



SOUTH
SUBURBAN
COLLEGE

This is Success.

2023 Spring Classes
Online & In Person

ssc.edu

(708) 596-2000, ext. 2231

SPRING 2023

NON-CREDIT CLASS SCHEDULE



New Classes!

Pg. 6: ART E49-Paint Thursday Night Fun Night

Pg.9: CLO E10-Balloon for Profit

Look what's back!

Page 11: CMP E42-Introduction to Microsoft Publisher

Page 12: EDU C17-Substitute Teaching -The Workshop



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.

Contents

Class Beginning and Ending Dates:.....	4
Art.....	6
Barber.....	8
Building Construction Technology.....	8
Business & Management Expertise.....	9
Creative Arts.....	9
Communications.....	9
Computer-Aided Design.....	9
Computer Information Sciences.....	10
Computer Proficiency.....	10
Drama.....	11
Education.....	11
Firearm Safety Training.....	12
Food Service Sanitation.....	12
Hospitality.....	12
Law Enforcement.....	12
Music Programs.....	12
Office Administration & Technology.....	14
Psychology.....	17
Publishing.....	17
Radiographic Seminar.....	17

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

FC= Fitness Center
 South Suburban College
 Main Campus

ON= Main Campus, To Be Determined
 OF= Off Campus, To Be Determined
 OFC= Oak Forest Center
 16333 S. Kilbourn Ave.
 Oak Forest, IL 60452

Symbol Key:

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

Class Beginning and Ending Dates:

Credit & Workshops:

January 17 through May 20, 2023, unless otherwise indicated.

C3 Courses:

January 17 through May 13, 2023, 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.

Spring 2023 Academic Calendar:

Tuesday, January 3	<i>College reopens</i>
Monday, January 16	<i>Martin Luther King Holiday: College Closed, No Classes – Both Campuses</i>
Tuesday, January 17	<i>First meeting of day and evening 1st 8-week and 16 week credit classes</i>
Monday, February 13	<i>First meeting of day and evening 12-week credit classes</i>
Monday, February 20	<i>Presidents' Day: College Closed, No Classes–Both Campuses</i>
Friday, March 3	<i>Pulaski Day Observed: College Closed, No Classes–Both Campuses</i>
Monday, March 6	<i>Last day to withdraw from 1st 8-week credit classes</i>
Saturday, March 11	<i>End of 1st 8-week credit classes</i>
Monday, March 20	<i>First meeting of 2nd 8-week credit classes</i>
Thursday, April 6	<i>Spring Break: College Open, No Credit Classes</i>
Friday, April 7	<i>Spring Day: College Closed, No Classes–Both Campuses</i>
Saturday, April 8	<i>No Credit Classes</i>
Monday, May 1	<i>Last day to withdraw from 2nd 8-week, 12-week, and 16-week credit classes</i>
Mon.-Sat., May 15-20	<i>Finals Week</i>

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 **February 13**, 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

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 webpage at: 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 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 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**

Art

ART E01–Life Drawing

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 aesthetics of the human figure is studied through direct observational drawing exercises in gesture, contour, and volume drawings for an accurate anatomical representation. Developing drawings from live models, an articulated skeleton, and studying large muscle groups including the introduction of human anatomy. Various malware is used throughout the semester.

☒ ART E01 701 6:00-8:45p TTH MA-4331 Rocha 01/17-5/18

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 a 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 701 10:00-11:15a TTH MA-4340 01/17-05/18

☒ ART E02 702 9:00-10:40a MW MA-4340 Ferguson 02/13-05/17

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 and spatial illusion is developed through the use of a variety of art media and tools.

☒ ART E11 701 1:00-3:45p TTH MA-4331 Rocha 01/17-5/18

☒ ART E11 730 12:30-4:40p MW MA-4331 02/13-5/17

ART E12–Drawing II

Tuition \$124 Fee \$119

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

A continuation of Drawing I with compositional elements and color investigated for their expressive possibilities within the general framework of “realistic space.” Conceptual skills stressed recognizing drawing as a visual statement and initiating the development of visual ideas throughout the semester. Emphasis on developing drawing skills in various media and mixed media.

