

# Non-Credit Certificates

## Certificates

Certificates can be earned in as little as one semester and can open the door to excellent jobs. For more information on Vocational Certificate Programs, please call (708) 709-3750.

### Bank Teller Training

Customer Service	GSBUS 010
Today's Bank Teller	GSBUS 061
Principles of Banking	GSFNC 020
Spanish for Banking	GSLAN 071

### Dialysis Technician

(certificate of completion)	GSMED 095
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### Health Unit Coordinator

Medical Terminology	GSMED 017
Health Unit Coordinator	GSMED 035
Microsoft Office	GSVS 089
Keyboarding	GSVS 091

### Home Inspection

GSRE 020

### Medical Front Office Assistant

Insurance Procedures	GSMED 038
Medical Terminology	GSMED 017
Keyboarding	GSVS 091
Microsoft Office	GSVS 089
Medical Office Management	GSMED 097
Spanish I	PILAN 047

### Medical Billing/Coding Specialist

Medical Terminology	GSMED 017
Introduction to Health Information Technology	GSMED 033
Insurance Procedures	GSMED 038
Computerized Medical Billing	GSMED 040
Introduction to CPT-4 Coding	GSMED 045
Introduction to ICD-9 Coding	GSMED 047
Microsoft Office	GSVS 089
Keyboarding	GSVS 091

### Medical Central Services

Medical Central Service Technology	GSMED 080
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### Mortgage Loan Officer

Mortgage Loan Officer Training Level I	GSBUS 009
Mortgage Loan Officer Training Level II	GSBUS 012
The Skill of Negotiation	GSBUS 085
Effective Business Writing	GSBUS 093

### Non-Emergency Medical Transporter

Medi-car and Service Car Vehicle Safety Training	PIMED 032
Customer Service/Human Sensitivity	GSBUS 010
CPR/AED Training	PIES 013

### Pharmacy Technician

GSMED 090

### Project Management Professional® (PMP)

Intro to Project Management with Microsoft Project	GSBUR 008
Project Management Professional — Exam Prep	GSBUS 047

### Real Estate Appraisal

Basic Principles of Appraisal	GSRE 072
Basic Appraisal Procedures	GSRE 073
Uniform Standards of Professional Appraisal Practice	GSRE 074

### Real Estate Transactions

GSRE 071

### Security Officer Training


Conflict Management	GSBUS 091
Security Officer Training	GSSEC 010

For full descriptions and schedules of these courses, please consult the listings in the pages that follow.

# Fall 2010 Non-Credit Classes

## Online Courses

Throughout this schedule you will see a sampling of the hundreds of online courses we offer. Online courses are convenient, affordable, and ideal for the average person who has a very busy schedule. These courses can provide the needed education to improve your job skills or can add some fun to your busy life by learning something different.

Look for the online course symbol throughout this schedule: 

Most online courses start at \$100. Classes run for 12 sessions.

Course dates for Fall 2010 online classes:

Aug. 18 - Oct. 18  
Sept. 15 - Nov. 15  
Oct. 20 - Dec. 20  
Nov. 10 - Jan. 10, 2011

For more information about our online courses, please contact Frank Novak at (708) 709-7839 or e-mail [fnovak@prairiestate.edu](mailto:fnovak@prairiestate.edu). View a complete listing of online courses at [ed2go.com/mac](http://ed2go.com/mac).

## Automotive Services

### Car Care Clinic

Learn how to be confident about car care. Students should bring their cars and manuals and be prepared to get greasy and learn more about oil change, battery, tune-up, brakes, drive belt, flat tire, and check engine light. Everyone welcome.

code:	PIVOC-015-PS	cost:	\$59
dates:	Oct 16	days:	S
time:	02:00pm-06:00pm	location:	T 120

## Business

See also Real Estate and Online Classes for additional Business classes.

### SCORE

SCORE provides free counseling on Wednesdays between 9 a.m. and 12 noon. Trained and experienced volunteer counselors provide confidential assistance to people who are interested in going into business, are already in business and want to expand, or are encountering difficulties. Counseling is by appointment only and can be scheduled by calling PSC's Matteson Area Center at (708) 709-3750 or [www.scorechicago.org](http://www.scorechicago.org).

### SCORE Seminar

Learn how to take advantage of free SCORE counseling and the Business for Entrepreneurs \$implified series. Please register early; seating is limited.

code:	PIBUS-030-MC	cost:	Free
dates:	Sept 21	days:	T
time:	07:00pm-08:30pm	location:	MAC 127

### Business for Entrepreneurs \$implified

(How to Start and Run a Successful Business)

Turn a dream into a thriving business! This five-session, hands-on course is designed to equip entrepreneurs with practical tools and strategies to develop and grow their business. Learn the essentials of managing a business and developing a business plan from presenters who have real world experience, including an attorney, banker, certified public accountant, and other business owners and professionals. All class materials are included in the tuition cost.

code:	GSBUS-041-MC	cost:	\$259
dates:	Oct 2-Oct 30	days:	S
time:	09:00am-04:30pm	location:	MAC 116

### Human Relations

This is a course in interpersonal skills and teaches how to deal with employers, co-workers, subordinates, and customers. Topics include motivation, communication, and leadership skills. Some online coursework is required. The textbook can be purchased at the Prairie State College Bookstore.

code:	GSBUR-003-PS	cost:	\$219
dates:	Sept 20-Dec 13	days:	M
time:	06:30pm-09:15pm	location:	2501

### Human Resources Management

This course emphasizes human relations aspects of supervision, functions of staffing, training, job evaluation, industrial relations, and more. Some online coursework is required. The textbook can be purchased at the Prairie State College Bookstore.

code:	GSBUR-006-PS	cost:	\$219
dates:	Oct 21-Dec 16	days:	TH
time:	07:00pm-09:15pm	location:	2501

### Personal Asset Management

This course includes a study of stocks, bonds, money market instruments, insurance products, and consumer economics. The textbook can be purchased at the Prairie State College Bookstore.

**This is an online course.**

code:	GSBUR-007-PS	cost:	\$219
dates:	Sept 23-Dec 17	days:	TBA
time:	TBA	location:	online

### How to Buy and Sell on Ebay

This class teaches how to buy and sell on eBay with some hands-on exercises. Learn advanced techniques for buying and selling, and how to avoid scams. Discussion includes how to start an eBay business including finding supplies and establishing payment methods.

code:	GSBUS-048-MC	cost:	\$149
dates:	Oct 16-Oct 30	days:	S
time:	09:00am-01:00pm	location:	MAC 114

## Introduction to Grant Writing

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

code:	GSBUS-071-MC	cost:	\$119
dates:	Oct 23-Oct 30	days:	S
time:	08:00am-12:00pm	location:	MAC 118

## Bookkeeping and Procedural Accounting

Emphasis is placed on how to keep records rather than how to analyze them. Work is devoted to developing procedures within the framework of acceptable accounting concepts.

code:	GSBUR-014-PS	cost:	\$219
dates:	Sept 20-Dec 15	days:	MW
time:	09:00am-10:45am	location:	3165

## Become a Grant Writing Consultant

This course is for non-profit grant writing professionals interested in grant writing. Learn to identify the skills and expertise needed to be a successful grant writing consultant, find client markets, and set appropriate fee structures.

code:	GSBUR-016-MC	cost:	\$119
dates:	Nov 13-Nov 20	days:	S
time:	08:00am-12:00pm	location:	MAC 118

## Principles of Marketing

This is a survey course on concepts, principles, and functions of marketing in the dynamic business and economic environment. **This is an online course.**

code:	GSBUR-017-PS	cost:	\$219
dates:	Aug 26-Dec 17	days:	TBA
time:	TBA	location:	online

## Business Communications

Learn the types and methods of communications used in business under a variety of simulated business solutions. Some online coursework is required.

code:	GSBUR-019-PS	cost:	\$219
dates:	Sept 22-Dec 15	days:	W
time:	07:00pm-09:15pm	location:	3165

## How to Network Without Leaving Home

Most people know about Facebook, Twitter, and MySpace, but Digg, Ning, and Reddit also are social networking tools. Learn about how social networking helps families stay in touch, non-profits make money, business practices are changed, and more.

code:	PIBUS-005-MC	cost:	\$39
dates:	Nov 4	days:	TH
time:	06:30pm-09:30pm	location:	MAC 115

## I'm Running a Business. . . Is Social Media Worth My Time?

Business owners who are thinking about Facebook, Twitter, and Lined In can learn the benefits and potential costs to using social media for business. The class explores real case studies to use social media for the right reason and at the right time.

code:	PIBUS-006-MC	cost:	\$39
dates:	Nov 18	days:	TH
time:	06:30pm-09:30pm	location:	MAC 115

Here are some online business courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

## Fundamentals of Supervision and Management

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, acquire the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

## Principles of Sales Management

Master the art of managing sales teams from a sales management professional. Learn the essential roles and responsibilities of a sales manager and develop leadership, motivational, and team-building skills.

## Purchasing Fundamentals

Improve your company's bottom line profitability by mastering the fundamentals of purchasing. Learn key strategic concepts such as supplier partnerships, capital budgeting, and "green" buying. This course also prepares students for the internationally recognized CPM and APP exams.

## Start Your Own Ebay Drop Off Store

Turn other people's unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamite listings, and offering great customer service. Also, check out our "Business for Entrepreneurs Simplified" course for a hands-on, live classroom experience to help your eBay business grow.

## Computers

See also Online Classes for additional computer classes. Note: Textbooks are included in the tuition cost unless specified. Students should bring their own flash drive.

