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Tuition and Fees*

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

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

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

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

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

Residency (In-district Senior Citizens) - Residents of the Oakton Community College district who are 60 years or older are eligible to enroll for one-half of the course tuition stated for most courses (unless otherwise indicated). Proof of age and in-district residency must be provided in person prior to registration.

Acceptable documentation includes: a valid Illinois driver’s license or Illinois state ID; or two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the College.

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

General Information

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

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

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

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

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

Students with Disabilities - 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

New! Flexible Online Registration System

A convenient and seamless way to search, register, and pay for classes.

Try the Alliance’s new flexible online registration system 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. Find out more and register at www.oakton.edu/conted.

ONLINE

Alliance for Lifelong Learning’s new flexible online registration 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 at www.oakton.edu/conted.

BY MAIL

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

BY FAX (for credit card payment only)

Completed registration form fax to 847-635-1448 (include credit card number, expiration date, 3-Digit Verification Code (found on the back of the credit card), and your signature)

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.

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

Extended hours for Des Plaines and Skokie Campuses:
Des Plaines Campus, Room 1420, 847-982-9888
Skokie Campus, Room A120, 847-982-9888
Monday-Thursday, August 12-15 and 19-22, 5-7 p.m.
Saturdays, August 17 and 24, 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. Compete 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.
NEW FALL 2013 NONCREDIT CLASSES

PERFORMING PAYROLL IN QUICKBOOKS (ONLINE)
ACC A11-300, 8/21-10/11  CRN 60118
ACC A11-301, 9/18-11/8    CRN 60119
ACC A11-302, 10/16-12/6   CRN 60120
ACC A11-303, 11/13-1/3    CRN 60121

INTRODUCTION TO MS WORD 2011 FOR MAC (ONLINE)
DPR A83-304, 8/21-10/11  CRN 60519
DPR A83-305, 9/18-11/8    CRN 60524
DPR A83-306, 10/16-12/6   CRN 60525
DPR A83-307, 11/13-1/3    CRN 60526

CONVERSATIONAL ARABIC II
LAR B05-01, OC/SK, 8 Mon., 9/23, 7-9 pm  CRN 61036

CONVERSATIONAL GERMAN II
LGE B04-01, GLBRK S, 8 Thu., 9/12, 7-9 pm  CRN 61034

CONVERSATIONAL PORTUGUESE
LPT B03-01, NILES N, 8 Wed., 9/25, 7-9 pm  CRN 61035

NAVIGATING DIVORCE (ONLINE)
PSY C13-300, 8/21-10/11  CRN 60659
PSY C13-301, 9/18-11/8    CRN 60660
PSY C13-302, 10/16-12/6   CRN 60661
PSY C13-303, 11/13-1/3    CRN 60662

INDIVIDUAL EXCELLENCE (ONLINE)
BUB A22-300, 8/21-10/11  CRN 61039
BUB A22-301, 9/18-11/8    CRN 61040
BUB A22-302, 10/16-12/6   CRN 61041
BUB A22-303, 11/13-1/3    CRN 61043

TEACHING ESL/EFL VOCABULARY (ONLINE)
TCR A16-300, 8/21-10/11  CRN 60727
TCR A16-301, 9/18-11/8    CRN 60728
TCR A16-302, 10/16-12/6   CRN 60729
TCR A16-303, 11/13-1/3    CRN 60730

RESEARCH METHODS FOR WRITERS (ONLINE)
COM S49-300, 8/21-10/11  CRN 60330
COM S49-301, 9/18-11/8    CRN 60331
COM S49-302, 10/16-12/6   CRN 60332
COM S49-303, 11/13-1/3    CRN 60333

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>Course Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS B34-01, Niles N, 7</td>
<td>Wed., 10/11, 7-10 pm, Daniel</td>
<td>CRN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• For location information, see site map on page 57.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for Web registration.

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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Theresa Bashiri-Remetio
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BOARD OF EDUCATION
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District 219, 847-626-3000
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Oakton Community College
CONTINUING EDUCATION AND TRAINING
Dr. Merrill Irving Jr., Associate Vice President for Continuing Education, Training and Workforce Development
Robyn Bailey, Director of Operations and Administration
Lynn W. Seinfeld, Director, Business and Community Development

Register online www.oakton.edu/conted
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 57 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 Pathologists, Audiologists, and Dieticians. For more information call 847.635.1934.

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

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

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### 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
**Fall 2013 Noncredit Class Schedule**

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

### Accounting

Courses marked with an asterisk (*) may be taken as 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

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

If you are interested in increasing financial awareness and accountability while gaining a marketable skill, this course may be for you. 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. Accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities will be discussed. We’ll 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, 8/21-10/11 CRN 60114
- ACC A08-301, 9/18-11/8 CRN 60115
- ACC A08-302, 10/16-12/6 CRN 60116
- ACC A08-303, 11/13-1/3 CRN 60117

#### ACCOUNTING WITH PEACHTREE I (ONLINE)*

| Fee: $145 |

Course introduces Peachtree software. Content 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. Completion of the "Financial Accounting" or basic accounting knowledge is recommended.

- ACC A12-C01, 8/19-9/29 CRN 60829

#### ACCOUNTING WITH PEACHTREE II (ONLINE)*

| Fee: $145 |

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

- ACC A16-C01, 9/30-11/10 CRN 60902

#### ACCOUNTING WITH QUICKBOOKS I*

| Fee: $105 |

Course introduces QuickBooks software. Content includes 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., 8/20, 6-7:50 pm CRN 60815
- ACC A02-C02, OC/DP, 5 Fri., 9/20, 9 am-12 pm CRN 60822
- ACC A02-C03, OC/DP, 8 Wed., 10/16, 6-7:50 pm CRN 60823

#### ACCOUNTING WITH QUICKBOOKS II*

| Fee: $105 |

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, 8/21-10/11 CRN 60101
- ACC A02-301, 9/18-11/8 CRN 60111
- ACC A02-302, 10/16-12/6 CRN 60112
- ACC A02-303, 11/13-1/3 CRN 60113

#### ACCOUNTING WITH QUICKBOOKS III*

| Fee: $105 |

Provides intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assume previous experience with payables; receivables and financial statements.

**Recommended:** ACC A02 or previous experience with QuickBooks.

- ACC A06-C01, OC/DP, 5 Thu., 10/31, 6-9 pm CRN 60827

#### QUICKBOOKS COMPREHENSIVE*

| Fee: $286 |

Course prepares students for QuickBooks ProAdvisor Exam. Content in first 8 weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second 8 weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks is not required. **Recommended:** Completion of the “Principles of Financial Accounting” and basic computer skills.

- ACC A15-C01, OC/SK, 8/22, 6:30-9:20 pm CRN 60901

#### MICROSOFT EXCEL FOR ACCOUNTANTS*

| Fee: $105 |

Gain hands-on experience in accounting applications of Microsoft Excel. Content 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 is recommended. The textbook is available in the Oakton's bookstore.

- ACC A03-C01, 8/21-10/11 CRN 60824
- ACC A03-C02, OC/DP, 8 Wed., 10/16, 8-9:50 pm CRN 60825

#### PAYROLL TAX ACCOUNTING*

| Fee: $95 |

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

- ACC A04-C01, OC/DP, 4 Sat., 11/9, 9 am-12:40 pm CRN 60826

**New!**

#### PERFORMING PAYROLL IN QUICKBOOKS

| Fee: $119 |

(ONLINE) |
| In-district seniors: $80 |


- ACC A11-300, 8/21-10/11 CRN 60118
- ACC A11-301, 9/18-11/8 CRN 60119
- ACC A11-302, 10/16-12/6 CRN 60120
- ACC A11-303, 11/13-1/3 CRN 60121

*Course may also be taken for college credit.
Air Conditioning, Heating and Refrigeration

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

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $421
This course consists of lectures, demonstration and lab experiences in the area of basic refrigeration, theory, and practice. Class will explore the functioning and operating characteristics of the vapor compression mechanical refrigeration used in air conditioning systems including service procedures connected with the basic refrigeration cycle. Also, EPA’s certification registration for proper handling of refrigerants will be covered. Note: Students will be required to purchase basic hand tools that will be used in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.
AIR A06-C01, OC/DP, 16 Mon., 8/19, 5-10:30 pm CRN 60920
AIR A06-C02, OC/DP, 16 Tue., 8/20, 5-10:30 pm CRN 60921
AIR A06-C03, OC/DP, 16 Tue., 8/20, 10 am-2:30 pm CRN 60922

AIR CONDITIONING I* Fee: $421
Course covers basic principles of residential heating systems. Content includes proper installation, service and safety procedures. Focus is on combustion process and consumer safety.
AIR A07-C01, OC/DP, 16 Mon., 8/19, 5-10:30 pm CRN 60923
AIR A07-C02, OC/DP, 16 Wed., 8/21, 5-10:30 pm CRN 60924

SHEET METAL LAYOUT AND FABRICATION* Fee: $421
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., 8/22, 5-10 pm CRN 60915

EPA SECTION 608 CERTIFICATION* Fee: $95
The law requires that a person intending to work on refrigeration systems must be certified in proper refrigerant usage. This course will prepare the student for the “EPA Section 608” certification exam. The student will be required to pay exam fees. A textbook may be required. Check with the bookstore.
AIR A08-C01, OC/DP, 4 Wed., 11/16, 1-4:20 pm CRN 60925
AIR A08-C02, OC/DP, 4 Tue., 11/12, 5-8:50 pm CRN 60926

RESIDENTIAL HOT WATER BOILERS AND HYDRONICS TECHNOLOGY Fee: $286
Course covers conventional and modern residential hydronics systems. Topic focus on near boiler piping, accessories and zoning operations proper sizing of heat emitting components, baseboards and piping. Prerequisite: AIR A01 and AIR A02 or consent of department chair.
AIR A03-C01, OC/DP, 16 Mon., 8/19, 6-8:50 pm CRN 60919

Low Pressure Steam Boilers and Operation* Fee: $286
Course covers low pressure steam boilers and principles of boiler operation. Content includes 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 Thu., 8/22, 6-8:50 pm CRN 60929

Commercial Refrigeration Systems* Fee: $421
Course covers entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Content includes various types of refrigeration systems medium and low pressure temperature and their proper installations product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students are required to provide their own basic tools.
AIR A09-C01, OC/DP, 16 Fri., 8/23, 5-10:30 pm CRN 60927

Advanced Automatic Controls* Fee: $401
Course covers advanced automatic controls used presently in high-efficiency furnaces. Content includes electronic ignition systems, generic sequence of automatic controls, and ladder type wiring diagrams.
AIR A10-C01, OC/DP, 16 Wed., 8/21, 5-10:30 pm CRN 60928

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: $326
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C01, OC/SK, 16 Tue./Thu., 8/20, 8:30 am-9:10 pm CRN 60934
ART C33-C02, OC/DP 16 Fri., 8/23, 10 am-3:30 pm CRN 60935

Painting II* Fee: $316
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., 8/20, 1-3:40 pm CRN 60936

*Course may also be taken for college credit.
CERAMICS I* Fee: $346
Course examines techniques of hand-built and wheel-thrown ceramics. Content includes decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C01, OC/DP, 16 Mon./Wed., 8/19, 1:30-4:10 pm CRN 60937
ART C43-C02, OC/DP, 16 Tue./Thu., 8/20, 6:30-9:10 pm CRN 60938
ART C43-C03, OC/DP, 16 Sat., 8/24, 9:30 am-2:50 pm CRN 60939

CERAMICS II* Fee: $346
Course is a continuation of ART 134, further exploring ceramic techniques, glaze calculation and aesthetic evaluation. Focus is on development of 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., 8/20, 1:30-4:10 pm CRN 60940

COLOR MANAGEMENT* Fee: $361
Course focuses on the use of Color Management to get consistent color from input through editing through output and color correction techniques. Topics include creation and use of ICC color profiles for scanners, digital cameras, monitors, and inkjet printers choosing hardware, types of ink, using art papers, proofing, and related techniques. Prerequisite: ATE A02.
ATE A11-C01, OC/DP, 16 Sat., 8/24, 9 am-2:20 pm CRN 60948

DRAWING I* Fee: $311
Examines the basics of drawing. Focus is on development of fundamental skills in proportion, value (shading) and perspective. Content includes work from still life, live models and outside subject matter, media use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.
ART C23-C01, OC/DP, 16 Mon./Wed., 8/19, 10 am-12:40 pm CRN 60930
ART C23-C02, OC/SK, 16 Mon./Wed., 8/19, 1-3:40 pm CRN 60931
ART C23-C03, OC/SK, 16 Tue./Thu., 8/20, 1-3:40 pm CRN 60932
ART C23-C04, OC/DP, 16 Sat., 8/24, 9:30 am-2:50 pm CRN 60933

DRAWING Studio: Level 1 Fee: $150
Beginning instruction in basic drawing media. Still life and figurative study, including life drawing, are also presented. No class 11/20, 11/27.
ART B02-01, NILES N, 10/2, 7-9:30 pm, Kantz CRN 60019

DRAWING AND WATERCOLOR PAINTING Fee: $150
Use color and form compositions to build confidence in your painting skills.
ART C19-01, OC/DP, 8 Tue., 9/24, 7-9:30 pm, Nelson CRN 60020

FASHION DESIGN: SKETCHING AND PATTERN MAKING Fee: $150
If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece. Material fee of $20 (does not include the cost of fabric) is payable at the first session. Course taught by Aneta Takeva, teacher, artist, and owner of Aneta Art Classes.
HEC B09-01, MAINE E, 6 Tue., 9/24, 6:30-9 pm, Takeva CRN 60105

STONE SCULPTURE WORKSHOPS: ALL LEVELS Fee: $175
Techniques, including hammer and chisel, rasps, files, sanding and polishing—end with a finished art piece. Materials fee of $100 is payable to instructor on first day of class, includes alabaster stone, tools and work stand. Classes are held at the instructor’s studio, located at 2115 W. Touhy Ave, Chicago. No class 11/11.
ART T08-01, HART, 10 Mon., 9/16, 9:30 am-12:30 pm, Brower CRN 60522
ART T08-02, HART, 10 Wed., 9/18, 9:30 am-12:30 pm, Brower CRN 60523

DIGITAL SCRABBOOKING (ONLINE) In-district seniors: $80
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 9 or later, learn how build digital collages and scrapbooks—and create your unique works of art.
ART C59-300, 8/21-10/11 CRN 60134
ART C59-301, 9/18-11/8 CRN 60135
ART C59-302, 10/16-12/6 CRN 60136
ART C59-303, 11/13-1/3 CRN 60137

Auto and Engine Repairs

AUTOMOBILE REPAIR Fee: $175
This class is for more 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.
TEC C14-01, ETHS, 9/17, 6:30-9:30 pm, Wylie CRN 60005

SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS) Fee: $75
Learn to fix your own small engine! We'll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine. A lab fee of $10 per student is payable to the instructor at class.
TEC C15-01, ETHS, 9/12, 7-9:30 pm, Wylie CRN 60035

Business

BUSINESS LAW* Fee: $286
Course introduces business law. Content includes the basic law of contracts, sales and bailment case method and problems illustrate legal problems affecting business contracts development of common law as modified by the Uniform Commercial Code.
BUS A02-C01, OC/DP, 12 Mon., 9/16, 6:30-10 pm CRN 60956

BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE) In-district seniors: $80
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, this 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 will have a positive impact on your company’s bottom line.
BUB A41-300, 8/21-10/11 CRN 60162
BUB A41-301, 9/18-11/8 CRN 60163
BUB A41-302, 10/16-12/6 CRN 60164
BUB A41-303, 11/13-1/3 CRN 60165

*Course may also be taken for college credit.
INTRODUCTION TO BUSINESS Fee: $119  
ANALYSIS (ONLINE)  In-district seniors: $80
The days of making critical business decisions by instinct or coin toss are long gone. Gain business advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective decisions. If you are planning a career in business, you cannot afford to miss this course!
Requirement: Basic algebra proficiency.
BUS A16-300, 8/21-10/11 CRN 60230
BUS A16-301, 9/18-11/8 CRN 60231
BUS A16-302, 10/16-12/6 CRN 60232
BUS A16-303, 11/13-1/3 CRN 60233

INTRODUCTION TO BUSINESS* Fee: $286
Course introduces students to the study of business. Content includes issues and topics related to business and economics in the United States and globally business careers key components of a business plan and the ethical, legal, and social responsibilities of business. Recommended: Placement in EGL 101 or hands-on experience using word processing, the Internet, and e-mail. This course may also be taken for college credit. Contact Jay Cohen, business chair, at 847-376-7107 or jcohen@oakton.edu for information.
BUS A01-C01, OC/DP, 12 Mon./Wed., 9/16, 4:30-6 pm CRN 60952
(supplemental lab work required)
BUS A01-C02, OC/DP, 13 Tue., 9/17, 6:30-10 pm CRN 60953
(supplemental lab work required)
BUS A01-C03, OC/SK, 12 Tue., 9/17, 4:15-6 pm CRN 60954
(hybrid section)
BUS A01-C04, OC/DP, 12 Wed., 9/18, 6-9:20 pm CRN 60955
(supplemental lab work required)

Career and Certification Training

ADMINISTRATIVE ASSISTANT Fee: $119  
FUNDAMENTALS (ONLINE)  In-district seniors: $80
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you 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. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity Machine.
BUB A42-300, 8/21-10/11 CRN 60166
BUB A42-301, 9/18-11/8 CRN 60167
BUB A42-302, 10/16-12/6 CRN 60168
BUB A42-303, 11/13-1/3 CRN 60169

BASSET TRAINING Fee: $50
BASSET stands for Beverage Alcohol Sellers and Servers Education and Training. This program meets the State of Illinois requirements to satisfy municipal codes for employment or liquor license procurement. The curriculum covers the physical properties of alcohol; customer prevention and intervention techniques; state statutes and local ordinances; DUI laws; proper identification techniques; police and paramedic recommendations; dram shop laws; civil and criminal liabilities; alcoholism; and victim rights. This training is being provided through Advance Design Concepts, Inc., an Illinois-licensed BASSET provider. All training materials are included in fee. Training location: Holiday Inn, 3405 Algonquin Road, Rolling Meadows, IL 60008. No senior discount.
BAS 001-01, 1 Sun., 8/25, 11 am-6 pm CRN 60884
BAS 001-02, 1 Sun., 10/27, 11 am-6 pm CRN 60885

The following three online courses are offered in partnership with Pearson Education. E-mail Jesse Ivory at jivory@oakton.edu for details on how to register.

COLLABORATING AND COMMUNICATING EFFECTIVELY IN THE WORKPLACE  Fee: $50 (2 contact hours)
Analyze verbal and nonverbal workplace communication, including body language, facial expressions, emotions, and silence. Learn how to communicate in group settings and proper meeting etiquette. This Pearson Education course is ideal for individuals working in teams, transitioning to a new career, or returning to the workforce.

SIX SIGMA GREEN BELT OVERVIEW  Fee: $1795 (48 contact hours)
Six Sigma is a disciplined, data-driven approach to eliminating defects in any process. Prepare for the American Association for Quality’s Six Sigma Green Belt Certification exam by delving into key concepts. Explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. Please note course does not provide certification.

DEVELOPING EFFECTIVE SOCIAL AND CROSS-CULTURAL SKILLS FOR THE WORKPLACE  Fee: $50 (2 contact hours)
Understand the principal elements of social and cross-cultural skills and how they apply to today’s global marketplace and increasingly diverse workplace. Learn appropriate workplace social skills and physical appearance as well as how to work with individuals from different cultural backgrounds.

BARTENDING CERTIFICATION Fee: $525
The focus of this program is to provide students with as much hands-on training as possible. Course curriculum provides a thorough understanding of all duties, skills, responsibilities and obligations associated with bartending in the public or private sector. Students (ages 21 and over) who successfully score 80 percent or better on both written and practical exams will receive a certificate verifying their eligibility for employment as bartenders. Graduates also may qualify for job placements. Classes are held at ABC Bartending School, 1699 Wall St., Mt. Prospect. No senior discount.
BAR T01-01, ABC, Mon.-Thu., 9/9-9/19, 6-10 pm CRN 60882
BAR T01-02, ABC, Mon.-Thu., 11/4-11/14, 6-10 pm CRN 60883

CPR RESCUE Fee: $35
This course covers adult, child and infant CPR, along with mouth-to-mouth, the Heimlich maneuver and two-person CPR. OSHA, DCFS and JCAHO compliant. 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, OC/DP, 1 Sat., 10/12, 9 am-12 pm, Sanders CRN 60080
HEA E05-02, OC/SK, 1 Sat., 12/7, 9 am-12 pm, Sanders CRN 60081

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
This class satisfies the Illinois Department of Public Health’s required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. At the conclusion of the course students will complete the City of Chicago certification exam. No senior discount.
BUS R99-01, OC/SK, 1 Sat., 10/5, 9 am-4:30 pm, Kulczycky CRN 60025

*Course may also be taken for college credit.
PERSONAL TRAINER CERTIFICATION

ABC NEWS.com and Fortune Magazine rank “personal fitness trainer” as the fourth hottest job in the United States. Get the instructions you need to become a Certified Personal Trainer by taking this comprehensive program offered in collaboration with the nationally-recognized World Instructor Training School (W.I.T.S.). Master the fundamentals of personal training, gain real-life experience in an internship, and prepare to take the nationally-recognized W.I.T.S. certification exam. Topics include anatomy, biomechanics, exercise physiology, fitness testing and health assessment, nutrition, exercise prescription, equipment usage, special populations, legal and safety issues. Note: There is no additional fee for the internship, and it is required for certification. It is the student’s responsibility to contact a facility and complete the internship. Proof of current CPR/AED certification is required before the Personal Trainer Certificate can be issued. Oakton offers CPR classes that will fulfill this requirement. No refund after course begins. No senior discount.

Classroom-based Course Fee: $679


BECOME A VETERINARY ASSISTANT Fee: $119

(ONLINE) In-district seniors: $80

If you like animals you may enjoy working in a veterinary office or hospital. The instructor is a practising veterinarian who will share information on pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine. You’ll also learn what it takes to run such an operation as a small business.

