**Registration for Noncredit Continuing Education Classes**

Spring registration opens November 18. Register at www.oakton.edu/conted. Classes begin January 21. **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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>School</th>
<th>Start Date</th>
<th>Day/Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Method of prepayment:**

- Cash
- Check (payable to Oakton Community College) Check No. __________
- 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.

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Processing fee*</th>
<th>Total due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$8.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

No confirmation will be sent.
# Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>3</td>
</tr>
<tr>
<td>General Information</td>
<td>3</td>
</tr>
<tr>
<td>Registration</td>
<td>4</td>
</tr>
<tr>
<td>About the Alliance for Lifelong Learning (ALL)</td>
<td>6</td>
</tr>
<tr>
<td>Noncredit Classes</td>
<td>7</td>
</tr>
<tr>
<td>New Spring Classes</td>
<td>5</td>
</tr>
<tr>
<td>ALL Site Map</td>
<td>57</td>
</tr>
</tbody>
</table>

# Noncredit Classes

## Accounting
- 7-8

## Air Conditioning, Heating, and Refrigeration
- 8

## Arts
- 8

## Auto and Engine Repairs
- 9

## Business
- 9

## Business Institute
- 51

## Career and Certification Training
- 9

## Communication
- 11

## Computer Courses
- 11

### Beginning/Introductory Computer Skills
- 11

### Business/Office Applications
- 11

### Cisco Networking
- 11

### Computer Keyboarding Skills
- 11

### Computer Networking and Systems
- 11

### Database
- 11

### PC Troubleshooting and Security
- 11

### Programming
- 11

### Windows Operating Systems
- 11

## Unix Networking and OS
- 23

## Chicago Botanic Garden
- 23

## Cooking/Culinary
- 19

## Dance
- 20

## Design/AutoCAD
- 20

## Education for Health Professionals
- 20

## Elder Care
- 20

## Electronics and Computer Technology
- 20

## English as a Second Language (ESL)
- 46-49

## Entrepreneurship
- 22

## Evening High School
- 47

## Exercise and Fitness
- 22

## Facilities Management and Engineering
- 23

## Financial Markets and Service
- 23

## Fitness Center at Oakton
- 23

## GED
- 49-50

## Global Business Studies
- 24

## Graphic Design/Digital Imaging
- 24

## Healthy Living Topics
- 25

## Home and Garden
- 25

## Job Search
- 26

## Languages
- 25-26

## Let’s Talk About It Jewish Literature Series:
- 38

## Awards and Accolades
- 38

## Literacy
- 48

## Management and Supervision
- 28

## Manufacturing
- 29

## Marketing and Sales
- 30-32

## Medical Office Technology
- 32-33

## Music
- 34

## Paralegal Studies
- 34

## Personal Finance
- 34

## Pet Care
- 35

## Photography
- 35-36

## Placement Test Workshop
- 40

## Psychology
- 37

## Real Estate (Consumer)
- 37

## Special Interest
- 37-38

## Tax Planning
- 38

## Tech Trends
- 38-39

## Television and Production Services
- 39

## Test Preparation
- 40

## Tips, Tools and Strategies for Teachers
- 40-42

## Web Page/Web Site design
- 42-44

## Writing
- 44-45

---

*continued*
<table>
<thead>
<tr>
<th>Online Classes</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Accounting Fundamentals I</td>
<td>7</td>
</tr>
<tr>
<td>Accounting with Peachtree I and II</td>
<td>7</td>
</tr>
<tr>
<td>Accounting with QuickBooks I</td>
<td>7</td>
</tr>
<tr>
<td>Performing Payroll in QuickBooks</td>
<td>7</td>
</tr>
<tr>
<td>Arts</td>
<td></td>
</tr>
<tr>
<td>Digital Scrapbooking</td>
<td>9</td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Business Finance for Non-Financial Personnel</td>
<td>9</td>
</tr>
<tr>
<td>Introduction to Business Analysis</td>
<td>9</td>
</tr>
<tr>
<td>Career and Certification Training</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>10</td>
</tr>
<tr>
<td>Commercial Food Equipment Repair Technician</td>
<td>10</td>
</tr>
<tr>
<td>Become a Veterinary Assistant</td>
<td>10</td>
</tr>
<tr>
<td>Become a Veterinary Assistant II</td>
<td>10</td>
</tr>
<tr>
<td>Canine Reproduction</td>
<td>10</td>
</tr>
<tr>
<td>Become a Veterinary Assistant III</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Business Analysis</td>
<td>9</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Grammar Refresher</td>
<td>11</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td>11</td>
</tr>
<tr>
<td>Mastering Public Speaking</td>
<td>11</td>
</tr>
<tr>
<td>Merrill Ream Speed Reading</td>
<td>11</td>
</tr>
<tr>
<td>Computer Classes</td>
<td></td>
</tr>
<tr>
<td>Computer Keyboarding</td>
<td>11</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>14</td>
</tr>
<tr>
<td>Intermediate JAVA Programming</td>
<td>18</td>
</tr>
<tr>
<td>Intermediate Microsoft Access</td>
<td>14</td>
</tr>
<tr>
<td>Intermediate Microsoft Excel</td>
<td>14</td>
</tr>
<tr>
<td>Intermediate Microsoft Word</td>
<td>13</td>
</tr>
<tr>
<td>Introduction to Adobe Acrobat 9</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to Ajax Programming</td>
<td>19</td>
</tr>
<tr>
<td>Intro to C++ Programming</td>
<td>17</td>
</tr>
<tr>
<td>Intro to C# Programming</td>
<td>18</td>
</tr>
<tr>
<td>Introduction to JAVA Programming</td>
<td>18</td>
</tr>
<tr>
<td>Introduction to Microsoft Access</td>
<td>14</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel</td>
<td>13</td>
</tr>
<tr>
<td>Introduction to Microsoft Word</td>
<td>13</td>
</tr>
<tr>
<td>Introduction to Microsoft Word: 2011 for Mac</td>
<td>13</td>
</tr>
<tr>
<td>Introduction to MS Outlook</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to MS Publisher</td>
<td>14</td>
</tr>
<tr>
<td>Introduction to PC Security</td>
<td>17</td>
</tr>
<tr>
<td>Introduction to PC Troubleshooting</td>
<td>17</td>
</tr>
<tr>
<td>Introduction to Programming</td>
<td>18</td>
</tr>
<tr>
<td>Introduction to Ruby Programming</td>
<td>18</td>
</tr>
<tr>
<td>Introduction to Visual Basic Programming</td>
<td>18</td>
</tr>
<tr>
<td>Introduction to Windows 7</td>
<td>12</td>
</tr>
<tr>
<td>Mac, iPhone, and iPad Programming</td>
<td>18</td>
</tr>
<tr>
<td>Microsoft Office 2007: New Features</td>
<td>14</td>
</tr>
<tr>
<td>Microsoft Office 2010: New Feature</td>
<td>14</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>14</td>
</tr>
<tr>
<td>Database</td>
<td></td>
</tr>
<tr>
<td>Intermediate SQL</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to Database Development</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to SQL</td>
<td>15</td>
</tr>
<tr>
<td>Elder Care</td>
<td></td>
</tr>
<tr>
<td>Assisting Aging Parent</td>
<td>21</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>Beginner's Guide to Getting Published</td>
<td>22</td>
</tr>
<tr>
<td>Creating a Successful Business Plan</td>
<td>22</td>
</tr>
<tr>
<td>Import/Export Now!</td>
<td>22</td>
</tr>
<tr>
<td>Secrets of the Caterer</td>
<td>22</td>
</tr>
<tr>
<td>Starting a Consulting Practice</td>
<td>22</td>
</tr>
<tr>
<td>Starting a Nonprofit</td>
<td>22</td>
</tr>
<tr>
<td>Starting a Pet Sitting Business</td>
<td>22</td>
</tr>
<tr>
<td>Starting Your Own Arts/Craft Business</td>
<td>22</td>
</tr>
<tr>
<td>Starting Your Own Small Business</td>
<td>22</td>
</tr>
<tr>
<td>Financial Markets and Services</td>
<td></td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>24</td>
</tr>
<tr>
<td>Graphic Design/Digital Imaging</td>
<td></td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>24</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>25</td>
</tr>
<tr>
<td>Intermediate Adobe Photoshop</td>
<td>24</td>
</tr>
<tr>
<td>Intermediate InDesign</td>
<td>24</td>
</tr>
<tr>
<td>Introduction to Adobe Photoshop</td>
<td>24</td>
</tr>
<tr>
<td>Introduction to Corel X5</td>
<td>25</td>
</tr>
<tr>
<td>Healthy Living Topics</td>
<td></td>
</tr>
<tr>
<td>Introduction to Natural Health and Healing</td>
<td>25</td>
</tr>
<tr>
<td>Lose weight and Keep it Off</td>
<td>25</td>
</tr>
<tr>
<td>Luscious, Low-Fat Lightening Quick Meals</td>
<td>25</td>
</tr>
<tr>
<td>Home and Garden</td>
<td></td>
</tr>
<tr>
<td>Introduction to Interior Design</td>
<td>25</td>
</tr>
<tr>
<td>Start Your Own Edible Garden</td>
<td>25</td>
</tr>
<tr>
<td>Job Search</td>
<td></td>
</tr>
<tr>
<td>Twelve Steps for a Successful Job Search</td>
<td>26</td>
</tr>
<tr>
<td>Writing Directed and Effective Resumes</td>
<td>26</td>
</tr>
<tr>
<td>Languages</td>
<td></td>
</tr>
<tr>
<td>Beginning Conversational French</td>
<td>27</td>
</tr>
<tr>
<td>Instant Italian</td>
<td>27</td>
</tr>
<tr>
<td>Conversational Japanese</td>
<td>27</td>
</tr>
<tr>
<td>Speed Spanish I</td>
<td>27</td>
</tr>
<tr>
<td>Speed Spanish II</td>
<td>28</td>
</tr>
<tr>
<td>Spanish for Law Enforcement</td>
<td>28</td>
</tr>
<tr>
<td>Spanish for Medical Professionals</td>
<td>28</td>
</tr>
<tr>
<td>Management and Supervision</td>
<td></td>
</tr>
<tr>
<td>Building Teams that Work</td>
<td>28</td>
</tr>
<tr>
<td>Employment Law Fundamentals</td>
<td>28</td>
</tr>
<tr>
<td>Fundamentals of Supervision and Management</td>
<td>28</td>
</tr>
<tr>
<td>High Speed Project Management</td>
<td>29</td>
</tr>
<tr>
<td>Project Management Fundamentals</td>
<td>29</td>
</tr>
<tr>
<td>Marketing and Sales</td>
<td></td>
</tr>
<tr>
<td>Professional Sales Skills</td>
<td>32</td>
</tr>
<tr>
<td>Small Business Marketing on a Shoestring</td>
<td>32</td>
</tr>
<tr>
<td>Medical Office Technology</td>
<td></td>
</tr>
<tr>
<td>Explore a Career as an Administrative Medical Assistant</td>
<td>32</td>
</tr>
<tr>
<td>Explore a Career in Medical Coding</td>
<td>32</td>
</tr>
<tr>
<td>Explore a Career in Medical Transcription</td>
<td>32</td>
</tr>
<tr>
<td>Explore a Career as a Pharmacy Technician</td>
<td>32</td>
</tr>
<tr>
<td>Medical Coding ICD-10</td>
<td>33</td>
</tr>
<tr>
<td>Medical Math</td>
<td>32</td>
</tr>
<tr>
<td>Medical Terminology: A Word Association</td>
<td>32</td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Introduction to Guitar</td>
<td>34</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td></td>
</tr>
<tr>
<td>Explore a Career as a Paralegal</td>
<td>34</td>
</tr>
<tr>
<td>Personal Finance</td>
<td></td>
</tr>
<tr>
<td>Introduction to Stock Options</td>
<td>34</td>
</tr>
<tr>
<td>Key to Successful Money Management</td>
<td>35</td>
</tr>
<tr>
<td>Protect Your Money, Credit and Identity</td>
<td>35</td>
</tr>
<tr>
<td>Real Estate Investing</td>
<td>35</td>
</tr>
<tr>
<td>Stock, Bonds, and Investing, Oh My</td>
<td>35</td>
</tr>
<tr>
<td>The Analysis and Valuation of Stocks</td>
<td>35</td>
</tr>
<tr>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>Introduction to Lightroom 4</td>
<td>36</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>36</td>
</tr>
<tr>
<td>Digital Scrapbooking</td>
<td>36</td>
</tr>
<tr>
<td>Mastering your Digital SLR Camera</td>
<td>36</td>
</tr>
<tr>
<td>Photoshop Elements for the Digital Photographer</td>
<td>36</td>
</tr>
<tr>
<td>Secrets of Better Photography</td>
<td>36</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Achieving Success with Difficult People</td>
<td>37</td>
</tr>
<tr>
<td>Individual Excellence</td>
<td>37</td>
</tr>
<tr>
<td>Introduction to Journaling</td>
<td>37</td>
</tr>
<tr>
<td>What’s Stopping You? Get Assertive</td>
<td>37</td>
</tr>
<tr>
<td>Managing Life as a Single Parent</td>
<td>37</td>
</tr>
<tr>
<td>Marriage and Relationships: Keys to Success</td>
<td>37</td>
</tr>
<tr>
<td>Navigating Divorce</td>
<td>37</td>
</tr>
<tr>
<td>Special Interest</td>
<td></td>
</tr>
<tr>
<td>Enhancing Language Development in Childhood</td>
<td>38</td>
</tr>
<tr>
<td>Human Anatomy and Physiology</td>
<td>38</td>
</tr>
<tr>
<td>Wow! What a Great Event</td>
<td>38</td>
</tr>
<tr>
<td>Tech Trends</td>
<td></td>
</tr>
<tr>
<td>Creating Mobile Apps with HTML 5</td>
<td>39</td>
</tr>
<tr>
<td>Game Development for Beginners</td>
<td>39</td>
</tr>
<tr>
<td>Introduction to Adobe Edge Animte</td>
<td>39</td>
</tr>
<tr>
<td>Introduction to Google Analytics</td>
<td>39</td>
</tr>
<tr>
<td>Test Preparation</td>
<td></td>
</tr>
<tr>
<td>GMAT Preparation</td>
<td>40</td>
</tr>
<tr>
<td>GRE Preparation – Part I and II</td>
<td>40</td>
</tr>
<tr>
<td>Tips, Tools, and Strategies for Teachers</td>
<td></td>
</tr>
<tr>
<td>Creating K-12 Learning Materials</td>
<td>40</td>
</tr>
<tr>
<td>Grammar for English as a Second Language (ESL)</td>
<td>40</td>
</tr>
<tr>
<td>Introduction to Teaching ESL/EFL</td>
<td>40</td>
</tr>
<tr>
<td>Practical Ideas for the Adult ESL/EFL Classroom</td>
<td>40</td>
</tr>
<tr>
<td>Ready, Set, Read!</td>
<td>42</td>
</tr>
<tr>
<td>Response to Intervention: Reading Strategies that Work</td>
<td>41</td>
</tr>
<tr>
<td>Singapore Math Strategies</td>
<td>41</td>
</tr>
<tr>
<td>Survival Kit for New Teachers</td>
<td>41</td>
</tr>
<tr>
<td>Teaching ESL/EFL Reading</td>
<td>41</td>
</tr>
<tr>
<td>Teaching ESL/EFL Vocabulary</td>
<td>42</td>
</tr>
<tr>
<td>Teaching Grammar for ESL/EFL</td>
<td>41</td>
</tr>
<tr>
<td>Teaching Math: Grades 4-6</td>
<td>41</td>
</tr>
<tr>
<td>Teaching Smarter with Smart Board</td>
<td>42</td>
</tr>
<tr>
<td>Teaching Students with Autism: Strategies for Success</td>
<td>41</td>
</tr>
<tr>
<td>Teaching Students with Learning Disabilities</td>
<td>41</td>
</tr>
<tr>
<td>The Secrets to Solving Classroom Discipline Problems</td>
<td>41</td>
</tr>
<tr>
<td>Web Page/Web Site Design</td>
<td></td>
</tr>
<tr>
<td>Achieving Top Search Engine Positions</td>
<td>43</td>
</tr>
<tr>
<td>Advanced Web Pages</td>
<td>42</td>
</tr>
<tr>
<td>Build a Website with Dreamweaver</td>
<td>42</td>
</tr>
<tr>
<td>Creating JQUERY Mobile Websites with Dreamweaver</td>
<td>44</td>
</tr>
<tr>
<td>Creating Web Pages (HTML)</td>
<td>44</td>
</tr>
<tr>
<td>Creating WordPress Web sites I and II</td>
<td>43</td>
</tr>
<tr>
<td>Introduction &amp; Intermediate CSS and XHTML</td>
<td>43</td>
</tr>
<tr>
<td>Introduction &amp; Intermediate PHP and MySQL</td>
<td>43</td>
</tr>
<tr>
<td>Introduction to Flash</td>
<td>43</td>
</tr>
<tr>
<td>Web 2.0: Blogs/Wikis and Podcasts</td>
<td>43</td>
</tr>
<tr>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>Becoming a Grant Writing Consultant</td>
<td>44</td>
</tr>
<tr>
<td>Beginning Writer’s Workshop</td>
<td>45</td>
</tr>
<tr>
<td>Breaking into Sitchom Writing</td>
<td>45</td>
</tr>
<tr>
<td>Craft of Magazine Writing</td>
<td>45</td>
</tr>
<tr>
<td>Effective Business Writing</td>
<td>45</td>
</tr>
<tr>
<td>Introduction to Internet Writing Markets</td>
<td>45</td>
</tr>
<tr>
<td>Introduction to Screewriting</td>
<td>45</td>
</tr>
<tr>
<td>Keys to Effective Editing</td>
<td>44</td>
</tr>
<tr>
<td>Publish and Sell your E-Books</td>
<td>44</td>
</tr>
<tr>
<td>Research Methods for Writers</td>
<td>44</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>45</td>
</tr>
<tr>
<td>Travel Writing</td>
<td>45</td>
</tr>
<tr>
<td>Write and Publish Your Non-Fiction</td>
<td>45</td>
</tr>
<tr>
<td>Writing Effective Grant Proposal</td>
<td>44</td>
</tr>
<tr>
<td>Writing Essentials</td>
<td>44</td>
</tr>
</tbody>
</table>
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)

Registration for online courses offered through Ed2go

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

To register for an Ed2go online class you need to complete Steps 1 and 2 below:

1. Register with Oakton’s Alliance for Lifelong Learning. You may register online, by mail, by fax or in person, as shown above.
2. Complete an Enrollment Process at the Online Instruction Center.

This process should be completed for every online course you are taking. Note: The User ID and the Password that you use for myOakton won’t work there. You must create a separate account specifically for the Online Instruction Center. Please follow these instructions:

• Go to Online Instruction Center at www.ed2go.com/oakton.all
• Select the course category and subcategory on the left side of the screen
• Select the course you would like to take and click “Enroll Now”
• If you are a New Student (have never taken classes via ed2go) - Create an Account
• If you are a Returning Student (already have an account with ed2go) - Sign In
• New Students: Fill out the Student Profile page
• Select Payment Option:
  • If you have already paid for the course with Oakton, select “Already Paid”
  • If you haven’t paid for the course, select “Purchase Course” to receive payment instructions.

