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CAREER/JOB DEVELOPMENT

COLISTED CLASSES: Unless otherwise indicated, courses included in the Job Development area are colisted. This means that both credit and noncredit students can register for and take these courses, and often 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 regarding CPE credit.

SMALL BUSINESS ACCOUNTING PROCEDURES

FEE: \$252

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. \$65) is available in the bookstore.

ACC A01-C01, OC/DP, 16 Mon., 1/26, 6:30-9:20 pm CRN 40919

COMPUTER ACCOUNTING APPLICATIONS

FEE: \$94

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.

Quickbooks I

ACC A02-C01, OC/DP, 4 Thu., 1/22, 6-9:50 pm CRN 40939
ACC A02-C02, OC/SK, 4 Tue., 2/17, 6-9:50 pm CRN 40941
ACC A02-C03, OC/DP, 4 Sat., 3/7, 9 am-12:40 pm CRN 40942
ACC A02-C04, OC/DP, 8 Tue., 3/24, 6-7:50 pm CRN 40983

PEACHTREE FOR WINDOWS (ONLINE)

FEE: \$134

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, call Jack Neymark at 847.998.4688. **Registration deadline is 1/13/09.**

ACC A02-C05, online, 1/20-3/8/09 CRN 40988

MICROSOFT EXCEL FOR ACCOUNTANTS

FEE: \$94

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/DP, 4 Tue., 1/20, 6-9:50 pm CRN 40989
ACC A03-C02, OC/DP, 4 Thu., 2/19, 6-9:50 pm CRN 40990
ACC A03-C03, OC/DP, 8 Tue., 3/24, 8-9:50 pm CRN 40991

PAYROLL TAX ACCOUNTING**FEE: \$84**

Study and practice the practical applications of payroll tax laws and requirements, using manual and computerized systems. Payroll registers, tax returns, and deposit coupons will be used. A required textbook (approx. \$65) is available in the bookstore.

ACC A04-C01, OC/DP, 4 Sat., 4/11, 9 am-12:40 pm CRN 40992

COMPUTER ACCOUNTING-QUICKBOOKS II FEE: \$94

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., 4/23, 6-9:50 pm CRN 41001

ADVANCED COMPUTER ACCOUNTING APPLICATIONS/PEACHTREE II (ONLINE) FEE: \$134

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 A06-C02, online, 3/23-5/2/09 CRN 41013

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 CONDITIONING AND REFRIGERATION FEE: \$376

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 Fri., 1/23, 5-10:15 pm CRN 41002

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS FEE: \$376

Course introduces electricity and automatic controls. Content includes basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, series and parallel circuits. Hands-on experience with electrical tools and meters.

AIR A11-C01, OC/DP, 16 Tue., 1/20, 5-9:15 pm CRN 41015

HEATING AND AIR CONDITIONING LOAD CALCULATIONS FEE: \$252

Course covers calculation of heating and cooling loads to determine appropriate selection of equipment in new construction. Content includes construction and heat transfer through structure, and computations for heat gains and heat losses for various building structures. Prerequisite: AIR A06 or consent of department chair.

AIR A05-C01, OC/DP, 15 Mon., 1/26, 5-7 :50 pm CRN 41014

Art

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

HISTORY OF PHOTOGRAPHY FEE: \$252

Course presents visually oriented history of development of commercial and creative photography and photographic technology. Focus is on understanding how photography fits into past and present human experience and how photographer reflects self within social context of culture.

ATE E02-C01, OC/SK, 16 Tue. & Thu. 1/20, 7:30-8:45 pm CRN 41024

INTRODUCTION TO VISUAL COMMUNICATION FEE: \$327

Course covers the fundamental principles of design and how these relate to effective communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising.

ATE A06-C01, OC/SK, 16 Tue., 1/20, 1-4 pm CRN 41017

FUNDAMENTALS OF DIGITAL IMAGING USING PHOTOSHOP ELEMENTS

FEE: \$327

Course covers the fundamental principles of digital imaging, including production, manipulation and output of digital images, and basic elements of design. High quality images will be produced from stock imaging and scanning from film and flat artwork. Course is designed for students who are preparing to work in the photography/design field as medical photographers, wedding photographers, and production artists, who will not need the more extensive study of Photoshop and digital imaging.

ATE A07-C01, OC/SK, 16 Tue., 1/20, 6-9 pm CRN 41020

DIGITAL PHOTOGRAPHY

FEE: \$327

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., 1/21, 10 am-12:30 pm CRN 41016

Communication Studies

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

INTRODUCTION TO RADIO AND TELEVISION COMMUNICATIONS

FEE: \$252

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, cablecasting 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/DP, 14 Wed., 2/4, 6:30-9:45 pm CRN 41037

CMS A01-C02, OC/SK, 14 Wed., 2/4, 6:30-9:45 pm CRN 41041

INTRODUCTION TO VIDEO PRODUCTION

FEE: \$252

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 Mon., 2/2, 2-5:45 pm CRN 41042

Computer Courses

The following computer courses are designed to develop or increase knowledge in computer literacy, web design, computer programming, operating systems, and networking. Also, courses help students upgrade computer skills for career advancement. **These courses may be taken for college credit.** Call 847-635-1989, 847-635-1967 or 847-635-1969 for more information.

Beginners/Introductory Classes

COMPUTERS FOR NEW USERS

FEE: \$183

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, 12 Tue. and Thu, 2/17, 9:30-11:10 am CRN 41022

CPT A44-C02, OC/DP, 12 Wed., 2/18, 6-9:30 pm CRN 41023

COMPUTER KEYBOARDING

FEE: \$99

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

CPT A13-C01, OC/SK, 7 Mon., 1/26, 7:30-9:30 pm CRN 41075

CPT A13-C02, OC/DP, 7 Thu., 2/19, 10 am-12:40 pm CRN 41076

**COMPUTER KEYBOARDING FOR
THE NON-NATIVE SPEAKER**

FEE: \$198

Course develops mastery of touch typing on an electronic keyboard and further develops computer-literacy concepts. Content includes building speed and accuracy, basic equipment functions (accessing the computer system, formatting, editing, printing, saving and retrieving) taught on computer terminal. Focus is on use of keyboard as a writing tool and development of composing, language arts, proofreading, and editing skills at the computer. Additional content includes formats for letters, reports, and academic writing assignments. Intended for ESL students

CPT A50-C01, OC/DP, 10 Mon., 3/9, 6-10 pm CRN 41089

WINDOWS FUNDAMENTALS

FEE: \$99

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.

CPT A06-C01, OC/SK, 8 Mon. & Wed., 2/9, 9:30-11:20 am CRN 41064

CPT A06-C02, OC/DP, 8 Tue., 3/24, 6-9:50 pm CRN 41066

COMPUTER SOFTWARE AND CONCEPTS

FEE: \$366

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 Tue. and Thu., 1/20 9:30-11:20 am CRN 41044

CPT A01-C02, OC/DP, 16 Tue. and Thu., 1/20, 12:30-2:20 pm CRN 41048

CPT A01-C03, OC/DP, 16 Tue., 1/20, 6-9:50 pm CRN 41050

CPT A01-C04, OC/DP, 16 Mon. & Wed., 1/21, 9-10:50 am CRN 41051

CPT A01-C05, OC/SK, 15 Mon. 1/26, 6-9:50 pm CRN 41053

**INTRODUCTION TO COMPUTER
INFORMATION SYSTEMS**

FEE: \$262

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. 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/SK, 16 Tue. & Thu., 1/20, 10 am-11:50 pm CRN 41087

CPT A19-C02, OC/DP, 16 Mon. & Wed., 1/21, 9-10:50 am CRN 41088

CPT A19-C03, OC/DP, 16 Wed., 1/21, 6-9:50 pm CRN 41090

CPT A19-C04, OC/SK, 16 Thu., 1/22, 5:30-9:20 pm CRN 41091

Database

INTRODUCTION TO SQL: ORACLE 10G

FEE: \$292

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

CPT A21-C01, OC/DP, 16 Thu., 1/22, 6-9:50 pm CRN 41093

ORACLE DATABASE FUNDAMENTALS II:

ORACLE 10G

FEE: \$292

This course continues developing the knowledge needed to perform the tasks of a database administrator. Topics include methods to backup, restore, and recover the database given various different scenarios, transporting data between databases and the utilities used, networking concepts and configuration parameters, solving common network problems, configuring network parameters to allow the database clients to communicate with the database server. This class prepares students for the corresponding Oracle Database Administrator certification exam.

CPT A46-C01, OC/DP, 8 Tue., 6-8:50 pm & Sat., 9 am-12:50 pm, 1/20 CRN 41026

ORACLE PERFORMANCE AND TUNING:

ORACLE 10G

FEE: \$292

This course continues to develop the knowledge needed to perform the tasks of a database administrator. The course focuses on methods and techniques to maximize the performance of the database from the design to using the database in a production environment. Also, students learn how to recognize, troubleshoot, and resolve common performance-related problems. This class prepares students for the corresponding Oracle Database Administrator certification exam.

CPT A47-C01, OC/DP, 8 Tue., 6-8:50 pm & Sat., 9 am-12:50 pm, 3/24 CRN 41028

Desktop Publishing

DESKTOP PUBLISHING USING QUARKXPRESS

FEE: \$297

Course introduces QuarkXPress. Topics of software include item run around, text box linking, master pages, libraries, and floating palettes. Hands-on experience using all basic features of program; exposure to advanced features; production of various publications. **Recommended:** Hands-on experience using Windows software.

