

CAREER/JOB DEVELOPMENT

COLISTED CLASSES: Unless otherwise indicated, courses included in the Career/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.

COMPUTER ACCOUNTING APPLICATIONS WITH QUICKBOOKS

FEE: \$92

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

ACC A02-C31, OC/DP, 7 Tue., 6/10, 5:50-7:50 pm

CRN 50354

ACC A02-C32, OC/DP, 4 Thu., 7/3, 6-9:50 pm

CRN 50355

MICROSOFT EXCEL FOR ACCOUNTANTS

FEE: \$92

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-C31, OC/DP, 7 Tue., 6/10, 8-10 pm

CRN 50356

PAYROLL TAX ACCOUNTING

FEE: \$82

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-C31, OC/DP, 4 Tue., 5/13, 6-10 pm

CRN 50357

Architecture

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

COMPUTER-AIDED DESIGN – BASIC APPLICATIONS FOR ARCHITECTS

FEE: \$321

Course introduces computer-aided design with emphasis on architectural applications. Content includes computer use to draw and plot architectural plans, elevations, and three-dimensional views. Recommended: Basic Architectural Drafting or consent of instructor. Computer knowledge not required.

ACH A02-C31, OC/SK, 7 Tue. & Thu., 6/10, 6-9:50 pm

CRN 50358

Art

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

BEGINNING PHOTOGRAPHY

FEE: \$296

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

ATE E01-C31, OC/DP, 8 Mon.-Thu., 6/2, 10 am-12:40 pm

CRN 50359

ATE E01-C32, OC/DP, 8 Mon.-Thu., 6/2, 6:30-9:10 pm

CRN 50360

DIGITAL IMAGING**FEE: \$321**

This survey course covers the production, manipulation and output of photographic images electronically. Output of images to paper prints will be the students' final objective. The aesthetics of photographic image manipulation both in context to the student's work and from a historical perspective will be discussed. The implication of photographic electronic imagery to legal, moral and social issues relative to commercial and fine arts applications will be explored.

ATE A02-C31, OC/SK, 7 Mon.-Thu., 6/9, 9:30 am-12:25 pm CRN 50361

Bartending Certification

This course is offered as noncredit only.**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 T01-31, ABC, 1 Mon.-Fri., 6/16-20, 9 am-5 pm CRN 50042

BAR T01-32, ABC, 2 Mon.-Fri., 6/16-27, 9 am-1 pm CRN 50043

BAR T01-33, ABC, 5 Sun., 6/7-22, 9 am-5 pm CRN 50044

BAR T01-34, ABC, 2 Mon.-Fri., 7/14-29, 6-10 pm CRN 50045

BAR T01-35, ABC, 1 Mon.-Fri., 7/21-25, 9 am-5 pm CRN 50046

BAR T01-36, ABC, 2 Mon.-Fri., 7/21-8/1, 9 am-1 pm CRN 50047

Certified Bookkeeper Exam Preparation

This course is offered as noncredit only.

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.

Please 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 50249

Communication Studies

These courses may be taken for college credit. Call 847-635-1998 for more information.**INTRODUCTION TO RADIO AND TELEVISION COMMUNICATIONS****FEE: \$246**

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-C31, OC/DP, 7 Mon. & Wed., 6/9, 6:30-9:45 pm CRN 50362

CMS A01-C32, OC/SK, 7 Mon. & Wed., 6/9, 6:30-9:45 pm CRN 50363

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 847-635-1929, 847-635-1967 or 847-635-1969 for more information.

Beginners/Introductory Classes

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

FEE: \$256

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, MAT 052, or equivalent skills.

CPT A19-C31, OC/DP, 3 Mon.-Thu., 7/28, 9 am-2:30 pm CRN 50387

COMPUTERS FOR NEW USERS

FEE: \$179

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-C31, OC/DP, 8 Mon. & Wed., 6/2, 6:15-8:50 pm CRN 50396

CPT A44-C32, OC/SK, 8 Tue. & Thu., 6/3, 10 am-12:30 pm CRN 50397

COMPUTER KEYBOARDING

FEE: \$97

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

CPT A13-C31, online section, 6/2-7/24 CRN 50384

CPT A13-C32, OC/SK, 5 Tue. & Thu., 6/10, 6:30-9 pm CRN 50385

WINDOWS FUNDAMENTALS

FEE: \$97

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-C31, OC/DP, 3 Mon.-Thu., 5/12, 6-8:30 pm CRN 50380

CPT A06-C32, OC/SK, 8 Tue., 6/3, 7-10 pm CRN 50381

COMPUTER SOFTWARE AND CONCEPTS

FEE: \$358

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.