## Introduction to Computers

Learn basic computer skills that are useful personally and professionally including an overview of hardware, software, operating systems, and basic commands.

code:	GSVS-067-PS	cost:	\$179
dates:	Aug 23-Sept 27	days:	M
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-067-MC	cost:	\$179
dates:	Oct 12-Nov 9	days:	T
time:	09:00am-12:00pm	location:	MAC 114

## Keyboarding

Rather than typing finger by finger, learn how to operate the letter keys by touch, increasing the number of words per minute typed. A textbook must be purchased and brought to the first class.

code:	GSVS-091-MC	cost:	\$107
dates:	Sept 15-Nov 3	days:	W
time:	06:30pm-09:30pm	location:	MAC 114

## Microsoft Word—Beginning (Word 2007)

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

code:	GSVS-077-PS	cost:	\$179
dates:	Aug 24-Sept 21	days:	T
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-077-MC	cost:	\$179
dates:	Oct 7-Nov 4	days:	TH
time:	09:00am-12:00pm	location:	MAC 114

**Microsoft Word—Intermediate** (Word 2007)

This course is a continuation of Microsoft Word—Beginning. This course covers styles, long document handling, headers and footers, master documents, tables, mail merge, borders and shading, basic macros, graphics, borders, and fills.

code:	GSVS-078-PS	cost:	\$179
dates:	Nov 15-Dec 13	days:	M
time:	06:30pm-09:30pm	location:	3205

**Microsoft Powerpoint** (Powerpoint 2007)

Learn how to make PowerPoint presentations “pop” with graphics, slides, and enhanced text. Topics include working with objects, organizational charts and graphs, creating special effects, and developing notes and handouts.

code:	GSVS-098-PS	cost:	\$179
dates:	Aug 26-Sept 23	days:	TH
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-098-MC	cost:	\$179
dates:	Nov 11-Dec 16	days:	TH
time:	09:00am-12:00pm	location:	MAC 114

**Access — Beginning** (access 2007)

Learn how to create and manage databases; create and work with tables, reports, and forms; extract information; and use other commonly used features of this program.

code:	GSCOM-035-MC	cost:	\$179
dates:	Sept 7-Oct 5	days:	T
time:	09:00am-12:00pm	location:	MAC 114

code:	GSCOM-035-PS	cost:	\$179
dates:	Oct 11-Nov 8	days:	M
time:	06:30pm-09:30pm	location:	3205

**Access — Intermediate** (Access 2007)

In this continuation of the beginning level, learn how to use action queries, calculate fields, adjust data types, set field properties, and perform database maintenance. Learn how to use input masks, control forms, and the lookup feature.

code:	GSCOM-045-PS	cost:	\$179
dates:	Nov 16-Dec 14	days:	T
time:	06:30pm-09:30pm	location:	3205

**Microsoft Excel—Beginning** (Excel 2007)

Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.

code:	GSVS-094-PS	cost:	\$179
dates:	Aug 25-Sept 22	days:	W
time:	06:30pm-09:30pm	location:	3205

code:	GSVS-094-MC	cost:	\$179
dates:	Nov 1-Nov 29	days:	M
time:	09:00am-12:00pm	location:	MAC 114

**Microsoft Excel—Intermediate** (Excel 2007)

This course is a continuation of Excel Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.

code:	GSVS-095-PS	cost:	\$179
dates:	Oct 6-Nov 3	days:	W
time:	09:00am-12:00pm	location:	MAC 115

**Microsoft Office** (Office 2007)

This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows. In Word, the basics of word processing; in Excel, spreadsheets; and in PowerPoint, creating presentations. A basic understanding of Windows is required.

code:	GSVS-089-PS	cost:	\$279
dates:	Sept 18-Nov 6	days:	S
time:	09:00am-01:00pm	location:	3205

Here are some online computer courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

**Guiding Kids on the Internet** 

Work on the Web with kids. This essential course for teachers, leaders, and parents provides the confidence needed to help children get the best from the Internet. Learn kid-friendly Internet features from Web page creation to discovering fun resources for kids.

**Introduction to Windows Vista** 

Windows Vista is a radical departure from the previous Windows versions. Beginners and experienced Windows users, can benefit from learning Vista’s best and most important features.

**Computer Quick Shots**

(see Business section for additional classes)

What are Quick Shots? These three-to four-hour classes are designed to teach the basic operations of the most popular applications. We provide enough information to get started in these programs. For additional instruction, enroll in the college’s regular non-credit courses.

**Introduction to Windows**

Get basic instruction on navigating, opening, moving, resizing, and command selection common to any Windows program using either the keyboard or mouse. Learn what Windows is and is not.

code:	PICOM-004-MC	cost:	\$49
dates:	Sept 15	days:	W
time:	08:30am-12:30pm	location:	MAC 114

**Microsoft Word Step 1**

This class introduces newcomers to word processing using Word. Learn to create a basic document, save options, use of templates, and how to move around the document. Auto correct, selecting text using both the keyboard and the mouse, basic formatting, and editing also are introduced.

code:	PICOM-005-MC	cost:	\$49
dates:	Sept 22	days:	W
time:	08:30am-12:30pm	location:	MAC 114

**Excel Step 1**

Learn about the power of a spreadsheet including how to avoid the major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting are also covered.

code:	PICOM-006-MC	cost:	\$49
dates:	Sept 29	days:	W
time:	08:30am-12:30pm	location:	MAC 114

**Access Step 1**

Through the use of a template, learn about a basic database including structure and navigation. Learn how to create a database from scratch, create tables using wizards, add data, and basic data manipulation.

code:	PICOM-007-MC	cost:	\$49
dates:	Oct 6	days:	W
time:	08:30am-12:30pm	location:	MAC 114

### Intro to the Internet

Learn what type of equipment is needed, connection options, and which providers are available. Class includes a discussion on security and how to protect computers. Participants get hands-on experience and learn about navigating the World Wide Web and various search options.

code: PICOM-008-MC cost: \$49  
dates: Oct 13 days: W  
time: 08:30am-12:30pm location: MAC 114

### Powerpoint Step I

Gain a basic introduction to PowerPoint and the benefits of its use. Learn about slide selection, objects, inserting text, and basic formatting, as well as use of auto correct and dangers of spell check. The class also introduces selecting clip art, adding charts, sound and animation, and playing the presentation.

code: PICOM-009-MC cost: \$49  
dates: Oct 20 days: W  
time: 08:30am-12:30pm location: MAC 114

### Basic E-mail

Learn about e-mail basics including setting up e-mail accounts that can be used after the class is over. Security and the advantages of having an extra account also are discussed. After setting up the accounts in class, students learn how to send, receive, forward, and reply to e-mails. Attachments and built-in address book are also covered.

code: PICOM-017-MC cost: \$49  
dates: Oct 27 days: W  
time: 08:30am-12:30pm location: MAC 114

### Advanced E-mail

This is the second in our series of basic e-mail classes using Yahoo e-mail and covers the basics of RSS feeds to get information from multiple Web sites. If time allows discussion includes general options and preferences, blocking and customizing the spam filter, checking and editing personal information, and working with address books.

code: PICOM-018-MC cost: \$49  
dates: Nov 3 days: W  
time: 08:30am-12:30pm location: MAC 114

### Tune up Your PC

Don't throw out that old computer! Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.

code: PICOM-019-MC cost: \$39  
dates: Nov 10 days: W  
time: 08:30am-11:30am location: MAC 114

### Mail Merge and Your Address Book

Learn to create a mail merge database and how to set up letters, catalogs, labels, and envelopes and merge a list of customers to these items. Learn how to merge a collection of names into the letters or labels in the Outlook address book.

code: PICOM-023-MC cost: \$49  
dates: Nov 17 days: W  
time: 08:30am-12:30pm location: MAC 114

### Working with Pivot Tables and Basic Macros

Learn what a Pivot Table is and how it is best used to rearrange data to find a trend or solution. Class includes program instructions to create and run basic macros.

code: PICOM-024-MC cost: \$49  
dates: Dec 1 days: W  
time: 08:30am-12:30pm location: MAC 114

### Facebook for Parents and Children

This class is designed for both a parent and child. Learn how to set up a Facebook account for a child, and how to monitor and view its content. Basic security is discussed. This class requires both a parent and child; no child will be allowed to participate without a parent present. Children must be age 13 or older.

code: PICOM-025-MC cost: \$39  
dates: Oct 23 days: S  
time: 09:00am-12:00pm location: MAC 114

### Getting Started on Facebook

Learn how to set up a Facebook account and connect with family and friends. Topics include uploading photos and video, searching for contacts, and becoming a fan. Participants also learn how to choose the right security settings to make sure their Facebook accounts are viewed by only those they grant access to. Facebook etiquette is also covered. Participants must have an e-mail address and know how to use a mouse before enrolling in the class.

code: PICOM-074-MC cost: \$39  
dates: Oct 9 days: S  
time: 09:00am-12:00pm location: MAC 114

### Introduction to MS OneNote

Learn how to work with this new, computer-based organization system to be more efficient in day-to-day work and have information handy. OneNote is an idea processor, a notebook, and an information organizer. Learn how to create notebooks and documents, to-do lists, tables, spreadsheets, and research on the Internet.

code: PICOM-028-MC cost: \$49  
dates: Dec 8 days: W  
time: 08:30am-12:30pm location: MAC 114

### Courses for Teachers

Teachers who need to earn CPDUs or would like to take a course to help you manage the classroom better, should check out our wide selection of both live classroom and online courses. Prairie State College is committed to helping our educators be the best they can be for their students by providing quality educational and informational courses at an affordable price.

