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New Continuing Education Registration System Coming Soon

Registering for noncredit courses this summer? The Alliance for Lifelong Learning's new flexible registration system will make sign up a snap. For more information, visit www.oakton.edu/all or call 847.635.1808 or 847.982.9888, option 3.
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Tuition and Fees*

Enrollment Information - Enrollment in Alliance for Lifelong Learning classes is limited to adults 18 years of age or older except for GED and High School completion classes, which enroll younger students in accordance with each program’s specific age requirements.

Tuition - Tuition and fees are as low as operating costs and state law permits and are subject to change without notice. Tuition is the same for both in- and out-of-district residents, and does not include the cost of textbooks or materials. Personal checks are accepted. When providing a check as payment, you authorize the College to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. A $25 fee will be applied if your check is returned by the bank.

Processing Fee - Registrants will be charged an $8 non-refundable processing fee at the time of registration. However, students who register online at Oakton's Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or by fax will be charged an $8 fee with each registration form.

Cancellation Policy - If the Alliance cancels a class, registered students will receive a 100 percent tuition refund.

Refund Policy - If a student wishes to drop a class, a 100 percent tuition refund minus a $10 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session. No refunds will be issued for requests received less than five business days before the start of class unless authorized at the discretion of the Alliance administrators.

Residency (In-district Senior Citizens) - Residents of the Oakton Community College district who are 60 years or older are eligible to enroll for one-half of the course tuition stated for most courses (unless otherwise indicated). Proof of age and in-district residency must be provided in person prior to registration. Acceptable documentation includes: a valid Illinois driver's license or Illinois state ID; or two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the College.

Residents of Oakton's district who are 65 or older whose annual household income is less than the threshold amount provided in Section 4 of the “Senior Citizens and Disabled Persons Property Tax relief and Pharmaceutical Assistant Act” may enroll without payment of tuition in regularly scheduled “A” coded (i.e. TEC A19-01) courses provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course. Proof of age and a signed declaration of annual income are required at the time of registration. Completion of a waiver request form is necessary with each registration.

General Information

Enrollment Verification - The Alliance does not send confirmation of enrollment. To verify enrollment, go to my.oakton.edu.

Textbooks - Textbooks and materials are required for many classes. Costs for these items are not included in the tuition listed. If your classes are at a high school, we recommend that you arrive at least 30 minutes prior to the first class to purchase textbooks at the Alliance site office. Textbooks may also be purchased during the day at the Alliance office in the school where the class is held. Alliance textbooks are not available at the Oakton Community College bookstores.

Certificates - Certificates of completion are awarded to students in any Alliance class upon request of the instructor or student. Completion of classes is determined by instructors, with a minimum of 75 percent attendance in most programs.

Grading - Grades of “P” or “F” are issued to indicate successful completion or non-completion of a course. These grades do not compute in a grade point average.

Alert!Oakton - Receive notification about weather-related and emergency closings at Oakton. Sign up today for e-mail, text message, or voicemail alerts at my.oakton.edu. Instructions are on the Home tab.

*All information, including fees, is subject to change any time during the period for which the schedule is in effect.

Students with Disabilities - ASSIST provides accommodations and services to college able students with documented disabilities. For information, call 847-635-1759 (Room 2400 Des Plaines campus)

Smoking Policy - No smoking is allowed inside the Des Plaines and Skokie campus buildings. At each individual site and class location, Alliance for Lifelong Learning students are required to adhere to the specific building policies.
Registration

1. BY MAIL
   • Send completed registration form with check payable to Oakton Community College.
   • Pay by credit card (MasterCard, Visa or Discover); include credit card number, expiration date, 3-Digit Verification Code (found on the back of the credit card), and your signature.
   • Mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077.

2. BY FAX (for credit card payment only)
   • Completed registration form fax to 847-635-1448 (include credit card number, expiration date, 3-Digit Verification Code (found on the back of the credit card), and your signature)

3. IN PERSON – Walk-in Registration
   • Complete a registration form at the Alliance for Lifelong Learning office.
   • Pay by cash, check or credit card (MasterCard, Visa or Discover)
   • For more information call 847-982-9888, and press 3.

No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.

Note: Full payment includes tuition plus a $8 non-refundable processing fee.

WALK-IN REGISTRATION SITES:
High School Locations: mid-September thru mid-June
Niles North, 847-673-6773  Glenbrook South, 847-486-4713
Maine East, 847-825-3435  Evanston, 847-424-7620
Office hours vary. Call each site for specifics.

Hours for Oakton Community College Campuses:
Monday–Friday, 8:15 a.m.–5 p.m.

4. ONLINE
Register, add or drop classes, view class schedules, and access your account summary online.
If you have never registered for a Continuing Education class before:
• Go to www.oakton.edu and click Apply Now.
• Click on Continuing Education Students (left side of page under Applying to Oakton).
• Click on Online Application.
• Create a Login ID and PIN – click Login.
• Choose Noncredit (Alliance) application – click Continue.

If you have an application on file (within three years)
• Go to www.oakton.edu and click on myOakton
• Enter your user name and password (PIN)
• Follow online instructions from this point
Web registration requires payment by credit card (Visa, MasterCard or Discover) at the time of registration.

REGISTERING FOR CLASSES
Getting Started
1. Select the Register/Pay/Grades tab.
2. Select Student Services from the Main Menu.
3. Select Registration from the menu.
4. Select Add or Drop Classes from the Registration Menu.
5. Select a term to access the noncredit class schedule and click Submit.

Adding a Class
Enter the Course Reference Number (CRN) of the course you wish to add in the box of the Add Classes Worksheet and click on Submit Changes. (If you do not know the CRN, click on Class Search to access the term class schedule.)

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th>Type Course Reference Number (CRN) here</th>
</tr>
</thead>
</table>

Submit Changes  Class Search

Dropping/Re-adding Class
From the Current Schedule listing, click on the down arrow to open the Action box. Highlight the action you wish to complete and click on Submit Changes.
(If the drop or add deadline has passed for this course, the option to select that action will not appear in the pull down menu.)

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
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<tbody>
<tr>
<td>None</td>
<td></td>
<td>07237</td>
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</table>

Web Registration on April 01, 2011

HOW TO READ THE NONCREDIT CLASS SCHEDULE AT WWW.OAKTON.EDU

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
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<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td></td>
<td>04583</td>
<td>ACC</td>
<td>100</td>
<td>050</td>
<td>DP</td>
<td>3.000</td>
<td>Small Business Accounting Procedures</td>
<td>R, Thursday</td>
<td>06:30 pm-09:20 pm</td>
<td>Dana E. Lucas (P)</td>
<td>01/18-05/10</td>
<td>DESP 2808</td>
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<tr>
<td>Class is available for registration</td>
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<td>Location</td>
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<td>C - Class is closed</td>
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<td>DP - Des Plaines</td>
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<td>NR - Class is no longer available for registration</td>
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<td>RH - Skokie</td>
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<td>OFF - Off Campus</td>
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</tbody>
</table>

For more information, call 847-982-9888, press 3.
Registration for online courses offered through Ed2go

Online classes offered through Ed2go can be easily identified by the -300, -301, -302, or -303 in their course code, and the word “online” in the information line (e.g., LSP B09-303, online, 8/17-10/7)

To register for an Ed2go online class you need to complete Steps 1 and 2 below:
1. Register with Oakton’s Alliance for Lifelong Learning. You may register online, by mail, by fax or in person, as shown above.
2. Complete an Enrollment Process at the Online Instruction Center.

This process should be completed for every online course you are taking. Note: The User ID and the Password that you use for myOakton won’t work there. You must create a separate account specifically for the Online Instruction Center. Please follow these instructions:
• Go to Online Instruction Center at www.ed2go.com/oakton.all
• Select the course category and subcategory on the left side of the screen
• Select the course you would like to take and click “Enroll Now”
• If you are a New Student (have never taken classes via ed2go) - Create an Account
• If you are a Returning Student (already have an account with ed2go) - Sign In
• New Students: Fill out the Student Profile page
• Select Payment Option:
  If you have already paid for the course with Oakton, select “Already Paid”
  If you haven’t paid for the course, select “Purchase Course” to receive payment instructions.

Note: Oakton students do not pay at the Online Instruction Center.

Technical Requirements:
• Internet access, e-mail, and Internet Explorer, Firefox, or Google Chrome Web browser.
• Specific software requirements are listed with course descriptions.

The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

Oakton Community College District 535, 847-635-1600 BOARD OF TRUSTEES Jody Wadhwa, Chair Joan W. DiLeonardi, Vice Chair William Stafford, Secretary George G. Alexopoulos Patricia N. Harada Eric Staley Ann E. Tennes Theresa Bashiri-Remetio, Student Trustee Margaret B. Lee, President

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Maine Township High School District 207, 847-696-3600 BOARD OF EDUCATION Sean Sullivan, President Donna Pellar, Vice President Joann Braam Eldon Burk Eric Leys Margaret McGrath Edward B. Mueller Ken Wallace, Superintendent

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Oakton Community College CONTINUING EDUCATION AND TRAINING Merrill Irving Jr., Associate Vice President for Continuing Education, Training and Workforce Development Robyn Bailey, Director of Community Services Lynn W. Seinfeld, Director, Business and Community Development

The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.
About the Alliance for Lifelong Learning (ALL)

Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at the College. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

The following pages contain a diverse collection of interesting, challenging, and entertaining noncredit courses and events scheduled on weekdays, evenings, and weekends at Oakton’s campuses in Des Plaines and Skokie and many neighborhood-based locations, including the following high schools:
- Evanston Township High School
- Glenbrook South High School
- Maine East High School
- Maine West High School
- Niles North High School
- Niles West High School

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 43 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

Continuing Education Courses offer a vast selection of special interest topics and hands-on experiences in Business, Career and Certification Training, Computer Courses, Exercise and Fitness, Healthy Living Topics, Home and Garden, Languages, Online Classes, and Tech Trends. For more information call 847.982.9888, option 3.

General Educational Development (GED) prepares students who have not completed high school for the High School Equivalency Exam. The GED certificate is accepted by most employers and schools. For more information call 847.635.1426.

Evening High School assists residents of Niles and Maine Townships in completing their high school education. For more information, call Tim Pappa George at 847-825-4484 or Adult Education at 847-635-1426. Glenbrook residents must contact Frank Santa, Principal of Glenbrook Evening High School, 847.486.4465.

Volunteers in Teaching Adults (VITA) supplements the work of classroom teachers in English as a Second Language (ESL) and literacy classes, including the Learn to Read program. The College needs more volunteers to help adults improve English speaking and reading skills. Volunteers will learn about appropriate teaching methods and materials. For additional information call 847.635.1426.

English as a Second Language (ESL) courses expand the listening, speaking, reading, and writing skills of non-native speakers of English. These courses also acclimate students to American culture. For more information call 847.635.1426.

Literacy Programs include Learn to Read to Learn and Bridges to Academic Reading and Writing. Learn to Read to Learn classes identify, recruit, and instruct English-speaking adults and ESL adults seeking to reach specific life goals. Bridges to Academic Reading and Writing classes help intermediate ESL students prepare for the TOEFL or college classes. For more information call 847.635.1426.

Continuing Education for Health Professionals (CEHP) provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language Pathologists, Audiologists, and Dieticians. For more information call 847.635.1934.

Emeritus Program courses, “for the student who wasn’t born yesterday,” enable lifelong learners to take advantage of individual and series courses in the arts, humanities, science, international politics, and religion. These courses meet throughout the year on weekdays and weekends, giving seasoned students the opportunity to share valuable learning experiences with their peers. For more information call 847.635.1414 or visit www.oakton.edu/emeritus.

The Business Institute provides customized training and consulting for local businesses, Conference Center rental, and services for educational opportunities. For more information call 847.635.1934.

Put Your Passion to Work!
The Alliance for Lifelong Learning is looking for new course ideas and instructors who want to share their expertise. Send your ideas, a brief outline of your proposed class, and a short description of yourself to:
- Oakton Community College
- Alliance for Lifelong Learning – Attention: New Classes
- P.O. Box 367, Skokie, IL 60077
Summer 2013 Noncredit Class Schedule

All course information, including fees, is subject to change any time during the period for which the schedule is in effect.

Accounting

Courses marked with an asterisk (*) may be taken as non-credit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Jay Cohen, accounting chair, at 847-635-1778 or jcohen@oakton.edu.

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

**ACCOUNTING FUNDAMENTALS I**  
Fee: $119  
(ONLINE)  
In-district seniors: $80
Learn the basics of double-entry bookkeeping, analyze and record financial transactions, preparation of financial reports, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities will be discussed. Requirements: Access to a calculator and a printer; Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

ACC A08-330, 5/15-7/5/13  
ACC A08-331, 6/19-8/9/13  
ACC A08-332, 7/17-9/6/13  
CRN 50102  
CRN 50103  
CRN 50104

**ACCOUNTING WITH PEACHTREE I**  
Fee: $145
Learn to record accounting transactions for the sales, purchases, payable, inventory, and general ledger using Peachtree Complete 2003. Home study materials, textbook, and software can be purchased at the bookstore for approximately $155. Students will be required to attend a course orientation on the Des Plaines campus. Date and time to be announced. For more information, contact Jack Neymark at 847-998-4688.

**ACCOUNTING WITH QUICKBOOKS I**  
Fee: $119  
(ONLINE)  
In-district seniors: $80
Designed for small-to medium-sized business owners. Learn how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; develop estimates; and generate reports. Requirements: QuickBooks (or QuickBooks Pro) 2010, 2011 or 2012; Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

ACC A02-330, 5/15-7/5/13  
ACC A02-331, 6/19-8/9/13  
ACC A02-332, 7/17-9/6/13  
CRN 50099  
CRN 50100  
CRN 50101

**PAYROLL TAX ACCOUNTING**  
Fee: $95
Covers practical applications of payroll tax laws and requirements; includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. A required textbook (approx. $100) is available in the bookstore.

ACC A04-331, OC/DP, 4 Tue., 5/14, 6-9:40 pm  
CRN 50292

**MICROSOFT EXCEL FOR ACCOUNTANTS**  
Fee: $105
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of a Financial Accounting course or basic accounting knowledge is recommended. The textbook is available in the Oakton's bookstore.

ACC A03-C31, OC/DP, 7 Tue., 6/11, 8-10 pm  
CRN 50260

Air Conditioning, Heating, and Refrigeration

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Larry Penar, department chair, at 847-635-1955 or lpener@oakton.edu.

**EPA SECTION 608 CERTIFICATION**  
Fee: $95
The law requires that a person intending to work on refrigeration systems must be certified in proper refrigerant usage. This course will prepare the student for the “EPA Section 608” certification exam. The student will be required to pay exam fees. A textbook may be required. Check with the bookstore.

AIR A08-C31, OC/DP, 6/4, 5:30-9 pm  
CRN 50590

**INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION**  
Fee: $421
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-C31, OC/DP, 6/3, 5-10 pm  
CRN 50589

Arts

(Also see Graphic Design and Photography)

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Jim Krauss, at 847-635-1837 or jkrauss@oakton.edu.

**DRAWING I**  
Fee: $311
Examine the basics of drawing. Focus is on development of fundamental skills in proportion, value (shading) and perspective. Content includes work from still life, live models and outside subject matter, media use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.

