CAREER/JOB DEVELOPMENT

COLISTED CLASSES: Unless otherwise indicated, courses included in the Career/Job Development area are colisted. This means that both credit and noncredit students can register for and take these courses, and often need to complete the same course requirements. Note that the following courses are noncredit colisted offerings. Completion of noncredit courses will not apply toward degrees or certificates. If you are interested in taking these courses for credit, call the number provided below each section heading.

Accounting

These accounting courses are designated for those who are employed in business, in an accounting-related field or are self-employed. They are all hands-on courses taught by experts in the accounting field. **These courses may be taken for college credit.** Call 847-635-1778 for more information.

**ATTENTION CPAS:** Some courses under the Accounting, Business and Computer headings may qualify for CPE credit. Call 847-635-1808 for more information regarding CPE credit.

**COMPUTER ACCOUNTING**

APPLICATIONS WITH QUICKBOOKS  FEE: $94
Learn to create journal entries, post to ledgers, and prepare financial statements. Work with a general ledger, accounts receivable, accounts payable, and payroll functions. A required textbook (approx. $70) is available in the bookstore. This course is eligible for CPE credit.

ACC A02-C31, OC/DP, 7 Tue., 6/16, 5:50-7:50 pm  CRN 50479
ACC A02-C32, OC/DP, 4 Thu., 7/9, 6-9:50 pm  CRN 50480

**MICROSOFT EXCEL FOR ACCOUNTANTS**  FEE: $94
Gain hands-on experience in the accounting applications of Excel, a popular spreadsheet program. Apply the software organizing principles to basic accounting applications, and work towards more extensive model building to solve financial accounting problems in areas such as cash flow and financial expansion. A required textbook is available in the bookstore. This course is eligible for CPE credit.

ACC A03-C31, OC/DP, 4 Thu., 6/11, 6-9:50 pm  CRN 50481
ACC A03-C32, OC/DP, 7 Tue., 6/16, 8-10 pm  CRN 50482

**PAYROLL TAX ACCOUNTING**  FEE: $84
Study and practice the practical applications of payroll tax laws and requirements, using manual and computerized systems. Payroll registers, tax returns, and deposit coupons will be used. A required textbook (approx. $65) is available in the bookstore.

ACC A04-C31, OC/DP, 4 Tue., 5/19, 6-9:40 pm  CRN 50483

Air Conditioning, Heating and Refrigeration

Classes in this area develop the skills needed to evaluate the performance of business and residential heating, cooling and refrigeration systems. Taught by experts in the field, **these courses may be taken for college credit.** Call 847-635-1955 for information.

**EPA SECTION 608 CERTIFICATION**  FEE: $84
Course designed to prepare for “EPA Section 608” certification exam. Certification in proper refrigerant use required by law for work on refrigeration systems. Examination fees required.

AIR A08-C31, OC/DP, 4 Thu., 6/4, 5-8:50 pm  CRN 50484

Computer Courses

The following computer courses are designed to develop or increase knowledge in computer literacy, web design, computer programming, operating systems, and networking. Also, courses help students upgrade computer skills for career advancement. **These courses may be taken for college credit.** Call 847-635-1929, 847-635-1967 or 847-635-1969 for more information.
Beginners/Introductory Classes

INTRODUCTION TO COMPUTER INFORMATION
SYSTEMS-OFFICE 2007  FEE: Listed with section
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, spreadsheet, database and presentation graphics. Hands-on experience with personal computers in labs. Intended for those seeking a career as a computer professional, an understanding of the role of Information Systems in the business community, or introductory "end user" computer skills. Recommended: High school algebra, MAT 052, or equivalent skills.
CPT A19-C31, OC/SK, 8 Mon & Wed., 6/8, 9 am-12:50 pm, $262  CRN 50489
CPT A19-C32, Online section, 6/8-7/29, $302  CRN 50490
CPT A19-C33, Online section, 6/8-7/29, $302  CRN 50544
CPT A19-C34, OC/DP, 7 Tue. & Thu., 6/16, 6-10 pm, $262  CRN 50491
CPT A19-C35, OC/DP, 3 Mon.-Thu., 7/27, 9 am-2:30 pm, $262  CRN 50492

COMPUTERS FOR NEW USERS  FEE: $183
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.
CPT A44-C31, OC/DP, 8 Mon. & Wed., 6/8, 6:15-8:50 pm  CRN 50496
CPT A44-C32, OC/SK, 8 Tue. & Thu., 6/9, 10 am-12:30 pm  CRN 50497

