



# SOUTH SUBURBAN COLLEGE

# NON-CREDIT CLASS SCHEDULE FALL 2022



## HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM PRE-APPRENTICESHIP

(Page 17)



## ARE YOU READY FOR A CAREER?

### ONE WORKFORCE PROGRAM

The program provides job opportunities and financial assistance to obtain industry recognized credentials and degrees in manufacturing by paying:

**TUITION, BOOKS, & FEES**

#### *Preparing Individuals For Skilled Occupations*

Basic and Multi-Process Welding

Certified Production Technician

Maintenance Technician

Electronics Engineering Technology

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## COM E01—How to Host a Successful Podcast

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## ART E49—Paint Thursday Night Fun Night

(Page 7)



# This is Success.

2022 Fall Classes Online & In Person  
ssc.edu • (708) 596-2000, ext. 2231

# Corporate Training

Continuing, Corporate, & Community Education (C3)



C3 offers high-quality training to business and industry to help companies optimize their workforce. We provide traditional facilitator-led training, technology-based learning, or a combination of both to ensure customized training solutions that work!

## *Essential Skills*

While technical skills are important, most often, employers cite essential skills as reasons for not hiring, not promoting, and even firing promising employees. With C3, expertise and an employer's investment in training can produce results.

- Time/Stress Management
- Train The Trainer
- Customer Service
- Communication
- Effective Teams
- Sales
- Leadership/Supervisor/Management
- Problem Solving

## *Computer Training & Applications*

C3 offers computer workshops that range from introductory through advanced, as well as highly specialized software applications.

- MS Office Applications
- QuickBooks
- Project Management
- CAD
- Social Media

## *Manufacturing*

The South Suburban region is a source of manufacturing jobs opportunities and career upgrades. C3 experts can train, retrain and remediate for employee skill improvement.

- Hazard Analysis and Critical Control Point (HACCP)
- ISO-Audit & Updates
- Lean Solutions
- Maintenance
- Welding-Stick, MIG & TIG
- Safety Quality Forklift
- Manufacturing Skill Standard Council (MSSC)
- PLC
- Blueprint Reading
- OSHA

## *Human Resource Services*

Human Resources departments handle many responsibilities. C3 has the resources you need to stay on top of essential HR functions.

- Performance Evaluations
- Diversity/Discrimination/Harassment
- Policy and Procedure Manuals
- Hiring and Onboarding



For more information, contact Gervaise Edwards: (708) 596-2000, Ext. 5723 or [gedwards@ssc.edu](mailto:gedwards@ssc.edu).

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In accordance with Governor JB Pritzker’s Executive Order #87, all employees and students of South Suburban College are required to either be fully vaccinated for COVID-19 or be subject to at least weekly COVID-19 testing.  
**Social Distancing is strictly required for everyone while on campus.**

## How to Read this Schedule

Course Code	Section	Time	Day	Site & Room	Instructor	Date
ART E02	701	8:00-8:50a	MWF	MA-4340	Fleischman	1/13-5/16

**M=Monday T=Tuesday W=Wednesday TH=Thursday F=Friday S=Saturday**

### Extension Center Legend for Site Locations

MA= South Suburban College 15800 South State Street South Holland, IL 60473	ON= Main Campus, To Be Determined
FC= Fitness Center South Suburban College Main Campus	OF= Off Campus, To Be Determined
	OFC= Oak Forest Center 16333 S. Kilbourn Ave. Oak Forest, IL 60452

### Symbol Key:

Online: Clinical: Internship: Co-Listed: (This is a college credit class with limited seating for non-credit students.)

## Class Beginning and Ending Dates:

### Credit & Workshops:

August 22 2022 through December 17, 2022, unless otherwise indicated

### C3 Courses:

September 12, 2022, through November 18, 2022, unless otherwise indicated.

Most non-credit classes require a minimum of four students, and some classes do have a maximum limit. All registration is on a first come, first served basis. We ask that students enroll at least one week prior to the start of class. By registering early we can avoid disappointment by having to cancel classes.

### No Classes:

Monday, September 5 Labor Day – College Closed - No Classes - Both Campuses

Monday, October 10 Columbus Day – College Closed - No Classes - Both Campuses

Tuesday, November 8 Election Day – College Closed- No Classes - Both Campuses

Friday, November 11 Veterans’ Day Observed – College Closed - No Classes - Both Campuses

Thurs.-Sat, Nov. 24-26 Thanksgiving Recess – College Closed - No Classes - Both Campuses

December 22-January 2 College Closed

### Free Tuition for Senior Citizens:

Any District 510 resident 62 years of age or older is eligible to take Continuing Education courses tuition free. The student must pay all course-related fees. Available classroom space must exist and tuition-paying students enrolled must constitute the minimum number of required students for the particular class. Senior citizens who live outside District 510 boundaries must pay both full tuition and fees.

### Refund Policy:

- ◆ Refund checks issued approximately 7 to 10 days after the stated deadline-(see below.)
- ◆ Refunds of tuition and fees will occur only after the student has completed a “drop” through their portal during designated “drop” periods.
- ◆ Attendance in any class and receipt of a grade is subject to official enrollment in and payment of the full tuition for the class.
- ◆ No registration changes allowed after the 10th day of the term for the particular class.
- ◆ The college will issue 100% refunds for any non-credit course or workshop cancelled due to insufficient enrollment.
- ◆ For mini-courses or workshops beginning after June 10<sup>th</sup>, the student must complete a “drop” through their portal or in-person 48 hours prior to the first-class session. There will be no refunds after the class begins. Failure to attend class does not result in a refund.

*\*Refund checks will be mailed approximately three weeks after the stated deadline.*

*\*NOTE: South Suburban College cannot authorize withdrawals on the basis of information received by telephone.*

### Tell Us What You Think

You can contact our office by email. Tell us what you like about our class offerings, what you’d like to see and how we can improve our services to you. Send your email to: [sdrewenski@ssc.edu](mailto:sdrewenski@ssc.edu)

South Suburban College serves the residents of District 510 which includes all or portions of these communities:

Blue Island • Burnham • Calumet City • Country Club Hills  
Dixmoor • Dolton • East Hazel Crest • Harvey • Hazel Crest  
Homewood • Lansing • Lynwood • Markham • Midlothian  
Oak Forest • Phoenix • Posen • Riverdale • South Holland

Thornton • Tinley Park

Check out our web page at: [www.ssc.edu](http://www.ssc.edu)

# Payment & General Information

## How to Pay

Payment can be made by using cash, check, Visa, Discover, MasterCard, or FACTS deferred payment plan. Proof of residency must be provided at the time of registration. As a payment alternative, the College offers the FACTS interest-free monthly payment plan. The cost to budget the payment plan is a \$25 per semester non-refundable FACTS enrollment fee. Payments are electronically processed on the 5th of each month and will continue until the balance is paid in full. Payments may be made from savings, checking or credit card accounts. For more information or to enroll in the FACTS payment plan, please go online to [www.ssc.edu](http://www.ssc.edu) and follow the instructions.

