Noncredit Classes

FALL 2015 SCHEDULE

Speak to the world! Take a foreign language class (see page 30).

Fall registration starts July 13. Register online at www.oakton.edu/conted.
Do you already have an Oakton degree or certificate?
If so, you’re an alum!

To learn more about the Alumni Association and join our mailing list, visit us at www.oakton.edu/alumni.
## Online Classes

For online (Ed2Go) classes, in-district seniors (60+) who registered for any Alliance class before July 7, 2014 pay $80. In-district seniors (60+) who registered for their first Alliance class on or after July 7, 2014 pay $107.

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<th>Category</th>
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<td>Publish and Sell your E-Books</td>
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<td>Writing for Children</td>
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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 a 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.

**General Information**

**Enrollment Verification** - The Alliance does not send confirmation of enrollment. To verify enrollment, go to www.oakton.edu/conted.

**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.

Note: Personal checks and credit cards are not accepted.

**Residency (In-district Senior Citizens)** - Residents of Oakton's district who are 60 years or older are eligible to receive a senior discount on tuition (unless otherwise indicated). In-district seniors (60+) who register for an Alliance class on or after July 7, 2014 pay $80. In-district seniors (60+) who registered for their first Alliance class on or after July 7, 2014 pay $107.

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.

**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 at any time during the period for which the schedule is in effect.*

**Students with Disabilities** - The Access and Disability Resource Center 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

ONLINE
Oakton’s flexible online registration system is available for Community Education, Emeritus, Continuing Education for Health Professionals, and select ESL courses. Register and pay, add or drop classes, view your class schedule, or receive your account summary. Register at www.oakton.edu/conted.

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.
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 Maine East, 847-825-3435
Glenbrook South, 847-486-4713 Evanston, 847-424-7620
Office hours vary. Call each site for specifics.

New hours for Oakton Community College Campuses:
Monday–Thursday, 8:15 a.m.–7 p.m.
Friday, 8:15 a.m.–5 p.m.
Saturday, 9 a.m.–12 p.m.

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.

HOW TO READ NONCREDIT COURSE LISTINGS

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Location</th>
<th>Day of the week</th>
<th>Time</th>
<th>Instructor</th>
<th>CRN</th>
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<tbody>
<tr>
<td>BUS B34-01, Niles N, 7</td>
<td>Wed., 10/1, 7-10 pm, Daniel</td>
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• For location information, see site map on page 61.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for Web registration.
New Fall 2015 Noncredit Classes

OAKTON STEM PROGRAMS FOR YOUTH
Students in grades 4 - 12 can give their science, technology, engineering, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year.

For more information or to register, visit www.oakton.edu/conted/find_classes/youth.

ROBOTICS FOR GIRLS I Fee: $50
Calling all girls (ages 8-13) for this special two-session workshop. Work in teams to build amazing machines, have a blast exploring automation and robotic technology, and take your math and science skills to a new level! This course is for girls only.
KID S01-01, OC/DP, 2 Sat., 9/19, 9 a.m.-12 p.m. CRN 60906

ROBOTICS FOR GIRLS II Fee: $50
KID S02-01, OC/DP, 2 Sat., 10/3, 9 a.m.-12 p.m. CRN 60905

NEW! YOUTH ROBOTICS WITH A SCIENCE TWIST (FOR AGES 8-13) Fee: $50
Extend the robotics experience beyond programming and engineering, to the wonderful world of science. Students will explore and monitor various experiments through the use of thermal probe sensors.
KID S03-01, OC/DP, 2 Sat., 11/7, 9 a.m.-12 p.m. CRN 61099

NEW! AMERICAN MATHEMATICS COMPETITION (AMC) PREPARATION PROGRAM FOR 8TH GRADERS Fee: $59
This course prepares students in 8th grade or younger for the American Mathematics Competition (AMC), covering math concepts and test-taking strategies. Register at www.oakton.edu/conted/find_classes/youth. Contact Gloria Liu at 847-635-1738 for more information.
KID S04-01, OC/DP, 4 Sat., 10/17, 10 a.m.-12 p.m. CRN 61094

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New! Online Certification Training with ProTrain™
Now offering online certification training opportunities:
- Accounting and Finance
- Business and Leadership
- Industrial and Skilled Trades

See page 13 for full class listings.

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
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Ann E. Tennes, Vice Chair
William Stafford, Secretary
Joan W. DiLeonardi
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District 202, 847-424-7220
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BOARD OF EDUCATION
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Linda Lampert, Vice President
Brian Novak, Secretary
David Ko, Secretary Pro Temp
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Nanciann Gatta, Superintendent

Niles Township High School
District 219, 847-626-3000
BOARD OF EDUCATION
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Linda Lampert, Vice President
Brian Novak, Secretary
David Ko, Secretary Pro Temp
Carlton Evans
Ruth Klint
Nanciann Gatta, Superintendent

Oakton Community College
CONTINUING EDUCATION AND TRAINING
Colette Hands, Ed.D.
Interim Associate Vice President for Continuing Education, Training and Workforce Development
Robyn Bailey
Director of Operations and Administration
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 58 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.

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 Pappageorge 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, Psychologists, Pathologists, Audiologists, and Dieticians. For more information call 847.635.1438.

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, 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/conted.

Workforce Solutions (formerly The Business Institute) provides customized training and consulting for local businesses, and services for educational opportunities. For more information call 847.635.1447.

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
Accounting

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 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 CPE credit.

ACCOUNTING FUNDAMENTALS I (ONLINE) Fee: $119
Increase financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Discussion includes accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. Cover all the bases: from writing checks to preparing an income statement and closing out accounts.

Requirements: Access to a calculator and a printer.
ACC A08-300, 8/12-10/2/15 CRN 60055
ACC A08-301, 9/16-11/6 CRN 60056
ACC A08-302, 10/14-12/4 CRN 60057
ACC A08-303, 11/11-1/1/16 CRN 60058

ACCOUNTING WITH SAGE 50: PART I (ONLINE)* Fee: $161
An introduction to Sage 50 software (formerly known as Peachtree). Includes setting up companies, entering payables, writing checks, entering sales, collecting receivables, tracking inventory, processing payroll, generating reports, entering journal entries and creating financial statements. Recommended: Completion of “Principles of Financial Accounting” or basic accounting knowledge.

ACC A12-C01, 8/24-10/4 CRN 61232

ACCOUNTING WITH SAGE 50: PART II (ONLINE)* Fee: $161
Covers intermediate applications of Sage 50 software (formerly known as Peachtree). Includes new company setup, time tracking, account reconciliations, customizing forms, importing/exporting data, and performing all transactions to complete the accounting cycle for both service and merchandising businesses. Recommended: Completion of “Principles of Financial Accounting” or basic accounting knowledge.

ACC A16-C01, 10/5-11/15 CRN 61234

ACCOUNTING WITH QUICKBOOKS I* Fee: $121
Introduces QuickBooks software, including setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.

ACC A02-C01, OC/SK, 8 Tue., 8/25, 6-7:50 pm CRN 61224
ACC A02-C02, OC/DP, 5 Fri., 9/18, 9 am-12 pm CRN 61225
ACC A02-C03, OC/DP, 8 Wed., 10/21, 6-7:50 pm CRN 61226

ACCOUNTING WITH QUICKBOOKS II (ONLINE) Fee: $119
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) 2011, 2012, or 2013.

ACC A02-300, 8/12-10/2/15 CRN 60051
ACC A02-301, 9/16-11/6 CRN 60052
ACC A02-302, 10/14-12/4 CRN 60053
ACC A02-303, 11/11-1/1/16 CRN 60054

ACCOUNTING WITH QUICKBOOKS II* Fee: $121
Covers intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assumes previous experience with payables; receivables, and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.

ACC A06-300, 8/12-10/2/15 CRN 61014
ACC A06-301, 9/16-11/6 CRN 61015
ACC A06-302, 10/14-12/4 CRN 61016
ACC A06-303, 11/11-1/1/16 CRN 61017

ACCOUNTING WITH QUICKBOOKS III* Fee: $121
Prepare for the QuickBooks ProAdvisor Exam. Content in first eight weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second eight weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks not required. Recommended: Completion of the “Principles of Financial Accounting” and basic computer skills.

ACC A15-C01, OC/SK, 16 Mon., 8/24, 6:30-9:20 pm CRN 61233

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $121
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 the “Financial Accounting” course or basic accounting knowledge recommended. Textbook available in the Oakton’s bookstore.

ACC A03-C01, OC/SK, 8 Tue., 8/25, 8-9:50 pm CRN 61227
ACC A03-C02, OC/DP, 8 Wed., 10/21, 8-9:50 pm CRN 61228

PAYROLL TAX ACCOUNTING* Fee: $111
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. Required textbook (approx. $100) available in the bookstore.

ACC A04-C01, OC/DP, 4 Sat., 11/7, 9 am-12 pm CRN 61229

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

For more information, call 847-635-1950 or lpenor@oakton.edu.

IRS ENROLLED AGENT EXAM PREPARATION COURSE* Fee: $445
Prepare for IRS Enrolled Agent exam. Focus on tax theory and its application in different areas and situations, and covers taxation of individuals, sole proprietorships, partnerships, corporations, fiduciaries, estates, trusts, and gifts. Learn how to analyze and answer test questions and take simulated tests. Open to all students—whether or not they are taking the exam. Recommended: completion of “Income Tax Accounting” and “Advanced Tax Accounting” or equivalent tax experience.
ACC A07-C01, OC/DP, 16 Sat., 8/29, 8:30 am-12:10 pm CRN 61231

PERFORMING PAYROLL IN QUICKBOOKS (ONLINE) Fee: $119
Create paychecks, calculate payroll taxes, and produce dazzling payroll reports with ease and confidence through QuickBooks software.
ACC A11-300, 8/12-10/2/15 CRN 60060
ACC A11-301, 9/16-11/6 CRN 60062
ACC A11-302, 10/14-12/4 CRN 60064
ACC A11-303, 11/11-1/1/16 CRN 60065

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 847-635-1950 or lpenor@oakton.edu.

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $490
Through lectures, demonstration, and lab experiences, course explores the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.
AIR A06-C01, OC/DP, 16 Mon., 8/24, 9 am-1:30 pm CRN 61236
AIR A06-C02, OC/DP, 16 Tue., 8/25, 5-10:30 pm CRN 61237

HEATING* Fee: $490
Covers basic principles of residential heating systems. Content includes proper installation, service and safety procedures. Focus is on combustion process and consumer safety.
AIR A07-C01, OC/DP, 16 Wed., 8/26, 5-10:30 pm CRN 61238

SHEET METAL LAYOUT AND FABRICATION* Fee: $495
Covers the methods of laying out and fabricating sheet metal ducts and fittings which are generally used in heating and air conditioning installations.
AIR A01-C01, OC/DP, 16 Thu., 8/27, 5-10 pm CRN 61235

EPA SECTION 608 CERTIFICATION* Fee: $161
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). A textbook may be required. Check with the bookstore.
AIR A08-C01, OC/DP, 4 Thu., 11/12, 1-4:20 pm CRN 61239
AIR A08-C02, OC/DP, 4 Wed., 11/18, 5-8:50 pm CRN 61240

COMMERCIAL REFRIGERATION SYSTEMS* Fee: $490
Covers entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Includes various types of refrigeration systems medium and low pressure temperature and their proper installations product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students required to provide their own basic tools.
AIR A09-C01, OC/DP, 16 Fri., 8/28, 5-10:30 pm CRN 61241

ADVANCED AUTOMATIC CONTROLS* Fee: $490
Covers advanced automatic controls used presently in high-efficiency furnaces, including electronic ignition systems, generic sequence of automatic controls, and ladder-type wiring diagrams.
AIR A10-C01, OC/DP, 16 Tue., 8/25, 5-10:30 pm CRN 61242
AIR A10-C02, OC/DP, 16 Thu., 8/27, 5-10:30 pm CRN 61243

LOW PRESSURE STEAM BOILERS AND OPERATION* Fee: $334
Covers low pressure steam boilers and principles of boiler operation, including complete boiler setup from Feed water systems to boiler and piping layout and assembly combustion accessories, steam accessories, and draft control. Focus is on boiler room operation and safety. Workbook used in conjunction with chapter information and exercises.
AIR A13-C01, OC/DP, 16 Mon., 8/24, 6-8:50 pm CRN 61246

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS* Fee: $490
Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.
AIR A11-C01, OC/DP, 16 Mon., 8/24, 5-10:30 pm CRN 61244
AIR A11-C02, OC/DP, 16 Fri., 8/28, 12-4:50 pm CRN 61245

Arts

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, call 847-635-1950.

PAINTING I* Fee: $374
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-C02, OC/DP, 16 Tue./Thu., 8/25, 1-3:40 pm CRN 61254
ART C33-C03, OC/SK, 16 Tue./Thu., 8/25, 10 am-12:40 pm CRN 61255

ADVANCED PAINTING* Fee: $364
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 C33.
ART C34-C01, OC/DP, 16 Tue./Thu., 8/25, 1-3:40 pm CRN 61256

Register early!
Classes are cancelled a week before start date if minimum enrollment is not reached.
CERAMICS I*  
Fee: $394
Examine the techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time is required.
ART C43-C01, OC/DP, 16 Mon./Wed., 8/24, 1:30-4:10 pm  CRN 61257
ART C43-C02, OC/DP, 16 Mon./Wed., 8/24, 9:30 am-12:10 pm  CRN 61258
ART C43-C03, OC/DP, 16 Tue./Thu., 8/25, 6:30-9:10 pm  CRN 61259
ART C43-C04, OC/DP, 16 Sat., 8/29, 9:30 am-2:50 pm  CRN 61260

CERAMICS II*  
Fee: $394
A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time is required.  
Prerequisite: ART C43 or consent of instructor or department chair.
ART C44-C01, OC/DP, 16 Tue./Thu., 8/25, 1:3-40 pm  CRN 61261

DRAWING I*  
Fee: $359
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conté, ink, and pastels. Studio work outside of regular class time required.
ART C23-C01, OC/DP, 16 Mon./Wed., 8/24, 9:30 am-12:10 pm  CRN 61247
ART C23-C02, OC/SK, 16 Mon./Wed., 8/24, 1:30-4:10 pm  CRN 61248
ART C23-C03, OC/DP, 16 Tue./Thu., 8/25, 9:30 am-12:10 pm  CRN 61249
ART C23-C04, OC/ SK, 16 Tue./Thu., 8/25, 1:30-4:10 pm  CRN 61250
ART C23-C05, OC/DP, 16 Sat., 8/29, 9:30 am-2:50 pm  CRN 61251

DRAWING II*  
Fee: $359
A continuation of ART C23, focusing on personal approach to media and subject matter. Studio work outside of class required.  
Prerequisite: Drawing I (ART C23).
ART C24-C01, OC/ SK, 16 Mon./Wed., 8/24, 1:30-4:10 pm  CRN 61252

DRAWING FOR THE ABSOLUTE BEGINNER (ONLINE)  
Fee: $119
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! Learn the many tools of the trade—from paper types and drawing styles, to the basic principles of perspective, layout, lighting, and space—and discover how to best get in touch with your right brain through developing your creativity.
ART C09-300, 8/12-10/2/15  CRN 60087
ART C09-301, 9/16-11/6  CRN 60088
ART C09-302, 10/14-12/4  CRN 60089
ART C09-303, 11/11-1/1/16  CRN 60090

DRAWING/WATERCOLOR  
Fee: $150
Use color and form compositions to build confidence in your painting skills.
ART C19-01, MAINE E, 8 Tue., 9/29, 7-9:30 pm, Nelson  CRN 60926

CREATIVE SCRAPBOOKS (ONLINE)  
Fee: $119
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how build digital collages and scrapbooks—and create your unique works of art.
ART C59-300, 8/12-10/2/15  CRN 60091
ART C59-301, 9/16-11/6  CRN 60092
ART C59-302, 10/14-12/4  CRN 60093
ART C59-303, 11/11-1/1/16  CRN 60094

PEN, BRUSH, INK  
Fee: $135
Enter the sparkling world of India ink. Learn the basics of brush control, hatch, and cross-hatch as you combine soft lush lines with the crisp strokes of the steel nib for endless design variations.
ART E76-01, MAINE E, 8 Thu., 9/17, 6:30-8:30 pm  CRN 60924

CONCEPTS OF FLORAL DESIGN  
Fee: $100
Learn the fundamentals of floral design and how to create floral arrangements that add beauty of flowers to home and office settings. Weekly themes include: rounded colonial style arrangement; a one-sided triangular piece; flowers arranged in a basket; a one-sided L shape design; a long low centerpiece; and arranging flowers in a vase. The instructor, Robert Neri, is an experienced floral designer, and owner of Robert’s Flower and Design Studio in Chicago. A required materials fee of $15 per week is payable to the instructor at the first class session.
ART D27-01, NILES N, 6 Mon., 9/14, 7-8:30 pm, Neri  CRN 61071

STONE SCULPTURE WORKSHOP: ALL LEVELS  
Fee: $175
Hone a range of techniques—including hammer and chisel, rasps, files, sanding, and polishing—and end up with a finished art piece! Materials fee of $100 payable to instructor on first day of class covers alabaster stone, tools, and work stand. Classes held at the instructor’s studio, 2115 West Touhy Avenue, Chicago.
ART T08-01, HART, 10 Mon., 9/14, 9:30 am-12:30 pm, Brower  CRN 61101
ART T08-02, HART, 10 Wed., 9/16, 9:30 am-12:30 pm, Brower  CRN 61102

Auto and Engine Repairs  

AUTOMOBILE REPAIR  
Fee: $185
A course for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards.  
Each student must pay a $10 lab fee to the instructor at the first class.) No class 10/8/15.

BUSINESS  

BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE)  
Fee: $119
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, course reviews how money flows through a typical business. Whether you’re an employee, sales executive, supervisor, or manager, you’ll gain an understanding of basic financial information and use it to make decisions that have a positive impact on your company’s bottom line.

INTRODUCTION TO BUSINESS ANALYSIS (ONLINE)  
Fee: $119
The days of making critical business decisions by instinct or coin toss are long gone. Gain a business advantage by developing high-demand analytical skills. Learn powerful quantitative methods that will have you making better, more informed, and more effective decisions. Essential for those planning a business career. Basic algebra proficiency required.
BUS A16-300, 8/12-10/2/15  CRN 60224
BUS A16-301, 9/16-11/6  CRN 60225
BUS A16-302, 10/14-12/4  CRN 60226
BUS A16-303, 11/11-1/1/16  CRN 60227

*Courses may also be taken for college credit.
Business Analysis Professional Certification Preparation

Business analysts—strategic problem solvers with expertise in both business and technology—are in high demand throughout the information technology industry. As business processes are being outsourced and technology platforms are rapidly changing, the business analyst plays a key role in most companies today. Learn more about this exciting career opportunity and gain an overview of the “soft” and “hard” skills you’ll need to succeed. *Registering for this certification prep program includes both courses listed below.* Note: Basic proficiency in Microsoft Office software such as Excel, PowerPoint, and Visio recommended. **No senior discount. No class 9/7/15. Fee $224**

BSN A01-01, OC/DP, 7 Mon./Wed., 8/17-10/5, 6:30-8:30 p.m. CRN 60891

*Courses below can also be taken separately.*

**Introduction to the Business Analyst Toolkit**

Overview of the “hard” skills required to be a successful business analyst. As a stand-alone course, class is not intended to prepare you to pass a professional certification such as the Certified Business Analysis Professional (CBAP©). **No senior discount. No class 9/7/15. Fee $147**

BSN A02-01, OC/DP, 4 Mon./Wed., 8/17-9/14, 6:30-8:30 p.m. CRN 60890

**Drafting the Business Case**

Overview of the “soft” skills required to be a successful business analyst, including effective presentation and consulting methodology applications for use in a variety of business functions such as accounting, operations, and project management. Prepare a business case that will impress senior management! As a stand-alone course, class is not intended to prepare you to pass a professional certification such as the Certified Business Analysis Professional (CBAP©). **No senior discount. Fee $110**

BSN A03-01, OC/DP, 3 Mon./Wed., 9/16-10/5, 6:30-8:30 p.m. CRN 60889

For more information, call our office at 847.982.9888.

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Commercial Food Equipment Repair Technician Training

**Online: Start any time, progress at your own speed.**

- Endorsed by the Commercial Food Equipment Service Association (CFESA)
- Guaranteed Job Interview upon successful program completion
- Access to a database of more than 800 service companies

Master the skills you need to gain employment as a commercial food equipment repair technician! Endorsed by the Commercial Food Equipment Service Association (CFESA), this interactive course covers the foodservice industry, including the basics of electricity, gas, steam, and types of equipment to be installed, maintained, and repaired. A passing grade on the exam, administered at an authorized service company, guarantees a job interview with that business. Technicians who aren’t hired have access to a proprietary database of more than 800 service companies nationwide.