CPT A23-C01, OC/SK, 16 Thu., 1/22, 6:30-9:50 pm CRN 41095

ADVANCED DESKTOP PUBLISHING

FEE: \$297

Exploration of advanced applications using design decisions, graphics creation, scaling and cropping, and typeface options and manipulations will challenge the experienced desktop publishing student in this course. Coordination of all components of the publishing process will be emphasized.

CPT A76-C01, OC/DP, 16 Wed., 1/21, 6-10 pm CRN 41059

DESKTOP PUBLISHING USING INDESIGN CS3 FEE: \$297

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.

CPT A86-C01, OC/DP, 16 Mon., 1/26, 6:30-9:50 pm CRN 41068

Digital Imaging

ADOBE PHOTOSHOP

FEE: \$297

Introduction to the tools and capabilities of Adobe Photoshop CS2.

CPT A17-C01, OC/DP, 16 Tue. & Thu., 1/20, 9-10:50 am CRN 41085

CPT A17-C02, OC/SK, 16 Tue., 1/20, 6:30-10:10 pm CRN 41086

ADVANCED ADOBE PHOTOSHOP

FEE: \$297

Course continues Photoshop usage and image manipulation presented in the introductory Photoshop class. Focus is on final output. Content includes using Photoshop special effects and filter in projects; features available in Photoshop for Web site construction.

CPT A24-C01, OC/DP, 16 Wed. 1/21, 6-10 pm CRN 41096

ADOBE ILLUSTRATOR

FEE: \$297

Course introduces students to the various features of this object-based drawing application.

CPT A25-C01, OC/DP, 16 Wed., 1/21, 6:30-10:10 pm CRN 41097

Microsoft Office Specialist

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

COMPREHENSIVE WORD PROCESSING (WORD)

FEE: \$282

Course covers the use and application of word processing features.

CPT A22-C01, OC/DP, 16 Wed., 1/21, 6:30-10 pm CRN 41094

POWERPOINT PRESENTATION SOFTWARE FEE: \$198

Learn to plan, compose and create effective desktop presentations.

CPT A10-C01, OC/DP, 10 Mon., 1/26, 6-10 pm CRN 41070

ELECTRONIC SPREADSHEETING (EXCEL) FEE: \$183

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

CPT A11-C01, OC/DP, 8 Tue. & Thu., 1/20, 9-11:40 am CRN 41071

CPT A11-C02, OC/DP, 10 Thu., 1/22, 6-10 pm CRN 41072

ADVANCED SPREADSHEETING FOR PCS USING EXCEL

FEE: \$99

This course is a continuation of Electronic Spreadsheets for PCs (CPT A11). Students will learn macro development, data management, and techniques of graphing spreadsheet data.

CPT A45-C01, OC/DP, 6 Thu., 4/2, 5:45-10 pm CRN 41025

DATABASE APPLICATIONS (ACCESS) FEE: \$282

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

CPT A12-C01, OC/DP, 16 Wed., 1/21, 6-9:50 pm CRN 41074

Networking**NETWORKING ESSENTIALS FEE: \$292**

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.

CPT A41-C01, OC/DP, 16 Tue. and Thu., 1/20, 10-11:50 am CRN 41105

CPT A41-C02, OC/DP, 16 Tue. and Thu., 1/20, 4-5:50 pm CRN 41106

CPT A41-C03, OC/DP, 12 Wed., 2/18, 6-9:50 pm CRN 41021

NETWORK DEFENSE AND COUNTERMEASURES FEE: \$292

This course provides students with the knowledge and concepts needed for protecting computers and networks. Topics include intrusion detection; developing a security policy; implementing Network Address Translation (NAT) and packet filtering by installing proxy servers; firewalls; and the virtual private network (VPN). The course also will help students prepare for the exams leading to Network or Information Security Certification.

CPT A63-C01, OC/SK, 12 Tue., 2/17, 6-9:50 pm CRN 41047

INTRODUCTION TO COMPUTER FORENSICS FEE: \$292

This course provides students with the knowledge and solid foundation by introducing Computer Forensics as an entry into the professional field of Computer Forensics and investigation. The course covers current and past Operating Systems and a range of computer hardware and forensics software tools. The course also assists students in preparing for the appropriate Network or Information Security Certification examinations.

CPT A90-C01, OC/SK, 12 Sat., 2/21, 8:30 am-12:20 pm CRN 41077

UNIX NETWORK SERVICES ADMINISTRATION FEE: \$292

This is a course on UNIX network services and administration using the LINUX Operating System. Course material covers UNIX networking topics: network technology and terms, TCP/IP installation and configuration, network hardware installation, secure INETD "super daemon" installation and TCPD wrappers, configuration of network services—Domain Name Services (DNS), DHCP, Apache (Web server), SMTP/SENDMAIL, File Transfer Protocol (FTP) server, Network File Server (NFS), SAMBA (Windows Network Server), Secure Shell (SSH), Secure Socket Layer, firewalls and packet filters, packet sniffers and intrusion detections systems.

CPT A93-C01, OC/DP, 8 Sat., 2/28, 8:30 am-3 pm CRN 41078

UNIX ADMINISTRATION: RED HAT LINUX FEE: \$292

Course offers instruction in installation, support, and administration of a UNIX operating system in both server and workstation configurations. Content includes UNIX and Web server installation, system startup/shutdown, hardware configuration, disk and file system structure, package management, TCP/IP networking, system management and security, X-Windows usage and configuration, user management, UNIX printing, system performance measurement and tuning, UNIX Kernel "hacking," and UNIX utilities.

CPT A99-C01, OC/DP, 8 Sat., 1/24, 8:30 am-3 pm CRN 40886

Cisco Networking

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

CISCO NETWORKING BASICS COMPETENCIES FEE: \$376

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.

INT A01-C01, OC/SK, 8 Thu., 1/22, 6-10 pm CRN 40910

INT A01-C02, OC/DP, 12 Mon., 2/23, 10 am-12 pm CRN 40911

INT A01-C03, OC/SK, 8 Thu., 3/26, 6-10 pm CRN 40912

**CISCO ROUTERS AND ROUTING BASICS
COMPETENCIES**

FEE: \$376

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.

INT A02-C01, OC/SK, 8 Tue., 1/20, 6-10 pm CRN 40913
INT A02-C02, OC/DP, 12 Mon., 2/23, 8-10 am CRN 40914
INT A02-C03, OC/SK, 8 Tue., 3/24, 6-10 pm CRN 40915

**CISCO SWITCHING BASICS AND INTERMEDIATE
ROUTING COMPETENCIES**

FEE: \$376

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. Online course work required.

INT A03-C01, OC/SK, 13 Mon., 2/9, 6-9 pm CRN 40916

CISCO WAN TECHNOLOGIES COMPETENCIES FEE: \$376

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). Online course work required.

INT A04-C01, OC/SK, 13 Mon., 2/9, 6-9 pm CRN 40917

**FUNDAMENTALS OF VOIP - CISCO CALL
MANAGER EXPRESS**

FEE: \$376

Course introduces VoIP (Voice over Internet Protocol). Content 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.

INT A06-C01, OC/SK, 8 Sat., 1/24, 9 am-1 pm CRN 40918

Microsoft Networking

**MICROSOFT DESIGNING A WINDOWS
ACTIVE DIRECTORY AND NETWORK
INFRASTRUCTURE: WINDOWS 2003**

FEE: \$292

Course provides knowledge and skills to design an Active Directory network infrastructure and directory service for a Microsoft Windows Server environment. Focus is on most recent release of Windows. Course is one of elective examinations required in Microsoft Certified Systems Engineer (MCSE), Windows 2003 curriculum. **Recommended:** CPT A68 or consent of instructor, coordinator or department chair.

CPT A48-C01, OC/DP, 8 Sun., 1/25, 8:30 am-5 pm CRN 41030

**MICROSOFT DESIGNING SECURITY
FOR A WINDOWS NETWORK: WINDOWS 2003 FEE: \$292**

Course provides knowledge and skills to design a secure network infrastructure. Topics include assembling design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. Focus is on most recent release of Windows. Course is one of elective examinations required for certification in Microsoft Certified Systems Engineer (MCSE), or in Microsoft Certified Systems Administrator (MCSA), or one of the courses for core examinations for Microsoft Certified Systems Engineer (MCSE) Security Windows curriculum. **Recommended:** CPT A68 or consent of instructor, coordinator or department chair.

CPT A49-C01, OC/DP, 8 Sun., 3/29, 8:30 am-5 pm CRN 41032

**IMPLEMENTING AND MAINTAINING WINDOWS
NETWORK INFRASTRUCTURE: WINDOWS 2008**

FEE: \$376

This course prepares students to implement and manage a Windows-based computer in a Microsoft Windows Server network. Instruction is designed for those pursuing the systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. This is the fourth course in the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) curriculum for Windows Server.

CPT A55-C01, OC/DP, 8 Sat., 1/24, 8:30-5 pm CRN 41046

**MICROSOFT PLANNING AND OPTIMIZING
WINDOWS NETWORK INFRASTRUCTURE:
WINDOWS 2008**

FEE: \$292

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.

CPT A67-C01, OC/DP, 8 Sat., 3/28, 8:30 am-5 pm CRN 41052

**MICROSOFT WINDOWS SERVER OPERATING
SYSTEM (WINDOWS 2008)**

FEE: \$292

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.