ART C23-C31, OC/DP, 7 Mon/Wed., 6/3, 5 - 10 pm  
CRN 50589

*Course may also be taken for college credit.
Noncredit classes

For more information, call 847-982-9888, press 3

PAINTING I* Fee: $326
Provides basic understanding of painting materials. Includes watercolors; oils/ acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C31, OC/SC, 7 Mon/Tue/Wed/Thu., 6/10, 9:30 am-12:25 pm CRN 50646

FASHION DESIGN: SKETCHING AND PATTERN MAKING Fee: $150
If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece. Material fee of $20 (does not include the cost of fabric) is payable at the first session. Course taught by Aneta Takeva, teacher, artist, and owner of Aneta Art Classes. No class 7/1/13.
HEC B09-31, ETHS, 6 Mon., 6/10, 6:30-9 pm, Takeva CRN 50055

BEGINNING LANDSCAPE WATERCOLOR Fee: $237
What could be a better spot to paint watercolor landscapes than the Chicago Botanic Garden? Learn various techniques, from washes to dry brush, and relish the luxury of painting outside in a stunning array of landscapes. Supply list sent before class begins.
BOT G30-B31, GARD, 6 Wed., 6/26, 1-3:30 pm CRN 50094

CERAMICS I* Fee: $346
Course examines techniques of hand-built and wheel-thrown ceramics. Content includes decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C31, OC/DP, 7 Mon/Tue/Wed/Thu., 6/10, 9:30 am-12:40 pm CRN 50067

New!
DIGITAL SCRAPBOOKING (ONLINE) Fee: $119
In-district seniors: $80
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements, learn how build digital collages and scrapbooks—and create your unique works of art.
ART C59-330, 5/15-7/5/13 CRN 50114
ART C59-331, 6/19-8/9/13 CRN 50115
ART C59-332, 7/17-9/6/13 CRN 50116

INTRODUCTION TO BUSINESS* Fee: $286
Course introduces students to the study of business. Content includes issues and topics related to business and economics in the United States and globally; business careers; key components of a business plan; and the ethical, legal, and social responsibilities of business.
BUS A01-C31, OC/DP, 7 Mon./Wed., 6/10, 9 am-12:15 pm CRN 50594
BUS A01-C32, OC/SC, 7 Tue./Thu., 6/11, 12:30-3:45 pm CRN 50595

BUSINESS LAW* Fee: $286
Course introduces business law. Content includes the basic law of contracts, sales and bailment case method and problems illustrate legal problems affecting business contracts development of common law as modified by the Uniform Commercial Code.
BUS A02-C31, OC/DP, 7 Mon./Wed., 6/10, 6-9:15 pm CRN 50596
BUS A02-C32, OC/SC, 7 Tue./Thu., 6/11, 9 am-12:15 pm CRN 50597

Career and Certification Training

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
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. At the conclusion of the course, students will complete the City of Chicago certification exam.
No senior discount.
BUS R99-31, OC/SC, 1 Mon., 7/22, 9 am-4:30 pm, Kuczycky CRN 50098

BARTENDING CERTIFICATION Fee: $525
Provides hands-on training and 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 receive a certificate verifying their eligibility for employment as bartenders. Graduates also may qualify for job placements. Classes are held at ABC Bartending School, 1699 Wall Street, Mount Prospect. No senior discount.
BAR T01-31, ABC, 2 Mon./Tue./Wed./Thu., 6/3-6/13, 9 am-1 pm CRN 50097

CPR RESCUE Fee: $35
This course covers adult, child and infant CPR, along with mouth-to-mouth, the Heimlich maneuver and two-person CPR. OSHA, DCFS and JCAHO compliant. The American Heart Association recognition (AHA) card available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. (CPR handbook is $3, payable in class) No senior discount.
HEA E05-31, OC/DP, 1 Wed., 6/12, 6-9 pm, Sanders CRN 50053
HEA E05-32, OC/SC, 1 Thu., 8/8, 6-9 pm, Sanders CRN 50054

BECOME A VETERINARY ASSISTANT Fee: $119
(ONLINE) In-district seniors: $80
The instructor is a practicing veterinarian who will share information on pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine. Learn what it takes to run such an operation as a small business. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB A60-330, 5/15-7/5/13 CRN 50184
BUB A60-331, 6/19-8/9/13 CRN 50185
BUB A60-332, 7/17-9/6/13 CRN 50186

*Course may also be taken for college credit.
Communication

INTERPERSONAL COMMUNICATION Fee: $119 (ONLINE) In-district seniors: $80

Succeed in daily interpersonal communications by understanding verbal and nonverbal differences; how to give feedback; communicate in different work settings; and mastering conflict management. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

BUB A42-330, 5/15-7/15/13 CRN 50154
BUB A42-331, 6/19-8/9/13 CRN 50155
BUB A42-332, 7/17-9/6/13 CRN 50156

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE) In-district seniors: $80

If English is your second language and you’re headed for college, this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM S13-330, 5/15-7/15/13 CRN 50272
COM S13-331, 6/19-8/9/13 CRN 50271
COM S13-332, 7/17-9/6/13 CRN 50270

GRAMMAR REFRESHER Fee: $119 (ONLINE) In-district seniors: $80

Master the written word! Take this course and avoid common usage errors. Review the basics and learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons and shifts in person and tense. This course is not designed for ESL students. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

BUB A62-330, 5/15-7/15/13 CRN 50192
BUB A62-331, 6/19-8/9/13 CRN 50191
BUB A62-332, 7/17-9/6/13 CRN 50190

HELP FOR THE HELPDESK Fee: $119 (ONLINE) In-district seniors: $80

Become a customer helpdesk guru by taking your customer support skills to the next level. Learn how to effectively deal with all types of customers—from angry callers to the nice-but-clueless folks. Discover how to make the most of your helpdesk software. Build a database of solutions for all kinds of customer issues. Packed with real-life examples and interactive activities.

BUB E02-330, 5/15-7/15/13 CRN 50198
BUB E02-331, 6/19-8/9/13 CRN 50197
BUB E02-332, 7/17-9/6/13 CRN 50196

New!

WRITING ESSENTIALS Fee: $119 (ONLINE) In-district seniors: $80

Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities will help you put your powerful new skills to use right away.

COM S57-330, 5/15-7/15/13 CRN 50228
COM S57-331, 6/19-8/9/13 CRN 50227
COM S57-332, 7/17-9/6/13 CRN 50226

MERRILL REAM SPEED READING Fee: $119 (ONLINE) In-district seniors: $80

This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you’ll need for lasting proficiency as a speed reader. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM S08-330, 5/15-7/15/13 CRN 50283
COM S08-331, 6/19-8/9/13 CRN 50282
COM S08-332, 7/17-9/6/13 CRN 50281

REGISTER EARLY!

Classes are cancelled a week before start date if minimum enrollment is not reached.
**Computer Courses**

Textbooks are required for most computer classes. While Continuing Education textbooks are not available at Oakton’s Bookstores, they can be purchased through online vendors or from the instructor on the first day of class (see class descriptions for ISBNs). Fees for textbooks purchased in class are non-refundable.

No computer classes will be held on the following holiday Independence Day, July 4, 2013

**Computer Classroom Locations**

Room numbers are posted on the doors in front of the Alliance offices: Des Plaines, Room 1420; Skokie, Room A120. Check the room number before going to your classes.

**Computer Keyboarding Skills**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu.

**COMPUTER KEYBOARDING**

This course allows the beginning student to master proper keyboarding techniques and develop minimum 18 words per minute speed and accuracy.

- **Fee:** $145
- **CRN 50598**
- **OFF A02-C31, Online, 6/3-7/7**
- **CRF A03-330, 5/15-7/5/13**
- **CRF A03-331, 6/19-8/9/13**
- **CRF A03-332, 7/17-9/6/13**

**COMPUTER KEYBOARDING (ONLINE)**

Get ready to successfully take a timed writing test during a job interview. Learn how to touch-type (type text without looking at your keyboard) with Keyboarding Pro 5, a typing tutorial designed for personal computers. In addition to touch-typing, you’ll learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. When the class starts you will receive the instructions on how to download and install the software.

**Course is not suitable for Macintosh users.**

- **Fee:** $119
- **CRF 50598**
- **COF A10-C31, OC/DP, 8 Tue., 7/22, 6-10 pm**
- **OFF A02-C31, Online, 6/3-7/7**
- **CRF 50598**
- **OFF A03-330, 5/15-7/5/13**
- **OFF A03-331, 6/19-8/9/13**
- **OFF A03-332, 7/17-9/6/13**

**KEYBOARDING SPEED AND ACCURACY DEVELOPMENT**

This course is designed to increase your keyboarding speed while improving accuracy by indentifying your weaknesses and prescribing individualized corrective practice. **Prerequisite:** Keyboarding of a minimum of 20 wpm (without looking at the keyboard).

- **Fee:** $145
- **CRF 50598**
- **COF A06-C31, Online, 7/11-7/25**
- **CRF 50599**

**Beginning/Introductory Computer Skills**

**BASIC COMPUTER**

Learn how and when to use the start menu and the basics of customizing your desktop. Practical saving, copying, moving, creating shortcuts and printing files. Use bold, italic, underline, and the spell checker to enhance your documents. Learn how to use e-mail to send pictures to your friends and family.

- **Fee:** $160
- **CRF 50596**
- **DPR A22-31, OC/SK, 5 Mon., 6/10, 6 -9 pm**

*Course may also be taken for college credit.

**Windows Operating Systems**

**INTRODUCTION TO WINDOWS**

In this hands-on class you will learn the language of your computer. What is your computer’s IP address? What is a network? Also, learn about the latest Windows application and the skills you need to manage it. We will discuss some of the different Microsoft applications and how to use these applications. You will also learn why these applications are different from each other. This class is designed for the beginning student who types at least 20 words per minute. **Requirements:** Windows 7, Introductory Book (Shelly Cashman Series), ISBN-10: 1-4390-8105-0, ISBN-13: 978-1-4390-8103-7.

| CRN 50033 |
|-----------------------------
| DPR A76-31, OC/SK, 4 Thu, 6/6, 6-9 pm |

**INTRODUCTION TO WINDOWS 7**

If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You’ll learn how to use the desktop, icons, gadgets, and other Windows 7 features, and you’ll work with pictures, text, folders, and files. In just a few weeks, you’ll master all the skills you need to make the transition from helpdesk beginner to knowledgeable user!

| CRF 50382 |
|-----------------------------
| DPR A23-330, 5/15-7/5/13 |
| CRF 50383 |
| DPR A23-331, 6/19-8/9/13 |
| CRF 50384 |
| DPR A23-332, 7/17-9/6/13 |

**WINDOWS FUNDAMENTALS**

Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting and virus check. Different fees and requirements apply for the credit version of this course (for credit class questions, contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu).

| CRF 50600 |
|-----------------------------
| COF A10-C31, OC/SK, 8 Tue., 6/4, 6-10 pm |

**Computer Information Systems**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu.

**TOPICS IN COMPUTER INFORMATION SYSTEMS**

Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. **Prerequisite** may vary by topic.

| CRF 50067 |
|-----------------------------
| PHP Programming (Interim section) |
| CRF 50068 |
| Database Programming Using Java |

**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010**

Content includes fundamental of programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. For students seeking a career as a computer professional, for those needing to understand of the role and use of Information Systems in the business community, and for students interested in learning introductory “end user” computer skills. **Recommended:** High school algebra, pre-algebra, elementary algebra or equivalent skills.

| CRF 50061 |
|-----------------------------
| CPT A19-C31, OC/DP, 4 Mon./Tue./Wed./Thu., 5/13, 9 am-12:45 pm |
| CRF 50013 |
| CPT A19-C32, OC/SK, 8 Mon./Wed., 6/3, 9 am-12:45 pm |
| CRF 50064 |
| CPT A19-C33, OC/DP, 7 Tue./Thu., 6/11, 6-10 pm |
Business/Office Applications

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Doris Gronset at 847-376-7055 or dgronset@oakton.edu.

WINDOWS/WORD APPLICATIONS Fee: $216
Learn the skills you need to manage Windows applications, format documents and create letterheads, letters and flyers. You will cut and paste, change fonts and font styles and insert graphics. Work with text, pictures, clip arts and photographs. This class is designed for the beginning student who types at least 20 words per minute. No class 7/4/13.
DPR A86-31, OC/SK, 8 Thu, 6/6, 6-9 pm CRN 50039

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE) Fee: $119
In-district seniors: $80
Learn the fundamental computer skills you need to succeed in today's workplace. Discover practical applications for e-mail, word processors, spreadsheets, and databases. Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer or Mac OS with any edition of Microsoft Office 2004 (Mac) will be supported.
DAT A17-330, 5/15-7/5/13 CRN 50316
DAT A17-331, 6/19-8/9/13 CRN 50317
DAT A17-332, 7/17-9/6/13 CRN 50318

INTRODUCTION TO MICROSOFT ACCESS (ONLINE) Fee: $119
In-district seniors: $80
Access is a database used to store and sort useful information. Gain skill in creating tables, relationships, custom data entry forms, queries, reports, mailing labels and macros. Requirements: Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A71-330, 5/15-7/5/13 CRN 50409
DPR A71-331, 6/19-8/9/13 CRN 50410
DPR A71-332, 7/17-9/6/13 CRN 50411

INTERMEDIATE MICROSOFT ACCESS (ONLINE) Fee: $119
In-district seniors: $80
Learn to add custom data entry forms, graphics, sound, and macros to your database and gain skill in advanced reporting techniques. Prerequisite: Intro. to Microsoft Access (DPR A71) or equivalent. Requirements: Microsoft Windows XP, 2000 or Vista, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A98-330, 5/15-7/5/13 CRN 50428
DPR A98-331, 6/19-8/9/13 CRN 50429
DPR A98-332, 7/17-9/6/13 CRN 50430

INTRO TO ACCESS 2010: DATABASE APPLICATIONS* Fee: $316
Learn about database structures and design; create tables; develop and run queries, forms and reports; develop macros and more. COF A40-C01, OC/DP, 8 Tue/Thu., 6/4, 6-9:30 pm CRN 50506

INTRODUCTION TO MICROSOFT WORD (ONLINE) Fee: $119
In-district seniors: $80
Learn to edit, format, copy and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Requirements: Microsoft Word or Office 2007 or 2010, also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads). Not suitable for Macintosh users.
DPR A83-330, 5/15-7/5/13 CRN 50418
DPR A83-331, 6/19-8/9/13 CRN 50419
DPR A83-332, 7/17-9/6/13 CRN 50420

INTRODUCTION TO MICROSOFT WORD Fee: $128
Learn how to use this application software to create flyers, letterheads and letters while you learn to edit, cut and paste, use and change formatting styles and insert graphics such as pictures, photographs and clip arts. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 wpm typing speed.
DPR A83-31, OC/SK, 4 Thu, 7/11, 6-9 pm CRN 50034

COMPREHENSIVE WORD PROCESSING: WORD 2010* Fee: $316
Includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables, macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm.
COF A25-C31, OC/SK, 8 Mon/Wed, 6/3, 9 am-12:20 pm CRN 50601
COF A25-C32, OC/DP, 8 Tue/Thu., 6/4, 6-10 pm CRN 50602

INTERMEDIATE MICROSOFT WORD (ONLINE) Fee: $119
In-district seniors: $80
Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables, insert, reposition, and resize graphics; surround your text or graphics with borders. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. Requirements: Microsoft Windows XP, 2000 or Vista, Microsoft Word or Office 2007 or 2010, also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads). Not suitable for Macintosh users.
DPR A80-330, 5/15-7/5/13 CRN 50415
DPR A80-331, 6/19-8/9/13 CRN 50416
DPR A80-332, 7/17-9/6/13 CRN 50417

MICROSOFT EXCEL Fee: $119
(ONLINE) In-district seniors: $80
Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks. Requirements: Microsoft Windows XP or 2000 or Vista, and Microsoft Excel or Office 2003, 2007 or 2010.
DPR A84-330, 5/15-7/5/13 CRN 50422
DPR A84-331, 6/19-8/9/13 CRN 50423
DPR A84-332, 7/17-9/6/13 CRN 50424

INTRO TO EXCEL 2010: ELECTRONIC SPREADSHEETING* Fee: $206
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software.
COF A35-C31, OC/SK, 5 Mon/Wed, 6/3, 6 -10 pm CRN 50605

INTRO TO MICROSOFT EXCEL Fee: $128
DPR A84-31, OC/SK, 4 Tue., 6/4, 6-9 pm CRN 50035
DPR A84-32, OC/DP, 4 Wed., 6/5, 6-9 pm CRN 50036