CPT A01-C31, OC/DP, 8 Tue. & Thu., 6/3, 8:30 am-12:20 pm CRN 50364

CPT A01-C32, OC/DP, 8 Tue. & Thu., 6/3, 6-8:50 pm CRN 50366

Database

INTRODUCTION TO SQL (ORACLE 9I)

FEE: \$286

Learn the concepts of relational databases and the powerful SQL programming language (Oracle 9i).

CPT A21-C31, OC/DP, 8 Tue. & Thu., 6/3, 6-9:50 pm CRN 50389

Desktop Publishing

DESKTOP PUBLISHING USING QUARKXPRESS

FEE: \$291

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-C31, OC/DP, 7 Tue. & Thu., 6/10, 6-9:50 pm CRN 50392

Digital Imaging

ADOBE PHOTOSHOP

FEE: \$291

Introduction to the tools and capabilities of Adobe Photoshop CS2.

CPT A17-C31, OC/DP, 7 Mon. & Wed., 6/9, 6-9:50 pm CRN 50386

Microsoft Office Specialist

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

COMPREHENSIVE WORD PROCESSING FEE: \$276

Course covers the use and application of word processing features.
CPT A22-C31, OC/SK, 8 Tue. & Thu., 6/3, 6-10 pm CRN 50391

POWERPOINT PRESENTATION SOFTWARE FEE: \$194

Learn to plan, compose and create effective desktop presentations.
CPT A10-C31, OC/DP, 8 Tue., 6/3, 5-9:40 pm CRN 50382

ELECTRONIC SPREADSHEETING (EXCEL) FEE: \$179

Acquire the knowledge to use spreadsheets for business and accounting applications; develop problem-solving skills.
CPT A11-C31, OC/SK, 5 Mon. & Wed., 6/2, 6-10:10 pm CRN 50383

Networking

NETWORKING ESSENTIALS FEE: \$286

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-C31, OC/SK, 7 Tue. & Thu., 6/10, 11 am-2:30 pm CRN 50394
CPT A41-C32, OC/DP, 7 Tue. & Thu., 6/10, 6-9:50 pm CRN 50395

MICROSOFT WINDOWS COMMAND LINE ADMINISTRATION FEE: \$194

Course concentrates on Command Line support for the new DOS-like 32-bit language irrevocably linked to Windows Server that boasts a vast range of functions, commands, and application, using intermediate and advanced tools. Topics include knowledge and skills necessary to administer Microsoft Windows Network in variety of environments from the Command Line or Command Prompt. Focus is on most recent release of Windows. Recommended: Microsoft Windows Server Operating System, knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or department chair.

CPT A58-C31, OC/DP, 4 Mon. & Wed., 5/12, 6-8:30 pm CRN 50400

MICROSOFT IMPLEMENTING AND MANAGING EXCHANGE SERVER FEE: \$286

Course provides knowledge and skills to update and support a reliable, secure messaging infrastructure, which is used for creating, storing, and sharing information by using Microsoft Exchange Server. Focus is on most recent release of Windows. Course is one of the elective examinations required in Microsoft Certified Systems Engineer (MCSE), Windows curriculum, and one of the elective exams required for the MCSE and MCSE Messaging candidates on the Windows Server track. Recommended: consent of instructor, coordinator or department chair.

CPT A64-C31, OC/SK, 7 Tue. & Thu., 6/10, 6-9:50 pm CRN 50443

MICROSOFT WINDOWS DESKTOP DEPLOYMENT FEE: \$296

Course provides knowledge and skills related to Windows desktop deployment. For further information call 847-635-1929, 847-635-1967 or 847-635-1969.

INT A08-C31, OC/SK, 7 Mon. & Wed., 6/9, 6-9:50 pm CRN 50477

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: \$368

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-C31, OC/SK, 8 Thu., 6/5, 6-9:50 pm CRN 50428

CISCO ROUTERS AND ROUTING BASICS COMPETENCIES FEE: \$368

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-C31, OC/SK, 8 Tue., 6/3, 6-9:50 pm CRN 50429

CISCO SWITCHING BASICS AND INTERMEDIATE ROUTING COMPETENCIES

FEE: \$368

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

INT A03-C31, OC/SK, 7 Mon., 6/2, 6-9:50 pm

CRN 50430

CISCO WAN TECHNOLOGIES COMPETENCIES **FEE: \$368**

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).

INT A04-C31, OC/SK, 7 Mon., 6/2, 6-9:50 pm

CRN 50431

Operating System

WINDOWS DESKTOP OPERATING SYSTEM (WINDOWS XP PROFESSIONAL)

FEE: \$286

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-C31, OC/DP, 7 Tue. & Thu., 6/10, 6-9:50 pm

CRN 50478

Programming

JAVA PROGRAMMING

FEE: \$373

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.