*\*The South Suburban College Board of Trustees reserves the right to change/adjust tuition and fees. Please refer to the College Catalog for additional information regarding tuition and fees.*

## Campus Locations & Contact Information

Main Campus:  
(708) 210-5718

15800 S. State St., South Holland IL 60473

*Oak Forest Center:*

(708) 225-6000

16333 S. Kilbourn Ave., Oak Forest, IL

For Indiana residents:

(219) 931-0096 or 0098

## Class Schedules Available Online

Our Non-Credit & Credit class schedules are accessible online in a dynamic format. This online format provides the most up-to-date class information. Visit [www.ssc.edu](http://www.ssc.edu) to get started.

## Who We Are Now....

The Office of C3 once known as Continuing Education offers a wide selection of personal interest and professional development courses throughout the year with a variety of start dates, class times, and course lengths that make these non-credit classes extremely accessible.

Therefore, the C3 Department welcomes you and thanks you for your participation in our programs. For more information regarding our programs and services, please feel free to contact:

Continuing, Corporate, and Community Education (C3):  
(708) 596-2000, ext. 2231

## Corporate Training

SSC is your regional headquarters for workforce preparation, employee training and business development. SSC works with a number of industries throughout the Chicago Southland including agriculture, business & information, construction, education, health services, hospitality, manufacturing, and transportation.

Contact: (708) 596-2000, Ext. 5723

# FEEDBACK

**Have a comment or question about our classes or services? Or a suggestion for this schedule?**

**Contact Shirley Drewenski,  
Director of C3  
at [sdrewenski@ssc.edu](mailto:sdrewenski@ssc.edu)**

# Art E49

# Paint Thursday Night Fun Night

Fee \$59

Join us for a little painting, a lot of laughter, and endless memory-making. Round up your crew for a fun night out, making memories. Mingle with friends or create new ones! Any excuse to get together with friends, family, and co-workers is a great time to paint!

**Paint Nights:** Enjoy the creative while painting a **Pumpkin with Acorns and Falling Leaves** in September, a **Sugar Skull with Hearts and Roses** for October, **Thanksgiving Feast** for November, and a **Christmas Tree with Lights** final for December. No experience is necessary.



ART E49 701	6:00-8:00p	TH	OFC-5559 (Café)	Fefee	09/22
ART E49 702	6:00-8:00p	TH	OFC-5559 (Café)	Fefee	10/27
ART E49 703	6:00-8:00p	TH	OFC-5559 (Café)	Fefee	11/17
ART E49 704	6:00-8:00p	TH	OFC-5559 (Café)	Fefee	12/15



SOUTH  
SUBURBAN  
COLLEGE  
Department of  
CONTINUING, CORPORATE &  
COMMUNITY EDUCATION (C3)

For more information call the  
C3 Department at (708) 596-2000, ext. 2231.

**Art**

**ART E02–Art Appreciation**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for class is 18.

A general introductory course investigating the visual arts with an emphasis placed on developing an aesthetic and cross-cultural awareness of and appreciation for various visual forms of expression: i.e., painting, sculpture, architecture, cinematography, and video.

ART E02 704 9:00-9:50a MWF MA-4340 Jaracz 08/22-12/16

ART E02 708 1:00-2:15p TTH MA-4340 Ferguson 08/23-12/15

ART E02 732 11:00-11:50am Online Babinec 08/22-12/16

**ART E11–Drawing I**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for them for the class is 18.

An introduction to drawing with emphasis on representation, perceptual growth, and individual expression. Control in line, value, e, and spatial illusion is developed through the use of a variety of art media and tools.

ART E11 702 9:00-10:50a MWF MA-4331 Babinec 08/22-12/16

ART E11 704 12:00-2:45p TTH MA-4331 Rocha 08/23-12/15

**ART E40–Photography I, Digital**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

A basic introductory photography course that covers the principles and fine art aesthetics of black and white photography in a digital format including composition, equipment selection, and use; image processing, manipulation, correction, and output in the digital darkroom; lenses, aperture shutter speed, focal plane. A brief history of photography is covered. 35mm manual SLR camera or digital camera with full manual controls; tripod.

ART E40 702 1:00-3:45p TTH MA-4431 Shallow 08/23-12/15

**ART E46–Sculpture**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for class is 18.

A studio course with emphasis on the introduction of basic sculpture-making processes and how these relate to the artist's concepts, material, ls, and tools. Processes used: modeling, mold making, carving, lamination in resin, fabrication in wood/metal, welding, and foundry practices. Lecture, demonstrations, slide presentations and discussions included.

ART E46 702 9:00-11:45a TTH MA-4335 Tucker 08/23-12/15

**ART E49–Paint Thursday Night Fun Night**

Fee \$59

Join us for a little painting, a lot of laughter, and endless memory-making. Round up your crew for a fun night out making memories. Mingle with friends or create new ones! Any excuse to get together with friends, family, and co-workers is a great time to paint! Paint Nights. Enjoy the creative while painting a Pumpkin with Acorns and Falling Leaves in September, a Sugar Skull with Hearts and Roses for October, Thanksgiving Feast for November, and a Christmas Tree with Lights final for December. No Experience is Necessary. Materials will be provided in class. You are welcome to BYOB! Sip and Paint.

ART E49 701 6:00-8:00p TH OFC-5559(Café) Fefee 09/22

ART E49 702 6:00-8:00p TH OFC-5559(Café) Fefee 10/27

ART E49 703 6:00-8:00p TH OFC-5559(Café) Fefee 11/17

ART E49 704 6:00-8:00p TH OFC-5559(Café) Fefee 12/15

**ART E52–Graphic Design II**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Graphic Design II explores problems dealing with text and image as they relate to graphic communication. Projects stress conceptual development, analysis, planning, client presentation, and production of designs for advertising and other published materials. The course will include integration of the Adobe Creative Suite of software: Photoshop & InDesign and other software as needed.