CPT A37-C01, OC/DP, 7 Mon. & Wed., 1/21, 6-9:50 pm CRN 41101

**MANAGING A WINDOWS SERVER
OPERATING SYSTEM: WINDOWS 2008**

FEE: \$302

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

CPT A54-C01, OC/SK, 8 Mon. & Wed., 3/23, 6-9:50 pm CRN 41043

Microsoft Certified Desktop Technician

**MICROSOFT WINDOWS DESKTOP
TECHNICIAN (VISTA)**

FEE: \$386

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:** CPT A36 or consent of instructor, coordinator, or department chair.

CPT A65-C01, OC/DP, 8 Tue. & Thu., 3/24, 6-9:50 pm CRN 41049

Operating Systems

**INTRO TO MS WINDOWS XP
OPERATING SYSTEM**

FEE: \$188

Students develop a theoretical and hands-on understanding of Windows XP. Advanced topics such as performing file and folder operations, customizing the environment, and troubleshooting will be discussed.

CPT A14-C01, OC/DP, 10 Thu., 2/26, 6-9:50 pm CRN 41079

INTRO TO UNIX OPERATING SYSTEMS

FEE: \$188

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. **Recommended:** CPT A01 or comparable computer experience.

CPT A15-C01, OC/DP, 8 Thu., 1/22, 6-9:50 pm CRN 41080

**INTRO TO UNIX OPERATING SYSTEMS:
RED HAT LINUX**

FEE: \$188

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. **Recommended:** CPT A01 or comparable computer experience.

CPT A15-C02, OC/SK, 8 Wed., 2/11, 6-9:50 pm CRN 41082

**WINDOWS DESKTOP OPERATING SYSTEM:
WINDOWS VISTA**

FEE: \$292

Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System software on stand-alone and client computers that are part of a workgroup or domain. This course uses the most recent release of Windows. Course prepares students to become Microsoft Certified Professional (MCP) and earn core credit towards Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Systems Administrator (MCSA) curriculum.

CPT A36-C01, OC/DP, 8 Tue. & Thu., 1/20, 6-9:50 pm CRN 41100

MICROSOFT WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2008

FEE: \$292

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.

CPT A37-C01, OC/SK, 7 Mon. & Wed., 1/21, 6-9:50 pm CRN 41101

Programming

ASSEMBLY LANGUAGE FOR MICROCOMPUTERS

FEE: \$381

Course introduces Intel microprocessor assembly language instruction set. Content includes assembly, link and executing code to write business-oriented programs and subroutines to include such concepts as screen manipulating, table searching, disk processing, calling assembly language subroutines, communicating with programs written in higher-level languages, debugging techniques and machine language execution. **Recommended:** Knowledge of any programming language. Supplemental lab work required.

CPT A98-C01, OC/DP, 15 Mon., 1/26, 6:30-9:50 pm CRN 40885

INTRODUCTION TO COBOL PROGRAMMING FEE: \$381

Course introduces programming using the COBOL programming language to solve business related problems. Content includes program development and design using arithmetic calculations, decision making, looping, reports, subroutines, data validation and sequential file systems. *Independent study with optional lab.*

CPT A97-C01, OC/DP, 14 Sat., 2/7, 9:30 -10:20 pm CRN 41081

INTRODUCTION TO C# PROGRAMMING FEE: \$381

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 Wed., 1/28, 6-9:50 pm CRN 41099

DATABASE PROGRAMMING FOR PCS: ACCESS 2007

FEE: \$356

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, 14 Sat., 2/7, 9:30 am-2:40 pm CRN 41055

JAVA SUN CERTIFICATION PREPARATION FEE: \$381

Special topics course—prepare for Java Sun Certification. Supplemental lab work required.

CPT A02-C01, OC/DP, 16 Mon., 1/26, 6-10 pm CRN 41054

PMP CERTIFICATION PREPARATION FEE: \$178

Special topics course—prepare for PMP Certification.

CPT A02-C02, OC/DP, 4 Thu., 4/23, 5:45-10:30 pm CRN 41056

JAVA PROGRAMMING FEE: \$381

This 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. Supplemental lab work required.

CPT A40-C01, OC/DP, 16 Tue., 1/20, 6-9:50 pm CRN 41104

ADVANCED JAVA PROGRAMMING FEE: \$381

Course examines topics in various Java technologies. Content includes inner classes, multithreading, reflection, collection classes, Swing, TCP/IP networking, Java database connectivity (JDBC), remote method invocation (RMI), CORBA (interactive data language), servlets, and Java server pages (JSP). Students will be able to develop distributed object applications and write Web pages using advanced server side programming through servlets and Java server pages. Supplemental lab work required.

CPT A51-C01, OC/DP, 14 Wed., 2/4, 6-9:50 pm CRN 41039

VISUAL BASIC FOR APPLICATIONS FEE: \$381

Learn to automate and customize Microsoft applications using Visual Basic for Applications (VBA) through lecture, discussion and hands-on usage.

CPT A20-C01, OC/DP, 14 Sat., 2/7, 9:30 am-2:30 pm CRN 41092

INTRODUCTION TO VISUAL BASIC.NET

PROGRAMMING: VB.NET 2008

FEE: \$381

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. Supplemental lab work required.

CPT A89-C01, OC/DP, 16 Mon., 1/26, 6-9:50 pm CRN 41073

ADVANCED TOPICS IN VISUAL BASIC .NET PROGRAMMING

FEE: \$381

Course concentrates on writing complex programs using Visual Basic .NET concepts and commands. Content includes object-oriented concepts and design, configuring Visual Basic, user interfaces, .NET Framework controls, add-ins and utilities, dynamic control and object creation, creating a multiple document interface application (MDI), using the Windows API, Registry and INI files, Web Services, adding an Online Help system to applications, and deployment of applications. Supplemental lab work required.

CPT A73-C01, OC/DP, 15 Mon., 1/26, 6-8:20 pm CRN 41057

Software Applications

PROJECT MANAGEMENT

FEE: \$262

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 Thu., 1/22, 6-10:20 pm CRN 41067

VISIO FUNDAMENTALS

FEE: \$183

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. Prerequisite: Computer experience using software that runs in Microsoft Windows.

CPT A79-C01, OC/DP, 10 Tue., 1/20, 6-10 pm

CRN 41061

CPT A79-C02, OC/DP, 8 Tue. 7 Thu., 3/24, 9:30-12:20 pm

CRN 41062

World Wide Web

BUILDING A WEB PAGE USING HTML

FEE: \$277

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 Wed., 1/21, 6:30-9:50 pm

CRN 41058

CPT A04-C02, OC/SK, 15 Thu., 1/29, 1-4:45 pm

CRN 41060

CPT A04-C03, OC/SK, 14 Tue., 2/3, 6:30-10:10 pm

CRN 41063

WEB AUTHORING SOFTWARE:

DREAMWEAVER

FEE: \$277

This course introduces students to a popular HTML editor. Topics include learning how to lay out Web pages using layers, tables, style sheets, frames, rollovers, and forms. Students build a web site and learn how to upload files to a remote server. An introduction to the DHTML and animation capabilities of the Web authoring software is included.

CPT A38-C01, OC/DP, 15 Mon., 1/26, 6:30-9:50 pm

CRN 41102

WEB DEVELOPMENT TOOLS

FEE: \$277

Course offers an introduction to the use of Web development tools, including HTML editors, Web site managers, and graphics manipulation tools.

CPT A30-C01, OC/DP, 16 Thu., 1/22, 6-10:15 pm

CRN 41098

WORD PROCESSING PUBLISHING AND WEB DESIGN

FEE: \$297

Course reviews advanced features such as macros, and basic desktop publishing features of the word processing software package to create newsletters, flyers, etc. Content includes creating equations, using math, creating a box, importing and using graphics, creating rules, creating and integrating newspaper columns and graphics, and changing fonts.

CPT A80-C01, OC/SK, 16 Mon., 1/26, 6-9:20 pm

CRN 41065

MACROMEDIA FLASH**FEE: \$361**

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 Thu., 1/22, 6-10:15 pm CRN 41103

BLOGGING AND PODCASTING**FEE: \$267**

Course combines hands-on activities and lectures to increase familiarity with web pages using blogs and podcasts. Content includes creating blog entries using a variety of tools; reading and commenting on blogs; creating, editing, and distributing podcasts; and understanding the RSS file format.

CPT A52-C01, OC/DP, 8 Tue., 3/24, 6-9:20 pm CRN 41040

AJAX USING ASP .NET**FEE: \$267**

Course combines hands-on activities and lectures to increase familiarity with developing web applications using Asynchronous JavaScript and XML (AJAX) with ASP.NET. Content includes creating dynamic web pages using AJAX; client-side and server-side controls; data binding and validation; and integration with other web development technologies.

CPT A88-C01, OC/SK, 16 Wed., 1/21, 6:30-9:50 pm CRN 41069

GOOGLE SERVICES AND TOOLS**FEE: \$178**

Special topics course covering Google services and tools.

CPT A16-C01, OC/DP, 10 Tue., 3/3, 6-9:50 pm CRN 41083

CPT A16-C02, OC/DP, 8 Tue. & Thu., 3/24, 9:30 am-12 pm CRN 41084

Electronics and Computer Technology

These courses prepare students for employment as members of engineering teams, electronic engineering technicians, research engineering technicians, technical sales representatives, technical writers and customer service representatives.

