Options

CONTINUING EDUCATION
The Program of Choice for Life-long Learning

FALL
2022

8-Week Fall Session Begins Saturday, September 17, 2022
Registration Begins, Monday, August 22, 2022

CHICAGO STATE
UNIVERSITY
1867

Options

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CHICAGO STATE
UNIVERSITY

NON-TRADITIONAL DEGREE PROGRAMS
▶ ADULT INTEGRATED LEARNING (AIL)
▶ INDIVIDUALIZED CURRICULUM (ICP)

Scholarship opportunities and financial aid are available to eligible students.

Since 1974, Chicago State University has provided flexible, affordable access to top-tier bachelor's degrees for non-traditional students. Academic excellence and accelerated career opportunities are not limited to the traditional undergradu-ate experience at Chicago State University. We believe higher education should never be restricted by how or when one enters the learning experience.

That's why the Adult Integrated Learning Program (formerly the Board of Governors) and the Individ-ualized Curriculum Program were created specifically for students like you—those with non-traditional backgrounds who, after a break of a year or more in their educational paths, are now seeking a Bachelor degree. Most adults in non-traditional degree programs, for personal or professional reasons, interrupted their education or never attended college. Some are active professionals seeking promotions or are adults changing careers or re-entering the workforce. Some are only able to attend part time.

Whether you've taken time off for personal reasons, parenthood, travel, or military duties, the Adult Integrated Learning Program (AIL) and Individualized Curriculum Program (ICP) at Chicago State University are for returning and non-traditional students. We make it possible for you to complete your degree as a non-traditional undergraduate by being fully integrated into the undergraduate curriculum. All courses are identical to traditional undergraduate programs in academic rigor, content, and instruction. Non-traditional students can complete programs at their own pace by adjusting class schedules to the speed that works best for them.

Similar to the traditional student, non-traditional students must also complete 120 credit hours to gradu-ate, but students in the AIL Program can receive up to 30 hours of life experience credit based on voca-tional training, certificates of learning and/or work experience related to their course of study at CSU.

For More Information contact:
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Continuing Education &
Non-traditional Degree Programs
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**GOING STRONG.
BUILDING FUTURES.**
——— SINCE 1869

Workforce Development WIOA Approved Courses

The Workforce Innovation and Opportunity Act is designed to assist unemployed and underemployed individuals in returning to the workforce. To qualify for the grant applicants must meet eligibility and suitability criteria. **Students that qualify for WIOA can receive a tuition waiver.**

Agility Cert-Certified Enterprise Agility Coach (CEAC)

The course focuses on four distinct aspects in an integrated fashion: Leadership, Practices, Systems, and Culture. This is to equip enterprise agility coaches and leaders with the skill to ensure smoother agile transformation. The training also focuses on enhancing learner's skill in servant leadership, organizational change, lean thinking, and professional coaching. Some of the elements that participants will learn during the workshop are: How organizational culture, structure, and dynamics impact agile transformation efforts and how an Enterprise Agility Coach could adjust his/her strategy to achieve both team level and enterprise/business agility. How to improve the ability to design and implement a successful and sustainable organizational transformation that would deliver breakthrough end to-end business, cultural and human outcomes as a successful Enterprise Agility Leader. Processes, skills, tools, and techniques that help to overcome organizational dysfunctions and impediments; how to design a system that would support high-performance, enhance customer focus, and facilitate a higher level of enterprise/business agility. How to assess the maturity of enterprise/business agility components and take actions for improving the status of low maturity components.
Fee: $2,200

Agility Certification-Certified Agile Coach (CAC)

Agility Certified Agile Coach (CAC) The course will cover the various roles, skillsets and disciplines of an Agile Coach: coaching, facilitating, mentoring, teaching and how to develop "your style," moving in and out of those roles while remaining flexible, open and confident. It will also cover the philosophy behind servant leadership and practices and techniques to enable you to become a true servant leader; putting the needs of others first to facilitate the development of high-performance teams.
Fee: $2,200

Agility-Certified Agile Transformation Coach (CATC)