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

Technical Requirements:

• Internet access, e-mail, and Internet Explorer, Firefox, or Google Chrome Web browser.
• Specific software requirements are listed with course descriptions.
# NEW SPRING 2014 NONCREDIT CLASSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Location/Day/Time</th>
<th>Course Reference Number</th>
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<tbody>
<tr>
<td>CDL Training and Certification Orientation</td>
<td>BUS B34-01, Niles N, 7 Wed., 10/1, 7-10 pm, Daniel</td>
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<tr>
<td>Commercial Food Equipment Repair Technician</td>
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<td>PC to Mac - Learning to Navigate Your Apple Laptop</td>
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<tr>
<td>Basic Computer for Non-Native Speakers: Hindi</td>
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<tr>
<td>Spanish</td>
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<td>Cooking Mediterranean</td>
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<td>Vegetarian Cuisine</td>
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<td>Introduction To Statistics</td>
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<td>Meditation Walk: The Cycles of Life</td>
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<td>Transitioning to a Real Food Lifestyle</td>
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<td>Designing the Sunny Border</td>
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<td>Designing the Shade Garden</td>
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<td>Gardens that Heal: A Prescription for Wellness</td>
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<td>Introduction to Lightroom 4</td>
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<td>Mastering Your Digital SLR Camera</td>
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<td>Medical Coding</td>
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<td>Marriage and Relationships: Keys To Success</td>
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<td>Wow! What A Great Event</td>
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<td>Introduction To Google Analytics</td>
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<td>Game Development for Beginners</td>
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<td>Introduction to Adobe Edge Animate</td>
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<td>Introduction to Wordpress</td>
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<tr>
<td>Wordpress for Beginners</td>
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**The Alliance for Lifelong Learning** is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

**Oakton Community College**
- District 535, 847-635-1600
- BOARD OF TRUSTEES:
  - Joan W. DiLeonardi, Chair
  - William Stafford, Vice Chair
  - Patricia Harada, Secretary
  - Theresa Bashiri-Remetio
  - Kyle Frank
  - Ann E. Tennes
  - Jody Wadhwa
  - Jason Nwosu, Student Trustee
  - Margaret B. Lee, President

**Evanston Township High School**
- District 202, 847-424-7220
- BOARD OF EDUCATION:
  - Gretchen Livingston, President
  - Mark Metz, Vice President
  - Jonathan Baum
  - Bill Geiger
  - Doug Holt
  - Scott Rochelle
  - Pat Savage-Williams
  - Eric Witherspoon, Superintendent

**Maine Township High School**
- District 207, 847-696-3600
- BOARD OF EDUCATION:
  - Margaret McGrath, President
  - Donna Pellar, Vice President
  - Mary Childers
  - Jin Lee
  - Eric Leys
  - Carla Owen
  - Sean Sullivan
  - Ken Wallace, Superintendent

**Niles Township High School**
- District 219, 847-626-3000
- BOARD OF EDUCATION:
  - Robert Silverman, President
  - Sheri Doniger, Vice President
  - Jeffrey Greenspan
  - Carlton Evans
  - Lynda Smith
  - Ruth Klint
  - Eileen Valfer
  - Nanciann Gatta, Superintendent

**Glenbrook High School**
- District 225, 847-486-4702
- BOARD OF EDUCATION:
  - Skip Shein, President
  - Robert Boron, Vice President
  - Bruce Doughy
  - Scott Martin
  - Cindy Wilkas
  - Joel Taub
  - Karen Stang Hanley
  - Michael Riggle, Superintendent

**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
  - Dr. Colette Hands, Director of Workforce Development and Corporate Training

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**HOW TO READ NONCREDIT COURSE LISTINGS**

- 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.
About the Alliance for Lifelong Learning (ALL)

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

The following pages contain a diverse collection of interesting, challenging, and entertaining noncredit courses and events scheduled on weekdays, evenings, and weekends at Oakton’s campuses in Des Plaines and Skokie and many neighborhood-based locations, including the following high schools:

- Evanston Township High School
- Glenbrook South High School
- Maine East High School
- Maine West High School
- Niles North High School
- Niles West High School

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 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 847.635.1447.

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 847.635.1447.

Put Your Passion to Work!

The Alliance for Lifelong Learning is looking for new course ideas and instructors who want to share their expertise. Send your ideas, a brief outline of your proposed class, and a short description of yourself to:

Oakton Community College
Alliance for Lifelong Learning – Attention: New Classes
P.O. Box 367, Skokie, IL 60077
Spring 2014 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
Increase financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Discussion includes accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. Cover all the bases: from writing checks to preparing an income statement and closing out accounts. Requirements: Access to a calculator and a printer.
ACC A08-300, 1/15-3/7/14 CRN 40001
ACC A08-301, 2/19-4/11 CRN 40002
ACC A08-302, 3/19-5/9 CRN 40003
ACC A08-303, 4/16-6/6 CRN 40004

ACCOUNTING WITH PEACHTREE I (ONLINE)* Fee: $145
An introduction to Peachtree software. 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" course or basic accounting knowledge is recommended.
ACC A12-C01, 1/27-3/9 CRN 40958

ACCOUNTING WITH PEACHTREE II (ONLINE)* Fee: $145
Course assumes recent experience in general ledger, accounts receivable, accounts payable, and payroll performed on the software used in class; introduces students to the applications that include inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. A required textbook is available in the bookstore. Course is eligible for CPE credit.
ACC A16-C01, 3/24-5/9 CRN 40960

ACCOUNTING WITH QUICKBOOKS I* Fee: $105
Course introduces QuickBooks software, including setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.
ACC A02-C01, OC/SK, 2/19-4/11 CRN 40947
ACC A02-C02, OC/DP, 3/25, 6-7:50 pm CRN 40952
ACC A02-C03, OC/SK, 5 Fri., 3/28, 9 am-12 pm CRN 40953

ACCOUNTING WITH QUICKBOOKS I* Fee: $119
(ONLINE) In-district seniors: $80
Designed for small-to medium-sized business owners. Learn how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; develop estimates; and generate reports. Requirements: QuickBooks (or QuickBooks Pro) 2011, 2012 or 2013.
ACC A02-300, 1/15-3/7/14 CRN 40001
ACC A02-301, 2/19-4/11 CRN 40002
ACC A02-302, 3/19-5/9 CRN 40003
ACC A02-303, 4/16-6/6 CRN 40004

ACCOUNTING WITH QUICKBOOKS II* Fee: $105
Learn about intermediate applications of QuickBooks software: inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assumes previous experience with payables; receivables, and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.
ACC A06-C01, OC/DP, 5 Mon., 4/14, 6-9 pm CRN 40957

QUICKBOOKS COMPREHENSIVE* Fee: $286
Prepare for the QuickBooks ProAdvisor Exam. Content in first eight weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second eight weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks not required. Recommended: Completion of the "Principles of Financial Accounting" course or basic accounting knowledge recommended. Textbook is available in the Oakton's bookstore.
ACC A03-C01, OC/SK, 2/19-4/11 CRN 40954
ACC A03-C02, OC/DP, 3/25, 8-9:50 pm CRN 40955

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $105
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the "Financial Accounting" course or basic accounting knowledge recommended. Textbook is available in the Oakton's bookstore.
ACC A03-C01, OC/SK, 2/19-4/11 CRN 40954
ACC A03-C02, OC/DP, 3/25, 8-9:50 pm CRN 40955

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., 4/19, 9 am-12:40 pm CRN 40956

PERFORMING PAYROLL IN QUICKBOOKS (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
ACC A11-300, 1/15-3/7/14 CRN 40014
ACC A11-301, 2/19-4/11 CRN 40015
ACC A11-302, 3/19-5/9 CRN 40016
ACC A11-303, 4/16-6/6 CRN 40017

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

*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 lpener@oakton.edu.

**INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION***
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 registration certification 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 Thu., 1/23, 5-10:15 pm CRN 40964
AIR A06-C02, OC/DP, 15 Mon., 1/27, 5-10:15 pm CRN 40965

**AIR CONDITIONING II***
Covers principles of residential air conditioning systems, including evaluation and classroom hands-on experience in use of psychrometers, residential, and light commercial air conditioning equipment types and installation. Lab focus on systems performance problems and diagnostics. AIR A06 or consent from department chair.

AIR A12-C01, OC/DP, 15 Mon., 1/27, 5-10:15 pm CRN 40984

**SHEET METAL LAYOUT AND FABRICATION***
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 Tue., 1/21, 5-10:15 pm CRN 40961

**HEATING AND AIR CONDITIONING LOAD CALCULATIONS***
Covers calculation of heating and cooling loads to determine appropriate selection of equipment in new construction. Includes construction and heat transfer through structure, and computations for heat gains and heat losses for various building structures.  
Prerequisite: AIR A06 or consent of department chair.

AIR A05-C01, OC/DP, 15 Mon., 1/27, 5-7:50 pm CRN 40963

**EPA SECTION 608 CERTIFICATION***
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., 4/23, 5-8:50 pm CRN 40973

**RESIDENTIAL HOT WATER BOILERS AND HYDRONICS TECHNOLOGY***
Course covers conventional and modern residential hydronic 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 Thu., 1/23, 6-8:50 pm CRN 40962

**HIGH PRESSURE STEAM BOILERS AND OPERATION***
Covers high pressure steam boilers as per ASME code standards. Content includes basic boiler room systems, fittings and accessories, feed-water heaters, de-superheating and pressure reducing stations, fuel combustion and draft, and combustion controls. Focus on proper practices of boiler requirements to function properly and safely.

AIR A14-C01, OC/DP, 16 Thu., 1/23, 6-8:50 pm CRN 40986

**INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS***
Covers electricity and automatic controls. Content includes basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.

AIR A11-C01, OC/DP, 16 Tue., 1/21, 5-9:15 pm CRN 40977
AIR A11-C02, OC/DP, 16 Thu., 1/23, 5-10:15 pm CRN 40980

**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, contact Louis Pierozzi, department chair, at 847-635-1838 or lpierozz@oakton.edu.

**PAINTING I***
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 C33-C01, OC/SK, 16 Tue./Thu., 1/21, 6:30 am-9:10 pm CRN 41004
ART C33-C02, OC/DP 16 Fri., 1/24, 10 am-3:30 pm CRN 41005

**PAINTING II***
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/SK, 16 Tue./Thu., 1/21, 6:30:9:10 pm CRN 41007
ART C34-C01, OC/DP, 16 Fri., 1/24, 10 am-3:30 pm CRN 41008

**CERAMICS***
Study the foundations of ceramics. Learn and practice basic hand-building and pottery techniques. Small class allows individual attention while others complete projects. All skill levels are invited!

ART C06-01, MAINE E, 8 Tue., 1/21, 6:30-9:30 pm, Fehrenbach CRN 40218
ART C06-02, MAINE E, 8 Thu., 4/1, 6:30-9:30 pm, Fehrenbach CRN 40221

**CERAMICS I***
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 Tue./Thu., 1/24, 9:30 am-12:10 pm CRN 41252

**BEGINNING PEN, BRUSH, AND INK ILLUSTRATION***
Enter the sparkling world of India ink. Learn the basics of brush control, hatch, and cross-hatch as you combine soft lush lines with the crisp strokes of the steel nib for endless design variations.

ART E76-01, ETHS, 8 Thu., 2/20, 6:30-8:30 pm, Hicke CRN 40808

*Course may also be taken for college credit.
DRAWING I* Fee: $311
Examine the basics of drawing. Focus is on development of fundamental skills in proportion, value (shading) and perspective. Content includes work from still life, live models and outside subject matter, media use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.
ART C23-C01, OC/SK, 16 Tue./Thu., 1/21, 1:30-4:10 pm CRN 40989
ART C23-C02, OC/DP, 16 Mon./Wed., 1/22, 10 am-12:40 pm CRN 40994

DRAWING STUDIO: LEVEL 1 Fee: $150
Beginning instruction in basic drawing media. Still life and figurative study, including life drawing, also are presented.
ART B02-01, NILES N, 8 Wed., 4/2, 7-9:30 pm, Kantz CRN 40215

DRAWING II* Fee: $311
A continuation of ART C23, focusing on personal approach to media and subject matter. Studio work outside of class required. 
Prerequisite: Drawing I (ART C23).
ART C24-C01, OC/SK, 16 Tue./Thu., 1/21, 1:30-4:10 pm CRN 40995
ART C24-C02, OC/DP, 16 Mon./Wed., 1/22, 10 am-12:40 pm CRN 40996

3-D DRAWING (MULTILEVEL) Fee: $135
Add depth and dimension to sketches and draw more complex subjects with 3-D drawing! This class will review drawing objects based on invention, observation, and memory using simple geometric forms to convey solidity.
ART S15-01, ETHS, 6 Tue., 2/25, 6:30-8:30 pm, Hicke CRN 40800

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 5/27/14.
ART T08-01, HART, 10 Mon., 3/31, 9:30 am-12:30 pm, Brower CRN 40224
ART T08-02, HART, 10 Wed., 4/2, 9:30 am-12:30 pm, Brower CRN 40228

DIGITAL SCRAPBOOKING (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, 1/15-3/7/14 CRN 40030
ART C59-301, 2/19-4/11 CRN 40031
ART C59-302, 3/19-5/9 CRN 40032
ART C59-303, 4/16-6/6 CRN 40033

Business
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, department chair, at 847-635-1949 or bandbguy@oakton.edu.

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.
BUS A16-300, 1/15-3/7/14 CRN 40161
BUS A16-301, 2/19-4/11 CRN 40162
BUS A16-302, 3/19-5/9 CRN 40163
BUS A16-303, 4/16-6/6 CRN 40164

INTRODUCTION TO BUSINESS 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 A01-C01, OC/SK, 16 Thu., 2/18, 6:30-9:20 pm CRN 41045
BUS A01-C02, OC/SK, 16 Tue./Thu., 2/18, 4:30-5:45 pm (additional online work required) CRN 41049

INTRODUCTION TO BUSINESS* Fee: $286
Course introduces students to the study of business. Content includes issues and topics related to business and economics in the United States and globally business careers key components of a “business plan” and the ethical, legal, and social responsibilities of business.
BUS A02-C01, OC/DP, 16 Thu., 1/23, 6:30-9:20 pm CRN 41050

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. 
Each student must pay a $10 lab fee to the instructor at the first class.
TEC C14-01, ETHS, 10 Tue., 1/21, 6:30-9:30 pm, Wylie CRN 40292

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. 
Each student must pay a $10 lab fee to the instructor at the first class.
TEC C15-01, ETHS, 4 Thu., 4/17, 7-9:30 pm, Wylie CRN 40293

Career and Certification Training

New!
CDL TRAINING AND CERTIFICATION FREE ORIENTATION
Get on the road for a new career in transportation in only four weeks. Include 40 hours of classroom instruction; 80 hours of lab; 40 hours of individual driving lessons; and a final exam leading to a Class A License. Job placement services available after successful program completion. Note: Interested applicants must attend one of the orientation sessions listed below.
TEC S98-01, OC/SK, 1 Sat., 2/8, 10-11:30 am CRN 40876
TEC S98-02, OC/SK, 1 Mon., 2/24, 6-7:30 pm CRN 40879

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

The following three online courses are offered in partnership with Pearson Education.

Contact Jesse Ivory at jivory@oakton.edu for details on how to register for any of these courses.

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.

New!

COMMERCIAL FOOD EQUIPMENT REPAIR TECHNICIAN (ONLINE)
Fee: $1,495
Master the skills you need to gain employment as a commercial food equipment repair technician! Endorsed by the Commercial Food Equipment Service Association (CFESA), this interactive course covers the food service industry, including the basics of electricity, gas, steam, and types of equipment to be installed, maintained, and repaired. A passing grade on the exam, held at an authorized service company, guarantees a job interview with that business. Technicians who do not get hired after their interview will have access to a proprietary database of more than 800 service companies nationwide. Call Anna Shipulina at 847.635.1498 for more information.

TEC A02-01

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)
In-district seniors: $80
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has 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, 1/15-3/7/14 CRN 40077
BUB A42-301, 2/19-4/11 CRN 40078
BUB A42-302, 3/19-5/9 CRN 40079
BUB A42-303, 4/16-6/6 CRN 40080

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, NILES N, 1 Wed, 3/19, 6:30-9:30 pm, Sanders CRN 40252
HEA E05-02, OC/DP, 1 Sat, 3/22, 9 am-12 pm, Sanders CRN 40253

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, 5/3, 9 am-3 pm, Kulczyky CRN 40231

PERSONAL TRAINER CERTIFICATION
Fee: $679

PED C03-01, OC/DP, 9 Sun, 2/9-4/6, 9 am-2 pm CRN 40013

BECOME A VETERINARY ASSISTANT (ONLINE)
In-district seniors: $80
If you like animals you may enjoy working in a veterinary office or hospital. The instructor is a practicing 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, 1/15-3/7/14 CRN 40133
BUB A60-301, 2/19-4/11 CRN 40134
BUB A60-302, 3/19-5/9 CRN 40135
BUB A60-303, 4/16-6/6 CRN 40136

BECOME A VETERINARY ASSISTANT II: 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, 1/15-3/7/14 CRN 40137
BUB A61-301, 2/19-4/11 CRN 40138
BUB A61-302, 3/19-5/9 CRN 40139
BUB A61-303, 4/16-6/6 CRN 40140

BECOME A VETERINARY ASSISTANT III: 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, 1/15-3/7/14 CRN 40141
BUB A62-301, 2/19-4/11 CRN 40142
BUB A62-302, 3/19-5/9 CRN 40143
BUB A62-303, 4/16-6/6 CRN 40144

*Course may also be taken for college credit.
Communication

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, 1/15-3/7/14 CRN 40057
BUB A22-301, 2/19-4/11 CRN 40058
BUB A22-302, 3/19-5/9 CRN 40059
BUB A22-303, 4/16-6/6 CRN 40060

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. Contact Judy Langston, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu for information.

INTERPERSONAL COMMUNICATION Fee: $119
(ONLINE) In-district seniors: $80
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, 1/15-3/7/14 CRN 40109
BUB A55-301, 2/19-4/11 CRN 40110
BUB A55-302, 3/19-5/9 CRN 40111
BUB A55-303, 4/16-6/6 CRN 40116

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 matickly complex sentences. Learn to identify and correct

MASTERING PUBLIC SPEAKING Fee: $119
(ONLINE) In-district seniors: $80
Learn how to speak confidently and persuasively to large audiences and small groups. Master the art of verbal and nonverbal communication, find out how to overcome fear of public speaking, organize and deliver short or long speech effectively, and practice techniques for communication with ease and skill in any setting from a meeting to a job interview.
COM S13-300, 1/15-3/7/14 CRN 40334
COM S13-301, 2/19-4/11 CRN 40336
COM S13-302, 3/19-5/9 CRN 40337
COM S13-303, 4/16-6/6 CRN 40338

MERRILL REAM SPEED READING Fee: $119
(ONLINE) In-district seniors: $80
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 S57-300, 1/15-3/7/14 CRN 40363
COM S57-301, 2/19-4/11 CRN 40364
COM S57-302, 3/19-5/9 CRN 40365
COM S57-303, 4/16-6/6 CRN 40366

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: MLK Day, January 20; Presidents Day, February 17

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 dgronseth@oakton.edu.

BASIC KEYBOARDING* Fee: Listed with section
This course allows the beginning student to master proper keyboarding techniques and develop minimum 18 words per minute speed and accuracy.
COF A02-C01, ONLINE, 2/3-4/6, $145 CRN 41053
COF A02-C02, OC/DP, 7 Thu., 2/13, 10 am-12:40 pm, $110 CRN 41056

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT* Fee: Listed with section
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, Online, 3/31-5/4, $145 CRN 41058
COF A06-C02, OC/DP, 5 Thu., 4/10, 10 am-12:40 pm, $110 CRN 41060

COMPUTER KEYBOARDING Fee: $119
(ONLINE) In-district seniors: $80
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, 1/15-3/7/14 CRN 40748
OFF A39-301, 2/19-4/11 CRN 40749
OFF A39-302, 3/19-5/9 CRN 40750
OFF A39-303, 4/16-6/6 CRN 40751

*Course may also be taken for college credit.
Windows Operating Systems

**INTRODUCTION TO WINDOWS 7** Fee: $119
*(ONLINE)* 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 A23-300, 1/15-3/7/14
- DPR A23-301, 2/19-4/11
- DPR A23-302, 3/19-5/9
- DPR A23-303, 4/16-6/6

**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, 10 Tue., 3/11, 10 am-12:40 pm
- CRN 41062

**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.

**COMPUTERS FOR NEW USERS: OFFICE 2010** Fee: $206

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, 12 Wed., 2/19, 6-9:30 pm
- CRN 41146
- CPT A44-C02, OC/SK, 10 Tue./Thu., 3/4, 9:30-11:30 am
- CRN 41147

**New!**

**PC TO MAC - LEARNING TO NAVIGATE YOUR APPLE LAPTOP** Fee: $20

New to the world of Apple? This hands-on session guides you through navigating your computer. Get a grasp of basic features and components, including the desktop, dock area, tool bars, the App store, and iTunes. Bring your laptop with you. No senior discount.

