
Commercial Driver's License (CDL) Training and Certification (see page 12)

# Noncredit Classes

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Do you already have an Oakton degree or certificate? If so, you’re an alum!

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

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

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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.

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 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

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

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

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

IN PERSON – Walk-in Registration
• Complete a registration form at the Alliance for Lifelong Learning office.
• Pay by cash, check or credit card (MasterCard, Visa, or Discover)
• For more information call 847-982-9888.
No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.
Note: Full payment includes tuition plus a $8 non-refundable processing fee.

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

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

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Friday, 8:15 a.m.-5 p.m.
Saturday, 9 a.m.-12 p.m.

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

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

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

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

Registration for online courses offered through Ed2go

HOW TO READ NONCREDIT COURSE LISTINGS

<table>
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<td>BUS B34-01, Niles N, 7</td>
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• For location information, see site map on page 58.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for Web registration.
The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

New spring noncredit classes:

- The Orchid and the Pot ........................................ page 28
- Advanced Personal Fitness Trainer (Online) .......... page 10
- Fitness Business Management (Online) ............... page 10
- Freight Broker/Agent Training (Online) .............. page 10
- Business Analysis Professional Certification Prep .... page 9
- Certificate in Data Analysis (Online) .................... page 10
- Entrepreneurship Certificate (Online) ................. page 10
- Business Research Certificate (Online) ............... page 10

Oakton: it’s not just for college students anymore! Students in grades 4 - 12 can give their science, technology, engineering, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year. For more information about what’s coming up this fall, visit www.oakton.edu/conted/find_classes/youth or call Karra Wells at 847.635.1425.
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
- Glenbrook residents must contact Frank Santa, Principal of Glenbrook Evening High School, 847.486.4465.

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 58 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

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

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

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

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

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

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

**Continuing Education for Health Professionals (CEHP)** provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language, Psychologists, Pathologists, Audiologists, and Dieticians. For more information call 847.635.1447.

**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, giving seasoned students the opportunity to share valuable learning experiences with their peers. For more information call 847.635.1414 or visit www.oakton.edu/conted.

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

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**Put Your Passion to Work!**

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

Oakton Community College
Alliance for Lifelong Learning – Attention: New Classes
P.O. Box 367, Skokie, IL 60077
Spring 2015 Noncredit Classes

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)
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, 1/21-3/13/15 CRN 40021
ACC A08-301, 2/18-4/10 CRN 40022
ACC A08-302, 3/18-5/8 CRN 40023
ACC A08-303, 4/15-6/5 CRN 40024

ACCOUNTING WITH SAGE 50: PART I* Fee: $153
An introduction to Sage 50 software (formerly known as Peachtree). Includes setting up companies, entering payables, writing checks, entering sales, collecting receivables, payroll processing, generating reports, entering journal entries and creating financial statements. Recommended: Completion of “Principles of Financial Accounting” or basic accounting knowledge.

ACC A12-C01, 1/26-3/8 CRN 40527

ACCOUNTING WITH SAGE 50: PART II* Fee: $153
Covers intermediate applications of Sage 50 software (formerly known as Peachtree). Includes new company setup, time tracking, account reconciliations, customizing forms, importing/exporting data, and performing all transactions to complete the accounting cycle for both service and merchandising businesses. Recommended: Completion of “Principles of Financial Accounting” or basic accounting knowledge.

ACC A16-C01, 3/23-5/3 CRN 40529

ACCOUNTING WITH QUICKBOOKS I* Fee: $113
Introduces QuickBooks software, including setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.

ACC A02-C01, OC/SK, 8 Tue., 1/20, 8-9:50 pm CRN 40365
ACC A02-C02, OC/DP, 8 Mon., 3/23, 6-7:50 pm CRN 40366
ACC A02-C03, OC/SK, 5 Fri., 3/27, 9 am-12 pm CRN 40367

ACCOUNTING WITH QUICKBOOKS II* Fee: $113
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, 1/21-3/13/15 CRN 40017
ACC A02-301, 2/18-4/10 CRN 40018
ACC A02-302, 3/18-5/8 CRN 40019
ACC A02-303, 4/15-6/5 CRN 40020

ACCOUNTING WITH QUICKBOOKS III* Fee: $113
Covers intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assume previous experience with payables; receivables and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.

ACC A06-C01, OC/DP, 5 Tue., 4/14, 6-9 pm CRN 40526

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $113
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the “Financial Accounting” course or basic accounting knowledge recommended. Textbook available in the Oakton’s bookstore.

ACC A03-C01, OC/SK, 8 Tue., 1/20, 6-7:50 pm CRN 40495
ACC A03-C02, OC/DP, 8 Mon., 3/23, 8-9:50 pm CRN 40503

PAYROLL TAX ACCOUNTING* Fee: $103
Covers practical applications of payroll tax laws and requirements. Includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. Required textbook (approx. $100) available in the bookstore.

ACC A04-C01, OC/DP, 4 Sat., 4/18, 9 am-12:40 pm CRN 40522

PERFORMING PAYROLL IN QUICKBOOKS (ONLINE) Fee: $119

ACC A11-300, 1/21-3/13/15 CRN 40025
ACC A11-301, 2/18-4/10 CRN 40026
ACC A11-302, 3/18-5/8 CRN 40027
ACC A11-303, 4/15-6/5 CRN 40028

*Course may also be taken for college credit.

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
Air Conditioning, Heating, and Refrigeration

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

**INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION**

Through lectures, demonstration, and lab experiences, course explores the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.

**Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.**

AIR A11-C01, OC/DP, 16 Tue., 1/20, 5-10:15 pm  
CRN 40573
AIR A11-C02, OC/DP, 16 Thu., 1/22, 5-10:15 pm  
CRN 40572

**INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS**  
Fee: $453

Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.

**ARTS**

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

**PAINTING I**

Fee: $350

Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. **Prerequisite:** ART C23.

ART C33-C01, OC/SK, 16 Tue./Thu., 1/20, 10 am-12:40 pm  
CRN 40541
ART C34-C01, OC/DP, 16 Tue./Thu., 1/20, 10 am-12:40 pm  
CRN 40549
ART C34-C02, OC/DP, 16 Tue./Thu., 1/20, 1-3:50 pm  
CRN 40552

**ADVANCED PAINTING**

Fee: $340

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., 1/20, 10 am-12:40 pm  
CRN 40549
ART C34-C02, OC/DP, 16 Tue./Thu., 1/20, 1-3:50 pm  
CRN 40552

**CERAMICS I**

Fee: $180

Study the foundations of ceramics. Learn and practice basic handbuilding and pottery techniques. Small class allows individual attention while others complete projects. All skill levels are invited! Instructor is an accomplished artist whose work has been featured in a number of exhibitions and galleries. Low-fire clay, glazes, and class materials are included in the cost of tuition.

ART C06-01, MAINE E, 8 Tue., 1/20, 6:30-9:30 pm, Fehrenbach  
CRN 40210
ART C06-02, MAINE E, 8 Thu., 1/22, 6:30-9:30 pm, Fehrenbach  
CRN 40211

**CERAMICS II**

Fee: $370

Examines techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required. **Prerequisite:** ART C43.

ART C43-C01, OC/DP, 16 Tue./Thu., 1/20, 9:30 am-12:10 pm  
CRN 40866
ART C43-C02, OC/DP, 16 Tue./Thu., 1/20, 6:30-9:10 pm  
CRN 40867
ART C43-C03, OC/DP, 16 Mon./Wed., 1/21, 9:30 am-12:10 pm  
CRN 40868
ART C43-C04, OC/DP, 16 Mon./Wed., 1/21, 1:30-4:10 pm  
CRN 40872

**CERAMICS III**

Fee: $355

A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time is required. **Prerequisite:** ART C43 or consent of instructor or department chair.

ART C44-C01, OC/DP, 16 Tue./Thu., 1/20, 1-3:40 pm  
CRN 40880
ART C44-C02, OC/DP, 16 Tue./Thu., 1/20, 6:30-9:10 pm  
CRN 40882

**DRAWING I**

Fee: $335

Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.

ART C23-C01, OC/SK, 16 Tue./Thu., 1/20, 1:30-4:10 pm  
CRN 40584
ART C23-C02, OC/DP, 16 Mon./Wed., 1/21, 9:30 am-12:10 pm  
CRN 40585

*Course may also be taken for college credit.*
Continuing Education

Auto and Engine Repairs

AUTOMOBILE REPAIR Fee: $180
A course for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards. (Each student must pay a $10 lab fee to the instructor at the first class.)

TEC C14-01, ETHS, 10 Tue., 1/20, 6:30-9:30 pm, Wylie CRN 40215

SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS) Fee: $80
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., 4/16, 7-9:30 pm, Wylie CRN 40214

STONE SCULPTURE WORKSHOPS: ALL LEVELS Fee: $175
Hone a range of techniques—including hammer and chisel, rasps, files, sanding, and polishing—and end up with a finished art piece! Materials fee of $100 payable to instructor on first day of class covers alabaster stone, tools, and work stand. Classes held at the instructor's studio, 2115 West Touhy Avenue, Chicago. No class 5/25/15. (Each student must pay a $10 lab fee to the instructor at the first class.)

ART C59-300, 1/21-3/13/15 CRN 40041
ART C59-301, 2/18-4/10 CRN 40042
ART C59-302, 3/18-5/8 CRN 40043
ART C59-303, 4/15-6/5 CRN 40044

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

BUSINESS

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 rbandguy@oakton.edu.

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

BUB A41-300, 1/21-3/13/15 CRN 40115
BUB A41-301, 2/18-4/10 CRN 40116
BUB A41-302, 3/18-5/8 CRN 40117
BUB A41-303, 4/15-6/5 CRN 40118

BUSINESS ANALYSIS PROFESSIONAL CERTIFICATION PREP

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

BSN A01-01, OC/DP, 7 Tue./Thu., 1/27-3/12, 6:30-8:30 pm CRN 41207
BSN A02-01, OC/DP, 4 Tue./Thu., 1/27-2/19, 6:30-8:30 pm CRN 41208
BSN A03-01, OC/DP, 3 Tue./Thu., 2/24-3/12, 6:30-8:30 pm CRN 41209

For more information, please contact Karra Wells at kwells@oakton.edu or 847-635-1425.
INTRODUCTION TO BUSINESS ANALYSIS (ONLINE)
The days of making critical business decisions by instinct or coin toss are long gone. Gain a business advantage by developing high-demand analytical skills. Learn powerful quantitative methods that will have you making better, more informed, and more effective decisions. Essential for those planning a business career. Basic algebra proficiency required.
BUS A16-300, 1/21-3/13/15 CRN 40309
BUS A16-301, 2/18-4/10 CRN 40310
BUS A16-302, 3/18-5/8 CRN 40312
BUS A16-303, 4/15-6/5 CRN 40314

INTRODUCTION TO BUSINESS* Fee: $310
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business.
BUS A01-C01, OC/DP, 16 Wed., 1/21, 6:30-9:20 pm CRN 40609
BUS A01-C02, OC/SK, 12 Tue./Thu., 2/17, 4:30-5:45 pm CRN 40608
(additional online work required)

Career and Certification Training

CPR RESCUE Fee: $35
Covers adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class. No senior discount.
HEA E05-01, OC/DP, 1 Sat., 3/28, 9 am-12 pm, Sanders CRN 40221

The following three online courses are offered through Ed2go.

ADVANCED PERSONAL FITNESS TRAINER (ONLINE)
Take your personal fitness trainer skills to the next level. Learn specialized resistance training and functional movements—and how to form effective partnerships with registered dietitians in order to create nutritional programs for your clients. Program offered in partnership with Educational Fitness Solutions Inc., an American College of Sports Medicine (ACSM) approved provider. Participants receive 50 Continuing Education Credits.

FITNESS BUSINESS MANAGEMENT (ONLINE)
Learn to effectively manage a personal training program or a fitness department. Designed to help allied health and fitness professionals, personal trainers, fitness managers, and entrepreneurs establish a successful fitness operation business model. Program offered in partnership with Educational Fitness Solutions, Inc., an American College of Sports Medicine (ACSM) approved provider. Participants receive 50 Continuing Education Credits.

FREIGHT BROKER/AGENT TRAINING (ONLINE)
Fast track your career and take the first step toward becoming a licensed freight broker or broker agent. From operations and licensing to sales and marketing, learn the basics of how to run a freight brokerage or agency in the United States. Offered in partnership with Ed2go.

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Fast track your career and take the first step toward becoming a licensed freight broker or broker agent. From operations and licensing to sales and marketing, learn the basics of how to run a freight brokerage or agency in the United States. Offered in partnership with Ed2go.

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

*Courses may also be taken for college credit.

ONLINE CERTIFICATE PROGRAMS

offered in partnership with UGotClass

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

Course 1: Introduction to Business Research
Course 2: Business Statistics
Course 3: Qualitative Business Research

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

Individual courses: $195
Course 1: Introduction to Data Analysis
Course 2: Intermediate Data Analysis
Course 3: Advanced Data Analysis

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

Individual courses: $195
Course 1: Entrepreneur Boot Camp
Course 2: The Business Plan
Course 3: Entrepreneurial Marketing

For program details or to register, visit www.yougotclass.org/catalog-complete.cfm/oaktoncc.
PERSONAL TRAINER CERTIFICATION Fee: $679

BECOME A VETERINARY ASSISTANT Fee: $119
(ONLINE)
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.
BUB A60-300, 1/21-3/13/15 CRN 40195
BUB A60-301, 2/18-4/10 CRN 40196
BUB A60-302, 3/18-5/8 CRN 40198
BUB A60-303, 4/15-6/5 CRN 40222

BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION (ONLINE)
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.
BUB A61-300, 1/21-3/13/15 CRN 40223
BUB A61-301, 2/18-4/10 CRN 40224
BUB A61-302, 3/18-5/8 CRN 40225
BUB A61-303, 4/15-6/5 CRN 40226

BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS (ONLINE)
Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.
BUB A62-300, 1/21-3/13/15 CRN 40227
BUB A62-301, 2/18-4/10 CRN 40228
BUB A62-302, 3/18-5/8 CRN 40229
BUB A62-303, 4/15-6/5 CRN 40230

Commercial Food Equipment Repair Technician Training
Master the skills you need to gain employment as a commercial food equipment repair technician! This interactive course covers the foodservice industry, including the basics of electricity, gas, steam, and types of equipment to be installed, maintained, and repaired. A passing grade on the exam, administered at an authorized service company, guarantees a job interview with that business. Technicians who aren’t hired have access to a proprietary database of more than 800 service companies nationwide.
TEC A02-300, open enrollment, Tuition: $1,495 plus an $8 processing fee.

Attend a FREE orientation
Online (Register at www.cfersoaktontwebinar.eventbrite.com)
Wednesday, January 21, 10-11:30 a.m.
Thursday, January 22, 6:30-8 p.m.

In Person (Register at www.cfersoakttoninperson.eventbrite.com)
Tuesday, March 3, 6-7:30 p.m.
Skokie Campus, 7701 North Lincoln Avenue

For more information and to enroll, call 847.982.9888.
Course offered in partnership with Ignitorlabs—an online learning company committed to providing paths for job seekers to receive the training needed to be placed in technical professions.
Commercial Driver’s License (CDL) Training and Certification Program

Attend a FREE orientation session.
Registration required at www.cdlorientationoakton.eventbrite.com. Seating is limited.

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

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

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

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

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

For more information or to register for an orientation session, call 847.635.1447 or e-mail skhurana@oakton.edu.
Communication

INTRODUCTION TO VISUAL COMMUNICATION* Fee: $385
Course covers the fundamental principles of design and how these relate to effective visual communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising. This course may also be taken for college credit, call 847-635-1950 for information.

ATE A06-C01, OC/SK, 16 Thu., 1/22, 1-3:50 pm CRN 40599

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

BUB A70-300, 1/21-3/13/15 CRN 40288
BUB A70-301, 2/18-4/10 CRN 40289
BUB A70-302, 3/18-5/8 CRN 40290
BUB A70-303, 4/15-6/5 CRN 40291

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

BUB A55-300, 1/21-3/13/15 CRN 40161
BUB A55-301, 2/18-4/10 CRN 40162
BUB A55-302, 3/18-5/8 CRN 40163
BUB A55-303, 4/15-6/5 CRN 40164

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

COM S57-300, 1/21-3/13/15 CRN 40560
COM S57-301, 2/18-4/10 CRN 40561
COM S57-302, 3/18-5/8 CRN 40562
COM S57-303, 4/15-6/5 CRN 40563

GRAMMAR REFRESHER (ONLINE) Fee: $119
Master the written word! Review the basics with an instructor who is an experienced newspaper copy editor, journalist, and technical writer. Learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons, and shifts in person and tense. Course is not designed for ESL students.

COM S13-300, 1/21-3/13/15 CRN 40500
COM S13-301, 2/18-4/10 CRN 40501
COM S13-302, 3/18-5/8 CRN 40502
COM S13-303, 4/15-6/5 CRN 40504

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

COM B09-300, 1/21-3/13/15 CRN 40391
COM B09-301, 2/18-4/10 CRN 40414
COM B09-302, 3/18-5/8 CRN 40415
COM B09-303, 4/15-6/5 CRN 40416

INDIVIDUAL EXCELLENCE (ONLINE) Fee: $119
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.

BUB A22-300, 1/21-3/13/15 CRN 40091
BUB A22-301, 2/18-4/10 CRN 40092
BUB A22-302, 3/18-5/8 CRN 40093
BUB A22-303, 4/15-6/5 CRN 40094

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

COM M08-01, NILES N, 1 Wed., 4/8, 6-8 pm, Baker CRN 40264

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 19; Presidents Day, February 16

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

Computer Keyboarding Skills

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

BASIC KEYBOARDING* Fee: $118
Enables the beginning student to master proper keyboarding techniques and develop minimum 18 wpm speed and accuracy. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.

COF A02-C01, OC/DP, 7 Thu., 1/29, 10 am-12:40 pm CRN 40612
COF A02-C02, Online, 2/16-4/5 CRN 40611

COMPUTER KEYBOARDING: LEARN TO TYPE (ONLINE) Fee: $119
Get ready to successfully take a timed typing 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. Learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you're a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.

OFF A39-300, 1/21-3/13/15 CRN 41020
OFF A39-301, 2/18-4/10 CRN 41021
OFF A39-302, 3/18-5/8 CRN 41022
OFF A39-303, 4/15-6/5 CRN 41023

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

**KEYBOARDING SPEED AND ACCURACY DEVELOPMENT** *(ONLINE)*  Fee: $153
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, 4/6/5/15  CRN 40613

Windows Operating Systems

**INTRODUCTION TO WINDOWS 7** *(ONLINE)*  Fee: $119
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you’ll master all the skills you need to make the transition from helpless beginner to knowledgeable user!
DPR A23-300, 1/21-3/13/15  CRN 40813
DPR A23-301, 2/18-4/10  CRN 40814
DPR A23-302, 3/18-5/8  CRN 40815
DPR A23-303, 4/15-6/5  CRN 40816

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.

