



SOUTH  
SUBURBAN  
COLLEGE

This is Success.

2023 Fall Classes  
Online & In Person

[ssc.edu](http://ssc.edu)

(708) 596-2000, ext. 2231

# FALL 2023

## NON-CREDIT CLASS SCHEDULE

***Look what's back!***

**PHT C21—How to make Cannabis Infused Dishes and Edibles**

**PHT C19—Starting a Successful Cannabis Ancillary Business**

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South Suburban College

# 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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## 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:**

*August 17, 2023, through December 18, 2023, unless otherwise indicated*

#### **C3 Courses:**

*September 5, 2023, through December 20, 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 before the start of class. By registering early, we can avoid disappointment by having to cancel classes.

#### **No Classes:**

*Monday, September 4 Labor Day – College Closed - No Classes - Both Campuses*

*Monday, October 9 Columbus Day – College Closed - No Classes - Both Campuses*

*Friday, November 10 Veterans' Day – College Closed - No Classes - Both Campuses*

*Thurs.-Sat, Nov. 23-25 Thanksgiving Recess– College Closed - No Classes - Both Campuses*

*December 21-January 1 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 must constitute the minimum number of required students for the particular class. Senior citizens living outside District 510 boundaries must pay full tuition and fees.

#### **Refund Policy:**

- ◆ 100% refunds will be issued during the first week of class.
- ◆ 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 and payment of the full tuition for the class.
- ◆ No registration changes will be accepted after the 10<sup>th</sup> day of the term for the particular class.
- ◆ The College will refund 100% of tuition and fees if a course or workshop is canceled. Classes may be canceled due to insufficient class enrollment.
- ◆ For mini-courses or workshops beginning after June 10<sup>th</sup>, the student must complete a “drop” through their portal 48 hours before the first class session. There will be no refunds after the class begins. Failure to attend class will not be granted a refund.

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

*\*NOTE: South Suburban College cannot authorize withdrawals based on 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: [C3@ssc.edu](mailto:C3@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.

The Office of C3 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 [C3@ssc.edu](mailto:C3@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 media were used throughout the semester.

ART E01 701 1:00-3:45p MW MA-4331 Gutierrez 08/21-12/13

**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 08/21-12/15

ART E02 708 1:00-2:15p TTH MA-4340 08/22-12/14

**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 various art media and tools.

ART E11 702 9:00-11:45a MW MA-4331 Gutierrez 08/21-12/13

ART E11 704 12:00-2:45p TTH MA-4331 Yerxa 08/22-12/14

**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, and 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 Casella 08/22-12/14

**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. Lectures, demonstrations, slide presentations, and discussions included.

ART E46 702 1:00-3:45p TTH MA-4345 Tucker 08/22-12/14

**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 coworkers 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-Café Fefee 09/21

ART E49 702 6:00-8:00p TH OFC-Café Fefee 10/19

ART E49 703 6:00-8:00p TH OFC-Café Fefee 11/16

ART E49 704 6:00-8:00p TH OFC-Café Fefee 12/14

**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 Images 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 08/21-12/13

**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 Rocha 08/22-12/14

**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, clay, and glaze theory.

■ ART E71 704 10:00-12:45p MW MA-4348 Fleischman 08/21-12/13

**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, 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 08/21-12/13

**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 09/18-12/13

**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 08/22-12/14

**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 editing of photographic and painted images. The use of a variety of input and output devices will be explored.

■ ART E85 701 9:00-11:45a TTH MA-4431 Casella 08/22-12/14

**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 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 7:00-9:45p W MA-L266 08/23-12/13

**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 framing a mock-up, scaled-down home. Actual house framing includes floor, walled roof construction with special emphasis on the framing square for stair stringers, gable, and hip rafter layout.

