Options
CONTINUING EDUCATION PROGRAMS
The Program of Choice for Life-long Learning

6-Week Summer Session Begins
Monday, July 1, 2019
Registration Begins
Tuesday, May 28, 2019
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CHICAGO STATE UNIVERSITY

INSTRUCTOR LED NON-CREDIT ONLINE COURSES

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software.

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: $115.00

Enroll Now!

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(773) 995-3741

Over 300 online courses available
**BUSINESS AND VOCATIONAL**

**BV2203. Grant Writing Workshop**
This grant writing class is designed to introduce and discuss the components of a grant proposal for public and private foundations. Each student will be given an opportunity to practice in writing, and to develop each of the basic components as well as discuss the stages of fundraising for a 501c3 non-profit. Students will also be given an opportunity to develop a full fundable grant proposal. The successful student will be required to complete typed homework assignments. This class is designed for both beginners and the experienced who may be interested in fine tuning their grant writing skills.

*Instr: TBA*

*Thurs, 6:30p.m. - 8:00p.m.*

*8 weeks*

*Fee: $141*

**BV2220. Jump Start Your Notary Business**
Become a Notary Signing Agent and earn $100 to $150 per assignment in this challenging economy. Students will learn how to effectively execute loan documents, how to become a notary and how to seek agencies who are seeking highly qualified notary signing agents. At the end of the class, students will know how to perform a loan closing, and be efficient in understanding the loan process.

This course will enable the participants to become notary signing agents within the Chicagoland and suburban areas. The goal of the training is to prepare students to establish a business partnership with mortgage companies, nationwide agencies, and be their own boss and earn income. Workbooks are required for this class and can be purchased from the instructor for $55.00.

*Instr: Beverly Singleton*

A. *Mon, July 8, Wed, July 10, 2019*
B. *Mon, August 12, Wed, August 14, 2019*

*Fee: $195*

**BV2904A. Hair Braiding - Part I**
Learn to hold and start the individual braid. Individual braids include box braids, regular size braids, micros and micro-mini. 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, 1:45p.m. - 3:00p.m.

*Fee: $113*

**BV2904B. Hair Braiding - Part II**
Advance to more complex styles. Learn more about dreadlocks, silky dreads, natural dreads, and corkscrews. 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, 3:00p.m. - 4:15p.m.

*Fee: $113*

**BV2211. 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 6:00p.m. - 8:00p.m.
Fee: $77

BV2223. Jewelry - Beginners and Beyond
Set your imagination free as you create jewelry and design wearable art. Be amazed and inspired by the possibilities. You can wear it yourself, or sell it at craft shows. There is a $20 materials fee payable to the instructor.

Instr: Estell Hardiman
Sat, 9:00a.m. - 11:00a.m.
Fee: $71

BV2205. 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. After completion of the course, with regular attendance, a certificate will be issued. Workbooks are required and can be purchased from the instructor for $60. Enrollment is limited.

Instr: Kay Hoffman
Sat, 9:30a.m. - 11:30a.m.
8 weeks
Students who qualify under WIOA may receive a tuition waiver.
Fee: $313

BV2206. Pharmacy Technician Certification Review Class
This class is designed for pharmacy technicians who have a strong desire to take and pass the National Certification Exam. It is to support and assist each student by strengthening their knowledge in pharmacy calculations, pharmacy law, drug classification and much more. If you have not taken, or passed, the exam, this is a perfect opportunity for you to begin studying. Workbooks are available for purchase from the instructor for $60. The future is bright for Pharmacy Technicians.

Instr: Kay Hoffman
Sat, 11:45a.m. - 1:30p.m.
6 weeks
Fee: $199

BV2209. Basic Nursing Aide
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 sessions 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 hour days) that are scheduled in health care facilities on Fridays or Saturdays 7:00 a.m. – 3:00 p.m. Participants must pass a background check.
Call 773 995-3741 for class dates.
Students who qualify under WIOA can receive a tuition waiver.
Fee: $4,500
Want a job that's in demand?