☒ ART E12 701 9:00-11:45a MW MA-4423 Babinec 01/18-5/17

ART E38–History of Photography

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 traces the historical development of photography as an art form from 1839 to the present, including the critical analysis of types of photographs and aesthetic movements in photography. Examines photographs for their aesthetic and humanistic values, emphasizing photographs as expressions of the ideas and beliefs of photographers within their cultural and social contexts.

☒ ART E38 730 1:00-2:40p TTH MA-4340 Babinec 02/14-5/18

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 classes 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, a focal plane. A brief history of photography is covered. 35mm manual SLR camera or digital camera with full manual controls; tripod.

☒ ART E40 701 4:00-6:45p TTH MA-4431 Shallow 01/17-5/18

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 s 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, and tools. Processes used: modeling, mold making, carving, lamination in resin, fabrication in wood/metal, welding, and foundry practices. Lectures, demonstrations, slide presentations and, discussions included.

☒ ART E46 701 1:00-3:45p TTH MA-4345 Tucker 01/17-5/18

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; welcome in the New Year for January and Be mine with your valentine for February, a St. Patrick Fun Day for March, Spring Day into fun time for April, and celebrate Mother’s Day for May. 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(Cafe') Fefee 01/19

ART E49 702 6:00-8:00p TH OFC-5559(Cafe') Fefee 02/9

ART E49 703 6:00-8:00p TH OFC-5559(Cafe') Fefee 03/16

ART E49 704 6:00-8:00p TH OFC-5559(Cafe') Fefee 04/13

ART E49 705 6:00-8:00p TH OFC-5559(Cafe') Fefee 05/4

ART E51–Graphic Design I

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.

This studio course focuses on the aesthetics, fundamental concepts, and visual communication skills necessary for graphic design and an introduction to the design and production of printed materials using raster & vector image manipulation software, and manual illustration. Projects stress conceptual development, graphic form, aesthetic structure, typography, and visual organizational methods to develop solutions for visual communication problems. Requires the creation of tabloid, single, and multiple-page documents in black & white and color. Will include integration of the Adobe Creative Suite of software: Photoshop, InDesign, and Illustrator or other software as needed.

ART E51 701 9:00-11:45a TTH MA-4431 Planera 01/17-5/18

ART E54–Painting Studio

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.

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 701 9:00-11:45a TTH MA-4329 Babinec 01/17-5/18

ART E60—Metals and Jewelry

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.

An introduction to jewelry with emphasis placed on the techniques, tools, materials, and fabrication methods of metals used in designing and creating small-scale forms. Silver fee extra per market value.

ART E60 701 1:00-3:45p MW MA-4345 Fleischman 01/18-5/17

ART E65–Textile Art D’ecore

Fee \$69

Using a variety of fabrics, learn how to create a unique piece of artwork. This workshop will let you explore textile variations, colors, textures, and unlimited creativity with fabric. Express your imagination and originality while having fun in the process!

ART E65 701	1:00-3:00p	S	OFC-5240	Morrison	01/21
ART E65 702	1:00-3:00p	S	OFC-5240	Morrison	02/18
ART E65 703	1:00-3:00p	S	OFC-5240	Morrison	03/18
ART E65 704	1:00-3:00p	S	OFC-5240	Morrison	04/15

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 730 6:00-9:30p TTH MA-4348 Downs 02/14-5/18

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.

Introduction to a computer-based approach to visual image generation and manipulation. A variety of image software and hardware will be used to create images. Raster based illustration (Adobe Illustrator) and vector base photo-editing (Adobe Photoshop) software programs are used in this course along with peripheral devices: printers, scanners, cameras & tablets for input and output and manipulation of images.

ART E77 703 1:00-3:45p TTH MA-4431 Planera 01/17-5/18

NEW CLASSES

ART E49–Paint Thursday Night Fun Night-Page 6

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; welcome in the New Year for January and Be mine with your valentine for February, a St. Patrick Fun Day for March, Spring Day into fun time for April, and celebrate Mother’s Day for May. No Experience is Necessary. Materials will be provided in class. You are welcome to BYOB! Sip and Paint.

CLO E10–Balloon for Profit-Page 9

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.

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 701 9:00-11:45a MW MA-4348 Fleischman 01/18-5/17

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 the class is 18.

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.

ART E79 701 9:00-11:45a TTH MA-4423 Tucker 01/17-5/18

ART E91–Web Design

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.