**BASIC COMPUTER**  Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.
No class on 4/5/15.
DPR A22-01, OC/SK, 5 Sat., 2/7, 10 am-1 pm, LaCursia  CRN 40202
DPR A22-02, OC/DP, 5 Sun., 3/15, 9:30 am-12:30 pm, LaCursia  CRN 40259

**PROJECT MANAGEMENT**  Fee: $320
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, 2/19, 6-9:50 pm  CRN 40520

**COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2013, VISIO, PHOTOSHOIP, AND WEB PAGE DEVELOPMENT**  Fee: $443
Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spreadsheet, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. **Recommended:** High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)
CPT A01-C01, OC/SK, 16 Tue./Thu., 1/20, 12:30-2:20 pm  CRN 40652
CPT A01-C02, OC/DP, 16 Tue., 1/20, 6-9:30 pm  CRN 40645
CPT A01-C03, OC/DP, 14 Mon./Wed., 2/2, 9:30-11:30 am  CRN 40643
CPT A01-C04, OC/DP, 14 Tue./Thu., 2/3, 11 am-1 pm  CRN 40648

**COMPUTERS FOR NEW USERS: OFFICE 2010**  Fee: $222
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/SK, 8 Tue./Thu., 3/24, 9:30-11:50 am  CRN 40586
CPT A44-C02, OC/DP, 14 Mon., 2/2, 6-8:20 pm  CRN 40700

**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010**  Fee: $320
Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand the role and use of information systems in the business community, and for students interested in learning introductory “end user” computer skills. **Recommended:** high school algebra, pre-algebra, elementary algebra, or equivalent skills.
CPT A19-C01, OC/DP, 3 Mon.-Fri., 12/22, 9-11:50 am  CRN 40669
(No class 12/25 and 1/1/15)
CPT A19-C02, OC/DP, 16 Thu., 1/20, 12:30-2:15 pm  CRN 40683
CPT A19-C03, OC/SK, 16 Thu., 1/20, 12:30-2:15 pm  CRN 40690
CPT A19-C04, OC/DP, 16 Wed., 1/21, 6-9:50 pm  CRN 40673
CPT A19-C05, OC/SK, 16 Mon., 1/21, 9-10:45 am  CRN 40677
CPT A19-C06, OC/DP, 16 Mon., 1/21, 9-10:45 am  CRN 40657
CPT A19-C07, OC/DP, 16 Wed., 1/21, 11 am-12:45 pm  CRN 40681
CPT A19-C08, OC/SK, 16 Thu., 1/22, 6-9:50 pm  CRN 40670
CPT A19-C09, OC/DP, 14 Thu., 2/3, 12:30-2:30 pm  CRN 40691
CPT A19-C10, OC/DP, 14 Tue., 2/3, 11 am-1 pm  CRN 40679

Business/Office Applications

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

**COMPUTER SKILLS FOR THE WORKPLACE (ONLINE)**  Fee: $119
Learn the fundamental computer skills you need to succeed in today’s workplace. You’ll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. **Requirements:** Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 (Macintosh) will be supported.
DAT A17-300, 1/21-3/13/15  CRN 40702
DAT A17-301, 2/18-4/10  CRN 40703
DAT A17-302, 3/18-5/8  CRN 40704
DAT A17-303, 4/15-6/5  CRN 40705

**INTRODUCTION TO MICROSOFT WORD**  Fee: $75
Learn how to use this application software to create flyers, letterheads and letters while you learn to edit, cut and paste, use and change formatting styles and insert graphics such as pictures, photographs and clip arts. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 wpm typing speed. **No class 3/12/15.**
DPR A83-01, ETHS, 4 Thu., 3/5, 7-9 pm, Vaiana  CRN 40217
DPR A83-02, OC/DP, 4 Mon., 4/13, 7-9 pm, Vaiana  CRN 40218

*Course may also be taken for college credit.
INTRODUCTION TO MICROSOFT WORD (ONLINE) Fee: $119
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, 1/21-3/13/15 CRN 40878
DPR A83-301, 2/18-4/10 CRN 40881
DPR A83-302, 3/18-5/8 CRN 40883
DPR A83-303, 4/15-6/5 CRN 40887

INTERMEDIATE MICROSOFT WORD (ONLINE) Fee: $119
Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A80-300, 1/21-3/13/15 CRN 40861
DPR A80-301, 2/18-4/10 CRN 40863
DPR A80-302, 3/18-5/8 CRN 40864
DPR A80-303, 4/15-6/5 CRN 40875

COMPREHENSIVE WORD PROCESSING Fee: $340
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm. Hybrid section, online course work required.
COF A25-C01, OC/DP 8 Wed., 1/28, 6:30-9:50 pm CRN 40614

ADVANCED WORD PROCESSING AND PUBLISHING* Fee: $252
Course reviews advanced features such as macros, and basic desktop publishing features of the word processing software package to create newsletters, flyers, etc. Content includes creating equations, using math, creating a box, importing and using graphics, creating rules, creating and integrating newspaper columns and graphics, and changing fonts. Recommended: Completion of COFA25. Textbook might be required. Check with the bookstore. CRN 40620

INTRODUCTION TO MICROSOFT EXCEL (ONLINE) Fee: $119
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. No class 4/4/15.
DPR A84-01, OC/SK, 4 Thu., 1/29, 6-9 pm, Antaramian CRN 40250
DPR A84-02, OC/DP, 4 Sat., 3/7, 10 am-1 pm, Perozzi CRN 40219

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.
DPR A85-01, OC/SK, 4 Thu., 2/26, 6-9 pm, Antaramian CRN 40249
DPR A85-02, OC/DP, 4 Sat., 4/11, 10 am-1 pm, Perozzi CRN 40220

BASIC AND INTERMEDIATE EXCEL Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. No class 4/4/15.
DAT A14-01, OC/SK, 8 Thu., 1/29, 6-9 pm, Antaramian CRN 40248
DAT A14-02, OC/DP, 8 Sat., 3/7, 10 am-1 pm, Perozzi CRN 40216

INTERMEDIATE MICROSOFT EXCEL (ONLINE) Fee: $119
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A85-300, 1/21-3/13/15 CRN 40896
DPR A85-301, 2/18-4/10 CRN 40898
DPR A85-302, 3/18-5/8 CRN 40900
DPR A85-303, 4/15-6/5 CRN 40902

ELECTRONIC SPREADSHEETING USING EXCEL: 2010* Fee: $222
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software. CRN 40617

DATABASE APPLICATIONS USING ACCESS: 2010* Fee: $340
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more. CRN 40618

INTRODUCTION TO MICROSOFT ACCESS (ONLINE) Fee: $119
Access is a database used to store and sort useful information. Gain skill in creating tables, relationships, custom data entry forms, queries, reports, mailing labels, and Macros. Learn to merge the data in your Access tables with Microsoft Word form letters. Requirements: Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A71-300, 1/21-3/13/15 CRN 40849
DPR A71-301, 2/18-4/10 CRN 40850
DPR A71-302, 3/18-5/8 CRN 40851
DPR A71-303, 4/15-6/5 CRN 40852

*Courses may also be taken for college credit.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERMEDIATE MICROSOFT ACCESS (ONLINE)</td>
<td>$119</td>
<td>Build a fully-automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques. Requirements: Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.</td>
</tr>
<tr>
<td>INTRODUCTION TO MICROSOFT POWERPOINT (ONLINE)</td>
<td>$119</td>
<td>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, hypertext links, and special effects to presentations. Requirements: PowerPoint or MS Office Professional 2010. Not suitable for Macintosh users.</td>
</tr>
<tr>
<td>PRESENTATION SOFTWARE USING POWERPOINT: 2010*</td>
<td>$237</td>
<td>Learn to plan, compose, and create effective desktop presentations.</td>
</tr>
<tr>
<td>MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE)</td>
<td>$119</td>
<td>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.</td>
</tr>
<tr>
<td>INTRODUCTION TO MS OUTLOOK (ONLINE)</td>
<td>$119</td>
<td>Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. Requirements: MS Office Outlook 2007, 2010 or 2013. Not suitable for Macintosh users.</td>
</tr>
<tr>
<td>INTRODUCTION TO MICROSOFT PROJECT (ONLINE)</td>
<td>$119</td>
<td>Discover how to effectively plan, implement, and control projects using Microsoft Project, the world’s most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.</td>
</tr>
<tr>
<td>VISIO FUNDAMENTALS: 2013*</td>
<td>$222</td>
<td>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.</td>
</tr>
<tr>
<td>INTRODUCTION TO SQL (ONLINE)</td>
<td>$119</td>
<td>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.</td>
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<tr>
<td>INTERMEDIATE SQL (ONLINE)</td>
<td>$119</td>
<td>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.</td>
</tr>
<tr>
<td>PERFORMANCE TUNING: ORACLE 11G*</td>
<td>$453</td>
<td>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.</td>
</tr>
<tr>
<td>DATABASE FUNDAMENTALS II: ORACLE 11G*</td>
<td>$453</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

&sect;Courses may also be taken for college credit.
INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE)

Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs.

**Requirement:** Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>DAT A13-300, 1/21-3/13/15</td>
<td>CRN 40684</td>
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<tr>
<td>DAT A13-301, 2/18-4/10</td>
<td>CRN 40685</td>
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<tr>
<td>DAT A13-302, 3/18-5/8</td>
<td>CRN 40686</td>
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<tr>
<td>DAT A13-303, 4/15-6/5</td>
<td>CRN 40688</td>
</tr>
</tbody>
</table>

Cisco Networking

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

**CISCO INTRODUCTION TO NETWORKS**

An introduction to networking and general network concepts. Build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>INT A01-C01, OC/SK, 8 Tue./Thu., 1/20, 6-9 pm</td>
<td>CRN 40509</td>
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<tr>
<td>INT A01-C02, OC/SK, 8 Sat., 1/24, 9 am-3:30 pm</td>
<td>CRN 40513</td>
</tr>
</tbody>
</table>

**CISCO ROUTING AND SWITCHING ESSENTIALS**

This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Hybrid course, online course work required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
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</thead>
<tbody>
<tr>
<td>INT A02-C01, OC/SK, 8 Tue./Thu., 3/24, 6-9 pm</td>
<td>CRN 40514</td>
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<tr>
<td>INT A02-C02, OC/SK, 8 Sat., 3/28, 9 am-3:30 pm</td>
<td>CRN 40515</td>
</tr>
</tbody>
</table>

**CISCO SCALING NETWORKS**

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.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tr>
<td>INT A03-C01, OC/SK, 8 Wed./Fri., 1/21, 6-9 pm</td>
<td>CRN 40517</td>
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</tbody>
</table>

**CISCO CONNECTING NETWORKS**

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

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>INT A04-C01, OC/SK, 8 Wed./Fri., 3/25, 6-9 pm</td>
<td>CRN 40518</td>
</tr>
</tbody>
</table>

**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 847-376-7714.

**NETWORKING ESSENTIALS**

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

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tr>
<td>NTS A05-C01, OC/SK, 15 Mon., 1/26, 6-8:20 pm</td>
<td>CRN 40720</td>
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<tr>
<td>NTS A05-C02, OC/SK, 15 Tue./Thu., 1/27, 9-10:40 am</td>
<td>CRN 40721</td>
</tr>
<tr>
<td>NTS A05-C03, OC/SK, 15 Tue./Thu., 1/27, 3:30-5:10 pm</td>
<td>CRN 40714</td>
</tr>
</tbody>
</table>

**MICROSOFT DESIGNING A WINDOWS NETWORK INFRASTRUCTURE**

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.

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>NTS A65-C01, OC/SK, 8 Sun., 3/29, 8:30 am-5 pm</td>
<td>CRN 40607</td>
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</tbody>
</table>

**MICROSOFT WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2012 SERVER**

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>NTS A11-C01, OC/SK, 8 Sat., 1/24, 8:30 am-4:20 pm</td>
<td>CRN 40727</td>
</tr>
</tbody>
</table>

**MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM**

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.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>NTS A10-C02, OC/SK, 8 Mon./Wed., 1/21, 6-9:50 pm</td>
<td>CRN 40722</td>
</tr>
</tbody>
</table>

**MANAGING A WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2012 SERVER**

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>NTS A14-C01, OC/SK, 8 Sat., 3/28, 8:30 am-5 pm</td>
<td>CRN 40729</td>
</tr>
</tbody>
</table>

**MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
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<tr>
<td>NTS A17-C01, OC/SK, 8 Tue./Thu., 3/24, 6-9:50 pm</td>
<td>CRN 40731</td>
</tr>
</tbody>
</table>

**REGISTER EARLY!**

Classes are cancelled a week before start date if minimum enrollment is not reached.
MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE
WINDOWS 2012 SERVER* Fee: $453
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 for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A56-C01, OC/SK, 8 Mon., 7/21, 6-9:50 pm CRN 40607

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $453
Provides knowledge and skills necessary to troubleshoot basic problems end users 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. Intended for students who are new to Microsoft Windows Desktop software. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A12-C01, OC/SK, 8 Mon., 7/21, 6-9:50 pm CRN 40604

MICROSOFT CREATING AND MAINTAINING WEB SERVER USING IIS* Fee: $350
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., 1/25, 8:30 am-5 pm CRN 40603

LINUX NETWORK SERVICES ADMINISTRATION* Fee: $350
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 TCPD 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 detection systems.
NTS A68-C01, OC/SK, 8 Sat., 3/28, 8:30 am-3 pm CRN 40610

LINUX ADMINISTRATION Fee: $350
Course offers instruction in installation, support, and administration of a LINUX operating system in both server and workstation configurations. Content includes LINUX and Web server installation, system startup/shutdown, hardware configuration, disk and file system structure, package management, TCP/IP networking, system management and security, X-Windows usage and configuration, user management, LINUX printing, system performance measurement and tuning, LINUX Kernel “hacking,” and LINUX utilities. Credit cannot be received in both CIS 228 and CNS 228. Recommended: CIS 218 and CNS 105 or comparable knowledge.
INT A23-C01, OC/SK, 8 Sat., 1/24, 8:30 am-3 pm CRN 40856

SECURITY+ CERTIFICATION Fee: $350
Understand core concepts of the threats to a computing infrastructure. Covers securing a network infrastructure; understanding encryption technologies; securing communications and applications; responding to incidents; and creating and maintaining a secure network infrastructure. Prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). Recommended: CNS 105 or consent of instructor, coordinator, or program chair.
NTS A36-C01, OC/SK, 15 Mon., 1/26, 6-9 pm CRN 40865

UNIX Networking and OS Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7114.

ADVANCED UNIX OPERATING SYSTEM: RED HAT LINUX* Fee: $227
Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming (Bourne, Korn), networking, basic “C” language programming and UNIX system administration. Recommended: CPT A15 or comparable knowledge.
CPT A74-C01, OC/DP, 8 Mon., 3/26, 6-9:50 pm CRN 40516

INTRO TO UNIX OPERATING SYSTEMS: RED HAT LINUX* Fee: $227
Theoretical and hands-on instruction using the UNIX operating system environment. Covers basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. Recommended: CPT A01 or comparable computer experience.
CPT A15-C01, OC/DP, 8 Thu., 1/22, 6-9:50 pm CRN 40664

UNIX ADMINISTRATION: RED HAT LINUX* Fee: $350
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., 1/24, 8:30 am-3 pm CRN 40523

PC Troubleshooting and Security Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7114.

INTRODUCTION TO 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, 1/21-3/15 CRN 40821
DPR A28-301, 2/18-4/10 CRN 40822
DPR A28-302, 3/18-5/8 CRN 40823
DPR A28-303, 4/15-6/5 CRN 40824
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 personal and business data from the outside world. This course, taught by a security expert, quickly brings you up to speed on the fundamentals of PC and network security. Learn about the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how to implement simple solutions to minimize risks. Requirements: A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP).  
DPR A49-300, 1/21-3/13/15  
DPR A49-301, 2/18-4/10  
DPR A49-302, 3/18-5/8  
DPR A49-303, 4/15-6/5  
CRN 40837  
CRN 40838  
CRN 40839  
CRN 40840  

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 Rznecki, program coordinator, at 847-635-1904 or mreznick@oakton.edu.  

