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CAREER/JOB DEVELOPMENT

COLISTED CLASSES: Unless otherwise indicated, courses included in the Job Development area are colisted. This means that students can take these courses for credit and noncredit, and need to complete the same course requirements. Note that the following courses are noncredit colisted offerings. *Completion of noncredit courses will not apply toward degrees or certificates.* If you are interested in taking these courses for credit, call the number provided below each section heading.

Accounting

These accounting courses are designated for those who are employed in business, in an accounting-related field or are self-employed. They are all hands-on courses taught by experts in the accounting field. **These courses may be taken for college credit.** Call 847-635-1778 for more information.

ATTENTION CPAs: Some courses under the Accounting, Business and Computer headings may qualify for CPE credit. Call 847-635-1808 for more information.

OPPORTUNITIES IN ESTATE PLANNING FOR CPAS

FEE: \$85

Make estate planning a rewarding part of your practice and learn to use proven cutting-edge techniques to become a leader. Learn the truth about living trusts, their use and misuse; discover why wills and joint tenancies frequently self-destruct; integrate retirement benefits into a comprehensive estate plan; explore the irrevocable life insurance trust; and study methods for simple and effective creditor protection. All materials are based upon the latest estate tax changes and the new final regulations on retirement plan benefits. Offered for noncredit only.

CPA A01-01, OC/SK, 2 Mon., 9/14, 1-5 pm, Turza CRN 60492

SMALL BUSINESS ACCOUNTING PROCEDURES

FEE: \$258

Obtain a basic overview of accounting and how it relates to small businesses. Receive hands-on experience with a manual accounting system and a popular computerized accounting software package. Topics include financial analysis, cash control, income taxes, and payroll taxes. A required textbook (approx. \$60) is available in the bookstore.

ACC A01-C01, OC/DP, 16 Tue. & Thu, 8/25, 12:30-1:45 pm CRN 60107
ACC A01-C02, OC/DP, 16 Tue., 8/25, 6:30-9:20 pm CRN 60108

ACCOUNTING - QUICKBOOKS I

FEE: \$96

Learn to create journal entries, post to ledgers, and prepare financial statements. Work with a general ledger, accounts receivable, accounts payable, and payroll functions. A required textbook (approx. \$70) is available in the bookstore. This course is eligible for CPE credit.

ACC A02-C01, OC/DP, 4 Thu., 8/27, 6-9:50 pm CRN 60109
ACC A02-C02, OC/SK, 4 Tue., 9/22, 6-9:50 pm CRN 60110
ACC A02-C03, OC/DP, 4 Fri., 9/25, 9-12:40 pm CRN 60111
ACC A02-C04, OC/DP, 4 Sat., 10/10, 9-12:40 pm CRN 60112
ACC A02-C05, OC/DP, 8 Wed., 10/21, 6-7:50 pm CRN 60113

MS EXCEL FOR ACCOUNTANTS

FEE: \$96

Gain hands-on experience in the accounting applications of Excel, a popular spreadsheet program. Apply the software organizing principles to basic accounting applications, and work towards more extensive model building to solve financial accounting problems in areas such as cash flow and financial expansion. A required textbook is available in the bookstore. This course is eligible for CPE credit.

ACC A03-C01, OC/SK, 4 Mon. 8/24, 6-9:50 pm CRN 60114
ACC A03-C02, OC/DP, 8 Thu., 9/24, 6-9:50 pm CRN 60121
ACC A03-C03, OC/DP, 8 Wed., 10/21, 8-9:50 pm CRN 60122

PAYROLL TAX ACCOUNTING

FEE: \$86

Course covers study and practice in practical applications of payroll tax laws and requirements. Content includes understanding and preparation of payroll records including FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. A required textbook (approx. \$100) is available in the bookstore.

ACC A04-C01, OC/DP, 4 Sat., 10/24, 9 am-12:40 pm CRN 60123

ACCOUNTING - QUICKBOOKS II**FEE: \$96**

Course provides intermediate applications of QuickBooks software. Content includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assumes previous experience with payables, receivables and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.

ACC A06-C01, OC/DP, 4 Thu., 11/5, 6-9:50 pm CRN 60125

QUICKBOOKS CONSULTING**FEE: \$258**

Course prepares students for the QuickBooks ProAdvisor Exam. Content in the first 8 weeks includes all basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in the second 8 weeks includes advanced topics such as cleaning up errors, fixing the data necessary for tax returns, troubleshooting financial reports, and developing skills to become a QuickBooks consultant. The instructor is an Advanced Certified QuickBooks ProAdvisor. Recommended: Basic accounting vocabulary and basic computer skills. Previous experience with QuickBooks is not required.

ACC A05-C01, OC/DP, 16 Mon., 8/24, 6:30-9:20 pm CRN 60124

ACCOUNTING WITH PEACHTREE I**FEE: \$136**

Learn to record accounting transactions for the sales, purchases, payroll, inventory, and general ledger using Peachtree Complete 2003. Home study materials, textbook, and software can be purchased at the bookstore for approximately \$95. Students will be required to attend a course orientation on the Des Plaines campus. Date and time to be announced. For more information, please contact Jack Neymark at 847-998-4688. Registration Deadline 8/17/09.

ACC A12-C01, online, 8/24-10/4 CRN 60127

ACCOUNTING WITH PEACHTREE II**FEE: \$136**

This course assumes recent student experience in the areas of general ledger, accounts receivable, accounts payable, and payroll performed on the software used in this class. It introduces students to the applications that include inventory, budgets, account reconciliation, time tracking, customizing reports, and importing and exporting files. A required textbook is available in the bookstore. This course is eligible for CPE credit.

ACC A16-C01, online, 10/12-11/22 CRN 60128

IRS ENROLLED AGENT EXAM PREP**FEE: \$258**

Course designed to prepare for IRS Enrolled Agent Exam. The focus is on tax theory and its application in different areas and situations. Content includes taxation of individuals, sole proprietorships, partnerships, corporations, fiduciaries, estates, trusts, and gifts. Training and practice in how to analyze and answer test questions. Simulated testing environment experience. Course open for review of taxation in the areas described above, even if taking exam not planned. Recommended: a class in income tax accounting.

ACC A07-C01, OC/DP, 15 Sat., 8/29, 9-11:40 am CRN 60126

Air Conditioning, Heating and Refrigeration

Classes in this area develop the skills needed to evaluate the performance of business and residential heating, cooling and refrigeration systems. Taught by experts in the field, **these courses may be taken for college credit.** Call 847-635-1955 for information.

INTRODUCTION TO AIR CONDITONING AND REFRIGERATION**FEE: \$384**

This course consists of lectures, demonstration and lab experiences in the area of basic refrigeration, theory, and practice. Class will explore the functioning and operating characteristics of the vapor compression mechanical refrigeration used in air conditioning systems including service procedures connected with the basic refrigeration cycle. Also, EPA's certification registration for proper handling of refrigerants will be covered. NOTE: Students will be required to purchase basic hand tools that will be used in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.

AIR A06-C01, OC/DP, 16 Tue., 8/25, 5-10:30 pm CRN 61429

AIR A06-C02, OC/DP, 16 Fri., 8/28, 9 am-3:10 pm CRN 61430

AIR CONDITIONING I**FEE: \$384**

Course covers basic principles of residential heating systems. Content includes proper installation, service and safety procedures. Focus is on combustion process and consumer safety.

AIR A07-C01, OC/DP, 16 Mon., 8/24, 5-10:30 pm CRN 61431

AIR A07-C02, OC/DP, 16 Wed., 8/26, 5-10:30 pm CRN 61432

SHEET METAL LAYOUT AND FABRICATION**FEE: \$384**

This course covers the methods of laying out and fabricating sheet metal ducts and fittings which are generally used in heating and air conditioning installations.

AIR A01-C01, OC/DP, 16 Thu., 8/27, 5-10 pm CRN 61428

EPA SECTION 608 CERTIFICATION**FEE: \$86**

The law requires that a person intending to work on refrigeration systems must be certified in proper refrigerant usage. This course will prepare the student for the "EPA Section 608" certification exam. The student will be required to pay exam fees. A textbook may be required. Check with the bookstore.

AIR A08-C01, OC/DP, 4 Wed., 8/26, 5-7:50 pm

CRN 61433

COMMERCIAL REFRIGERATION SYSTEMS**FEE: \$384**

Course covers entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Content includes various types of refrigeration systems; medium and low pressure temperature and their proper installations; product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students required to provide their own basic tools.

AIR A09-01, OC/DP, 16 Fri., 8/28, 5-10:30 pm

CRN 61434

ADVANCED AUTOMATIC CONTROLS**FEE: \$364**

Course covers advanced automatic controls used presently in high-efficiency furnaces. Content includes electronic ignition systems, generic sequence of automatic controls, and ladder type wiring diagrams.

AIR A10-C01, OC/DP, 16 Mon., 8/24, 5-10:30 pm

CRN 61435

AIR A10-C02, OC/DP, 16 Wed., 8/26, 5-10:30 pm

CRN 61436

**LOW PRESSURE STEAM BOILERS
AND OPERATION****FEE: \$258**

Course covers low pressure steam boilers and principles of boiler operation. Content includes complete boiler setup from feedwater systems to boiler and piping layout and assembly; combustion accessories, steam accessories, and draft control. Focus is on boiler room operation and safety. Workbook used in conjunction with chapter information and exercises.

AIR A13-C01, OC/DP, 16 Thu., 8/27, 6-8:50 pm

CRN 61437

Architecture

This course may be taken for college credit. Call 847-376-7740 or 847-635-1435 for more information.

**TOPICS IN ARCHITECTURE AND
CONSTRUCTION: INTERIOR DESIGN****FEE: \$419**

Special topic course in interior design.

ACH A13-C01, OC/SK, 15 Fri., 8/28, 10 am-1:20 pm

CRN 61075

Art

These courses may be taken for college credit. Call 847-635-1950 for more information.

BEGINNING PHOTOGRAPHY: 35MM**FEE: \$308**

Students will explore the basics of film exposure, development and printing while studying the history and aesthetics of photography. Realize the ability to record fine delineation of tone and detail using black and white materials. Course also covers the use of studio materials and lighting. Studio work outside of regular class time is required. Note: Students are expected to buy their own film and paper at a cost of approximately \$100. Also, students may reserve a camera, tripod, or light meter from the College by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.)

ATE E01-C01, OC/DP, 16 Tue. & Thu., 8/25, 6:30-9:10 pm

CRN 60130

DIGITAL PHOTOGRAPHY**FEE: \$333**

This course provides an introduction to the potentials and realities of digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. The digital darkroom is constructed and the software necessary to use in digital photography is explored.

ATE A04-C01, OC/SK, 16 Mon. & Wed., 8/24, 10 am-12:40 pm

CRN 60129

HISTORY OF GRAPHIC DESIGN**FEE: \$258**

Course presents a visually-oriented history of the development of commercial and creative graphic design and graphic design technology. Focus is on the concepts of design and work of the designer in order to assess the significance of graphic design as a social, cultural and political activity.

ATE E08-C01, OC/SK, 16 Thu., 8/27, 3-5:50 pm

CRN 60131

Communication Studies

These courses may be taken for college credit. Call 847-635-1998 for more information.

INTRODUCTION TO RADIO AND TELEVISION COMMUNICATIONS

FEE: \$258

This course is an introduction to electronic media, focusing on its development, function and artistry. Course includes studio practices, procedures and demonstrations as related to radio and television broadcasting, cable casting and closed circuit applications. Hands-on production experience reinforces theoretical material. Course will be taught by two-way video between campuses.

CMS A01-C01, OC/SK, 14 Tue., 9/8, 2-5:45 pm CRN 60164
CMS A01-C02, OC/DP, 14 Tue., 9/8, 2-5:45 pm CRN 60167

INTRODUCTION TO VIDEO PRODUCTION

FEE: \$258

This course introduces techniques used to plan and produce contemporary video and related media. Topics include scriptwriting and pre-production design, production in a traditional TV studio environment, recording in field situations, and video editing with linear and nonlinear systems.

CMS A02-C01, OC/DP, 14 Wed., 9/9, 6:30-9:45 pm CRN 60169

Computer Courses

These courses are designed to develop or increase knowledge in computer literacy, web design, computer programming, operating systems, networking, and word processing. Also, courses help students upgrade computer skills for career advancement. **These courses may be taken for college credit. Call 847-635-1688 for more information.**

Beginners/Introductory Classes

COMPUTERS FOR NEW USERS

FEE: \$187

Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel.

CPT A44-C01, OC/SK, 10 Tue. & Thu., 9/8, 9:30-11:30 am CRN 60217
CPT A44-C02, OC/DP, 10 Tue., 10/6, 6-10 pm CRN 60216

WINDOWS FUNDAMENTALS

FEE: \$101

Learn the basics about the Windows XP environment and how to manage files, run multiple applications, transfer data between applications, perform virus checks and conduct simple troubleshooting.

