

Personal & Professional NON-CREDIT CLASSES

Enhance your vocational skills, get some exercise, or master a new computer program this summer with our Personal & Professional course offerings.

To register, call (708) 709-7701 or (708) 709-3750.

Registration is open to all without requirement of admission or previous academic work.

Prairie State College welcomes students without regard to race, gender, color, religion, handicap, or national origin. Register early by mail or in person as enrollment is limited. Sign up today! Students will be notified of course cancellation by phone. No class will be conducted without sufficient registration.

SCHEDULING INFORMATION

Consult individual course descriptions for exact start dates. On the opening night of the course, room numbers will be posted in the lobby of each PSC building. Instructors will announce schedules at the first course. For more information on any of the courses listed in this publication, contact the Matteson Area Center at (708) 709-3750. For assistance in registering, contact the College at (708) 709-7701.

FEES AND REFUNDS

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

Refunds are issued by check every Friday after the end of the refund period. **No refunds will be paid in cash.** If requested, credit card payments may be refunded as a credit to the card. The card must be presented to the Business Office on the main campus at the time of your request.

Locating the location

For each course, the location is indicated by a code. Here's how to crack it.

4-digit number

no letters (for example, 2506)
Classroom - PSC Main Campus
202 S. Halsted St.
Chicago Heights

FH

Fitness & Health Complex
St. James Health & Wellness Institute
100 W. 197th Pl.
Chicago Heights

K

K Building
PSC North Campus
Chicago Heights

MAC

PSC Matteson Area Center
4821 Southwick Dr.
Matteson

T

Tech Wing
PSC Main Campus
202 S. Halsted St.
Chicago Heights

How do I register for **non-credit** courses?

1. Look over the listing of courses offered, starting on page 25.

You'll find career and vocational programs, computer classes, personal interest topics, and more scheduled throughout the summer. Call (708) 709-3750 for more information on any class.

2. Fill out the registration form on page 33 and register . . .

By mail: Send payment with completed registration form to Prairie State College, Office of Enrollment services, 202 South Halsted Street, Chicago Heights, IL 60411. Make checks payable to *Prairie State College*. Driver's license number must be indicated on check.

By phone: Call (708) 709-7701 or (708) 709-3750 (credit cards only).

In person: Visit the Office of Enrollment services.

Hours: **Monday-Thursday** 8 a.m. - 7 p.m.
Friday 8 a.m. - 4:30 p.m.
May 22 - Aug. 7 Closed on Fridays

3. Remember that fees must be paid at the time of registration.

All students **must** have a Social Security number or a student ID number to register.

How do I register for **Kids@College?**

1. Register your child by upcoming grade level unless you feel additional assistance is needed. See a full description of the program starting on page 30.

Call (708) 709-3750 for more information on any class.

2. Space is limited, so sign up early. Fill out the form on page 33 and register . . .

By mail: send payment with completed registration form to Prairie State College, Office of Enrollment services, 202 South Halsted Street, Chicago Heights, IL 60411. Make checks payable to *Prairie State College*. Driver's license number must be indicated on check.

By phone: Call (708) 709-7701 or (708) 709-3750 (credit cards only).

In person: Visit the Office of Enrollment services.

Hours: **Monday-Thursday** 8 a.m. - 7 p.m.
Friday 8 a.m. - 4:30 p.m.
May 22 - Aug. 7 Closed on Fridays

3. Remember that fees must be paid at the time of registration.

All students **must** have a Social Security number or a student ID number to register.

**NON-CREDIT VOCATIONAL
CERTIFICATE PROGRAMS**

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 045
Today's Bank Teller	GSBUS 061
Principles of Banking	GSFNC 020
Spanish for Banking	GSLAN 071

HEALTH UNIT COORDINATOR

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

HOME INSPECTION

GSRE 020

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-CM 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

NATIONAL SAFETY ADMINISTRATOR

Ten, individual classes

NON-EMERGENCY MEDICAL TRANSPORTER

Medi-Car Training	PIMED 032
Customer Service/Human Sensitivity	GSBUS 010
CPR/AED Training	PIIES 013

OFFICE ASSISTANT

Word Processing Applications	GSVS 080
Spreadsheet Applications	GSBOL 022
Keyboarding	GSVS 091
Beginning Keyboarding Applications	GSCOM 098
Transcription Skills	GSCOM 099

PHARMACY TECHNICIAN

GSMED 090

PROJECT MANAGEMENT PROFESSIONAL® (PMP)

Project Management Professional – Exam Prep	GSBUS 047
Microsoft Project	GSCOM 037

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.