Prerequisite: ART E77, concurrently or with consent of in the structure

This course provides an integrated approach to web design and development, focusing on establishing an effective online presence through designing, developing, and managing websites using HTML, Dreamweaver, and Flash.

ART E91 701 9:00-11:45a MW MA-4431 Spence 01/18-5/17

ART E93–Art History Survey, Renaissance

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 Western European art began with the Renaissance and continued through World War II.

☒ ART E93 730 10:00-11:40a MWF MA-4139 Jaracz 02/13-5/19

ART E94–Non-Western Art

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 survey of non-Western art forms that reflect alternative aesthetic views differing from the conventional European traditions.

☒ ART E94 730 12:00-1:10p MWF MA-4340 Jaracz 02/13-5/19

ART E95–Computer Art II (Photoshop)

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.

Digital imaging focusing on the creative and aesthetic use of the computer in art and design. This course covers advanced methods and using Adobe Photoshop for a variety of digitizing methods for image production, color correction, digitized image manipulation, photographic image correction and image enhancement. Images are prepared for output to print, web and video.

ART E95 701 12:00-2:45p MW MA-4431 Shallow 01/18-5/17

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 740 500 hours MA-1259

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 1000 hours MA-1259

Building Construction Technology**BLD E01–Estimating**

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, and office procedures related to estimating.

☒ BLD E01 731 7:00-9:30p Online TBA 01/18-5/17

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, the 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 the frame of a mock-up, scaled-down home. Actual house framing including floor, wall, and roof construction with special emphasis placed on the framing square for stair stringers, gable, and hip rafter layout.

☒ BLD E11 701 9:00-11:45a MW MA-L270 TBA 01/18-5/17

BLD E15–Construction Materials and Methods II, (Masonry)

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.

Brick, concrete principles, theory, and practice; cementing materials; brick, block masonry; plain and reinforced concrete, footing, foundations; combined systems; windows; fire protection; retaining walls; specifications. Form design, control of mixes; water-cement ratios, water cement-lime ratios; proper curing of cement mixtures tension, and compression tests.

■ BLD E15 701 7:00-9:45p TTH MA-L270 TBA 01/17-5/18

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

■ BLD E49 701 7:00-9:30p M MA-2369 TBA 01/23-5/29

BLD E50–Build Energy-Efficient Green Homes

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.

In an introduction to building science, topics to be studied include conductive and infiltration heat transfer, moisture migration, building sustainability and durability, energy efficiency, and “green” construction techniques. This course is a requirement for the “Home Energy Raters” certificate.

■ BLD E50 703 7:30-5:10p S OFC-5230 TBA 01/21-5/20

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 Jobsite.

■ WLD E01 701 5:30-9:45p MTH MA-L275 TBA 01/19-5/18

Business & Management Expertise**BUS E46–How to Start Your Own Small Business**

Tuition \$79 Fee \$59

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 provide the fundamentals of the organization and operation of a small business with special attention given to goal setting, market identification, and financial planning. This course will introduce students to managerial and marketing principles, organizational planning, marketing and accounting principles, and business plan development.

BUS E46 701 1:00-2:20p TTH MA-3238 TBA 01/17-5/18

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 taught; as well as opportunities for assessment to help you apply your new knowledge.

📶 RES E05 701 Online TBA 01/17-5/19

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) Fefee 01/18-2/15

Communications

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 and 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.

✎ COM E47 701 6:00-8:00p W MA-3153 Gonzalez 02/15-4/19

Computer-Aided Design

CAD E01–Introduction to CADD

Tuition \$129 Fee \$109

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

Students will analyze the field of Computer-Aided Design and Drafting (CADD). Discussions to include uses and advantages/disadvantages of CADD. The midterm project includes a pro/con debate or CADD reporting teams. Students are introduced to the AutoCAD 2013 package on PCS during the lab portion of the course and are also introduced to the World Wide Web. Students will complete a series of structured exercises, followed by a student project.

✎ CAD E01 701 5:00-7:00p TH OFC-5690 TBA 01/19-5/18

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 the class is 18.

Prerequisite: MIS 101 or equivalent.

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. New topics included in this version include the Microsoft Windows operating system and mobile devices, while the networking and troubleshooting topics have been expanded. 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 academies to purchase extra networking equipment. Test

vouchers are available.