Online Career Training:
- Medical Transcription
- Medical Coding and Billing
- Pharmacy Technician
- Medical Administrative Assistant
- Administrative Assistant

Chicago State University has partnered with Career Step to offer online training for in-demand careers. Tens of thousands of new jobs are expected in these career fields, and with these programs you can enjoy:
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www.agility4all.com

Offering Agile training programs in partnership with

Chicago State University

Agile is our Passion

Simplifying Agile
BV2224. Dental Assistant
Students must be Age-18 years or older and have a high school diploma or equivalent. Please call 773-995-4466 for additional information.
Mon, Weds, Fri, 10:00a.m. - 3:00p.m
12 week rotating schedule
Students who qualify under WIOA can receive a tuition waiver.
Fee: $7,675

BV2238. Medical Billing and Coding Certification
The Medical Billing and Coding program is a 12-week program, which includes 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.
Tues, Thurs, 5:30p.m. - 9:00p.m.
12 weeks
Students who qualify under WIOA can receive a tuition waiver.
Fee: $3,090

ACADEMICS

AC2001. Math
Many youngsters are having difficulty with math simply because they do not understand basic math concepts. This course will increase math proficiency and assist your child in overcoming individual problem areas. Give your student the skills and confidence to function at the appropriate grade level. A diagnostic exam will be given at the first class session. Textbook required. $20.00 fee for book not included.
Instr: TBA
A. Sat, Gr 3-4, 9:00a.m. - 10:15a.m.
B. Sat, Gr 5-6, 10:30a.m. - 11:45a.m.
C. Sat, Gr 7-9, 12:00noon - 1:15p.m.
Fee: $83

AC2004A. Elementary Algebra
Students are exposed to the tools of algebra (problem solving plans, numbers & expressions, variables & expressions, properties, variables & equations, etc.) Emphasis is placed on learning and understanding the language of algebra. Textbook required. $20.00 fee for book not included.
Instr: Gregory Nimpson
Sat, 10:30a.m. - 12noon
Fee: $83

AC2004B. Intermediate Algebra
Emphasis is on learning and understanding algebraic functions, graphs of linear equations, logical thinking and problem solving. Students should have taken pre-algebra in order to register for this course. Textbook required. $20.00 fee for book not included.
Instr: Gregory Nimpson
Sat, 12noon - 1:30p.m.
Fee: $83
AC2004C. Advanced Algebra
Builds on topics covered in Algebra 1 & 2. Emphasis is on learning and understanding rational expressions, inequalities, absolute value equations, systems of linear equations, quadratic equations, and their respective graphs. Requires a graphing calculator! Textbook required. $20.00 fee for book not included
Instr: Gregory Nimpson
Sat, 1:30p.m. - 3:00p.m.
Fee: $83

AC2008. Write to the Point
In this basic writing course, students will become familiar with sentence structure, grammar, punctuation and more. This course is intended to help students produce clear, concise, logically organized essays and reports. Emphasis is placed on purpose, thesis, organization, and development.
Instr: Barbara Maxon
A. Grades 7-8, Sat, 12:30p.m. - 2:00p.m.
B. Teens/Adults, Sat, 2:00p.m. - 3:30p.m.
Fee: $83

AC2011. Academic Tutoring & Test Prep
Open to grades 1st through 12th. Improve academic skills through tutoring in Reading, Composition and Essay Writing, Math, Vocabulary Building, and Phonics. Raise test scores with exam prep for the ACT and SAT. Meet with an expert tutor for six (6) to ten (10) one-hour sessions. Private and semi-private tutoring is available.
Fee: $25 - $30 per hour, 6-hour minimum

AQUATICS
The Aquatics Center is undergoing renovations. Information about the swim schedule is pending.
**EKG Technician Certification Program**
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. **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. **Student Tuition:** $1,199

**Surgical Technician Program**
This comprehensive 70 hour course will cover the surgical technician’s role beginning from pre-op preparation, during the operative procedure and finish with post-operative room break down. This course covers the following key areas and topics – The history of surgery; introduction to the operating room; the legal aspects of surgery and the surgical technician; policies and guidelines: introduction to human anatomy, surgical instruments, operating room equipment, operation, and maintenance; introduction to patient preparation; as well as other key concepts. **Note:** The objectives of this class do not include a state or national certification – which generally requires at least 2 years of formal education. **Student Tuition:** $1,599

**Dialysis Technician Program**
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 internships or clinical rotation offered as part of this program. **Student Tuition:** $1,199