### Why Do People Do What They Do?

This workshop is ideal for teachers, counselors, social workers, psychologists, and school administrators. Dr. William Glasser's new psychology of personal freedom, "Choice Theory," is discussed. Choice Theory empowers people to change their lives personally and professionally by putting their energy into those things they have control over—their own behavior and thinking. Learn how to self-evaluate and help others self-evaluate the effectiveness of their choices. Identifying the fundamentals of choice therapy and interviewing clients using reality therapy are covered in this workshop.

code: GSBUS-014-MC cost: \$69  
dates: Nov 1 days: M  
time: 08:30am-04:30pm location: MAC 108

Here are some online courses for teachers offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### Working Successfully with Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. We'll examine the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing.

## Survival Kit for New Teachers

New teachers who are feeling anxious about entering their classroom can learn the time-tested tools, tips, and tricks needed to make their early years in the classroom a breeze. This course is perfect for those already teaching, the newly credentialed graduate, or a substitute transitioning to full-time.

## Ready, Set, Read!

Learn what the newest research says about how children really learn to read and write. Become a powerful guide to literacy development when you work with young children. Gain confidence in your ability to guide a child's literary development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success.

## Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

## Differentiated Instruction in the Classroom

Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways the traditional classroom setting limits their ability to reach diverse learners. Learn the ten practical DI integration strategies and the three sample integration lessons on each strategy. Help improve the learning outcomes for your students.

## Dance

### Beginning Ballroom Dancing and Review

Join the fun and get exercise by ballroom dancing. Learn to lead and follow dances including the Fox Trot, Waltz, Rumba, Cha-Cha, and Swing. Dress comfortably and wear smooth-soled shoes. A dance partner is required and each individual must register.

code:	PIDNC-006-MC	cost:	\$89
dates:	Sept 28-Nov 30	days:	T
time:	07:05pm-08:05pm	location:	T 130

### Beginning Salsa Dancing

Learn to dance the exciting Latin rhythms of Salsa, Cha-Cha, Merengue, Swing, and the Cuban Motion. Dress comfortably and wear smooth-soled shoes. A dance partner is required and each individual must register.

code:	PIDNC-022-MC	cost:	\$89
dates:	Sept 28-Nov 30	days:	T
time:	08:10pm-09:10pm	location:	T 130

## Electrical Construction

### Preventive Maintenance—Electrical

This course covers methods of preventive maintenance of electrical equipment including insulation testing and evaluation, electronic testing, AC generator and motor checking, over-current protection, and system distribution problems.

code:	GSCST-019-PS	cost:	\$149
dates:	Oct 21-Dec 16	days:	TH
time:	06:00pm-09:40pm	location:	3135

## Blueprint Reading for Electricians

Reading and interpreting blueprints and wiring diagrams pertaining to single-family dwellings, commercial locations, industrial locations, and special and hazardous locations are studied.

code:	GSCST-022-PS	cost:	\$149
dates:	Aug 25-Oct 13	days:	W
time:	10:00am-01:40pm	location:	3110

## Alternative Energy and Electrical Power

Learn about alternative electrical power generating systems including photovoltaic, hydroelectric, wind power, and fuel cells. This course provides a foundation to select an appropriate system when considering the environmental factors of an application site. The benefits and drawbacks of each system are presented as well as system efficiencies and installation principles.

code:	GSCST-025-PS	cost:	\$149
dates:	Aug 23-Oct 18	days:	M
time:	05:00pm-08:40pm	location:	3110

## Finance

### Strategies for a Successful Retirement

Learn how to develop an income plan that replaces retirement earnings. Strategies for investments are covered including safe investments in this economy and measuring risk. Participants also learn smart estate planning including how to set up a trust, how taxes are paid, and the best way to distribute property.

code:	PIFNC-019-MC	cost:	\$19
dates:	Oct 2	days:	S
time:	09:00am-12:00pm	location:	MAC 127

code:	PIFNC-019-MI	cost:	\$19
dates:	Nov 13	days:	S
time:	10:00am-01:00pm	location:	MAC 127

### Strategies for Living Debt Free in the 21st Century

Learn a three-step system for successfully managing debts and expenses. This workshop is designed for those who want to build wealth and become financially independent by eliminating debt. Learn a linear math system to eliminate all consumer debt in one to four years, and then a mortgage in another three to five years. Learn specific powerful and proven strategies that work every single time. Bring a list of debts with balances and monthly payments. Students learn debt management techniques to help insure that financial goals are achieved. Learn numerous strategies for spending money more efficiently. Note: Bring a calculator. Optional textbook available from instructor for \$39.

code:	PILIF-025-MC	cost:	\$49
dates:	Oct 28	days:	TH
time:	06:15pm-09:30pm	location:	MAC 115

Here are some online finance courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### The Analysis and Evaluation of Stocks

This comprehensive course is designed to teach how to research and value stocks. Topics covered in the course include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

### Building Wealth

Discover how most wealthy people amassed their fortunes. Those serious about accumulating a sizable nest egg and living the life of his/her dreams can learn the knowledge and the skills needed to succeed.

## Fitness

See Sports and Fitness

## Food Preparation

### Food Service Sanitation

The Illinois Department of Public Health requires that all food service establishments be under the operational supervision of a certified food service sanitation manager. This class meets those requirements. After successfully passing the exam, the Illinois Department of Public Health provides a five-year certificate for a fee of \$35. Textbook is included in price of class. Attendance and promptness is mandatory per state regulations.

code:	GSVS-066-MC	cost:	\$219
dates:	Sept 20-Sept 27	days:	MTTH
time:	04:30pm-09:00pm	location:	MAC 118

code:	GSVS-066-M1	cost:	\$219
dates:	Oct 18-Oct 25	days:	MTTH
time:	04:30pm-09:00pm	location:	MAC 118

code:	GSVS-066-M2	cost:	\$219
dates:	Nov 29-Dec 6	days:	MTTH
time:	04:30pm-09:00pm	location:	MAC 118

### Food Service Sanitation—5-hour Refresher Course

Prerequisite: Illinois State Food Service License

This course is for the renewal of a food service license in the state of Illinois. It meets not only national requirements, but also those of the State of Illinois. **Students must bring current food service license to class. Students are not eligible if their license has expired.**

code:	PIFDS-065-MC	cost:	\$89
dates:	Sept 20	days:	M
time:	04:30pm-09:30pm	location:	MAC 118

code:	PIFDS-065-M1	cost:	\$89
dates:	Oct 18	days:	M
time:	04:30pm-09:30pm	location:	MAC 118

code:	PIFDS-065-M2	cost:	\$89
dates:	Nov 29	days:	M
time:	04:30pm-09:30pm	location:	MAC 118

Here are some online food preparation courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### Luscious, Low-fat, Lightning-Quick Meals

Learn to make healthy meals that are fast, easy, and so good that the whole family enjoys them without realizing they're healthy. Learn how simple it can be to prepare meals that are both delicious and nutritious.

### Secrets of the Caterer

Catering is a business that has become very popular, especially for those who love to cook and plan parties. Learn the fundamentals of the catering business, how to cook for large crowds, organize the kitchen, manage time, and work with clients. The course focuses on cooking skills every caterer needs with an introduction to the business side of catering.

## Home Improvement

All Home Improvement classes are held in Room K-115. K-Building is located on the north side of Vollmer Road, behind the car wash. Look for the "Construction Trades" sign on the building. Please bring safety glasses to class.

### Plumbing Made Easy

Learn how to do small plumbing repairs in this hands-on class. Learn how to install and repair a faucet, fix a leaky toilet, and how to make other plumbing repairs. Time in this class is well-spent and can save money in repair costs.

code:	PIHIM-001-PS	cost:	\$59
dates:	Sept 25	days:	S
time:	08:00am-12:00pm	location:	K 115

### Minor Electrical Wiring for Homeowners

Learn the safe and proper way to make common electrical repairs around the house including how to replace outlets and switches, install GFCI outlets per local building codes, and how to choose and install light fixtures. In addition, learn how to install a ceiling fan and a proper brace.

code:	PIHIM-005-PS	cost:	\$59
dates:	Sept 25	days:	S
time:	01:00pm-05:00pm	location:	K 115

### Ceramic Tile Installation

Ceramic tile installation is taught in this hands-on class. Learn about using the right substrate, surface preparation, tile layout, spreading mastic and thinset, installing floor and wall tile, making cuts, and grouting. Find out about the proper techniques for installing ceramic tile on countertops and stairs. Learn how to choose the right tile, what tools are needed, and how to estimate material.

code:	PIHIM-007-PS	cost:	\$59
dates:	Nov 13	days:	S
time:	09:00am-01:00pm	location:	K 115

### How to Remodel Your Basement or Attic

Learn basic construction skills and save money in labor by taking this hands-on class, including how to create a layout, construct walls, hang and tape drywall, and install a door and trim. Other topics include how to choose the right tools and their proper use, how to figure materials for a project, how to procure a permit, how to install a suspended ceiling, and tips on scheduling electrical, plumbing, and HVAC work. Please bring a hammer and tape measure to class.

code:	PIHIM-011-PS	cost:	\$135
dates:	Oct 2-Oct 16	days:	S
time:	08:00am-12:30pm	location:	K 115

### How to Become a Miss or Mr. Fix It

In just nine hours learn how to complete most common household repairs. Learn how to choose the right paint or stain, patch a wall, mount a wall shelf, repair a door, replace a door lockset, replace a faucet, repair a toilet, replace a light fixture and ceiling fan, replace an electrical outlet or switch, and more. With a little patience and information, save money by doing the small repairs yourself.

code:	PIHIM-090-PS	cost:	\$95
dates:	Oct 23-Nov 6	days:	S
time:	09:00am-12:00pm	location:	K 115

## Job Search Preparation

### Getting LinkedIn — Getting the Job

This class is for job seekers who want to broaden their job searching horizons. Learn how LinkedIn can help gain visibility required to get a desired job. Some computer knowledge is helpful.

code: PIBUS-049-MC cost: \$39  
dates: Sept 25 days: S  
time: 09:00am-02:00pm location: MAC 114

Here are some online food preparation courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### Résumé Writing Workshop

Students can create an effective résumé or improve the one they already have and transform their résumé into a powerful tool to get interviews. This workshop leads participants through a self-assessment series to gain extensive knowledge about the product they are marketing—themselves. This course also covers the use of online résumés and Internet résumé secrets.