Courses may be taken for college credit. Other sections meeting at different times and dates are available. Call 847-635-1909 for more information.

INTRODUCTION TO ELECTRONICS**FEE: \$460**

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 Tue. and Thu., 1/20, 6-9:30 pm CRN 40887

ECT A01-C02, OC/DP, 16 Mon. & Wed., 1/21, 9 am-12:15 pm CRN 40888

SURVEY OF ELECTRONICS**FEE: \$252**

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., 1/21, 6-9:05 pm CRN 40889

COMPUTER HARDWARE SYSTEMS**FEE: \$282**

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

ECT A04-C01, OC/DP, 16 Tue., 1/20, 6-9:30 pm CRN 40890

ECT A04-C02, OC/DP, 16 Fri., 1/23, 9 am-12:30 pm CRN 40891

COMPUTER PERIPHERALS**FEE: \$282**

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 Mon., 1/26, 6-9:30 pm CRN 40892

ECT A05-C02, OC/SK, 8 Tue. and Thu., 3/24, 6-9:30 pm CRN 40893

A+ CERTIFICATION PREPARATION**FEE: \$193**

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. Prerequisites: ECT A04 and ECT A05.

ECT A06-C01, OC/SK, 8 Wed., 3/25, 6-9:30 pm CRN 40894

DIGITAL CIRCUIT FUNDAMENTALS**FEE: \$ 292**

Course involves study of discrete devices and integrated circuits. Content includes application of inverters, AND, OR, NAND, and NOR gates, and all circuits necessary to operation of a computer including microprocessors. Focus is on analysis of functions from a systems and circuit standpoint.

ECT A07-C01, OC/DP, 16 Thu., 1/22, 6-9:20 pm CRN 40895

FUNDAMENTALS OF MICROPROCESSORS**FEE: \$292**

Microprocessors are the nucleus of programmed digital systems. These large scale integrated devices (LSI) with associated memory and input/output components are rapidly replacing hardwired digital logic in industrial and commercial applications. This introductory course provides understanding and practical experience of microprocessor/microcomputer systems in lecture and lab sessions that emphasize both hardware and software aspects.

ECT A09-C01, OC/DP, 14 Sat., 2/7, 9 am-12:30 pm CRN 40896

RESIDENTIAL WIRING**FEE: \$292**

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/DP, 12 Tue., 2/17, 6-9:15 pm CRN 40897

English and Business Communications

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

INTRODUCTION TO BUSINESS AND**TECHNICAL WRITING****FEE: Listed with section**

This course is designed for students who wish to develop competence in producing various types of business documents, including memos, letters, reports, and product literature. Emphasis will be on writing for an audience with an identified purpose. Students are instructed in using clear, concise prose, and effective graphic elements. Course will involve use of computer hardware and software. Class is designed for students with college-level writing ability.

ELH A01-C01, OC/DP, 16 Mon. & Wed., 1/21, 11 am-12:15 pm, \$252 CRN 40898

ELH A01-C03, OC/DP, 12 Tue., 2/17, 6-9:30 pm, \$252 CRN 40900

ELH A01-C04, OC/SK, 12 Sat., 2/21, 9 am-12:50 pm, \$252 CRN 40901

ELH A01-C02, online, 1/20-5/18, \$302 CRN 40899

TECHNICAL WRITING APPLICATIONS**FEE: \$252**

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.

ELH A02-C01, OC/DP, 14 Mon., 2/2, 6-8:50 pm CRN 40902

WRITING FOR THE WEB**FEE: \$252**

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.

ELH A03-C01, OC/DP, 14 Mon., 2/2, 6-8:50 pm CRN 40903

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: \$252**

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., 2/2, 6:30-9:20 pm CRN 40904

SECURITIES TRADING**FEE: \$252**

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, OC/DP, 14 Wed., 2/4, 7-9:50 pm

CRN 40905

INTRODUCTION TO OPTIONS MARKET**FEE: \$252**

This advanced class requires a basic knowledge of put and call options. Emphasis is on the relationship of options to their respective underlying vehicles, and the relationship of several individual options to others of the same classification. Actual market conditions and strategies are explored. A required textbook (approx. \$70) is available in the bookstore.

FIN A04-C01, OC/DP, 14 Mon., 2/2, 6-9:50 pm

CRN 40906

PRINCIPLES OF TECHNICAL ANALYSIS**FEE: \$252**

The use of technical analysis in commodity and securities price forecasting will be studied. Chart analysis of price movements and related technical factors are included. The construction, interpretation, and application of charts to determine positions are emphasized. Trends, support, and resistance levels and pattern identification are explored. A required textbook is available in the bookstore.

FIN A05-C01, OC/DP, 14 Tue., 2/3, 7-9:50 pm

CRN 40907

INTEREST RATES AND FOREIGN MARKETS**FEE: \$252**

This course examines foreign exchange domestically and worldwide from the viewpoints of the currency trader, hedger, and international importer/exporter. Dollar exchange rates will be studied. The spot, forward, futures and options markets are covered, along with appropriate history and economics topics. A required textbook is available in the bookstore.

FIN A07-C01, OC/DP, 14 Thu., 2/5, 6-9:50 pm

CRN 40908

PERSONAL FINANCE**FEE: \$252**

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 work required.

FIN E01-C01, OC/SK, 6 Tue., 3/31, 6:30-10:15 pm

CRN 40909

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: \$252**

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., 1/27, 6:30-9:45 pm

CRN 41027

IMPORT AND EXPORT**FEE: \$252**

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, 10 Mon., 2/23, 6-9:50 pm

CRN 41029

GLOBAL FINANCE**FEE: \$252**

Course examines essential areas in finance. Content includes banking, foreign exchange, currency fluctuations, financing, credit, payments and collections. Intended for second-year International Trade student or one with experience in foreign trade.

BTS A04-C01, OC/DP, 10 Tue., 2/24, 6:30-10:15 pm

CRN 41033

GLOBAL MARKETING**FEE: \$252**

Internet Course. Course provides an overview of the marketing process as applied to international marketing. Content includes concerns of inexperienced firm considering exporting as an option for increased sale and profits, and presents an approach for experienced firm in evaluating export marketing process and reaching international markets. **Recommended:** BTS A01 or MAR A01.

BTS A03-C01, 2/23-5/10/09

CRN 41031

CURRENT GLOBAL EVENTS AND PERSPECTIVES

FEE: \$252

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. **Recommended:** BTS A01.

BTS A05-C01, OC/DP, 10 Wed., 2/25, 6-8 pm CRN 41034

GLOBAL LOGISTICS AND DOCUMENTATION

FEE: \$252

Independent study. Course focuses on the global supply chain, strategic planning of logistics and proper execution of global trade documentation. **Recommended:** BTS A02 and consent of instructor.

BTS A08-C01, OC/DP, TBA., 2/23, TBA CRN 41035

GLOBAL MANAGEMENT

FEE: \$252

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, 10 Thu., 2/26, 6:30-10:15 pm CRN 41036

Management and Supervision

Courses are designed to serve the needs of students who want to enter supervisory positions or enable those already in management upgrade their skills and potential for growth. **Courses may be taken for college credit.** Call 847-635-1814 for information.

PRINCIPLES OF MANAGEMENT

FEE: \$252

Topics covered include the principles of planning, organizing, leading and controlling in modern business. A textbook may be required. Check with the bookstore. Supplemental work required.

MAN A03-C01, OC/DP, 12 Wed., 1/28, 6-9:45 pm CRN 40922

MAN A03-C02, OC/SK, 10 Thu., 3/5, 6:30-10:15 pm CRN 40923

MAN A03-C03, OC/DP, 8 Sat., 3/28, 8:30 am-12:20 pm CRN 40924

FUNDAMENTALS OF SUPERVISION

FEE: \$252

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. Supplemental work required. A textbook may be required. Check with the bookstore.

MAN A01-C01, OC/DP, 7 Thu., 1/22, 6-10:15 pm CRN 40920

HUMAN RELATIONS IN THE WORKPLACE

FEE: \$252

Course increases awareness of the "people" skills essential for career success. Content includes challenges of diversity in understanding conditions which produce differences; valuing diversity; diversity, discrimination and biases in the workplace; intercultural relations; positive self and professional image; ethics, human relations skills, personal appearance; and social and business etiquette. Supplemental work required.

MAN A02-C01, OC/DP, 7 Thu., 1/29, 6-10:15 pm CRN 40921

EFFECTIVE ORGANIZATIONAL LEADERSHIP

FEE: \$252

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. Supplemental work required. A textbook may be required. Check with the bookstore.

MAN A15-C01, OC/DP, 7 Tue., 3/31, 6:30-10 pm CRN 40928

CONFLICT MANAGEMENT

FEE: \$252

Course introduces a range of potential positive conflict management processes. Content includes active listening and communication skills; principle negotiation; various forms of mediation, arbitration and nonviolent action. Supplemental work required. **Recommended:** MAN A02.

MAN A32-C01, OC/DP, 7 Tue., 3/24, 6:30-10:15 pm CRN 40933

ORGANIZATIONAL CHANGE LEADERSHIP FEE: \$252

Course examines technical and behavioral aspects of change processes within an organization so that change strategies can be planned, implemented and evaluated. Content includes the relationship between strategy and organizational structure; organizational restructuring and its outcomes; leadership skills and behaviors associated with successful change; creating a transition environment; developing measures for evaluating the success of change effort; dealing with resistance to change, and institutionalizing change. Supplemental work required.