ART E52 702 1:00-3:45p MW MA-4431 Planera 08/22-12/14

**ART E54–Painting Studio**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age is recommended for classes.

This course offers an opportunity for individual concentration on a thematic approach to developing a personal aesthetic for the advanced student. Projects will be developed as necessary for furthering the personal aesthetic.

ART E54 702 9:00-11:45p TTH MA-4329 Babinec 08/23-12/15

**ART E71–Ceramics**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Introduction to ceramic clay-forming techniques with emphasis placed on wheel-throwing and hand-building combined with procedures on glazing, surface decorations, and clay, and glaze theory.

ART E71 704 11:00-1:45p MW MA-4348 Fleischman 08/22-12/14

**ART E77—Introduction to Computer Art [Adobe Photoshop, Illustrator]**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

A beginning digital computer-based introduction to raster and vector visual image generation, manipulation, and output. Students will use Adobe Illustrator and Photoshop on Macintosh computers along with cameras, scanners, and printers to create, manipulate and output images. No previous computer experience is required.

■ ART E77 702 9:00-11:45a MW MA-4431 Planera 08/22-12/14

**ART E78—Ceramics II**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Emphasizing in-depth exploration of the techniques and conceptual theories of pottery. Wheel-throwing and hand-building processes combined with procedures on glazing, surface decorations, clay, and glaze theory.

■ ART E78 731 6:00-9:40p MW MA-4348 Downs 09/19-12/14

**ART E79—Two-Dimensional Design**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for class is 18.

In an exploration of the elements, principles, and concepts of design applied to the two-dimensional surface; students will manually and digitally practice the elements used in various media and become visually aware of two-dimensional design's aesthetic possibilities for communication and expression. Silver fee extra per market value.

■ ART E79 702 9:00-11:45a TTH MA-4423 Tucker 08/23-12/15

**ART E85—Computer Assisted Illustration**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

The theory and practice of computerized imaging focus on the creative potential in art and design. Topics include the manipulation, combining, and a ting of photographic and painted images. The use of a variety of input and output devices will be explored.

■ ART E85 730 6:00-9:30p MW MA-4431 Spence 09/19-12/14

**ART E89—History of Art, Ancient World**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

A chronological survey of Prehistoric, Primitive, Ancient European, and Near Eastern art through the Gothic Period in Europe.

■ ART E89 701 10:00-10:50a MWF MA-4340 Jaracz 08/22-12/16

**Barber****BAR E99—Barber Instructor**

Tuition \$2,500.00

*Prerequisite: Licensed barbers 3 years or over*

The Barber Instructor training course is designed to prepare licensed barbers for the Illinois Department of Financial and Professional Regulations Barber Instructor licensing exam. The course offers training in lesson planning and its practical applications, preparing graduates for entry-level employment as an instructor in a barber school. Required Texts and Materials: *Milady Standard Barbering, 2017 6th Edition ISBN-13: 978-1305100558*

■ BAR E99 740 MA-1259 500 hours

**BAR E99—Barber Instructor**

Tuition \$5,000.00

*Prerequisite: Licensed barbers 3 Years or Less*

The Barber Instructor training course is designed to prepare licensed barbers for the Illinois Department of Financial and Professional Regulations Barber Instructor licensing exam. The course offers training in lesson planning and its practical applications, preparing graduates for entry-level employment as an instructor in a barber school. Required Texts and Materials: *Milady Standard Barbering, 2017 6th Edition ISBN-13: 978-1305100558*

■ BAR E99 741 MA-1259 1000 hours

**Building Codes & Construction Technology****BCD E11—Residential Concrete & Framing Inspections**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

This course covers the principles of construction code enforcement with an emphasis on commercial and residential inspections.

■ BCD E11 701 6:30-9:15p T MA-3345 08/23-12/13

**BCD E21—Residential Plumbing Inspections**

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

This course covers the principles of construction code enforcement with an emphasis on single-family plumbing inspections.

■ BCD E21 701 6:30-9:15p W MA-L266 08/24-12/14

**BLD E01—Estimation**

Tuition \$157 Fee \$157

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Material, labor quantity surveys from working drawings, specifications. Quantity survey, estimating procedures; approximate detailed methods; office procedures related to estimating.

■ BLD E01 702 2:00-5:15p W MA-3345 08/22-12/14

**BLD E11–Construction Materials & Methods I, Wood**

Tuition \$157 Fee \$157

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

The course will cover structural footings, wall systems, physical properties of wood, building materials, and measurement grading. Hands-on projects allow students to thoroughly understand the principles and methods of rough residential carpentry by framing a mock-up, scaled-down home. Actual house framing including floor, wall, roof construction with special emphasis placed on the framing square for stair stringers, gable, and hip rafter layout.

📅 BLD E11 702 7:00-9:45p MW MA-L270 08/22-12/14

**BLD E12–Home Energy Dynamics**

Tuition \$157 Fee \$157

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Students will design a home that is safe, comfortable, and energy efficient. Students will understand and identify various types of insulation materials, heating systems, windows, doors, solar heating systems, and heat pumps, and be able to calculate heat gain and loss in a residence. Students will also be able to determine annual heating costs for any home.

📅 BLD E12 701 6:45-9:30p TH MA-3345 08/25-12/15

**BLD E14–How to General Contract a Green Home**

Tuition \$80 Fee \$75

This is a college credit class with limited seating for non-credit students. The minimum age recommended for class is 18.

This introductory course provides a broad overview of the field of construction technology as applied to carpentry, masonry, electrical, plumbing, building rehabilitation, and new construction. Emphasis is placed on construction techniques, materials, planning, and building codes.

📅 BLD E14 702 5:00-6:40p M MA-3345 08/22-12/12

**BLD E18–Introduction to Electricity**

Tuition \$157 Fee \$157

*Prerequisite: MTH 091 or higher*

This is a college credit class with limited seating for non-credit students. The minimum age recommended for them for the class is 18.

The course will cover basic design principles of electrical and lighting systems as well as electrical circuit fundamentals, distribution systems, power requirements, wiring layout, and electrical building codes for residential and commercial buildings.