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, 1/21-3/13/15  
DAT A33-301, 2/18-4/10  
DAT A33-302, 3/18-5/8  
DAT A33-303, 4/15-6/5  
CRN 40768  
CRN 40769  
CRN 40770  
CRN 40771  

INTRODUCTION TO C# PROGRAMMING*  
Fee: $458  
Introduces computer programming using the C# language to solve business-related problems. Topics include program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programs include arithmetic calculations, decision making, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.  
CPT A33-C01, OC/SK, 1/21-3/13/15, 2/3-5/15  
CRN 40697  

INTRODUCTION TO VISUAL BASIC.NET 2010 PROGRAMMING (ONLINE)*  
Fee: $458  
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. Recommended: CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful. Supplemental lab work required.  
CPT A89-C01, 2/3-5/15  
CRN 40521  

TOPICS IN CIS: CONTENT MANGEMENT  
Fee: $438  
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic.  
CPT A02-C01, OC/DP, 1/24, 6-9:50 pm  
CRN 40648  

MAC, IPHONE, AND IPAD PROGRAMMING  
(ONLINE)  
Fee: $119  
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. Requirements: Xcode 4.3 compiler, an Intel-based Mac.  
DAT A12-300, 1/21-3/13/15  
DAT A12-301, 2/18-4/10  
DAT A12-302, 3/18-5/8  
DAT A12-303, 4/15-6/5  
CRN 40674  
CRN 40676  
CRN 40678  
CRN 40682  

INTRODUCTION TO VISUAL BASIC  
PROGRAMMING (ONLINE)  
Fee: $119  
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic’s large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.  
DPR A29-300, 1/21-3/13/15  
DPR A29-301, 2/18-4/10  
DPR A29-302, 3/18-5/8  
DPR A29-303, 4/15-6/5  
CRN 40825  
CRN 40826  
CRN 40827  
CRN 40828  

VISUAL BASIC FOR APPLICATIONS*  
Fee: $413  
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, 1/24, 6-8:55 pm  
CRN 40692  

WEB DEVELOPMENT TOOLS*  
Fee: $310  
Course introduces Web development tools, including HTML editors and Web site managers as well as graphics manipulation tools. Content includes use of these tools to create interactive Web Sites which integrate style sheets, DHTML components and Javascrpts. Working knowledge of HTML is recommended. Textbook might be required. Check with the bookstore.  
CPT A30-C01, OC/DP, 1/26, 6-8:55 pm  
CRN 40695  

*Courses may also be taken for college credit.
JAVA PROGRAMMING USING FILES AND DATABASES*  Fee: $458
Course provides students, who already have an understanding of Java programming basics, with knowledge of file and database programming using Java. Students will write Java programs that update random access files and write Java programs that connect to a database (e.g. Microsoft Access). Database concepts and the Structured Query Language (SQL) to provide access to data will be covered. Recommended: CIS211 OR programming experience or consent of Instructor or Program Coordinator.
CPTA07-C01, OD/DP, 15 Tue., 2/3, 6-9:55 pm CRN 40862

APPS PROGRAMMING FOR APPLE MOBILE DEVICES*  Fee: $458
Course covers the fundamentals needed to develop iOS applications for the iPad and iPhone mobile platforms. Objective C programming language, Xcode, the development environment, and the Cocoa Touch Framework will be used. Content includes program design and development, designing user interfaces, visual and object-oriented programming, screen design, and event-driven programming using objects. Learn about selling apps in Apple’s App store. Recommended: CSC155 (C++) or CSC156 (Java) OR comparable programming knowledge OR consent of Instructor or Program Coordinator.
CPT A08-C01, OD/DP, 15 Tue., 2/3, 6-9:55 pm CRN 40857

ADVANCED TOPICS IN VISUAL BASIC .NET PROGRAMMING*  Fee: $413
Students will write programs showing their understanding of Visual Basic using advanced programming concepts. Topics include installing and configuring, Visual Basic, interfacing with the user, intrinsic controls, Windows common controls, add-ins and utilities, dynamic control and object creation, graphics, creating a multiple document interface application (MDI), sorting, using the Windows API, Registry and INI files, ActiveX components, introduction to programming for the Internet, adding help to applications, and distributing applications.
CPT A73-C02, OD/DP, 14 Tue., 2/3, 6-8:55 pm CRN 40511

INTRODUCTION TO RUBY PROGRAMMING (ONLINE)  Fee: $119
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.
DPR A07-300, 1/21-3/13/15 CRN 40798
DPR A07-301, 2/18-4/10 CRN 40799
DPR A07-302, 3/18-5/8 CRN 40800
DPR A07-303, 4/15-6/5 CRN 40801

INTRODUCTION TO AJAX PROGRAMMING (ONLINE)  Fee: $119
Transform the way your Web applications look and feel! With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In this course you’ll learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.
DAT A26-300, 1/21-3/13/15 CRN 40744
DAT A26-301, 2/18-4/10 CRN 40745
DAT A26-302, 3/18-5/8 CRN 40746
DAT A26-303, 4/15-6/5 CRN 40747

INTRODUCTION TO AJAX PROGRAMMING (ONLINE)  Fee: $119
Java is one of the most widely-used computer languages in the world, and it’s easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy-to-understand examples and skill-building exercises. By the time we’re done, you’ll be comfortable with Java programming and ready for more! Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.
DAT A07-300, 1/21-3/13/15 CRN 40627
DAT A07-301, 2/18-4/10 CRN 40629
DAT A07-302, 3/18-5/8 CRN 40632
DAT A07-303, 4/15-6/5 CRN 40634

INTERMEDIATE JAVA PROGRAMMING (ONLINE)  Fee: $119
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. Requirement: Completion of “Introduction to Java Programming” or equivalent experience.
DAT A08-300, 1/21-3/13/15 CRN 40636
DAT A08-301, 2/18-4/10 CRN 40639
DAT A08-302, 3/18-5/8 CRN 40641
DAT A08-303, 4/15-6/5 CRN 40647

JAVASCRIPT (ONLINE)  Fee: $119
Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your Web pages. Explore ways in which jQuery, “the write less, do more” JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.
DPR A88-300, 1/21-3/13/15 CRN 40904
DPR A88-301, 2/18-4/10 CRN 40906
DPR A88-302, 3/18-5/8 CRN 40908
DPR A88-303, 4/15-6/5 CRN 40910

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

Cooking/Culinary

EUROPEAN PASTRY BAKING

Fee: $94
Entertain friends and family by serving homemade pastries. Class includes recipes and baking instructions for napoleons, roulettes, éclairs, tiramisu, and French tarts.

HEC C25-01, NILES N, 4 Wed., 1/21, 7-9 pm, Mirani CRN 40212

SUSHI WORKSHOP

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., 3/24, 7-9 pm, Taves CRN 40209

CREATIVE INTERNATIONAL COOKING

Fee: $94
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes. No class 4/8/15.

HEC E66-01, NILES N, 4 Wed., 4/1, 7-9 pm, Mirani CRN 40213

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.

HFC F10-01, ETHS, 4 Tue., 2/24, 7-9 pm, Taves CRN 40207

THE CUISINE OF REGIONAL ITALY

Fee: $94
Learn to create an array of dishes from the various regions of Italy. 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.

HCE C72-01, ETHS, 4 Tue., 1/27, 7-9 pm, Taves CRN 40208

COOKING MEDITERRANEAN

Fee: $99
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. Materials fee of $30 per student is payable to instructor on first day of class.

HCE C15-01, GLBRK S, 4 Tue., 2/24, 7-9:30 pm, Johnson CRN 40080

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.

HCE F74-02, GLBRK S, 1 Thu., 4/9, 7-9 pm, Johnson CRN 40082

VEGETARIAN CUISINE

Fee: $99
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! Materials fee of $30 per student is payable to instructor on first day of class.

HEC C22-01, GLBRK S, 4 Th., 4/16, 7-9:30 pm, Johnson CRN 40081

The Backyard Barbecue Series

BARBECUE SERIES

Series Fee: $139
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.

HCE E28-01, BBAR, 3 Thu., 3/12, 7-9 pm CRN 40273

GRILLING 101

Fee: $49
Get ready for grill season with a Grilling 101 class at the Backyard BBQ Store. No senior discount.

HCE E32-01, BBAR, 1 Thu., 3/12, 7-9 pm CRN 40272

SEAFOOD ON THE GRILL

Fee: $49
Most seafood benefits from the quick cooking and smoky flavor of the grill. But proper technique matters—probably more with fish and shellfish than any other food. On this grilling adventure, you’ll learn the right way to cook seafood. No senior discount.

HEC E90-01, BBAR, 1 Thu., 4/9, 7-9 pm CRN 40275

STEAK!

Fee: $59
Instructor Joe Spera from Al’s Meat Market in Wilmette butchers an entire prime beef loin and shows you how to grill 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., 5/7, 7-9 pm CRN 40274

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. No class 2/16/15.

PED E88-01, NILES N, 6 Mon., 1/26, 6:30-7:30 pm, Strain CRN 40242

PED E88-02, NILES N, 6 Mon., 2/2, 6:30-7:30 pm, Strain CRN 40243

PED E88-03, NILES N, 6 Mon., 3/2, 6:30-7:30 pm, Strain CRN 40244

PED E88-04, NILES N, 6 Mon., 3/30, 6:30-7:30 pm, Strain CRN 40245

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, Foxtrot, and Rumba) and East Coast swing. Every class starts with popular line dances such as the Cupid Shuffle, Cha Cha Slide, Electric Slide, or YMCA. A partner is not necessary. No refund after the class begins. No senior discount. No class 2/16/15.

PED G69-01, OC/SK, 6 Wed., 1/21, 6:30-7:30 pm, Strain CRN 40240

PED G69-02, OC/SK, 6 Wed., 1/28, 6:30-7:30 pm, Strain CRN 40241

PED G69-03, OC/SK, 6 Wed., 2/4, 6:30-7:30 pm, Strain CRN 40242

PED G69-04, OC/SK, 6 Wed., 2/11, 6:30-7:30 pm, Strain CRN 40243

PED G69-05, OC/SK, 6 Wed., 2/18, 6:30-7:30 pm, Strain CRN 40244

PED G69-06, OC/SK, 6 Wed., 3/11, 6:30-7:30 pm, Strain CRN 40245

PED G69-07, OC/SK, 6 Wed., 3/18, 6:30-7:30 pm, Strain CRN 40246

PED G69-08, OC/SK, 6 Wed., 3/25, 6:30-7:30 pm, Strain CRN 40247

www.oakton.edu/conted
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: 2014** Fee: $385
First of three courses in drafting and design using AutoCAD software. Content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A03-C01, OC/DP, 15 Wed., 1/28, 9 am-12:20 pm CRN 40524
DES A03-C02, OC/SK, 14 Sun., 2/1, 9 am-12:40 pm CRN 40525

**INTERMEDIATE AUTOCAD: 2014** Fee: $488
Second of three AutoCAD courses. Content includes assigning attributes to blocks using external references, grouping and filtering entities, slide shows, three-dimensional (3D), dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. **Recommended:** DES A03 or consent of instructor.

DES A04-C01, OC/SK, 16 Wed., 1/21, 6-9:50 pm CRN 40530

**ADVANCED AUTOCAD: 2014** Fee: $488
Last course in the core AutoCAD sequence. Follows up on solid modeling topics, including an introduction to parametric design and rendering. Focus is on productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. Auto LISP programming language also introduced. **Recommended:** DES A04 or consent of instructor.

DES A05-C01, OC/SK, 15 Wed., 1/28, 4-5:55 pm CRN 40531

**CAD INTRO TO BUILDING SYSTEMS – REVIT** Fee: $488
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting.

DES A09-C01, OC/SK, 16 Sat., 1/24, 9 am-12:50 pm CRN 40595

**BASIC AUTOCAD FOR INTERIOR DESIGN** Fee: $488
Introduces computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A18-C01, OC/DP, 15 Fri., 1/30, 10 am-1:30 pm CRN 40536

**ADVANCED AUTOCAD FOR INTERIOR DESIGN** Fee: $413
Covers creating and using advanced drawing techniques for developing complex interior design applications, including lighting, electrical plans, elevations, and 3D drawings that produces drawings with unconventional angles using symbols, blocks, and assigning attributes for use in drawing applications and producing drawing plots with multiple scales with advanced functionality. **Recommended:** DES A18.

DES A20-C01, OC/DP, 15 Fri., 1/30, 10 am-1:30 pm CRN 40537

**ADVANCED SOLIDWORKS** Fee: $385
An 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., 1/24, 1-4:50 pm CRN 40533

**INTRODUCTION TO AUTODESK INVENTOR** Fee: $385
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., 1/22, 4-6 pm CRN 40598

**INDUSTRIAL DESIGN ENGINEERING** Fee: $488
Introduces industrial design and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today’s manufacturing, communication, and publishing industries creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering, and presentation.

DES A14-C01, OC/SK, 15 Thu., 1/29, 4-5:59 pm CRN 40534

**INDUSTRIAL DESIGN ENGINEERING TECHNIQUES** Fee: $413
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., 1/29, 4-5:59 pm CRN 40535

**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: $143
The first of three courses required for a Person-Centered Elder Support certificate, designed to prepare the student for a caregiver role with elders. Content covers educational concepts and practices for the care and safety of elders experiencing normal aging, including sensory, physical, and psychosocial changes of aging, normal aging, myths of aging, and culture change.

ELD A01-C01, OC/SK, 6 Fri., 4/3, 9-10:40 am CRN 40873
PERSON-CENTERED COMMUNICATION* Fee: $103
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., 4/3, 11 am-12:40 pm CRN 40874

DEMENTIA CARE OF THE ELDER* Fee: $103
Focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer’s disease, including stages, symptom progression, and behaviors. Emphasis is on understanding the disease and meeting the persons’ needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. Prerequisite: Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.
ELD A03-C01, OC/SK, 6 Fri., 4/3, 1:30-3:10 pm CRN 40879

ASSISTING AGING PARENTS (ONLINE) Fee: $119
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.
SOC E02-300, 1/21-3/13/15 CRN 41112
SOC E02-301, 2/13-4/10 CRN 41113
SOC E02-302, 3/13-5/8 CRN 41114
SOC E02-303, 4/13-6/5 CRN 41115

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: $556
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., 12/26, 9:30 am-12:45 pm CRN 40540
ECT A01-C02, OC/DP, 15 Thu., 12/28, 9 am-12:15 pm CRN 40539
ECT A01-C03, OC/SK, 15 Thu., 12/28, 6-9:30 pm CRN 40538

RESIDENTIAL WIRING* Fee: $350
Course provides technical skills and knowledge of residential wiring to conform to the National Electrical Code. Content includes safe installing, maintaining, replacing and repairing residential wiring and distribution systems. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects. Textbook might be required. Check with the bookstore.
ECT A15-C01, OC/SK, 14 Tue., 2/3, 6-9:20 pm CRN 40540

SURVEY OF ELECTRONICS Fee: $310
Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills.
ECT A03-C01, OC/DP, 15 Mon., 1/26, 6-9 pm CRN 40542

A+ CERTIFICATION PREPARATION* Fee: $232
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. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals.
ECT A06-C01, OC/SK, 8 Wed., 3/25, 6-9:30 pm CRN 40619

COMPUTER PERIPHERALS* Fee: $340
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., 2/5, 6-10 pm CRN 40616

MICROCOMPUTER HARDWARE SYSTEMS* Fee: $340
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., 1/27, 6-9:30 pm CRN 40543
ECT A04-C02, OC/SK, 15 Fri., 1/30, 9 am-12:30 pm CRN 40546

DIGITAL CIRCUIT FUNDAMENTALS* Fee: $340
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., 1/29, 6-9:20 pm CRN 40623

FUNDAMENTALS OF MICROPROCESSORS* Fee: $340
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, 12 Sat., 2/21, 9 am-12:10 pm CRN 40631

OVERVIEW OF ALTERNATIVE ENERGY RESOURCES* Fee: $340
Project-based course covering renewable and alternative forms of energy. Content includes an overview of solar, wind, hydropower, biomass, geothermal, and nuclear power. Includes hands-on labs on solar, wind and hydropower, and simulations of the others. Recommended: Concurrent enrollment in ELT 101 or ELT 107 or ELT 130, or prior knowledge of electronics and electricity.
ECT A18-C01, OC/SK, 14 Wed., 2/4, 6-9:20 pm CRN 40644

Entrepreneurship

(Also see Business and Global Business Studies)

EXPORTING FOOD AS A SMALL BUSINESS (ONLINE) Fee: $89
Expand the frontiers of your food or beverage business by discovering overseas markets that are just as profitable as the domestic market, but no more difficult to leverage. Learn proven strategies to test-market your product while eliminating problems and risks commonly associated with exporting. No business is too small to export! Required textbook: How Small Business Trades Worldwide, ISBN: 0979551501. Available at amazon.com. Not available at Oakton's bookstore. Important: Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly. No senior discount.
BUS E38-300, 1/20-2/10, 7-8 pm CRN 40278
BUS E38-301, 4/14-5/5, 7-8 pm CRN 40279

*Courses may also be taken for college credit.
CREATING A SUCCESSFUL BUSINESS PLAN  Fee: $119
(ONLINE)
Business success begins with a plan—a working document that
charts a course for the future. Course helps new and established
small business owners create their own plans to guide growth and
achieve their goals.
BUS A90-300, 1/21-3/13/15  CRN 40370
BUS A90-301, 2/18-4/10  CRN 40371
BUS A90-302, 3/18-5/8  CRN 40372
BUS A90-303, 4/15-6/5  CRN 40373

STARTING YOUR OWN CONSULTING PRACTICE Fee: $119
(ONLINE)
Do you have training or knowledge that could be useful to others?
Learn how to start and operate a consulting practice, from skill
assessments and pricing policies to contracting, marketing, and more.
BUB A33-300, 1/21-3/13/15  CRN 40105
BUB A33-301, 2/18-4/10  CRN 40107
BUB A33-302, 3/18-5/8  CRN 40109
BUB A33-303, 4/15-6/5  CRN 40110

BEGINNER’S GUIDE TO GETTING PUBLISHED Fee: $119
(ONLINE)
Taught by a published author, course demonstrates how to get your
books and articles published. Discover powerful shortcuts to get
published, learn how to properly format manuscripts, write irre-
sistible query letters, and identify publishers who want your work.
COM E75-300, 1/21-3/13/15  CRN 40464
COM E75-301, 2/18-4/10  CRN 40467
COM E75-302, 3/18-5/8  CRN 40469
COM E75-303, 4/15-6/5  CRN 40470

SECRETES OF THE CATERER (ONLINE) Fee: $119
Do you love to cook and plan parties? Then start your own catering
business and make money doing what you love! Learn founda-
tional skills about catering and the basics of the business, including
many delicious recipes!
BUB A52-300, 1/21-3/13/15  CRN 40148
BUB A52-301, 2/18-4/10  CRN 40149
BUB A52-302, 3/18-5/8  CRN 40151
BUB A52-303, 4/15-6/5  CRN 40152

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 sen-
ior discount.
BUS B17-02, OC/SK, 1 Sat., 3/14, 10 am-12 pm, Baker  CRN 40265

STARTING YOUR OWN ARTS AND CRAFTS
BUSINESS (ONLINE) Fee: $119
Discover how to find your niche and create your own unique busi-
ness identity, insiders’ secrets, how to find and get into the best craft
shows, design attractive booths, and price your work for success.
BUS A06-300, 1/21-3/13/15  CRN 40057
BUS A06-301, 2/18-4/10  CRN 40058
BUS A06-302, 3/18-5/8  CRN 40059
BUS A06-303, 4/15-6/5  CRN 40060

STARTING A NONPROFIT (ONLINE) Fee: $119
Learn from an industry veteran how to take a nonprofit business
from vision to reality. Course provides practical information about
incorporation, organization, and other issues pertinent to a nonprof-
it start-up, that you can put to immediate use.
BUS A20-300, 1/21-3/13/15  CRN 40324
BUS A20-301, 2/18-4/10  CRN 40325
BUS A20-302, 3/18-5/8  CRN 40326
BUS A20-303, 4/15-6/5  CRN 40327

IMPORT/EXPORT NOW! (ONLINE) Fee: $95
For those who want a career in import or export of goods and serv-
ices and need a step-by-step hands-on course. Conducted “live” on
the Internet by an international trade expert and intended for stu-
dents with zero business background, as well as for established
businesses looking for new trade. Required textbook: How Small
Business Trades Worldwide, ISBN: 0979551501. Available at ama-
zon.com. Not available at Oakton’s bookstore. Important: Provide
your e-mail address when registering for the course. All course
materials will be e-mailed to you directly. No senior discount.
BUS A28-300, 1/21-3/18, 8-10 pm  CRN 40276
BUS A28-301, 4/15-6/10, 8-10 pm  CRN 40277

START YOUR OWN SMALL BUSINESS
(ONLINE) Fee: $119
Learn start-up options, proven marketing techniques, traditional and
innovative financing options, practical employee management tips,
and time management.
BUS A26-300, 1/21-3/13/15  CRN 40099
BUS A26-301, 2/18-4/10  CRN 40100
BUS A26-302, 3/18-5/8  CRN 40102
BUS A26-303, 4/15-6/5  CRN 40104

LEADERSHIP (ONLINE) Fee: $119
Contrary to a popular belief, leadership skills can be learned and
developed. Explore how great leaders gain the respect and admira-
ton of others, exert more control over your destiny, and enjoy suc-
cess in your personal and professional life.
BUS A43-300, 1/21-3/13/15  CRN 40336
BUS A43-301, 2/18-4/10  CRN 40337
BUS A43-302, 3/18-5/8  CRN 40361
BUS A43-303, 4/15-6/5  CRN 40362

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: $103
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., 3/24, 10:30-11:45 am  CRN 40499

CONDITIONING II: ZUMBA* Fee: $103
Further shape, strengthen, and tone the major muscle groups for
total body fitness or sport-specific skills using Zumba, a dance/fit-
tness program featuring Latin and international music. Work out to
meringue, salsa, cumbia, and reggae rhythms.
FIT B31-C01, OC/DP, 8 Tue./Thu., 3/24, 10:30-11:45 am  CRN 40508

YOGA I* Fee: $103
Class introduces yoga postures with fitness movements. Focus is
on techniques of relaxation and breathing in order to increase flexi-
bility, strength, range of motion, and balance.
FIT B28-C01, OC/SK, 16 Tue./Thu., 1/20, 7-7:50 pm  CRN 40740
FIT B28-C02, OC/DP, 8 Tue./Thu., 1/20, 12-1:15 pm  CRN 40742

YOGA II* Fee: $103
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/SK, 16 Tue./Thu., 1/20, 7-7:50 pm  CRN 40493

*Course may also be taken for college credit.
The Fitness Center offers a variety of equipment and amenities, including:

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

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

**Personal Training**
Learn sound fitness principles to become an independent exerciser. Training is tailored to individual needs and offered in two-, four-, and six-session formats. A free semester membership is available with a four- or six-session registration.