COF A10-C01, OC/DP, 12 Mon., 9/21, 6-8:20 pm CRN 60136

COMPUTER SOFTWARE AND CONCEPTS

FEE: \$374

Gain an overview of software packages such as word processing, spreadsheeting, databases and presentation graphics. Also, learn about programming, operating systems, the Internet and management information systems. Supplemental lab work required.

CPT A01-C01, OC/DP, 16 Mon. & Wed., 8/24, 9-10:50 am CRN 60172
CPT A01-C02, OC/DP, 16 Tue. and Thu., 8/25, 12:30-2:20 pm CRN 60174
CPT A01-C03, OC/DP, 16 Wed., 8/26, 6-9:50 pm CRN 60175
CPT A01-C04, OC/SK, 13 Thu., 9/10, 6-10 pm CRN 60179
CPT A01-C05, OC/SK, 8 Mon. & Wed. 10/19, 9:30 am-1:20 pm CRN 60180

INTRO TO COMPUTER INFORMATION SYSTEMS: OFFICE 2007

FEE: \$268

Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spreadsheeting, database and presentation graphics. Provides hands-on experience with personal computers in labs. Intended for those seeking a career as a computer professional, an understanding of the role of Information Systems in the business community, or introductory "end user" computer skills. Recommended: High school algebra, or equivalent skills.

CPT A19-C01, OC/DP, 16 Mon. & Wed., 8/24, 9-10:50 am CRN 60189
CPT A19-C02, OC/SK, 16 Mon., 8/24, 6-9:50 pm CRN 60190
CPT A19-C03, OC/SK, 16 Tue. & Thu., 8/25, 9:30-11:20 CRN 60191
CPT A19-C04, OC/DP, 16 Tue., 8/25, 6-9:50 pm CRN 60192
CPT A19-C05, OC/SK, 14 Sat. 9/12, 8:30 am-12:45 pm CRN 60193

Business/Office Applications

COMPUTER KEYBOARDING

FEE: \$101

Master touch typing on an electronic keyboard; develop minimum speed and accuracy competencies.

COF A02-C01, OC/SK, 7 Thu., 9/10, 12-2:30 pm CRN 60132

KEYBOARDING FOR SPEED AND ACCURACY DEVELOPMENT

FEE: \$101

Course designed to increase keyboarding speed and accuracy. Content includes assessing skills and prescribing individualized corrective practice.

COF A06-C01, OC/SK, 5 Thu., 11/5, 12-2:30 pm CRN 60135

ADVANCED DOCUMENT FORMATTING

FEE: \$303

Course further develops marketable skills in keyboarding. Content includes speed refinement of keyboarding techniques; formatting variety of letter styles, tables, manuscripts and other office forms; use of automated features on computers. Additional focus placed on skills in language arts, proofreading and editing.

COF A04-C01, OC/DP, 16 Tue., 8/25, 6-9:30 pm CRN 60134

COMPREHENSIVE WORD PROCESSING

FEE: \$288

Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm.

COF A25-C01, OC/SK, 16 Tue., 8/25, 6:30-10 pm CRN 60137

Microsoft Office Specialist

The following hands-on courses will prepare you for Microsoft Office Specialist (MOS) exams in Word, Excel, Access, and PowerPoint.

WORD CORE CERTIFICATION PREPARATION **FEE: \$101**

Course offers an intensive review of the methods and techniques that should be on the Microsoft Core Certification Exam for Word. This will include taking actual sample exam questions under both an untimed and timed environment. **Prerequisite:** Recent completion of COF A25 or consent of instructor.

COF A28-C01, OC/SK, 6 Thu., 10/29, 6-10 pm CRN 60138

POWERPOINT PRESENTATION SOFTWARE **FEE: \$202**

Learn to plan, compose and create effective desktop presentations.

COF A30-C01, OC/SK, 12 Wed., 8/26, 6-10 pm CRN 60139

ELECTRONIC SPREADSHEETING (EXCEL) **FEE: \$187**

Acquire the knowledge to use spreadsheets for business and accounting applications; develop problem-solving skills.

COF A35-C01, OC/DP, 10 Thu., 9/3, 6-10 pm CRN 60140

DATABASE APPLICATIONS (ACCESS) **FEE: \$288**

Learn about database structures and design; create and edit tables; develop and run queries, forms and reports; develop macros and more.

COF A40-C01, OC/DP, 16 Fri., 8/28, 6-9:50 pm CRN 60141

Database

INTRODUCTION TO SQL (ORACLE 10G) **FEE: \$298**

Learn the concepts of relational databases and the powerful SQL programming language (Oracle 10g).

CPT A21-C01, OC/DP, 16 Wed., 8/26, 6-9:50 pm CRN 60194

DATABASE FUNDAMENTALS I (ORACLE 10G) **FEE: \$298**

Course provides conceptual understanding of Oracle database architecture and how its components work and interact with one another to perform administrative tasks used by the database administrator. Content includes how to design, create, maintain, manage, and troubleshoot an Oracle database; how to startup and shutdown a database; create a database, manage file and database storage; manage users and their privileges, organize the database and move data into and between databases under different environments. Course prepares student for the corresponding Oracle Database Administrator certification exam. Recommended: CPT A21 or comparable knowledge.

CPT A71-C01, OC/DP, 8 Thu., 6-9:50 pm & Sat., 8:30 am-12:20 pm, 10/22 CRN 60219

Desktop Publishing

DESKTOP PUBLISHING CONCEPTS AND PROCEDURES

FEE: \$303

Course introduces the components of desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications using an operating system, currently DOS, and Windows.

COF A60-C01, OC/DP, 16 Tue., 8/25, 6-9:50 pm CRN 60146

DESKTOP PUBLISHING USING INDESIGN

FEE: \$273

Course introduces desktop publishing program to create and format documents, using desktop publishing technology. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. Recommended: Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software.

COF A65-C01, OC/DP, 16 Wed., 8/26, 6-9:50 pm CRN 60149

Digital Imaging

ADOBE PHOTOSHOP

FEE: \$303

Course introduces Adobe Photoshop, image-editing program. Content includes producing high-quality digital images and manipulating scanned images, as well as outputting color separations and halftones. Practical exercises with tools to demonstrate capabilities of the Photoshop program.

COF A72-C01, OC/DP, 16 Mon., 8/24, 6:30-10 pm CRN 60152
COF A72-C02, OC/DP, 16 Tue. & Thu., 8/25, 1:30-3 pm CRN 60153

ADOBE ILLUSTRATOR

FEE: \$303

Course introduces Adobe Illustrator, industry-standard tool for graphic designers and technical illustrators. Content includes various features of object-based drawing application; practical exercises in basics of object manipulation including reflecting, shearing and blending; additional content includes subtleties of layering and Bezier' curves toward creating professional, computer-based illustrations.

COF A75-C01, OC/DP, 16 Tue., 8/25, 6:30-9:50 pm CRN 60154

Networking

NETWORKING ESSENTIALS

FEE: \$298

Learn the fundamentals of electronic data communications with emphasis on creating a local area network (LAN). Students are introduced to the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.

NTS A05-C01, OC/DP, 16 Tue. & Thu., 8/25, 10-11:50 am CRN 61325
NTS A05-C03, OC/DP, 12 Wed., 9/23, 6-9:50 pm CRN 61327

Network Security

PRINCIPLES OF INFORMATION SECURITY

FEE: \$298

Course presents balance between security management and technical components of security. Focus is on Security Systems Development Life Cycle (SecSDLC). Topics include structured methodology as supportive framework to guide students through examination of components of information domain of Information Security Network; preparation for appropriate Network or Information Security Certification examinations.

NTS A30-C01, OC/SK, 12 Thu., 9/24, 6-10:15 pm CRN 61348

SECURITY+ CERTIFICATION

FEE: \$298

Course provides knowledge necessary to understand core concepts of the threats to a computing infrastructure. Content includes securing a network infrastructure; understanding encryption technologies; securing communications and applications; and responding to incidents. Students create and maintain a secure network infrastructure. Course prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). Recommended: NTS A05 or consent of instructor, coordinator or department chair.

NTS A36-C01, OC/SK, 12 Sat., 9/26, 8:30 am-12:45 pm CRN 61352

HARDENING NETWORK SECURITY

FEE: \$308

Course provides students with the technical knowledge and skills in scripting required for "tighten down" security in computer network and systems. Course includes practical knowledge and step-by-step directions for securing a diverse network with multiple devices and operating systems. This course also assist students in preparing for the appropriate Network or Information Security Certification examinations. Recommend NTS A05 or consent of instructor, coordinator or program chair.

NTS A31-C01, OC/SK, 16 Tue., 8/25, 6-9:50 pm CRN 61350

Cisco Networking

The following four courses, INT A01, A02, A03, and A04, prepare students for the CCNA certification exam.

CISCO NETWORKING BASICS COMPETENCIES

FEE: \$384

Course will introduce networking and general network concepts. Builds the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Note that the C02 section is blended distance learning, with online coursework required.

INT A01-C01, OC/SK, 8 Thu., 8/27, 6-10 pm CRN 61318
INT A01-C02, OC/DP, 13 Mon., 9/14, 10 am-12:30 pm CRN 61319

CISCO ROUTERS AND ROUTING BASICS COMPETENCIES

FEE: \$384

This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Note that the C02 section is blended distance learning, with online coursework required.

INT A02-C01, OC/SK, 16 Tue., 8/25, 8-8:50 pm CRN 61320
INT A02-C02, OC/SK, 7 Thu., 10/22, 6-10 pm CRN 61321

CISCO SWITCHING BASICS AND INTERMEDIATE ROUTING COMPETENCIES

FEE: \$384

This third course in the sequence covers features of routers and routing concepts. Concentration is on access lists, LAN segmentation using switches, network congestion issues, VLANs and spanning tree protocol. Gain experience in these areas using Cisco routers and switches. Blended distance learning.

INT A03-C01, OC/SK, 15 Mon., 8/31, 6-10 pm CRN 61322

CISCO WAN TECHNOLOGIES COMPETENCIES FEE: \$384

Course deals with Wide Area Networks (WANs) and protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Course is fourth and final in Cisco Networking Academy sequence of four courses (CCNA). Blended distance learning class, online coursework required.

INT A04-C01, OC/SK, 12 Wed., 9/23, 6-10 pm CRN 61323

CISCO FUNDAMENTALS OF VOICE AND DATA CABLING

FEE: \$298

Course examines physical aspects of voice and data network cabling and installation. Topics include overview of industry and worldwide standards; types of media and cabling; physical and logical networks, as well as signal transmission. Focus of hands-on, lab-oriented course is documentation, design and installation issues, laboratory safety, on-the-job safety, and working effectively in group environments. Course helps prepare for BICSI Registered Certified Installer, Level 1 exam.

ECT A17-C01, OC/SK, 14 Thu., 9/10, 6-9:20 pm CRN 60924

FUNDAMENTALS OF VOIP - CISCO CALL MANAGER EXPRESS

FEE: \$384

Course introduces VoIP (Voice over Internet Protocol). Includes fundamental concepts of hardware and software as applied to telephony systems in a business environment; VoIP Basics, protocols, standard features, equipment, installing hardware and software. IP phones and Cisco CME (call manager express) will be used in a lab environment.

INT A06-C01, OC/SK, 8 Sat., 8/29, 8:30 am-4:20 pm CRN 61324

Microsoft Networking

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE (WINDOWS 2008)

FEE: \$298

Gain the knowledge and skills necessary to plan and maintain a Microsoft Windows Server network infrastructure. This course covers the most recent release of Windows and is designed for students pursuing the systems administrator and systems engineer track, or who are currently supporting a competitive platform, and who want to enhance their job skills on Microsoft Windows Server networking technologies. Covers MCSE Exam No. 70-293.

NTS A17-C01, OC/SK, 8 Mon. & Wed., 10/19, 6-9:50 pm CRN 61340

MICROSOFT PLANNING, IMPLEMENTING AND MAINTAINING WINDOWS ACTIVE DIRECTORY (WINDOWS 2008 SERVER)

FEE: \$298

This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server Active Directory service infrastructure. This course is also appropriate for individuals who currently support a competitive platform, and want to enhance their skills using Windows Server Active Directory. This course covers the most recent release of Windows and is the sixth course in the Microsoft Certified Systems Engineer (MCSE), Windows Server curriculum. Covers MSCE Exam No. 70-294.

NTS A20-C01, OC/DP, 8 Sun., 8/30, 8:30 am-4:20 pm CRN 61342

MICROSOFT WINDOWS SERVER OPERATING SYSTEM (WINDOWS 2008 SERVER)

FEE: \$298

Gain the knowledge and skills necessary to install and configure a Windows Server Local Area Network (LAN). This course covers the most recent release of Windows and is the second course in the Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Systems Administrator (MCSA) curriculum for the Windows Server. Covers MCSE Exam No. 70-290.