📅 BLD E18 701 6:30-7:55p TTH MA-L266 08/23-12/15

**BLD E49–Print Reading**

Tuition \$85 Fee \$75

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

A course covering the basic types of drawings, symbols, building materials, and construction techniques currently used in the building construction industry.

📅 BLD E49 702 2:00-4:30p M MA-2369 08/22-12/12

**BLD E51–Renovate Energy Efficient Green Home**

Tuition \$157 Fee \$157

*Prerequisite: BLD E11*

This is a college credit class with limited seating for non-credit students. The minimum age recommended for classes is 18.

Study of the aspects of building technology as applied to rehabilitation; knowledge and application of building codes; preparation and reading of plans. Skill development in carpentry, masonry, electrical, and plumbing. Students will rehabilitate an existing structure.

📅 BLD E51 704 7:30-4:30p S OFC-5250 08/27-12/17

**WLD E01–Introduction to Welding**

Tuition \$157 Fee \$157

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

This includes fundamentals of blueprint reading; welding print format and types of fabrication blueprints; welding symbols and sizes; structural shapes and symbols. Introductory hands-on course in welding covering shielded metal/arc welding and flux-cored arc welding theory and practices. This course is designed for a worker needing to perform light welding on the job site.

📅 WLD E01 701 5:30-6:20p MTH MA-L275 Lecture 08/22-12/15  
6:20-9:45p MTH MA-L275 Lab

**Business**

**RES E05–Real Estate Principles**

Tuition \$129 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

This course is designed to meet the 75-hour pre-licensing curriculum requirements for real estate brokers, set forth by the State of Illinois. The course covers topic areas such as Illinois license law, agency, state and federal law, relationships with employing brokers, working with sellers and buyers, real property, fair housing, ownership, contracts, real estate valuation, environmental issues, construction, real estate closings, advertising, property management, and commercial real estate. The course mixes presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being taught; as well as opportunities for assessment to help you apply your new knowledge. The lecture for this course will be offered online in a virtual environment using the Virtual Classroom in D2L. Students are expected to be available online at the scheduled class and lab times.

📅 RES E05 703 Online 9/19-12/14

## Creative Arts

### CLO E10-Balloon for Profit

Fee \$79

In this course, you will learn how to make balloon animals at the beginner level. Learn the basics of how to become a professional entertainer for children's parties, special events, and communities, as a business, or just for fun. This class will cover how to make and create balloons such as dogs, swords, flowers, butterflies, butterfly wings, and hearts. Students must provide their own supplies. A supply list will be provided during the first day of class.

CLO E10 701 6:00-7:30p W OFC-5559(Cafe) Fee 09/14-10/12

## Computer-Aided Design

### CAD E02-Basic Drawing and Design

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for a class is 18.

Students will learn basic drawing and design techniques using Computer-Aided Design and Drafting software (AutoCAD 2013). Discussions will include graphics as a language, applied geometry, views, and basic dimensioning. Students will become familiar with the new user interface and gain proficiency in the use of CAD as a problem-solving tool. A student project will complete the course.

☒ CAD E02 701 5:00-5:50p OFC-5690 Lecture 08/22-12/14

☒ 5:50-6:50p OFC-5690 Lab

## Computer Information Sciences

### CIS E18-Cisco IT Essentials v5 A+ Certification

Fee \$542

This is a college credit class with limited seating for non-credit students. The minimum age recommended for them for the class is 18.

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. Hands-on lab activities will continue to be an essential element of the course. In support of this, virtual learning tools are integrated into this course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive "hands-on" experience in learning environments with limited physical equipment. Packet Tracer activities will be designed for use with Packet Tracer 5.3.x. The inclusion of Packet Tracer will allow alignment to new CompTIA networking certification objectives without requiring academics to purchase extra networking equipment.

☒ CIS E18 730 5:00-8:50p TTH OFC-5160 09/20-12/15

### CIS E66-Voice, Data, Video, Fiber Cabling

Fee \$489

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

The Cisco Voice, Data, Fiber Optics, and Entertainment Cabling class is designed to give students hands-on experience with the physical aspects of voice and data network cabling. The course will focus on industry standards for types of media and cabling, physical and logical networks, and signal transmission. Students will develop skills in pulling cable, mounting and wire management, identifying wiring closets, patch panel installation and termination, installation of jacks, and testing cables.

☒ CIS E66 730 1:00-3:40p T MA-L268 09/20-12/13

### MIS E04-Windows Operating System

Tuition \$157 Fee \$157

This is a college class with limited seating for non-credit students. The minimum age recommended for a class is 18.

A study of the fundamentals of Microsoft Windows operating system environment for microcomputers. The student will explore the unique hardware of microcomputers that are controlled by the operating systems and the commands that control the Windows environment. The student will customize and manage the windows system.

☒ MIS E04 701 6:00-9:45p T OFC-5370 Evans 09/20-12/13

## Computer Proficiency

### BUS E49-Computers for Late Bloomers

Fee \$149

Computers for Seniors-this course is specifically designed to teach new students basic skills of how to navigate the computer: Accessing email, sending documents, and navigating the Internet. etc. Also attaching photos with email, using Google to search, and more. No grandparent left behind...bring a friend!

BUS E49 701 4:30-6:00p T OFC-5370 Demitro 09/13-11/22

### BUS E49-Computer for Late Bloomers (Returning Students)

Fee \$89

Prerequisite: BUS E49 Computers for Late Bloomers.

This course is designed to help you further along with your newly acquired computer skills to do the following: Locating and finding lost documents within your computer, retrieving emails you cannot find or thought were deleted, and creating folders on your desktop for the better organization along with subfolders, understanding how to fully navigate your computer with its storage files and lots more.

BUS E49 702 4:30-6:00p W OFC-5370 Demitro 09/14-11/2

# Stepping

*Part 1: First five weeks  
Date: 9/14 to 10/12/22*

*Part 2: Second five weeks  
Date: 10/19 to 11/16/22*

*Time: 6:00 pm to 8:00  
pm*

*Course: DNC C10 701*

*Course: DNC C10 702*

*Fee: \$89*

*For more information call  
the C3 Department at  
(708) 596-2000, ext. 2231.*



**SOUTH  
SUBURBAN  
COLLEGE**

Department of  
CONTINUING, CORPORATE &  
COMMUNITY EDUCATION (C3)

## 12 • Course Listings • Fall 2022 C3 Schedule

### **BUS E61–Cyber Safety and Understanding**

Fee \$129

This class will help you better understand how to track and remove viruses and malware from your computer, help you keep your computer safe and running problem-free, have the confidence needed, and not get caught in a phishing scam. The computer security course focuses on security concepts at a personal level, not on a corporate level where security policies and procedures must be followed, how to lock down your system, how to create a recovery CD/flash drive for backups of your system to external drives. Note: You will need a laptop for this course to fully get all you can out of it. Bring a laptop.