The course focuses on four distinct aspects in an integral fashion: Leadership, Change Management, People and Culture. These aspects equip agile transformation coaches and leaders to have smoother agile transformation. The training also focuses on enhancing a learner's skills in servant leadership, organizational change, organizational health, people,

transformation and agile enterprise. Some of the elements that participants will learn during the workshop are: How organization culture, structure and dynamics impact agile transformation efforts and how an Agile Transformation Coach could adjust his/her strategy to achieve and sustain Enterprise Level Transformation. What the goals of an Agile Enterprise are and how to organize/transform to achieve agility. How to successfully achieve Waterfall to Agile transformation at the Enterprise Level. Examine what failures in Agile Transformation look like and how to overcome such failures.

Fee: $2,200

AWS System Operations Certification Bundle

You will be introduced to Amazon Web Services (AWS) products, services, and common solutions. You will be provided with fundamentals to become more proficient in identifying AWS services so that you can make well-informed decisions about IT solutions based on business requirements. Upon completion of this course you will be prepared to sit for the AWS Certified SysOps Administrator 6 Associate exam. You will then learn how to create automatable and repeatable deployments of networks and systems on the AWS platform. AWS System Operations is a course for System Administrators and Developer Operations personnel and will cover the specific AWS features and tools related to configuration and deployment, as well as common techniques used throughout the industry for configuring and deploying systems.

52 Weeks
90 Course Hours/0.00 Credit Hours
Fee: $3,995

Basic Nursing Assistant

Basic Nursing Assistant Students will receive comprehensive instruction and clinical training in an Illinois-approved CNA program. Certified Nursing Assistants work in all types of licensed health care facilities including nursing homes, home health agencies, hospices, hospitals, and intermediate care facilities. This is an eight (8) week program with an additional week for orientation and three (3) review Session to prepare for the certification examination. Classes meet three days a week for four hours a day. Students will also complete 40 hours of clinical (8 hours days) that are scheduled in health care facilities on Fridays or Saturdays 7:00 am - 3:00 pm. Participants must pass a background check.

Fee: $4,500

BS Degree in Business and Administration/Accounting

Accounting programs prepare individuals to be professional accountants, auditors, budget analysts, tax accountants, or to provide financial management services to individuals, businesses, and/or corporations (profit and not-for-profit). Although the areas are not entirely distinct, accounting can be divided into two major fields: financial accounting, which emphasizes the preparation and analysis of financial information; and managerial accounting, which emphasizes the decision-making process based on accounting data. The typical accounting graduate enters the profession as a staff accountant in a public accounting firm, corporation, or governmental unit. Students may aspire to higher level positions which include senior accountant, manager, controller, or partner of a CPA firm. Student must be currently enrolled at

Chicago State University, already seeking a BS Degree in Business and Administration, be at least nine (9) credit hours away from completing their degree, and must have exhausted all other funding sources. **The maximum tuition and fees amount approved for this occupation is $5,000.**

BS Degree in Business and Administration/Finance

Finance students study corporate financial management, capital markets, investment evaluation and decision making, and portfolio management. They learn the concepts and the methods of finance that are current in industry and research. Career opportunities are available in banking, finance, investment companies, and the public sector. Finance programs prepare individuals to provide financial or banking services to individuals or institutions. Occupations include financial managers, loan officers, securities sales people, business executives, bank tellers, and budget analysts. Student must be currently enrolled at Chicago State University, already seeking a BS Degree in Business and Administration, be at least nine (9) credit hours away from completing their degree, and must have exhausted all other funding sources.

Students that complete the Business Computer Applications Certificate will acquire digital literacy and technical skills to become gainfully employed in a business environment as a customer service representative, general office work, receptionist, secretary and teller. Students will become proficient in industry software, Microsoft Windows Applications (Word, Excel, PowerPoint, Access, Outlook, MS Publisher). Students must successfully pass the Microsoft Office Specialist Exam to obtain industry certification. Microcomputer Applications Lecture and Laboratory will give you hands-on experience related to business software using operating systems, and spreadsheets, database, word processing and presentation applications. Prerequisites: consent of department. **The maximum tuition and fees amount approved for this occupation is $5,000**.