**TEC A02–300, open enrollment, Tuition: $1,495 plus an $8 processing fee.**

**Attend a FREE orientation**

**Online** (Register at www.cfersoaktonwebinar.eventbrite.com)

**In Person** (Register at www.cfersoaktoninperson.eventbrite.com)

Skokie Campus, 7701 North Lincoln Avenue

**For more information and to enroll, call 847.982.9888.**

Course offered in partnership with Ignitorlabs—an online learning company committed to providing paths for job seekers to receive the training needed to be placed in technical professions.
BUSINESS ETHICS*
Investigate moral issues that arise in the conduct of business, marketing, and advertising. Of value for business students and consumers. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.
BUS A41-C01, OC/DP, 16 Mon., 8/24, 6:30-9:20 pm CRN 61271
BUS A41-C02, OC/SK, 11 Sat., 10/3, 9 am-1:15 pm CRN 61272

INTRODUCTION TO BUSINESS*
Fee: $334
An introduction to the study of business. Covers 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-C01, OC/DP, 13 Mon./Wed., 9/21, 4:30-6 pm CRN 61267
BUS A01-C02, OC/DP, 12 Tue., 9/22, 6:30-9:50 pm CRN 61268
BUS A01-C03, OC/SK, 13 Tue., 9/22, 4-6 pm CRN 61269
Hybrid Course Section (hybrid: 1/2 classroom and 1/2 online) BUS A01-C04, OC/SK, 12 Wed., 9/23, 6-9:20 pm CRN 61270

Career and Certification Training

CPR RESCUE
Fee: $35
Covers adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. 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 E05-01, GLBRK S, 1 Tue., 9/29, 6:30-9:30 pm, Sanders CRN 60866
HEA E05-02, NILES N, 1 Wed., 10/14, 6:30-9:30 pm, Sanders CRN 60910

PERSONAL TRAINER CERTIFICATION
Fee: $679
Abcnews.com and Fortune magazine rank “personal fitness trainer” as the fourth hottest job in the United States. Join the ranks by earning your certification today! Offered in collaboration with the World Instructor Training School (W.I.T.S.), course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. Certification exam fee included.
PED C03-01, OC/DP, 9 Sun., 9/27-11/22, 9 am-2 pm CRN 60844

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)
Fee: $119
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.
BUS A42-300, 8/12-10/2/15 CRN 60135
BUS A42-301, 9/16-11/6 CRN 60136
BUS A42-302, 10/14-12/4 CRN 60137
BUS A42-303, 11/11-1/1/16 CRN 60138

BECOME A VETERINARY ASSISTANT
(ONLINE)
Fee: $119
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.
BUB A60-300, 8/12-10/2/15 CRN 60175
BUB A60-301, 9/16-11/6 CRN 60176
BUB A60-302, 10/14-12/4 CRN 60177
BUB A60-303, 11/11-1/1/16 CRN 60178

BECOME A VETERINARY ASSISTANT II:
CANINE REPRODUCTION (ONLINE)
Fee: $119
Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.
BUB A62-300, 8/12-10/2/15 CRN 60183
BUB A62-301, 9/16-11/6 CRN 60184
BUB A62-302, 10/14-12/4 CRN 60185
BUB A62-303, 11/11-1/1/16 CRN 60186

New!
NATIONAL RETAIL CUSTOMER SERVICE AND SALES CERTIFICATION PREPARATION
Fee: $1,999
Earn a national certification and begin a promising career in retail. The National Retail Certification is recognized by the National Retail Federation (NRF) and prepares a person to fulfill duties associated with customer service and sales in a retail setting. The training teaches these skills: assessing customer needs, preparing for selling, closing sales, developing sales plans and more. This course will prepare students to take the National Retail Sales and Customer Service exams. No senior discount. BUS A94-01 to be held at Old Orchard. Last class for BUS A94-01 meets 9 am-1 pm on 12/12/15.
BUS A94-01, WFOO, 17 Sat., 8/22, 9 am-4 pm CRN 61133
BUS A94-02, ETHS, 12.5 Tue./Thu., 9/15, 6-10 pm (100 hr program) CRN 61138

New!
NATIONAL SERVSAFE® MANAGEMENT CERTIFICATION PREPARATION
Fee: $599
The ServSafe® Food Safety program is designed for managers, chefs, owners and others with supervisory responsibilities in the food industry. Topics covered include: personal hygiene; foodborne illness; receiving, storing, preparing and serving foods; food safety regulations and more. This course will prepare students to take the National ServSafe® Food Safety Certification exam. No senior discount.
HOS A20-01, ETHS, 5 Tue./Thu., 9/8, 7-9 pm, 20 hr program CRN 61140
HOS A20-02, MAINE E, 5 Tue./Thu., 10/13, 7-9 pm, 20 hr program CRN 61142

BUSINESS WRITING
Advance your professional written communication skills and become a more impactful communicator.
Coming in Spring 2016!

*Courses may also be taken for college credit.
Commercial Driver’s License (CDL) Training and Certification Program

Register for our mandatory online information session at www.oakton.edu/cdl.

Program includes classroom instruction, driver training, and lab hours to prepare for the Illinois Commercial Driver’s License (CDL) Class A exam.

**Highlights**
- All-inclusive tuition that covers permit, books, training, and CDL license exam.
- Job placement assistance.
- Help with job search tips, résumé writing, and interviewing skills.
- Visits from trucking industry recruiters looking to hire.

**Job Outlook**
- Great earning potential: drivers can make $35,000 to $70,000 annually.
- High demand: the U.S. Department of Labor projects that trucking jobs will increase by 28 percent through 2020.

**Registration Prerequisites**
- Have a valid driver’s license with a clean driving record.
- Be at least 18 years old (21 to drive LTL); high school diploma or equivalent.
- Pass an Illinois Department of Transportation physical exam and drug test.

WIA approved. Program operated in partnership with Viking Driving School.

For more information, call 847.635.1414.
ONLINE CERTIFICATE PROGRAMS
offered in partnership with UGotClass

Business Research Certificate  Fee: $495
Master the skills you need to identify and use the best and most appropriate data for workplace decision making—and then effectively communicate the results for maximum impact. Designed for business professionals, entrepreneurs, and anyone who needs specific information about a business or specific topic—from market potential and competitive intelligence to standard industry practice and productivity improvement. A Ugotclass certificate of completion is issued at program conclusion. Program offered as certificate only (courses cannot be taken individually).
Course 1: Introduction to Business Research
Course 2: Business Statistics
Course 3: Qualitative Business Research

Certificate in Data Analysis  Fee: $495
Data Analysis is one of the most sought-after skills in the workplace. Companies often don’t have the expertise to analyze the vast amounts of data they collect. Add a new skill set to your portfolio and enhance your organization’s success by acquiring data analysis skills—from the basics through performing complex data inquiries. Whether your business is home based or a large company, this three-course certificate program takes you to the next level in making key decisions. A Ugotclass certificate of completion is issued at program conclusion. Courses may be taken individually.
Individual courses: $195
Course 1: Introduction to Data Analysis
Course 2: Intermediate Data Analysis
Course 3: Advanced Data Analysis

Entrepreneurship Certificate  Fee: $495
Most of us thought about starting a business at one time or another. Yet statistics show that most business fail within the first five years. Reduce your risk! From brainstorming business ideas and developing a customer driven marketing plan, this three-course certificate program will give you the skills and knowledge you need to boost your own businesses chance of success. A Ugotclass certificate of completion is issued at program conclusion. Courses may be taken individually.
Individual courses: $195
Course 1: Entrepreneur Boot Camp
Course 2: The Business Plan
Course 3: Entrepreneurial Marketing

Additional Training Options:
• Cyber Security for Managers
• Certificate in Customer Service
• Certificate in Workplace Communication
• Management Certificate

For program details or to register, visit www.yougotclass.org/catalog-complete.cfm/oaktoncc.

New! Online Certification Training with ProTrain™
Alliance for Lifelong Learning has partnered with ProTrain™ to offer online certification training opportunities. Train at your own pace and in the convenience of your own home. For more information or to register, visit oaktoncc.theknowledgebase.org.

Accounting and Finance
• Bookkeeping Administration
• Bookkeeping Administration Expert
• Chartered Financial Analyst (CFA)
• Chartered Tax Professional
• Financial Risk Manager (FRM)
• Professional Risk Manager (PRM)
• Professional Tax Preparer Certification (DL)
• Start Your Own Business in Bookkeeping Administration Professional

Business and Leadership
• Business Management and Organizational Leadership for PMP
• Business Management and Organizational Leadership with CAPM
• Certified Associate in Project Management Exam Prep with Organizational Leadership
• Customer Service Representative (CSR) Career Prep
• Project Management Professional Exam Prep with Organizational Leadership

Industrial and Skilled Trades
• Automotive Service Excellence (ASE) Exam Prep
• Certified Maintenance and Reliability Technician Exam Prep
• HazWoper 24-Hour Moderate Risk

The following three online courses are offered through Ed2go.

VIDEO GAME DESIGN AND DEVELOPMENT
Video game design and development online training is the course to take if you’re seeking a professional career as a video game designer and developer. This course is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

WEB DESIGN PROFESSIONAL
Are you a creative person? Do you envision an idea and then wish you could bring it to life? Learn the technology, philosophy, rules, and practical skills for planning and managing the development of a Web project.

CERTIFIED WEDDING PLANNER
This comprehensive course is ideal for aspiring wedding planners. Whether working part time or full time, this course provides the knowledge needed to work as a professional wedding planner or start a wedding planning business.

For more information or to register, visit careertraining.ed2go.com/oakton.
Communication

KEYS TO EFFECTIVE COMMUNICATION (ONLINE) Fee: $119
Do you often find yourself at a loss for words or lack confidence in your communication abilities? Learn to build rapport, trust, warmth, and respect through conversation. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

BUB A70-300, 8/12-10/2/15 CRN 60197
BUB A70-301, 9/16-11/6 CRN 60198
BUB A70-302, 10/14-12/4 CRN 60199
BUB A70-303, 11/11-1/1/16 CRN 60200

INTERPERSONAL COMMUNICATION (ONLINE) Fee: $119
Succeed in daily interpersonal communications by understanding verbal and nonverbal habits; differences in cultural and gender conversation styles; developing effective listening skills; and mastering conflict management.

BUB A55-300, 8/12-10/2/15 CRN 60155
BUB A55-301, 9/16-11/6 CRN 60156
BUB A55-302, 10/14-12/4 CRN 60157
BUB A55-303, 11/11-1/1/16 CRN 60158

MERRILL REAM SPEED READING (ONLINE) Fee: $119
Save time by learning to read faster and with better comprehension from acclaimed speed reading expert Merrill Ream, Ph.D. Course is a complete speed reading experience. Topics follow a logical progression with plenty of time to master the skills and techniques you'll need for lasting proficiency as a speed reader.

COM S57-300, 8/12-10/2/15 CRN 60346
COM S57-301, 9/16-11/6 CRN 60347
COM S57-302, 10/14-12/4 CRN 60348
COM S57-303, 11/11-1/1/16 CRN 60349

GRAMMAR REFRESHER (ONLINE) Fee: $119
Master the written word! Review the basics with an instructor who is an experienced newspaper copy editor, journalist, and technical writer. 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. Course is not designed for ESL students.

COM S13-300, 8/12-10/2/15 CRN 60330
COM S13-301, 9/16-11/6 CRN 60331
COM S13-302, 10/14-12/4 CRN 60332
COM S13-303, 11/11-1/1/16 CRN 60333

MASTERING PUBLIC SPEAKING (ONLINE) Fee: $119
Learn how to speak confidently and persuasively to large audiences and small groups. Master the art of verbal and nonverbal communication, find out how to overcome fear of public speaking, organize and deliver short or long speech effectively, and practice techniques for communication with ease and skill in any setting—from a meeting to a job interview.

COM B09-300, 8/12-10/2/15 CRN 60274
COM B09-301, 9/16-11/6 CRN 60275
COM B09-302, 10/14-12/4 CRN 60276
COM B09-303, 11/11-1/1/16 CRN 60277

PUBLIC SPEAKING AND COMMUNICATION SKILLS FOR PROFESSIONALS Fee: $25
Learn how to present yourself (and your business) in a professional manner. This course will help you create clear emails, letters, reports, and presentations. You will also refine your public speaking skills and develop techniques to effectively deliver presentations to both large and small groups. No senior discount.

COM M08-01, NILES N, 1 Mon., 9/21, 6-8 pm, Baker CRN 60997

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 holidays: Labor Day, September 7 Veteran’s Day, November 11 Thanksgiving Break, November 26 and 27

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.

BASIC KEYBOARDING* Fee: $116
Enables the beginning student to master proper keyboarding techniques and develop minimum 18 wpm speed and accuracy. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.

COF A02-C01, OC/DP, 8 Thu., 10/22, 12:20-2:30 pm CRN 61273

COMPUTER KEYBOARDING: LEARN TO TYPE (ONLINE) Fee: $119
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 typng tutorial designed for personal computers. 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. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.

OFF A39-300, 8/12-10/2/15 CRN 60856
OFF A39-301, 9/16-11/6 CRN 60857
OFF A39-302, 10/14-12/4 CRN 60858
OFF A39-303, 11/11-1/1/16 CRN 60859

INTRODUCTION TO WINDOWS 7 (ONLINE) Fee: $119
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets, and other Windows 7 features, and 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 helpless beginner to knowledgeable user!

DPR A23-300, 8/12-10/2/15 CRN 60492
DPR A23-301, 9/16-11/6 CRN 60493
DPR A23-302, 10/14-12/4 CRN 60494
DPR A23-303, 11/11-1/1/16 CRN 60495

Windows Operating Systems

For more information, call 847-922-9888

*Courses may also be taken for college credit.
Beginning/Introductory Computer 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 Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu.

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2013, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT*
Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2013*
Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand 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.

PROJECT MANAGEMENT*
Course introduces principles of project management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01.

BASIC COMPUTER
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.

COMPUTERS FOR NEW USERS: OFFICE 2013*
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel. (Supplemental Lab work required)

INTRODUCTION TO MICROSOFT WORD
Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 or newer (Macintosh) will be supported.

INTRODUCTION TO MICROSOFT WORD (ONLINE)
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. Requirements: Shelly Cashman Series; Word 2007 Complete Review Book, ISBN-10: 14118843377, ISBN-13: 978-14118843373.

INTRODUCTION TO MICROSOFT WORD (ONLINE)
Discover the capabilities of this word processing software. 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: Word or Office 2007 or 2010. Not suitable for Macintosh users.
INTERMEDIATE MICROSOFT WORD (ONLINE) Fee: $119
Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent.

Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A80-300, 8/12-10/2/15 CRN 60541
DPR A80-301, 9/16-11/6 CRN 60542
DPR A80-302, 10/14-12/4 CRN 60543
DPR A80-303, 11/11-1/1/16 CRN 60544

WORD PROCESSING USING WORD 2013* Fee: $339
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm. Word 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).

COF A25-C01, OC/SK, 8 Wed., 9/2, 6:30-9:50 pm CRN 61275

INTRODUCTION TO MICROSOFT EXCEL (ONLINE) Fee: $119
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; build links between files and endow worksheets with decision-making capabilities. Requirements: Microsoft Excel or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A84-300, 8/12-10/2/15 CRN 60549
DPR A84-301, 9/16-11/6 CRN 60550
DPR A84-302, 10/14-12/4 CRN 60551
DPR A84-303, 11/11-1/1/16 CRN 60552

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.

DPR A85-01, OC/DP, 4 Sat., 10/3, 10 am-1 pm, Vaiana CRN 60870
DPR A85-02, OC/SK, 4 Thu., 9/24, 6-9 pm, Antaramian CRN 60871

BASIC AND INTERMEDIATE EXCEL Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs.

DAT A14-01, OC/DP, 8 Sat., 9/5, 10 am-1 pm, Vaiana CRN 60885
DAT A14-02, OC/SK, 8 Thu., 9/24, 6-9 pm, Antaramian CRN 60886

INTERMEDIATE MICROSOFT EXCEL (ONLINE) Fee: $119
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A85-300, 8/12-10/2/15 CRN 60553
DPR A85-301, 9/16-11/6 CRN 60554
DPR A85-302, 10/14-12/4 CRN 60555
DPR A85-303, 11/11-1/1/16 CRN 60556

ADVANCED MICROSOFT EXCEL (ONLINE) Fee: $119
Maximize your investment in Microsoft Excel by learning advanced techniques that most users don’t even know exist. In this practical, hands-on course, you’ll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You’ll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You’ll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You’ll become adept at consolidating and importing data, and you’ll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheets, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.

DPR A85-01, 8/12-10/2/15 CRN 6019
DPR A85-02, 9/16-11/6 CRN 6020
DPR A85-03, 10/14-12/4 CRN 6021
DPR A85-03, 11/11-1/1/16 CRN 6022

MICROSOFT EXCEL 2013: ADVANCED TECHNIQUES Fee: $150
This Advanced Microsoft Excel training class is designed for students to gain extensive experience using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros. Prerequisites: Basic and Intermediate Microsoft Excel, or proven experience with Microsoft Excel. No class 11/28/15.

DAT A14-01, OC/SK, 4 Sat., 9/5, 10 am-1 pm, Vaiana CRN 61109

ELECTRONIC SPREADSHEETING USING EXCEL: 2013* Fee: $233
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software. Excel 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).

COF A35-C01, OC/DP, 8 Thu., 8/27, 6-8:30 pm CRN 61277

DATABASE APPLICATIONS USING ACCESS: 2013* Fee: $344
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more. Access 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).

COF A40-C01, OC/DP, 10 Tue., 9/8, 6-9:30 pm CRN 61278

INTRODUCTION TO MICROSOFT ACCESS (ONLINE) Fee: $119
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. Learn to merge the data in your Access tables with Microsoft Word form letters. Requirements: Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A71-300, 8/12-10/2/15 CRN 60533
DPR A71-301, 9/16-11/6 CRN 60534
DPR A71-302, 10/14-12/4 CRN 60535
DPR A71-303, 11/11-1/1/16 CRN 60536

*Courses may also be taken for college credit.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee</th>
<th>Description</th>
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<tbody>
<tr>
<td>INTERMEDIATE MICROSOFT ACCESS (ONLINE)</td>
<td>$119</td>
<td>Build a fully-automated database management system complete with</td>
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<td>custom data entry forms. Add graphics, sound, and Macros to your database</td>
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<td>and gain skill in advanced reporting techniques. Prerequisite:</td>
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<td>Intro to Microsoft Access (DPR A71) or equivalent.</td>
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<td><strong>Requirements:</strong> Microsoft Access or Office Professional 2007 or</td>
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<td>DPR A98-300, 8/12-10/2/15</td>
<td>CRN 60561</td>
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<td>DPR A98-301, 9/16-11/6</td>
<td>CRN 60562</td>
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<td>DPR A98-302, 10/14-12/4</td>
<td>CRN 60563</td>
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<td>DPR A98-303, 11/11-1/1/16</td>
<td>CRN 60564</td>
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<tr>
<td><strong>INTRODUCTION TO MICROSOFT POWERPOINT (ONLINE)</strong></td>
<td>$119</td>
<td>PowerPoint is one of the best presentation programs on the market. Obtain</td>
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<td>the skills to create overhead transparencies, 35 mm slides, and</td>
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<td>electronic slide presentations from facts and figures. Dazzle audiences</td>
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<td>with multimedia slides, charts, outlines, and graphs. Learn how to add</td>
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<td>clip art, hypertext links, and special effects to presentations.</td>
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<td><strong>Requirements:</strong> PowerPoint or MS Office Professional 2010. Not suitable for</td>
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<td>Macintosh users.</td>
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<td>Macintosh users.</td>
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<td>DPR A70-300, 8/12-10/2/15</td>
<td>CRN 60529</td>
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<td>DPR A70-301, 9/16-11/6</td>
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<td>DPR A70-302, 10/14-12/4</td>
<td>CRN 60531</td>
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<td>DPR A70-303, 11/11-1/1/16</td>
<td>CRN 60532</td>
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<td><strong>PRESENTATION SOFTWARE USING POWERPOINT: 2013</strong></td>
<td>$243</td>
<td>Learn to plan, compose, and create effective desktop presentations.</td>
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<td><strong>New!</strong></td>
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<td>PowerPoint 2013 with an online component (hybrid: 1/2 classroom and</td>
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<td>1/2 online).</td>
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<tr>
<td>COF A30-C01, OC/SK, 8 Wed., 10/28, 6:30-9:50 pm</td>
<td>CRN 61276</td>
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<td><strong>New!</strong></td>
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<td><strong>BEYOND POWERPOINT: PREZI PRESENTATIONS</strong></td>
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<td>Want to up your presentation game? Learn the basics of this professional</td>
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<td>or personal storytelling tool to present information that uses a single</td>
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<td>canvas rather than traditional slides. <strong>No senior discount.</strong></td>
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<td>DPR E04-01, GLBRK S, 1 Tue./Thu., 10/13, 7-9 pm</td>
<td>CRN 61098</td>
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<td><strong>New!</strong></td>
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<td><strong>HARNESSING THE POWER OF POWERPOINT 2013</strong></td>
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<td>Good professional and high-quality presentations are essential to get a</td>
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<td>message across. Learn how to get the most out of PowerPoint. Topics will</td>
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<td>include the use of master slides, narration, animation and transitions,</td>
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<td>object linking and embedding. <strong>No senior discount.</strong></td>
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<td>DAT A42-01, OC/SK, 3 Mon., 10/5, 6:30-8:30 pm</td>
<td>CRN 61112</td>
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<td><strong>MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE)</strong></td>
<td>$119</td>
<td>Get up to speed on the latest version of Microsoft Office 2010! Explore</td>
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<td>features added in 2010 and 2008 as you work with Word documents, Excel</td>
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<td>spreadsheets, PowerPoint presentations, and Access databases. If you're</td>
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<td>still using Office 2003 or 2007, you'll learn how to transition smoothly to</td>
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<td>this newer version—and if you're already using Office 2010, you'll</td>
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<td>discover ways to work more quickly, efficiently, and confidently. Course</td>
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<td>not suitable for Macintosh users.</td>
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<td>DPR A20-300, 8/12-10/2/15</td>
<td>CRN 60488</td>
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<td>DPR A20-301, 9/16-11/6</td>
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<td>DPR A20-302, 10/14-12/4</td>
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<td>DPR A20-303, 11/11-1/1/16</td>
<td>CRN 60491</td>
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**New! MICROSOFT OFFICE 2013 FOR PROFESSIONAL USERS** Fee: $150
Explore advanced topics in Word, Excel and Access. Create newsletters and macros in Word. In Excel, create formulas using the financial functions, manage worksheets that contain databases and create macros. Students will create relational databases, and create queries, forms and reports that use relational databases in Access. **No class 11/26/15.**

**INTRODUCTION TO MICROSOFT OUTLOOK (ONLINE)** Fee: $119
Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. **Requirements:** MS Office Outlook 2007, 2010 or 2013. Not suitable for Macintosh users.

**INTRODUCTION TO MICROSOFT PROJECT (ONLINE)** Fee: $119
Discover how to effectively plan, implement, and control projects using Microsoft Project, the world's most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

**INTRODUCTION TO MICROSOFT PUBLISHER (ONLINE)** Fee: $119
Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts. **Requirements:** Publisher 2007, Office 2007 (Small Business or Professional Edition only). Not suitable for Macintosh users.

**VISIO FUNDAMENTALS: 2013** Fee: $233
Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. Visio 2013 with an online component (hybrid: 1/2 classroom and 1/2 online). **Recommended:** Computer experience using software that runs in Microsoft Windows.

**COF A50-C01, OC/DP, 7 Thu., 9/3, 6:30-9:20 pm** CRN 61279

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

*Courses may also be taken for college credit.*
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.

INTRODUCTION TO SQL (ONLINE) Fee: $119
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Requirements: Any desktop or client/server Database Management System (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine (MSDE), MySQL, Sybase, Microsoft SQL Server, or SQL Server Enterprise.

