Let today be the start of something new! See inside cover for Jacqueline’s story.
I decided it was time to start doing something for myself – something that I really like. The time was right, the price was right, and the program was perfect for me. I love my new career. I get to help people every day. It makes me happy to see them happy, and to know that I helped them to feel better.

In just a little more than three months, Jacqueline Amaya was able to complete the Clinical Medical Assistant program at Prairie State College and get started on her new career in a health care profession. She was still a student in the program, completing the externship component, when she applied to full-time positions. She was hired even before her externship was completed, and began working as soon as she finished.

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.

START A CAREER in less than A YEAR!

TOP RATED PROGRAMS INCLUDE
- Clinical Medical Assistant (CMA)
- Commercial Truck Driver (CDL)
- Dialysis Technician
- Forklift Operator
- Health Unit Coordinator
- Home Inspection
- Medical Administrative Assistant
- Medical Billing/Coding Specialist
- Medical Central Service
- Pharmacy Technician
- Real Estate
- Veterinary Assistant

“I decided it was time to start doing something for myself – something that I really like. The time was right, the price was right, and the program was perfect for me. I love my new career. I get to help people every day. It makes me happy to see them happy, and to know that I helped them to feel better.”
## Non-Credit
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Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
Locations and Schedule Guide

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

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

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
   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 36. Send payment with completed registration form to Prairie State College, Attn: Enrollment Services, 202 South Halsted St., Chicago Heights, IL 60411.

Payment Options

Payment is due in full at the time of registration.

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

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

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

Refunds and Drops

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

Tuition Assistance Through the Workforce Innovation and Opportunity Act

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

Tuition for Senior Citizens

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

Classes are Free

Adult Basic Education (ABE)
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.

English as a Second Language (ESL)
The ESL program helps English learners to improve their reading, writing, speaking and listening skills. Classes are offered at six levels, from beginning to advanced, so all English learners receive appropriate instruction to help them achieve their career and academic goals. ESL classes are open to all 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.

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) 709-3790 or (708) 709-3722

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 2018 is financed with federal funds totaling $219,310.00.
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 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
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’s 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.

100% CUSTOMER SATISFACTION RATE WITH TRAINING DELIVERY.
CAREER READINESS

Career Readiness for Employment Success (CRES)
This course is designed to equip employment candidates with the understanding of how individual contributions in the workplace drive career success and organizational results. Learn workplace accountability tools, the importance of job performance and operational contribution, how to support a team structure, and workplace responsibility, as well as understanding management and employer expectations.

code: GSCOR-032-C1  cost: $325
dates: June 11-June 14  days: MTWTh
time: 1:00PM-6:00PM  location: ATOC 130

code: GSCOR-032-C2  cost: $325
dates: July 16-July 19  days: MTWTh
time: 5:00PM-10:00PM  location: ATOC 130

code: GSCOR-032-C3  cost: $325
dates: August 6-August 9  days: MTWTh
time: 5:00PM-10:00PM  location: ATOC 130

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: $319
dates: July 19  days: Th
time: 8:00AM-5:00PM  location: CNTR 1315
**PRE-APPRENTICESHIP**

Prairie State College offers manufacturing skills training with a proven record of success in skills enhancement and development. The following three classes consist of our industrial pre-apprenticeship training program: Shop Arithmetic, Machine Tool Blueprint Reading, and Trade Related Preparation.

### Shop Arithmetic

With practical application of shop problems, this course reviews basic arithmetic, including whole numbers, fractions, decimals, signed numbers, grouping symbols, and square roots. Ration and proportions, flat and round tapers, simple and complex gear ratios, and practical industrial shop problems are employed.

- **Code:** IRCP 1 001 C1AS
  - **Cost:** $539
  - **Dates:** Aug. 24-Oct. 12
  - **Time:** 7:00 AM-11:00 AM
  - **Location:** ATOC 131

- **Code:** IRCP 1 001 C2BS
  - **Cost:** $539
  - **Dates:** Aug. 20-Oct. 15
  - **Time:** 6:00 PM-10:00 PM
  - **Location:** ATOC 131

- **Code:** IRCP 1 001 C3CS
  - **Cost:** $539
  - **Dates:** Aug. 22-Oct. 10
  - **Time:** 7:00 AM-11:00 AM
  - **Location:** ATOC TBD

### Machine Tool Blueprint Reading

This course offers an introduction to blueprint reading, including interpretation of various types of lines, position views, symbols, conventions, dimensional practices, sectioning, auxiliary views, and symmetry, with emphasis on techniques employed to show details in relation to assembly drawings.

- **Code:** IRCP 2 002 C1AS
  - **Cost:** $539
  - **Dates:** Oct. 19-Dec. 14
  - **Time:** 7:00 AM-11:00 AM
  - **Location:** ATOC 131

- **Code:** IRCP 2 002 C2BS
  - **Cost:** $539
  - **Dates:** Oct. 22-Dec. 10
  - **Time:** 6:00 PM-10:00 PM
  - **Location:** ATOC 131

- **Code:** IRCP 2 002 C3CS
  - **Cost:** $539
  - **Dates:** Oct. 17-Dec. 12
  - **Time:** 7:00 AM-11:00 AM
  - **Location:** ATOC TBD

### Trade Related Preparation

Assessed through an overview of industrial processes, this course offers preparation for a career in the trades. Major applications include review of math, blueprint reading, and measuring tools relative to shop applications. Students receive diagnostic evaluation through testing in these major areas.