BUB A60-300, 8/21-10/11  CRN 60206
BUB A60-301, 9/18-11/8  CRN 60207
BUB A60-302, 10/16-12/6  CRN 60208
BUB A60-303, 11/13-1/3  CRN 60209

BECOME A VETERINARY ASSISTANT II: Fee: $119

CANINE REPRODUCTION (ONLINE) In-district seniors: $80

Understand canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

BUB A61-300, 8/21-10/11  CRN 60210
BUB A61-301, 9/18-11/8  CRN 60211
BUB A61-302, 10/16-12/6  CRN 60212
BUB A61-303, 11/13-1/3  CRN 60213

BECOME A VETERINARY ASSISTANT III: Fee: $119

PRACTICAL SKILLS (ONLINE) In-district seniors: $80

Gain essential practical skills you need to become a valuable veterinary assistant. Restraint and examination techniques are covered along with 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, 8/21-10/11  CRN 60214
BUB A62-301, 9/18-11/8  CRN 60215
BUB A62-302, 10/16-12/6  CRN 60216
BUB A62-303, 11/13-1/3  CRN 60217

Communication

TUNE UP YOUR BUSINESS VOICE: Fee: $50

TURN ON YOUR CUSTOMERS

When you talk, do people listen? Do they want to hear more of what you have to say? This course will help you develop an effective speaking voice to enhance your business and improve customer satisfaction. Have a positive influence on people, boost your self confidence, and increase profits by “tuning up” the way you speak! Course fee includes supplementary materials.

COM S25-01, OC/DP, 1 Sat., 10/12, 9 am-12 pm, Urban  CRN 60038

New!

INDIVIDUAL EXCELLENCE Fee: $119

(ONLINE) In-district seniors: $80

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, 8/21-10/11  CRN 61039
BUB A22-301, 9/18-11/8  CRN 61040
BUB A22-302, 10/16-12/6  CRN 61041
BUB A22-303, 11/13-1/3  CRN 61043

INTRODUCTION TO VISUAL COMMUNICATION* Fee: $361

Course covers the fundamental principles of design and how these relate to effective visual communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising. This course may also be taken for college credit, call 847-635-1950 for information.

ATE A06-C01, OC/SK, 16 Wed., 8/21, 1-3:50 pm  CRN 60945

GRAMMAR REFRESHER Fee: $119

(ONLINE) In-district seniors: $80

Master the written word! Review the basics and learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons and shifts in person and tense. The instructor has worked as a newspaper copy editor, journalist and technical writer. This course is not designed for ESL students.

COM S13-001, 8/21-10/11  CRN 60314
COM S13-001, 9/18-11/8  CRN 60315
COM S13-001, 10/16-12/6  CRN 60316
COM S13-001, 11/13-1/3  CRN 60317

*Course may also be taken for college credit.
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, 8/21-10/11
BUB A55-301, 9/18-11/8
BUB A55-302, 10/16-12/6
BUB A55-303, 11/13-1/3
CRN 60186
CRN 60187
CRN 60188
CRN 60189

MERRILL REAM SPEED READING (ONLINE)  Fee: $119
Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.
COM SS7-300, 8/21-10/11
COM SS7-301, 9/18-11/8
COM SS7-302, 10/16-12/6
COM SS7-303, 11/13-1/3
CRN 60334
CRN 60335
CRN 60336
CRN 60337

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 2
- Veteran's Day, November 11
- Thanksgiving Break, November 28 and 29

No Evening Classes:
- Rosh Hashanah, September 5, 2013
- Yom Kipper, September 14, 2013

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

Computer Keyboarding Skills

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

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT*  Fee: $110
This course is designed to increase your keyboarding speed while improving accuracy by indentifying your weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 wpm (without looking at the keyboard).
COF A06-C01, OC/SK, 6 Thu., 10/24, 12-2:20 pm
CRN 60958

BASIC KEYBOARDING*  Fee: $110
This course allows the beginning student to master proper keyboarding techniques and develop minimum 18 words per minute speed and accuracy.
COF A02-C01, OC/SC, 7 Thu., 9/5, 12-2:30 pm
CRN 60957

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 typing tutorial designed for personal computers. In addition to touch-typing, you'll learn computer and word processing basics, useful keyboard shortcuts, and posture tips.
Whether you're a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. When the class starts you will receive the instructions on how to download and install the software. Course is not suitable for Macintosh users.
OFF A39-300, 8/21-10/11
OFF A39-301, 9/18-11/8
OFF A39-302, 10/16-12/6
OFF A39-303, 11/13-1/3
CRN 60651
CRN 60652
CRN 60653
CRN 60654

INTRODUCTION TO WINDOWS 7 (ONLINE)  Fee: $119
In-district seniors: $80
If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You'll learn how to use the desktop, icons, gadgets, and other Windows 7 features, and you'll work with pictures, text, folders, and files. In just a few weeks, you'll master all the skills you need to make the transition from helpless beginner to knowledgeable user!
DPR A76-01, OC/SC, 3 Wed., 9/25, 10 am-1 pm
CRN 60517

Introduction to Windows Systems

WINDSOS APPLICATIONS  Fee: $100
No class 11/24/13.
DPR A76-01, OC/SC, 3 Wed., 9/25, 10 am-1 pm
CRN 60517

WINDOWS FUNDAMENTALS: WINDOWS 7*  Fee: $110
Course presents basic Windows skills necessary to be successful in learning other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting and virus check.
COF A10-C01, OC/DP, 6 Tue., 11/5, 6-10:15 pm
CRN 60959

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.

*Course may also be taken for college credit.
New!

TECHNOLOGY TOOLS IN THE CLASSROOM* Fee: $316
Course introduces the educator to integrating the personal computer into the classroom to enhance instruction and classroom management by using a variety of software programs, hardware devices, and the Internet and its components (World Wide Web, e-mail, downloading, FTP). Content includes hands-on activities using technology to develop an electronic presentation, develop a grade spreadsheet, develop a student database, use various methods to electronically communicate, build a Web site, use multimedia, use publishers electronic materials, evaluate software, use the Internet for finding information and research, manage a personal computer system, and use additional hardware devices for learning purposes. Course not designed to transfer as an Education degree requirement. Recommended: Previous computer experience using a personal computer.
CPT A35-C01, OC/DP, 14 Mon., 8/26, 6-9:45 pm CRN 60992

PROJECT MANAGEMENT* Fee: $296
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.
CPT A83-C01, OC/DP, 12 Thu., 9/5, 6-9:55 pm CRN 61005

BASIC COMPUTER Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Learn to save, copy, move, create shortcuts and print files. Learn to use bold, italic, underline and the spell checker to enhance your documents. Learn how to use e-mail to send pictures to your friends and family. No senior discount. No class 11/30/13.
DPR A22-01, OC/SK, 5 Sun., 9/8, 10 am-1 pm, Skaja CRN 60008
DPR A22-02, OC/SK, 5 Sat., 10/5, 10 am-1 pm, Douglas CRN 60005

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2010, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT* Fee: $411
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, Microsoft Word or Office 2007 or 2010. Not suitable for those with little or no experience in operating a computer. 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) CPT A44-C01, OC/DP, 10 Tue., 8/27, 6-10 pm CRN 60995

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010* Fee: $236
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. Course is 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.
CPT A19-C01, OC/DP, 16 Mon./Wed., 8/19, 9:45-10:45 am CRN 60980
CPT A19-C02, OC/DP, 16 Mon./Wed., 8/19, 11 am-12:45 pm CRN 60981
CPT A19-C03, OC/SK, 16 Mon., 8/19, 6-9:45 pm CRN 60982
CPT A19-C04, OC/SK, 16 Tue./Thu., 8/20, 12:30-2:15 pm CRN 60983
CPT A19-C05, OC/DP, 16 Tue./Thu., 8/20, 9-10:45 am CRN 60984
CPT A19-C06, OC/DP, 16 Tue., 8/20, 6-9:45 pm CRN 60985
CPT A19-C07, OC/DP, 14 Tue./Thu., 9/3, 12:30-2:25 pm CRN 60986
CPT A19-C08, OC/SK, 14 Mon./Wed., 9/4, 9:30 am-11:25 pm CRN 60987

Business/Office Applications

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

COMPREHENSIVE WORD PROCESSING* Fee: $316
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm.
COF A25-C01, OC/SK, 13 Wed., 9/11, 6-10 pm CRN 60960

INTRODUCTION TO MICROSOFT WORD (ONLINE) Fee: $119
In-district seniors: $80
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: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A83-300, 8/21-10/11 CRN 60514
DPR A83-301, 9/18-11/8 CRN 60515
DPR A83-302, 10/16-12/6 CRN 60516
DPR A83-303, 11/13-1/3 CRN 60518

*Course may also be taken for college credit.
New!
INTRODUCTION TO MS WORD: 2011 FOR MAC (ONLINE) In-district seniors: $80
Learn how to use the world’s most popular word processor for creating documents and formatting text. Master the user interface, create a variety of documents, and transfer them between Word 2011 for Mac and any version of Microsoft Word for Windows.
DPR A83-304, 8/21-10/11 CRN 60519
DPR A83-305, 9/18-11/8 CRN 60524
DPR A83-306, 10/16-12/6 CRN 60525
DPR A83-307, 11/13-1/3 CRN 60526

INTERMEDIATE MICROSOFT WORD (ONLINE) In-district seniors: $80
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, 8/21-10/11 CRN 60510
DPR A80-301, 9/18-11/8 CRN 60511
DPR A80-302, 10/16-12/6 CRN 60512
DPR A80-303, 11/13-1/3 CRN 60513

INTRODUCTION TO MICROSOFT EXCEL Fee: $119 (ONLINE) In-district seniors: $80
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases. (Prerequisite: DPR A22, A51 or DPR A76). Requirements: Shelly Cashman Series; Excel 2007 Complete Review Book, ISBN-10: 1418843431, ISBN-13: 978-1418843434.
DPR A84-04, OC/SK, 4 Tue., 9/3, 5:30-9:30 pm CRN 60047
DPR A84-02, OC/DP, 4 Sat., 9/7, 9 am-1 pm CRN 60009
DPR A84-03, OC/SK, 4 Thu., 10/10, 5:30-9:30 pm CRN 60010

BASIC AND INTERMEDIATE EXCEL Fee: $264
DAT A14-01, OC/SK, 8 Tue., 9/3, 5:30-9:30 pm CRN 60046
DAT A14-02, OC/DP, 8 Sat., 9/7, 9 am-1 pm CRN 60007
DAT A14-03, OC/SK, 8 Thu., 10/10, 5:30-9:30 pm CRN 60006

INTRODUCTION TO MICROSOFT EXCEL Fee: $119 (ONLINE) In-district seniors: $80
Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files and endow worksheets with decision-making capabilities. Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A84-300, 8/21-10/11 CRN 60531
DPR A84-301, 9/18-11/8 CRN 60528
DPR A84-302, 10/16-12/6 CRN 60529
DPR A84-303, 11/13-1/3 CRN 60530

INTERMEDIATE MICROSOFT EXCEL Fee: $119 (ONLINE) In-district seniors: $80
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, 8/21-10/11 CRN 60527
DPR A85-301, 9/18-11/8 CRN 60532
DPR A85-302, 10/16-12/6 CRN 60533
DPR A85-303, 11/13-1/3 CRN 60534

ELECTRONIC SPREADSHEETING USING EXCEL: 2010* Fee: $206
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software.
COF A35-C01, OC/DP, 10 Thu., 8/22, 6-10 pm CRN 60963

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $105
Gain hands-on experience in the accounting applications of Excel. A required textbook is available in the bookstore. This course is eligible for CPE credit.
ACC A03-C01, OC/SK, 8 Tue., 8/20, 8-9:50 pm CRN 60824
ACC A03-C02, OC/DP 8 Wed., 10/16, 8-9:50 pm CRN 60825

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE) In-district seniors: $80
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 (Macintosh) will be supported.
DAT A17-01, 8/21-10/11 CRN 60378
DAT A17-02, 9/18-11/8 CRN 60379
DAT A17-03, 10/16-12/6 CRN 60380
DAT A17-04, 11/13-1/3 CRN 60381

INTRODUCTION TO MICROSOFT ACCESS Fee: $119 (ONLINE) In-district seniors: $80
DPR A71-300, 8/21-10/11 CRN 60501
DPR A71-301, 9/18-11/8 CRN 60502
DPR A71-302, 10/16-12/6 CRN 60503
DPR A71-303, 11/13-1/3 CRN 60504

*Course may also be taken for college credit.
INTERMEDIATE MICROSOFT ACCESS

(ONLINE)

Fee: $119

In-district seniors: $80

Build a fully automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques. Prerequisite: Intro to Microsoft Access (DPR A71) or equivalent. Requirements: Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A98-300, 8/21-10/11
DPR A98-301, 9/18-11/8
DPR A98-302, 10/16-12/6
DPR A98-303, 11/13-1/3

CRN 60535
CRN 60536
CRN 60537
CRN 60538

DATABASE APPLICATIONS USING ACCESS: 2010*

Fee: $316

In-district seniors: $80

Learn about database structures and design; create tables; develop and run queries, forms and reports; develop Macros and more. Assumes a basic knowledge of Word, Excel, PowerPoint and Access 2003. Not suitable for Macintosh users. DPR A70-300, 8/21-10/11
DPR A70-301, 9/18-11/8
DPR A70-302, 10/16-12/6
DPR A70-303, 11/13-1/3

CRN 60496
CRN 60497
CRN 60498
CRN 60500

MICROSOFT POWERPOINT

(ONLINE)

Fee: $119

In-district seniors: $80

PowerPoint is one of the best presentation programs on the market. Obtain the skills to create overhead transparencies, 35 millimeter slides and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines and graphs. Learn how to add clip art, hypertext links and special effects to presentations. Requirements: PowerPoint or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A70-300, 8/21-10/11
DPR A70-301, 9/18-11/8
DPR A70-302, 10/16-12/6
DPR A70-303, 11/13-1/3

CRN 60496
CRN 60497
CRN 60498
CRN 60500

MICROSOFT OFFICE 2007:

NEW FEATURES (ONLINE)

Fee: $119

In-district seniors: $80


DPR A21-300, 8/21-10/11
DPR A21-301, 9/18-11/8
DPR A21-302, 10/16-12/6
DPR A21-303, 11/13-1/3

CRN 60462
CRN 60463
CRN 60464
CRN 60465

MICROSOFT OFFICE 2010:

NEW FEATURES (ONLINE)

Fee: $119

In-district seniors: $80

Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you're still using Office 2003 or 2007, you'll learn how to transition smoothly to this newer version—and if you're already using Office 2010, you'll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.

DPR A20-300, 8/21-10/11
DPR A20-301, 9/18-11/8
DPR A20-302, 10/16-12/6
DPR A20-303, 11/13-1/3

CRN 60458
CRN 60459
CRN 60460
CRN 60461

INTEGRATION TO MS OUTLOOK

(ONLINE)

Fee: $119

In-district seniors: $80

Become more organized and productive than ever before. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. Requirements: MS Office Outlook 2007 or 2010. Not suitable for Macintosh users.

DPR A12-300, 8/21-10/11
DPR A12-301, 9/18-11/8
DPR A12-302, 10/16-12/6
DPR A12-303, 11/13-1/3

CRN 60454
CRN 60455
CRN 60456
CRN 60457

INTRODUCTION TO MS PUBLISHER

(ONLINE)

Fee: $119

In-district seniors: $80

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.

DPR A08-300, 8/21-10/11
DPR A08-301, 9/18-11/8
DPR A08-302, 10/16-12/6
DPR A08-303, 11/13-1/3

CRN 60446
CRN 60447
CRN 60448
CRN 60449

PRESENTATION SOFTWARE USING POWERPOINT: 2010*

Fee: $221

In-district seniors: $80

Learn to plan, compose, and create effective desktop presentations. DPR A80-300, 8/21-10/11
DPR A80-301, 9/18-11/8
DPR A80-302, 10/16-12/6
DPR A80-303, 11/13-1/3

CRN 60470
CRN 60471
CRN 60472
CRN 60474

VISIO FUNDAMENTALS*

Fee: $206

In-district seniors: $80

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

DPR A50-300, 10/16-12/6
DPR A50-301, 11/13-1/3

CRN 60473
CRN 60474

ADOBE ACROBAT PDF*

Fee: $221

In-district seniors: $80

Learn how to add clip art, hypertext links and special effects to presentations. Requirements: Adobe Acrobat 9 for Windows or Mac.

DPR A26-300, 8/21-10/11
DPR A26-301, 9/18-11/8
DPR A26-302, 10/16-12/6
DPR A26-303, 11/13-1/3

CRN 60470
CRN 60471
CRN 60472
CRN 60474

ADOBE ACROBAT PDF*

Fee: $221

In-district seniors: $80

Learn how to add clip art, hypertext links and special effects to presentations. Requirements: Adobe Acrobat 9 for Windows or Mac.

DPR A26-300, 8/21-10/11
DPR A26-301, 9/18-11/8
DPR A26-302, 10/16-12/6
DPR A26-303, 11/13-1/3

CRN 60470
CRN 60471
CRN 60472
CRN 60474

Database

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

**New!**

INTRODUCTION TO ERP SYSTEMS

Fee: $336

Course introduces SAP, Enterprise Resource Planning. The course is intended to explain 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.

DPR A26-300, 8/21-10/11
DPR A26-301, 9/18-11/8
DPR A26-302, 10/16-12/6
DPR A26-303, 11/13-1/3

CRN 60470
CRN 60471
CRN 60472
CRN 60474

*Course may also be taken for college credit.
INFORMATION SYSTEMS FOR BUSINESS: Fee: $336
ERP/SAP ENHANCED (ONLINE)*
Course examines characteristics of the most common types of online business applications using SAP and Peachtree Accounting Software. Content includes in-depth coverage of input, output, processing, controls and management implications for each business system. A hands-on accounting-based case study will be completed with focus on processing of sales, receipts, payables, disbursements and payroll transactions.
CPT A06-C01, 9/3-12/10 CRN 60978

INTRODUCTION TO SQL: ORACLE 11G* Fee: $326
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).
CPT A21-C01, OC/DP, 16 Wed., 8/21, 6-9:20 pm CRN 60989

INTRODUCTION TO SQL (ONLINE) In-district seniors: $80
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. 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, 8/21-10/11 CRN 60338
CPT A21-301, 9/18-11/8 CRN 60339
CPT A21-302, 10/16-12/6 CRN 60340
CPT A21-303, 11/13-1/3 CRN 60341

INTERMEDIATE SQL (ONLINE) In-district seniors: $80
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. Requirements: Microsoft Access 2003 or newer. Not suitable for Macintosh users..
DAT A20-300, 8/21-10/11 CRN 60390
DAT A20-301, 9/18-11/8 CRN 60391
DAT A20-302, 10/16-12/6 CRN 60392
DAT A20-303, 11/13-1/3 CRN 60393

New!
DATABASE PROGRAMMING FOR PCS Fee: $426
Course offers instruction in designing and developing a business application using a representative microcomputer database management package. Content includes macros, VBA programming, database security, and complex queries, forms, and reports to complete a database case study that demonstrate analysis, design, and development of a business application. Recommended: CAB 140 or comparable knowledge of database software.
CPT A72-C01, Independent Study (14 weeks), 9/3-12/11 CRN 61002

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE) In-district seniors: $80
Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs. Requirement: Any database management system, such as MySQL. MS Access, MS SQL Server, Oracle, or PostgreSQL.
DAT A13-300, 8/21-10/11 CRN 60374
DAT A13-301, 9/18-11/8 CRN 60375
DAT A13-302, 10/16-12/6 CRN 60376
DAT A13-303, 11/13-1/3 CRN 60377

DATABASE FUNDAMENTALS I: Fee: $421
ORACLE 11G*
Course provides a foundation in the administrative tasks performed by a database administrator. Topics include Oracle database architecture and how each component functions and interacts. Students will learn how to design, develop, install, maintain, manage, and troubleshoot an Oracle database. Performance monitoring, database security, user management, and backup/recovery techniques will be discussed. This class prepares the student for the Oracle Database Administrator Certified Associate exam. Recommended: Introduction to SQL or comparable knowledge.
CPT A71-C01, OC/DP, 8 Thu., 6-9:30 pm & Sat., 8:30 am-1:10 pm, 8/22 CRN 61001

DATABASE FUNDAMENTALS II: ORACLE 11G* Fee: $421
Develop the knowledge you need to perform the tasks of a database administrator. Topics include methods to backup, restore, and recover the database given various different scenarios; transporting data between databases and the utilities used; networking concepts and configuration parameters; solving common network problems, and configuring network parameters to allow the database clients to communicate with the database server. Class prepares students for the corresponding Oracle Database Administrator certification exam.
CPT A46-C01, OC/DP, 8 Thu., 6-9:30 pm & Sat., 8:30 am-1:10 pm, 10/17 CRN 60996

Cisco Networking
Course provides students with fundamental knowledge and hands-on experience with enterprise systems: design configuration implementation and deployment of an ERP system within a contemporary business environment.
CPT A41-C01, Online, 10/14-12/11 CRN 60994

New!
SYSTEM CONFIGURATION USING SAP Fee: $336
Course provides students with fundamental knowledge and hands-on experience with enterprise systems: design configuration implementation and deployment of an ERP system within a contemporary business environment.
CPT A41-C01, Online, 10/14-12/11 CRN 60994

For more information, call 847-982-9888

*Course 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 847-376-7114.

NETWORKING ESSENTIALS* Fee: $326
Learn the fundamentals of electronic data communications with emphasis on creating a local area network (LAN). Students are introduced to the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.

NTS A05-C01, OC/SK, 16 Mon., 8/19, 6-10 pm CRN 60895
NTS A05-C02, OC/SK, 15 Tue./Thu., 8/27, 9-11 am CRN 60900
NTS A05-C03, OC/SK, 15 Tue./Thu., 8/27, 3:45-5:45 pm CRN 60903

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM: WINDOWS 7* Fee: $326
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 Tue./Thu., 8/20, 11:30 am-3:30 pm CRN 60904
NTS A10-C02, OC/SK, 8 Tue./Thu., 8/20, 6-10 pm CRN 60905

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE: WINDOWS 2008 SERVER* Fee: $326
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. This course is intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, and who want to enhance their job skills on Microsoft Windows Server networking technologies. Course prepares 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 A17-C01, OC/DP, 7 Sat., 10/19, 8:30 am-5 pm CRN 60910

MICROSOFT WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2008 SERVER* Fee: $326
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+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.