NTS A11-C01, OC/DP, 8 Sat., 8/29, 8:30 am-4:20 pm CRN 61334

MANAGING A WINDOWS SERVER OPERATING SYSTEM (WINDOWS 2008 SERVER)

FEE: \$298

This course prepares a network professional for the challenges faced in managing and supporting a Microsoft Windows Network and prepares students for MCSA certification.

NTS A14-C01, OC/DP, 8 Sat., 10/24, 8:30 am-4:20 pm CRN 61335

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE

FEE: \$384

Course provides knowledge and hands-on skill training necessary to implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Recommended: NTS A11 or consent of instructor, coordinator or program chair.

NTS A16-C01, OC/SK, 8 Mon. & Wed., 8/24, 6-9:50 pm CRN 61338

MICROSOFT DESIGNING A WINDOWS ACTIVE DIRECTORY INFRASTRUCTURE

FEE: \$298

Course provides students with the knowledge and skills to design an Active Directory network infrastructure and directory service for a Microsoft Windows Server environment. Focus is on the most recent release of Microsoft Windows which prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or a Microsoft Certified Technology Specialist (MCTS) certifications. **Prerequisite:** NTS A20 or consent of instructor, coordinator or program chair.

NTS A51-C01, OC/DP, 8 Sun., 10/25, 8:30 am-4:20 pm CRN 61354

MICROSOFT WINDOWS DESKTOP TECHNICIAN (VISTA)

FEE: \$394

Course provides knowledge and skills necessary to troubleshoot basic problems end users will face while running Microsoft Windows Desktop in an Active Directory® network environment, or workgroup environment related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer and other applications that run on a Microsoft Windows Desktop Operating System. Intended for students who are new to Microsoft Windows Desktop software. Focus is on most recent release of Microsoft Windows Desktop software. Prepares students to become Microsoft Certified Desktop Technicians and to take exam 70-271 and 70-272. Recommended: NTS A10 or consent of instructor, coordinator, or department chair.

NTS A25-C01, OC/DP, 8 Tue. & Thu., 10/20, 6-9:50 pm CRN 61346

Operating Systems

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM (VISTA)

FEE: \$298

Course presents most recent release of Windows. Topics include knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Preparation for Microsoft Certified Professional (MCP). Can be used as credit toward core credit for Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Systems Administrator (MCSA).

NTS A10-C01, OC/DP, 8 Tue. & Thu., 8/25, 6-9:50 pm CRN 61332

INTRO TO UNIX OPERATING SYSTEM: RED HAT LINUX

FEE: \$192

Course teaches theoretical and hands-on instruction using the UNIX operating system environment. Content includes basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. Red Hat Linux. Recommended: CPT A01 or comparable computer experience.

CPT A15-C01, OC/DP, 8 Wed., 8/26, 6-9:50 pm CRN 60187

ADVANCED UNIX OPERATING SYSTEM:

RED HAT LINUX

FEE: \$192

Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming (Bourne, C, Korn), networking, basic "C" language programming and UNIX system administration. Recommended: CPT A15 or comparable knowledge.

CPT A74-C01, OC/DP, 8 Wed., 10/21, 6-9:50 pm CRN 60221

Programming

INTRODUCTION TO C# PROGRAMMING

FEE: \$389

This course introduces the student to computer programming using the C# language to solve business-related problems. Topics include program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programs will include arithmetic calculations, decision making, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.

CPT A33-C01, OC/DP, 15 Thu., 9/3, 6-9:50 pm CRN 60195

JAVA PROGRAMMING

FEE: \$389

Course provides an introduction to the Java language, including how to write, execute and debug Java programs. Topics include basic Java programming instructions, Java classes and Java applets.

CPT A40-C01, OC/SK, 15 Wed., 9/2, 6-9:50 pm CRN 60215

INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING

FEE: \$389

Course introduces programming using the Visual Basic.NET programming language to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. Recommended: CPT A01, or comparable computer knowledge. Knowledge of C++ and/or Java helpful.

CPT A89-C01, OC/DP, 15 Mon., 8/31, 6-9:50 pm CRN 60225

VISUAL BASIC .NET PROGRAMMING FOR FILES AND DATABASES

FEE: \$389

Course concentrates on writing programs that use files and databases to enter, store, and display data. Content includes various data controls, grids, and data bound controls used with the access technologies provided by Visual Basic; principles of database usage, use of Structured Query Language (SQL) to provide access to data, Data Access Objects, Remote Data Objects, ODBC, and Active X Data Objects. Recommended: knowledge of Visual Basic, files, and databases.

CPT A77-C01, OC/DP, 15 Mon., 8/31, 6-8:20 pm CRN 60222

DATABASE PROGRAMMING FOR PCS: ACCESS 2007

FEE: \$389

This course offers instruction in application development and programming using a representative microcomputer database management software package. Lab projects demonstrate the analysis, creation, and management of files for typical business applications.

CPT A72-C01, OC/DP, 12 Sat., 9/26, 8:30 am-1:20 pm CRN 60220

Software Applications

PROJECT MANAGEMENT

FEE: \$268

Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software.

CPT A83-C01, OC/DP, 12 Mon., 9/21, 6-9:50 pm CRN 60223

VISIO FUNDAMENTALS

FEE: \$187

Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. Recommended: Computer experience using software that runs in Microsoft Windows.

COF A50-C01, OC/DP, 10 Thu., 10/1, 6-10 pm CRN 60143

World Wide Web

BUILDING A WEB PAGE USING HTML **FEE: \$283**

Acquire the knowledge to create customized and interactive Web pages. Learn commands to create, format and link documents. Incorporate tables, graphics, forms, frames, scripts and other features.

CPT A04-C01, OC/DP, 16 Mon., 8/24, 6:30-10 pm CRN 60181
CPT A04-C02, OC/SK, 15 Tue., 9/1, 6-9:20 pm CRN 60182
CPT A04-C03, OC/SK, 15 Thu., 9/3, 1:10-4:30 pm CRN 60184

MACROMEDIA FLASH **FEE: \$369**

Flash is the tool of choice for creating high-impact Web sites. Students are introduced to the Flash authoring environment and the application's basic features and functions. Included are activities using the program's tools and modifiers, color capabilities, text formatting, sound importing methods, bitmap optimization capabilities, symbols and instances, library, layers, timelines, and action scripting.

CPT A39-C01, OC/SK, 16 Mon., 8/24, 6-10:10 pm CRN 60197

ADVANCED WEB PAGE DEVELOPMENT **FEE: \$273**

Course expands basic development of Web pages to build additional inter- action and functionality into them. Content includes style sheets, data-base queries, basic scripting, applets, and Dynamic HTML as incorporated into the Web page code; Web site organization and navigation strategies. Recommended: Building a Web Page (CPT A04).

CPT A05-C01, OC/DP, 16 Thu., 8/27, 6-9:30 pm CRN 60186

CASCADING STYLE SHEETS **FEE: \$187**

Course expands basic development of Web pages. Content focuses on the use of Cascading Style Sheet to present the content of a well structured XHTML document in a meaningful method. Recommended: CPT A04 or working knowledge of HTML/XHTML.

CPT A53-C01, OC/SK, 12 Mon., 9/28, 6:30-9:45 pm CRN 60236

WEB SCRIPTING **FEE: \$359**

Course combines hands-on activities and lectures to increase familiarity with developing web applications (Perl Scripting). Content includes enhancing web pages using interactive features; manipulating built-in objects; and validating and processing forms. Recommended: introductory C++ and Java programming and CPT A05, or consent of instructor, coordinator or department chair.

CPT A75-C01, OC/DP, 16 Mon. (classroom) & Fri. (online), 8/24, 6:30-8:45 pm CRN 60224

INTRODUCTION TO DATABASE-DRIVEN WEB SITES **FEE: \$283**

Course provides a general introduction to the basic framework of a database-driven web site. Content includes sample databases and a popular, industry standard software tool for creating site definitions; and to plan, develop, and implement a web database application.

CPT A62-C01, OC/SK, 16 Wed., 8/26, 6:30-9:50 pm CRN 60218

ACTIVE SERVER PAGES **FEE: \$369**

Course introduces Active Server Pages (ASP+). Content includes hands-on activities and lectures to increase familiarity with developing advanced Web applications using Active Server Pages (ASP+); advanced Internet architecture, using advanced Web development tools; the Active Server Page model, processing forms, integrating Web applications with data; and other server-based applications, configuring Web applications, and using Web services to integrate Web applications. Recommended: CPT A62.

CPT A95-C01, OC/DP, 16 Tue., 8/25, 6-10:10 pm CRN 60226

Design/AutoCAD

These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction. **Courses may be taken for college credit.** Call 847-635-1861 for more information.

BASIC AUTOCAD 2008-09 **FEE: \$328**

This is a basic course in drafting and design using AutoCAD software. You will learn, electronically, how to set up and edit a drawing. In addition, you will study techniques for construction, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. A required textbook is available in the bookstore.

DES A03-C01, OC/DP, 16 Tue., 8/25, 5:35-8:50 pm CRN 60986
DES A03-C02, OC/DP, 15 Wed., 9/2, 9 am-12:20 pm CRN 60987
DES A03-C03, OC/SK, 15 Sun., 9/6, 9 am-12:20 pm CRN 60989

INTERMEDIATE AUTOCAD 2008-09 FEE: \$414

This second course in AutoCAD covers assigning attributes to blocks, using external references, grouping and filtering entities, and working with slide shows. Dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling and an introduction to solid modeling are among the 3D topics covered. A required textbook is available in the bookstore.

DES A04-C01, OC/SK, 15 Thu., 9/3, 6-9:20 pm CRN 61068
 DES A04-C02, OC/DP, 14 Sat., 9/12, 9 am-12:50 pm CRN 61070

ADVANCED AUTOCAD 2008-09 FEE: \$414

This final course in the core AutoCAD sequence follows up on solid modeling topics, including an introduction to parametric design and rendering. The focus of the course is on customizing AutoCAD, including menus, and toolbars. The AutoLISP programming language also is introduced. A textbook may be required. Check with the bookstore.

DES A05-C01, OC/DP, 15 Wed., 9/2, 6:30-9:50 pm CRN 61071

INTRODUCTION TO SOLIDWORKS FEE: \$313

The product utilizes parametric techniques to facilitate the solid modeling design process. Completion of the course provides a strong foundation in parametric design. A textbook may be required. Check with the bookstore.

DES A08-C01, OC/SK, 16 Tue., 8/25, 6-9:20 pm CRN 61072
 DES A08-C02, OC/DP, 15 Mon., 8/31, 6-9:20 pm CRN 61073

CAD INTRO TO BUILDING SYSTEMS - REVIT FEE: \$419

Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need to work with. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting. Recommended: Knowledge of CAD drafting.

DES A09-C01, OC/SK, 12 Mon., 9/21, 6-9:50 pm CRN 61074

BASIC AUTOCAD FOR INTERIOR DESIGN FEE: \$419

Course introduces Computer-Aided Design with emphasis on interior design applications. Students use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. The course covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A18-C01, OC/SK, 15 Fri., 8/28, 10 am-1:20 pm CRN 61002

INDUSTRIAL DESIGN ENGINEERING FEE: \$384

Course introduces industrial design, and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today's manufacturing, communication, and publishing industries; creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software; use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering and presentation.

DES A14-C01, OC/SK, 15 Sat., 9/5, 9 am-12:20 pm CRN 60998

INDUSTRIAL DESIGN ENGINEERING TECHNIQUES FEE: \$384

Course continues IDE 110, to increase skills for creating prototypes of computer models using 3-D modeling software. Hands-on lab course involves critical thinking skills related to industrial design and manufacturing. Content includes industrial techniques such as extrusions, laser cutting, fasteners, welding, sheet metal production, injection molding, and stereo lithography; production process utilizing computer-controlled machining centers and prototyping equipment.

DES A17-C01, OC/SK, 15 Sat., 9/5, 9 am-12:20 pm CRN 61001

EMERGENCY RESPONSE PRE-PLAN DESIGN FEE: \$344

This course is for emergency responders using computer-based software. Course introduces emergency response applications with emphasis on emergency pre-planning. It focuses on designing plans for use by emergency responders using Firehouse, AutoCAD, and other applicable software. The computer will be used by students to document information about the condition of assets, including buildings and personnel for transmission to emergency operations managers and personnel who need it for planning response, crisis management, and recovery efforts.

DES A19-C01, OC/SK, 12 Mon., 9/21, 6-9:20 pm CRN 61003

Electronics and Computer Technology

These courses prepare students for employment as members of engineering teams, electronic engineering technicians, and technical writers. **Courses may be taken for college credit.** Call 847-635-1909 for more information.

INTRODUCTION TO ELECTRONICS FEE: \$470

This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetics, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended.

ECT A01-C01, OC/DP, 16 Mon. & Wed., 8/24, 6-9:30 pm CRN 60914

SURVEY OF ELECTRONICS**FEE: \$258**

Learn the fundamentals of electricity and electronics. Experimentation and demonstration are used to assure thorough understanding of these principals. This course provides a sound basis for further study and practical application of skills.