*Course may also be taken for college credit.
BASIC AND INTERMEDIATE EXCEL Fee: $216
DAT A14-31, OC/SK, 8 Tue., 6/4, 6-9 pm CRN 50015
DAT A14-32, OC/DP, 8 Wed., 6/5, 6-9 pm CRN 50016
INTERMEDIATE MICROSOFT EXCEL Fee: $128
If you have taken beginning Excel or have a working knowledge, take this course to learn more techniques for developing and maintaining worksheets. Explore using the data form to view and change records; discover shortcuts for entering formulas and functions; create amortization schedules and work with databases. Prerequisites: DPR A84. Requirements: Excel 2007 Complete Review Book (Shelly Cashman Series), ISBN-10: 1418843431, ISBN-13: 978-1418843434.
DPR A85-31, OC/SK, 4 Tue., 7/9, 6-9 pm CRN 50037
DPR A85-32, OC/DP, 4 Wed., 7/10, 6-9 pm CRN 50038
MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $105
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of a Financial Accounting course or basic accounting knowledge is recommended. The textbook is available in the Oakton's bookstore.
ACC A03-C31, OC/DR, 7 Tue., 6/11, 8-10 pm CRN 50260
MICROSOFT OFFICE 2007: NEW FEATURES (ONLINE) In-district seniors: $80
DPR A21-330, 5/15-7/5/13 CRN 50379
DPR A21-331, 6/19-8/9/13 CRN 50380
DPR A21-332, 7/17-9/6/13 CRN 50381
MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE) In-district seniors: $80
Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2010, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.
DPR A20-330, 5/15-7/5/13 CRN 50376
DPR A20-331, 6/19-8/9/13 CRN 50377
DPR A20-332, 7/17-9/6/13 CRN 50378
INTRODUCTION TO MS OUTLOOK Fee: $119
In-district seniors: $80
Learn new features to become more organized and productive than ever before. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup and restore your information. Requirements: Windows XP or Vista, MS Office Outlook 2003 or MS Office Outlook 2007, also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads). Course is not suitable for Macintosh users.
DPR A12-330, 5/15-7/5/13 CRN 50373
DPR A12-331, 6/19-8/9/13 CRN 50374
DPR A12-332, 7/17-9/6/13 CRN 50375
INTRODUCTION TO MS PUBLISHER Fee: $119
In-district seniors: $80
This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. Requirements: Microsoft Windows 2000, XP, or Vista; Microsoft Publisher 2007, Microsoft Office 2007 (Small Business or Professional Edition only). Also, Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads). Note: This course is not suitable for Macintosh users.
DPR A08-330, 5/15-7/5/13 CRN 50367
DPR A08-331, 6/19-8/9/13 CRN 50368
DPR A08-332, 7/17-9/6/13 CRN 50369
POWERTOOL 2010 PRESENTATION SOFTWARE* Fee: $221
Learn to plan, compose, and create effective desktop presentations. Requirements: Microsoft Windows XP, 2000 or Vista; Microsoft Excel or Office 2003, 2007 or 2010. Not suitable for Macintosh users.
COF A30-C31, OC/SK, 8 Tue/Thu, 6/4, 9-11:30 am CRN 50603
COF A30-C32, OC/DP, 8 Tue., 6/4, 5-9:40 pm CRN 50604
MICROSOFT POWERPOINT (ONLINE) In-district seniors: $80
Obtain the skills to create overhead transparencies, 35 mm slides, electronic slide, charts, outlines and graphs. Requirements: Microsoft Windows XP, 2000 or Vista; Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A70-330, 5/15-7/5/13 CRN 50406
DPR A70-331, 6/19-8/9/13 CRN 50407
DPR A70-332, 7/17-9/6/13 CRN 50408
INTRODUCTION TO ADOBE ACROBAT 9 (ONLINE) In-district seniors: $80
Create PDF documents and learn to use many of the popular software’s time- and cost-saving features. Requirements: Adobe Acrobat 9 for windows or Mac.
DPR A26-330, 5/15-7/5/13 CRN 50385
DPR A26-331, 6/19-8/9/13 CRN 50386
DPR A26-332, 7/17-9/6/13 CRN 50387
INTRODUCTION TO SQL: ORACLE 11G* Fee: $326
Learn the concepts of relational databases and the powerful SQL programming language.
CPT A21-C31, OC/DP, 8 Tue/Thu., 6/4, 6-9:50 pm CRN 50615

Database
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu.
**New!**

**INTRODUCTION TO DATABASE**  
Fee: $119  
**DEVELOPMENT (ONLINE)**  
In-district seniors: $80  

Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and files, and essential tools and utilities on computer networks.  
**Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.**  

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<td>DAT A13-332</td>
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**INTRODUCTION TO SQL (ONLINE)**  
Fee: $119  
In-district seniors: $80  

Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and files, and essential tools and utilities on computer networks.  
**Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.**  

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**INTERMEDIATE SQL (ONLINE)**  
Fee: $119  
In-district seniors: $80  

Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques and create queries.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and files, and essential tools and utilities on computer networks.  
**Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.**  

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**Computer Networking and Systems**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ed Gallagher, program coordinator, at 847-635-1435.

**MICROSOFT INSTALLING, CONFIGURING AND ADMINISTERING SQL SERVER**  
Fee: $326  

Course provides knowledge and skills required to install, configure, administer, and troubleshoot client-server database management system of Microsoft SQL Server. Focus is on most recent release of Windows. Course covers the most recent release of Microsoft Windows which prepare students for the Microsoft Certified Information Technology Professional (MCTIP) and/or Microsoft Certified Technology Specialist (MCTS) certifications and is a core examination in the Microsoft Database Administration (MCDBA) curriculum.  
**Recommended:** Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.  

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**NETWORKING ESSENTIALS**  
Fee: $336  

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.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and files, and essential tools and utilities on computer networks.  

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**MICROSOFT WINDOWS**  
Fee: $231  

**COMMAND LINE ADMINISTRATION**  
Fee: $326  

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:** Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.  

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**TCP/IP PACKET ANALYSIS**  
Fee: $392  

This course covers creating, administering and maintaining an information system with TCP/IP protocol (Transmission Control Protocol/Internet Protocol) and utilities on computer networks, which is the basic provision of Internet services.  
**Recommended:** Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.  

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**PC Troubleshooting and Security**

**INTRODUCTION TO PC TROUBLESHOOTING (ONLINE)**  
Fee: $119  
In-district seniors: $80  

Learn how to manage power problems, memory glitches, drive/file errors, and boot failure.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and files, and essential tools and utilities on computer networks.  

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<thead>
<tr>
<th>Course Code</th>
<th>Section Code</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
<th>CRN</th>
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<tbody>
<tr>
<td>DPR A28-330</td>
<td>5/15-7/5/13</td>
<td>CRN 50388</td>
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<td>7/17-9/6/13</td>
<td>CRN 50390</td>
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**INTRODUCTION TO PC SECURITY (ONLINE)**  
Fee: $119  
In-district seniors: $80  

Will quickly bring you up to speed on the fundamentals of PC and network security. Learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP); also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).  

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<tr>
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<th>Location</th>
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<td>DPR A49-332</td>
<td>7/17-9/6/13</td>
<td>CRN 50399</td>
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**TOPICS IN COMPUTER NETWORKING AND SYSTEMS**  
Fee: $221  

Course covers variety of different topics current with technological advances in computer networking and systems/LAN. Topics identified for each section of course. Course may be repeated up to three times with different topics.  
**Recommended:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP); also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).  

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<td>INT A08-C31</td>
<td>OC/SK, 8 Thu., 6/6, 6-9:50 pm</td>
<td>CRN 50629</td>
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*Course may also be taken for college credit.*
Programming

New!
INTRODUCTION TO C++ PROGRAMMING  Fee: $119
(ONLINE)  In-district seniors: $80
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. Requirements: Microsoft Visual C++2010 Express Edition (free Express edition can be downloaded from Microsoft)
DAT A33-330, 5/15-7/5/13  CRN 50355
DAT A33-331, 6/19-8/9/13  CRN 50356
DAT A33-332, 7/17-9/6/13  CRN 50357

New!
INTRODUCTION TO C# PROGRAMMING  Fee: $119
(ONLINE)  In-district seniors: $80
Learn the fundamentals of computer programming with C#, the in-demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.
DAT A34-330, 5/15-7/5/13  CRN 50358
DAT A34-331, 6/19-8/9/13  CRN 50359
DAT A34-332, 7/17-9/6/13  CRN 50360

New!
INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE)  In-district seniors: $80
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all of the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages as well.
DPR A29-330, 5/15-7/5/13  CRN 50391
DPR A29-331, 6/19-8/9/13  CRN 50392
DPR A29-332, 7/17-9/6/13  CRN 50393

INTRODUCTION TO PROGRAMMING  Fee: $119
(ONLINE)  In-district seniors: $80
Master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Course is not suitable for Macintosh users.
DPR A07-330, 5/15-7/5/13  CRN 50364
DPR A07-331, 6/19-8/9/13  CRN 50365
DPR A07-332, 7/17-9/6/13  CRN 50366

JAVA PROGRAMMING*  Fee: $426
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java Programming will be reviewed. Recommended: ability to write programs using an object-oriented language (e.g. Java, C, C++, and Visual Basic). Supplemental work required.
CPT A40-C31, OC/DP, 8 Tue./Thur., 6/4, 6-9:50 pm  CRN 50616

INTRODUCTION TO JAVA PROGRAMMING (ONLINE)  In-district seniors: $80
Java is one of the most widely used computer languages in the world, and it’s easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. The most recent versions of the Java Development Kit (JDK) and Blue J will be used. Download and installation instructions will be provided during the course. Requirements: Adobe Flash Player and Adobe Reader (download free from www.adobe.com/downloads).
DAT A07-330, 5/15-7/5/13  CRN 50298
DAT A07-331, 6/19-8/9/13  CRN 50299
DAT A07-332, 7/17-9/6/13  CRN 50300

INTERMEDIATE JAVA PROGRAMMING (ONLINE)  In-district seniors: $80
Deepen your understanding of Java, and start writing programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Find out how to create GUI applications using built-in tools. Requirements: Introduction to Java Programming (DAT A07) or equivalent experience, also Adobe Flash Player and Adobe Reader (download free from www.adobe.com/downloads).
DAT A08-330, 5/15-7/5/13  CRN 50301
DAT A08-331, 6/19-8/9/13  CRN 50302
DAT A08-332, 7/17-9/6/13  CRN 50303

INTRODUCTION TO AJAX PROGRAMMING (ONLINE)  In-district seniors: $80
Learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.
DAT A26-330, 5/15-7/5/13  CRN 50337
DAT A26-331, 6/19-8/9/13  CRN 50338
DAT A26-332, 7/17-9/6/13  CRN 50339

INTRODUCTION TO RUBY PROGRAMMING (ONLINE)  In-district seniors: $80
Create an interactive Web blog that allows visitors to register and post articles and comments. You’ll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DPR A10-330, 5/15-7/5/13  CRN 50370
DPR A10-331, 6/19-8/9/13  CRN 50371
DPR A10-332, 7/17-9/6/13  CRN 50372

MAC, IPHONE, AND IPAD PROGRAMMING  Fee: $119
(ONLINE)  In-district seniors: $80
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode 4.3 compiler. Whether you are new to programming or familiar with programming a different type of computer, this course can help you master the basics of creating apps for a Mac device. This course not suitable for Windows PC users.
DAT A12-330, 5/15-7/5/13  CRN 50310
DAT A12-331, 6/19-8/9/13  CRN 50311
DAT A12-332, 7/17-9/6/13  CRN 50312

*Course may also be taken for college credit.
Cooking/Culinary

Note: No senior discount for these courses.

CARIBBEAN TAPAS Fee: $94
Discover the Caribbean's culinary landscape and breadth of flavors. Learn to make Brandade de Morue tostone canapé (a French Caribbean twist on salt cod), Trinidadian Roti, Puerto Rican ceviche, mango crumble, and more. Learn how the African, Dutch, British, Spanish, French, Chinese, East Indian, and indigenous people left their indelible mark on Caribbean cooking. Can you tell a yuca from a boniato? You’ll be able to after this class! Course taught by Susan Taves, a classically trained chef who served as an instructor at the Art Institute of Chicago, and have trained staff at Sanders Resort in Jamaica.

NOTE: Fees are per person.

HEC S16-31, ETHS, 4 Mon., 7/8, 7-9 pm, Taves CRN 50058

SOUTH AMERICAN CUISINE Fee: $94
Back by popular demand, we will be re-visiting delicious dishes from Brazil, Argentina, Columbia, and Ecuador. Chef Susan Taves will demonstrate step-by-step preparation details, while students observe and taste prepared dishes. All classes include recipe handouts.

HEC C27-31, ETHS, 4 Mon., 6/10, 7-9 pm CRN 50057

THAI COOKING Fee: $94
How often have you craved a delicious dish from your favorite Thai restaurant—and wished you could make it yourself? Now you can! Explore the seasonings and flavors of Thailand and learn to cook some of the mainstays such as Pad Thai and Tom Yum. Class also covers unusual regional dishes, curries, street food, and delicious desserts—including Thai custard and mango sticky rice.

HEC B23-31, ETHS, 4 Tue., 6/11, 7-9 pm CRN 50056

Dance

Note: Fees are per person.

SIZZLING SALSA, MERENGUE, BACHATA AND CUMBIA Fee: $55
Turn, dip, and look good! Learn new and trendy dance moves and put your new-found skills into practice during field trips to local social events. A partner is not necessary. No senior discount. No refund after the class begins.

PED E88-31, OC/SK, 6 Tue., 6/11, 6:30-7:30 pm, Strain CRN 50082

MAD HOT BALLROOM AND SWING Fee: $55
Learn the sensuous Tango, Rumba, Cha-Cha-Cha and Swing the DanceMates easy way. No prior experience or partner necessary. No senior discount. No refund after the class begins.

PED D01-31, OC/SK, 6 Tue., 6/11, 7:35-8:35 pm, Strain CRN 50081

Design/AutoCAD

These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction. Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Kathleen Ahern-Gray, chair, at 847.635.1461 or aberng@oakton.edu.

BASIC AUTOCAD* Fee: Listed with Section
Course is first of three in drafting and design using AutoCAD software. Content includes setting up a drawing electronically drawing and editing construction techniques display commands effective layering, dimensioning and detailing, using blocks, and plotting.

DES A03-C31, OC/SK, 8 Tue/Thu., 6/4, 6-9:50 pm, $361 CRN 50618
DES A03-C32, Online, 6/10-7/25, $336 CRN 50619

Note: Fees are per person.

INTRODUCTION TO SOLIDWORKS* Fee: $361
Course explores the theory and application of solid modeling techniques for product design and manufacturing, using SolidWorks parametric modeling software. Content includes transforming computer sketches into three-dimensional features parametric modeling techniques further explored to create computer models of plastic molded parts casting and sheet metal photorealistic rendering and animation of three dimensional models to visually communicate design ideas.

DES A06-C31, OC/SK, 8 Mon/Wed., 6/3, 6-9:30 pm CRN 50620

ELDER CARE

Person Centered Elder Support courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Kathleen Ahern-Gray, chair, at 847.635.1461 or aberng@oakton.edu.

ASSISTING AGING PARENTS (ONLINE) Fee: $119
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

SOC E02-330, 5/15-7/5/13 CRN 50540
SOC E02-331, 6/19-8/9/13 CRN 50541
SOC E02-332, 7/17-9/6/13 CRN 50542

Electronics and Computer Technology

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Majid Ghadiri, department chair, at 847-376-7699 or mghadiri@oakton.edu.

MICROCOMPUTER HARDWARE SYSTEMS* Fee: $316
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs and introduction to language.

ECT A04-C31, OC/SK, 8 Tue/Thu., 6/4, 6-9:30 pm CRN 50621

COMPUTER PERIPHERALS* Fee: $316
Course includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations. Supplementary online work required.

ECT A05-C31, OC/SK, 8 Mon/Wed., 6/3, 6-9:30 pm CRN 50622

A+ CERTIFICATION PREPARATION* Fee: $216
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. This course builds upon the knowledge acquired in Computer Hardware Systems and Computer Peripherals.

ECT A06-C31, OC/SK, 8 Thu, 6/6, 6-9:30 pm CRN 50623

*Course may also be taken for college credit.
Entrepreneurship
(Also see Business and Global Business Studies)

IMPORT/EXPORT NOW! (ONLINE) Fee: $95
This course is for those who want a career in import or export of goods and services and need a step-by-step hands-on course. The course is intended for people with zero business background, as well as established businesses looking for new trade. Required Textbook: How Small Businesses Trade Worldwide, ISBN: 0979551501. (Available at Amazon.com). Not available at Oakton's bookstore. Important: Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly. Requirements: E-mail, Internet access (Internet Explorer, Netscape or Firefox Web Browser).
BUS A28-330, Online, 9 Wed, 6/26-8/21, 8-10 pm CRN 50134

START YOUR OWN ARTS AND CRAFTS Fee: $119
BUSINESS (ONLINE) In-district seniors: $80
BUB A06-330, 5/15-7/5/13 CRN 50120
BUB A06-331, 6/19-8/9/13 CRN 50121
BUB A06-332, 7/17-9/6/13 CRN 50122

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $119
(ONLINE) In-district seniors: $80
Business success begins with a plan—a working document that charts a course for the future. This class will help new and established small business owners create their own plans to guide growth and achieve their goals.
BUS A90-330, 5/15-7/5/13 CRN 50220
BUS A90-331, 6/19-8/9/13 CRN 50221
BUS A90-332, 7/17-9/6/13 CRN 50222

START YOUR OWN SMALL BUSINESS Fee: $119
(ONLINE) In-district seniors: $80
BUB A26-330, 5/15-7/5/13 CRN 50145
BUB A26-331, 6/19-8/9/13 CRN 50146
BUB A26-332, 7/17-9/6/13 CRN 50147

SECRETS OF THE CATERER Fee: $119
(ONLINE) In-district seniors: $80
In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes!
BUB A52-330, 5/15-7/5/13 CRN 50160
BUB A52-331, 6/19-8/9/13 CRN 50161
BUB A52-332, 7/17-9/6/13 CRN 50162

STARTING A CONSULTING PRACTICE Fee: $119
(ONLINE) In-district seniors: $80
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.
BUB A33-330, 5/15-7/5/13 CRN 50148
BUB A33-331, 6/19-8/9/13 CRN 50149
BUB A33-332, 7/17-9/6/13 CRN 50150

STARTING A NONPROFIT Fee: $119
(ONLINE) In-district seniors: $80
Provides practical how-to information about incorporation, organization, and other issues pertinent to anyone involved with a non-profit start-up.
BUS A20-330, 5/15-7/5/13 CRN 50208
BUS A20-331, 6/19-8/9/13 CRN 50209
BUS A20-332, 7/17-9/6/13 CRN 50210

GET PAID TO TRAVEL Fee: $119
(ONLINE) In-district seniors: $80
Learn all you need to start your new and exciting travel career. Will cover group tour procedures; documentation, and handling emergencies. Gain information on prospective employers and full- and part-time career opportunities. Requirements: Adobe Flash Player and Adobe Reader (free download at www.adobe.com/downloads).
BUB E37-330, 5/15-7/5/13 CRN 50200
BUB E37-331, 6/19-8/9/13 CRN 50201

START A PET SITTING BUSINESS Fee: $119
(ONLINE) In-district seniors: $80
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. This course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-330, 5/15-7/5/13 CRN 50214
BUS A35-331, 6/19-8/9/13 CRN 50215
BUS A35-332, 7/17-9/6/13 CRN 50216

Exercise and Fitness
Courses marked with an asterisk (*) may be taken as non-credit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact, Michael Graves, department chair, at 847-635-1921 or mgraves@oakton.edu.