✎ CIS E18 731 6:00-9:00p MW OFC-5160 TBA 02/13-5/17

CIS E66–Voice, Data, Video, Fiber Cabling

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.

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 701 12:30-3:00p MW MA-L268 TBA 02/13-5/17

CIS E88–Networking (Data Communication)

Fee \$695

Prerequisite: MIS E04 or equivalent

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

The Network+ certification ensures that the successful candidate has the important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, and basic design principles, adhere to wiring standards, and use testing tools. Although not a Prerequisite, it is recommended that CompTIA Network+ candidates have experience in network support or administration or adequate academic training, along with a CompTIA A+ certification. The Network+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. The CompTIA Network+ and A+ exams can be applied together toward both the Microsoft Certified Systems Administrator (MCSA) and Cisco CCNA Certified programs.

✎ CIS E88 701 6:15-9:50p T MA-3349 Parker 01/17-5/16

Computer Proficiency

BUS E49–Computers for Seniors and You

Fee \$139

If you are a Senior, this course is specifically designed to teach you. If you need to know how to use your computer and you're not a senior, that's O.K. this can help you as well. We will cover basic skills of how to navigate the computer, accessing email and sending documents, navigating the internet. etc. You will learn how to attach photos to email and use Google to search and more. No grandparent left behind...bring a friend!

✎ BUS E49 701 1:30-3:00p T OFC-5370 Demitro 02/14-4/18

BUS E61–Computer Security

Fee \$159

Computer virus removal and Security Concepts; this class will help you better understand how to track and remove viruses and malware from your computer. It will help you keep your computer safe and running problem free. You will have the confidence not to 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. You will learn how to lock down your system and create a recovery CD/FLASH DRIVE for backups of your system to external drives.

■ BUS E61 701 1:30-3:00p F OFC-5370 Demitro 02/17-4/21

BUS E62–Business/Personal Website with WordPress

Fee \$159

This class will show you how to create a website using WordPress for your business or personal needs and the necessary skills to keep your site updated. You will learn how to create a site in WordPress and learn how to take payments as well using Zelle or PayPal. Assignments will be given out after each class, and you must practice them to get what you want out of the course fully. You can bring your laptop if you have one. You will also need web server space, and I will instruct you on how to acquire this.

■ BUS E62 701 1:30-3:00p TH OFC-5370 Demitro 02/16-4/20

CMP E11–Web Page Design using HTML AND CSS

Fee \$159

This class will teach you the basics of HTML and CSS. It even helps you create a web page or two in code using a notepad or any text editor. It's also an excellent refresher for those who have taken either HTML or CSS. If you have a laptop, you may bring it to class. For all, this class is an excellent starting point, even if you've never taken HTML and you want to get an introduction out of it in case you plan on taking it later.

CMP E11 701 3:15-4:45p TH OFC-5370 Demitro 02/16-4/20

CMP E42–Introduction to Microsoft Publisher

Fee \$149

This class is designed to help you create professional-looking flyers, brochures, newsletters, greeting cards, and catalogs. We will navigate the basic skills, core skills, and eventually the creating skills to get you started on publishing various communication materials to enhance your business or just have fun. Seating is limited.

CMP E42 701 6:00-8:00p T MA-2345 Drumgole 04/11-5/9

CMP E56–Intro To The Personal Computer or Laptop

Fee \$159

This class will teach you how to get around your windows, your Windows files, the directory, and find lost files. You will learn the difference between your flash drive and your hard drive and how to find folders, rename folders, and create new folders. Learn how to create icons on your desktop for easier use, create a password for a user account, and create a limited user account. Also, learn how to set a system restore and the purpose behind it. Note: You will need a laptop for this course to fully get all you can out of it. Bring a laptop.

CMP E56 701 3:15-4:45p T OFC-5370 Demitro 02/14-4/18

MIS C01–Smartphone/Learning Your Cell Phone

Fee \$139

We'll show you the basics of how to navigate your cell phone, how to remove apps, add an app, use your cell phone to get emails, take pictures with your cell phone, and attach your pictures on your cell phone to send them in an e-mail. This class is for those who need to know about cell phones.