### Twelve Steps to a Successful Job Search

Get the job wanted quickly and easily in any economy. In this course, a world-renowned author and career advisor helps identify the job that is best for individual needs. Learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview.

## Languages

### Sign Language I

This is an introduction to sign language. Learn how to fingerspell as well as basic signs for everyday use at home, work, school, and leisure. Textbook is included.

code: PILAN-003-PS cost: \$139  
dates: Sept 28-Nov 30 days: T  
time: 06:30pm-08:30pm location: MAC 118

### Sign Language II

Prerequisite: PILAN 003

Conversational Sign Language. This course is a continuation of signs learned in Sign Language I. Students complete one project, a signed children's book. Same textbook as Sign Language I is used.

code: PILAN-007-PS cost: \$105  
dates: Sept 30-Dec 9 days: TH  
time: 06:30pm-08:30pm location: MAC 118

### Spanish I

This class focuses on the basics of learning and communicating in Spanish. Spanish language skills are introduced and everyday vocabulary are emphasized to develop communication skills in Spanish. Textbook is included.

code: PILAN-047-MC cost: \$139  
dates: Sept 27-Nov 29 days: M  
time: 07:00pm-09:00pm location: MAC 114

### Spanish II

Spanish II provides a greater in-depth study of Spanish, focusing on a hands-on, interactive approach. Emphasis is placed on the practical, everyday use of the language, and developing speaking and comprehension skills. Same textbook as Spanish I is used.

code: PILAN-048-MC cost: \$105  
dates: Sept 30-Dec 9 days: TH  
time: 07:00pm-09:00pm location: MAC 114

### Attention: Corporations and Small Business Owners

Prairie State College can provide you and your employees with a Spanish class with your specific needs in mind. Depending on the amount of training your employees need, these Spanish classes can be completed in one or two days. Also, classes may be taught at your location as an added convenience. For more information, please call (708) 709-3750.

Here are some online language courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### Beginning Conversational French

This course teaches how to communicate easily and comfortably with those who speak French. Learn practical and common phrases to make trips to the many French-speaking regions of the world more pleasant.

### Instant Italian

This dynamic course makes learning Italian fun and surprisingly easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word make mastering punctuation a breeze.

## Medical

### Student Orientation for Non-Credit Medical Vocational Programs

Bring your questions, meet our staff and find out more about the programs. All new students are required to attend. Orientations are held at the Matteson Area Center. Call (708) 709-3750 to register. Choose either of the following:

Tuesday, Aug. 3, 6-7:30 p.m. All Medical Courses  
Wednesday, Aug. 4, 6-7 p.m. Dialysis Tech & Pharmacy Tech Only

### Billing/Coding Specialist

It is recommended that classes in the Billing/Coding Specialist program be taken in the following order:

Medical Terminology	GSMED 017
Introduction to Health Information Technology	GSMED 033
Introduction to CPT-4 Coding	
(prerequisite for ICD-9-CM Coding)	GSMED045
Introduction to ICD-9-CM Coding	GSMED047
Insurance Procedures	
(prerequisite for Computerized Medical Billing)	GSMED 038
Computerized Medical Billing*	GSMED 040
Microsoft Office	GSVS 091
Keyboarding	GSVS 089

\*Must have knowledge of computers/Windows before taking this class. Keyboarding and Microsoft Office may be taken at any time prior to Computerized Medical Billing.

### Medical Terminology

This class is intended for individuals who type, file, and process medical records in hospitals, clinics, insurance, dentist, or physician offices. Learn Latin and Greek roots of medical terms, along with definitions and proper use of medical terms. A good medical dictionary is recommended. A textbook must be purchased.

code: GSMED-017-MC cost: \$289  
dates: Sept 7-Dec 7 days: T  
time: 06:00pm-09:00pm location: MAC 111

### Introduction to Health Information Technology

This course provides instruction in obtaining, using, and preserving medical records. Students also receive instruction in assembly of medical records and some analysis. A textbook must be purchased.

code: GSMED-033-MC cost: \$199  
dates: Aug 24-Oct 5 days: T  
time: 06:00pm-09:00pm location: MAC 112

### Health Unit Coordinator

This course covers how to transcribe doctor's orders, coordinate workflow for a nursing unit, order necessary lab work, and diets. Students are also introduced to daily care of legal medical records, retrieving clinical lab results, and patient privacy. This course along with completion of Microsoft Office, Keyboarding and Medical Terminology provides a non-credit vocational certificate. A textbook must be purchased.

code: GSMED-035-MC cost: \$299  
dates: Sept 15-Dec 8 days: W  
time: 06:00pm-09:00pm location: MAC 112

### Insurance Procedures

Prerequisite: GSMED 017 - Medical Terminology

This course is an introductory medical insurance course. Topics of discussion include medical law and ethics, various types of insurance policies and coverage, deductibles, co-insurance, and procedures for completing the CMS-1500 form and other insurance forms. Emphasis is placed on categorizing insurance plans and defining insurance acronyms commonly used in health care practices. A textbook must be purchased.

code: GSMED-038-MC cost: \$219  
dates: Aug 23-Oct 18 days: M  
time: 06:30pm-09:30pm location: MAC 112

### Computerized Medical Billing

Prerequisite: GSMED 038 - Insurance Procedures, typing speed of 30 wpm and knowledge of computers/Windows

This course introduces students to computerized medical billing using MOSS software. Learn how to input patient information, schedule appointments, handle billing, produce reports, and process insurance claim forms electronically. A textbook must be purchased.

code: GSMED-040-MC cost: \$239  
dates: Oct 12-Dec 14 days: T  
time: 06:30pm-09:30pm location: MAC 115

### Introduction to CPT-4 Coding

Prerequisite: GSMED 017 - Medical Terminology

This course introduces the process of coding medical records with the use of the CPT coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid CPT procedure codes. ICD-9-CM Coding cannot be taken at the same time as CPT-4 Coding. A textbook must be purchased.

code: GSMED-045-MC cost: \$249  
dates: Aug 25-Oct 27 days: W  
time: 06:30pm-09:30pm location: MAC 111

### Introduction to ICD-9-CM Coding

Prerequisite: GSMED 017 - Medical Terminology and GSMED 045 - Introduction to CPT-4 Coding. Instructor consent required.

This course introduces the process of coding medical records with the use of ICD-9-CM coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid diagnostic or procedure codes. CPT-4 Coding cannot be taken at the same time as ICD-9-CM Coding. A textbook must be purchased.

code: GSMED-047-MC cost: \$219  
dates: Oct 21-Dec 16 days: TH  
time: 06:30pm-09:30pm location: MAC 127

### Medical Central Service Technology

This course prepares participants for the national exam for Central Service for the Certification of Healthcare Sterile Processing and Distribution. Learn how to properly sterilize and store medical instruments. This course is intended to prepare individuals for all positions within the Central Sterile Processing Department. A hands-on clinical tour at St. James Hospital familiarizes students with the environment and procedures. Textbook is included.

code: GSMED-080-PS cost: \$459  
dates: Sept 7-Oct 26 days: TTH  
time: 06:00pm-09:00pm location: TBA

### Pharmacy Technician

This 50-hour course prepares students to enter the pharmacy field and take the Pharmacy Technician Certification Board (PTCB) exam. Course content includes medical terminology specific to the pharmacy, reading, and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. Textbook is included. There is a required orientation for this class on Aug. 4 from 6-7 p.m.

code: GSMED-090-MC cost: \$999  
dates: Oct 12-Dec 2 days: TTH  
time: 06:00pm-09:30pm location: MAC 116

### Dialysis Technician

This 50-hour course prepares students for entry-level employment in a kidney dialysis center. The course provides the theoretical knowledge and hands-on skills needed to perform clinical and technical duties. Course content includes medical terminology, anatomy, renal function, and principles of renal dialysis. Additionally, students are provided with training to help prepare them for the Board of Nephrology Examiners Nursing and Technology (BONENT) exam. Textbook is included. There is a required orientation for this class on Aug. 4 from 6-7 p.m.

code: GSMED-095-MC cost: \$999  
dates: Oct 11-Dec 1 days: MW  
time: 06:00pm-09:30pm location: MAC 116

code: GSMED 095 MI cost: \$999  
dates: Oct 11-Dec 1 days: MW  
time: 01:00pm-04:30pm location: MAC 116

### Medical Front Office Assistant

Medical office assistants perform a variety of office support and business functions. This course is an introduction on how to schedule appointments, bill insurance, answer phones, and prepare correspondence. Textbook must be purchased. See the vocational certificate section in the schedule for more information on this program.

code: GSMED-097-MC cost: \$299  
dates: Sept 9-Dec 2 days: TH  
time: 06:00pm-09:00pm location: MAC 112

Here are some online medical courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### Become a Veterinary Assistant

Those who like animals can prepare for a career as a veterinary assistant. This course teaches the necessary information to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. Also, learn about billing, workplace safety, and marketing.

code:	PIMUS-004-MC	cost:	\$129
dates:	Nov 17-Nov 18	days:	WTH
time:	06:00pm-09:30pm	location:	MAC 111