- **Code:** IRCP 3 003 C1AS
  - **Cost:** $809
  - **Dates:** Sept. 21-Dec. 14
  - **Time:** 12:00 PM-4:00 PM
  - **Location:** ATOC 131

- **Code:** IRCP 3 003 C2BS
  - **Cost:** $809
  - **Dates:** Sept. 24-Dec. 10
  - **Time:** 1:00 PM-5:00 PM
  - **Location:** ATOC 131

- **Code:** IRCP 3 003 C3CS
  - **Cost:** $809
  - **Dates:** Sept. 20-Dec. 13
  - **Time:** 7:00 AM-11:00 AM
  - **Location:** ATOC TBD

### Project Management

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 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:** June 8
  - **Time:** 8:00AM-5:00PM
  - **Location:** CNTR 1315
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 South Suburban American Job 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.

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 South Suburban American Job Center at Prairie State College at (708) 709-7975.

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: GSVK-004-MC
- cost: $199
- dates: Sep 10- Nov 29
- days: TH
- time: 6:00PM-9:00PM
- location: TBA

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.
FORKLIFT AND REACH TRUCK OPERATOR

Forklift/Reach Truck/Walkie Training-20hr  WIOA✔

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 already are 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, students will receive a certificate of completion and certification card showing that the student has met the OSHA guidelines for operating these three types of equipment. NO SENIOR DISCOUNT.

code:  GSTRS-058-PSMoody  
dates:  Aug 20-Aug 24  
time:  5:00PM-9:00PM  
location:  TWL 113  
cost:  $298

code:  GSTRS-058-P1  
dates:  Oct -6-Oct 27  
time:  9:00AM-2:00PM  
location:  TWL 113  
cost:  $298

code:  GSTRS-058-P2  
dates:  Oct 15-Oct 19  
time:  5:00PM-9:00PM  
location:  TWL 113  
cost:  $298

code:  GSTRS-058-P3  
dates:  Dec 03-Dec 07  
time:  5:00PM-9:00PM  
location:  TWL 113  
cost:  $298

Reach Truck/Walkie Operator Training-8hr  
PREREQUISITE: STUDENT MUST HOLD A CURRENT FORKLIFT OPERATOR CERTIFICATION FOR CLASS I, IV OR V EQUIPMENT. This certification course covers the basic reach truck and electric walkie driving skills needed to obtain your OSHA certification. Learning how to double-stack freight and moving freight in and out of rack systems are a couple of the skills practiced with the reach truck. Hands-on training with the electric walkie will include moving freight, staging shipments and learning how to work in sync with other types of material handling equipment. Having additional Operator certifications with these types of equipment can be very beneficial when seeking employment. Upon successful completion of this course, students will receive a certificate of completion and certification card showing that the student has met OSHA’s guidelines for operating both types of material handling equipment. NO SENIOR DISCOUNT.

code:  GSTRS-056-PS  
dates:  Sept 17-Sept 28  
time:  5:00PM- 9:00PM  
location:  TWL 113  
cost:  $99

code:  GSTRS-056-P1  
dates:  Nov 5-Nov 16  
time:  5:00PM- 9:00PM  
location:  TWL 113  
cost:  $99

Advanced Forklift/Reach Truck/Walkie Training-40hr  WIOA✔

(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, as well as working in fast-paced logistics operations are discussed throughout the course. Information about current job opportunities always is 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. NO SENIOR DISCOUNT.

Summer 2018

code:  GSTRS-060-PS  
dates:  June 4-June 19  
time:  5:00PM-9:00PM  
location:  TWL 113  
cost:  $498

Fall 2018

code:  GSTRS-060-PS  
dates:  Sept 17-Sept 28  
time:  5:00PM- 9:00PM  
location:  TWL 113  
cost:  $498

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

Medical Billing and Coding Specialist Program WIOA✓
Medical billing/coding specialists 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>GSMED-017</td>
</tr>
<tr>
<td>Computerized Medical Billing</td>
<td>GSMED-040</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>GSMED-009</td>
</tr>
<tr>
<td>Introduction to CPT-4 Coding</td>
<td>GSMED-045</td>
</tr>
<tr>
<td>Introduction to ICD-10</td>
<td>GSMED-010</td>
</tr>
</tbody>
</table>

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 patient visits take. 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: GS073-PS  cost: $59
dates: Nov 3-Nov 10  days: S
time: 8:30AM-12:30PM  location: ATOC 133

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: Nov 5-Nov 28  days: MW
time: 6:00PM-10:00PM  location: MAC 115

Thinking about starting or finishing your degree or certificate?
Prairie State College offers programs and certificates in a broad range of academic programs. Earn your associate degree or certificate and start a career. Or, transfer to a four-year institution to earn your bachelor’s degree.

Learn more at prairiestate.edu/academics.
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.

