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.

**Full day: $125 a week**

**Six-week, full-day deal! Only $600!**

Payment plan available.

Monday through Thursday, June 22 through July 30, 8 a.m. to 4 p.m.

Before and after care available.

- **Week 1** – June 22-25: Inventions
- **Week 2** – June 29-July 2: Science
- **Week 3** – July 6-9: Technology
- **Week 4** – July 13-16: Engineering
- **Week 5** – July 20-23: Arts
- **Week 6** – July 27-30: Mathematics
Brandon Payne enrolled his children in the Kids@College program at Prairie State College in summer 2019, and says it has made a difference in the lives of his son’s Jonathan Elliot and Ethan Nicholas Payne.

“The Kids@College program has really ‘switched on’ Jonathan and Ethan's interest in math, science, and engineering. After participating in the program, Jonathan has expressed a strong interest in becoming an electrical engineer and Ethan, a medical researcher and mechanical engineer. Both would come home excited about what they had learned and would wake up the next day enthusiastic about what new thing they would be introduced to that day.

To enroll, visit prairiestate.edu/kids or call (708) 709-3750.
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## Connect With Us
- Facebook: PrairiestatecollegeCED
- Twitter: @PrairieStateCED
- LinkedIn: Prairie State College

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Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
Locations and Schedule Guide

Directions to Main Campus - 202 South Halsted Street, Chicago Heights

From the north: Drive south on I-94 to I-80 west exit. Follow I-80 west about two miles to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

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

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

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

Directions to Matteson Area Center - 4821 Southwick Drive, Matteson

From Lincoln Highway (Route 30) turn south on Cicero Avenue. Turn right at the second traffic light onto Southwick Drive. The MAC will be on your left.

Key to Prairie State College Buildings

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATOC</td>
<td>Adult Training and Outreach Center PSC Main Campus</td>
</tr>
<tr>
<td>CNTR</td>
<td>Conference Center PSC Main Campus</td>
</tr>
<tr>
<td>FH</td>
<td>Fitness and Health Complex Franciscan Fitness Center 100 W. 197th Pl., Chicago Heights</td>
</tr>
<tr>
<td>K</td>
<td>K Building- North Campus 202 S. Halsted St., Chicago Heights</td>
</tr>
<tr>
<td>L</td>
<td>Health/Tech Center- North Campus 202 S. Halsted St., Chicago Heights</td>
</tr>
<tr>
<td>MAC</td>
<td>Matteson Area Center 4821 Southwick Dr., Matteson</td>
</tr>
<tr>
<td>PSC</td>
<td>Main Campus 202 S. Halsted St., Chicago Heights</td>
</tr>
<tr>
<td>T</td>
<td>Technology/Education Center 202 S. Halsted St., Chicago Heights</td>
</tr>
<tr>
<td>TWL</td>
<td>Transportation, Warehousing, and Logistics 191 S. Halsted St., Chicago Heights</td>
</tr>
</tbody>
</table>

Icon Key

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

Legend

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

Registration Options

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

<table>
<thead>
<tr>
<th>Continuing Education</th>
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</thead>
<tbody>
<tr>
<td>Instant Enrollment</td>
</tr>
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</table>

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, and Debit Cards are accepted online through instant enrollment, in person at the main campus in the 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.

Non-credit Courses

Non-credit or community education students are taking courses for personal or professional interest. These courses do not offer college credit, but in some cases, students can earn continuing education units, industry certification, or other evidence of class completion to meet personal or professional requirements.
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.

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.

Career Preparation Courses

ESL Bridge to Healthcare Careers
This course 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
This course prepares adults for the Illinois High School Equivalency Exam, while introducing career pathways in healthcare, manufacturing, transportation, and information technology. Adult learners will improve academic skills, explore career options, develop job skills, and receive transition services to help them achieve their academic and career goals.

English as a Second Language (ESL)
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 ages 18 and over.

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 2019 is financed with federal funds totaling $196,115.
Apprenticeship Programs
PSC offers Department of Labor (DOL) registered apprenticeship programs in Industrial Maintenance Mechanic (IMM), Information Technology (IT) Network Administrator, and Commercial Driver’s License (CDL). Registered Apprenticeship programs result in a nationally recognized credential. For more information, call (708) 709-3656.

Career Services
PSC Career Services welcomes employers to actively recruit students and alumni for their hiring needs. Employers can post open positions at no cost at collegecentral.com/prairiestate or attend the annual job fair. For more information, call (708) 709-3678 or email careerdevelopment@prairiestate.edu.

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 options. 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/conferencecenter. 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, call (708) 709-3692 or visit cbdc.info.

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

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

For more information, call (708) 709-7717 or visit prairiestate.edu/cpe.

Corporate Education and Training
PSC offers innovative training solutions that increase efficiency and enhance operations with positive impact to the bottom line. With partnered program development, training can be presented at your company’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:
- 1-on-1 Personal Development/Coaching
- Budgeting and Finance
- Business Development
- Business Writing and Communication
- Change Management
- Compliance
- Customer Service/Relations
- Executive Development
- Leadership
- Management/Supervision
- Manufacturing Practices
- Onboarding/New Employee Orientation
- Project Management
- Safety
- Sales Training
- Software and Technology
- Strategic Planning
- Team Development

For more information, call (708) 709-2957, 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 Matteson Area Center. To schedule an appointment, call (312) 353-7724 or visit scorechicago.org.
Mobile Training Centers
PSC offers Department of Labor (DOL) registered apprenticeship programs in Industrial Maintenance Mechanic (IMM), Information Technology (IT) Network Administrator, and Commercial Driver’s License (CDL). Registered Apprenticeship programs result in a nationally recognized credential. For more information, call (708) 709-3656.

Prairie State College
Mobile Training Centers
ADA and climate-controlled environments, equipped with welding stations, CNC stations, a robotic arm, industrial electric equipment, simulation technology, 3D printer, laptops, internet, and video streaming

The Mobile Training Centers offer:
• On-site, hands-on training using current technology
• Customizable curriculum, including classroom instruction and practical application
• Training that can be applied toward a college degree or as professional development
• Lab exercises designed to enhance employee competence and performance

Employers will:
• Minimize loss of production time and travel expenses
• Increase engagement, efficiency, and retention
• Maintain a competitive edge
• Increase safety performance by uniform adherence to industry standards
• Reduce the manufacturing skills gap

Call (708) 709-7722 or email mtc@prairiestate.edu.

Book your next performance at the Barnes & Noble College Auditorium on the main campus of Prairie State College. Features include: theater style seating for 486, a raised stage and integrated audiovisual system. Stage performance rental packages available.

Stage Performances
• Stage Plays
• Musical Plays
• Concerts
• Recitals
• Dramas
• Talent Shows
• Comedy Shows

The Conference Center
at
Prairie State College
202 South Halsted Street, Chicago Heights, IL 60411 • (708) 709-3602 • prairiestate.edu/conferencecenter
The Corporate and Continuing Education Department strengthens our surrounding communities by providing the tools and resources needed to develop a skilled workforce. We serve hundreds of businesses across many industries to enhance the skills of their workforce. Training and business development programs are designed to help companies strengthen their competitive stance in the marketplace. In addition to the offerings below, customized training opportunities are available. For more information, call (708) 709-7895 or visit prairiestate.edu/training.

**CAREER READINESS**

This course is designed to equip employment candidates with an 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.