MIS C01 701 5:00-6:30p TH OFC-5370 Demitro 02/16-4/20

FORKLIFT OPERATOR TRAINING

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

When: **TBA**

Cost: \$179.00

For more information contact (708) 596-2000, ext. 5723 or visit ssc.edu



WEI Sponsored Program
FREE for qualified applicants!
Email workforceequity@ssc.edu or visit ssc.edu/wei for more information.

Drama

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

Fee \$49

Explore the fun, rewarding possibilities of the 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 the 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. One-time, 90-minute, introductory class. Instructors will contact registered students by telephone to schedule class times.

📶 DRM C02 701 Online (February)

📶 DRM C02 702 Online (March)

📶 DRM C02 703 Online (April)

📶 DRM C02 704 Online (May)

Education

EDU C17- Substitute Teaching – The Workshop

Fee \$49

In this 1-night introductory workshop, you will learn how to become a certified/licensed substitute teacher and learn how to make your day of substitute teaching more than survival. You will learn time management, presentation skills, discipline strategies, hands-on activities, and much more. This course is ideal for retirees, people trying to get into the education field, as a source of a 2nd income or to supplement your income. Students must have a BA degree in any subject.

EDU C17 701 6:30-8:30p W MA-3155 Drumgole 01/25

EDU C17 702 6:30-8:30p W MA-3155 Drumgole 02/22

EDU C17 703 6:30-8:30p W MA-3155 Drumgole 03/8

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.

LWN C12 701 6:00-10:00p W OFC-5680 Wilson 03/15-Theory

8:00-10:00p TH 03/16-Range

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.

LWN E12 701 6:00-10:00p MW OFC-5680 Wilson 03/13-03/15-Theory

8:00-10:00p TH 03/16-Range

800-2:00p S OFC-5680 03/18-Theory

Food Service Sanitation

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 the exams no exceptions. Required textbook-(7-Edition Servsafe Manager-with Answer Sheet) available on Amazon.com.

FDS E10 701 9:30-1:30p MT MA-3155 Jamison 01/23 & 24

FDS E10 702 9:30-1:30p MT OFC-5250 Jamison 02/13 & 14

FDS E10 703 9:30-1:30p MT MA-3155 Jamison 03/13 & 14

FDS E10 704 9:30-1:30p MT OFC-5250 Jamison 04/10 & 11

FDS E10 705 9:30-1:30p MT MA-3155 Jamison 05/8 & 9

Hospitality

HOS E07- Event Planning I: Let's Plan It!

Fee \$99

This course is designed to help you plan events, big or small, without the stress and the headache of it all. We will cover budgeting, food, entertainment, and a host of other components to create a well-managed and successful event. Classes are held at the Oak Forest Center in Oak Forest, IL on the following Saturday, 4/1, 4/15, and 5/6/2023.

HOS E07 701 9:00-12:30p S OFC-5250 Drumgole 04/1,4/15 & 5/6

Law Enforcement

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, and education, strengthening families and assessing safe and affordable housing, and more.

LWN C02 701 6:00-7:00p T MA-3155 Dixon 04/4

LWN C02 702 6:00-7:00p T OFC-5700 Dixon 04/11

LWN C03–DUI: Road to Restoring Your Driving Privileges

Fee \$29

This course will provide you with facts about how getting a DUI can change the direction of your life. The class will answer questions such as "Am I at risk of getting a DUI? What are the consequences of getting a DUI? How will getting a DUI not only affect my life but the lives of my family and friends?"

LWN C03 701 6:00-7:00p T MA-3155 Dixon 03/7

LWN C03 702 6:00-7:00p T OFC-5700 Dixon 03/14

Music Programs

MUS E09–Introduction Class Piano I

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.

This course is designed for the adult beginner who wishes to learn the piano by playing chords quickly with both hands, using songs that are familiar and tuneful. Progress in learning is in proportion to daily practice, so it is helpful to have a piano or keyboard at home. The goal of the course is to enable the student to play easy pop and country music at the first reading.

☞ MUS E09 70112:00-12:50p MW MA-1111 Chou 01/18-5/17

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 701 2:00-3:15p MW MA-1137 TBA 01/18-5/17

MUS E21–Jazz 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.

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

☞ MUS E21 7077:00-9:50p W MA-1137 Sugimoto 01/18-5/17

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 the music of all styles utilizing full instrumentation. Open to the experienced community and student instrumentalists. Consultation with the director is required. Call 596-2000, ext. 2316.