BUS E61 701 10:00-12:30p S OFC-5370 Demitro 09/17,10/01,  
10/15 & 10/29

### **BUS E62–Website with WordPress**

Fee \$139

This class will show you, the entrepreneur, how to create a website for your business needs utilizing WordPress, along with the necessary skills to keep your site updated. You will learn how to create a site in WordPress and become familiar with PayPal. For you to become successful in this class due diligence is required, or chase along with the necessary skills to keep your site updated. You will need your domain name and web space, and I will show you how to set that up. If you do not have any WordPress skills we can go over that as well.

BUS E62 702 4:30-6:00p TH OFC-5370 Demitro 09/15-11/17

## **Dance**

### **DNC C10–Stepping**

Fee \$89

This course will teach you the basic moves of stepping. Students will learn a basic format, keeping the beat of the music by manipulating movements involving students dancing with one another.

DNC C10 701 6:00-8:00p W MA-Café Whitley 09/14-10/12

DNC C10 702 6:00-8:00p W MA-Café Whitley 10/19-11/16

### **DNC E30–ZUMBA**

Fee \$99

Ditch the workout and come join the Party! Zumba takes the “work” out of workouts and brings people of all ages together to have fun and get healthy at the same time. Zumba mixes low-intensity and high-intensity movement for an interval-style, calorie-burning, dance fitness party. It’s an “exercise in disguise” appropriate for every body type, taught by a licensed Zumba instructor. By combining Latin and World Rhythms with elements of fitness such as cardio, muscle conditioning, balance, and flexibility, you are sure to get your heart rate up and boost your energy and mood at the same time! As an added bonus, you will be led through additional cool-down exercises and stretching to build more flexibility & endurance. Participants should bring plenty of water, a towel,

and wear comfortable attire including shoes to work out in. Get ready to sweat! No prior dance or fitness experience is necessary. As always, please check with your doctor before beginning any exercise/fitness program.

DNC E30 701 8:30-10:00a S OFC-5559(Café) Diel 9/17, 10/1,  
(1<sup>st</sup> & 3<sup>rd</sup> of each month) 10/15,11/5, 11/19, 12/3, 12/17

## **Drama**

### **DRM C02–Introduction to Voiceovers-(Getting Started in Voice Acting)**

Fee \$49

Explore the fun, rewarding possibilities of the remote working Voiceover industry. Discover current trends and how they make it easy and affordable for just about anyone to get involved. You’ll learn about different types of voiceovers and tools you’ll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later. A live one-time, 90-minute zoom, introductory class for adults 18 & up. The online class instructor will contact registered students by telephone/email to schedule class time.

📶 DRM C02 701 Online (September) 09/6-09/30

📶 DRM C02 702 Online (October) 10/03-10/28

📶 DRM C02 703 Online (November) 11/7-11/30

📶 DRM C02 704 Online (December) 12/5-12/17

### **COM E01–How to Host a Successful Podcast**

Fee \$109

This non-credit course emphasizes the necessary tools needed in creating your successful podcast. Podcasting today is the way to go. Millions are tuning in to a variety of subjects. Hosting your podcast can be challenging and rewarding and possibly start a new career.

COM E01 701 6:00-7:30p T MA-3155 Wilows 09/27-11/01

### **COM E03–Intro to Television Commercials**

Fee \$249

This non-credit course emphasizes the skill needed to learn and work in the world of...Television Commercial work. This course will teach you the techniques, how to make contacts and most of all! Tell you that Yes! You can star in TV Commercials!

COM E03 701 6:00-8:00p TH MA-3153 Wilows 09/29-11/03



SOUTH  
SUBURBAN  
COLLEGE

# FORKLIFT OPERATOR TRAINING



Illinois requires all forklift operators to obtain a license to avoid OSHA sanctions and possible penalties. Forklift driving is no simple matter; it causes more than 100 deaths each year. If you are looking to raise your career to the next level or are an employer ensuring your workforce is safe and in compliance, forklift operator certification from the National Safety Council is available through South Suburban College. This 8-hour Certification course covers the basic forklift driving skills needed to obtain your Forklift Operator Certification. A Certification Card from the National Safety Council will be issued to the student upon successful completion of the program.

**Where: Oak Forest Center**  
16333 S. Kilbourn Ave  
Oak Forest, IL 60426

**When:** Saturday, August 6, 8:30 a.m. - 4:30 p.m.  
Saturday, August 20, 8:30 a.m. - 4:30 p.m.  
Thursday, August 25 & Friday, August 26, 5:30 p.m. - 9:30 p.m.  
Saturday, September 3, 8:30 a.m. - 4:30 p.m.  
Saturday, September 17, 8:30 a.m. - 4:30 p.m.  
Thursday, September 22 & Friday, September 23, 5:30 p.m. - 9:30 p.m.

**Cost:** \$179.00

**For more information contact Gervaise Edwards at  
(708) 596-2000, ext. 5723 or email [gedwards@ssc.edu](mailto:gedwards@ssc.edu)**



## WEI Sponsored Program

The Workforce Equity Initiative (WEI) project is funded through ICCB to support qualified participants through the completion of short-term educational opportunities leading to employment. Benefits of the grant include financial and technology assistance, tutoring, academic and employment advising, and more. Email [workforceequity@ssc.edu](mailto:workforceequity@ssc.edu) or visit [ssc.edu/wei](http://ssc.edu/wei) for more information.

**FREE for qualified applicants!**

**The mission of South Suburban College  
is to Serve our Students and the  
Community through lifelong learning.**



**This is Success.**

## Forklift

### TQM E50–Forklift

Fee \$179

This Certification course covers the basic forklift driving skills to make the workplace safe, prevent lift truck incidents, and help employers train and authorize lift truck operators on the job that needed to obtain your Forklift Operator Certification, a certification card from the National Safety Council.