COMPUTER KEYBOARDING  FEE: Listed with section
Master touch typing on an electronic keyboard; develop minimum speed and accuracy competencies.
COF A02-C31, online section, 6/8-7/30, $134  CRN 50499
COF A02-C32, OC/SK, 5 Tue. & Thu., 6/9, 6:30-9 pm, $99  CRN 50500

WINDOWS FUNDAMENTALS  FEE: $99
Learn the basics about the Windows XP environment and how to manage files, run multiple applications, transfer data between applications, perform virus checks and conduct simple troubleshooting.
COF A10-C31, OC/SK, 8 Tue., 6/9, 6-10 pm  CRN 50501

COMPUTER SOFTWARE AND CONCEPTS, PHOTOSHOP, WEB PAGE, VISIO  FEE: Listed with section
Gain an overview of software packages such as word processing, spreadsheeting, databases and presentation graphics. Also, learn about programming, operating systems, the Internet and management information systems. Supplemental lab work required.
CPT A01-C31, Online section, 6/8-7/23, $386  CRN 50487
CPT A01-C32, OC/DP, 8 Tue. & Thu., 6/9, 8:30 am-12:20 pm, $366  CRN 50485
CPT A01-C33, OC/DP, 8 Tue. & Thu., 6/9, 6-9:50 pm, $366  CRN 50486

Database

INTRODUCTION TO SQL: ORACLE 10G  FEE: $292
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 10g).
CPT A21-C31, OC/DP, 8 Tue. & Thu., 6/9, 6-9:50 pm  CRN 50493

Digital Imaging

ADOBE PHOTOSHOP  FEE: $297
Introduction to the tools and capabilities of Adobe Photoshop CS3.
COF A72-C31, OC/DP, 7 Mon. & Wed., 6/15, 6-9:50 pm  CRN 50506

Microsoft Office Specialist

The following hands-on courses will prepare you for Microsoft Office Specialist (MOS) exams in Word, PowerPoint, and Excel.

COMPREHENSIVE WORD PROCESSING  FEE: $282
Course covers the use and application of word processing features.
COF A25-C31, OC/DP, 8 Tue. & Thu., 6/9, 6-10 pm  CRN 50502

POWERPOINT PRESENTATION SOFTWARE  FEE: $198
Learn to plan, compose and create effective desktop presentations.
COF A30-C31, OC/DP, 8 Tue., 6/9, 5-9:40 pm  CRN 50503

ELECTRONIC SPREADSHEETING (EXCEL)  FEE: $183
Acquire the knowledge to use spreadsheets for business and accounting applications; develop problem-solving skills.
COF A35-C31, OC/SK, 5 Mon. & Wed., 6/8, 6-10:10 pm  CRN 50504

DATABASE APPLICATIONS (ACCESS)  FEE: $282
Learn about database structures and design; create and edit tables; develop and run queries, forms and reports; develop macros and more.
COF A40-C31, OC/DP, 8 Tue. & Thu., 6/9, 6-9:30 pm  CRN 50505
Networking

NETWORKING ESSENTIALS  FEE: $292
Learn the fundamentals of electronic data communications with emphasis on creating a local area network (LAN). Students are introduced to the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.
NTS A05-C31, OC/SK, 7 Tue. & Thu., 6/16, 11 am-2:30 pm  CRN 50507
NTS A05-C32, OC/DP, 7 Tue. & Thu., 6/16, 6-9:50 pm  CRN 50508

MICROSOFT IMPLEMENTING AND MANAGING EXCHANGE SERVER  FEE: $292
Course provides knowledge and skills to update and support a reliable, secure messaging infrastructure, which is used for creating, storing, and sharing information by using Microsoft Exchange Server. Focus is on most recent release of Windows. Course is one of the elective examinations required in Microsoft Certified Systems Engineer (MCSE), Windows curriculum, and one of the elective exams required for the MCSE and MCSE Messaging candidates on the Windows Server track. Recommended: consent of instructor, coordinator or department chair.
NTS A59-C31, OC/DP, 7 Mon. & Wed., 6/15, 6-9:50 pm  CRN 50512

BUSINESS DESKTOP DEPLOYMENT  FEE: $292
Course provides knowledge and skills to successfully deploy Microsoft Windows business desktop operating systems and applications throughout a business enterprise. Course also introduces the deployment life cycle, which consists of planning for the deployment, building and customizing the deployment method, and then implementing the actual deployment. This course prepares the student for a Microsoft Certified Technology Specialist examination. Recommended: a class in Microsoft Windows Server Operating System, or consent of instructor, coordinator or program chair.
NTS A27-C31, OC/DP, 7 Mon. & Wed., 6/15, 6-9:50 pm  CRN 50509