**Phlebotomy Technician Program**
The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. This course covers the following key areas and topics: Process and procedures for collecting blood specimens for laboratory analysis, all aspects of blood collection and related procedures, the order of draw, universal precautions, skills to perform venipunctures completely and safely, and, terminology and related anatomy and physiology. Students should have or be pursuing a high school diploma or GED. Several state and national certification exams exist to test the competency of aspiring phlebotomy technicians. **Course Contact Hours:** 90 hrs. * Optional Clinical hours: 40 hrs. **Student Tuition:** $1999
*Add $200 to tuition amount to include Optional Clinical Externship.

For online courses visit [www.healthedtoday.com/csu](http://www.healthedtoday.com/csu)

For additional information about our live, instructor led courses, call 773 995-3741.
COMPUTERS

CS2402. 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: Myron Nash
Sat, 9:00a.m. - 11:00a.m.
Fee: $81

CS2403. 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: Myron Nash
Sat, 11:00a.m. - 1:00p.m.
Fee: $81

DANCE

DA2501. 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: Tina Melendrez AKA Salsa Tina
Sat, 1:30p.m. - 3:00p.m.
Fee: $75

DA2501B. 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: Tina Melendrez AKA Salsa Tina
Sat, 3:00p.m. - 4:30p.m.
Fee: $75

DA2502. Salsa (Adults)
Let’s spice things up in Salsa Dance Class! This class is for all levels. You will learn basic steps and turns, and intermediate dancers will be taught different turn combinations. You will also learn solid lead and following skills, so that you will be able to dance with anyone, and have a great time.

Instr: Tina Melendrez AKA Salsa Tina
Wed, 6:00p.m. - 7:30p.m.
6 weeks
Fee: $75
HEALTH & WELLNESS
Please consult your physician to make sure these fitness classes are appropriate for your health situation.

FT2606. 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, 9:30a.m. - 11:00a.m.
Fee: $73

FT2608. 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, 8:00a.m. - 9:30a.m.
Fee: $73

FT2609. Yoga: Center Your Mind and Body
Join this class to reduce body tensions while increasing peace of mind. A qualified instructor will guide participants through yoga techniques, deep breathing, stretch awareness, relaxation and meditation. Wear loose clothing and bring a mat.
Instr: TBA
Thurs, 5:00p.m. - 6:00p.m.
Fee: $73

KIDS KORNER

KK2301. CSU Jr. Dance & Performing Arts Ensemble (Girls & Boys, Ages 8 - 16)
This program is made up of energetic, disciplined and talented youths who are interested in dance and drama. This highly motivated program will prepare and train interested youth in the various aspects of performing arts (ballet, jazz, contemporary, ethnic, inspirational, character, acrobatics, hip hop dancing and drama). This program offers semi-professional training as they gradually prepare for performances and events throughout the year (additional fees will be required for program t-shirt, costumes, and events). Students will display their learned talents in special performances throughout the year and also perform in an annual performing arts production. A one-time $25.00 (cash or money order only) Program fee for the 2019-2020 FY must be paid to the instructor on the first day of class is required. It is highly recommended that all participants get a certified physician’s approval (sports physical) before enrolling in this program. Class Attire: Girls—plain black short sleeve leotard, plain black yoga/dance pants, and plain black jazz shoes (no strings). Class Attire: Boys—black t-shirt, black sweat pants and black acrobatic shoes. Class meets for eight weeks. This is an ongoing class, and $85 fee is due at the end of each eight-week session.
Dance Coach: Jeena Bradley
Tues, 6:00p.m. - 7:30 p.m.
Fee: $85
KK2319. 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 enjoy the long term benefits of training, and perhaps be the next karate kid. Minimum age: 5.
Instr: TBA
Sat, 3:00p.m. - 4:00p.m.
Fee: $61

KK2322. Basketball for Kids (Boys & Girls, ages 6 - 14)
This course introduces students to fundamental basketball skills and concentrates on drills, rules, and teamwork. Emphasis is also on the importance of academics, self-esteem, self-respect and discipline. This is a fun way to help children build character and interpersonal skills while strengthening their physical dexterity. Sign-up early!
Instr: Robert Kelsey
Sat, 1:00p.m. - 2:30p.m.
Fee: $71