ONLINE CLASSES

Convenient!

Prairie State College offers the following NON-CREDIT classes in an online format. Most classes start the third Wednesday of each month.

Cost of classes start at \$95.

Please call (708) 709-7839 for more information or to register.

Sales & Marketing

Professional Sales Skills
Effective Selling
Business Marketing Writing

Business Administration & Management

Project Management Fundamentals
Project Management Applications
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Administrative Assistant Fundamentals
Administrative Assistant Applications

Courses for Teaching Professionals

Solving Classroom Discipline Problems
Ready, Set, Read!
Teaching Science: Grades 4-6
The Creative Classroom
Differentiated Instruction in the Classroom
Integrating Technology in the K-5 Classroom
The Classroom Computers
Using the Internet in the Classroom
Microsoft Excel 2003 in the Classroom
Microsoft Word 2003 in the Classroom
Microsoft PowerPoint 2003 in the Classroom
Big Ideas in Little Books
Get Assertive!
Leadership
Creating Web Pages
Speed Spanish
A to Z Grant Writing
Enhancing Language Development in Childhood
Understanding Adolescents
Guiding Kids on the Internet

Test Prep

GED Preparation
Prepare for the GED Language Arts, Writing
Test Prepare for the GED Math Test
GRE Preparation - Part I
GRE Preparation - Part 2
GMAT Preparation
LSAT Preparation - Part I
LSAT Preparation - Part 2
SAT/ACT Preparation - Part I
SAT/ACT Preparation - Part 2

Personal & Career Development

Get Assertive!
Merrill Ream Speed Reading
Leadership
Listen to Your Heart, and Success Will Follow
Communicating Like a Leader
Achieving Success with Difficult People
Get Paid to Travel
High Powered Communication
Get Funny!
Individual Excellence: Secrets of Career Success
Twelve Steps to a Successful Job Search
Résumé Writing Workshop

Personal Finance & Wealth Building

Real Estate Investing
Debt Elimination Techniques That Work
Building Wealth
Where Does All My Money Go?
Personal Finance
Stocks, Bonds, and Investing: Oh, My!
The Analysis and Valuation of Stocks
Introduction to Stock Options

Family & Personal Enrichment

Genealogy Basics
Film Literacy
Wine Appreciation for Beginners
The Magic of Hypnosis
Keys to Effective Communication
Interpersonal Communication
Goodbye to Shy
Outdoor Survival Techniques
Handling Medical Emergencies
Assisting Aging Parents

Law & Legal Careers

Workers' Compensation
Introduction to Criminal Law
Introduction to Criminal Law II
Evidence Law
Winning Strategy for the Courtroom
Legal Nurse Consulting
Constitutional Law: Bill of Rights



COMPUTERS

ACCESS — BEGINNING (Access 2003)

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

code: GSCOM 035-PS
 start date: June 29 days: M
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

ACCESS — INTERMEDIATE (Access 2003)

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-MC
 start date: May 27 days: W
 time: 09:00AM-12:00PM duration: 5 SESSIONS
 cost: \$175 location: MAC 114

INTRODUCTION TO COMPUTERS

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

code: GSVS 067-MC
 start date: June 1 days: M
 time: 09:00AM-12:00PM duration: 5 SESSIONS
 cost: \$175 location: MAC 114

code: GSVS 067-PS
 start date: July 2 days: TH
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

MICROSOFT WORD—BEGINNING (Word 2003)

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, apply borders and shading, move and copy text, insert numbers and bullets, use templates, and print.

code: GSVS 077-PS
 start date: June 1 days: M
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

MICROSOFT WORD—INTERMEDIATE (Word 2003)

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

code: GSVS 078-PS
 start date: June 30 days: T
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

MICROSOFT OFFICE (Office 2003)

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

code: GSVS 089-MC
 start date: June 4 days: TH
 time: 05:30PM-09:30PM duration: 8 SESSIONS
 cost: \$275 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. Textbook can be purchased at the main campus bookstore. A textbook is required the first night of class.