ECT A03-C01, OC/SK, 8 Mon. & Wed., 8/31, 6-9:20 pm CRN 60915

COMPUTER HARDWARE SYSTEMS**FEE: \$288**

Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs and introduction to language.

ECT A04-C01, OC/DP, 16 Fri., 8/28, 9:15 am-12:45 pm CRN 60916

ECT A04-C02, OC/SK, 16 Sat., 8/29, 9 am-12:30 pm CRN 60917

COMPUTER PERIPHERALS**FEE: \$288**

Course includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations.

ECT A05-C01, OC/DP, 16 Tue., 8/25, 6-9:20 pm CRN 60918

ECT A05-C02, OC/SK, 8 Tue. & Thu., 10/20, 6-9:20 pm CRN 60919

A+ CERTIFICATION PREPARATION**FEE: \$197**

The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. This course builds upon the knowledge acquired in Computer Hardware Systems and Computer Peripherals.

ECT A06-C01, OC/DP, 8 Sat., 10/24, 1:15-4:45 pm CRN 60920

DIGITAL INTEGRATED CIRCUITS**FEE: \$288**

Hands-on course covers applications of digital integrated circuits. Content includes use of gates, registers, drivers, memory circuits and various circuits that are available as "chips" I.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.

ECT A10-C01, OC/DP, 16 Tue. & Thu., 8/25, 2:30-4:45 pm CRN 60921

ELECTRONIC DRAFTING USING AUTOCAD**FEE: \$384**

Elementary principles of drafting as applied to electronic systems are studied using computer-aided design. Included are block diagrams, schematics and printed circuit boards. Prior computer experience is not essential.

ECT A11-C01, OC/DP, 15 Tue., 9/1, 6-10 pm CRN 60922

RESIDENTIAL WIRING**FEE: \$298**

This course is designed to provide students with the technical skills and knowledge required to safely install, maintain, replace and repair residential wiring/distribution systems with adherence to the National Electrical Code. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects.

ECT A15-C01, OC/SK, 12 Tue., 9/8, 6-9:30 pm CRN 60923

Financial Services

These courses provide information for those interested in commodity futures, securities and option markets and market analysis. Each class is taught by a prominent member of the financial industry. **Courses may be taken for college credit.** Call 847-635-1814 for more information.

INTRODUCTION TO COMMODITY**FUTURES TRADING****FEE: \$258**

Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. A required textbook (approx. \$85) is available in the bookstore.

FIN A01-C01, OC/DP, 14 Mon., 9/14, 7-10:15 pm CRN 60925

SECURITIES TRADING**FEE: \$258**

Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work will be required. A required textbook (approx. \$60) is available in the bookstore.

FIN A02-C01, TBA, 14 Wed., 9/9, 7-9:50 pm CRN 60926

PRINCIPLES OF FUNDAMENTAL ANALYSIS**FEE: \$258**

Explore supply and demand, price cycles, forecasting, and research methods. Learn the use of fundamental analysis in commodity and securities price forecasting. A required textbook (approx. \$50) is available in the bookstore.

FIN A03-C01, OC/DP, 14 Thu., 9/3, 7-10:15 pm CRN 60927

INTEREST RATES AND FOREIGN EXCHANGE MARKETS

FEE: \$258

Course examines the foreign exchange situation domestically and world wide. Content includes dollar exchange rates, spot, forward, futures and options markets, appropriate history and economics/finance topics. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger and the international importer/exporter.

FIN A07-C01, TBA, 14 Wed., 9/9, 7-10:15 pm CRN 60929

INTRODUCTION TO OPTIONS MARKETS

FEE: \$258

Course explores actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. **Prerequisite:** FIN A01.

FIN A04-C01, OC/DP, 13 Tue., 9/8, 6:30-10:15 pm CRN 60928

PERSONAL FINANCE

FEE: \$258

Course presents overview of personal and family financial planning. Topics focus on financial record-keeping, planning one's spending, consumer credit, tax planning, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning. Supplemental lab work required.

FIN E01-C01, OC/SK, 6 Mon., 11/9, 6:30-10:15 pm CRN 60930

Global Business Studies

These courses are designed to improve the effectiveness of those employed in businesses that market and sell internationally. Material will be taught by experts in the field of international trade. **Courses may be taken for college credit.** Call 847-635-1814 for more information.

INTRODUCTION TO GLOBAL BUSINESS

FEE: \$258

An overview of current world trade activities, practices, government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political and transportation aspects. A required textbook (approx. \$110) is available in the bookstore.

BTS A01-C01, OC/DP, 12 Tue., 9/15, 6:30-10:15 pm CRN 60931

IMPORT AND EXPORT BASICS

FEE: \$258

This course focuses on who imports and exports products and why. Topics include market research, product development, marketing strategies, export terms, documentation, procedures, tariff and non-tariff barriers. Learn how to get paid or pay for imports or exports, import terms, procedures and U.S. Customs entry regulations, dates and quotas. A required textbook (approx. \$60) is available in the bookstore.

BTS A02-C01, OC/DP, 7 Mon., 9/14, 6-10:15 pm CRN 60932

GLOBAL SOURCING AND IMPORT PROCEDURES

FEE: \$258

Course simulates the importing experience of a retail buyer while exposing students to the policies and procedures associated with sourcing merchandise from another country. Topics parallel the importing process and a virtual simulation provides students with the actual experience of importing a product. Course teaches students to be well-trained researchers and import planners, and serves as an essential tutorial for novice importers, product developers, and retail buyers. Recommended: BTS A02

BTS A10-C01, OC/DP, 7 Mon., 11/2, 6:30-10:15 pm CRN 60933

GLOBAL LOGISTICS AND DOCUMENTATION

FEE: \$258

Course examines documents necessary in the conduct of foreign trade. Content includes first inquiries, quotations, orders, banking, shipping and customs. Intended for second-year International Trade student or one with experience in foreign trade. Recommended: BTS A02 or consent of instructor.

BTS A08-C01, OC/DP, 7 Wed., 9/9, 6:30-10:15 pm CRN 60934

GLOBAL MANAGEMENT

FEE: \$258

Course focuses on the role of the executive, middle and front-line management in directing and improving organizational performance in a global environment. Concepts covered include management of various types of international risks, strategic planning, and decision-making facing global business. Recommended: BTS A01.

BTS A09-C01, OC/DP, 14 Tue. & Thu., 9/15, 5-6:15 pm CRN 60937

CURRENT GLOBAL EVENTS AND PERSPECTIVES

FEE: \$258

Course provides an overview of current global economic, political and socio-cultural events and perspectives that affect global business. Using a variety of resources, students will analyze and discuss the impact of current events on global business activities. **Independent study.** Recommended: BTS A01.

BTS A05-C01, OC/DP, 7 Wed., 10/28, 6:30-10:15 pm CRN 60936

Facilities Management

Courses may be taken for college credit. Call 847-635-1955 for more information.

INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING

FEE: \$258

Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion general of areas in which a facilities manager or facilities engineer will need to develop competency.

FAC A26-C01, OC/DP, 16 Mon., 8/24, 6-9 pm

CRN 61438

Management and Supervision

Courses may be taken for college credit. Call 847-635-1814 for more information.

MANAGING EFFECTIVE TEAMS

FEE: \$258

Course presents theory and practical tools to become a more productive team member and leader. Topics include characteristics of high performing teams, leadership strategies, avoiding dysfunctional team dynamics, and managing diverse and virtual teams.

MAN A37-C01, OC/DP, 6 Wed., 11/4, 6:30-10 pm

CRN 60955

PURCHASING MANAGEMENT

FEE: \$258

Course provides a general background of fundamental purchasing concepts. Content includes specific studies for those in business and industry, who wish to expand their knowledge of purchasing management, such as price cost and value analysis; purchasing research; forward buying; purchasing systems; legal aspects of purchasing; make or buy decisions; and electronic data processing as it relates to the purchasing function. Supplemental work required.

MAN A04-C01, OC/DP, 7 Tue., 9/15, 6:30-10:15 pm

CRN 60941

OPERATIONS AND SUPPLY CHAIN MANAGEMENT

FEE: \$258

Course integrates the concepts, principles, problems and practices of operations management and supply chain management. Content includes: supply chain and operations strategies, quality control, process choice and layout, managing capacity, forecasting, source decisions and purchasing, logistics, project management, just in time/lean production, global channel management, and managing inventory throughout the supply chain.

MAN A39-C01, OC/DP, 7 Tue., 11/3, 6:30-10:15 pm

CRN 60956

PROJECT MANAGEMENT

FEE: \$268

Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software.

MAN A35-C01, OC/DP, 12 Thu., 9/24, 6-9:50 pm

CRN 60954

SMALL BUSINESS MANAGEMENT

FEE: \$258

Learn the principles of organizing a small business. Explore entrepreneurial qualifications and skills, capital resources and requirements, forms of ownership, financial analysis and planning. Emphasis is on tax and legal considerations, staffing, marketing and market analysis. A textbook may be required. Check with the bookstore.

MAN A09-C01, OC/DP, 7 Wed., 9/9, 6:30-10:15 pm

CRN 60942

TIME AND STRESS MANAGEMENT

FEE: \$258

Course presents basic principles and theories of time and stress management, covering how small adjustments can reap rewards in personal and professional effectiveness.

MAN A26-C01, OC/SK, 6 Thu., 9/10, 6:30-10:15 pm

CRN 60950

INTRODUCTION TO TRANSPORTATION, WAREHOUSING AND LOGISTICS

FEE: \$283

Course covers business logistics concepts including the management of transportation, inventory, packaging, warehousing, materials handling, order processing, facility location, and customer service.

MAN A41-C01, OC/DP, 8 Mon., 9/14, 6:30-10:15 pm

CRN 60957

Green Business Series

INTRODUCTION TO GREEN BUSINESS

FEE: \$258

Course is an overview of how the green movement is impacting the marketplace and how businesses, nonprofits and government agencies can profitably adapt to the trend. The course will explore the current challenges and opportunities associated with greening existing operations; developing new products and services for the green market; initiating green purchasing; maintenance and building programs; and gaining a competitive advantage by demonstrating social and environmental responsibility.

MAN A22-C01, OC/DP, 7 Tue., 9/15, 6:30-10:15 pm

CRN 60946

**GREEN POLICY, LAW, AND
GOVERNMENT REGULATIONS****FEE: \$258**

Topics include: the role of the law and regulation in "green" industries and the impact on business, the public sector and society. Of interest to anyone involved in business management, marketing, public administration, building design construction/maintenance, education, healthcare, and other industries impacted by evolving environmental requirements.

MAN A23-C01, OC/DP, 7 Tue., 11/3, 6:30-10:15 pm CRN 61324

Human Resources Series**HUMAN RESOURCE MANAGEMENT****FEE: \$258**

Course covers the essentials of human resource management in business and industry. Learn about employee benefits, pension funds, selection, testing, placement, orientation, employee evaluation, wage determination, counseling, employer relations, promotion, transfer, training, legislation, discrimination, and harassment. Supplemental work required.

MAN A10-C01, OC/DP, 7 Thu., 9/10, 6:30-10:15 pm CRN 60943

EMPLOYEE SELECTION AND STAFFING**FEE: \$258**

Effective organizational performance can be highly dependent on the proper hiring and assessment of personnel. This course covers the fundamental principles and practices of the personnel staffing, recruiting and selection function involved in human resource management.

MAN A28-C01, OC/DP, 7 Wed., 9/9, 6:30-10:15 pm CRN 60951

**COMPENSATION AND BENEFITS
ADMINISTRATION****FEE: \$258**

Course examines scope of benefits administration. Content includes advanced theories, concepts, issues, techniques; procedures and processes in the management of organizational compensation and benefit system; knowledge of practices and functions of a compensation and benefits coordinator.

MAN A31-C01, OC/DP, 7 Wed., 10/28, 6:30-10:15 pm CRN 60953

TRAINING AND DEVELOPMENT**FEE: \$258**

Course introduces the field of training and development. Content includes identification of skills necessary to design and implement a training program; roles and responsibilities of trainers, and unique characteristics of adult learners. Current trends and career opportunities addressed. Intended for those who have responsibility for training or human resources development within their organization, or for those exploring training as a career.

MAN A20-C01, OC/DP, 6 Thu., 10/29, 6:30-10:15 pm CRN 60945

BECOMING A LIFE COACH**FEE: \$258**

Special topics class on how to become a life coach.

MAN A25-C01, OC/SK, 6 Thu., 10/22, 6:30-10:15 pm CRN 60949

Supervision Series**FUNDAMENTALS OF SUPERVISION****FEE: \$258**

In this course, students are introduced to the techniques and responsibilities involved in supervising people. Topics include motivation, training, communication, discipline, grievances, safety and employee appraisal. Methods to increase employee output and decrease costs are analyzed. A textbook may be required. Check with the bookstore. Supplemental lab work required.