LA3301. Basic Spanish for Beginners
Become familiar with our second national language. This class is for beginners and those who want to brush up on their Spanish skills. You will learn the phonetic pronunciation of the Spanish alphabet, as well as groups of words and phrases. An excellent course!
Instr: TBA
Sat, 9:00a.m. - 11:00a.m.
Fee: $73

LA3302. Introduction to American Sign Language (ASL)
This is an introduction to American Sign Language (ASL), its basic vocabulary, structure, syntax and grammar. Students will learn fingerspelling, and how to construct simple sentences.
Instr: TBA
Sat, 1:00p.m. - 2:00p.m.
Fee: $73

MUSIC

MU2801. Beginning Piano
If you really want to be heard, make music and not noise! Learn to play the piano in an electronic piano lab setting. Previous musical background is helpful but not required. Book available in class. Fee for book not included.
Instr: Barbara Maxon
Sat, 9:00a.m. - 11:00a.m.
Fee: $83

SENIORS

These classes are offered for seniors, 60 and over. Choose a class from this section or select from among the many other classes in this schedule. The courses in this section are priced at a reduced rate for seniors and parking is free for seniors 60 and over.

SC3201. Senior Fitness
This is an exercise class tailored for the older adult. Improve your flexibility and increase your strength. The class is designed to meet your individual needs and the exercises allow you to progress at your own pace. Bring a towel.
Instr: TBA
Tues, Thurs, 9:00a.m. - 10:00a.m.
6 weeks
Fee: $63
SC3202. Introduction to Computers (Seniors Only)
Have you realized you don't know much about computers? Do you feel it's time to get with the program? In this class, you will gain an understanding of how your computer functions, learn all it can do and what new doors the world of computers can open for you. Students must bring a USB to each class for their assignments and homework.
Instr: Myron Nash
Mon, 11:00a.m. - 12:30p.m.
6 weeks
Fee: $61

SC3210. Stay Flexible After 50 with Yoga
Relax and renew yourself naturally. Experience the many benefits of yoga. Yoga is one the best ways to ease the mind and body. Enjoy the wonderful benefits of gentle stretching and strengthening. Bring a mat and towel to class.
Instr: Anita Cooper
Fri, 10:00a.m. - 11:00a.m.
Fee: $63

SC3213. Tai Chi for Seniors
In this moving meditative course, students will practice the ancient art of Tai Chi and discover the connection between mind and body. This course will focus on reducing mental and physical stress, becoming aware of, and, cultivating your chi, and directing the flow of positive energy through body.
Instr: TBA
Mon, Weds, 11:00a.m. - 12noon
Fee: $63

QUICK PICKS

QP3402. Family and Community CPR
This course teaches Cardiopulmonary Resuscitation (CPR) and relief of foreign body airway obstruction for adults, children and infants. The course is designed for persons who are interested in the methods of CPR.
Sat, July 13, 2019, 9:00a.m. - 2:30pm
Fee: Free
OPTIONS | CONTINUING EDUCATION PROGRAMS | SUMMER 2019

Chicago State University

Options-Continuing Education
Summer Academics and Athletics Camp
July 1-August 9, 2019
Six Weeks
Monday through Friday • 9:00a.m.-4:00p.m.
Fee: $719.00 plus $25.00 Non Refundable Registration Fee
Ages 6-13

Families registering two or more children receive $100.00
discount for each additional child.

Registration begins Monday, April 22, 2019.
Payment Plan Available
First payment of $186.00 includes 25.00 nonrefundable registration fee
Second payment of $186.00 due by Friday, May 3, 2019.
Third Payment of $186.00 due by Friday, May 31, 2019.
Final payment of $186.00 due by Friday, June 21, 2019.
All fees (Total) must be paid by Friday June 21, 2019.
Cancellation fee before June 7, 2019 is $50.00.
Cancellation fee after June 7, 2019 is $100.00.