CPT A21-300, 8/12-10/2/15 CRN 60351
CPT A21-301, 9/16-11/6 CRN 60353
CPT A21-302, 10/14-12/4 CRN 60354
CPT A21-303, 11/11-1/1/16 CRN 60355

INTRODUCTION TO SQL: ORACLE 11G* Fee: $344
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).
CPT A21-C01, OC/DP, 16 Wed., 8/26, 6-9:20 pm CRN 61309

INTERMEDIATE SQL (ONLINE) Fee: $119
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 how to create queries. Requirements: Microsoft Access 2003 or newer. Not suitable for Macintosh users.
DAT A20-300, 8/12-10/2/15 CRN 60404
DAT A20-301, 9/16-11/6 CRN 60405
DAT A20-302, 10/14-12/4 CRN 60406
DAT A20-303, 11/11-1/1/16 CRN 60407

DATABASE FUNDAMENTALS I: ORACLE 11G* Fee: $485
Provides a foundation in the administrative tasks performed by a database administrator, including Oracle database architecture and how each component functions and interacts. Learn how to design, develop, install, maintain, manage, and troubleshoot an Oracle database. Topics include performance monitoring, database security, user management, and backup/recovery techniques. Prepare for the Oracle Database Administrator Certified Associate exam.
Recommended: Introduction to SQL or comparable knowledge.
CPT A71-C01, OC/DP, 8 Wed., 10/22, 8:30 am-1:10 pm CRN 61316

INFORMATION SYSTEMS FOR BUSINESS: ERP/SAP ENHANCED (ONLINE)* Fee: $384
Explores the types of information uses in business, the flow of information through an organization, and a framework for examining characteristics of accounting information systems in relation to other information systems components. Content includes transaction processing systems, internal management reporting, day-to-day operational support, Enterprise Resource Planning (ERP) systems, and Systems Development Life Cycle (SDLC).
CPT A06-C01, 9/8-12/16 CRN 61297

INTRODUCTION TO ERP SYSTEMS (ONLINE)* Fee: $384
Introduction to SAP, Enterprise Resource Planning. Learn how the fundamental business processes interact within an ERP system in the functional areas of; sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management.
CPT A79-C01, 10/19-12/16 CRN 61319

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE) Fee: $119
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. Requirement: Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.
DAT A13-300, 8/12-10/2/15 CRN 60392
DAT A13-301, 9/16-11/6 CRN 60393
DAT A13-302, 10/14-12/4 CRN 60394
DAT A13-303, 11/11-1/1/16 CRN 60395

Cisco Networking
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 Reza Dai, program coordinator, at 847-376-7778.

CISCO INTRODUCTION TO NETWORKS* Fee: $485
An introduction to networking and general network concepts. Build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.
INT A01-C01, OC/SK, 8 Tue./Thu., 8/25, 6-9 pm CRN 61370
INT A01-C02, OC/SK, 8 Sat., 8/29, 9 am-3:30 pm CRN 61371

CISCO ROUTING AND SWITCHING ESSENTIALS* Fee: $485
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Online course work required.
INT A02-C01, OC/SK, 8 Tue./Thu., 10/20, 6-9 pm CRN 61372
INT A02-C02, OC/SK, 8 Sat., 10/24, 9 am-3:30 pm CRN 61373

CISCO SCALING NETWORKS* Fee: $485
This third course in the sequence covers features of routers and routing concepts. Concentration is on access lists, LAN segmentation using switches, network congestion issues, VLANs and spanning tree protocol. Gain experience in these areas using Cisco routers and switches. Online course work required.
INT A03-C01, OC/SK, 8 Wed./Fri., 8/26, 6-9 pm CRN 61374

CISCO CONNECTING NETWORKS* Fee: $485
Fourth and final course in Cisco Networking Academy sequence of four courses (CCNA). Deals with Wide Area Networks (WANs) as well as protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Online course work required.
INT A04-C01, OC/SK, 8 Wed./Fri., 10/21, 6-9 pm CRN 61375

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

*Courses may also be taken for college credit.
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 Reza Dai, program coordinator, at 847-376-7778.

**NETWORKING ESSENTIALS**

Fee: $374
Learn the fundamentals of electronic digital communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.

NTS A05-C01, OC/SK, 16 Mon., 8/24, 6:9-6:45 pm CRN 61398
NTS A05-C02, OC/SK, 17 Tue./Thu., 8/25, 9:30-11:10 am CRN 61399
NTS A05-C03, OC/SK, 16 Tue./Thu., 9/1, 3:30-5:10 pm CRN 61400

**MICROSOFT DESIGNING A WINDOWS NETWORKING INFRASTRUCTURE**

Fee: $374
Provide students with the knowledge and skills to design a Windows Network infrastructure for a Microsoft Windows Server environment. Cover the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or a Microsoft Certified Technology Specialist (MCTS) certification.

NTS A65-C01, OC/SK, 7 Sun., 11/1, 9 am-6 pm CRN 61410

**MICROSOFT WINDOWS SERVER OPERATING SYSTEM**

Fee: $374
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A10 or CompTIA A+ Network+ certification, or consent of instructor, coordinator, or program chair.

NTS A11-C01, OC/SK, 8 Sun., 6/24, 6:9:50 pm CRN 61402

**MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM**

Fee: $374
Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Knowledge of the fundamentals of current networking technology is recommended.

NTS A10-C01, OC/SK, 8/24, 6:9:40 pm CRN 61401

**MICROSOFT MANAGING A WINDOWS SERVER OPERATING SYSTEM**

Fee: $374
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or consent of instructor, coordinator, or program chair.

NTS A14-C01, OC/SK, 8 Mon./Wed., 10/19, 6:9:50 pm CRN 61403

**MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE**

Fee: $374
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, who want to enhance their job skills on Microsoft Windows Server networking technologies. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A17-C01, OC/SK, 7 Sat., 10/31, 9 am-6 pm CRN 61405

**MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE**

Fee: $485
Course provides knowledge and hands-on skill training necessary to implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A16-C01, OC/SK, 7 Sat., 9/12, 9 am-6 pm CRN 61404

**MICROSOFT PLANNING, IMPLEMENTING AND MAINTAINING WINDOWS ACTIVE DIRECTORY**

Fee: $374
Provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriate for individuals currently supporting competitive platform and wanting to enhance skills using Windows Server Active Directory. Covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Recommended: CNS 117, or consent of instructor, coordinator, or program chair.

NTS A20-C01, OC/SK, 7 Sun., 9/13, 9 am-6 pm CRN 61406

**MICROSOFT DESIGNING A WINDOWS ACTIVE DIRECTORY INFRASTRUCTURE**

Fee: $374
Provide students with the knowledge and skills to design a Windows Network infrastructure for a Microsoft Windows Server environment. Cover the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certification.

NTS A51-C01, OC/SK, 8 Sun., 10/25, 8:30 am-5 pm CRN 61409

**SECURITY+ CERTIFICATION**

Fee: $374
Understand core concepts of the threats to a computing infrastructure. Covers securing a network infrastructure; understanding encryption technologies; securing communications and applications; responding to incidents; and creating and maintaining a secure network infrastructure. Prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). Recommended: CNS 105 or consent of instructor, coordinator, or program chair.

NTS A36-C01, OC/SK, 8 Mon., 8/24, 6:9:50 pm CRN 61408

**New! COMPTIA SECURITY+ CERTIFICATION PREP I**

Fee: $119 (ONLINE)
CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting the certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts needed to pass the exam, all in a condensed format for rapid reading. Master helpful study tools including crossword puzzles, games, and practice questions to aid with learning. Content is geared to helping students pass the SY0-401 exam. This course is taught by Ron Gilster, an experienced instructor who has certification in A+, Network+ and i-Net+ and CCNA, as well as AAGG certifications. Ron earned an MBA and has developed and facilitated many courses here and has taught in A+, Network+ and CCNA boot camps.

DAT A47-300, 8/12-10/2/15 CRN 61153
DAT A47-301, 9/16-11/6 CRN 61154
DAT A47-302, 10/14-12/4 CRN 61155
DAT A47-303, 11/11-11/16 CRN 61156

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

**New!**

**COMPTIA SECURITY+ CERTIFICATION PREP II**  Fee: $119  
(ONLINE)  
This course reviews the key terminology and concepts needed to 
ace the exam, all in a condensed format for rapid reading. The course 
provides helpful study tools, including crossword puzzles, games, 
and practice questions. All content is for preparation to pass the SYO- 
301 exam, so students can leave the test center with a Security+ 
passing score.  **Prerequisite:** CompTIA Security+ Certification Prep I.  
DAT A48-300, 8/12-10/2/15  CRN 61157  
DAT A48-301, 9/16-11/6  CRN 61158  
DAT A48-302, 10/14-12/4  CRN 61159  
DAT A48-303, 11/11-1/1/16  CRN 61160  

**UNIX Networking and OS**  
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.  

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<tr>
<th>Course Title</th>
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<tr>
<td>LINUX OPERATING SYSTEM*</td>
<td>$223</td>
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<td>Theoretical and hands-on instruction using the UNIX operating system environment. Covers basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. <strong>Recommended:</strong> CPT A01 or comparable computer experience.</td>
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<td>CPT A15-C01, OC/DP, 8 Wed., 8/26, 6-9:45 pm</td>
<td>CRN 61298</td>
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**ADVANCED LINUX OPERATING SYSTEM**  Fee: $223  
Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming (Bourne, C, Korn), networking, basic “C” language programming and UNIX system administration. **Recommended:** CPT A15 or comparable knowledge.  
CPT A74-C01, OC/DP, 9 Wed., 10/21, 6-9:45 pm  CRN 61317  

**PC Troubleshooting and Security**  
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 Reza Dai, program coordinator, 
at 847-376-7778.  

**INTRODUCTION TO COMPUTER FORENSICS**  Fee: $374  
Provides knowledge and a solid foundation by introducing computer forensics as an entry into the professional field of computer forensics and investigation. Covers current and past operating systems and a range of computer hardware and forensics software tools and prepares students for the appropriate Network or Information Security Certification examinations. **Recommended:** NTS A11 or consent of instructor, coordinator, or department chair.  
NTS A34-C01, OC/SK, 13 Sat., 9/19, 9 am-1 pm  CRN 61407  

**INTRODUCTION TO PC TROUBLESHOOTING (ONLINE)**  Fee: $119  
Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. **Requirements:** Windows XP or newer.  
DPR A28-300, 8/12-10/2/15  CRN 60500  
DPR A28-301, 9/16-11/6  CRN 60501  
DPR A28-302, 10/14-12/4  CRN 60502  
DPR A28-303, 11/11-1/1/16  CRN 60503  

**Programming**  
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.  

**INTRODUCTION TO PC SECURITY (ONLINE)**  Fee: $119  
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, quickly brings you up to speed on the fundamentals of PC and network security. Learn about the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how to implement simple solutions to minimize risks. **Requirements:** 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).  
DPR A49-300, 8/12-10/2/15  CRN 60517  
DPR A49-301, 9/16-11/6  CRN 60518  
DPR A49-302, 10/14-12/4  CRN 60519  
DPR A49-303, 11/11-1/1/16  CRN 60524  

**ADVANCED PC SECURITY (ONLINE)**  Fee: $119  
When is hacking legal? When you secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network, and locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access.  
DPR A46-300, 8/12-10/2/15  CRN 61148  
DPR A46-301, 9/16-11/6  CRN 61149  
DPR A46-302, 10/14-12/4  CRN 61150  
DPR A46-303, 11/11-1/1/16  CRN 61151  

For more information, call 847-982-9888

*Courses may also be taken for college credit.*
**C# PROGRAMMING**  Fee: $465
Introduces computer programming using the C# language to solve business-related problems. Topics include program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programs include arithmetic calculations, decision making, loops, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.
CPT A33-C01, OC/DP, 14 Sat., 9/12, 9 am-12:50 pm CRN 61310

**INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN**  Fee: $344
Course introduces the systems development life cycle of a computer. Content includes the investigation, analysis, design, implementation, and evaluation phases of a business system as well as tools (e.g. CASE) and techniques used by the systems analyst. Recommended: CPT A01 or CPT A19 and one programming language course or concurrent enrollment in one programming language course.
CPT A64-C01, OC/DP, 14 Thu., 9/10, 6-9:30 pm CRN 61315

**TOPICS IN CIS: CONTENT MANGEMENT WORD PRESS**  Fee: $379
Learn to design, develop, and publish professional Web sites using WordPress. Recommended: Knowledge of HTML preferred.
CPT A02-C01, OC/DP, 14 Thu., 9/10, 6-9:55 pm CRN 61291

**MAC, IPHONE, AND IPAD PROGRAMMING (ONLINE)**  Fee: $119
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. Requirements: Xcode 4.3 compiler, an Intel-based Mac.
DAT A12-300, 8/12-10/2/15 CRN 60388
DAT A12-301, 9/16-11/6 CRN 60389
DAT A12-302, 10/14-12/4 CRN 60390
DAT A12-303, 11/11-1/1/16 CRN 60391

**INTRODUCTION TO VISUAL BASIC.NET 2013 PROGRAMMING**  Fee: $465
Introduces Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Program assignment concepts include arithmetic calculations, decision making, loops, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, and querying data in a database.
Recommended: CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful. Supplemental lab work required.
CPT A89-C01, OC/DP, 14 Mon., 9/14, 6-10 pm CRN 61321

**INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE)**  Fee: $119
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all 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.
DPR A29-300, 8/12-10/2/15 CRN 60504
DPR A29-301, 9/16-11/6 CRN 60505
DPR A29-302, 10/14-12/4 CRN 60506
DPR A29-303, 11/11-1/1/16 CRN 60507

**VISUAL BASIC .NET 2013 PROGRAMMING FOR FILES AND DATABASES**  Fee: $465
Write programs that use files and databases to enter, store, and display data. Content includes various data controls, grids, and data bound controls used with the access technologies provided by Visual Basic principles of database usage, use of Structured Query Language (SQL) to provide access to data, Data Access Objects, Remote Data Objects, ODBC, and Active X Data Objects. Recommended: Completion of CPT A89 "Introduction to Visual Basic.NET Programming" and introductory level of Database Applications (Access) coursework or comparable work experience; or consent of instructor, department coordinator, or chair.
CPT A77-C01, OC/DP, 15 Tue., 9/8, 6-9:50 pm CRN 61318

**VISUAL BASIC FOR APPLICATIONS**  Fee: $465
Introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging.
Recommended: Ability to manage files using Windows, introductory level of Electronic Spreadsheeting (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra.
CPT A20-C01, OC/DP, 14 Tue., 9/8, 6-9:55 pm CRN 61308

**INTRODUCTION TO RUBY PROGRAMMING (ONLINE)**  Fee: $119
Learn how to 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. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. Software: InstantRails software package—download from instantrails.rubyforge.org. Installation instructions provided at the first class session.
DPR A10-300, 8/12-10/2/15 CRN 60480
DPR A10-301, 9/16-11/6 CRN 60482
DPR A10-302, 10/14-12/4 CRN 60481
DPR A10-303, 11/11-1/1/16 CRN 60483

**INTRODUCTION TO PROGRAMMING (ONLINE)**  Fee: $119
Take the first step toward a computer programming career as you 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. Not suitable for Macintosh users.
DPR A07-300, 8/12-10/2/15 CRN 60476
DPR A07-301, 9/16-11/6 CRN 60477
DPR A07-302, 10/14-12/4 CRN 60478
DPR A07-303, 11/11-1/1/16 CRN 60479

**INTRODUCTION TO AJAX PROGRAMMING (ONLINE)**  Fee: $119
Transform the way your Web applications look and feel! With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In this course you'll learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML HttpRequest 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 A26-300, 8/12-10/2/15 CRN 60420
DAT A26-301, 9/16-11/6 CRN 60421
DAT A26-302, 10/14-12/4 CRN 60422
DAT A26-303, 11/11-1/1/16 CRN 60423

*Courses may also be taken for college credit.*
INTRODUCTION TO JAVA PROGRAMMING (ONLINE)
Fee: $119
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. Build knowledge and confidence with easy-to-understand examples and skill-building exercises. By the time we're done, you'll be comfortable with Java programming and ready for more! Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.
DAT A07-300, 8/12-10/2/15 CRN 60372
DAT A07-301, 9/16-11/6 CRN 60373
DAT A07-302, 10/14-12/4 CRN 60374
DAT A07-303, 11/11-1/1/16 CRN 60375

INTERMEDIATE JAVA PROGRAMMING (ONLINE)
Fee: $119
Deepen your understanding of Java, and write 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. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. Requirement: Completion of "Introduction to Java Programming" or equivalent experience.
DAT A08-300, 8/12-10/2/15 CRN 60376
DAT A08-301, 9/16-11/6 CRN 60377
DAT A08-302, 10/14-12/4 CRN 60378
DAT A08-303, 11/11-1/1/16 CRN 60379

JAVA SCRIPT (ONLINE)
Fee: $119
Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your Web pages. Explore ways in which jQuery, "the write less, do more" JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.
DPR A88-300, 8/12-10/2/15 CRN 60557
DPR A88-301, 9/16-11/6 CRN 60558
DPR A88-302, 10/14-12/4 CRN 60559
DPR A88-303, 11/11-1/1/16 CRN 60560

JAVA PROGRAMMING*
Fee: $465
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++, Visual Basic). Supplemental work required.
CPT A40-C01, OC/DP, 15 Mon., 8/31, 6-9:50 pm CRN 61311

ADVANCED JAVA PROGRAMMING*
Fee: $465
Course examines topics in various Java technologies, including inner classes, multithreading, reflection, collection classes, Swing, TCP/IP networking, Java database connectivity (JDBC), remote method invocation (RMI), CORBA (interactive data language), servlets, and Java server pages (JSP). Students will be able to develop distributed object applications and write Web pages using advanced server side programming through servlets and Java server pages. Recommended: CPT A40 or comparable knowledge.
CPT A51-C01, OC/DP, 15 Wed., 9/9, 6-9:50 pm CRN 61313

COOKING: THE BASICS
Fee: $99
This course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more. A $30 materials fee is payable to the instructor at the first class meeting. No class 11/26/15.
HEC E18-01, MAINE E, 4 Thu., 11/5, 7-9:30 pm CRN 61095
HEC E18-02, GLBRK S, 4 Tue., 10/6, 7-9:30 pm CRN 61096
New!

COOKING: HERBS AND SPICES
Fee: $99
Food is always better when properly seasoned. Learn the difference between herbs and spices, and how to properly add fresh herbs and spices to everyday meals. A $30 materials fee is payable to the instructor at the first class meeting.
HEC E31-01, ETHS, 4 Thu., 9/15, 7-9:30 pm CRN 61097

The Backyard Barbecue Series
BARBECUE SERIES Series Fee: $133
Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurant Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings along with appropriate beverages and side dishes. Classes meet at the store, 1147 Greenleaf Avenue, Wilmette. No senior discount for this series.
HEC E28-01, BBAR, 3 Thu., 9/10, 10/8, 11/19, 7-9 pm CRN 61100

TAILGATE FOOD 101
Fee: $49
Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space. Whether you're watching at home or heading out to a tailgate party, you'll leave this class with great recipes for Game Day! No senior discount.
HEC G03-01, BBAR, 1 Thu., 9/10, 7-9 pm CRN 61103

RIBS!
Fee: $49
Learn the secrets of smoking baby-back and spare ribs the right way—low and slow. No senior discount.
HEC C32-01, BBAR, 1 Thu., 10/8, 7-9 pm CRN 61086

TURKEY ON THE GRILL
Fee: $49
Crispy on the outside and juicy on the inside, with succulent flavor all the way through—is that how you like your turkey? Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space. No senior discount.
HEC E15-01, BBAR, 1 Thu., 11/19, 7-9 pm CRN 61104

*Courses may also be taken for college credit.
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 Boguslaw Zapal at 847-376-7623 or bzapal@oakton.edu.

BASIC AUTOCAD* Fee: $384
First of three courses 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-C01, OC/SC, 16 Sun., 8/30, 9 am-12:20 pm CRN 61323
DES A03-C02, OC/DP, 16 Tue., 9/1, 5:30-8:40 pm CRN 61324
DES A03-C03, Online, 9/21-12/16 CRN 61325

INTERMEDIATE AUTOCAD* Fee: $495
Second of three AutoCAD courses. Content includes assigning attributes to blocks using external references, grouping and filtering entities, slide shows, three-dimensional (3D), dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. Recommended: DES A03 or consent of instructor.

DES A04-C01, OC/SC, 16 Wed., 9/2, 6-9:20 pm CRN 61326
DES A04-C02, Online, 9/21-12/16 CRN 61327

ADVANCED AUTOCAD* Fee: $495
Last course in the core AutoCAD sequence. Follows up on solid modeling topics, including an introduction to parametric design and rendering. Focus is on productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. Auto LISP programming language also introduced. Hybrid Course Section (hybrid: 1/2 classroom and 1/2 online). Recommended: DES A04 or consent of instructor.

DES A05-C01, OC/SC, 16 Wed., 9/2, 4-5:59 pm CRN 61328

CAD INTRO TO BUILDING SYSTEMS – REVIT* Fee: $495
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting.

DES A09-C01, OC/SC, 15 Sat., 9/5, 9 am-12:55 pm CRN 61330

BASIC AUTOCAD FOR INTERIOR DESIGN* Fee: $495
Introduces computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A18-C01, OC/DP, 15 Fri., 9/4, 10 am-1:30 pm CRN 61334

ADVANCED AUTOCAD FOR INTERIOR DESIGN* Fee: $495
Covers creating and using advanced drawing techniques for developing complex interior design applications, including lighting, electrical plans, elevations, and 3D drawings that produces drawings with unconventional angles using symbols, blocks, and assigning attributes for use in drawing applications and producing drawing plots with multiple scales with advanced functionality. Recommended: DES A18.

DES A20-C01, OC/DP, 15 Fri., 9/4, 10 am-1:30 pm CRN 61336

*Courses may also be taken for college credit.
Elder Care

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 aberngra@oakton.edu.

**PERSON-CENTERED COMMUNICATION**

Focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Covers promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elder’s quality of life. **Prerequisite:** Concurrent enrollment in ELD A01 or consent of program chair.

**THE WORLD OF THE ELDER**

The first of three courses required for a Person-Centered Elder Support certificate, designed to prepare the student for a caregiver role with elders. Content covers educational concepts and practices for the care and safety of elders experiencing normal aging, including sensory, physical, and psychosocial changes of aging, normal aging, myths of aging, and culture change.

**DEMENTIA CARE OF THE ELDER**

Focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer’s disease, including stages, symptom progression, and behaviors. Emphasis is on understanding the disease and meeting the persons’ needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. **Prerequisite:** Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.

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.

**INTRODUCTION TO ELECTRONICS**

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

**ELECTRONIC DRAFTING USING CAD**

Study of elementary principles of drafting as applied to electronic systems using computer-aided design. Includes block diagrams, schematics, and printed circuit boards. Prior computer experience is not essential.

**SURVEY OF ELECTRONICS**

Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills.
Entrepreneurship

(Also see Business and Global Business Studies)

EXPORTING FOOD AS A SMALL BUSINESS Fee: $89
(ONLINE)

Expand the frontiers of your food or beverage business by discovering overseas markets that are just as profitable as the domestic market, but no more difficult to leverage. Learn proven strategies to test-market overseas markets that are just as profitable as the domestic market, Expand the frontiers of your food or beverage business by discovering.

Required textbook: How Small Business Trades Worldwide, ISBN: 09798551501. 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.