Summer 2018

<table>
<thead>
<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSMED-095-MC</td>
<td>$1,188</td>
<td>May 28 - July 18</td>
<td>MW</td>
<td>9:00AM-12:30PM</td>
<td>MAC 108</td>
</tr>
</tbody>
</table>

Fall 2018

<table>
<thead>
<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSMED-095-MC</td>
<td>$1,188</td>
<td>Sept 25 - Nov 6</td>
<td>TTh</td>
<td>6:00PM-10:00PM</td>
<td>MAC 108</td>
</tr>
<tr>
<td>GSMED-095-M1</td>
<td>$1,188</td>
<td>Oct 22 - Dec 12</td>
<td>MW</td>
<td>9:00AM-1:00PM</td>
<td>MAC 108</td>
</tr>
<tr>
<td>GSMED-095-M1</td>
<td>$1,188</td>
<td>Oct 22 - Dec 12</td>
<td>MW</td>
<td>6:00PM-9:30PM</td>
<td>MAC 108</td>
</tr>
</tbody>
</table>

Health Unit Coordinator WIOA
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.

<table>
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<tr>
<td>GSMED-035-MC</td>
<td>$309</td>
<td>Sept 12 - Oct 24</td>
<td>W</td>
<td>6:00PM-10:00PM</td>
<td>MAC 118</td>
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</tbody>
</table>

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.

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<tr>
<td>GSMED-033-MC</td>
<td>$239</td>
<td>Aug 14 - Oct 2</td>
<td>T</td>
<td>6:00PM-10:00PM</td>
<td>MAC 115</td>
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</table>

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)? 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.

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<td>$425</td>
<td>Sept 20 - Nov 8</td>
<td>TTh</td>
<td>6:00PM-10:00PM</td>
<td>MAC 114</td>
</tr>
</tbody>
</table>

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.

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<td>Nov 13 - Dec 11</td>
<td>TTh</td>
<td>6:00PM-10:00PM</td>
<td>MAC 115</td>
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Home Health Workers
Home Health 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.

Communication and Interpersonal Skills for the Home Health Worker
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.

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<td>Sept 8 - Oct 6</td>
<td>S</td>
<td>8:00AM-12:00PM</td>
<td>ATOC 122</td>
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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, meal planning, preparation, and food sanitation. Time, resources, and money management also are discussed.

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<td>GSMED-001-M1</td>
<td>$59</td>
<td>Oct 27 - Nov 11</td>
<td>S</td>
<td>8:00AM-12:00PM</td>
<td>ATOC 122</td>
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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.

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<td>Nov 17 - Dec 15</td>
<td>S</td>
<td>8:00AM-12:00PM</td>
<td>ATOC 122</td>
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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.

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<td>PIIES-013-MC</td>
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<td>Dec 1</td>
<td>S</td>
<td>12:30PM-2:00PM</td>
<td>ATOC 120</td>
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</table>
Medical Central Service Technician (Sterile Processing) 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 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: May 29 - Aug 7 days: MW

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

code: GSmed-080-MC cost: $499

dates: Oct 22 - Dec 10 days: Th

time: 6:00PM-10:00PM 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-M1 cost: $359

dates: Aug 11 - Oct 13 days: S

time: 9:00AM-1:00PM location: ATOC 133

code: GSmed-017-MC cost: $359

dates: Aug 13 - Sept 17 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, Spanish for Healthcare Professionals and Medical Terminology, you will receive a non-credit vocational certificate.

code: GSmed-097-MC cost: $299

dates: Aug 25 - Oct 13 days: S

time: 8:00AM-1:00PM location: ATOC 123

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: Sept 19 - Oct 31 days: MW

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

Physical Therapy Aide
Physical Therapy Aides require the supervision of a physical therapist or physical therapist 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 physical therapy 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.

Summer 2018
code: Pimed 043 MC cost: $649
dates: July 16 - Aug 15 days: TTh

time: 6:00PM-8:30PM location: MAC 112

Fall 2018
code: Pimed 043 M1 cost: $649
dates: Sept 4 - Oct 16 days: TTh

time: 6:00PM-8:30PM location: MAC 112

Veterinary Assistant
Veterinary Assistants are an important part of the veterinary 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, work areas and sterilize laboratory and surgical equipment. Instruction on providing routine post-operative care, administering medication orally or topically, or preparing samples for laboratory examination under the supervision of veterinary or laboratory animal technologists also will be discussed.

Summer 2018
code: GSmed-046-MC cost: $649
dates: May 29 - Aug 2 days: TTh

time: 6:00PM-8:30PM location: MAC 112

Fall 2018
code: GSmed-046-MC cost: $649
dates: Sept 18 - Dec 13 days: TTh

time: 6:00PM-8:30PM location: MAC 112
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.

WEDNESDAY MAY 2 | 9 A.M. AND 6 P.M.
THURSDAY JUNE 7 | 9 A.M. AND 6 P.M.
TUESDAY JULY 24 | 9 A.M. AND 6 P.M.
TUESDAY AUG. 7 | 9 A.M. AND 6 P.M.
TUESDAY SEPT. 11 | 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.

Prairie State College
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 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
Clinical Medical Assistant Program Graduate

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.
Pharmacy Technician WIOA

You can have a new career as a Pharmacy Technician in less than two 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.