Business Computer Applications Certificate

Fee: $1,412

Business Essential Certificate

Students taking the Business Essential courses will acquire transferable skills to become gainfully employed in a business environment as a sales clerk, file clerk, receptionist, administrative assistant, or clerical assistant. Students will gain knowledge of basic keyboarding skills and Microsoft Windows Applications (Word, Excel, PowerPoint, Access). Courses: Business and Professional Communications, Microcomputer Applications, Business Mathematics, Office Management and Consumer Education.

Fee: $5,145

CPC Certified Medical Administrative Assistant with Billing and Coding (Online)

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive patient experience. Medical billers and coders are also in high demand. In addition to providing the knowledge and skills you will need to become a Certified Medical Administrative Assistant, this

course also offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. Upon completing this course, you should be well prepared to find your place in this rewarding healthcare career. You will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher that covers the exam fee. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals related to medical billing and coding.
1. Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
2. Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
3. Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)
52 Weeks
530 Course Hours/0.00 Credit Hours
Fee: $3,695

CPC Medical Billing and Coding Online Course (Online)

Medical billers and coders are in high demand. This course offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections. You will also learn common medical terminology to help you converse with others in healthcare easily and with confidence. After successfully completing the course requirements, you should be well prepared to find your place in this rewarding healthcare career. You will receive a Certificate of Completion from the school through which you enrolled, and you will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.
1. Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
2. Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
3. Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)
Voucher Is Included
12 Months
370 Course Hours/0.00 Credit Hours
Fee: $2,995

Certified Paralegal (Online)

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you

will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer. Through a partnership with the National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time.

12 Months
255 Course Hours/0.00 Credit Hours
Fee: $2,695

Clinical Dental Assistant (Online)

This online dental assisting course is the most comprehensive you'll find. You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. Toward the end of the course—or after completion—you will have the opportunity to apply for an externship, where you'll get real-life clinical assistant experience. You'll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. The exam or one or more of its components is necessary in states where registration is required for dental assistants. The 40-hour Dental Externship is offered to Clinical Dental Assistant students. The application for the externship is within the course. You must be at least 80% complete with the course before applying but will also have up to 6 months after completion to apply. The externship is not guaranteed. It is an optional part of the course, but highly recommended training for clinical assistant experience. Accepted externship students will be assisted in finding local offices that they are interested in. Externship students will need to pass a background check and a possible drug test. You will be asked to purchase liability insurance and be responsible for purchasing this on their own ($40 to $45 for an annual policy). You will need to provide an updated resume, current CPR certification and proof of current Hepatitis B vaccinations or a current negative test form provided by a doctor, depending on the state or the doctor's office that has been selected for the externship. There may be more requirements depending on the state or dental office selected.

6 Months
240 Course Hours/0.00 Credit Hours
$1,995
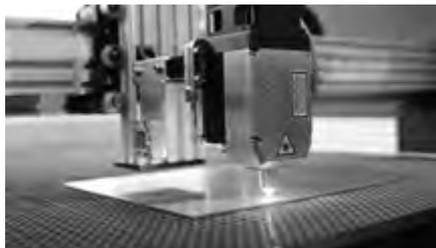
CNC Machinist (Online)

Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove

competency and begin your career quickly. The course provides an intensive overview of the skills necessary to perform CNC machining, including work holding, math, inspection, safety, metal cutting, materials, quality, and grinding.

12 Months
195 Course Hours/0.00 Credit Hours
Fee: $1,245

Cyber Security Certificate
Undergraduate

The certificate in Cyber Security provides foundational knowledge and technical skills in applied cyber security. The coursework provides the education required to sit for two popular industry certifications: the CompTIA A+ examination and the CEH Ethical Hacker examination. This certificate provides the skills and qualifications necessary for work in entry level information security analyst positions in government and the private sector. The program includes three main courses. TPS 3500 Computer Systems Technologies: introduction to computer hardware and knowledge of computer hardware and software various troubleshooting techniques and hands-on real-world experience. TPS 4600 Applied Cyber Security: covers applied cybersecurity techniques and tools in the following areas: attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, mobile devices security, and vulnerability assessment. TPS 4605 Applied Ethical Hacking: Covers techniques for hacking applications, websites, database, hosts, and networks. This includes foot-printing, reconnaissance, scanning, enumeration, malware, social engineering, and sniffing.