NTS A11-C01, OC/SK, 8 Mon./Wed., 8/19, 6-10 pm CRN 60906

MICROSOFT DESIGNING A WINDOWS ACTIVE DIRECTORY INFRASTRUCTURE Fee: $326
Course provides the student with the knowledge and skills to design Active Directory® forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures for a Microsoft Windows Server environment. Emphasis is on how to design for security, high availability, disaster recovery, and migrations. Focus is on the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

Recommended: NTS A20 or consent of instructor, coordinator or program chair.

NTS A60-C01, OC/SK, 8 Sun., 10/20, 8:30 am-5 pm CRN 60918

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE WINDOWS 2008 SERVER* Fee: $421
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/DP, 8 Sat., 8/24, 8:30 am-5 pm CRN 60908

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $421
Course provides knowledge and skills necessary to troubleshoot basic problems end users will face while running Microsoft Windows Desktop in an Active Directory® network environment, or workgroup environment related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer and other applications that run on a Microsoft Windows Desktop Operating System. Course is intended for students who are new to Microsoft Windows Desktop software. Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A25-C01, OC/SK, 8 Tue./Thu., 10/15, 11:30 am-3:30 pm CRN 60912
NTS A25-C02, OC/SK, 8 Tue./Thu., 10/15, 6-9:50 pm CRN 60914

MANAGING A WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2008 SERVER* Fee: $326
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 is recommended.

NTS A14-C01, OC/SK, 8 Mon./Wed., 10/14, 6-10 pm CRN 60907

MICROSOFT PLANNING, IMPLEMENTING AND MAINTAINING WINDOWS ACTIVE DIRECTORY* Fee: $326
Course 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. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

Recommended: CNS 117, or consent of instructor, coordinator, or program chair.

NTS A22-C01, OC/SK, 8 Sun., 8/25, 8:30 am-5 pm CRN 60911

*Courses may also be taken for college credit.
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 Reza Dai, program coordinator, at 847-376-7114.

ADVANCED UNIX OPERATING SYSTEM: Fee: $211
RED HAT LINUX*
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 computer experience.
CPT A74-C01, OC/DP, 8 Wed., 10/16, 6-9:45 pm CRN 60103

INTRO TO UNIX OPERATING SYSTEMS: Fee: $211
RED HAT LINUX*
Course teaches theoretical and hands-on instruction using the UNIX operating system environment. Content includes basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. 
Recommended: CPT A01 or comparable computer experience.
CPT A15-C01, OC/DP, 8 Wed., 8/21, 6-9:45 pm CRN 60979

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 847-376-7114.

INTRODUCTION TO COMPUTER FORENSICS* Fee: $326
Course provides students with the knowledge and solid foundation by introducing Computer Forensics as an entry into the professional field of Computer Forensics and investigation. The course covers current and past Operating Systems and a range of computer hardware and forensic software tools. The course also assists students in preparing for the appropriate Network or Information Security Certification examinations. 
Recommended: CNS 111 or consent of instructor, coordinator or department chair.
NTS A34-C01, OC/SDK, 14 Sat., 8/31, 9 am-1 pm CRN 60916

SECURITY+ CERTIFICATION* Fee: $326
Course provides knowledge necessary to understand core concepts of the threats to a computing infrastructure. Content includes securing a network infrastructure; understanding encryption technologies; securing communications and applications; and responding to incidents. Students create and maintain a secure network infrastructure. Course prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). 
Recommended: NTS A05 or consent of instructor, coordinator, or department chair.
NTS A36-C01, OC/SDK, 14 Sat., 8/31, 9 am-1 pm CRN 60917

INTRODUCTION TO TO PC TROUBLESHOOTING (ONLINE) In-district seniors: $80
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: Microsoft Windows XP or newer.
DPR A28-300, 8/21-10/11
DPR A28-301, 9/18-11/8
DPR A28-302, 10/16-12/6
DPR A28-303, 11/13-1/3
CRN 60475
CRN 60476
CRN 60477
CRN 60478

INTRODUCTION TO PC SECURITY Fee: $119 (ONLINE)
In-district seniors: $80
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, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. 
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, 8/21-10/11 CRN 60492
DPR A49-301, 9/18-11/8 CRN 60493
DPR A49-302, 10/16-12/6 CRN 60494
DPR A49-303, 11/13-1/3 CRN 60495

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.

TOPICS IN CIS: ANDROID PROGRAMMING* Fee: $426
Learn how to build, test, and publish apps using Apple’s professional app development environment, xCode, and write code using Apple’s Objective C. Programming experience and instructor consent required.
CPT A02-C01, OC/DP, 14 Thu., 8/29, 6-9:50 pm CRN 60973

TOPICS IN CIS: IPAD/IPHONE PROGRAMMING* Fee: $426
Students will learn how to build, test, and publish apps using the Android platform. Programming experience and instructor consent required.
CPT A02-C02, OC/DP, 15 Tue., 9/3, 6-9:50 pm CRN 60974

INTRODUCTION TO C# PROGRAMMING Fee: $426 (ONLINE)
In-district seniors: $80
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. 
Requirements: Microsoft Visual C# 2010 Express Edition (free Express edition can be downloaded from Microsoft)
DAT A33-300, 8/21-10/11 CRN 60430
DAT A33-301, 9/18-11/8 CRN 60431
DAT A33-302, 10/16-12/6 CRN 60432
DAT A33-303, 11/13-1/3 CRN 60433

INTRODUCTION TO C++ PROGRAMMING Fee: $119 (ONLINE)
In-district seniors: $80
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, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.
CPT A33-C01, OC/DP, 14 Sat., 9/7, 9 am-12:50 pm CRN 60990

*Courses may also be taken for college credit.
INTRODUCTION TO C# PROGRAMMING *(ONLINE)* In-district seniors: $80
Learn the fundamentals of computer programming with C#, the in-demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.
DAT A34-300, 8/21-10/11 CRN 60434
DAT A34-301, 9/18-11/8 CRN 60435
DAT A34-302, 10/16-12/6 CRN 60436
DAT A34-303, 11/13-1/3 CRN 60437

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE) In-district seniors: $80
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages as well.
DPR A29-300, 8/21-10/11 CRN 60479
DPR A29-301, 9/18-11/8 CRN 60480
DPR A29-302, 10/16-12/6 CRN 60481
DPR A29-303, 11/13-1/3 CRN 60482

MAC, IPHONE, AND IPAD PROGRAMMING *(ONLINE)* In-district seniors: $80
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.
DAT A12-300, 8/21-10/11 CRN 60370
DAT A12-301, 9/18-11/8 CRN 60371
DAT A12-302, 10/16-12/6 CRN 60372
DAT A12-303, 11/13-1/3 CRN 60373

INTRODUCTION TO VISUAL BASIC NET 2010 PROGRAMMING* Fee: $426
Course introduces programming using 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. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. Recommended: CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful. Supplemental lab work required.
CPT A89-C01, OC/DP, 14 Mon., 8/26, 6-9:50 pm CRN 61006

VISUAL BASIC .NET PROGRAMMING FOR FILES AND DATABASES* Fee: $426
Course concentrates on writing programs that use files and databases to enter, store, and display data. Content includes various data controls, grids, and data bound controls used with the access technologies provided by Visual Basic principals 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., 9/3, 6-9:50 pm CRN 61004

VISUAL BASIC FOR APPLICATIONS* Fee: $381
Course introduces programming using 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, 16 Fri., 8/23, 9 am-12:15 pm CRN 60988

INTRODUCTION TO PROGRAMMING *(ONLINE)* In-district seniors: $80
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, 8/21-10/11 CRN 60442
DPR A07-301, 9/18-11/8 CRN 60443
DPR A07-302, 10/16-12/6 CRN 60444
DPR A07-303, 11/13-1/3 CRN 60445

INTRODUCTION TO AJAX PROGRAMMING *(ONLINE)* In-district seniors: $80
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, 8/21-10/11 CRN 60406
DAT A26-301, 9/18-11/8 CRN 60407
DAT A26-302, 10/16-12/6 CRN 60408
DAT A26-303, 11/13-1/3 CRN 60409

INTRODUCTION TO JAVA PROGRAMMING (ONLINE) In-district seniors: $80
Java is one of the most widely used computer languages in the world, and it's easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. 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! The most recent versions of the Java Development Kit (JDK) and Blue J will be used. Download and installation instructions will be provided during the course.
DAT A07-300, 8/21-10/11 CRN 60354
DAT A07-301, 9/18-11/8 CRN 60355
DAT A07-302, 10/16-12/6 CRN 60356
DAT A07-303, 11/13-1/3 CRN 60357

JAVA PROGRAMMING* Fee: $426
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. Recommended: ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental work required.
CPT A40-C01, OC/DP, 14 Mon., 8/26, 6-9:50 pm CRN 60993

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

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
This class satisfies the Illinois Department of Public Health’s required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. At the conclusion of the course students will complete the City of Chicago certification exam. No senior discount.
BUS R99-01, OC/SK, 1 Sat., 10/5, 9 am-4:30 pm, Kulczycky CRN 60025

EUROPEAN PAstry BAKING Fee: $94
Entertain friends and family by serving homemade pastries. Class will include recipes and baking instructions for napoleons, rosettes, éclairs, tiramisu, and French tarts.
HEC C25-01, NILES N, 4 Wed., 9/11, 7-9 pm, Mirani CRN 60045

*Courses may also be taken for college credit.

INTERMEDIATE JAVA PROGRAMMING (ONLINE) Fee: $119
In-district seniors: $80
Deepen your understanding of Java, and start writing programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Explore of 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, 8/21-10/11 CRN 60358
DAT A08-301, 9/18-11/8 CRN 60359
DAT A08-302, 10/16-12/6 CRN 60360
DAT A08-303, 1/13-1/3 CRN 60361

ADVANCED JAVA PROGRAMMING* Fee: $426
Course examines topics in various Java technologies. Content includes inner classes, multithreading, reflection, collection classes, Swing, TCP/IP networking, Java database connectivity (JDBC), remote method invocation (RMI), CORBA (interactive data language), servlets, and Java server pages (JSP). Students will be able to develop distributed object applications and write Web pages using advanced server side programming through servlets and Java server pages. Recommended: CPT A40 or comparable knowledge.
CPT A51-C01, OC/DF, 14 Tue., 9/10, 6-9:50 pm CRN 60998

INTRODUCTION TO RUBY PROGRAMMING (ONLINE) In-district seniors: $80
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 will be provided at the first class session.
DPR A10-300, 8/21-10/11 CRN 60450
DPR A10-301, 9/18-11/8 CRN 60451
DPR A10-302, 10/16-12/6 CRN 60452
DPR A10-303, 11/13-1/3 CRN 60453

BARBECUE SERIES Series fee: $133
At the Backyard Barbecue Store, dedication to excellence pervades everything the store stands for—and over the years, it has become justly famous for its wonderful barbecue classes! These classes are taught by recognized professionals who are enthusiastic about sharing their delicious expertise. Classes include very generous tasting with appropriate beverages and side dishes. Classes meet at the Backyard Barbecue Store, 1147 Greenleaf Avenue, Wilmette. Barbecue champion/restaurateur Dan Marguerite is your instructor. No senior discount for this series.
HEC E28-01, BBAR, 3 Thu., 9/12, 7-9 pm CRN 61031
HEC E15-01, BBAR, 1 Thu., 11/7, 7-9 pm CRN 60881
HEC E13-01, BBAR, 1 Thu., 10/17, 7-9 pm CRN 60880
HEC E90-01, BBAR, 1 Thu., 9/12, 7-9 pm CRN 60879

SEASFOOD GRILLING Fee: $49
It’s more than shrimp on the Barbie, mate! Most seafood benefits from the quick cooking and smoky flavor of the grill. But proper technique matters—probably more with fish and shellfish than any other food. On this grilling adventure, you’ll learn the right way to cook seafood.
HEC E90-01, BBAR, 1 Thu., 9/12, 7-9 pm CRN 60879

STEAK! Fee: $59
Joe Spera from Al’s Meat Market in Wilmette, the instructor for this steak class, will butcher an entire prime beef loin and will show you how to grill them over both charcoal and gas flames. Learn professional tips, tricks, and recipes for making the perfect steak.
HEC E13-01, BBAR, 1 Thu., 10/17, 7-9 pm CRN 60880

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.
HEC E15-01, BBAR, 1 Thu., 11/7, 7-9 pm CRN 60881

The Backyard Barbecue Series
Dance

Note: Fees are per person.

SIZZLING SALSA, MERENGUE, CUMBIA AND BACHATA Fee: $55
Singles and couples! Enjoy your evenings learning easy-to-degree Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount. No class 10/14.
PED E88-01, NILES N, 6 Mon., 9/9, 6:30-7:30 pm, Strain CRN 60076
PED E88-03, OC/SK, 6 Wed., 9/11, 7:40-8:40 pm, Strain CRN 60077

BEST OF BALLROOM DANCING AND SPECIAL PARTY LINE DANCES Fee: $55
Have a blast at any social dance function! Learn easy-to-lead and easy-to-follow American-style dances (Tango, Waltz, Fox trot, and Rumba) and East Coast swing. Every class starts with popular line dances such as the Cupid Shuffle, Cha Cha Slide, Electric Slide, or YMCA. A partner is not necessary. No refund after the class begins. No senior discount. No class 10/14.
PED S69-01, NILES N, 6 Mon., 9/9, 7:40-8:40 pm, Strain CRN 60078

MAD HOT BALLROOM AND SWING Fee: $55
Learn the sensuous Tango, Rumba, Cha-Cha-Cha and Swing the DanceMates easy way. No prior experience or partner necessary. No refund after class starts. No senior discount.
PED D01-01, GLBRK S, 6 Thu., 9/12, 7:40-8:40 pm, Strain CRN 60075

BELLY DANCING FOR FITNESS AND FUN Fee: $55
No partner or prior dance experience needed. Wear comfortable clothing. No refund after the class begins. No senior discount.
PED S77-01, GLBRK S, 6 Thu., 9/12, 6:30-7:30 pm, Strain CRN 60079

EASY LINE DANCES FOR EVERYONE Fee: $55
Let's get moving! According to the American Heart Association, dancing is a great way to improve heart health, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including "Boot Scootin’ Boogie," "Cupid Shuffle," "Footloose," "Gangnam Style," and more. No partner or prior dance experience needed. No refund after the class begins. No senior discount.
PED E85-01, OC/SK, 6 Wed., 9/11, 6:30-7:30 pm, Strain CRN 61033

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 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 David Geller at 847-376-7707 or dgeller@oakton.edu.

BASIC AUTOCAD: 2011/12 Fee: $336
Course is first of three in drafting and design using AutoCAD software. Content includes setting up a drawing electronically drafting and editing construction techniques display commands effective layering, dimensioning and detailing, using blocks, and plotting.
DES A03-C01, OC/DP, 15 Tue., 8/27, 5:30-8:40 pm, $361 CRN 61008
DES A03-C02, OC/SK, 15 Sun., 9/1, 9 am-12:20 pm, $361 CRN 61009
DES A03-C03, online section, 9/16-12/11, $336 CRN 61010

INTERMEDIATE AUTOCAD: 2011/12 Fee: $456
Course is second of three in AutoCAD. Content includes assigning attributes to blocks using external references grouping and filtering entities, and slide shows three-dimensional (3D) topics cover 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/SK, 15 Wed., 8/28, 6-9:20 pm CRN 61011

ADVANCED AUTOCAD: 2011/12 Fee: Listed with section
The last course in the core AutoCAD sequence follows up on solid modeling topics, including an introduction to parametric design and rendering. The focus of the course is productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. The Auto LISP programming language is also introduced. Recommended: DES A04 or consent of instructor.
DES A05-C01, (Online) 9/16-12/11, $431 CRN 61012
DES A05-C02, (Hybrid), OC/SK, 12 Wed., 9/18, 4-6 pm, $456 CRN 61013

CAD INTRO TO BUILDING SYSTEMS – REVIT Fee: $456
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need to work with. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting.
DES A09-C01, OC/SK, 14 Sat., 8/31, 9 am-12:55 pm CRN 61016

BASIC AUTOCAD FOR INTERIOR DESIGN Fee: $456
Course introduces Computer-Aided Design with emphasis on interior design applications. Students use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. The course covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.
DES A18-C01, OC/DP, 13 Fri., 8/30, 10 am-1:30 pm CRN 61021

INTRODUCTION TO SOLIDWORKS Fee: $361
Course explores the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes transforming computer sketches into three-dimensional features parametric modeling techniques further explored to create computer models of plastic molded parts casting and sheet metal photorealistic rendering and animation of three dimensional models to visually communicate design ideas.
DES A08-C01, OC/DP, 15 Mon., 8/19, 6-9:40 pm CRN 61014
DES A08-C02, OC/SK, 16 Wed., 8/21, 9:30 am-12:50 pm CRN 61015

ADVANCED SOLIDWORKS Fee: $361
Course is advanced exploration of the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of architectural project models and place them in working drawings. Recommended: DES A08.
DES A11-C01, OC/SK, 14 Sat., 8/31, 1-4:50 pm CRN 61017

INTRODUCTION TO AUTODESK INVENTOR (ONLINE) Fee: $336
Course explores issues in the field of computer-aided design using AutoCAD inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.
DES A12-C01, 9/16-12/11 CRN 61018

*Course may also be taken for college credit.
INDUSTRIAL DESIGN ENGINEERING* Fee: $456
Course introduces industrial design, and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today's manufacturing, communication, and publishing industries creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering, and presentation.
DES A14-C01, OC/SK, 16 Wed., 8/21, 9:30 am-12:50 pm CRN 61019
DES A14-C02, OC/SK, 15 Thu., 8/29, 4-5:50 pm CRN 61020

EMERGENCY RESPONSE PRE-PLAN DESIGN* Fee: $456
A course for emergency responders using computer-based software. Course introduces emergency response applications with emphasis on emergency pre-planning. It focuses on designing plans for use by emergency responders using Firehouse, AutoCAD, and other applicable software. The computer will be used by students to document information about the condition of assets, including buildings and personnel for transmission to emergency operations managers and personnel who need it for planning response, crisis management, and recovery efforts.
DES A19-C01, OC/SK, 14 Mon./Wed., 9/4, 4-6 pm CRN 61022

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 847-376-7699 or abernga@oakton.edu.

PERSON-CENTERED COMMUNICATION* Fee: $95
Course will focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Content focuses on 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 elders’ quality of life.
Prerequisite: Concurrent enrollment in ELD A01 or consent of program chair.
ELD A02-C01, OC/SK, 6 Fri., 9/6, 11 am-12:40 pm CRN 60818

THE WORLD OF THE ELDER* Fee: $135
The first of three courses required for a Person-Centered Elder Support certificate, which is designed to prepare the student for a caregiver role with elders. Content will focus on educational concepts and practices for the care and safety of elders experiencing normal aging. Sensory, physical and psychosocial changes of normal aging, myths of aging, and culture change will be discussed.
ELD A01-C01, OC/SK, 6 Fri., 9/6, 9-10:40 am CRN 60817

DEMENTIA CARE OF THE ELDER* Fee: $95
Course 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. Alzheimer's disease will be studied, including stages, symptom progression, and behaviors. Focus will be 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.
ELD A03-C01, OC/SK, 6 Fri., 9/6, 1:30-3:30 pm CRN 60819

ASSISTING AGING PARENTS Fee: $119
(ONLINE) In-district seniors: $80
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.
SOC E02-300, 8/21-10/11 CRN 60671
SOC E02-301, 9/18-11/8 CRN 60672
SOC E02-302, 10/16-12/6 CRN 60673
SOC E02-303, 11/13-1/3 CRN 60674

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* Fee: $517
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.
ECT A01-C01, OC/SK, 15 Mon./Wed., 8/26, 9:30 am-12:45 pm CRN 61023
ECT A01-C02, OC/DP, 15 Tue./Thu., 9/27, 9 am-12:15 pm CRN 61024
ECT A01-C03, OC/SK, 15 Tue./Thu., 8/27, 6-9:15 pm CRN 61025

INTRODUCTION TO RADIO FREQUENCY IDENTIFICATION* Fee: $326
Course covers radio frequency identification (RFID) concepts and fundamentals, and how emerging electronic product code (EPC global) standards are influencing adoption. Content includes RFID capabilities, current applications of RFID in businesses, and practical ways to articulate use cases for this technology to potential employers and peers.
ECT A19-C01, OC/SK, 12 Tue., 9/17, 2-4:50 pm CRN 60816

ELECTRONIC DRAFTING USING CAD* Fee: $421
Elementary principles of drafting as applied to electronic systems are studied using computer-aided design. Included are block diagrams, schematics and printed circuit boards. Prior computer experience is not essential.
ECT A11-C01, OC/DP, 12 Tue., 9/17, 6-10 pm CRN 60812

SURVEY OF ELECTRONICS* Fee: $286
Learn the fundamentals of electricity and electronics. Experimentation and demonstration are used to assure thorough understanding of these principals. This course provides a sound basis for further study and practical application of skills.
ECT A03-C01, OC/DP, 15 Mon., 8/26, 6-8:50 pm CRN 61026

COMPUTER PERIPHERALS* Fee: $316
Course includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations.
ECT A05-C01, OC/SK, 15 Tue., 8/27, 6-9:20 pm CRN 60807
ECT A05-C02, OC/SK, 12 Sat., 9/21, 9 am-1 pm CRN 60808

MICROCOMPUTER HARDWARE SYSTEMS* Fee: $316
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language.
ECT A04-C01, OC/SK, 16 Fri., 8/23, 9 am-12:30 pm CRN 61027
ECT A04-C02, OC/SK, 15 Thu., 8/29, 6-9:30 pm CRN 60806

*Course may also be taken for college credit.
RESIDENTIAL WIRING* Fee: $326
This course is designed to provide students with the technical skills and knowledge required to safely install, maintain, replace and repair residential wiring/distribution systems with adherence to the National Electrical Code. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects.
ECT A15-C01, OC/SK, 12 Tue., 9/17, 6-9:20 pm CRN 60813