MAN A01-C01, OC/DP, 7 Thu., 9/10, 6:30-10 pm CRN 60940

EFFECTIVE MANAGEMENT COMMUNICATIONS FEE: \$258

Course integrates concepts and research from several disciplines, including business communication and organizational behavior. Topics include strategies and styles of effective writing, oral presentations, interviewing, group dynamics, meetings, networking, teleconferencing, e-mail and other modern methods. Students will write and deliver presentations, individually and in teams. A textbook may be required. Check with the bookstore.

MAN A29-C01, OC/SK, 12 Wed., 9/16, 6:30-10 pm CRN 60952

EFFECTIVE ORGANIZATIONAL LEADERSHIP FEE: \$258

Course provides an understanding of how effective leadership skills contribute to organizational effectiveness, employee motivation and success, and personal growth and development. Students will explore current leadership models with a goal of identifying skills that can be used in the workplace. A textbook may be required. Check with the bookstore.

MAN A15-C01, OC/DP, 6 Thu., 10/29, 6:30-10:15 pm CRN 60944

Manufacturing

Courses may be taken for college credit. Call 847-635-1861 or 847-376-7041 for more information.

INTRODUCTION TO CNC PROGRAMMING FEE: \$384

This hands-on course provides training in the setup, operation and programming of computer numerical control (CNC) lathe and milling machines. Learn how to read and create CNC programs. Programs are composed off-line and then run and debugged on the actual machine tools for which they were written. A textbook may be required. Check with the bookstore.

MCH A01-C01, OC/SK, 16 Tue. & Thu., 8/25, 6-8:45 pm CRN 60976
MCH A01-C02, OC/SK, 16 Sat., 8/29, 8 am-1 pm CRN 60977

ADVANCED CNC PROGRAMMING FEE: \$384

This hands-on course is a follow-up to Introduction to CNC and explores CNC program design in greater depth. Canned cycles, cutter compensation, macroprogramming, and subroutines are covered in detail. A textbook may be required. Check with the bookstore.

MCH A02-C01, OC/SK, 16 Mon., 8/24, 6-9:15 pm CRN 60978

MASTERCAM/COMPUTER-AIDED MANUFACTURING FEE: \$384

In this CAD/CAM course, use Mastercam software to create part geometry and assign toolpath to the geometry. By translating using a post-processor, CNC programs can be automatically generated and communicated to machine tools. Both 2D and 3D toolpaths are used to make parts using machines with various controllers. Graphic simulation is used to prove results. A required textbook (approx. \$75) is available in the bookstore.

MCH A04-C01, OC/SK, 16 Wed., 8/26, 5:30-10:15 pm CRN 60979

PROGRAMMABLE CONTROLLERS (PLCS) FEE: \$384

Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls and other electromechanical devices. Allen Bradley hardware is used with ICOM software. A required textbook (approx. \$60) is available in the bookstore.

MCH A06-C01, OC/SK, 16 Mon., 8/24, 5:30-10:15 pm CRN 60981

ADVANCED PLC PROGRAMMING FEE: \$364

This course is a follow up to Programmable Controllers (PLCs) MCH A06. Learn to use PLCs for monitoring and diagnostics of manufacturing processes. Emphasis will be on data handling and storage as well as the use of video control panels. Student will work in teams on hands-on projects integrating new technologies with automatic turntables, circuit board testers, robotics, vision systems, and various analog devices. A textbook may be required. Check with the bookstore.

MCH A07-C01, OC/SK, 16 Sat., 8/29, 8 am-1 pm CRN 60982

INTRODUCTION TO ROBOTICS AND VISION SYSTEMS FEE: \$364

Course presents overview of operation and usage of robots in manufacturing applications. Content includes manipulators, drive systems, controllers, motion, payload, programming, and vision systems. Course work involves hands-on projects.

MCH A08-C01, OC/SK, 16 Thu., 8/25, 6-9:50 pm CRN 60983

MASTERCAM COMPUTER AIDED MANUFACTURING II FEE: \$384

Continuation of introductory Mastercam course. CAD/CAM course for quality control personnel, auditors, and inspectors uses Mastercam software to create part geometry and assign tool path to geometry.

MCH A20-C01, OC/DP, 16 Thu., 8/27, 6-10 pm CRN 60985

Marketing

Courses may be taken for college credit. Call 847-635-1872 for more information.

PRINCIPLES OF MARKETING FEE: \$258

Study the process of discovering consumer needs and wants, and translating these findings into products and services. Learn how to create a demand for products and services, and how to expand at demand. A textbook may be required. Check with the bookstore.

MAR A01-C01, OC/SK, 12 Thu., 9/10, 6: 30-10 pm CRN 60959
MAR A01-C02, OC/DP, 10 Sat., 9/12, 9am-12 pm CRN 60960
MAR A01-C03, OC/DP, 12 Thu., 9/17, 6: 30-10 pm CRN 60962

CREATIVITY IN BUSINESS FEE: \$258

This course explores the nature and role of creativity in organizations using theories and methods of creative thinking, linking creativity and innovation. Topics include techniques, simulations, and case studies to develop the creative process.

MAR A15-C01, OC/DP, 7 Wed., 9/9, 6-9:30pm CRN 60967

INTERNET MARKETING**FEE: \$258**

Course focuses on necessary Internet marketing strategies. Content includes understanding how media requires different types of strategies to reach and communicate with its customers; examining successful web sites to find out what works; maintaining and keeping web site interesting while accomplishing marketing objectives.

MAR A22-C01, OC/DP, 7 Mon., 9/14, 6:30-10:15 pm CRN 60969

E-BUSINESS**FEE: \$258**

This course studies the business decisions such as product selection, distribution, pricing, shipping, warranty, insurance, legal issues, privacy and infrastructure of doing business online. Students are asked to develop a business plan for an e-commerce operation.

MAR A03-C01, OC/DP, 7 Wed., 10/28, 6:30-10:15 pm CRN 60965

NEW MEDIA AND TECHNOLOGY IN BUSINESS FEE: \$273

Course examines progress, potential and impact of the Internet, World Wide Web, and other forms of telecommunications technology on online marketing of goods and services across a wide range of product categories.

MAR A35-C01, OC/DP, 7 Mon., 11/2, 6:30-10:15 pm CRN 60974

MEETING AND CONVENTION PLANNING FEE: \$258

Course provides the basic tools to successfully plan and manage local, national and international meetings and conferences. Course information assists the student with ISES Certified Special Events Professional (CSEP), and Certified Meeting Professional (CMP) examinations.

MAR A34-C01, OC/DP, 6 Thu., 10/29, 6:30-10 pm CRN 60972

ADVANCED EVENTS PLANNING FEE: \$258

Class focuses on the skills needed to design, implement and manage spectacular special events, either stand-alone or within the context of other meetings. Topics include the planning and marketing of special events from concept to conclusion.

MAR A33-C01, OC/DP, 7 Thu., 9/10, 6:30-10 pm CRN 60970

PRINCIPLES OF PROFESSIONAL SELLING FEE: \$258

Learn about the entire sales process, including the principles and techniques used in prospecting, approaching, demonstrating, meeting objections, and closing. Students are required to give sales presentations. A textbook may be required. Check with the bookstore.

MAR A02-C01, OC/DP, 7 Mon., 9/14, 6:30-10 pm CRN 60963

Medical Billing

This curriculum, offered in the evening, prepares students for billing positions in physician offices and billing offices.

Students take courses in computing, insurance procedures, CPT and ICD-9CM coding and medical terminology.

Successful completion of the curriculum qualifies students to take the national certification examination given by the American Health Information Management Association (AHIMA). Successful candidates may add the initials CCS-P (Certified Coding Specialist-Physician Based) to their names as proof of their qualifications. **Courses may be taken for college credit.** Call 847-635-1957 for more information.

INTRODUCTION TO MEDICAL TRANSCRIPTION**FEE: \$394**

Offered fall semester only. Course develops speed and accuracy in transcription of correspondence and medical reports with physician-dictated media organized by medical specialty. Associated pharmacy vocabulary integrated by body system. Content includes grammar and punctuation review, editing and proofreading, efficient use of medical references and other resources, practical experience in transcription for medical offices and clinics. Recommended: MED A01, or concurrent enrollment, or knowledge of medical terminology as demonstrated by proficiency exam. Recommended: Hands-on experience with Windows-based word processing software and keyboarding ability of 40 words per minute.

MED A11-C01, online, 8/24-12/16

CRN 60233

MEDICAL TERMINOLOGY**FEE: \$308**

Course presents medical terminology through study of medical word roots, prefixes and suffixes. Focus on relationships among symptomatic, disease, and procedural terms.

MED A01-C01, online, 8/24-12/16

CRN 60241

MED A01-C02, online, 10/19-12/16

CRN 60245

ICD-9-CM CODING FOR THE PHYSICIAN'S OFFICE**FEE: \$192**

Course presents use of ICD-9-CM coding system to assign diagnostic codes to patient-physician encounters. After learning basic steps in code selection, focus is on applying skill to physician practice setting. Recommended: MED A01, or concurrent enrollment, or knowledge of medical terminology as demonstrated by proficiency exam.

MED A13-C01, OC/DP, 8 Mon., 8/24, 6-9:30 pm

CRN 60261

CPT CODING FOR THE PHYSICIAN'S OFFICE FEE: \$192

Course introduces CPT coding system. Focus is on use of system in a physician office. Recommended: MED A01 or concurrent enrollment, or knowledge of medical terminology as demonstrated by proficiency exam.

MED A14-C01, OC/DP, 8 Wed., 8/26, 6-9:30 pm CRN 60262

INSURANCE PROCEDURES FOR THE MEDICAL OFFICE: MEDICARE FEE: \$96

Course provides in-depth study of Medicare insurance system. Focus is on knowledge of terminology and guidelines involved in claim filing process. Topics also include understanding of Medicare reimbursement policies, appeal rights, and CMS's current efforts to curtail healthcare fraud and abuse. Prerequisites: MED A13 and MED A14, or concurrent enrollment. Recommended: Hands-on experience with word processing in Windows, or equivalent coursework.

MED A15-C01, OC/DP, 4 Mon., 10/26, 6-9:30 pm CRN 60263

INSURANCE PROCEDURES FOR THE MEDICAL OFFICE: NON-MEDICARE FEE: \$96

Introductory course gives instruction in health records and insurance processing procedures in the medical office. Focus is on correlating health information with billing procedures. Prerequisites: MED A13 and MED A14, or concurrent enrollment. Recommended: Hands-on experience with word processing in Windows, or equivalent coursework.

MED A16-C01, OC/DP, 4 Mon., 11/23, 6-9:30 pm CRN 60264

EVALUATION AND MANAGEMENT CODING IN CPT FEE: \$96

Course presents in-depth study of the Evaluation and Management section of CPT coding system. Based on knowledge of key definitions required in Evaluation and Management coding. Focus on auditing documentation and validating code selection. Includes discussion of categories of service, modifier usage, and payment methodologies. Prerequisites: MED A14. Recommended: Hands-on experience with word processing in Windows, or equivalent coursework.

MED A20-C01, OC/DP, 4 Wed., 10/21, 6-9:30 pm CRN 60265

MEDICAL BILLING PRACTICES FEE: \$96

Course concentrates on mastery of guidelines and requirements for efficient and compliant healthcare claims filing. Content includes advanced coding scenarios that incorporate proper diagnosis and procedure code selection, correct modifier usage, appropriate HCPCS code utilization, surgical package billing concepts, and accurate analysis of claims. Current issues and new guidelines also incorporated. Prerequisites: MED A15, MED A16, and MED A20, or concurrent enrollment. Recommended: Hands-on experience with word processing in Windows, or equivalent coursework.

MED A25-C01, OC/DP, 4 Wed., 10/25, 6-9:30 pm CRN 60266

Music

These courses may be taken for college credit. Call 847-635-1905 for more information.

JAZZ BAND FEE: \$109

Course offers comprehensive and practical study of jazz band idiom. Involves performance with the award-winning Oakton Jazz Band; sectional and ensemble discussion and scheduled rehearsal of various jazz band works, along with public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. **Prerequisite:** Consent of instructor. **NOTE:** Instructor will assess students' level once the course has begun and place student in proper level course.

MUS S80-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm CRN 60246

MUS S81-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm CRN 60248

MUS S82-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm CRN 60250

MUS S83-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm CRN 60251

Pharmacy Technician

PHARMACY TECHNICIAN FEE: \$1,075

Our intensive 12-week program is designed to teach students the fundamentals and specifics of pharmacy technician training. This course introduces students to numerous pharmacy environments, including community, mail order, hospital, managed care, and long-term care. Topics include basic physiology, disease states, drug classifications, compounding, dosages, and prescription processing. Students also prepare to take the PTCB national exam. This class is offered in partnership with MRxI Corporation®. Course is offered for credit and noncredit. Textbook and materials included in fee. For detailed information, call 847-376-7113.