No refunds given after camp starts.
Early drop-off and late pick-up available for an additional fee.
For more information, and to register, call 773 995-4466.
OPTIONS | CONTINUING EDUCATION PROGRAMS | SUMMER 2019

CHICAGO STATE UNIVERSITY

Online Certificates in Nutrition, Fitness, and Health

Educational Fitness Solutions
instruction • training • support

About the Certificates
The Online Professional Certificates in Nutrition, Fitness, and Health are a collaboration between Educational Fitness Solutions, Chicago State University, industry experts, instructors, internship affiliates, board members, and national organizations. These innovative, Web-based certificate programs provide an interactive educational experience that will allow students from around the world to fit courses into their busy work and home schedules. Student's can go on-line wherever they are, and complete a certificate in three to five months depending on the certificate program, or up to two years if necessary.

- Fitness Business Management — a unique program that teaches students how to manage a personal training program and/or fitness department as a Strategic Business Unit (S.B.U.) in order to meet goals and increase efficiency.

- Nutrition for Optimal Health, Wellness, and Sports — an in-depth examination of contemporary nutritional topics such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management.

- Personal Training/Advanced Personal Training — each course presents different aspects of the profession, providing the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients.

- Personal Training and Group Exercise Training for Older Adults — establishes a standard to ensure the development of safe and effective exercise programs for older adults. Curriculum standards are consistent with the "International Curriculum Guidelines for Preparing Physical Activity Instructors of Older Adults" in collaboration with and endorsed by the World Health Organization.

- Women's Exercise Training and Wellness — teaches students to tailor fitness plans to meet the needs of women of all ages at medically-based fitness facilities, YMCA/JCC’s, community wellness programs, personal training studios, physical therapy clinics and more.

- Online Certified Posture Specialist™ (CPST™) Certificate Program
The online open enrollment Certified Posture Specialist (CPS) certificate program has been designed to prepare personal trainers and health/medical/fitness professionals to assess and educate their clients/patients in all areas of posture and body alignment. The CPS certificate program includes information on posture and body alignment; anatomy and kinesiology; posture analysis/evaluation and exercise program design.

Visit www.csu.efslibrary.net for additional information
SUMMER READING SKILLS PROGRAMS

Phonics • Fluency • Comprehension
Textbook Skills • Speed Reading • Love of Reading

Three Programs for 4-Year-Olds through Entering 2nd Graders
Students in these programs will make significant gains in phonics, sight vocabulary, fluency, and comprehension. As a result, your child will become a fluent, independent reader, gain confidence, and become more successful in school.

Three Programs for Entering 3rd Graders through Entering 5th Graders
Students in these programs will learn to read more fluently and rapidly, and make significant gains in comprehension. They will learn the long-word decoding skills they need to read the many new words they encounter each day. As a result, your child will complete reading assignments more quickly and easily, be more successful in school, and become a strong, enthusiastic reader.

Two Programs for Entering 6th-8th Graders and Entering 9th-11th Graders
In these programs, students will make substantial gains in comprehension while doubling their reading speed. They will also learn the best way to read textbooks, take notes, and study for tests. Students will complete homework assignments quickly and easily, get better grades, and become a more motivated student. Our students enjoy reading more and develop the lifelong habit of reading for pleasure.

Program for Entering 12th Graders, College Students, and Adults
Upon completion of this speed reading program, students will learn to read twice as fast in difficult material, such as textbooks and other challenging non-fiction, and triple their speed in easier reading. The comprehension, concentration, and retention techniques students will learn will enable them to save time and get more out of everything they read.

Highly Skilled Teachers Make Learning Fun!
Programs are offered by Continuing Education & Non-Traditional Degree Programs of Chicago State University. Classes are taught by instructors from the Institute of Reading Development. Tuition and materials fees vary by program level. Please ask about our family discount.

Class Schedule
ON CAMPUS:
The following programs meet on campus at Chicago State University.

4-year-olds and Entering Kindergartners
Fri., July 19-Aug. 16, 8:30am-9:30am
Entering 1st Graders
Fri., July 19-Aug. 16, 10am-11:30am
Entering 2nd Graders
Fri., July 19-Aug. 16, 9:15am-11am
Entering 3rd Graders
Fri., July 19-Aug. 16, 12:30pm-2:15pm
Entering 4th Graders
Fri., July 19-Aug. 16, 11:30am-1:30pm
Entering 5th Graders
Fri., July 19-Aug. 16, 11:30am-1:30pm
Entering 6th-8th Graders
Fri., July 19-Aug. 16, 9am-11am
Entering 9th-11th Graders
Fri., July 19-Aug. 16, 2:30pm-4:30pm
For Entering 12th Graders, Entering and Current College Students, and Adults
Several schedules available, please call!