## Music

### Wind Ensemble

This course provides the opportunity to study and perform significant concert band literature with an ensemble. No senior discount.

code:	GSMUS-001-PS	cost:	\$25
dates:	Aug 23-Dec 13	days:	M
time:	06:30pm-08:25pm	location:	K 105

### Jazz Ensemble I

Prerequisite: Instructor's consent required

Placement into either a jazz combo or big band dependent upon audition or prior experience. Groups will rehearse for and perform a series of summer concerts. No senior discount.

code:	GSMUS-005-PS	cost:	\$25
dates:	Aug 24-Dec 14	days:	T
time:	07:00pm-09:30pm	location:	K 105

### Vocal Jazz Ensemble

This course provides experience in singing jazz and other contemporary styles. No senior discount.

code:	GSMUS-010-PS	cost:	\$25
dates:	Aug 23-Dec 13	days:	M
time:	07:00pm-09:30pm	location:	3275

### Building a Lucrative Career in Voice-Overs

Learn how to build a lucrative career in voice-overs for television and radio. This course is an excellent guide toward self-employment in advertising. Students are taught how to read various types of copy, audition for spots, compile a demo tape, and develop a winning product that agencies can't resist.

code:	GSMUS-011-MC	cost:	\$159
dates:	Nov 13-Dec 11	days:	S
time:	09:00am-12:00pm	location:	MAC 115

### Instant Piano for Hopelessly Busy People

Prerequisite: Ability to read the treble clef

Years of weekly lessons are not needed to learn piano. In just half a day learn enough secrets of the trade for years of musical enjoyment. Traditional piano teachers teach note reading, and piano playing professionals use chords. Learn all the chords needed to play any song in this one morning session to practice the technique at home using an exclusive audio cassette designed by the instructor.

code:	PIMUS-001-MC	cost:	\$74
dates:	Nov 17	days:	W
time:	06:00pm-09:30pm	location:	MAC 111

### How to Play Piano by Ear

Prerequisite: Instant Piano for Hopelessly Busy People

This workshop provides the inside secrets professional piano players use. Learn how to play songs off the radio and how to transpose. This workshop goes beyond mere "ear training." Students get information found nowhere else, and learn to pick out tunes by ear from the very first day. Open to all musicians (not just piano players) who have a basic understanding of chord theory. Practice CD and workbook included.

code:	PIMUS-003-MC	cost:	\$74
dates:	Nov 18	days:	TH
time:	06:00pm-09:30pm	location:	MAC 111

### Combination: Instant Piano and Piano by Ear

Register for both courses and save \$19. Spend a day with a professional piano instructor. Materials included in tuition cost.

## Personal Development (see also Real Estate and Seniors)

### Goal Setting and Attainment

Learn how to attain goals with an effective time-tested system. Since attaining goals requires hard work and determination, this system provides built-in support and accountability. Learn how to identify goals, create a time management plan, and maintain balance in life while maintaining a positive attitude and staying motivated. Bring a guest for free.

code:	PIBUS-115-MC	cost:	\$39
dates:	Nov 3	days:	W
time:	06:00pm-09:00pm	location:	MAC 108

### Event Design from Concept to Creation

Those responsible for organizing retreats, meetings, parties, staff educational programs or other important events can benefit from this class. Learn how to plan, perform research, and understand the details involved in event planning to plan future events with ease.

code:	PICEU-009-MC	cost:	\$89
dates:	Oct 6-Oct 13	days:	W
time:	06:30pm-09:30pm	location:	MAC 118

### Get Rid of Stress!

Learn how to reduce stress at home, on the job, and in everyday life. Topics discussed include proactivity versus reactivity and empowerment versus victimization. Students learn to focus on things and events under their control or direct influence and about the stress reducers and pleasurable behavior activity to help ease stress.

code:	PIHLT-060-MC	cost:	\$19
dates:	Nov 1	days:	M
time:	07:00pm-08:30pm	location:	MAC 108

### Make the Most of Your Memory

Learn effective mnemonics to improve your memory. Learn to recall anything more easily, especially names and numbers using various techniques including easy-to-remember brain gym movements and biofeedback. In addition, learn the latest from clinical studies on dementia and Alzheimer's.

code:	PIHLT-061-MC	cost:	\$39
dates:	Nov 6	days:	S
time:	09:00am-12:00pm	location:	MAC 116

### How to Save a Life Using CPR

This class teaches life-saving skills to treat adults, children, and infants including CPR, AED (Automated External Defibrillator) training, and how to handle choking emergencies. Upon completing this class, students will receive a two-year certification from the American Heart Association. This class is not for health care professionals.

code:	PIIES-013-PS	cost:	\$59
dates:	Sept 8	days:	W
time:	02:00pm-06:00pm	location:	T 146

code:	PIIES-013-PI	cost:	\$59
dates:	Nov 10	days:	W
time:	02:00pm-06:00pm	location:	T 146

Here are some online personal interest courses offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac)

### Assisting Aging Parents

Learning how to help parents or other loved ones through their transition in their golden years can prepare us for our own. This compassionate and comprehensive course provides the tools,

techniques, and insights for this passage.

### Goodbye to Shy

Want to learn how to overcome shyness? The ability to interact with others affects everything we do, from selecting a mate to advancing in our careers. Learn how to reduce anxiety, build self-esteem, and strike up conversations with others.

### Get Assertive!

Get the assertiveness training needed in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers.

## Professional Development

### Basic Week in Reality Therapy

This workshop explains the highly innovative ideas of Dr. William Glasser. Learn the new psychology of personal freedom called “Choice Theory,” and how to become empowered by distinguishing between things that can be controlled and those that cannot. Receive practical advice on how to improve important relationships, how to become the person you want to be, and how to become more effective in counseling others. Come and learn useful information and have fun doing it.

code: GSBUS-028-MC cost: \$499  
dates: Nov 1-Nov 5 days: MTWTHF  
time: 09:00am-04:00pm (MTWTH) location: MAC 108  
09:00am-12:00pm (F)

### Therapeutic Healing Through Laughter

“Therapeutic Humor and Laughter” is a method which provides positive counterweight to negative circumstances. Leave this 3-hour workshop with laughter and humor techniques that can be used professionally and personally. Social Workers and Nursing Home Administrators receive 3.0 CEU's for attending this class.

code: PICEU-058-MC cost: \$49  
dates: Nov 6 days: S  
time: 09:00am-12:00pm location: MAC 111

### Therapeutic Healing Through Music

“Music Therapy” is an established healthcare profession that uses music to address physical, emotional, cognitive, and social needs of individuals of all ages. This type of therapy improves the quality of life for individuals who are well to those who may be suffering with disabilities or illnesses. Learn about the types of therapeutic music programs currently being adopted and assess their impact on patient outcomes. Social Workers and Nursing Home Administrators receive 3.0 CEU's for attending this class.

code: PICEU-059-MC cost: \$49  
dates: Nov 6 days: S  
time: 01:30pm-04:30pm location: MAC 111

## Reading, Writing, and Fun Things

Here are some online courses related to the above subjects offered Aug. 18 - Oct. 18, Sept. 15 - Nov. 15, Oct. 20 - Dec. 20, Nov. 10 - Jan. 10, 2011, 12 sessions, most classes start at \$100 or visit [ed2go.com/mac](http://ed2go.com/mac).

### Merrill Ream Speed Reading

Don't struggle to keep up with the flood of e-mail, articles, reports, books, and other printed matter. Save time by learning to read faster and with better comprehension from speed reading expert Dr. Merrill Ream.

### Beginning Writer's Workshop

Those dreaming of writing creatively will find this course is a great place to start. Improve writing skills and discover new ways to stretch

creativity. This course is an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

### Beginner's Guide to Getting Published

Success in the writing game is determined by the amount of credibility publishers attach to one's work. This course, taught by a published author, helps gain that credibility. Learn how to properly format manuscripts, write irresistible query letters, and submit work to the publishers who want it.

### Writing for Children

Join a published children's author and discover how to touch the hearts of children by creating books for them. In this highly interactive, hands-on course, take pen to paper and begin work on a first fiction or nonfiction manuscript. Learn the various formats – from baby's first books to novels for young adults.

### Breaking into Sitcom Writing

Learn from a veteran TV comedy show writer how to write professional sitcom scripts and how to break into show business. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Learn to write dialogue that makes the audience laugh.

### Drawing for the Absolute Beginner

Those interested in drawing can benefit from this course. Learn about drawing materials, set up procedures, lighting and rendering techniques, design and layout methods, and much more.

### Travel Photography for the Digital Photographer

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye. This course addresses the tools and tricks that enable digital photographers to capture scenes from around the world and bring them home.

### Get Paid to Travel

Those who love to travel and enjoy working with individuals may enjoy a career as a professional tour director, tour guide, or cruise host. Learn about group tour procedures, documentation, and handling emergencies. Gain information on full- and part-time career opportunities.

### Wow, What a Great Event!

Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know to avoid those embarrassing and costly planning errors.

### Get Funny!

Humor enhances everything. Whether looking to deliver better presentations, increase marketability as a writer, deliver more hits to a Web site, or simply become friendlier and more outgoing, this hilarious course can help students sharpen their witt.

## Real Estate

If you would like more information on our real estate programs and some of the part-time opportunities in this field, please register for the free workshop listed below. For more information, please call (708) 709-3750.