☞ MUS E39 7017:00-9:50p TH MA-1137 Woodward 01/19-5/18

MUS E52–Jazz Combo

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, ext. 2316.

☞ MUS E52 701 4:30-6:20p W MA-1137 Sugimoto 01/18-5/17

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, ext. 2316.

☞ MUS E54 701 4:30-6:20p W MA-LHA Howard 01/18-5/17

☞ MUS E54 703 4:00-5:40p T MA-1137 Strain 01/17-5/16

MUS E94–Music Theory I

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.

First music theory course for all music majors in the four-semester sequence. It covers melodic axioms and diatonic harmonic idioms of the common-practice period music, harmonic series, scale patterns, harmonic analysis of tonal music, principles of binary and ternary forms, the realization of the Figured Bass numerals, and melodic harmonization in piano and homophonic textures.

☞ MUS E94 703 9:00-10:15a MW MA-1232 Chou 01/18-5/17

MUS E95–Ear Training and Sight Reading I

Tuition is \$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.

First aural skills course for all music majors in the four-semester sequence. This course is also known as an applied music theory course, in which students apply what they learn in music theory to ear training and sight singing. It consists of two essential parts: singing and writing. The first portion contains different kinds of singing exercises that help students improve their proficiency in tonal retention, visual recognition and tonal reference, and vertical perception. The drills include tonicization patterns, intervals, tonal indexing, memorized melodies, dyadic progression, and harmonic progression. Techniques of sight-singing will also be taught. The second part addresses the speedwriting of memorized melodies and the dictation of interval, rhythm, melody, and harmony.

■ MUS E95 70310:30-11:20a MW MA-1111 Chou 01/18-5/17

MUS-E98–Orchestra

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.

Prerequisite: Audition, invitation, or consent of the instructor

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

■ MUS E98 7016:00-8:50p M MA-1137 Krizan 01/23-5/15

MUS C28–MUS E67–Non-Credit Private Applied Music Lessons for Adults & Children

Fee \$218

If one-on-one instruction is more than your style, you may be interested in enrolling in one of our many private applied music lessons. The SSC Music Department provides non-credit lessons in voice, piano, organ, woodwinds, brass, and percussion. Each lesson is thirty minutes long per week. Students may register for the first eight-week session (1/16-3/10) and/or the second eight-week (3/20-5/19).

For more information regarding the scheduling of music lessons please call 596-2000, ext. 2316. Instructors will contact registered students by telephone or email to schedule lessons.

1st 8-week 2nd 8-week
01/16-3/10 03/20-5/19

MUS C28	731	761	Jazz Guitar	MA-1102	Miller
MUS E26	731	761	Folk Guitar	MA-1102	Miller
MUS E27	731	761	Modern Guitar	MA-1102	Miller
MUS E28	731	761	Bass Guitar	MA-1102	Miller
MUS E31	731	761	Piano	MA-1106	Bourgeois
MUS E31	733	763	Piano	MA-1110	Chou
MUS E31	735	765	Piano	MA-1106	Lee
MUS E32	731	761	Voice	MA-1106	Lee
MUS E32	733	763	Voice	MA-1106	Carter
MUS E32	735	765	Voice	MA-1104	Chou
MUS E33	731	761	Brass (Trump)	MA-1108	Woodward
MUS E33	733	763	Brass (Tromb)	MA-1108	Brath
MUS E33	735	765	Brass (Tuba)	MA-1108	Weber
MUS E34	731	761	Flute	MA-1108	G-Darwell
MUS E34	733	763	Clarinet	MA-1108	Cederborg
MUS E34	735	765	Saxophone	MA-1108	Sugimoto
MUS E34	737	767	Saxophone	MA-1108	Strain
MUS E36	731	761	Percussion	MA-1137	Janicki
MUS E37	731	761	Organ	MA-1104	Downey
MUS E38	731	761	Classical Guitar	MA-1102	Miller
MUS E60	731	761	Violin	MA-1104	Howard
MUS E61	731	761	Viola	MA-1104	Howard
MUS E62	731	761	Cello	MA-1108	Krizan
MUS E63	731	761	Double Bass	MA-1108	Romane
MUS E64	731	761	Oboe	MA-1108	
MUS E65	731	761	Bassoon	MA-1108	
MUS E67	731	761	French Horn	MA-1108	Sepmeier

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.