PHT A01-C01, OC/DP, 12 Sat., 9/5, 9 am-3 pm CRN 60252

PHT A01-C02, OC/SK, 12 Tue. & Thu., 9/8, 6:30-9:20 pm CRN 60254

Radio Frequency Identification

These courses may be taken for college credit. Call 847-635-1909 for more information.

INTRODUCTION TO RADIO FREQUENCY IDENTIFICATION

FEE: \$298

Course covers radio frequency identification (RFID) concepts and fundamentals, and how emerging electronic product code (EPCglobal) standards are influencing adoption. Content includes RFID capabilities, current applications of RFID in businesses, and practical ways to articulate use cases for this technology to potential employers and peers.

RFD A01-C01, OC/SK, 15 Tue., 9/1, 6-9:20 pm CRN 60938

TAGNET MIDDLEWARE

FEE: \$298

Course covers TagNet Middleware, specifically how to install, configure and implement various use cases found in the supply chain. Topics include the capabilities of TagNet and how various use case factors influence read rates and reliability.

RFD A02-C01, OC/SK, 15 Wed., 9/2, 6-9:20 pm CRN 60939

Real Estate

COLISTED CLASSES: Real Estate courses are colisted. This means that students can register for college credit or noncredit, and must complete the same course requirements. Note that Real Estate listings on these pages are noncredit offerings. **If you are interested in receiving college credit for these Real Estate courses, call 847-635-1776.**

Become a Salesperson

The Real Estate Transactions course is required by Illinois law to qualify for the Illinois Real Estate Salesperson License. It is approved by the Illinois Department of Financial and Professional Regulation-Division of Banks and Real Estate (IDFPR-DBRE). All license requirements are subject to change by IDFPR-DBRE. **Courses may be taken for college credit.** Call 847-635-1776 for more information.

REAL ESTATE TRANSACTIONS

FEE: \$273

A basic course for those seeking to become acquainted with the fundamentals of real estate practice and theory. It fulfills the educational requirements for the Illinois salesperson's license examination and is a partial requirement for the broker's license exam. As per state regulation, a student must attend class for 45 hours to qualify for the license. Subjects covered include the Illinois licensing act, the nature of real estate, interests, rights and ownership, legal descriptions, title transfer, contract, appraisal, financing, closing statements, and more. A required textbook (approx. \$40) is available in the bookstore. (Home Study option is available for this course.)

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| REL A18-C01, OC/DP, 8 Mon. & Wed., 8/24, 6:30-9:30 pm | CRN 61006 |
| REL A18-C02, OC/SK, 8 Tue. & Thu., 8/25, 2-5pm | CRN 61008 |
| REL A18-C03, OC/DP, 8 Tue. & Thu., 8/25, 2-5 pm | CRN 61009 |
| REL A18-C04, OC/DP, 16 Fri., 8/28, 6:30-9:30 pm | CRN 61011 |
| REL A18-C05, OC/DP, 7 Mon. & Wed, 10/19, 6:30-9:30 pm | CRN 61013 |
| REL A18-C06, OC/DP, 8 Tue. & Thu., 10/20, 2-5 pm | CRN 61014 |
| REL A18-C07, OC/DP, 7 Sat., 10/24, 9-3:30 pm | CRN 61016 |

REAL ESTATE SALESPERSON AND BROKER EXAM REVIEW

FEE: \$65

This course provides a review of all seven areas of the Illinois Sales/Broker Exam and is designed to enhance your command of national- and Illinois-specific material. All questions will be answered. Sample test questions, test-taking strategies and real estate math will be available for home study. This course is not colisted.

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| REL E93-01, OC/DP, 1 Sun., 10/18, 8:30 am-2 pm | CRN 60068 |
| REL E93-02, OC/DP, 1 Sun., 12/20, 8:30 am-2 pm | CRN 60070 |

Become a Broker

Courses in this section are required to qualify for the Illinois Real Estate Broker's License. These courses are approved by the Illinois Department of Financial and Professional Regulation-Division of Banks and Real Estate (IDFPR-DBRE). All license requirements are subject to change by IDFPR-DBRE. **Course may be taken for college credit.** Call 847-635-1776 for more information.

ADVANCED PRINCIPLES 2000

FEE: \$101

Topics covered include real estate transactions as well as new areas of study. Subject matter includes the Illinois Real Estate License Act, agency listings, the broker-salesperson relationship, land use and development, management, interest and ownership, insurance and income tax obligations, title examination and evidence, recording and closing statement and procedures. A required textbook (approx. \$35) is available in the bookstore. (Home Study option is also available for this course.)

REL A19-C01, OC/DP, 3 Mon., 8/24, 5:30-10:30 pm CRN 61018

REAL ESTATE CONTRACTS AND CONVEYANCES

FEE: \$101

Understand the legal obligations of buyers, sellers, landlords, tenants and brokers. While salespersons and brokers are not permitted to practice law, they must be familiar with the instruments used in real estate transactions. A required textbook (approx. \$55) is available in the bookstore. (Home Study option is also available for this course.)

REL A20-C01, OC/DP, 3 Mon., 9/21, 5:30-10:30 pm CRN 61019

REAL ESTATE BROKERAGE ADMINISTRATION

FEE: \$101

Learn the primary functions of the real estate office and the duties of the managing broker. Topics include broker qualifications; the nature of brokerage; client, customer, salesperson and employee relations; basic policies; staff selection, training and supervision; listing and compensation; marketing and prospecting; accounting, accountability and government regulations. A required textbook (approx. \$40) is available in the bookstore. (Home Study option is also available for this course.)

REL A21-C01, OC/DP, 3 Mon., 10/12, 5:30-10:30 pm CRN 61021

PROPERTY MANAGEMENT IN REAL ESTATE

FEE: \$101

This course examines the highest and best use of properties and studies methods to increase the income from real estate through effective management including maintenance and repairs. It includes such topics as history, property analysis, financial structure and budget, rental schedules, tenant and landlord rights, collections, marketing, management programs and obtaining properties to manage. This course is approved as an elective in order to qualify for the Illinois Real Estate Broker's Licensing Exam. A required textbook (approx. \$42) is available in the bookstore. (Home Study option is also available for this course.)

REL A43-C01, OC/DP, 3 Mon., 11/30, 5:30-10:30 pm CRN 61032

REAL ESTATE FINANCE

FEE: \$101

Study the various methods of real estate financing. Topics include basic finance methods, economic issues, mortgages and other types of loans, taxes and interest, foreclosures, government regulations and evaluation, analysis and risk. A required textbook (approx. \$35) is available in the bookstore. (Home Study option is also available for this course.)

REL A22-C01, OC/DP, 3 Mon., 11/2, 5:30-10:30 pm CRN 61022

Become a Residential Appraiser

The following courses (REL A23, REL A24, REL A25), are required to become an Illinois Real Estate Appraiser. They are approved by the Illinois Department of Financial and Professional Regulation—Division of Banks and Real Estate (IDFPR-DBRE). All license requirements are subject to change by IDFPR-DBRE. **Courses may be taken for college credit.** Call 847-635-1776 for more information.

BASIC PRINCIPLES OF APPRAISAL

FEE: \$187

An introduction to the purpose and function of real estate appraisal. Topics include the nature of real property and value, money and capital markets, site evaluation, data collection, cost approach, market date approach, capitalization and appraisal reports. A required textbook (approx. \$120) is available in the bookstore.

REL A23-C01, OC/DP, 2 Mon., 6-9:30 pm, 2 Sat., 8:30 am-5 pm, 1 Sun., 8:30-5 pm, 9/12-31 CRN 61076

STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

FEE: \$101

Offers an introduction to the Uniform Standards of Professional Practice in real estate appraisal. Focus on ethical obligations, professionalism, and competent performance in the application of appraisal methods and techniques. The review process and consultation service also are emphasized. Federal and Illinois regulations are covered. A required textbook (approx. \$25) is available in the bookstore.

REL A24-C01, OC/DP, 1 Sat. & Sun., 10/3, 8:30 am-5 pm

CRN 61029

RESIDENTIAL AND SINGLE FAMILY APPRAISAL

FEE: \$187

Understand the procedures and methods of appraising residential properties, including single-family homes, and small and large apartment buildings. Topics include analysis of neighborhoods, the single-family market, the apartment building market, data collection and analysis, capitalization rates, valuation theory, depreciation, and reconciliation. A required textbook (approx. \$120) is available in the bookstore.

REL A25-C01, OC/DP, 2 Mon., 6-9:30 pm, 2 Sat., 8:30 am-5 pm, 1 Sun., 8:30-5 pm, 9/14

CRN 61034

Become a Home Inspector

This course is approved by the Illinois Department of Financial and Professional Regulation—Division of Banks and Real Estate (IDFPR-DBRE). All license requirements subject to change by IDFPR-DBRE. **This course may also be taken for college credit.** Call 847-635-1776 for more information.

HOME INSPECTION

FEE: \$359

Course examines the major elements of home inspection, covering the Illinois Home Inspector Law/Administrative Rules and Standards of Practice. Specific attention is given to exteriors, interiors, roofing, plumbing, electrical, HVAC, structure and miscellaneous appliances. Students are exposed to lab work and a practicum related to home inspection. This course satisfies the educational requirements established for Home Inspector licensing by the Office of Banks and Real Estate. Required textbooks (approx. \$160) are available in the bookstore. (Home Study option is also available for this course.)

REL A45-01, OC/DP, 8 Tue. & Thu., 8/25, 6-10 pm CRN 61033

HOME INSPECTION EXAM REVIEW

FEE: \$65

This course provides a review to help you prepare for the Home Inspection Licensing Exam.

REL E95-01, OC/DP, 1 Sat., 10/17, 8:30 am-2 pm CRN 60069

REL E95-02, OC/DP, 1 Sat., 12/19, 8:30 am-2 pm CRN 60071

Real Estate Home Study Flexible...Economical...Complete

For all Home Study courses, students are required to register in person at the Alliance office at either Des Plaines or Ray Hartstein (Skokie) campus. Study guides are included in the tuition and sold only through the Alliance for Lifelong Learning offices. Study guides for REL A18 and REL A43 include textbook.

No refunds will be issued, and senior discount does not apply for any of these courses.

With the exception of Home Inspection, no classroom attendance is required. However, you must schedule and attend a proctored final exam administered by the Testing Center at Oakton (details included in the home study guide).

All Home Study courses are approved by the Illinois Department of Financial and Professional Regulation-Division of Professional Regulation (IDFPR-DPR).

For information on any of these programs, contact Oakton's Real Estate Institute at 847-635-1776.

Real Estate Salesperson

Complete your coursework for the real estate salesperson license exam at home and at your own pace. You could be ready to take the salesperson exam in less than three weeks. Student materials, textbook, content outlines, seven sample quizzes, and instructor support are all included.

Students may enroll and begin Real Estate Salesperson any time prior to Friday, November 13, 2009. However, all coursework and testing must be completed by December 11, 2009.

Tuition is \$295 for Real Estate Salesperson (REL A18) home study, textbook included.

Real Estate Broker

Complete the course sequence to qualify for the Illinois Real Estate Broker's License exam at home and at your own pace. Student materials and instructor support are included.

The Broker's courses are: Advanced Principles 2000 (REL A19), Real Estate Contracts and Conveyances (REL A20), Brokerage Administration (REL A21), Real Estate Finance (REL A22) and/or Property Management (REL A43). Students may enroll and begin any of the Broker courses any time prior to Friday, November 13, 2009. However all coursework and testing must be completed by December 11, 2009.

Tuition is \$114 for each course except Property Management. Tuition is \$144 for Property Management, textbook fee included.

Real Estate Home Inspection

Complete the courses to qualify for the Illinois Home Inspector's License exam at home and at your own pace. Student materials and instructor support are included. There will be two required on-campus lab sessions on 11/14 and 11/21. Students may enroll and begin Real Estate Home Inspection (REL A45) any time prior to Friday, October 30, 2009. However, all coursework and testing must be completed by December 11, 2009.

Tuition is \$495 for Home Inspection Home Study (REL A45). This charge includes textbooks, materials, and instructor support.

Technical Writing

These courses may be taken for college credit. Call 847-635-1950 for more information.

INTRODUCTION TO BUSINESS AND TECHNICAL WRITING

FEE: \$258

Course concentrates on development of competence in producing various types of business documents. Content includes memoranda, letters, reports, and procedural documents. Focus is on writing for an audience with identified purpose, using college-owned computer hardware and software. Recommended: course in English Composition.