### Real Estate Career Workshop and Course Orientation

Although the economy has affected many individuals with their employment status, learn about some of the part-time opportunities in real estate sales, real estate appraising, home inspecting, and mortgage lending. Courses fulfill the state's pre-licensing requirements in these particular areas. Those looking for some part-time income and really aren't sure how to earn that income, should sign up for this free two-

hour workshop.

code: PIBUS 019-MC cost: Free  
dates: Sept 9 days: TH  
time: 06:30pm-08:30pm location: MAC 111

### **How to Survive Today's Mortgage and Real Estate Market**

With all the turmoil in the mortgage and real estate market, there is a definite need for education to better prepare prospective and existing homeowners on how to survive this volatile market. This three-hour seminar teaches how to make better decisions, from buying a home or to refinancing. Experts explain what is needed to qualify for financing, what type of financing fits individual's situation, how to pick the right realtor for buying and selling, the importance of an appraisal, getting a home ready for selling, and many more helpful hints to make real estate transactions go smoothly. It is a reality that foreclosures are on the rise, so please take advantage of this free seminar. Please call (708) 709-3750 to register.

code: PIBUS-119-MC cost: Free  
dates: Sept 18 days: S  
time: 09:00am-12:00pm location: MAC 111

### **Sales and Brokers Pre-Licensing**

#### **Property Management**

Optional broker course with instruction in fundamentals of tenant-management relationships, property modernization, property maintenance, leases, real property insurance, commercial property, industrial property, and advertising. Renting, leasing, rehabilitation, budgeting, marketing, and accounting also are covered. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-031-MC cost: \$159  
dates: Nov 30-Dec 14 days: TTH  
time: 06:30pm-09:30pm location: MAC 108

#### **Broker Administration**

This is a mandatory real estate broker's course which covers real estate brokerage, escrow, business accounting, maintaining records, agency and license law. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-076-MC cost: \$159  
dates: Sept 21-Oct 5 days: TTH  
time: 06:30pm-09:30pm location: MAC 108

#### **Advanced Real Estate Principles/2000**

This is a mandatory real estate broker's course which reviews current real estate regulations and license law. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-077-MC cost: \$159  
dates: Oct 12-Oct 26 days: TTH  
time: 06:30pm-09:30pm location: MAC 108

#### **Real Estate Law (Contracts and Conveyances)**

This is a mandatory real estate broker's course which covers deeds, fixtures, contracts, closing, land use, leases, and condominiums. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-078-MC cost: \$159  
dates: Nov 2-Nov 16 days: TTH  
time: 06:30pm-09:30pm location: MAC 108

### **General Real Estate Classes**

#### **Home Inspection (Now Approved for Indiana)**

This course is designed to fulfill the Illinois and Indiana state requirements for pre-license instruction for home inspectors. The class prepares students to take the state home inspector examination for Illinois or Indiana. There is an onsite field day prior to final examination. All applicants for the home inspector license must be at least 21 years of age and must have a high school diploma or GED. Textbooks are included in the course fee and are distributed at the first class. Please note: Attendance is mandatory per state regulations. K-Building is located on the north side of Vollmer Road, behind the car wash. Look for the "Construction Trades" sign on the building.

code: GSRE-020-PS cost: \$1,249  
dates: Sept 27-Dec 6 days: MTH  
time: 06:00pm-10:00pm location: K 115

### **Safety**

#### **OSHA 10-Hour Training Course**

This 10-hour General Industry OSHA program covers mandated safety and health standards for OSHA. This includes walking and working surfaces, means of egress and fire protection, electrical, and other related topics. Upon successful completion, a 10-hour OSHA safety card will be awarded.

code: GSCST-007-MC cost: \$159  
dates: Oct 16-Oct 23 days: S  
time: 08:00am-03:30pm location: MAC 108

#### **Electrical Safety**

Basic electrical dangers and safety precautions that should be observed when working with electricity or electrical circuits are studied. Safety procedures are emphasized along with the purpose of fuses, circuit breakers, disconnect boxes, insulation, and grounding.

code: GSCST-023-PS cost: \$149  
dates: Aug 25-Oct 13 days: W  
time: 06:00pm-09:40pm location: 3135

### **Security Training**

#### **Security Officer Training**

This course prepares students for Illinois state certification as unarmed security officers. Learn asset protection, patrols, report writing, ethics and conduct, public relations, fire and life safety, emergency situations, and crime prevention. Students are responsible for fingerprinting and application fees.

code: GSSEC-010-MC cost: \$159  
dates: Sept 21-Oct 7 days: TTH  
time: 06:00pm-09:30pm location: MAC 116

### **Senior Citizens**

#### **Take Charge of Your Health**

Whether living with a health condition, or caring for someone who is, this course teaches how to improve the quality of life. Discover how to thrive, not simply survive with a chronic health condition. Learn how to cope with fatigue and frustration, properly exercise, use medications, practice good nutrition, and more.

code: GSHLT-004-MC cost: Free  
dates: Aug 26-Sept 30 days: TH  
time: 09:00am-11:30am location: MAC 116

time: 06:00pm-06:50pm location: T 130

### Senior Living — Truth Vs. Fiction

This seminar is to educate seniors and their families on the options available whether seniors should remain in their home or not. Discussion includes housing options, selling homes, and reverse mortgages. Please call (708) 709-3750 to reserve your seat at this very important, informational seminar.

code: PISNR-006-MC cost: Free  
dates: Oct 13 days: W  
time: 09:00am-12:00pm location: MAC 116

### Turning 65: Understanding Medicare Parts A, B, and Supplemental Coverage

A representative from the Blue Cross and Blue Shield of Illinois "Service in the Neighborhood" program explains the basics of Medicare in an easy to understand informative and interactive presentation.

code: PILIF-033-MC cost: Free  
dates: Oct 12 days: T  
time: 09:00am-11:00am location: MAC 111

### Turning 65: Understanding Medicare Part D

This seminar explains Medicare Part D, including enrollment periods, formulary guidelines, initial coverage amounts, the gap, and catastrophic coverage.

code: PILIF-034-MC cost: Free  
dates: Oct 14 days: TH  
time: 09:00am-11:00am location: MAC 111

## Sports and Fitness

### Aerobics I—Pilates/Yoga/Walking

Designed for the beginning exercise enthusiast with the emphasis on walking and pilates.

code: PISPF-0011-P1 cost: \$92  
(pilates/walking)  
dates: Aug 23-Dec 15 days: MW  
time: 12:00pm-12:50pm location: T 130

code: PISPF-0011-P2 cost: \$92  
(yoga/walking)  
dates: Aug 24-Dec 16 days: TTH  
time: 08:00am-08:50am location: T 130

### Aerobics II—Step Aerobics/Kickboxing

An intermediate workout combining step aerobics, kickboxing, and toning exercises.

code: PISPF-0012-P2 (kickboxing) cost: \$92  
dates: Aug 23-Dec 15 days: MW  
time: 05:00pm-05:50pm location: T 130

code: PISPF-0012-P1 (step aerobics) cost: \$92  
dates: Aug 24-Dec 16 days: TTH  
time: 12:30pm-01:20pm location: T 130

### Aerobics III — Aqua Aerobics

A workout combining aerobics and toning exercises in the challenging environment of the pool.

code: PISPF-0013-P1 cost: \$92  
dates: Aug 23-Dec 15 days: MW  
time: 07:00am-07:50am location: T 130

code: PISPF-0013-P2 cost: \$92  
dates: Aug 23-Dec 15 days: MW

### Golf

Basic rules and fundamentals of golf.

code: PISPF-0014-PS cost: \$92  
dates: Aug 23-Oct 18 days: MW  
time: 10:00am-11:50am location: T 130

### Aerobics IV—Boot-Camp Style

A workout combining aerobic dance, boot-camp style, and indoor cycling. This class is for those individuals who want a more intense and physically challenging workout.

code: PISPF-0016-P1 cost: \$92  
dates: Aug 24-Dec 16 days: TTH  
time: 11:30am-12:20pm location: T 130

### Softball

Students will learn the basic rules of play and the basic skills associated with 12" softball. Hitting, catching, throwing, and running bases will be explored.

code: PISPF-0020-PS cost: \$92  
dates: Aug 24-Oct 14 days: TTH  
time: 04:30pm-06:40pm location: T 130

### Sports 101 for Women

This interactive class teaches the rules and regulations of the four major sports in this country: football, baseball, ice hockey, and basketball. Learn the difference between a suicide squeeze and a drag bunt, a play-action pass and a quarterback draw, and many other sports strategies and formations. Gain a better understanding of children's sports.

code: PISPF-022-MC cost: \$39  
dates: Sept 23 days: TH  
time: 06:30pm-09:30pm location: MAC 111

### T'ai Chi for Your Health

This is an easy to do, tried and true, centuries old, non-strenuous body and mind conditioner. Learn simple patterns of movement, combined with breathing awareness and t'ai chi principles. The movements are soft and relaxing and resemble an oriental ballet. T'ai chi can help maintain strength, build strength, and help students relax. Whenever possible, movements are done to soft, soothing, and relaxing music.

code: PISPF-017-PS cost: \$74  
dates: Oct 6-Nov 10 days: W  
time: 07:00pm-08:00pm location: T 130

### Karate (Ages 7 to Adult)

This course teaches basic self-defense, traditional Tae Kwon Do, Katas, Kobudo (the art of ancient weaponry), and physical fitness. It also helps build self-esteem, self-discipline, and confidence. Learn defense tactics and get in shape.

code: PISPF-025-P1 (beginner) cost: \$55  
dates: Aug 26-Dec 9 days: TH  
time: 06:00pm-07:00pm location: T 130

code: PISPF-025-P2 (beginner) cost: \$55  
dates: Aug 28-Dec 11 days: S  
time: 08:30am-09:30am location: T 130

code: PISPF-025-P3 (intermediate) cost: \$79  
dates: Aug 26-Dec 9 days: TH  
time: 06:00pm-08:00pm location: T 130

code: PISPF-025-P4 (intermediate) cost: \$79  
dates: Aug 28-Dec 11 days: S  
time: 08:30am-10:30am location: T 130

For more information on this program, please call (708) 709-7811 or e-mail [dwilkinson@prairiestate.edu](mailto:dwilkinson@prairiestate.edu).