FIRST AID* Fee: $191
Course investigates accident prevention and procedures to be followed in cases of accident or sudden illness. Content includes accident scenes in the home, school and community, Standard American Red Cross Certificate awarded upon successful completion of course.
FIT B11-C31, OC/DP, 7 Tue., 6/11, 11 am-12:15 pm CRN 50625

CONDITIONING I* Fee: $95
Course is designed to shape, strengthen and tone the major muscle groups for total body fitness or sport-specific skills. A variety of exercises and equipment will be used.
FIT B30-C32, OC/DP, 7 Mon./Tue./Thu., 6/10, 11:30 am-12:45 pm CRN 50628

CONDITIONING I: ZUMBA* Fee: $95
Course is designed to shape, strengthen and tone the major muscle groups for total body fitness or sport-specific skills. A variety of exercises and equipment will be used.
FIT B30-C31, OC/SK, 8 Tue./Thu., 6/4, 1:2-2:15 pm CRN 50627

YOGA I* Fee: $95
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.
FIT B28-C31, OC/DP, 8 Tue./Thu., 6/4, 4:30-5:45 pm CRN 50626
FITNESS CENTER AT OAKTON

The Fitness Center offers a variety of equipment and amenities, including:

• Latest CYBEX and Life Fitness Equipment.
• More than 20 different machines to exercise all major muscle groups.
• Fourteen aerobic machines to increase cardiovascular development, including stairmaster, treadmill and recumbent bikes.
• Fitness room, warm-up area, lounge and locker room with showers.
• Experienced staff to assist members at all times.
• Fully carpeted and air-conditioned, TV and audio-equipped.

Fitness Center Hours: Monday-Thursday, 7 am-8 pm; Friday, 7 am-6 pm; Saturday, 9 am-1 pm

Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

PERSONAL TRAINING

Register with the Alliance for Lifelong Learning Office; Room 1420/DP (Des Plaines campus). Schedule sessions at the Fitness Center, Room 1156/DP from 3:30 to 8 p.m.

Individual Personal Training

Personal training is for the individual who wants personal instruction and the motivation of a trainer. Our goal is to teach sound fitness principles that will make the client an independent exerciser. You can opt to sign up for two, four or six sessions.

TWO PERSONAL TRAINING SESSIONS

Two one-hour sessions by arrangement (must be used by the end of the semester).
FIT P01-31, OC/DP, $89  CRN 50009

FOUR PERSONAL TRAINING SESSIONS

Free semester membership to the Fitness Center included. Four one-hour sessions by arrangement (must be used by the end of the semester).
FIT P01-32, OC/DP, $159  CRN 50010

SIX PERSONAL TRAINING SESSIONS

Free semester membership to the Fitness Center included. Six one-hour sessions by arrangement (must be used by the end of the semester).
FIT P01-33, OC/DP, $229  CRN 50011

Personal Training for Two

The “Buddy Plan” provides the same instruction as with personal training, except that you will have a partner to train with. Client must provide partner. Free semester membership to the Fitness Center included. The six sessions must be used by the end of the semester. Six one-hour sessions by arrangement.
FIT P02-31  OC/DP, $279  CRN 50012

INTRODUCTION TO ADOBE

Adobe Photoshop (ONLINE)  Fee: $119
In-district seniors: $80
Requirements: Photoshop CS4, CS5, or CS6 for Windows or Mac.
DPR A04-330, 5/15-7/5/13  CRN 50361
DPR A04-331, 6/19-8/9/13  CRN 50362
DPR A04-332, 7/17-9/6/13  CRN 50363

INTERMEDIATE ADOBE PHOTOSHOP

(ONLINE)  Fee: $119
In-district seniors: $80
Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes.
Requirements: Photoshop CS4, CS5 or CS6 for Windows or Mac.
DAT A05-330, 5/15-7/5/13  CRN 50285
DAT A05-331, 6/19-8/9/13  CRN 50286
DAT A05-332, 7/17-9/6/13  CRN 50287

ADOBE PHOTOSHOP CS5+

Fee: $331
Introduction to the tools and capabilities of Adobe Photoshop CS5.
COF A72-C31, Online, 6/10-7/25  CRN 50612

INTERMEDIATE INDESIGN: CS5

Fee: $119
In-district seniors: $80
Let CorelDraw unleash your creativity! This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, Web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. Requirements: CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.
DAT A10-330, 5/15-7/5/13  CRN 50304
DAT A10-331, 6/19-8/9/13  CRN 50305
DAT A10-332, 7/17-9/6/13  CRN 50306

GRAPHIC DESIGN AND DIGITAL IMAGING

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Berney Krule, graphic design chair, at 847-635-1830 or berney@oakton.edu.

INTERMEDIATE INDESIGN: CS5

Fee: $119
In-district seniors: $80
Master the advanced features of Adobe InDesign CS5 and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks. Requirements: Adobe InDesign CS4, or CS5 for Windows or Mac.
DAT A32-330, 5/15-7/5/13  CRN 50352
DAT A32-331, 6/19-8/9/13  CRN 50353
DAT A32-332, 7/17-9/6/13  CRN 50354

*Course may also be taken for college credit.
ADOBE INDESIGN (ONLINE) Fee: $119
In-district seniors: $80
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. **Requirements:** Adobe InDesign CS4, or CS5 for Windows or Mac.
DAT A27-330, 5/15-7/5/13 CRN 50340
DAT A27-331, 6/19-8/9/13 CRN 50341
DAT A27-332, 7/17-9/6/13 CRN 50342

ADOBE ILLUSTRATOR (ONLINE) Fee: $119
In-district seniors: $80
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. **Requirements:** Adobe Illustrator CS4 or CS5 for Windows or Mac.
COF A75-330, 5/15-7/5/13 CRN 50223
COF A75-331, 6/19-8/9/13 CRN 50224
COF A75-332, 7/17-9/6/13 CRN 50225

ADOBE INDESIGN (ONLINE) Fee: $119
In-district seniors: $80
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. **Requirements:** Adobe InDesign CS4, or CS5 for Windows or Mac.
DAT A27-330, 5/15-7/5/13 CRN 50340
DAT A27-331, 6/19-8/9/13 CRN 50341
DAT A27-332, 7/17-9/6/13 CRN 50342

START YOUR OWN EDIBLE GARDEN Fee: $119
In-district seniors: $80
Discover how to save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard! Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.
BOT E14-330, 5/16-6/6 CRN 50117
BOT E14-331, 6/19-8/9/13 CRN 50118
BOT E14-332, 7/17-9/6/13 CRN 50119

Job Search

TODAY'S BEST JOB SEARCH Fee: $19

In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB E01-330, 5/15-7/5/13 CRN 50193
BUB E01-331, 6/19-8/9/13 CRN 50194
BUB E01-332, 7/17-9/6/13 CRN 50195

Healthy Living Topics

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) Fee: $119
In-district seniors: $80
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
HEA E62-330, 5/15-7/5/13 CRN 50466
HEA E62-331, 6/19-8/9/13 CRN 50467
HEA E62-332, 7/17-9/6/13 CRN 50468

LOSE WEIGHT AND KEEP IT OFF (ONLINE) Fee: $119
In-district seniors: $80
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects. Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
HEA C09-330, 5/15-7/5/13 CRN 50463
HEA C09-331, 6/19-8/9/13 CRN 50464
HEA C09-332, 7/17-9/6/13 CRN 50465

LOOSE WEIGHT AND KEEP IT OFF (ONLINE) Fee: $119
In-district seniors: $80
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects. Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
HEA E62-330, 5/15-7/5/13 CRN 50466
HEA E62-331, 6/19-8/9/13 CRN 50467
HEA E62-332, 7/17-9/6/13 CRN 50468

LUSTY CIOUS, LOW-FAT AND LIGHTNING QUICK MEALS (ONLINE) Fee: $119
In-district seniors: $80
Find out how easy it can be to prepare meals that are both delicious and nutritious! Uncover the secrets of making lowered-fat recipes taste terrific. Learn how to get in and out of the kitchen quicker, and explore a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover over 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.
HEC E16-330, 5/15-7/5/13 CRN 50476
HEC E16-331, 6/19-8/9/13 CRN 50478
HEC E16-332, 7/17-9/6/13 CRN 50479

Job Search

TODAY'S BEST JOB SEARCH Fee: $19

In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB E01-330, 5/15-7/5/13 CRN 50193
BUB E01-331, 6/19-8/9/13 CRN 50194
BUB E01-332, 7/17-9/6/13 CRN 50195

GORGEOUS CONTAINER GARDENS Fee: $37
Containers are never out of fashion—stand out this summer! Beth Levy, container designer, highlights the newest trends as well as tried true construction techniques during this demonstration-style class.
BOT G25-B31, GARD, 1 Tue., 6/4, 7-9 am CRN 50092

BASICS OF EDITING – LEVEL 1 Fee: $187
Designed by Apple, Aperture 3 is professional-grade processing software designed to help photographers using iPhoto manage and edit their images with a higher level of control and expression. Learn Aperture 3 setup, workflow, file management, processing, and image exporting. Course covers tagging, naming, sizing, and sharpening your images. Gain the skills you need to organize and archive photos, and to create your own processing workflow in Aperture 3. **Required:** A personal laptop with Aperture 3 installed.
BOT G29-B31, GARD, 4 Tue., 6/18, 1-3:30 pm CRN 50093

BEGINNING LANDSCAPE WATERCOLOR Fee: $237
What could be a better spot to paint watercolor landscapes than the Chicago Botanic Garden? Learn various techniques, from washes to dry brush, and relish the luxury of painting outside in a stunning array of landscapes. Supply list sent before class begins.
BOT G30-B31, GARD, 6 Wed., 6/26, 1-3:30 pm CRN 50094

Home and Garden

INTRODUCTION TO INTERIOR DESIGN (ONLINE) Fee: $119
In-district seniors: $80
Transform plain living spaces into beautiful, functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.
HEC B41-330, 5/15-7/5/13 CRN 50473
HEC B41-331, 6/19-8/9/13 CRN 50474
HEC B41-332, 7/17-9/6/13 CRN 50475

For more information, call 847-982-9888, press 3.
Languages

Textbooks are required for some of the language classes. Prices vary from $30-$100 and are not included in the tuition fee. Textbooks are not required for online classes.

**CONVERSATIONAL ARABIC** Fee: $154
An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing oneself, describing one's background, and seeking and providing information. Previous experience with Arabic not required.

**FRENCH I** Fee: $154
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.

**FRENCH II** Fee: $154
Expand your French speaking skills! Great for leisure or professional development, course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** French I or previous experience with the language. No class 7/7 and 7/10.

**BEGINNING CONVERSATIONAL FRENCH (ONLINE)** Fee: $119
In-district seniors: $80
Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations. **Requirements:** A computer equipped with working speakers or headphones.

**INSTANT ITALIAN (ONLINE)** Fee: $119
In-district seniors: $80
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and promises to enrich your experiences while traveling in Italy. Benissimo! **Requirements:** A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.

**POLISH I** Fee: $154
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. **Prerequisite:** None.

**POLISH II** Fee: $154
Expand your Polish speaking skills! Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Polish I or previous experience with the language. No class 7/3.

**SPANISH I** Fee: $154
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Books will be available for purchase on the first day of class.

**SPANISH II** Fee: $154
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 7/3.
SPEED SPANISH I Fee: $119
(ONLINE) In-district seniors: $80
This course teaches six easy recipes you can use to glide Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.
LSP B08-330, 5/15-7/5/13 CRN 50495
LSP B08-331, 6/16-8/9/13 CRN 50496
LSP B08-332, 7/17-9/6/13 CRN 50497

SPEED SPANISH II Fee: $119
(ONLINE) In-district seniors: $80
A continuation of Speed Spanish I. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.
LSP B09-330, 5/15-7/5/13 CRN 50498
LSP B09-331, 6/16-8/9/13 CRN 50499
LSP B09-332, 7/17-9/6/13 CRN 50500

CONVERSATIONAL SPANISH I Fee: $195
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language. No class 7/3/13.
LSP E08-32, OC/DP, 10 Tue., 6/4, 7-9 pm CRN 50076
LSP E08-33, ETHS, 10 Wed., 6/12, 7-9 pm, Solsol CRN 50078

ADVANCED CONVERSATIONAL SPANISH Fee: $195
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language. No class 7/4.
LSP C04-31, ETHS, 10 Tue, 6/7, 7-9 pm, Solsol CRN 50070
LSP C04-32, OC/DP, 6 Thu, 6/6, 6:15-8:55 pm CRN 50075

SPANISH FOR LAW ENFORCEMENT Fee: $119
(ONLINE) In-district seniors: $80
Clear, quick communication is critical in law enforcement. Start from the fundamentals of the Spanish language, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.
LSP B12-330, 5/15-7/5/13 CRN 50503
LSP B12-331, 6/16-8/9/13 CRN 50504
LSP B12-332, 7/17-9/6/13 CRN 50506

SPANISH FOR MEDICAL PROFESSIONALS Fee: $119
(ONLINE) In-district seniors: $80
This fun course filled with entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. Discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
LSP B11-330, 5/15-7/5/13 CRN 50501
LSP B11-331, 6/16-8/9/13 CRN 50502
LSP B11-332, 7/17-9/6/13 CRN 50503

ENHANCING LANGUAGE DEVELOPMENT Fee: $119
IN CHILDHOOD (ONLINE) In-district seniors: $80
Discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.
TCR B03-330, 5/15-7/5/13 CRN 50585
TCR B03-331, 6/19-8/9/13 CRN 50586
TCR B03-332, 7/17-9/6/13 CRN 50587

Management and Supervision
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas at 847-635-1949 or bandbguy@oakton.edu.

EMPLOYMENT LAW FUNDAMENTALS Fee: $119
(ONLINE) In-district seniors: $80
Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.
BUB A17-330, 5/15-7/5/13 CRN 50139
BUB A17-331, 6/19-8/9/13 CRN 50141
BUB A17-332, 7/17-9/6/13 CRN 50142

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) In-district seniors: $80
Want to learn how to become a more effective manager? Master the basics of business by learning the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people's performance, learn how to solve problems, resolve conflicts, and manage your time. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB A23-330, 5/15-7/5/13 CRN 50143
BUB A23-331, 6/19-8/9/13 CRN 50140
BUB A23-332, 7/17-9/6/13 CRN 50144

HIGH SPEED PROJECT MANAGEMENT Fee: $119
(ONLINE) In-district seniors: $80
BUB A57-330, 5/15-7/5/13 CRN 50175
BUB A57-331, 6/19-8/9/13 CRN 50176
BUB A57-332, 7/17-9/6/13 CRN 50177

BUILDING TEAMS THAT WORK Fee: $119
(ONLINE) In-district seniors: $80
Effective teams are essential for today's workplace. Learn the stages of a team's development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB A54-330, 5/15-7/5/13 CRN 50166
BUB A54-331, 6/19-8/9/13 CRN 50167
BUB A54-332, 7/17-9/6/13 CRN 50168
Manufacturing

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact David Geller, department chair, at 847-376-7707 or dgeller@oakton.edu.

CNC SETUP AND OPERATION*

Fee: $241
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 fixture, operating CNC machines, reading and interpreting CNC programs, using inspection equipment, and troubleshooting various production problems.

MCH A10-C31, OC/SK, 8 Mon/Wed., 6/3, 6-8:50 pm CRN 50633
MCH A10-C32, OC/SK, 8 Tue/Thu., 6/4, 6-8:50 pm CRN 50634

Marketing and Sales

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas at 847-635-1949 or bandbguy@oakton.edu.

PRINCIPLES OF MARKETING*

Fee: $286
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-C31, OC/SK, 7 Mon/Wed., 6/10, 9 am - 12:15 pm CRN 50631
MAR A01-C32, OC/DP, 7 Mon/Wed., 6/10, 6 - 9:15 pm CRN 50632

PROFESSIONAL SALES SKILLS (ONLINE)

Fee: $119
In good times or bad, there are always opportunities for skilled sales professionals. Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals! Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

BUS A34-330, 5/15-7/5/13 CRN 50211
BUS A34-331, 6/19-8/9/13 CRN 50212
BUS A34-332, 7/17-9/6/13 CRN 50213

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)

Fee: $119
In-district seniors: $80
Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more.