Register with the Alliance for Lifelong Learning Office, Room 1420 (Des Plaines campus).
Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 7:30 p.m.

**Individual Personal Training**
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides. Our goal is to teach sound fitness principles that encourage independent exercise.

*All sessions must be used by the end of the semester.*

**Two one-hour sessions by arrangement**
FIT P01-01, OC/DP, $89  
CRN 40311

**Four one-hour sessions by arrangement**
Free semester membership to the Fitness Center included.  
FIT P01-02, OC/DP, $159  
CRN 40313

**Six one-hour sessions by arrangement**
Free semester membership to the Fitness Center included.  
FIT P01-03, OC/DP, $229  
CRN 40315

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

**Six one-hour sessions by arrangement**
FIT P02-01, OC/DP, $279  
CRN 40317

**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: $443
Covers the language of architectural construction documents. Content includes visualization sections, details and schedules, structural drawing specifications, and building codes for heating, ventilation, air conditioning systems, plumbing systems, and electrical systems. Incorporates free-hand mechanical sketching (board and on-site) and verbal and written communication.

FAC A21-C01, OC/DP, 16 Tue., 1/20, 6-9:30 pm  
CRN 40653

**INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING**  
Fee: $310
Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion general of areas in which a facilities manager or facilities engineer will need to develop competency.

FAC A26-C01, OC/DP, 15 Mon., 1/26, 6-9 pm  
CRN 40660

**MECHANICAL, ELECTRICAL AND SECURITY SYSTEMS IN BUILDINGS**  
Fee: $443
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., 1/20, 5-7:50 pm  
CRN 40665

**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.

**INTRODUCTION TO COMMODITY FUTURES TRADING**  
Fee: $310
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.

FIN A01-C01, OC/DP, 15 Mon., 1/26, 6-30:9-50 pm  
CRN 40666

**SECURITIES TRADING**  
Fee: $310
Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. $60) available in the bookstore.

FIN A02-C01, OC/DP, 14 Wed., 2/4, 6:30-9:50 pm  
CRN 40671

**PRINCIPLES OF FUNDAMENTAL ANALYSIS**  
Fee: $310
Covers use of fundamental analysis in commodity and securities price forecasting. Includes supply and demand, price cycles, forecasting of prices, and research methods.

FIN A03-C01, OC/DP, 14 Tue., 2/3, 6:30-9:50 pm  
CRN 40689

*Courses may also be taken for college credit.*
Global Business Studies

(Also see Business and Entrepreneurship)

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

INTRODUCTION TO GLOBAL BUSINESS*

Fee: $360

An overview of current world trade activities, practices, and govern- ment aid and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. Required textbook (approx. $110) available in the bookstore. Supplemental lab work required.

BTS A01-C01, ONLINE, 1/20-5/15 CRN 40602
BTS A01-C02, OC/DP, 12 Tue., 2/17, 6:30-9 pm CRN 40604

GLOBAL MARKETING

Fee: $360

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, 2/17-5/15 CRN 40605

INTEREST RATES AND FOREIGN EXCHANGE MARKETS*

Fee: $310

Examines the foreign exchange situation domestically and worldwide. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger, and the international importer/exporter. Recommended: GEG 130-Global Economics.

BTS A06-C01, OC/DP, 16 Thu., 1/22, 6:30-9:20 pm CRN 40606

Graphic Design/Digital Imaging

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

DIGITAL IMAGING: PHOTOSHOP*

Fee: $385

Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop used as the main software. Recommended: ATE E01.

ATE A02-C01, OC/DP, 16 Mon./Wed., 1/21, 9:30 am-12:10 pm CRN 40594
ATE A02-C02, OC/DP, 16 Mon./Wed., 1/21, 6:30-9:10 pm CRN 40590

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)

Fee: $119

Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

DPR A04-300, 1/21-3/13/15 CRN 40794
DPR A04-301, 2/18-4/10 CRN 40795
DPR A04-302, 3/18-5/8 CRN 40796
DPR A04-303, 4/15-6/5 CRN 40797

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE)

Fee: $119

Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

DPR A04-300, 1/21-3/13/15 CRN 40592
DPR A04-301, 2/18-4/10 CRN 40621
DPR A04-302, 3/18-5/8 CRN 40624
DPR A04-303, 4/15-6/5 CRN 40625

ADOBE PHOTOSHOP: CS6*

Fee: $355

Introduction to the tools and capabilities of Adobe Photoshop CS5. Hybrid section: half classroom and half online.

COF A72-C01, OC/DP, 14 Tue., 2/3, 9-11:45 am CRN 40630
COF A72-C02, OC/DP, 14 Wed., 2/4, 6:30-9:15 pm CRN 40626

ADVANCED ADOBE PHOTOSHOP: CS6*

Fee: $310

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

COF A92-C01, OC/DP, 1/26-5/11, Independent Study CRN 40642

ADOBE ILLUSTRATOR: CS6*

Fee: $355

Introduction to the various features of this object-based drawing application. Hybrid section: half classroom and half online.

COF A75-C01, Online, 1/26-5/8 CRN 40633

*Course may also be taken for college credit.
ADOBE FLASH* Fee: $413
Course introduces Flash authoring environment and basic features and functions of the Flash application to create high-impact Web sites. Content includes activities using the program's tools and modifiers, color capabilities, text formatting, sound importing methods, and bitmap optimization capabilities. Recommended: Completion of CPTA04. Textbook might be required. Check with the bookstore.

INTRODUCTION TO CORELDRAW X5 (ONLINE) Fee: $119
Let CorelDraw unleash your creativity! This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, Web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. Requirements: CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.

ADOBE INDESIGN (ONLINE) Fee: $119
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS5, or CS6 for Windows or Mac.

INTERMEDIATE INDESIGN: CS5 (ONLINE) Fee: $119
Master the advanced features of Adobe InDesign CS and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER (ONLINE) Fee: $119
Adobe Photoshop Creative Cloud (Photoshop CC) is a powerful subscription-based software that provides support and specialized editing tools for digital photographers and graphic artists. The program updates itself as Adobe adds, changes, or improves features. Designed for those with no image-editing experience, course takes students from novice to accomplished photo editor.

LOOSE WEIGHT AND KEEP IT OFF (ONLINE) Fee: $119
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.

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

HOME AND GARDEN

INTRODUCTION TO INTERIOR DESIGN (ONLINE) Fee: $119
Transform plain living spaces into beautiful, functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.

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

INTERIOR DESIGN 102 Fee: $30
Accessorize your home and impress your friends! Create settings that reflect your personality and make your house a home. Dress up your windows to enhance the interior of your home without affecting light, privacy, or air flow. No senior discount.

UPHOLSTERY Fee: $150
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on.

START YOUR OWN EDIBLE GARDEN (ONLINE) Fee: $119
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard! Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.

Register online www.oakton.edu/conted

*Courses may also be taken for college credit.
STARTING FROM SEED  Fee: $45
Give into your green thumb! Starting plants from seed is easy to do when you know the basics. Course covers starting annuals (flowers and vegetables) and perennials, including plant selection, containers, planting mixes, watering, heating, lighting, and disease control. A must for beginners and a great review for the experienced gardener. No senior discount.
BOTG24-01, GARD, 1 Sat, 2/14, 9:30 am-12 pm  CRN 40124

SUCCESS WITH TREES AND SHRUBS  Fee: $45
Learn all you need to know about growing trees and shrubs and how to be consistently successful in growing all types of woody plants (both deciduous and evergreen). Master matching plants to the site, planting practices, first-year maintenance, and long-term care. Great for all skill levels. No senior discount.
BOTE71-01, GARD, 1 Sat, 3/7, 9:30 am-12 pm  CRN 40125

THE ORCHID AND THE POT  Fee: $37
Explore orchid cultural requirements, focusing on the root system and the importance of proper potting. Discover what makes a good potting mix; how to pot for different growing conditions; and how to troubleshoot poor growth, a lack of flowers, and dying leaves. It's all in the roots! No senior discount.
BOTG25-01, GARD, 1 Sat, 3/14, 1-3 pm  CRN 40126

SPRING LAWN CARE FOR HOMEOWNERS  Fee: $37
Here's your chance to learn the basics of lawn care. Using the Garden's holistic turf management program as a model, the instructor will explain how to cultivate a thriving lawn while lessening pesticide use. He'll cover turf culture, mowing, aeration, watering, fertilizing and weeding, and insect and disease control. Dress for the weather. No senior discount.
BOTE36-01, GARD, 1 Sat, 3/28, 9-11 am  CRN 40127

CONVERSATIONAL GERMAN I  Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We'll communicate almost entirely in German while exploring the country's culture and developing listening, speaking, reading, and conversational skills that you can apply to real-life, practical situations. Prerequisite: No previous experience with the language.
LCH B01-01, GLBRK S, 8 Mon., 1/13, 6-8 pm, Tan  CRN 40237

BEGINNING CONVERSATIONAL FRENCH (ONLINE)  Fee: $119
CONVERSATIONAL GERMAN II  Fee: $130

CONVERSATIONAL FRENCH I  Fee: $130

CONVERSATIONAL FRENCH II  Fee: $130

CONVERSATIONAL GERMAN I  Fee: $130

Languages

Textbooks are required for some of the language classes. Prices vary from $40-$100 and are not included in the tuition price. No textbooks are required for online classes.

CONVERSATIONAL GERMAN I  Fee: $130
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., 1/26, 7-9 pm, Elmasry  CRN 40200

CONVERSATIONAL GERMAN II  Fee: $130
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. Prerequisite: Conversational Arabic I or previous Arabic language experience.
LAR B05-01, OC/SK, 8 Wed., 4/1, 7-9 pm, Elmasry  CRN 40201

CHINESE I  Fee: $130
Introduction to the study of modern Mandarin Chinese; emphasis on daily conversation. Chinese culture also explored. Textbook fee payable to the instructor at the first class session.
LCH B01-01, GLBRK S, 8 Thu., 1/13, 6-8 pm, Dure  CRN 40074

FRENCH I  Fee: $130
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.
LFR B01-01, ETHS, 8 Tue., 1/13, 6-8 pm, Dure  CRN 40075

FRENCH II  Fee: $130
Expand your French speaking skills! Great for leisure or professional development, course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language. No class on 4/7/15.
LFR B02-01, ETHS, 8 Tue., 3/17, 6-8 pm  CRN 40076

BEGINNING CONVERSATIONAL FRENCH (ONLINE)  Fee: $119

Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations. Requirements: A computer equipped with working speakers or headphones.
LFR E02-300, 1/21-3/13/15  CRN 49075
LFR E02-301, 2/18-4/10  CRN 49076
LFR E02-302, 3/18-5/8  CRN 49077
LFR E02-303, 4/15-6/5  CRN 49078

CONVERSATIONAL GERMAN I  Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.
LGE B03-01, GLBRK S, 8 Tue., 1/20, 7-9 pm, Burbach  CRN 40205

Job Search

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE)  Fee: $119
Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.
BUB E01-300, 1/21-3/13/15  CRN 40292
BUB E01-301, 2/18-4/10  CRN 40293
BUB E01-302, 3/18-5/8  CRN 40294
BUB E01-303, 4/15-6/5  CRN 40295

RESUME WRITING WORKSHOP (ONLINE)  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 results in personal interviews.
COM S42-300, 1/21-3/13/15  CRN 40545
COM S42-301, 2/18-4/10  CRN 40547
COM S42-302, 3/18-5/8  CRN 40548
COM S42-303, 4/15-6/5  CRN 40550

For more information, call 847-982-9888
CONVERSATIONAL GERMAN II Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers 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 3/31/15.
LGE B04-01, GLBRK S, 8 Tue., 3/17, 7-9 pm CRN 40206

ITALIAN CONVERSATION I Fee: $130
Explore the Italian language! Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required.
ITL B03-01, ETHS, 8 Tue., 1/20, 6-8 pm, Rader CRN 40090

ITALIAN II Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience. No class 4/9/15.
ITL B04-01, ETHS, 8 Thu., 3/19, 6-8 pm, Rader CRN 40199

INSTANT ITALIAN (ONLINE) Fee: $119
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. Learn to speak basic Italian in a wide variety of settings and situations and enrich your experiences while traveling in Italy. Benissimo! Requirements: A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.
ITL B02-300, 1/21-3/13/15 CRN 40971
ITL B02-301, 2/18-4/10 CRN 40972
ITL B02-302, 3/18-5/8 CRN 40973
ITL B02-303, 4/15-6/5 CRN 40974

CONVERSATIONAL JAPANESE (ONLINE) Fee: $119
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You’ll come away with an insider’s cultural knowledge!
LJA E01-300, 1/21-3/13/15 CRN 40979
LJA E01-301, 2/18-4/10 CRN 40980
LJA E01-302, 3/18-5/8 CRN 40981
LJA E01-303, 4/15-6/5 CRN 40982

POLISH I Fee: $130
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. No class 2/16, 3/23/15.
LPO B01-02, NILES N, 8 Mon., 1/26, 7-9 pm, Pasieka CRN 40257

POLISH II Fee: $130
Expand your Polish speaking skills! Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language. No class 4/8/15.
LPO B02-01, NILES N, 8 Wed., 4/11, 7-9 pm, Pasieka CRN 40256

SIGN LANGUAGE Fee: $130
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations are covered. Deaf culture and attitudes will also be discussed.
COM B08-01, MAINE E, 8 Tue., 1/27, 7-9 pm CRN 41129

CONVERSATIONAL SPANISH I Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP C04-02, ETHS, 8 Thu., 4/2, 7-9 pm, Solsol CRN 40258

ADVANCED CONVERSATIONAL SPANISH Fee: $130
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language. No class 4/9/15.
LSP B09-300, 1/21-3/13/15 CRN 40983
LSP B09-301, 2/18-4/10 CRN 40984
LSP B09-302, 3/18-5/8 CRN 40985
LSP B09-303, 4/15-6/5 CRN 40986

SPEED SPANISH II (ONLINE) Fee: $119
A continuation of Speed Spanish I. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.
LSP B08-300, 1/21-3/13/15 CRN 40987
LSP B08-301, 2/18-4/10 CRN 40988
LSP B08-302, 3/18-5/8 CRN 40989
LSP B08-303, 4/15-6/5 CRN 40990

SPANISH I Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class 2/19/15.
LSP B01-02, NILES N, 8 Wed., 1/21, 7-9 pm, Alvarez Rodriguez CRN 40251
LSP B01-03, GLBRK S, 8 Thu., 1/22, 7-9 pm, Alcantar CRN 40267

SPANISH II Fee: $130
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class.
LSP C02-04, OC/SK, 8 Tue., 3/24, 7-9 pm, Alvarez Rodriguez CRN 40252
LSP C02-03, NILES N, 8 Wed., 4/8, 7-9 pm, Alcantar CRN 40268

SPANISH FOR MEDICAL PROFESSIONALS (ONLINE) Fee: $119
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
LSP B11-300, 1/21-3/13/15 CRN 40991
LSP B11-301, 2/18-4/10 CRN 40992
LSP B11-302, 3/18-5/8 CRN 40993
LSP B11-303, 4/15-6/5 CRN 40994
Management and Supervision

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

PRINCIPLES OF MANAGEMENT*

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

- MAN A03-C01, OC/DP, 16 Wed., 1/21, 6:30-9:20 pm CRN 40635
- MAN A03-C02, OC/DP, 16 Sat., 1/24, 9-11:50 am CRN 40655
- MAN A03-C03, OC/SK, 12 Thu., 2/19, 6:30-10 pm CRN 40638

BUILDING TEAMS THAT WORK (ONLINE)

Fee: $119

Effective teams are essential for today's workplace. Learn the stages of a team's development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.

- BUB A54-300, 1/21-3/13/15 CRN 40157
- BUB A54-301, 2/18-4/10 CRN 40158
- BUB A54-302, 3/18-5/8 CRN 40159
- BUB A54-303, 4/15-6/5 CRN 40160

FUNDAMENTALS OF SUPERVISION*

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

- MAN A01-C01, OC/DP, 16 Thu., 1/22, 6:30-9:20 pm CRN 40628

EMPLOYMENT LAW FUNDAMENTALS (ONLINE)

Fee: $119

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

- BUB A17-300, 1/21-3/13/15 CRN 40061
- BUB A17-301, 2/18-4/10 CRN 40062
- BUB A17-302, 3/18-5/8 CRN 40063
- BUB A17-303, 4/15-6/5 CRN 40064

PROJECT MANAGEMENT*

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

- MAN A35-C01, OC/DP, 12 Thu., 2/19, 6-8:15 pm CRN 40662

Noncredit classes

SPANISH FOR LAW ENFORCEMENT (ONLINE) Fee: $119

Clear, quick communication is critical in law enforcement. Start from the fundamentals of Spanish, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

- LSP B12-300, 1/21-3/13/15 CRN 40995
- LSP B12-301, 2/18-4/10 CRN 41213
- LSP B12-302, 3/18-5/8 CRN 41214
- LSP B12-303, 4/15-6/5 CRN 41215

PROJECT MANAGEMENT APPLICATIONS (ONLINE)

Fee: $119

Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.

- BUB A68-300, 1/21-3/13/15 CRN 40231
- BUB A68-301, 2/18-4/10 CRN 40232
- BUB A68-302, 3/18-5/8 CRN 40233
- BUB A68-303, 4/15-6/5 CRN 40234

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE)

Fee: $119

Have you been recently promoted to a supervisory or management position? Learn how to become a more effective manager. Course covers the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people’s performance, learn how to solve problems, resolve conflicts, and manage your time so that you can deal with the constant demands of a managerial job.