**Summer 2018**
- **code:** GSMED-090-MC
- **cost:** $1,099
- **dates:** June 2 - July 28
- **time:** 9:00AM-3:00pm
- **location:** MAC 108

**Fall 2018**
- **code:** GSMED-090-MC
- **cost:** $1,099
- **dates:** Sept 11 - Oct 25
- **time:** 6:00PM-10:00PM
- **location:** MAC 108

- **code:** GSMED-090-PS
- **cost:** $1,099
- **dates:** Sept 15 - Dec 15
- **time:** 9:00AM-1:00PM
- **location:** ATOC 133

- **code:** GSMED-090-MI
- **cost:** $1,099
- **dates:** Oct 23 - Dec 13
- **time:** 9:00AM-1:00PM
- **location:** MAC 111

Insurance Procedures

Are you a healthcare professional and want to be more informed about insurance procedures? Topics covered in this course include medical law and ethics, various types of insurance policies and coverage, deductibles, co-insurance, and procedures for completing the CMS-1500 form and other insurance forms. Emphasis is placed on categorizing insurance plans and defining insurance acronyms commonly used in healthcare practices.

- **code:** GSMED-038-MC
- **cost:** $239
- **dates:** Aug 20 - Oct 15
- **time:** 6:00PM-10:00PM
- **location:** MAC 118

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. 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:** $299
- **dates:** Sept 5 - Oct 18
- **time:** 6:00PM-10:00PM
- **location:** MAC 108

Broker Applied Real Estate Principles - Interactive

Now that you have helped others find their dream home, help them seal the deal! This interactive course 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:** $299
- **dates:** Nov 5 - Nov 14
- **time:** 6:00PM-10:00PM
- **location:** MAC 108

The ABC’s Property Management

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

- **code:** PIBUS-122-PS
- **cost:** $99
- **dates:** Nov 10
- **time:** 9:00AM-1:00PM
- **location:** ATOC TBA

Visit our website at prairiestate.edu | For more information call (708) 709-3750
CALLING ALL HIGH SCHOOL SENIORS!

Do you have a strong desire to help people?
Do you want to get your foot into the healthcare industry?

Enroll in our Clinical Medical Assistant (CMA) or Pharmacy Technician program and be ready to start your career in as little as 12 weeks.

- Day and evening classes available.
- WIOA funding available to students who qualify.
- Open to individuals age 17-24.

#H2H HIGH SCHOOL TO HEALTHCARE

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

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

**Monday, July 30**
6 p.m.

**Monday, Aug. 13**
6 p.m.

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

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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

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**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:** $299
- **Dates:** May 30 - July 16
- **Time:** 6 - 10 p.m.
- **Code:** GSRE-077-MC

**Applied Real Estate Principles**
- **Cost:** $199
- **Dates:** July 23 - July 30
- **Time:** 6 - 10 p.m.
- **Code:** GSRE-079-MC

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**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

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Prairie State College
Corporate and Continuing Education
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  

Microsoft Word - Step 1
Microsoft Word 2016 is an essential program of Microsoft 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  
code: PICOM-005-M1  

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  
code: PICOM-006-M1  

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  

eight 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  

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Microsoft Powerpoint - Step 1
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: Sept 10 days: M
time: 5:30PM-9:30PM location: MAC 115

code: PICOM-009-M1 cost: $29
dates: Nov 12 days: M
time: 5:30PM-8:30PM location: MAC 114

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

code: GSVS-091-MC cost: $149
dates: Sept 13-Oct 11 days: Th
time: 6:30AM-9:30PM location: MAC 114

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

code: GSVS-089-P1 cost: $199
dates: Sept 15-Nov 10 days: S
time: 9:00AM-1:00PM location: ATOC 141

code: GSVS-089-PS cost: $199
dates: Oct 18-Dec 13 days: Th
time: 6:30PM-9:30PM location: MAC 115

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-MC cost: $99
dates: Sept 4-Sept 25 days: T
time: 6:30PM-9:30PM location: MAC 114

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

code: GSVS-094-MC cost: $159
dates: Sept 12-Oct 10 days: W
time: 6:30PM-9:30PM 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: Dec 1 days: S
time: 9:30AM-12:30PM location: ATOC 145
ANIMAL CARE

Canine Massage
Explore the many physical and psychological benefits of canine massages. Learn a few techniques that you can use to attain astounding results from your canine. This is a demonstration and informational session for adult family members only! No Pets allowed.

code: PICRF-003-MC | cost: $10

dates: June 12

time: 6:00PM-7:00PM | location: MAC 118

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: Aug 21-Dec 11

time: 7:00PM-9:40PM | 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: Aug 21-Dec 11

time: 7:00PM-9:40PM | 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 Álvarez is the director. NO SENIOR DISCOUNT.

code: GSMUS-014-PS | cost: $25

dates: Sept 15-Dec 12

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: Sept 10-Dec 10

time: 6:30PM-9:20PM | location: K 105

PHOTOGRAPHY

Picture Perfect One
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-PS | cost: $49

dates: Sept 8-Sept 15

time: 9:00AM-12:00PM | location: ATOC 141

Picture Perfect Two
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-PS | cost: $49

dates: Sept 22-Sept 29

time: 9:00AM-12:00PM | location: ATOC 141

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 yourself and your family, or maybe to start a new career, this course is a great way to jump-start your training.