BUS A79-330, 5/15-7/5/13 CRN 50217
BUS A79-331, 6/19-8/9/13 CRN 50218
BUS A79-332, 7/17-9/6/13 CRN 50219

Medical Office Technology

MEDICAL MATH (ONLINE)

Fee: $119
In-district seniors: $80
Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course will make it easy to calculate medication dosages and use scientific formulas.

MED A53-330, 5/15-7/5/13 CRN 50519
MED A53-331, 6/19-8/9/13 CRN 50520
MED A53-332, 7/17-9/6/13 CRN 50521

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)

Fee: $119
In-district seniors: $80
Refresh your grammar and explore a lucrative career of medical transcriptionist at the same time! Develop active listening skills, learn the basic principles of writing, and understand what other skills and aptitudes will help you succeed as a medical transcriptionist. Learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and it does not lead to any type of professional certification or a degree. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

MED A50-330, 5/15-7/5/13 CRN 50510
MED A50-331, 6/19-8/9/13 CRN 50511
MED A50-332, 7/17-9/6/13 CRN 50512

EXPLORE A CAREER IN MEDICAL CODING (ONLINE)

Fee: $119
In-district seniors: $80
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual, Professional Edition 2007-2011; ICD-9 Manual any Edition 2007-2011. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

MED A10-330, 5/15-7/5/13 CRN 50507
MED A10-331, 6/19-8/9/13 CRN 50508
MED A10-332, 7/17-9/6/13 CRN 50509

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)

Fee: $119
In-district seniors: $80
Interested in a career in the medical field that provides job security and room for advancement? Consider becoming an Administrative Medical Assistant (AMA). Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. This class will help you determine which aspect of medical information management suits you best, and set you on the path to a rewarding career.

MED A51-330, 5/15-7/5/13 CRN 50513
MED A51-331, 6/19-8/9/13 CRN 50514
MED A51-332, 7/17-9/6/13 CRN 50515

*Course may also be taken for college credit.
EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE) Fee: $119
In-district seniors: $80
Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: This course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton's Pharmacy Technician Certificate program. Call 847.635.1889 for information.

MED A52-330, 5/15-7/5/13 CRN 50516
MED A52-331, 6/19-8/9/13 CRN 50517
MED A52-332, 7/17-9/6/13 CRN 50518

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH Fee: $119
In-district seniors: $80
(ONLINE)
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background is necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

MED E01-330, 5/15-7/5/13 CRN 50522
MED E01-331, 6/19-8/9/13 CRN 50523
MED E01-332, 7/17-9/6/13 CRN 50524

Music

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Department Chair Glenna Sprague at 847-635-1905 or gsprague@oakton.edu.

JAZZ BAND* Fee: $120
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 rehearsals 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., 6/10, 8-10 pm CRN 50635
MUS S81-C31, OC/DP, 7 Mon., 6/10, 8-10 pm CRN 50636
MUS S82-C31, OC/DP, 7 Mon., 6/10, 8-10 pm CRN 50637
MUS S83-C31, OC/DP, 7 Mon., 6/10, 8-10 pm CRN 50638

New!

INTRODUCTION TO GUITAR (ONLINE) Fee: $119
In-district seniors: $80
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.

MUS S09-330, 5/15-7/5/13 CRN 50525
MUS S09-331, 6/19-8/9/13 CRN 50526
MUS S09-332, 7/17-9/6/13 CRN 50527

SING, SING, SING-CREATIVE VOCAL COACHING Fee: $180
From pop to opera to rock, learn the vocal techniques, secrets and skills to take your voice where you want it to go. Call instructor, Eileen Berman, at 847-674-0035 to schedule private lessons.

MUS S25-31, OC/DP, 6/3, 8 Sessions, Berman CRN 50080

Paralegal Studies

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Merilee Waters at 847-376-7809 or mwaters@oakton.edu.

EXPLORE A CAREER AS A PARALEGAL Fee: $119
In-district seniors: $80
(ONLINE)

BUB A45-330, 5/15-7/5/13 CRN 50157
BUB A45-331, 6/19-8/9/13 CRN 50158
BUB A45-332, 7/17-9/6/13 CRN 50159

INTRODUCTION TO PARALEGAL STUDIES* Fee: $286
Course covers the functions of law courts and lawyers in modern society the origin, training and role of the paralegal professional responsibilities of the lawyer fields and specializations within the practice of law and legal research and writing based upon a review of the sources and works of law. Required: College level English competency.

PAR A01-C31, OC/SK, 8 Mon/Wed., 6/3, 6:30-8:50 pm CRN 50644

Personal Finance

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas, business chair, at 847-635-1949 or bandbguy@oakton.edu.

BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE) Fee: $119
In-district seniors: $80
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, this course reviews the steps to become a certified pharmacy technician, enroll in Oakton's Pharmacy Technician Certificate program. Call 847.635.1889 for information.

FIN E08-330, 5/15-7/5/13 CRN 50441
FIN E08-331, 6/19-8/9/13 CRN 50442
FIN E08-332, 7/17-9/6/13 CRN 50443

*Course may also be taken for college credit.
INTRODUCTION TO STOCK OPTIONS (ONLINE) In-district seniors: $80
Take advantage of the down market, and get prepared for the better times as well. Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-330, 5/15-7/5/13 CRN 50447
FIN E22-331, 6/19-8/9/13 CRN 50448
FIN E22-332, 7/17-9/6/13 CRN 50449

BIG PICTURE RETIREMENT PLANNING WORKSHOP Fee: $45
A person retiring today could live as many years in retirement as he or she spent working! Join Les Goldstein, MBA; Robert Hart, CFP; and Gregory Turza, JD, and design a new financial future. Create your own financial model and determine how much money you'll need to live comfortably during retirement. Course covers viable alternatives to the market, asset protection strategies, and how to create a financial legacy for loved ones. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount.
FIN E05-31, OC/SK, 3 Mon, 5/13, 6:30-9 pm, Goldstein CRN 50045
FIN E05-33, OC/SK, 3 Wed, 6/5, 6:30 - 9 pm, Goldstein CRN 50047
FIN E05-35, ETHS, 3 Tue, 6/11, 6:30-9 pm, Goldstein CRN 50049
FIN E05-39, ETHS, 3 Mon, 6/17, 6:30 - 9 pm, Goldstein CRN 50051

PROTECT YOUR MONEY, CREDIT AND IDENTITY (ONLINE) In-district seniors: $80
Do you worry about identity theft or losing your money to scammers? Are you feeling threatened by abusive debt collectors or predatory lenders? If so, this class can help. Find out how to protect yourself against credit card fraud, Internet scams, and real estate "dirty tricks." You'll also learn how to make debt collectors and credit card companies play by the rules. Course taught by Neal Bevans, former assistant district attorney.
FIN E31-330, 5/15-7/5/13 CRN 50451
FIN E31-331, 6/19-8/9/13 CRN 50452
FIN E31-332, 7/17-9/6/13 CRN 50453

SOCIAL SECURITY PLANNING FOR Boomers: WHAT EVERYONE NEEDS TO KNOW Fee: $20
As you approach retirement, you'll make many decisions. Many of those decisions are final and irreversible. Are you confident you'll make the right decision? Social Security could pay out as much as 1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. Instructor Rita Brown is a Certified Financial Planner, Chartered Life Underwriter, and Certified Wealth Strategist. No senior discount.
FIN E39-31, OC/DP, 1 Tue., 6/4, 7-9 pm, Brown CRN 50052

STOCKS, BONDS AND INVESTING, OH MY! (ONLINE) In-district seniors: $80
This course will teach you how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments and select a broker. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
FIN E07-330, 5/15-7/5/13 CRN 50437
FIN E07-331, 6/19-8/9/13 CRN 50438
FIN E07-332, 7/17-9/6/13 CRN 50440

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE) In-district seniors: $80
Contrary to popular opinion, most people don't achieve true wealth through luck or fate. Just about anybody can build wealth. It takes organization, discipline, and a firm knowledge of how to proceed. If you wish to accumulate a sizable nest egg and live the life of your dreams, explore the knowledge and skills you'll need to succeed.
FIN E10-330, 5/15-7/5/13 CRN 50444
FIN E10-331, 6/19-8/9/13 CRN 50445
FIN E10-332, 7/17-9/6/13 CRN 50446

PHOTOGRAPHY
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Berney Krule, graphic design chair, at 847.635.1830 or berney@oakton.edu.

BASICS OF EDITING – LEVEL 1 Fee: $187
Designed by Apple, Aperture 3 is professional-grade processing software designed to help photographers using iPhoto manage and edit their images with a higher level of control and expression. Learn Aperture 3 setup, workflow, file management, processing, and image exporting. Course covers tagging, naming, sizing, and sharpening your images. Gain the skills you need to organize and archive photos, and to create your own processing workflow in Aperture 3. Required: A personal laptop with Aperture 3 installed.
BOT G29-B31, GARD, 4 Tue., 6/18, 1-3:30 pm CRN 50093

BEGINNING PHOTOGRAPHY* Fee: $336
Explore the basics of film exposure, development and printing while studying the history and aesthetics of photography. 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/Tue/Wed/Thu., 3/23, 6:30-9:30 pm CRN 50593

DIGITAL CAMERA BASICS Fee: $25
Bring your digital camera and walk out of class two hours later knowing not just how to use it, but how to get the most out of it. You'll learn the basics as well as some handy tips and tricks. No senior discount.
ART C79-31, OC/SK, 1 Wed., 6/19, 6:30-9 pm, Duda CRN 50042
ART C79-32, ETHS, 1 Tue., 7/23, 6:30-9 pm, Duda CRN 50043

DIGITAL PHOTOGRAPHY* Fee: $361
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. Required: A personal laptop with Aperture 3 installed.
ATE A04-C31, OC/SK, 7 Mon./Tue./Wed./Thu., 6/10, 9:30 am-12:10 pm CRN 50591

DIGITAL PHOTOGRAPHY Fee: $140
Explore photo-taking techniques and improve the quality of your images. You will review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure and color rendition, and work with digital imaging software to manipulate and improve your images. No senior discount.
ART C04-31, OC/SK, 6 Mon, 6/10, 6:30 - 9 pm, Duda CRN 50040
ART C04-32, OC/DP, 6 Tue, 6/11, 6:30 - 9 pm, Duda CRN 50041

*Course may also be taken for college credit.
For more information, call 847-982-9888, press 3

Digital Photography

Fee: $119

Learn the latest technology in the world of the photographic arts. Course will cover the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications. Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

Art C04-330, 5/15-7/5/13
CRN 50108

Art C04-331, 6/19-8/9/13
CRN 50109

Art C04-332, 7/17-9/6/13
CRN 50110

Secrets of Better Photography

Fee: $119

Designed for both film and digital photographers; learn the basic technology that all cameras use, and information on exposure and lighting. Explore strategies for taking excellent photos, including portraiture, landscape, macro and still. Requirements: A digital or film camera, e-mail, Internet access, Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

Art B87-330, 5/15-7/5/13
CRN 50105

Art B87-331, 6/19-8/9/13
CRN 50106

Art B87-332, 7/17-9/6/13
CRN 50107

Photoshop Elements for the Digital Photographer

Fee: $119

Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Designed for those with no image-editing experience. Requirements: Photoshop Elements version 7, 8, 9 or 10.

Art C05-330, 5/15-7/5/13
CRN 50111

Art C05-331, 6/19-8/9/13
CRN 50112

Art C05-332, 7/17-9/6/13
CRN 50113

Real Estate Investing

Fee: $119

Get the support you need for doing the toughest job on earth: single parenting. Designed with single moms and dads in mind, this course offers strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it's needed.

Psychology

What's Stopping You?

Fee: $119

Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, coworkers, professionals, and clerks. Don't be afraid to speak out! Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

Psych B14-330, 5/15-7/5/13
CRN 50531

Psych B14-331, 6/19-8/9/13
CRN 50532

Psych B14-332, 7/17-9/6/13
CRN 50533

Achieving Success With Difficult People

Fee: $119

Do you know people whose behavior makes completing even the simplest tasks difficult? This course provides helpful information for understanding yourself, solving people problems, and improving personal and professional relationships. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

Bub A53-330, 5/15-7/5/13
CRN 50163

Bub A53-331, 6/19-8/9/13
CRN 50164

Bub A53-332, 7/17-9/6/13
CRN 50165

Consumer Real Estate

Real Estate Investing

Fee: $119

Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

Human Anatomy and Physiology

Fee: $119

Course focuses on the structure and function of the human body. Learn basic chemistry, the human cell, the anatomy and the functions of the body's organs systems, and how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.

Bird Watching: Birds of the Chicago Region

Fee: $90

Looking for the best bird-watching areas on the outskirts of Chicago? Our first session will focus on essential bird-watching concepts and bird identification for the 100 most-encountered birds in the Chicago region. Then, we'll hit the road, visiting the Chicago Botanic Garden, Winnetka Avenue Bridge, Skokie Lagoons Forest Preserve, and Ned Brown Forest Preserve. Students are responsible for their own transportation.

Special Interest

New!

Human Anatomy and Physiology

Fee: $119

Bird Watching: Birds of the Chicago Region

Fee: $90
THE WONDERFUL WORLD OF MAH JONGG Fee: $50
Learn how to play the ancient game of Mah Jongg, featured in the movies The Joy Luck Club and Driving Miss Daisy. This four-person game of skill and chance is played with engraved tiles such as The Winds, Dragons, and Flowers. Assemble a winning hand by collecting tiles to form the pattern that matches the hand on the printed playing card. Challenge your mind and meet new people! Enrollment limited. Game supplies provided. No senior discount
REC S25-31, OC/SK, 3 Wed., 6/5, 1:30-4 pm, Tafflove CRN 50084

TEXAS HOLD’EM POKER Fee: $45
Combines lecture and plenty of actual play. Instructor provides cards and chips. No senior discount.
REC S05-31, OC/SK, 4 Wed., 5/22, 7-9 pm, Kelle CRN 50083

Tech Trends

BASICS OF EDITING – LEVEL 1 Fee: $187
Designed by Apple, Aperture 3 is professional-grade processing software designed to help photographers using iPhoto manage and edit their images with a higher level of control and expression. Learn Aperture 3 setup, workflow, file management, processing, and image exporting. Course covers tagging, naming, sizing, and sharpening your images. Gain the skills you need to organize and archive photos, and to create your own processing workflow in Aperture 3.
Required: A personal laptop with Aperture 3 installed.
BOT G29-B31, GARD, 4 Tue., 6/18, 1:30-3 pm CRN 50093

MAC, IPHONE, AND IPAD PROGRAMMING Fee: $119 (ONLINE)
In-district seniors: $80
Create Mac, iPhone, and iPad apps and programs using Objective-C and the X-code 4.3 compiler. Whether you are new to programming or familiar with programming a different type of computer, this course can help you master the basics of creating apps for a Mac device. This course not suitable for Windows PC users.
DAT A12-330, 5/15-7/5/13 CRN 50310
DAT A12-331, 6/19-8/9/13 CRN 50311
DAT A12-332, 7/17-9/6/13 CRN 50312

New!
CREATING JQUERY MOBILE WEBSITES Fee: $119 WITH DREAMWEAVER (ONLINE)
In-district seniors: $80
As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages.
Requirement: Adobe Dreamweaver CS5 or CS6 for Mac or Windows.
DAT A11-330, 5/15-7/5/13 CRN 50307
DAT A11-331, 6/19-8/9/13 CRN 50308
DAT A11-332, 7/17-9/6/13 CRN 50309

CREATING MOBILE APPS WITH HTML 5 (ONLINE)
In-district seniors: $80
Learn how to use the latest Web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows Phone. Course also covers scripting with Java Script, using JQuery Mobile, Web APIs, and other important skills and techniques.
DAT A31-330, 5/15-7/5/13 CRN 50349
DAT A31-331, 6/19-8/9/13 CRN 50350
DAT A31-332, 7/17-9/6/13 CRN 50351

DYNAMITE GOOGLE TOOLS Fee: $32
Learn about the “hidden gems” in Google’s toolbox, and how to use them. Google has tools to do almost everything—create blogs and podcasts, organize and edit your digital photos, create documents and spreadsheets online, and more—all for free, and all under one account! No senior discount.
DAT E08-31, OC/SK, 2 Thu., 7/11, 7-9 pm, Khurana CRN 50017
DAT E08-32, OC/DP, 2 Wed., 7/17, 7-9 pm, Khurana CRN 50018

TWITTER 101 Fee: $20
Is it one more distraction, or a truly valuable tool? The answer: both. Originally designed for users to answer the question “What are you doing? Twitter can be a great for marketing, networking, and breaking news. No senior discount.
DAT E11-31, OC/SK, 1 Mon., 6/10, 2-4 pm CRN 50019
DAT E11-32, OC/SK, 1 Thu., 6/13, 7-9 pm, Khurana CRN 50020
DAT E11-33, OC/DP, 1 Mon., 7/15, 2-4 pm CRN 50021