code: GSVS 091-MC
 start date: June 2 days: T
 time: 06:30PM-09:30PM duration: 8 SESSIONS
 cost: \$102 location: MAC 114

MICROSOFT EXCEL—BEGINNING (Excel 2003)

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

code: GSVS 094-PS
 start date: May 27 days: W
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

MICROSOFT EXCEL—INTERMEDIATE (Excel 2003)

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
 start date: July 1 days: W
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

MICROSOFT POWERPOINT (PowerPoint 2003)

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
 start date: May 28 days: TH
 time: 06:30PM-09:30PM duration: 5 SESSIONS
 cost: \$175 location: 3205

INTRODUCTION TO THE INTERNET

This introductory course explains online services and local Internet service providers. Learn about browsers, search techniques, file transfer protocol, and e-mail. A basic understanding of Windows is required.

code: GSVS 099-MC
 start date: May 26 days: T
 time: 09:00AM-12:00PM duration: 5 SESSIONS
 cost: \$175 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
 start date: June 1 days: MTTHM
 time: 04:30PM-09:00PM duration: 4 SESSIONS
 cost: \$215 location: MAC 118

code: GSVS 066-M1
 start date: July 13 days: MTTHM
 time: 04:30PM-09:00PM duration: 4 SESSIONS
 cost: \$215 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
 start date: June 1 days: M
 time: 04:30PM-09:30PM duration: 1 SESSION
 cost: \$89 location: MAC 118

code: PIFDS 065-M1
 start date: July 13 days: M
 time: 04:30PM-09:30PM duration: 1 SESSION
 cost: \$89 location: MAC 118

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
 start date: June 3 days: W
 time: 06:00PM-09:30PM duration: 1 SESSION
 cost: \$50 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
 start date: July 15 days: W
 time: 06:00PM-09:30PM duration: 1 SESSION
 cost: \$50 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
 start date: June 10 days: W
 time: 06:00PM-09:00PM duration: 3 SESSIONS
 cost: \$89 location: K 115

LANGUAGE

SPANISH I

This class is for adults with little or no knowledge of Spanish. Textbook is included.

code: PILAN-047-MC
 start date: May 28 days: TH
 time: 7:00PM-9:00PM duration: 10 SESSIONS
 cost: \$129 location: MAC 111

KIDS@COLLEGE PROGRAM

SPANISH FOR BEGINNERS—Ages 8-12 & 13-14

Did you know that in the United States there is another language spoken by more than one-third of the population? Have you ever been at the mall and hear someone speaking a language that you didn't recognize? Come learn that language, how it is spoken, and what words mean.

code: PIKLA 005-MI (ages 13-14)
 start date: July 27 days: MTWTH
 time: 09:00AM-11:00AM duration: 8 SESSIONS
 cost: \$129 location: MAC 108

code: PIKLA 005-MC (ages 8-12)
 start date: July 27 days: MTWTH
 time: 11:05AM-01:05PM duration: 8 SESSIONS
 cost: \$129 location: MAC 108

STUDY SMART (Study Skills)—Ages 8-12 & 13-14

Do you have problems organizing yourself for school? Do you have problems trying to decide which subject to study first? Do you want time to still feel like a kid and have free time in your schedule? This is the right class for you. Come and learn how to study smart, and organize your time so that you can still be a kid and get good grades. Join us for a fun and power-packed time to set you on the path for success in school and in life.

code: PIKMS 001-MC (ages 8-12)
 start date: July 27 days: MTWTH
 time: 09:00AM-11:00AM duration: 8 SESSIONS
 cost: \$129 location: MAC 116

code: PIKMS 001-MI (ages 13-14)
 start date: July 27 days: MTWTH
 time: 11:05AM-01:05PM duration: 8 SESSIONS
 cost: \$129 location: MAC 116

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 13 6-7:30 p.m. All Medical Courses
 (except Dialysis Tech & Pharmacy Tech)
 Thursday, May 21 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	14 sessions
Introduction to Health Information Technology	6 sessions
Introduction to CPT-4 Coding (prerequisite for ICD-9-CM Coding)	9 sessions
Introduction to ICD-9-CM Coding	8 sessions
Insurance Procedures (prerequisite for Computerized Medical Billing)	8 sessions
Computerized Medical Billing*	10 sessions
Advanced Coding (optional)	16 sessions
Advanced Medical Terminology (optional)	12 sessions