### **Karate Plus**

This class is for high energy individuals interested in improving karate skills. For a slight additional cost, students receive twice the number of instructional sessions as in the standard Karate course.

code: PISPF-026-P1 (beginner) cost: \$99  
dates: Aug 26-Dec 11 days: THS  
time: 06:00pm-07:00pm (TH) location: T 130  
08:30am-09:30am (S)

code: PISPF-026-P2 (intermediate) cost: \$165  
dates: Aug 26-Dec 11 days: THS  
time: 06:00pm-08:00pm (TH) location: T 130  
08:30am-10:30am (S)

### **Muay Thai—Martial Arts**

This course teaches effective self-defense techniques using the principles of Muay Thai. Learn striking combinations, basic blocking techniques, and how to handle various self-defense situations. Get in shape while learning a new form of martial arts.

code: PISPF-030-PS cost: \$59  
dates: Aug 24-Dec 7 days: T  
time: 06:00pm-07:00pm location: T 130

## **Transportation**

### **Medi-Car and Service Car Vehicle Safety Training**

The Illinois Department of Healthcare and Family Services is now requiring drivers and employee attendants of Medi-car, and other service car providers who transport participants of the department's medical assistance programs, to complete a safety training program. This class fulfills the state's CE requirement for these employees, which is renewable every three years. The three and half-hour training class covers the following topics:

1. Passenger Assistance
2. Safe Driving, Safe Operation, and Emergency Procedures
3. Bloodborne Pathogens

Tuition fee includes class materials and a three-year certification card.

No senior discount.

code: PIMED-032-MC cost: \$69  
dates: Sept 16 days: TH  
time: 06:00pm-09:30pm location: MAC 111

code: PIMED-032-MI cost: \$69  
dates: Nov 20 days: S  
time: 09:00am-12:30pm location: MAC 111

### **Attention Transportation Providers**

For information on having a class taught at your location, please call Mike Moody at (708) 709-7711 or e-mailing [mmoody@prairiestate.edu](mailto:mmoody@prairiestate.edu).

### **CDL Truck Driver Training Program**

This program is designed to provide the highest quality training in the shortest time possible. In the classroom, students are introduced to the operating rules and regulations that govern trucking operations. Hands-on driver training teaches students safe operating practices in all phases of handling a truck tractor semi-trailer combination vehicle. This program also prepares students for the State of Illinois CDL (Class A) test and job placement in the over-the-road trucking industry.

code: GSTRS-055 cost: \$3,995  
dates: Pending days: MTWTHF  
time: 08:00am-4:30pm (day class) location: ATOC 150  
06:00pm-10:00pm (evening class)

# Adult Education

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## Wanted: Volunteer Literacy Tutors

As a volunteer tutor you can help reach a diverse population of students enabling them to acquire basic skills in reading and writing. For more information call (708) 709-3724.

Tutor responsibilities:

- Successfully complete a 20-hour tutor training workshop.
- Maintain a regular and convenient weekly meeting schedule with your assigned student(s).
- Maintain a positive tutor/learner relationship.

In accordance with the Stevens Amendment, the grant-funded portion of Adult Education and the Family Literacy program at Prairie State College for fiscal year 2010 is 30 percent financed with federal funds totaling \$166,315.

The Adult Education Program at PSC serves a diverse population of adult learners both on campus and in the community. Classes provide learning opportunities to non-high school graduates, 16 and older. PSC's mission is to teach basic skills needed to function effectively as a family member, citizen, worker, and lifelong learner in a changing world. Adult education classes are available during the day and evening. Registration and assessment are required for all programs.

Based on an assessment of their needs and skill level, students are placed in the proper adult education program, which include:

- **Adult Literacy Institute:** Available to those who have difficulty or are unable to read, write, or do basic math. Call (708) 709-3724 for more information.
- **Adult Basic Education:** These classes help students improve their basic skills in reading, mathematics, and English. Call (708) 709-7880 or (708) 709-7931 for more information.
- **English as a Second Language:** The ESL program teaches skills in speaking, reading, writing, and listening to non-native English speakers. Call (708) 709-7922 or (708) 709-3790 for more information.
- **General Education Development (GED®):** GED classes offer students an opportunity to complete high school studies and receive an equivalency certificate. The GED certificate is accepted as a substitute for a high school diploma. Classes review the five areas of study on the exam: language arts-writing, social studies, science, language arts-reading, and math. Call (708) 709-7880 or (708) 709-7931 for more information. Classes also are offered in Spanish; call (708) 709-3790 for more information.

# Community and Economic Development

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## Business and Community Education Center (BCEC)

The BCEC is an excellent choice for your next meeting or conference. The College offers meeting room rentals with the latest presentation multi-media equipment, a 486-seat auditorium, and more. For information, call (708) 709-3602 or visit [prairiestate.edu/bcec](http://prairiestate.edu/bcec).

## Corporate Education and Training

PSC offers customized training solutions to meet your specific business needs. The College offers training on your site or on PSC's campuses and will work with you to design a custom training program. For more information, contact Tiffany Bruessard at (708) 709-3791 or [tbruessard@prairiestate.edu](mailto:tbruessard@prairiestate.edu).

Classes are offered in a variety of areas including:

- Project Management
- Quality Management
- Continuous Improvement
- Leadership/Management
- Computer Training
- Safety and OSHA Compliance
- Workplace Communications
- CPR and First Aid
- And more

## Event Information

### Illinois Fetal Alcohol Spectrum Disorders (FASD) Awareness Conference

Fetal Alcohol Syndrome is a preventable cause of intellectual disabilities and birth defects. Licensed professional counselors, social workers, school teachers, and individuals who would like to learn more about FASD are encouraged to attend a conference on Monday, November 1 from 8:30 a.m. to 4:30 p.m. in the Business and Community Education Center. The forum offers continuing education units (CEU) for eligible professionals. For more information, contact Julie DeLong at (708) 709-7919 or e-mail [jdelong@prairiestate.edu](mailto:jdelong@prairiestate.edu).

## Illinois workNet Center

The Illinois workNet Center offers a one-stop concept for job seekers and employers with employment training, job search assistance, and services for employers to help meet human resource needs. For assistance, call (708) 709-3911.

### Job Seeking Customers

- Résumé & Cover Letter Instruction
- Networking & Interviewing Techniques
- Skills Assessment
- Career Preparation Assistance
- Referrals to Companies & On-Site Recruitment Retention
- Labor Market Info & IL Skills Match Registration
- Employment Resource Center

### Employers

- Assessment & Job Description Preparation
- Screening & Referral of Qualified Applicants
- Employee Assessments
- Basic Computer Skills Enhancement Services
- Personalized Account Executive Services
- Post Employment Follow-up
- Local Workforce Development Information

## CPDUs for Teachers

PSC offers courses for elementary and high school teachers. These courses will help teachers earn Continuing Professional Development Units (CPDUs) in fulfilling their Certificate Renewal Plans as well as help teachers on leave, substitutes, and others who are not associated with a specific school district revise their plans. Please note that teachers must request CPDUs at the time of registration in open enrollment classes.

## Private Computer Training

Those who are too busy to attend a computer class can register for private tutoring. The fee is \$25 per hour/five hour maximum per student. For more information, call (708) 709-7881.

# Prairie State College Foundation

## Who helps a PSC student pay for college?

The Prairie State College (PSC) Foundation—with **community help** from generous donors like you!

The PSC Foundation offers scholarship assistance because generous community members—individuals, families, businesses, and organizations—are willing to invest in PSC students' potential.

Donors' gifts are an investment that will yield dividends of hope to PSC students who are struggling to attain their educational dreams.

Donors understand that building a skilled work force strengthens the surrounding community.

When students don't qualify to receive state and federal grants, the Foundation provides **scholarship assistance**.

## Who receives scholarship help?

- **Workers** whose **low wages** are just high enough to disqualify them from federal help.
- Single parents whose **children's school costs take priority** over their own.
- High school graduates whose **parents lost their jobs**.
- **Veterans** whose benefits don't cover textbooks.
- **GED students** who can't afford the test fee.
- **Heads of households** who must choose between paying a utility bill or tuition for a college class that keeps their job skills current.
- Families with **uninsured medical bills** that wipe out college savings.
- **Unemployed residents** who need retraining.
- Those whose college savings were needed for a family **emergency**.
- Students who lack the tuition, fees, and textbooks to make their educational dreams come true.

## Assisting Deserving PSC Students

Since 1973, the Foundation has assisted thousands of deserving students with **partial scholarships** to help pay for **tuition, fees, and textbooks**. By awarding partial scholarships, the PSC Foundations assists **as many students as possible**. Our goal is to help all qualified applicants, pending available funds. Scholarship recipients are encouraged to give back by volunteering on campus or in the community. All scholarship recipients must pay some part of their own educational costs.



# Did you know that many PSC students work full-time, yet still cannot afford college costs?

## Community Support Helps Write Success Students' Stories

When a low wage job is just high enough to disqualify a worker from receiving financial aid, a PSC Foundation scholarship often fills the gap.

Receiving a **PSC Foundation scholarship** was a **lifeline** to a better job for Michelle (and many other PSC students). Tuition and textbooks were beyond her low-wage job. She knew that a **college diploma** would enable her to **climb the ladder of success**, but her earnings were just high enough to put her above the eligibility level to receive financial aid. She had the ambition to achieve but couldn't afford even community college costs.