■ BLD E11 702 7:00-9:45p MW MA-L270 08/21-12/13

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### **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 08/21-12/11

### **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 6:30-9:15p TTH MA-L266 Brown 08/22-12/14

### **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 701 8:30-1:00p TTH MA-2369 Damiani 08/22-12/14

📅 BLD E51 704 7:30-4:30p S MA-2369 Damiani 08/26-12/16

## **Business**

### **BUS E46–How to Start Your 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 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 6:30-9:50p TH MA-3357 08/24-12/14

### **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 the presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being taught and 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 TBA

## **Cannabis**

### **PHT C19–Starting a Successful Cannabis Ancillary Business** Fee \$79

This 6-week course is designed to help individuals interested in starting a business in the cannabis industry but who lack the traditional capital and resources typically required. The course covers the knowledge and tools necessary to develop and launch a successful ancillary business in the cannabis industry. The topics covered include market research, business plan development, funding options, digital marketing, education and consulting services, content creation, event planning, and more. Guest speakers and case studies of successful ancillary businesses in the cannabis industry will be featured throughout the course. The course is suitable for individuals with or without prior experience in the cannabis industry but is most appropriate for those with a business, marketing, or entrepreneurship background.

PHT C19 701 5:30-6:30p MW MA-3351 Crowder 08/21-09/25

PHT C19 702 11:00a-12:30p T MA-3351 Crowder 10/3-11/7

PHT C19 703 5:30-6:30p MW MA-3351 Crowder 11/13-12/18

### **PHT C21–How to make Cannabis Infused Dishes and Edibles** Fee \$69

This non-credit course is designed to provide an in-depth understanding of the world of cannabis-infused edibles. Throughout the course, students will learn about the various techniques for infusing oils, butter, and other ingredients with cannabis, as well as the science behind why these methods work. Additionally, students will learn about important safety considerations and considerations for dosing their edibles. This course is perfect for anyone who wants to expand their knowledge of cooking with cannabis and create their own infused edibles.

PHT C21 701 11:00a-12:00p T MA-3351 Crowder 08/22-09/26

PHT C21 702 5:00-6:00p W MA-3351 Crowder 10/4-11/8

PHT C21 703 11:00a-12:00p T MA-3351 Crowder 11/14-12/19



## 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 6:00-8:00 TH OFC-Café Fefee 11/09

## Computer-Aided Design

### CAD E01–Introduction to CADD

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 analyze the fields 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 5:00-6:40p TH MA-3343 08/24-12/14

### 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 6:00-9:50p TTH OFC-5690 08/22-12/14

## Computer Information Sciences

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

Fee \$549

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. 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 academics to purchase extra networking equipment.

■ CIS E18 730 6:00-9:25p TTH OFC-5160 08/21-12/14

### 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 6:00-9:45p W MA-L268 08/23-12/13

## Computer Proficiency

### BUS E49–Computers for Seniors

Fee \$149

This course is specifically designed to teach you (NEW STUDENTS) basic skills to navigate the computer. Accessing email, sending documents, navigating the internet, attaching photos with email, using Google to search, etc. No grandparent left behind; bring a friend!

BUS E49 701 1:30-3:30p T OFC-5370 Evans 09/12-10/17

### 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 1:30-3:30p TH OFC-5370 Evans 09/14-10/19

## 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 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. 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)	09/5-09/29
📶 DRM C02 702 Online	(October)	10/02-10/31
📶 DRM C02 703 Online	(November)	11/1-11/30
📶 DRM C02 704 Online	(December)	12/1-12/17

## 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	6:00-8:00p	W	MA-3244	Drumgole	08/23
EDU C17 702	6:00-8:00p	W	MA-3244	Drumgole	09/20

## 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 Forklifts Operator Certification. A Certification Card from The National Safety Council.

TQM E50 701	8:00-4:30p	S	OFC-5250	Smith	09/16
TQM E50 702	8:00-4:30p	S	OFC-5250	Smith	10/21
TQM E50 703	8:00-4:30p	S	OFC-5250	Smith	11/04

## 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. A 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.

LWN C12 701	6:00-10:00p	W	OFC-5680	Wilson	Theory 11/01
	8:00-10:00p	TH			Range 11/02

### 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. A 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.

LWN E12 701	6:00-10:00p	MW	OFC-5680	Wilson	Theory 10/30- 11/01
	8:00-10:00p	TH			Range 11/02
	8:00-2:00p	S			Theory 11/04

## Health Technology Program CPR

### CSA E25–AHA Basic Life Support (+Heartsaver) Instructor Course Fee \$350

The American Heart Association (AHA) Basic Life Support Instructor Essential Course is an intensive course for Instructor Candidates who have already completed the BLS Provider Course. The role and scope of practice of healthcare providers can vary greatly, so there are no profession-specific guidelines for becoming an AHA Instructor in a specific discipline. Instructor Candidates should exemplify integrity, demonstrate strong ethics, communicate clearly, and model a dedication to the quality of training.