16 Weeks
Fee: $3,026

Dialysis Technician

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

Note: This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program. Textbooks included
Fee: $1,199

Dental Assistant

This program is uniquely designed for each student to develop exceptional skills in the field of dental assisting. All training takes place in a functional training facility and each student will receive hands on training for real world clinical experiences.

Our Instrs have extensive experience in the field of dentistry and a combined goal to provide each student with the highest standards in dental education. Our objective is to provide the student with basic dental knowledge and the experience to facilitate their career in dentistry. Upon completion of the course each student will receive extensive training in sterilization and safe handling and disposal of hazardous materials, basic dental anatomy and general four-handed chair-side assisting.

Fee: $7,175

EKG Technician

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. National Certification: After the successful completion of this program, students will be prepared to sit for the American Society of Phlebotomy Technicians, Inc. (ASPT) Certified EKG Technician (CET) exam.

Textbooks included
Fee: $1,400

Medical Scribe (Online)

Medical scribes aren't on the frontlines of healthcare, which is good for those who prefer a little more predictability in their daily routines. They generally work behind the scenes, sometimes from the comfort of their own home, listening to dictations and converting them into written documents. Their daily responsibilities might include: Listening to the recorded dictation of a doctor or other healthcare worker. Interpreting and transcribing dictation into patient history, exam notes, and other documents. Reviewing and editing drafts prepared by speech recognition software. Translating medical abbreviations and jargon into the appropriate long form. Following up with the healthcare provider to ensure that reports are accurate. This 80-hour curriculum is divided into bite-sized modules. The course will cover Medical Scribe Foundations, Medical Terminology, Anatomy, Physiology, EHR Guidelines, Medico-Legal Rules and Regulations HIPAA. Once you complete your program, you'll be set to take the Medical Scribe Certification exam through the American Healthcare Documentation Professionals Group.

4 Months
80 Course Hours/0.00 Credit Hours
Voucher Included
$3,599

Medical Assistant (Online)

This online medical assistant program is developed by industry professionals with decades of real-world experience. The over-achieving curriculum for this course trains participants on both routine patient care and clinical office procedures. But it's much more than just training. It's preparation for immediate

certification and employment. This medical assistant program will empower participants with the knowledge to earn the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) credentials. Most importantly, the training infuses students with the critical skills, and confidence to start working and earning right away.

16 Weeks
492 Course Hours/0.00 Credit Hours
$4,299

Medical Billing and Coding

The Medical Billing and Coding program is a 12-week program which includes four (4) courses that are WIOA approved. The Medical Billing and Coding career field is for those who want to work in health care. Medical Billing and Medical Coding are actually two distinct jobs. Medical Billers are responsible for making sure everyone is billed correctly; which involves talking with patients and/or health insurance companies on a regular basis to make sure all invoices are paid. Medical Coders do not have much interaction with insurance companies nor patients. This job is perfect for someone who would prefer to spend time analyzing and coding data. Every duty performed in a medical office has a particular code assigned to it, and it needs to be coded properly in order for proper billing. The Medical Coder and Biller often work together to make sure all invoices are paid properly.

Fee: $3,090

HVAC Technician (Online)

This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions. You will learn from in-depth materials, including service call simulations that bring concepts to life. By course completion, you will be ready to pass all 17 HVAC Excellence Employment Ready Certificates, the EPA 608, and the NATE Ready to Work Certificate. You will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam. However, please research your state's requirements prior to enrollment to ensure this course is the right fit for you. This course will provide the necessary information to pass the following entry-level certificate exams:
1. HVAC Excellence ESCO Group: 17 Employment Ready Certificates, NATE
2. Ready to Work Certificate, EPA 608: Section 608 Universal Technician Certification.

Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam that includes:
Employment Ready Certificate for Electrical
Employment Ready Certificate for Air Conditioning
EPA 608 Voucher

12 months
162 Course Hours/0.00 Credit Hours
Fee: $2895

HVAC/R Certified Technician (Online)

If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities. This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course

completion, you will be ready to pass the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exams. However, please research your state's requirements prior to enrollment to ensure this course is the right fit for you. By course completion, you will be fully prepared to sit for the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. Upon completion of this course, you will receive an HVAC Excellence ESCO Group Voucher Package that includes:

1. Principals of Electrical and Refrigeration (Core)* exam voucher
2. Professional Technician exam oucher (Residential Air Conditioning recommended)
3. EPA 608 exam voucher

To sit for the HVAC Excellence Core exam, you must provide two years of documented work experience. Exam proctor fees may apply.

12 Months
162 Course Hours/0.00 Credit Hours
Fee: $2,895

Course CompTIA Certification: A+, Network+, Security+ (Online)

An important way you can demonstrate your knowledge and skillset to potential employers in information technology is through CompTIA certifications. The A+, Network+, and Security+ credentials are the best CompTIA certifications to have in order to jumpstart or advance your IT career. If you're interested in the often flexible and well-paid opportunities of IT and cyber security jobs, get started today

with CompTIA certification training. This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need. Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-601. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. At the end of this CompTIA training, you'll also be proficient in basic cyber security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment.

12 Months
480 Course Hours/0.00 Credit Hours
$3,995

Oracle SQL and PL/SQL+ Python Developer +Java Programmer (Online)

This course will teach you how to use SQL to build applications and generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database. You will also learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. The introductory section will show you how Python works and what it's good for. You will also gain

an understanding of Python's place in the wider programming world. You will begin coding quickly after starting the course. Afterwards, you'll move on to advanced methods in which you'll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug their Python code. In the last section, you get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries. This course will prepare you for entry into the job market as a Java or Python programmer or an entry-level Oracle SQL Developer or allow you to take on more responsibility using new skills gained in a current job.

12 Months
375 Course Hours/0.00 Credit Hours
$2,595

Patient Care Aide
The Personal Care Aides assist elderly and individuals with disabilities in the completion of the individual's activities of daily living in their homes or in care facilities. Personal care aides can assist with basic housekeeping as well as meal preparation. The occupational training targets skills in administering personal hygiene, dressing, and ambulation; advising individuals in nutrition, household cleanliness and hygiene; monitoring vital signs and medication under supervision; communication and working with families on changes in lifestyle and companionship; documentation of client status and; case review and consultation with the care team on needs of the clients. The training of a personal care aide prepares participants to work for home care agencies and long-term residential care facilities that service individuals who are incapacitated, convalescing or disabled. This is a two-week training program. As direct service professions, the training in personal care aide provides basic skills in activities of daily living, communication and safety. All of which are part of the basic skill sets that are utilized within nursing and occupational therapy. This training would allow individuals to complete a short-term training and gain employment to support them while completing basic skills training and/or course prerequisites.

2 Weeks
Fee: $1,275

Pharmacy Technician
Pharmacy Technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy Technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification. Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by the Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. Pharmacy

technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship. The externship is not guaranteed, and is contingent upon successfully completing a background check and/or drug screening that is consistent with the requirements of both state and federal laws. Also, clinical externships are based on individual state board requirements.

12 Months
400 Course Hours/0.00 Credit Hours
$2,495

Retail Pharmacy Technician

If you are a high school senior, young adult or a senior citizen considering a change, this training will get you off to a fast start toward a new career. This eight-week class will introduce you to the responsibilities of a community pharmacy technician as well as teach you how to interpret prescriptions. Class will also include in-depth coverage of dosage calculations, medication classifications and federal laws. You will receive an application for state licensing and after completion of the course, with regular attendance, a certificate will be issued. Workbooks are required and can be purchased from the Instr for $60. Enrollment is limited.

8 Weeks
Tues
6:30 pm - 8:30 pm
Fee: $542

Senior Professional in Human Resources with Payroll Practice

Senior HR professionals play a critical role in managing the strategic vision of a human resources department. This online course bundle will help you advance your career in human resources to a more senior level. The Senior Professional in Human Resources course will prepare you for the Senior Professional Human Resources (SPHR) exam, which measures your ability to manage and lead HR processes. You will gain skills in the five primary areas of an HR department: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, and Employee Relations and Risk Management. Payroll is a vital extension of most human resource departments. The Payroll Practice and Management course covers all critical areas of payroll administration and management. You will gain an understanding of the major components of the state labor code in your chosen state.