OVERVIEW OF ALTERNATIVE ENERGY RESOURCES* Fee: $316
Project-based course covering renewable and alternative forms of energy. Content includes an overview of solar, wind, hydroelectric, biomass, geothermal and nuclear power. Includes hands-on labs on solar, wind and hydropower, and simulations of the others.
Recommended: Concurrent enrollment in ECT A01, ECT A03, or ECT A04, or prior knowledge of electronics and electricity
ECT A18-C01, OC/SK, 14 Wed., 9/4, 6-9:20 pm CRN 60814

A+ CERTIFICATION PREPARATION* Fee: $216
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. This course builds upon the knowledge acquired in Computer Hardware Systems and Computer Peripherals.
ECT A06-C01, OC/SK, 8 Wed., 10/10, 6-9:20 pm CRN 60809

INTEGRATED CIRCUITS* Fee: $316
Course covers integrated circuits and their applications. Content includes operational amplifiers and digital integrated circuits, both from monolithic and hybrid standpoints, application of integrated circuits to current industry situations.
Prerequisite: ECT 102 or concurrent enrollment in ECT 102.
ECT A08-C01, OC/SK, 16 Wed., 8/21, 3-5:50 pm CRN 60810

DIGITAL INTEGRATED CIRCUITS* Fee: $316
Hands-on course covers applications of digital integrated circuits. Content includes use of gates, registers, drivers, memory circuits and various circuits that are available as “chips” I.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.
ECT A10-C01, OC/SK, 16 Tue./Thu., 8/20, 2:30-4:45 pm CRN 60811

BEGINNER’S GUIDE TO GETTING PUBLISHED Fee: $119 (ONLINE)
In-district seniors: $80
Taught by a published author, this course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.
COM E75-300, 8/21-10/11 CRN 60290
COM E75-301, 9/18-11/8 CRN 60291
COM E75-302, 10/16-12/6 CRN 60292
COM E75-303, 11/13-1/3 CRN 60293

SECRETS OF THE CATERER Fee: $119 (ONLINE)
In-district seniors: $80
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes!
BUB A52-300, 8/21-10/11 CRN 60174
BUB A52-301, 9/18-11/8 CRN 60175
BUB A52-302, 10/16-12/6 CRN 60176
BUB A52-303, 11/13-1/3 CRN 60177

GET PAID TO TRAVEL Fee: $119 (ONLINE)
In-district seniors: $80
You may be ready for a career as a professional tour director, tour guide, or cruise host. Tour directors are hired to escort local, domestic, and international tours and cruises, earning up to $1,900 per week. Learn all you need to start your new and exciting travel career. Will cover group tour procedures; documentation, and handling emergencies. Gain information on prospective employers and full- and part-time career opportunities.
BUB E37-300, 8/21-10/11 CRN 60222
BUB E37-301, 9/18-11/8 CRN 60223
BUB E37-302, 10/16-12/6 CRN 60224
BUB E37-303, 11/13-1/3 CRN 60225

START YOUR OWN ARTS AND CRAFTS Fee: $119 BUSINESS (ONLINE)
In-district seniors: $80
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, 8/21-10/11 CRN 60142
BUB A06-301, 9/18-11/8 CRN 60143
BUB A06-302, 10/16-12/6 CRN 60144
BUB A06-303, 11/13-1/3 CRN 60145

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 seniors discount.
BUS B17-01, GLBRK S, 1 Tue., 9/17, 6-7:45 pm, Baker CRN 60042

STARTING A NONPROFIT Fee: $119 (ONLINE)
In-district seniors: $80
Learn from the 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, 8/21-10/11 CRN 60234
BUS A20-301, 9/18-11/8 CRN 60235
BUS A20-302, 10/16-12/6 CRN 60236
BUS A20-303, 11/13-1/3 CRN 60237

*Course may also be taken for college credit.

Entrepreneurship

(Also see Business and Global Business Studies)

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $119 (ONLINE)
In-district seniors: $80
Business success begins with a plan—a working document that charts a course for the future. This class will help new and established small business owners create their own plans to guide growth and achieve their goals.
BUS A90-300, 8/21-10/11 CRN 60250
BUS A90-301, 9/18-11/8 CRN 60251
BUS A90-302, 10/16-12/6 CRN 60252
BUS A90-303, 11/13-1/3 CRN 60253

STARTING A CONSULTING PRACTICE Fee: $119 (ONLINE)
In-district seniors: $80
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.
BUB A33-300, 8/21-10/11 CRN 60158
BUB A33-301, 9/18-11/8 CRN 60159
BUB A33-302, 10/16-12/6 CRN 60160
BUB A33-303, 11/13-1/3 CRN 60161

YOU START A BUSINESS Fee: $25
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 seniors discount.
BUS B17-01, GLBRK S, 1 Tue., 9/17, 6-7:45 pm, Baker CRN 60042

Register online www.oakton.edu/conted
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: $216
Course investigates accident prevention and procedures to be followed in cases of accident or sudden illness. Content includes accident scenes in the home, school and community. Standard American Red Cross Certificate awarded upon successful completion of course.
FIT B11-C01, OC/DP, 8 Tue./Thu., 8/20, 11 am-12:15 pm CRN 60838
FIT B11-C02, OC/DP, 8 Tue./Thu., 10/15, 11 am-12:15 pm CRN 60839

CONDITIONING I* Fee: $95
Course is designed to shape, strengthen and tone the major muscle groups for total body fitness or sport-specific skills. A variety of exercises and equipment will be used.
FIT B30-C01, OC/DP, 16 Mon./Wed., 8/19, 4:30-5:20 pm CRN 60848
FIT B30-C03, OC/SK, 16 Tue./Thu., 8/20, 1:10-5:30 pm CRN 60850
FIT B30-C05, OC/DP, 8 Tue./Thu., 10/15, 1:30-2:45 pm CRN 60852

CONDITIONING I: ZUMBA* Fee: $95
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-C02, OC/DP, 8 Tue./Thu., 8/20, 10:30-11:45 am CRN 60849
FIT B30-C04, OC/DP, 8 Tue./Thu., 10/15, 10:30-11:45 am CRN 60851
YOGA I* Fee: $95
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.
FIT B28-C01, OC/DP, 8 Mon./Wed., 8/19, 12-1:15 pm CRN 60840
FIT B28-C02, OC/DP, 8 Tue./Thu., 8/20, 12-1:15 pm CRN 60841
FIT B28-C03, OC/SK, 16 Tue./Thu., 8/20, 12-12:50 pm CRN 60842
FIT B28-C04, OC/DP, 8 Tue./Thu., 8/20, 4:30-5:45 pm CRN 60843
FIT B28-C05, OC/DP, 16 Fri., 8/23, 12-1:15 pm CRN 60844
FIT B28-C06, OC/DP, 8 Mon./Wed., 10/14, 12-1:15 pm CRN 60845
FIT B28-C07, OC/DP, 8 Tue./Thu., 10/15, 12-1:15 pm CRN 60846
FIT B28-C08, OC/DP, 8 Tue./Thu., 10/15, 4:30-5:45 pm CRN 60847

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.

ENERGY MANAGEMENT AND DDC CONTROLS* Fee: $316
Course provides detailed examination of energy management. Content includes specific focus on building automation systems for energy management 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., 8/21, 5-7:50 pm CRN 60833

BLUEPRINT READING FOR BUILDING TRADES* Fee: $401
Course concentrates on language of architectural construction documents. Content includes visualization sections, details and schedules structural drawings specifications and building codes heating, ventilation, air conditioning systems plumbing systems electrical systems free-hand mechanical sketching (board and on-site) and verbal and written communication. FAC A21-C01, OC/DP, 16 Tue., 8/20, 6-9:50 pm CRN 60831

INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING* Fee: $286
Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion general of areas in which a facilities manager or facilities engineer will need to develop competency. FAC A26-C01, OC/DP, 16 Mon., 8/19, 6-9 pm CRN 60832

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 or jcohen@oakton.edu.

INTRODUCTION TO COMMODITY FUTURES TRADING* Fee: $286
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. A required textbook (approx. $85) is available in the bookstore.
FIN A01-C01, OC/DP, 14 Mon., 8/26, 7-10 pm CRN 60834

SEcurities TRADING* Fee: $286
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. A required textbook (approx. $60) is available in the bookstore.
FIN A02-C01, OC/DP, 14 Wed., 9/11, 7-9:50 pm CRN 60835

PRINCIPLES OF FUNDAMENTAL ANALYSIS* Fee: $286
Course studies use of fundamental analysis in commodity and securities price forecasting. Content includes supply and demand, price cycles, forecasting of prices and research methods.
FIN A03-C01, OC/DP, 14 Thu., 8/29, 6-10 pm CRN 60836

OPTIONs MARKETs* Fee: $286
Course explores actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. Prerequisite: FIN A01. FIN A04-C01, OC/DP, 14 Tue., 9/10, 7-9:50 pm CRN 60837

Graphic Design/Digital Imaging

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, call 847-635-1950.

DIGITAL IMAGING: PHOTOSHOP* Fee: $356
Course surveys production, manipulation and output of photographic images electronically. Students will use photographs to be digitized and put into a computer for manipulation, to create output of images to paper prints. Content includes aesthetics of photographic image manipulation in context of student work and historical perspective. Implication of photographic electronic imagery to legal, moral and social issues discussed and related to commercial and fine arts applications. Adobe Photoshop used as the main software. Recommended: ATE E01. ATE A02-C01, OC/SK, 16 Sun., 8/25, 9 am-2:20 pm CRN 60941

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

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE) Fee: $119  
In-district seniors: $80  
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, 8/21-10/11  
DAT A04-301, 9/9-11/8  
DAT A04-302, 10/16-12/6  
DAT A04-303, 11/13-1/3

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE) Fee: $119  
In-district seniors: $80  
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. This project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. You'll learn so many ways to alter reality that you'll never trust another photograph again! 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, 8/21-10/11  
DAT A05-301, 9/9-11/8  
DAT A05-302, 10/16-12/6  
DAT A05-303, 11/13-1/3

ADOBE PHOTOSHOP: CS6* Fee: $331  
Introduction to the tools and capabilities of Adobe Photoshop CS6.  
COF A72-C01, OC/SK, 16 Tue., 8/20, 6-9:50 pm

ADOBE ILLUSTRATOR (ONLINE) Fee: $119  
In-district seniors: $80  
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for Windows or Mac.  
COF A75-300, 8/21-10/11  
COF A75-301, 9/9-11/8  
COF A75-302, 10/16-12/6  
COF A75-303, 11/13-1/3

INTRODUCTION TO CORELDRAW X 5 (ONLINE) Fee: $119  
In-district seniors: $80  
Let CorelDraw unleash your creativity! This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, Web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. Requirements: CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.  
DAT A10-300, 8/21-10/11  
DAT A10-301, 9/9-11/8  
DAT A10-302, 10/16-12/6  
DAT A10-303, 11/13-1/3

ADOBE INDESIGN (ONLINE) Fee: $119  
In-district seniors: $80  
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS4, or CS5 for Windows or Mac.  
DAT A27-300, 8/21-10/11  
DAT A27-301, 9/9-11/8  
DAT A27-302, 10/16-12/6  
DAT A27-303, 11/13-1/3

INTERMEDIATE INDESIGN: CS5 (ONLINE) Fee: $119  
In-district seniors: $80  
Master the advanced features of Adobe InDesign CS5 and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.  
DAT A32-300, 8/21-10/11  
DAT A32-301, 9/9-11/8  
DAT A32-302, 10/16-12/6  
DAT A32-303, 11/13-1/3

DESKTOP PUBLISHING USING ADOBE INDESIGN* Fee: $331  
Course introduces desktop publishing program to create and format documents, using desktop publishing technology. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. Recommended: Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software.  
COF A65-C01, OC/DP, 16 Wed., 8/21, 6-9:50 pm

Healthy Living Topics

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) Fee: $119  
In-district seniors: $80  
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.  
HEA E62-300, 8/21-10/11  
HEA E62-301, 9/9-11/8  
HEA E62-302, 10/16-12/6  
HEA E62-303, 11/13-1/3

LOSE WEIGHT AND KEEP IT OFF (ONLINE) Fee: $119  
In-district seniors: $80  
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.  
HEA C09-300, 8/21-10/11  
HEA C09-301, 9/9-11/8  
HEA C09-302, 10/16-12/6  
HEA C09-303, 11/13-1/3

LUSCIOUS, LOW-FAT AND LIGHTNING QUICK MEALS (ONLINE) Fee: $119  
In-district seniors: $80  
It's easy to prepare meals that are both delicious and nutritious! Uncover the secrets of making lowered-fat recipes taste terrific. Learn how to get in and out of the kitchen quicker, and explore a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover over 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.  
HEC E16-300, 8/21-10/11  
HEC E16-301, 9/9-11/8  
HEC E16-302, 10/16-12/6  
HEC E16-303, 11/13-1/3

Home and Garden

INTRODUCTION TO INTERIOR DESIGN AND SPACE PLANNING Fee: $55  
Explore the elements and principles of design that provide the fundamentals for any interior. Learn how to create an attractive home that will function for your lifestyle. No senior discount.  
HEC B13-01, MAINE E, 2 Tue., 9/17, 7-9:30 pm

*Courses may also be taken for college credit.
COLOR YOUR HOME BEAUTIFUL Fee: $30
Color is one of a home’s most influential elements. Explore the various components of color and creating an effect that’s just right. Learn how to determine color schemes from a color wheel and how to choose the perfect palette for a specific room. No senior discount.
HEC B14-01, MAINE E, 1 Tue., 10/1, 7-9:30 pm, Folkers CRN 60098

UPHOLSTERY Fee: $150
A hands-on course, learn the fundamentals of upholstery including frame construction repair, restoration and others. Bring a small piece of furniture to work on. No class 10/17/13.
TEC B28-01, ETHS, 8 Thu., 9/19, 6-9 pm, Miranda CRN 61044
TEC B28-02, ETHS, 8 Tue., 10/1, 6-9 pm, Miranda CRN 61046

START YOUR OWN EDIBLE GARDEN Fee: $119
(ONLINE) in-district seniors: $80
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, 8/21-10/11 CRN 60138
BOT E14-301, 9/18-11/8 CRN 60139
BOT E14-302, 10/16-12/6 CRN 60140
BOT E14-303, 11/13-1/3 CRN 60141

CHICAGO BOTANIC GARDEN

The following classes are held at Chicago Botanic Garden, 1000 Lake Cook Road, Glencoe, Illinois.

SCENIC PHOTOGRAPHY WORKSHOP AT METTAWA MANOR Fee: $125
Join nature photographer Jack Carlson and expand your photographic horizons in this beautiful setting. Begin the day with a basic overview of photographic concepts—then head out to the grounds and capture images of autumn! Spend the afternoon sharing and discussion your images. Students should have a working knowledge of their camera's controls and lens settings. Use of a tripod is strongly encouraged. Lunch provided; bring additional snacks and drinks if required. Class limited to 10 students. No senior discount.
BOT G31-01, GARD, 1 Wed., 10/2, 10 am-3 pm CRN 61037

YOGA MASTER CLASS Fee: $125
Designed for the student who is looking for a deeper understanding of the principles of movement and alignment. Join us for engaging practices in a welcoming, accepting, and encouraging environment and explore your body through carefully designed sequences. Emerge with new knowledge and a stronger relationship with your essential self. Class size is limited; sign up soon. No senior discount.
BOT G32-01, GARD, 4 Fri., 10/4, 9-10:30 am CRN 61038

FALL LAWN CARE FOR HOMEOWNERS Fee: $37
Are you disappointed in your lawn? Spend some time this fall in order to have a healthy and lush lawn next year. Learn the basics of lawn renovation and how to prepare your lawn for winter. Instructor Tom Fritz will demonstrate the proper techniques for installing sod, seedling and over seeding, aerating, and fertilizing. Dress for the weather as part of the class will be outdoors. No senior discount.
BOT E35-01, GARD, 1 Sat., 9/7, 10 am-12 pm CRN 61032

INTRODUCTION TO INTERIOR DESIGN Fee: $119
(ONLINE) in-district seniors: $80
Transform plain living spaces into beautiful and 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, 8/21-10/11 CRN 60587
HEC B41-301, 9/18-11/8 CRN 60588
HEC B41-302, 10/16-12/6 CRN 60589
HEC B41-303, 11/13-1/3 CRN 60590

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. No class 10/14.
ART D27-01, OC/SK, 6 Mon., 9/9, 7-8:30 pm, Neri CRN 60099

DRESS UP YOUR WINDOWS Fee: $30
Take a closer look at your windows and find treatments that set them off perfectly, enhancing every room in your home. This class will cover three critical aspects of window treatments, explore a wide range of design ideas, and provide solutions for problematic windows. No senior discount.
HEC B15-01, MAINE E, 1 Tue., 10/8, 7-9:30 pm, Folkers CRN 60103

TURN YOUR HOUSE INTO HOME WITH ACCESSORIES Fee: $30
Learn how style, character, color, and accessory placement can create the perfect atmosphere—and make your room a masterpiece! No senior discount.
HEC B16-01, MAINE E, 1 Tue., 10/15, 7-9:30 pm, Folkers CRN 60499

Job Search
RESUME WRITING WORKSHOP Fee: $119
(ONLINE) in-district seniors: $80
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 will result in personal interviews.
COM S42-300, 8/21-10/11 CRN 60326
COM S42-301, 9/18-11/8 CRN 60327
COM S42-302, 10/16-12/6 CRN 60328
COM S42-303, 11/13-1/3 CRN 60329

TWOelve STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE) Fee: $119
(ONLINE) in-district seniors: $80
Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.
BUB E01-300, 8/21-10/11 CRN 60218
BUB E01-301, 9/18-11/8 CRN 60219
BUB E01-302, 10/16-12/6 CRN 60220
BUB E01-303, 11/13-1/3 CRN 60221
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 ARABIC Fee: $154
An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.
LAR B05-01, OC/SK, 8 Mon., 9/23, 7-9 pm CRN 61036
CONVERSATIONAL ARABIC II Fee: $154
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, OC/SK, 8 Mon., 9/23, 7-9 pm CRN 61036

CHINESE I Fee: $154
Introduction to the study of modern Mandarin Chinese; emphasis will be on daily conversation. Chinese culture also will be explored. Textbook fee is payable to the instructor at the first class session. No class 11/28/13.
LCH B01-01, GLBRK S, 8 Thu., 10/17, 7-9 pm CRN 60688

BEGINNING CONVERSATIONAL FRENCH (ONLINE) IN-DISTRICT SENIORS: $80
Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. You’ll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations. Requirements: A computer equipped with working speakers or headphones.
LFR E02-300, 8/21-10/11 CRN 60509
LFR E02-301, 9/18-11/8 CRN 60600
LFR E02-302, 10/16-12/6 CRN 60601
LFR E02-303, 11/13-1/3 CRN 60602

CONVERSATIONAL GERMAN I Fee: $154
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. Class offers an excellent foundation for personal development, business, or travel.
LGE B03-01, GLBRK S, 8 Tue., 9/10, 7-9 pm CRN 60100

CONVERSATIONAL GERMAN II Fee: $154
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers listening, speaking, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience. No class 10/31.
LGE B04-01, GLBRK S, 8 Thu., 9/12, 7-9 pm CRN 61034

ITALIAN CONVERSATION I Fee: $154
Explore the Italian Language! Utilizing real-life social contexts, this course will expose students to basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. This course offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required.
ITL B03-01, ETHS, 8 Tue., 9/17, 6-8 pm CRN 60666

INSTANT ITALIAN (ONLINE) In-district seniors: $80
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and promises to enrich your experiences while traveling in Italy. Benissimo! Requirements: A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.
ITL B03-00, 8/21-10/11 CRN 60595
ITL B03-01, 9/18-11/8 CRN 60596
ITL B02-302, 10/16-12/6 CRN 60597
ITL B02-303, 11/13-1/3 CRN 60598

CONVERSATIONAL JAPANESE Fee: $119 (ONLINE)
In-district seniors: $80
Guided by your 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 cultural knowledge only an insider has.
LJA E01-300, 8/21-10/11 CRN 60603
LJA E01-301, 9/18-11/8 CRN 60604
LJA E01-302, 10/16-12/6 CRN 60605
LJA E01-303, 11/13-1/3 CRN 60606

POLISH I Fee: $154
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business or travel. No class 10/14 and 11/11.
LPO B01-01, GLBRK S, 8 Thu., 9/12, 7-9 pm CRN 60669
LPO B01-02, NILES N, 8 Mon., 9/23, 7-9 pm CRN 60670

POLISH II Fee: $154
Expand your Polish speaking skills! Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language.
LPO B02-01, GLBRK S, 8 Tue., 10/1, 7-9 pm CRN 60671
LPO B02-02, NILES N, 8 Wed., 9/25, 7-9 pm CRN 60672