CPT A40-C31, OC/DP, 8 Mon. & Wed., 6/2, 6-9:50 pm

CRN 50424

INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING

FEE: \$291

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

CPT A89-C31, OC/DP, 8 Mon. & Wed., 6/2, 6-9:50 pm

CRN 50401

C# PROGRAMMING

FEE: \$373

Course introduces programming using the C# programming language to solve business-related problems. Content includes program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts 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-C31, OC/DP, 8 Tue. & Thu., 6/3, 6-10 pm

CRN 50425

World Wide Web

BUILDING A WEB PAGE USING HTML

FEE: \$271

Gain 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-C31, OC/DP, 7 Tue. & Thu., 6/10, 6-10 pm

CRN 50379

WEB AUTHORING SOFTWARE:

DREAMWEAVER

FEE: \$271

This course introduces 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-C31, OC/DP, 8 Tue. & Thu., 6/3, 6-9:30 pm

CRN 50393

MACROMEDIA FLASH**FEE: \$353**

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-C31, OC/SK, 8 Mon. & Wed., 6/2, 6-10 pm

CRN 50426

BLOGGING AND PODCASTING**FEE: \$179**

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-C31, OC/DP, 8 Mon., 6/2, 6:30-9:45 pm

CRN 50398

Design/AutoCAD

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

BASIC AUTOCAD**FEE: \$321**

This is a basic course in drafting and design using AutoCAD software. You will learn, electronically, how to set up and edit a drawing. In addition, you will study techniques for construction, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. A required textbook (approx. \$60) is available in the bookstore.

DES A03-C31, OC/DP, 7 Mon. & Wed., 6/9, 6-9:50 pm

CRN 50402

DES A03-C32, OC/SK, 7 Tue. & Thu., 6/10, 6-9:50 pm

CRN 50403

INTRODUCTION TO SOLIDWORKS**FEE: \$321**

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

DES A08-C31, OC/SK, 8 Mon. & Wed., 6/2, 6-9:50 pm

CRN 50404

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.

COMPUTER HARDWARE SYSTEMS**FEE: \$276**

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-C31, OC/DP, 8 Mon. & Wed. 6/2, 6-9:20 pm

CRN 50405

COMPUTER PERIPHERALS**FEE: \$276**

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-C31, OC/SK, 8 Tue. & Thu., 6/3, 6-9:20 pm

CRN 50406

A+ CERTIFICATION PREPARATION**FEE: \$189**

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-C31, OC/SK, 7 Mon., 6/2, 6-9:20 pm

CRN 50407

RESIDENTIAL WIRING**FEE: \$286**

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-C31, OC/DP, 8 Tue. & Thu., 6/3, 6-9:20 pm

CRN 50408

WIRELESS TECHNOLOGY INTEGRATION (WTI)**FEE: \$286**

Course introduces wireless technology integration for wireless communication, and fundamentals of wired and wireless networks with a variety of devices. Content includes study of network protocols and standards, wireless security, advantages and disadvantages of wireless LAN, and an overview of installation and testing of wireless networks. Focus is on troubleshooting and use of measuring equipment. Prerequisite: Microcomputer Hardware Systems, Networking Essentials, or equivalent knowledge.

ECT A16-C31, OC/SK, 8 Tue. & Thu., 6/3, 6-9:20 pm

CRN 50409

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-C31, OC/DP, 7 Mon. & Wed., 6/9, 6:30-9:45 pm, \$246	CRN 50410
ELH A01-C32, online section, 6/9-7/24, \$296	CRN 50411
ELH A01-C03, OC/SK, 7 Tue. & Thu., 6/10, 6:30-9:45 pm, \$246	CRN 50412

Food Service Sanitation

Offered as noncredit only.

FOOD SAFETY REFRESHER COURSE

FEE: \$80

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

BUS R99-31, WFOO, 1 Mon., 6/23, 2:30-8:30 pm, Kulczycky	CRN 50244
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Library and Information Services

RESEARCH IN THE INFORMATION AGE

FEE: \$214

Course presents research strategies necessary to handle information in various formats. Content includes discussion of structure and availability of information; methods to efficiently identify, acquire, evaluate and cite sources of information; and hands-on activities, examination and application of theoretical concepts. Questions about the socio-economic, legal, and ethical issues related to the use of information, including plagiarism, will be addressed.

LIB B01-C31, online, 6/2-7/24	CRN 50413
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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.