<b>TQM E50 701</b>	<b>5:30-9:30p</b>	<b>THF</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>08/25 &amp; 26</b>
<b>TQM E50 702</b>	<b>8:00-4:300p</b>	<b>S</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>09/03</b>
<b>TQM E50 703</b>	<b>8:00-4:300p</b>	<b>S</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>09/17</b>
<b>TQM E50 704</b>	<b>5:30-9:30p</b>	<b>THF</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>09/22 &amp; 23</b>
<b>TQM E50 705</b>	<b>8:00-4:300p</b>	<b>S</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>10/01</b>
<b>TQM E50 706</b>	<b>8:00-4:300p</b>	<b>S</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>10/15</b>
<b>TQM E50 707</b>	<b>5:30-9:30p</b>	<b>THF</b>	<b>OFC-5250</b>	<b>Smith</b>	<b>10/27 &amp; 28</b>

## Firearm Safety Training

### LWN C12–IL CCL Firearms License Renewal

Fee \$99

Upon completion of this class (6-Hours), you will be eligible to renew an Illinois Concealed Carry License (CCL) firearms permit as allowed by Illinois law. The Illinois State Police Certificate will be issued after the 6-hour course, after covering all of the Illinois Compiled Statutes (ILCS) concerning concealed carry compliance. This course will complete the requirement to renew your Illinois Conceal Carry License. If you've never fired a pistol before or even as an experienced shooter, you will find this class informative and very firearm safety-oriented. Firearms Owners Identification Card (FOID) is needed for class. Apply at [www.ispfsb.com/Public/FOID.aspx](http://www.ispfsb.com/Public/FOID.aspx). Range location: Sporting Arms & Supply Inc. 14216 S. Western Ave. Posen IL 60469.

<b>LWN C12 701</b>	<b>6:00-10:00p</b>	<b>T</b>	<b>OFC-5680</b>	<b>Wilson</b>	<b>11/1-Theory</b>
	<b>8:00-10:00p</b>	<b>TH</b>			<b>11/3-Range</b>

### LWN E12–IL CCL Training Firearms

Fee \$169

Upon completion of this class (16-Hrs.), you will be eligible to apply for an Illinois Concealed Carry License (CCL) firearms permit as allowed by Illinois law. The Illinois State Police Certificate will be issued after this 16-hour course after covering all of the Illinois Compiled Statutes (ILCS) concerning concealed carry compliance. If you've never fired a pistol before or even as an experienced shooter, you will find this class informative and very firearm safety-oriented. Firearms Owners Identification Card (FOID) is needed for class. Apply at [www.ispfsb.com/Public/FOID.aspx](http://www.ispfsb.com/Public/FOID.aspx). Range location: Sporting Arms & Supply Inc. 14216 S. Western Ave. Posen IL 60469.

<b>LWN E12 701</b>	<b>6:00-10:00p</b>	<b>MT</b>	<b>OFC-5680</b>	<b>Wilson</b>	<b>10/31-11/1-Theory</b>
	<b>8:00-10:00p</b>	<b>TH</b>			<b>11/3-Range</b>
	<b>8:00-2:00p</b>	<b>S</b>	<b>OFC-5680</b>		<b>11/5-Theory</b>

## Hospitality

### FDS E10–Food Service Certification

Fee \$119

This course in food safety covers sanitation practices designed to maintain a safe and sanitary environment. The class will cover regulating agencies, cross-contamination, personal hygiene, kinds of contaminants, purchasing practices, and viruses related to food safety (pathogens). The class will also cover methods and types of sanitation, equipment requirements, and pest control. Students who pass the course will be able to obtain their State of Illinois Food Managers License. The license is valid for five years. Students MUST attend all class sessions to be eligible to take exams no exceptions. Required textbook-(7-Edition Servsafe Manager-with Answer Sheet) available on Amazon.com.

<b>FDS E10 701</b>	<b>10:00-2:00p</b>	<b>MT</b>	<b>MA-3155</b>	<b>Jamison</b>	<b>09/12-09/13</b>
<b>FDS E10 702</b>	<b>10:00-2:00p</b>	<b>MT</b>	<b>MA-3155</b>	<b>Jamison</b>	<b>10/17-10/18</b>
<b>FDS E10 703</b>	<b>10:00-2:00p</b>	<b>MT</b>	<b>MA-3155</b>	<b>Jamison</b>	<b>11/14-11/15</b>

## International Language

### COM E47–Spanish I – Conversational

Fee \$89

¡Bienvenidos! This Conversational Spanish course covers basic vocabulary, conversation, pronunciation, and frequently used expressions. Students will practice speaking, listening, reading, and writing in class; students will learn interesting facts about culture and customs. Upon completion of the course, students should be able to communicate effectively in Spanish, using basic words and phrases learned during the course.

<b>COM E47 702</b>	<b>6:00-8:00p</b>	<b>W</b>	<b>MA-3153</b>	<b>Gonzalez</b>	<b>09/14-11/16</b>
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# Become a Tutor!

South Suburban College is seeking  
tutors for the Adult Volunteer  
Literacy Tutoring Program

Main Campus, 15800 S. State Street,  
South Holland, IL 60473

12 hours of training is required for  
Literacy Certification.  
Online Training is also available.

To register for training, contact  
David Stephens at (708) 596-2000,  
ext. 2558 or email [dstephens@ssc.edu](mailto:dstephens@ssc.edu).

ARE YOU READY FOR A  
**CAREER?**

**ONE**  
**WORKFORCE**  
PROGRAM

The program provides job opportunities and financial assistance to obtain industry recognized credentials and degrees in manufacturing by paying:

**TUITION, BOOKS, & FEES**

*Preparing Individuals For  
Skilled Occupations*

Basic and Multi-Process Welding

Certified Production Technician

Maintenance Technician

Electronics Engineering Technology

## AM I ELIGIBLE?

Applicants must be 17 years of age or older, not currently in high school, unemployed or underemployed, and are able to provide a Social Security Card and valid State ID or Driver's License.

Through an H-1B One Workforce Grant from the US Department of Labor (USDOL), CAIC is able to partner with employers and community colleges to fund, develop, and provide opportunities for individuals to enter a manufacturing career.