code: PIPIN-056-PS | cost: $99

dates: Sept 29-Oct 27

time: 9:00AM-12:00PM | location: ATOC 131

WEDDING AND EVENT PLANNING

Balloon Art
Learn the basics of balloon design and how to use them to decorate for your own party. Have fun discovering creations with different balloon colors, inflating, sizing, tying, and basic building. All the materials will be provided.

code: PICRF-002-MC | cost: $25

dates: June 13

time: 6:00PM-8:00PM | location: MAC 118

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: Sept 24

time: 6:00PM-8:00PM | location: MAC

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? 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: Oct 9-Oct 30

time: 6:00PM-8:00PM | location: MAC 118
Kids@College

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

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

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

code: PIKAR-022-MC  cost: $25
dates: Oct 11-Oct 18  days: Th
time: 6:00PM-8:00PM  location: MAC 112

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

code: PIKAR-022-MC  cost: $25
dates: Oct 11-Oct 18  days: Th
time: 6:00PM-8:00PM  location: MAC 112

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

code: PICKAR-047-MC  cost: $5
dates: Nov 1-Nov 1  days: Th
time: 5:00PM-6:00PM  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-PS  cost: $25
dates: Nov 10-Nov 17  days: S
time: 9:00AM-10:30AM  location: ATOC 141

Internet Safety for Kids
Practicing safety is a must with anyone who goes online, but with kids it is especially important. This class will discuss the threats your kids may encounter while online, and show you how to protect and talk to them about being safe and responsible.

code: PICOM-056-M1  cost: $15
dates: Oct 3  days: W
time: 5:00PM-6:00PM  location: MAC 114

CPR/First Aid for Babysitters

code: PIIES-017-MC  cost: $10
dates: Sept 19  days: W
time: 5:00PM-6:30PM  location: MAC 111

Teen Make-Up Techniques
This is an introduction to proper makeup techniques that are age appropriate for teens. Our one-night course will show you the basics that highlight your best qualities.

code: PIPIN-003-M1  cost: $10
dates: Sept 13  days: Th
time: 6:30PM-8:00PM  location: MAC 111

Personal Safety and Self Defense for Kids
Students will learn self-defense techniques and tips through hands-on instruction. This involves various drills of self-defense techniques, involving strikes, blocks, kicks, releases, and ground escape.

code: PIYNG-057-MC  cost: $15
dates: Oct 24-Oct 24  days: W
time: 6:00PM-8:00PM  location: TBA

GO GREEN!
EARTH DAY EVENT
Saturday, May 12, 2018

Visit our website at prairiestate.edu  |  For more information call (708) 709-3750
Enroll your curious explorers in Kids@College at PSC this summer! The iSTEAM program is designed to help enhance the problem solving skills of children (ages 5-10) through fun, hands-on, team building activities. Sign up for the weeks that fit your schedule.

**EXPLORE!**
**BUILD!**
**CREATE!**

Full day: $138 a week
Half day: $75 a week
**6-week, Full-Day Deal! Only $725!**
Payment plan available.
Monday through Thursday
June 25 through August 9
8 a.m. to 4 p.m.
Before and after care available.

Week 1 – June 25-28: Inventions
Week 2 – July 9-12: Science
Week 3 – July 16-19: Technology
Week 4 – July 23-26: Engineering
Week 5 – July 30 – Aug. 2: Arts
Week 6 – Aug. 6-9: Mathematics

Create!
Build!
Explore!

Prairie State College
Matteson Area Center
4821 Southwick Dr. | Matteson, IL 60443 | (708) 709-3750 | prairiestate.edu/kids

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Basic Construction Skills
This hands-on training course helps individuals learn basic construction skills, whether they are interested in getting into the construction trades, becoming a rehabber, or would like to complete more challenging home construction projects. Students build a room in class and learn proper use of power and hand tools; layout and calculating materials; wall and ceiling construction; drywall installation and taping; painting and staining techniques; plumbing repairs, including sweating copper pipe and working with pvc piping; electrical repairs, including fixture and ceiling fan installation; installing a suspended ceiling; and installing a pre-hung door and trimwork. All tools and safety equipment are provided for classroom training.

code: GSCST-026-PS  cost: $269
dates: Oct 16-Nov 8  days: TTh
time: 6:00PM-9:30PM  location: K 115

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-PS  cost: $35
dates: Dec 1  days: S
time: 9:00AM-12:00PM  location: ATOC 145

How to Become a Miss Or Mr Fix It
This hands-on training course will get you doing your own home repairs in no time! Here are some of the topics covered in class: choosing the right paint, stain or caulk, patching a wall, hanging a shelf, plumbing repairs/installations, electrical repairs/ installations, replacing a lockset, and much more. All tools are provided for this hands-on training course. 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: Sept 8-Sept 15  days: S
time: 9:00AM-1:30PM  location: K 115

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

code: PIHIM-007-PS  cost: $59
dates: Oct 6  days: S
time: 9:00AM-1:30PM  location: K 115

Plumbing Repairs Made Easy
Learn how to do plumbing repairs around your home in this hands-on class. Students will learn how to replace the floor seal on a toilet, how to change out the components in a toilet tank, how to install a faucet, sweating copper pipe, and how to work with PVC pipe and fittings. The instructor shows how all of these repairs can be done with a little practice and knowing which tools to use.

code: PIHIM-001-PS  cost: $49
dates: Oct 2  days: T
time: 6:00PM-9:30PM  location: K 115