CNC SETUP AND OPERATION

FEE: \$184

Course provides hands-on training in setup and operation of computer numerical control (CNC) machines, including CNC mill (vertical milling center) and CNC lathe (turning center) for purposes of setting up machines with required tooling and fixturing, operating CNC machines, reading and interpreting CNC programs, using inspection equipment, and troubleshooting various production problems.

MCH A10-C31, OC/SK, 8 Tue. & Thu, 6/3, 6-8:45 pm	CRN 50414
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SENSORS AND VISION

FEE: \$281

Course examines various forms of sensors and machine vision technology commonly used in industry for automating machinery. Content includes how sensors and vision systems work and how they are applied, including limit switches, proximity sensors, photoelectric, ultrasonic, vacuum, pressure, and temperature. Course work involves programmable logic controllers (PLCs) and hands-on projects.

MCH A17-C31, OC/SK, 8 Mon. & Wed, 6/2, 6-9:45 pm	CRN 50415
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Music

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

JAZZ BAND

FEE: \$107

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-C31, OC/DP, 7 Mon., 6/9, 8-10:20 pm	CRN 50418
MUS S81-C31, OC/DP, 7 Mon., 6/9, 8-10:20 pm	CRN 50419
MUS S82-C31, OC/DP, 7 Mon., 6/9, 8-10:20 pm	CRN 50420
MUS S83-C31, OC/DP, 7 Mon., 6/9, 8-10:20 pm	CRN 50421

Nursing Review

These courses may be taken for college credit. Call 847-635-1720 for more information.

NURSING PRACTICE REVIEW

FEE: \$659

Course reviews basic professional nursing practice for the graduate nurse. Content provides both didactic and clinical experience to meet state requirements. Knowledge of professional nursing practice is assumed and necessary to be successful in the course. Course satisfies the requirement for remedial and refresher course described by the Illinois Department of Professional Regulation (IDPR). Prerequisite: Graduate of a professional nursing program who needs to meet the requirement for licensure or practice in a controlled setting and consent of department chair. Course may be repeated one time.

NUR A99-C31, OC/DP, 8 Tue. & Mon., 6/3, 8 am-12 pm

Clinical, HOSP-TBA, 8 Wed. & Thu., 7 am-3:30 pm

CRN 50423

NCLEX REVIEW (REMEDIAL)

FEE: \$659

Course reviews basic professional nursing practice for the graduate nurse or the nursing student preparing for NCLEX. Content includes both didactic and clinical experience to meet state requirements. Knowledge of professional nursing practice is assumed and necessary to be successful in the course. Course satisfies requirements for a remedial course as described by the Illinois Department of Financial and Professional Regulation (IDFPR). Prerequisite: Graduate nurse or nursing student preparing for the NCLEX (National Council Licensure Exam) and consent of department chair. Course may be repeated one time.

NUR A97-C31, OC/DP, 8 Tue. & Mon., 6/3, 8 am-12 pm

Clinical, HOSP-TBA, 8 Wed. & Thu., 7 am-3:30 pm

CRN 50422

Pharmacy Technician Certification

PHARMACY TECHNICIAN

FEE: \$1,055

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

PHT A01-C31, OC/DP, 10 Mon. & Wed., 6/2, 6:45-10:05 pm CRN 50416

PHT A01-C32, OC/SK, 10 Tue. & Thu., 6/3, 6-9:20 pm

CRN 50417

New!

CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE

FEE: \$1,595

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.

CNPR™ is a federally-trademarked certification that may be obtained by acquiring the necessary knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals. This unique training program will prepare students for a new career as a Pharmaceutical Sales Representative and for national certification through NAPSAR. As a registered student of the CNPR program, you will automatically become a member of NAPSAR and receive eligibility to sit for the CNPR national certification exam at no additional cost. No senior discount. (120 Hours)

PHT E01-300, online

CRN 50248

Private Investigation

The course is offered as noncredit only.

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.

PRINCIPLES OF PRIVATE INVESTIGATION FEE: \$1,995

This comprehensive course will facilitate a career in the investigative field. Students learn the basic techniques of information gathering that are critical to achieving success as a private investigator. Individuals who gather information as an adjunct to their present career, e.g. attorneys, paralegals, legal secretaries, insurance adjusters, collection agents, law enforcement personnel, and criminal justice and law students, also will find this course valuable to advancing career goals. Textbook included. No senior discount. (200 Hours)

BUS R92-300, online

CRN 50250

Wedding Planner

The course is offered as noncredit only.

This online open enrollment program is offered in partnership with Gatlin Education Services (GES).

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.

New!

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. No senior discount. (300 Hours)

BUS S93-300, online

CRN 50251