12 Months
220 Course Hours/0.00 Credit Hours
$3,445

Entrepreneurship

Hair Braiding - Part I

Learn to hold and start the individual braid. Individual braids include box braids, regular size braids, micros and micromini. Learn to do goddess braids, casamas, and sculpture and design. We'll also learn kinky twist, Senegalese, regular, flat twist, twistees/comb twist and sculpture twist.

Instr: Charlotte Henderson
Sat, 11:00 pm - 12:15 pm
Fee: $119

Hair Braiding - Part II

Advance to more complex styles. Learn more about dreadlocks, silky dreads, natural dreads, and cork screws. We'll cover interlocking/tree braiding, strand by strand, weaving/sew on, lacing, bonding and fusion knots, and care and maintenance. Materials not included.
Instr: Charlotte Henderson
Sat, 12:30 pm - 1:45 pm
Fee: $119

Thinking About Buying Foreclosure Property?

Today, more than ever, there are vast opportunities to invest in real estate. Regardless of credit, income, or social status, anyone can invest in real estate or make money within the industry. Foreclosure investing is one of the most profitable ways of investing in real estate. Learn how to: become an investor, buy and flip property, use no money down techniques, and make money before investing in property.
Instr: Howard Naugles
Thurs, 6:30 pm - 8:30 pm
Fee: $89

Community Offerings

Word Basics with Microsoft 2010

Learn the basics of word processing with Microsoft Word. Learn how to create, save, edit and print documents. Also learn how to move, copy, format documents using proofing tools, tabs and indents. You will create, sort, format, merge and perform calculations in tables. This beginning level class will help you with basic document preparation. Students must bring a USB to each class for their assignments and homework.
Instr: TBA
Sat, 9:00 am - 11:00 am
Fee: $89

Introduction to Excel 2010

Excel is a powerful application designed to manage financial information, perform mathematical calculations, track database information, and more. Although the spreadsheets you create do not necessarily have to contain numbers, the strength of Excel lies in its capabilities to manipulate numeric information. The most common uses of Excel are to create spreadsheets, lists, tables, and charts. Students must bring a USB to each class for their assignments and homework.
Instr: TBA
Sat, 11:00 am - 1:00 pm
Fee: $89

What's in Your Closet? - Update Your Wardrobe - Basic Sewing

This is the sewing class you've been waiting for! This "you can make it" class is designed to get you started. Learn basic sewing skills in this class. Limited enrollment. Materials not included. (Minimum age 17)
Instr: TBA
Sat, 12 Noon - 1:30 pm
Fee: $149

Beginners Steppin' (Adults)

Introduction to Steppin' (Adults) If you are a stepper wannabe, this is your opportunity to learn the fundamentals of this progressive art form that originated right here in Chicago. Join others like yourself for this fun-filled adventure in steppin'. Dazzle your friends with your mastery of the basic 8-count. No partner needed.
Instr: TBA
Sat, 1:00 pm - 2:30 pm
Fee: $95

Intermediate/Advanced Steppin' (Adults)

Now that you have the fundamentals under your belt, it's time to begin working on those fancy turns. Learn the combinations you see everyone breezing through. Develop your own signature move. Improve your footwork past the basic pattern. No partner needed. Students must have taken an introductory course or receive instructor's permission in order to register for this course.
Instr: TBA
Sat, 2:30 pm - 4:00 pm
Fee: $95

Weight Training

This class, designed for men and women, introduces the principles and skills of weight training for health, fitness, athletic conditioning and body composition on state–of–the–art equipment. Your workout is closely supervised. Register early!
Instr: John Mammie
Sat, 9:30 am - 11:00 am
Fee: $95

Total Body Fitness

Watch those pounds melt away! This class is designed for all fitness levels. You will work the whole body using weights and machines. It incorporates strength training for fitness, and health and body conditioning.
Instr: John Mammie
Sat, 8:00 am - 9:30 am
Fee: $95

