

# Summer 2010 Non-Credit Classes

Prairie State College welcomes students without regard to race, gender, color, religion, handicap, or national origin. Most offerings are non-credit. Registration is open to all without requirement of admission or previous academic work.

Classes are offered throughout the summer. Consult individual course listings for starting dates, times, location, and cost. Please note that the number of meeting times is not always consecutive weeks. This is dependent on school holidays and special events designated by the host location.

## Money Matters

If you register for a non-credit class, but are unable to attend, you must come in to the Matteson Area Center and fill out a drop form. **No refunds will be issued unless requested 48 business hours before the first class meeting.**

## Computers

### 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-PS	cost:	\$179
dates:	July 6-August 3	days:	T
time:	06:30PM-09:30PM	location:	3205

### 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:	June 1-June 29	days:	T
time:	06:30PM-09:30PM	location:	3205

### 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:	June 2-June 30	days:	W
time:	06:30PM-09:30PM	location:	3205

### Microsoft Word—Intermediate (Word 2007)

This course is a continuation of Microsoft Word—Beginning and 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:	July 7-August 4	days:	W
time:	06:30PM-09:30PM	location:	3205

### 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.

code:	GSVS-091-MC	cost:	\$107
dates:	June 16-August 4	days:	W
time:	06:30PM-09:30PM	location:	MAC 114

### 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:	June 3-July 1	days:	TH
time:	06:30PM-09:30PM	location:	3205

### 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:	July 8-August 5	days:	TH
time:	06:30PM-09:30PM	location:	3205

### Microsoft PowerPoint (PowerPoint 2007)

Learn how to make your PowerPoint presentation “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:	June 7-July 5	days:	M
time:	06:30PM-09:30PM	location:	3205

## Computer Quick Shots

### 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. Basic explanation of what Windows is and is not.

code:	PICOM-004-MC	cost:	\$49
dates:	August 2	days:	M
time:	09:00AM-01:00PM	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:	June 7	days:	M
time:	09:00AM-01:00PM	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:	July 21	days:	W
time:	09:00AM-01:00PM	location:	MAC 114

### Access Step I

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: July 19 days: M  
time: 09:00AM-01:00PM 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: June 9 days: W  
time: 09:00AM-01:00PM 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: July 28 days: W  
time: 09:00AM-01:00PM 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: June 21 days: M  
time: 09:00AM-01:00PM 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: August 4 days: W  
time: 09:00AM-01:00PM 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: \$49  
dates: June 23 days: W  
time: 09:00AM-01:00PM 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: July 12 days: M  
time: 09:00AM-01:00PM 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: July 14 days: W  
time: 09:00AM-01:00PM location: MAC 114

### 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.

code: GSVS-066-MC cost: \$219  
dates: June 7-June 14 days: MTTH  
time: 04:30PM-09:00PM location: MAC 111

code: GSVS-066-M1 cost: \$219  
dates: July 26-August 2 days: M  
time: 08:00AM-05:30PM location: MAC 111

#### Food Service Sanitation—Five-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: June 7 days: M  
time: 04:30PM-09:30PM location: MAC 111

code: PIFDS-065-M1 cost: \$89  
dates: July 26 days: M  
time: 08:00AM-02:00PM location: MAC 111

### 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.

#### 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: June 9 days: W  
time: 06:00PM-09:30PM 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: June 23                              days: W  
time: 06:00PM-09:30PM                  location: K 115

## Ms. Fix It—Home Repairs

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. (Gentlemen, you are more than welcome, too.)

code: PIHIM-090-PS                      cost: \$95  
dates: July 7-July 21                      days: W  
time: 06:00PM-09:00PM                  location: K 115

## Language

### 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: June 7-August 2                      days: M  
time: 07:00PM-09:00PM                  location: MAC 108

## 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:

Wednesday, May 12 6-8 p.m.

All Medical Courses (except Dialysis Tech & Pharmacy Tech)

Thursday, May 20 6-7 p.m.

Dialysis Tech & Pharmacy Tech

### Medical Terminology

This course 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: June 1-July 15                      days: TTH  
time: 06:00PM-09:00PM                  location: MAC 114

### 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: June 3-July 8                      days: TH  
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: June 8-July 27                      days: T  
time: 06:00PM-10:00PM                  location: MAC 112

## Insurance Procedures

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: June 7-June 30                      days: MW  
time: 06:30PM-09:30PM                  location: MAC 118

## 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: July 5-August 2                      days: MW  
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: June 2-August 4                      days: W  
time: 06:30PM-09:30PM                  location: MAC 127

## Introduction to ICD-9-CM Coding

Prerequisite: GSMED 017 - Medical Terminology and GSMED 045 - Introduction to CPT-4 Coding

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: June 1-July 20                      days: T  
time: 06:30PM-09:30PM                  location: MAC 127

## 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 mandatory orientation for this class on Thursday, May 20 from 6-7 p.m.

code: GSMED-090-MC cost: \$999  
dates: June 8-July 27 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 mandatory orientation for this class on Thursday, May 20 from 6-7 p.m.

code: GSMED-095-MC cost: \$999  
dates: June 7-July 26 days: MW  
time: 06:00PM-09:30PM location: MAC 116

## Music

### 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: June 16-July 14 days: MW  
time: 07:00PM-09:50PM location: K 105

Audition required on June 14 at 7 p.m. Information available at (708) 709-3742 or vnicholson@prairiestate.edu.

