



### **Agility 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.

**Course Fee: \$2200.00**

### **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.

**Course Fee: \$2200.00**

### **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.

**Course Fee: \$2200.00**

### **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 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 hours days) that are scheduled in health care facilities on Fridays or Saturdays 7:00am-3:00pm. Participants must pass a background check.

**Course Fee: \$4500.00**

### **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. The maximum tuition and fees amount approved for this occupation is \$5,000.

### **Business Computer Applications Certificate**

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.

**Course Fee: \$1412.00**

### **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. The maximum tuition and fees amount approved for this occupation is \$3,000.

**Course Fee: \$5145.00**

### **Contact Tracing**

Covid-19 contact tracers track down who may have had contact with someone who is sick with Covid-19 in order to alert them, and quarantine individuals who may be contagious. Contact tracing is one of the most important strategies, in conjunction with testing, for containing the virus. Learn the basics of virus transmission, incubation and infection, and public health strategies to combat Covid-19, develop strong communication skills, including effective interviewing techniques and cross-cultural competency. Program participants only need a smart phone, tablet, or laptop with reliable WIFI in order to access class sessions, readings and materials, and submit assignments. We welcome all applicants with a HS diploma or equivalent. The program focuses on the epidemiology of SARS-CoV-2, with attention to channels and speed of transmission, incubation and infectious periods, infection rates, and symptoms. Students will learn why contact tracing is an essential public health intervention in stopping chains of transmission, in association with widespread community testing. Students will learn how to conduct effective contact tracing: investigation, tracing, cross-cultural communication, ethics, and accurate data collection. Students will also gain valuable employment-readiness skills, including effective interviewing. Class meets for three weeks.

**Course Fee: \$281.00**

### **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. Sixteen weeks.

**Course Fee: \$3,026.00**

### **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 instructors 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.

**Course Fee: \$7175.00**

### **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.

**Course Fee: \$1199.00**

### **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.

**Course Fee: \$1199.00**

### **Home Health Aide/Personal Care Assistant**

Personal care/home care assistants assist elderly and individuals with disabilities in the completion of the individual's activities of daily living in their homes or in care facilities. Home Health 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.

**Course Fee: \$1290.00**

### **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.

**Course Fee: \$3,090.00**

### **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. Course meets for two weeks.

**Course Fee: \$1275.00**

### **Phlebotomy Technician**

Certification Program This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work include terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. National Certification: Students who complete this program will have the opportunity to pursue the National Health Career Association (NHA) Phlebotomy Technician (CPT) Exam. Textbooks included.

**Course Fee: \$1,799.00**

### **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 instructor for \$60.00. Enrollment is limited. Class meets for Eight weeks.

**Course Fee: \$542.00**

### **Surgical Technician**

Surgical Technician course will cover the surgical technician's role beginning from pre-op preparation, during the operative procedure and will 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.

**Course Fee: \$1599.00**

**For additional information, call 773 995-3741.**