CSA E25 701	9:00-3:00p	TW	OFC-TBA	LifeSafety365	08/22-23
CSA E25 702	9:00-3:00p	TW	OFC-TBA	LifeSafety365	09/12-13
CSA E25 703	9:00-3:00p	TW	OFC-TBA	LifeSafety365	10/17-18
CSA E25 704	9:00-3:00p	TW	OFC-TBA	LifeSafety365	11/13-14
CSA E25 705	9:00-3:00p	TW	OFC-TBA	LifeSafety365	12/12-13

**CSF E39–AHA BLS Healthcare Provider CPR**

Fee \$89

The American Heart Association’s Basic Life Support (BLS) certification course prepares healthcare/emergency care professionals to perform high-quality cardiopulmonary resuscitation (CPR) for victims of all ages. The course is designed for anyone who is required to take a healthcare provider course for employment or as a prerequisite for ACLS, PALS, and BLS instructor courses.

CSF E39 701	11:00-3:00p	T	OFC-TBA	LifeSafety365	08/22
CSF E39 702	9:00-1:00p	W	OFC-TBA	LifeSafety365	09/13
CSF E39 703	9:00-1:00p	T	OFC-TBA	LifeSafety365	10/17
CSF E39 705	10:00-2:00p	W	OFC-TBA	LifeSafety365	11/15
CSF E39 706	10:00-2:00p	T	OFC-TBA	LifeSafety365	12/12

**CSE E51–AHA BLS Healthsaver Total First Aid CPR AED (Adult, Child, Infant)**

Fee \$99

The American Heart Association’s Heartsaver (HS) First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Heartsaver Total is a comprehensive curriculum designed to meet licensing requirements for OSHA and other regulatory agencies. The course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting.

CSE E51 701	10:00-3:00p	W	OFC-TBA	LifeSafety365	08/23
CSE E51 702	10:00-3:00p	T	OFC-TBA	LifeSafety365	09/12
CSE E51 704	10:00-3:00p	W	OFC-TBA	LifeSafety365	10/18
CSE E51 705	10:00-3:00p	T	OFC-TBA	LifeSafety365	11/14
CSE E51 707	10:00-3:00p	W	OFC-TBA	LifeSafety365	12/13

**HOS E07–Event Planning 11: Let’s Plan It!**

Fee \$99

This course is a continuation of Event Planning I designed to prepare students for events planning and or meeting management. The content includes the principles and practices of sound public relations, planning and organizing events, meetings, conferences, or conventions, and preparing students for employment opportunities with trade and professional associations, consulting firms, non-profit organizations, and corporations. Integrated throughout this course budgeting, food, entertainment, marketing/PR, communication, interpersonal skills, problem solving, workplace safety, technology, and employment literacy, as well as a host of other needed components to create a well-managed and efficient successful social or business event will be studied.

📶 HOS E07 702 11:00-12:30p S Online Humphrey 10/7-10/28

**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. The required textbook-(7-Edition Servsafe Manager-with Answer Sheet) is available on Amazon.com.

FDS E10 701	10:00-2:00p	MT	MA-3222	Jamison	09/11-09/12
FDS E10 702	10:00-2:00p	MT	MA-3222	Jamison	10/16-10/17
FDS E10 703	10:00-2:00p	MT	MA-3222	Jamison	11/13-11/14

**Hospitality**

**HOS E07–Event Planning 1: Let’s Plan It!**

Fee \$99

This course is designed to provide students with the fundamentals of the multifaceted events industry. Students will be introduced to the role events play in meeting business, educational, and social goals and objectives; the different types of events for both large and small venues, include international and green events; and job opportunities in the industry. Emphasis will also be placed on providing students with knowledge on the use of technology, marketing, and promotional planning. This course introduces the student to the fundamentals of retail fashion merchandising including fashion history, textiles, manufacturing/distribution, inventory, management, budgeting, and visual display.