CONVERSATIONAL PORTUGUESE I Fee: $154
Olá! Explore one of the fastest-growing European languages. Through dialogue, learn business and leisure vocabulary, accurate phrasing, and correct pronunciation. No previous Portuguese experience necessary.
LPT B03-01, NILES N, 8 Wed., 9/25, 7-9 pm CRN 61035
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fee</th>
<th>In-district seniors: $80</th>
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</thead>
<tbody>
<tr>
<td>SPEED SPANISH I (ONLINE)</td>
<td>$119</td>
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<tr>
<td>This course teaches 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. <strong>Requirements:</strong> A computer equipped with working speakers or headphones.</td>
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<tr>
<td>LSP B08-300, 8/21-10/11</td>
<td>CRN 60607</td>
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<td>LSP B08-301, 9/18-11/8</td>
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<td>LSP B08-302, 10/16-12/6</td>
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<tr>
<td>LSP B08-303, 11/13-1/3</td>
<td>CRN 60610</td>
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<tr>
<td>SPEED SPANISH II (ONLINE)</td>
<td>$119</td>
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<tr>
<td>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. <strong>Requirements:</strong> A computer equipped with working speakers or headphones.</td>
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<tr>
<td>LSP B09-300, 8/21-10/11</td>
<td>CRN 60611</td>
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<td>LSP B09-301, 9/18-11/8</td>
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<tr>
<td>LSP B09-303, 11/13-1/3</td>
<td>CRN 60614</td>
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<tr>
<td>SPANISH I</td>
<td>$154</td>
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<tr>
<td>Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Books will be available for purchase on the first day of class. No class 10/8/13</td>
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<tr>
<td>LSP C01-01, OC/SK, 8 Mon., 9/9, 7-9 pm</td>
<td>CRN 60770</td>
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<tr>
<td>LSP C01-02, MAINE E, 8 Tue., 9/17, 7-9 pm, Alcantar</td>
<td>CRN 60473</td>
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<tr>
<td>LSP C01-03, NILES N, 8 Wed., 9/18, 7-9 pm</td>
<td>CRN 60037</td>
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<tr>
<td>SPANISH II</td>
<td>$154</td>
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<tr>
<td>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. <strong>Prerequisite:</strong> Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 10/14, 11/11, 11/28, 11/30.</td>
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<td>LSP C02-01, NILES N, 8 Mon., 10/7, 7-9 pm, Alcantar</td>
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<td>LSP C02-02, MAINE E, 8 Thu., 10/10, 7-9 pm</td>
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<tr>
<td>LSP C02-03, OC/SK, 8 Mon., 9/18, 7-9 pm</td>
<td>CRN 60771</td>
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<tr>
<td>CONVERSATIONAL SPANISH I</td>
<td>$195</td>
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<tr>
<td>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. <strong>Prerequisite:</strong> Spanish I and Spanish II or a good working knowledge of the Spanish language. No class 11/26/13.</td>
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<tr>
<td>LSP E08-01, ETHS, 10 Tue., 9/17, 7-9:30 pm, Sosol</td>
<td>CRN 60043</td>
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<td>LSP E08-02, MAINE E, 10 Thu., 9/19, 7-9:30 pm, Vizueta</td>
<td>CRN 60074</td>
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<tr>
<td>ADVANCED CONVERSATIONAL SPANISH</td>
<td>$195</td>
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<tr>
<td>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. <strong>Prerequisite:</strong> Conversational Spanish I or previous experience with the language. No class 10/17, 11/28/13.</td>
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<tr>
<td>LSP C04-01, MAINE E, 10 Tue., 9/17, 7-9:30 pm, Vizueta</td>
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<tr>
<td>LSP C04-02, ETHS, 10 Thu., 9/19, 7-9:30 pm, Sosol</td>
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<tr>
<th>Course Name</th>
<th>Fee</th>
<th>In-district seniors: $80</th>
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<tbody>
<tr>
<td>SPANISH FOR LAW ENFORCEMENT (ONLINE)</td>
<td>$119</td>
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<tr>
<td>Clear, quick communication is critical in law enforcement. Start from the fundamentals of the Spanish language, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations. <strong>Requirements:</strong> A computer equipped with working speakers or headphones.</td>
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<td>LSP B12-300, 8/21-10/11</td>
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<td>LSP B12-301, 9/18-11/8</td>
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<td>LSP B12-302, 10/16-12/6</td>
<td>CRN 60621</td>
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<tr>
<td>LSP B12-303, 11/13-1/3</td>
<td>CRN 60622</td>
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<tr>
<td>SPANISH FOR MEDICAL PROFESSIONALS (ONLINE)</td>
<td>$119</td>
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<tr>
<td>This fun course filled with entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. Discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé! <strong>Requirements:</strong> A computer equipped with working speakers or headphones.</td>
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<tr>
<td>LSP B11-300, 8/21-10/11</td>
<td>CRN 60615</td>
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<td>LSP B11-301, 9/18-11/8</td>
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<tr>
<td>LSP B11-303, 11/13-1/3</td>
<td>CRN 60618</td>
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</tbody>
</table>

Management and Supervision

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

**PRINCIPLES OF MANAGEMENT**

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

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

**BUILDING TEAMS THAT WORK (ONLINE)**

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.

**EMPLOYMENT LAW FUNDAMENTALS (ONLINE)**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

*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 David Geller, department chair, at 847-376-7707 or dgeller@uktton.edu.

INTRODUCTION TO ROBOTICS AND VISION SYSTEMS* Fee: $401
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., 8/22, 6-7:50 pm CRN 60888

INTRODUCTION TO RADIO FREQUENCY IDENTIFICATION* Fee: $326
Course covers radio frequency identification (RFID) concepts and fundamentals, and how emerging electronic product code (EPC global) standards are influencing adoption. Content includes RFID capabilities, current applications of RFID in businesses, and practical ways to articulate use cases for this technology to potential employers and peers.
ECT A19-C01, OC/SK, 12 Tue., 9/17, 2-4:50 pm CRN 60816

INTRODUCTION TO CNC PROGRAMMING* Fee: $431
Course 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., 8/20, 6-8:45 pm CRN 60872
MCH A01-C02, OC/SK, 16 Sat., 8/24, 8 am-1 pm CRN 60873

ADVANCED CNC PROGRAMMING* Fee: $431
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 are covered in detail. A textbook may be required. Check with the bookstore.
MCH A02-C01, OC/SK, 16 Mon., 8/19, 6-9:45 pm CRN 60874

MASTERCAM/COMPUTER-AIDED MANUFACTURING* Fee: $421
In this CAD/CAM course, 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. A required textbook (approx. $75) is available in the bookstore.
MCH A04-C01, OC/SK, 16 Mon., 8/19, 8 am-12:30 pm CRN 60875
MCH A04-C02, OC/SK, 16 Wed., 8/21, 5:30-10:15 pm CRN 60876

MASTERCAM/COMPUTER-AIDED MANUFACTURING II* Fee: $421
Course continues to build on the foundation completed in MFG 165. Focus is on creating 3D wire frame models, surface modeling, 2D/3D solids using advanced commands including; special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC Machining that requires creating a five axis simultaneously tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor.
MCH A20-C01, OC/DP, 16 Tue., 8/20, 6-9:50 pm CRN 60890
PROGRAMMABLE CONTROLLERS (PLC)  
ALLEN-BRADLEY, SLC 500*  
Fee: $421  
Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls and other electromechanical devices. Allen Bradley hardware is used with ICOM software. A required textbook (approx. $60) is available in the bookstore.  
MCH A06-C01, OC/SK, 16 Mon., 8/19, 5:30-10:15 pm  
CRN 60886

ADVANCED PLC/AUTOMATION APPLICATIONS*  
Fee: $421  
This course is a follow up to Programmable Controllers (PLCs), MCH A06. Learn to use PLCs for monitoring and diagnostics of manufacturing processes. Emphasis will be on data handling and storage as well as the use of video control panels. Student will work in teams on hands-on projects integrating new technologies with automatic turntables, circuit board testers, robotics, vision systems, and various analog devices. A textbook may be required. Check with the bookstore.  
MCH A07-C01, OC/SK, 16 Sat., 8/24, 8 am-1 pm  
CRN 60887

BASIC PRINT READING AND SHOP THEORY**  
Fee: $381  
Course provides general shop training. Content includes 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. Course contains a module on GDT symbols and how to interpret them. Completion of course with minimum grade of C should enable student to interpret prints used in industry.  
MCH A19-C01, OC/SK, 15 Wed., 8/28, 6-10 pm  
CRN 60889

Marketing and Sales

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

PRINCIPLES OF MARKETING*  
Fee: $286  
Study the process of discovering consumer needs and wants, and translating these findings into products and services. Learn how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.  
MAR A01-C01, OC/DP, 12 Mon., 9/16, 6:30-10 pm  
CRN 60867
MAR A01-C02, OC/DP, 12 Tue./Thu., 9/17, 5-6:15 pm  
CRN 60868
MAR A01-C03, OC/SK, 8 Sat., 10/12, 5-6:30 pm  
CRN 60869

PROFESSIONAL SALES SKILLS (ONLINE)  
Fee: $119  
In-district seniors: $80  
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, 8/21-10/11  
CRN 60238
BUS A34-301, 9/18-11/8  
CRN 60239
BUS A34-302, 10/16-12/6  
CRN 60240
BUS A34-303, 11/13-1/3  
CRN 60241

INTRODUCTION TO ADVERTISING*  
Fee: $286  
Course introduces the role of advertising. Content includes 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, 12 Wed., 9/25, 6:30-10 pm  
CRN 60871

CUSTOMER SERVICE AND SATISFACTION*  
Fee: $286  
Course focuses on the skills and strategies that lead to successful implementation of customer service. Content includes student designed comprehensive customer service program applying customer satisfaction research to measure programs effectiveness. Supplemental work required. Hybrid course (classroom and online).  
MAR A13-C01, OC/SK, 12 Wed., 9/25, 2-4 pm  
CRN 60870

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)  
Fee: $119  
In-district seniors: $80  
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, 8/21-10/11  
CRN 60246
BUS A79-301, 9/18-11/8  
CRN 60247
BUS A79-302, 10/16-12/6  
CRN 60248
BUS A79-303, 11/13-1/3  
CRN 60249

Medical Office Technology

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)  
Fee: $119  
In-district seniors: $80  
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, 8/21-10/11  
CRN 60631
MED A51-301, 9/18-11/8  
CRN 60632
MED A51-302, 10/16-12/6  
CRN 60633
MED A51-303, 11/13-1/3  
CRN 60634

EXPLORE A CAREER IN MEDICAL CODING (ONLINE)  
Fee: $119  
In-district seniors: $80  
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder.  
MED A10-300, 8/21-10/11  
CRN 60623
MED A10-301, 9/18-11/8  
CRN 60624
MED A10-302, 10/16-12/6  
CRN 60625
MED A10-303, 11/13-1/3  
CRN 60626

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)  
Fee: $119  
In-district seniors: $80  
Refresh your grammar and explore a lucrative career of medical transcriptionist at the same time! Develop active listening skills, learn the basic principles of writing, and understand what other skills and aptitudes will help you succeed as a medical transcriptionist. Learn how to transcribe the most common medical reports and chart information. 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.  
MED A50-300, 8/21-10/11  
CRN 60627
MED A50-301, 9/18-11/8  
CRN 60628
MED A50-302, 10/16-12/6  
CRN 60629
MED A50-303, 11/13-1/3  
CRN 60630

*Course may also be taken for college credit.
EXPLORE A CAREER AS A PHARMACY

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

Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: This course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton’s Pharmacy Technician Certificate program. Call 847.635.1889 for information.

MED A53-300, 8/21-10/11 CRN 60639
MED A53-301, 9/18-11/8 CRN 60640
MED A53-302, 10/16-12/6 CRN 60641
MED A53-303, 11/13-1/3 CRN 60642

MEDICAL MATH (ONLINE)

Fee: $119
In-district seniors: $80

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

MED AS2-300, 8/21-10/11 CRN 60635
MED AS2-301, 9/18-11/8 CRN 60636
MED AS2-302, 10/16-12/6 CRN 60637
MED AS2-303, 11/13-1/3 CRN 60638

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

Fee: $119
In-district seniors: $80

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background is necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.

MED E01-300, 8/21-10/11 CRN 60643
MED E01-301, 9/18-11/8 CRN 60644
MED E01-302, 10/16-12/6 CRN 60645
MED E01-303, 11/13-1/3 CRN 60646

JAZZ BAND*

Fee: $120

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

MUS S80-C01, OC/DP, 16 Mon., 8/19, 8-9:50 pm CRN 60891
MUS S81-C01, OC/DP, 16 Mon., 8/19, 8-9:50 pm CRN 60892
MUS S82-C01, OC/DP, 16 Mon., 8/19, 8-9:50 pm CRN 60893
MUS S83-C01, OC/DP, 16 Mon., 8/19, 8-9:50 pm CRN 60894

HAWAIIAN UKULELE LESSONS

Fee: $50

Learn how to play ukulele in the Hawaiian style. Participants will have the opportunity to perform with Oakton’s Hawaiian Music Ensemble. (Instruments will be provided, if necessary.)

MUS X11-01, OP/DP, 6 Thu., 9/19, 5:30-6:30 pm, Essig CRN 60106

HAWAIIAN UKULELE II

Fee: $50

Student will progress from the basic course with new chords strums and songs. The class will continue in the soft sweet music of “Old Hawaii” and will expand the musical and cultural experience of beautiful Hawaii.

MUS X15-01, OP/DP, 6 Tue., 9/17, 5:30-6:30 pm, Essig CRN 60107

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: $286

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

PAR A01-C01, OC/SK, 16 Mon., 8/19, 6-8:50 pm CRN 60896
PAR A01-C02, OC/SK, 16 Wed., 8/21, 6-8:50 pm CRN 60897

LEGAL RESEARCH*

Fee: $306

Course orientes 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/DP, 16 Wed., 8/21, 6:30-9:20 pm CRN 60898

LITIGATION*

Fee: $286

Course covers the role of the paralegal in litigation. Content includes an analysis of civil procedure and instruction in preparation of documents used in lawsuits, covering pre- and post-trial matters, evidentiary problems, and assistance during trials. Prerequisite: College level English competency and successful completion of PAR A01 or consent of program coordinator.

PAR A13-C01, OC/DP, 8 Mon., 10/14, 6:30-9:20 pm CRN 60899

Music

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

INSTRUCTION TO GUITAR (ONLINE)

Fee: $119
In-district seniors: $80

Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.

MUS S09-300, 8/21-10/11 CRN 60647
MUS S09-301, 9/18-11/8 CRN 60648
MUS S09-302, 10/16-12/6 CRN 60649
MUS S09-303, 11/13-1/3 CRN 60650

VOCAL COACHING

Fee: $180

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

MUS S25-01, OC/DP, 8/19, 8 Sessions, Berman CRN 60101
MUS S25-02, OC/DP, 10/14, 8 Sessions, Berman CRN 60102

*Courses may also be taken for college credit.
EXPLORE A CAREER AS A PARALEGAL Fee: $182
(ONLINE) In-district seniors: $140
Legal Terminology, Process, Ethics, Tort and Contract Law. The course provides an overview of the American judicial system focusing on the origins of American law and the litigation process.
FIN A45-300, 8/21-10/11 CRN 60170
FIN A45-301, 9/18-11/8 CRN 60171
FIN A45-302, 10/16-12/6 CRN 60172
FIN A45-303, 11/13-1/3 CRN 60173

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.
FIN E44-01, GLBRK S, 1 Tue., 10/22, 7:30-8:30 pm, Walsh CRN 60034

SENSIBLE APPROACH TO ESTATE PLANNING Fee: $25
Familiarize yourself with the basics of estate planning. We’ll cover probate, the various functions of trusts and wills, and investments designed to transfer assets with tax efficiency. No senior discount.
FIN E44-01, GLBRK S, 1 Tue., 10/22, 7:30-8:30 pm, Walsh CRN 60034

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE) In-district seniors: $80
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. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed.
FIN E10-300, 8/21-10/11 CRN 60551
FIN E10-301, 9/18-11/8 CRN 60552
FIN E10-302, 10/16-12/6 CRN 60553
FIN E10-303, 11/13-1/3 CRN 60554

INTRODUCTION TO STOCK OPTIONS (ONLINE) In-district seniors: $80
Take advantage of the down market, and get prepared for the better times as well! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-300, 8/21-10/11 CRN 60555
FIN E22-301, 9/18-11/8 CRN 60556
FIN E22-302, 10/16-12/6 CRN 60557
FIN E22-303, 11/13-1/3 CRN 60558

PROTECT YOUR MONEY, CREDIT, AND IDENTITY (ONLINE) In-district seniors: $80
Do you worry about identity theft or losing your money to scammers? Are you Feeling threatened by abusive debt collectors or predatory lenders? If so, this class can help. Find out how to protect yourself against credit card fraud, Internet scams, and real estate “dirty tricks.” You’ll also learn how to make debt collectors and credit card companies’ play by the rules. Course taught by Neal Bevans, former assistant district attorney.
FIN E31-300, 8/21-10/11 CRN 60559
FIN E31-301, 9/18-11/8 CRN 60560
FIN E31-302, 10/16-12/6 CRN 60561
FIN E31-303, 11/13-1/3 CRN 60562

UNDERSTANDING WALL STREET Fee: $80
Build a foundation for sound investing. You will receive practical information in an easy-to-understand format. Learn investment jargon, security types, as well as different objectives and methods of investing. Risk and investment goal planning for college and retirement costs will be covered. Participants also learn how to understand financial news, stock research and annual reports. No class 10/31.
FIN E06-01, NILES N, 3 Wed., 10/16, 7-9 pm, Spillane CRN 60508

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, NILES N, 3 Wed., 9/4, 6:30-9 pm, Richards CRN 60049
FIN E02-02, NILES N, 3 Mon., 9/9, 6:30-9 pm, Richards CRN 60051
FIN E02-05, GLBRK S, 3 Thu., 10/6, 6:30-9 pm, Richards CRN 60053
FIN E02-07, GLBRK S, 3 Tue., 10/15, 6:30-9 pm, Richards CRN 60055

SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW Fee: $20
As you approach retirement, you’ll make many decisions. Many of those decisions are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. Instructor Rita Brown is a Certified Financial Planner, Chartered Life Underwriter, and Certified Wealth Strategist. No senior discount.
FIN E39-01, GLBRK S, 1 Tue., 10/1, 7-9 pm, Brown CRN 60065
FIN E39-02, NILES N, 1 Mon., 9/23, 7-9 pm, Brown CRN 60109

BIG PICTURE RETIREMENT PLANNING WORKSHOP Fee: $45
A person retiring today could live as many years in retirement as he or she spent working! Join Les Goldstein, MBA; Robert Hart, CFP; and Gregory Turza, JD, and design a new financial future. Create your own financial model and determine how much money you’ll need to live comfortably during retirement. Course covers viable alternatives to the market, asset protection strategies, and how to create a financial legacy for loved ones. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount.
FIN E05-01, ETHS, 3 Thu., 9/12, 6:30-9 pm, Goldstein CRN 60057
FIN E05-03, MAINE E, 3 Tue., 9/17, 6:30-9 pm, Goldstein CRN 60059
FIN E05-06, MAINE E, 3 Thu., 10/10, 6:30-9 pm, Goldstein CRN 60061
FIN E05-07, ETHS, 3 Tue., 10/15, 6:30-9 pm, Goldstein CRN 60063

REAL ESTATE INVESTING Fee: $119
(ONLINE) In-district seniors: $80
Want to invest in real estate but have no money and no idea where to start? In this course, we’ll demystify the technical aspects of acquiring and profiting from property. We’ll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you’ll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.
REL E07-300, 8/21-10/11 CRN 60667
REL E07-301, 9/18-11/8 CRN 60668
REL E07-302, 10/16-12/6 CRN 60669
REL E07-303, 11/13-1/3 CRN 60670
For more information, call 847-982-9888.

Noncredit classes

STOCKS, BONDS AND INVESTING, Fee: $119
OH MY (ONLINE) In-district seniors: $80
Do you want to learn how to use the Internet to make sound and knowledgeable online investment decisions? This course will teach you how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments and select a broker.
FIN E07-300, 8/21-10/11
FIN E07-301, 9/18-11/8
FIN E07-302, 10/16-12/6
FIN E07-303, 11/13-1/3
CRN 60543
CRN 60544
CRN 60545
CRN 60546

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE) Fee: $119
In-district seniors: $80
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
FIN E08-300, 8/21-10/11
FIN E08-301, 9/18-11/8
FIN E08-302, 10/16-12/6
FIN E08-303, 11/13-1/3
CRN 60547
CRN 60548
CRN 60549
CRN 60550

Pet Care

START A PET SITTING BUSINESS Fee: $119
(ONLINE) In-district seniors: $80
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. This course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-300, 8/21-10/11
BUS A35-301, 9/18-11/8
BUS A35-302, 10/16-12/6
BUS A35-303, 11/13-1/3
CRN 60242
CRN 60243
CRN 60244
CRN 60245

PRACTICAL PUPPY TRAINING Fee: $90
This program is 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. Course work includes socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition and more. Open to puppies 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., 9/10, 6:25-7:25 pm, DeCarlo CRN 60018

OBEDIENCE TRAINING AND PET MANNERS FOR DOGS Fee: $120
This class provides a comprehensive program of 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 dogs that have failed in other training approaches. Dogs should be friendly towards other dogs, children and human beings. First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snout 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, 8 Tue., 9/10, 7:30-8:30 pm, Damon CRN 60018

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: $336
Explore the basics of film exposure, development and printing while studying the history and aesthetics of photography. Also covers the use of studio materials and lighting. Studio work outside of regular class time is required. Note: Students are expected to buy their own film and paper at a cost of approximately $100. Also, students may reserve a camera, tripod, or light meter from the College by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.)
ATE E01-C01, OC/DP, 16 Tue./Thu., 8/20, 6:30-9:20 pm CRN 60949

DIGITAL PHOTOGRAPHY* Fee: $361
This course provides an introduction to the potentials and realities of digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. The digital darkroom is constructed and the software necessary to use in digital photography is explored.
ATE A04-C01, OC/DP, 16 Wed., 8/21, 5-10 pm CRN 60942
ATE A04-C02, OC/DP, 16 Fri., 8/23, 9 am-2:20 pm CRN 60943
ATE A04-C03, OC/SK, 16 Sat., 8/24, 9 am-2:20 pm CRN 60944

DIGITAL PHOTOGRAPHY Fee: $140
Explore photo-taking techniques and improve the quality of your images. You will review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure and color rendition, and work with digital imaging software to manipulate and improve your images.
ART C04-01, OC/DP, 6 Sun., 9/8, 12-3 pm, Duda CRN 60017

DIGITAL PHOTOGRAPHY (ONLINE) Fee: $119
In-district seniors: $80
Learn the latest technology in the world of the photographic arts. Course will cover the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.
ART C04-300, 8/21-10/11
ART C04-301, 9/18-11/8
ART C04-302, 10/16-12/6
ART C04-303, 11/13-1/3
CRN 60126
CRN 60127
CRN 60128
CRN 60129

DIGITAL IMAGING: PHOTOSHOP* Fee: $361
Course surveys production, manipulation and output of photographic images electronically. Students will use photographs to be digitized and put into a computer for manipulation, to create output of images to paper prints. Content includes aesthetics of photographic image manipulation in context of student work and historical perspective. Implication of photographic electronic imagery to legal, moral and social issues discussed and related to commercial and fine arts applications. Adobe Photoshop used as the main software. Recommended: ATE E01.
ATE A02-C01, OC/SK, 16 Sun., 8/25, 9 am-2:20 pm CRN 60941

*Courses may also be taken for college credit.
PHOTOSHOP Fee: $25
Designed to introduce the amateur photographer to the world of Photoshop. Image enhancement, layering, tools, levels, file size, and reading a histogram will be demonstrated. Proper camera exposure also will be discussed. No senior discount.
ART E01-01, OC/DD, 1 Mon., 10/14, 7-9:30 pm, Duda CRN 60031