No senior discount.

BUS E38-01, 4 Tue., 10/6/10/27, 7-8 pm, Spiers CRN 61068

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $119
(ONLINE)

Business success begins with a plan—a working document that charts a course for the future. Course helps new and established small business owners create their own plans to guide growth and achieve their goals.

BUS A90-300, 8/12-10/2/15 CRN 60254
BUS A90-301, 9/16-11/6 CRN 60255
BUS A90-302, 10/14-12/4 CRN 60256
BUS A90-303, 11/11-1/16 CRN 60257

STARTING YOUR OWN CONSULTING PRACTICE Fee: $119
(ONLINE)

Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill appraisals and pricing policies to contracting, marketing, and more.

BUB A33-300, 8/12-12/15 CRN 60127
BUB A33-301, 9/16-11/6 CRN 60128
BUB A33-302, 10/14-12/4 CRN 60129
BUB A33-303, 11/11-1/16 CRN 60130

BEGINNER'S GUIDE TO GETTING PUBLISHED Fee: $119
(ONLINE)

Taught by a published author, 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 E75-300, 8/12-10/2/15 CRN 60306
COM E75-301, 9/16-11/6 CRN 60307
COM E75-302, 10/14-12/4 CRN 60308
COM E75-303, 11/11-1/16 CRN 60309

SECRETS OF THE CATERER (ONLINE) Fee: $119

Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! Learn foundational skills about catering and the basics of the business, including many delicious recipes!

BUB A52-300, 8/12-10/2/15 CRN 60143
BUB A52-301, 9/16-11/6 CRN 60144
BUB A52-302, 10/14-12/4 CRN 60145
BUB A52-303, 11/11-1/16 CRN 60146

WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS Fee: $25

Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk. No senior discount.

BUS B17-01, NILES N, 1 Mon., 8/31, 6-8 pm, Baker CRN 60109
BUS B17-02, MAINE E, 1 Tue., 9/22, 6-8 pm, Baker CRN 60888

START YOUR OWN ARTS AND CRAFTS BUSINESS (ONLINE)

Discover how to find your niche and create your own unique business identity, insiders' secrets, how to find and get into the best craft shows, design attractive booths, and price your work for success.

BUB A06-300, 8/12-10/2/15 CRN 60107
BUB A06-301, 9/16-11/6 CRN 60108
BUB A06-302, 10/14-12/4 CRN 60109
BUB A06-303, 11/11-1/16 CRN 60110

STARTING A NONPROFIT (ONLINE) Fee: $119

Learn from an industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up, that you can put to immediate use.

BUS A20-300, 8/12-10/2/15 CRN 60234
BUS A20-301, 9/16-11/6 CRN 60235
BUS A20-302, 10/14-12/4 CRN 60236
BUS A20-303, 11/11-1/16 CRN 60237

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

For those who want a career in import or export of goods and services and need a step-by-step hands-on course. Conducted “live” on the Internet by an international trade expert and intended for students with zero business background, as well as for established businesses looking for new trade. Required textbook: How Small Business Trades 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. No senior discount.

BUS A28-01, 9 Wed., 10/7-12/9, 8-10 pm, Spiers CRN 61070

START YOUR OWN SMALL BUSINESS (ONLINE)

Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.

BUB A26-300, 8/12-10/2/15 CRN 60123
BUB A26-301, 9/16-11/6 CRN 60124
BUB A26-302, 10/14-12/4 CRN 60125
BUB A26-303, 11/11-1/1/16 CRN 60126

LEADERSHIP (ONLINE)

Contrary to a popular belief, leadership skills can be learned and developed. Explore how great leaders gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your personal and professional life.

BUS A43-300, 8/12-10/2/15 CRN 60246
BUS A43-301, 9/16-11/6 CRN 60247
BUS A43-302, 10/14-12/4 CRN 60248
BUS A43-303, 11/11-1/1/16 CRN 60249

Exercise and Fitness

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 Michael Graves, department chair, at 847-635-1921 or mgraves@oakton.edu.

FIRST AID* Fee: $248
Review accident prevention and procedures to be followed in cases of accident or sudden illness. Covers accident scenes in the home, school, and community. Standard American Red Cross Certificate awarded upon successful completion of course.

FIT B11-C01, OC/DP, 8 Tue./Thu., 8/25, 11 am-12:15 pm CRN 61360
FIT B11-C02, OC/DP, 8 Tue./Thu., 10/20, 11 am-12:15 pm CRN 61361

CONDITIONING I: ZUMBA* Fee: $111
Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills using Zumba, a dance/fitness program featuring Latin and international music. Work out to meringue, salsa, cumbia, and reggae rhythms.

FIT B30-C01, OC/SK, 16 Tue./Thu., 8/25, 12:30-1:20 pm CRN 61369

YOGA I* Fee: $111
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-C01, OC/DP, 8 Mon./Wed., 8/24, 12-1:15 pm CRN 61362
FIT B28-C02, OC/DP, 8 Tue./Thu., 8/25, 12-1:15 pm CRN 61363
FIT B28-C03, OC/DP, 8 Tue./Thu., 8/25, 4:30-5:45 pm CRN 61364
FIT B28-C05, OC/DP, 6 Fri., 8/28, 12-1:15 pm CRN 61365
FIT B28-C06, OC/DP, 8 Mon./Wed., 10/19, 12-1:15 pm CRN 61366
FIT B28-C07, OC/DP, 8 Tue./Thu., 10/20, 12-1:15 pm CRN 61367
FIT B28-C08, OC/DP, 8 Tue./Thu., 10/20, 4:30-5:45 pm CRN 61368

FITNESS CENTER AT OAKTON

The Fitness Center offers a variety of equipment and amenities, including:
- Newest equipment from Cybex, Free Motion, and Precor.
- More than 20 machines to exercise all major muscle groups.
- A variety of aerobic workout machines to increase cardiovascular development, including StairMasters, treadmills, elliptical walkers, and recumbent bikes.
- Fitness room, warm-up area, and locker rooms with showers.
- Experienced and certified staff to assist members.
- TV and audio equipment.

Fitness Center Hours:
Open year around—when the College is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer Hours: Monday - Thursday, 7 a.m. - 9 p.m.
Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

Personal Training
Learn sound fitness principles to become an independent exerciser. Training is tailored to individual needs and offered in two-, four-, and six-session formats. A free semester membership is available with a four- or six-session registration.
Register with the Alliance for Lifelong Learning Office, Room 1420 (Des Plaines campus).
Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 7:30 p.m.

Individual Personal Training
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides.
Our goal is to teach sound fitness principles that encourage independent exercise.
All sessions must be used by the end of the semester.
No senior discount.

Two one-hour sessions by arrangement
FIT P01-01, OC/DP, $89 CRN 60984
Four one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-02, OC/DP, $159 CRN 60985
Six one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-03, OC/DP, $229 CRN 60986

Personal Training for Two
Personalized instruction is also available for individuals and a partner of their choice. Includes free semester membership.

Six one-hour sessions by arrangement
FIT P02-01, OC/DP, $279 CRN 60983

Fitness Center Memberships
No senior discount.

ONE SEMESTER MEMBERSHIPS
Non-Student: FIT B01-01, OC/DP, $95 CRN 60993
Alliance Student: FIT E01-01, OC/DP, $90 CRN 60990
Oakton Student: FIT F01-01, OC/DP, $80 CRN 60988

ANNUAL MEMBERSHIPS
Non-Student: FIT B02-01, OC/DP, $230 CRN 60992
Alliance Student: FIT E02-01, OC/DP, $180 CRN 60989
Oakton Student: FIT F02-01, OC/DP, $160 CRN 60987

*Courses may also be taken for college credit.
Facilities Management and Engineering

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 at 847-635-1955 or lpenar@oakton.edu.

BLUEPRINT READING FOR BUILDING TRADES*  Fee: $470
Covers the language of architectural construction documents. Content includes visualization sections, details and schedules, structural drawing specifications, and building codes for heating, ventilation, air conditioning systems, plumbing systems, and electrical systems. Incorporates free-hand mechanical sketching (board and on-site) and verbal and written communication.
FAC A21-C01, OC/DP, 16 Tue., 8/25, 6-9:50 pm CRN 61354

ENERGY MANAGEMENT AND DDC CONTROLS*  Fee: $369
Detailed examination of energy management. Focus on building automation systems using DDC controls for HVAC, fire, and security systems—and control of various equipment remotely from a control computerized system and DDC controls. Prerequisite: FAC A26.
FAC A28-C01, OC/DP, 16 Wed., 8/26, 5-7:50 pm CRN 61355

New!

ESSENTIALS OF FACILITIES MANAGEMENT
The IFMS Essentials of Facility Management program meets the educational needs of emerging facility management professionals in the FM marketplace. The program is grounded in the basic concepts that describe the FM profession and addresses how those concepts can be of value to an organization and the role of the FM professional in tactical planning, scheduling and accomplishing daily FM tasks in support of an organization’s facilities. This training is offered in partnership with Northern Illinois University. Call 847-635-1414 to register or for more information. No senior discount. This class is not available for registration through Alliance.
FAC A29-01, ETHS, 5 Tue., 9/15, 6-9 pm CRN 61093

Financial Markets and Service

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 Jay Cohen at 847-376-7107.

COMMODITIES FUTURES TRADING*  Fee: $334
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.
FIN A01-C01, OC/DP, 14 Mon., 9/14, 7-9:50 pm CRN 61356

SECURITIES TRADING*  Fee: $334
Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. $60) available in the bookstore.
FIN A02-C01, OC/DP, 15 Wed., 9/9, 6:30-9:20 pm CRN 61357

PRINCIPLES OF FUNDAMENTAL ANALYSIS*  Fee: $334
Covers use of fundamental analysis in commodity and securities price forecasting. Includes supply and demand, price cycles, forecasting of prices, and research methods.
FIN A03-C01, OC/DP, 15 Thu., 9/3, 6-8:50 pm CRN 61358

OPTIONS MARKETS*  Fee: $334
Explores actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. Prerequisite: FIN A01.
FIN A04-C01, OC/DP, 15 Tue., 9/8, 7-9:50 pm CRN 61359

INTRODUCTION TO STATISTICS (ONLINE)  Fee: $119
(Also see Business and Entrepreneurship)
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 brandbguy@oakton.edu.

INTRODUCTION TO GLOBAL BUSINESS*  Fee: $334
An overview of current world trade activities, practices, and government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. Required textbook (approx. $110) available in the bookstore. Supplemental work required.
BTS A01-C01, OC/DP, 13 Tue., 9/22, 6:30-10 pm CRN 61265

INTEREST RATES AND FOREIGN EXCHANGE MARKETS*  Fee: $334
Examines the foreign exchange situation domestically and worldwide. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger, and the international importer/exporter. Recommended: GEG 130-Global Economics.
BTS A06-C01, OC/DP, 12 Thu., 9/24, 6-8:50 pm CRN 61266

Graphic Design/Digital Imaging

(Also see Business and Entrepreneurship)
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, call 847-635-1950.

DIGITAL IMAGING: PHOTOSHOP*  Fee: $409
Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop used as the main software. Recommended: ATE E01.
ATE A02-C01, OC/SK, 16 Sat., 8/29, 9 am-2:20 pm CRN 61262

*Courses may also be taken for college credit.
INTRODUCTION TO ADOBE PHOTOSHOP  
(ONLINE)  
Fee: $119  
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

DAT A04-300, 8/12-10/2/15  
CRN 60472
DAT A04-301, 9/16-11/6  
CRN 60473
DAT A04-302, 10/14-12/4  
CRN 60474
DAT A04-303, 11/11-1/1/16  
CRN 60475

INTERMEDIATE ADOBE PHOTOSHOP  
(ONLINE)  
Fee: $119  
Take your Photoshop skills to the next level. 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. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

DAT A05-300, 8/12-10/2/15  
CRN 60368
DAT A05-301, 9/16-11/6  
CRN 60369
DAT A05-302, 10/14-12/4  
CRN 60370
DAT A05-303, 11/11-1/1/16  
CRN 60371

ADOBE PHOTOSHOP: CS6*  
Fee: $379  
Introduction to the tools and capabilities of Adobe Photoshop CS6 with an online component (hybrid: ½ classroom and ½ online).

COF A72-C01, OC/DP, 14 Mon., 9/14, 2-4:45 pm  
CRN 61282
COF A72-C02, OC/DS, 14 Mon., 9/14, 6:30-9:15 pm  
CRN 61283

ADVANCED ADOBE PHOTOSHOP: CS6*  
Fee: $379  
Course continues to cover Photoshop usage and image manipulation presented in Adobe Photoshop. The focus is on final output. Content includes using Photoshop special effects and filter in projects; features available in Photoshop for Web site construction. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.

COF A92-C01, OC/DP, 14 Wed., 9/9, 6-10 pm  
CRN 61286

ADOBE INDESIGN (ONLINE)  
Fee: $119  
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 CS5, or CS6 for Windows or Mac.

DAT A27-300, 8/12-10/2/15  
CRN 60424
DAT A27-301, 9/16-11/6  
CRN 60425
DAT A27-302, 10/14-12/4  
CRN 60426
DAT A27-303, 11/11-1/1/16  
CRN 60427

INTERMEDIATE INDESIGN: CS5 (ONLINE)  
Fee: $119  
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.

DAT A32-300, 8/12-10/2/15  
CRN 60440
DAT A32-301, 9/16-11/6  
CRN 60441
DAT A32-302, 10/14-12/4  
CRN 60442
DAT A32-303, 11/11-1/1/16  
CRN 60443

ADVANCED ADOBE INDESIGN*  
Fee: $379  
Course is project oriented using advanced InDesign techniques. Content includes design decisions, graphics creation, scaling and cropping, and typeface options and manipulations, as well as the creation of various types of publications. Focus is on coordination of all the components within the publishing process. Student will design, write and produce a major project, such as an annual report.

COF A85-C01, OC/DP, 14 Wed., 9/9, 6-10 pm  
CRN 61285

DESKTOP PUBLISHING USING ADOBE INDESIGN*  
Fee: $379  
Introduces desktop publishing program to create and format documents, using desktop publishing technology. Includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. Recommended: Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software.

COF A65-C01, OC/DP, 16 Tue., 8/25, 6-9:50 pm  
CRN 61280

ADOBE ILLUSTRATOR: CS6*  
Fee: $379  
Introduction to the various features of this object-based drawing application. Adobe Illustrator CS6 with an online component (hybrid: ½ classroom and ½ online). Hybrid platform is offered during Fall semester only.

COF A75-C01, OC/DP, 16 Tue., 9/1, 6:30-9 pm  
CRN 61284

INTRODUCTION TO CORELDRAW X5 (ONLINE)  
Fee: $119  
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 A10-300, 8/12-10/2/15  
CRN 60380
DAT A10-301, 9/16-11/6  
CRN 60381
DAT A10-302, 10/14-12/4  
CRN 60382
DAT A10-303, 11/11-1/1/16  
CRN 60383

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER (ONLINE)  
Fee: $119  
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.

DPR A27-300, 8/12-10/2/15  
CRN 60496
DPR A27-301, 9/16-11/6  
CRN 60497
DPR A27-302, 10/14-12/4  
CRN 60498
DPR A27-303, 11/11-1/1/16  
CRN 60499

*Courses may also be taken for college credit.
HOME AND GARDEN

INTRODUCTION TO INTERIOR DESIGN (ONLINE) Fee: $119
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 B41-300, 9/12-10/2/15 CRN 60609
HEC B41-301, 9/16-11/6 CRN 60610
HEC B41-302, 10/14-12/4 CRN 60611
HEC B41-303, 11/11-1/1/16 CRN 60612

INTERIOR DESIGN 101 Fee: $55
Find out how to make your home fit your lifestyle and discover the elements and principles that constitute good design. Guided by a professional interior designer, you’ll learn how to arrange furniture to maximize your space, how to use techniques that alter room-size perception, and how to use color schemes that complement the architecture, the furniture, and you! No senior discount.

HEC B01-01, MAINE E, 3 Thu., 9/17, 7-9 pm, Fulkers CRN 61082

INTERIOR DESIGN 102 Fee: $55
Accessorize your home and impress your friends! Create settings that reflect your personality and make your house a home. Dress up your windows to enhance the interior of your home without affecting light, privacy, or air flow. No senior discount.

HEC B02-01, MAINE E, 3 Thu., 10/22, 7-9 pm, Fulkers CRN 61081

ECH C09-300, 8/12-10/2/15 CRN 60597
ECH C09-301, 9/16-11/6 CRN 60598
ECH C09-302, 10/14-12/4 CRN 60599
ECH C09-303, 11/11-1/1/16 CRN 60600

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) Fee: $119
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.

HEA E62-300, 8/12-10/2/15 CRN 60601
HEA E62-301, 9/16-11/6 CRN 60602
HEA E62-302, 10/14-12/4 CRN 60603
HEA E62-303, 11/11-1/1/16 CRN 60604

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS (ONLINE) Fee: $119
Prepare easy meals that are delicious and nutritious! Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a dietician’s tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover more than 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.

HEC E16-300, 8/12-10/2/15 CRN 60613
HEC E16-301, 9/16-11/6 CRN 60614
HEC E16-302, 10/14-12/4 CRN 60615
HEC E16-303, 11/11-1/1/16 CRN 60616

UPHOLSTERY Fee: $150
Learn the fundamentals of upholstery in this hands-on course, including frame construction, repair, restoration, and more. Bring a small piece of furniture to work on. No class on 10/8-15.

TEC B28-01, ETHS, 8 Tue., 9/22, 6-9 pm, Miranda CRN 60717
TEC B28-02, ETHS, 8 Thu., 9/24, 6-9 pm, Miranda CRN 60718

START YOUR OWN EDIBLE GARDEN (ONLINE) Fee: $119
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 E14-300, 8/12-10/2/15 CRN 60103
BOT E14-301, 9/16-11/6 CRN 60104
BOT E14-302, 10/14-12/4 CRN 60105
BOT E14-303, 11/11-1/1/16 CRN 60106

Up to 120% of text is included in the image.
Humanities

A SURVEY OF NEW JEWISH PLAYS  Fee: $90
Contemporary Jewish plays encompass relevant themes that are different from the subjects and styles of the Yiddish and Jewish theatre of the past. Memory, ethnicity, ideas, and humor still come into play but often the new Jewish plays try to understand Jewish identity as it interconnects with the greater world today rather than just the Jewish world. Join David Y. Chack, DePaul Theater School professor Jewish theatre and performance, as he reviews the works of Pulitzer Prize winning Donald Margulies (Brooklyn Boy and God of Vengeance), Amy Herzog (4,000 Miles), Matthew Lopez (The Whipping Man), Rinne Groff (Compulsion), Joshua Harmon (Bad Jews), and Karen Hartman (Going Gone and Goliath). No class on 11/11/15. This Emeritus course is only for students who are 55+.
HUM E51-61, OC/SK, 4 Wed., 10/28-11/18, 10-11:30 am  CRN 61054

A CULTURAL JOURNEY OF THE JEWISH PEOPLE  Fee: $100
Jewish culture has developed over thousands of years as part of the history, heritage, ideas and ethnicity of the Jewish people. Through an exploration of this culture we will see its vast contributions to peoplehood and how it both provides for Jewish survival and how it continues to enlighten the world. Join David Y. Chack, a professor in Jewish theatre and culture studies at DePaul University to explore the interplay of tradition, transformation, and transmission of Jewish culture. No class on 11/11/15. This Emeritus course is only for students who are 55+.
HUM E33-61, OC/SK, 6 Wed., 9/9-10/21, 10-11:30 am  CRN 61051

FRANK LLOYD WRIGHT’S SC JOHNSON CAMPUS  Fee: $50
Join Jerome M. O’Connor, journalist and Chicago neighborhood expert, on a private virtual tour of the 1939 headquarters building and 1950 Research Tower, both rarely available to visitors until recently. In the half-acre Great Workroom with its miles of Pyrex tubing, view the tapering “dendriform” columns rising like a concrete forest of trees. The striking Research Tower demonstrates Wright’s “taproot” design philosophy of a trunk supporting extending branches and was named one of the 25 most significant buildings of the century. This Emeritus course is only for students who are 55+. No senior discount.
HUM E47-01, OC/SK, 1 Mon., 9/21, 1-2:30 pm  CRN 61045

INSIDE FRANK GEHRY’S BEDOUIN TENT  Fee: $50
The master of modernism and the premiere architect of the digital age, Frank Gehry, perfected his skills by studying the innovators from the past, including Louis Sullivan and Frank Lloyd Wright. Led by Jerome M. O’Connor, journalist and Chicago neighborhood expert, enter Gehry’s whimsical world of irregularly shaped and placed concave and convex panels, sinuous tubular modules, and soaring sails and clouds. Special emphasis on his “Dancing House” in Prague, New World Music Center in Miami Beach, and new views of Chicago’s Pritzker Pavilion. This Emeritus course is only for students who are 55+. No senior discount.
HUM E48-01, OC/SK, 1 Wed., 10/7, 1-2:30 pm  CRN 61046

Job Search

RESUME WRITING WORKSHOP  Fee: $119 (ONLINE)
Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that results in personal interviews.
COM S42-300, 8/12-10/2/15  CRN 60338
COM S42-301, 9/16-11/6  CRN 60339
COM S42-302, 10/14-12/4  CRN 60340
COM S42-303, 11/11-1/1/16  CRN 60341

CONVERSATIONAL ARABIC  Fee: $130
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 one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.
LAR B04-01, NILES N, 8 Wed., 8/19, 7-9 pm, Elmasry  CRN 60904

CONVERSATIONAL ARABIC II  Fee: $130
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. Prerequisite: Conversational Arabic I or previous Arabic language experience.
LAR B05-01, NILES N, 10 Mon., 10/12, 7-9 pm, Elmasry  CRN 60903

CHINESE I  Fee: $130
Introduction to the study of modern Mandarin Chinese; emphasis on daily conversation. Chinese culture also explored. Textbook fee payable to the instructor at the first class session.
LCH B01-01, GLBRK S, 8 Tue., 9/29, 7-9 pm  CRN 61077

FRENCH I  Fee: $130
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.
LFR B01-01, ETHS, 9/22, 6-8 pm, Marcelin  CRN 60853

FRENCH II  Fee: $130
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.
LFR B02-01, MAINE E, 8 Thu., 9/17, 6-8 pm, Marcelin  CRN 61076

BEGINNING CONVERSATIONAL FRENCH (ONLINE)  Fee: $119
Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that 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.
LFR E02-300, 8/12-10/2/15  CRN 60621
LFR E02-301, 9/16-11/6  CRN 60622
LFR E02-302, 10/14-12/4  CRN 60623
LFR E02-303, 11/11-1/1/16  CRN 60624