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| ELH A01-C01, OC/DP, 14 Mon. & Wed., 9/9, 11 am-12:15 pm | CRN 60238 |
| ELH A01-C02, OC/DP, 12 Tue., 9/22, 6-9:50 pm | CRN 60239 |
| ELH A01-C03, OC/SK, 12 Sat., 9/26, 9-12:50 pm | CRN 60240 |

TECHNICAL WRITING APPLICATIONS

FEE: \$258

Course develops competencies in producing technical and scientific documents. Content includes manuals, proposals, status reports and formal reports requiring research and data analysis. Focus is on writing and designing reader-centered documents illustrating principles and procedures typical of technical and scientific fields; and instruction in design and integration of necessary visual elements such as tables, charts, and graphs Recommended: Successful completion of one college-level English course.

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| ELH A02-C01, OC/DP, 14 Mon., 9/14, 6-8:50 pm | CRN 60299 |
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WRITING FOR THE WEB

FEE: \$258

Course explores specialized writing techniques and skills necessary to produce effective communications for digital formats. Focus is on online hypertext documents for internet and intranet systems. Experience using word processing software and World Wide Web necessary. Content includes organizing and writing company Web pages, product and service descriptions; and on-line training materials, easily navigated by various audiences. Instruction in HTML coding not part of course. Recommended: Successful completion of one college-level English course.

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| ELH A03-C01, OC/DP, 14 Mon., 9/14, 6-8:50 pm | CRN 60300 |
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CAREER/JOB DEVELOPMENT NONCREDIT CLASSES

Bartending Certification

BARTENDING CERTIFICATION

FEE: \$525

The focus of this program is to provide students with as much hands-on training as possible. Course curriculum provides a thorough understanding of all duties, skills, responsibilities and obligations associated with bartending in the public or private sector. Students (ages 21 and over) who successfully score 80% or better on both written and practical exams, will receive a certificate verifying their eligibility for employment as bartenders. Graduates also may qualify for job placements. Classes are held at ABC Bartending School, 1699 Wall Street, Mt. Prospect.

Course tuition includes books, lab fees, State of Illinois BASSET certification classes training, job placement assistance and lifetime refresher programs through ABC Bartending Schools.

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| BAR T01-01, ABC, Mon.-Fri., 8/3-7, 9 am-5 pm | CRN 60393 |
| BAR T01-02, ABC, Sat./Sun., 8/8-23, 9 am-5 pm | CRN 60394 |
| BAR T01-03, ABC, Mon.-Fri., 8/10-25, 6-10 pm | CRN 60495 |
| BAR T01-04, ABC, Mon.-Fri., 9/14-25, 9 am-1 pm | CRN 60464 |
| BAR T01-05, ABC, Mon.-Fri., 10/5-9, 9 am-5 pm | CRN 60465 |
| BAR T01-06, ABC, Sat./Sun., 10/10-25, 9 am-5 pm | CRN 60466 |
| BAR T01-07, ABC, Mon.-Fri., 10/19-11/3, 6-10 pm | CRN 60467 |
| BAR T01-08, ABC, Mon.-Fri., 11/9-20, 9 am-1 pm | CRN 60468 |

BASSET TRAINING

FEE: \$50

BASSET stands for Beverage Alcohol Sellers and Servers Education and Training. This program meets the State of Illinois requirements to satisfy municipal codes for employment or liquor license procurement. The curriculum covers the physical properties of alcohol; customer prevention and intervention techniques; state statutes and local ordinances; DUI laws; proper identification techniques; police and paramedic recommendations; dram shop laws; civil and criminal liabilities; alcoholism; and victim rights. This training is being provided through Advance Design Concepts, Inc., an Illinois- licensed BASSET provider. All training materials are included in fee. Training location: Holiday Inn, 3405 Algonquin Road, Rolling Meadows, IL 60008.

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| BAS S01-01, HIRM, 1 Sun., 8/30, 11 am-6 pm | CRN 60469 |
| BAS S01-02, HIRM, 1 Sun., 9/27, 11 am-6 pm | CRN 60470 |
| BAS S01-03, HIRM, 1 Sun., 10/25, 11 am-6 pm | CRN 60471 |
| BAS S01-04, HIRM, 1 Sun., 11/22, 11 am-6 pm | CRN 60472 |

Casino Careers

This online open enrollment program is offered in partnership with Gatlin Education Services (GES). It is designed by a team of professionals, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed.

This program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. For information call Gatlin Education at 817.870.2870 or email questions@gatlineducation.com.

Note: Once the course is accessed either by requesting course materials or viewing lessons, there are no refunds.

HOSPITALITY AND CASINO MANAGEMENT FEE: \$2,495

The Hospitality and Casino Management program is intended to prepare students to work in the rapidly expanding field of Tribal Government Gaming Enterprises. This term includes all aspects of the casino operations and departments. Combining general business and management courses with casino-specific skill level and management courses, students will be prepared for an entry level position or advancement within the industry. In addition to acquiring general business and management skills, students will become familiar with the hospitality environment, and will understand the basic regulatory issues, including the terminology and implications for game protection. This program will prepare graduates to develop and lead world class hospitality services and value-added customer partnerships. 200 hours.

BUS B01-01, online

CRN 60496

CASINO POKER DEALER FEE: \$1,395

World Wide Gaming Academy, GES, and Oakton have partnered to bring you this nationally-recognized Poker Dealer online training course. We will teach you everything you need to know in order to become a Professional Poker Dealer. You will learn all the required fundamentals, from shuffling and how to handle cheques, limits, (chips and tokens) Seven Card Stud, Omaha, and of course, the most popular card game today, Texas Hold 'Em. Our online training will prepare you for a new and exciting career as a casino card dealer. After successfully completing the Casino Poker Dealer online training course, the advisors at the World Wide Gaming Academy will assist you with job placement and support. They will proactively assist with your job search by posting your personal online profile, complete with a video "audition" necessary to showcase the valuable skills you've learned. 100 hours.

BUS S02-01, online

CRN 60498

CASINO BLACKJACK DEALER FEE: \$1,395

World Wide Gaming Academy, GES, and Oakton have partnered to bring you this nationally-recognized Blackjack Dealer online training course. We will teach you everything you need to know to become a Professional Blackjack Dealer. You will learn all of the required fundamentals, including shuffling, how to handle cheques, limits, and betting procedures. Our online training will prepare you for a new and exciting career as a casino Blackjack dealer. After successfully completing the Casino Blackjack Dealer online training course, the advisors at the World Wide Gaming Academy will assist you with job placement and support. They will proactively assist with your job search by posting your personal online profile, complete with a video "audition" necessary to showcase the valuable skills you've learned. 100 hours.

BUS B03-01, online

CRN 60497

CASINO BACCARAT DEALER FEE: \$1,195

World Wide Gaming Academy, GES, and Oakton have partnered to bring you this nationally-recognized Baccarat Dealer online training course. We will teach you everything you need to know in order to become a Professional Baccarat Dealer. You will learn all the required fundamentals including shuffling, how to handle cheques, limits, and betting procedures. Our online training will prepare you for a new and exciting career as a casino Baccarat dealer. After successfully completing the Casino Baccarat Dealer online training course, the advisors at the World Wide Gaming Academy will assist you with job placement and support. They will proactively assist with your job search by posting your personal online profile, complete with a video "audition" necessary to showcase the valuable skills you've learned. 75 hours.

BUS B04-01, online

CRN 60499

Food Service Sanitation

FOOD SERVICE SANITATION SUPERVISION FEE: \$187

Attention all food service operators! Illinois code requires that all food service operators be under the operational supervision of a certified food service sanitation manager. This course prepares you and your employees for the certification examination required by the Illinois Department of Public Health, which is given at the final session. Topics covered include sanitary food handling, maintaining a safe food environment, and meeting state regulations. It is recommended that students have a 10th grade reading and comprehension level. Cost of manual (approx. \$70) is included in the course fee. Student is responsible for the \$35 state certificate fee. (Your State of Illinois Food Service Sanitation Certificate can be applied toward the Chicago Board of Health Sanitation Certificate. Students must complete the seven-week curriculum and pass the certification exam. Ask your instructor for more details.)

BUS A50-260, OC/DP, 7 Mon., 9/28, 6-9 pm, Kulczycky CRN 61598

SUPERVISION DE SANIDAD DE SERVICIO DE ALIMENTOS

FEE: \$187

¡ Atención todos operarios del servicio de alimento! El código de Illinois requiere que todos los operarios del servicio de alimento estén bajo la supervisión operacional de un director certificado de sanidad del servicio de alimento. Este curso le prepara a usted y sus empleados para el examen de la certificación requerida por el Departamento de Illinois de Sanidad, que es dado en la sesión final. Los temas incluidos cubren el manejo de seguridad del alimento, manteniendo un ambiente seguro y limpio, y así cumplir las regulaciones del estado. Es recomendado que los estudiantes tengan un nivel décimo de comprensión de lectura. El costo del manual (aprox. \$70) es incluido en la matrícula. El estudiante es responsable por los \$35 del certificado honorario del estado. (Su Certificado de Sanidad y Servicio de Alimento del Estado de Illinois puede ser aplicado hacia el Certificado de Sanidad de Salud de la Tabla de Chicago. Los estudiantes deben completar el plan de las siete-sesiones y pasar el examen de la certificación. Pregunte a su instructor para más detalles). Este curso se enseña en Español.

BUS A50-261, OC/DP, 2 Miércoles & Jueves., 10/7-15, 4:30-9:30 pm, Schiff/Gutierrez

CRN 61601

FOOD SAFETY REFRESHER COURSE

FEE: \$80

Take this course in order to renew your Food Service Sanitation Manager Certification. This class satisfies the Illinois Department of Public Health's required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. Note: This class does not recertify the Chicago Board of Health Sanitation Certificate.

BUS R99-260, OC/SK, 1 Fri., 9/25, 9 am-3 pm, Kirschner CRN 61599

BUS R99-261, OC/DP, 1 Fri., 11/6, 9 am-3 pm, Kulczycky CRN 61600

CURSO DE ACTUALIZACION DE SEGURIDAD DE ALIMENTOS

FEE: \$80

Tome este curso para renovar su Certificación de Director de Servicio y Sanidad de Alimentos. Este curso satisface las cinco horas de educación continua requeridas por el Departamento de Salud Pública de Illinois para la renovación de el Certificado de Director de Servicio y Sanitacion de comida. Usted debe traer su certificado viejo a la clase. Nota: Esta clase no actualiza el Certificado de Sanidad de Salud de la Tabla de Chicago. Este curso se enseña en Español.

BUS R99-262, OC/DP, 1 Miércoles, 11/4, 4:15-9:30 pm, Schiff/Gutierrez CRN 61604

For the Entrepreneur

BECOME AN INDEPENDENT SALES REP

FEE: \$99

(No franchise fees, no inventory costs, no warehouse expenses)

In this class, explore the skills required to become a successful independent sales rep; identify personal areas of expertise and interest that could transfer to specific markets/industries; learn how to research industries; and discover how to make connections into industries and market yourself to potential clients. Finally, learn to create a business plan and manage your business as it grows. Barney Zaffron, the instructor, has more than 30 years of successful sales experience and has founded several flourishing independent sales rep companies.

BUB E23-01, GLBRK S, 4 Tue., 10/6, 7-9 pm, Zaffron CRN 60474

BUB E23-02, NILES N, 4 Mon., 10/19, 7-9 pm, Zaffron CRN 60473

FRANCHISING OPPORTUNITIES

FEE: \$22

Are you interested in becoming an entrepreneur but not sure about the product or service to offer? Would you like to have a proven system where you can leverage your skills and experience? The answer may be franchising! Regulated by state law, franchising accounts for nearly 10 percent of the US private sector economy, and can be a great way for you to get into business. Get started today in learning more about the 5,000 franchises available in the United States. Course fee includes all supplementary materials.

BUB E28-01, NILES N, 1 Mon., 10/19, 6:30-8:45 pm, Moriarty CRN 60475

INTRODUCTION TO REMODELING AS A BUSINESS

FEE: \$75

If you are considering a career in construction, this class can get you started. The instructor, a master carpenter and owner of a remodeling company, will share his knowledge of trade vs. college-prepared careers. Topics include opportunities in the remodeling industry; developing carpentry skills; creating a business plan; marketing; working with clients, contractors and suppliers; and contracts and insurance.

TEC B09-01, ETHS, 4 Wed., 10/21, 7-9 pm, Gosser CRN 60651

IMPORT/EXPORT NOW!

FEE: \$95

In these unusual times self-employment may no longer be an option, but a necessity. For those who want a career in import or export of goods and services and need a step-by step hands-on course we offer this nine week seminar delivered over the Internet. This course is appropriate for people with zero business background, as well as established businesses looking for the new trade. Learn how to develop your product or service, find the best suppliers and customers, and work with banks, insurance companies, government agencies and other trace entities. The course is conducted "live" on the Internet by an international trade expert, and is highly rated for its content, delivery and personal approach. Required Textbook: *How Small Business Trades Worldwide*, ISBN: 0979551501. Available at Amazon.com. Not available at Oakton's bookstore. **Important:** Please provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly. **Technical Requirements:** Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web Browser

BUSA28-330, online, 9 Wed., 10/7-12/2, 8-10 pm CRN 60346

EBAY 101 – EBAY SELLING BASICS**FEE: \$69**

Would you like to clear some of that clutter from your house and make some extra money selling it on eBay? Join this class to learn how to open an eBay seller account; do research and create listings; improve listings with better descriptions and photos; set pricing that sells; open and use a PayPal account; monitor your eBay listings and complete your transactions. This course is presented by an eBay trained specialist. An optional text book is available for \$20.