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 C79-01, MAINE E, 1 Tue., 9/10, 7-9:30 pm, Duda CRN 60014
ART C79-02, NILES N, 1 Mon., 10/21, 7-9:30 pm, Duda CRN 60015
ART C79-02, ETHS, 1 Thu., 11/14, 7-9:30 pm, Duda CRN 60016

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER (ONLINE) Fee: $119
In-district seniors: $80
Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class will take you from novice to accomplished user. Requirements: Adobe Photoshop Elements 9.0, or 10.0.
ART C05-300, 8/21-10/11 CRN 60130
ART C05-301, 9/18-11/8 CRN 60131
ART C05-302, 10/16-12/6 CRN 60132
ART C05-303, 11/13-1/3 CRN 60133

BLACK AND WHITE PHOTO LAB REFRESHER Fee: $85
Refresh your darkroom skills developing and printing black and white photos.
ART C12-01, GLBRK S, 4 Tue., 9/3, 7-9:30 pm, Mulloy CRN 60013

BLACK AND WHITE PHOTO 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., 10/1, 7-9:30 pm, Mulloy CRN 60012

DIGITAL SCRAPBOOKING Fee: $119
(ONLINE) In-district seniors: $80
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements, learn how build digital collages and scrapbooks—and create your unique works of art.
ART C59-300, 8/21-10/11 CRN 60134
ART C59-301, 9/18-11/8 CRN 60135
ART C59-302, 10/16-12/6 CRN 60136
ART C59-303, 11/13-1/3 CRN 60137

SECRETS OF BETTER PHOTOGRAPHY Fee: $119
(ONLINE) In-district seniors: $80
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also 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, 8/21-10/11 CRN 60122
ART B87-301, 9/18-11/8 CRN 60123
ART B87-302, 10/16-12/6 CRN 60124
ART B87-303, 11/13-1/3 CRN 60125

Psychology

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE) In-district seniors: $80
Do you know people whose behavior makes completing even the simplest tasks difficult? This course provides helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.
BUB A53-300, 8/21-10/11 CRN 60178
BUB A53-301, 9/18-11/8 CRN 60179
BUB A53-302, 10/16-12/6 CRN 60180
BUB A53-303, 11/13-1/3 CRN 60181

WHAT'S STOPPING YOU? Fee: $119
GET ASSERTIVE (ONLINE) IN-DISTRICT SENIORS: $80
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don't be afraid to speak out!
PSY B14-300, 8/21-10/11 CRN 60655
PSY B14-301, 9/18-11/8 CRN 60656
PSY B14-302, 10/16-12/6 CRN 60657
PSY B14-303, 11/13-1/3 CRN 60658

New!
INDIVIDUAL EXCELLENCE Fee: $119
(ONLINE) In-district seniors: $80
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, 8/21-10/11 CRN 61039
BUB A22-301, 9/18-11/8 CRN 61040
BUB A22-302, 10/16-12/6 CRN 61041
BUB A22-303, 11/13-1/3 CRN 61043

INTRODUCTION TO JOURNALING Fee: $119
(ONLINE) In-district seniors: $80
Journaling can help you learn more about yourself. Learn how to 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, 8/21-10/11 CRN 60282
COM B36-301, 9/18-11/8 CRN 60283
COM B36-302, 10/16-12/6 CRN 60284
COM B36-303, 11/13-1/3 CRN 60285

MANAGING LIFE AS A SINGLE PARENT Fee: $119
(ONLINE) In-district seniors: $80
Get the support you need for doing the toughest job on earth: single parenting. Designed with single moms and dads in mind, this course offers strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it's needed.
PSY S12-300, 8/21-10/11 CRN 60663
PSY S12-301, 9/18-11/8 CRN 60664
PSY S12-302, 10/16-12/6 CRN 60665
PSY S12-303, 11/13-1/3 CRN 60666

New!
NAVIGATING DIVORCE Fee: $119
(ONLINE) In-district seniors: $80
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, 8/21-10/11 CRN 60659
PSY C13-301, 9/18-11/8 CRN 60660
PSY C13-302, 10/16-12/6 CRN 60661
PSY C13-303, 11/13-1/3 CRN 60662
Consumer Real Estate

REAL ESTATE INVESTING (ONLINE) Fee: $119
IN-DISTRICT SENIORS: $80
Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.

REL E07-300, 8/21-10/11 CRN 60667
REL E07-301, 9/18-11/8 CRN 60668
REL E07-302, 10/16-12/6 CRN 60669
REL E07-303, 11/13-1/3 CRN 60670

HOW TO BUY YOUR FIRST HOME 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 will answer your questions. No senior discount.

REL E18-01, ETHS, 1 Thu., 9/19, 6:30-8:30 pm, Olach CRN 60028

PURCHASING FORECLOSURE 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., 9/25, 6:30-8:30 pm, Olach CRN 60033

HUMAN ANATOMY AND PHYSIOLOGY Fee: $119 (ONLINE)
In-district seniors: $80
Course focuses on the structure and function of the human body. Learn basic chemistry, the human cell, the anatomy and the functions of the body's organ systems, and how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.

HEA S41-300, 8/21-10/11 CRN 60583
HEA S41-301, 9/18-11/8 CRN 60584
HEA S41-302, 10/16-12/6 CRN 60585
HEA S41-303, 11/13-1/3 CRN 60586

BIRD WATCHING: BIRDS OF THE CHICAGO REGION Fee: $90
Looking for the best bird-watching areas on the outskirts of Chicago? Our first session will focus on essential bird-watching concepts and bird identification for the 100 most-encountered birds in the Chicago region. Then, we'll hit the road, visiting the Chicago Botanic Garden, Winnetka Avenue Bridge, Skokie Lagoons Forest Preserve, and Ned Brown Forest Preserve. Students are responsible for their own transportation.

SCI E12-01, OC/SX, 5 Sat., 8/24, 3-5 pm CRN 60011

TEXAS HOLD'EM POKER Fee: $45
Combines lecture and plenty of actual play. Instructor provides cards and chips. No senior discount.

REC S05-01, NILES N, 4 Wed., 9/18, 7-9 pm, Kanichirayil CRN 60877

TEXAS HOLD'EM POKER II Fee: $45
This class goes beyond basic skill to help experienced players become better. Course combines lecture and actual play - cards and chips are provided. Come learn and join the fun! Prerequisite: Texas Hold'em I or previous playing experience. No senior discount.

REC S06-01, NILES N, 4 Wed., 10/16, 7-9 pm, Kanichirayil CRN 60878

WELDING Fee: $175
This course is offered to both beginners and advanced welders alike. Learn ARC and gas welding. The first two classes are lectures. Attendance is required. Remaining sessions will be lab classes. Mig and TIG are available with permission from the instructor. Classes are individualized to allow advanced students to progress at their own pace. No classes 10/17 and 11/28.

TEC A10-01, ETHS, 10 Tue., 9/17, 6-9 pm, Koutsources CRN 60040
TEC A10-02, ETHS, 10 Thu., 9/19, 6-9 pm, Koutsources CRN 60041

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD (ONLINE) Fee: $119
In-district seniors: $80
Follow your child's lead and have fun while enhancing language development! In this fun course designed for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

TCR B03-300, 8/21-10/11 CRN 60735
TCR B03-301, 9/18-11/8 CRN 60736
TCR B03-302, 10/16-12/6 CRN 60737
TCR B03-303, 11/13-1/3 CRN 60738

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, GLBRK S, 1 Tue., 9/17, 6-7:45 pm, Baker CRN 60042

ADVANCED TAX PLANNING FOR INDIVIDUALS Fee: $25
Paying taxes can be complicated! Not sure where to start? This course covers advanced tax planning in clear, simple language that will help you save money and reduce risks. No senior discount.

BUS E02-01, MAINE E, 1 Thu., 10/17, 8-9:45 pm, Baker CRN 60004

TEXAS HOLD’EM POKER Fee: $45
Combines lecture and plenty of actual play. Instructor provides cards and chips. No senior discount.

REC S05-01, NILES N, 4 Wed., 9/18, 7-9 pm, Kanichirayil CRN 60877

TEXAS HOLD’EM POKER II Fee: $45
This class goes beyond basic skill to help experienced players become better. Course combines lecture and actual play - cards and chips are provided. Come learn and join the fun! Prerequisite: Texas Hold’em I or previous playing experience. No senior discount.

REC S06-01, NILES N, 4 Wed., 10/16, 7-9 pm, Kanichirayil CRN 60878

WELDING Fee: $175
This course is offered to both beginners and advanced welders alike. Learn ARC and gas welding. The first two classes are lectures. Attendance is required. Remaining sessions will be lab classes. Mig and TIG are available with permission from the instructor. Classes are individualized to allow advanced students to progress at their own pace. No classes 10/17 and 11/28.

TEC A10-01, ETHS, 10 Tue., 9/17, 6-9 pm, Koutsources CRN 60040
TEC A10-02, ETHS, 10 Thu., 9/19, 6-9 pm, Koutsources CRN 60041

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD (ONLINE) Fee: $119
In-district seniors: $80
Follow your child's lead and have fun while enhancing language development! In this fun course designed for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

TCR B03-300, 8/21-10/11 CRN 60735
TCR B03-301, 9/18-11/8 CRN 60736
TCR B03-302, 10/16-12/6 CRN 60737
TCR B03-303, 11/13-1/3 CRN 60738

Tax Planning

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, GLBRK S, 1 Tue., 9/17, 6-7:45 pm, Baker CRN 60042

ADVANCED TAX PLANNING FOR INDIVIDUALS Fee: $25
Paying taxes can be complicated! Not sure where to start? This course covers advanced tax planning in clear, simple language that can help you save money and reduce risks. No senior discount.

BUS E02-01, MAINE E, 1 Thu., 10/17, 8-9:45 pm, Baker CRN 60004

Tech Trends

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 847-982-9888 or mreznick@oakton.edu.

TWITTER 101 Fee: $20
Is it one more distraction, or a truly valuable tool? The answer: both. Originally designed for users to answer the question “What are you doing? Twitter can be a great for marketing, networking, and breaking news. No senior discount.

DAT E11-01, OC/DP, 1 Tue., 12/3, 7-9 pm CRN 60039
FACEBOOK: GETTING STARTED Fee: $20
Create your own Facebook account, and then the fun really starts! You will learn about inviting friends, friend etiquette, groups, fan pages, sharing links, photos, privacy, and much more. No senior discount.
DAT E13-01, OC/DP, 1 Mon., 9/16, 7-9 pm CRN 60022
DAT E13-02, OC/SK, 1 Wed., 9/25, 7-9 pm CRN 60023

ADVANCED FACEBOOK Fee: $20
Learn to add links, upload photos and videos, create events, and third party applications. Business profiles/fan pages will be covered, including advertising. Advanced privacy issues will be included. You must already have a Facebook account! No senior discount.
DAT E17-01, OC/DP, 1 Mon., 9/23, 7-9 pm CRN 60001
DAT E17-02, OC/SK, 1 Wed., 10/2, 7-9 pm CRN 60002

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. Course includes an overview of social media; building profiles for Linkedin, Twitter, Facebook, and YouTube; creating networks; and building your fan base. You'll learn search techniques and strategies, communication options, and how social media can be used for business/business to consumer marketing and job hunting. Useful for marketers, businesses owners, decision-makers, and executives.
DAT E08-01, OC/SK, 2 Thu., 9/26, 7-9 pm, Khurana CRN 60021

DYNAMITE GOOGLE TOOLS Fee: $35
Learn about the "hidden gems" in Google's toolbox, and how to use them. Google has tools to do almost everything—create blogs and podcasts, organize and edit your digital photos, create documents and spreadsheets online, and more—all for free, and all under one account! No senior discount.
DAT E08-01, OC/SK, 2 Thu., 9/26, 7-9 pm, Khurana CRN 60021

GOOGLE APPS: A QUICK LOOK Fee: $20
This class is a quick introduction to some of Google's special online applications, a.k.a., "apps." There are apps to organize your schedule and share events; create and share documents, presentations, and spreadsheets. No senior discount.
DAT E12-01, OC/SP, 1 Thu., 9/12, 7-9 pm CRN 60027

TOPICS IN CIS: ANDROID PROGRAMMING* Fee: $426
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic.
CPT A02-C01, OC/DP, 14 Thu., 8/29, 6-9:50 pm CRN 60973

TOPICS IN CIS: iPad/iPhone PROGRAMMING* Fee: $426
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic.
CPT A02-C02, OC/DP, 15 Tue., 9/3, 6-9:50 pm CRN 60974

CREATING MOBILE APPS WITH HTML5 (ONLINE) Fee: $119
In-district seniors: $80
Learn 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, 8/21-10/11 CRN 60422
DAT A31-301, 9/18-11/8 CRN 60423
DAT A31-302, 10/16-12/6 CRN 60424
DAT A31-303, 11/13-1/3 CRN 60425

DIRECTIONS TO BROADCASTING AND ELECTRONIC MEDIA* Fee: $286
Course introduces electronic media. Focus is on development, function, and artistry. Content includes studio practices procedures and demonstrations as related to radio and television broadcasting cable-casting, and closed circuit TV applications. Hands-on production experience reinforces theoretical material. Course will be taught by two-way video between campuses. This course may also be taken for college credit. Contact Gary Newhouse, at 847-635-1640 or garyn@oakton.edu for information.
ATE A10-C01, OC/DP, 14 Wed., 9/11, 6:30-9:20 pm CRN 60946
ATE A10-C02, OC/SP, 14 Wed., 9/11, 6:30-9:20 pm CRN 60947

CONTINUING EDUCATION OUTREACH* Fee: $20
Firefox is a free, fast, easy to use and very secure Web browser. With add-ons, Firefox can be fully customized to make many routine tasks easier and increase the browser's power many times over. Be amazed while learning to make Firefox your own. Students must bring their own laptop computer. No senior discount.
DAT E18-01, OC/SP, 1 Mon., 11/4, 7-9 pm CRN 60024

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE) Fee: $119
In-district seniors: $80
Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. Recommended, but not required: The Official Guide for GMAT Review, 11th Edition, or The Official Guide for GMAT Verbal Review and The Official Guide for GMAT Quantitative Review. “On June 5, 2012, the GMAT® exam introduced Integrated Reasoning, a new section designed to measure a student’s ability to evaluate information presented in multiple formats from multiple sources - skills that you need to succeed in our data-rich world. The GMAT course content has been updated to incorporate these changes.”
GMT P01-300, 8/21-10/11 CRN 60563
GMT P01-301, 9/18-11/8 CRN 60564
GMT P01-302, 10/16-12/6 CRN 60565
GMT P01-303, 11/13-1/3 CRN 60566

*Courses may also be taken for college credit.
GRE PREPARATION – PART I

Fee: $119

In-district seniors: $80

Discover powerful strategies for success in the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper based and computer administrations of the test. Requirements: Practicing to take the GRE General Test, 10th Edition.

GRE P01-300, 8/21-10/11
CRN 60567

GRE P01-301, 9/18-11/8
CRN 60568

GRE P01-302, 10/16-12/6
CRN 60569

GRE P01-303, 11/13-1/3
CRN 60570

GRE PREPARATION – PART II

Fee: $119

In-district seniors: $80

Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time-saving techniques. Requirements: Practicing to Take the GRE General Test, 10th Edition.

GRE P02-300, 8/21-10/11
CRN 60571

GRE P02-301, 9/18-11/8
CRN 60572

GRE P02-302, 10/16-12/6
CRN 60573

GRE P02-303, 11/13-1/3
CRN 60574

Placement Test Workshops

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

NLN PRE-ADMISSION TEST

Fee: $50

The National League of Nursing Pre-Admission Test required for ranking for admission to Oakton's Associate Degree Nursing Program is administered during the time specified for this course. Registration and course fees are not refundable if test is not taken on the date students register for this test. Students are not eligible to retake the NLN Pre-Admission Test for six months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton’s ADN program. Seating is limited to those enrolled in this course. Doors will open 30 minutes before testing begins. Students must register one week before test date. For more information, call the Testing Center at 847.635.1939. No senior discount.

TES T02-01, OC/DP, 1 Sat., 8/17, 9 am-12 pm
CRN 60083

Tips, Tools, and Strategies for Teachers

INTRODUCTION TO TEACHING ESL/EFL

Fee: $119

In-district seniors: $80

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. This course is TESOL approved.

TCR A03-300, 8/21-10/11
CRN 60675

TCR A03-301, 9/18-11/8
CRN 60676

TCR A03-302, 10/16-12/6
CRN 60677

TCR A03-303, 11/13-1/3
CRN 60678

GRAMMAR FOR ENGLISH AS A SECOND

Fee: $119

LANGUAGE (ESL) (ONLINE) In-district seniors: $80

If English is your second language and you’re headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.

COM S08-300, 8/21-10/11
CRN 60302

COM S08-301, 9/18-11/8
CRN 60302

COM S08-302, 10/16-12/6
CRN 60304

COM S08-303, 11/13-1/3
CRN 60305

PRACTICAL IDEAS FOR THE ADULT

ESL/EFL CLASSROOM (ONLINE) In-district seniors: $80

Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Get to know 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, 8/21-10/11
CRN 60679

TCR A04-301, 9/18-11/8
CRN 60680

TCR A04-302, 10/16-12/6
CRN 60681

TCR A04-303, 11/13-1/3
CRN 60682

CREATING K-12 LEARNING

MATERIALS (ONLINE) In-district seniors: $80

Do you have an idea for an instructional aide? Learn how to create and self-publish a wide variety of instructional materials, such as work books, lab manuals, booklets, activity kits, visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

TCR A11-300, 8/21-10/11
CRN 60707

TCR A11-301, 9/18-11/8
CRN 60708

TCR A11-302, 10/16-12/6
CRN 60709

TCR A11-303, 11/13-1/3
CRN 60710

New!

TECHNOLOGY TOOLS IN THE CLASSROOM*

Fee: $316

Course introduces the educator to integrating the personal computer into the classroom to enhance instruction and classroom management by using a variety of software programs, hardware devices, and the Internet and its components (World Wide Web, e-mail, downloading, FTP). Content includes hands-on activities using technology to develop an electronic presentation, develop a grade spreadsheet, develop a student database, use various methods to electronically communicate, build a Web site, use multimedia, use publishers electronic materials, evaluate software, use the Internet for finding information and research, manage a personal computer system, and use additional hardware devices for learning purposes. Course not designed to transfer as an Education degree requirement. This course may also be taken for college credit.

Contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu for information. Recommended: Previous experience using a personal computer.

CPT A35-C01, OC/DP, 14 Mon., 8/26, 6-9:45 pm
CRN 60992

TEACHING GRAMMAR FOR ESL/EFL

Fee: $119

ONLINE In-district seniors: $80

Learn the importance of Grammar as a system for making meaning in a language. Understand how Grammar contributes to communication, and help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and learn how to develop activities that will engage and challenge your students.

TCR A06-300, 8/21-10/11
CRN 60687

TCR A06-301, 9/18-11/8
CRN 60688

TCR A06-302, 10/16-12/6
CRN 60689

TCR A06-303, 11/13-1/3
CRN 60690

*Courses may also be taken for college credit.
**READY, SET, READ!**  
Fee: $119  
(ONLINE)  
In-district seniors: $80

Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you understand how play can connect to literacy, you will see everyday children's play with a new eye. 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, 8/21-10/11  
CRN 60286

COM C10-301, 9/18-11/8  
CRN 60287

COM C10-302, 10/16-12/6  
CRN 60288

COM C10-303, 11/13-1/3  
CRN 60289

**SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6**  
Fee: $119  
(ONLINE)  
In-district seniors: $80

In this professional development course for teachers, you'll get the training you need to start teaching Model Drawing, the powerful Singapore Math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before!

TCR A07-300, 8/21-10/11  
CRN 60691

TCR A07-301, 9/18-11/8  
CRN 60692

TCR A07-302, 10/16-12/6  
CRN 60693

TCR A07-303, 11/13-1/3  
CRN 60694

**SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE)**

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, 8/21-10/11  
CRN 60719

TCR A14-301, 9/18-11/8  
CRN 60720

TCR A14-302, 10/16-12/6  
CRN 60721

TCR A14-303, 11/13-1/3  
CRN 60722

**SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE)**

Singaporean students have been top mathematics performers for over a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. In this teacher training course, you'll learn their secrets and come away knowing how to have meaningful math lessons in your classroom.

TCR A08-300, 8/21-10/11  
CRN 60695

TCR A08-301, 9/18-11/8  
CRN 60696

TCR A08-302, 10/16-12/6  
CRN 60697

TCR A08-303, 11/13-1/3  
CRN 60698

**SURVIVAL KIT FOR NEW TEACHERS**  
Fee: $119  
(ONLINE)  
In-district seniors: $80

Are you a new teacher who feels anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.

TCR B01-300, 8/21-10/11  
CRN 60731

TCR B01-301, 9/18-11/8  
CRN 60732

TCR B01-302, 10/16-12/6  
CRN 60733

TCR B01-303, 11/13-1/3  
CRN 60734

**TEACHING ESL/EFL READING**  
Fee: $119  
(ONLINE)  
In-district seniors: $80

If you would like to pass a passion for reading on to your students, then this course is for you! 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; help your students develop a fluent reading rate, while improving reading comprehension, and much more.

TCR A05-300, 8/21-10/11  
CRN 60683

TCR A05-301, 9/18-11/8  
CRN 60684

TCR A05-302, 10/16-12/6  
CRN 60685

TCR A05-303, 11/13-1/3  
CRN 60686

**TEACHING MATH: GRADES 4-6**  
Fee: $119  
(ONLINE)  
In-district seniors: $80

Get your students excited about math! Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. This course will help new teachers—and seasoned pros—reinvent their math teaching.

TCR A13-300, 8/21-10/11  
CRN 60715

TCR A13-301, 9/18-11/8  
CRN 60716

TCR A13-302, 10/16-12/6  
CRN 60717

TCR A13-303, 11/13-1/3  
CRN 60718

**THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE)**  
Fee: $119  
In-district seniors: $80

Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course presents a step-by-step approach to effective, positive classroom discipline.