<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>GSCOR-032 C1</td>
<td>$325</td>
<td>May 4 – May 8</td>
<td>MWThF</td>
<td>8:00AM – 12:00PM</td>
<td>ATOC 123</td>
</tr>
<tr>
<td>GSCOR-032 C2</td>
<td>$325</td>
<td>June 15 – June 19</td>
<td>MWThF</td>
<td>5:00PM – 9:00PM</td>
<td>ATOC 123</td>
</tr>
<tr>
<td>GSCOR-032 C3</td>
<td>$325</td>
<td>July 20 – July 23</td>
<td>M</td>
<td>1:00PM – 6:00PM</td>
<td>ATOC 123</td>
</tr>
</tbody>
</table>

**DISPENSARY TRAINING**

Attend a 4-hour training to receive certification in Illinois Responsible Vendor Training Certification. Participants will be able to understand and explain all laws and rules for dispensary agents to perform daily functions in the handling of marijuana. Training is approved by the Illinois Department of Financial and Professional Regulation for Dispensary Agent Certification. This training is mandatory by the state of Illinois, according to the Illinois Cannabis and Regulation Tax Act for those who will handle, sell, and dispense marijuana. The training materials, textbook, and certification are included in the course tuition.

<table>
<thead>
<tr>
<th>Code</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>PICOR-068 C1</td>
<td>$199</td>
<td>April 13</td>
<td>M</td>
<td>2:00PM – 6:00PM</td>
<td>ATOC 132</td>
</tr>
<tr>
<td>PICOR-068 C2</td>
<td>$199</td>
<td>July 13</td>
<td>M</td>
<td>4:00PM – 8:00PM</td>
<td>ATOC 132</td>
</tr>
</tbody>
</table>
**PRE-APPRENTICESHIP PROGRAM**

### Industrial Pre-Apprenticeship Training (IPAT 1) - Arithmetic for Trades

This course is one of three approved pre-apprentice courses of the Industrial Pre-Apprenticeship Training (IPAT). The IPAT supports vocational training leading to a Department of Labor recognized apprenticeship program. This course is specific to current employees within the manufacturing industry for skill development in basic arithmetic, whole numbers, fractions, decimals, signed numbers, grouping symbols, ration and proportion, round tapers, simple gear ratios, areas, perimeters, and rounding. Reciprocal, practical industrial shop problems are employed.

- **code**: IPAT1-001-C1A  
  **cost**: $539  
  **dates**: May 15-Aug 07  
  **days**: F  
  **time**: 9:00AM-11:45AM  
  **location**: ATOC 131

- **code**: IPAT1-001-C2B  
  **cost**: $539  
  **dates**: May 11-Aug 10  
  **days**: M  
  **time**: 10:00AM-12:45PM  
  **location**: ATOC 131

- **code**: IPAT1-001-C3C  
  **cost**: $539  
  **dates**: May 13-Aug 05  
  **days**: W  
  **time**: 9:00AM-11:45AM  
  **location**: ATOC 131

### Industrial Pre-Apprenticeship (IPAT 2) - Machine Tool Blueprint Reading

This course is one of three approved pre-apprentice courses of the Industrial Pre-Apprenticeship Training (IPAT). The IPAT supports vocational training leading to a Department of Labor recognized apprenticeship program. This course is specific to current employees within the manufacturing industry for skills development in blueprint reading. This course will provide an introduction to blueprint reading, interpretation of various kinds of lines, the position of views, symbols, conventions, dimensioning practices, sectioning, auxiliary views, and symmetry with emphasis on techniques employed to show details in relation to assembly drawings.

- **code**: IPAT2-002-C1A  
  **cost**: $539  
  **dates**: May 15-Aug 07  
  **days**: F  
  **time**: 12:00PM-2:45PM  
  **location**: ATOC 131

- **code**: IPAT2-002-C2B  
  **cost**: $539  
  **dates**: May 11-Aug 10  
  **days**: M  
  **time**: 1:00PM-3:45PM  
  **location**: ATOC 131

- **code**: IPAT2-002-C3C  
  **cost**: $539  
  **dates**: May 13-Aug 05  
  **days**: W  
  **time**: 12:00PM-2:45PM  
  **location**: ATOC 131

### Industrial Pre-Apprenticeship (IPAT 3) – Trade-Related Preparation

This course is one of three approved pre-apprentice courses of the Industrial Pre-Apprenticeship Training (IPAT). The IPAT supports vocational training leading to a Department of Labor recognized apprenticeship program. This course is specific to current employees within the manufacturing industry for trade-related preparation, which is assessed through an overview of industrial processes. A review of math, blueprint reading, and measuring tools relative to shop application are major components of this course. Students receive diagnostic evaluation through testing in these major areas.

- **code**: IPAT3-003-C1A  
  **cost**: $809  
  **dates**: May 15-Aug 07  
  **days**: F  
  **time**: 3:00PM-7:00PM  
  **location**: ATOC 131

- **code**: IPAT3-003-C2B  
  **cost**: $809  
  **dates**: May 11-Aug 10  
  **days**: M  
  **time**: 4:00PM-8:00PM  
  **location**: ATOC 131

- **code**: IPAT3-003-C3C  
  **cost**: $809  
  **dates**: May 14-Aug 06  
  **days**: Th  
  **time**: 9:00AM-1:00PM  
  **location**: ATOC 131
EXPAND YOUR TALENT PIPELINE BY BECOMING A TECHNOLOGY EMPLOYER PARTNER

PSC is looking for area businesses to partner with us to provide the on-the-job work component for students completing the Information Technology Network Administration Apprenticeship Program.

CHECK WEB ADVISOR FOR UP-TO-DATE COURSE INFORMATION:
webadvisor.prairiestate.edu

APPRENTICESHIP PROGRAMS

APPRENTICESHIP

Industrial Pre-Apprenticeship
PSC’s Industrial Pre-Apprenticeship Training (IPAT) program provides the foundational training in the skilled trades, and prepares individuals to be successful on the job in industrial and manufacturing environments. Courses can be taken over the course of two to three semesters, and consist of Shop Arithmetic, Machine Tool Blueprint Reading, and Trade-Related Preparation. This three-course training program has a proven record of success in skills enhancement and development, and is ideal for employers desiring to strengthen skill sets of workers or to prepare individuals to enter into an apprenticeship program. For more information, call (708) 709-2957.

Industrial Manufacturing Apprenticeship
New this year, PSC offers a Department of Labor (DOL) registered apprenticeship program in Industrial Maintenance Mechanic. This three-year program provides a systematic structure to improve employees’ qualifications and commitment to the job. PSC’s registered apprenticeship program results in a certificate in Industrial Maintenance, a nationally recognized credential, as well as 47 college credits.

Registered apprenticeships continue to be a proven talent development solution to meet the challenges facing today’s employers, and can be developed in any industry. If you are interested in learning more on how to implement an apprenticeship program at your organization, call (708) 709-3656.

LEARN MORE:
708-709-3656
cbrncich@prairiestate.edu

More than 150,000 employers and labor management organizations benefit from apprenticeships.

There are more than 545,000 apprentices nationwide in more than 1,000 occupations.

For every dollar spent on apprenticeship, employers get approximately $1.50 ROI.
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.

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**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.

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**Opportunity Works**

Sector-driven internships for young adults in suburban Cook County

Opportunity Works is a new program that places young adults, ages 16-24, in paid internships and connects them to the training and resources they need.

The program aims to serve applicants who are out of work and school and live in targeted Cook County suburbs.

Apply online at http://bit.ly/OppWorksApp and select Prairie State College, or text **OppWorks** to 77453 for more information, or contact us at oppworks@prairiestate.edu.