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.

To register please visit our website @ www.ssc.edu/hcctp



**SOUTH
SUBURBAN
COLLEGE**



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

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/
onestructureprogram](http://calumetareaindustrial.com/onestructureprogram)

Office Administration & Technology

OAT E02–Fundamentals of Desktop Management

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.

Students will learn to use a desktop information management application, Outlook, to manage and integrate Outlook components and integrate Outlook with other Office applications.

📶 OAT E02 701 Online 01/17-5/19

OAT E05–Spreadsheets for Excel

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.

*Excellent preparation for the MCAS EXAM.

This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft Excel, including the design and development of spreadsheets, creating charts, creating macros, working with lists, data tables, and scenarios, integrating with other Windows programs and the World Wide Web, and importing data into Excel. The ability of keyboard will be necessary to input text and numeric data. Knowledge of basics in accounting and/ or business, though not required, would be helpful. Online students must have an Internet connection, be familiar with downloading and uploading files and have access to the current version of Microsoft Office, including Word, Access, and Excel.

📶 OAT E05 702 Online Johnson 01/17-3/17

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 Online Johnson 01/17-5/19

OAT E16–Document Formatting

Tuition \$89 Fee \$69

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

Using the computer, the student with previous keyboarding/ typing instruction will, by touch, review the numbers and symbols and will drill to improve speed and accuracy. Language arts skills, centering, business correspondence, reports, and tables will be introduced.

📶 OAT E16 701 Online TBA 01/17-3/17

Psychology

PSY E85–Anger Management

Fee \$29

This course will teach you how to master the art of taking back control of your life 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 701	6:00-7:00p	T	MA-3155	Dixon	05/2
PSY E85 702	6:00-7:00p	T	OFC-5700	Dixon	05/9



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.



REBOUND

SOUTH SUBURBAN COLLEGE TUITION-FREE PROGRAM FOR UNEMPLOYED RESIDENTS.

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

Publishing

ENG E16–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 on the day of class.

📶 ENG E16 701 6:00-8:00p T Online Fefee 01/17

Radiographic Seminar

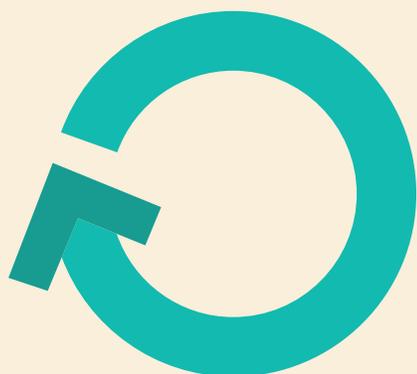
RAD E01–Radiographic Seminar

Fee \$109

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

Review and discussion of radiographic principles, techniques, and methods. Emphasis is placed on the interdependence of theory and principles in preparation for the ARRT examination.

📅 RAD E01 701 9:00-11:20a T MA-4472 McGreevy 01/17-5/16



UPDATE

Noncredit classes are updated frequently! Check ssc.edu often to keep up with the latest classes.

Safety Training

Continuing, Corporate, & Community Education (C3)

We know that ensuring a safe and healthy workplace is your #1 priority. To help promote a secure environment, C-3 of South Suburban College offers safety training options.

- **CPR/First Aid**
- **OSHA 10 hours for General Industry**
- **Forklift**

Need more than one of the topics? We can bundle the training to fit your needs.



Modern Manufacturing

Manufacturing companies in our region are hiring skilled employees as new skilled workers and replacing retiring workers.

Manufacturing is making goods by machine that, upon completion, the business sells to a customer. Items used in manufacturing may be raw materials or component parts of a larger product. Manufacturing usually happens on a large-scale production line of machinery and skilled labor.

Employees work as teams in a modern manufacturing workplace to solve problems and produce high-quality goods. They imagine ideas together and later bring them to reality using technology like digital blueprints and design software.

Today we have the training to prepare you for today's manufacturing jobs. Students who complete the training will have the technology, academic foundation, & problem-solving skills needed for this field.



For more information, please contact Gervaise Edwards at (708) 596-2000, Ext. 5723.



SOUTH SUBURBAN COLLEGE

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.

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



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

This is Success.