- DAT E28-01, MAINE E, 1 Tue., 5/6, 7-9 pm
- CRN 40883

**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., 2/20, 6-9:50 pm
- CRN 41156

**BASIC COMPUTER** Fee: $160

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.

- DPR A22-01, OC/SK, 5 Sat., 2/8, 10 am-1 pm, Douglas
- CRN 40236
- DPR A22-02, OC/DP, 5 Sun., 3/16, 9:30 am-12:30 pm, Skaja
- CRN 40237

**New!**

**BASIC COMPUTER FOR NON-NATIVE SPEAKERS – HINDI** Fee: $160

Understand how and when to use the start menu and the basics of customizing your desktop. Learn to save, copy, move, create short-cuts, and print files. Enhance documents by using bold, italic, underline, and spell check. Practice e-mailing pictures to friends and family. Taught in Hindi.

- DPR A22-03, OC/DP, 5 Sat., 3/29, 10 am-1 pm
- CRN 40908

**New!**

**BASIC COMPUTER FOR NON-NATIVE SPEAKERS – SPANISH** Fee: $160

Understand how and when to use the start menu and the basics of customizing your desktop. Learn to save, copy, move, create short-cuts, and print files. Enhance documents by using bold, italic, underline, and spell check. Practice e-mailing pictures to friends and family. Taught in Spanish. No class 4/8/14.

- DPR A22-04, ETHS, 5 Tue., 3/18, 6:15-9:15 pm
- CRN 40909

**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, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Course is intended for students seeking careers as Information Technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)

- CPT A01-C01, OC/SK, 16 Tue./Thu., 12/1, 12:30-2:20 pm
- CRN 41092
- CPT A01-C02, OC/DP, 16 Tue., 1/21, 6-9:30 pm
- CRN 41101
- CPT A01-C03, OC/DP, 13 Tue., 2/11, 5:30-9:30 pm
- CRN 41104
- CPT A01-C04, OC/DP, 12 Tue./Thu., 2/18, 11 am-1:15 pm
- CRN 41105

**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010** Fee: $296

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, 4 Mon-Fri., 12/16, 9 am-1:10 pm
  (No class 12/24 and 1/1/14)
  CRN 41131
- CPT A19-C02, OC/SK, 16 Tue./Thu., 1/21, 9:30-11:15 am
  CRN 41132
- CPT A19-C03, OC/DP, 16 Tue./Thu., 1/21, 9:30-11:15 am
  CRN 41133
- CPT A19-C04, OC/SK, 16 Tue./Thu., 1/21, 12:30-2:15 pm
  CRN 41134
- CPT A19-C05, OC/DP, 16 Mon./Wed., 1/22, 9-10:45 am
  CRN 41135
- CPT A19-C06, OC/DP, 16 Wed., 1/22, 6-9:50 pm
  CRN 41136
- CPT A19-C07, OC, 16 Thu., 1/23, 5:30-9:20 pm
  CRN 41137
- CPT A19-C08, OC/DP, 15 Tue./Thu., 1/28, 12:30-2:20 pm
  CRN 41138
- CPT A19-C09, OC/DP, 14 Tue./Thu., 2/4, 11 am-12:55 pm
  CRN 41139
- CPT A19-C10, OC/DP, 8 Mon./Wed., 3/24, 9 am-12:50 pm
  CRN 41140

*Course 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 Doris Gronseth at 847-376-7055 or dgronset@oakton.edu.

INTRODUCTION TO MICROSOFT WORD
Fee: $119
(ONLINE)
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, 1/15-3/7 CRN 40577
DPR A83-301, 2/19-4/11 CRN 40578
DPR A83-302, 3/19-5/9 CRN 40579
DPR A83-303, 4/16-6/6 CRN 40580

INTRODUCTION TO MS WORD: 2011 FOR MAC
Fee: $119
(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, 1/15-3/7 CRN 40581
DPR A83-305, 2/19-4/11 CRN 40582
DPR A83-306, 3/19-5/9 CRN 40583
DPR A83-307, 4/16-6/6 CRN 40584

COMPREHENSIVE WORD PROCESSING*
Fee: $316
Course covers uses 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/DP, 12 Wed., 2/19, 6-10 pm CRN 41065

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).
DPR A84-01, OC/DP, 4 Thu., 1/30, 3-9 pm CRN 40238
DPR A84-02, OC/DP, 4 Sat., 3/8, 10 am-1 pm CRN 40239

ELECTRONIC SPREADSHEETING
Fee: $206
USING EXCEL: 2010*
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., 1/23, 6-10 pm CRN 41071

INTRODUCTION TO MICROSOFT EXCEL
Fee: $150
(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, 1/15-3/7 CRN 40585
DPR A84-301, 2/19-4/11 CRN 40586
DPR A84-302, 3/19-5/9 CRN 40587
DPR A84-303, 4/16-6/6 CRN 40588

BASIC AND INTERMEDIATE EXCEL
Fee: $264
DAT A14-01, OC/DP, 8 Thu., 1/30, 3-9 pm CRN 40234
DAT A14-02, OC/DP, 8 Sat., 3/8, 10 am-1 pm CRN 40235

INTERMEDIATE MICROSOFT EXCEL
Fee: $150
If you have taken beginning Excel or have a working knowledge, take this course to learn more techniques for developing and maintaining worksheets. After a brief review of MS Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records; discover shortcuts for entering formulas and functions; create amortization schedules and work with databases. Prerequisites: DPR A84. Requirements: Excel 2007 Complete Reviewbook (Shelly Cashman Series), ISBN-10: 1411843431, ISBN-13: 978-1411843434. No class 4/19/14.
DPR A85-01, OC/DP, 4 Thu., 2/27, 6-9 pm CRN 40240
DPR A85-02, OC/DP, 4 Sat., 4/5, 10 am-1 pm CRN 40241

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

INTERNETED MICROSOFT EXCEL  
(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 hot 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, 1/15-3/7/14 CRN 40589 
DPR A85-301, 2/19-4/11 CRN 40590 
DPR A85-302, 3/19-5/9 CRN 40591 
DPR A85-303, 4/16-6/6 CRN 40592

ADVANCED SPREADSHEETING FOR PC: 
EXCEL 2010* Fee: $206
A continuation of Electronic Spreadsheeting Using Excel (COF 
A35). Learn advanced Microsoft Excel techniques, such as interfacing 
with external data sources using XML, locating and resolving 
errors using Excel auditing tools, tracking and managing changes, 
and managing collaboration on workbooks. Prerequisite: COF A35 
or consent of instructor. 
COF A55-C01, OC/DP, 6 Thu., 4/10, 5:45-10 pm CRN 41078

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 2004 or newer, or 
Macintosh OS with any edition of Microsoft Office 2004 (Macintosh) 
will be supported. 
DAT A17-300, 1/15-3/7/14 CRN 40419 
DAT A17-301, 2/19-4/11 CRN 40421 
DAT A17-302, 3/19-5/9 CRN 40422 
DAT A17-303, 4/16-6/6 CRN 40423

INTRODUCTION TO MICROSOFT ACCESS  
(ONLINE) In-district seniors: $80
Access is a database used to store and sort useful information. Gain 
skill in creating tables, relationships, custom data entry forms, 
queries, reports, mailing labels and Macros. Learn to merge the 
data in your Access tables with Microsoft Word form letters. 
Requirements: Microsoft Windows XP or newer, and Microsoft 
Access or Office Professional 2007 or 2010. Not suitable for 
Macintosh users. 
DPR A71-300, 1/15-3/7/14 CRN 40565 
DPR A71-301, 2/19-4/11 CRN 40566 
DPR A71-302, 3/19-5/9 CRN 40567 
DPR A71-303, 4/16-6/6 CRN 40568

DATABASE APPLICATIONS USING 
ACCESS: 2010* Fee: $316
Learn about database structures and design; create tables; develop 
and run queries, forms and reports; develop Macros and more. 
COF A40-C01, OC/DP, 14 Wed., 2/5, 5:30-9:50 pm CRN 41073

MICROSOFT POWERPOINT  
(ONLINE) In-district seniors: $80
PowerPoint is one of the best presentation programs on the market. 
Obtain the skills to create overhead transparencies, 35 mm slides 
and electronic slide presentations from facts and figures. Dazzle 
audiences with multimedia slides, charts, outlines and graphs. 
Learn how to add clip art, hyper text links and special effects to 
presentations. Requirements: Microsoft PowerPoint or Office 
Professional 2007 or 2010. Not suitable for Macintosh users. 
DPR A70-300, 1/15-3/7/14 CRN 40561 
DPR A70-301, 2/19-4/11 CRN 40562 
DPR A70-302, 3/19-5/9 CRN 40563 
DPR A70-303, 4/16-6/6 CRN 40564

MICROSOFT OFFICE 2007:  
NEW FEATURES (ONLINE) In-district seniors: $80
DPR A85-300, 1/15-3/7/14 CRN 40529 
DPR A85-301, 2/19-4/11 CRN 40530 
DPR A85-302, 3/19-5/9 CRN 40531 
DPR A85-303, 4/16-6/6 CRN 40532

PRESENTATION SOFTWARE 
USING POWERPOINT: 2010* Fee: $221
Learn to plan, compose, and create effective desktop presentations. 
COF A30-C01, OC/SK, 10 Tue., 1/28, 6-10 pm CRN 41067

MICROSOFT OFFICE 2010:  
NEW FEATURES (ONLINE) In-district seniors: $80
Get up to speed on the latest version of Microsoft Office 2010! 
Explore features added in 2010 and 2008 as you work with Word 
documents, Excel spreadsheets, PowerPoint presentations, and 
Access databases. If you’re still using Office 2003 or 2007, you’ll 
learn how to transition smoothly to this newer version—and if you’re 
already using Office 2010, you’ll discover ways to work more quickly, 
efficiently, and confidently. Course not suitable for Macintosh users. 
DPR A20-300, 1/15-3/7/14 CRN 40525 
DPR A20-301, 2/19-4/11 CRN 40526 
DPR A20-302, 3/19-5/9 CRN 40527 
DPR A20-303, 4/16-6/6 CRN 40528

INTRODUCTION TO MS PUBLISHER  Fee: $119
Get up to speed on the latest version of Microsoft Office 2010! 
Learn new features and techniques with Microsoft's 
popular desktop publishing package, Publisher. 
COF A40-C01, OC/DP, 10 Wed., 2/5, 6-10 pm CRN 41071

*Course may also be taken for college credit.
INTRODUCTION 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, 1/15-3/7/14 CRN 40521
DPR A12-301, 2/19-4/11 CRN 40522
DPR A12-302, 3/19-5/9 CRN 40523
DPR A12-303, 4/16-6/6 CRN 40524

INTRODUCTION TO ADOBE ACROBAT 9 (ONLINE) Fee: $119
IN-district seniors: $80
Adobe Acrobat 9 gives you the power to create PDF documents from scratch or from a variety of source files. Create PDF documents and learn to use many of the popular software’s time- and cost-saving features. Requirements: Adobe Acrobat 9 for Windows or Mac.
DPR A26-300, 1/15-3/7/14 CRN 40537
DPR A26-301, 2/19-4/11 CRN 40538
DPR A26-302, 3/19-5/9 CRN 40539
DPR A26-303, 4/16-6/6 CRN 40540

VISIO FUNDAMENTALS* Fee: $206
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.
COF A50-C01, OC/DP, 10 Tue., 1/28, 6-10 pm CRN 41075

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.

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE) Fee: $119
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 Postgre SQL.
DAT A13-300, 1/15-3/7/14 CRN 40410
DAT A13-301, 2/19-4/11 CRN 40411
DAT A13-302, 3/19-5/9 CRN 40417
DAT A13-303, 4/16-6/6 CRN 40418

INTRODUCTION TO SQL (ONLINE) Fee: $119
IN-district seniors: $80
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. 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, 1/15-3/7/14 CRN 40367
CPT A21-301, 2/19-4/11 CRN 40369
CPT A21-302, 3/19-5/9 CRN 40371
CPT A21-303, 4/16-6/6 CRN 40372

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 Thu., 1/23, 6-9:50 pm CRN 41143

INTERMEDIATE SQL (ONLINE) Fee: $119
IN-district seniors: $80
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. Requirements: Microsoft Access 2003 or newer. Not suitable for Macintosh users.
DAT A20-300, 1/15-3/7/14 CRN 40434
DAT A20-301, 2/19-4/11 CRN 40436
DAT A20-302, 3/19-5/9 CRN 40437
DAT A20-303, 4/16-6/6 CRN 40438

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 Tue., 6-8:50 pm; Sat., 9 am-12:50 pm, 1/21 CRN 41149

PERFORMANCE AND TUNING: ORACLE 11G* Fee: $421
Continues to develop the knowledge needed to perform the tasks of a database administrator. Focuses on methods and techniques to maximize the performance of the database from design to use. Learn how to recognize, troubleshoot, and resolve common performance-related problems. Class prepares students for the corresponding Oracle Database Administrator certification exam.
CPT A47-C01, OC/DP, 8 Tue., 6-8:50 pm; Sat., 9 am-12:50 pm, 3/25 CRN 41150

Cisco Networking
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

CISCO NETWORK FUNDAMENTALS* Fee: $421
Course will introduce networking and general network concepts. Build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.
INT A01-C01, OC/SK, 8 Tue., 6-10 pm & 8 Thu., 6-7:50 pm, 1/21 CRN 41059
INT A01-C02, OC/SK, Sat., 1/25, 8:30 am-3 pm CRN 41064

CISCO NETWORK ROUTING PROTOCOLS AND CONCEPTS* Fee: $421
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. Hybrid course, online course work required.
INT A02-C01, OC/SK, 8 Tue., 6-10 pm & 8 Thu., 6-7:50 pm, 3/25 CRN 41068
INT A02-C02, OC/SK, 8 Sat., 3/29, 8:30 am-3 pm CRN 41069

*Course may also be taken for college credit.
CISCO LAN SWITCHING AND WIRELESS* Fee: $421

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

INT A03-C01, OC/SK, 8 Wed., 6-10 pm & 8 Thu., 8-10 pm, 1/22 CRN 41076

CISCO ACCESSING THE WAN* Fee: $421

Course deals with Wide Area Networks (WANs) and protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Course is fourth and final in Cisco Networking Academy sequence of four courses (CCNA). Hybrid course, online course work required.

INT A04-C01, OC/SK, 8 Wed., 6-10 pm & 8 Thu., 8-10 pm, 3/26 CRN 41084

Computer Networking and Systems

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

NETWORKING ESSENTIALS* Fee: $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 Tue./Thu., 1/28, 9-11 am CRN 41157
NTS A05-C02, OC/SK, 16 Tue./Thu., 1/28, 4-5:55 pm CRN 41158
NTS A05-C03, OC/SK, 15 Mon., 2/27, 6-10 pm CRN 41159

MICROSOFT WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2012 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/DP, 8 Sat., 1/25, 8:30 am-4:20 pm CRN 41163

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM: WINDOWS 8* 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., 1/21, 11:30 am-3:30 pm CRN 41160
NTS A10-C02, OC/SK, 8 Tue./Thu., 1/21, 6-9:50 pm CRN 41161

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/DP, 7 Sat., 3/29, 8:30 am-5 pm CRN 41164

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/SK, 8 Mon./Wed., 1/22, 6-9:50 pm CRN 41165

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* 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.

NTS A17-C01, OC/SK, 8 Mon./Wed., 3/24, 6-9:50 pm CRN 41108

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $431

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., 3/25, 11:30 am-3:30 pm CRN 41110
NTS A25-C02, OC/SK, 8 Tue./Thu., 3/25, 6-9:50 pm CRN 41112

MICROSOFT DESIGNING A WINDOWS NETWORKING INFRASTRUCTURE* Fee: $326

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

NTS A65-C01, OC/SK, 8 Sun., 3/30, 8:30 am-4:20 pm CRN 41116

MICROSOFT CREATING AND MAINTAINING WEB SERVER USING IIS* Fee: $326

Provides knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server by configuring IIS using Internet Service Manager establishing WWW, SMTP, FTP and NNTP services implementing Secure Sockets Layer 3.0 authenticating a Web site and adding visual servers and directories. Includes information necessary to pass Microsoft Certification examination. Recommended: NTS A11 or consent of instructor, coordinator or program chair.

NTS A61-C01, OC/SK, 8 Sun., 1/26, 8:30 am-4:20 pm CRN 41114

*Course may also be taken for college credit.
UNIX NETWORK SERVICES ADMINISTRATION* Fee: $326
Cover UNIX network services and administration using LINUX Operating System. Includes: network technology and terms TCP/IP installation and configuration network hardware installation secure INETD super daemon installation and TCPDP wrappers configuration of network services - Domain Name Services (DNS) DHCP Apache (Web server) SMTP/SENDMAIL File transfer Protocol (FTP) server Network File Server (NFS) SAMBA (Windows Network Server) Secure Shell (SSH) Secure Socket Layer firewalls and packet filters and packet sniffers and intrusion detections systems.
NRT A68-C01, OC/SK, 8 Sat., 3/29, 8:30 am-3 pm CRN 41117

NETWORK DEFENSE AND COUNTERMEASURES Fee: $326
Course provides students with the knowledge and concepts needed for protecting computers and networks. The course covers intrusion detection, develop a security policy, and implement Network Address Translation (NAT) and packet filtering by installing proxy servers, firewalls, and virtual private network (VPNs). The course also assists students in preparation for the appropriate Network or Information Security Certification examinations. Recommended: NTS A11 or consent of instructor, coordinator or department chair.
NRT A32-C01, OC/SK, 14 Sat., 2/1, 9 am-1 pm CRN 41113

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

ADVANCED UNIX OPERATING SYSTEM: RED HAT LINUX* Fee: $211
Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming (Bourne, C. Korn), networking, basic “C” language programming and UNIX system administration. Recommended: CPT A15 or comparable knowledge.
CPT A74-C01, OC/DP 8 Thu., 3/27, 6-9:50 pm CRN 41153

INTRO TO UNIX OPERATING SYSTEMS: RED HAT LINUX* Fee: $211
Course teaches theoretical and hands-on instruction using the UNIX operating system environment. Content includes basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. Recommended: CPT A01 or comparable computer experience.
CPT A15-C01, OC/DP 8 Thu., 1/23, 6-9:50 pm CRN 41130

UNIX ADMINISTRATION: RED HAT LINUX* Fee: $326
Instruction in installation, support, and administration of a UNIX operating system in both server and workstation configurations. Includes UNIX and Web server installation, system startup and shutdown, hardware configuration, disk and file system structure, package management, TCP/IP networking, system management and security, X-Windows usage and configuration, user management, NIX printing, system performance measurement and tuning, UNIX Kernel “hacking,” and UNIX utilities.
CPT A99-C01, OC/SK, 8 Sat., 1/25, 8:30 am-3 pm CRN 40972

PC Troubleshooting and Security
INTRODUCTION TO PC Troubleshooting (ONLINE) Fee: $119
Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Microsoft Windows XP or newer.
DPR A28-300, 1/15-3/7/14 CRN 40541
DPR A28-301, 2/19-4/11 CRN 40542
DPR A28-302, 3/19-5/9 CRN 40543
DPR A28-303, 4/16-6/6 CRN 40544

INTRODUCTION TO PC SECURITY (ONLINE) Fee: $119
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, 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, 1/15-3/7/14 CRN 40557
DPR A49-301, 2/19-4/11 CRN 40558
DPR A49-302, 3/19-5/9 CRN 40559
DPR A49-303, 4/16-6/6 CRN 40560

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: $406
Students will learn how to build, test, and publish apps using the Android platform. Programming experience and instructor consent required.
CPT A02-C01, OC/DP, 15 Sat., 1/25, 9 am-1:20 pm CRN 41107

TOPICS IN CIS: iPAD AND iPHONE 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. (Supplemental lab work required.)
CPT A02-C02, OC/DP, 15 Tue., 1/28, 6-9:55 pm CRN 41109

INTRODUCTION TO C++ PROGRAMMING (ONLINE) Fee: $119
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, 1/15-3/7/14 CRN 40484
DAT A33-301, 2/19-4/11 CRN 40485
DAT A33-302, 3/19-5/9 CRN 40486
DAT A33-303, 4/16-6/6 CRN 40487

*Course may also be taken for college credit.
INTRODUCTION TO C# PROGRAMMING* Fee: $426
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.