ETN E01-300, 8/21-10/11  
CRN 60539

ETN E01-301, 9/18-11/8  
CRN 60540

ETN E01-302, 10/16-12/6  
CRN 60541

ETN E01-303, 11/13-1/3  
CRN 60542

**TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE)**  
Fee: $119  
In-district seniors: $80

Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course will prepare you to understand and empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments!

TCR A10-300, 8/21-10/11  
CRN 60703

TCR A10-301, 9/18-11/8  
CRN 60704

TCR A10-302, 10/16-12/6  
CRN 60705

TCR A10-303, 11/13-1/3  
CRN 60706

**TEACHING STUDENTS WITH AUTISM:**  
Fee: $119  
(ONLINE)  
In-district seniors: $80

If you've ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you'll appreciate the lessons ahead. Just 20 years ago, we didn't see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger's Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

TCR A09-300, 8/21-10/11  
CRN 60699

TCR A09-301, 9/18-11/8  
CRN 60700

TCR A09-302, 10/16-12/6  
CRN 60701

TCR A09-303, 11/13-1/3  
CRN 60702
TEACHING SMARTER WITH SMART BOARD  
Fee: $119  
(ONLINE)  
In-district seniors: $80

SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple trouble-shooting tips that may help when your SMART Board isn’t acting as smart as it should.

TCR A12-300, 8/21-10/11  
CRN 60711
TCR A12-301, 9/18-11/8  
CRN 60712
TCR A12-302, 10/16-12/6  
CRN 60713
TCR A12-303, 11/13-1/3  
CRN 60714

RESPONSE TO INTERVENTION: READING  
Fee: $119  
STRATEGIES THAT WORK (ONLINE)  
In-district seniors: $80

This course is intended for reading instructors. Lean the research based, proven strategy that will allow you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems, helping your students with phonics, fluency, vocabulary, reading comprehension, and writing.

TCA A15-300, 8/21-10/11  
CRN 60723
TCA A15-301, 9/18-11/8  
CRN 60724
TCA A15-302, 10/16-12/6  
CRN 60725
TCA A15-303, 11/13-1/3  
CRN 60726

New!

TEACHING ESL/EFL VOCABULARY  
Fee: $119  
(ONLINE)  
In-district seniors: $80

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.

TCA A16-300, 8/21-10/11  
CRN 60727
TCA A16-301, 9/18-11/8  
CRN 60728
TCA A16-302, 10/16-12/6  
CRN 60729
TCA A16-303, 11/13-1/3  
CRN 60730

WEB PAGE/WEB SITE DESIGN

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

CREATING WEB PAGES (HTML)  
Fee: $119  
(ONLINE)  
In-district seniors: $80

Learn the fundamentals of Web design. Plan the content, structure and layout; and 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. You also discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Information will also be shared about how to save time with a HTML authoring program.

DPR A78-300, 8/21-10/11  
CRN 60505
DPR A78-301, 9/18-11/8  
CRN 60506
DPR A78-302, 10/16-12/6  
CRN 60507
DPR A78-303, 11/13-1/3  
CRN 60509

BUILDING A WEB PAGE*  
Fee: $311

Course 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.

CPT A04-C01, OC/SK, 16 Thu., 8/22, 6-9:30 pm  
CRN 60975
CPT A04-C02, OC/DP, 13 Tue./Thu., 9/3, 12:30-2:25 pm  
CRN 60976

ADVANCED WEB PAGES  
Fee: $119  
(ONLINE)  
In-district seniors: $80

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.

DAT A02-300, 8/21-10/11  
CRN 60342
DAT A02-301, 9/18-11/8  
CRN 60343
DAT A02-302, 10/16-12/6  
CRN 60344
DAT A02-303, 11/13-1/3  
CRN 60345

ADVANCED WEB PAGE DEVELOPMENT*  
Fee: $301

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

CPT A04-C01, OC/DP, 16 Thu., 8/22, 6-9:45 pm  
CRN 60977

CREATING WORDPRESS WEB SITES  
Fee: $119  
(ONLINE)  
In-district seniors: $80

Want to build an attractive, sophisticated blog or Web site without having to lean any special coding? Learn how to use WordPress, a free and popular Web design tool that will allow you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation is necessary.

DAT A28-300, 8/21-10/11  
CRN 60414
DAT A28-301, 9/18-11/8  
CRN 60415
DAT A28-302, 10/16-12/6  
CRN 60416
DAT A28-303, 11/13-1/3  
CRN 60417

CREATING WORDPRESS WEBSITES II  
Fee: $119  
(ONLINE)  
In-district seniors: $80

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.

DAT A30-300, 8/21-10/11  
CRN 60418
DAT A30-301, 9/18-11/8  
CRN 60419
DAT A30-302, 10/16-12/6  
CRN 60420
DAT A30-303, 11/13-1/3  
CRN 60421

INTRODUCTION TO DATABASE  
Fee: $336

Driven Web Sites (Online)*

Course provides a general introduction to the basic framework of a database-driven web site. Content includes sample databases and a popular, industry standard software tool for creating site definitions and to plan, develop, and implement a web database application. Recommended: CPT A38 or equivalent knowledge.

CPT A62-C01, 9/9-12/11  
CRN 60999

*Courses may also be taken for college credit.
INTRODUCTION TO CSS AND XHTML: Fee: $119
CSS3 & HTML5 (ONLINE) In-district seniors: $80
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques.
DAT A04-300, 8/21-10/11 CRN 60346
DAT A04-301, 9/18-11/8 CRN 60347
DAT A04-302, 10/16-12/6 CRN 60348
DAT A04-303, 11/13-1/3 CRN 60349

INTERMEDIATE CSS AND XHTML: Fee: $119
CSS3 & HTML5 (ONLINE) In-district seniors: $80
Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Discover the tools and techniques that give you total creative control over every aspect of a site.
Recommended: Completion of ‘Introduction to CSS and XHTML’ or prior experience with HTML and Web publishing.
DAT A21-300, 8/21-10/11 CRN 60394
DAT A21-301, 9/18-11/8 CRN 60395
DAT A21-302, 10/16-12/6 CRN 60396
DAT A21-303, 11/13-1/3 CRN 60397

ADOBE DREAMWEAVER: CS6* Fee: $311
Course introduces a popular HTML editor. Content includes learning how to layout Web pages using AP elements, tables, style sheets, rollovers and forms; building a Web site and learning how to upload files to a remote server; introduction to the DHTML and animation capabilities of the Web authoring software. Recommended: General knowledge of basic HTM. COF A70-C01, OC/DP, 16 Thu., 8/22, 6:30-10 pm CRN 60967

BUILD A WEB SITE WITH DREAMWEAVER (ONLINE) In-district seniors: $80
This class assumes no knowledge of HTML, Web design or familiarity with Web terminology. 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.
Requirements: Adobe Dreamweaver CS5, or CS6 for Windows or Macintosh.
DAT A37-300, 8/21-10/11 CRN 60484
DAT A37-301, 9/18-11/8 CRN 60485
DAT A37-302, 10/16-12/6 CRN 60486
DAT A37-303, 11/13-1/3 CRN 60487

INTRODUCTION TO PHP AND MYSQL (ONLINE) IN-DISTRICT SENIORS: $80
Learn how to create an interactive Web site, allowing visitors to post and retrieve information. Learn how to use PHP programming language to generate dynamic Web sites that automatically change as your data changes.
DAT A18-300, 8/21-10/11 CRN 60382
DAT A18-301, 9/18-11/8 CRN 60383
DAT A18-302, 10/16-12/6 CRN 60384
DAT A18-303, 11/13-1/3 CRN 60385

INTERMEDIATE PHP AND MYSQL (ONLINE) In-district seniors: $80
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store.
Requirement: WAMPERVER a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation will be provided at the first lesson.
DAT A22-300, 8/21-10/11 CRN 60398
DAT A22-301, 9/18-11/8 CRN 60399
DAT A22-302, 10/16-12/6 CRN 60400
DAT A22-303, 11/13-1/3 CRN 60401

ACTIVE SERVER PAGES: ASP WITH C#* Fee: $406
Course introduces Active Server Pages (ASP+). Content includes hands-on activities and lectures to increase familiarity with developing advanced Web applications using Active Server Pages (ASP+) advanced Internet architecture, using advanced Web development tools the Active Server Page model, processing forms, integrating Web applications with data and other server-based applications, configuring Web applications, and using Web services to integrate Web applications.
CPT A95-C01, OC/DP, 15 Wed., 9/4, 6:9-50 pm CRN 61007

ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE) In-district seniors: $80
Search engine optimization (SEO) is both an art and a science. Take this course to learn proven strategies that can help your Web site achieve the highest possible rankings with major search engines.
DAT A47-300, 8/21-10/11 CRN 60488
DAT A47-301, 9/18-11/8 CRN 60489
DAT A47-302, 10/16-12/6 CRN 60490
DAT A47-303, 11/13-1/3 CRN 60491

WEB 2.0: BLOGS, WIKIS, AND PODCASTS (ONLINE) In-district seniors: $80
In This course, you’ll learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools gives us a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Students will download the software for free during the class. Instructions will be provided.)
DAT A25-300, 8/21-10/11 CRN 60402
DAT A25-301, 9/18-11/8 CRN 60403
DAT A25-302, 10/16-12/6 CRN 60404
DAT A25-303, 11/13-1/3 CRN 60405

INTRODUCTION TO FLASH (ONLINE) In-district seniors: $80
Learn how to create exciting interactive animations, build online applications, manage photos, integrate video, and upload your very own Flash presentations to a Web site. Requirements: Adobe Flash CS5 for Windows or Macintosh. Software must be installed and fully operational before the course begins.
DAT A19-300, 8/21-10/11 CRN 60386
DAT A19-301, 9/18-11/8 CRN 60387
DAT A19-302, 10/16-12/6 CRN 60388
DAT A19-303, 11/13-1/3 CRN 60389

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE) In-district seniors: $80
As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages.
Requirements: Adobe Dreamweaver CS5.5 or CS6 for Mac or Windows.
DAT A11-300, 8/21-10/11 CRN 60366
DAT A11-301, 9/18-11/8 CRN 60367
DAT A11-302, 10/16-12/6 CRN 60368
DAT A11-303, 11/13-1/3 CRN 60369

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

*Courses may also be taken for college credit.
Writing

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact program coordinator Scott Johnson at 847-635-1950 or sjohnson@oakton.edu.

INTRODUCTION TO BUSINESS
AND TECHNICAL WRITING* Fee: $286
This course is designed for students who wish to develop competence in producing various types of business documents, including memos, letters, reports, and product literature. Emphasis will be on writing for an audience with an identified purpose. Students are instructed in using clear, concise prose, and effective graphic elements. Class is designed for students with college-level writing ability.

ELH A01-C01, OC/DP, 14 Wed., 9/4, 11 am-12:15 pm CRN 60820
ELH A01-C02, OC/SG, 12 Sat., 9/14, 9 am-12:50 pm CRN 60821
ELH A01-C03, OC/DP 12 Fri., 9/19, 6-8:50 pm CRN 60830

EFFECTIVE BUSINESS WRITING Fee: $119
(ONLINE) In-district seniors: $80
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 skills. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.

COM S18-300, 8/21-10/11 CRN 60319
COM S18-301, 9/18-11/8 CRN 60320
COM S18-302, 10/16-12/6 CRN 60321
COM S18-303, 11/13-1/3 CRN 60321

WRITING ESSENTIALS Fee: $119
(ONLINE) In-district seniors: $80
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities will help you put your powerful new skills to use right away.

COM B01-300, 8/21-10/11 CRN 60318
COM B01-301, 9/18-11/8 CRN 60319
COM B01-302, 10/16-12/6 CRN 60320
COM B01-303, 11/13-1/3 CRN 60321

PUBLISH AND SELL YOUR E-BOOKS Fee: $119
(ONLINE) In-district seniors: $80
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don't wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world's largest online bookstores.

BUB E41-300, 8/21-10/11 CRN 60226
BUB E41-301, 9/18-11/8 CRN 60227
BUB E41-302, 10/16-12/6 CRN 60228
BUB E41-303, 11/13-1/3 CRN 60229

NEW! RESEARCH METHODS FOR WRITERS Fee: $119
(ONLINE) In-district seniors: $80
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Techniques covered include personal interviews, public reports, polls, and surveys, as well as historical, undercover, and guerilla research.

COM S49-300, 8/21-10/11 CRN 60330
COM S49-301, 9/18-11/8 CRN 60331
COM S49-302, 10/16-12/6 CRN 60332
COM S49-303, 11/13-1/3 CRN 60333

KEYS TO EFFECTIVE EDITING Fee: $119
(ONLINE) In-district seniors: $80
Ask any published writer and you will hear that a good editor isn't just helpful, but essential. All levels of writers and editors can benefit from this course, which explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

COM B17-300, 8/21-10/11 CRN 60274
COM B17-301, 9/18-11/8 CRN 60275
COM B17-302, 10/16-12/6 CRN 60276
COM B17-303, 11/13-1/3 CRN 60277

WRITING CHILDREN'S BOOKS Fee: $150
This beginner-level course will assist you in exploring the field of children's literature. Emphasis will be placed on the children's book market and getting published. Instructor Elizabeth Brown is founder and director of The Writer's Annex.

COM M02-01, MGPD, 5 Mon., 10/7, 7-9:25 pm, Brown CRN 60044

BECOMING A GRANT WRITING CONSULTANT (ONLINE) Fee: $119
In-district seniors: $80
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.

BUB A58-300, 8/21-10/11 CRN 60202
BUB A58-301, 9/18-11/8 CRN 60203
BUB A58-302, 10/16-12/6 CRN 60204
BUB A58-303, 11/13-1/3 CRN 60205

WRITING EFFECTIVE GRANT PROPOSALS (ONLINE) Fee: $119
In-district seniors: $80
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!

BUB A59-300, 8/21-10/11 CRN 60198
BUB A59-301, 9/18-11/8 CRN 60199
BUB A59-302, 10/16-12/6 CRN 60200
BUB A59-303, 11/13-1/3 CRN 60201

INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE) Fee: $119
In-district seniors: $80
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. We'll look at 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.

COM B05-300, 8/21-10/11 CRN 60262
COM B05-301, 9/18-11/8 CRN 60263
COM B05-302, 10/16-12/6 CRN 60264
COM B05-303, 11/13-1/3 CRN 60265

CRAFT OF MAGAZINE WRITING Fee: $119
(ONLINE) In-district seniors: $80
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.

COM E95-300, 8/21-10/11 CRN 60294
COM E95-301, 9/18-11/8 CRN 60295
COM E95-302, 10/16-12/6 CRN 60296
COM E95-303, 11/13-1/3 CRN 60297

*Courses may also be taken for college credit.
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, GLBRK S, 6 Tue., 9/3, 7-9 pm CRN 60520

WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE) Fee: $119
Did you know that nonfiction book titles are 10x more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.
COM B35-300, 8/21-10/11 CRN 60278
COM B35-301, 9/18-11/8 CRN 60279
COM B35-302, 10/16-12/6 CRN 60280
COM B35-303, 11/13-1/3 CRN 60281

INTRODUCTION TO SCREENWRITING 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, 8/21-10/11 CRN 60306
COM S10-301, 9/18-11/8 CRN 60307
COM S10-302, 10/16-12/6 CRN 60308
COM S10-303, 11/13-1/3 CRN 60309

TRAVEL WRITING 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, 8/21-10/11 CRN 60298
COM E97-301, 9/18-11/8 CRN 60299
COM E97-302, 10/16-12/6 CRN 60300
COM E97-303, 11/13-1/3 CRN 60301

TECHNICAL WRITING 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, 8/21-10/11 CRN 60310
COM S11-301, 9/18-11/8 CRN 60311
COM S11-302, 10/16-12/6 CRN 60312
COM S11-303, 11/13-1/3 CRN 60313

BEGINNING WRITER’S WORKSHOP Fee: $119
If you’ve dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.
COM B11-300, 8/21-10/11 CRN 60270
COM B11-301, 9/18-11/8 CRN 60271
COM B11-302, 10/16-12/6 CRN 60272
COM B11-303, 11/13-1/3 CRN 60273

BREAKING INTO SITCOM WRITING Fee: $119
Learn how to write professional sitcom scripts and how to break into show business from a veteran TV comedy writer. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and peek behind the business of television writing.
COM S39-300, 8/21-10/11 CRN 60322
COM S39-301, 9/18-11/8 CRN 60323
COM S39-302, 10/16-12/6 CRN 60324
COM S39-303, 11/13-1/3 CRN 60325

New! Flexible Online Registration System
A convenient and seamless way to search, register, and pay for classes.

The Alliance for Lifelong Learning’s new flexible online registration system is available for Community Education, Emeritus, Continuing Education for Health Professionals, and select ESL courses.

Fall registration opens July 8, 2013.

Register at www.oakton.edu/conted.
English as a Second Language (ESL)

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

Free ESL Classes*

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

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

Course Information
- Classes meet twice weekly for up to 2.5/3 hours over 20 weeks, day or evening
- Students may be admitted almost any time during the term if space is available
- College-bound or advanced ESL students should call 847-635-1821 to see if they have sufficient English skills to take college classes.

Counseling and Registration
- Students must bring identification and Social Security number, if available
- College-bound or advanced ESL students should call 847-635-1821 to see if they have sufficient English skills to take college classes.
- Admission to free ESL classes is only available to students who register in person;
- Special registration dates are listed below.

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

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, please 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.

EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School
1600 Dodge Avenue, Evanston, IL
Registration: Tuesday, September 3, 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: Tuesday, September 10

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood, IL 60046
Registration: Tuesday, August 27, 6-8:45 pm
Ongoing Registration: Tuesdays only, 6-8:45 pm
Class Meets: Tuesday, 6:00-8:45 pm
First Class: Tuesday, September 3

Maine East High School
Potter at Dempster Street, Park Ridge, IL 60068
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Niles West High School
5701 Oakton Street, Skokie, IL 60077
Registration: Tuesday, September 3, 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: Tuesday, September 10

Niles North High School
9800 Lawler Avenue, (West of Old Orchard Shopping Center)
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Maine East High School
Potter at Dempster Street, Park Ridge, IL 60068
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Niles West High School
5701 Oakton Street, Skokie, IL 60077
Registration: Tuesday, September 3, 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: Tuesday, September 10

Niles North High School
9800 Lawler Avenue, (West of Old Orchard Shopping Center)
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Family Focus
2010 Dewey St., Evanston
Registration: Wednesday, September 4, 6-8 pm
Ongoing Registration: Mondays only, 6-8 pm
Class Meets: Monday and Wednesday, 6-8 pm
First Class: Monday, September 9

BEGINNING TO INTERMEDIATE ESL

Youth Services of Glenview/Northbrook
3080 W. Lake Avenue, Glenview
Registration: Monday, September 16, 6:30-8 pm
Ongoing Registration: Mondays only, 6:30-8 pm
Class Meets: Monday and Wednesday, 6:30-8 pm
First Class: Wednesday, September 18

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, September 3, 10 am-12:30 pm
Ongoing Registration: Tuesdays only, 10 am-12:30 pm
Class Meets: Tuesday and Friday, 10 am-12:30 pm
First Class: Friday, September 6
BEGINNING TO INTERMEDIATE ESL

District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration and First Class: Monday, September 9, 9-11 am
Ongoing Registration: Mondays only, 9-11 am
Class Meets: Mondays and Wednesdays, 9-11 am
First Class: Monday, September 9

Niles Township Schools, ELL Parent Center
9440 N. Kenton, Skokie
Registration: Saturday, August 31, 9:15 am-12 pm
Ongoing Registration: Saturdays only, 9am-12:15 pm
Class Meets: Saturdays, 9am-12:15 pm
First Class: Saturday, September 7

Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration and First Class: Monday, September 9, 9-11 am
Ongoing Registration: Mondays only, 9-11 am
Class Meets: Mondays and Wednesdays, 9-11 am
First Class: Monday, September 9

INTENSIVE ESL

Center for Professional Development
Old Orchard Mall, Skokie
Registration: Wednesday, September 4, 1:30-4 pm
Ongoing Registration: Mondays only, 1:30-4 pm
Class Meets: Mondays and Wednesdays, 1:30-4 pm
First Class: Monday, September 9

IMPROVE YOUR PRONUNCIATION

Family Focus
2010 Dewey St., Evanston
Registration: Wednesday, September 4, 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: Monday, September 9

District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Tuesday, September 9, 12:30-3 pm
Ongoing Registration: Tuesdays only, 12:30-3 pm
Class Meets: Tuesday and Thursday, 12:30-3 pm
First Class: Thursday, September 9

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., 9/6, 6-8:45 pm
HIS A15-02, OC/SK, 9 Sat, 9/28, 9:15 am-12 pm
HIS A15-03, OC/SK, 9 Mon, 9/30, 9:15 am-12 pm
HIS A15-04, FOR, 11 Mon./Wed., Registration: 9/24, 6-8 pm

Tuition-charged 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 change. You may register by mail or in person. Register before the first day of class. Unlike free ESL classes, tuition-charged classes close after the second class. For information, call 847-635-1426. All registrants, including seniors, will be charged an $8 non-refundable processing fee at the time of each registration.

INTENSIVE ESL Fee: $300
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, 9 Mon.,-Thu., 9/9, 12:40-3:20 pm

INTENSIVE GRAMMAR REVIEW I Fee: $90
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, 8 Mon., 10/7, 9:45 am-12:30 pm

TOEFL PREP SEMINAR Fee: $120
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, 9 Sat., 9/28, 9:20 am-12:20 pm
COM A45-02, OC/SK, 9 Mon., 9/30, 9:20 am-12:20 pm
COM A45-03, OC/SK, 9 Tue., 10/1, 6:45-9:45 pm

IMPROVE YOUR PRONUNCIATION Fee: $150
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, 11 Sat., 9/14, 9 am-12:15 pm

CONVERSATIONAL ENGLISH PRACTICE Fee: $90
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, 8 Sat., 10/5, 9:15 am-12 pm
IDIOMS AND VOCABULARY BUILDING Fee: $90
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, 8 Wed., 10/2, 9:45 am-12:30 pm

COMPOSITION FOR INTERMEDIATE ESL STUDENTS Fee: $90
Effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course will help students prepare for the writing portion of the TOEFL exam. Textbook required.
COM A61-01, OC/SK, 8 Fri., 10/4, 10 am - 12:45 pm

ENGLISH CLASSES:
Northwestern University, McManus Hall
1725 Orrington, Evanston
For more information about ESL classes, call 847.635.1426.