Yoga

Yoga is a way of living that includes physical exercise, meditation and breathing techniques. During this eight (8) week course, each person works at their own level to increase strength, flexibility and relaxation. One goal is to increase self-awareness and muscle control. Larry Turner is a retired Licensed Clinical Psychologist and RN who has been practicing / teaching yoga for over 20 yrs. He often used different yoga techniques in his clinical practice and when working with trauma victims.
Instr: Larry Turner
Tues, 12 Noon - 12:45 pm
Fee: $75

Martial Arts for Kids (Ages 5 - 10)

Children can apply the physical and mental skills learned in martial arts into all aspects of life. The class is jam-packed with excitement and fun to keep students interested and motivated so they can reap the long-term benefits of training. Minimum age: 5.
Instr: Larry Tankson
Sat, 3:00 pm - 4:00 pm
Fee: $74

Photography: Shooting Like a Pro for Fun, and Profit

Learn how to take great pictures with any digital camera. Learn for fun and for profit. Understand basic lighting, off camera lighting, and the right equipment to buy. Also, learn the right resolution to shoot photos, how to market, and how to sell photos online. At the end of the course, you will be able to take great photos with any digital camera, better understand photographic lighting, and money-making markets with your digital camera, and how to make great enlargements suitable for framing.

6 Weeks
Instr: Carey Williams
Weds, 6:30 pm - 8:30 pm
Fee: $89

CHICAGO STATE UNIVERSITY

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FIND THE RIGHT COURSE FOR YOU

Advanced Legal Research and Writing Starting at: **$995**. **Learn advanced and specialized approaches to utilizing legal resources**. Flexible 100% online class. 24/7 course accessibility. Complete in just 7 weeks.

Advanced Paralegal Certificate Course. Starting at: **$3.300 or $550 per topic**. **These advanced topics build upon the introductory Paralegal Certificate Course©**. Flexible, 100% online course with 24/7 accessibility. Complete each topic in one 7-week session. Take one, two or three topics during one online session. Complete all six topics within one year to receive certificate.

Employment Law Certificate Course Starting at: **$995. Gain a deeper understanding of the various statutes dealing with public employees**. Flexible 100% online class 24/7 course accessibility Complete in just 7 weeks.

Legal Investigation Certificate Course Starting at: **$995. Learn to assist in the process of civil and criminal investigation**. Flexible 100% online class 24/7 course accessibility. Complete in just 7 weeks.

Legal Secretary Certificate Course Starting at: **$995. Improve your skills and work more efficiently within a law office**. Flexible 100% online class accessibility. Complete in just 7 weeks.

Medical Professional Legal Consultant Starting at: **$1,295. Bridge the gap between medicine and the judicial system**. Flexible 100% online class. 24/7 course accessibility. Complete in just 7 weeks.

Paralegal Certificate Course© Starting at: **$1,895. Our introductory course for those interested in a career as a paralegal**. Flexible 100% online class. 24/7 course accessibility. Enrollment includes two, 7-week sessions.

Software Essentials for the Law Office Starting at: **$995. Improve your knowledge of computer technology and programs**. Flexible 100% online class. 24/7 course accessibility. Complete in just 7 weeks.

Victim Advocacy Certificate Course Starting at: **$995. Get started in a rewarding career providing invaluable legal services**. Flexible 100% online class. 24/7 course accessibility. Complete in just 7 weeks.

Have questions? Visit **https://www.legalstudies.com/vendor/chicago-state-u/** or call **1-800-522-7737** or **773-995-3741**

CHICAGO STATE UNIVERSITY
South Side Executive Entrepreneurial Training Program

Monday, September 12-Monday, November 7, 2022

Chicago State University
9501 South King Drive • Chicago, IL 60628

Who can apply?
If you have been in business for at least two years, have $50,000 in annual revenue and at least two employees [including yourself [1099s and part-time employees], then you qualify.