Languages

Textbooks are required for some of the language classes. Prices vary from $40–$100 and are not included in the tuition price. No textbooks are required for online classes.
CONVERSATIONAL GERMAN I Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We'll communicate almost entirely in German while exploring the country's culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.
LGE B03-01, GLBRK S, 8 Tue., 9/15, 7-9 pm CRN 61075

CONVERSATIONAL GERMAN II Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country's culture. An excellent foundation for personal development, business, or travel, course covers conversing, spelling, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience.
LGE B04-01, GLBRK S, 8 Thu., 9/17, 7-9 pm CRN 61074

ITALIAN CONVERSATION I Fee: $130
Explore the Italian language! Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required. No class 9/14/15.
ITAL B03-01, NILES N, 8 Mon., 8/24, 6-8 pm, Rader CRN 60854

ITALIAN II Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience.
ITAL B04-01, NILES N, 8 Mon., 10/26, 6-8 pm, Rader CRN 60865

INSTANT ITALIAN (ONLINE) Fee: $119
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. Learn to speak basic Italian in a wide variety of settings and situations and 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.
ITAL B02-300, 8/12-10/2/15 CRN 60617
ITAL B02-301, 9/16-11/6 CRN 60618
ITAL B02-302, 10/14-12/4 CRN 60619
ITAL B02-303, 11/11-1/16 CRN 60620

CONVERSATIONAL JAPANESE (ONLINE) Fee: $119
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You’ll come away with an insider’s cultural knowledge!
LJA E01-300, 8/12-10/2/15 CRN 60625
LJA E01-301, 9/16-11/6 CRN 60626
LJA E01-302, 10/14-12/4 CRN 60627
LJA E01-303, 11/11-1/16 CRN 60628

POLISH I Fee: $130
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel.
LPO B01-01, NILES N, 8 Mon., 8/24, 7-9 pm CRN 60902

POLISH II Fee: $130
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.
LPO B02-01, NILES N, 10/26, 7-9 pm CRN 60901

SIGN LANGUAGE Fee: $165
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations are covered. Deaf culture and attitudes will also be discussed.
COM B08-01, GLBRK S, 9 Tue., 9/15, 7-9 pm CRN 60999
COM B08-02, MAINE E, 9 Tue., 9/22, 7-9 pm CRN 61067

CONVERSATIONAL SPANISH I Fee: $130
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.
LSP E08-01, MAINE E, 8 Tue., 9/8, 7-9 pm, Alvarez Rodriguez CRN 60846
LSP E08-02, ETHS, 8 Tue., 9/22, 7-9 pm, Solso CRN 61107

CONVERSATIONAL SPANISH I (MINI-SESSION) Fee: $65
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. This course is a continuation of the first eight weeks of Conversational Spanish I.
LSP E08-03, MAINE E, 4 Tue., 11/3, 7-9 pm, Alvarez Rodriguez CRN 60847

ADVANCED CONVERSATIONAL SPANISH Fee: $130
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 on 10/8/15.
LSP C04-01, ETHS, 8 Thu., 9/24, 7-9 pm, Solso CRN 60848

SPEED SPANISH I (ONLINE) Fee: $119
Includes six easy “recipes” you can use to glue 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 B08-300, 8/12-10/2/15 CRN 60629
LSP B08-301, 9/16-11/6 CRN 60630
LSP B08-302, 10/14-12/4 CRN 60631
LSP B08-303, 11/11-1/16 CRN 60632

SPEED SPANISH II (ONLINE) Fee: $119
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 B09-300, 8/12-10/2/15 CRN 60633
LSP B09-301, 9/16-11/6 CRN 60634
LSP B09-302, 10/14-12/4 CRN 60635
LSP B09-303, 11/11-1/16 CRN 60636

*Courses may also be taken for college credit.*
SPANISH I  
Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class on 9/7/15.

LSP C01-01, OC/SK, 8 Mon., 8/24, 7-9 pm, Alvarez Rodriguez  CRN 60851
LSP C01-02, GLBRK S, 8 Thu., 8/27, 7-9 pm  CRN 60852
LSP C01-03, NILES N, 8 Wed., 9/16, 7-9 pm, Alcantar  CRN 60899

SPANISH II  
Fee: $130
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 on 11/26/15.

LSP C02-01, NILES N, 8 Mon., 9/21, 7-9 pm, Alcantar  CRN 60900
LSP C02-02, GLBRK S, 8 Thu., 10/22, 7-9 pm  CRN 60849
LSP C02-03, OC/SK, 8 Mon., 10/26, 10 am-12 pm, Alvarez Rodriguez  CRN 60850

New!

SPANISH CONVERSATIONAL MEETUP  
Fee: $49
Practice your Spanish-speaking skills through this conversation group. Explore various topics, participate in dialogue, and sharpen your skills through discussion. This course is ideal for practicing between the Spanish I, II, Conversational Spanish, and Advanced Spanish course offerings. Enroll today. No senior discount.

LSP E15-01, MAINE E, 3 Tue., 11/24, 7-9 pm  CRN 61088
LSP E15-02, ETHS, 3 Tue., 11/24, 7-9 pm  CRN 61089

SPANISH FOR MEDICAL PROFESSIONALS  
Fee: $119
(ONLINE)
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn 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 B11-300, 8/12-10/2/15  CRN 60637
LSP B11-301, 9/16-11/6  CRN 60638
LSP B11-302, 10/14-12/4  CRN 60639
LSP B11-303, 11/11-1/1/16  CRN 60640

New!

SPANISH INTERPRETER CERTIFICATE - MEDICAL SETTINGS  
Fee: $349
Medical interpretation is a fast growing field in the health care industry through role-playing and the review of medical procedures and terminology. Prepare to serve competently as an interpreter between health care providers and patients. Students are required to complete a final written and oral exam. After successful completion of the course, students will learn about nonpaid internship opportunities with local community health centers. Students must be proficient in both Spanish and English. Proficiency screenings are required before training. No senior discount. Call 847-635-1414 to schedule a proficiency screening.

Class Dates:
Session 1: Tuesday, September 8 - Thursday, October 29, 2015 at Maine East
MED A55-01, MAINE E, 8 Tue./Thu., 9/8, 6:30-9 pm  CRN 61113

Session 2: Monday, October 19 - Wednesday, December 9, 2015 at Niles North
MED A55-02, NILES N, 8 Mon./Wed., 10/19, 6:30-9 pm  CRN 61114

SPANISH FOR LAW ENFORCEMENT (ONLINE)  
Fee: $119
Clear, quick communication is critical in law enforcement. Start from the fundamentals of Spanish, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

LSP B12-300, 8/12-10/2/15  CRN 60644
LSP B12-301, 9/16-11/6  CRN 60643
LSP B12-302, 10/14-12/4  CRN 60642
LSP B12-303, 11/11-1/1/16  CRN 60641

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 bandgbuy@oakton.edu.

PRINCIPLES OF MANAGEMENT*  
Fee: $334
Topics include the principles of planning, organizing, leading and controlling in modern business. A textbook may be required. Check with the bookstore. Supplemental work required.

MAN A03-C01, OC/SK, 13 Sat., 9/19, 10:30 am-1:45 pm  CRN 61377
MAN A03-C02, OC/DP, 13 Wed., 9/23, 6:30-9:50 pm  CRN 61378

BUILDING TEAMS THAT WORK (ONLINE)  
Fee: $119
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.

BUB A54-300, 8/12-10/2/15  CRN 60151
BUB A54-301, 9/16-11/6  CRN 60152
BUB A54-302, 10/14-12/4  CRN 60153
BUB A54-303, 11/11-1/1/16  CRN 60154

FUNDAMENTALS OF SUPERVISION*  
Fee: $334
Introduction to the techniques and responsibilities involved in supervising people. Topics include motivation, training, communication, discipline, grievances, safety, and employee appraisal. Course analyses methods to increase employee output and decrease costs are analyzed. Supplemental work required. A textbook may be required. Check with the bookstore.

MAN A01-C01, OC/DP, 15 Tue./Thu., 9/8, 2-3:30 pm  CRN 61376

EMPLOYMENT LAW FUNDAMENTALS (ONLINE)  
Fee: $119
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about 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. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

BUB A17-300, 8/12-10/2/15  CRN 60111
BUB A17-301, 9/16-11/6  CRN 60112
BUB A17-302, 10/14-12/4  CRN 60113
BUB A17-303, 11/11-1/1/16  CRN 60114

PROJECT MANAGEMENT*  
Fee: $344
Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Tandem taught with CPT A83-C01.

MAN A35-C01, OC/DP, 13 Thu., 9/10, 6-9:50 pm  CRN 61380

*Courses may also be taken for college credit.
PROJECT MANAGEMENT APPLICATIONS (ONLINE) Fee: $119
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.

BUB A68-300, 8/12-10/2/15 CRN 60189
BUB A68-301, 9/16-11/6 CRN 60190
BUB A68-302, 10/14-12/4 CRN 60191
BUB A68-303, 11/11-1/1/16 CRN 60192

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE) Fee: $119
Learn to plan, implement, control, and close any type of project. Course helps you prepare for the internationally-recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.

BUB A56-300, 8/12-10/2/15 CRN 60159
BUB A56-301, 9/16-11/6 CRN 60160
BUB A56-302, 10/14-12/4 CRN 60161
BUB A56-303, 11/11-1/1/16 CRN 60162

HIGH SPEED PROJECT MANAGEMENT (ONLINE) Fee: $119
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.

BUB A57-300, 8/12-10/2/15 CRN 60163
BUB A57-301, 9/16-11/6 CRN 60164
BUB A57-302, 10/14-12/4 CRN 60165
BUB A57-303, 11/11-1/1/16 CRN 60166

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) Fee: $119
Have you been recently promoted to a supervisory or management position? Learn how to become a more effective manager. Course covers 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 so that you can deal with the constant demands of a managerial job.

BUB A23-300, 8/12-10/2/15 CRN 60119
BUB A23-301, 9/16-11/6 CRN 60120
BUB A23-302, 10/14-12/4 CRN 60121
BUB A23-303, 11/11-1/1/16 CRN 60122

SIX SIGMA: TOTAL QUALITY APPLICATIONS (ONLINE) Fee: $119
Students will learn the Six Sigma set of techniques and tools for process improvement. They will understand how to apply DMAIC model to define, plan, implement, and close a Six Sigma project; how to use process capability and apply lean thinking. They will understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help them prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager Exams offered by the American Society for Quality® (ASQ®).

BUB A69-300, 8/12-10/2/15 CRN 60193
BUB A69-301, 9/16-11/6 CRN 60194
BUB A69-302, 10/14-12/4 CRN 60195
BUB A69-303, 11/11-1/1/16 CRN 60196

LEAN SIX SIGMA CERTIFICATION PREP Fee: $1,999
This course prepares students to be ASQ Certified Six Sigma Green Belt (CSSGB) professionals. Students develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They also learn to perform and interpret Six Sigma tools and how to use standard principles of Lean. No senior discount.

BUB A71-01, MAINE E, 10 Tue./Thu., 9/8, 6-9:30 pm CRN 61108

EFFECTIVE MANAGEMENT COMMUNICATIONS* Fee: $334
Integrates several disciplines—including business communication and organizational behavior. Content includes various forms of communication for business decision-making strategies and styles of managerial communication: writing for managerial communications, oral presentations, interviewing, group dynamics and meetings, networking, teleconferencing, e-mail, and more. Individual and team writing and delivery of oral presentations. Supplemental lab work required. Recommended: College English class (101 level) or placement into college English class (101 level).

MAN A29-C01, OC/SK, 16 Wed., 8/26, 6:30-9:20 pm CRN 61379

Manufacturing

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 Boguslaw Zapal, department chair, at 847-376-7623 or bzapol@oakton.edu.

MASTERCAM COMPUTER-AIDED MANUFACTURING* Fee: $495
Use Mastercam software to create part geometry and assign tool path to the geometry. By translating using a post-processor, CNC programs can be automatically generated and communicated to machine tools. Both 2D and 3D toolpaths are used to make parts using machines with various controllers. Graphic simulation is used to prove results. Required textbook (approx. $75) is available in the bookstore.

MCH A04-C01, OC/SK, 16 Wed., 8/26, 5:30-10:15 pm CRN 61387
MCH A04-C02, OC/SK, 15 Fri., 9/4, 10 am-1 pm CRN 61388
Hybrid Course Section (hybrid: 1/2 classroom and 1/2 online)

MASTERCAM COMPUTER-AIDED MANUFACTURING II* Fee: $495
Course continues to build on the foundation completed in MFG 165. Focuses on creating 3D wire frame models, surface modeling, 2D/3D solids using advanced commands, special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC Machining that requires creating a five axis simultaneously tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor.

MCH A20-C01, OC/DP, 16 Thu., 8/27, 6-9:50 pm CRN 61393

INTRODUCTION TO CNC PROGRAMMING* Fee: $495
Provides hands-on training in G-code programming of computer numerical control (CNC) machines, including CNC mill (vertical machining center) and the CNC lathe (turning center), for purposes of program loading and operating CNC machines, using inspection equipment, and troubleshooting various production problems. Programs are written, developed, simulated, run, and debugged on actual machine tools. Content includes reading, interpreting, and manually creating CNC programs.

MCH A01-C01, OC/SK, 16 Tue./Thu., 8/25, 6-8:45 pm CRN 61383
MCH A01-C02, OC/SK, 16 Sat., 8/29, 8 am-1 pm CRN 61384
MCH A01-C03, OC/SK, 16 Wed., 9/2, 10 am-1 pm CRN 61385
Hybrid Course Section (hybrid: 1/2 classroom and 1/2 online).
INTRODUCTION TO ROBOTICS AND VISION SYSTEMS* Fee: $495
Course presents overview of operation and usage of robots in manufacturing applications. Content includes manipulators, drive systems, controllers, motion, payload, programming, and vision systems. Course work involves hands-on projects.
MCH A08-C01, OC/SK, 16 Thu., 8/27, 6-9:50 pm CRN 61391

ADVANCED CNC PROGRAMMING* Fee: $495
This hands-on course is a follow-up to Introduction to CNC and explores CNC program design in greater depth. Canned cycles, cutter compensation, Macro-programming, and subroutines covered in detail. A textbook may be required. Check with the bookstore.
MCH A02-C01, OC/SK, 16 Mon., 8/24, 6-9:45 pm CRN 61386

PROGRAMMABLE CONTROLLERS (PLC)* Fee: $495
Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls, and other electromechanical devices. Allen Bradley hardware is used with ICOM software. Required textbook (approx. $60) available in the bookstore.
MCH A06-C01, OC/SK, 16 Mon., 8/24, 5:30-10:15 pm CRN 61389

ADVANCED PLC/AUTOMATION APPLICATIONS* Fee: $495
A follow up to Programmable Controllers (PLCs), MCH A06. Learn to use PLCs for monitoring and diagnostics of manufacturing processes. Emphasis on data handling and storage as well as the use of video control panels. Students work in teams on hands-on projects integrating new technologies with automatic turntables, circuit board testers, robotics, vision systems, and various analog devices. A textbook may be required. Check with the bookstore.
MCH A07-C01, OC/SK, 16 Sat., 8/29, 8 am-1 pm CRN 61390

BASIC PRINT READING AND SHOP THEORY* Fee: $445
Provide general shop training. Include study of machine shop theory with focus on reading machine prints and how to use measurement devices. Course meets requirements of classroom-related theory for the apprentice machinist, mold maker, tool and die maker, model maker, and inspector. Include a module on GDT symbols and how to interpret them. A minimum grade of "C" should enable a student to interpret prints used in industry.
MCH A19-C01, OC/SK, 16 Wed., 9/2, 6-10 pm CRN 61392

Marketing and Sales
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 Ron Thomas at 847-882-9888 or bandbguy@oakton.edu.

PRINCIPLES OF MARKETING* Fee: $334
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.
MAR A01-C01, OC/DP, 12 Tue., 9/22, 6:30-9:50 pm CRN 61381

INTRODUCTION TO ADVERTISING* Fee: $334
An introduction to advertising covering integrated marketing communications, consumer behavior, creative strategies, and types of media. Practical applications integrated into course. Recommended: MAR A01. Also, supplemental lab work required.
MAR A14-C01, OC/DP, 13 Wed., 9/23, 6:30-9:50 pm CRN 61382

PROFESSIONAL SALES SKILLS (ONLINE) Fee: $119
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them! Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals!
BUS A34-300, 8/12-10/2/15 CRN 60238
BUS A34-301, 9/16-11/6 CRN 60239
BUS A34-302, 10/14-12/4 CRN 60240
BUS A34-303, 11/11-1/1/16 CRN 60241

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE) Fee: $119
When it comes to marketing a small business, money isn’t everything. 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. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!
BUS A79-300, 8/12-10/2/15 CRN 60250
BUS A79-301, 9/16-11/6 CRN 60251
BUS A79-302, 10/14-12/4 CRN 60252
BUS A79-303, 11/11-1/1/16 CRN 60253

BUSINESS AND MARKETING WRITING (ONLINE) Fee: $119
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.
COM E37-300, 8/12-10/2/15 CRN 60298
COM E37-301, 9/16-11/6 CRN 60299
COM E37-302, 10/14-12/4 CRN 60300
COM E37-303, 11/11-1/1/16 CRN 60301

Medical Office Technology

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE) Fee: $119
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background 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.
MED E01-300, 8/12-10/2/15 CRN 60682
MED E01-301, 9/16-11/6 CRN 60683
MED E01-302, 10/14-12/4 CRN 60684
MED E01-303, 11/11-1/1/16 CRN 60686

EXPLORE A CAREER IN MEDICAL CODING (ONLINE) Fee: $119
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 (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
MED A10-300, 8/12-10/2/15 CRN 60655
MED A10-301, 9/16-11/6 CRN 60656
MED A10-302, 10/14-12/4 CRN 60657
MED A10-303, 11/11-1/1/16 CRN 60658

*Courses may also be taken for college credit.
Put your passion for the Internet to work!
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“For once, I wasn’t the one asking for a job—someone was asking me! What else could you ask for?”

Maurice Revah, OMCP, Senior SEM Analyst
Media Experts, Canada

“I came to the SEO Practitioner course through Oakton with no previous knowledge of SEO. Now, I can confidently help people improve their Web site rankings. The course provides fundamental practical and theoretical knowledge, and I enjoyed the flow of the class and its dynamic structure—a great combination for a busy lifestyle. Highly recommended!”

Galia Polyanovsky, Senior Manager, Speroteck, Inc.
OMCP-certified in PPC, SEO, and Web Analytics

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- KPI Analysis
- Internet Marketing for Small Business: Strategies
- Ad Word Fundamentals

To register or for information, visit www.oakton.edu/conted/find_classes/online,
e-mail allinquiries@oakton.edu, or call 847.982.9888.
Healthcare and Administrative Training with CareerStep, LLC (Online)

Prepare for industry-recognized certifications and gain the skills you need to enter the rapidly expanding healthcare and administrative fields! Perfect for those with busy schedules, these online training courses, offered by Oakton’s Continuing Education and Workforce Development Department in partnership with CareerStep LLC, can open up a world of exciting career opportunities. Upon course completion, CareerStep LLC assists students in scheduling certification exams, and provides resume writing, interviewing, and job placement assistance. Some courses include a free laptop, iPad, or Kindle. CareerStep LLC is an AHIMA approved training provider. Please note: this is a noncredit program.

Healthcare

MEDICAL ADMINISTRATIVE ASSISTANT (ONLINE) Prepare for a career as a medical administrative assistant in less than three months! Learn how to manage the day-to-day operations of the medical facility, update and organize medical records, and verify patient insurance. Course includes preparation for the Certified Medical Administrative Assistant (CMAA) exam as certified by the National Heathcareer Association (NHA). Course materials include: Kindle with electronic text (free of charge).

ELECTRONIC HEALTH RECORD SPECIALIST (ONLINE) Gain the knowledge and skills to become an electronic health record administrative professional. Master creating and updating patient electronic health records, managing the day-to-day operations of a medical facility, and verifying patient insurance. Train on ezEMRx software while preparing for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records (CEHRS) exams. Course materials include: Laptop, iPad, or Kindle with electronic text (free of charge).

MEDICAL CODING AND BILLING (ONLINE) Become a medical coder/biller through this AHIMA-Approved ICD-9 training program. Covers computer fundamentals, reimbursement methodologies, medical terminology, anatomy, ICD-9 code sets, and preparation for the Certified Professional Coder (CPC) or Certified Coding Associate (CCA) exams. Course is designed to be completed in four months with full-time study. However, enrollment includes 12 months of program access so that students can study at their own pace. Course materials include: Laptop, iPad, or Kindle with electronic text (free of charge).

ICD-10 FASTTRACK (ONLINE) ICD-9 coders: master new ICD-10 coding skills! Covers ICD-10-specific biomedical sciences training and comprehensive code set training. Developed by experts, this training program is used by some of the largest and most respected healthcare employers in the nation. Course designed for recent coding program graduates or those who have taken a coding course and plan to re-enter the industry. CareerStep certificate awarded upon program completion.

MEDICAL TRANSCRIPTION AND EDITING (ONLINE) Career Step’s Medical Transcription Editor training is trusted, and even preferred by many employers when hiring new graduates, which is why over 90 percent of our medical transcription graduates secure jobs after graduation. Formal medical transcriptionist training teaches medical terminology, anatomy and physiology, healthcare documentation practices, and listening skills required to start a successful at-home career as a medical transcriptionist.

Payment plans available. Out-of-work or low-income individuals may qualify for Workforce Investment Funding (WIA). Individuals need to attend the free introductory session to determine eligibility for WIA funding.