TCP/IP PACKET ANALYSIS  FEE: $282
Course examines TCP/IP protocol (Transmission Control Protocol/Internet Protocol) and utilities. Topics include creating, administering and maintaining an information system on computer networks, basic provision of Internet services, using TCP/IP. Recommended: a class in Networking Essentials like NTS A05, or consent of instructor, coordinator, or department chair.
NTS A45-C31, OC/SK, 7 Tue. & Thu., 6/16, 6-9:50 pm  CRN 50511

MICROSOFT WINDOWS COMMAND LINE ADMINISTRATION  FEE: $198
Course concentrates on Command Line support for the new DOS-like 32-bit language irrevocably linked to Windows Server that boasts a vast range of functions, commands, and application, using intermediate and advanced tools. Topics include knowledge and skills necessary to administer Microsoft Windows Network in variety of environments from the Command Line or Command Prompt. Focus is on most recent release of Windows. Recommended: a class in Microsoft Windows Server Operating System, knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or department chair.
NTS A40-C31, OC/SK, 7 Tue. & Thu., 6/16, 6-9:50 pm  CRN 50510

Cisco Networking
The following four courses, INT A01, INT A02, INT A03 and INT A04, prepare students for the CCNA certification exam.

CISCO NETWORKING BASICS COMPETENCIES  FEE: $376
Course will introduce networking and general network concepts. Builds the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols.
INT A01-C31, OC/SK, 8 Thu., 6/11, 6-9:50 pm  CRN 50521

CISCO ROUTERS AND ROUTING BASICS COMPETENCIES  FEE: $376
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.
INT A02-C31, OC/SK, 8 Tue., 6/9, 6-9:50 pm  CRN 50523

CISCO SWITCHING BASICS AND INTERMEDIATE ROUTING COMPETENCIES  FEE: $376
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. Blended distance learning.
INT A03-C31, OC/SK, 7 Mon., 6/8, 6-9:50 pm  CRN 50524

CISCO WAN TECHNOLOGIES COMPETENCIES  FEE: $376
Course deals with Wide Area Networks (WANs) and protocols and services used in constructing WANs. Topics include point-to-point protocols; ISDN; frame relay investigated as applied to network routing; and laboratories where applicable; Threaded case study completed and presented. Course is fourth and final in Cisco Networking Academy sequence of four courses (CCNA).
INT A04-C31, OC/SK, 7 Mon., 6/8, 6-9:50 pm  CRN 50525
Programming
INTRODUCTION TO VISUAL BASIC.NET
PROGRAMMING                              FEE: $381
Course introduces programming using the Visual Basic.NET programming language 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.
CPT A89-C31, OC/DP, 8 Mon. & Wed., 6/8, 6–9:50 pm           CRN 50498

C# PROGRAMMING                              FEE: $381
Course introduces programming using the C# programming language to solve business-related problems. Content includes program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, loopi
ng, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.
CPT A33-C31, OC/DP, 8 Tue. & Thu., 6/9, 6–10 pm            CRN 50494

World Wide Web
BUILDING A WEB PAGE                              FEE: $277
Gain the knowledge to create customized and interactive Web pages. Learn commands to create, format and link documents. Incorporate tables, graphics, forms, frames, scripts and other features.
CPT A04-C31, OC/DP, 8 Mon. & Wed., 6/8, 6:30-9:50 pm        CRN 50488

WEB AUTHORING SOFTWARE: DREAMWEAVER              FEE: $277
This course introduces a popular HTML editor. Topics include learning how to lay out Web pages using layers, tables, style sheets, frames, rollovers, and forms. Students build a web site and learn how to upload files to a remote server. An introduction to the DHTML and animation capabilities of the Web authoring software is included.
CPT A38-C31, OC/DP, 8 Tue. & Thu., 6/9, 6-9:30 pm          CRN 50495

Design/AutoCAD
These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction. Courses may be taken for college credit. Call 847-635-1861 for more information.

BASIC AUTOCAD                                FEE: $327
This is a basic course in drafting and design using AutoCAD software. You will learn, electronically, how to set up and edit a drawing. In addition, you will study techniques for construction, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. A required textbook (approx. $60) is available in the bookstore.
DES A03-C31, OC/DP, 7 Mon. & Wed., 6/15, 6-9:50 pm          CRN 50541
DES A03-C32, OC/SK, 7 Tue. & Thu., 6/16, 6-9:50 pm           CRN 50542

ADVANCED SOLIDWORKS                            FEE: $307
Course is advanced exploration of the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of computer models; animation, and advanced computer modeling techniques; design topics such as molded parts, sheet metal, detail drawings, and assemblies. Recommended: Introduction to SolidWorks, DES A08.
DES A11-C31, OC/SK, 8 Tue. & Thu., 6/9, 6-9:30 pm           CRN 50560

The following two classes were added after the class schedule was published.