**SIGN UP  
TODAY**



[calumetareaindustrial.com/  
oneworkforceprogram](http://calumetareaindustrial.com/oneworkforceprogram)

## Law

### LWN C02—How to Expunge/Seal a Criminal Record

Fee \$29

This course will educate you on the eligibility requirements to expunge or seal your criminal arrest record. Clearing your arrest record will help to stabilize your life by removing or preventing barriers to employment, education, strengthening families and assessing safe and affordable housing, and more.

LWN C02 730 6:00-7:00p T MA-3224 Dixon 10/18

LWN C02 731 6:00-7:00p T OFC-5700 Dixon 10/25

### LWN C03—DUI: Road to Restoring Your Driving Privileges

Fee \$29

We will cover all of the same material and we have added information for those who may have their driver's license suspended for other reasons. Removing the DUI from the title will help those who already feel shame and embarrassment find the courage to come out and receive education on how to regain control of their life.

LWN C03 701 6:00-7:00p T MA-3224 Dixon 09/20

LWN C03 702 6:00-7:00p T OFC-5700 Dixon 09/27

## Literature

### ENG C01—The Bible as Literature

Fee \$69

The Bible is by far the world's best-selling and most translated book. Its contents have supplied themes for the greatest poets, artists, and musicians. It has shaped Western thought, language, and culture more than any other book. The Bible now has its museum in Washington D.C., which opened in 2017 near the National Mall. Yet the Bible tends to be more respected than actually, readers provide an overview of the Bible with a focus on its literary beauty and themes. It will help the student meaningfully access the Bible's contents.

ENG C01 701 7:00-8:30p TH MA-3155 Blaauw 9/15-11/17

## Music Programs

### MUS E03—Fundamentals of Music

Tuition \$58 Fee \$54

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

An introductory music theory course for music and non-music majors. It covers rudiments of music such as music notation, rhythm, meter, time signature, key signatures, major scales, minor scales, intervals, transposition, and chords. Each student has access to an electronic keyboard for direct application of classroom work.

MUS E03 702 9:00-10:15a MW MA-1111 Chou 08/22-12/14

### MUS E04—Fundamentals of Ear Training

Tuition \$58 Fee \$54

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

An introductory aural skills course for music majors to perform four major tasks: (1) singing intervallic exercises, tonal indexing, dyadic exercises, and harmonic drills; (2) hearing rhythm, meter, intervals, chords, and melody; (3) writing of memorized melodies; and (4) dictating intervals, melody, and chords.

MUS E04 70210:30-11:20a MW MA-1111 Chou 08/22-12/14

### MUS E18—South Suburban College Voices

Tuition \$15 Fee \$15

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

A symphonic chorus for experienced singers in the Chicago south suburban Calumet area to perform master choral works and classical selections. Open to experienced singers of the community upon consultation. Call (708) 596-2000, ext. 2316 for more information.

MUS E18 702 2:00-3:20p MW MA-1137 Ulrich 08/22-12/14

### MUS E21—Jazz Lab

Tuition \$15 Fee \$15

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Consultation with the director is required. Call (708) 596-2000, ext. 2316 for more information.

MUS E21 7067:00-9:50p W MA-1137 Sugimoto 08/24-12/14

### MUS E39—Symphonic Band

Tuition \$15 Fee \$15

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Open to the experienced musicians of the community and advanced high school musicians, this course covers music of all styles utilizing full instrumentation. Open to the experienced community and student instrumentalists. Consultation with the director is required. Call (708) 596-2000, ext. 2316.

MUS E39 7027:00-9:45p TH MA-1137 08/25-12/15

### MUS E52—Jazz Combo Ensemble

Tuition \$15 Fee \$15

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Open to the experienced community and student jazz performers. Repertoire will be drawn from traditional and contemporary composers from the beginning of the twentieth century to the present. For further details please contact the Music Department, (708) 596-2000, ext. 2316.

MUS E52 702 4:30-6:10p W MA-1137 Sugimoto 08/24-12/14

# HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM



The Highway Construction Careers Training Program has been implemented to increase the number of minorities, women, and disadvantaged individuals working on IDOT highway construction projects. The training consists of an intensive **12-week FREE program** to learn the skills necessary for acceptance into the highway construction trades and gives the opportunity for a career with high wage potential.

## Orientation/Testing Dates:

January 31, thru  
February 2, 2023

## Start Date:

February 27, 2023

## Registration Opens:

December 1, 2022

## CAREER OPPORTUNITIES:

- Iron Worker
- Electrician
- Pipefitter
- Carpenter
- Laborer
- Operating Engineer

All orientation and assessment testing will be held at the Oak Forest Center. NOT the main campus. Please see the address below.

**South Suburban College**  
**Highway Construction Careers Training Program**  
**16333 South Kilbourn Avenue**  
**Oak Forest, Illinois 60452**

## Interested?

**For more information contact Rebecca Garcia at (708) 225-6004 or email [rgarcia@ssc.edu](mailto:rgarcia@ssc.edu).**

**To register please visit our website @ [www.ssc.edu/hcctp](http://www.ssc.edu/hcctp)**



*The Illinois Department of Transportation and the participating community colleges do not guarantee employment upon trainees' graduation from the Highway Construction Careers Training Program.*

**MUS E54–Chamber Ensemble**

Tuition \$15 Fee \$15

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Literature for string, wind, percussion, brass, and classical guitar. May be repeated. On-demand. Open to the experienced community and student chamber ensemble players. Repertoires will be drawn from classical and contemporary composers written and/or arranged for chamber ensembles. Through rehearsal and performance of a variety of carefully selected chamber music literature, students develop greater musical knowledge and performance-based skills. For further details please contact the Music Department, (708) 596-2000, ext. 2316.

■ MUS E54 702 4:30-6:20p W MA-1137 Howard 08/24-12/14

■ MUS E54 704 4:00-5:40p T MA-1137 Strain 08/23-12/13

**MUS-E98–Orchestra**

Tuition \$15 Fee \$15

*Prerequisite: Audition, invitation, or consent of instructor*

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Open to the experienced community and student string performers. Repertoire will be drawn from traditional and contemporary composers.

■ MUS E98 7026:00-9:00p M MA-1137 Krizan 08/22-12/12

**MUS C28–MUS E67–Private Applied Music Lessons for Adults & Children**

Fee \$218

If one-on-one instruction is more your style, then enroll in one of our many private applied music classes. Private applied lessons are provided in eight-week units; students desiring a full semester should register for both classes in the following pairs. Students may register for voice or instruments lessons. For more information regarding the scheduling of music lessons please call 596-2000, ext. 2316. Instructors will contact registered students by telephone to schedule lessons. First, eight-week lessons begin the week of 08/22/22. The second eight-week lessons begin the week of 10/17/22.