- Programs meet once each week for 5 weeks.
- Call for additional schedules and nearby locations.

CHICAGO STATE UNIVERSITY
Continuing Education & Non-Traditional Degree Programs

FOR MORE INFORMATION OR TO REGISTER
Call 1-800-964-8888
Mon. through Fri. 7am-9pm,
Sat. 7am-6pm and Sun. 9am-5pm

These programs are sponsored solely by Chicago State University’s Continuing Education & Non-Traditional Degree Programs and are not affiliated with the College of Education Reading Department.
The Paralegal Certificate Course® in the ONLINE Format is a 14-week course delivered in two 7-week sessions. The $1289 tuition pays for both sessions. These are job-skills training courses. You will be prepared to work as a paralegal upon completion of the Paralegal Certificate Course®. Upon completion, certificate will be issued by Chicago State University. Min. Req. — High School Diploma OR GED.

**Paralegal Certificate Course® Online**
This course will provide you with comprehensive knowledge of the American judicial system. It will also teach you practical skills including how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. This course will also provide you with a working knowledge of legal authority: how it is used in the litigation process and how to locate it through legal research. You will also learn the basics of law office management. $1395.00

**Advanced Paralegal Certificate Course**
$2100.00
$350 ea. / Online
These advanced topics build upon the nationally acclaimed Paralegal Certificate Course®. These classes allow students to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law.

- Advanced Legal Research
- Alternative Dispute Resolution
- Bankruptcy Law
- Constitutional Law
- Criminal Law
- Criminal Procedure
- Education Law
- Estate Planning
- Family Law
- Intellectual Property Law
- Real Property Law
- Victim Advocacy
- Water Law
- Immigration Law

*Complete 6 topics to earn the Advanced Paralegal Certificate.*

Textbooks and Westlaw subscriptions are not included in tuition pricing. All required materials are listed on the CLS website and can be purchased online or over the phone.

**Other Affordable Online Courses**

- Software Essentials $729

Course topics include: computer operating systems and peripheral devices; software for time tracking and billing; database, case management, and docket control; litigation support; electronic discovery, and trial presentation and graphics.

**Advanced Legal $729**
Research & Writing
Learn how to formulate WESTLAW® search queries and effectively and efficiently use WESTLAW and other online legal research methods to timesaving devices.

**Employment Law $729**
Topics to be included are master and servant, wages and hours, antidiscrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions.

**Legal Secretary**
Study such topics as: legal terminology; legal process and ethics; written communications; billing and accounting; time and records management; and more.

**Legal Investigation**
Included subject areas are: arson investigation, product liability, employment accidents, financial and equity matters, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

**Victim Advocacy**
Train and qualify to provide assistance to crime victims. The course provides an overview of criminal procedure and discusses the devastating effects crime can have on its victims.

**2019 Online Schedule**
Session 1: January 14 — March 1
Session 2: March 11 — April 26
Session 3: May 6 — June 21
Session 4: July 1 — August 16
Session 5: August 26 — October 11
Session 6: October 21 — December 6*EVERY Online Course is available EVERY Session.

Visit our website for more information, schedules, and bookstore:
[www.legalstudies.com/vendor/chicago-state-u](http://www.legalstudies.com/vendor/chicago-state-u/)
Call 1-800-522-773
71202 Bergen Parkway, Suite 110Evergreen, CO 80439
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 9a.m. - 5p.m., Monday through Friday. The office will be open 9a.m. - 7p.m., Thursday, June 20, 2019, and Thursday, June 27, 2019. Registration will also be held Saturday, June 22, 2019, and Saturday, June 29, 2019, from 9:00a.m. - 1:00p.m.

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 summer session begins Monday, July 1, 2019, and ends Friday, August 9, 2019. 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
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, please call 773.995.4466 or visit our website at www.csu.edu/Continuing Education/Options.htm Email us at options@csu.edu.
# Options

## SUMMER TERM 2019

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**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? ___________