To enroll, or for more information, visit www.careerstep.com/oakton.
MEDICAL MATH (ONLINE)  Fee: $119
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 makes it easy to calculate medication dosages and use scientific formulas.
MED A53-300, 8/12-10/2/15  CRN 60671
MED A53-301, 9/16-11/6  CRN 60675
MED A53-302, 10/14-12/4  CRN 60680
MED A53-303, 11/11-1/1/16  CRN 60681

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)  Fee: $119
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 A51-300, 8/12-10/2/15  CRN 60683
MED A51-301, 9/16-11/6  CRN 60684
MED A51-302, 10/14-12/4  CRN 60665
MED A51-303, 11/11-1/1/16  CRN 60666

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)  Fee: $119
Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.
MED A50-300, 8/12-10/2/15  CRN 60659
MED A50-301, 9/16-11/6  CRN 60660
MED A50-302, 10/14-12/4  CRN 60661
MED A50-303, 11/11-1/1/16  CRN 60662

EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE)  Fee: $119
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: 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 A52-300, 8/12-10/2/15  CRN 60667
MED A52-301, 9/16-11/6  CRN 60668
MED A52-302, 10/14-12/4  CRN 60669
MED A52-303, 11/11-1/1/16  CRN 60670

PAIN ASSESSMENT AND MANAGEMENT (ONLINE)  Fee: $119
This six-week program provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, pain management and treatment for adults, children, and the elderly with cancer related and non-cancer related pain. (24 contact hours)
NSE A56-300, 8/12-10/2/15  CRN 60691
NSE A56-301, 9/16-11/6  CRN 60692
NSE A56-302, 10/14-12/4  CRN 60693
NSE A56-303, 11/11-1/1/16  CRN 60694

INTRODUCTION TO GUITAR (ONLINE)  Fee: $119
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 S09-300, 8/12-10/2/15  CRN 60687
MUS S09-301, 9/16-11/6  CRN 60688
MUS S09-302, 10/14-12/4  CRN 60689
MUS S09-303, 11/11-1/1/16  CRN 60690

JAZZ BAND*  Fee: $136
A comprehensive, practical study of jazz band idioms. Involves playing with the award-winning Oakton Jazz Band; sectional and ensemble discussion; scheduled rehearsal of various jazz band works; and public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor required. Note: Instructor will assess students’ skill level once the course has begun and place student in proper level course.
MUS S80-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm  CRN 61394
MUS S81-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm  CRN 61395
MUS S82-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm  CRN 61396
MUS S83-C01, OC/DP, 16 Mon., 8/24, 8-9:50 pm  CRN 61397

HAWAIIAN UKULELE I  Fee: $50
Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton's Hawaiian Music Ensemble. (Instruments provided, if necessary.)
MUS X11-01, OC/DP, 6 Thu., 9/17, 5:30-6:30 pm, Essig  CRN 60845

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 Merilee Waters at 847-376-7809 or mwaters@oakton.edu.

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.

INTRODUCTION TO PARALEGAL STUDIES*  Fee: $334
Covers the functions of law courts and lawyers. Topics include the origin, training, and role of the paralegal professional; responsibilities of the lawyer and 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-C01, OC/SK, 16 Mon., 8/24, 6-8:50 pm  CRN 61411
PAR A01-C02, OC/SK, 16 Wed., 8/26, 6-8:50 pm  CRN 61412

LEGAL RESEARCH I*  Fee: $354
Orients students to law library and various legal publications, treatises, and other legal writings encountered in day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas, and law through comprehension of legal research techniques. Required: college-level English competency and successful completion of PAR A01 or consent of program coordinator.
PAR A10-C01, OC/SK, 16 Thu., 8/27, 6:30-9:20 pm  CRN 61413

*Courses may also be taken for college credit.
PARALEGAL PREPARATION I (ONLINE)  Fee: $119
An overview of the American judicial system focusing on the origins of American law and the litigation process. Covers legal terminology, process, ethics, and tort and contract law.
BUB A45-300, 8/12-10/2/15  CRN 60139
BUB A45-301, 9/16-11/6  CRN 60140
BUB A45-302, 10/14-12/4  CRN 60141
BUB A45-303, 11/11-1/1/16  CRN 60142

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE)  Fee: $119
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
FIN E08-300, 8/12-10/2/15  CRN 60573
FIN E08-301, 9/16-11/6  CRN 60574
FIN E08-302, 10/14-12/4  CRN 60575
FIN E08-303, 11/11-1/1/16  CRN 60576

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE)  Fee: $119
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.
FIN E10-300, 8/12-10/2/15  CRN 60577
FIN E10-301, 9/16-11/6  CRN 60578
FIN E10-302, 10/14-12/4  CRN 60579
FIN E10-303, 11/11-1/1/16  CRN 60580

Personal Finance

ESTATE PLANNING 101  Fee: $25
Most people neither understand estate planning nor have an estate plan in place. What happens in the event of an injury, disability or death? What burden do these events place on your loved ones? You might be surprised as to who can be assigned to make medical decisions, pay bills, and receive assets upon death. Don’t join the ranks of those who think, “Everything will work out,” or that estate planning is only for wealthy people. **No senior discount.**
BUS B54-01, MAINE E, 1 Thu., 10/1, 6-8 pm, Baker  CRN 60887

RETIREMENT PLANNING TODAY™  Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). **No senior discount.**
FIN E02-01, GLBRK S, 3 Thu., 10/15, 6:30-9 pm, Richards  CRN 60867
FIN E02-03, NILES N, 3 Wed., 10/21, 6:30-9 pm, Richards  CRN 60994

SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW  Fee: FREE
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 that you and your spouse receive. Instructor Rita Brown is a Certified Financial Planner, Chartered Life. **No senior discount.** Students still need to pay the $8 processing fee.
FIN E39-01, GLBRK S, 1 Tue., 9/29, 7-9 pm, Brown  CRN 61083
FIN E39-02, MAINE E, 1 Tue., 10/27, 7-9 pm, Brown  CRN 61084

INTRODUCTION TO STOCK OPTIONS (ONLINE)  Fee: $119
Take advantage of bull and bear markets! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-300, 8/12-10/2/15  CRN 60581
FIN E22-301, 9/16-11/6  CRN 60582
FIN E22-302, 10/14-12/4  CRN 60583
FIN E22-303, 11/11-1/1/16  CRN 60584

STOCKS, BONDS, AND INVESTING, OH MY! (ONLINE)  Fee: $119
Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers 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.
FIN E07-300, 8/12-10/2/15  CRN 60569
FIN E07-301, 9/16-11/6  CRN 60570
FIN E07-302, 10/14-12/4  CRN 60571
FIN E07-303, 11/11-1/1/16  CRN 60572

Pet Care

STARTING A PET SITTING BUSINESS (ONLINE)  Fee: $119
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. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-300, 8/12-10/2/15  CRN 60242
BUS A35-301, 9/16-11/6  CRN 60243
BUS A35-302, 10/14-12/4  CRN 60244
BUS A35-303, 11/11-1/1/16  CRN 60245

OBEEDIENCE TRAINING AND PET MANNERS FOR DOGS  Fee: $120
Comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs 5 months and older are welcome, including those that have failed in other training approaches. Dogs should be friendly towards other dogs and people (including children). First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snug neck measurement, current weight, and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)
REC S09-01, ETHS GYM, 6 Tue., 9/29, 7:30-8:30 pm, Damon  CRN 60725

PRACTICAL PUPPY TRAINING  Fee: $90
Designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies ages 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)
REC S08-01, ETHS GYM, 6 Tue., 9/29, 6:25-7:25 pm, DeCarlo  CRN 60726

*Courses may also be taken for college credit.*
Photography

(Also see Graphic 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, call 847.635.1950.

BEGINNING PHOTOGRAPHY* Fee: $384
Explore the basics of film exposure, development, the use of studio materials, lighting, and printing while studying the history and aesthetics of photography. Studio work outside of regular class time is required. Note: Students must buy their own film and paper (approximate cost: $100.) Students may reserve a camera, tripod, or light meter from the College by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.)

ATE E01-C01, OC/DP, 16 Tue./Thu., 8/25, 6:30-9:20 pm CRN 61264

DIGITAL PHOTOGRAPHY* Fee: $409
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.

ATE A04-C01, OC/DP, 16 Fri., 8/28, 9 am-2:20 pm CRN 61263

DIGITAL PHOTOGRAPHY Fee: $140
Explore photo-taking techniques. 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.

ART C04-01, OC/DP, 6 Sun., 9/13, 12-3 pm, Duda CRN 60927
ART C04-02, MAINE E, 6 Tue., 9/15, 6-9 pm, Duda CRN 60928

DIGITAL PHOTOGRAPHY (ONLINE) Fee: $119
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.

ART C04-300, 8/12-10/2/15 CRN 60071
ART C04-301, 9/16-11/6 CRN 60072
ART C04-302, 10/14-12/4 CRN 60073
ART C04-303, 11/11-1/1/16 CRN 60086

New!
PHOTOGRAPHY AS A BUSINESS Fee: $90
Turn your hobby into a business. Learn the basics of running a photography business including studio strategies, studio pricing, customer service, professional resources, and more.

BUS B06-01, GLBRK S, 4 Thu., 10/29, 6-9 pm CRN 61105
BUS B06-02, ETHS, 4 Tue., 10/27, 6-9 pm CRN 61106

INTRODUCTION TO LIGHTROOM 4 OR 5 (ONLINE) Fee: $119
Learn how to use Adobe Photoshop Lightroom to organize and edit your images and develop an efficient image processing workflow. Lightroom works with Photoshop, Photoshop Elements, and other digital photo editors.

ART E04-300, 8/12-10/2/15 CRN 60095
ART E04-301, 9/16-11/6 CRN 60096
ART E04-302, 10/14-12/4 CRN 60097
ART E04-303, 11/11-1/1/16 CRN 60098

DIGITAL CAMERA BASICS Fee: $25
Bring your digital camera to class and leave knowing not only 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 C79-02, MAINE E, 1 Thu., 9/24, 7-9:30 pm, Duda CRN 60925

New!
PHOTOSHOP ELEMENTS 13 FOR THE DIGITAL PHOTOGRAPHER II (ONLINE)

Bring out the best in your digital images. If you have a basic working knowledge of Adobe’s Photoshop Elements 13, these lessons will boost the basic to another level. Gain ability and confidence as you master the advanced features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will help you become an accomplished user.

ART C11-300, 8/12-10/2/15 CRN 61031
ART C11-301, 9/16-11/6 CRN 61032
ART C11-302, 10/14-12/4 CRN 60033
ART C11-303, 11/11-1/1/16 CRN 61034

BLACK AND WHITE PHOTOGRAPHY LAB Fee: $169
Learn to print from your negatives using traditional methods. Assistance with 35mm camera provided. Beginner and advanced darkroom students with creative minds are welcome.

ART E05-01, GLBRK S, 8 Tue., 9/22, 7-9:30 pm, Mulloy CRN 60923

MASTERING YOUR DIGITAL SLR CAMERA (ONLINE) Fee: $119
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos. Must be able to download, save and locate files on the computer. Point and shoot digital cameras not compatible with course; must be digital SLR camera.

ART E22-300, 8/12-10/2/15 CRN 60099
ART E22-301, 9/16-11/6 CRN 61000
ART E22-302, 10/14-12/4 CRN 61010
ART E22-303, 11/11-1/1/16 CRN 61012

CREATIVE SCRAPBOOKS (ONLINE) Fee: $119
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create unique works of art.

ART C59-300, 8/12-10/2/15 CRN 60091
ART C59-301, 9/16-11/6 CRN 60092
ART C59-302, 10/14-12/4 CRN 60093
ART C59-303, 11/11-1/1/16 CRN 60094

SECRETS OF BETTER PHOTOGRAPHY (ONLINE) Fee: $119
Designed for both film and digital photographers, course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, Macro, and still. Requirements: a digital or film camera.

ART B87-300, 8/12-10/2/15 CRN 60086
ART B87-301, 9/16-11/6 CRN 60067
ART B87-302, 10/14-12/4 CRN 60068
ART B87-303, 11/11-1/1/16 CRN 60070

Psychology

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE) Fee: $119
Do you know people whose behavior makes completing even the simplest tasks difficult? Review helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.

BUB A53-300, 8/12-10/2/15 CRN 60147
BUB A53-301, 9/16-11/6 CRN 60148
BUB A53-302, 10/14-12/4 CRN 60149
BUB A53-303, 11/11-1/1/16 CRN 60150
WHAT'S STopping You? Fee: $119
GET ASSERTIVE! (ONLINE)
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. Learn the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don't be afraid to speak out!
PSY B14-300, 8/12-10/2/15 CRN 60880
PSY B14-301, 9/16-11/6 CRN 60881
PSY B14-302, 10/14-12/4 CRN 60882
PSY B14-303, 11/11-1/1/16 CRN 60883

INDIVIDUAL EXCELLENCE (ONLINE) Fee: $119
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.
BUB A22-300, 8/12-10/2/15 CRN 60115
BUB A22-301, 9/16-11/6 CRN 60116
BUB A22-302, 10/14-12/4 CRN 60117
BUB A22-303, 11/11-1/1/16 CRN 60118

INTRODUCTION TO JOURNALING (ONLINE) Fee: $119
Journaling can help you learn more about yourself. Explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.
COM B36-300, 8/12-10/2/15 CRN 60290
COM B36-301, 9/16-11/6 CRN 60291
COM B36-302, 10/14-12/4 CRN 60292
COM B36-303, 11/11-1/1/16 CRN 60293

SKILLS FOR MAKING GREAT DECISIONS (ONLINE) Fee: $119
Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you'll learn about some wonderful abilities we're born with for figuring things out and making good decisions. You'll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You'll develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.
PSY B09-300, 8/12-10/2/15 CRN 60860
PSY B09-301, 9/16-11/6 CRN 60861
PSY B09-302, 10/14-12/4 CRN 60862
PSY B09-303, 11/11-1/1/16 CRN 60863

MANAGING LIFE AS A SINGLE PARENt (ONLINE) Fee: $119
Get the support you need for doing the toughest job on earth: single parenting. Single moms and dads: learn strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it's needed.
PSY S12-300, 8/12-10/2/15 CRN 60914
PSY S12-301, 9/16-11/6 CRN 60915
PSY S12-302, 10/14-12/4 CRN 60916
PSY S12-303, 11/11-1/1/16 CRN 60917

NAVIGATING DIVORCE (ONLINE) Fee: $119
Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.
PSY C13-300, 8/12-10/2/15 CRN 60884
PSY C13-301, 9/16-11/6 CRN 60911
PSY C13-302, 10/14-12/4 CRN 60912
PSY C13-303, 11/11-1/1/16 CRN 60913

MARRIAGE AND RELATIONSHIPS: Fee: $119
KEYS TO SUCCESS (ONLINE)
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.
PSY B13-300, 8/12-10/2/15 CRN 60864
PSY B13-301, 9/16-11/6 CRN 60877
PSY B13-302, 10/14-12/4 CRN 60878
PSY B13-303, 11/11-1/1/16 CRN 60879

Consumer Real Estate

REAL ESTATE INVESTING (ONLINE) Fee: $119
Want to invest in real estate but have no money and no idea where to start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish 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.
REL E07-300, 8/12-10/2/15 CRN 60921
REL E07-301, 9/16-11/6 CRN 60920
REL E07-302, 10/14-12/4 CRN 60919
REL E07-303, 11/11-1/1/16 CRN 60918

FIRST TIME BUYERS AND DOWN PAYMENT ASSISTANCE Fee: $25
Buy your first home like a pro! Course covers how to choose a location and determine what you should spend, identifying must-have features, finding available properties, making offers and counter offers, understanding and negotiating the best mortgage rates, and obtaining a credit commitment letter for financing. Learn about potential roadblocks first-time homebuyers may encounter, as well as contracts, disclosures and inspections, appraisals, and title insurance. A real estate agent, mortgage expert, and attorney answer your questions. No senior discount.
REL E18-01, NILES N, 1 Wed., 9/2, 6:30-8:30 pm, Olach CRN 60892
REL E18-02, GLBRK S, 1 Tue., 9/8, 6:30-8:30 pm, Olach CRN 60721
REL E18-03, ETHS, 1 Thu., 10/29, 6:30-8:30 pm, Olach CRN 60722

PURCHASING A VACATION PROPERTY, SECOND HOME, OR RETIREMENT HOME Fee: $25
This course will teach and inform you the best way to purchase your own vacation, second home or retirement home. Learn the guidelines that banks require to make owning your vacation/second/retirement home a reality. This course will cover minimum down payments necessary, credit requirements, affordability, and the different rules for purchasing different types of vacation/second homes. This is not a class on buying or owning time shares. No senior discount.
REL S08-01, NILES N, 1 Wed., 9/16, 6:30-8:30 pm, Olach CRN 61117
REL S08-02, GLBRK S, 1 Tue., 9/22, 6:30-8:30 pm, Olach CRN 61115
REL S08-03, ETHS, 1 Thu., 11/12, 6:30-8:30 pm, Olach CRN 61116

REAL ESTATE INVESTING AND PURCHASING FORECLOSURES Fee: $25
There are many benefits to purchasing foreclosure property in today’s real estate market - whether you are looking to purchase a home or investment property. Learn the different types of foreclosure properties, the cash incentives available, how the bidding process works, and how to get started. No senior discount.
REL E10-01, NILES N, 1 Wed., 9/9, 6:30-8:30 pm, Olach CRN 61152
REL E10-02, GLBRK S, 1 Tue., 9/15, 6:30-8:30 pm, Olach CRN 60723
REL E10-03, ETHS, 1 Thu., 11/5, 6:30-8:30 pm, Olach CRN 60724
WOW! WHAT A GREAT EVENT (ONLINE)  Fee: $119
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which help you avoid embarrassing and costly errors.

LEGAL AND ETHICAL ISSUES IN NURSING (ONLINE)  Fee: $119
Examine key legal and ethical issues to improve your practice and provide better patient care. The six-week program consists of five courses: Risks in Nursing Practice; Liability in Patient Care; Documentation; Employment; and Ethics. (23 contact hours)

BASIC MATH REFRESHER (ONLINE)  Fee: $119
Math isn’t about plugging numbers into formulas. It’s about knowing enough to make the numbers and formulas work for you. Gain confidence in your basic math skills and begin using math to your advantage—without overwhelming theory or memorization.

PERINATAL ISSUES (ONLINE)  Fee: $119
A multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)

MEDITATION FOR HEALTH AND HEALING (ONLINE)  Fee: $119
Explore various meditation techniques in this four-session program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)

FOOD, NUTRITION AND HEALTH (ONLINE)  Fee: $119
Food and nutrition have a profound impact on our health and well-being. Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.

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GAME DEVELOPMENT FOR BEGINNERS (ONLINE) Fee: $119
There’s never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to $100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.
DAT A36-300, 8/12-10/2/15 CRN 60456
DAT A36-301, 9/16-11/6 CRN 60457
DAT A36-302, 10/14-12/4 CRN 60458
DAT A36-303, 11/11-1/1/16 CRN 60459

INTRODUCTION TO ADOBE EDGE ANIMATE (ONLINE) Fee: $119
Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Develop engaging content and graphics quickly and easily, relying on widely-accepted web standards and requiring a minimal amount of code. Requirements: Microsoft Windows 7 or 8 or Mac OS X 10.6, 10.7, or 10.8; Adobe Edge Animate 1.5 (Available via a Creative Cloud subscription).
DAT A37-300, 8/12-10/2/15 CRN 60460
DAT A37-301, 9/16-11/6 CRN 60461
DAT A37-302, 10/14-12/4 CRN 60462
DAT A37-303, 11/11-1/1/16 CRN 60463

INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X (ONLINE) Fee: $119
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software. Whether you’re an absolute beginner, an iMovie user, or an editor needing to upgrade from a previous version of Final Cut Pro, this course prepares you to work on any type of editing project quickly and intuitively. The FCPX interface and its basic editing tools set will cover the advanced handling of metadata, Magnetic Timeline, Ripple and Insert edit tools, filters, titles, transitions, and audio tools. You will learn to edit professional video presentations for use on the Web, for education, business, or a career in the motion picture industry.
DAT A39-300, 8/12-10/2/15 CRN 60464
DAT A39-301, 9/16-11/6 CRN 60465
DAT A39-302, 10/14-12/4 CRN 60466
DAT A39-303, 11/11-1/1/16 CRN 60467

NEW!
INTRODUCTION TO CAMTASIA STUDIO 8 (ONLINE) Fee: $119
Become a desktop video guru with Camtasia Studio! This easy-to-use suite of tools allows for recording, editing, and producing professional-level videos and exporting your finished production to almost any device. Examine microphones and cameras, free and open-source media converter utilities, ways to insure successful recordings, and how best to address different audiences. Investigate various free and low-cost online venues for distributing your productions. Taught with hands-on, easy-to-follow instructions.
DAT E29-300, 8/12-10/2/15 CRN 61144
DAT E29-301, 9/16-11/6 CRN 61145
DAT E29-302, 10/14-12/4 CRN 61146
DAT E29-303, 11/11-1/1/16 CRN 61147

INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE) Fee: $119
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.
BUS A06-300, 8/12-10/2/15 CRN 60219
BUS A06-301, 9/16-11/6 CRN 60220
BUS A06-302, 10/14-12/4 CRN 60221
BUS A06-303, 11/11-1/1/16 CRN 60222

UNDERSTANDING THE CLOUD (ONLINE) Fee: $119
Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for your business and personal projects.
DAT A40-300, 8/12-10/2/15 CRN 60470
DAT A40-301, 9/16-11/6 CRN 60471
DAT A40-302, 10/14-12/4 CRN 60469
DAT A40-303, 11/11-1/1/16 CRN 60468

NEW!
JUMP START YOUR CAREER WITH LINKEDIN (ONLINE) Fee: $119
Did you know that 95 percent of all job opportunities aren’t made public? Did you know that most people get their jobs through connections? If you’ve been frustrated in your career or job search, you may need a LinkedIn account. This course provides the know-how needed to link up with LinkedIn.
BUS A49-300, 8/12-10/2/15 CRN 61118
BUS A49-301, 9/16-11/6 CRN 61119
BUS A49-302, 10/14-12/4 CRN 61120
BUS A49-303, 11/11-1/1/16 CRN 61121

USING SOCIAL MEDIA IN BUSINESS (ONLINE) Fee: $119
Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform's success and find out how to automate activity to leverage the power of electronic communication.
BUS A19-300, 8/12-10/2/15 CRN 60228
BUS A19-301, 9/16-11/6 CRN 60230
BUS A19-302, 10/14-12/4 CRN 60232
BUS A19-303, 11/11-1/1/16 CRN 60233

SOCIAL MEDIA FOR BUSINESS AND ADVANCED TECHNIQUES WORKSHOP Fee: $110
Create your online social media presence and learn how to use it as a strategic business tool. Includes an overview of social media; building LinkedIn profiles, Twitter, Facebook, and YouTube; creating networks; and building your fan base. Learn search techniques and strategies, communication options, and how social media can be used for business to business/business to consumer marketing and job hunting. Useful for marketers, business owners, decision-makers, and executives. Students should have social media accounts created. Advanced privacy options will be discussed.
DPR E35-01, OC/SK, 4 Wed., 9/23, 7-9 pm CRN 60869

CREATING MOBILE APPS WITH HTML5 (ONLINE) Fee: $119
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 JavaScript, using jQuery Mobile, Web APIs, and other important skills and techniques.
DAT A31-300, 8/12-10/2/15 CRN 60436
DAT A31-301, 9/16-11/6 CRN 60437
DAT A31-302, 10/14-12/4 CRN 60438
DAT A31-303, 11/11-1/1/16 CRN 60439

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
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 would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Faith Coons, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You’ll step up to the microphone to do some practice recording and, best of all, hear the results! No senior discount.
COM S24-01, NILES N, 1 Wed., 10/21, 7-9 pm, Levine  CRN 60996

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE)  Fee: $119

GMAT P01-300, 8/12-10/2/15  CRN 60585
GMAT P01-301, 9/16-11/6  CRN 60586
GMAT P01-302, 10/14-12/4  CRN 60587
GMAT P01-303, 11/11-1/1/16  CRN 60588

GRE PREPARATION – PART I (ONLINE)  Fee: $119
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.

