

PRESENTATION SKILLS

Learn how to plan, prepare, organize, and practice presentations in a variety of settings. Topics include nervousness, stage fright, and the use of humor and visual aids when giving a presentation.

code:	GSBUS-056-MC	days:	M
start date:	Feb 23	duration:	8 SESSIONS
time:	06:00PM-08:00PM	location:	MAC 127
cost:	\$149		

COMMUNICATION IN THE CLASSROOM & WORKPLACE

Explore effective communication practices in the classroom and in the workplace. This fun and interactive class includes formal and informal presentations, face-to-face and electronic situations, verbal and non-verbal communication, one-on-one situations, and small and large group facilitation.

code:	GSBUS-017-MC	days:	S
start date:	Feb 7	duration:	2 SESSIONS
time:	08:00AM-04:30PM	location:	MAC 127
cost:	\$149		

PROJECT MANAGEMENT PROFESSIONAL — EXAM PREPARATION

This course prepares students to take the Project Management Professional® (PMP) Exam and is taught in alignment with the Project Management Body of Knowledge Guide. Receive 35 contact hours of project management instruction as required by PMI®. Textbook is included. Learn how to:

- Apply Project Management Institute® (PMI) project life cycle and knowledge areas in the work environment.
- Register for the PMP® exam with an understanding of what is required.
- Practice study techniques that are useful for the PMP® exam.

code:	GSBUS-047-MC	days:	MW
start date:	Feb 2	duration:	24 SESSIONS
time:	07:00PM-09:00PM	location:	MAC 115
cost:	\$499		

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	days:	T
start date:	Feb 24	duration:	10 SESSIONS
time:	06:00PM-08:30PM	location:	MAC 111
cost:	\$325		

THE SKILL OF NEGOTIATION

Negotiation is the art and science of securing an agreement between two or more independent parties. Learn negotiation skills that can be a valuable asset in every area of life. Considerable emphasis is placed on negotiation exercises and role-playing.

code:	GSBUS-085-EE	days:	TH
start date:	Feb 19	duration:	5 SESSIONS
time:	07:30PM-09:00PM	location:	EE
cost:	\$79		

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.