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Visits nationalable.org or call (708) 709-7975.
CDL COMMERCIAL TRUCK DRIVER TRAINING PROGRAM

COMING SOON: Independent Commercial Driver's License Training

Drive into new opportunities with a Commercial Driver’s License (CDL)! PSC will soon offer comprehensive CDL-A training at the Transportation, Warehouse and Logistics Center for individuals seeking an independent license without a contractual commitment. A CDL can help you reach your career goals with a variety of in-demand job opportunities to choose from. To be the first to know more about our revised CDL program, email twl@prairiestate.edu or call (708) 709-7711.

**FORKLIFT**

**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 are certified as material handling equipment operators. 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 OSHA guidelines were met for operating this equipment. Information about current job opportunities is always available to students in the class. No senior discount. Cell phone use is prohibited in all training areas.

- **code:** GSTRS-058-PS  
  - **cost:** $298
  - **dates:** Jun 01-Jun 08
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

- **code:** GSTRS-058-P1  
  - **cost:** $298
  - **dates:** Jun 22-Jun 29
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

- **code:** GSTRS-058-P2  
  - **cost:** $298
  - **dates:** Jul 20-Jul 27
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

**Forklift/Reach Truck/Walkie Training-20hr (Spanish) WIOA**

En este curso de certificación, se cubrirá los conceptos básicos en la operación de carretilla elevadora para pasillos estrechos, montacargas, y montacargas manual. Este curso satisface el requisito de muchas compañías que el nuevo empleado ya tiene certificación en el manejo de materiales. Al completar con éxito este curso, los estudiantes recibirán el certificado de finalización y una tarjeta de certificación que demuestre que el estudiante ha cumplido con los estándares de OSHA para el funcionamiento de estas tres clases de equipos de manipulación de materiales. Información sobre oportunidades de empleo está disponible para estudiantes en este curso. NO HAY DESCUENTO PARA MAYORES DE EDAD. El uso de teléfono celular está prohibido en todas las áreas de entrenamiento.

- **code:** GSTRS-059-S1  
  - **cost:** $298
  - **dates:** May 15-May 21
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

- **code:** GSTRS-059-S2  
  - **cost:** $298
  - **dates:** Jul 13-Jul 20
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

**Forklift/Reach Truck/Walkie/Order Picker 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, the electric walkie, and the Order Picker (Cherry Picker). This course now certifies the student on four pieces of material handling equipment. Many employers are looking for individuals who 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 four 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, order picking, 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 is always available to students in the 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 four types of equipment. No senior discount. Cell phone use is prohibited in all training areas.

- **code:** GSTRS-060-PS  
  - **cost:** $498
  - **dates:** Jun 22-Jul 07
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

- **code:** GSTRS-060-P1  
  - **cost:** $498
  - **dates:** Jul 20-Aug 04
  - **time:** 5:00PM-9:00PM
  - **location:** TWL 113

**HEALTHCARE**

**Clinical Medical Assistant WIOA**

If you are interested in working on a healthcare team, are detail-oriented, and enjoy interacting with others, Clinical Medical Assisting may be a good career fit. According to the Bureau of Labor and Statistics, Clinical Medical Assisting is projected to be among America’s fastest-growing occupations through 2020, with expected national job growth of 31 percent. The program provides administrative and clinical training, including EKG and phlebotomy. Students also will be trained in CPR and offered an opportunity to participate in on-the-job training through an externship program. This course prepares students to obtain their National Healthcare Association’s (NHA) Certification for the Certified Clinical Medical Assistant (CCMA) credential. Please note that any industry exam fees, background checks, or licensing fees are outside the course tuition. No senior discount.

- **code:** GSMED-008-M1  
  - **cost:** $2,959
  - **dates:** Jun 15-Sep 03
  - **time:** 6:00PM-10:00PM
  - **location:** MAC 116

- **code:** GSMED-008-MC  
  - **cost:** $2,959
  - **dates:** Jun 08-Aug 27
  - **time:** 9:00AM-1:00PM
  - **location:** MAC 116

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
How to Save a Life With CPR
Learn basic lifesaving skills, including CPR/AED training, and how to handle choking emergencies. You will receive a two-year certification from the American Heart Association. No senior discount.

code: PIIES-013-M1  cost: $51

dates: March 28  days: S

time: 10:00am-12:00pm  location: ATOC 130

code: PIIES-013-M1  cost: $51

dates: Jul 16  days: Th

time: 6:00PM-10:00PM  location: MAC 116

code: PIIES-013-M2  cost: $51

dates: Jul 20  days: M

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

code: PIIES-013-MC  cost: $51

dates: May 21  days: Th

time: 6:00PM-10:00PM  location: MAC 116

EKG/Cardiovascular Technician
This course presents the student with an introductory overview related to the anatomy and physiology of the heart. It also explores normal electrical conduction, as well as common variations, as evidenced by changes in the waveform on the cardiac monitoring device. The course will also focus on the student's ability to perform cardiac monitoring via three lead, five lead, and 12 lead monitoring devices. No senior discount.

code: GSMED-015-M1  cost: $999

dates: May 19-Jul 25  days: TTh

time: 9:00AM-1:00PM  location: MAC 118

code: GSMED-015-MC  cost: $999

dates: May 05-Jun 11  days: TTh

time: 6:00PM-10:00PM  location: MAC 118

Dialysis Technician
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 receives 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. Please note that any industry exam fees, background checks, or licensing fees are outside the course tuition. No senior discount.

code: GSMED-095-M1  cost: $1,539

dates: March 30-May 13  days: MW

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

code: GSMED-095-M2  cost: $1,539

dates: May 01-Aug 01  days: S

time: 9:00AM-3:00PM  location: ATOC

code: GSMED-095-MC  cost: $1,539

dates: Jun 22-Aug 03  days: MW

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

code: GSMED-095-M1  cost: $1,539

dates: Jun 30-Aug 18  days: TTh

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

Health Unit Coordinator
Become an important member of a professional healthcare team through training as a Health Unit Coordinator. 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 routine 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. No senior discount.

code: GSMED-035-MC  cost: $309

dates: Jul 06-Aug 24  days: M

time: 6:00PM-10:00PM  location: MAC 118

Intro to ICD10 & CPT4 Coding
Are you a healthcare professional or new to healthcare and want to learn CPT-4 Coding? Then, this is the course for you. CPT-4 coding is a set of codes, descriptions, and guidelines to describe procedures and services performed by physicians and other healthcare professionals. The resulting code is used to report medical procedures and services to public and private health insurance providers for reimbursement. This course prepares students to take the AAPC, American Academy of Professional Coders, CPC Certified Professional Coders Exam. Please note that any industry exam fees, background checks or licensing fees are outside the course tuition. No senior discount.

Prerequisite: GSMED 017 - Medical Terminology

code: GSMED-081-MC  cost: $995

dates: April 13- May 19  days: MTWTh

time: 6:00PM-10:00PM  location: MAC 115

code: GSMED-081-MC  cost: $995

dates: Jun 22-Jul 28  days: MTWTh

time: 6:00PM-10:00PM  location: MAC 115

Medical Central Service Technician
Do you want to be part of the most critical safety team in healthcare? Medical Central Service Technicians play a vital role in maintaining the cleanliness, functionality, and inventory of healthcare instrumentation and equipment. As a technician, your work ensures that patients avoid infections and illnesses, and that doctors, nurses, and allied health professionals can 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. Please note that any industry exam fees, background checks, or licensing fees are outside the course tuition. No senior discount.

code: GSMED-080-PS  cost: $825

dates: Jun 13-Aug 22  days: S

time: 9:00AM-3:00PM  location: ATOC

Visit our website at prairiestate.edu  |  For more information call (708) 709-3750
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, held at the Matteson Area Center.

