counseling skills for victims of assault, domestic violence, child abuse, sexual assault, and homicide.

Legal Secretary Certificate Course (online course)
- Topics include: legal terminology, legal process, jurisdiction and venue, and ethics.
- Legal administrative topics include billing and accounting, filing procedures, records management, legal research, and citation format.

Paralegal Certificate Course (online course)
- Instruction is related to legal terminology, documents, ethics, and the litigation process.
- Learn to interview witnesses.
- Investigate complex fact patterns.
- Research the law and prepare legal documents.
- Assist in preparing cases for courtroom litigation.
- Learn job-hunting techniques for this field.

Victim Advocacy Certificate Course (online course)
- Prepare to work in victim advocacy arenas, domestic violence shelters, crisis centers, and crisis hotlines.
- Train to work with state and county governments to assist crime victims in progressing through the criminal justice system and toward recovery.
- Topics include legal terminology, legal process and legislation regarding victim’s rights.
- Learn effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention.

FIND OUT MORE TODAY

Call (708) 709-3750, email continuingeducation@prairiestate.edu, or visit prairiestate.edu/yearcareer.

Prairie State College

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202 South Halsted Street | Chicago Heights, IL 60411

MATTeson AREA CENTER
4821 Southwick Drive | Matteson, IL 60443

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