CRN A29-C01, OC/SK, 15 Tue., 1/28, 6-9:50 pm

INTRODUCTION TO JAVA PROGRAMMING (ONLINE) Fee: $119
In-district seniors: $80
Learn the fundamentals of computer programming with Java, 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, 1/15-3/7 CRN 40488
DAT A34-301, 2/19-4/4 CRN 40490
DAT A34-302, 3/19-5/9 CRN 40491

INTRODUCTION TO VISUAL BASIC.NET 2010 PROGRAMMING (ONLINE)* Fee: $431
Introduces Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. 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.

DAT A12-300, 1/15-3/7 CRN 40406
DAT A12-301, 2/19-4/11 CRN 40407
DAT A12-302, 3/19-5/9 CRN 40408
DAT A12-303, 4/16-6/6 CRN 40409

INTRODUCTION TO VISUAL BASIC FOR APPLICATIONS* Fee: $426
Introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. Recommended: Ability to manage files using Windows, introductory level of Electronic Spreadsheeting (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra.

CPT A20-C01, OC/DP, 15 Sat., 2/1, 9-11:50 am

INTRODUCTION TO VISUAL BASIC FOR APPLICATIONS (ONLINE) Fee: $119
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, 1/15-3/7/14 CRN 40508
DPR A07-301, 2/19-4/11 CRN 40509
DPR A07-302, 3/19-5/9 CRN 40511
DPR A07-303, 4/16-6/6 CRN 40512

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, 16 Wed., 1/22, 6-9:50 pm

*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., 5/3, 9 am-3 pm, Kulczyzky CRN 40231

**EUROPEAN PASTRY BAKING** Fee: $94
Entertain friends and family by serving homemade pastries. Class will include recipes and baking instructions for napoleons, roulettes, éclairs, tiramisu, and French tarts.
HEC C25-01, NILES N, 4 Wed., 1/22, 7-9 pm, Mirani CRN 40258

**SUSHI WORKSHOPS** Fee: $35
Join Chef Susan Taves and learn about all of the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class makes Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. **No senior discount.**
HEC F12-01, ETHS, 1 Tue., 2/21, 7-9 pm, Taves CRN 40787
HEC F12-02, MGPD, 1 Thu., 5/8, 7-9 pm, Taves CRN 40788

**CREATIVE INTERNATIONAL COOKING** Fee: $94
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes.
HEC E66-01, NILES N, 4 Wed., 4/2, 7-9 pm, CRN 40262

**A MEXICAN FIESTA!** Fee: $94
Mexico’s rich culinary heritage goes way beyond tacos and enchiladas. For four weeks we will explore versions of familiar dishes and discover some new ones. You’ll learn how to make tamales, green mole, and duck tacos with homemade tortillas, flan de chocolate and more. The vibrant colors of Mexico, from coast to coast and a few places in between will come alive, culminating with a Sangria party. **Ole! No senior discount.**
HEC F10-01, ETHS, 4 Tue., 2/25, 7-9 pm, Taves CRN 40799

**THE CUISINE OF REGIONAL ITALY** Fee: $94
Learn to create an array of dishes from the various regions of Italia. Each week’s presentation will include a sampling of a specific course-antipasti, pasta (from scratch), main courses, and desserts. Handouts will include recipes and suggestions for grocery stores and restaurants. **No senior discount.**
HEC S72-01, ETHS, 4 Tue., 1/28, 7-9 pm, Taves CRN 40795

**COOKING MEDITERRANEAN** Fee: $115
Join 23-year veteran chef Greg Johnson on a virtual cruise through the Mediterranean. Savor the taste of heart-healthy ingredients such as fresh herbs, fish, vegetables, and olive oil. Expand your cooking skills while discovering the newest craze in healthy eating. Menu features delectable, wholesome recipes that will fill your kitchen with the essence of this region.
HEC C15-01, GLBRK S, 4 Tue., 2/25, 7-9:30 pm CRN 40906

**VEGETARIAN CUISINE** Fee: $115
Who says meatless dishes have to be bland? Let veteran chef Greg Johnson teaches you the skills you need to cook delicious, authentic vegetarian dishes. Menu items, which rotate by semester, may include main and side dishes seasoned with fresh spices. Great course for vegetarians and those interested in healthy food!
HEC C22-01, GLBRK S, 4 Tue., 4/8, 7-9:30 pm CRN 40907

**KNIFE SKILLS** Fee: $50
Proper knife technique and maintenance are critical, yet often overlooked, skills for any cook. Learn to safely chop, julienne, chiffonier, slice—and take home everything you cut up! A lesson in proper knife sharpening and honing rounds out the class. Bring your own chef and paring knives.
HEC F74-01, OC/SK, 1 Mon., 3/3, 7-9 pm, CRN 40868
HEC F74-02, GLBRK S, 1 Thu., 4/10, 7-9 pm CRN 40869

**BARBECUE SERIES** Series Fee: $133
Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurateur Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings along with appropriate beverages and side dishes. Classes meet at the store, 1147 Greenleaf Avenue, Wilmette. **No senior discount for this series.**
HEC E28-01, BBAR, 3 Thu., 3/13, 7-9 pm CRN 40260

**GRILLING 101** Fee: $49
Get ready for grill season with a Grilling 101 class at the Backyard BBQ Store. **No senior discount.**
HEC E32-01, BBAR, 1 Thu., 3/13, 7-9 pm CRN 40264

**PIZZA ON THE GRILL** Fee: $49
Learn how to make your own pizza and grill or fire them in a real wood fire oven! **No senior discount.**
HEC E29-01, BBAR, 1 Thu., 4/3, 7-9 pm CRN 40261

**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. **No senior discount.**
HEC E13-01, BBAR, 1 Thu., 5/1, 7-9 pm CRN 40259

*Course may also be taken for college credit.
Dance

Note: Fees are per person.

SIZZLING SALSA, MERENGUE, CUMBIA AND BACHATA Fee: $55
Singles and couples! Enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount.
PED E88-01, OC/SK, 6 Wed., 1/22, 7:40-8:40 pm, Strain CRN 40416
PED E88-02, MAINE E, 6 Thu., 1/23, 7:40-8:40 pm, Strain CRN 40420
PED E88-03, NILES N, 6 Mon., 3/31, 6:30-7:30 pm, Strain CRN 40424
PED E88-04, OC/SK, 6 Wed., 4/2, 7:40-8:40 pm, Strain CRN 40426

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.
PED S69-01, OC/SK, 6 Wed., 1/22, 6:30-7:30 pm, Strain CRN 40435
PED S69-02, NILES N, 6 Mon., 3/31, 7:40-8:40 pm, Strain CRN 40440
PED S69-03, OC/SK, 6 Wed., 4/2, 6:30-7:30 pm, Strain CRN 40441

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, MAINE E, 6 Thu., 1/23, 6:30-7:30 pm, Strain CRN 40446

Design/AutoCAD

These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction.

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

BASIC AUTOCAD: 2012/13* Fee: $361
Course is first of three in drafting and design using AutoCAD software. Content includes setting up a drawing electronically drawing and editing construction techniques display commands effective layering, dimensioning and detailing, using blocks, and plotting.
DES A03-C01, OC/DP, 15 Wed., 1/29, 9 am-12:20 pm CRN 40974
DES A03-C02, OC/SK, 14 Sun., 2/2, 9 am-12:20 pm CRN 40982

INTERMEDIATE AUTOCAD: 2012/13* 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, 16 Wed., 1/22, 6-9:50 pm CRN 41003

ADVANCED AUTOCAD: 2012/13* Fee: $456
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, OC/SK, 15 Wed., 1/29, 4-5:55 pm CRN 41006

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, 15 Sat., 1/25, 9 am-12:50 pm CRN 41013

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/SK, 15 Fri., 1/31, 10 am-1:30 pm CRN 41025

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, 8 Wed., 1/22, 6-9:50 pm CRN 41009
DES A08-C02, OC/SK, 14 Mon./2/7, 6-9:20 pm CRN 41011
DES A08-C03, OC/SK, 13 Mon./2/3, 9 am-1 pm CRN 41012

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 computer models animation, and advanced computer modeling techniques design topics such as molded parts, sheet metal, detail drawings, and assemblies. Recommended: DES A08.
DES A11-C01, OC/SK, 14 Sat., 1/25, 1-4:50 pm CRN 41016

INTRODUCTION TO AUTODESK INVENTOR* Fee: $361
Course explores issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.
DES A12-C01, OC/SK, 16 Thu., 1/23, 4-6 pm (Hybrid Section) CRN 41018

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.
(Blended Distance Learning)
DES A14-C01, OC/SK, 15 Thu., 1/30, 4-5:59 pm CRN 41023

*Courses may also be taken for college credit.
INDUSTRIAL DESIGN
ENGINEERING TECHNIQUES*  Fee: $456
Continue to increase skills to create prototypes of computer models using 3-D modeling software. Hands-on lab course involves critical thinking skills related to industrial design and manufacturing. Include industrial techniques such as extrusions, laser cutting, fasteners, welding, sheet metal production, injection molding, and stereo lithography production process using computer-controlled Machining centers and prototyping equipment. Recommended: DES A14.
DES A17-C01, OC/SK, 15 Thu., 1/30, 4-5:59 pm CRN 41024

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

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 aging, normal aging, myths of aging, and culture change will be discussed.
ELD A01-C01, OC/SK, 6 Fri., 1/24, 9-10:40 am CRN 41123
ELD A01-C02, OC/SK, 6 Fri., 4/4, 9-10:40 am CRN 41124

PERSON-CENTERED COMMUNICATION*  Fee: $95
Focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Covers promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elder’s quality of life. Prerequisite: Concurrent enrollment in ELD A01 or consent of program chair.
ELD A02-C01, OC/SK, 6 Fri., 1/24, 11 am-12:40 pm CRN 41125
ELD A02-C02, OC/SK, 6 Fri., 4/4, 11 am-12:40 pm CRN 41126

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., 1/24, 1:30-3:10 pm CRN 41127
ELD A03-C01, OC/SK, 6 Fri., 4/4, 1:30-3:10 pm CRN 41128

ASSISTING AGING PARENTS (ONLINE)  Fee: $119
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, 1/15-3/7/14 CRN 40772
SOC E02-301, 2/19-4/11 CRN 40790
SOC E02-302, 3/19-5/9 CRN 40791
SOC E02-303, 4/16-6/6 CRN 40792

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., 1/27, 9:30 am-12:45 pm CRN 41031
ECT A01-C02, OC/DP, 15 Tue./Thu., 1/28, 9 am-12:15 pm CRN 41035
ECT A01-C03, OC/SK, 15 Tue./Thu., 1/28, 6-9:30 pm CRN 41047

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, 14 Thu., 2/6, 6-10 pm CRN 41081

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, 15 Tue., 1/28, 6-9:30 pm CRN 41054
ECT A04-C02, OC/SK, 15 Fri., 1/31, 9 am-12:30 pm CRN 41072

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., 3/26, 6-9:30 pm CRN 41120

DIGITAL CIRCUIT FUNDAMENTALS*  Fee: $316
Study discrete devices and integrated circuits. Includes application of inverters, AND, OR, NAND, and NOR gates, and all circuits necessary to operate a computer including microprocessors. Focus is on analysis of functions from a systems and circuit standpoint. Recommended: ECT A01 or ECT A06.
ECT A07-C01, OC/SK, 15 Thu., 1/30, 6-9:20 pm CRN 41121

FUNDAMENTALS OF MICROPROCESSORS*  Fee: $316
Microprocessors are the nucleus of programmed digital systems. These large scale integrated devices (LSI) with associated memory and input/output components are rapidly replacing hardwired digital logic in industrial and commercial applications. Course provides understanding and practical experience of microprocessor/ microcomputer systems in lecture and lab sessions that emphasize both hardware and software aspects.
ECT A09-C01, OC/SK, 8 Sat., 3/29, 9 am-12:30 pm CRN 41122

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

*Course may also be taken for college credit.
**Entrepreneurship**

*(Also see Business and Global Business Studies)*

**CREATING A SUCCESSFUL BUSINESS PLAN**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40181
- BUS A90-301, 2/19-4/11 CRN 40182
- BUS A90-302, 3/19-5/9 CRN 40183
- BUS A90-303, 4/16-6/6 CRN 40184

**STARTING A CONSULTING PRACTICE**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40069
- BUB A33-301, 2/19-4/11 CRN 40070
- BUB A33-302, 3/19-5/9 CRN 40071
- BUB A33-303, 4/16-6/6 CRN 40072

**BEGINNER’S GUIDE TO GETTING PUBLISHED**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40310
- COM E75-301, 2/19-4/11 CRN 40311
- COM E75-302, 3/19-5/9 CRN 40312
- COM E75-303, 4/16-6/6 CRN 40313

**SECRETS OF THE CATERER**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40085
- BUB A52-301, 2/19-4/11 CRN 40086
- BUB A52-302, 3/19-5/9 CRN 40127
- BUB A52-303, 4/16-6/6 CRN 40104

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

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

- BUS B17-01, NILES N, 1 Wed., 3/12, 6-7:45 pm, Baker CRN 40785
- BUS B17-02, OC/DP, 1 Sat., 4/12, 10-11:45 am, Baker CRN 40786

**START YOUR OWN ARTS AND CRAFTS BUSINESS**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40049
- BUB A06-301, 2/19-4/11 CRN 40050
- BUB A06-302, 3/19-5/9 CRN 40051
- BUB A06-303, 4/16-6/6 CRN 40052

**STARTING A NONPROFIT**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40165
- BUS A20-301, 2/19-4/11 CRN 40166
- BUS A20-302, 3/19-5/9 CRN 40167
- BUS A20-303, 4/16-6/6 CRN 40168

**IMPORT/EXPORT NOW!**  
*Fee: $95*

This course is for those who want a career in import or export of goods and services and need a step-by-step hands-on course. The course is conducted “live” on the Internet by an international trade expert and is intended for people with zero business background, as well as established businesses looking for new trade. **Required Textbook: How Small Business Trades Worldwide, ISBN: 0979551501. Available at amazon.com. Not available at Oakton’s bookstore. Important:** Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly.

- BUS A28-300, 1/22-3/19, 8-10 pm CRN 40012

**START A PET SITTING BUSINESS**  
*Fee: $119*  
*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, 1/15-3/7/14 CRN 40173
- BUS A35-301, 2/19-4/11 CRN 40174
- BUS A35-302, 3/19-5/9 CRN 40175
- BUS A35-303, 4/16-6/6 CRN 40176

**START YOUR OWN SMALL BUSINESS**  
*Fee: $119*  
*In-district seniors: $80*

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

- BUS A26-300, 1/15-3/7/14 CRN 40065
- BUS A26-301, 2/19-4/11 CRN 40066
- BUS A26-302, 3/19-5/9 CRN 40067
- BUS A26-303, 4/16-6/6 CRN 40068

**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.

**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-C01, OC/DP, 8 Tue./Thu., 3/25, 10:30-11:45 am CRN 41046

**CONDITIONING II: ZUMBA**  
*Fee: $95*

Further 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 B31-C01, OC/DP, 8 Tue./Thu., 3/25, 10:30-11:45 am CRN 41052

*Course may also be taken for college credit.*
FITNESS CENTER AT OAKTON

The Fitness Center offers a variety of equipment and amenities, including:
• Latest CYBEX and Life Fitness Equipment.
• More than 20 different Machines to exercise all major muscle groups.
• Fourteen aerobic Machines to increase cardiovascular development, including stair-master, treadmill and recumbent bikes.
• Fitness room, warm-up area, lounge and locker room with showers.
• Experienced staff to assist members at all times.
• Fully carpeted and air-conditioned, TV and audio-equipped.

Fitness Center Hours:
Monday - Thursday, 7 am - 8 pm;
Friday, 7 am - 6 pm; Saturday, 9 am - 1 pm
Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

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

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

TWO PERSONAL TRAINING SESSIONS
Two one-hour sessions by arrangement. (must be used by the end of the semester.)
FIT P01-01 OC/DP, $89 CRN 41246

FOUR PERSONAL TRAINING SESSIONS
Free semester membership to the Fitness Center included. Four one-hour sessions by arrangement. (must be used by the end of the semester)
FIT P01-02 OC/DP, $159 CRN 41247

SIX PERSONAL TRAINING SESSIONS
Free semester membership to the Fitness Center included. Six one-hour sessions by arrangement. (must be used by the end of the semester)
FIT P01-03 OC/DP, $229 CRN 41248

Personal Training For Two
The “Buddy Plan” provides the same instruction as with personal training, except that you will have a partner to train with. Client must provide partner. Free semester membership to the Fitness Center included. The six sessions must be used by the end of the semester. Six one-hour sessions by arrangement.
FIT P02-01 OC/DP, $279 CRN 41249

YOGA I*
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 Tue./Thu., 12/21, 12:15-1 pm CRN 41066
FIT B28-C02, OC/SP, 16 Tue./Thu., 1/21, 7-7:50 pm CRN 41038

YOGA II*
Class continues to explore a variety of 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 B29-C01, OC/SP, 16 Tue./Thu., 1/21, 7-7:50 pm CRN 41044

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

BLUEPRINT READING FOR BUILDING TRADES*
Fee: $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., 1/21, 6-9:30 pm CRN 41051

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 A25-C01, OC/DP, 15 Mon., 1/27, 6-9 pm CRN 41055

MECHANICAL, ELECTRICAL AND SECURITY SYSTEMS IN BUILDINGS*
Fee: $411
Overview of building electrical and mechanical systems. Includes systems and energy management review of mechanical systems, such as HVAC, refrigeration, plumbing, and fire protection electrical and mechanical building codes indoor air quality, communications, life safety, and security systems. Prerequisite: FAC A26.
FAC A27-C01, OC/DP, 16 Tue., 1/21, 5-7:50 pm CRN 41057

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.

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. $50) is available in the bookstore.
FIN A02-C01, OC/DP, 14 Wed., 2/5, 6:30-9:50 pm CRN 41061

*Course may also be taken for college credit.
PERSONAL FINANCE* Fee: $282
Course presents overview of personal and family financial planning. Focus on financial record-keeping, expense planning, consumer credit, tax planning, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning. Supplemental lab work required.
FIN E01-C01, OC/SK, 15 Mon., 1/27, 6:30-9:40 pm CRN 41063

New!
INTRODUCTION TO STATISTICS (ONLINE) Fee: $119
In-district seniors: $80
Improve your understanding of data and explore collection practices. Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.
MAT E08-300, 1/15-3/7/14 CRN 40713
MAT E08-301, 2/19-4/11 CRN 40714
MAT E08-302, 3/19-5/9 CRN 40715
MAT E08-303, 4/16-6/6 CRN 40716

Global Business Studies
(Also see Business and Entrepreneurship)
Courses marked with an asterisk (*) may be taken as noncredit or college 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.

INTRODUCTION TO GLOBAL BUSINESS* Fee: Listed with section
An overview of current world trade activities, practices, government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. A required textbook (approx. $110) is available in the bookstore. Supplemental work required.
BTS A01-C01, ONLINE, 1/21-5/16, $336 CRN 41032
BTS A01-C02, OC/DP, 12 Tue., 2/18, 6:30-10 pm, $286 CRN 41039

GLOBAL MARKETING Fee: $336
Course provides an overview of the marketing process as applied to global marketing. Content includes concerns of inexperienced firm considering exporting as an option for increased sales and profits, and presents an approach for experienced firm in evaluating export marketing process and reaching global markets. Recommended: BTS A01.
BTS A03-C01, ONLINE, 2/18-5/16 CRN 41040

INTEREST RATES AND FOREIGN EXCHANGE MARKETS* Fee: $286
Course examines the foreign exchange situation domestically and worldwide. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger and the international importer/exporter.
BTS A06-C01, OC/DP, 16 Thu., 1/23, 6:30-9:20 pm CRN 41042

For more information, call 847-922-9888

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

*Courses may also be taken for college credit.