Free Reading/Literacy Classes*
Classes are for native and non-native speakers of English who wish to improve their reading. Lead teachers direct trained tutors to help students develop reading, writing, and/or math skills.

• Students must be at least 16 years old and not currently enrolled in high school.
• Literacy students may not enroll in a Bridges class.
• Students may take one free reading class per term and one ESL class, if needed.
• 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. They may, however, enroll in the College’s low-cost tuition classes.

For more information, call 847.635.1426.

*Classes are funded by the Illinois Community College Board, the Office of the Secretary of State and the Illinois State Library.

EVENING CLASSES
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Thursday, August 22, 6:15 pm
Class Meets: Tuesday and Thursday, 6:15-9:15 pm
First Class: Tuesday, August 27

Evanston Township High School
1600 Dodge Ave., Evanston
Registration: Tuesday, September 3, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Tuesday, September 10

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Wednesday, August 21, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Monday, August 26

Oakton Community College
7701 N. Lincoln Ave., Room B110, Skokie
Registration: Wednesday, August 21, 6 pm
Class Meets: Monday and Wednesday, 6-8:30 pm
First Class: Monday, August 26

DAYTIME CLASSES
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Wednesday, August 21, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Monday, August 26

Glenview Public Library
1930 Glenview Road, Glenview
Registration: Thursday, August 22, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, August 27

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Wednesday, August 21, 12:30 pm
Class Meets: Monday and Wednesday, 12:30-3:30 pm
First Class: Monday, August 26

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, August 21, 9:30 am
Class Meets: Monday, Wednesday and Friday, 9:30 am-12 pm
First Class: Friday, August 23

Registration: Wednesday, August 21, 12:30 pm
Class Meets: Monday, Wednesday and Friday, 12:30-3 pm
First Class: Friday, August 23

Skokie Public Library
5215 Oakton, Skokie
Registration: Thursday, August 22, 9:15 am
Class Meets: Tuesdays and Thursdays, 9:15 am-12:15 pm
First Class: Tuesday, August 27

SATURDAY CLASSES
Lincolnwood Public Library
Pratt and Crawford, Lincolnwood
Registration and First Class: Saturday, August 24, 9:30 am
Class Meets: Saturdays, 9:30 am-12:30 pm

Oakton Community College
1600 E. Golf Rd., Des Plaines
Registration and First Class: Saturday, August 24, 9 am
Class Meets: Saturdays, 9 am-12 pm

Skokie Public Library
5215 Oakton Street, Skokie
Registration and First Class: Saturday, August 24, 9 am
Class Meets: Saturdays, 9 am-12 pm

Volunteer to be a VITA Literacy/ESL tutor.
Help adults learn to read or speak English. Learn about methods and materials especially suited for tutoring adult American or immigrant students.

Attend a four-session workshop at the Ray Hartstein Campus:
Tuesday, August 27, 6:15-10 pm,
Thursday, August 29, 6:15-10 pm,
Saturday, September 21, 1-3:30 pm, and
Saturday, October 5, 1-4 pm

Call 847.635.1426 for an interview.
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 a Reading class.
- Students may take one Bridges and/or ESL class.

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. They may, however, enroll in the College’s low-cost tuition classes. For more information call 847.635.1426.

EVENING CLASSES

Glenbrook South High School (Reading)
4000 W. Lake Ave., Glenview

Registration: Tuesday, September 3, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Maine East High School (Reading)
Dempster Street at Potter Road, Park Ridge

Registration: Tuesday, September 3, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 5

Oakton Community College (Reading)
7701 N. Lincoln Ave., Room A211, Skokie

Registration: Wednesday, August 21, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Monday, August 26

Daytime Classes

Glenbrook South High School (Reading)

Registration: Thursday, August 22, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, August 27

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie

Registration: Thursday, August 22, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, August 27

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie

Registration: Wednesday, August 21, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Monday, August 26

Drop-in Computer Lab

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/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: Monday, August 26 and Friday, December 13, 2013

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 and Pre-GED Classes

General Information: GED stands for General Educational Development. Passing the GED Tests enables a student to earn a GED diploma. This credential is accepted by most employers and schools. New students who do not attend the testing and counseling sessions pay the fee that appears in parenthesis after each course listing, for example, ($98). Continuing students and students who attend the testing and counseling pay the lower fee for GED-level classes and no fee for Pre-GED classes. Call the GED office at Oakton Community College at 847-635-1426 for more information.

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

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

Tutoring: Tutoring is available for GED students on Tuesday 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 2013 must come to one of the locations listed below for two sessions of placement testing, counseling, and registration. Attendance is required. Students must arrive on time and bring a calculator.

FALL 2013

Oakton Community College
7701 N. Lincoln Avenue, Skokie

Room number will be posted.
August 19 and 21, (Monday and Wednesday), 6:30 pm
August 27 and 29 (Tuesday and Thursday), 6:30 pm

District 65 - Family Center
1500 McDaniel, Evanston
September 9 and 11 (Monday and Wednesday), 9:30 am
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., 9/3, 6:30-9:15 pm
EDU A02-02, MAINE E, 13 Tue, 9/3, 7-9:45 pm
EDU A02-03, Family Focus, 12 Mon., 9/9, 9:30 am-12:30 pm
EDU A02-04, NILES W, 13 Thu, 9/12, 7-9:45 pm

**PRE-GED READING SKILLS** Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.
EDU A04-01, NILES N, 13 Mon., 9/9, 7-9:45 pm
EDU A04-02, OC/SK, 13 Mon., 9/16, 6:30-9:30 pm

**PRE-GED MATH SKILLS** Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-01, NILES N, 13 Wed., 9/4, 7-9:45 pm
EDU A07-02, NILES N, 20 Mon./Wed., 9/4, 7-9:45 pm
EDU A07-03, ETHS, 13 Thu, 9/12, 6:30-9:30 pm
EDU A07-04, MAINE E, 13 Thu, 9/5, 7-9:45 pm
EDU A07-05, Family Focus, 12 Wed, 9/4, 9:30 am-12:30 pm

GED Review Classes

**GED ENGLISH REVIEW** Fee: $4.50 ($47)
Review of high school English grammar, sentence structure, correct usage, punctuation and spelling.
EDU A03-01, ETHS, 12 Tue., 9/3, 6:30-9:30 pm
EDU A03-02, NILES W, 12 Thu, 9/12, 7-10 pm

**GED READING REVIEW** Fee: $4.50 ($47)
Review of high school reading skills incorporating prose, poetry, and drama. Course provides practice in critical reading skills needed for three major areas of the GED tests.
EDU A03-01, NILES N, 12 Mon, 9/9, 6:45-9:45 pm

**GED MATH REVIEW** Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and story problems.
EDU A08-01, NILES N, 10 Mon & Wed., 9/4, 7-9:45 pm
EDU A08-02, NILES N, 13 Wed., 9/4, 7-9:45 pm

**ESSAY REVIEW** Fee: $10 ($98)
Prepare students for the essay portion of the GED Language Arts Writing test.
EDU A80-01, NILES W, 13 Tue., 9/3, 7-9:45 pm

**GED COMPLETE REVIEW** Fee: $10 ($98)
Intensive review of the five subject areas of the GED Tests; course is intended for those close to taking the tests.
EDU A09-01, OC/SK, 11 Sat., 9/7, 9 am-1:30 pm
EDU A09-02, OC/SK, 16 Mon/Wed., 9/4, 6:30-9:30 pm
EDU A09-03, Dist. 65 Fam. Cent, 16 Mon/Wed., 9/16, 9:30 am-12:30 pm

**SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)** Fee: $10 ($98)
Preparation in all five areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language.
EDU A11-01, MAINE W, 16 Mon./Wed., 9/4, 6:30-9:30 pm
EDU A11-02, RRC, 14 Sat., 9/7, 9:30 am-1 pm
EDU A11-03, ETHS, 16 Tue./Thu., 9/10, 6:30-9:30 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 Thu, 9/12, 7-9:30 pm
HIS A01-02, NILES N, 6 Mon., 9/9, 7-9:30 pm

Computer Lab for ESL, Literacy, and GED Students
Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie Campus
Days and times: Monday/Wednesday, 9:30 a.m.-2:30 p.m. and 6:30-9 p.m.; Tuesdays, 9:30 a.m.-12 p.m and 6:30-9 p.m.; Fridays, 12:30-2:30 p.m.
Availability Dates: Monday, August 26 and Friday, December 13, 2013

Evening High School

General Information
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School. Residents of Evanston, Maine and Niles Townships must apply to their high school principals for permission to enroll.

Evening High School classes are:
• Small and upgraded
• Held two times per week from 6 to 10 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays
• Taught at Maine South High School

Eligibility
• Resident of Evanston, Maine, Northfield, or Niles Township
• 17 years of age or older; call a counselor for further information.
• Not presently enrolled in a regular daytime high school program
• 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.

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 Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426.
Cost: Classes are $12 each (books available on free loan).
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals: Social Workers, Professional Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Dietitians, Speech-Language Pathologists/Audiologists, Occupational Therapists, X-Ray Technicians, Respiratory Care Therapists, Physical Therapists.

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

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

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

Marriage and Family Therapists: Oakton Community College/ALL-CEHP 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 2011-13 renewal period by the Nursing Home Administrators Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 139-000061.

Professional Counselor/Clinical Professional Counselors: Oakton Community College/ALL-CEHP 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 2011-13 renewal period by the Respiratory Care Practitioners Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000010.

Accreditation for Other Health Professional Continuing Education Activities: Educational achievement of select individual activities is also recognized by the following agencies: IAODAPCA for Addiction Counselors; Illinois Emergency Management Agency for X-Ray Technicians.

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2012-14 renewal period by the Occupational Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulation, sponsor license number 224-000089.

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

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

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

For more information about Health Professional programs, please call 847-635-1808 or visit our Web page at www.oakton.edu/conted for more upcoming Continuing Education Health Programs.
Programs for Mental Health Professionals

Be an early bird! Take advantage of reduced registration fee of $69 for full-day programs!

$69 Early Bird • $100 Regular • $125 Walk-in
Registration 8 a.m.; Programs 8:30 a.m. - 4:15 p.m. Lunch on your own.
Location: Oakton Community College, 7701 North Lincoln Avenue, Skokie

New this fall!
Continuing Education (CE) Membership Program for Mental Health Professionals
Attend all 11 workshops for only $298 – a savings of $800! Membership registration: July 8 - August 15
Whether you choose to attend a few workshops or all 11, your cost remains the same and includes materials charges and the $8 processing fee.
After August 15, you may still attend any workshop by paying individual session fees.
Membership is non-transferable and no refunds will be issued after the start of the first program.
For more information, call the CE membership concierge at 847-635-1934 or e-mail allinquiries@oakton.edu.

Using Motivational Interviewing in Clinical Supervision
Wednesday, September 18
Jacqueline Elder, Psy.D., CADC

Excellent End of Life Care and Ethical Considerations
Friday, September 27
Susan Dolan, R.N., J.D. and Audrey Vizzard, R.N., Ed.D.
OCPA73-060 [CRN 61064] Early Bird registration postmarked by August 27; OCPA73-061 [CRN 61065] after August 27.
Satisfies IDFPR ethics requirement for social workers and psychologists.

Gone to the Dogs: Using Animal Assisted Therapy with Children and Teens in Mental Health and School Settings
Friday, October 4
Mary Beth Napier, Psy.D., MPS

Personality Disorders in Older Adults: Considerations for Treatment and Family Support
Thursday, October 10
Michelle Lee, Ph.D., Jennifer Roberts, Psy.D., and Matthew Ross, Psy.D.

Voices of Depression from Erika’s Lighthouse: The Unique and Honest Perspective of Teens and Their Parents
Friday, October 18
Co-sponsored with Erika’s Lighthouse

Screening for Brain Impairment: Eight Questions Every Clinician Should Know
Friday, October 25
Michael Maniaci, Psy.D.

Managing Anxiety, Depression and Anger in Children and Adolescents
Wednesday, October 30
Margaret Wehrenberg, Psy.D.
Ethics: A Closer Look at the Counselor-Client Relationship  
Friday, November 1  
Mark Sanders, LCSW, CADC  
HMHA28-060 [CRN 61088] Early bird registration postmarked by October 1; HMHA28, 061 [CRN 61089] after October 1.  
Satisfies IDFPR ethics requirement for social workers and psychologists.

DSM-5: New Changes to Old Concepts  
Friday, November 8  
Michael Maniacci, Psy.D.  

What Drug is My Client On? Recognizing the Newest Drugs of Abuse  
Friday, November 15  
Bruce Talbot, M.A.  

The Ins and Outs of Coping with Stress  
Tuesday, November 19  
Laurie Sackett-Maniacci, Psy.D.  
OCPA92-060 [CRN 61096] Early bird registration postmarked by October 18; OCPA92-061 [CRN 61097] after October 18.

Continuing Education clock/contact hours will be offered for Illinois social workers (6.5 clock hours), professional counselors (6.5 clock hours), marriage and family therapists (6.5 clock hours), nursing home administrators (6.5 clock hours), addictions counselor IAODAPCA members (6.25 - 6.50 clock hours approved or pending approval), occupational therapists (7.5 contact hours), speech and language pathologists/audiologists (6.5 clock hours) and teachers (6.5 CPDUs). Other professional groups will be offered 6.5 universal training hours.

Advanced registration is recommended, and can be completed in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448. Registrants may also use the new online Flex Registration system at www.oakton.edu/conted.

All programs start promptly at 8:30 a.m. Late arrival or early departure may result in adjustment of continuing education clock hours on certificates of attendance.

Processing Fee: Registrants will be charged an $8 non-refundable processing fee at the time of registration (with the exception of CE Membership Program registrants). Students who register online through the Flex Registration System will only be charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax, are charged an $8 fee with each registration form.

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

Program for Activity/Recreational Professionals  
36-hour Basic Orientation Course for Activity Directors HTHA04-060 [CRN 60753]  
Tuesdays, September 17, September 24, and October 1; Wednesday, September 25; and Thursdays, September 19, and October 3  
Location: Oakton Community College, 1600 East Golf Road, Des Plaines  
$450 Advanced Registration (plus $8 non-refundable processing fee) • $475 Walk-in (plus $8 non-refundable processing fee)  
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.

This course fulfills all Illinois Department of Public Health 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 847.635.1794.
Programs for Nursing Professionals

Location: Oakton Community College, 1600 East Golf Road, Des Plaines
Presenter: Nancy Morgan, RN, BSN, MPB, WOCN, WCC, CWCMS

Wound Care Certification Course: Skin and Wound Management
OCPA74-260 [CRN 60744] Registration: 8:30 a.m. Program: 9 a.m. - 4:30 p.m. Lunch, breaks, NAWC exam fees included. No senior discount.

Diabetic Wound Certification Course
OCPA75-260 [CRN 60745] Registration: 8:30 a.m. Program: 9 a.m. - 4:30 p.m. Lunch, breaks, NAWC exam fees included. No senior discount.

Contact the Wound Care Education Institute at 1-877-462-9234 or www.wcei.net/registration to register.

Nurses: Course provider approved by the California Board of Registered Nursing. Provider Number 14094. Approved for 22.75 contact hours.
Physical Therapists: The Wound Care Education Institute is an approved Physical Therapy Continuing Education Sponsor, License number 216.00157.

NEW! Instructor-led Online Training

These programs are provided by ALLEGRA Learning Solutions, LLC and Education to Go.
Facilitators: Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, and Caroline Young, MPH

Certificate in Legal and Ethical Issues in Nursing
Fee: $119; In-district seniors, $80
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)
NUR A19-300 [CRN 61047], August 21 - October 11
NUR A19-301 [CRN 61048], September 18 - November 8
NUR A19-302 [CRN 61049], October 16 - December 6
NUR A19-303 [CRN 61050], November 13 - January 3

Certificate in Pain Assessment and Management
Fee: $119; In-district seniors, $80
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 [CRN 61051], August 21 - October 11
NSE A56-301 [CRN 61052], September 18 - November 8
NSE A56-302 [CRN 61053], October 16 - December 6
NSE A56-303 [CRN 61054], November 13 - January 3

Certificate in Perinatal Issues
Fee: $119; In-district seniors: $80
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)
NUR A33-300 [CRN 61055], August 21 - October 11
NUR A33-301 [CRN 61056], September 18 - November 8
NUR A33-302 [CRN 61057], October 16 - December 6
NUR A33-303 [CRN 61058], November 13 - January 3

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. Provider approved by the California Board of Registered Nursing, Provider Number CEP 14693, for the stated number of contact hours.
California Board of Behavioral Sciences Provider Number PCE 1564: This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences.
ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE).
ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11.

For more information, call Anna Shipulina at 847.635.1498.
When it comes to training, we mean business.

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

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

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

**Value** - Affordable courses and workshops stretch training dollars. Knowledgeable staff stretch your Human Resources’ capabilities.

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

**Flexibility** - Flexible service supports most schedules—days, evenings, or weekends; on-site; or at an Oakton campus.

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

**Proven Results** - Effective training provides practical skills that immediately apply in the workplace.

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

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

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

**Microsoft Software**
Access
Excel
Project
Word
PowerPoint

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

To learn more, call 847.635.1934, e-mail businessinstitute@oakton.edu, or visit www.oakton.edu/bi.
Put your passion for the Internet to work!

Become an Online Marketing Certified Professional (OMCP®), the industry standard.

Digital Marketing Certification

Start any time and study online at your own pace!

Check www.OMCP.org for more information.

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

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

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

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

OMPC® Online Marketing Practitioner Certification Courses

Online, Six-month Courses

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

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

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

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

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

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

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

Online, Three-month Marketing Courses geared to Small Business

INTERNET MARKETING FOR SMALL BUSINESS: FUNDAMENTALS (MAR B01)  
Fee: $299
INTERNET MARKETING FOR SMALL BUSINESS: STRATEGIES (MAR B02)  
Fee: $299
INTERNET MARKETING FOR SMALL BUSINESS: CONVERSION AND ANALYTICS (MAR B03)  
Fee: $299
GOING VIRAL: EXECUTING YOUR VIRAL MARKETING CAMPAIGN IDEAS (MAR B04)  
Fee: $299
MICRO-BLOGGING AND TWITTER (MAR B05)  
Fee: $299
YOUTUBE AND VIDEO MARKETING (MAR B06)  
Fee: $299
HOLIDAY PPC ADVERTISING STRATEGIES (MAR B07)  
Fee: $299
FACEBOOK MARKETING (MAR B08)  
Fee: $99
CONTENT MARKETING (MAR B09)  
Fee: $299
DISPLAY ADVERTISING (MAR B10)  
Fee: $299
YOUTUBE ADVERTISING (MAR B11)  
Fee: $299
KPI (Key Performance Indicators) ANALYSIS AND TECHNIQUES (MAR B12)  
Fee: $299
SEGMENTATION: KEYS TO ANALYTICS SUCCESS (MAR B14)  
Fee: $299
GOOGLE ADWORDS FUNDAMENTALS (MAR B14)  
Fee: $299

For course information or to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
Emeritus Program at Oakton is 31 years old—and going strong!

Classes are offered from September to December at convenient locations: Skokie Campus, Vi at The Glen, and Covenant Village. The program also partners with the Chicago Botanic Garden.

Here are some unique and entertaining classes offered this fall:
- The Republican Response to the 2012 Election
- Cary Grant: Screen Legend and Enigma
- Beginning Hatha Yoga
- Sketching and Painting with Watercolor or Acrylic
- Lungu, Mearsheimer, Pape, Stuart, and Yang on International Relations

Watch your mailbox for the Fall 2013 Emeritus Program class schedule.

For more information or to be added to our mailing list, call 847-635-1414.
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.

### PLEASE PRINT ALL INFORMATION

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<th>OFFICE USE ONLY</th>
<th>Site</th>
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<th>Date</th>
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Name: Last ___________________________ First ___________________________ Middle Initial ______

Social Security Number

Address: ___________________________________________ Zip __________
City ___________________________ Zip __________

Birth Date: _____ / _____ / _____

Gender: □ Male □ Female

Phone: Home ( ) □ Cell ( ) □ Business ( ) Ext.

E-mail: ___________________________

Residence: □ In-district 535 □ Out-of-district

☐ My information has changed since my last registration: □ name □ address □ phone □ e-mail

Education: Highest grade completed__________ Last high school attended (Name, city, state) ___________________________

Check one box that best describes your high school status:

☐ High school graduate in _______ (year) ☐ Passed G.E.D test in _______ (year)

☐ No longer attending high school and do not intend to return ☐ Still attending high school; plan to graduate in _______ (Month), _______ (Year)

Last college attended: (Name, city, state) __________________________________________

Most credits or highest degree previously earned:

☐ Some credits ☐ Certificate ☐ Associate’s degree ☐ Bachelor’s degree ☐ Master’s degree ☐ Doctoral degree

What is the highest level of education attained in the U.S. by your:

Mother: □ H.S. diploma □ Some college □ Bachelor's degree □ Graduate degree □ Not educated in U.S.

Father: □ H.S. diploma □ Some college □ Bachelor's degree □ Graduate degree □ Not educated in U.S.

Social Security Number ___________________________

Gender: □ Male □ Female

This information is requested solely to comply with Federal Laws.

1. Are you Hispanic or Latino? (OR Are you of Spanish origin?) □ Yes Hispanic or Latino. □ Not Hispanic or Latino.

2. Are you from one or more of the following racial groups? (Select all that apply).

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Choose Not to Respond

3. Please identify your primary racial/ethnic group. (Select one).

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic or Latino ☐ Native Hawaiian or Other Pacific Islander ☐ White

☐ Choose Not to Respond

4. Are you in the United States on a Visa – Nonresident Alien?


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Method of prepayment: □ Cash □ Check (payable to Oakton Community College) □ Credit Card For credit card payment only, check one: □ Visa □ MasterCard □ Discover

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

Credit Card Number ___________________________ Exp. Date ___________________________

3-Digit Verification Code (on back of card) _______ _______ Signature ___________________________

Subtotal $8.00

Processing fee* $8.00

Total due

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

If paying by credit card, Fax to 847-635-1448.

No confirmation will be sent.