

ADULT EDUCATION

ABE/GED, ESL, & LITERACY



The **Adult Training & Outreach Center**, on the Prairie State College main campus in Chicago Heights, is home to the Adult Education Institute, the Illinois workNet Center, and Corporate Education and Training and is adjacent to the Children's Learning Center.

The Adult Education Institute offers tuition-free classes to eligible students in need of basic education. Call any of the following staff directly for more information:

Adult Basic Education and GED Review Classes

General Information, (708) 709-7880
Sharyn Jones, (708) 709-3719

English as a Second Language

Reception, (708) 709-7922

Adult Literacy (one-on-one instruction
in reading, writing, and math)
Dora Ivory, (708) 709-3724

For more information on pre-testing and registering for GED classes, call (708) 709-7880.

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 10 is 30 percent financed with federal funds totaling \$166,315.



Prairie State College is an affiliate of the Illinois workNet Center

Offering 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.

JOB-SEEKING CUSTOMERS

- Résumé & Cover Letter Instruction
- Networking & Interviewing Techniques
- Skills Assessment
- Basic Computer Skills
- Customer Service & Stress Management
- Referrals to Companies & On-Site Recruitment
- Labor Market Info & IL Skills Match Registration

EMPLOYER CUSTOMERS

- Assessment & Job Description Preparation
- Screening & Referral of Qualified Applicants
- Employee Assessments & Skill Enhancement Services
- Personalized Account Executive Services
- Post Employment Follow-up to Insure Job Retention
- Local Workforce Development Information

For information call (708) 709-3911.