*Must have knowledge of computers/Windows before taking this class. Also, must have completed Keyboarding and Microsoft Office. 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 offices, or for dentists or physicians. Learn Latin and Greek roots of medical terms, along with definitions and proper use of medical terms. A good medical dictionary is recommended in addition to required textbooks. A textbook is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 017-MC
 start date: June 2 days: TTH
 time: 06:00PM-09:00PM duration: 14 SESSIONS
 cost: \$279 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 is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 033-MC
 start date: June 4 days: TH
 time: 06:00PM-9:00PM duration: 6 SESSIONS
 cost: \$199 location: MAC 112

HEALTH UNIT COORDINATOR

Health Unit Coordinators interface daily with multidisciplinary hospital team members, answer phone calls, and manage medical orders for inpatients. This course covers how to transcribe doctors' orders, coordinate workflow for a nursing unit, order necessary lab work, and diets. Students will also be introduced to processes that involve daily care of legal medical records, retrieving clinical lab results, and understanding patient privacy. Along with Microsoft Office, Keyboarding, and Medical Terminology, completion of this core of four classes will provide a vocational certificate. A textbook is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 035-MC
 start date: June 9 days: T
 time: 06:00PM-10:00PM duration: 8 SESSIONS
 cost: \$309 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 is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 038-MC
 start date: June 1 days: MW
 time: 06:30PM-09:30PM duration: 8 SESSIONS
 cost: \$209 location: MAC 118

COMPUTERIZED MEDICAL BILLING

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

Students are introduced to computerized medical billing using the Moss computerized billing software. Learn how to input patient information, schedule appointments, handle billing, produce reports, and process insurance claim forms electronically. A textbook is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 040-MC
 start date: June 29 days: MW
 time: 06:30PM-09:30PM duration: 10 SESSIONS
 cost: \$239 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 is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 045-MC
 start date: May 27 days: W
 time: 06:15PM-09:30PM duration: 9 SESSIONS
 cost: \$239 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 is required the first night of class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights.

code: GSMED 047-MC
 start date: June 2 days: T
 time: 06:30PM-09:30PM duration: 8 SESSIONS
 cost: \$209 location: MAC 127

PHARMACY TECHNICIAN

This comprehensive 50-hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's (PTCB) exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings - working under the supervision of a registered pharmacist. 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.

code: GSMED 090-MC
 start date: June 9 days: TTH
 time: 06:00PM-09:30PM duration: 15 SESSIONS
 cost: \$999 location: MAC 116

DIALYSIS TECHNICIAN

This 50-hour Dialysis Technician Program provides students with theoretical knowledge and classroom hands-on skills needed to perform both the clinical and technical duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians also must assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic CPR.

code: GSMED 095-MC
 start date: June 8 days: MW
 time: 06:00PM-09:30PM duration: 15 SESSIONS
 cost: \$999 location: MAC 116

MUSIC

JAZZ ENSEMBLE I

Prerequisite: Consent of instructor required

This course consists of a small band playing with an emphasis on improvisation. No senior discount.

code: GSMUS 005-PS
 start date: June 8 days: MW
 time: 07:00PM-09:50PM duration: 10 SESSIONS
 cost: \$25 location: K 105

Audition required on either June 1 or 3. Information available (708) 709-3742 or vnicholson@prairiestate.edu

PERSONAL DEVELOPMENT

CPR/AED AND FIRST AID TRAINING

This course teaches life-saving skills which include adult and pediatric CPR/AED (Automatic External Defibrillator) training, choking emergencies, blood-borne pathogens, and first aid. First aid skills covered include stopping bleeding, burn treatment, bone and joint injuries, and sudden illness. You will also learn about responding to emergencies, barrier devices, activating an EMS system, and chain of survival. Red Cross certification awarded upon completion of the course. This course is not for health care professionals.

code: GSMED 020-PS
 start date: June 19 days: F
 time: 09:00AM-04:30PM duration: 1 SESSION
 cost: \$79 location: BCEC 1315

code: GSMED 020-PI
 start date: July 17 days: F
 time: 09:00AM-04:30PM duration: 1 SESSION
 cost: \$79 location: BCEC 1315