MONDAY, MAY 4 | 9 A.M.
TUESDAY, MAY 5 | 6 P.M.
MONDAY, JUNE 15 | 9 A.M.
TUESDAY, JUNE 16 | 6 P.M.

MONDAY, JULY 13 | 9 A.M.
TUESDAY, JULY 14 | 6 P.M.
MONDAY, AUG. 10 | 9 A.M.
TUESDAY, AUG. 11 | 6 P.M.

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

There is no cost to attend, but registration is required. To register online, visit prairiestate.edu/previewpsc.

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

“**My overall experience at Prairie State College (PSC) was AMAZING. The college gives the community the chance to better themselves with the help of caring and supportive teachers, classmates, and staff.**

Earning my Pharmacy Technician Certificate at PSC has opened doors for me to start a career that allows me to help others. It has had a positive impact on my life, and I can now better support my daughter and me.

To anyone wanting to start or change your career path, PSC allows you to explore your options and, once you find a career you love, you’ll never have to work a day in your life.”

*London Robinson
Pharmacy Technician Program Graduate*
Medical Terminology WIOA ✓

Learning medical terminology is one of the first steps 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. No senior discount.

code: GSMED-017-MC  cost:  $359

dates: May 11-Jun 17  days:  MW

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

Medical Administrative Assistant WIOA ✓

Are you compassionate and friendly and interested in healthcare, but prefer not to interface directly with a patient's care? As a Medical Administrative Assistant, you are the front-office person who ensures medical offices operate efficiently, fosters friendly and positive patient experiences, schedules appointments, and provides other administrative office support, as necessary. Upon completion of this course, along with Microsoft Office, Keyboarding, Spanish for Healthcare Professionals, and Medical Terminology, you will receive a non-credit vocational certificate. Please note that any industry exam fees, background checks, or licensing fees are outside the course tuition. No senior discount.

code: GSMED-097-MC  cost:  $299

dates: Jun 24-Sep 02  days:  W

time: 6:00PM-10:00PM  location: MAC 118

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 individually or be applied to a certificate:

- Medical Terminology  GSMED-017
- Pathophysiology  GSMED-009
- Introduction to CPT-4 Coding  GSMED-045
- Introduction to ICD-10  GSMED-010

Pharmacy Technician WIOA✓

You can have a new career as a Pharmacy Technician in less than four months. Pharmacy Technicians help licensed pharmacists dispense medication. Technicians work in pharmacies, including those found in grocery and drug stores and hospitals. Course content includes medical terminology specific to the pharmacy, reading, interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. Please note: a license fee of $40 is required for the state of Illinois. Please note that any industry exam fees, background checks, or licensing fees are outside the course tuition. No senior discount.

code: GSMED-090-M1  cost:  $1,459

dates: Jun 23-Aug 04  days:  TTh

time: 6:00PM-10:00PM  location: MAC 108

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 how to greet a patient, take vital signs, interview to find out chief complaints, review medical history, give a physical exam, and recommend prescription or follow-up instructions.

code: GSLAN-073-M1  cost:  $59

dates: Jul 28-Aug 11  days:  T

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

code: GSLAN-073-MC  cost:  $59

dates: May 02-Jun 27  days:  S

time: 9:00AM-3:00PM  location: ATOC

Medical Billing Specialist

Billing and Coding Specialists have an expansive range of opportunities for employment. The skills learned through the NHA CBCS certification are essential to hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities, and even insurance companies and consulting firms. Open the door to a rewarding career path by becoming a CBCS. Don't wait another moment to change your life. Upon completion of this course, along with Microsoft Office GSVS 091, Spanish for Health Care GSLAN 073, and Medical Terminology GSMED 017, you will receive a non-credit vocational certificate. This course prepares students to obtain their National Healthcare Association’s (NHA) Certification for the Certified Billing and Coding Specialist. No senior discount.

code: PIMED 046-MC  cost:  $349

dates: July 27- Sept 2  days:  MW

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

Associate Professional in Human Resources
This course is designed for professionals who are just beginning their HR career journey and are looking for an industry-recognized credential. The HR Certification Institute (HRCI) Associate Professional in Human Resources™ (aPHR™) is the perfect certification to help fast-track an individual’s career growth and provide the confidence to launch into the HR profession. This course will cover essential HR-related topics to prepare students to sit for the aPHR™ exam.

No senior discount.

code: GSBUS-029-M1  cost:  $999
dates:  Jul 11-Aug 08  days:  $  
time:  9:00AM-3:00PM  location:  ATOC 132

code: GSBUS-029-MC  cost:  $999
dates:  Jul 07-Aug 06  days:  TTh  
time:  6:30PM-9:30PM  location:  ATOC 132

REAL ESTATE

Real Estate Broker Pre-License Topics-75 Hrs
Do you want to help others find their dream home while working for yourself? Then, this course is for you. This 75-hour course is the first of two courses that fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a Real Estate Broker (formerly Real Estate Salesperson). This course is for those individuals who are interested in entering the real estate sales field and will eventually become licensed to list and sell real estate. Upon successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker exam. Attendance is mandatory per state regulations. Students must be able to meet state and industry requirements. No senior discount.

code: GSRE-077-M1  cost:  $299  
dates:  Jun 08-Jul 20  days:  MWTh  
time:  9:00AM-1:00PM  location:  ATOC 132

code: GSRE-077-MC  cost:  $299  
dates:  Jun 08-Jul 20  days:  MWTh  
time:  6:00PM-10:00PM  location:  MAC 111

Broker Applied Real Estate Principles - Interactive
Now that you have helped others find their dream home, help them seal the deal! This is an interactive course that provides the training necessary to be proficient at participating in real estate transactions. This 15-hour course is the second course of the two courses that fulfill the state of Illinois’ 90-hour pre-licensing education requirements to become a real estate broker. Upon the successful completion of both courses, you will be able to sit for the Illinois Real Estate Broker Exam. The same textbook is used for both courses. Attendance is mandatory per state regulations. Students must be able to meet state and industry requirements. No senior discount.

code: GSRE-079-M1  cost:  $199  
dates:  Aug 03-Aug 10  days:  MWTh  
time:  9:00AM-1:00PM  location:  ATOC 132

code: GSRE-079-PS  cost:  $199  
dates:  Aug 03-Aug 10  days:  MWTh  
time:  6:00PM-10:00PM  location:  MAC 111

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 include advertising, finding and keeping good tenants, dealing with problem tenants, evictions, fair housing issues, and participating in Section 8 housing program.

code: PIBUS-122-PS  cost:  $99  
dates:  May 2  days:  S  
time:  9:00AM-12:00PM  location:  ATOC 132

code: PIBUS-122-PS  cost:  $99  
dates:  Jun 13  days:  S  
time:  9:00AM-12:00PM  location:  ATOC 132

Realtor Personal Protection/Survival Tip
This 3-hour class is for realtors to learn how to become safer when dealing with clients and to be safer in all areas of their job. Discover the techniques to prevent from falling victim of an attack and why listening to your instincts is very important. The class will provide skills on being aware of your surroundings, reading body language, the importance of communication with family and colleagues, and using code words when in trouble or feeling uncomfortable.

code: PIBUR-043-MC  cost:  $60  
dates:  Jun 20  days:  S  
time:  12:00PM-3:00PM  location:  Main Gym

code: PIBUR-043-M1  cost:  $60  
dates:  Jul 25  days:  S  
time:  12:00PM-3:00PM  location:  Main Gym

VETERINARY

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 also will learn how to clean and disinfect cages and work areas and sterilize laboratory and surgical equipment. Instruction on providing routine postoperative 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. No senior discount.

code: GSMED-046-MC  cost:  $649  
dates:  June 7-July 23  days:  TTh  
time:  6:00PM-9:00PM  location:  MAC 108

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Get Licensed in 2020!