A partial Foundation scholarship helped bridge the divide between continuing as a minimum wage worker and becoming a college graduate. Proximity to home, quality instructors, and small class sizes allow PSC students—**with your help**—to start near and go far in promising careers.

PSC's students—both current and graduated—inspire the Foundation's mission of providing **need-based scholarships**. Whether preparing for transfer to a four-year institution, or earning a degree or certificate in one of the college's career programs, PSC students inspire the Foundation's fundraising efforts.

The PSC Foundation knows that **every student has the potential** to achieve career distinction and make valuable contributions both in the community and the work force.

## Here's How You Can Help

Please invest in PSC students' educational success.

With your help, PSC students start near and go far to reach their educational goals.

Each year, hundreds of PSC students turn to the Foundation for assistance with tuition, fees, and textbooks to make their educational dreams come true.

**Your generosity changes lives**, strengthens families, helps worthy individuals to climb the ladder of success, and builds the work force that strengthens the community.

### Online:

- Visit [prairiestate.edu](http://prairiestate.edu); click on Foundation, and then Click to Donate.

### By Mail:

- Make checks payable to PSC Foundation;
- Mail to: PSC Foundation, 202 S. Halsted St., Chicago Heights, IL 60411

### Phone:

- Call us at (708) 709-3636 to make a credit card donation.
- We will gladly assist you.



## Apply for a PSC Foundation scholarship!

- **File FAFSA** (visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and complete the process.
- **Register** for classes.
- **Download** scholarship **application** form from [prairiestate.edu/finan/foundscholshell.pdf](http://prairiestate.edu/finan/foundscholshell.pdf), and **return completed form** to Financial Aid by deadline. (Awards will be made until all available funds are expended.)

**Applicants must have some means to pay balance due** (i.e., Nelnet payment plan, job, savings, loan, etc.) because scholarships will cover only partial costs.

For more information, contact Carissa Davis, veterans and scholarship advisor, at (708) 709-3562 or [cdavis@prairiestate.edu](mailto:cdavis@prairiestate.edu).



### **PSC Foundation Mission Statement**

The PSC Foundation is a non-profit organization committed to excellence in education by promoting PSC and enhancing the opportunities for students. The Foundation works to:

- Increase public awareness of the College's central role in the well-being of our community and its citizens.
- Seek financial support to fund student scholarships, attract and retain able faculty and staff, and provide for the College's growth and development.
- Identify potential board members, involving those who bring leadership, insights, and new contacts to the Foundation.

***Prairie State College Foundation***

## **PSC Scholarship Recipients Thank You in Their Own Words**

Thank you for investing in my future and career.

I could not receive financial aid, and there are no trust funds waiting for me. I had no one to turn to. Now I can continue to get the training I need.

I would be unable to continue my education without the Foundation's help.

I will be the first college graduate in my family ever.

This scholarship will alleviate a huge financial burden on my family.

Your help was my last hope in trying to get the textbook.

Thanks for believing in my education and making graduation an attainable goal!

We have been pretty broke and living from check to check. My mom would not know what to do if I did not receive any scholarships.

I truly hope that by going back to school I will get my new beginning in life.

My husband and I work very hard, and we understand the value each and every dime.

I graduate in May, and I hope I soon can help others as you have me!

It is a privilege and honor to be a recipient. Thanks to the PSC Foundation and all their efforts, I will be able to continue my education.

## **Scholarships Provide Help and Hope**

The Prairie State College Foundation helps hard-working students when difficult family circumstances interrupt their educational plans:

... **Job loss** threatened Caroline's dream of becoming a registered nurse.

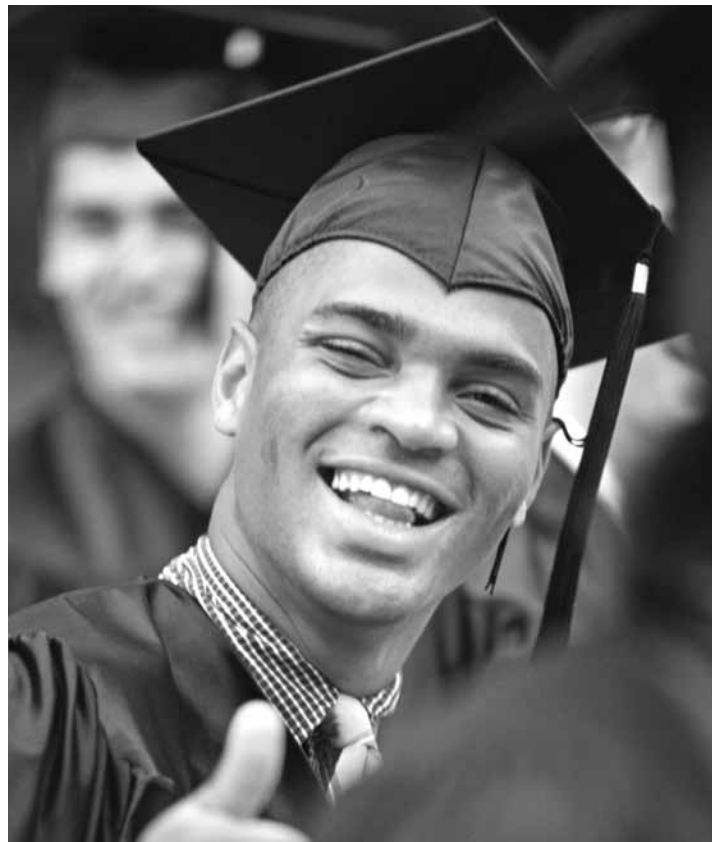
... **Medical bills** stalled Robin's drive for an information technology certificate.

... **Lack of veterans' benefits** meant Michael had no funding for textbooks or fees, after serving in Iraq (His benefits would only cover tuition).

... **High utility bills** forced Gena to choose between heat at home or a class to keep her job skills current.

The generosity of community members like you enables determined PSC students to update job skills, or prepare for transfer to a four-year university.

**Please click on Foundation at [prairiestate.edu](http://prairiestate.edu) for more information** on how you can make a huge difference for a worthy PSC student. **Thank you for supporting PSC Foundation scholarships.**





# REGISTRATION FORM

## For Credit Courses

### \$10 non-refundable registration fee per semester.

Complete this form before registering on campus. New students **MUST** register in person, after meeting with an advisor/counselor for academic advising assistance and approvals. Continuing students may register in person, or on WebAdvisor at prairiestate.edu but are encouraged to seek advising assistance to ensure accuracy of course selection. All students are invited to visit the Counseling and Academic Advising Center. Call (708) 709-3506 if you have any questions.

PLEASE PRINT

STUDENT ID# \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

AREA CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

GENDER:  MALE  FEMALE DATE OF BIRTH: \_\_\_\_\_  
MONTH/DAY/YEAR

**DECLARE OR VERIFY YOUR MAJOR BELOW**

PROGRAM MAJOR\* \_\_\_\_\_

\*(SEE DEGREE DESCRIPTIONS ON REVERSE SIDE)

COURSE CODE & NUMBER	SECTION	CREDIT HOURS	TIME	DAY	LAB FEE
PHOTO 171	02	3	7-9:30PM	M-W-F	\$50

To calculate your total bill, use the following formula:

Total Hours \_\_\_\_\_ X Tuition Rate \_\_\_\_\_ + Total Lab Fees \_\_\_\_\_ + Registration Fee \$10 =

(if applicable)

I certify that I reside at the address provided above.  
I accept responsibility for the selection of courses as indicated above.  
I authorize the Business Office to collect any and all fees associated with my account.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\* SUBJECT TO CHANGE WITHOUT NOTICE. REFUNDS WILL BE GIVEN ONLY DURING THE STATED PERIOD.

TERM  
 Spring 20 \_\_\_\_  Summer 20 \_\_\_\_  Fall 20 \_\_\_\_

ENROLLMENT STATUS  
 First-Time Student  
 Continuing PSC Student  
 Transfer Student  
 Guest Student (Summer Term)  
 Dual Credit Student

SPECIAL ENROLLMENT STATUS  
*If you are one of the categories listed below, you must submit additional documentation.*  
 Co-Op  
 HS Student (Tuition Waiver)  
 Works in District

ETHNIC BACKGROUND  
 Are you Hispanic or Latino?  
 Yes, Hispanic or Latino  
 Not Hispanic or Latino

Please identify your primary racial/ethnic group. (Please check one)  
 1  American Indian or Alaska Native  
 2  Asian  
 3  Black or African American  
 4  Hispanic or Latino  
 5  Native Hawaiian/Pacific Islander  
 6  White  
 7  Choose not to respond

Are you from one or more of the following racial groups? (Select all that apply)  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian/Pacific Islander  
 White  
 Choose not to respond

Are you in the United States on a Visa-Nonresident Alien?  
 Yes on a Visa - Type \_\_\_\_\_

Provide Country of Origin \_\_\_\_\_  
 Not on a Visa

MY PRIMARY GOAL FOR ATTENDING COMMUNITY COLLEGE IS (Please check one):  
 11  To prepare for transfer to a four-year college or university  
 12  To improve skills for my present job  
 13  To prepare for a future job immediately after attending

COMMUNITY COLLEGE CERTIFICATE OR DEGREE OBJECTIVE:  
 1  Only complete one or several courses  
 2  To complete a certificate  
 3  To complete an Associate's degree

EMPLOYMENT STATUS  
 31  Employed Full-Time  
 32  Employed Part-Time  
 34  Homemaker  
 35  Unemployed

**FOR OFFICE USE ONLY**

I have been advised of reading, English and math requirements.

Student Initials \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Registration Clerk/Date \_\_\_\_\_

Registered Hours \_\_\_\_\_