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 will be 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
 start date: May 28 days: MTH
 time: 06:00PM-10:00PM duration: 19 SESSIONS
 cost: \$1199 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 is required for the first class and can be purchased at the Prairie State College Bookstore on the main campus in Chicago Heights. Note: Attendance is mandatory per state regulations.

code: GSRE 071-MC
 start date: June 9 days: TTH
 time: 06:00PM-09:00PM duration: 16 SESSIONS
 cost: \$299 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-P1
 start date: May 26 days: TTH
 time: 08:00AM-09:20AM duration: 10 WEEKS
 cost: \$91 location: T 130

AEROBICS II—STEP AEROBICS/KICKBOXING

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

code: PISPF 0012-P2 (step aerobics)
 start date: May 26 days: TTH
 time: 12:30PM-01:50PM duration: 10 WEEKS
 cost: \$91 location: T 130

code: PISPF 0012-P1 (kickboxing)

start date: May 27 days: MW
 time: 04:30PM-05:50PM duration: 10 WEEKS
 cost: \$91 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
 start date: May 27 days: MWF
 time: 07:00AM-07:55AM duration: 10 WEEKS
 cost: \$91 location: FH POOL

code: PISPF 0013-P2
 start date: May 27 days: MWF
 time: 06:00PM-06:55PM duration: 10 WEEKS
 cost: \$91 location: FH POOL

GOLF

Basic rules and fundamentals of golf.

code: PISPF 0014-PS
 start date: May 27 days: MW
 time: 09:00AM-10:50AM duration: 8 WEEKS
 cost: \$91 location: T 130

TENNIS

Basic rules and scoring procedures for tennis.

code: PISPF 0015-PS
 start date: May 26 days: TTH
 time: 05:00PM-06:50PM duration: 8 WEEKS
 cost: \$91 location: T 130

AEROBICS IV—BOOT-CAMP STYLE

A workout combining aerobic dance, boot-camp style, or indoor cycling.

code: PISPF 0016-P1
 start date: May 27 days: MW
 time: 01:00PM-02:20PM duration: 10 WEEKS
 cost: \$91 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)
 start date: May 26 days: T
 time: 6:00PM-7:00PM duration: 10 SESSIONS
 cost: \$35 location: T 130

code: PISPF-025-P2 (beginner)
 start date: May 28 days: TH
 time: 6:00PM-7:00PM duration: 10 SESSIONS
 cost: \$35 location: T 130

code: PISPF-025-P3 (intermediate)
 start date: May 26 days: T
 time: 6:00PM-8:00PM duration: 10 SESSIONS
 cost: \$70 location: T 130

code: PISPF-025-P4 (intermediate)
 start date: May 28 days: TH
 time: 6:00PM-8:00PM duration: 10 SESSIONS
 cost: \$70 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)
 start date: May 26 days: TTH
 time: 6:00PM-7:00PM duration: 20 SESSIONS
 cost: \$55 location: T 130

code: PISPF-026-P2 (intermediate)
 start date: May 26 days: TTH
 time: 6:00PM-8:00PM duration: 20 SESSIONS
 cost: \$110 location: T 130

Vocational Certificate Programs!

Bank Teller Training

Today's Teller	GSBUS 061
Customer Service	GSBUS 045
Spanish for Business Professionals	GSLAN 065
Principles of Banking	GSFNC 020

Office Assistant

Word Processing Applications	GSVS 080
Spreadsheet Applications	GSBOL 022
Keyboarding	GSVS 091
Transcribing Skills	GSCOM 099

Project Management Professional (PMP)

Project Management Prof. – Exam Prep	GSBUS 047
Microsoft Project	GSCOM 037

Corporate Education & Training

Customized Training Solutions for Your Business

We work with your company to design a training program that fits your specific business needs.

All programs are available on site at your company or on PSC's campus.