GRE P01-300, 8/12-10/2/15  CRN 60589
GRE P01-301, 9/16-11/6  CRN 60590
GRE P01-302, 10/14-12/4  CRN 60591
GRE P01-303, 11/11-1/1/16  CRN 60592

GRE PREPARATION – PART II (ONLINE)  Fee: $119
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. Includes time-saving techniques.

GRE P02-300, 8/12-10/2/15  CRN 60593
GRE P02-301, 9/16-11/6  CRN 60594
GRE P02-302, 10/14-12/4  CRN 60595
GRE P02-303, 11/11-1/1/16  CRN 60596

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 (NLN) Pre-Admission Test required for ranking for admission to Oakton’s associate degree Nursing Program is administered during the time specified for this course. Registration and course fees 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 six months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton’s ADN program. Seating limited to those enrolled in this course. Doors 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. No senior discount.

Tips, Tools, and Strategies for Teachers

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE)  Fee: $119
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. A basic understanding of English grammar is required.

COM S08-300, 8/12-10/2/15  CRN 60318
COM S08-301, 9/16-11/6  CRN 60319
COM S08-302, 10/14-12/4  CRN 60320
COM S08-303, 11/11-1/1/16  CRN 60322

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE)  Fee: $119
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Learn what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.

TCR A04-300, 8/12-10/2/15  CRN 60936
TCR A04-301, 9/16-11/6  CRN 60937
TCR A04-302, 10/14-12/4  CRN 60938
TCR A04-303, 11/11-1/1/16  CRN 60939

INTRODUCTION TO TEACHING ESL/EFL (ONLINE)  Fee: $119
Would you like to increase your effectiveness as an English language teacher? 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. TESOL approved.

TCR A03-300, 8/12-10/2/15  CRN 60932
TCR A03-301, 9/16-11/6  CRN 60933
TCR A03-302, 10/14-12/4  CRN 60934
TCR A03-303, 11/11-1/1/16  CRN 60935

READY, SET, READ! (ONLINE)  Fee: $119
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 come to understand how play can connect to literacy, you will see everyday children’s play with a new eye. Gain confidence in your ability to guide a child’s literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.

COM C10-300, 8/12-10/2/15  CRN 60294
COM C10-301, 9/16-11/6  CRN 60295
COM C10-302, 10/14-12/4  CRN 60296
COM C10-303, 11/11-1/1/16  CRN 60297

Register online www.oakton.edu/content
SURVIVAL KIT FOR NEW TEACHERS (ONLINE) Fee: $119
Are you a new teacher anxious about entering your first classroom? Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, you’ll learn all the tested tools, tips, and tricks you need to make your early years in the classroom a breeze.
TCR A01-303, 8/12-10/2/15 CRN 61006
TCR A01-301, 9/16-11/6 CRN 61007
TCR A01-302, 10/14-12/4 CRN 61008
TCR A01-303, 11/11-1/1/16 CRN 61009

TEACHING ESL/EFL READING (ONLINE) Fee: $119
Pass on your passion for reading to your students! Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. 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 and help your students develop a fluent reading rate, while improving reading comprehension, and much more.
TCR A05-300, 8/12-10/2/15 CRN 60940
TCR A05-301, 9/16-11/6 CRN 60941
TCR A05-302, 10/14-12/4 CRN 60942
TCR A05-303, 11/11-1/1/16 CRN 60943

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE) Fee: $119
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. Learn a step-by-step approach to effective, positive classroom discipline.
ETN E01-300, 8/12-10/2/15 CRN 60565
ETN E01-301, 9/16-11/6 CRN 60566
ETN E01-302, 10/14-12/4 CRN 60567
ETN E01-303, 11/11-1/1/16 CRN 60568

TEACHING GRAMMAR FOR ESL/EFL (ONLINE) Fee: $119
Learn how grammar makes language meaningful and contributes to communication. Help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and develop activities that engage and challenge your students.
TCR A06-300, 8/12-10/2/15 CRN 60944
TCR A06-301, 9/16-11/6 CRN 60945
TCR A06-302, 10/14-12/4 CRN 60946
TCR A06-303, 11/11-1/1/16 CRN 60947

TEACHING MATH: GRADES 4-6 (ONLINE) Fee: $119
Get your students excited about math! Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. Course helps new teachers—and seasoned pros—reinvent their math teaching.
TCR A13-300, 8/12-10/2/15 CRN 60968
TCR A13-301, 9/16-11/6 CRN 60969
TCR A13-302, 10/14-12/4 CRN 60970
TCR A13-303, 11/11-1/1/16 CRN 60971

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 (ONLINE) Fee: $119
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!
TCR A07-300, 8/12-10/2/15 CRN 60948
TCR A07-301, 9/16-11/6 CRN 60949
TCR A07-302, 10/14-12/4 CRN 60950
TCR A07-303, 11/11-1/1/16 CRN 60951

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE) Fee: $119
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 A14-300, 8/12-10/2/15 CRN 60972
TCR A14-301, 9/16-11/6 CRN 60973
TCR A14-302, 10/14-12/4 CRN 60974
TCR A14-303, 11/11-1/1/16 CRN 60975

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE) Fee: $119
Singaporean students have been top mathematics performers for more than 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. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TCR A08-300, 8/12-10/2/15 CRN 60952
TCR A08-301, 9/16-11/6 CRN 60953
TCR A08-302, 10/14-12/4 CRN 60954
TCR A08-303, 11/11-1/1/16 CRN 60955

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) Fee: $119
Intended for reading instructors. Lean the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems: helping students with phonics, fluency, vocabulary, reading comprehension, and writing.
TCR A15-300, 8/12-10/2/15 CRN 60976
TCR A15-301, 9/16-11/6 CRN 60977
TCR A15-302, 10/14-12/4 CRN 60978
TCR A15-303, 11/11-1/1/16 CRN 60979

TEACHING ESL/EFL VOCABULARY (ONLINE) Fee: $119
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.
TCR A16-300, 8/12-10/2/15 CRN 60980
TCR A16-301, 9/16-11/6 CRN 60981
TCR A16-302, 10/14-12/4 CRN 60982
TCR A16-303, 11/11-1/1/16 CRN 61000

TEACHING HIGH SCHOOL STUDENTS (ONLINE) Fee: $119
How can you reach high school students effectively, motivating and teaching them to succeed in life and school? Master the latest teaching strategies and techniques (such as differentiated instruction) and classroom management that can help your secondary students achieve academically and behave responsibly.
TCR A17-300, 8/12-10/2/15 CRN 61001
TCR A17-301, 9/16-11/6 CRN 61002
TCR A17-302, 10/14-12/4 CRN 61003
TCR A17-303, 11/11-1/1/16 CRN 61004

TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) Fee: $119
Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments!
Web Page/Web Site Design

(Also see Computer Courses)

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.

**Creating Web Pages - HTML (Online)** Fee: $119
Learn the fundamentals of Web design. Plan the content, structure, and layout; create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Information shared about how to save time with a HTML authoring program.

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**Web Page Development** Fee: $450
Introduces theoretical and hands-on instruction on the processes needed to create customized and interactive Web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a Web page; guidelines of effective Web presentation in designing a Web page, and Web site organization. **Recommended:** Ability to use Internet and manage files and folders.

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**Advanced Web Pages (Online)** Fee: $119
Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

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**Advanced Web Page Development** Fee: $344
Expands basic development of Web pages to build additional interaction and functionality into them. Content includes style sheets, data-base queries, basic scripting, applets, and Dynamic HTML as incorporated into the Web page code, Web site organization, and navigation strategies. **Recommended:** knowledge of basic programming concepts, CPT A04.

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**Adobe Dreamweaver** Fee: $359
Introduces a popular HTML editor. Learn how to lay out Web pages using AP elements, tables, style sheets, rollovers, and forms; build a Web site and find out how to upload files to a remote server. Covers the DHTML and animation capabilities of the Web authoring software. **Recommended:** General knowledge of basic HTML.

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**Build a Site with Dreamweaver (Online)** Fee: $119
Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, Web design, or familiarity with Web terminology. **Requirements:** Adobe Dreamweaver CS5, or CS6 for PC or Mac.

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**Introduction to Database Driven Web Sites (Online)** Fee: $384
A general introduction to the basic framework of a database-driven Web site, including sample databases and a popular industry standard software tool for creating site definitions. Plan, develop, and implement a Web database application. **Recommended:** CPT A38 or equivalent knowledge.

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**Designing Effective Websites (Online)** Fee: $119
What makes an effective Web site? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for visitors. Learn how to structure your site so that your ideas are communicated clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow visitors to navigate your site with ease. **Prerequisite:** Creating Web Pages (DPR A78) or equivalent HTML experience. **Requirements:** Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive also Adobe Flash Player and Adobe Reader (download for free from ).

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*Courses may also be taken for college credit.*
CREATING WORDPRESS WEBSITES (ONLINE)  Fee: $119
Build an attractive, sophisticated blog or Web site without having to learn any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation necessary.
DAT A28-300, 8/12-10/2/15  CRN 60428
DAT A28-301, 9/16-11/6  CRN 60429
DAT A28-302, 10/14-12/4  CRN 60430
DAT A28-303, 11/11-1/1/16  CRN 60431

CREATING WORDPRESS WEBSITES II (ONLINE)  Fee: $119
Create and manage dynamic Web sites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your web site secure. Customize your site with HTML and CSS. Note: WordPress.org software is free, but to use it, you’ll need to register a domain name and set up an account with a hosting company for a minimum of three months, for about $10 per month. Requirement: Completion of DAT A28 “Creating WordPress Web sites”.
DAT A30-300, 8/12-10/2/15  CRN 60432
DAT A30-301, 9/16-11/6  CRN 60433
DAT A30-302, 10/14-12/4  CRN 60434
DAT A30-303, 11/11-1/1/16  CRN 60435

INTERMEDIATE CSS AND XHTML (ONLINE)  Fee: $119
Learn how to use the HTML programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.
DAT A18-300, 8/12-10/2/15  CRN 60400
DAT A18-301, 9/16-11/6  CRN 60401
DAT A18-302, 10/14-12/4  CRN 60402
DAT A18-303, 11/11-1/1/16  CRN 60403

INTERMEDIATE PHP AND MYSQL (ONLINE)  Fee: $119
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. Requirements: WampServer a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.
DAT A22-300, 8/12-10/2/15  CRN 60412
DAT A22-301, 9/16-11/6  CRN 60413
DAT A22-302, 10/14-12/4  CRN 60414
DAT A22-303, 11/11-1/1/16  CRN 60415

ACTIVE SERVER PAGES: ASP WITH C#*  Fee: $465
Includes hands-on activities and lectures to increase familiarity with developing advanced Web applications using Active Server Pages (ASP+) advanced Internet architecture, using advanced Web development tools the Active Server Page model, processing forms, integrating Web applications with data and other server-based applications, configuring Web applications, and using Web services to integrate Web applications.
CPT A95-C01, OC/DP. 15 Wed., 9/9, 6-10 pm  CRN 61322

INTRODUCTION TO CSS AND XHTML: CSS3 AND HTML5 (ONLINE)  Fee: $119
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Recommended: completion of Creating Web Pages course or equivalent experience with HTML and Web publishing.
DAT A04-300, 8/12-10/2/15  CRN 60364
DAT A04-301, 9/16-11/6  CRN 60365
DAT A04-302, 10/14-12/4  CRN 60366
DAT A04-303, 11/11-1/1/16  CRN 60367

INTERMEDIATE CSS AND XHTML: CSS3 AND HTML5 (ONLINE)  Fee: $119
Take your CSS 3 and HTML 5 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 5 and HTML 5 or prior experience with HTML and Web publishing.
DAT A21-300, 8/12-10/2/15  CRN 60408
DAT A21-301, 9/16-11/6  CRN 60409
DAT A21-302, 10/14-12/4  CRN 60410
DAT A21-303, 11/11-1/1/16  CRN 60411

ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE)  Fee: $119
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your Web site achieve the highest possible rankings with major search engines. Recommended: Completion of the “Creating Web Pages” course or equivalent HTML experience.
DPR A47-300, 8/12-10/2/15  CRN 60512
DPR A47-301, 9/16-11/6  CRN 60513
DPR A47-302, 10/14-12/4  CRN 60515
DPR A47-303, 11/11-1/1/16  CRN 60516

BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE)  Fee: $119
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools provides a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Software installation will be provided at the first class.)
DAT A25-300, 8/12-10/2/15  CRN 60416
DAT A25-301, 9/16-11/6  CRN 60417
DAT A25-302, 10/14-12/4  CRN 60418
DAT A25-303, 11/11-1/1/16  CRN 60419

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE)  Fee: $119
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 CSS5.5 or CS6 for Mac or PC.
DAT A11-300, 8/12-10/2/15  CRN 60384
DAT A11-301, 9/16-11/6  CRN 60385
DAT A11-302, 10/14-12/4  CRN 60386
DAT A11-303, 11/11-1/1/16  CRN 60387

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: $334
Develop competence in producing various types of business documents, including memos, letters, reports, and product literature.
Emphasis on writing for an audience with an identified purpose.
Learn to use clear, concise prose, and effective graphic elements.
Designed for students with college-level writing ability. Hybrid Course Section (hybrid: 1/2 classroom and 1/2 online).
ELH A01-C01, OC/DP. 17 Mon., 8/24, 11 am-12:15 pm  CRN 61353

*Courses may also be taken for college credit.
EFFECTIVE BUSINESS WRITING (ONLINE) Fee: $119
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.

INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE)
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. Explore how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.

RESEARCH METHODS FOR WRITERS (ONLINE)
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerrilla research.

MAKING MONEY FROM YOUR WRITING (ONLINE)
You really can make money as a writer! Explore dozens of ways to establish a sometime, part-time, or full-time career in the field. Filled with practical information rarely taught in writing classes, course includes methods for working faster, receiving fewer rejections, and boosting your earnings.

BECOMING A GRANT WRITING CONSULTANT (ONLINE)
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.

WRITING EFFECTIVE GRANT PROPOSALS (ONLINE)
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!

WRITING ESSENTIALS (ONLINE) Fee: $119
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 help you put your powerful new skills to use right away.

THE KEYS TO EFFECTIVE EDITING (ONLINE) Fee: $119
Ask any published writer, and you’ll hear that a good editor isn’t just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

ROMANCE WRITING (ONLINE) Fee: $119
Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more! Learn the skills you need to write a romance novel that will make readers swoon—whether you’re a new or experienced writer.

PUBLISH AND SELL YOUR E-BOOKS (ONLINE) Fee: $119
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.

A TO Z GRANT WRITING (ONLINE)
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!

WRITING FOR CHILDREN (ONLINE)
Learn how to touch the hearts of children by creating books for this special audience. A published children's author guides you through the changing world of children’s literature, helping you better understand of the needs of today’s market and how to get published.

THE CRAFT OF MAGAZINE WRITING (ONLINE) Fee: $119
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.
WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)
Did you know that nonfiction book titles are 10 times 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.
COM B35-300, 8/12-10/2/15
COM B35-301, 9/16-11/6
COM B35-302, 10/14-12/4
COM B35-303, 11/11-1/1/16

INTRODUCTION TO SCREENWRITING (ONLINE) Fee: $119
Learn everything you need to know to write a great script that can sell. Examine what makes a screen story work, and how to structure that 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 S10-300, 8/12-10/2/15
COM S10-301, 9/16-11/6
COM S10-302, 10/14-12/4
COM S10-303, 11/11-1/1/16

WRITING SHORT STORY Fee: $115
Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems.
COM E69-01, NILES N, 6 Wed., 9/30, 7-9 pm, Chwedyk

TRAVEL WRITING (ONLINE) Fee: $119
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
COM E97-300, 8/12-10/2/15
COM E97-301, 9/16-11/6
COM E97-302, 10/14-12/4
COM E97-303, 11/11-1/1/16

TECHNICAL WRITING (ONLINE) Fee: $119
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.
COM S11-300, 8/12-10/2/15
COM S11-301, 9/16-11/6
COM S11-302, 10/14-12/4
COM S11-303, 11/11-1/1/16

BEGINNING WRITER’S WORKSHOP (ONLINE)
Do you dream of writing creatively? Get a taste of the writing life, improve your 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.
COM B11-300, 8/12-10/2/15
COM B11-301, 9/16-11/6
COM B11-302, 10/14-12/4
COM B11-303, 11/11-1/1/16
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.

Note: Free ESL classes are not intended for tourists. They are designed for students living in the United States.

Course Information
• Students may be admitted until the registration cut-off date 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.

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.

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Theresa O'Sullivan at 847.635.1759.

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

Daytime Classes

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, September 8, 9:30 am-12:30 pm
Ongoing Registration: Tuesdays only, 9:30 am-12:30 pm
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Friday, September 11

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, September 8, 8:50-11:30 am
Ongoing Registration: Tuesdays only, 8:50-11:30 am
Class Meets: Tuesday and Thursday, 8:50-11:30 am
First Class: Thursday, September 10

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, September 8, 12:20-3 pm
Ongoing Registration: Tuesdays only, 12:20-3 pm
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Thursday, September 10

Evening Classes

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Tuesday, September 8, 6:30-9:15 pm
Ongoing Registration: Tuesdays only, Room S-108, 6:30-9:15 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, September 10

Glenbrook South High School
4000 Lake Avenue, Glenview
Registration: Tuesday, September 8, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 10

Lincolnwood Public Library
4000 West Pratt Avenue, Lincolnwood
Registration: Tuesday, September 8, 6:45-9:45 pm
Ongoing Registration: Tuesdays only, 6:45-9:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:45 pm
First Class: Thursday, September 10

Maine East High School
Potter at Dempster Street, Park Ridge
Registration: Tuesday, September 8, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class Meets: Tuesday, Wednesday, and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 15

Maine West High School
1755 South Wolf, Des Plaines
Registration: Wednesday, September 9, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 14

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, September 8, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 10

Niles North High School
9800 Lawler Avenue, Skokie
(West of Old Orchard Shopping Center)
Registration: Tuesday, September 8, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Wednesday, September 16

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, September 8, 12:20-3 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 10

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Tuesday, September 8, 6:30-9:15 pm
Ongoing Registration: Tuesdays only, Room S-108, 6:30-9:15 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, September 10
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Friday, September 4, 9 am-12:15 pm
Ongoing Registration: Fridays only, 9 am-12:15 pm
Class Meets: Fridays, 9 am-12:15 pm
First Class: Friday, September 11

BEGINNING TO INTERMEDIATE ESL
District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration and First Class: Tuesday, September 8, 9:15-12 am
Ongoing Registration: Tuesdays only, 9:15 a.m.-12 pm
Class Meets: Tuesday and Thursday, 9:15 a.m.-12 pm
First Class: Thursday, September 10

Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration and First Class: Wednesday, September 9, 9 am-12 pm
Ongoing Registration: Mondays only, 9 am-12 pm
Class Meets: Mondays and Wednesdays, 9 am-12 pm
First Class: Monday, September 14

AFTERNOON CLASSES
INTERMEDIATE ESL
Center for Professional Development
Old Orchard Mall, Skokie
Registration: Wednesday, September 9, 1-4 pm
Ongoing Registration: Mondays only, 1-4 pm
Class Meets: Mondays and Wednesdays, 1-4 pm
First Class: Wednesday, September 16

INTERMEDIATE TO ADVANCED ESL
Family Focus
2010 Dewey Street, Evanston
Registration: Wednesday, September 9, 9:30 am-12:30 pm
Ongoing Registration: Mondays only, 9:30 am-12:30 pm
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Wednesday, September 16

District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Tuesday, September 8, 12:15-3 pm
Ongoing Registration: Tuesdays only, 12:15-3 pm
Class Meets: Tuesday and Thursday, 12:15-3 pm
First Class: Thursday, September 10

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 or advanced level.

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.

Note: Tuition fees are subject to changes in State funding.

INTENSIVE ESL Fee: $349
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. (Pre-registration in-person is required. Call 847-635-1426 for pre-test dates).
COM A19-01, OC/SK, 10 Mon., Tue., Wed., Thu., 9/8, 12:40-3:20 pm

TOEFL PREP SEMINAR FEE: $149
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 A45-01, OC/SK, 10 Sat., 9/19, 9-11:45 am CRN 61125
COM A45-02, OC/SK, 10 Mon., 9/21, 9-11:45 am CRN 61126
COM A45-03, OC/SK, 10 Tue., 9/22, 7-9:45 pm CRN 61127

INTENSIVE GRAMMAR REVIEW FEE: $119
For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.
COM A70-01, WFOO, 10 Mon., 9/28, 9:45 am-12:30 pm CRN 61130

CONVERSATIONAL ENGLISH PRACTICE FEE: $119
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 A50-01, OC/SK, 10 Sat., 9/26, 9-11:45 am CRN 61128

IMPROVE YOUR PRONUNCIATION FEE: $149
Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily.
COM A29-01, OC/DP, 10 Sat., 9/12, 9-11:45 am CRN 61122

IDIOMS AND VOCABULARY BUILDING FEE: $119
For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases.
COM A54-01, WFOO, 10 Wed., 9/23, 9:45 am-12:30 pm CRN 61129

Citizenship Education Classes

CITIZENSHIP EDUCATION No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-01, SKL, 9 Fri., 9/11, 6-8:45 pm
HIS A15-02, NPL, 9 Mon., 9/14, 6-8:30 pm
HIS A15-03, FOR, 11 Mon./Wed., 9/28, 6-8 pm
Note: To enroll in HIS A15-03, students must attend registration on 9/23, 6-8 pm.
HIS A15-04, OC/SK, 9 Sat., 9/26, 9:15 am-12 pm

For more information, call 847-982-9888

For credit classes, call 847-982-9888
Free Reading/Literacy Classes*

Classes are for native and non-native speakers of English who wish to improve their reading, writing, or math skills. Lead teachers direct trained tutors to help students develop these skills for personal or employment needs.

• Students must be at least 17 years old and not currently enrolled in high school.
• Literacy students may not enroll in Bridges classes.
• Classes may be canceled at particular sites due to low enrollment.

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 Reading classes. Au Pairs may, however, enroll in the college low-cost tuition classes.

Note: Literacy classes are not intended for tourists, but rather for those who have come to live in the United States.

For more information call 847.635.1426.