DIGITAL DESIGN: 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. This course may also be taken for college credit. Contact Judy Langton, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu for information. Recommended: Beginning Photography (ATE E01).
ATE A02-C01, OC/DP, 16 Mon./Wed., 1/22, 9:30 am-12:10 pm CRN 41010
ATE A02-C02, OC/DP, 16 Mon./Wed., 1/22, 6:30-9:10 pm CRN 41014

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE) 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.
DPR A04-300, 1/15-3/7/14 CRN 40504
DPR A04-301, 2/19-4/11 CRN 40505
DPR A04-302, 3/19-5/9 CRN 40506
DPR A04-303, 4/16-6/6 CRN 40507

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE) 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, 1/15-3/7/14 CRN 40384
DAT A05-301, 2/19-4/11 CRN 40386
DAT A05-302, 3/19-5/9 CRN 40387
DAT A05-303, 4/16-6/6 CRN 40388

ADOBE PHOTOSHOP: CS6* Fee: $331
Introduction to the tools and capabilities of Adobe Photoshop CS6. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.
COF A72-C01, OC/DP, 16 Tue./Thu., 1/21, 9-10:45 am CRN 41086
COF A72-C02, OC/DP, 16 Wed., 1/22, 6-9:30 pm CRN 41088

ADOBE ILLUSTRATOR: CS6* Fee: $331
Introduction to the various features of this object-based drawing program. Discover tips, tricks, and techniques to express your ideas creatively and expand your career. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.
COF A75-C01, OC/SK, 16 Tue./Thu., 1/21, 6-10 pm CRN 41090

ADOBE ILLUSTRATOR (ONLINE) 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 PC or Mac.
COF A75-300, 1/15-3/7/14 CRN 41085
COF A75-301, 2/19-4/11 CRN 41086
COF A75-302, 3/19-5/9 CRN 41087
COF A75-303, 4/16-6/6 CRN 41088
INTRODUCTION TO CORELDRAW X5 Fee: $119   (ONLINE)  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, 1/15-3/7/14  CRN 40398
DAT A10-301, 2/19-4/11  CRN 40399
DAT A10-302, 3/19-5/9  CRN 40400
DAT A10-303, 4/16-6/6  CRN 40401

ADOBE INDESIGN Fee: $119   (ONLINE)  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, 1/15-3/7/14  CRN 40461
DAT A27-301, 2/19-4/11  CRN 40463
DAT A27-302, 3/19-5/9  CRN 40464
DAT A27-303, 4/16-6/6  CRN 40465

INTERMEDIATE INDESIGN: CS5 Fee: $119   (ONLINE)  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, 1/15-3/7/14  CRN 40480
DAT A32-301, 2/19-4/11  CRN 40481
DAT A32-302, 3/19-5/9  CRN 40482
DAT A32-303, 4/16-6/6  CRN 40483

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. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronseth@oakton.edu for information. Recommended: Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software.

COF A65-C01, OC/DP 15 Mon., 1/27, 8:30-9:50 pm  CRN 41080

LUSCIOUS, LOW-FAT AND LIGHTNING Fee: $119   (ONLINE)  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, 1/15-3/7/14  CRN 40678
HEC E16-301, 2/19-4/11  CRN 40679
HEC E16-302, 3/19-5/9  CRN 40680
HEC E16-303, 4/16-6/6  CRN 40681

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.

TEC B28-01, ETHS, 8 Tue., 1/21, 6-9 pm, Miranda  CRN 40813
TEC B28-02, ETHS, 8 Thu., 1/23, 6-9 pm, Miranda  CRN 40814
TEC B28-03, ETHS, 8 Tue., 4/15, 6-9 pm, Miranda  CRN 40815
TEC B28-04, ETHS, 8 Thu., 4/17, 6-9 pm, Miranda  CRN 40816

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, 1/15-3/7  CRN 40045
BOT E14-301, 2/19-4/11  CRN 40046
BOT E14-302, 3/19-5/9  CRN 40047
BOT E14-303, 4/16-6/6  CRN 40048

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

New!

MEDITATION WALK: THE CYCLES OF LIFE Fee: $25
What better way to enjoy autumn and nourish your spirit than an early morning meditation walk at the Chicago Botanic Garden! Come prepared to relax and renew as we slowly walk around the Great Basin, making stops for guided meditation focused on the four life-cycle images—creation/birth, growth, pain and loss, and new life—and their relation to your own life experiences. Take time to contemplate, journal, wander, and breathe. Event takes place rain or shine. Covered spaces available along the path.
BOT B05-01, GARD, 1 Sat., 5/14, 9 am-5 pm CRN 40864

New!

TRANSITIONING TO A REAL FOOD LIFESTYLE Fee: $37
Are you trying transition your family from the heavily-processed standard American diet toward more natural, real foods? Blogger Tamara Mannelly explains how to read ingredient labels on packaged foods and identify additives, chemicals, preservatives, and fillers. Explore ways to add more nutrient-dense whole foods to your diet and source quality animal products. Take home session notes, tips, and recipes.
BOT G33-01, GARD, 1 Thu., 2/6, 2/10, 10-11:30 am CRN 40905

New!

DESIGNING THE SUNNY BORDER Fee: $37
The well-designed flower border “wears” a combination of perennials, annuals, and shrubs that provide three seasons of color and winter interest. Explore ways to artfully combine plants with an emphasis on color, texture, and form. Appropriate for new gardeners as well as those with established borders that could use updating.
BOT G34-01, GARD, 1 Sat., 3/29, 10 am-12 pm CRN 40866

New!

DESIGNING THE SHADE GARDEN Fee: $37
Low light levels, tree roots, and dry soil can make gardening in the shade challenging. Explore solutions and ideas for artful and effective planting combinations that take into consideration color, texture, and form as well as less than ideal conditions.
BOT G35-01, GARD, 1 Sat., 3/29, 1-3 pm CRN 40867

New!

GARDENS THAT HEAL: A PRESCRIPTION FOR WELLNESS Fee: $149
Industry leaders present the latest research on the benefits of healthcare gardens and introduce the tools needed to effectively design, manage, and evaluate them. Fee includes morning coffee and lunch. Course is registered with the American Society of Landscape Architects for continuing education credit. Registrations made after Thursday, May 8, not eligible for lunch option.
BOT G36-01, GARD, 1 Wed., 5/14, 9 am-5 pm CRN 41162

New!

RESUME WRITING WORKSHOP Fee: $119
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, 1/15-3/7/14 CRN 40351
COM S42-301, 3/19-5/9 CRN 40352
COM S42-302, 3/19-5/9 CRN 40353
COM S42-303, 4/16-6/6 CRN 40355

New!

JOB SEARCH (ONLINE) Fee: $80
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.

BOT B01-01, OC/SK, 8 Mon., 3/17, 7-9 pm Elmasry CRN 40263

New!

FOOD LIFESTYLE Fee: $37
Are you trying to transition your family from the heavily-processed standard American diet toward more natural, real foods? Blogger Tamara Mannelly explains how to read ingredient labels on packaged foods and identify additives, chemicals, preservatives, and fillers. Explore ways to add more nutrient-dense whole foods to your diet and source quality animal products. Take home session notes, tips, and recipes.
BOT G33-01, GARD, 1 Thu., 2/6, 2/10, 10-11:30 am CRN 40905

New!

CHINESE I Fee: $154
An introduction to 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.
LCH B01-01, GLBRK S, 8 Thu., 1/23, 7-9 pm CRN 40456
LCH B01-02, GLBRK S, 8 Thu., 4/3, 7-9 pm CRN 40458

New!

DESIGNING THE SHADE GARDEN Fee: $37
Low light levels, tree roots, and dry soil can make gardening in the shade challenging. Explore solutions and ideas for artful and effective planting combinations that take into consideration color, texture, and form as well as less than ideal conditions.
BOT G35-01, GARD, 1 Sat., 3/29, 1-3 pm CRN 40867

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 B04-01, OC/SK, 8 Mon., 3/17, 7-9 pm Elmasry CRN 40263

CONVERSATIONAL ARABIC II Fee: $154
Saleem! 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 Wed., 3/19, 7-9 pm Elmasry CRN 40265

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.
LCH B01-01, GLBRK S, 8 Thu., 1/23, 7-9 pm CRN 40456
LCH B01-02, GLBRK S, 8 Thu., 4/3, 7-9 pm CRN 40458

FRENCH I Fee: $154
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business or travel.
LFR B01-01, ETHS, 8 Tue., 1/14, 6:15-8:15 pm, Dure CRN 40462
FRENCH II Fee: $154
Expand your French speaking skills! Great for leisure or professional development, course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language.

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.

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. No class 3/25, 4/1/14.

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 3/27 and 4/3/14.

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.

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.

CONVERSATIONAL JAPANESE (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.

POLISH I Fee: $154
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business or travel. Prerequisite: None. No class 3/24/14.

POLISH II Fee: $154
Expand your Polish speaking skills! Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language. No class 3/26/14.

CONVERSATIONAL JAPANESE Fee: $119
(ONLINE)
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.

CONVERSATIONAL SPANISH I Fee: $195
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language. No class 3/25, 4/3/14.

CONVERSATIONAL SPANISH II Fee: $195
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language. No class 3/27, 4/1/14.

SPEED SPANISH I (ONLINE) IN-district seniors: $80
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. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.

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. No class 3/26/14.

CONVERSATIONAL PORTUGUESE II Fee: $154
Expand your Portuguese speaking skills! Great for leisure or professional development, course builds on Portuguese I by exposing students to intermediate-level Portuguese grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Portuguese I or previous experience with the language. No class 3/26/14.

Requirements:
A computer equipped with working speakers or headphones.

Prerequisite:
Conversational Spanish I


Prerequisite:
French I

No class 3/26/14.

Prerequisite:
Polish I or

No class 3/26/14.

None.


No class 3/26/14.

None.


None.

Requirements:
A computer equipped with working speakers or headphones.

Register online www.oakton.edu/conted
SPEED SPANISH II (ONLINE) Fee: $119  
In-district seniors: $80  
A continuation of Speed Spanish I. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.  
LSP B09-300, 1/15-3/7/14 CRN 40699  
LSP B09-301, 2/19-4/11 CRN 40700  
LSP B09-302, 3/19-5/9 CRN 40701  
LSP B09-303, 4/16-6/6 CRN 40702  

SPANISH I Fee: $154  
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Books will be available for purchase on the first day of class. No class 2/21/14.  
LSP C01-01, MAINE E, 8 Tue., 1/21, 7-9 pm, Guerra CRN 40270  
LSP C01-02, NILES N, 8 Wed., 1/22, 7-9 pm, Alcantar CRN 40268  
LSP C01-03, GLBRK S, 8 Thu., 1/23, 7-9 pm, Alcantar CRN 40269  

SPANISH II Fee: $154  
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class.  
LSP C02-01, MAINE E, 8 Tue., 4/1, 7-9 pm, Guerra CRN 40273  
LSP C02-02, GLBRK S, 8 Thu., 4/3, 7-9 pm, Alcantar CRN 40271  
LSP C02-03, NILES N, 8 Wed., 4/9, 7-9 pm, Alcantar CRN 40272  

SPANISH FOR LAW ENFORCEMENT (ONLINE) Fee: $119  
In-district seniors: $80  
Clear, quick communication is critical in law enforcement. Start from the fundamentals of the Spanish language, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.  
LSP B12-300, 1/15-3/7/14 CRN 40708  
LSP B12-301, 2/19-4/11 CRN 40709  
LSP B12-302, 3/19-5/9 CRN 40710  
LSP B12-303, 4/16-6/6 CRN 40712  

SPANISH FOR MEDICAL PROFESSIONALS (ONLINE) Fee: $119  
In-district seniors: $80  
This fun course filled with entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. Discover how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!  
LSP B11-300, 1/15-3/7/14 CRN 40703  
LSP B11-301, 2/19-4/11 CRN 40705  
LSP B11-302, 3/19-5/9 CRN 40706  
LSP B11-303, 4/16-6/6 CRN 40707  

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

**Courses may also be taken for college credit.**
HIGH SPEED PROJECT MANAGEMENT  
Fee: $119  
(ONLINE)  
In-district seniors: $80  
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.  
BUB A57-300, 1/15-3/7/14  
CRN 40121  
BUB A57-301, 2/19-4/11  
CRN 40122  
BUB A57-302, 3/19-5/9  
CRN 40123  
BUB A57-303, 4/16-6/6  
CRN 40124  

PROJECT MANAGEMENT*  
Fee: $296  
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. Tandem taught with CPT A83-C01.  
MAN A35-C01, OC/DP, 12 Thu., 1/23, 6-9:50 pm CRN 41074  

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE)  
Fee: $119  
In-district seniors: $80  
Learn to plan, implement, control, and close any type of project. Prepare for the internationally-recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.  
BUB A56-300, 1/15-3/7/14  
CRN 40117  
BUB A56-301, 2/19-4/11  
CRN 40118  
BUB A56-302, 3/19-5/9  
CRN 40119  
BUB A56-303, 4/16-6/6  
CRN 40120  

CONFLICT MANAGEMENT*  
Fee: $286  
Introduce a range of potential positive conflict management processes. Content includes active listening and communication skills, principle negotiation, various forms of mediation, arbitration, and nonviolent action.  
MAN A32-C01, OC/DP, 16 Thu., 1/23, 6:30-9:20 pm CRN 41070  

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

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 Wed., 1/22, 6-9:50 pm CRN 41094  
MCH A04-C02, OC/SK, 14 Mon., 1/27, 9-11:55 am (Hybrid section) CRN 41096  

MASTERCAM COMPUTER-AIDED MANUFACTURING II*  
Fee: $421  
Course continues to build on the foundation completed in MFG 165. Focuses on creating 3D wire frame models, surface modeling, 2D/3D solids using advanced commands, special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC Machining that requires creating a five axis simultaneously tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor.  
MCH A20-C01, OC/DP, 16 Thu., 1/23, 6-10 pm CRN 41129  

INTRODUCTION TO CNC PROGRAMMING*  
Fee: $431  
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 production problems. Programs 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., 1/21, 6-9:45 pm CRN 41085  
MCH A01-C02, OC/SK, 16 Sat., 1/25, 8 am-12:50 pm CRN 41087  
MCH A01-C03, OC/SK, 10 Mon./Wed./Thu., 3/3, 12-2:40 pm CRN 41089  

ADVANCED CNC PROGRAMMING*  
Fee: $341  
This hands-on course is a follow-up to Introduction to CNC and explores CNC program design in greater depth. Covers canned cycles, cutter compensation, macro-programming, and subroutines in detail. A textbook may be required. Check with the bookstore.  
MCH A02-C01, OC/SK, 15 Mon., 1/27, 6-9:45 pm CRN 41091  

HYDRAULICS, PNEUMATICS, AND CONTROLS*  
Fee: $321  
Hands-on operation and troubleshooting of training equipment is used to illustrate fluid properties, pressure, and pipe friction. Actual components used include pumps, reservoirs, accumulators, actuators, control valves, packing, seals, compressors, and electrical controls. Course targets those who maintain and design fluid power systems. A textbook may be required. Check with the bookstore.  
MCH A05-C01, OC/SK, 16 Thu., 1/23, 6-9:20 pm CRN 41098  

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. Uses Allen Bradley hardware with ICOM software. A required textbook (approx. $60) is available in the bookstore.  
MCH A06-C01, OC/SK, 16 Sat., 1/25, 8 am-1 pm CRN 41100  

ADVANCED PLC/AUTOMATION APPLICATIONS*  
Fee: $421  
A follow up to Programmable Controllers (PLCs), MCH A06. Learn to use PLCs for monitoring and diagnostics of manufacturing processes. Emphasis on data handling and storage as well as the use of video control panels. Students work in teams on hands-on projects integrating new technologies with automatic turntables, circuit board testers, robotics, vision systems, and various analog devices. A textbook may be required. Check with the bookstore.  
MCH A07-C01, OC/SK, 15 Mon., 1/27, 5:50-10 pm CRN 41102  

PRINT READING AND SHOP THEORY*  
Fee: $381  
Provide general shop training. Include study of machine shop theory with focus on reading machine prints and how to use measurement devices. Course meets requirements of classroom-related theory for the apprentice machinist, mold maker, tool and die maker, model maker, and inspector. Include a module on GDT symbols and how to interrupt them. A minimum grade of “C” should enable student to interpret prints used in industry.  
MCH A19-C01, OC/SK, 16 Wed., 1/22, 6-9:40 pm CRN 41106  

CNC SETUP AND OPERATION*  
Fee: $211  
Provides hands-on training in setup and operation of computer numerical control (CNC) machines, including CNC mill (vertical milling center) and CNC lathe (turning center) for purposes of setting up machines with required tooling and fixture, operating CNC machines, reading and interpreting CNC programs, using inspection equipment, and troubleshooting various production problems.  
MCH A10-C01, OC/SK, 5 Mon./Wed./Thu., 1/22, 12-2:40 pm CRN 41103  

*Courses may also be taken for college credit.
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!

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

Source: WantedAnalytics.com
OMPC® Online Marketing Practitioner Certification Courses

Online, Four-month Courses

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

OMCP® courses may be taken alone or bundled with another OMCP® course.

INTERNET MARKETING FUNDAMENTALS - MAR A10-300  Fee: $599
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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
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<tbody>
<tr>
<td>INTERNET MARKETING FOR SMALL BUSINESS: FUNDAMENTALS (MAR B01)</td>
<td>$299</td>
</tr>
<tr>
<td>INTERNET MARKETING FOR SMALL BUSINESS: STRATEGIES (MAR B02)</td>
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</tr>
<tr>
<td>INTERNET MARKETING FOR SMALL BUSINESS: CONVERSION AND ANALYTICS (MAR B03)</td>
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<tr>
<td>GOING VIRAL: EXECUTING YOUR VIRAL MARKETING CAMPAIGN IDEAS (MAR B04)</td>
<td>$299</td>
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<tr>
<td>MICRO-BLOGGING AND TWITTER (MAR B05)</td>
<td>$299</td>
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<tr>
<td>YOUTUBE AND VIDEO MARKETING (MAR B06)</td>
<td>$299</td>
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<tr>
<td>HOLIDAY PPC ADVERTISING STRATEGIES (MAR B07)</td>
<td>$299</td>
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<tr>
<td>FACEBOOK MARKETING (MAR B08)</td>
<td>$99</td>
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<td>CONTENT MARKETING (MAR B09)</td>
<td>$299</td>
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<tr>
<td>DISPLAY ADVERTISING (MAR B10)</td>
<td>$299</td>
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<tr>
<td>YOUTUBE ADVERTISING (MAR B11)</td>
<td>$299</td>
</tr>
<tr>
<td>KPI ( Key Performance Indicators) ANALYSIS AND TECHNIQUES (MAR B12)</td>
<td>$299</td>
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<tr>
<td>SEGMENTATION: KEYS TO ANALYTICS SUCCESS (MAR B14)</td>
<td>$299</td>
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<tr>
<td>GOOGLE ADWORDS FUNDAMENTALS (MAR B14)</td>
<td>$299</td>
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For course information or to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
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, 16 Tue., 1/21, 6:30-9:20 pm CRN 41077
MAR A01-C02, OC/SK, 16 Wed., 1/22, 6:30-9:20 pm CRN 41079

PROFESSIONAL SALES SKILLS (ONLINE)  
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, 1/15-3/7/14 CRN 40169
BUS A34-301, 2/19-4/11 CRN 40170
BUS A34-302, 3/19-5/9 CRN 40171
BUS A34-303, 4/16-6/6 CRN 40172

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)  
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, 1/15-3/7/14 CRN 40177
BUS A79-301, 2/19-4/11 CRN 40178
BUS A79-302, 3/19-5/9 CRN 40179
BUS A79-303, 4/16-6/6 CRN 40180

PUBLIC RELATIONS I*  
Fee: $286
Learn to communicate with an organization’s various audiences—the customers, employees, stockholders, suppliers, and govern-ment—from a strategic marketing standpoint. Supplemental work required.
MAR A07-C01, OC/DP, 12 Wed., 2/19, 6:30-9:20 pm CRN 41082

Medical Office Technology

EXPLORE A CAREER IN MEDICAL CODING (ONLINE)  
In-district seniors: $80
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2007 to 2011 editions) and ICD-9 Manual (2007 to 2011 editions).
MED A10-300, 1/15-3/7/14 CRN 40717
MED A10-301, 2/19-4/11 CRN 40718
MED A10-302, 3/19-5/9 CRN 40719
MED A10-303, 4/16-6/6 CRN 40720

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)  
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, 1/15-3/7/14 CRN 40725
MED A51-301, 2/19-4/11 CRN 40726
MED A51-302, 3/19-5/9 CRN 40727
MED A51-303, 4/16-6/6 CRN 40729

EXPLORE A CAREER AS A PHARMACY 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 A52-300, 1/15-3/7/14 CRN 40730
MED A52-301, 2/19-4/11 CRN 40731
MED A52-302, 3/19-5/9 CRN 40732
MED A52-303, 4/16-6/6 CRN 40733

MEDICAL MATH (ONLINE)  
In-district seniors: $80
Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course will make it easy to calculate medication dosages and use scientific formulas.
MED A53-300, 1/15-3/7/14 CRN 40734
MED A53-301, 2/19-4/11 CRN 40736
MED A53-302, 3/19-5/9 CRN 40737
MED A53-303, 4/16-6/6 CRN 40738

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE)  
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, 1/15-3/7/14 CRN 40739
MED E01-301, 2/19-4/11 CRN 40740
MED E01-302, 3/19-5/9 CRN 40741
MED E01-303, 4/16-6/6 CRN 40742

*Courses may also be taken for college credit.
ATTENTION MEDICAL CODERS

On October 1, 2014, the United States will begin using the new ICD-10 medical coding system.