Courses include:

- **Quality Management**
Strategic Quality Planning, Process Management, Problem Solving, Quality Tools and Techniques, International Standards (ISO, TS, TE, TL, AS)
- **Continuous Improvement**
JIT, Kaizen-Blitz, Process Mapping, Lean Manufacturing, Six Sigma, Word Keys
- **Leadership/Management**
Leadership Principles, Effective Coaching, Performance Management, Empowerment, and Team Building
- **Technical**
Blue Print Reading, Statistical Process Control, Computer-Aided Design, CNC Programming, Auto CAD
- **Computers**
Computers On-The-Go (on the job training in all computer programs)
- **Renewable and Sustainable Energy**
Renewable Energy Essentials, Sustainable Energy, Environmental Management Systems and ISO 1400
- **Safety (OSHA Compliance)**
Hazardous Materials Handling, Confined Space, Ergonomics, CPR and First Aid, ISO 14000 Environmental, OHSAS 18000 Health & Safety

To find out more about how Prairie State College can help meet your employee training needs, contact Celia Kapost at (708) 709-3941 or ckapost@prairiestate.edu

Prairie State College's Business and Community Education Center (BCEC)

An excellent choice for your next meeting or conference.



Catering to small- to medium sized business meetings, and offering meeting room rental, the latest presentation multimedia equipment, a 486-seat auditorium, and more.

For information, call (708) 709-3924 or visit our Web site at prairiestate.edu/bcec/index

Non-Credit Offerings

These low-cost, non-credit programs provide educational, informational, cultural, and recreational activities that appeal to your special interests. Learn vocational skills, enhance your personal growth, or explore vocational pursuits in these subjects and more:

- Real Estate/Property Management
- Business
- Dance
- Health
- Foreign Languages
- Interior Design/Home Improvement
- Automotive
- Bank Teller Training
- Sports & Fitness
- Personal Interest
- Computers
- Finance
- Medical
- Music
- Foods
- Online
- Classes in Spanish
- Project Management

Classes are held at PSC's Matteson Area Center, 4821 Southwick Drive, Matteson, and other convenient locations. Online courses are also available. Call (708) 709-3750 for more information.

Welcome to a new summer of Kids@College

Thanks to all parents and children alike who have participated in previous Kids@College programs and offered us valuable input. We hope our program will excite you and your child into joining us for our Summer of 2009 Kids@College experience.

This exciting two week program runs Monday through Thursday, during the following dates:

July 13 through July 23, from 9 a.m. to 3:30 p.m.

Your child/children will begin their day at 9 a.m. with enrichment classes. This will be followed by a brown bag lunch which you will supply, and continue on with additional classes until 3:30 p.m.

All of our classes will be taught by certified teachers and will offer enrichment in the areas of English and writing, math, computers, reading, science (experiments included where applicable), and art. The program will take into account Illinois State Goals set forth for each grade level.

We hope that you will want to be one of the first to register your child for this exciting summer program. Remember, with this new look and format, there is only one class for each grade level and enrollment is definitely limited to 20 students per class.



Kids@College

Climb it, surf it, read it, say it, or write it.

We make summer learning super fun!

Grade requirements will be strictly enforced.

Classes start the week of July 13 and run for two weeks at PSC's Matteson Area Center.

See page 23 for registration details.

For more information call (708) 709-3750.

To register, call (708) 709-7701.

Kids@College Grades 2-7



If your child is entering 2nd grade in the fall of 2009 - PIKG-002

Content area will consist of the following:

- English and writing emphasis on creative writing, drawing, and story telling
- Math understanding of adding and subtracting using manipulatives
- Computer work age appropriate
- Reading the novel *A Splendid Friend, Indeed* (books are included in program cost)
- Science with an emphasis on what makes things grow
- Art multimedia as age appropriate

code: PIKG-002-MC
 start date: July 13 days: MTWTH
 time: 9:00AM-3:30PM duration: 8 SESSIONS
 cost: \$295 location: MAC TBA

If your child is entering 3rd grade in the fall of 2009 - PIKG-003

Content area will consist of the following:

- English and writing complete sentences with illustrations
- Math understanding simple addition and subtraction including borrowing reinforcement with games
- Computer work age appropriate
- Reading the novel *Chocolate Fever* (books are included in program cost)
- Science with an emphasis on prehistoric life
- Art multimedia as age appropriate

code: PIKG-003-MC
 start date: July 13 days: MTWTH
 time: 9:00AM-3:30PM duration: 8 SESSIONS
 cost: \$295 location: MAC TBA

If your child is entering 4th grade in the fall of 2009 - PIKG-004

Content area will consist of the following:

- English and writing complete sentences with proper parts of speech
- Math understanding multiplication and division with games
- Computer work age appropriate
- Reading the novel *Cricket in Times Square* (books are included in program cost)
- Science with an emphasis on space
- Art multimedia as age appropriate

code: PIKG-004-MC
 start date: July 13 days: MTWTH
 time: 9:00AM-3:30PM duration: 8 SESSIONS
 cost: \$295 location: MAC TBA