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

EVENING CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines

Registration: Tuesday, September 1, 6:15 pm
Class Meets: Tuesday and Thursday, 6:15-9:15 pm
First Class: Thursday, September 3

Lutheran Church of the Ascension
460 Sunset Ridge Road, Northfield

Registration: Monday, August 31, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Wednesday, September 2

Evanston Township High School
1600 Dodge Avenue, Evanston

Registration: Tuesday, September 8, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, September 10

Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie

Registration: Monday, August 31, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Wednesday, September 2

DAYTIME CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines

Registration: Monday, August 31, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Wednesday, September 2

Glenview Public Library
1930 Glenview Road, Glenview

Registration: Tuesday, September 1, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Thursday, September 3

Lutheran Church of the Ascension
460 Sunset Ridge Road, Northfield

Registration: Monday, August 31, 12:30 pm
Class Meets: Monday and Wednesday, 12:30-3:30 pm
First Class: Wednesday, September 2

Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie

Registration: Monday, August 31, 9:30 am
Class Meets: Monday, Wednesday and Friday, 9:30 am-12 pm
First Class: Wednesday, September 2

Skokie Public Library
5215 Oakton, Skokie

Registration: Tuesday, September 1, 9:15 am
Class Meets: Tuesdays and Thursdays, 9:15 am-12:15 pm
First Class: Thursday, September 3

SATURDAY CLASSES

Oakton Community College
1600 East Golf Road, Des Plaines

Registration: Saturday, August 15, 9 am
Class Meets: Saturday, 9 am-12:30 pm
First Class: Saturday, August 22

Skokie Public Library
5215 Oakton Street, Skokie

Registration: Saturday, August 1, 9 am
Class Meets: Saturday, 9 am-12 pm
First Class: Saturday, August 8

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 Literacy/Reading classes.
• Students may enroll concurrently in the Bridges reading and writing classes.
• Students must be at least 17 years old and not currently enrolled in high school.

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 Bridges classes. Au Pairs may, however, enroll in the college low-cost tuition classes.

Note: Bridges classes are not intended for tourists, but rather for those who have come to live in the U.S.

For more information call 847.635.1426.

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to read and/or speak English. Learn about methods and materials especially suited for tutoring individuals new to the U.S. or American-born residents who need help improving their English language skills. Call 847.635.1426 for an interview.

Required four-part training at the Skokie campus:

Thursday, September 3, 6-9:45 pm
Tuesday, September 8, 6-9:45 pm
Saturday, September 19, 1-4 pm
Saturday, October 3, 1-3:30 pm
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, a credential accepted by most employers and schools. Oakton does not administer GED tests. Visit www.ged.com for test locations.

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 Oakton’s GED office 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.)

Tutoring: Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 7-9 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 September 2015 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.

Fall 2015

Oakton Community College
7701 North Lincoln Avenue, Skokie
Room number will be posted.
August 18 and 20 (Tuesday and Thursday), 6:30 pm
August 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 A02-01, ETHS, 13 Tue., 9/1, 6:30-9:15 pm
EDU A02-02, MAINE E, 13 Tue., 9/1, 6:30-9:15 pm
EDU A02-04, NILES W, 13 Thu., 9/10, 6:30-9:15 pm
GED Review Classes

**GED ENGLISH REVIEW**  Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-01, ETHS, 12 Tue., 9/1, 6:30-9:15 pm

**GED READING REVIEW**  Fee: $4.50 ($47)
Course provides practice in critical reading skills needed for three major areas of the GED tests.
EDU A05-01, NILES N, 12 Mon., 9/21, 6:30-9:15 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 word problems.
EDU A08-01, NILES N, 10 Mon./Wed., 9/2, 6:30-9:15 pm
EDU A08-02, NILES N, 13 Wed., 9/2, 6:30-9:15 pm

**GED COMPLETE REVIEW**  Fee: $10 ($98)
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests.
EDU A09-01, OC/SK, 11 Sat., 9/5, 9 am-1:30 pm
EDU A09-02, OC/SK, 16 Mon./Wed., 9/2, 6:30-9:30 pm
EDU A09-03, OC/SK, 16 Tue./Thu., 9/1, 9:30 am-12:30 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 A01-01, NILES W, 6 Tue., 9/15, 7-9:30 pm
HIS A01-02, NILES W, 6 Thu., 9/17, 7-9:30 pm

**GED SCIENCE/SOCIAL STUDIES REVIEW**  Fee: $4.50 ($47)
Prepare students for the Science/Social Studies portion of the GED Tests.
EDU A18-01, NILES W, 13 Tue., 9/1, 6:30-9:15 pm

**SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)**  Fee: $10 ($98)
Preparation in all four 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 A11-01, MAIN W, 16 Mon./Wed., 9/9, 6:30-9:30 pm
EDU A11-03, ETHS, 16 Tue./Thu., 9/8, 6:30-9:30 pm
EDU A11-04, RRC, 15 Sat., 9/5, 9 am-12:30 pm

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**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:** Monday and Wednesday, 9:30 am-2:30 pm and 6:30-9 pm; Tuesdays, 9:30 am-12 pm and 6:30-9 pm; Fridays, 12:30-2:30 pm

**Availability Dates:** Friday, September 4 to Wednesday, November 25, 2015

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**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.

Evening High School classes are small, allowing for individualized instruction. They take place two times per week from 6 to 10 pm on Mondays and Wednesdays or Tuesdays and Thursdays.

**Eligibility**
- Must be a resident of Evanston, Maine, Northfield, or Niles Township. Evanston, Maine, and Niles residents: apply to your high school principal for special permission to enroll. Glenbrook residents (District 225) must apply to Frank Santa, principal of Glenbrook Evening High School, at 847-486-4465.
- Must be at least 17 years of age; call a counselor for more information.
- Cannot be presently enrolled in a regular daytime high school program.

**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

Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 pm, Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine West 847-827-6176 (ext. 5739) or the Adult Education Department at 847-635-1426.

**Cost:** Classes are $12 each (books available on free loan).

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Theresa O’Sullivan at 847.635.1759.
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

Oakton offers a full range of cost-effective, high-quality training solutions that can be delivered at a wide variety of locations. An experienced team of consultants, trainers, and program managers develops programs that enhance employee skills and knowledge to drive business results.

The Oakton advantage:

**Value** - Affordable courses and workshops stretch your training dollars and HR capacity.

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

**Flexibility** - Training is available during the day, evening, or weekend—on site, at the Des Plaines or Skokie campuses, or at another convenient venue.

**Customized** - Curriculum and training programs are tailored to meet specific business needs.

**Proven Results** - Effective training and evaluation tools provide practical skills your employees can immediately apply in the workplace.

Learn more at [www.oakton.edu/ws](http://www.oakton.edu/ws), e-mail [workforcesolutions@oakton.edu](mailto:workforcesolutions@oakton.edu), or call 847.635.1447.
Oakton’s Workforce Solutions Presents:
2015–16 Professional Development Series

This timely and engaging series provides learners with the content, tools, and resources necessary to develop effective leadership skills and sustain learning beyond the classroom environment.

**Fridays: September 18, October 16, November 20**

8:30 a.m. - 12:30 p.m., Skokie campus

$199 per single course; $179 per course for series of three; $166 per course for full series of six.

Textbook and materials provided.

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**Fall 2015**

**Your Leadership Journey**
Gain the knowledge and skills needed to successfully navigate through emerging leadership challenges.

**Communicating for Leadership Success**
Unlock the essential interpersonal skills needed to address the challenges and opportunities that occur on a daily basis.

**Coaching for Peak Performance**
Discover the importance of three key coaching techniques and how to effectively facilitate coaching discussions with team members.

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**Spring 2016**

**Resolving Workplace Conflict**
Learn to recognize the signs of escalating conflict and take appropriate, and timely, action to minimize damage.

**Setting Goals and Reviewing Results**
Discover the positive effects of shifting from a traditional leadership role of planner and evaluator to one of shared responsibility that promotes greater employee ownership and allows leaders to focus more on coaching and staff development.

**Delegating with Purpose**
Learn the skills needed to address challenges, gain commitment of team members, develop individual skill sets, and enhance the overall team and organization.

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Space is limited. To register, visit [www.oakton.edu/conted](http://www.oakton.edu/conted) and select Workforce Development and Corporate Training.

For more information, email workforcesolutions@oakton.edu.

*Offered in partnership with Development Dimensions International, Inc. (DDI)*
Leadership Management Programs for Nursing Home Administrators

Be an early bird! Take advantage of reduced registration fee of $79 for full-day programs!

$79 Early Bird • $109 Regular • $129 Walk-in (plus $8 non-refundable processing fee) No senior discount.

Registration 8 a.m.; Program 8:30 a.m. - 4:15 p.m. Morning coffee served. Lunch is on your own.

Location: Oakton Community College, Ray Hartstein Campus, 7701 North Lincoln Avenue, Skokie

Presented by Michael H. Cohen, MA, Michael Henry Cohen Consulting Services

Michael H. Cohen is a nationally recognized author, workshop leader, and consultant specializing in leadership and team development, organizational communications, employee relations, conflict management, and customer service. Cohen is committed to the belief that employees are responsible for their intrinsic motivation, work ethic, service orientation, positive attitude, and constructive behaviors. He has developed a reputation for providing practical and motivational presentations, and tailor-made consultation services. Cohen is the author of five books On The Job Survival, The Power of Self Management, What You Accept Is What You Teach, Time To Lead, and The Power Of Shared Vision, and is the founder and president of Michael Henry Cohen Consulting Services.

What You Accept is What You Teach: Performance Management Techniques for Outstanding Results

Thursday, August 27


This program addresses how to hold oneself and others accountable for outstanding technical skills, customer service, and teamwork within a competitive business environment. Participants examine a leader’s rights and responsibilities relative to managing performance, coaching techniques to facilitate positive behavior change, and effectively confronting employees who exhibit passive-aggressive or abusive conduct. Topics include reasons for poor performance and how to address these performance deficiencies. Participants will practice providing specific and behaviorally-concise feedback that is instructive and constructive.

Establishing a Shared Vision: How to Cultivate Staff Engagement and Accountability

Wednesday, October 21

HUHA82-060 [CRN 60014] Early Bird registration postmarked by September 21; HUHA82-061 [CRN 60015] after September 21.

This program focuses on how to establish a positive work environment that facilitates employee job success and satisfaction. It highlights the importance of leaders establishing a shared vision and set of values, and modeling behaviors expected of staff members. The instructor discusses seven critical team development issues that must be effectively addressed for a work group to achieve its full potential. Participants learn how to motivate employees to take ownership of needed changes and deal with active or passive resistance to these changes. Participants will identify their leadership styles and its impact on others.

6.25 Continuing Education clock/contact hours will be offered for Illinois Nursing Home Administrators.

Programs begin promptly at 8:30 a.m. Late arrivals or early departure may result in an adjustment of continuing education clock hours on participant certificates of attendance.

Processing Fee: Participants are charged an $8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax [847.635.1448] are charged an $8 fee with each registration form.

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a onetime electronic fund transfer from your account or to process the payment as a check transaction.

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee will be charged for cancellations. For more information, contact the Continuing Education for Health Professionals (CEHP) Program at 847.635.1447.

Advanced registration is recommended.

Use the online Flex Registration system at www.oakton.edu/conted, or register in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448.

For more information, visit www.oakton.edu/all or call 847.635.1438.
Programs for Mental Health Professionals

Be an early bird! Take advantage of reduced registration fee of $79 for full-day programs!

Full-day program (6 hours): $79 Early Bird • $109 Regular • $129 Walk-in (plus $8 non-refundable processing fee). No senior discount.
Registration: 8 a.m., Program: 8:30 a.m. - 4:15 p.m. Morning coffee served. Lunch is on your own.

Half-day program (3 hours): $69 Early Bird • $99 Regular • $120 Walk-in (plus $8 non-refundable processing fee). No senior discount.
Registration: 8 a.m., Program: 8:30 a.m. - 11:45 a.m.

Location: Oakton Community College, Ray Hartstein Campus, 7701 North Lincoln Avenue, Skokie

What You Accept is What You Teach: Performance-Management Techniques for Outstanding Results
Thursday, August 27
Presenter: Michael Cohen, MA
This program addresses how to hold oneself and others accountable for outstanding technical skills, customer service, and teamwork within a competitive business environment. Participants examine a leader’s rights and responsibilities in managing performance, coaching techniques that facilitate positive behavior change, and effectively confronting employees with passive-aggressive or abusive conduct. Topics include reasons for poor performance and addressing these deficiencies. Participants practice providing specific and behaviorally concise feedback that is instructive and constructive.

Anxiety and Depression: Treating the Big Two Co-Occurring Disorders
Wednesday, September 9
Presenter: Margaret Wehrenberg, PsyD
Anxiety and depression are comorbid in almost 50 percent of cases seen in clinical practice, but not all co-occurring disorders have the same presentation. Factors unique to each client type, including the interaction of anxiety and depression symptoms; establishing a unique therapeutic relationship for each client; the impact of individual temperaments and learning styles, and treatment methods that offer optimal relief for these comorbid disorders, are examined.

Working with High-Risk Children and Adolescents: Collaborative Strengths-Based Family Therapy
Friday, September 18
Presenter: Matthew Selekman, MSW, LCSW
Children and adolescents with longstanding difficulties of anger and explosiveness, oppositional, delinquent, self-harming, substance-abusing behaviors, and severe eating disorders, are challenging to work with for even the experienced therapist. Participants learn a collaborative, strengths-based, brief family therapy approach that capitalizes on the strengths and resources of children, adolescents, family members, key resources from social networks, and engaged helpers to co-construct solutions.

Obsessive Compulsive Disorders: From Subtypes to Treatment
Wednesday, September 30
Presenter: Patrick McGrath, PhD
HMHA73-060 [CRN 60043] Early Bird registration postmarked by August 31; HMHA75-061 [CRN 60044] after August 31.
Obsessive Compulsive Disorder (OCD) is listed by the World Health Organization (WHO) as one of the top ten most disabling disorders in the world. Individuals with OCD recognize that the intrusive thoughts, images, and impulses they experience are not real, but feel compelled to “undo” them with other thoughts or actions. This program takes an in-depth look at OCD, what it is, how to assess it, the different subtypes, and treatment options.

Using Projective Techniques in Psychotherapy
Friday, October 2
Presenter: Michael Maniacci, PsyD
This program explores the use of two powerful techniques for projective assessment: early recollections and dreams. Clinical case formulation is crucial in professional practice. Early recollections provide excellent source material to assess and formulate clinical cases. Tactics for the use and interpretation of dreams and early recollections are demonstrated.
Motivation and Behavioral Change: Clinical, Management and Personal Perspective  
Friday, October 9  
Presenter: Gary Gilles, LCPC, MA  
Self-motivation lies at the heart of creativity, responsibility, healthy behavior and lasting change. Participants explore the process of behavioral change as it relates to intrinsic motivation and sustained, progressive change. Personal, organizational, and cultural barriers to motivation and behavioral change are examined. Practical application in clinical practice, supervision, management, and personal development is highlighted through lecture, discussion and case studies.

Stress Reduction: The Importance of Forgiveness, Gratitude and Appreciation in the Global Community  
Friday, October 16  
Presenter: Nancy Peddle, PhD  
OCPA90-060 [CRN 60035] Early Bird registration postmarked by September 16; OCPA90-061 [CRN 60036] after September 16.  
Participants enhance their well-being and develop concrete tools, such as perception taking, taping, and meditation. Discover how emotional temperature taking can enrich the home and work environment, including clinical practice. A positive correlation exists between resiliency, healing after trauma, and forgiveness that is cross-cultural and independent of the intensity of the betrayal or hurt. Explore research that positively links forgiveness, gratitude, and appreciation with mental health. Learn about, experience, and add to, the growing body of cross-cultural research. Ethical aspects, international case studies, data collection, exercises and interactive demonstrations are presented. Dress comfortably as this is an experiential workshop; techniques are put into practice.

Establishing a Shared Vision: How to Cultivate Staff Engagement and Accountability  
Wednesday, October 21  
Presenter: Michael Cohen, MA  
HUHA82-060 [CRN 60014] Early Bird registration postmarked by September 21; HUHA82-061 [CRN 60015] after September 21.  
Learn how to establish a positive work environment that facilitates employee job success and satisfaction. Course highlights the importance of leaders establishing a shared vision and values, and modeling constructive behaviors. Seven critical team development issues necessary for a work group to meet its full potential are introduced. Discover how to motivate employees to take ownership of workplace changes and deal with resistance to these changes. Participants identify their leadership styles and its impact on others.

Extramarital Affairs: Dynamics and Treatment  
Wednesday, October 14 (Half-day program, 8:30 a.m. - 11:45 a.m.)  
Presenter: Phillip Elbaum, LCSW  
This three-hour program provides an overview of extramarital affairs, including the incidence, historical precedents, types of affairs, causes, cultural implications, psychiatric disorders as contributing factors, warning signs, and the trauma of discovery and its effects on partners and family members. Treatment interventions are explored, including individual and conjoint therapy, as well as concurrent individual and conjoint therapy. Rebuilding trust after a partner’s affair to help a couple move on is also discussed. Case examples to explain dynamics and therapeutic techniques are presented.

The Fatigued Soul: When Compassion Runs Out and What You Can Do About It  
Friday, October 30  
Presenter: Serena Wadhwa, LCPC, CADC  
Life experiences sometimes teach us that there are limits to our compassion. But learning to develop a healthy sense of self can help maintain compassion and empathy with others. Activities and case studies complement this interactive, skill-building program which enables participants to identify and work through compassion fatigue to be more effective in their professional lives.

Group Therapy  
Friday, November 6  
Presenter: Laurie Maniaci, PsyD  
Therapeutic groups are a powerful experiential tool for helping clients develop greater self-awareness and manifest healthy changes in their lives. Participants learn theoretical perspectives and gain useful experience as group members and group facilitators.

Values, Beliefs and Blind Spots: The Ethics of Cultural Competence  
Friday, November 13  
Presenter: Ruth Lipschutz, LCSW  
The foundation of cultural competency is sound ethical practice. Culturally sensitive practice involves the practitioner’s awareness of their values, beliefs, prejudices and potential blind spots, as well as an openness to learn about, understand, and respect all cultures.
The values of service to clients; dignity and worth of the person; importance of human relationships; centrality of honesty and integrity; and competence and social justice are shared by all mental health professionals. The issue of competency arises when practitioners are confronted with ethical dilemmas. Participants will effectively identify culturally related dilemmas and apply an accepted set of decision-making steps for successful resolution.

**The Use of Expressive Therapies in Working with Eating Disorders**

**Friday, November 20**


Expressive therapy can be especially effective in clinical settings. The use of expressive therapy for use with clients diagnosed with eating disorders is the focus of this program. Participants explore (theoretically, diagnostically, and practically) how expressive therapy, utilizing dance movement, art, drama, and music as media, is incorporated into practice. These action-oriented approaches directly impact one’s body sensations resulting in mind shifting. A number of nonverbal intervention techniques are presented, such as embodying self-recognition, self-regulation and self-reconstruction.

Programs begin promptly at 8:30 a.m. Late arrivals or early departure may result in an adjustment of continuing education clock hours on participant certificates of attendance.

*Continuing Education clock/contact hours will be offered for Illinois Social Workers (6.5/3.0 clock hours), Professional Counselors (6.5/3.0 clock hours), Marriage and Family Therapist (6.5/3.0 clock hours), Nursing Home Administrators (6.5/3.0 clock hours), Addictions Counselors IAODAPCA members (6.25 - 6.50/3.0 clock hours approved or pending approval), Occupational Therapists (7.5/3.5 contact hours), Speech and Language Pathologists/Audiologists (6.5/35 clock hours) and Teachers (6.5/3.0 CPDUs). 6.5 Universal Training hours will be offered to other professional groups.*

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**Program for Activity/Recreational Professionals**

**36-hour Basic Orientation Course for Activity Directors** HTHA04-060 [CRN 61422]

**Tuesdays, Wednesdays, and Thursdays, September 22, 23, 29, and October 1, 6, and 8.**

**Location:** Oakton Community College, 1600 East Golf Road, Des Plaines

$450 Advanced Registration and $475 Walk-in (plus $8 non-refundable processing fee) **No senior discount.**

Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m.

Includes instruction, course notebook, morning refreshments and certificate of completion.

Lunch on your own. Bring a bag lunch to eat in the classroom or purchase a lunch in the campus cafeteria.

*Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).*

Course fulfills all Illinois Department of Public Health (IDPH) requirements by including information regarding resident rights, activity care planning for quality of life, human wellness and self-esteem, etiology and symptomatology of persons who are aged, developmentally disabled or mentally ill, therapeutic approaches, philosophy and design of activity programs, activity program resources, program evaluation, practitioner behavior and ethics, resident assessment and supportive documentation, standards and regulations concerning activity programs, management, and administration. Enrollment limited to 40 students. If proof of enrollment in this class is needed, call 847.635.1438.

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**Cancellation/Refunds:** Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee will be charged for cancellations.

**Processing Fee:** Participants are charged an $8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax [847.635.1448] are charged an $8 fee with each registration form.

**NOTE:** When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a onetime electronic fund transfer from your account or to process the payment as a check transaction.

Advanced registration is recommended.

Use the online Flex Registration system at [www.oakton.edu/conted](http://www.oakton.edu/conted), or register in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448.

*For more information, visit [www.oakton.edu/all](http://www.oakton.edu/all) or call 847.635.1438.*
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 2014-2017 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA00001.

Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Social Worker Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 159-000167.

Marriage and Family Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period 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 2013-15 renewal period by the Nursing Home Administrator Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 139-000061.

Professional Counselor/Clinical Professional Counselors: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period 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 2013-15 renewal period by the Respiratory Care Practitioner Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 195-000010.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 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.

For more information about Health Professional programs, please call 847-635-1438, e-mail cehp@oakton.edu or visit our Web page at www.oakton.edu/conted for more upcoming Continuing Education Health Programs.
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. **NPL**
   - 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
    - Des Plaines 60018

13. **LPL**
    - Lincolnwood Public Library
    - 4000 West Pratt 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
    - 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**
    - 2100 Ridge Avenue
    - Evanston 60201

23. **Lutheran Church of Ascension**
    - 460 Sunset Ridge Road
    - Northfield 60093

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

25. **FOR**
    - Forest Elementary School
    - Early Learning Center
    - 1375 South 5th Avenue
    - Des Plaines 60016
Registration for Noncredit Continuing Education Classes


4 Ways to Register: Online, By Mail, By Fax, and In Person.

See page 4 for detailed information on how to register. For more information, visit our Web page at www.oakton.edu/conted or call 847.982.9888.

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

CRN   Course Code   Course Title   School   Start Date   Day/Time   Tuition

Method of prepayment:  ❑ Cash   ❑ Check (payable to Oakton Community College)  Check No.____________

Send checks (payable to Oakton Community College) to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077.

❑ Credit Card For credit card payment only, check one:  ❑ Visa  ❑ MasterCard  ❑ Discover

Credit Card Number ________________________________ Exp. Date ____________

3-Digit Verification Code (on back of card) __ __ __  Signature ________________________________

*At the time of each registration, an $8 non-refundable processing fee will be charged.