- BUB A23-300, 1/21-3/13/15 CRN 40095
- BUB A23-301, 2/18-4/10 CRN 40096
- BUB A23-302, 3/18-5/8 CRN 40097
- BUB A23-303, 4/15-6/5 CRN 40098

HIGH SPEED PROJECT MANAGEMENT (ONLINE)

Fee: $119

Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.

- BUB A57-300, 1/21-3/13/15 CRN 40177
- BUB A57-301, 2/18-4/10 CRN 40178
- BUB A57-302, 3/18-5/8 CRN 40180
- BUB A57-303, 4/15-6/5 CRN 40181

SIX SIGMA: TOTAL QUALITY APPLICATIONS (ONLINE)

Fee: $119

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

- BUB A69-300, 1/21-3/13/15 CRN 40235
- BUB A69-301, 2/18-4/10 CRN 40236
- BUB A69-302, 3/18-5/8 CRN 40255
- BUB A69-303, 4/15-6/5 CRN 40287

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE)

Fee: $119

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

- BUB A56-300, 1/21-3/13/15 CRN 40165
- BUB A56-301, 2/18-4/10 CRN 40174
- BUB A56-302, 3/18-5/8 CRN 40175
- BUB A56-303, 4/15-6/5 CRN 40176

CONFLICT MANAGEMENT*

Fee: $310

Introduce a range of potential positive conflict management processes. Content includes active listening and communication processes. Content includes active listening and communication skills, principle negotiation, various forms of mediation, arbitration, and nonviolent action.

- MAN A32-C01, OC/DP, 12 Wed., 2/18, 6-8:15 pm CRN 40659

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

**ADVANCED PLC/AUTOMATION APPLICATIONS** Fee: $463
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.

**Marketing and Sales**

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

**PRINCIPLES OF MARKETING** Fee: $310
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.

**SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)** Fee: $119
When it comes to marketing a small business, money isn’t everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!

**BUSINESS AND MARKETING WRITING (ONLINE)** Fee: $119
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.

**Hydraulics, pneumatics, and controls** Fee: $345
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.

**Programmable Controllers (PLC)**

**ALLEN-BRADLEY, SLC 500** Fee: $463
Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls, and other electromechanical devices. Allen Bradley hardware is used with ICOM software. Required textbook (approx. $60) available in the bookstore.

**MASTERCAM COMPUTER-AIDED MANUFACTURING II** Fee: $463
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.

**MASTERCAM COMPUTER-AIDED MANUFACTURING** Fee: $463
Use Mastercam software to create part geometry and assign tool path to the geometry. By translating using a post-processor, CNC programs can be automatically generated and communicated to Machine tools. Both 2D and 3D toolpaths are used to make parts using machines with various controllers. Graphic simulation is used to prove results. Required textbook (approx. $75) is available in the bookstore.

**MCH A07-C01, OC/SK, 15 Mon., 1/26, 6-10 pm** CRN 40701

**INTRODUCTION TO CNC PROGRAMMING** Fee: $463
Provides hands-on training in G-code programming of computer numerical control (CNC) machines, including CNC mill (vertical machining center) and the CNC lathe (turning center), for purposes of program loading and operating CNC machines, including inspection equipment, and troubleshooting various production problems. Programs are written, developed, simulated, run, and debugged on actual machine tools. Content includes reading, interpreting, and manually creating CNC programs.

**MCH A01-C01, OC/SK, 16 Tue./Thu., 1/20, 6-9:45 pm** CRN 40868
**MCH A01-C02, OC/SK, 16 Sat., 1/24, 8 am-12:50 pm** CRN 40680

**ADVANCED CNC PROGRAMMING** Fee: $463
This hands-on course is a follow-up to Introduction to CNC and explores CNC program design in greater detail. Canned cycles, cutter compensation, Macro-programming, and subroutines covered in detail. A textbook may be required. Check with the bookstore.

**MCH A02-C01, OC/SK, 15 Mon., 1/26, 6-9:45 pm** CRN 40687
**MCH A05-C01, OC/SK, 16 Thu., 1/22, 6:30-9:30 pm** CRN 40696

**Hydraulics, pneumatics, and controls** Fee: $345
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 A06-C01, OC/SK, 16 Sat., 1/24, 8 am-1 pm** CRN 40698
Courses are offered in partnership with Market Motive, the industry leader in Web-based Internet marketing training, and are taught by top industry experts.

“For once, I wasn’t the one asking for a job—someone was asking me! What else could you ask for?”

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

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

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

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- Social Media Practitioner
- Mobile Marketing Practitioner
- Facebook Advertising – short course

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

ONLINE MARKETING FUNDAMENTALS – MARA10-300  Fee: $599
Establish a great foundation in 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. Prerequisite to all practitioner courses below.

SOCIAL MEDIA MARKETING PRACTITIONER – MARA40-300  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) PRACTITIONER – MARA41-300  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 PRACTITIONER – MARA42-300  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 PRACTITIONER – MARA43-300  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, 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 PRACTITIONER – MARA43-300  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.

MOBILE MARKETING PRACTITIONER – MARA45–330  Fee: $999
With consumers getting more instant information right in the palm of their hand, mobile marketing is no longer a nice-to-have, but rather a must-have component of a comprehensive marketing strategy. Join Jeff Hansen, the mobile strategist and author, and learn the best practices for interacting with the mobile consumer, asking the right questions, and launching mobile campaigns built on “Moments of Trust” that impact sales and brand loyalty.

CONTENT MARKETING PRACTITIONER – MARA46–330  Fee: $999
Internet marketers have been writing content for years, but with the emergence of social media and increased sophistication of search, Content Marketing takes on a whole new level of importance. In this course, Content Marketing expert Greg Jarboe will take you through all the aspects of Content Marketing, from identifying avenues to developing content to measuring results.

For course information or to enroll, call 847.982.9888 or e-mail allinquiries@oakton.edu.
Medical Office Technology

MEDICAL MATH (ONLINE) Fee: $119
Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course makes it easy to calculate medication dosages and use scientific formulas.
MED A53-300, 1/21-3/15 CRN 40925
MED A53-301, 2/18-4/10 CRN 40927
MED A53-302, 3/18-5/8 CRN 40929
MED A53-303, 4/15-6/5 CRN 40931

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE) Fee: $119
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.
MED E01-300, 1/21-3/15 CRN 40933
MED E01-301, 2/18-4/10 CRN 40935
MED E01-302, 3/18-5/8 CRN 40937
MED E01-303, 4/15-6/5 CRN 40939

EXPLORE A CAREER IN MEDICAL CODING (ONLINE) Fee: $119
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
MED A10-300, 1/21-3/15 CRN 40897
MED A10-301, 2/18-4/10 CRN 40899
MED A10-302, 3/18-5/8 CRN 40901
MED A10-303, 4/15-6/5 CRN 40903

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE) Fee: $119
Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. This class will help you determine which aspect of medical information management suits you best, and set you on the path to a rewarding career.
MED A51-300, 1/21-3/15 CRN 40914
MED A51-301, 2/18-4/10 CRN 40917
MED A51-302, 3/18-5/8 CRN 40918
MED A51-303, 4/15-6/5 CRN 40919

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE) Fee: $119
Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.
MED A50-300, 1/21-3/15 CRN 40905
MED A50-301, 2/18-4/10 CRN 40907
MED A50-302, 3/18-5/8 CRN 40909
MED A50-303, 4/15-6/5 CRN 40911

EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE) Fee: $119
Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton’s Pharmacy Technician Certificate program. Call 847.635.1889 for information.
MED A52-300, 1/21-3/15 CRN 40920
MED A52-301, 2/18-4/10 CRN 40921
MED A52-302, 3/18-5/8 CRN 40922
MED A52-303, 4/15-6/5 CRN 40923

PAIN ASSESSMENT AND MANAGEMENT (ONLINE) Fee: $119
This six-week program provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, pain management and treatment for adults, children, and the elderly with cancer related and non-cancer related pain. (24 contact hours)
NSE A56-300, 1/21-3/15 CRN 40948
NSE A56-301, 2/18-4/10 CRN 40950
NSE A56-302, 3/18-5/8 CRN 40951
NSE A56-303, 4/15-6/5 CRN 40953

Music

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

INTRODUCTION TO GUITAR (ONLINE) Fee: $119
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.
MUS S09-300, 1/21-3/15 CRN 40941
MUS S09-301, 2/18-4/10 CRN 40942
MUS S09-302, 3/18-5/8 CRN 40944
MUS S09-303, 4/15-6/5 CRN 40946

JAZZ BAND* Fee: $128
A comprehensive, practical study of jazz band idiom. Involves playing with the award-winning Oakton Jazz Band; sectional and ensemble discussion; scheduled rehearsal of various jazz band works; and public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor required. Note: Instructor will assess students’ skill level once the course has begun and place student in proper level of the course.
MUS S80-C01, OC/DP, 1/26, 8:90-9:50 pm CRN 40710
MUS S81-C01, OC/DP, 1/26, 8:90-9:50 pm CRN 40711
MUS S82-C01, OC/DP, 1/26, 8:90-9:50 pm CRN 40712
MUS S83-C01, OC/DP, 1/26, 8:90-9:50 pm CRN 40713

HAWAIIAN UKULELE I Fee: $50
Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton’s Hawaiian Music Ensemble. (Instruments provided, if necessary.)
MUS X11-01, OC/DP, 6 Thu., 4/2, 5:45-6:45 pm, Essig CRN 40068
Healthcare and Administrative Training with CareerStep, LLC (Online)

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

Register now at www.careerstepoakton.eventbrite.com for the introductory session taking place on Monday, February 23, 6-7:30 p.m. at Oakton’s Skokie campus, 7701 North Lincoln Avenue.

Healthcare

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

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

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

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

Administrative

EXECUTIVE ASSISTANT (ONLINE) Begin a new career as an executive assistant in as little as two months! Developed by industry professionals, this comprehensive curriculum prepares students to earn the Microsoft Office Specialist Master credential, gain the communication and planning skills needed to successfully run an office, and begin working immediately upon graduation. Course materials include: Kindle with electronic text (free of charge).

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

To enroll, or for more information, visit www.careerstep.com/oakton.
HAWAIIAN UKULELE II Fee: $50
Progress from the basic course with new chords strums and songs. Continue learning the soft sweet music of “Old Hawaii” and expand your musical and cultural experience of beautiful Hawaii.
MUS X15-01, OC/DP, 6 Tue., 3/31, 5:45-6:45 pm, Essig CRN 40069

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: $310
Covers the functions of law courts and lawyers. Topics include the origin, training, and role of the paralegal professional; responsibilities of the lawyer and fields and specializations within the practice of law; and legal research and writing based upon a review of the sources and works of law. Required: college-level English competency.
PAR A01-C01, OC/SK, 15 Mon., 1/26, 6-8:50 pm CRN 40732

LEGAL RESEARCH * Fee: $330
Orients students to law library and various legal publications, treatises, and other legal writings encountered in day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas, and law through comprehension of legal research techniques. Required: college-level English competency and successful completion of PAR A01 or consent of program coordinator.
PAR A10-C01, OC/SK, 16 Tue., 1/20, 6:30-9:20 pm CRN 40735

PARALEGAL PREPARATION I (ONLINE) Fee: $119
An overview of the American judicial system focusing on the origins of American law and the litigation process. Covers legal terminology, process, ethics, and tort and contract law.
BUB A45-300, 1/21-3/13/15 CRN 40123
BUB A45-301, 2/18-4/10 CRN 40142
BUB A45-302, 3/18-5/8 CRN 40143
BUB A45-303, 4/15-6/5 CRN 40174

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 senior discount.
FIN E02-71, OC/SK, 3 Thu., 4/2, 6-8:30 pm, Richards CRN 40146
FIN E02-01, GLBRK S, 3 Thu., 2/26, 6:30-9 pm, Richards CRN 40246
FIN E02-03, NILES N, 3 Wed., 4/22, 6:30-9 pm, Richards CRN 40247

INTRODUCTION TO STOCK OPTIONS (ONLINE) Fee: $119
Take advantage of bull and bear markets! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-300, 1/21-3/13/15 CRN 41065
FIN E22-301, 2/18-4/10 CRN 41066
FIN E22-302, 3/18-5/8 CRN 41067
FIN E22-303, 4/15-6/5 CRN 41070

STOCKS, BONDS, AND INVESTING, OH MY! Fee: $119 (ONLINE)
Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.
FIN E07-300, 1/21-3/13/15 CRN 41011
FIN E07-301, 2/18-4/10 CRN 41030
FIN E07-302, 3/18-5/8 CRN 41033
FIN E07-303, 4/15-6/5 CRN 41035

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE) Fee: $119
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
FIN E08-300, 1/21-3/13/15 CRN 41038
FIN E08-301, 2/18-4/10 CRN 41040
FIN E08-302, 3/18-5/8 CRN 41042
FIN E08-303, 4/15-6/5 CRN 41044

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE) Fee: $119
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.
FIN E10-300, 1/21-3/13/15 CRN 41046
FIN E10-301, 2/18-4/10 CRN 41048
FIN E10-302, 3/18-5/8 CRN 41051
FIN E10-303, 4/15-6/5 CRN 41052

Pet Care

STARTING A PET SITTING BUSINESS (ONLINE) Fee: $19
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-300, 1/21-3/13/15 CRN 40332
BUS A35-301, 2/18-4/10 CRN 40333
BUS A35-302, 3/18-5/8 CRN 40334
BUS A35-303, 4/15-6/5 CRN 40335

OBEDIENCE TRAINING AND PET MANNERS FOR DOGS Fee: $120
Comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs 5 months and older are welcome, including those that have failed in other training approaches. Dogs should be friendly towards other dogs and people (including children). First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snug neck measurement, current weight, and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount.
REC S09-02, ETHS GYM, 8 Tue., 4/14, 7:30-8:30 pm, Damon CRN 40071

*Courses may also be taken for college credit.
PRACTICAL PUPPY TRAINING  Fee: $90
Designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies ages 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount. REC S08-02, ETHS GYM, 6 Tue., 4/14, 6:25-7:25 pm, DeCarlo CRN 40072

Photography
(Also see Graphic Design)
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, call 847.635.1950.

HISTORY OF PHOTOGRAPHY*  Fee: $310
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 him or herself within a social context of culture. ATE E02-C01, OC/SK, 16 Tue./Thu., 1/20, 9:30-10:45 am CRN 40600

DIGITAL PHOTOGRAPHY*  Fee: $385
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software. ATE A04-C01, OC/SK, 16 Tue., 1/20, 5-10 pm CRN 40597

THE DIGITAL DARKROOM*  Fee: $385
Provides students of digital photography with an integrated approach to the digital darkroom. Students learn to organize digital images for effective workflow. Content includes color management techniques, such as monitor calibration, image editing capabilities of Adobe Bridge/Camera RAW and Lightroom, Photoshop techniques for professional digital photographers, fine tonal and color adjustments, noise reduction, sharpening techniques, use of ICC color profiles in their printing procedures, and a variety of fine art inkjet papers. Prerequisite: ART 216. ATE A12-C01, OC/DP, 16 Fri., 1/23, 5-10 pm CRN 40553

DIGITAL PHOTOGRAPHY  Fee: $140
Explore photo-taking techniques. Review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure, and color rendition; and work with digital imaging software to manipulate and improve your images. No senior discount. No class 3/25/15. ART C04-01, NILES N, 6 Wed., 3/4, 7-9:30 pm, Duda CRN 40269

DIGITAL PHOTOGRAPHY (ONLINE)  Fee: $119
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications. ART C04-300, 1/21-3/13/15 CRN 40033
ART C04-301, 2/18-4/10 CRN 40034
ART C04-302, 3/18-5/8 CRN 40035
ART C04-303, 4/15-6/5 CRN 40036

INTRODUCTION TO LIGHTROOM 4 OR 5 (ONLINE)  Fee: $119
Learn how to use Adobe Photoshop Lightroom to organize and edit your images and develop an efficient image processing workflow. Lightroom works with Photoshop, Photoshop Elements, and other digital photo editors. ART E04-300, 1/21-3/13/15 CRN 40045
ART E04-301, 2/18-4/10 CRN 40046
ART E04-302, 3/18-5/8 CRN 40047
ART E04-303, 4/15-6/5 CRN 40048

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., 2/19, 7-9:30 pm, Duda CRN 40270

MASTERING YOUR DIGITAL SLR CAMERA (ONLINE)  Fee: $119
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos. Must be able to download, save and locate files on the computer. POINT and shoot digital cameras not compatible with course; must be digital SLR camera. ART E22-300, 1/21-3/13/15 CRN 40049
ART E22-301, 2/18-4/10 CRN 40050
ART E22-302, 3/18-5/8 CRN 40051
ART E22-303, 4/15-6/5 CRN 40052

CREATIVE SCRAPBOOKS (ONLINE)  Fee: $119
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create unique works of art. ART C59-300, 1/21-3/13/15 CRN 40041
ART C59-301, 2/18-4/10 CRN 40042
ART C59-302, 3/18-5/8 CRN 40043
ART C59-303, 4/15-6/5 CRN 40044

SECRETS OF BETTER PHOTOGRAPHY (ONLINE)  Fee: $119
Designed for both film and digital photographers, course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, Macro, and still. Requirements: a digital or film camera. ART B87-300, 1/21-3/13/15 CRN 40029
ART B87-301, 2/18-4/10 CRN 40030
ART B87-302, 3/18-5/8 CRN 40031
ART B87-303, 4/15-6/5 CRN 40032

Psychology

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE)  Fee: $119
Do you know people whose behavior makes completing even the simplest tasks difficult? Review helpful information for understanding yourself, solving people problems, and improving personal and professional relationships. BUB A53-300, 1/21-3/13/15 CRN 40153
BUB A53-301, 2/18-4/10 CRN 40154
BUB A53-302, 3/18-5/8 CRN 40155
BUB A53-303, 4/15-6/5 CRN 40156

*Courses may also be taken for college credit.
WHAT’S STOPPING YOU? Fee: $119
GET ASSERTIVE (ONLINE)
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Learn the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don’t be afraid to speak out!
PSY B14-300, 1/21-3/13/15 CRN 41078
PSY B14-301, 2/18-4/10 CRN 41080
PSY B14-302, 3/18-5/8 CRN 41083
PSY B14-303, 4/15-6/5 CRN 41096

INDIVIDUAL EXCELLENCE (ONLINE) Fee: $119
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.
BUB A22-300, 1/21-3/13/15 CRN 40091
BUB A22-301, 2/18-4/10 CRN 40092
BUB A22-302, 3/18-5/8 CRN 40093
BUB A22-303, 4/15-6/5 CRN 40094