Drywall 101: Installation, Finishing and Repairs
This introductory course covers the basics for installing, finishing, and repairing drywall. The hands-on exercises in this class give the students practice hanging drywall, proper “mudding” techniques, and how to repair existing drywall issues. This class will help you get that professional look when doing those drywall projects around your home.

code: PIHIM-003-PS  cost: $79
dates: Nov 27-Nov 29  days: TTh
time: 6:00PM- 9:00PM  location: K 115

Basic Deck Building
Not only is a deck a great place to entertain, it also can add value to your home! Let our resident construction expert show you how to build that perfect deck so you and your family can enjoy it for years to come. Students will learn how to do the layout, estimate materials, frame, install decking and railings, and cut stairs. This basic training will provide enough hands-on experience to give you the know-how and confidence to complete the project.

code: PIHIM-010-PS  cost: $99
dates: Aug 18-Aug 25  days: S
time: 9:00AM-1:00PM  location: K 115
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: Sept 17-Dec 8  days: M
time: 6:30PM-8:30PM  location: MAC 118

A Travelers Guide to Spanish II
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: Oct 15 - Nov 5  days: M
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: Sept 18  days: T
time: 10:00AM-11:30AM  location: MAC 118

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: Sept 18  days: T
time: 12:30PM-2:00PM  location: MAC 118

MIND AND BODY

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-PS  cost: $59
dates: Oct 27 - Nov 10  days: S
time: 8:00AM-12:00PM  location: ATOC 122

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-PS  cost: $130
dates: Nov 17 - Dec 15  days: S
time: 8:00AM-12:00PM  location: ATOC 122

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: Aug 20 - Sept 24  days: M
time: 10:00AM-11:00AM  location: MAC 111
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.

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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.
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

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

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
Certificate in Spirituality, Health, and Healing
Certificate in Stress 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

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

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Building Analyst Certification (BPI)
The Performing Comprehensive Building Assessments program features a task-oriented format that applies practical, real-world situations in each module. This program is intended for students who are engaged in conducting building assessments, energy audits, performance testing, energy ratings, green ratings, rating verifications, quality assurance, quality installations, building inspections, home inspections, home tune-ups, or any other related building improvement, evaluation, or repair services that make changes to the building as a system. The Performing Comprehensive Building Assessments Online Training Program will help you prepare for BPI Building Analyst Certification and NATE HVAC Efficiency Analyst Certification (Senior Level). This program will refer to the BPI Building Analyst, as well as to various industry codes and standards. Instruction aligns with ANSI/ACCA Quality Installation and Maintenance Standards. Both BPI and NATE recognition of continuing education hours (30 CEHs) applicable to recertification is pending. This online course is offered in partnership with Ed2Go.

Distribution and Logistics Management
Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course also will address key technology issues, including enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). This online course is offered in partnership with Ed2Go.

Freight Broker/ Agent Training
Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur Magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Written by freight brokerage specialists, our freight broker program will provide you with the knowledge and resources needed to break into the shipping industry. From transportation law, contracts, and insurance, to setting up and running your own business, this is the best online freight broker training available. This online course is offered in partnership with Ed2Go.

Human Resources Professional
This program will prepare you to take the Professional in Human Resources (PHR) certification exam, with HRCL (Human Resource Certification Institute) as the certifying body. We also will cover much of the information you will find on the (SHRM Certified Professional certification) SHRM-CP exam as well as the new certification (Associate Professional Human Resources) a PHR exam offered by HRCL. In this program you’ll explore everything from the basics of HR to specific areas such as planning and strategizing, human resource laws, hiring disciplines, and labor relations. You’ll also obtain a reference manual of HR documents. By the time you’re done, you’ll be fully prepared to begin your career in this exciting and challenging field. You will even receive instruction and insight on how to obtain an internship or externship upon the completion of the program. This online course is offered in partnership with Ed2Go.

Leadership in Energy & Environmental Design (LEED)
The Leadership in Energy & Environmental Design (LEED) Green Associate program is designed to educate candidates on the cutting edge of green building and sustainable design practices, and enables participants to designate that expertise with an internationally recognized professional credential. Developed and backed by the U.S. Green Building Council, the LEED Green Associate and credential has gained national and global notoriety. The Leadership in Energy and Environmental Design (LEED) rating system is one of the most widely used standards for green building and design. The Tier I: LEED Green Associate training program and exam covers general information on green building practices for residential and commercial projects, and prepares individuals to support other professionals working on projects seeking LEED certification. This online course is offered in partnership with Ed2Go.

Purchasing and Supply Chain Management
The Purchasing and Supply Chain Management program will show you the integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this program. You’ll also learn what makes a successful entrepreneur, and you’ll develop an understanding of the basics of marketing management and the strategies involved in developing a marketing plan. The art of negotiation is covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness. This online course is offered in partnership with Ed2Go.