GOOGLE APPS: A QUICK LOOK Fee: $20
This class is a quick introduction to some of Google’s special online applications, a.k.a., “apps.” There are apps to organize your schedule and share events; create and share documents, presentations, and spreadsheets. No senior discount.
DAT E12-31, OC/SK, 1 Thu., 6/27, 7-9 pm, Khurana CRN 50022
DAT E12-32, OC/DP, 1 Wed., 7/10, 7-9 pm, Khurana CRN 50023

FACEBOOK: GETTING STARTED Fee: $20
Create your own Facebook account, and then the fun really starts! You will learn about inviting friends, friend etiquette, groups, fan pages, sharing links, photos, privacy, and much more. No senior discount.
DAT E13-31, OC/SK, 1 Mon., 6/3, 2-4 pm CRN 50024
DAT E13-32, OC/DP, 1 Mon., 6/17, 7-9 pm, Khurana CRN 50025
DAT E13-33, OC/DP, 1 Mon., 7/8, 2-4 pm CRN 50026
DAT E13-34, OC/SK, 1 Tue., 7/9, 7-9 pm, Khurana CRN 50027

ADVANCED FACEBOOK Fee: $20
Learn to add links, upload photos and videos, create events, and third party applications. Business profiles/fan pages will be covered, including advertising. Advanced privacy issues will be included. You must already have a Facebook account! No senior discount.
DAT E17-31, OC/DP, 1 Mon., 6/24, 7-9 pm, Khurana CRN 50028
DAT E17-32, OC/SK, 1 Tue., 7/16, 7-9 pm, Khurana CRN 50029

FIREFOX ADD-ONS Fee: $20
Firefox is a free, fast, easy to use and very secure Web browser. With add-ons, Firefox can be fully customized to make many routine tasks easier and increase the browser’s power many times over. Students must bring their own laptop computer. No senior discount.
DAT E18-31, OC/SK, 1 Tue., 7/2, 7-9 pm, Khurana CRN 50030

LINKEDIN FUNDAMENTALS Fee: $20
LinkedIn workshop begins with a social media overview and continues on to cover LinkedIn profiles, network building, groups, search techniques, and communications options. We’ll also explore how to use LinkedIn applications for sales, marketing, recruiting, career development, and job searches. Even experienced LinkedIn can benefit from this in-depth course. No senior discount.
DAT E24-31, OC/SK, 1 Mon., 6/17, 2-4 pm CRN 50031
DAT E24-32, OC/DP, 1 Mon., 7/22, 2-4 pm CRN 50032

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
Tips, Tools and Strategies for Teachers

READY, SET, READ!  Fee: $119  (ONLINE)  In-district seniors: $80
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you understand how play can connect to literacy, you will see everyday children’s play with a new eye. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM C10-330, 5/15-7/5/13  CRN 50247
COM C10-331, 6/19-8/9/13  CRN 50248
COM C10-332, 7/17-9/6/13  CRN 50249

GUIDING KIDS ON THE INTERNET  Fee: $119  (ONLINE)  In-district seniors: $80
This course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from the Internet. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

DPR E28-330, 5/15-7/5/13  CRN 50431
DPR E28-331, 6/19-8/9/13  CRN 50432
DPR E28-332, 7/17-9/6/13  CRN 50433

THE SECRETS TO SOLVING CLASSROOM  Fee: $119  DISCIPLINE PROBLEMS (ONLINE)  In-district seniors: $80
Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers consistently rate this course one of the most valuable they have ever taken. Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

ETN E01-330, 5/15-7/5/13  CRN 50434
ETN E01-331, 6/19-8/9/13  CRN 50435
ETN E01-332, 7/17-9/6/13  CRN 50436

INTRODUCTION TO TEACHING ESL/EFL  Fee: $119  (ONLINE)  In-district seniors: $80
Would you like to increase your effectiveness as an English language teacher? Would you like to go beyond the one-size-fits-all approach? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. This course is TESOL approved. Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

TCR A03-330, 5/15-7/5/13  CRN 50543
TCR A03-331, 6/19-8/9/13  CRN 50544
TCR A03-332, 7/17-9/6/13  CRN 50545

PRACTICAL IDEAS FOR THE ADULT  Fee: $119  ESL/EFL CLASSROOM (ONLINE)  In-district seniors: $80
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Discover ways to teach ESL that create a meaningful and positive learning environment for your students. Get to know what motivates them and how you can tailor your ESL teaching methods to their needs. You’ll also explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

TCR A04-330, 5/15-7/5/13  CRN 50546
TCR A04-331, 6/19-8/9/13  CRN 50547
TCR A04-332, 7/17-9/6/13  CRN 50548

TEACHING ESL/EFL READING  Fee: $119  (ONLINE)  In-district seniors: $80
If you would like to pass a passion for reading on to your students, then this course is for you! Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading; help your students develop a fluent reading rate, while improving reading comprehension, and much more. Requirements: Adobe Flash Player and Adobe Reader (free download at www.adobe.com/downloads).

TCR A05-330, 5/15-7/5/13  CRN 50549
TCR A05-331, 6/19-8/9/13  CRN 50550
TCR A05-332, 7/17-9/6/13  CRN 50551

TEACHING GRAMMAR FOR ESL/EFL  Fee: $119  (ONLINE)  In-district seniors: $80
Learn the importance of Grammar as a system for making meaning in a language. Understand how Grammar contributes to communication, and help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and learn how to develop activities that will both engage and challenge your students.

TCR A06-330, 5/15-7/5/13  CRN 50552
TCR A06-331, 6/19-8/9/13  CRN 50553
TCR A06-332, 7/17-9/6/13  CRN 50554

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6  Fee: $119  (ONLINE)  In-district seniors: $80
In this professional development course for teachers, you’ll get the training you need to start teaching Model Drawing, the powerful Singapore Math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before! Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

TCR A07-330, 5/15-7/5/13  CRN 50555
TCR A07-331, 6/19-8/9/13  CRN 50556
TCR A07-332, 7/17-9/6/13  CRN 50557

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9  Fee: $119  (ONLINE)  In-district seniors: $80
Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.

TCR A14-330, 5/15-7/5/13  CRN 50576
TCR A14-331, 6/19-8/9/13  CRN 50577
TCR A14-332, 7/17-9/6/13  CRN 50578

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES  Fee: $119  (ONLINE)  In-district seniors: $80
Singaporean students have been top mathematics performers for over a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. In this teacher training course, you’ll learn their secrets and come away knowing how to have meaningful math lessons in your classroom. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

TCR A08-330, 5/15-7/5/13  CRN 50558
TCR A08-331, 6/19-8/9/13  CRN 50559
TCR A08-332, 7/17-9/6/13  CRN 50560
TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS Fee: $119  
(ONLINE)  
In-district seniors: $80  
If you've ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you'll appreciate the lessons ahead. Just 20 years ago, we didn't see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger's Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).  
TCR A09-330, 5/15-7/5/13 CRN 50561  
TCR A09-331, 6/19-8/9/13 CRN 50562  
TCR A09-332, 7/17-9/6/13 CRN 50563  

TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) Fee: $119  
In-district seniors: $80  
Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course will prepare you to understand and empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments! Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).  
TCR A10-330, 5/15-7/5/13 CRN 50564  
TCR A10-331, 6/19-8/9/13 CRN 50565  
TCR A10-332, 7/17-9/6/13 CRN 50566  

CREATING K-12 LEARNING MATERIALS (ONLINE) Fee: $119  
In-district seniors: $80  
Learn how to create and self-publish a wide variety of instructional materials, such as work books, lab manuals, booklets, activity kits, visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).  
TCR A11-330, 5/15-7/5/13 CRN 50567  
TCR A11-331, 6/19-8/9/13 CRN 50568  
TCR A11-332, 7/17-9/6/13 CRN 50569  

TEACHING SMARTER WITH SMART BOARD Fee: $119  
(ONLINE)  
In-district seniors: $80  
SMART Board is revolutionizing today's classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple troubleshooting tips that may help when your SMART Board isn't acting as smart as it should.  
TCR A12-330, 5/15-7/5/13 CRN 50570  
TCR A12-331, 6/19-8/9/13 CRN 50571  
TCR A12-332, 7/17-9/6/13 CRN 50572  

TEACHING MATH: GRADES 4-6 Fee: $119  
(ONLINE)  
In-district seniors: $80  
Get your students excited about math! Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. This course will help new teachers—and seasoned pros—reinvent their math teaching.  
TCR A13-330, 5/15-7/5/13 CRN 50573  
TCR A13-331, 6/19-8/9/13 CRN 50574  
TCR A13-332, 7/17-9/6/13 CRN 50575  

RESPONSE TO INTERVENTION: READING Fee: $119  
(ONLINE)  
In-district seniors: $80  
Intended for reading instructors. Learn the research-based, proven strategy that enables you to assist struggling readers in your classroom. Create an intervention plan to tackle the toughest literacy problems, helping your students with phonics, fluency, vocabulary, reading comprehension, and writing.  
TCR A15-330, 5/15-7/5/13 CRN 50579  
TCR A15-331, 6/19-8/9/13 CRN 50580  
TCR A15-332, 7/17-9/6/13 CRN 50581  

SURVIVAL KIT FOR NEW TEACHERS Fee: $119  
(ONLINE)  
In-district seniors: $80  
Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze. Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).  
TCR B01-330, 7/20-9/9 CRN 50582  
TCR B01-331, 6/19-8/9/13 CRN 50583  
TCR B01-332, 7/17-9/6/13 CRN 50584  

Television and Production Services

YOU’RE ON THE AIR: HOW TO REALLY MAKE IT IN VOICE-OVERS! Fee: $50  
Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one might think it next to impossible to break into this field. Not so! Learn how to get around the competition and actually turn voice-overs into a thriving full- or part-time business! Brian Thon, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, the all important demo, and how to have it produced. You’ll step up to the microphone to do some practice recording and then hear the results! No senior discount.  
COM S24-31, OC/SK, 1 Tue., 6/11, 7-9 pm, Levine CRN 50095  

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION Fee: $119  
(ONLINE)  
In-district seniors: $80  
GMT P01-330, 5/15-7/5/13 CRN 50454  
GMT P01-331, 6/19-8/9/13 CRN 50455  
GMT P01-332, 7/17-9/6/13 CRN 50456
Noncredit classes

GRE PREPARATION – PART I Fee: $119
(ONLINE) In-district seniors: $80
Discover powerful strategies for success in the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time-saving techniques for both the paper based and computer administrations of the test. Requirements: The Official Guide to the GRE revised General Test, ISBN 978-0-07-170052-8. The book is available at www.ets.org/gre and Amazon; Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
GRE P01-330, 5/15-7/5/13 CRN 50457
GRE P01-331, 6/19-8/9/13 CRN 50458
GRE P01-332, 7/17-9/6/13 CRN 50459

GRE PREPARATION – PART II Fee: $119
(ONLINE) In-district seniors: $80
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time-saving techniques. Requirements: The Official Guide to the GRE revised General Test, ISBN 978-0-07-170052-8. The book is available at www.ets.org/gre and Amazon; Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
GRE P02-330, 5/15-7/5/13 CRN 50460
GRE P02-331, 6/19-8/9/13 CRN 50461
GRE P02-332, 7/17-9/6/13 CRN 50462

Placement Test Workshops
As part of the Learning Center, Oakton’s Testing Center administers placement tests for the NLN Pre-Admission Test. This is a requirement for Oakton’s Associate Degree Nursing Program.

NLN PRE-ADMISSION TEST Fee: $50
The National League of Nursing Pre-Admission Test required for ranking admission to Oakton’s Associate Degree Nursing Program is administered during the time specified for this course. Registration and course Fees are not refundable if test is not taken on the date students register for this test. Students are not eligible to retake the NLN Pre-Admission Test for 6 months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton’s ADN program. Seating is limited to those enrolled in this course. Doors will open 30 minutes before testing begins. Students must register one week before test date. For more information, call the Testing Center at 847.635.1939.
TES T02-31, OC/DP 1 Thu., 6/20, 5-8 pm CRN 50001

Creating Web Pages (ONLINE) Fee: $119
- **CREATING WEB PAGES (HTML)**
- **CREATING MOBILE APPS WITH HTML 5**
- **CREATING WORDPRESS WEB SITES**
- **CREATING WORDPRESS WEBSITES II**
- **INTRODUCTION TO FLASH**

Web Page/Web Site Design
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904.

BUILDING A WEB PAGE* Fee: $311
Course introduces processes needed to create customized and interactive Web pages. Involves hands-on activities. Content includes commands (tags) to create, format and link documents tables, graphics, styles, forms, frames, scripts, multimedia, and other features of the Web page guidelines of effective Web presentation in designing a Web page, and Web site organization.
CPT A04-C31, OC/DP 8 MonWed., 6/3, 6:30-9:50 pm CRN 50609

*Courses may also be taken for college credit.
BUILD A WEBSITE WITH DREAMWEAVER (ONLINE)  Fee: $119  In-district seniors: $80
This class assumes no knowledge of HTML, Web design or familiarity with Web terminology. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Requirements: Adobe Dreamweaver CS4, CS5, or CS6 for Windows or Mac, e-mail, Internet access, and Netscape or Internet Explorer Web browser, also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DPR A37-330, 5/15-7/5/13  CRN 50394
DPR A37-331, 6/19-8/9/13  CRN 50395
DPR A37-332, 7/17-9/6/13  CRN 50396

New!
CREATING JQUERY MOBILE WEBSITES  Fee: $119  WITH DREAMWEAVER (ONLINE)  In-district seniors: $80
As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages.
Requirements: Adobe Dreamweaver CS5.5 or CS6 for Mac or Windows.
DAT A11-330, 5/15-7/5/13  CRN 50307
DAT A11-331, 6/19-8/9/13  CRN 50308
DAT A11-332, 7/17-9/6/13  CRN 50309

INTRODUCTION TO CSS AND XHTML: CSS 3 AND HTML 5 (ONLINE)  Fee: $119  In-district seniors: $80
DAT A04-330, 5/15-7/5/13  CRN 50291
DAT A04-331, 6/19-8/9/13  CRN 50293
DAT A04-332, 7/17-9/6/13  CRN 50294

INTERMEDIATE CSS AND XHTML (ONLINE)  Fee: $119  In-district seniors: $80
Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Discover the tools and techniques that give you total creative control over every aspect of a site. Recommended: Completion of “Introduction to CSS and XHTML” or prior experience with HTML and Web publishing. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DAT A21-330, 5/15-7/5/13  CRN 50328
DAT A21-331, 6/19-8/9/13  CRN 50329
DAT A21-332, 7/17-9/6/13  CRN 50330

INTRODUCTION TO PHP AND MYSQL (ONLINE)  Fee: $119  In-district seniors: $80
Learn how to create an interactive Web site, allowing visitors to post and retrieve information. Learn how to use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. Requirements: Windows NT, Windows 2000, Windows XP, or Windows Vista, also Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads). Note: Windows 98 or Me are not suitable for this course.
DAT A18-330, 5/15-7/5/13  CRN 50319
DAT A18-331, 6/19-8/9/13  CRN 50320
DAT A18-332, 7/17-9/6/13  CRN 50321

INTERMEDIATE PHP AND MYSQL (ONLINE)  Fee: $119  In-district seniors: $80
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirement: WAMP software which provides a full PHP and MySQL development environment (download for free from www.wampserver.com/en).
DAT A22-330, 5/15-7/5/13  CRN 50331
DAT A22-331, 6/19-8/9/13  CRN 50332
DAT A22-332, 7/17-9/6/13  CRN 50333

ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE)  Fee: $119  In-district seniors: $80
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your website achieve the highest possible rankings with major search engines. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DPR A47-330, 5/15-7/5/13  CRN 50397
DPR A47-331, 6/19-8/9/13  CRN 50398
DPR A47-332, 7/17-9/6/13  CRN 50402

NAVIGATING THE INTERNET (ONLINE)  Fee: $119  In-district seniors: $80
Learn powerful research techniques; reconnect with friends and family; share documents and photos; plan vacations and major purchases. Get familiar with search engines and directories, social networking and bookmarking, blogs, wikis, and more. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DPR A64-330, 5/15-7/5/13  CRN 50403
DPR A64-331, 6/19-8/9/13  CRN 50404
DPR A64-332, 7/17-9/6/13  CRN 50405

WEB 2.0: BLOGS, WIKIS, AND PODCASTS (ONLINE)  Fee: $119  In-district seniors: $80
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. (Students will download the software for free during the class. Instructions will be provided.)
DAT A25-330, 5/15-7/5/13  CRN 50334
DAT A25-331, 6/19-8/9/13  CRN 50335
DAT A25-332, 7/17-9/6/13  CRN 50336

Writing
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact program coordinator Scott Johnson at 847-635-1950 or sjohnson@oakton.edu.
INTRODUCTION TO BUSINESS AND TECHNICAL WRITING*  Fee: $286
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. Class is designed for students with college-level writing ability. ELH A01-C31, OC/DP, 7 Mon/Wed., 6/10, 6:30 - 9:45 pm  CRN 50624