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

- **Code:** GSRE-020-MC
- **Cost:** $1,259

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

- **Real Estate Broker Pre-License Course**
  - **Code:** GSRE-077-MC
  - **Cost:** $299

Applied Real Estate Principles

- **Code:** GSRE-079-MC
- **Cost:** $199

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

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

- **Wednesday, May 13, 10 a.m.**
- **Monday, May 18, 6 p.m.**
- **Monday, June 15, 6 p.m.**
- **Monday, July 13, 6 p.m.**
- **Monday, Aug. 10, 6 p.m.**
- **Wednesday, Aug. 12, 10 a.m.**

Matteson Area Center
4821 Southwick Dr.,
Matteson, IL 60443
COMPUTERS AND INFORMATION TECHNOLOGY

COMPUTER EXPRESS

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-M1  Cost: $29
  - Dates: April 20
  - Time: 5:30PM-9:30PM
  - Location: MAC 115

- Code: PICOM-006-MC  Cost: $29
  - Dates: June 22
  - Time: 5:30PM-9:30PM
  - Location: MAC 115

- Code: PICOM-006-M1  Cost: $29
  - Dates: July 27
  - Time: 5:30PM-9:30PM
  - Location: MAC 115

Microsoft Powerpoint - Step 1
Visual presentations can make a difference in learning, sales, and all business area concepts. Use Microsoft Powerpoint to create animated presentations, select slides, and add color, text, clip art, pictures, shapes, charts, text, objects, and hyperlinks.

- Code: PICOM-009-M1  Cost: $29
  - Dates: May 11
  - Time: 5:30PM-9:30PM
  - Location: MAC 114

- Code: PICOM-009-MC  Cost: $29
  - Dates: June 09
  - Time: 5:30PM-9:30PM
  - Location: MAC 114

- Code: PICOM-009-M1  Cost: $29
  - Dates: July 14
  - Time: 5:30PM-9:30PM
  - Location: MAC 114

Keyboarding
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: April 14-May 12
  - Time: 6:30PM-9:30PM
  - Location: MAC 115

- Code: GSVS-091-MC  Cost: $149
  - Dates: July 09-Aug 06
  - 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: August 06
  - 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: June 16-Jul 07
  - Time: 6:30PM-9:30PM
  - Location: MAC 114

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Launch Your E-Commerce Site
Learn the essentials of how to start a successful online shop. If you have products or services that you sell locally and want to harness the power of a 24/7 online shopping marketplace and extending your reach beyond your local perimeter, then this course is for you.

code: PIBUR-041-MC  
cost: $149  
dates: Jul 16-Jul 23  
time: 6:00PM-9:00PM  

Microsoft Office
Acquire the essential skills 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-MC  
cost: $199  
dates: May 28-Jul 16  
time: 6:30PM-9:30PM  
location: MAC 114  

code: GSVS-089-PS  
cost: $199  
dates: Jun 06-Jul 25  
time: 9:00AM-1:00PM  
location: ATOC 145  

Microsoft Excel - Beginning
Become familiar with using Microsoft Excel 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-M1  
cost: $159  
dates: Jul 08-Aug 05  
time: 6:30PM-9:30PM  
location: MAC 114  

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

code: GSVS-095-MC  
cost: $189  
dates: April 8- May 6  
time: 6:30PM-9:30PM  
location: MAC 114  

code: GSVS-095-MC  
cost: $189  
dates: Aug 19-Sep 16  
time: 6:30PM-9:30PM  
location: MAC 114  

Website Creation for Small Business
This course will provide business owners the resources, tools, strategies, and confidence to create, run, and manage a website or blog for their online business - without the use of code. If you have basic experience using a computer and the internet, you can learn how to create a website to reach more customers and gain more brand awareness.

code: PIBUR-040-MC  
cost: $49  
dates: Jun 16-Jun 23  
time: 6:00PM-9:00PM  
location: ATOC 139  

Career Readiness for Employment Success
Take the next step to secure your career goals!

CRES (Career Readiness for Employment Success) teaches workplace accountability tools to support self-awareness and development of individual job performance. See available classes on page 9.

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Prairie State College  
Corporate and Continuing Education  
continuingeducation@prairiestate.edu | (708) 709-2957

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

MUSIC

Jazz Ensemble
This band is for intermediate to advanced musicians who want to develop their improvising and ensemble techniques. Several performances will be scheduled on campus and in the community. An audition for placement may be requested. No senior discount.
code: GSMUS-005-PS  cost: $25
dates: Jan 14-May 15  days: T
time: 7:00PM-9:40PM  location: K 105

LANGUAGE

A Travelers Guide to Spanish I
Spanish language skills and everyday vocabulary are emphasized in this exciting course.
code: PILAN-047-MC  cost: $69
dates: June 1- June 22  days: M
time: 10:00AM-1:00PM  location: MAC 111

PHOTOGRAPHY

Picture Perfect/Photography I
Do you struggle to take clear pictures of your family and friends with your digital camera? Want to get some basic photography tips to help you take pictures for your scrapbook or to post on social media? Learn surefire steps on how to capture the beauty you see. A digital camera (phones excluded) is required for this class.
code: GSPHO-001-MC  cost: $49
dates: June 6- June 13  days: S
time: 9:00- 12:00PM  location: ATOC 123

Picture Perfect/Photography III
Have you ever wondered how to take good pictures to share with your family and friends on social media? This class will instruct students on basics and more advanced photography methods for social media photography. The discussion will include how to use natural and artificial light, composition, filters, and keywords to enhance the student’s images. We will discuss online privacy and copyright as well as popular photo sharing sites.
code: PICKAR-047-MC  cost: $49
dates: Aug 01-Aug 08  days: S
time: 9:00AM-12:00PM  location: ATOC 123

Picture Perfect/Photography II
Capturing nature’s beauty can be challenging if you don’t have experience, but we can help. Learn easy-to-follow steps to taking pictures of the great outdoors during this hands-on class. Students will step outside to practice their new craft, dress weather-related. A digital camera (phones excluded) is required for this class.
code: GSPHO-002-MC  cost: $49
dates: Jul 11-Jul 18  days: S
time: 9:00AM-12:00PM  location: ATOC 123

SEWING

Basic Sewing
Gain 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 the classroom, hands-on training. Whether you want to be able to sew for you and your family or maybe to start a new career, this course is a great way to jump-start your training. Additional supplies needed for the class may include scissors, pins, fabric, and measuring tape.
code: PIPIN-056-PS  cost: $99
dates: Jun 06-Jul 11  days: S
time: 9:00AM-12:00PM  location: ATOC 131

Sewing - Advanced
Advance your sewing skills! This class is for the student that knows how to read a pattern and select fabric. Bring your own sewing machine for hands-on learning. Additional supplies needed for the class may include scissors, pins, fabric, and measuring tape.
code: PIPIN-015-MC  cost: $99
dates: Jun 06-Jul 11  days: S
time: 1:00PM-4:00PM  location: ATOC 131
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.