MAN A24-C01, OC/DP, 6 Wed., 3/25, 6:30-10:15 pm CRN 40929

TIME AND STRESS MANAGEMENT FEE: \$252

Course presents basic principles and theories of time and stress management; teaching how small adjustments can reap rewards in personal and professional effectiveness. Supplemental work required.

MAN A26-C01, OC/SK, 6 Thu., 1/22, 6:30-10:15 pm CRN 40930

**INTRODUCTION TO TRANSPORTATION,
WAREHOUSING AND LOGISTICS FEE: \$277**

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

MAN A41-C01, OC/SK, 7 Mon., 3/30, 6:30-10 pm CRN 40934

BUSINESS ETIQUETTE FEE: \$351

Course presents the fundamentals of business etiquette as they are applied to the modern multicultural and global business environments. Content includes the importance of the first impression, polite conversation, personal appearance, office politics, diplomacy, telephone and cell phone etiquette, proper oral and written communication, and the protocol of meetings both in the United States and abroad. Students will participate in an off-campus formal dining experience. Supplemental work required.

MAN A42-C01, OC/DP, 7 Mon. & Wed., 1/26, 3:30-5 pm CRN 40935

EFFECTIVE MANAGEMENT COMMUNICATIONS FEE: \$252

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. Supplemental work required. A textbook may be required. Check with the bookstore.

MAN A29-C01, OC/DP, 12 Mon., 1/26, 6:30-10:15 pm CRN 40931

PURCHASING MANAGEMENT FEE: \$252

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/SK, 7 Mon., 1/26, 6:30-10 pm CRN 40925

SMALL BUSINESS MANAGEMENT FEE: \$252

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. Supplemental work required. A textbook may be required. Check with the bookstore.

MAN A09-C01, OC/DP, 10 Mon., 1/26, 6:30-10 pm CRN 40926

Human Resources Series

HUMAN RESOURCE MANAGEMENT FEE: \$252

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 A10-01, OC/DP, 8 Wed., 1/21, 6-10 pm CRN 40927

HUMAN RESOURCES MANAGEMENT LAW FEE: \$252

This course investigates federal and state legislative, judicial and administrative regulations of the employer/employee relationship in the private sector. Topics covered include equal employment opportunity, affirmative action, wage-hour law, labor law, employee pension benefits, workers compensation, unemployment compensation and other related issues. Supplemental work required.

MAN A30-C01, OC/DP, 7 Wed., 3/25, 6:30-10:15 pm CRN 40932

Manufacturing

Taught by experts in the field, these courses provide training in the operation of manufacturing-related tasks. **Courses may be taken for college credit.** Call 847-635-1861 or 847-376-7041 for more information.

INTRODUCTION TO CNC

FEE: \$376

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., 1/20, 6-8:45 pm

CRN 40956

MCH A01-C02, OC/SK, 16 Sat., 1/24, 8 am-1 pm

CRN 40957

ADVANCED CNC PROGRAMMING

FEE: \$376

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, 15 Mon., 1/26, 6-9:45 pm

CRN 40958

MASTERCAM/COMPUTER-AIDED MANUFACTURING

FEE: \$376

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., 1/21, 6-9:50 pm

CRN 40959

MASTERCAM COMPUTER-AIDED MANUFACTURING II

FEE: \$376

Course continues to build on the foundation completed in MFG 165. Focus is on creating 3D wire frame models, surface modeling, 2D/3D solids using advanced commands including; special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC machining that requires creating a five axis simultaneously tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor.

MCH A20-C01, OC/DP, 16 Thu., 1/22, 6-9:50 pm

CRN 40963

INTRO TO HYDRAULICS, PNEUMATICS AND CONTROLS

FEE: \$376

Hands-on operation and troubleshooting of training equipment is used to illustrate fluid properties, pressure, and pipe friction. Actual components used include pumps, reservoirs, accumulators, actuators, control valves, packing, seals, compressors, and electrical controls. Course targets those who maintain and design fluid power systems. A textbook may be required. Check with the bookstore.

MCH A05-C01, OC/SK, 16 Thu., 1/22, 6-9:20 pm

CRN 40960

PROGRAMMABLE CONTROLERS (PLC)

FEE: \$376

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 Sat., 1/24, 8 am-1 pm

CRN 40961

ADVANCED PLC PROGRAMMING

FEE: \$376

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, 15 Mon., 1/26, 5:30-10 pm

CRN 40962

Marketing

Courses in this discipline are designed to meet the needs of students preparing for entry-level positions, upgrading skills, acquiring specialized knowledge for small business ownership and career changers. **Courses may be taken for college credit.** Call 847-635-1872 for more information.

PRINCIPLES OF MARKETING

FEE: \$252

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. Supplemental work required. A textbook may be required. Check with the bookstore.

MAR A01-C01, OC/SK, 12 Wed., 2/4, 6:30-10 pm CRN 40936

MAR A01-C02, OC/DP, 10 Sat., 2/28, 8:30 am-12:20 pm CRN 40937

MAR A01-C03, OC/DP, 8 Mon., 3/23, 6:30-10 pm CRN 40938

PUBLIC RELATIONS I

FEE: \$252

Learn to communicate with an organization's various audiences - the customers, employees, stockholders, suppliers, and the government. The approach is from a strategic marketing standpoint. Supplemental work required.

MAR A07-C01, OC/DP, 7 Wed., 1/28, 6:30-10:15 pm CRN 40940

ADVANCED PUBLIC RELATIONS AND SPECIAL EVENTS

FEE: \$252

Explore the expanded role of today's PR professional, including various components of integrated marketing. Combine marketing fundamentals with PR principles to acquire sponsorship, organize and promote a special event, use the Internet, and handle crises. Supplemental work required.

MAR A08-C01, OC/DP, 7 Wed., 3/25, 6:30-10:20 pm CRN 40943

CREATIVITY IN BUSINESS

FEE: \$252

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. Students will design a "tool box" with which creativity can be managed to promote innovation and enhance organizational effectiveness, along with individual creativity. Supplemental work required.

MAR A15-C01, OC/DP, 6 Mon., 1/26, 6:30-10 pm CRN 40944

Massage Therapy

The Massage Therapy certificate program offers the basic instruction and clinical experience necessary to become a licensed massage therapist in Illinois. Prospective students should have an interest in anatomy, alignment of the body, and a desire to have a hands-on approach to this form of complimentary health care. Classes are taught by licensed massage therapists over two semesters, totaling more than 500 hours of instruction. Programs begin each fall and spring semesters. Students must maintain a minimum grade of 70 percent in each course to remain in the program.

Upon successful completion of the massage therapy program, students will be eligible to sit for the massage therapy licensure examination in Illinois. Illinois licensure requires verification of electronic fingerprint processing from the Illinois Department of State Police or one of the Illinois State Police approved vendors as part of the application process.

Students must be concurrently enrolled in MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14. Students must sign up for all Spring MAS courses at the same time.

MESSAGE THERAPY I: SWEDISH MASSAGE

FEE: \$886

Course involves hands-on learning of basic Swedish Massage techniques and strokes, including effleurage, friction, petrissage, tapotement, vibration, and joint movements. Content includes body mechanics, draping techniques, client intake, contraindications, and listening skills. Midway through the semester, the course includes practicum time during which students perform Swedish Massage on actual clients, under supervision of licensed instructors.

MAS A01-C01, OC/SK, 8 Tue./Thu., 1/20, 6-9:30 pm, & 8 Fri., 6-9:50 pm CRN 40946

MESSAGE THERAPY II: INTEGRATIVE MASSAGE

FEE: \$886

Course covers various massage therapy topics including fascial web, craniosacral system, foot reflexology, and polarity therapy. Towards the end of the semester, course includes practicum time during which students integrate knowledge and techniques by performing Swedish Massage on actual clients, under supervision of licensed instructors.

MAS A02-C01, OC/SK, 8 Tue./Thu., 3/24, 6-9:30 pm, & 8 Fri. 6-9:50 pm CRN 40947

MESSAGE STRUCTURE AND FUNCTIONS I FEE: \$802

Course examines the anatomy and physiology of cells and tissues that underlie the normal functioning of the human body. Content includes an introduction to the principal bones and muscles, as well as their structure and functions at both a cellular and tissue level. Anatomic or physiological principles are related to practical phenomena encountered in massage therapy. Course also covers basic principles of pathology and the major pathological conditions likely to be encountered in massage therapy.

MAS A10-C01, OC/SK, 16 Wed., 1/21, 6-9 pm CRN 40948

KINESIOLOGY AND PALPATION I FEE: \$718

Course examines the skeletal and muscular systems that underlie the normal functioning of the body. Content includes a study of the structure of each major joint of the body and how the surrounding musculature affects the support and function of those joints. Principles of kinesiology are geared toward practical applications in the field of massage therapy, including major pathological conditions likely to be encountered.

MAS A12-C01, OC/SK, 15 Mon., 1/26, 6-8 pm CRN 40949

BUSINESS AND COMMUNICATION FOR MASSAGE THERAPY I FEE: \$718

Course covers the basic communications/ethics and business skills necessary to become a massage therapist.