Are you ready?
Take action now—with CODESMART™ UNIVERSITY

Oakton’s Alliance for Lifelong Learning and CODESMART™ Group, the premier provider of the ICD-10 education, have partnered to offer cutting-edge online training through CODESMART™ UNIVERSITY to help coders become ICD-10 compliant prior to the deadline.

Start any time, progress at your own speed

- Certification preparation for both EHR and ICD-10
- Approved for CE credits for coders, CME credits for physicians, and contact hours for nurses
- Job placement assistance upon graduation

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<thead>
<tr>
<th>PROGRAMS OF STUDY</th>
</tr>
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<tbody>
<tr>
<td><strong>ICD-10 for Existing Coding Professionals – MED E03</strong></td>
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<tr>
<td><strong>Modules include:</strong></td>
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<tr>
<td>• Anatomy, Physiology and Medical Terminology</td>
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<tr>
<td>• Pharmacology</td>
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| **Medical Coding for New Coding Professionals – MED E04** | Fee: $4,100 |
| **Modules include:** |  |
| • Introduction to Coding and Reimbursement | • ICD-9 for New Coders |
| • Anatomy, Physiology and Medical Terminology | • ICD-10-CM for New Coders |
| • Pathophysiology | • ICD-10-PCS for New Coders |
| • Pharmacology | • Computerized Billing for New Coders |
| • Health Information and Records Management | • Electronic Health Records for New Coders |
| • CPT and HCPCS Coding |  |

CODESMART™ UNIVERSITY seeks to actively engage students in the learning process. Programs include narrative presentation, the presentation script, vivid graphic illustrations, and quizzes. Students also may communicate with faculty via Skype and phone.

To enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
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.

**INTRODUCTION TO GUITAR**  
Fee: $119  
(ONLINE)  
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, 1/15-3/7/14  
  CRN 40743
- MUS S09-301, 2/19-4/11  
  CRN 40745
- MUS S09-302, 3/19-5/9  
  CRN 40746
- MUS S09-303, 4/16-6/6  
  CRN 40747

**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, 1/14, 8 Sessions, Berman  
  CRN 40278
- MUS S25-02, OC/DP, 3/18, 8 Sessions, Berman  
  CRN 40279

**JAZZ BAND***  
Fee: $120

Course offers comprehensive and practical study of jazz band idioms. 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, 15 Mon., 1/27, 8-9:50 pm  
  CRN 41142
- MUS S81-C01, OC/DP, 15 Mon., 1/27, 8-9:50 pm  
  CRN 41148
- MUS S82-C01, OC/DP, 15 Mon., 8-9:50 pm  
  CRN 41145
- MUS S83-C01, OC/DP, 15 Mon., 1/27, 8-9:50 pm  
  CRN 41145

**HAWAIIAN UKULELE I**  
Fee: $50

Learn how to play ukulele “Hawaiian style.” Includes the basic Hawaiian strum and the Hawaiian vamp in the C, F, and G keys.

- MUS X11-01, OC/DP, 6 Thu., 4/3, 5:45-6:45 pm, Essig  
  CRN 40803

**HAWAIIAN UKULELE II**  
Fee: $50

Building on Hawaiian Ukulele I, learn new chords and add to your repertoire of traditional songs. Enjoy the opportunity to perform solo, in groups, and even with Oakton’s own Hawaiian music ensemble!

- MUS X15-01, OC/DP, 6 Wed., 4/2, 7-8 pm, Essig  
  CRN 40804

**LEGAL RESEARCH I***  
Fee: $306

Course orientss 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 comprehenasion of legal research techniques. **Required:** College level English competency and successful completion of PAR A01 or consent of program coordinator.

- PAR A10-C01, OC/SK, 16 Tue., 1/21, 6:30-9:20 pm  
  CRN 41119

**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.

- BUB A45-300, 1/15-3/7/14  
  CRN 40081
- BUB A45-301, 2/19-4/11  
  CRN 40082
- BUB A45-302, 3/19-5/9  
  CRN 40083
- BUB A45-303, 4/16-6/6  
  CRN 40084

**PERSONAL FINANCE**

**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 class 3/25. No senior discount.**

- FIN E02-01, GLBRK S, 3 Thu., 2/27, 6:30-9 pm, Richards  
  CRN 40244
- FIN E02-03, GLBRK S, 3 Tue., 3/11, 6:30-9 pm, Richards  
  CRN 40246
- FIN E02-05, NILES N, 3 Mon., 3/31, 6:30-9 pm, Richards  
  CRN 40248
- FIN E02-07, NILES N, 3 Wed., 4/9, 6:30-9 pm, Richards  
  CRN 40250

**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. No class 3/13/14.**

- FIN E05-01, OC/DP, 3 Mon., 2/3, 9 am-12 pm, Goldstein  
  CRN 40359
- FIN E05-03, MAINE E, 3 Tue., 2/4, 6:30-9 pm, Goldstein  
  CRN 40370
- FIN E05-05, OC/DP, 3 Mon., 2/24, 9 am-12 pm, Goldstein  
  CRN 40379
- FIN E05-07, MAINE E, 3 Tue., 2/25, 6:30-9 pm, Goldstein  
  CRN 40385
- FIN E05-09, ETHS, 3 Thu., 3/6, 6:30-9 pm, Goldstein  
  CRN 40412
- FIN E05-011, ETHS, 3 Thu., 4/17, 6:30-9 pm, Goldstein  
  CRN 40414

**INTRODUCTION TO STOCK OPTIONS (ONLINE)**  
Fee: $119  
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, 1/15-3/7/14  
  CRN 40630
- FIN E22-301, 2/19-4/11  
  CRN 40632
- FIN E22-302, 3/19-5/9  
  CRN 40633
- FIN E22-303, 4/16-6/6  
  CRN 40634

**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

Covers the origin, training, and role of the paralegal; areas of legal practice and specialization; and how to successfully undertake legal research and writing. **Required:** College level English competency.

- PAR A01-C01, OC/SK, 15 Mon., 1/27, 6-8:50 pm  
  CRN 41118

*Courses may also be taken for college credit.
Do you want to learn how to use the Internet to make sound and knowledgeable online investment decisions? Explore 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, 1/15-3/7/14
CRN 40616
FIN E07-301, 2/19-4/11
CRN 40618
FIN E07-302, 3/19-5/9
CRN 40619
FIN E07-303, 4/16-6/6
CRN 40620

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE) 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, 1/15-3/7/14
CRN 40621
FIN E08-301, 2/19-4/11
CRN 40623
FIN E08-302, 3/19-5/9
CRN 40624
FIN E08-303, 4/16-6/6
CRN 40625

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, 1/15-3/7/14
CRN 40626
FIN E10-301, 2/19-4/11
CRN 40627
FIN E10-302, 3/19-5/9
CRN 40628
FIN E10-303, 4/16-6/6
CRN 40629

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, 1/15-3/7/14
CRN 40635
FIN E31-301, 2/19-4/11
CRN 40636
FIN E31-302, 3/19-5/9
CRN 40637
FIN E31-303, 4/16-6/6
CRN 40638

REAL ESTATE INVESTING (ONLINE) IN-DISTRICT SENIORS: $80
Want to invest in real estate but have no money and no idea where to start? Demystify the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, 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, 1/15-3/7/14
CRN 40768
REL E07-301, 2/19-4/11
CRN 40769
REL E07-302, 3/19-5/9
CRN 40770
REL E07-303, 4/16-6/6
CRN 40771

Pet Care

STARTING A PET SITTING BUSINESS (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, 1/15-3/7/14
CRN 40173
BUS A35-301, 2/19-4/11
CRN 40174
BUS A35-302, 3/19-5/9
CRN 40175
BUS A35-303, 4/16-6/6
CRN 40176

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., 1/7, 6:25-7:25 pm, DeCarlo CRN 40281
REC S08-02, ETHS GYM, 6 Tue., 4/15, 6:25-7:25 pm, DeCarlo CRN 40282

OBEEDIENCE 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 snug neck measurement, current weight and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)

REC S09-01, ETHS GYM, 8 Tue., 1/7, 7:30-8:30 pm, Damon CRN 40283
REC S09-02, ETHS GYM, 8 Tue., 4/15, 7:30-8:30 pm, Damon CRN 40284

Photography

(Also see Graphic Design)
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 Judy Langston, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu.

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 date.)

ATE E01-C01, OC/DP, 16 Sat., 1/25, 9 am-2:20 pm CRN 41029

*Courses may also be taken for college credit.
HISTORY OF PHOTOGRAPHY* Fee: $286
Presents a visually-oriented history of the development of commercial and creative photography and photographic technology. Focus is on understanding how photography fits into past and present human experience and how the photographer reflects himself or herself within a social context of culture.
ATE E02-C01, OC/SK, 16 Tue./Thu., 1/21, 9:30-10:45 am CRN 41030

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/SK, 16 Tue., 1/21, 5-10 pm CRN 41017
ATE A04-C02, OC/SK, 16 Sat., 1/25, 9 am-2:20 pm CRN 41019

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.

New! INTRODUCTION TO LIGHTROOM 4 Fee: $119 (ONLINE) 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.

New! 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/DP, 16 Mon./Wed., 1/22, 9:30 am-12:10 pm CRN 41010
ATE A02-C02, OC/DP, 16 Mon./Wed., 1/22, 6:30-9:10 pm CRN 41014

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 Thu., 2/20, 7-9:30 pm, Duda CRN 40782
ART C79-02, GLBRK S, 1 Thu., 4/3, 7-9:30 pm, Duda CRN 40783

New! MASTERING YOUR DIGITAL Fee: $119 SLR CAMERA (ONLINE) In-district seniors: $80
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos.

PHOTOSHOP ELEMENTS FOR THE DIGITAL Fee: $119 PHOTOGRAPHER (ONLINE) 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.

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., 1/7, 7-9:30 pm, Mulloy CRN 40789

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., 2/4, 7-9:30 pm, Mulloy CRN 40805
ART E05-02, GLBRK S, 8 Tue., 4/8, 7-9:30 pm, Mulloy CRN 40806

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.

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 portrait, landscape, Macro and still. Requirements: A digital or film camera.

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

*Courses may also be taken for college credit.
ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE) Fee: $119 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, 1/15-3/7/14 CRN 40101
BUB A53-301, 2/19-4/11 CRN 40102
BUB A53-302, 3/19-5/9 CRN 40103
BUB A53-303, 4/16-6/6 CRN 40100

WHAT'S STOPPING YOU? GET ASSERTIVE (ONLINE) IN-DISTRICT SENIORS: $80
Are you tired of being intimidated and treated badly by others? Discover how to 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, 1/15-3/7/14 CRN 40756
PSY B14-301, 2/19-4/11 CRN 40757
PSY B14-302, 3/19-5/9 CRN 40758
PSY B14-303, 4/16-6/6 CRN 40759

INDIVIDUAL EXCELLENCE (ONLINE) Fee: $119 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, 1/15-3/7 CRN 40057
BUB A22-301, 2/19-4/11 CRN 40058
BUB A22-302, 3/19-5/9 CRN 40059
BUB A22-303, 4/16-6/6 CRN 40060

INTRODUCTION TO JOURNALING (ONLINE) Fee: $119 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, 1/15-3/7/14 CRN 40302
COM B36-301, 2/19-4/11 CRN 40303
COM B36-302, 3/19-5/9 CRN 40304
COM B36-303, 4/16-6/6 CRN 40305

MANAGING LIFE AS A SINGLE PARENT (ONLINE) Fee: $119 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, 1/15-3/7/14 CRN 40764
PSY S12-301, 2/19-4/11 CRN 40765
PSY S12-302, 3/19-5/9 CRN 40766
PSY S12-303, 4/16-6/6 CRN 40767

NAVIGATING DIVORCE (ONLINE) Fee: $119 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, 1/15-3/7/14 CRN 40760
PSY C13-301, 2/19-4/11 CRN 40761
PSY C13-302, 3/19-5/9 CRN 40762
PSY C13-303, 4/16-6/6 CRN 40763

MARRIAGE AND RELATIONSHIPS: Keys to Success Fee: $119 in-district seniors: $80
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that will keep your love alive and marriage healthy.
PSY B13-300, 1/15-3/7/14 CRN 40752
PSY B13-301, 2/19-4/11 CRN 40753
PSY B13-302, 3/19-5/9 CRN 50754
PSY B13-303, 4/16-6/6 CRN 40755

REAL ESTATE INVESTING 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, 1/15-3/7/14 CRN 40768
REL E07-301, 2/19-4/11 CRN 40769
REL E07-302, 3/19-5/9 CRN 40770
REL E07-303, 4/16-6/6 CRN 40771

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, OC/SK, 1 Thu., 3/27, 6:30-8:30 pm, Olach CRN 40286

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., 3/19, 6:30-8:30 pm, Olach CRN 40285

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/SK, 5 Sat., 2/22, 3-5 pm CRN 40287

Special Interest
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., 2/5, 7-9 pm, Kanichirayil CRN 40280

New!
WOW! WHAT A GREAT EVENT Fee: $119 (ONLINE)
In-district seniors: $80
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which will help you avoid embarrassing and costly errors.
BUB E12-300, 1/15-3/7/14 CRN 40149
BUB E12-301, 2/19-4/11 CRN 40150
BUB E12-302, 3/19-5/9 CRN 40151
BUB E12-303, 4/16-6/6 CRN 40152

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, 1/15-3/7/14 CRN 40659
HEA S41-301, 2/19-4/11 CRN 40660
HEA S41-302, 3/19-5/9 CRN 40661
HEA S41-303, 4/16-6/6 CRN 40662

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 TIC are available with permission from the instructor. Classes are individualized to allow advanced students to progress at their own pace. No class 4/10/14.
TEC A10-01, ETHS, 10 Tue., 1/7, 6-9 pm, Koutsources CRN 40288
TEC A10-02, ETHS, 10 Thu., 1/9, 6-9 pm, Koutsources CRN 40289
TEC A10-03, ETHS, 10 Tue., 3/18, 6-9 pm, Koutsources CRN 40290
TEC A10-04, ETHS, 10 Thu., 4/3, 6-9 pm, Koutsources CRN 40291

ENHANCING LANGUAGE DEVELOPMENT Fee: $119 IN CHILDHOOD (ONLINE)
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, 1/15-3/7/14 CRN 40916
TCR B03-301, 2/19-4/11 CRN 40917
TCR B03-302, 3/19-5/9 CRN 40918
TCR B03-303, 4/16-6/6 CRN 40919

Let’s Talk About It Jewish Literature Series: Awards and Accolades
Oakton Community College Library presents a five-part series of readings, lectures, and discussions focusing on the theme of Jewish heroes and heroines in literature, led by Benjamin Goluboff, associate professor of English and winner of the “Great Teacher Award” at Lake Forest College. Titles include:

Wednesday, January 29
My Glorious Brothers by Howard Fast

Wednesday, February 19
The Frozen Rabbi by Steve Stern

Wednesday, March 12
Gentlemen of the Road: A Tale of Adventure by Michael Chabon

Wednesday, April 9
In my Father’s Court by Isaac Bashevis Singer

Wednesday, May 7
The Avengers by Rich Cohen

Free admission: Advance registration is required via the Alliance Office.
CSP E29-01, 5 Wed., 1/29, 7-8:30 pm CRN 40509

This series is made possible by a generous grant from the Oakton Educational Foundation.

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, NILES N, 1 Wed., 3/12, 6-7:45 pm, Baker CRN 40785
BUS B17-02, OC/DP, 1 Sat., 4/12, 10-11:45 am, Baker CRN 40786

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 847-635-1904 or mreznick@oakton.edu.