Cuddly Blankets
Create your own warm and fuzzy blanket. Students will need to bring two yards of fleece and a pair of scissors. Class is intended for children ages 5-10.
- **Code:** PICRF-080-MC  **Cost:** $10
- **Dates:** July 13  **Days:** M
- **Time:** 4:00PM-6:00PM  **Location:** MAC 108

Design and Build A Robot
Design and build your own robot while exploring the wonderful world of robotics. Children will be able to take their robot home at the end of class. Class is intended for children ages 5-10.
- **Code:** PIYNG-036-MC  **Cost:** $50
- **Dates:** July 7  **Days:** T
- **Time:** 4:00PM-6:00PM  **Location:** MAC 108

DIY Craft: Design Your Own Mug
Do you love to paint? This hands-on class will allow children to explore their artistic side. Participants will be able to take home their mugs the next day. Class is intended for children ages 5-10.
- **Code:** PICKAR-049-MC  **Cost:** $5
- **Dates:** July 27  **Days:** M
- **Time:** 4:00PM-5:30PM  **Location:** MAC 108

First Aid for Youth
Learn the beginning stages of first aid and how to properly clean cuts. Class is intended for children ages 5-10.
- **Code:** PIKMS-052-MC  **Cost:** $10
- **Dates:** July 1  **Days:** W
- **Time:** 4:00PM-5:00PM  **Location:** MAC 111

Make It, Take It: Cookies
Do you love cookies? Do you have a passion for art? This hands-on class will allow you and your child to explore the world of both! Participants will be able to take home their cookie creation. Class is intended for children ages 5-10, accompanied by an adult.
- **Code:** PIFDS-005-MC  **Cost:** $10 (covers adult and child)
- **Dates:** July 20  **Days:** W
- **Time:** 4:00PM-5:00PM  **Location:** MAC 108

Slime
Children will be able to be hands-on and create “slime” that will last and last. Class is intended for children ages 5-10.
- **Code:** PICKAR-047-MC  **Cost:** $10
- **Dates:** June 24  **Days:** W
- **Time:** 4:00PM-5:00PM  **Location:** MAC 111

Vision Board for Kids
What is your child passionate about? What are your child’s hopes and dreams? Making a dream board can be a fun and visual way for your child to express their dreams and inspire them to pursue them. Allow us to help assist in letting your imagination come to life. Class is intended for ages 5-10.
- **Code:** PICKAR-048-MC  **Cost:** $10
- **Dates:** July 27  **Days:** W
- **Time:** 4:00PM-5:30PM  **Location:** MAC 111

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:** $125 a week
- **Six-week, full-day deal! Only $600!**
  Payment plan available.
- Monday through Thursday, June 22 through July 30, 8 a.m. to 4 p.m.
  Before and after care available.
- **Week 1 – June 22-25:** Inventions
- **Week 2 – June 29-July 2:** Science
- **Week 3 – July 6-9:** Technology
- **Week 4 – July 13-16:** Engineering
- **Week 5 – July 20-23:** Arts
- **Week 6 – July 27-30:** Mathematics

**GO GREEN!**
**EARTH DAY EVENT**

**SAVE THE DATE**
Saturday, May 9, 2020

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
**LIFELONG LEARNING/PERSONAL ENRICHMENT**

**HOME BUYING**

The 1, 2, 3’s of Home Buying

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

- **code**: PIBUS-124-PS  
  - **cost**: $35  
  - **dates**: May 09  
  - **time**: 9:00AM-12:00PM  
  - **location**: ATOC 132

Understanding Credit and Credit Repair

Do you need assistance in improving your financial management? This workshop can help you understand the important role credit plays and learn the proper steps to change your spending habits.

- **code**: PIFNC-071-MC  
  - **cost**: $25  
  - **dates**: Jul 11-Jul 18  
  - **time**: 10:00AM-1:00PM  
  - **location**: ATOC 111

Improving Your Credit Score

Do you desire to improve your credit score? Students will learn the necessary steps to fix their credit report, and improve their decision making skills.

- **code**: PIFNC-072-MC  
  - **cost**: $25  
  - **dates**: Jun 20-Jun 27  
  - **time**: 10:00AM-1:00PM  
  - **location**: ATOC 111

Drone Basics

Learn the basic parts of the drone and the rules that pertain to the industry. There also will be a brief introduction to flying a drone.

- **code**: PICRF-096-MC  
  - **cost**: $39  
  - **dates**: May 16  
  - **time**: 1:00PM-4:00PM  
  - **location**: MAC 112

Drone Licensing Prep

Are you flying your drone legally? Many situations require an FAA license to operate a drone or UAV. Learn the information needed to obtain the FAA part 107 operator's license from an experienced trainer and operator. The first 10 participants also will receive a drone.

- **code**: PICRF-093-MC  
  - **cost**: $199  
  - **dates**: Jun 04-Jul 09  
  - **time**: 5:30PM-9:30PM  
  - **location**: MAC 112

Ceramic Tile Installation

In this hands-on training class, you will learn about using the correct underlayment, surface prep, tile layout, adhesives and thinset, installing floor and wall tile, using a wet saw, and grouting. We actually will do a tile floor project, as well as install tile on a wall. 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**: Jul 09  
  - **time**: 6:00PM-10:00PM  
  - **location**: K 115

How to Become a Miss Or Mr. Fix It

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

- **code**: PIHIM-090-PS  
  - **cost**: $119  
  - **dates**: Jun 02-Jun 16  
  - **time**: 6:00PM-9:00PM  
  - **location**: K 115

Security How to Protect Home and Phone

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

- **code**: PICOM-048-MC  
  - **cost**: $49  
  - **dates**: Aug 01  
  - **time**: 9:00AM-12:00PM  
  - **location**: ATOC 139

Fitness Center

Help achieve your health or fitness-related goals by exercising in the PSC Fitness Center. For just a fraction of the price of many other health clubs in the area, the fitness center offers much of the same. We have treadmills, free weights, elliptical trainers, stationary bikes, selectorized weight machines, and much more! The fitness center staff are all trained, knowledgeable personal trainers that can help you achieve your fitness goals. It’s up to you to take that first step. You exercise at your own pace, time and day.

- **code**: PISPF-099-01  
  - **cost**: $50  
  - **dates**: May 30-August 3  
  - **time**: 7:00AM-7:00PM  
  - **location**: T 136  
  (Fridays until 5:00 PM)

Visit our website at prairiestate.edu | For more information call (708) 709-3750
Connect With Family and Friends on Social Media
Do you feel left out when your family or friends discuss Facebook, Twitter, or Instagram? Do you miss the funny pictures or videos which are replacing picture albums? Sign up for this course so you no longer have to wonder what your family and friends are posting to their social media accounts and join in the fun.

**code:** PIBUR-034-MC  **cost:** $35
**dates:** Jun 09-Jun 16  **days:** T
**time:** 10:00AM-1:00PM  **location:** MAC 114

Facetime Or Duo Google on Your Mobile Phone
Would you like to see your family or friends instead of speaking with them on your phone? With FaceTime or Google Duo and a computer with updated software, you can! This course will teach and walk you through the process of utilizing smartphones for virtual communication.