MAS A14-C01, OC/SK, 15 Mon., 1/26, 8-10 pm CRN 40950

The following are restricted to continuing students enrolled in Spring 2009. Must be concurrently enrolled in MAS A03, MAS A04, MAS A11, MAS A13, MAS A15. Must sign up for all 5 courses at the same time.

MESSAGE THERAPY III: REHABILITATIVE FEE: \$802

Course combines two therapeutic modalities – Neuromuscular Therapy and Sports Massage Therapy – to assist with fine tuning of massage palpation skills. Content includes both functional assessment and corrective concepts. Prerequisite: MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.

MAS A03-C01, OC/SK, 16 Mon. & Wed, 1/20, 9 am-12:30 pm, 16 Tue. & Thu., 4-7 pm CRN 40951

MESSAGE THERAPY IV: DEEP TISSUE FEE: \$886

Course involves hands-on learning of the fascial system and fascial web. Content includes therapeutic massage techniques and strokes, with an understanding of the connective tissue which supports the body. This course blends didactic lecture with hands-on practice. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.

MAS A04-C01, OC/SK, 16 Mon. & Wed, 3/23, 9 am-12:30 pm, 8 Tue. & Thu., 4-7 pm CRN 40952

MESSAGE STRUCTURE AND FUNCTION II FEE: \$802

Course examines the anatomy and physiology of cells and tissues that underlie the normal functioning of the body. Content focuses on the structure and functions of the major systems of the human body. Anatomic or physiological principles are related to practical phenomena encountered in massage therapy. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.

MAS A11-C01, OC/SK, 16 Tue. & Thu., 1/20, 9 am-12 pm CRN 40953

KINESIOLOGY AND PALPATION FOR MASSAGE THERAPY II FEE: \$718

Course continues an examination of the skeletal and muscular systems that underlie the normal functioning of the body. Content includes an introduction to the complexities of movement, and the directional terminology associated with that movement. Students build upon their knowledge of the skeletal system and begin to address the bony landmarks of the axial skeleton, the core muscles for movement and stability. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.

MAS A13-C01, OC/SK, 16 Tue. & Thu., 3/24, 9-11 am CRN 40954

BUSINESS AND COMMUNICATION FOR MASSAGE THERAPY II FEE: \$718

Course covers more advanced communication techniques for managing the client-massage therapist relationship. Content also includes principles of professional ethics, and legal and regulatory considerations for a massage therapy business. Journaling is an integral part of the coursework. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.

MAS A15-C01, OC/SK, 16 Fri., 1/23, 9-11 am CRN 40955

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., 1/26, 8-9:50 pm	CRN 40964
MUS S81-C01, OC/DP, 16 Mon., 1/26, 8-9:50 pm	CRN 40965
MUS S82-C01, OC/DP, 16 Mon., 1/26, 8-9:50 pm	CRN 40966
MUS S83-C01, OC/DP, 16 Mon., 1/26, 8-9:50 pm	CRN 40967

CHOIR

FEE: \$84

Course provides the study, rehearsal and performance of standard works of choral literature. Open to any student without audition. Note: Instructor will assess students' level once the course has begun and place student in proper level course.

MUS S85-C01, OC/DP, 16 Thu., 1/29, 7-8:50 pm	CRN 40968
MUS S86-C01, OC/DP, 16 Thu., 1/29, 7-8:50 pm	CRN 40969
MUS S87-C01, OC/DP, 16 Thu., 1/29, 7-8:50 pm	CRN 40970
MUS S88-C01, OC/DP, 16 Thu., 1/29, 7-8:50 pm	CRN 40971

Pharmacy Technician

PHARMACY TECHNICIAN

FEE: \$1,065

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 MRxl Corporation®. Course will be offered for credit and noncredit. For detailed information, call Nancy Heldt at 847-376-7113.

PHT A01-C01, OC/SK, 13 Tue. & Thu., 1/27, 6:30-9:20 pm	CRN 40972
PHT A01-C02, OC/DP, 12 Sat., 1/31, 9 am-3 pm	CRN 40973

ASEPTIC PHARMACEUTICAL PREPARATIONS

FEE: \$1,760

Course is a comprehensive 75-hour one semester course designed for pharmacy technicians, pharmacists, and quality assurance personnel. The focus is on development of core competencies necessary to safely prepare and deliver sterile commercial and compounded pharmaceuticals. Content meets or exceeds guidelines and standards required by the United States' Pharmacopoeia Forum General Chapter <799> (Pharmaceutical Compounding-Sterile Preparations).

PHT A02-C01, OC/SK, 13 Mon. & Wed., 2/2, 6:30-9:20 pm	CRN 40974
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Radio Frequency Identification

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

INTRODUCTION TO RADIO FREQUENCY IDENTIFICATION

FEE: \$292

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., 1/27, 6-9:40 pm	CRN 40999
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THE IMPACT OF RFID IN THE SUPPLY CHAIN

FEE: \$292

Course surveys case studies on how Radio Frequency Identification (RFID) has been used in the supply chain. Examples from the retail, pharmaceutical, defense, manufacturing and logistic industries will discuss how companies have gained competitive advantages by implementing this new technology. Topics emphasize impact upon business processes, security of transmitted data and financial analyses. Prerequisite: RFD A01.

RFD A03-C01, OC/SK, 15 Fri., 1/30, 6-9:30 pm	CRN 41000
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Real Estate

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

Become a Salesperson

The Alliance for Lifelong Learning offers an inexpensive evening program designed to help students qualify for the Illinois Real Estate Salesperson's License. **This course is required by Illinois law and 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. Courses may be taken for college credit.** Call 847-635-1776 for more information.

REAL ESTATE TRANSACTIONS

FEE: \$267

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 also available for this course.)

REL A18-C01, OC/DP, 8 Tue. & Thu., 1/20, 2-5pm	CRN 40976
REL A18-C02, OC/DP, 8 Tue. & Thu., 1/20, 6:30-9:30 pm	CRN 40977
REL A18-C03, OC/SK, 16 Fri., 1/23, 6:30-9:30 pm	CRN 40978
REL A18-C04, OC/SK, 8 Mon. & Wed., 3/23, 2-5 pm	CRN 40979
REL A18-C05, OC/SK, 8 Mon. & Wed., 3/23, 7-10 pm	CRN 40980
REL A18-C06, OC/DP, 8 Sat., 3/28, 9 am-3:30 pm	CRN 40981

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.

REL E93-01, OC/DP, 1 Sun., 3/15, 8:30 am-2 pm	CRN 40010
REL E93-02, OC/DP, 1 Sun., 5/17, 8:30 am-2 pm	CRN 40011

Become a Broker

The Alliance for Lifelong Learning offers an inexpensive evening program designed to help students 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 subject to change by IDFPR-DBRE. Course may be taken for college credit.** Call 847-635-1776 for more information.

ADVANCED PRINCIPLES 2000

FEE: \$99

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 Fri., 1/23, 5:30-10:30 pm	CRN 40982
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REAL ESTATE CONTRACTS AND CONVEYANCES

FEE: \$99

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 Fri., 2/13, 5:30-10:30 pm	CRN 40984
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REAL ESTATE BROKERAGE ADMINISTRATION FEE: \$99

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 Fri., 3/6, 5:30-10:30 pm CRN 40985

PROPERTY MANAGEMENT IN REAL ESTATE FEE: \$99

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 Fri., 4/24, 5:30-10:30 pm CRN 40997

REAL ESTATE FINANCE FEE: \$99

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 Fri., 4/3, 5:30-10:30 pm CRN 40986

Become a Residential Appraiser

The Alliance for Lifelong Learning offers an inexpensive evening program designed to help students become an Illinois Associate Appraiser and Illinois Certified Residential Appraiser.

The first three courses (REL A23, REL A24 and REL A25) are required to become an Illinois Associate Appraiser.

After gaining at least 2500 of appraisal experience during no fewer than 24 months, an Illinois Associate Appraiser is eligible to take Real Estate Appraisal Methodology (REL A94) and Report Writing. After completion of the work hours and courses, Illinois Associate Appraisers are eligible to sit for the Illinois Certified Residential Appraiser exam.

These courses are 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. Courses may be taken for college credit. Call 847-635-1776 for more information.

BASIC PRINCIPLES OF APPRAISAL FEE: \$183

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., 1/26, 6-9:30 pm, 2 Sat., 1/31, 8:30 am-5 pm, 1 Sun., 2/1, 8:30 am-5 pm CRN 40987

STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE FEE: \$99

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, 2 Sun., 2/14, 8:30 am-5 pm CRN 40994

RESIDENTIAL AND SINGLE FAMILY APPRAISAL FEE: \$183

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., 2/23, 6-9:30 pm, 2 Sat., 2/28, 8:30 am-5 pm, 1 Sun., 3/1, 8:30 am-5 pm CRN 40995

REAL ESTATE INVESTMENTS

FEE: \$99

Course introduces characteristics of all income producing properties and techniques used to evaluate such properties. Contemporary analysis stressed. Content includes tax implications, leasing, management, syndication, building and development, and financing.

REL A39-C01, OC/DP, 5 Tue., 1/27, 6-9:15 pm

CRN 40996

Become a Home Inspector

The Alliance for Lifelong Learning offers an inexpensive evening program to become a real estate 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: \$351

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-C01, OC/DP, 8 Mon. & Wed., 3/23, 6-10 pm

CRN 40998

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., 3/14, 8:30 am-2 pm

CRN 40012

REL E95-02, OC/DP, 1 Sat., 5/16, 8:30 am-2 pm

CRN 40013

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. Required textbook and home study guide are included in the tuition and sold only through the Alliance for Lifelong Learning offices.