1st 8-week 08/22-10/14

2nd 8-week 10/17-12/16

MUS C28 730 760	Jazz Guitar	MA-1102	Miller
MUS E26 730 760	Folk Guitar	MA-1102	Miller
MUS E26 732 762	Folk Guitar	MA-1102	Konsbruck
MUS E27 730 760	Modern Guitar	MA-1102	Miller
MUS E27 732 762	Modern Guitar	MA-1102	Konsbruck
MUS E28 730 760	Bass Guitar	MA-1108	Miller
MUS E31 730 760	Piano	MA-1106	Bourgeois
MUS E31 732 762	Piano	MA-1104	Chou
MUS E31 734 764	Piano	MA-1106	Lee
MUS E32 730 760	Voice	MA-1106	Lee
MUS E32 732 762	Voice	MA-1225	Carter
MUS E32 736 766	Voice	MA-1104	Chou
MUS E32 738 768	Voice	MA-1225	Ulreich
MUS E33 730 760	Brass (Tuba)	MA-1108	Weber
MUS E33 732 762	Brass (Trom)	MA-1102	Brath
MUS E33 734 764	Brass (Trump)	MA-1100	Price
MUS E34 730 760	Saxophone	MA-1112	Gdalman
MUS E34 732 762	Clarinet	MA-1112	Gdalman
MUS E34 734 764	Flute	MA-1102	Gdalman
MUS E36 730 760	Percussion	MA-1137	Janicki
MUS E37 730 760	Organ	MA-1104	Downey
MUS E38 730 760	Classical Guitar	MA-1102	Miller
MUS E38 732 762	Classical Guitar	MA-1102	Konsbruck
MUS E60 730 760	Violin	MA-1108	Howard
MUS E61 730 760	Viola	MA-1108	Howard
MUS E62 730 760	Cello	MA-1108	White
MUS E63 730 760	Double Bass	MA-1108	Rideout
MUS E64 730 760	Oboe	MA-1112	
MUS E64 731 761	Oboe		
MUS E65 730 760	Bassoon	MA-1112	
MUS E65 731 761	Bassoon		
MUS E67 730 760	French Horn	MA-1108	Sepmeier
MUS E67 731 761	French Horn	MA-1108	Sepmeier



**SOUTH SUBURBAN COLLEGE**

**WORKFORCE DEVELOPMENT DEPARTMENT**

**WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) PROGRAMS**

- **Dislocated Worker Program (ages 18+)**  
*Individuals who are eligible for or have exhausted unemployment insurance*
- **Adult Program (ages 18+)**  
*Priority of services are given to public assistance recipients or other low-income individuals*
- **Youth Program (ages 17-24)**  
*Low income individuals with a barrier to employment*

Funding for WIOA programs are made possible through the Chicago Cook Workforce Partnership. CHICAGO COOK WORKFORCE PARTNERSHIP



This is a tuition free program for residents of College District 510 who have become unemployed and are receiving or have exhausted unemployment benefits. Qualified students do not pay tuition costs or fees, only their books. The Rebound courses are offered in 19 academic areas ranging from healthcare to technology.

Phone: (708) 225-6066

## Office Administration & Technology

### OAT E09–Business Communication

Tuition \$124 Fee \$119

This is a college credit class with limited seating for non-credit students. The minimum age recommended for the class is 18.

Effective communication is studied with an emphasis on using written communication in a business environment. Activities include memos, letters, reports, resumes, and electronic mail. Proper spelling, punctuation, document formatting, and grammar are stressed. The online student must have access to an Internet connection and Word 2010 or higher.

📅 OAT E09 701 9:00-12:30p TTH MA-3348 10/18-12/15

## Psychology

### PSY E85–Anger Management

Fee \$29

This course will teach you how to master the art of taking back control of your lives and finding the PEACE you deserve. In this course, you will learn how to handle anger effectively, turn anger into forgiveness, and defuse the anger by handling stress.

PSY E85 730 6:00-7:00p T MA-3224 Dixon 11/01

PSY E85 731 6:00-7:00p T OFC-5700 Dixon 11/09

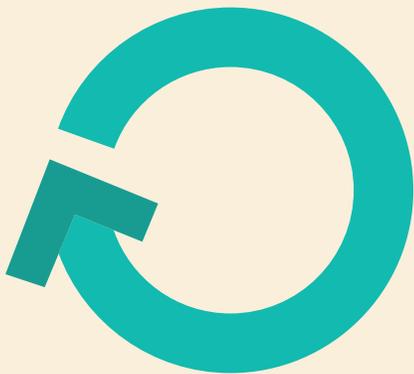
## Publishing

### Beginner's Guide to Getting Published

Fee \$39

If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to: become a "published" writer overnight, submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, determine when and how to get an agent, and 100 ways to make money as a freelance writer. If you want to succeed, this step-by-step workshop is a must! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

📶 ENG E16 730 6:00-8:00p TH Online Fefee 9/8



UPDATE

Noncredit classes are updated frequently! Check [ssc.edu](http://ssc.edu) often to keep up with the latest classes.

# Looking For New Opportunities?

## Looking to use your skills to earn some extra cash?

Consider bringing your expertise to SSC's Continuing, Corporate, and Community Education (C3) Department. Help others learn while you earn in this unique and rewarding side gig. Experience in your subject matter is required. *Subjects can include but are not limited to:*

- Arts & Crafts
- Building Construction & Trades
- Business Management & Expertise
- Information Technology
- Office Administration
- All Types of Dance
- CPR
- Safety and Home Health
- Foreign Languages (other than Spanish)
- Music
- Drama
- Law
- Writing & Publishing
- Personal & Professional Development
- Sports & Physical Fitness, and more!

Interested applicants should submit a summary of their program idea with a syllabus to Shirley Drewenski, Director of C3 at [sdrewenski@ssc.edu](mailto:sdrewenski@ssc.edu).

For more information call (708) 596-2000, ext. 2398.



SOUTH  
SUBURBAN  
COLLEGE  
Department of  
CONTINUING, CORPORATE &  
COMMUNITY EDUCATION (C3)

# This is Success.