**code:** PIBUR-037-MC  **cost:** $25
**dates:** Aug 13  **days:** Th
**time:** 10:00AM-12:00PM  **location:** MAC 115

Pinterest Search, Crafts, Recipes, Exercises
Learn how to join and use Pinterest to explore and search for all kinds of fun projects to do, recipies to make, or different exercises to try. You can save your favorites and review them as many times as you like. Don’t miss the opportunity to learn and have your friends join you.

**code:** PICRF-072-MC  **cost:** $25
**dates:** Aug 18  **days:** T
**time:** 10:00AM-12:00PM  **location:** MAC 115

Seniors Learn How to Email Search
Do you have an email account? Can you email your family, friends, or businesses when you have a question? Use your email to communicate and the internet to find deals and bargains you may have been missing!

**code:** PISNR-072-MC  **cost:** $25
**dates:** Jun 02  **days:** T
**time:** 10:00AM-12:00PM  **location:** MAC 115

Check WebAdvisor for up-to-date course information: [webadvisor.prairiestate.edu](http://webadvisor.prairiestate.edu)
LEARN MORE. WHEN AND WHERE YOU WANT!

ONLINE CAREER AND PERSONAL TRAINING

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

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

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

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

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

BENEFITS OF ONLINE COURSES INCLUDE:

<table>
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<tr>
<th>6 Weeks of Instructions</th>
<th>24-Hour Access</th>
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<tr>
<td>Online Discussion Areas</td>
<td>Expert Instructor</td>
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</table>

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

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

HEALTHCARE
Certificate in Brain Health
Certificate in End of Life Care
Certificate in Food, Nutrition, and Health
Certificate in Gerontology
Certificate in Holistic and Integrative Health
Certificate in Integrative Mental Health
Certificate in Legal and Ethical Issues in Healthcare
Certificate in Pain Assessment and Management
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

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

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

WRITING AND PUBLISHING
Beginner’s Guide to Getting Published
Beginning Writer
Creative Writing Value Suite
Drawing for the Absolute Beginner
Enhancing Language Development in Childhood
Introduction to Journaling
Mystery Writing
Publish and Sell Your E-Books
Research Methods for Writers
Romance Writing
The Keys to Effective Editing
Writing for Children
A WORKSHOP FOR LEADING AND MOTIVATING A MULTI-GENERATIONAL WORKPLACE

Join Prairie State College as we help employers and employees effectively manage the benefits and challenges of the multi-generational workplace. From Boomer to Gen Y, we will focus on generational differences in communication, learning styles, work experience, expectations, and group dynamics.

Who should attend? This workshop is geared toward human resource professionals, senior leadership, supervisors, recruiters, and others who are part of a multi-generational workforce and wish to improve communication skills across generations.

Registration: $59 per person (includes breakfast)
Breakfast | 7:30 - 8 a.m.
Workshop | 8 a.m. - noon
CEU/PD credits available.
For registration or additional workshop information, visit prairiestate.edu/online. For more information, call (708) 709-2957 or email continuingeducation@prairiestate.edu.

APRIL 30, 2020

Prairie State College
202 S. Halsted St. | Chicago Heights, IL 60411
prairiestate.edu | (708) 709-2957

Coming soon...
OSHA SAFETY CONFERENCE 2020

SUMMER 2020
Registration/Conference Details: prairiestate.edu/safety
Phone: (708) 709-2957
Email: continuingeducation@prairiestate.edu

The Conference Center
at
Prairie State College
**SAFETY AND SECURITY**

**CONCEAL CARRY**

**Conceal Carry Renewal**

This class is for civilians who want to renew their Illinois Concealed Carry Permit. This class is taught by Law Enforcement Training Academy instructors who have many years of experience and knowledge in firearms training and use of force. The class consists of the following requirements set forth by the Illinois State Police for renewal. No senior discount.

- **code:** PIGEN-003-MC  
  - cost: $55
  - **dates:** Jun 14  
  - **days:** Su
  - **time:** 8:00AM-11:00AM  
  - **location:** The Facility

- **code:** PIGEN-003-M1  
  - cost: $55
  - **dates:** Jul 25  
  - **days:** S
  - **time:** 8:00AM-11:00AM  
  - **location:** The Facility

- **code:** PIGEN-003-M2  
  - cost: $55
  - **dates:** Aug 01  
  - **days:** S
  - **time:** 8:00AM-11:00AM  
  - **location:** The Facility

**Conceal Carry**

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 Department 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 qualifications 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.

- **code:** PIGEN-002-MC  
  - cost: $99
  - **dates:** Jun 06-Jun 07  
  - **days:** SSu
  - **time:** 8:00AM-4:00PM  
  - **location:** The Facility

- **code:** PIGEN-002-M1  
  - cost: $99
  - **dates:** Jun 20-Jun 27  
  - **days:** S
  - **time:** 8:00AM-4:00PM  
  - **location:** The Facility

- **code:** PIGEN-002-M2  
  - cost: $99
  - **dates:** Jul 11-Jul 12  
  - **days:** SSu
  - **time:** 8:00AM-4:00PM  
  - **location:** The Facility

- **code:** PIGEN-002-M3  
  - cost: $99
  - **dates:** Jul 19-Jul 26  
  - **days:** Su
  - **time:** 8:00AM-4:00PM  
  - **location:** The Facility

**SELF DEFENSE**

**Realtor Personal Protection/Survival Tip**

This 3-hour class is for Realtors to learn how to become safer when dealing with clients and in all areas of their job. Discover the techniques to prevent from falling victim of an attack and why listening to your instincts is very important. The class will provide skills on being aware of your surroundings, reading body language, the importance of communication with family and colleagues, and using code words when in trouble or feeling uncomfortable.

- **code:** PIBUR-043-MC  
  - cost: $60
  - **dates:** Jun 20  
  - **days:** S
  - **time:** 12:00PM-3:00PM  
  - **location:** Main Gym

- **code:** PIBUR-043-M1  
  - cost: $60
  - **dates:** Jul 25  
  - **days:** S
  - **time:** 12:00PM-3:00PM  
  - **location:** Main Gym

**OSHA**

**OSHA - 10hr 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:** Jun 29-Jul 01  
  - **days:** MTW
  - **time:** 5:00PM-8:45PM  
  - **location:** TWL 113

- **code:** GSCST-007-P1  
  - cost: $99
  - **dates:** Jul 27-Jul 29  
  - **days:** MTW
  - **time:** 5:00PM-8:45PM  
  - **location:** TWL 113

**Women’s Self Defense**

Learn personal safety tips and techniques to refuse to be a victim. Classroom instruction will include a PowerPoint presentation on the dangers women face in America and touch on personal protection awareness, including developing a mental preparedness and physical security while at home, driving, parking, and while walking or jogging. Students will learn techniques on responding to an attack while unarmed, or armed with a less-than-lethal weapon and the use of personal safety devices.