No refunds will be issued for this course.

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).

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, or at a pace more convenient to your schedule. Student materials, textbook, content outlines, seven sample quizzes, and instructor support are all included.

Students may enroll and begin **Real Estate Salesperson (REL A18)** any time prior to **Friday, April 17, 2009**. However all coursework and testing must be completed by **May 8, 2009**. Tuition is \$295 for Real Estate Salesperson home study.

Real Estate Broker

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

Students may enroll and begin any of the Broker's courses: **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 (RELA43)** any time prior to **Friday, April 24, 2009**. However all coursework and testing must be completed by May 9, 2009.

Tuition is \$114 for each of the Broker's courses—**Advanced Principles 2000, Real Estate Contracts and Conveyances, Brokerage Administration, and Real Estate Finance**. There are no senior discounts for these courses. The textbook charge is \$40.

Tuition is \$139 for **Property Management**, textbook fee included. There is no senior discount for this course.

Real Estate Home Inspection

Complete the courses to qualify you for the Illinois Home Inspector's License exam at home and at your own pace. Student materials and instructor support are all included. There will be two required on-campus lab sessions to be announced. Students may enroll and begin **Real Estate Home Inspection (REL A45)** any time prior to **Friday, March 20, 2009**. However, all coursework and testing must be completed by **May 8, 2009**.

Tuition is \$495 for **Home Inspection Home Study**. This charge includes textbooks, materials, and instructor support. There is no senior discount for this course.

Teacher Recertification Credits

USING THE INTERNET TO TEACH AND SAVE TIME

FEE: \$50

Gain recertification credits (10 CPDUs) and learn to integrate and use the Internet more effectively in your classroom and discipline. This course was created by Mind University, Inc. You will use Mind University's dynamic Internet tool, the Internet Organizer, provided on a trial basis throughout the course. Illinois Professional Teaching Standards #2 through #9 are addressed through this correspondence course.

Registration Deadline: 1/6/09

Course requirements: E-mail and access to an Internet web browser (such as Netscape, Internet Explorer or AOL.)

Procedures

1. Register with the Alliance for Lifelong Learning by 1/6/09.
2. Before the course start date, course orientation information and lessons will be forwarded to you.
3. Please read course orientation information carefully. It will contain important information about how to contact the instructor and instructions regarding the recertification form.
4. Complete the lessons at your convenience by the final class date.

TCR A01-300, online, 1/20-2/24

CRN 40302

CAREER/JOB DEVELOPMENT NONCREDIT CLASSES

IMPORT/EXPORT NOW!

FEE: \$95

Today, as globalization sharpens the division of labor, more and more businesses will be involved in international trade. According to U.S. Customs officials most international traders are small businesses. The fundamental steps to worldwide trade are simple — if broken down and explained. By the time you finish this course, not only should you feel "ready to go," but actually be on your way! The course is conducted "live" on the Internet by an international trade expert.

Registration Deadline: For 300 section: Friday, January 23, 2009. For 301 section: Friday, April 10, 2009.

Required Textbook: *How Small Business Trades Worldwide*, ISBN: 0979551501. **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

BUS A28-300, online, 9 Wed., 1/28

CRN 40143

BUS A28-301, online, 9 Wed., 4/15

CRN 40144

New!

BUSINESS CERTIFICATE WORKSHOPS

SCORE® Chicago is a non-profit resource partner of the U.S. Small Business Administration. It was formed in 1964 to encourage entrepreneurial education, and the formation, growth, and success of small business across the country. Oakton's Alliance for Lifelong Learning, in partnership with SCORE Chicago, is pleased to provide the following opportunities: Start and grow your business successfully. This series of six affordable workshops will focus on resources, methods, and tools for entrepreneurs, especially those looking for financing or in-depth training. SCORE Chicago instructors and guest lecturers are expert resources, executives, and business owners who have achieved success in their fields.

GOING INTO BUSINESS: EVALUATE YOURSELF AND TAKE THE FIRST STEPS

FEE: \$50

Series Prerequisite: Register by 2/6/09

BUS S45-01, OC/SK, 1 Sat, 3/28, 9 am-12:30 pm

CRN 40366

WORKSHOP SERIES

FEE: \$150

Marketing and Selling: Targeting to Get Customers

Financials: Master Cash Flow and Profits

Accounting, Taxes and Risk Management: Track and protect your assets

Business Plan: A Roadmap to Success - Directions for you . . . necessary for loans

Getting Financing: Learn sources, and impress your banker

Students must register for the series by 2/13/09. No class 4/11.

BUS S46-01, OC/SK, 5 Sat. 4/4-5/9, 9 am-12:30 pm CRN 40367

BUSINESS COUNSELING SERVICES

Get free, individual counseling from experienced SCORE, Chicago Business Advisers on specific small business issues. Whether you are starting a restaurant or going into real estate, becoming a caterer or a consultant, you will be put in touch with those who know what you're facing. SCORE Counselors provide "real world" answers and encouragement at every phase of your business development. Evening counseling sessions begin January 27, 2009 at Oakton Community College, 7701 North Lincoln Avenue, Skokie. To schedule an appointment, call 847-982-9888, press 3, starting Monday, January 5.

New!

ILLINOIS LOAN ORIGINATOR

EXAM PREPARATION (HOME STUDY)

FEE: \$99

Regardless of market conditions, people need to finance their dreams, whether it is a house, a condo, or just a costly remodeling project. Loan Originators work with home owners to finance real estate purchases and investments. Act now and take the first step to become an Illinois Registered Loan Originator. This Self-Study "Prep-to-Pass" program has been used by thousands to successfully prepare for the mandatory registration exam. Program includes a comprehensive study guide, covering the required subjects and five single-use online assessment exams. Exams feature instant score reporting and result-driven study recommendations. The course is offered in collaboration with Real Estate Institute, Niles, IL. **Please note: This is not an instructor-facilitated course.** Register in person to receive a complimentary *Illinois Loan Originator Candidate Handbook*. No Senior Discount. Visit the state website to learn more about the Loan Originator application and registration process: www.obre.state.il.us/RESFIN/LoanOriginators.htm.

Students may enroll and begin the course any time from November 17, 2008 to Monday, March 30, 2009. However, all coursework and testing must be completed by **May 18, 2009**.

FIN A21-800, Home Study

THE ENTERTAINMENT BUSINESS

FEE: \$20

Thinking about a career in show business? Whether on stage, behind-the-scenes, or in the orchestra pit, this course will introduce you to the entertainment industry from an insider's viewpoint. Join Al Curtis, programming consultant for the Skokie Theatre Music Foundation, and selected guest artists to gain insight on the legal, business, and marketing issues related to this profession. Class will be held at Skokie Theatre, 7924 N. Lincoln Ave., Skokie.

PRO F10-01,STMF, 4 Thu., 2/26, 5:30-7pm

CRN 40465

AN INTRODUCTION TO MODELING FOR ORDINARY PEOPLE

FEE: \$50

Have you ever seen models in magazines or at promotional events and thought, "I could do that!"? Well, now you can find out if modeling might be right for you. Learn the basics about the international industry of professional modeling. We will discuss different ways of getting started, modeling agencies, types of jobs most commonly booked, and valuable tips on how to be photographed. An optional photo shoot will be held in class, for student experience and evaluation purposes only. The instructor is a modeling professional from Ordinary Models, a national modeling education company based in New York.

PRO F13-01, OC/SK, 1 Sat., 3/14, 11 am-1 pm

CRN 40476

YOU'RE ON THE AIR

FEE: \$50

(How to Really Make It in Voice-Overs)

You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think it next to impossible to break into this field. Not so! In this class you'll learn how to get around the competition and actually turn voice-overs into a thriving full- or part-time business! Lisa Foster a successful voice-over artist (Crest Toothpaste, Olay), will demonstrate voice-over technique and introduce students to the business aspects. Students will have a chance to step up to the microphone and make a practice recording.

COM S24-01, ETHS, 1 Mon., 3/2, 7-9 pm

CRN 40543

MAKE MONEY FROM SURVEYS**FEE: \$19**

Participating in paid surveys online is a great way to make extra money in your spare time. Companies need your feedback to improve their products and services, and are willing to pay for it. This class will show you how.

BUS S68-01, ETHS, 1 Wed., 2/4, 8-10 pm	CRN 40050
BUS S68-02, ETHS, 1 Thu., 4/2, 8-10 pm	CRN 40051
BUS S68-03, ETHS, 1 Thu., 5/7, 8-10 pm	CRN 40052

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., 2/7, 9 am-12 pm	CRN 40174
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PROFESSIONAL IMPRESSIONS:**COMMUNICATE LIKE A PRO!****FEE: Listed with section**

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., 4/4, 9 am-12 pm, \$50	CRN 40172
COM S61-02, GLEN, 1 Wed., 3/11, 6:30-9:30 pm, \$75	CRN 40722

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., 5/2, 9 am-12 pm	CRN 40173
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PUBLIC SPEAKING WITH CONFIDENCE**FEE: \$139**

Overcome stage fright. Learn to organize a speech, make impromptu presentations and improve delivery. A personal videotaping at each class session is included.