New!
PC TO MAC - LEARNING TO NAVIGATE YOUR APPLE LAPTOP Fee: $20
New to the world of Apple? This hands-on session guides you through navigating your computer. Get a grasp of basic features and components, including the desktop, dock area, tool bars, the App store, and iTunes. Bring your laptop with you.
DAT E28-01, MAINE E, 1 Tue., 5/6, 7-9 pm CRN 40863

New!
INTRODUCTION TO GOOGLE ANALYTICS Fee: $119 (ONLINE)
In-district seniors: $80
Learn to track and generate traffic to your site, create reports, and analyze data with Google’s free Web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.
DAT A35-300, 1/15-3/7/14 CRN 40492
DAT A35-301, 2/19-4/11 CRN 40493
DAT A35-302, 3/19-5/9 CRN 40494
DAT A35-303, 4/16-6/6 CRN 40495
New!
GAME DEVELOPMENT FOR BEGINNERS Fee: $119
(ONLINE) In-district seniors: $80
There's never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to $100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.
DAT A36-300, 1/15-3/7/14 CRN 40496
DAT A36-301, 2/19-4/11 CRN 40497
DAT A36-302, 3/19-5/9 CRN 40498
DAT A36-303, 4/16-6/6 CRN 40499

New!
INTRODUCTION TO ADOBE EDGE ANIMATE Fee: $119
(ONLINE) In-district seniors: $80
Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Learn to develop engaging content and graphics quickly and easily, relying on widely-accepted Web standards and requiring a minimal amount of code.
DAT A37-300, 1/15-3/7/14 CRN 40500
DAT A37-301, 2/19-4/11 CRN 40501
DAT A37-302, 3/19-5/9 CRN 40502
DAT A37-303, 4/16-6/6 CRN 40503

CREATING MOBILE APPS WITH HTML5 Fee: $119
(ONLINE) In-district seniors: $80
Learn how to use the latest Web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows Phone. Course also covers scripting with Java Script, using jQuery Mobile, Web APIs, and other important skills and techniques.
DAT A31-300, 1/15-3/7/14 CRN 40476
DAT A31-301, 2/19-4/11 CRN 40477
DAT A31-302, 3/19-5/9 CRN 40478
DAT A31-303, 4/16-6/6 CRN 40479

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, MAINE E, 1 Thu., 2/13, 7-9 pm CRN 40342

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 class 3/26/14. No senior discount.
DAT E08-01, NILES N, 2 Wed., 3/19, 7-9 pm, Khurana CRN 40357

FACEBOOK: GETTING STARTED Fee: $20
Create your own Facebook account, and then the fun really starts! 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., 2/10, 7-9 pm CRN 40346
DAT E13-02, NILES N, 1 Wed., 3/12, 7-9 pm CRN 40350

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 Wed., 2/19, 7-9 pm CRN 40354

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, GLBRK S, 1 Tue., 3/11, 7-9 pm CRN 40340

TOPICS IN CIS: ANDROID PROGRAMMING* Fee: $406
Students will learn how to build, test, and publish apps using the Android platform. Programming experience and instructor consent required.
CPT A02-C01, 15 Sat., OC/DP, 1/25, 9 am-1:20 pm CRN 41107

TOPICS IN CIS: IPAD/IPHONE 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. (Supplemental lab work required.)
CPT A02-C02, OC/DP, 15 Tue., 1/28, 6-9:55 pm CRN 41109

Television and Production Services

YOU'RE ON THE AIR (HOW TO REALLY MAKE IT IN VOICE-OVERS) Fee: $50
Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you’ll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Brian Thon, successful voice-over artist, will demonstrate voice-over technique and introduce the voice-over industry. He will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording and, best of all, hear the results! No senior discount.
COM S24-01, NILES N, 1 Wed., 4/16, 7-9 pm, Levine CRN 40335

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION Fee: $119
(ONLINE) 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, 13th Edition, or The Official Guide for GMAT Quantitative Review. Note: The content of this course was revised to include the Integrated Reasoning section added to the GMAT on 6/5/12.
GMT P01-300, 1/15-3/7/14 CRN 40639
GMT P01-301, 2/19-4/11 CRN 40640
GMT P01-302, 3/19-5/9 CRN 40641
GMT P01-303, 4/16-6/6 CRN 40642

Register online www.edin.edu/conted

*Courses may also be taken for college credit.
GRE PREPARATION – PART I  Fee: $119
(ONLINE)  In-district seniors: $80
Part 1 takes you through all the question types on the verbal reasoning and analytical reading sections, including reading comprehension, test completion, sentence equivalence questions, and both essay tasks. You’ll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score!
GRE P01-300, 1/15-3/7/14  CRN 40643
GRE P01-301, 2/19-4/11  CRN 40644
GRE P01-302, 3/19-5/9  CRN 40645
GRE P01-303, 4/16-6/6  CRN 40646

GRE PREPARATION – PART II  Fee: $119
(ONLINE)  In-district seniors: $80
Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE’s unique mew question formats. You’ll find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score!
GRE P02-300, 1/15-3/7/14  CRN 40647
GRE P02-301, 2/19-4/11  CRN 40648
GRE P02-302, 3/19-5/9  CRN 40649
GRE P02-303, 4/16-6/6  CRN 40650

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., 1/4, 9 am-12 pm  CRN 40009
TES T02-02, OC/DP, 1 Thu., 2/6, 5-8 pm  CRN 40010
TES T02-03, OC/DP, 1 Sat., 2/15, 9 am-12 pm  CRN 40011

Tips, Tools, and Strategies for Teachers
CREATING K-12 LEARNING  Fee: $119
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 workbooks, 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, 1/15-3/7/14  CRN 40873
TCR A11-301, 2/19-4/11  CRN 40874
TCR A11-302, 3/19-5/9  CRN 40875
TCR A11-303, 4/16-6/6  CRN 40877

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE)  Fee: $119
(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, 1/15-3/7/14  CRN 40322
COM S08-301, 2/19-4/11  CRN 40323
COM S08-302, 3/19-5/9  CRN 40324
COM S08-303, 4/16-6/6  CRN 40325

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE)  Fee: $119
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, 1/15-3/7/14  CRN 40798
TCR A04-301, 2/19-4/11  CRN 40819
TCR A04-302, 3/19-5/9  CRN 40820
TCR A04-303, 4/16-6/6  CRN 40821

INTRODUCTION TO TEACHING ESL/EFL (ONLINE)  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, 1/15-3/7/14  CRN 40793
TCR A03-301, 2/19-4/11  CRN 40794
TCR A03-302, 3/19-5/9  CRN 40796
TCR A03-303, 4/16-6/6  CRN 40797

READY, SET, READ! (ONLINE)  Fee: $119
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, 1/15-3/7/14  CRN 40306
COM C10-301, 2/19-4/11  CRN 40307
COM C10-302, 3/19-5/9  CRN 40308
COM C10-303, 4/16-6/6  CRN 40309

SURVIVAL KIT FOR NEW TEACHERS (ONLINE)  Fee: $119
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, 1/15-3/7/14  CRN 40912
TCR B01-301, 2/19-4/11  CRN 40913
TCR B01-302, 3/19-5/9  CRN 40914
TCR B01-303, 4/16-6/6  CRN 40915

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.
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, 1/15-3/7/14 CRN 40828
TCR A05-301, 2/19-4/11 CRN 40829
TCR A05-302, 3/19-5/9 CRN 40830
TCR A05-303, 4/16-6/6 CRN 40831

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

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

ETN E01-300, 1/15-3/7/14 CRN 40597
ETN E01-301, 2/19-4/11 CRN 40613
ETN E01-302, 3/19-5/9 CRN 40614
ETN E01-303, 4/16-6/6 CRN 40615

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

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

TCR A06-300, 1/15-3/7/14 CRN 40832
TCR A06-301, 2/19-4/11 CRN 40834
TCR A06-302, 3/19-5/9 CRN 40835
TCR A06-303, 4/16-6/6 CRN 40836

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, 1/15-3/7/14 CRN 40837
TCR A07-301, 2/19-4/11 CRN 40838
TCR A07-302, 3/19-5/9 CRN 40839
TCR A07-303, 4/16-6/6 CRN 40840

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 Fee: $119 (ONLINE) In-district seniors: $80

Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.

TCR A14-300, 1/15-3/7/14 CRN 40887
TCR A14-301, 2/19-4/11 CRN 40888
TCR A14-302, 3/19-5/9 CRN 40889
TCR A14-303, 4/16-6/6 CRN 40890

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES Fee: $119 (ONLINE) In-district seniors: $80

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

TCR A08-300, 1/15-3/7/14 CRN 40840
TCR A08-301, 2/19-4/11 CRN 40841
TCR A08-302, 3/19-5/9 CRN 40842
TCR A08-303, 4/16-6/6 CRN 40843

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

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

TCR A13-300, 1/15-3/7/14 CRN 40851
TCR A13-301, 2/19-4/11 CRN 40852
TCR A13-302, 3/19-5/9 CRN 40853
TCR A13-303, 4/16-6/6 CRN 40854

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.

TCR A16-300, 1/15-3/7/14 CRN 40895
TCR A16-301, 2/19-4/11 CRN 40896
TCR A16-302, 3/19-5/9 CRN 40897
TCR A16-303, 4/16-6/6 CRN 40898
TEACHING SMARTER WITH SMART BOARD Fee: $119 (ONLINE) In-district seniors: $80
SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple troubleshooting tips that may help when your SMART Board isn’t acting as smart as it should.

TCR A12-300, 1/15-3/7/14 CRN 40878
TCR A12-301, 2/19-4/11 CRN 40880
TCR A12-302, 3/19-5/9 CRN 40881
TCR A12-303, 4/16-6/6 CRN 40882

RESPONSE TO INTERVENTION: READING 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.

TCR A15-300, 1/15-3/7/14 CRN 40881
TCR A15-301, 2/19-4/11 CRN 40882
TCR A15-302, 3/19-5/9 CRN 40883
TCR A15-303, 4/16-6/6 CRN 40884

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

CREATING WEB PAGES (HTML) (ONLINE) Fee: $119 (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, 1/15-3/7/14 CRN 40569
DPR A78-301, 2/19-4/11 CRN 40570
DPR A78-302, 3/19-5/9 CRN 40571
DPR A78-303, 4/16-6/6 CRN 40572

WEB GRAPHIC PAGE DESIGN: DREAMWEAVER Fee: $361
Course covers use of graphics, animation, and multimedia in Web page design and production. Includes fundamentals of graphic production, layout design principles, animation, and engineering principles of multimedia. Final project incorporates graphics, sound, and movies. Dreamweaver used. Recommended: Experience with digital imaging using Photoshop. This course may also be taken for college credit. Contact Judy Langston, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu for information.

ATE A03-C01, OC/DP, 16 Sun., 1/26, 9 am-2 pm CRN 41015

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/DP, 15 Tue./Thu., 1/28, 12:30-2:15 pm CRN 41111
CPT A04-C02, OC/DP, 14 Mon., 2/3, 6-9:50 pm CRN 41115

ADVANCED WEB PAGES (ONLINE) Fee: $119 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, 1/15-3/7/14 CRN 40373
DAT A02-301, 2/19-4/11 CRN 40374
DAT A02-302, 3/19-5/9 CRN 40375
DAT A02-303, 4/16-6/6 CRN 40377

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, 15 Mon., 1/27, 6-10 pm CRN 41083

BUILD A WEB SITE WITH DREAMWEAVER (ONLINE) Fee: $119 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.

DPR A37-300, 1/15-3/7/14 CRN 40549
DPR A37-301, 2/19-4/11 CRN 40550
DPR A37-302, 3/19-5/9 CRN 40551
DPR A37-303, 4/16-6/6 CRN 40552

WEB SCRIPTING* Fee: $396
Combines hands-on activities and lectures to increase familiarity with developing web applications. (Perl Scripting). Includes enhancing web pages using interactive features; manipulating built-in objects; and also validating and processing forms. Recommended: Introductory C++ and Java programming and CPT A05, or consent of instructor, coordinator or department chair.

CPT A75-C01, OC/DP, 15 Wed., 1/29, 6-9:50 pm CRN 41155

NEW! INTRODUCTION TO WORDPRESS Fee: $20
Take a tour of this popular personal publishing platform and use WordPress to create and maintain your own sophisticated, attractive Web site or blog—no coding required! Learn more about domain names and whether or not you need one to launch yourself into the blogosphere. No senior discount.

DAT E27-01 OC/SK, 1 Tue., 4/22, 7-9 pm CRN 40861
New!

**WORDPRESS FOR BEGINNERS**

Fee: $65

Discover how WordPress can help you create a sophisticated, attractive Web site or blog. Express your creativity through design themes, add images or videos, add and edit your pages, incorporate user-friendly features, and more. **Recommended:** Complete “DAT E27-Introduction to WordPress” before registering for this class. No senior discount.

DAT A28-01, OC/SK, 4 Tue., 4/29, 7-9 pm

CRN 40865

**CREATING WORDPRESS WEB SITES**

Fee: $119

(ONLINE)

(Students will download the software for free during the class.)

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, 1/15-3/7/14

CRN 40466

DAT A28-301, 2/19-4/11

CRN 40468

DAT A28-302, 3/19-5/9

CRN 40469

DAT A28-303, 4/16-6/6

CRN 40471

**CREATING WORDPRESS WEBSITES II**

Fee: $119

(ONLINE)

(Students will download the software for free during the class.)

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, 1/15-3/7/14

CRN 40472

DAT A30-301, 2/19-4/11

CRN 40473

DAT A30-302, 3/19-5/9

CRN 40474

DAT A30-303, 4/16-6/6

CRN 40475

**INTRODUCTION TO PHP**

AND MYSQL (ONLINE)

Fee: $119

(Students will download the software for free during the class.)

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, 1/15-3/7/14

CRN 40425

DAT A18-301, 2/19-4/11

CRN 40427

DAT A18-302, 3/19-5/9

CRN 40428

DAT A18-303, 4/16-6/6

CRN 40429

**INTERMEDIATE PHP**

AND MYSQL (ONLINE)

Fee: $119

(Students will download the software for free during the class.)

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:** WAMPSERVER 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, 1/15-3/7/14

CRN 40445

DAT A22-301, 2/19-4/11

CRN 40447

DAT A22-302, 3/19-5/9

CRN 40448

DAT A22-303, 4/16-6/6

CRN 40449

**INTRODUCTION TO CSS AND XHTML:**

Fee: $119

CSS3 & HTML5 (ONLINE)

(Students will download the software for free during the class.)

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques.

DAT A04-300, 1/15-3/7/14

CRN 40378

DAT A04-301, 2/19-4/11

CRN 40380

DAT A04-302, 3/19-5/9

CRN 40382

DAT A04-303, 4/16-6/6

CRN 40383

**INTERMEDIATE CSS AND XHTML:**

Fee: $119

CSS3 & HTML5 (ONLINE)

(Students will download the software for free during the class.)

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, 1/15-3/7/14

CRN 40439

DAT A21-301, 2/19-4/11

CRN 40442

DAT A21-302, 3/19-5/9

CRN 40443

DAT A21-303, 4/16-6/6

CRN 40444

**CASCADING STYLE SHEETS**

Fee: $301

Course expands basic development of Web pages. Focus on the use of Cascading Style Sheet to present the content of a well-structured XHTML document in a meaningful method. **Recommended:** CPT A04 or working knowledge of HTML/ XHTML.

DAT A53-C01, OC/DP, 14 Tue., 2/4, 6-9:55 pm

CRN 41152

**ACHIEVING TOP SEARCH ENGINEPOSITIONS (ONLINE)**

Fee: $119

(Students will download the software for free during the class.)

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, 1/15-3/7/14

CRN 40553

DAT A47-301, 2/19-4/11

CRN 40554

DAT A47-302, 3/19-5/9

CRN 40555

DAT A47-303, 4/16-6/6

CRN 40556

**WEB 2.0: BLOGS, WIKIS, AND PODCASTS (ONLINE)**

Fee: $119

Learn how to create exciting interactive animations, build online applications, manage photos, integrate video, and upload your 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 A20-300, 1/15-3/7/14

CRN 40450

DAT A20-301, 2/19-4/11

CRN 40451

DAT A20-302, 3/19-5/9

CRN 40453

DAT A20-303, 4/16-6/6

CRN 40454

**INTRODUCTION TO FLASH**

(ONLINE)

Fee: $119

(Students will download the software for free during the class.)

Learn how to create exciting interactive animations, build online applications, manage photos, integrate video, and upload your 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, 1/15-3/7/14

CRN 40430

DAT A19-301, 2/19-4/11

CRN 40431

DAT A19-302, 3/19-5/9

CRN 40432

DAT A19-303, 4/16-6/6

CRN 40433

**CREATING JQUERY MOBILE WEBSITES**

Fee: $119

WITH DREAMWEAVER (ONLINE)

(Students will download the software for free during the class.)

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.

DAT A30-300, 1/15-3/7/14

CRN 40402

DAT A30-301, 2/19-4/11

CRN 40403

DAT A30-302, 3/19-5/9

CRN 40404

DAT A30-303, 4/16-6/6

CRN 40405

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

ELH A01-C01, OC/DP, 14 Mon.-Wed., 2/3, 11 am-12:15 pm, $286 CRN 41036
ELH A01-C02, ONLINE, 2/3-5/6, $336 CRN 41041
ELH A01-C03, OC/DP, 12 Tue., 2/18, 6-9:30 pm, $286 CRN 41043

TECHNICAL WRITING APPLICATIONS* (ONLINE) Fee: $336
Course develops competencies in producing technical and scientific documents. Content includes manuals, proposals, status reports and formal reports requiring research and data analysis. Focus is on writing and designing reader-centered documents illustrating principles and procedures typical of technical and scientific fields and instruction in design and integration of necessary visual elements such as tables, charts, and graphs. Recommended: Successful completion of one college-level English course.

EL A02-C01, 2/24-5/16 CRN 41048

EFFECTIVE BUSINESS WRITING (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, 1/15-3/7/14 CRN 40339
COM S18-301, 2/19-4/11 CRN 40341
COM S18-302, 3/19-5/9 CRN 40343
COM S18-303, 4/16-6/6 CRN 40344

WRITING ESSENTIALS (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, 1/15-3/7/14 CRN 40189
COM B01-301, 2/19-4/11 CRN 40190
COM B01-302, 3/19-5/9 CRN 40191
COM B01-303, 4/16-6/6 CRN 40192

PUBLISH AND SELL YOUR E-BOOKS (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, 1/15-3/7/14 CRN 40157
BUB E41-301, 2/19-4/11 CRN 40158
BUB E41-302, 3/19-5/9 CRN 40159
BUB E41-303, 4/16-6/6 CRN 40160

RESEARCH METHODS FOR WRITERS (ONLINE) In-district seniors: $80
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Discuss various techniques, including personal interviews; public reports; polls and surveys; and historical, undercover, and guerilla research.

COM S49-300, 1/15-3/7/14 CRN 40358
COM S49-301, 2/19-4/11 CRN 40360
COM S49-302, 3/19-5/9 CRN 40361
COM S49-303, 4/16-6/6 CRN 40362

KEYS TO EFFECTIVE EDITING (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, 1/15-3/7/14 CRN 40294
COM B17-301, 2/19-4/11 CRN 40295
COM B17-302, 3/19-5/9 CRN 40296
COM B17-303, 4/16-6/6 CRN 40297

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, NILES N, 6 Mon., 3/31, 7-9 pm, Brown CRN 40801

BECOMING A GRANT WRITING CONSULTANT (ONLINE) 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 A59-300, 1/15-3/7/14 CRN 40129
BUB A59-301, 2/19-4/11 CRN 40130
BUB A59-302, 3/19-5/9 CRN 40131
BUB A59-303, 4/16-6/6 CRN 40132

WRITING EFFECTIVE GRANT PROPOSALS (ONLINE) In-district seniors: $80
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 A58-300, 1/15-3/7/14 CRN 40125
BUB A58-301, 2/19-4/11 CRN 40126
BUB A58-302, 3/19-5/9 CRN 40099
BUB A58-303, 4/16-6/6 CRN 40128

INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE) 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, 1/15-3/7/14 CRN 40193
COM B05-301, 2/19-4/11 CRN 40194
COM B05-302, 3/19-5/9 CRN 40195
COM B05-303, 4/16-6/6 CRN 40196
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, 1/15-3/7/14 CRN 40314
COM E95-301, 2/19-4/11 CRN 40315
COM E95-302, 3/19-5/9 CRN 40316
COM E95-303, 4/16-6/6 CRN 40317

WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)  Fee: $119 (ONLINE)  In-district seniors: $80
Did you know that nonfiction book titles are 10x more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.
COM B35-300, 1/15-3/7/14 CRN 40298
COM B35-301, 2/19-4/11 CRN 40299
COM B35-302, 3/19-5/9 CRN 40300
COM B35-303, 4/16-6/6 CRN 40301

INTRODUCTION TO SCREENWRITING  Fee: $119 (ONLINE)  In-district seniors: $80
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, 1/15-3/7/14 CRN 40326
COM S10-301, 2/19-4/11 CRN 40327
COM S10-302, 3/19-5/9 CRN 40328
COM S10-303, 4/16-6/6 CRN 40329

SCREENWRITING FOR BEGINNERS  Fee: $150
The focus is on the basic elements of screenwriting: premise, dramatic structure, conflict, character, sequence, scene, dialogue, format. Students will view films and analyze them from the screenwriter's perspective.
COM S10-01, NILES N, 6 Wed., 2/5, 7-9 pm, Brown CRN 40802

BREAKING INTO SITCOM WRITING  Fee: $119 (ONLINE)  In-district seniors: $80
Learn how to write professional sitcom scripts and how to break into show business from a veteran TV comedy writer. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and peek behind the business of television writing.
COM S39-300, 1/15-3/7/14 CRN 40345
COM S39-301, 2/19-4/11 CRN 40347
COM S39-302, 3/19-5/9 CRN 40348
COM S39-303, 4/16-6/6 CRN 40349

WRITING SHORT STORY  Fee: $115
Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems.
COM E69-01, NILES N, 6 Wed., 1/29, 7-9 pm, Chwedyk CRN 40232
COM E69-02, MAINE E, 6 Thu., 4/10, 7-9 pm, Chwedyk CRN 40233

TRAVEL WRITING  Fee: $119 (ONLINE)  In-district seniors: $80
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
COM E97-300, 1/15-3/7/14 CRN 40318
COM E97-301, 2/19-4/11 CRN 40319
COM E97-302, 3/19-5/9 CRN 40320
COM E97-303, 4/16-6/6 CRN 40321

TECHNICAL WRITING  Fee: $119 (ONLINE)  In-district seniors: $80
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
COM S11-300, 1/15-3/7/14 CRN 40330
COM S11-301, 2/19-4/11 CRN 40331
COM S11-302, 3/19-5/9 CRN 40332
COM S11-303, 4/16-6/6 CRN 40333

BEGINNING WRITER'S WORKSHOP  Fee: $119 (ONLINE)  In-district seniors: $80
If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.
COM B11-300, 1/15-3/7/14 CRN 40201
COM B11-301, 2/19-4/11 CRN 40202
COM B11-302, 3/19-5/9 CRN 40203
COM B11-303, 4/16-6/6 CRN 40204
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 dates 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 2/3 hours over 20 weeks, day or evening
- Students may be admitted throughout the term if space is available
- College-bound or advanced ESL students should call 847-635-1821 to see if they have sufficient English skills to take college classes.