- **code:** PILIF-035-M1  
  - cost: $40
  - **dates:** Jul 18  
  - **days:** S
  - **time:** 10:00AM-1:00PM  
  - **location:** Main Gym

- **code:** PILIF-035-MC  
  - cost: $40
  - **dates:** Jun 13  
  - **days:** S
  - **time:** 10:00AM-1:00PM  
  - **location:** Main Gym

**SAFETY AND SECURITY**

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
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. In class, we will do a tile floor project as well as install tile on a wall. 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: Jul 09  days: Th
time: 6:00PM-10:00PM  location: K 115

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

code: PIHIM-090-PS  cost: $119
dates: Jun 02-Jun 16  days: T

time: 6:00PM-9:00PM  location: K 115
WORK-RELATED TRAINING

ARBOURIST, LANDSCAPE, AND HORTICULTURE

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

code: GSCOR-009-MC  cost: $99
dates: Jun 06-Jun 13  days: S
time: 8:00AM-12:00PM  location: ATOC

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

code: GSCOR-010-MC  cost: $99
dates: Jul 11-Jul 18  days: S
time: 8:00AM-12:00PM  location: ATOC

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

code: GSCOR-011-MC  cost: $99
dates: Aug 01-Aug 08  days: S
time: 8:00AM-12:00PM  location: ATOC

BUSINESS

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

code: PICOM-061-MC  cost: $29
dates: Jun 13  days: S
time: 9:00AM-12:00PM  location: ATOC 141

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 to be successful.

code: PIBUR-032-MC  cost: $29
dates: Aug 01-Aug 08  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: Aug 01-Aug 08  days: S
time: 10:00AM-12:00PM  location: ATOC 139

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

Basic Firefighter Operations II
This course is the continuation of FST 119, Basic Firefighter Operations. It will provide first responders with the knowledge and skills to understand what hazardous substances are and the risk associated with them in an incident. Students who complete this course will be eligible to sit for the State Fire Marshal's Hazardous Materials First Responder - Operations certification exam. This course will also include live fire training, numerous fireground-speed evolutions, and skill competencies to better prepare the student to operate safely and efficiently on the fireground.

code: GSFST-030-PS  cost: $150
dates: May 27-Jun 24  days: MWS
time: 7:00PM-9:50PM (MW) location: L 116
time: 8:00AM-5:00PM (S)

FOOD SANITATION

Food Service Sanitation
Do you have your own business? Do you work in restaurants? Do you handle food? If so, are you certified? Our course prepares you for the national 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 now are available.

code: GSVS-066-M3  cost: $195
dates: April 14- April 16  days: TTh
time: 9:00AM-4:00PM location: ATOC 139

code: GSVS-066-MC  cost: $195
dates: May 12-May 14  days: TTh
time: 4:00PM-10:00PM location: ATOC 139

code: GSVS-066-M1  cost: $195
dates: Jun 16-Jun 18  days: TTh
time: 4:00PM-10:00PM location: ATOC 139

code: GSVS-066-M2  cost: $195
dates: Jul 21-Jul 23  days: TTh
time: 4:00PM-10:00PM location: ATOC 139

code: GSVS-066-M3  cost: $195
dates: Aug 10-Aug 14  days: MF
F: 8:00AM-4:30pm  M: 8:00am-4:30pm
time: 8:00AM-12:00PM location: ATOC 139

GRANT WRITING

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

code: GSBUS-071-MC  cost: $99
dates: Aug 08-Aug 15  days: S
time: 9:00AM-1:00PM location: ATOC 139

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: Aug 22  days: S
time: 9:00AM-1:00PM location: ATOC 139

MEDI-CAR

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

code: PIMED-032-PS  cost: $99
dates: Jun 03  days: W
time: 6:00PM-9:00PM location: TWL 113

code: PIMED-032-P1  cost: $99
dates: Jun 23-  days: T

time: 6:00PM-9:00PM location: TWL 113

code: PIMED-032-P2  cost: $99
dates: Jul 15  days: W
time: 6:00PM-9:00PM location: TWL 113

code: PIMED-032-P3  cost: $99
dates: Aug 04  days: T

time: 6:00PM-9:00PM location: TWL 113

OSHA FLAGGER TRAINING

OSHA 4-HOUR Flagger Training
This course is designed for individuals interested in working on roads and highways open to public travel as well as experienced Flaggers needing recertification. Its objective is to improve the safety of both the motoring public and persons working on the roadways or in close proximity. Flagger certification will provide a pathway to entry level positions in road safety, enhance the marketability of the student and satisfy recertification requirements for the National Safety Council.

code: PILES 011 MC  cost: $125
dates: April 25  days: S
time: 9:00am-1:00pm location: ATOC 108

code: PILES 011 MC  cost: $125
dates: June 20  days: S
time: 9:00am-1:00pm location: ATOC 108

code: PILES 011 M1  cost: $125
dates: July 18  days: S
time: 9:00am-1:00pm location: ATOC 108
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: July 18-July 25  days: S
time: 8 a.m. - 9:55 a.m.  location: ATOC 139

Entrepreneur Resources for Small Business
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: July 18-July 25  days: S
time: 10 a.m. - 12 p.m.  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: August 1-8  days: S
time: 8 a.m. - 9:55 a.m.  location: ATOC 139

Social Media for Small Business
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: August 1-8  days: S
time: 10 a.m. - 12 p.m.  location: ATOC 139

CALL THE MATTESON AREA CENTER AT (708) 709-3750 TO REGISTER.

Prairie State College
Corporate and Continuing Education
202 S. Halsted St. | Chicago Heights, IL 60411
psceducation@prairiestate.edu

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
More than 33,000 young adults between the ages of 16-24 are disconnected from both work and school in suburban Cook County. At the same time, many employers report a shortage of skilled workers. **Opportunity Works** places young adults in subsidized internships, exposes them to viable careers, expands their skill sets and connects them to the training and resources they need to achieve long-term employment in growing industries.

**Program Offerings**

- Subsidized Internships
- Career Exploration
- Foundational Skills Training
- Job Placement and Retention Support
- Transportation
- Wraparound Services

**How do I know if I’m eligible?**

- Are you 16 – 24 years old?
- Do you live in suburban Cook County?
- Are you currently unemployed?
- If you answered yes, then you may be eligible to apply!
- More eligibility information can be found on our website at workforceboard.org/opportunityworks

**Apply Now!**

- Text OppWorks to 77453 to receive info by SMS.

**For More Information**

- **Prairie State College**
  - Opportunity Works Initiative
  - Phone: (708) 709-7741 or (708) 709-3582
  - Email: oppworks@prairiestate.edu

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**Sponsored by The Office of the President of the Cook County Board of Commissioners and the Chicago Cook Workforce Partnership.**

Visit our website at prairiestate.edu | For more information call (708) 709-3750
FALL SEMESTER
August 31- November 19, 2020

Prairie State College
HIGH SCHOOL EQUIVALENCY PREPARATION

Obtain your high school equivalency credential and increase your earning potential by preparing for a career program at PSC. The Adult Education and Literacy Department offers tuition-free classes to help you get ready.

TO REGISTER:
Attend a registration session in the Adult Training and Outreach Center (ATOC) – Parking Lot D.

Monday, August 3 at 9:30 a.m.
Tuesday, August 4 at 9:30 a.m.
Tuesday, August 11 at 5 p.m.
Wednesday, August 12 at 5 p.m.

Allow up to three hours for registration, which begins promptly at the times listed. Students ages 16 to 17 must provide documentation proving formal withdrawal from high school.

NEW!
Ask about our career preparation courses. Contact Vicky Garcia at (708) 709-3721 to find out if you are eligible for tuition support.

Automotive
Certified Nursing Assistant (CNA)
Emergency Medical Technician (EMT)
Forklift Operator/ OSHA Certificate
Heating, Ventilation and Air Conditioning (HVAC)

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu
Non-Credit Registration Form

Please Print

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

Last Name
First
Middle

Residential Address

City
State
Zip Code
County

Primary Phone
Alternate Phone
E-mail

Name of Employer

Gender: [ ] Male [ ] Female
Date of Birth______________Month/Day/Year

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Total Enclosed

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

Signature
Date

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

Card Holder: ____________________________

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

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

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

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