INTRODUCTION TO JOURNALING (ONLINE) Fee: $119
Journaling can help you learn more about yourself. Explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.
COM B36-300, 1/21-3/13/15 CRN 40438
COM B36-301, 2/18-4/10 CRN 40440
COM B36-302, 3/18-5/8 CRN 40442
COM B36-303, 4/15-6/5 CRN 40445

New! SKILLS FOR MAKING GREAT DECISIONS Fee: $119
(ONLINE)
Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.
PSY B09-300, 1/21-3/13/15 CRN 41024
PSY B09-301, 2/18-4/10 CRN 41025
PSY B09-302, 3/18-5/8 CRN 41059
PSY B09-303, 4/15-6/5 CRN 41061

MANAGING LIFE AS A SINGLE PARENT Fee: $119
(ONLINE)
Get the support you need for doing the toughest job on earth: single parenting. Single moms and dads: learn strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it’s needed.
PSY S12-300, 1/21-3/13/15 CRN 41107
PSY S12-301, 2/18-4/10 CRN 41108
PSY S12-302, 3/18-5/8 CRN 41109
PSY S12-303, 4/15-6/5 CRN 41110

MARRIAGE AND RELATIONSHIPS:
KEYS TO SUCCESS (ONLINE) Fee: $119
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.
PSY B13-300, 1/21-3/13/15 CRN 41064
PSY B13-301, 2/18-4/10 CRN 41069
PSY B13-302, 3/18-5/8 CRN 41072
PSY B13-303, 4/15-6/5 CRN 41075

NAVIGATING DIVORCE (ONLINE) Fee: $119
Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.
PSY C13-300, 1/21-3/13/15 CRN 41098
PSY C13-301, 2/18-4/10 CRN 41100
PSY C13-302, 3/18-5/8 CRN 41102
PSY C13-303, 4/15-6/5 CRN 41106

Consumer Real Estate

REAL ESTATE INVESTING (ONLINE) Fee: $119
Want to invest in real estate but have no money and no idea where to start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.
REL E07-300, 1/21-3/13/15 CRN 41111
REL E07-301, 2/18-4/10 CRN 41216
REL E07-302, 3/18-5/8 CRN 41217
REL E07-303, 4/15-6/5 CRN 41218

HOW TO BUY YOUR FIRST HOME Fee: $35
Buy your first home like a pro! Course covers how to choose a location and determine what you should spend, identifying must-have features, finding available properties, making offers and counter offers, understanding and negotiating the best mortgage rates, and obtaining a credit commitment letter for financing. Learn about potential roadblocks first-time homebuyers may encounter, as well as contracts, disclosures and inspections, appraisals, and title insurance. A real estate agent, mortgage expert, and attorney answer your questions. No senior discount.
REL E18-01, OC/SK, 1 Thu., 4/30, 6:30-8:30 pm, Olach CRN 40254

PURCHASING FORECLOSURE Fee: $35
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 Thu., 3/19, 6:30-8:30 pm, Olach CRN 40253

Special Interest

WOW! WHAT A GREAT EVENT (ONLINE) Fee: $119
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which help you start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.
BUB E12-300, 1/21-3/13/15 CRN 40297
BUB E12-301, 2/18-4/10 CRN 40298
BUB E12-302, 3/18-5/8 CRN 40299
BUB E12-303, 4/15-6/5 CRN 40300

LEGAL AND ETHICAL ISSUES IN NURSING Fee: $119
(ONLINE)
Examine key legal and ethical issues in nursing practice. Examine key legal and ethical issues in nursing practice. Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.
REL E25-300, 1/21-3/13/15 CRN 40962
REL E25-301, 2/18-4/10 CRN 40963
REL E25-302, 3/18-5/8 CRN 40964
REL E25-303, 4/15-6/5 CRN 40965

For more information, call 847-982-9888
MATH REFRESHER (ONLINE) Fee: $119
Math isn’t about plugging numbers into formulas. It’s about knowing enough to make the numbers and formulas work for you. Gain confidence in your basic math skills and begin using math to your advantage—without overwhelming theory or memorization.
MAT A01-300, 1/21-3/13/15 CRN 40996
MAT A01-301, 2/18-4/10 CRN 40997
MAT A01-302, 3/18-5/8 CRN 40998
MAT A01-303, 4/15-6/5 CRN 41132

PERINATAL ISSUES (ONLINE) Fee: $119
A multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)
NUR A33-300, 1/21-3/13/15 CRN 40966
NUR A33-301, 2/18-4/10 CRN 40967
NUR A33-302, 3/18-5/8 CRN 40968
NUR A33-303, 4/15-6/5 CRN 40969

MEDITATION FOR HEALTH AND HEALING (ONLINE) Fee: $119
Explore various meditation techniques in this four-session program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)
NUR A96-300, 1/21-3/13/15 CRN 40970
NUR A96-301, 2/18-4/10 CRN 41017
NUR A96-302, 3/18-5/8 CRN 41018
NUR A96-303, 4/15-6/5 CRN 41019

HUMAN ANATOMY AND PHYSIOLOGY (ONLINE) Fee: $119
Review 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 enable 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, 1/21-3/13/15 CRN 40936
HEA S41-301, 2/18-4/10 CRN 40938
HEA S41-302, 3/18-5/8 CRN 40940
HEA S41-303, 4/15-6/5 CRN 40943

FOOD, NUTRITION AND HEALTH (ONLINE) Fee: $119
Food and nutrition have a profound impact on our health and well-being. Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.
NUR A17-300, 1/21-3/13/15 CRN 40955
NUR A17-301, 2/18-4/10 CRN 40956
NUR A17-302, 3/18-5/8 CRN 40958
NUR A17-303, 4/15-6/5 CRN 40960

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD (ONLINE) Fee: $119
Follow your child’s lead and have fun while enhancing language development! In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. 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, 1/21-3/13/15 CRN 41086
TCR B03-301, 2/18-4/10 CRN 41089
TCR B03-302, 3/18-5/8 CRN 41091
TCR B03-303, 4/15-6/5 CRN 41093

WELDING Fee: $195
For beginners and advanced welders alike: learn ARC and gas welding. First two classes are lectures. Attendance required. Remaining sessions are lab classes. MIG and TIC are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. Materials fee of $10 payable to instructor and due on the first day of class. No senior discount.
TEC A10-01, ETHS, 10 Tue., 1/6, 6-9 pm, Koutsoures CRN 40086
TEC A10-02, ETHS, 10 Thu., 1/8, 6-9 pm, Koutsoures CRN 40087
TEC A10-03, ETHS, 10 Tue., 3/17, 6-9 pm, Koutsoures CRN 40088
TEC A10-04, ETHS, 10 Thu., 3/26, 6-9 pm, Koutsoures CRN 40089

Oakton Reads: Jewish Literature
(Formerly the Let’s Talk About It Jewish Literature Series)
The Library at Oakton presents a five-part series of readings, lectures, and discussions led by Benjamin Goluboff, associate professor of English and winner of the “Great Teacher Award” at Lake Forest College.
Titles include:

Wedneday, February 4
The Zigzag Kid by David Grossman

Wednesday, February 25
Persian Brides by Dorit Rabinyan; translated by Yael Lotan

Wednesday, March 25
Suddenly In the Depths of the Forest by Amos Oz

Wednesday, April 15
Friendly Fire: A Duet by A. B. Yehoshua; translated by Stuart Schoffman

Wednesday, May 6
My Russian Grandmother and Her American Vacuum Cleaner by Meir Shalev; translated by Evan Fallenberg

Free admission: Advance registration is required via the Alliance Office
CSP E29-01, 5 Wed., 2/4, 7-8:30 pm CRN 40855

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 partnerships, and reducing personal liability risk. No senior discount.
BUS B17-02, OC/SK, 1 Sat., 3/15, 10 am-12 pm, Baker CRN 40265

TAX PLANNING FOR INDIVIDUALS Fee: $25
There are many simple and inexpensive ways for average taxpayers to reduce their income tax and tax risks. Due to the size and complexity of tax laws, however, many people don’t know where to start. This course offers many recommendations. No senior discount.
BUS T02-01, NILES N, 1 Thu., 3/5, 6-8 pm, Baker CRN 41130
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.

INTRODUCTION TO GOOGLE ANALYTICS (ONLINE)  Fee: $119
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, 1/21-3/13/15  CRN 40776
DAT A35-301, 2/18-4/10  CRN 40777
DAT A35-302, 3/18-5/8  CRN 40778
DAT A35-303, 4/15-6/5  CRN 40779

GAME DEVELOPMENT FOR BEGINNERS (ONLINE)  Fee: $119
There's never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to $100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.

DAT A36-300, 1/21-3/13/15  CRN 40780
DAT A36-301, 2/18-4/10  CRN 40781
DAT A36-302, 3/18-5/8  CRN 40782
DAT A36-303, 4/15-6/5  CRN 40783

INTRODUCTION TO ADOBE EDGE ANIMATE (ONLINE)  Fee: $119
Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Develop engaging content designing games in a wide variety of genres for different audiences and platforms.

Microsoft Windows 7 or 8 or Mac OS X 10.6, 10.7, or 10.8; Adobe Edge Animate 1.5 (Available via a Creative Cloud subscription).

DAT A37-300, 1/21-3/13/15  CRN 40784
DAT A37-301, 2/18-4/10  CRN 40785
DAT A37-302, 3/18-5/8  CRN 40786
DAT A37-303, 4/15-6/5  CRN 40787

INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X (ONLINE)  Fee: $119
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X software. Whether you are a novice or more experienced, you'll learn to edit professional video presentations for general online use, educational or business purposes, or even a career in the motion picture industry!

DAT A39-300, 1/21-3/13/15  CRN 40788
DAT A39-301, 2/18-4/10  CRN 40789
DAT A39-302, 3/18-5/8  CRN 40790
DAT A39-303, 4/15-6/5  CRN 40791

UNDERSTANDING THE CLOUD (ONLINE)  Fee: $119
Learn everything you need to truly understand the cloud—including how it works, what it drives, why it's so popular, and how to make the cloud work for your business and personal projects.

DAT A40-300, 1/21-3/13/15  CRN 40792
DAT A40-301, 2/18-4/10  CRN 40793
DAT A40-302, 3/18-5/8  CRN 41219
DAT A40-303, 4/15-6/5  CRN 41220

INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE)  Fee: $119
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.

BUS A06-300, 1/21-3/13/15  CRN 40305
BUS A06-301, 2/18-4/10  CRN 40306
BUS A06-302, 3/18-5/8  CRN 40307
BUS A06-303, 4/15-6/5  CRN 40308

USING SOCIAL MEDIA IN BUSINESS (ONLINE)  Fee: $119
Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform's success and find out how to automate activity to leverage the power of electronic communication.

BUS A19-300, 1/21-3/13/15  CRN 40316
BUS A19-301, 2/18-4/10  CRN 40318
BUS A19-302, 3/18-5/8  CRN 40320
BUS A19-303, 4/15-6/5  CRN 40323

SOCIAL MEDIA: INTRODUCTION TO SOCIAL MEDIA Fee: $110
Learn about the different social media outlets available online. This course includes an overview of Facebook, YouTube, Twitter, LinkedIn, Google+, and more. Create your own online social media presence. Learn social media etiquette, search techniques, communication options, creating networks, job hunting, and more! An emphasis will be placed on social media security and privacy. Come ready to create your online accounts for a hands-on experience. No prior social media experience needed.

DPR E35-01, OC/DP, 4 Tue., 2/3, 7-9 pm  CRN 40083
DPR E35-02, OC/SK, 3 Wed., 4/1, 7-9 pm  CRN 40085
DPR E35-03, OC/DP, 3 Tue., 3/3, 7-9 pm  CRN 40084

SOCIAL MEDIA: SOCIAL MEDIA FOR BUSINESS AND ADVANCED TECHNIQUES Fee: $99
Create your online social media presence and learn how to use it as a strategic business tool. Includes an overview of social media; building LinkedIn profiles, Twitter, Facebook, and YouTube; creating networks; and building your fan base. Learn search techniques and strategies, communication options, and how social media can be used for business to business/business to consumer marketing and job hunting. Useful for marketers, business owners, decision-makers, and executives. Students should have social media accounts created. Advanced privacy options will be discussed.

DPR E35-02, OC/SK, 3 Wed., 4/1, 7-9 pm  CRN 40085
DPR E35-03, OC/DP, 3 Tue., 3/3, 7-9 pm  CRN 40084

CREATING MOBILE APPS WITH HTML5 (ONLINE)  Fee: $119
Learn how to use the latest Web standards—in particular, HTML5 and CSS—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, 1/21-3/13/15  CRN 40760
DAT A31-301, 2/18-4/10  CRN 40761
DAT A31-302, 3/18-5/8  CRN 40762
DAT A31-303, 4/15-6/5  CRN 40763

TOPICS IN CIS: GOOGLE DRIVE*  Fee: $103
Learn the basics of Google Drive: documents, spreadsheets, presentations, forms, and more.

CPT A02-C01, OC/DP, 8 Tue., 3/24, 6-9:30 pm  CRN 40554

*Courses may also be taken for college credit.
Television and Production Services

YOU'RE ON THE AIR
(How to really make it in voice-overs!) Fee: $50
Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Faith Coons, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording and, best of all, hear the results! No senior discount.
COM S24-01, NILES N, 1 Wed., 4/29, 7-9 pm, Levine CRN 40260

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE) Fee: $119
GMT P01-300, 1/21-3/13/15 CRN 41087
GMT P01-301, 2/18-4/10 CRN 41088
GMT P01-302, 3/18-5/8 CRN 41090
GMT P01-303, 4/15-6/5 CRN 41092

GRE PREPARATION – PART I (ONLINE) Fee: $119
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.
GRE P01-300, 1/21-3/13/15 CRN 41094
GRE P01-301, 2/18-4/10 CRN 41095
GRE P01-302, 3/18-5/8 CRN 41097
GRE P01-303, 4/15-6/5 CRN 41099

GRE PREPARATION – PART II (ONLINE) Fee: $119
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.
GRE P02-300, 1/21-3/13/15 CRN 41101
GRE P02-301, 2/18-4/10 CRN 41103
GRE P02-302, 3/18-5/8 CRN 41104
GRE P02-303, 4/15-6/5 CRN 41105

Placement Test Workshops

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

NLN PRE-ADMISSION TEST Fee: $50
The National League of Nursing (NLN) Pre-Admission Test required for ranking for admission to Oakton’s associate’s degree Nursing Program is administered during the time specified for this course. Registration and course fees not refundable if test is not taken on the date students register for this test. Students are not eligible to retake the NLN Pre-Admission Test for six months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton’s ADN program. Seating limited to those enrolled in this course. Doors open 30 minutes before testing begins. Students must register one week before test date. For more information, call the Testing Center at 847.635.1939. No senior discount.
TES T02-01, OC/OP, 1 Sat., 1/17, 9 am-12 pm CRN 40319
TES T02-02, OC/OP, 1 Thu., 2/5, 5-8 pm CRN 40321
TES T02-03, OC/OP, 1 Sat., 2/14, 9 am-12 pm CRN 40322

Tips, Tools, and Strategies for Teachers

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE) Fee: $119
If English is your second language and you’re headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.
COM S08-300, 1/21-3/13/15 CRN 40485
COM S08-301, 2/18-4/10 CRN 40486
COM S08-302, 3/18-5/8 CRN 40487
COM S08-303, 4/15-6/5 CRN 40488

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE) Fee: $119
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Learn what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.
TCR A03-300, 1/21-3/13/15 CRN 41120
TCR A03-301, 2/18-4/10 CRN 41121
TCR A03-302, 3/18-5/8 CRN 41122
TCR A03-303, 4/15-6/5 CRN 41123

INTRODUCTION TO TEACHING ESL/EFL (ONLINE) Fee: $119
Would you like to increase your effectiveness as an English language teacher? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. TESOL approved.
TCR A03-300, 1/21-3/13/15 CRN 41116
TCR A03-301, 2/18-4/10 CRN 41117
TCR A03-302, 3/18-5/8 CRN 41118
TCR A03-303, 4/15-6/5 CRN 41119
READY, SET, READ! (ONLINE)  Fee: $119
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play can connect to literacy, you will see everyday children’s play with a new eye. Gain confidence in your ability to guide a child’s literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.
COM C10-300, 1/21-3/13/15
CRN 40446
COM C10-301, 2/18-4/10
CRN 40447
COM C10-302, 3/18-5/8
CRN 40448
COM C10-303, 4/15-6/5
CRN 40450

SURVIVAL KIT FOR NEW TEACHERS (ONLINE)  Fee: $119
Are you a new teacher anxious about entering your first classroom? Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, you’ll learn all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.
TCR B01-300, 1/21-3/13/15
CRN 41081
TCR B01-301, 2/18-4/10
CRN 41082
TCR B01-302, 3/18-5/8
CRN 41084
TCR B01-303, 4/15-6/5
CRN 41085

TEACHING ESL/EFL READING (ONLINE)  Fee: $119
Pass on your passion for reading to your students! Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.
TCR A05-300, 1/21-3/13/15
CRN 41124
TCR A05-301, 2/18-4/10
CRN 41125
TCR A05-302, 3/18-5/8
CRN 41126
TCR A05-303, 4/15-6/5
CRN 41127

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 (ONLINE)  Fee: $119
In this professional development course for teachers, you’ll get the training you need to start teaching Model Drawing, the powerful Singapore Math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before!
TCR A07-300, 1/21-3/13/15
CRN 41003
TCR A07-301, 2/18-4/10
CRN 41009
TCR A07-302, 3/18-5/8
CRN 41010
TCR A07-303, 4/15-6/5
CRN 41012

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE)  Fee: $119
Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.
TCR A14-300, 1/21-3/13/15
CRN 41053
TCR A14-301, 2/18-4/10
CRN 41054
TCR A14-302, 3/18-5/8
CRN 41055
TCR A14-303, 4/15-6/5
CRN 41056

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE)
Singaporean students have been top mathematics performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TCR A08-300, 1/21-3/13/15
CRN 41013
TCR A08-301, 2/18-4/10
CRN 41014
TCR A08-302, 3/18-5/8
CRN 41015
TCR A08-303, 4/15-6/5
CRN 41016

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE)  Fee: $119
Intended for reading instructors. Lean the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems, helping students with phonics, fluency, vocabulary, reading comprehension, and writing.
TCR A15-300, 1/21-3/13/15
CRN 41057
TCR A15-301, 2/18-4/10
CRN 41058
TCR A15-302, 3/18-5/8
CRN 41060
TCR A15-303, 4/15-6/5
CRN 41062

TEACHING ESL/EFL VOCABULARY (ONLINE)  Fee: $119
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.
TCR A16-300, 1/21-3/13/15
CRN 41063
TCR A16-301, 2/18-4/10
CRN 41068
TCR A16-302, 3/18-5/8
CRN 41071
TCR A16-303, 4/15-6/5
CRN 41073

TEACHING HIGH SCHOOL STUDENTS (ONLINE)  Fee: $119
How can you reach high school students effectively, motivating and teaching them to succeed in life and school? Master the latest teaching strategies and techniques (such as differentiated instruction) and classroom management that can help your secondary students achieve academically and behave responsibly.
TCR A17-300, 1/21-3/13/15
CRN 41074
TCR A17-301, 2/18-4/10
CRN 41076
TCR A17-302, 3/18-5/8
CRN 41077
TCR A17-303, 4/15-6/5
CRN 41079
TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) Fee: $119
Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments!