If your child is entering 5th grade in the fall of 2009 - PIKG-005

Content area will consist of the following:

- English and writing emphasis on proper paragraph construction
- Math understanding of basic fractions and decimals
- Computer work age appropriate
- Reading the novel *The Top 10 Ways to Ruin the First Day of School* (books are included in program cost)
- Science with an emphasis on oceans and seas
- Art multimedia as age appropriate

code: PIKG-005-MC
 start date: July 13 days: MTWTH
 time: 9:00AM-3:30PM duration: 8 SESSIONS
 cost: \$295 location: MAC TBA

If your child is entering 6th grade in the fall of 2009 - PIKG-006

Content area will consist of the following:

- English and writing emphasis on using synonyms, antonyms, and homophones
- Math understanding of basic concepts of reading and plotting graphs
- Computer work age appropriate
- Reading the novel *The Seeing Stone* (books are included in program cost)
- Science with an emphasis on the human body
- Art multimedia as age appropriate

code: PIKG-006-MC
 start date: July 13 days: MTWTH
 time: 9:00AM-3:30PM duration: 8 SESSIONS
 cost: \$295 location: MAC TBA

If your child is entering 7th grade in the fall of 2009 - PIKG-007

Content area will consist of the following:

- English and writing emphasis on brainstorming and clustering
- Math understanding of basic concepts prime and composite numbers
- Computer work age appropriate
- Reading the novel *Popcorn Days and Buttermilk Nights* (books are included in program cost)
- Science with an emphasis on observation, hypothesis, and predictions for experimentation
- Art multimedia as age appropriate

code: PIKG-007-MC
 start date: July 13 days: MTWTH
 time: 9:00AM-3:30PM duration: 8 SESSIONS
 cost: \$295 location: MAC TBA

Career in a Year

**Programs that prepare
you for a career in
3, 6, 12, or 24 months**

We offer something for everyone

- Automotive
- Bank Teller
- Business
- Computer Aided Design (CAD)
- Computer Electronics
- Computer Repair
- Criminal Justice
- Dental Hygiene
- Early Childhood Education
- Emergency Medical Tech (EMT)
- Fire Science
- Fitness and Exercise
- Game Design
- Graphic Communication
- Health Unit Coordinator
- Heating and Air Conditioning
- Hydraulics/Pneumatics
- Industrial Electrician
- Manufacturing Technology
- Medical Billing/Coding
- Millwright/Machinist
- Music Technology
- Networking
- Nursing
- Nursing Assistant (CNA)
- Office Assistant
- Paraprofessional Educator
- Photography
- Surgical Technology
- Web Design
- Welding

Find out more about our degree and certificate programs by calling (708) 709-3506.



Non-credit registration

PERSONAL & PROFESSIONAL

Register now!

Last Name* First M.I.

Street Address

City State Zip Code

Home Phone Number Work Phone Number

Date of Birth Gender Female Male Social Security Number

Course Code	Course Name	Start Date	Course Fee
Total enclosed			

I accept responsibility for the selection of courses as indicated above
*Agrees to pay all fees associated with account

Signature Date

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

To pay by credit card complete the following
 Visa MasterCard Discover

credit card number	expiration date
<input type="text"/>	<input type="text"/>
security code	
<input type="text"/>	

THE FOLLOWING OPTIONAL QUESTIONS ARE ASKED FOR STATE REPORTING:

RACE/ETHNICITY
(Please check one):

- Asian or Pacific Islander
- Native American/Alaskan Native
- Black
- Hispanic
- White
- Other/Unknown

HIGHEST DEGREE EARNED
(Please check one):

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

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

**Kids@College
Registration**

Register now!

Student Name (please use separate form for each child)

Social Security Number Birth Date

Address

City State Zip Code

Parent/Guardian Name*

Home Phone Work Phone Emergency Phone

Gender Female Male

* Agrees to pay all fees associated with account.

Course Code	Course Name or Grade Level	Course Fee
Total enclosed		

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

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

credit card number	expiration date
<input type="text"/>	<input type="text"/>
security code	
<input 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 business 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:

Office of Enrollment Services

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