Solar Power Professional
Get the renewable energy training you need as you learn the basics of solar systems, their benefits, and their many applications. Examine the history of photovoltaic (PV) solar power, and gain a sense for where the PV industry is headed. We’ll start with basic safety, including how to avoid potential accidents and how to create a safe work environment, as well as the use of protective equipment. You’ll master the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using solar path diagrams. Upon completion of this program, you will have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals. This online course is offered in partnership with Ed2Go.
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**: $171  
  - **Dates**: Aug 22 - Dec 14  
  - **Days**: MW  
  - **Time**: 11:00AM-11:50AM  
  - **Location**: T 130

- **Code**: GSSPE-005-P2  
  - **Cost**: $171  
  - **Dates**: Aug 21 - Dec 14  
  - **Days**: TTh  
  - **Time**: 9:00AM-9:50AM  
  - **Location**: T 130

- **Code**: GSSPE-005-P3  
  - **Cost**: $171  
  - **Dates**: Aug 21 - Dec 14  
  - **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**: Aug 22 - Dec 14  
  - **Days**: MW  
  - **Time**: 4:00PM-4:50PM  
  - **Location**: T 130

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

- **Code**: GSSPE-007-P1  
  - **Cost**: $171  
  - **Dates**: Aug 22 - Dec 14  
  - **Days**: MW  
  - **Time**: 7:00AM-7:50PM  
  - **Location**: FH POOL

- **Code**: GSSPE-007-P2  
  - **Cost**: $171  
  - **Dates**: Aug 20 - Dec 14  
  - **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-P3  
  - **Cost**: $171  
  - **Dates**: Sept 11 - Dec 14  
  - **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**: Aug 20 - Oct 12  
  - **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**: Aug 20 - Dec 14  
  - **Days**: MTWTHFS  
  - **Time**: 5:30AM-8:00PM (MTWTH)  
  - **Location**: T 136  
  - **Time**: 5:30AM-5:00PM (F)  
  - **Location**: T 136

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

**Conceal Carry 16 Hr**

This 16-hour course is for individuals seeking certification to carry a concealed weapon in the state of Illinois. It is specifically for individuals who do not possess the Illinois State Police required training credits. The course includes basic knowledge in the use of deadly force, firearms transportation, transfer, and record keeping. It also includes the mandatory range training and qualification as required by the Illinois State Police. The dates listed are for classroom instruction. Arrangements for off-site range qualification will be discussed in class. Range fees must be paid by the student on range day. Students are responsible for fingerprinting and application fees. NO SENIOR DISCOUNT. Please call for more information on how to register (708)709-3750.

**OSHA**

**OSHA 10-Hr Training**

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

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

code: GSCST-007-P1  
cost: $99  
dates: Nov 12-Nov 14  
days: MTW  
time: 5:00PM-8:30PM  
location: TWL 113
WORK-RELATED TRAINING

ARBORIST, LANDSCAPE, AND HORTICULTURE

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-PS cost: $99
dates: Oct 27- Nov 3 days: S
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-PS cost: $99
dates: Oct 27- Nov 3 days: S
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-PS cost: $99
dates: Nov 1- Nov 24 days: S
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.

code: GSBUS-041-MC cost: $159
dates: Nov 3-Nov 10 days: S
time: 9:00-1:00pm location: ATOC 132

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: Aug 20-Dec 14 days: MThS
time: 7:00PM-9:50PM (M,TH) 8:00AM-5:00PM (S) location: L 116

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Fire Apparatus Engineer
This course is designed to train Illinois fire service personnel to the Certified Fire Apparatus Engineer level. Based on State Fire Marshal standards, this course emphasizes terminology, preventive maintenance, pumps, pump controls, water supply, calculations, operations, supply and support of sprinklers, and standpipe systems, foam and specialized equipment, pumping apparatus tests, and troubleshooting problems that occur during pump operations.

code: GSFST-006-PS  cost: $225
dates: Oct 15-Nov 17  days: MTThS
time: 7:00PM-9:50PM (MTh)  location: Park Forest FD
8:00AM-5:00PM (S)

Fire Department Management I
This course covers responsibilities of fire service of various ranks. Included are qualifications and sources of authority, role of the company officer, and basic management theories, practices, and functions. This is one of two management courses required of eligible candidates pursuing Illinois Fire Marshal certification as a Fire Officer I.

code: GSFST-010-PS  cost: $150
dates: Oct 15-Dec 14  days: Online

Fire Department Management III
This course covers principles and techniques used by mid-level managers and chief officers in fire service. Principles of time management, decision-making, motivation, and delegation are emphasized. This is one of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II. This is an online course.

code: GSFST-012-PS  cost: $150
dates: Oct 15-Dec 14  days: Online

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: Oct 15-Dec 14  days: Online

Fire Prevention Principles I
The emphasis of this course is on objectives and techniques of fire prevention programs. Included among the topics are building and electrical codes, zoning controls, and other prevention standards, evaluation of fire hazards, and techniques for inspecting various types of buildings. Basic blueprint reading and sketching are also covered.

code: GSFST-028-PS  cost: $150
dates: Sept 8-Sept 22  days: SSu
time: 8:00AM-5:00PM  location: L 116

FOOD PREPARATION AND SANITATION
Food Service Sanitation and Safety Certification
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.