COM B02-01, NILES N, 8 Mon., 1/26, 7:30-10 pm	CRN 40150
COM B02-02, NILES N, 8 Wed., 4/8, 7:30-10 pm	CRN 40151

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 percent 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, located at 1699 Wall Street, Mt. Prospect, IL.

BAR T01-01, ABC, 1 Mon.-Fri., 1/12-16, 9 am-5 pm	CRN 40134
BAR T01-02, ABC, 6 Sat. & Sun., 2/7-22, 9 am-5 pm	CRN 40135
BAR T01-03, ABC, 2 Mon.-Fri., 2/9-2/20, 9 am-1 pm	CRN 40136
BAR T01-04, ABC, 2 Mon.-Thu., 3/9-3/24, 6-10 pm	CRN 40137
BAR T01-05, ABC, 1 Mon.-Fri., 3/23-3/27, 9 am-5 pm	CRN 40138
BAR T01-06, ABC, 2 Mon.-Thu., 4/13-4/28, 6-10 pm	CRN 40139
BAR T01-07, ABC, 1 Mon.-Fri., 4/27-5/1, 9 am-5 pm	CRN 40140

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.

BAS S01-01,1 Sun., 1/25, 11 am-6 pm	CRN 40459
BAS S01-02,1 Sun., 2/22, 11 am-6 pm	CRN 40461
BAS S01-03,1 Sun., 3/29, 11 am-6 pm	CRN 40462
BAS S01-04,1 Sun., 4/26,11 am-6 pm	CRN 40463

Certified Bookkeeper Exam Preparation

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 send an email to: questions@gatlineducation.com.

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

CERTIFIED BOOKKEEPER**FEE: \$1,795**

Certified Bookkeepers (CBs) are to bookkeeping what CPAs are to accounting: the elite of the profession. This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This program was created by the AIPB to prepare experienced bookkeepers for the certification exam. In order to sit for the AIPB Certification exam, persons must be able to submit proof of at least two years full-time or 3,000 hours part-time experience. You will need an e-mail address, internet access (Netscape or Internet Explorer Web browser) and current versions of Microsoft Word and Microsoft Excel. All textbooks (workbooks) are included. 80 hours. No senior discount.

BUS R04-300, online	CRN 40048
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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.) **Section -03 is taught in Spanish.**

BUS A50-01, WFOO, 7 Wed., 1/28, 6-9:30 pm	CRN 40145
BUS A50-02, WFOO, 7 Mon., 4/6, 6-9:30 pm	CRN 40146
BUS A50-03, WFOO, 4 Tue. & Thu., 2/10, 6-8:30 pm	CRN 40536

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. **Section -03 is taught in Spanish.**

BUS R99-01, OC/SK, 1 Sat., 2/7, 9 am-3 pm	CRN 40148
BUS R99-02, WFOO, 1 Sat., 4/4, 9 am-3 pm	CRN 40149
BUS R99-03, WFOO, 1 Tue., 3/10, 4:30-9:45 pm	CRN 40541

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 (held on the sixth week) 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 888-330-9487 to order or go to www.witseducation.com. The book is also available 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 126. Also required is a 20-hour internship with a local health club.

PED C03-01, OC/DP, 6 Sun., 1/25, 9 am-4 pm

CRN 40066

PED C03-02, OC/DP, 6 Sun., 3/29, 9 am-4 pm

CRN 40067

Digital Home Technology Integrator

Online Certification Preparation Program

Modern households are filled with various systems, computers, and electronic devices. Demand is great for qualified technicians who can not only install, configure, and troubleshoot one or more residential subsystems, but also have the knowledge and skills required to integrate all of these home systems. Get ready to enter the exciting and fast-growing integrated home network (IHN) industry by obtaining a highly recognizable cross-industry certification.

To become a Certified Digital Home Technology Integrator the candidate must pass the CEA-CompTIA DHTI+ certification exam HT0-201. This series of courses is designed to prepare the students for CEA-ComTIA DHTI+ examination, and includes online courseware, Web access, and assessment tests. This program is offered in collaboration with "Career Tech Services, Inc."

Note: These are not instructor-facilitated courses. No refunds will be issued once courseware access has been set up. No senior discount.

Students may enroll any time prior to Monday, March 30, 2009.

HOME NETWORK DESIGN AND CONFIGURATION

FEE: \$100

Course covers the knowledge and skills required for designing, implementing, and maintaining a home network. Students learn about the components of a home network, their functions, and procedures for installing these components. Content includes networking protocols, network operating systems, network addressing, as well as home network security, troubleshooting, and management. **Recommended:** Completion of "Networking Essentials" course or equivalent experience.

TECA90-800, online

CRN 41107

HOME TECHNOLOGY:

TOOLS, PRODUCTS, AND SERVICES

FEE: \$100

Course presents the major commercial participants, common practices, and prevalent consumer perception of home technology integration. The concept of an Integrated Home Network (IHN) and the tools, equipment, and expertise required to build it are discussed. We'll also look at historical events that have led the industry to its current state as well as working principles, design approach, and technical and marketing concepts. Students acquire a broad understanding of industry information to develop DHTI solutions that meet customer requirements.

TECA91-800, online

CRN 41108

HOME ENTERTAINMENT SYSTEMS

FEE: \$100

Learn how to plan, design, install, and troubleshoot entertainment systems in a residential location based on client requirements and other technical considerations. The course covers the devices and components of home entertainment systems, basic principles of audio and video signals transmission, and the implementation of distributed audio and video systems. Current industry standards, rules, and regulations that govern home audio-video system installation and implementation also are covered. The installation of entertainment systems is discussed for both new and retrofit constructions. **Recommended:** Completion of "Fundamentals of Electronics" course or equivalent experience

TECA92-800, online

CRN 41109

TELECOMMUNICATION SYSTEMS**FEE: \$100**

Course teaches design, installation, and configuration of home telecommunication systems, including advanced wired and wireless systems. Students will learn to install in-house services, such as voice mail, intercom, and call conferencing. Testing and troubleshooting procedures also will be covered. **Recommended:** Completion of "Fundamentals of Electronics" course or equivalent experience

TECA93-800, online

CRN 41110

LIGHTING, TEMPERATURE, AND WATER CONTROL SYSTEMS**FEE: \$100**

Learn the effective management of three energy- and utility-based systems — lighting, HVAC, and water — through the implementation of home technology. Course introduces the basic concepts of these three systems and discusses the devices and components used to automate and manage them. Current industry standards, rules, and regulations also are discussed. Students learn how to plan, design, install, and configure all three systems based on client requirements and other technical considerations. Students also learn how to detect and troubleshoot common problems. **Recommended:** Completion of "Fundamentals of Electronics" course or equivalent experience.

TECA94-800, online

CRN 41111

SECURITY, SURVEILLANCE, AND ACCESS CONTROL SYSTEMS**FEE: \$100**

Course discusses the working principles, design, and installation of home security and access control systems. Wired and wireless security systems are described along with various access-restriction systems that utilize card readers and biometrics. Students learn how to plan, design, install, and configure home security and access control systems, based on client requirements and other technical considerations. They also learn how to identify and troubleshoot common problems. **Recommended:** Completion of "Fundamentals of Electronics" course or equivalent experience.

TECA95-800, online

CRN 41112

HOME SYSTEMS AUTOMATION AND INTEGRATION**FEE: \$100**

Course teaches how to bring all the home subsystems together to create a fully-integrated home. The course describes the process of setting up and programming automation controllers for complete home automation. Students learn to troubleshoot and identify technical problems with system user interfaces and control processors. They also identify integration standards and learn about the organizations responsible for defining these standards. Prerequisites: Home Entertainment Systems (TECA92), Telecommunication Systems (TECA93), Lighting, Temperature, and Water Control Systems (TECA94), and Home Security, Surveillance, and Access Control Systems (TECA95).

TECA96-800, online

CRN 41113

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 40053

Best Bets this Spring from the Business Institute at Oakton

LEADERSHIP SKILLS FOR NEW MANAGERS:

MANAGING CONFLICT

FEE: \$30

Conflict in the workplace is not always a bad thing. It can create opportunities for communication and foster better working relationships. In this seminar, you'll learn how to recognize and positively deal with common behaviors that can cause conflict. Class will be held at the Business Institute on Oakton's Des Plaines Campus. Fee includes continental breakfast and program materials.

BIZ B75-500, OC/BI, 1 Thu., 3/12, 7:30-9:30 am

CRN 40600

LEADERSHIP SKILLS FOR NEW MANAGERS:

SETTING GOALS AND EXPECTATIONS

FEE: \$30

Do you know what you would like your business to look like five years from now? If so, have you written some measurable goals that will help you track your progress? Do your employees know what is expected of them and how their performance will help you to reach your goals? This workshop will give you some tips on writing clear, measurable, and connected goals and expectations for your business and employees. Class will be held at the Business Institute on Oakton's Des Plaines Campus. Fee includes continental breakfast and program materials.

BIZ B75-501, OC/BI, 1 Thu., 4/2, 7:30-9:30 am

CRN 40601

ARE YOU "LINKED IN?"

FEE: \$40

Learn how to network the electronic way! LinkedIn is a wonderful business tool to help you expand your professional network. It's easy to create a personal profile, post recommendations, and link to other business people. What a great way to connect with others without leaving your office! Class will be held at the Business Institute on Oakton's Des Plaines Campus. Fee includes reception and program materials.

BPD B67-500, OC/BI, 1 Tue., 2/10 7:30-10 am

CRN 40599