DPR A78-300, 1/21-3/13/15 CRN 40853
DPR A78-301, 2/18-4/10 CRN 40854
DPR A78-302, 3/18-5/8 CRN 40858
DPR A78-303, 4/15-6/5 CRN 40859

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE) Fee: $119
For teachers who have had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair. 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.

DPR A78-300, 1/21-3/13/15 CRN 40832
DPR A78-301, 2/18-4/10 CRN 40830
DPR A78-302, 3/18-5/8 CRN 40831
DPR A78-303, 4/15-6/5 CRN 40834

TEACHING SMARTER WITH SMART BOARD (ONLINE) Fee: $119
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.

DPR A78-300, 1/21-3/13/15 CRN 40830
DPR A78-301, 2/18-4/10 CRN 40831
DPR A78-302, 3/18-5/8 CRN 40832
DPR A78-303, 4/15-6/5 CRN 40834

WEB PAGE DEVELOPMENT* Fee: $438
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, 16 Wed., 12/30-2:20 pm CRN 40663
CPT A04-C02, OC/DP, 16 Wed., 1/21, 6-9:55 pm CRN 40555

SYSTEM CONFIGURATION USING SAP* (ONLINE) Fee: $360
Course provides students with fundamental knowledge and hands-on experience with enterprise systems: design, configuration, implementation, and deployment of an ERP system within a contemporary business environment.

CPT A41-C01, 1/20-3/15 CRN 40576

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

DAT A02-300, 1/21-3/13/15 CRN 40570
DAT A02-301, 2/18-4/10 CRN 40571
DAT A02-302, 3/18-5/8 CRN 40572
DAT A02-303, 4/15-6/5 CRN 40574

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

DAT A03-300, 1/21-3/13/15 CRN 40578
DAT A03-301, 2/18-4/10 CRN 40579
DAT A03-302, 3/18-5/8 CRN 40582
DAT A03-303, 4/15-6/5 CRN 40583

WEB GRAPHIC PAGE DESIGN: DREAMWEAVER* Fee: $385
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., 1/25, 9 am-2 pm CRN 40596

CPT A04-C01, OC/DP, 16 Wed., 12/30-2:20 pm CRN 40663
CPT A04-C02, OC/DP, 16 Wed., 1/21, 6-9:55 pm CRN 40555

WEB PAGE DEVELOPMENT* Fee: $438
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, 16 Wed., 12/30-2:20 pm CRN 40663
CPT A04-C02, OC/DP, 16 Wed., 1/21, 6-9:55 pm CRN 40555

SYSTEM CONFIGURATION USING SAP* (ONLINE) Fee: $360
Course provides students with fundamental knowledge and hands-on experience with enterprise systems: design, configuration, implementation, and deployment of an ERP system within a contemporary business environment.

CPT A41-C01, 1/20-3/15 CRN 40576

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

DAT A02-300, 1/21-3/13/15 CRN 40570
DAT A02-301, 2/18-4/10 CRN 40571
DAT A02-302, 3/18-5/8 CRN 40572
DAT A02-303, 4/15-6/5 CRN 40574

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

DAT A03-300, 1/21-3/13/15 CRN 40578
DAT A03-301, 2/18-4/10 CRN 40579
DAT A03-302, 3/18-5/8 CRN 40582
DAT A03-303, 4/15-6/5 CRN 40583

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

DPR A37-300, 1/21-3/13/15 CRN 40829
DPR A37-301, 2/18-4/10 CRN 40830
DPR A37-302, 3/18-5/8 CRN 40831
DPR A37-303, 4/15-6/5 CRN 40832

Courses may also be taken for college credit.
WEB SCRIPTING* Fee: $413
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 Mon., 1/26, 6-8:55 pm CRN 40519

CREATING WORDPRESS WEB SITES (ONLINE) Fee: $119
Build an attractive, sophisticated blog or Web site without having to lean any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation necessary.
DAT A28-300, 1/21-3/13/15 CRN 40752
DAT A28-301, 2/18-4/10 CRN 40753
DAT A28-302, 3/18-5/8 CRN 40754
DAT A28-303, 4/15-6/5 CRN 40755

CREATING WORDPRESS WEBSITES II (ONLINE)
Fee: $119
Create and manage dynamic Web sites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure. Customize your site with HTML and CSS. Note: WordPress.org software is free, but to use it, you’ll need to register a domain name and set up an account with a hosting company for a minimum of three months, for about $10 per month. Requirement: Completion of DAT A28 “Creating Wordpress Web sites”.
DAT A30-300, 1/21-3/13/15 CRN 40756
DAT A30-301, 2/18-4/10 CRN 40757
DAT A30-302, 3/18-5/8 CRN 40758
DAT A30-303, 4/15-6/5 CRN 40759

INTRODUCTION TO PHP AND MYSQL (ONLINE) Fee: $119
Learn how to create an interactive Web site, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic Web sites that automatically change as your data changes.
DAT A18-300, 1/21-3/13/15 CRN 40706
DAT A18-301, 2/18-4/10 CRN 40707
DAT A18-302, 3/18-5/8 CRN 40708
DAT A18-303, 4/15-6/5 CRN 40715

INTERMEDIATE PHP AND MYSQL (ONLINE) Fee: $119
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store.
DAT A22-300, 1/21-3/13/15 CRN 40728
DAT A22-301, 2/18-4/10 CRN 40733
DAT A22-302, 3/18-5/8 CRN 40734
DAT A22-303, 4/15-6/5 CRN 40736

INTRODUCTION TO CSS AND XHTML: CSS3 AND HTML5 (ONLINE) Fee: $119
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Recommended: completion of Creating Web Pages course or equivalent experience with HTML and Web publishing.
DAT A04-300, 1/21-3/13/15 CRN 40579
DAT A04-301, 2/18-4/10 CRN 40581
DAT A04-302, 3/18-5/8 CRN 40583
DAT A04-303, 4/15-6/5 CRN 40591

INTERMEDIATE CSS AND XHTML: Fee: $119
CSS3 AND HTML5 (ONLINE)
Take your CSS 3 and HTML 5 skills to the next level and learn how to create professional-quality Web sites. Discover the tools and techniques that give you total creative control over every aspect of a site. Recommended: completion of “Introduction to CSS 5 and HTML 5 or prior experience with HTML and Web publishing.
DAT A21-300, 1/21-3/13/15 CRN 40723
DAT A21-301, 2/18-4/10 CRN 40724
DAT A21-302, 3/18-5/8 CRN 40725
DAT A21-303, 4/15-6/5 CRN 40726

ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE) Fee: $119
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your Web site achieve the highest possible rankings with major search engines. Recommended: Completion of the “Creating Web Pages” course or equivalent HTML experience.
DPR A47-300, 1/21-3/13/15 CRN 40833
DPR A47-301, 2/18-4/10 CRN 40834
DPR A47-302, 3/18-5/8 CRN 40835
DPR A47-303, 4/15-6/5 CRN 40836

BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE) Fee: $119
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools provides a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Software installation will be provided at the first class.)
DAT A25-300, 1/21-3/13/15 CRN 40737
DAT A25-301, 2/18-4/10 CRN 40739
DAT A25-302, 3/18-5/8 CRN 40741
DAT A25-303, 4/15-6/5 CRN 40743

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE) Fee: $119
As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages.
Requirements: Adobe Dreamweaver CSS3.5 or CS6 for Mac or PC.
DAT A11-300, 1/21-3/13/15 CRN 40656
DAT A11-301, 2/18-4/10 CRN 40657
DAT A11-302, 3/18-5/8 CRN 40661
DAT A11-303, 4/15-6/5 CRN 40672

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.

TECHNICAL WRITING APPLICATIONS* (ONLINE) Fee: $360
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.
ELH A02-C01, 1/20-5/15 CRN 40646
**EFFECTIVE BUSINESS WRITING (ONLINE)** Fee: $119  
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.  
COM S18-300, 1/21-3/13/15 CRN 40506  
COM S18-301, 2/18-4/10 CRN 40510  
COM S18-302, 3/18-5/8 CRN 40512  
COM S18-303, 4/15-6/5 CRN 40544

**INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE)** Fee: $119  
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. Explore how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.  
COM B05-300, 1/21-3/13/15 CRN 40383  
COM B05-301, 2/18-4/10 CRN 40384  
COM B05-302, 3/18-5/8 CRN 40385  
COM B05-303, 4/15-6/5 CRN 40386

**RESEARCH METHODS FOR WRITERS (ONLINE)** Fee: $119  
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerilla research.  
COM S49-300, 1/21-3/13/15 CRN 40551  
COM S49-301, 2/18-4/10 CRN 40556  
COM S49-302, 3/18-5/8 CRN 40558  
COM S49-303, 4/15-6/5 CRN 40559

**MAKING MONEY FROM YOUR WRITING (ONLINE)** Fee: $119  
You really can make money as a writer! Explore dozens of ways to establish a sometime, part-time, or full-time career in the field. Filled with practical information rarely taught in writing classes, course includes methods for working faster, receiving fewer rejections, and boosting your earnings.  
COM B07-300, 1/21-3/13/15 CRN 40387  
COM B07-301, 2/18-4/10 CRN 40388  
COM B07-302, 3/18-5/8 CRN 40389  
COM B07-303, 4/15-6/5 CRN 40390

**BECOMING A GRANT WRITING CONSULTANT (ONLINE)** Fee: $119  
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, 1/21-3/13/15 CRN 40190  
BUB A59-301, 2/18-4/10 CRN 40192  
BUB A59-302, 3/18-5/8 CRN 40193  
BUB A59-303, 4/15-6/5 CRN 40194

**WRITING EFFECTIVE GRANT PROPOSALS (ONLINE)** Fee: $119  
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!  
BUB A58-300, 1/21-3/13/15 CRN 40183  
BUB A58-301, 2/18-4/10 CRN 40186  
BUB A58-302, 3/18-5/8 CRN 40187  
BUB A58-303, 4/15-6/5 CRN 40189

**WRITING ESSENTIALS (ONLINE)** Fee: $119  
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities help you put your powerful new skills to use right away.  
COM B01-300, 1/21-3/13/15 CRN 40374  
COM B01-301, 2/18-4/10 CRN 40375  
COM B01-302, 3/18-5/8 CRN 40376  
COM B01-303, 4/15-6/5 CRN 40377

**THE KEYS TO EFFECTIVE EDITING (ONLINE)** Fee: $119  
Ask any published writer, and you’ll hear that a good editor isn’t just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.  
COM B17-300, 1/21-3/13/15 CRN 40421  
COM B17-301, 2/18-4/10 CRN 40422  
COM B17-302, 3/18-5/8 CRN 40423  
COM B17-303, 4/15-6/5 CRN 40424

**ROMANCE WRITING (ONLINE)** Fee: $119  
Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more! Learn the skills you need to write a romance novel that will make readers swoon—whether you’re a new or experienced writer.  
COM B04-300, 1/21-3/13/15 CRN 40378  
COM B04-301, 2/18-4/10 CRN 40380  
COM B04-302, 3/18-5/8 CRN 40381  
COM B04-303, 4/15-6/5 CRN 40382

**PUBLISH AND SELL YOUR E-BOOKS (ONLINE)** Fee: $119  
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.  
BUB E41-300, 1/21-3/13/15 CRN 40301  
BUB E41-301, 2/18-4/10 CRN 40302  
BUB E41-302, 3/18-5/8 CRN 40303  
BUB E41-303, 4/15-6/5 CRN 40304

**A TO Z GRANT WRITING (ONLINE)** Fee: $119  
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!  
BUB E10-300, 1/21-3/13/15 CRN 40296  
BUB E10-301, 2/18-4/10 CRN 41210  
BUB E10-302, 3/18-5/8 CRN 41211  
BUB E10-303, 4/15-6/5 CRN 41212

**WRITING FOR CHILDREN (ONLINE)** Fee: $119  
Learn how to touch the hearts of children by creating books for this special audience. A published children’s author guides you through the changing world of children’s literature, helping you better understand the needs of today’s market and how to get published.  
COM E68-300, 1/21-3/13/15 CRN 40459  
COM E68-301, 2/18-4/10 CRN 40460  
COM E68-302, 3/18-5/8 CRN 40461  
COM E68-303, 4/15-6/5 CRN 40462

**CRAFT OF MAGAZINE WRITING (ONLINE)** Fee: $119  
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.  
COM E95-300, 1/21-3/13/15 CRN 40471  
COM E95-301, 2/18-4/10 CRN 40472  
COM E95-302, 3/18-5/8 CRN 40473  
COM E95-303, 4/15-6/5 CRN 40476
WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE) Fee: $119
Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.
COM B35-300, 1/21-3/13 CRN 40425
COM B35-301, 2/18-4/10 CRN 40426
COM B35-302, 3/18-5/8 CRN 40431
COM B35-303, 4/15-6/5 CRN 40435

INTRODUCTION TO SCREENWRITING (ONLINE) Fee: $119
Learn everything you need to know to write a great script that can sell. Examine what makes a screen story work, and how to structure that story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.
COM S10-300, 1/21-3/13 CRN 40489
COM S10-301, 2/18-4/10 CRN 40490
COM S10-302, 3/18-5/8 CRN 40491
COM S10-303, 4/15-6/5 CRN 40492

WRITING SHORT STORIES 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., 1/27, 7-9 pm, Chwedyk CRN 40070

TRAVEL WRITING (ONLINE) Fee: $119
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
COM E97-300, 1/21-3/13 CRN 40477
COM E97-301, 2/18-4/10 CRN 40481
COM E97-302, 3/18-5/8 CRN 40482
COM E97-303, 4/15-6/5 CRN 40484

TECHNICAL WRITING (ONLINE) Fee: $119
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
COM S11-300, 1/21-3/13 CRN 40494
COM S11-301, 2/18-4/10 CRN 40496
COM S11-302, 3/18-5/8 CRN 40497
COM S11-303, 4/15-6/5 CRN 40498

BEGINNING WRITER'S WORKSHOP (ONLINE) Fee: $119
Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.
COM B11-300, 1/21-3/13 CRN 40417
COM B11-301, 2/18-4/10 CRN 40418
COM B11-302, 3/18-5/8 CRN 40419
COM B11-303, 4/15-6/5 CRN 40420

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

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

Course Information
* Students may be admitted until the registration cut-off date if space is available
* College-bound or advanced ESL students should call 847.635.1821 to see if they have sufficient English skills to take college classes.

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

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

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

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

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 77 percent of the adult education program is federally funded.

EVENING CLASSES
ALL LEVELS - BEGINNING TO ADVANCED
Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Tuesday, January 6, 6:30-8:15 pm
Ongoing Registration: Tuesdays only, Room S108, 6:30-8:15 pm (Starting from the first class)
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, January 8

Glenbrook South High School
4000 Lake Avenue, Glenview
Registration: Tuesday, January 6, 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 8

For more information, call 847-982-9888
Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood
Registration: Tuesday, January 6, 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 13

Maine East High School
2601 W. Dempster, Park Ridge, IL 60068
Registration: Tuesday, January 6, 6:00-8:30 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 8

Maine West High School
1755 South Wolf, Des Plaines
Registration: Monday, January 5, 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 7

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, January 6, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-8:30 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 8

BEGINNING TO INTERMEDIATE ESL
Family Focus
2010 Dewey St., Evanston
Registration: Monday, January 5, 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 7

BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, January 6, 9:30-11:30 am
Ongoing Registration: Tuesdays only, 9:30-11:30 am
(Starting from the first class)
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Friday, January 9

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, January 6, 8:50-11:30 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 8

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, January 6, 12:20-3 pm
Ongoing Registration: Tuesdays only, 12:20-3 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Thursday, January 8

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie
Registration: Friday, January 9, 9-12:15 pm
Ongoing Registration: Fridays only, 9-12:15 pm
(Starting from the first class)
Class Meets: Fridays, 9 am-12:15 pm
First Class: Friday, January 16

INTERMEDIATE ESL
District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 6, 9:30 am-12 pm
Ongoing Registration: Tuesdays only, 9:30-12 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 9:30 am-12 pm
First Class: Thursday, January 8

INTERMEDIATE ESL
Center for Professional Development
Old Orchard Mall, Skokie
Registration: Monday, January 5, 1:30-4 pm
Ongoing Registration: Mondays only, 1:30-4 pm
(Starting from the first class)
Class Meets: Mondays and Wednesdays, 1:30-4 pm
First Class: Wednesday, January 7

INTERMEDIATE TO ADVANCED ESL
District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 6, 12:30-3 pm
Ongoing Registration: Tuesdays only, 12:30-3 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 12:30-3 pm
First Class: Thursday, January 8

Family Focus
2010 Dewey St., Evanston
Registration: Monday, January 5, 9:30-12:30 pm
Ongoing Registration: Mondays only, 9:30-12:30 pm
(Starting from the first class)
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Wednesday, January 7

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie
Registration: Monday, January 5, 1:30-3 pm
Ongoing Registration: Mondays only, 1:30-3 pm
(Starting from the first class)
Class Meets: Monday and Wednesday, 1:30-4 pm
First Class: Wednesday, January 7
### Citizenship Education

#### CITIZENSHIP EDUCATION
No fee required

- **Instruction in U.S. history and government to prepare for the citizenship examination.**
  - HIS A15-02, OC/SK, 9 Sat., 1/10, 9:15 am-12 pm
  - HIS A15-01, SKL, 9 Fri., 1/9, 6:30-9:45 pm
  - HIS A15-04, FOR, 11 Mon./Wed., 1/21, 6-8 pm
  - HIS A15-20, OC/SK, 9 Sat., 3/21, 9:15 am-12 pm
  - HIS A15-10, SKL, 9 Fri., 3/20, 6-8:45 pm
  - HIS A15-40, FOR, 11 Mon./Wed., 4/8, 6-8 pm
  - HIS A15-07, NPL, 9 Mon., 1/12 6:30-9:45 pm
  - HIS A15-30, NPL, 9 Mon., 4/6 6-8:30 pm

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### Low-cost Tuition ESL Classes

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

**Registration:** Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. Unlike free ESL classes, tuition-charge classes will only be charged once per semester for an unlimited refundable processing fee. However, students who register online at Oakton’s Web site will be charged an $8 fee with each registration form. Registrants will be charged an $8 non-refundable processing fee at the time of registration.