Summer 2018

code: GSVS-066-MC  cost: $195
dates: June 23-June 30  days: S
time: 4:00PM-10:00PM  location: ATOC 141

code: GSVS-066-M2  cost: $195
dates: July 24-July 26  days: TTh
time: 4:00PM-10:00PM  location: MAC 108

Fall 2018

code: GSVS-066-MC  cost: $195
dates: August 14-August 16  days: TTh
time: 4:00PM-10:00PM  location: MAC 108

code: GSVS-066-M1  cost: $195
dates: Sept 18-Sept 20  days: TTH
time: 8:30AM-4:30PM  location: ATOC 131

code: GSVS-066-M2  cost: $195
dates: Oct 23-Oct 25  days: TTh
time: 8:30AM-4:30PM  location: ATOC 141

code: GSVS-066-M3  cost: $195
dates: Nov 13-Nov 15  days: TTh
time: 4:00PM-10:00PM  location: MAC 108

GRANT WRITING
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  cost: $99
dates: Nov 3- Nov 10  days: S
time: 9:00AM-12:00pm  location: ATOC 130

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

code: PIBUS-121-MC  cost: $49
dates: Nov 17  days: S
time: 9:00am-12:00PM  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 continuing education 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. Attendance and promptness are mandatory per State regulations. This class also satisfies the federal requirements for recertification. NO SENIOR DISCOUNT.

code: PIMED-032-PS  cost: $99
dates: Aug 28  days: T
time: 6:00PM-9:00PM  location: TWL 113

code: PIMED-032-P1  cost: $99
dates: Sept 18  days: T
time: 6:00PM-9:00PM  location: TWL 113

code: PIMED-032-P2  cost: $99
dates: Oct 13  days: S
time: 9:00AM-12:00PM  location: TWL 113

code: PIMED-032-P3  cost: $99
dates: Nov 7  days: W
time: 6:00PM-9:00PM  location: TWL 113

code: PIMED-032-P4  cost: $99
dates: Dec 8  days: S
time: 9:00AM-12:00PM  location: TWL 113

SMALL BUSINESS SATURDAYS

As an entrepreneur or small business owner, there is always something to learn. Join us for Small Business Saturdays to learn indispensable tools to help your business be successful.

Business Plan 101
Learn how to research data and analyze market trends, as well as the proper steps to construct a business plan. Also, learn what resources are available to assist you in the process.
code: PIBUR-030-MC  cost: $29
dates: Sept 8-Sept 15  days: S
time: 8:00AM-9:55AM  location: ATOC 139

Entrepreneur Resources
There are a lot of great resources and information available to support the success of entrepreneurs and small business operations. Learn how to make these resources work for your business and develop strategies in encountering difficulties in business operations.
code: PIBUR-031-MC  cost: $29
dates: Sept 8-Sept 15  days: S
time: 10:00AM-12:00PM  location: ATOC 139

Human Resources for Small Business
This course provides an overview of some of the basic HR requirements and considerations every small business owner needs to know in order to be successful.
code: PIBUR-032-MC  cost: $29
dates: Sept 22-Oct 6  days: S
time: 8:00AM-9:55AM  location: ATOC 139

Social Media for Small Businesses
Learn how to utilize various social media platforms to enhance your small business. Harness the power of social media to promote your products and services, as well as how to grow a community of loyal customers, and get reviews and customer testimonials.
code: PIBUR-033-MC  cost: $29
dates: Sept 22-Oct 6  days: S
time: 10:00AM-12:00PM  location: ATOC 139

RETAIL

Retail Customer Service and Sales
This class will prepare you for the National Retail Federation’s (NRF) Customer Service and Sales credential, which is appropriate for anyone interested pursuing a career in retail. The same customer service and sales skills can be used in jobs in many other industries. Learn how to sell products or services, assess and meet customer needs within a wide consumer base, properly educate consumers on products, and efficiently provide ongoing support. Please call (708) 709-3750 or email psceducation@prairiestate.edu.

Retail Management
This course is designed for recently hired or promoted managers, as well as those interested in becoming a retail manager, to take the National Retail Federation’s (NRF) Retail Management exam. The course provides an introduction and basic training in procedure and methods for the retail industry. Main topics include sales and service, merchandising, human resources, operations, and administrative and financial accountability. Please call (708) 709-3750 or email psceducation@prairiestate.edu.
EARN WHILE YOU LEARN!

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CELEBRATIONS

The Conference Center at Prairie State College provides the perfect setting for your special event.

The Conference Center has flexible seating arrangements with a variety of room layouts, a beautiful rotunda, art gallery, and auditorium. Ample parking and free Wi-Fi are available for your guests. Our professional staff will assist you with your event planning.

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• SHOWERS
• FAMILY REUNIONS
• RECEPTIONS
• GRADUATIONS
• RETIREMENTS

For more information, please email conferencecenter@prairiestate.edu or call (708) 709-3602. Se habla español. To take a virtual tour, visit prairiestate.edu/conferencecenter.
Non-Credit Registration Form

Student ID Number
(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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</table>

Residential Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
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</thead>
</table>

Primary Phone

<table>
<thead>
<tr>
<th>Alternate Phone</th>
<th>E-mail</th>
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</thead>
</table>

Name of Employer

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Male</th>
<th>Female</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

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
- Only complete one or several courses
- To complete a certificate
- To complete an Associate’s degree

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

Highest Degree Earned (please check one):
- None
- GED
- High School Diploma
- Some College
- Certificate Degree
- Associate’s Degree
- Bachelor’s Degree
- Master’s Degree
- Doctoral Degree
- Other ______________________________

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

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