For additional information contact:
773-995-4466

Matthew Howard
773-916-6549

Sponsored by: CIBC

SESSION HIGHLIGHTS:

✓ Business & Leadership: Organizational Management and Planning

✓ Marketing, Branding, Sales, and Advertising

✓ The Value of Certification

✓ Understanding Financial Management

✓ Long Term Business Strategies, Case Studies and Succession Planning

✓ Improving Your Credit Profile and Score

✓ Accessing Multiple Capital Resources

Program Dates

September 12th: Participant Introductions; Developing Your Business Dream Team; Your Business Organization & Operations Structure; Challenges and Stages of Growth

September 19th : Data Security, Five Fundamentals of Marketing; Servicing Your Internal and External Customers; Providing Excellent Customer Service; Your target customer today and tomorrow; The value of Certification and making the value work for you and your business.

September 26th : Accurate Financials & What They Say About your Business. An Overview of your financial statements and your tax returns (an accurate representation).

October 3rd : Political contacts, Succession Planning; Case Studies on Successes and Failures of Business and Personal Relationships.

October 10th: Your Credit Issue; Personal and Business Credit.

October 17th : Access to Capital Panel Discussion, "All Money is not the Same Shade of Green." Crowd Funding.

October 24th : Developing the Perfect Pitch-One-on-One Sessions

October 31st: One-on-One Sessions

November 7th : In Person Graduation

Classes will meet via Zoom
Class Time 6:00pm to 8:30pm

The Chicago State University's Continuing Education in partnership with CIBC and Greater Roseland Chamber of Commerce is proud to present "The South Side Executive Entrepreneurial Training Program. An intensive 8-week program that gives established businesses insights and tools to grow. The South Side Executive Entrepreneurial Training Program is hosted by Chicago State University's Continuing Education.

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REGISTRATION INFORMATION

BY MAIL
Complete the attached registration form, sign and mail with your check. Make checks/money orders payable to Chicago State University. Mail registration form and payment to Options Program – JDC 201, CSU, 9501 S. King Drive, Chicago, IL 60628. Please use one registration form for each person registering.

BY PHONE
Register by phone at 773 995-4466 with a Visa, MasterCard, Discover, or American Express. Be sure to have all the requested information on your registration form when you call.

BRING IN YOUR REGISTRATION
Register in–person in the Options Program office, Jacoby Dickens Athletic Center, Room 201. Office hours are 9:00 am - 5:00 pm, Mon through Fri.

GENERAL INFORMATION

COURSE FEES
Refer to course description for fees. Fees are payable by check, money order, American Express, Discover, Visa, or MasterCard.

CLASS MEETINGS
The Fall session begins Saturday, September 27, 2022, and ends Friday, November 11, 2022. See course descriptions for exceptions.

PARKING DECALS
Parking decals are available for $10.00 for students enrolled in Options classes. There is a $5.00 fee to enter the campus.

Please note, decals can be purchased in the Parking Department after students have registered. Students enrolled in the university's academic courses are not eligible for Options parking decals. **Seniors, 60 and over, enrolled in Options courses, receive FREE parking decals**.

CLASS SIZE
The university reserves the right to limit the size of classes and to cancel classes due to insufficient enrollment.

CANCELLING YOUR REGISTRATION
Cancelling your registration: In the event that you must cancel your course registration, we encourage you to send someone in your place by simply informing the Options department of the name change. Registration cancellations by phone or in writing must be received at least seven days prior to the published course start date. Cancellation requests received before the seven day deadline will result in fees being refunded, less a $10 administration fee. Processing may take six to eight weeks. We regret that no refund is available when a course registration is cancelled after the seven-day deadline. Failure to read the information contained in this schedule does not constitute exemption from stated regulations.

FOR MORE INFORMATION
CALL US
773-995-4466
VISIT OUR WEBSITE
csu.edu/ContinuingEducation/Options.htm

Options

FALL TERM 2022

Course #/Section	Course Title	Day	Time	Fee
			TOTAL	

Student Name: _____Are you currently attending CSU? _____

Address: _____Apt: _____

City: _____State: _____Zip: _____

Has your address changed? _____ Previous Address: _____

If minor, parent's name: _____Is this your first Options class? _____

Options

CONTINUING EDUCATION PROGRAMS

The Program of Choice for Life-long Learning

Fall 2022

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9501 South King Drive
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