

**BUSINESS**

See also **REAL ESTATE** and **ONLINE CLASSES** for additional Business classes.

SCORE provides free counseling on Tuesdays and 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 online at [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:	Feb 16	days:	T
time:	07:00PM-08:30PM	location:	MAC 118

**BUSINESS FOR ENTREPRENEURS \$IMPLIFIED  
(How to Start and Run a Successful Business)**

Turn your 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:	\$249
dates:	Feb 6-Mar 6	days:	S
time:	09:00AM-04:30PM	location:	MAC 116

**MORTGAGE LOAN OFFICER TRAINING I**

This course is designed for individuals seeking or considering a career as a mortgage loan officer. Price includes Qualifier Plus IIIx calculator and study guides for both courses. This course, coupled with Mortgage Loan Officer Training II, prepares students for the state examination.

code:	GSBUS-009-MC	cost:	\$229
dates:	Feb 15-Mar 17	days:	MW
time:	07:00PM-09:00PM	location:	MAC 118

**MORTGAGE LOAN OFFICER TRAINING II**

This course is an extension of Mortgage Loan Officer Training I. Learn how to adjust to client situations, and select the appropriate loan programs to fit the client's unique situation. A Qualifier Plus IIIx calculator is included in the Level I class cost and is required for Level II. Legal aspects of the business also are discussed. This course, coupled with Mortgage Loan Officer Training I, prepares students for the state examination.

code:	GSBUS-012-MC	cost:	\$159
dates:	Mar 29-Apr 28	days:	MW
time:	07:00PM-09:00PM	location:	MAC 118

**BUYING REAL ESTATE FORECLOSURES**

A foreclosure is a legal procedure in which property pledged as security is sold to satisfy a debt. This class covers the different types of foreclosures and how to buy them based on Illinois law.

code:	GSRE-030-MC	cost:	\$95
dates:	Mar 6-Mar 20	days:	S
time:	09:00AM-12:00PM	location:	MAC 108

**CREATIVE FINANCING AND INVESTMENT IN REAL ESTATE**

Learn new ways to finance real estate investments and how to find real estate investment opportunities. The class covers limited partnerships, wrap-around mortgages, refinancing, trade and exchange of properties, pledges, and construction loans. The subject of loan modifications will be discussed in detail.

code:	GSRE-075-MC	cost:	\$95
dates:	Apr 10-Apr 24	days:	S
time:	09:00AM-12:00PM	location:	MAC 108

**INTRODUCTION TO LEGAL ADMIN/SECRETARIAL FIELD**

This introductory course provides an overview of working in the fast-paced legal field. Learn about the structure of law firms and the Illinois Court System, review legal terminology, and gain hands-on drafting of legal documents. Students interested in pursuing a career as a legal assistant/secretary, paralegal, or project assistant in a law firm should take this course. This also is a great course to take along with the Office Assistant Certificate Program. (See Computers for course listings.) Textbook is included.

code:	GSBUR-001-MC	cost:	\$149
dates:	Feb 27-Mar 20	days:	S
time:	09:00AM-12:00PM	location:	MAC 114

**INTRODUCTION TO PROJECT MANAGEMENT WITH MS PROJECT**

Learn how to effectively manage a project through all phases of a project life cycle: initiation, planning, execution, monitoring and controlling, and closing. Students complete exercises and a real-world class project. Course includes MS Project 2007 basic and advanced training and covers task setup, project plan configuration, printing, managing tasks and resources, modifying views and tracking, and customizing. Textbook is included.

code:	GSBUR-008-MC	cost:	\$479
dates:	Mar 1-Apr 28	days:	MW
time:	07:00PM-09:30PM	location:	MAC 115

**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:	\$139
dates:	Mar 6-Mar 20	days:	S
time:	08:00AM-12:00PM	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-M1	cost:	\$109
dates:	Apr 10-Apr 17	days:	S
time:	08:00AM-12:00PM	location:	MAC 118

**MANAGING THE 21st CENTURY (Choice Coaching)**

Generation X and Y workers do not respond well to authoritarian supervision. Learn why businesses are moving from the authoritarian approach in supervision to the collaborative coaching approach in this two-day class. Coaching provides a new model of supervision designed to reach those workers. Learn the psychology behind this supervision style and practice its use while receiving feedback.

code:	GSBUR-009-MC	cost:	\$139
dates:	Apr 8-Apr 9	days:	THF
time:	08:30AM-04:30PM	location:	MAC 108

**PRINCIPLES OF MANAGEMENT**

The concept of managerial functions in the modern business enterprise are introduced. Basic managerial philosophies and theories are presented in relation to planning, organizing, staffing, directing, and controlling.

code:	GSBUR-013-PS	cost:	\$199
dates:	Feb 15-May 21	days:	M
time:	06:30PM-09:45PM	location:	2501

**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:	\$199
dates:	Jan 20-May 21	days:	MW
time:	11:00AM-12:40PM	location:	3240

**WORKPLACE SOLUTIONS**

Ever feel a bit overwhelmed? Learn effective tools to manage multiple demands and priorities, problem-solve with ease, keep on top of numerous projects, and reduces the stress from the work day.

code:	GSBUR-015-MC	cost:	\$149
dates:	Apr 10-May 1	days:	S
time:	09:00AM-01:00PM	location:	MAC 116

**HUMAN RESOURCES FOR SMALL BUSINESS**

This course provides an overview of some of the basic HR requirements and considerations that every small business owner needs to know. Learn about the appropriate questions to ask during an interview, how to determine if an employee handbook is needed, what is an at-will employee, and more.

code:	GSBUS-024-MC	cost:	\$89
dates:	Mar 13-Mar 20	days:	S
time:	09:00AM-01:00PM	location:	MAC 112

**SCORE Counseling**

**Do you want to start a business?**

**Are you interested in expanding your current business?**

**Are you experiencing difficulties with your small business?**

**Meet with trained and experienced volunteers for all your business needs!**

Confidential assistance Tuesdays and Wednesdays,  
from 9 a.m. to 12 noon, by appointment only. Call (708) 709-3750.

**TODAY'S BANK TELLER TRAINING**

Prairie State College has partnered with the Illinois Banking Association to teach the skills needed to become a successful bank teller. This class includes a comprehensive overview of the banking industry, the U.S. Payments System, the duties of the Federal Reserve System, and an overview of pertinent banking laws and regulations. Learn about daily transaction procedures and teller responsibilities. Upon completion of the course, students have the option of taking exams to earn American Institute of Banking credits. Textbook is included.

code:	GSBUS-061-MC	cost:	\$299
dates:	Feb 16-Apr 27	days:	T
time:	06:00PM-08:30PM	location:	MAC 127

**Here are some online business courses offered 1/20 - 3/22, 2/17 - 4/19, 3/17 - 5/17, and 4/21 - 6/21, 12 sessions, most classes start at \$95 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.