*Courses may also be taken for college credit.
EFFECTIVE BUSINESS WRITING (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can enhance your career prospects. Identify and eliminate problem areas in your writing skills. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.
COM S18-330, 5/15-7/5/13 CRN 50273
COM S18-331, 6/19-8/9/13 CRN 50274
COM S18-332, 7/17-9/6/13 CRN 50275

KEYS TO EFFECTIVE EDITING (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
All levels of writers and editors can benefit from this course, which explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM B17-330, 5/15-7/5/13 CRN 50238
COM B17-331, 6/19-8/9/13 CRN 50239
COM B17-332, 7/17-9/6/13 CRN 50240

WRITING ESSENTIALS (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities will help you put your powerful new skills to use right away.
COM B01-330, 5/15-7/5/13 CRN 50226
COM B01-331, 6/19-8/9/13 CRN 50227
COM B01-332, 7/17-9/6/13 CRN 50228

BECOMING A GRANT WRITING CONSULTANT (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB A59-330, 5/15-7/5/13 CRN 50181
BUB A59-331, 6/19-8/9/13 CRN 50182
BUB A59-332, 7/17-9/6/13 CRN 50183

WRITING EFFECTIVE GRANT PROPOSALS (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Learn to prepare grant proposals. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Requirement: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB A58-330, 5/15-7/5/13 CRN 50178
BUB A58-331, 6/19-8/9/13 CRN 50179
BUB A58-332, 7/17-9/6/13 CRN 50180

INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
COM B05-330, 5/15-7/5/13 CRN 50229
COM B05-331, 6/19-8/9/13 CRN 50230
COM B05-332, 7/17-9/6/13 CRN 50231

CRAFT OF MAGAZINE WRITING (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM E95-330, 5/15-7/5/13 CRN 50253
COM E95-331, 6/19-8/9/13 CRN 50254
COM E95-332, 7/17-9/6/13 CRN 50255

BEGINNER’S GUIDE TO GETTING PUBLISHED (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Taught by a published author, this course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.
COM E75-330, 5/15-7/5/13 CRN 50250
COM E75-331, 6/19-8/9/13 CRN 50251
COM E75-332, 7/17-9/6/13 CRN 50252

PUBLISH AND SELL YOUR E-BOOKS (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.
BUB E41-330, 5/15-7/5/13 CRN 50202
BUB E41-331, 6/19-8/9/13 CRN 50203
BUB E41-332, 7/17-9/6/13 CRN 50204

WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Did you know that nonfiction book titles are 10x more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM B35-330, 5/15-7/5/13 CRN 50241
COM B35-331, 6/19-8/9/13 CRN 50242
COM B35-332, 7/17-9/6/13 CRN 50243

BREAKING INTO SITCOM WRITING (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
Learn how to write professional sitcom scripts and how to break into show business from a veteran TV comedy writer. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and peek behind the business of television writing. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM S39-330, 5/15-7/5/13 CRN 50276
COM S39-331, 6/19-8/9/13 CRN 50277
COM S39-332, 7/17-9/6/13 CRN 50278

INTRODUCTION TO SCREENWRITING (ONLINE) Fee: $119
Fee: $119
In-district seniors: $80
In-district seniors: $80
A look at how to turn a story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.
COM S10-330, 5/15-7/5/13 CRN 50264
COM S10-331, 6/19-8/9/13 CRN 50265
COM S10-332, 7/17-9/6/13 CRN 50266
TECHNICAL WRITING
(ONLINE)
Fee: $119
In-district seniors: $80
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word, and Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM S11-330, 5/15-7/5/13 CRN 50267
COM S11-331, 6/19-8/9/13 CRN 50268
COM S11-332, 7/17-9/6/13 CRN 50269

TRAVEL WRITING
(ONLINE)
Fee: $119
In-district seniors: $80
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM E97-330, 5/15-7/5/13 CRN 50256
COM E97-331, 6/19-8/9/13 CRN 50257
COM E97-332, 7/17-9/6/13 CRN 50258

BEGINNING WRITER’S WORKSHOP
(ONLINE)
Fee: $119
In-district seniors: $80
If you’ve dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
COM B11-330, 5/15-7/5/13 CRN 50235
COM B11-331, 6/19-8/9/13 CRN 50236
COM B11-332, 7/17-9/6/13 CRN 50237

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.

NEW ONLINE CLASSES FOR SUMMER 2013

Digital Scrapbooking (page 8)
Introduction to Database Development (page 13)
Introduction to CorelDraw X5 (page 17)
Introduction to Guitar (page 22)
Introduction to C# Programming (page 14)
Introduction to C++ Programming (page 14)
Creating jQuery Mobile Websites with Dreamweaver (page 25)
Writing Essentials (page 9)
Publish and Sell Your E-Books (page 30)
English as a Second Language (ESL)

Continue to improve your English speaking, reading, and writing skills. Daytime and evening classes are available. Students are to register in person only on the date shown for each location. Call 847-635-1426 for more information.

Free ESL Classes*

About the ESL Program
- Designed for adults 16 years and older whose native language is not English
- Teaches listening, speaking, reading, and writing skills;
- Introduces students to American culture;
- Offered free to students through Title II of the Workforce Investment Act as administered by the Illinois Community College Board.

Au Pairs
Per ICCB (Illinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton's free ESL classes. They may, however, enroll in the College's low-cost tuition classes.

Course Information
- Classes meet for 2 to 3 hours during the day or evening
- Students may be admitted any time during the term if space is available
- College-bound or advanced ESL students should call 847-635-1821 to see if they have sufficient English skills to take college classes.

Counseling and Registration
- Students must bring identification and Social Security number, if available
- Admission to free ESL classes is only available to students who register in person
- Special registration dates are listed below.

CITIZENSHIP EDUCATION No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Friday, June 28, 10 am-12:30 pm
Ongoing Registration: Tuesdays, 10 am-12:30 pm (until Tue., July 23)
Class Meets: Tuesday and Friday, 10 am-12:30 pm
First Class: Tuesday, July 2, 10 am-12:30 pm

Oakton Community College, Ray Hartstein Campus
7701 N. Lincoln Avenue, Skokie
Registration: Monday, July 22, 9 am-12 pm
Ongoing Registration: Mon.-Thur., 9 am-12 pm (until Tue., July 30)
Class Meets: Monday-Thursday, 9 am-12:20 pm
First Class: Monday, July 29, 9 am-12:20 pm

Oakton Community College, Des Plaines Campus
1600 East Golf Road, Des Plaines
Registration: Monday, July 22, 9 am-12 pm
Ongoing Registration: Mon.-Thu., 9 am-12 pm (until Tue., July 30)
Class Meets: Monday-Thursday, 9 am-12 pm
First Class: Monday, July 29, 9 am-12:20 pm

EVENING CLASSES

BEGINNING – ADVANCED ESL
Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Monday, June 24, 6-9 pm
Ongoing Registration: Mondays 6-9 pm, (until Mon., July 1)
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Monday, July 1, 6-9 pm

Lincolnwood Public Library
4000 West Pratt Avenue, Lincolnwood
Registration: Tuesday, June 25, 6-8:30 pm
Ongoing Registration: Tuesdays, 6-8:30 pm, (until Tue., July 23)
Class Meets: Tuesday, 6-8:30 pm
First Class: Tuesday, July 2, 6-8:30 pm

CITIZENSHIP EDUCATION No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.

Low-cost Tuition ESL Classes

General Description
Classes focus on meeting special needs or developing a specific skill. They supplement the free ESL classes. Classes are designed for students who are at an intermediate level.

Note: Tuition fees are subject to changes in State funding.
Registration
Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. Unlike free ESL classes, tuition-charge classes close after the first class. For more information, call 847-635-1426.

Processing Fee
Registrants will be charged an **$8 non-refundable processing fee** at the time of registration. However, students who register online at Oakton’s Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax, will be charged an $8 fee with each registration form.

CONVERSATIONAL ENGLISH PRACTICE
**Fee: $90 (7 sessions)**
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences.
COM A50-101, OC/SK, 7 Tue., 7/9, 9 am-12 pm
**Registration:** Tue, 7/2, 7-10 pm
COM A50-102, OC/SK, 7 Tue., 7/9, 7-10 pm
**Registration:** Tue, 7/2, 7-10 pm

PRACTICAL READING AND WRITING SKILLS
**Fee: $90 (7 sessions)**
For intermediate ESL students who have Basic English literacy. Develop skill in writing for information, making complaints, and requesting refunds. Get help in understanding and answering business and social letters.
COM A53-101, OC/SK, 7 Wed, 7/10, 7-10 pm
**Registration:** Wed, 7/3, 7-10 pm
COM A53-102, OC/SK, 7 Wed, 7/10, 9 am-12 pm
**Registration:** Wed, 7/3, 7-10 pm

COMPOSITION FOR INTERMEDIATE ESL STUDENTS
**Fee: $90**
Effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course will help students prepare for the writing portion of the TOEFL exam. Textbook required.
COM A61-101, OC/SK, 8 Wed., 6/19, 7-9:45 pm

TOEFL PREP SEMINAR
**Fee: $120 (9 sessions)**
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.
COM A45-101, OC/SK, 9 Thu, 6/6, 7-10 pm
COM A45-102, OC/SK, 9 Mon., 6/10, 12:15-3:15 pm

INTENSIVE GRAMMAR REVIEW
**Fee: $90 (8 sessions)**
For intermediate speakers of ESL. Learn to speak and write better by improving your knowledge of English grammar.
COM A70-101, OC/SK, 8 Mon., 6/10, 7-9:45 pm

INTENSIVE ESL
**Fee: Listed with section**
Classes meet three (3) times per week and provide an opportunity for students at a high intermediate level to develop extensive language skills. **Pre-registration and placement test are required.** Call 847-635-1426 to schedule a test date.
COM A19-101, OC/SK, 6 Tue./Wed./Thu., 6/4, 12:15-3 pm, $210
COM A19-102, OC/SK, 4 Tue./Wed./Thu., 7/16, 12:15-3 pm, $148

Free Reading/Literacy Classes*
Classes are for native and non-native speakers of English who wish to improve their reading, writing and math skills. Lead teachers direct trained tutors to help students develop these skills for personal or employment needs.
- Students must be at least 18 years old and not currently enrolled in high school.
- Reading/Literacy students may not enroll in the Bridges program.
- Students may take one free reading class per term and one free ESL class, if needed.
- Classes may be canceled due to low enrollment.

For more information call 847.635.1426.

Per ICCB (Illinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton’s free Reading/Literacy classes. They may, however, enroll in the College’s low-cost tuition classes.

*Classes are funded by the Illinois Community College Board, the Office of the Secretary of State and the Illinois State Library. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 37 percent of the adult education program is federally funded.

EVENING CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
**Registration:** Thursday, June 27, 6:15 pm
**Class Meets:** Tuesday and Thursday, 6:15-9:15 pm
**First Class:** Tuesday, July 2

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
**Registration:** Wednesday, June 26, 6 pm
**Class Meets:** Monday and Wednesday, 6 - 9 pm
**First Class:** Monday, July 1

DAYTIME CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
**Registration:** Wednesday, June 26, 9:15 am
**Class Meets:** Monday and Wednesday, 9:15 am -12:15 pm
**First Class:** Monday, July 1

Glenview Public Library
1930 Glenview Road, Glenview
**Registration:** Thursday, June 27, 9:15 am
**Class Meets:** Tuesday and Thursday, 9:15 am -12:15 pm
**First Class:** Tuesday, July 2

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
**Registration:** Wednesday, June 26, 9:30 am
**Class Meets:** Monday and Wednesday, 9:30 am-12:15 pm
**First Class:** Monday, July 1

Skokie Public Library
5215 Oakton St., Skokie
**Registration:** Thursday, June 27, 9:15 am
**Class Meets:** Tuesday and Thursday, 9:15 am-12:15 pm
**First Class:** Tuesday, July 2
SATURDAY CLASSES

Skokie Public Library
5215 Oakton Street, Skokie
**Registration:** Saturday, June 30, 9 am
**Class Meets:** Saturday, 9 am-12 pm
**First Class:** Saturday, July 7

Lincolnwood Public Library
4000 West Pratt Avenue, Lincolnwood
**Registration:** Saturday, June 29, 9 am
**Class Meets:** Saturday, 9 am-12 pm
**First Class:** Saturday, July 13

Bridges to Academic Reading and Writing

**About the Program**
Classes are for adults whose native language is not English and who speak at an intermediate level of English. Classes focus on developing reading and writing skills necessary to pursue GED or college classes.

- Bridges students may not enroll in the Reading/Literacy program.
- Students may enroll in the Bridges program and the free ESL program.

For more information call 847.635.1426.

Per ICCB (Illinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton's free Bridges program. They may, however, enroll in the College’s low-cost tuition classes.

GED and Evening High School

Alliance for Lifelong Learning can help you get your high school diploma. Two low-cost programs are available: GED and Evening High School.

GED Program

**General Information**
GED stands for General Educational Development. Passing the GED Tests enables a student to earn a GED diploma. This credential is accepted by most employers and schools.

New students who do not attend the testing and counseling sessions pay the fee that appears in parenthesis after each course listing, for example, ($98). Continuing students and students who attend the testing and counseling pay the lower fee for GED-level classes and no fee for Pre-GED classes. Call the GED office at Oakton Community College at 847-635-1426 for more information.

**Eligibility**
Resident of Cook County and 17 years of age or older.
(Age 16, call the GED Office at 847-635-1426 for specific requirements.)

**Test Application**
Students must complete an application to take the GED Tests. Forms are available through the Cook County GED Testing Program at 847-328-9795 or online at [www.cookcountyged.org](http://www.cookcountyged.org).

**Tutoring**
Tutoring is available for GED students on Tuesday and Thursdays evenings, 6:30-9 pm, at Oakton Community College in Skokie. Call 847-376-7682 for an appointment.
GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in June 2013 must come to the location listed below for two evenings of placement testing, counseling, and registration. **Attendance is required on both evenings. Students must arrive on time and bring a calculator.**

Oakton Community College
7701 N. Lincoln Avenue, Skokie, IL
June 25 and 27 (Tuesday and Thursday), 6:30 pm

Pre-GED Classes

**PRE-GED ENGLISH SKILLS** Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.
EDU A02-31, OC/SK, 7 Tue., 7/2, 7-10 pm
EDU A02-32, Family Focus, 9 Mon., 7/1, 9:30 am-12:30 pm

**PRE-GED READING SKILLS** Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.
EDU A04-31, OC/SK, 7 Mon., 7/1, 7-10 pm
EDU A04-32, OC/SK, 7 Mon., 7/1, 7-10 pm

**PRE-GED MATH SKILLS** Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-32, OC/SK, 14 Mon & Wed., 7/1, 7-10 pm
EDU A07-33, OC/SK, 7 Wed., 7/3, 7-10 pm
EDU A07-34, Family Focus, 7 Wed., 7/3, 9:30 am-12:30 pm

GED Review Classes

**GED ENGLISH REVIEW** Fee: $4.50 ($47)
Review of high school English grammar, sentence structure, correct usage, punctuation and spelling.
EDU A03-31, OC/SK, 7 Mon., 7/1, 7-10 pm

**GED MATH REVIEW** Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and story problems.
EDU A08-31, OC/SK, 7 Wed., 7/3, 7-10 pm
EDU A08-32, OC/SK, 7 Wed., 7/3, 7-10 pm

**GED COMPLETE REVIEW** Fee: $10 ($98)
Intensive review of the five subject areas of the GED Tests; course is intended for those close to taking the tests.
EDU A09-31, OC/SK, 16 Mon./Wed., 7/1, 6:30-9:30 pm
EDU A09-33, Dist. 65 Fam. Cent., 16 Mon./Wed., 7/1, 9:30 am-12:30 pm

**SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)** Fee: $10 ($98)
Preparation in all five areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language.
EDU A11-32, Rosemont Rec. Center, 16 Tue./Thu./Sat., 5/14, 10 am-1 pm
EDU A11-33, Rosemont Rec. Center, 16 Tue./Thu., 7/2, 5-8 pm

**CONSTITUTION REVIEW (GED LEVEL)** Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-31, OC/SK, 6 Thu., 7/11, 7-9:30 pm

GED SCIENCE/SOCIAL STUDIES REVIEW Fee: $4.50 ($47)
Prepare students for the science/social studies portion of the GED test.
EDU A18-31, OC/SK, 7 Tue., 7/2, 7-10 pm

Computer Lab for ESL, Literacy, and GED Students

Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.

**Location:** Oakton Community College, Room A210, Skokie Campus

**Days and times:** Mondays/Wednesdays, 9:30 a.m.-12 p.m. and Tuesdays, 6:30-9 p.m.

**Availability Dates:** July 1 - August 14, 2013

Evening High School Program

**General Information**
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School.

Residents of Evanston, Maine and Niles Townships must apply to their high school principals for permission to enroll. Glenbrook residents (District 225) must apply to Frank Santa, Principal of Glenbrook Evening High School at 847.486.4465

**Eligibility**
- Resident of Evanston, Maine, Northfield, or Niles Township
- 17 years of age or older; call a counselor for further information.
- Evanston, Maine and Niles residents: Apply to your high school principal for special permission to enroll.