## Personal Development

### CPR and AED Training for Adults, Children, and Infants

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. After completing this class, you 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: June 2 days: W  
time: 10:00AM-02:00PM location: T 146

code: PIIES-013-PI cost: \$59  
dates: July 28 days: W  
time: 10:00AM-02:00PM location: T 146

## 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: July 19-July 22 days: MTWTH  
time: 08:30AM-04:30PM location: MAC 112

## Real Estate

### 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: June 3-August 5 days: MTH  
time: 06:00PM-10:00PM location: K 115

### Real Estate Transactions

This course introduces the fundamentals of real estate. Topics covered include the nature of real estate and ownership, types of real estate opportunities, real estate financing, marketing, leasing, taxation, insurance development, appraisal, and state licensing laws. This course fulfills the pre-license education requirement to be eligible for the Illinois Real Estate Salesperson license exam. A textbook must be purchased. Note: Attendance is mandatory per state regulations.

code: GSRE-071-MC cost: \$309  
dates: June 8-August 3 days: TTH  
time: 06:30PM-09:30PM location: MAC 108

## Sports and Fitness

### Aerobics I—Pilates/Yoga/Walking

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

code: PISPF-0011-PI cost: \$92  
dates: June 1-August 5 days: TTH  
time: 08:00AM-09:20AM location: T 130

### Aerobics II—Step Aerobics/Kickboxing

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

code: PISPF-0012-P2 (step aerobics) cost: \$92  
dates: June 1-August 5 days: TTH  
time: 12:30PM-01:50PM location: T 130

code: PISPF-0012-PI (kickboxing) cost: \$92  
dates: June 2-August 4 days: MW  
time: 05:00PM-06:20PM location: T 130

### **Aerobics III — Aqua Aerobics**

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

code: PISPF-0013-PI cost: \$92  
dates: June 2-August 4 days: MWF  
time: 07:00AM-07:55AM location: FH POOL

code: PISPF-0013-P2 cost: \$92  
dates: June 2-August 4 days: MWF  
time: 06:00PM-06:55PM location: FH POOL

### **Golf**

Basic rules and fundamentals of golf.

code: PISPF-0014-PS cost: \$92  
dates: June 2-July 21 days: MW  
time: 09:00AM-10:50AM location: T 130

### **Tennis**

Basic rules and scoring procedures for tennis.

code: PISPF-0015-PS cost: \$92  
dates: June 16-August 4 days: MW  
time: 05:00PM-06:50PM 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-PI cost: \$92  
dates: June 1-August 5 days: TTH  
time: 11:00AM-12:20PM 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: \$49  
dates: June 1-August 2 days: T  
time: 06:00PM-07:00PM location: T 130

code: PISPF-025-P3 (intermediate) cost: \$69  
dates: June 1-August 2 days: T  
time: 06:00PM-08:00PM location: T 130

code: PISPF-025-P2 (beginner) cost: \$49  
dates: June 3-August 5 days: TH  
time: 06:00PM-07:00PM location: T 130

code: PISPF-025-P4 (intermediate) cost: \$69  
dates: June 3-August 5 days: TH  
time: 06:00PM-08:00PM location: T 130

### **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: \$89  
dates: June 1-August 5 days: TTH  
time: 06:00PM-07:00PM location: T 130

code: PISPF-026-P2 (intermediate) cost: \$139  
dates: June 1-August 5 days: TTH  
time: 06:00PM-08:00PM 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 one-half-hour training class covers the following topics:

- Passenger Assistance
- Safe Driving, Safe Operation, and Emergency Procedures
- Bloodborne Pathogens

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

No senior discount.

code: PIMED-032-MC cost: \$69  
dates: June 2 days: W  
time: 06:00PM-09:30PM location: MAC 115

code: PIMED-032-M1 cost: \$69  
dates: August 4 days: W  
time: 06:00PM-09:30PM location: MAC 115

# Kids@College

**New for this year . . . three weeks for the price of two!**



Classes are held at the Adult Training and Outreach Center, located on PSC's main campus.