BUB E32-01, GLBRK S, 2 Tue., 10/27, 6:30-8:45 pm, Waddick

CRN 60866

BUYING AND SELLING ON EBAY**FEE: \$89**

This hands-on class will teach you everything you need to know to start buying and selling on eBay. Students will learn how to create an eBay account, how to search, how to be smart about bidding, how to list an item for sale with photos, and how to conclude a sale.

BUB E33-01, ETHS, 3 Thu., 11/5, 7-9 pm, Oster

CRN 61081

Job Search

ORGANIZING YOUR JOB SEARCH WITH MS EXCEL**FEE: \$85**

New to job searching? Are you asking yourself, "Where do I start?" Job searching today entails more than just searching and posting your resume online. What do you do with all those business cards and notes after attending job fairs or networking events? Learn how to efficiently organize and track all your job contacts using MS Excel. Searching for a job today can be a daunting task, so get started now and get organized! This course is offered in cooperation with Chicago OASIS. Classes take place at OASIS, 2040 Northbrook Court (Upper Level), Northbrook.

DPR O01-01, OASIS, 4 Wed. 9/16, 5:30-7:30 pm, Peterson

CRN 61082

YOUR RESUME**FEE: \$40**

This workshop will help you design or upgrade your resume. Whether you are thinking about re-entering the workforce, making a job change, or partial retirement, a professional and timely resume is key. Learn about different types of resumes and why it is important to create the most appropriate one for your needs. You'll also learn what it takes to put your resume online. Pre-requisite: Basic computer skills. This course is being offered in cooperation with Chicago OASIS and AT&T. Class takes place at OASIS, 2040 Northbrook Court (Upper Level), Northbrook.

DPR O04-01, OASIS, 1 Tue., 9/22, 5:30-7:30 pm

CRN 61085

DPR O04-02, OASIS, 1 Wed., 10/21, 5:30-7:30 pm

CRN 61086

DPR O04-03, OASIS, 1 Wed., 11/18, 5:30-7:30 pm

CRN 61087

APPRENTICESHIPS: WORKSITE LEARNING**FEE: \$5**

Join representatives from Illinois Department of Employment Security to learn about becoming an apprentice—a paid worker who is enrolled in a special training program administered by an employer, together with a labor organization or trade association. Gain practical information about a compatible trade, entrance requirements, and when programs accept and consider applications.

WOR K05-01, NILES W, Thu., 10/22, 7-8:30 pm

CRN 60814

WOR K05-02, MAINE E, Tue., 11/10, 7-8:30 pm

CRN 60815

On the Job

IS YOUR ORGANIZATION READY FOR AN AGING WORKFORCE?**FEE: \$19**

Learn the importance of assessing attitudes, beliefs, behaviors, and needs of the aging services workforce in the areas of job satisfaction, intergenerational communications, retirement planning, and personal caregiving. Understand how to assess your own organizational culture by identifying shared characteristics and creating a dialogue about to address these issues. Resources will be provided allowing you to gain insight into how to create a more harmonious and effective workplace. Your presenter is Dawn Lehman, PhD., director, workforce strategies, Mather LifeWays Institute on Aging.

WOR K06-01, ETHS, 1 Wed., 9/30, 7-8:30 pm., Engel

CRN 60816

BEYOND LIP SERVICE:**“WOW” CUSTOMER SERVICE****FEE: \$50**

Customers' tastes, values, and expectations are all changing. Today's successful organizations cannot rely on worn platitudes such as "the customer is always right." They anticipate customers' needs and partner with them to create truly, memorable service opportunities. If you want to hear a resounding chorus of "wow" from your customers, Beyond Lip Service is the place to begin.

PRO F22-01, ETHS, 1 Tue., 6:30-9 pm, Eastman

CRN 61156

**CHANGE SURFING: 21ST CENTURY
SUCCESS**

FEE: \$50

The rules of the game have changed forever! What is needed for success in the 21st century? Meta-skills are based not on the world we grew up in, but on the world we're growing into. They are personal, powerful, and readily transferable to a wide variety of challenges and environments. New eras require new strategies, new tools, and new behaviors. Now is the time to learn and hone the skills you need to be successful in a changing, post-modern world. These short, focused learning sessions concentrate on fundamental skills that are critical to job functions at any organizational level. Mastering these skills will enable you to make a greater contribution to your organization's overall business goals.

PRO F17-01, ETHS, 1 Thu., 10/22, 6:30-9:30 pm, Eastman

CRN 61079

CROSS-CULTURAL COMMUNICATION FEE: \$79

All communication is cultural. It draws on ways we have learned to speak and deliver nonverbal messages. Miscommunication is likely at times to happen, especially when there are significant cultural differences between communicators. This course will focus on awareness of the ways cultures operate in communication and conflict, and provide the skills that will enable you to respond effectively to these differences.

COM C07-01, ETHS, 4 Wed., 10/21, 7-9 pm, Stewart CRN 60684

New!

MANAGING TELECOMMUTERS

Online Certificate Program

FEE: \$495

According to a recent MSNBC report, telecommuting is becoming the "mainstay of corporate America." Telecommuters are 25 percent more productive than people who work in an office, helping companies become more profitable. Learn how managing telecommuters is different from managing office workers, and boost employees' productivity along with the company's bottom line.

The program is offered in partnership with LERN (Learning Resources Network), a leading provider of professional development programs. It consists of three online courses and a final exam. Upon successful completion of the program students receive a certificate from LERN. Students can register for the certificate program as well as for the individual courses. No instructor support during Thanksgiving week. No senior discount for the program or any individual course.

Technical requirements:

- Internet access with Internet Explorer, Mozilla Firefox, or Safari Web browser
- Audio software such as Windows Media Player, Real Player, or Flash Player
- Speakers connected to the computer

What do you need to do?

- Register and pay for an individual course or certificate program. Provide your e-mail address when registering. Online access instructions will be e-mailed to you directly.
- Get online anytime, day or night, ideally two or three times a week.
- In the online classroom, listen to audio lectures, view slides, even take an optional quiz to test yourself.
- Participate in the online discussion with fellow students and the instructor; questions will be answered within 24 hours.
- Read 20 pages of text weekly.

MAN E01-300, online, 9/1-12/9

CRN 61602

KEYS TO TELECOMMUTING SUCCESS FEE: \$145

Discover the keys to making telecommuting a success for you and your organization. Whether you are new to telecommuting—or have experience managing telecommuters or working from home—this course will provide you with new facts, ideas, and knowledge to ensure your further success. Course fee includes 100-page study guide.

MAN E02-300, online, 9/1-9/30

CRN 61603

SUPERVISING TELECOMMUTERS FEE: \$145

Recruit the best people regardless of where they live! Tour a "virtual office" to learn how to effectively supervise people from a distance. Discover four core management practices to supervise telecommuters, and create a win-win situation for employees and managers alike. Course fee includes 112-page manual.

MAN E03-300, online, 10/1-10/31

CRN 61605

LEADERSHIP ISSUES IN TELECOMMUTING FEE: \$195

As your organization transitions to telecommuting, leadership must also transition. Work smarter, leaner, and better, with enhanced customer service and top talent. Course includes the instructor's fascinating book, *Nine Shift: Work, Life and Education in the 21st Century*.

MAN E04-300, online, 11/1-12/9

CRN 61606

(excludes Thanksgiving week)

MANAGING TELECOMMUTERS EXAM FEE: \$10

Document your knowledge about telecommuting by getting a LERN Certificate in Managing Telecommuters. After you have successfully completed all three telecommuting courses, simply register and pass the final exam! Take your exam no later than 12/9.

MAN E05-300, online, 12/1-12/9

CRN 61607

Professional Impressions for Business

THE BUSINESS VOICE THAT SELLS!

FEE: \$50

Are your voice and speaking style as effective as you want them to be? A weak voice and poor speaking habits can have an adverse effect on relationships and be very costly in business. Your success is greatly determined by your ability to communicate. This course is for anyone else who wants to strengthen their speaking skills and deliver their spoken messages with more clarity and impact. You will learn how to identify and correct common speaking errors, use your voice as a powerful business tool, keep your voice healthy, and boost your self confidence. Discover “the sound of success” with, Cathy Emma-Urban, president of Voice Power in Business. Course fee includes supplementary materials.

COM S25-01, OC/SK, 1 Sat., 9/12, 9 am-12 pm, Emma-Urban

CRN 60487

PROFESSIONAL IMPRESSIONS – COMMUNICATE LIKE A PRO!

FEE: \$50

Staying professional in today’s fast-changing workplace has never been more challenging. Keeping your communication skills sharp, polished and updated is vital to your business success. This course will show you how to reinforce your communication abilities and get your messages across in the most effective way. From basic business protocol to personal appearance, body language, e-mail guidelines, and communicating among different generations, you will be guided to excellence for today’s modern and diverse workplace. Accelerate your career success and give your company or organization a winning edge. Cathy Emma-Urban is the president of Voice Power in Business. Course fee includes supplementary materials.

COM S61-01, OC/SK, 1 Sat., 10/3, 9 am-12 pm, Emma-Urban

CRN 60490

TELEPHONE POWER AND THE ART OF VOICE MAIL

FEE: \$50

Are you taking your telephone skills for granted? Do your telephone skills enhance your business relationships? Learn how to use your telephone, cell phone and voice mail more effectively. Make your conference calls a valuable experience for everyone by understanding and applying the ground rules. Many business dealings are done via telephone, by people who might never see each other. Proper phone and voice mail techniques will add to your productivity and success. Cathy Emma-Urban is president of Voice Power in Business. Course fee includes supplementary materials.

COM S65-01, OC/SK, 1 Sat., 10/17, 9 am-12 pm, Emma-Urban

CRN 60491

Personal Trainer Certification

PERSONAL TRAINER CERTIFICATION

FEE: \$579

Get the instruction you need to become a Certified Personal Trainer. Whether you desire an exciting new career in the dynamic fitness field, or are simply interested in expanding your knowledge, this nationally recognized program combines lecture with practical skill development, and is offered in collaboration with the well-known World Instructor Training Schools. Topics include anatomy, exercise physiology, injuries, and health screening. The certification exam is included in the price. Textbook (approx. \$65) required. This book is not available at the bookstore—it can be purchased from World Instructor Training Schools (call 1.888.330.9487) or from Amazon.com. Proof of current CPR certification is required before the Personal Trainer Certificate can be issued. Oakton offers CPR classes that will fulfill this requirement. See page 43-44. Also required is a 30-hour internship with a local health club. No senior discount. No class 11/29.

PED C03-01, OC/DP, 6 Sun., 9/20, 9 am-4 pm

CRN 60100

PED C03-02, OC/DP, 6 Sun., 11/1, 9 am-4 pm

CRN 60101

Radio and Television

YOU'RE ON THE AIR

(How to Really Make it in Voice-Overs!)

FEE: \$50

Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Brian Thon, successful voice-over artist, will demonstrate voice-over technique and introduce students to the voice-over industry. He will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording and, best of all, hear the results!

COM S24-01, ETHS, 1 Thu., 10/22, 7-9 pm, Levine

CRN 60870

INTRODUCTION TO TELEVISION PRODUCTION

FEE: \$75

If you've ever dreamed of being in front of television cameras or part of the dynamic creative force behind them, your dream is about to come true. No experience necessary. This is your opportunity to become part of a television production team and learn the fundamentals of television production when your Group Television Production Project is taped at Evanston Community Media Center.

TEC S95-01, OC/SK, 4 Sat., 10/3, 1-3 pm, Garcia-Ansani

CRN 60810

Wedding Planner

This online open enrollment program is offered in partnership with Gatlin Education Services (GES). It is designed by a team of professionals, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed.

This program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. For information contact **Gatlin Education at 817.870.2870** or questions@gatlineducation.com.

Note: Once the course is accessed either by requesting course materials or viewing lessons, there are no refunds.

CERTIFIED WEDDING PLANNER

FEE: \$1,395

Sophisticated women know they cannot be both "the bride" and the wedding planner on their big day. That's why demand continues to grow for qualified wedding planners. This online program provides all the tools necessary to work as a professional wedding planner or start your wedding planning business. Whether you embark on a full-time career, or plan only a few weddings a year, the Wedding Planning Certificate Program is perfect for those who want to immediately start making money as a wedding planner. Program includes role-playing, vignettes, and other ways to practice actual business objectives and case studies in the daily world of wedding planning. (300 Hours)

BUS S93-300, online

CRN 60271