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

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

**INTENSIVE ESL**

**Fee:** $349

Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. **Pre-registration in person is required.** Call 847-635-1426 for pre-test dates. **No class 1/19, 2/16, 5/25/15.**

- COM A19-01, OC/SK, 9 Mon.-Thur., 1/5, 12:40-3:20 pm CRN 40168
- COM A19-02, OC/DP, 9 Mon.-Thur., 1/5, 2:30-5:30 pm CRN 40167
- COM A19-10, OC/SK, 9 Mon.-Thur., 3/23, 12:40-3:20 pm CRN 40169

**INTENSIVE GRAMMAR REVIEW I**

**Fee:** $119

For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.

- COM A70-01, WFOO, 12 Mon., 1/26, 9:45 am-12:30 pm CRN 40197

**TOEFL PREP SEMINAR**

**Fee:** $149

Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers. **No class 2/16/15.**

- COM A45-01, OC/SK, 10 Sat., 1/10, 9:20 am-12:05 pm CRN 40171
- COM A45-02, OC/SK, 10 Tue., 1/12, 6:45-9:30 pm CRN 40172
- COM A45-03, OC/SK, 10 Mon., 1/26, 9:20 am-12:05 pm CRN 40173
- COM A45-10, OC/SK, 10 Sat., 3/21, 9:11-11:45 am CRN 40179
- COM A45-20, OC/SK, 10 Tue., 4/7, 7-9:45 pm CRN 40182

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### Free Reading/Literacy Classes*

Classes are for native and non-native speakers of English who wish to improve their reading, writing and math skills.

- **Students must be at least 17 years old and not currently enrolled in high school.**
- **Literacy students may not enroll in the Bridges program.**
- **Students may take one free reading class per term and one free ESL class, if needed.**
- **Classes may be canceled due to low enrollment.**

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

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

For more information call 847.635.1426.

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### EVENING CLASSES

**Des Plaines Public Library**
1501 Ellinwood, Des Plaines
**Registration:** Thursday, January 8, 6:15 pm
**Class Meets:** Tuesday and Thursday, 6:15-9:15 pm
**First Class:** Tuesday, January 13

**Evanston Township High School**
1600 Dodge Ave., Evanston
**Registration:** Tuesday, January 6, 6:30 pm
**Class Meets:** Tuesday and Thursday, 6:30-9:15 pm
**First Class:** Thursday, January 8

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*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.*
Lutheran Church of the Ascension
460 Sunset Ridge Rd., Northfield
Registration: Wednesday, January 7, 6 pm
Class Meets: Monday and Wednesday, 6-9:00 pm
First Class: Monday, January 12

Oakton Community College
7701 N. Lincoln Ave., Room B110, Skokie
Registration: Wednesday, January 7, 6 pm
Class Meets: Monday and Wednesday, 6-9:00 pm
First Class: Monday, January 12

DAYTIME CLASSES
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Wednesday, January 7, 9:15 am
Class Meets: Monday and Wednesday, 9:15 a.m.-12:15 pm
First Class: Monday, January 12

Glenview Public Library
1930 Glenview Road, Glenview
Registration: Thursday, January 8, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, January 13

Lutheran Church of the Ascension
460 Sunset Ridge Rd., Northfield
Registration: Wednesday, January 7, 12:30 pm
Class Meets: Monday and Wednesday, 12:30 - 3:30 pm
First Class: Monday, January 12

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, January 7, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12 pm
First Class: Friday, January 9
Late Spring Registration/First Class: Monday, March 31
Registration: Wednesday, January 7, 12:30 pm
Class Meets: Monday, Wednesday and Friday, 12:30-3 pm
First Class: Friday, January 9
Late Spring Registration/First Class: Monday, March 31

Skokie Public Library
5215 Oakton Street, Skokie
Registration: Thursday, January 8, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, January 13

SATURDAY CLASSES
Oakton Community College
1600 E. Golf Rd., Des Plaines
Registration: Saturday, January 10, 9 am
Class Meets: Saturdays, 9 am-12 pm
First Class: Saturday, January 17

Skokie Public Library
5215 Oakton Street, Skokie
Registration: Saturday, January 10, 9 am
Class Meets: Saturdays, 9 am-12 pm
First Class: Saturday, January 17

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

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

For more information call 847.635.1426.

DAYTIME CLASSES
Oakton Community College (Reading)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, January 8, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, January 13

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Wednesday, January 7, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Monday, January 12

STAR Intensive Reading Skills
7701 N. Lincoln Ave., Room B111, Skokie
Registration: Thursday, January 8, 1 pm
Class Meets: Tuesday and Thursday, 1 pm-3:15 pm
First Class: Tuesday, January 13

EVENING CLASSES
Maine East High School (Reading)
2601 W. Dempster, Park Ridge
Registration: Tuesday, January 6, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 8

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 Skokie campus:
Thursday, January 8, 6-9:45 p.m.,
Tuesday, January 13, 6-9:45 p.m.,
Saturday, February 7, 1-3:30 p.m., and Saturday, February 28, 1-4 p.m.

For details or to schedule an interview, call the VITA Program Manager at 847-635-1426.
GED and Evening High School

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

GED Program

General Information: GED stands for General Educational Development. Passing the GED tests enables a student to earn a GED diploma, a credential accepted by most employers and schools. Oakton does not administer GED tests. Visit www.ged.com for test locations.

New students who do not attend the testing and counseling sessions pay the fee that appears in parenthesis after each course listing, for example: ($98). Continuing students and students who attend the testing and counseling pay the lower fee for GED-level classes and no fee for Pre-GED classes. Call Oakton's GED office at 847.635.1426 for more information.

Eligibility: Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635-1426 for specific requirements.)

Tutoring: Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 7-9 p.m., 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 January 2015 must come to the location listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

Oakton Community College
Room P103-104, 7701 N. Lincoln Ave., Skokie, IL
January 5 and 7 (Monday and Wednesday), 6:30 pm
January 13 and 15 (Tuesday and Thursday), 6:30 pm
March 17 and 19 (Tuesday and Thursday), 6:30 pm
March 24 and 26 (Tuesday and Thursday), 6:30 pm

Pre-GED Classes

PRE-GED ENGLISH SKILLS Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.
EDU A02-01, ETHS, 9 Tue., 1/20, 6:30 - 9 pm
EDU A02-02, NILES W, 8 Thu., 1/22, 7-9:30 pm
EDU A02-04 NILES W, 7 Thu., 4/2, 7-10 pm
EDU A02-05, ETHS, 7 Tue., 4/14, 6:30-9:30 pm
EDU A02-03, MAINE E, 9 Tue., 1/20, 7-9:30 pm
EDU A02-06, MAINE E, 9 Tue., 4/7, 7-9:30 pm
EDU A02-07, OC/SK, 7 Fri., 1/23, 9:30 am-12:30 pm
EDU A02-08, OC/SK, 7 Fri., 4/3, 9:30 am-12:30 pm

PRE-GED READING SKILLS Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.
No class 2/16/15.
EDU A04-01, NILES N, 7 Mon., 1/26, 7-10 pm
EDU A04-02, OC/SLK, 7 Mon., 1/26, 7-9:30 pm
EDU A04-03, NILES N, 3/30, 7-10 pm

PRE-GED MATH SKILLS Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts. No class 2/16/15.
EDU A07-02, NILES N, 9 Wed., 1/21, 7-9:30 pm
EDU A07-03, NILES N, 9 Wed., 1/21, 7-9:30 pm
EDU A07-04, NILES N, 16 Mon., 1/21, 7-9:30 pm
EDU A07-05, MAINE E, 9 Thu., 1/22, 7-9:30 pm
EDU A07-09, NILES N, 16 Mon., 3/30, 7-9:30 pm
EDU A07-11, NILES N, 8 Wed., 4/1, 7-9:45 pm
EDU A07-07, NILES N, 8 Wed., 4/1, 7-9:45 pm
EDU A07-10, MAINE E, 9 Thu., 4/9, 7-9:30 pm
EDU A07-12, OC/SC, 7 Thu., 1/22, 9:30 am-12:30 pm
EDU A07-13, OC/SC, 7 Thu., 4/2, 9:30 am-12:30 pm

GED Review Classes

GED ENGLISH REVIEW Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-01, ETHS, 9 Tue., 1/20, 6:30-9 pm
EDU A03-04, ETHS, 8 Tue., 4/14, 6:30-9:15 pm
GED READING REVIEW Fee: $4.50 ($47)
Course provides practice in critical reading skills needed for three major areas of the GED tests. No class 2/16/15.
EDU A05-01, NILES N, 7 Mon, 1/26, 7 -10 pm
EDU A05-02, NILES N, 7 Mon, 3/30, 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 word problems.
EDU A08-01, NILES N, 9 Wed., 1/21, 7-9:30 pm
EDU A08-03, NILES N, 16 Mon./Wed., 1/21, 7-9:30 pm
EDU A08-02, NILES N, 8 Wed., 4/1, 7-9:45 pm
EDU A08-04, NILES N, 16 Mon./Wed., 3/30, 7-9:30 pm

GED COMPLETE REVIEW Fee: $10 ($98)
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests. No class 2/16/15.
EDU A09-01, OC/SK, 11 Sat., 1/17, 9 am-1 pm
EDU A09-03, OC/SK, 16 Mon./Wed., 1/21, 6:30-9:30 pm
EDU A09-04, OC/SK, 14 Mon./Wed., 3/30, 6:30-9:45 pm
EDU A09-05, OC/SK, 16 Tue./Thu., 1/20, 9:30 am-12:30 pm
EDU A09-06, OC/SK, 16 Tue./Thu., 3/31, 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 Thu., 1/22, 7-9:30 pm
HIS A01-02, NILES W, 6 Tue., 1/20, 7-9:30 pm
HIS A01-03, NILES W, 6 Thu., 4/9, 7-9:30 pm
HIS A01-04, NILES W, 6 Tue., 3/31, 7-9:30 pm

GED SCIENCE/SOCIAL STUDIES REVIEW
Prepare students for the Science/Social Studies portion of the GED Tests.
EDU A18-01, NILES W, 9 Tue., 1/20, 7-9:30 pm
EDU A18-02, NILES W, 8, 3/31, 7-9:45 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL) Fee: $10 ($98)
Preparation in all four areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language. No class 2/16, 3/12, 5/6, 5/25/15.
EDU A11-02, MAINE W, 16 Mon./Wed., 1/21, 6:30-9:30 pm
EDU A11-03, ETHS, 16 Tue./Thu., 1/20, 6:30-9:30 pm
EDU A11-04, MAINE W, 14 Mon./Wed., 4/8, 6:30-10 pm
EDU A11-05, ETHS, 14 Tue./Thu., 4/14, 6:30-10 pm

Computer Lab for ESL, Literacy, and GED Students
Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie
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 12 to Friday, May 22

Evening High School Program
General Information
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School. Evening High School classes are small, allowing for individualized instruction. They take place two times per week from 6 to 10 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays.

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

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

Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 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).
Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Theresa O’Sullivan at 847.635.1759.
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at [www.oakton.edu/ws](http://www.oakton.edu/ws), e-mail [workforcesolutions@oakton.edu](mailto:workforcesolutions@oakton.edu), or call 847.635.1447.
Essential Interviewing Skills: Finding the Right Candidate for Your Organization

Human Resources and Leadership Training

Choose from three Thursdays:

**March 12, April 16, or May 14**

**Check in:** 8 a.m.
**Program:** 8:30 a.m. – 4:30 p.m.

**$199 Early Bird** (Deadlines: February 12, March 16, April 14); **$219 Regular**

Coffee included; lunch on your own.

Improve employee retention, ensure higher productivity, and contribute to your company’s success. Identify great candidates by mastering key interview techniques.

Course covers:

- The costly implications of poor hiring decisions.
- The power of “competencies”—and how they define job requirements.
- Crafting interview questions that pinpoint specific job competencies.
- Using past professional behavior to evaluate applicant suitability.
- Creating a positive impression during the interview.
- Interview techniques that identify motivational fit.
- How to avoid legally-inappropriate questioning.

6.0 recertification credits available through HRCI, applicable to the following professional designations: PHR®, SPHR®, and GPHR®.

Offered in partnership with Development Dimensions International, Inc. (DDI).

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

For information, e-mail workforcesolutions@oakton.edu.

Skokie Campus, 7701 North Lincoln Avenue
Program for the student who wasn’t born yesterday

Emeritus Program at Oakton is 33 years old—and going strong!

Spring classes are offered from January to May at Oakton’s Skokie campus. The program partners with the Chicago Botanic Garden and the Park Ridge Senior Center.

Mark your calendar for these unique, exciting classes:

- New! Trips and Tours
- Great Decisions: World Affairs Discussion Group
- Beginning Hatha Yoga
- Tai Chi and Qigong (Chi Kung) I
- Passport to the World Foreign Relations

Watch your mailbox for the Spring 2015 Emeritus Program class schedule.

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

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Introduction to Computers

*For adults age 50 and older*

Computers can bring the world to your doorstep, simplify day-to-day tasks, and connect you with the important people in your life. Learn more about computer equipment and master basic computer skills in this four-week course. Use the Internet, explore e-mail, and gain word processing skills.

**Saturdays, April 4-25, 9-11 a.m., Skokie Campus**
**BZMB58-071; Cost is $20, no senior discounts**

For more information, or to register, visit www.oakton.edu/conted and select Emeritus.
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:


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

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014-2017 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA00001.

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

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

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

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

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

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

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

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period 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 2014-2016 period by the Physical Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulation, sponsor license number 216-000221.

Psychologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014-2016 period by the Psychologist Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor number 268-000017.

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

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

$79 Early Bird • $109 Regular • $129 Walk-in (No senior discount.)

Registration 8 a.m.; Programs 8:30 a.m. - 4:15 p.m. Continental breakfast included. Lunch on your own.

Location: Oakton Community College, 7701 North Lincoln Avenue, Skokie

Body Wisdom: Bridging the East and West in Clinical Practice and Personal Growth

Friday, January 30

Linda Cao-Baker, LCPC, BC-DMT


Satisfies IDFPR ethics requirement for social workers.

Brief Targeted Psychotherapy

Friday, February 13

Michael Maniaci, PsyD


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

Wednesday, February 25

Scott Hammer, JD


Out of the Shadows: Child Abuse Assessment and Intervention

Friday, March 6

Melinda Gronen, MA, LCSW

HMEA64-001 [CRN 41148] Early bird postmarked by February 6; HMEA64-002 [CRN 41197] after February 6.

Understanding Dementia from Basics to Behaviors

Friday, March 20

Paula Gibson, CDT, Certified VTD Trainer, Azura Memory Care


Treating Child and Adolescent Anxiety

Wednesday, March 25

Margaret Wehrenberg, PsyD


Ethics and Cultural Diversity

Friday, April 10

Mark Sanders, LCSW, CADC


Dreams as Communication: A Creative Therapeutic Approach

Wednesday, April 22

Kathy S. Greenberger, PsyD


Shame and Vulnerability: The Daring Way™

Friday, May 8

Sarah Buino, LCSW, CADC, CDWF


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 therapist (6.5 clock hours), psychologists (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 CPDUs). 6.5 Universal Training hours (UTH) will be offered to other professional groups.

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

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.

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.

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

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee is charged for all cancellations. Call 847.635.1447 for more information.
Program for Radiology Professionals

Be an early bird! Take advantage of reduced registration fee of $89 for full-day programs!

$89 Early Bird (plus an $8 non-refundable processing fee) • $109 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

Diagnostic Imaging of the Reproductive System: Update 2015

Clinical Signs in Diagnostic Imaging: Update 2015

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

Presenter: Jeannette R. Joyce, BFA, RT(R) (M), Founder of RadComm, Inc.

Breast Imaging Update 2015

Understanding Breast Cancer Risk

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

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 HTHA04-001 [CRN 41149]
Tuesdays, Wednesday, and Thursdays, January 28 and 29; February 3, 5, 10, and 12

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.

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

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 847.635.1438. Participants must attend all six sessions to receive a certificate of completion.

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.

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.

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning 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.

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.
Directions to Oakton

Parking Information
Parking at the Des Plaines campus is available in Lots A and D, located directly north of the building. Handicapped parking is available in lots A, B and D for those with State of Illinois permits. Lot C provides parking for faculty and staff.

At the Ray Hartstein Campus in Skokie, parking is available in the lot accessible from Lincoln Avenue, except where signs specifically designate staff and faculty parking. Additional parking is available in the lot across Lincoln Avenue. Handicapped parking for those with State of Illinois permits can be found in the Lincoln lot as well as a parking lot designed exclusively for handicapped parking located on the north side of the building.

Public Safety
If you have any on-campus security concerns, contact the Public Safety department at 847-635-1880 in Des Plaines; 847-635-1422 in Skokie.

Note: This map is an approximation of the district boundaries. If you have questions regarding in-district residency, contact the Enrollment Center.

Go to www.oakton.edu/directions for directions.

Oakton Community College
1600 East Golf Road, Des Plaines, IL 60016

Public Transportation
Pace Bus, running from the Skokie Davis CTA Station to Schaumburg, Woodfield Mall. Serving Old Orchard, Golf Mill, Des Plaines Metra Station. Stops at Oakton’s front entrance.

DRIVE TO THE DES PLAINES CAMPUS VIA TRI-STATE TOLLWAY
From North: Exit at Golf Road. Turn left at the traffic light at the end of the exit ramp. Turn right at the next traffic light (Golf Road). Turn right at the next traffic light onto College Drive.
From South: Take the Dempster East exit to Potter Road (first light). Turn left and continue to Golf Road. Turn left on Golf. Turn right onto College Drive.

DRIVE TO THE SKOKIE CAMPUS VIA EDENS EXPRESSWAY (I-94)
From North: Exit Edens at Dempster Street East; drive east on Dempster to Niles Center Road; turn right on Niles Center Road and continue to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.
From South: Exit Edens at Touhy Avenue East; drive north on Skokie Boulevard to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.

For alternate routes to Oakton’s campuses, call 847-635-1668.
Registration for Noncredit Continuing Education Classes


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

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

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

PLEASE PRINT ALL INFORMATION

Name: Last ___________________________ First ___________________________ Middle Initial   ______

Social Security Number

Address: ___________________________________________ City ___________________________ Zip _________ Birth Date: __/__/____  Gender:  Male  Female

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

E-mail: ____________________________________________

Residence:  In-district 535  Out-of-district

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

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

Check one box that best describes your high school status:  High school graduate in _______ (year)  Passed G.E.D test in _______ (year)

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

Last college attended:  (Name, city, state)

Most credits or highest degree previously earned:  Some credits  Certificate  Associate's degree  Bachelor's degree  Master's degree  Doctoral degree

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

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

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

This information is requested solely to comply with Federal Laws.

1. Are you Hispanic or Latino?  Yes Hispanic or Latino.  Not Hispanic or Latino.

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

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

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

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

☐ Yes in the United States on a Visa.  ☐ Not in the United States on a Visa.  Provide Home Country of Origin:

Education:

Highest grade completed___________  Last high school attended

Address: ___________________________________________ City ___________________________ Zip _________ Birth Date: __/__/____

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

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