Counseling and Registration
- Students must bring identification and Social Security number, if available.
- Admission to free ESL classes is only available to students who register in person;
- Special ongoing 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 60201
Registration: Tuesday, January 7, 6:30-8:15 pm
Ongoing Registration: Tuesdays only, Room S-108, 6:30-8:15 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, January 9

Glenbrook South High School
4000 Lake Avenue, Glenview, IL 60025
Registration: Tuesday, January 7, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 199, 6:45-8:30 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 9

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood, IL 60064
Registration: Tuesday, January 7, 6-7:45 pm
Ongoing Registration: Tuesdays only, 6-7:45 pm
(Starting from the first class)
Class Meets: Tuesday, 6:00-8:45 pm
First Class: Tuesday, January 14

Maine East High School
Pottersville at Dempster Street, Park Ridge, IL 60068
Registration: Tuesday, January 7, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-8:30 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 9

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Registration: Monday, January 6, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-8:30 pm
(Starting from the first class)
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Wednesday, January 8

Niles West High School
5701 Oakton Street, Skokie, IL 60077
Registration: Monday, January 6, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room 2025, 6:45-8:30 pm
(Starting from the first class)
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Wednesday, January 8

Niles North High School
9800 Lasker Avenue
(West of Old Orchard Shopping Center)
Registration: Monday, January 6, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room 2025, 6:45-8:30 pm
(Starting from the first class)
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Wednesday, January 8

BEGINNING TO INTERMEDIATE ESL

Family Focus
2010 Dewey St., Evanston
Registration: Monday, January 6, 6-7 pm
Ongoing Registration: Mondays only, 6-7 pm
(Starting from the first class)
Class Meets: Monday and Wednesday, 6-8 pm
First Class: Wednesday, January 8

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, January 7, 10 -11:30 am
Ongoing Registration: Tuesdays only, 10 -11:30 am
(Starting from the first class)
Class Meets: Tuesday and Friday, 10 am-12:30 pm
First Class: Friday, January 10
First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, January 7, 8:50-10:30 am
Ongoing Registration: Tuesdays only, 8:50-10:30 am
(Starting from the first class)
Class Meets: Tuesday and Thursday, 8:50-11:30 am
First Class: Thursday, January 9

Niles Community Church, 7401 Oakton Street, Niles
Registration: Tuesday, January 7, 12:20-2 pm
Ongoing Registration: Tuesdays only, 12:20-2 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Thursday, January 9

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Friday, January 3, 9-11:10 am
Ongoing Registration: Fridays only, 9-11:10 am
(Starting from the first class)
Class Meets: Fridays, 9 am-12:10 pm
First Class: Friday, January 10

BEGINNING TO INTERMEDIATE ESL
District 65 - Family Center, 1500 McDaniel, Evanston
Registration: Tuesday, January 7, 9:30 - 11 am
Ongoing Registration: Tuesdays only, 9:30-11 am
(Starting from the first class)
Class Meets: Tuesday and Thursday, 9:30 am - 12 pm
First Class: Thursday, January 9

INTERMEDIATE ESL
Center for Professional Development
Old Orchard Mall, Skokie
Registration: Monday, January 6, 1:30-3 pm
Ongoing Registration: Mondays only, 1:30-3 pm
(Starting from the first class)
Class Meets: Mondays and Wednesdays, 1:30-4 pm
First Class: Wednesday, January 8

INTERMEDIATE TO ADVANCED ESL
District 65 - Family Center, 1500 McDaniel, Evanston
Registration: Tuesday, January 7, 12:30-2 pm
Ongoing Registration: Tuesdays only, 12:30-2 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 12:30-3 pm
First Class: Thursday, January 9

Family Focus, 2010 Dewey St., Evanston
Registration: Monday, January 6, 9:30-11:30 am
Ongoing Registration: Mondays only, 9:30-11:30 am
(Starting from the first class)
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Wednesday, January 8

Citizenship Education Classes

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

His A15-01, OC/SK, 9 Sat., 1/11, 9:15 am-12 pm
His A15-02, SKL, 9 Fri, 4/1, 6:45-9:45 pm
His A15-03, FOR, 9 Mon., Wed., Registration: 1/12, 6-7 pm
His A15-04, OC/SK, 9 Mon., 1/27, 9:15 am-12 pm
His A15-10, OC/SK, 9 Sat., 3/15, 9:15 am-12 pm
His A15-20, SKL, 9 Fri, 3/21, 6-8:45 pm
His A15-30, FOR, 9 Mon.-Wed. Registration: 4/7, 6-7 pm
His A15-40, OC/SK, 9 Mon, 4/7, 9:15 am-12 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. Please register before the first day of class.
For information call 847-635-1426.

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, 1/6, 12:40-3:20 pm
COM A19-10, OC/SK, 9 Sat., 3/24, 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, 3/10, 10:30 am-1:15 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., 1/11, 9:20 am-12:20 pm
COM A45-02, OC/SK, 9 Tue., 1/14, 6:45-9:45 pm
COM A45-10, OC/SK, 9 Sat., 3/15, 9:20 am-12:20 pm
COM A45-20, OC/SK, 9 Tue., 4/1, 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, 12 Sat., 2/15, 9 am-12 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, McMANUS, 8 Mon., Wed., 1/6, 9:30 am-12 pm
COM A50-02, OC/SK, 8 Sat., 1/18, 9:15 am-12 pm
COM A50-03, McMANUS, 8 Mon., Wed., 2/10, 9:30 am-12 pm
COM A50-10, McMANUS, 8 Mon., Wed., 3/17, 9:30 am-12 pm
COM A50-20, OC/SK, 8 Sat., 3/22, 9:15 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:
Thursday, January 9, 6-9:45 p.m.,
Tuesday, January 14, 6-9:45 p.m.,
Saturday, February 8, 1-3:30 p.m.,
and Saturday, March 1, 1-4 p.m.
Call 847.635.1426 for an interview.
For more information, call 847-982-9888.

Noncredit classes

**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., 1/15, 10:30 am-1:15 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 A61-10, OC/SK, 8 Fri., 3/28, 10 am-12:45 pm

**Free Reading/Literacy Classes***

Classes are for native and non-native speakers of English who wish to improve their reading, writing, or math skills. Lead teachers direct trained tutors to help students develop these skills.
- Students must be at least 18 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 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/Literacy classes (including Bridges). Au Pairs may however, enroll in the college 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, January 9, 6:15 pm
Class Meets: Tuesday and Thursday, 6:15-9:15 pm
First Class: Tuesday, January 14

**Evanston Township High School**
1600 Dodge Ave., Evanston
Registration: Tuesday, January 7, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, January 9

**Northbrook Public Library, 1201 Cedar Lane, Northbrook**
Registration: Wednesday, January 8, 6 pm
Class Meets: Monday and Wednesday, 6-8:30 pm
First Class: Monday, January 13

**Oakton Community College**
7701 N. Lincoln Ave., Room B110, Skokie
Registration: Wednesday, January 8, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Monday, January 13

**SATURDAY CLASSES**

**Skokie Public Library, 5215 Oakton Street, Skokie**
Registration: Saturday, January 11, 9 am
Class Meets: Saturdays, 9 am-12 pm
First Class: Saturday, January 18

**Oakton Community College, 1600 E. Golf Rd., Des Plaines**
Registration: Saturday, January 11, 9 am
Class Meets: Saturdays, 9 am-12 pm
First Class: Saturday, January 18

**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.

Students may take one Bridges reading class, one Bridges writing class and one ESL class, if needed.

Bridges students may not enroll in the Learn to Read program.

**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.

**DAYTIME CLASSES**

**Oakton Community College (Reading)**
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, January 9, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, January 14

**Oakton Community College (Writing)**
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Wednesday, January 8, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Monday, January 13
EVENING CLASSES
Glenbrook South High School (Reading)
4000 W. Lake Ave., Glenview
Registration: Tuesday, January 7, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 9
Maine East High School (Reading)
Dempster Street at Potter Road, Park Ridge
Registration: Tuesday, January 7, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 9
Oakton Community College (Reading)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Wednesday, January 8, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Monday, January 13

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, January 9, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, January 14

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
Availability Dates: Monday, January 13 - May 23, 2014

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.)
Tutoring: Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 6:30-9:30 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 March 2014 must come to one of the locations listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

WINTER 2014
Niles North High School
9800 Lawler, Skokie, IL (West of Old Orchard Shopping Center)
Room number will be posted.
January 6 and 8 (Monday and Wednesday), 6:30 p.m.

District 65 - Family Center
1500 McDaniel, Evanston
January 13 and 15 (Monday and Wednesday), 9:30 am

Maine East High School
Dempster Street at Potter Road, Park Ridge
Room number will be posted
January 14 and 16 (Tuesday and Thursday), 6:30 pm

SPRING 2014
Niles North High School
9800 Lawler, Skokie, IL (West of Old Orchard Shopping Center)
Room number will be posted.
March 17 and 19, (Monday and Wednesday), 6:30 p.m.

Maine East High School
Dempster Street at Potter Road, Park Ridge
Room number will be posted
March 24 and 26 (Tuesday and Thursday), 6:30 pm

District 65 - Family Center
1500 McDaniel, Evanston
March 31 and April 2 (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, 9 Tue., 1/21, 6:30 - 9 pm
EDU A02-02, NILES W, 9 Thu, 1/23, 7-9:30 pm
EDU A02-03, NILES W, 7 Thu, 4/3, 7-10 pm
EDU A02-04, ETHS, 7 Tue., 4/15, 6:30-9:30 pm
EDU A02-05, MAINE E, 9 Tue, 1/21, 7-9:30 pm
EDU A02-06, MAINE E, 9 Tue, 4/8, 7-9:30 pm
EDU A02-07, Family Focus, 7 Mon., 1/27, 9:30 am-12 pm
EDU A02-08, Family Focus, 7 Mon., 4/14, 9:30 am-12 pm

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

GED 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.)
Tutoring: Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 6:30-9:30 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 March 2014 must come to one of the locations listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

WINTER 2014
Niles North High School
9800 Lawler, Skokie, IL (West of Old Orchard Shopping Center)
Room number will be posted.
January 6 and 8 (Monday and Wednesday), 6:30 p.m.

District 65 - Family Center
1500 McDaniel, Evanston
January 13 and 15 (Monday and Wednesday), 9:30 am

Maine East High School
Dempster Street at Potter Road, Park Ridge
Room number will be posted
January 14 and 16 (Tuesday and Thursday), 6:30 pm

SPRING 2014
Niles North High School
9800 Lawler, Skokie, IL (West of Old Orchard Shopping Center)
Room number will be posted.
March 17 and 19, (Monday and Wednesday), 6:30 p.m.

Maine East High School
Dempster Street at Potter Road, Park Ridge
Room number will be posted
March 24 and 26 (Tuesday and Thursday), 6:30 pm

District 65 - Family Center
1500 McDaniel, Evanston
March 31 and April 2 (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, 9 Tue., 1/21, 6:30 - 9 pm
EDU A02-02, NILES W, 9 Thu, 1/23, 7-9:30 pm
EDU A02-03, NILES W, 7 Thu, 4/3, 7-10 pm
EDU A02-04, ETHS, 7 Tue., 4/15, 6:30-9:30 pm
EDU A02-05, MAINE E, 9 Tue, 1/21, 7-9:30 pm
EDU A02-06, MAINE E, 9 Tue, 4/8, 7-9:30 pm
EDU A02-07, Family Focus, 7 Mon., 1/27, 9:30 am-12 pm
EDU A02-08, Family Focus, 7 Mon., 4/14, 9:30 am-12 pm
For more information, call 847-982-9888

**Noncredit Classes**

**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, 9 Tue, 1/21, 6:30-9 pm
EDU A03-02, NILES W, 9 Thu, 1/23, 7-9:30 pm
EDU A03-03, NILES W, 9 Thu, 4/3, 7-9:30 pm
EDU A03-04, ETHS, 8 Tue, 4/15, 6:30-9:15 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 A05-01, NILES N, 7 Mon, 1/27, 7 -10 pm
EDU A05-02, NILES N, 7 Mon, 3/31, 7 -10 pm

**GED MATH REVIEW**
Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and story problems.
EDU A08-01, NILES N, 9 Wed., 1/22, 7-9:30 pm
EDU A08-02, NILES N, 9 Wed., 4/2, 7-9:30 pm
EDU A08-03, NILES N, 9 MonWed., 1/22, 7-9:30 pm
EDU A08-04, NILES N, 9 MonWed., 4/2, 7-9:30 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., 1/18, 9 am-1:30 pm
EDU A09-02, Dist. 65 Fam. Cent, 16 Mon./Wed., 1/22, 9:30 am-12:30 pm
EDU A09-03, OC/SK, 16 Mon/Wed., 1/22, 6:30-9:30 pm
EDU A09-04, OC/SK, 14 Mon/Wed., 3/31, 6:30-9:30 pm
EDU A09-05, Dist. 65 Fam. Cent, 16 Mon/Wed., 4/14, 9:30 am-12:30 pm

**CONSTITUTION REVIEW (GED LEVEL)**
Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-01, NILES W, 6 Tue, 1/21, 7-9:30 pm
HIS A01-02, MAINE E, 6 Thu, 1/23, 7-9:30 pm
HIS A01-03, MAINE E, 6 Thu, 4/10, 7-9:30 pm
HIS A01-04, NILES W, 6 Tue, 4/1, 7-9:30 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., 1/13, 6:30-9:30 pm
EDU A11-02, RRC, 15 Sat., 1/11, 9:30 am-1 pm
EDU A11-03, ETHS, 16 Tue/Thu., 1/21, 6:30-9:30 pm
EDU A11-04, MAINE W, 14 Mon/Wed., 4/7, 6:30-10 pm
EDU A11-05, ETHS, 14 Tue/Thu., 4/15, 6:30-10 pm
EDU A11-06, RRC, 16 Tue/Thu., 1/21, 7-9:30 am-12:30 pm
EDU A11-07, RRC, 16 Tue/Thu., 1/7, 5-8 pm
EDU A11-08, RRC, 16 Tue/Thu., 3/11, 9:30 am-12:30 pm
EDU A11-09, RRC, 16 Tue/Thu., 3/11, 5-8 pm

**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
Availability Dates: Monday, January 13 - May 23, 2014

**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. Classes are held twice a week from 6 to 10 pm on Mondays and Wednesdays or Tuesdays and Thursdays.

Residents of Evanston, Maine and Niles Townships must apply to their high school principals for permission to enroll. Glenbrook residents (District 225) must apply to Frank Santa, Principal of Glenbrook Evening High School at 847-486-4465.
- 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.

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

Call the Evening High School office at Maine South at 847-825-7719 between the hours of 6 and 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).
ntense 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.

When it comes to training, we mean business.
Programs for Nursing Professionals

Instructor-led Online Training

These programs are provided by ALLEGRA Learning Solutions, LLC and Education to Go. (No senior discount.)

Facilitators: Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, and Caroline Young, MPH

Certificate in Legal and Ethical Issues in Nursing
Fee: $170
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 40920], January 15 - March 7
NUR A19-301 [CRN 40921], February 19 - April 11
NUR A19-302 [CRN 40922], March 19 - May 9
NUR A19-303 [CRN 40923], April 16 - June 6

Certificate in Pain Assessment and Management
Fee: $170
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 40924], January 15 - March 7
NSE A56-301 [CRN 40925], February 19 - April 11
NSE A56-302 [CRN 40926], March 19 - May 9
NSE A56-303 [CRN 40927], April 16 - June 6

Certificate in Perinatal Issues
Fee: $129
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 40928], January 15 - March 7
NUR A33-301 [CRN 40929], February 19 - April 11
NUR A33-302 [CRN 40930], March 19 - May 9
NUR A33-303 [CRN 40931], April 16 - June 6

Certificate in Meditation
Fee: $68
Explore various meditation techniques in this four-session program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)

NUR A96-300 [CRN 40948], January 15 - March 7
NUR A96-301 [CRN 40949], February 19 - April 11
NUR A96-302 [CRN 40950], March 19 - May 9
NUR A96-303 [CRN 40951], April 16 - June 6

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, contact the CEHP Program at 847.635.1447.

Processing Fee: Registrants will be charged an $8 non-refundable processing fee at the time of registration. 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. Call 847.635.1447 for more information.
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 (No senior discount.)

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

Ray Hartstein Campus, 7701 North Lincoln Avenue, Skokie

Risk Management Tips for Mental Health Professionals: How Not to Blow Up as You Walk through the Legal Land Minefield

Thursday, February 27

Scott Hammer, JD

Satisfies IDFPR ethics requirement for social workers.

It Takes a Child to Raise a Parent

Thursday, March 6

Janis Clark Johnston, EdD


Therapeutic Entanglement: The Web of Countertransference

Thursday, March 13

Serena Wadwha, PsyD, LCPC, CADC


Crisis and Change: Treating Couples and Families in Challenging Times

Friday, April 4

Michael Maniacci, PsyD


Dialectical Behavior Therapy: Introduction on How to Help the Chronically Distressed Client

Friday, April 11

E. Paul Holmes, PsyD and Jancey Wickstrom, LCSW


Sex, Sex, Sex! From Addiction to Offending

Friday, May 2

Anne Krick, PsyD

HMEA60-001 [CRN 40987] Early Bird postmarked by April 2; HMEA60-002 [CRN 40988] after April 2.

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 Counselors 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 CPDU’s). 6.5 Universal Training hours will be offered to other professional groups.

Processing Fee: Registrants will be charged an $8 non-refundable processing fee at the time of registration. 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. Call 847.635.1447 for more information.
Radiology Courses

Be an early bird! Take advantage of reduced registration fee of $80 for full-day programs!

$80 Early Bird • $106 Regular • $131 Walk-in (No senior discount.)

Registration 7:30 a.m.; Programs 8 a.m. - 3 p.m. Morning coffee and lunch provided.

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

Presenter: Paul Laudicina, RT (R), MA, FASRT, professor of Diagnostic Medical Imaging and Allied Health
Long Beach City College, California

Cross Sectional Imaging of the Spine
XRAA96-01 [CRN 40978] Early Bird postmarked by January 22; XRAA96-02 [CRN 40979] after January 22.

Cross Sectional Imaging of the Chest and Mediastinum

Workshops will be submitted to IEMA for 7.0 direct continuing education credit hours Category A.

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.

Programs start promptly at 7:30 a.m. Late arrival or early departure may result in adjustment of continuing education clock hours on participant certificates of attendance.

Program for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTHA04-01 [CRN 41033]

Tuesdays and Thursdays, January 28 and 30; February 4, 6, 11, and 13, 2014

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)

No senior discount. Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m.

Includes instruction, course notebook, morning refreshments and certificate of completion. Lunch on your own.

Bring a bag lunch to eat in the classroom or purchase a lunch in the campus cafeteria.

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 847.635.1447.

Processing Fee: Registrants will be charged an $8 non-refundable processing fee at the time of registration. 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. Call 847.635.1447 for more information.
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:


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

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-14 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OAA001.

Social Workers: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Social Worker Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 159-000167.

Marriage and Family Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Marriage and Family Therapist Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 168-000146.

Nursing Home Administrators: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Nursing Home Administrator Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 139-000061.

Professional Counselor/Clinical Professional Counselors: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Professional Counselor/Clinical Professional Counselor Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 197-000096.

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

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

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 upcoming renewal period pending by the Occupational Therapists Licensing Board of the State of Illinois Department of Financial and Professional Regulations, 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 2013-15 renewal period by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

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.
Emeritus Program at Oakton is 32 years old—and going strong!

Spring classes are offered from January to May 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 spring:

• Indigenous People in Australian Feature Films
• Conspiracy on Film
• The State and Federal Judicial System
• Revelation: Reviling? Revolting? Or Rewarding?
• Keeping Your Spirit Alive While Civilization is Collapsing
• Chicago in the 1950s

Watch your mailbox for the Spring 2014 Emeritus Program class schedule.

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