- Class sizes are small to allow individual attention.
- Students are grouped into classes by grade level.
- The program content is developed in conjunction with the Illinois State Goals for each grade level.
- The day is split into two sections:
  - Morning classes include language arts, math, computers, reading, science, and art.
  - Afternoon classes include sports taught by physical education instructors and classes such as first aid, babysitting, Spanish, and study skills.

For complete program information, visit [prairiestate.edu](http://prairiestate.edu). Click on "Announcements" and then "Kids@College."

**Enrollment is limited.** Call today to reserve your child's spot. Registration codes are listed below.

Prairie State College is offering three weeks of learning and fun at its annual Kids@College program. The program runs Monday through Thursday from 9 a.m. to 2:45 p.m. from **July 12- 29. The cost per child is \$295.**

**All academic classes are taught by certified teachers.**

## **2nd Grade**

code: PIKG 002 PS

## **3rd Grade**

code: PIKG 003 PS

## **4th Grade**

code: PIKG 004 PS

## **5th Grade**

code: PIKG 005 PS

## **6th Grade**

code: PIKG 006 PS

## **7th Grade**

code: PIKG 007 PS



# 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



## 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 & Skill
- Basic Computer Skills Enhancement Services
- Personalized Account Executive Services
- Post Employment Follow-up
- Local Workforce Development Information

## Non-credit Classes

PSC offers low-cost, non-credit programs to provide educational, informational, cultural, and recreational activities that appeal to your special interests. Course length varies from one day to several weeks. Classes are held at PSC's Matteson Area Center, 4821 Southwick Drive, Matteson, and other convenient locations. Online courses are also available. For more information, call (708) 709-3750 or visit [matteson.prairiestate.edu](http://matteson.prairiestate.edu).

For a complete list of non-credit classes, visit [matteson.prairiestate.edu](http://matteson.prairiestate.edu) and click on "Non-Credit Classes".

# NON-CREDIT REGISTRATION

**PLEASE PRINT**

STUDENT ID# \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

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

BILLING ADDRESS \_\_\_\_\_

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

AREA CODE \_\_\_\_\_ HOME PHONE NUMBER \_\_\_\_\_ WORK NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

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

Course Code	Course Name	Beginning Date	Course Fee
<b>Total Enclosed</b>			

**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 requested 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 Matteson Area Center to complete a drop form.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

To pay by credit card, complete the following:  Visa  MasterCard  Discover

credit card number	expiration date	security code																										
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Card Holder: _____																												

For additional registration information call (708) 709-7701 or (708) 709-3750.

**Prairie State College**  
 202 South Halsted Street  
 Chicago Heights IL 60411  
 prairiestate.edu

**TERM**

- Spring 20 \_\_\_\_\_
- Summer 20 \_\_\_\_\_
- Fall 20 \_\_\_\_\_

**ENROLLMENT STATUS**

- First-Time Student
- Continuing PSC Student

**ETHNIC BACKGROUND**

- Are you Hispanic or Latino?
- Yes, Hispanic or Latino
  - Not Hispanic or Latino

Please identify your primary racial/ethnic group. (Please check one)

- 1  American Indian or Alaska Native
- 2  Asian
- 3  Black or African American
- 4  Hispanic or Latino
- 5  Native Hawaiian/Pacific Islander
- 6  White
- 7  Choose not to respond

Are you from one or more of the following racial groups?

- (Select all that apply)
- American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian/Pacific Islander
  - White
  - Choose not to respond

Are you in the United States on a Visa-Nonresident Alien?

- Yes on a Visa - Type \_\_\_\_\_
- Provide Country of Origin \_\_\_\_\_
- Not on a Visa

**COMMUNITY COLLEGE CERTIFICATE OR DEGREE OBJECTIVE:**

- 1  Only complete one or several courses
- 2  To complete a certificate
- 3  To complete an Associate's degree

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

**HIGHEST DEGREE EARNED (please check one):**

- None
- GED
- High School Diploma
- Some College
- Certificate Degree
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree
- Other \_\_\_\_\_

# Kids@College Registration Form

**Please Print**

Student Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
*(please use separate form for each child)*

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Gender:  Female  Male

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Parent's/Guardian's Name (Agrees to pay all fees associated with account) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Course Code	Course Name	Course Fee
		\$295
<b>TOTAL</b>		

If paying by CHECK, driver's license number and phone number must be indicated on check.

To pay by credit card, complete the following:  Visa  MasterCard  Discover

<b>credit card number</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>expiration date</b> <input style="width: 100%; height: 20px;" type="text"/>
<b>security code</b> <input style="width: 100%; height: 20px;" type="text"/>	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fees must be paid at the time of registration. No refund will be issued unless a drop form is filed 48 hours before the first class meeting. For additional registration information call (708) 709-7701 or (708) 709-3750. Send this completed form and registration fee to:


**Prairie State College**  
 202 South Halsted Street  
 Chicago Heights, IL 60411