**Admission Procedures**
Bring a transcript of your high school credits to:
Evening High School Coordinator
Alliance for Lifelong Learning
Maine South High School,
1111 Dee Road, Park Ridge, IL 60068

For information call Tim Pappageorge at 847-825-4484 or the Adult Education Department at 847-635-1426.

**Cost:** Classes are $12 each (books available on free loan).
Complete your licensure requirements at Oakton!

Hear great live speakers on cutting edge topics—for affordable registration fees! The College’s programs offer approved clock hours to social workers, professional counselors, marriage and family therapists, IAODAPCA members, nursing home administrators, teachers, occupational therapists, and speech and language therapists. (Universal credit given for all other professions.)

**Coming Fall 2013**

- Anxiety, Depression, and Anger in Children and Adolescents: A Counselor’s Toolbox.
- Ethics: A Closer Look at the Counselor-Client Relationship
- Excellent End of Life Care and Ethical Considerations
- Gone to the Dogs! Using Animal-Assisted Therapy with Children and Teens in Mental Health and School Settings
- Rewiring the Brain with Nonverbal Therapy Modalities
- Screening for Brain Impairment: Eight Questions Every Clinician Should Know
- The DSM-V: New Changes to Old Concepts
- The “Ins and Outs” of Coping with Stress
- Voices of Depression from Erika’s Lighthouse: The Unique and Honest Perspective of Teens and Their Parents
- What Drug is my Client on? Recognizing the Newest Drugs of Abuse
- Working with Older Adults and Their Families

More details to come. Watch your mailbox and visit [www.oakton.edu/all](http://www.oakton.edu/all) in July!

For information about the CEHP Program, call 847.635.1934.
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:


Co-Sponsored Programs

A program can be specifically designed by the Oakton continuing education consultants to meet the particular needs of our clients. It can be held at your site, Oakton Community College, a hotel or another site of your choosing. Consultation services can include development of content, assistance with selection of faculty, brochure development, mailing lists, registration of participants and obtaining continuing education professional credit.

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-14 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA0001.

Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Social Worker Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000167.

Marriage and Family Therapists: Oakton Community College/ALL – CEHP upcoming renewal period pending by the Marriage and Family Therapist Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 168-000146.

Nursing Home Administrators: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Nursing Home Administrators Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 139-000061.

Professional Counselor/Clinical Professional Counselors:

Oakton Community College/ALL – CEHP upcoming renewal period pending by the Professional Counselor/ Clinical Professional Counselor Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 197-000096.

Registered Nurses: Continuing nursing education activities will be submitted to the Wisconsin Nurses Association CEAP for approval to award contact hours. Wisconsin Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

Respiratory Care Practitioners: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Respiratory Care Practitioners Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000010.

Accreditation for Other Health Professional Continuing Education Activities: Educational achievement of select individual activities is also recognized by the following agencies: IAODAPCA for Addiction Counselors and Commission on Dietetic Registration.

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2012-13 renewal period by the Occupational Therapy Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

Other Professional Groups: One Universal Training Hour (UTH) from Oakton Community College is equal to one 60 minute clock hour.

Physical Therapists: Oakton Community College/ALL – CEHP has been approved as a sponsor of continuing education in the 2012-14 period by the Physical Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 216-000221.

For more information about Health Professional programs, please call 847-635-1808 or visit our Web site at www.oakton.edu/all for more upcoming Continuing Education Health Programs.
When it comes to training, we mean business.

Comprehensive Services
If you don’t see what you are looking for, ask us!

Workforce Skill Development
Customer Service
Time Management
Working in Teams
Workplace English (ESL)
Workplace Math

Leadership/Supervisory Skills
Business Writing
Coaching and Mentoring
Effective Presentations
Engaging and Motivating
Finance for Non-Financial Managers
Influencing and Negotiation
Leadership for the New Supervisor
Leading Change
Managing Performance
Managing Priorities
team Building
The Power of Diversity

Software
Access
Microsoft Excel
Microsoft Project
Microsoft Word
PowerPoint

Technical Skills
AutoCAD
Blueprint Reading
Plastic Injection Molding
Precision Measuring
Radio Frequency Identification (RFID)
Transportation, Warehousing, and Logistics (TWL)
Welding

Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training. Since 1982, the Business Institute at Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improved management, technical, and leadership skills.

The Business Institute offers a full range of quality, cost-effective training solutions that can be delivered at the College, on site, or at another convenient location. An experienced team of consultants, trainers, and program managers provide the necessary tools to develop and enhance employee skills and knowledge to drive business results.

Collaborating with Oakton’s Business and Professional Institute offers many advantages:

Value - Affordable courses and workshops stretch training dollars. Knowledgeable staff stretch your HR capabilities.

Quality - Top-notch instructors bring professional expertise to the classroom, ensuring desired outcomes.

Flexibility - Flexible service supports most schedules – days, evenings, or weekends; on-site; or at the Des Plaines or Skokie campus.

Customized - Customized curriculum and training programs meet specific business needs.

Proven Results - Effective training provides practical skills that immediately apply in the workplace.
The College of American Pathologists has built a strong partnership with the Oakton Business Institute over the years. We’ve used their top-notch instructors for design and delivery of Technical Communications and Meeting Management workshops. Participants appreciate the interactive, practical and engaging delivery, and I appreciate the responsive, consultative and professional relationship.

Claudette Nowell-Philipp
Director of Leadership and Staff Development, College of American Pathologists

The Oakton Business Institute has been our source for high quality and affordable MicroSoft® Office training. Not only do our employees rave about the instructors; our business has seen tangible improvement in accuracy and efficiency as employees use upgraded software skills. Working with the Business Institute makes my job easier too. They inform me of training grants to maximize my budget and take care of the administration.

Lee Gersch
Director, Human Resources, Sysco Chicago, Inc.

We, at John Crane Inc., have enjoyed and benefited from a twofold relationship with Oakton Community College. One, for over ten years, Oakton has provided excellent, qualified interns to complement our staff. These interns have used their knowledge to be productive in engineering, IT, accounting and a variety of other business departments. Second, Oakton has provided customized training for our employees that is cost effective and applicable directly to improved results. Because of this successful partnership, we will continue to rely on Oakton as a knowledge resource.

Don Koop
Vice President, Human Resource Global Business Services

We worked with Oakton’s Business Institute to custom design and deliver a series focused on data entry, and medical and insurance terms for our patient reps. After the training employees were better able to assist patients. Recently Oakton consulted as we strategically redesigned our ‘Bridge’ program to connect participants directly to credit courses.

James Ng
Manager, Human Resources, Advocate Lutheran General Hospital

Training Starts Here

From “just-in-time” courses to certificate or associate degree programs, Oakton’s Business and Professional Institute staff collaborates with clients to coordinate, schedule, and oversee the details of effective and results-oriented company training.

To learn more, call the Business and Professional Institute at 847.635.1934 or e-mail businessinstitute@oakton.edu or visit www.oakton.edu/bi.

Some of our Clients
Advocate Lutheran General Hospital
Ballard Rehabilitation
The Bradford Group
College of American Pathologists (CAP)
Dard Products, Inc.
Des Plaines Chamber of Commerce & Industry
Emergency Nurses Association (ENA)
Federal-Mogul
Glenview Department of Public Works
John Crane, Inc.
ITW
Lechner & Sons
Mather LifeWays
Mechanical Contractors Association
NorthShore University HealthSystem
Sysco Chicago, Inc.
Wheels, Inc.
Put your passion for the Internet to work!
Become an Online Marketing Certified Professional (OMCP®), the industry standard.

Digital Marketing Certification
Start *any* time and study online at your own pace!

Check www.OMCP.org for more information.

Courses are offered in partnership with Market Motive, the industry leader in Web-based Internet marketing training, and are taught by top industry experts.

“200,000+ unfilled positions for Online Marketers”
Monster.com, March 2012

“The best Internet marketing candidates have the freedom to be much pickier with their job choices today than they have in years”
Josh Gampel, vice president, OnwardSearch.com

“The average salary for internet marketing specialist jobs is $71,000. Average internet marketing specialist salaries can vary greatly due to company, location, industry, experience, and benefits.”
SimplyHired.com, August 2012
ONLINE MARKETING FUNDAMENTALS - MAR A10-300
Fee: $599 Online, six months.
Establish a great foundation for Internet marketing with this comprehensive, high-level, cross-discipline approach to the basics. Learn more about search engine optimization (SEO), social media, Web analytics, paid search, conversion optimization, and e-mail marketing—and gain the skills you need to make smart Internet marketing decisions. Recommended for students new to digital marketing.

OMPC® Online Marketing Practitioner Certification Courses
Online, Six-month Courses

Students who successfully complete any of these courses will receive certification.

OMCP® courses may be taken alone, combined with Online Marketing Fundamentals, or bundled with another OMCP® course.

SOCIAL MEDIA MARKETING - MAR A40-300
Fee: $999
Social media marketing can help you reach your target audience with an astonishing degree of accuracy. Course analyzes a wide array of available options, platforms, and trends. Covers how to use each tool and—most importantly—how to pick the right strategy for all types of campaigns and businesses. Training provided by Jennifer Cario and Greg Jarboe, respected social media strategists and leading authorities of online publicity.

SEARCH ENGINE OPTIMIZATION (SEO) - MAR A41-300
Fee: $999
Comprehensive SEO training from top Web industry authors Matt Bailey, Jennifer Cario, and Todd Malicoat. Learn how to handle SEO projects of all sizes—from on-page fundamentals to keyword research, SEO copywriting, site architecture, link building, and local search optimization strategies.

PAY PER CLICK (PPC) ADVERTISING - MAR A42-300
Fee: $999
Your competition is getting smarter every day—are you? Using pay-per-click (PPC) advertising effectively is a key part of any online campaign. Join established industry professionals, trainers and writers Bryan Eisenberg, Brad Geddes, Alan Rimm-Kaufman, and David Sztetla for comprehensive cross-discipline training on keyword research, ad copy, formula-based bidding strategies, PPC economics, and customer psychology. Learn how to design, build, and maintain PPC programs.

LANDING PAGE AND CONVERSION OPTIMIZATION - MAR A43-300
Fee: $999
Attracting visitor to your site is only half the battle. Converting them to customers is the ultimate goal. Conversion optimization experts Bryan Eisenberg and Avinash Kaushik provide a comprehensive study of landing page optimization. Examine real-world examples, find out what works and what doesn’t, and grasp the importance of “always testing.” Course uses video training modules and Eisenberg’s book Always Be Testing. Note: Book is not sold in Oakton’s bookstore, but is available online.

WEB ANALYTICS - MAR A44-300
Fee: $999
Web sites generate an avalanche of data from multiple sources—and it's not easy to make sense of all the information. But Google's Avinash Kaushik can help you become, in his words, “a ninja and not a squirrel.” Gain an in-depth understanding of key performance indicators (KPIs), segmentation, reports, experimentation, and more as he shines a light on the complex world of Web analytics.

Online, Three-month Marketing Courses geared to Small Business

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Price</th>
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<tr>
<td>INTERNET MARKETING FOR SMALL BUSINESS: FUNDAMENTALS (MAR B01)</td>
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<td>INTERNET MARKETING FOR SMALL BUSINESS: STRATEGIES (MAR B02)</td>
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<tr>
<td>INTERNET MARKETING FOR SMALL BUSINESS: CONVERSION AND ANALYTICS (MAR B03)</td>
<td>$299</td>
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<tr>
<td>GOING VIRAL: EXECUTING YOUR VIRAL MARKETING CAMPAIGN IDEAS (MAR B04)</td>
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<td>MICRO-BLOGGING AND TWITTER (MAR B05)</td>
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<td>YOUTUBE AND VIDEO MARKETING (MAR B06)</td>
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<td>HOLIDAY PPC ADVERTISING STRATEGIES (MAR B07)</td>
<td>$299</td>
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<tr>
<td>FACEBOOK MARKETING (MAR B08)</td>
<td>$99</td>
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</tbody>
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For course information or to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
Emeritus Arts and Humanities Festival

THE WORLD OF GEORGE BERNARD SHAW

Featuring the ShawChicago Theater Company

Monday, May 20
• Join Robert Scogin, artistic director of the ShawChicago Theater Company, as he introduces Shaw.
• Screen the 1960 film adaptation of The Millionairess.

Tuesday, May 21
• Learn about Shaw the political gadfly—and view the 1941 film adaptation of Major Barbara.
• Screen the 1972 BBC television production of Mrs. Warren's Profession.

Wednesday, May 22
• Shaw versus Shakespeare! Watch actors from the ShawChicago Theater Company face off in a good-natured battle, performing excerpts from each writer's best works.
• Enjoy a romp through ancient history at this screening of the 1945 film adaptation of Caesar and Cleopatra.

Thursday, May 23
• Read the original Pygmalion myth and watch Shaw's stage version, filmed in 1938.
• Screen the beloved 1964 film My Fair Lady—a musical adaptation of Pygmalion.

HUM S86-43, 5/20-5/23, times vary, series registration CRN 50135
Fees: $96 for the series, $18 for an individual session (plus $8 processing fee). Half price discount does not apply.

Turn up the Heat with Emeritus this Summer!

• The “B” Movies: Thrills, Chills, and Tight Budgets in the 40s and 50s
• Dynamics of Peace and War for History Buffs: Analyzing Conflicts, Crises, Wars
• How to Read the Book of Genesis
• Birth of the Hollywood Indian
• The F. Scott Fitzgeralda: Roaring 20s Jet Setters
• Alfred Hitchcock Presents
• The Bradbury Chronicles: A Tribute to Ray Bradbury
• Hatha Yoga, Tai Chi, and QiGong
And dozens more!

Watch your mailbox for the Summer 2013 Emeritus Program class schedule.
For more information or to be added to our mailing list, call 847-635-1414.
ALL Site Map

1. **GLBRK S**
   - Glenbrook South
   - 4000 Lake Avenue
   - Glenview 60025

2. **NCC**
   - Niles Community Church
   - 7401 Oakton Street
   - Niles 60648

3. **FCC**
   - First Congregational Church
   - 766 Graceland Avenue
   - Des Plaines 60016

4. **NL**
   - Niles Public Library
   - 6960 Oakton Street
   - Niles 60648

5. **DPL**
   - Des Plaines Public Library
   - 1501 Ellinwood Street
   - Des Plaines 60016

6. **MAINE E**
   - Maine East
   - Potter at Dempster Street
   - Park Ridge 60068

7. **MAINE W**
   - Maine West
   - 1755 S. Wolf Road
   - Des Plaines 60018

8. **MAINE S**
   - Maine South
   - 1111 S. Dee Road
   - Park Ridge 60068

9. **OC/SK**
   - Oakton Community College
     - Ray Hartstein Campus
     - 7701 North Lincoln Avenue
     - Skokie 60077

10. **OC/DP**
    - Oakton Community College
        - 1600 East Golf Road
        - Des Plaines 60016

11. **NILES N**
    - Niles North
        - 9800 Lawler Avenue
        - Skokie 60077

12. **NILES W**
    - Niles West
        - 5701 Oakton Street
        - Skokie 60077

13. **LL**
    - Lincolnwood Public Library
        - 4000 West Pratte Avenue
        - Lincolnwood 60646

14. **SPL**
    - Skokie Public Library
        - 5215 Oakton Street
        - Skokie 60077

15. **RRC**
    - Rosemont Recreation Center
        - 7128 North Barry
        - Rosemont 60018

16. **MGPD**
    - Morton Grove Park District
        - Prairie View Center
        - 6834 West Dempster
        - Morton Grove 60053

17. **WFOO**
    - Westfield Old Orchard
        - 4999 Old Orchard Center Suite E2
        - Skokie 60077

18. **GARD**
    - The Chicago Botanic Garden
        - 1000 Lake Cook Road
        - Glencoe 60022

19. **ETHS**
    - Evanston Twp. H.S.
        - 1600 E. Dodge Avenue
        - Evanston 60204

20. **District 65 Family Center**
    - Joseph Administration Center
        - 1500 McDaniel Avenue
        - Evanston 60201

21. **Family Focus/Our Place**
    - 2010 Dewey Street
        - Evanston 60201

22. **Township of Evanston**
    - 1910 Main Street
        - Evanston 60202

23. **Northwestern University**
    - McManus Hall
        - 1725 Orrington Avenue
        - Evanston 60201

24. **Evanston Public Library**
    - 1703 Orrington Avenue
        - Evanston 60201

25. **GLPD**
    - Glencoe Park District
        - Takiff Center
        - 999 Green Bay Road
        - Glencoe 60022

26. **Forest Elementary School**
    - Early Learning Center
        - 1375 South 5th Avenue
        - Des Plaines 60016