📶 HOS E07 701 11:00-12:30p S Online Humphrey 9/2-9/23

**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.

COM E47 701 6:00-8:00p W MA-3222 Gonzalez 09/6-11/8

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

LWN C02 702 6:00-7:00p T MA-3224 Dixon 10/17

LWN C02 703 6:00-7:00p T MA-3224 Dixon 10/24

### 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 09/12

LWN C03 702 6:00-7:00p T MA-3224 Dixon 09/26

## Makeup Artistry

### COS E11–Makeup Artistry

Fee \$79

Makeup Artistry is a hands-on class for beginners or for anyone who wants to perfect their makeup technique. Upon completion of these two-day workshops, students will feel more confident choosing and applying makeup that enhances their natural beauty. (Please bring makeup that you are currently using to class).

COS E11 702 6:00-7:30p TH MA-4340 Holmes 09/07 & 14

COS E11 703 6:00-7:30p TH MA-4340 Holmes 10/05 & 12

COS E11 704 6:00-7:30p TH MA-4340 Holmes 11/02 & 9

## 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 730 9:00-10:40a MW MA-1111 Chou 09/18-12/13

### 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 730 10:50-11:55a MW MA-1111 Chou 09/18-12/13

### 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 701 12:00-12:50p MW MA-1111 Chou 08/21-12/13

### 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 4:00-5:15p TTH MA-1137 08/22-12/14



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

**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 706 7:00-9:45p W MA-1137 Brath 08/23-12/13

**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 702 7:00-9:45p TH MA-1137 08/21-12/14

**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 701 5:00-6:50p W MA-1137 Brath 08/23-12/13

**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-LHA Howard 08/23-12/13

**MUS-E98–Orchestra**

Tuition \$15 Fee \$15

*Prerequisite: Audition, invitation, or consent of the 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 702 6:00-9:00p M MA-1137 Krizan 08/21-12/11

**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 Instrument 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 08/21/23. The second eight-week lessons begin the week of 10/16/23.

1st 8-week 08/21-10/13

2nd 8-week 10/17-12/15

MUS C28 730 760	Jazz Guitar	MA-1102	Miller
MUS E26 730 760	Folk Guitar	MA-1102	Miller
MUS E27 730 760	Modern Guitar	MA-1102	Miller
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 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	Gdalmán
MUS E34 732 762	Clarinet	MA-1112	Gdalmán
MUS E34 734 764	Flute	MA-1102	Gdalmán
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 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	MA-1112	
MUS E65 730 760	Bassoon	MA-1112	
MUS E65 731 761	Bassoon	MA-1112	
MUS E67 730 760	French Horn	MA-1108	Sepmeier
MUS E67 731 761	French Horn	MA-1108	Sepmeier

## Office Administration & Technology

### OAT E05–Spreadsheets for Windows

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.

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 to 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 701 Online 08/21-10/14

### 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 10/17-12/14

### OAT E19–Word Processing for Windows

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 is designed to provide students with instruction in the beginning and advanced functions of Microsoft Word including creating, editing, storing, enhancing, merging, and printing documents as well as creating headers, footers, footnotes, endnotes, tables, charts, macros and adding images. Working with styles, creating fill-in forms, and sorting is also covered. Previous keyboard experience is necessary. 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 E19 701 Online 08/21-10/14

## Physical Education

### PE E11–Step Aerobics/Xtreme Hip-Hop

Fee \$119

This class will acquaint students with basic knowledge and understanding of physical conditioning programs such as Xtreme Hip Hop. The instructor develops a personalized fitness program with the use of an aerobic step platform. An aerobic workout is performed to hip-hop and R&B music for 1 hour.

PE E11 701	6:00-7:00p	MW	FC-0125	Graham	7/31-9/11
PE E11 702	6:00-7:00p	MW	FC-0125	Graham	9/18-10/30
PE E11 703	6:00-7:00p	MW	FC-0125	Graham	11/6-12/20

## 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 anger by handling stress.

PSY E85 701	6:00-7:00p	T	MA-3224	Dixon	11/07
PSY E85 701	6:00-7:00p	T	MA-3224	Dixon	12/05

## 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 on the day of class.

📶 ENG E16 701	6:00-8:00p	M	Online	Fefee	9/11
📶 ENG E16 702	6:00-8:00p	M	Online	Fefee	10/2
📶 ENG E16 703	6:00-8:00p	M	Online	Fefee	11/6

# 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 [C3@ssc.edu](mailto:C3@ssc.edu).

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



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

# This is Success.