INTRODUCTION TO 3D STUDIO MAX                FEE: $308
DES A02-C31, OC/SK, 7 Thu., 6/18 - 7/30, 4-6 pm           CRN 50570

INTRODUCTION TO BUILDING SYSTEMS - REVIT,    FEE: $419
DES A09-C31, OC/SK, 8 Tue., 6/9 - 7/28, 4-5:50 pm         CRN 50569

Electronics and Computer Technology
These courses prepare students for employment as members of engineering teams, electronic engineering technicians, research engineering technicians, technical sales representatives, technical writers and customer service representatives. Courses may be taken for college credit. Other sections meeting at different times and dates are available. Call 847-635-1909 for more information.
COMPUTER HARDWARE SYSTEMS  FEE: $282
Explore the ins and outs of PC maintenance. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, repairs, and introduction to language.
ECT A04-C31, OC/SK, 8 Tue. & Thu. 6/9, 6-9:30 pm  CRN 50513

COMPUTER PERIPHERALS  FEE: $282
Course includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations.
ECT A05-C31, OC/SK, 8 Mon. & Wed., 6/8, 6-9:30 pm  CRN 50514

A+ CERTIFICATION PREPARATION  FEE: $193
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. This course builds upon the knowledge acquired in Computer Hardware Systems and Computer Peripherals. Prerequisites: ECT A04 and ECT A05.
ECT A06-C31, OC/SK, 7 Mon., 6/8, 6-9:30 pm  CRN 50515

RESIDENTIAL WIRING  FEE: $292
This course is designed to provide students with the technical skills and knowledge required to safely install, maintain, replace and repair residential wiring/distribution systems with adherence to the National Electrical Code. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects.
ECT A15-C31, OC/DP, 8 Tue. & Thu., 6/9, 6-9:30 pm  CRN 50517

TOPICS IN ELECTRONICS: ALTERNATIVE/ SUSTAINABLE ENERGY RESOURCES  FEE: $252
Class explores alternative and/or sustainable energy resources such as solar, wind and hydroelectric.
ECT A14-C31, OC/DP, 8 Mon. & Wed., 6/8, 6-9:30 pm  CRN 50516

English and Business Communications
These courses may be taken for college credit. Call 847-635-1950 for more information.

INTRODUCTION TO BUSINESS AND TECHNICAL WRITING  FEE: Listed with section
This course is designed for students who wish to develop competence in producing various types of business documents, including memos, letters, reports, and product literature. Emphasis will be on writing for an audience with an identified purpose. Students are instructed in using clear, concise prose, and effective graphic elements. Course will involve use of computer hardware and software. Class is designed for students with college-level writing ability.
ELH A01-C31, Online section, 6/15-7/30, $302  CRN 50518
ELH A01-C32, OC/DP, 7 Mon. & Wed., 6/15, 6:30-9:45 pm, $252  CRN 50519
ELH A01-C33, OC/SK, 7 Tue. & Thu., 6/16, 6:30-9:45 pm, $252  CRN 50520

Manufacturing
Taught by experts in the field, these courses provide training in the operation of manufacturing-related tasks. Courses may be taken for college credit. Call 847-635-1861 or 847-376-7041 for more information.

CNC SETUP AND OPERATION  FEE: $188
Course provides hands-on training in setup and operation of computer numerical control (CNC) machines, including CNC mill (vertical milling center) and CNC lathe (turning center) for purposes of setting up machines with required tooling and fixturing, operating CNC machines, reading and interpreting CNC programs, using inspection equipment, and troubleshooting various production problems.
MCH A10-C31, OC/SK, 8 Tue. & Thu., 6/9, 6:30-8:45 pm  CRN 50539
MCH A10-C32, OC/SK, 7 Mon. & Wed., 6/16, 6:30-9:20 pm  CRN 50540

Massage Therapy
The Massage Therapy certificate program offers the basic instruction and clinical experience necessary to become a licensed massage therapist in Illinois. Prospective students should have an interest in anatomy, alignment of the body, and a desire to have a hands-on approach to this form of complimentary health care. Classes are taught by licensed massage therapists over two semesters, totaling more than 500 hours of instruction. Programs begin each fall and spring semesters. Students must maintain a minimum grade of 70 percent in each course to remain in the program.
Upon successful completion of the massage therapy program, students will be eligible to sit for the massage therapy licensure examination in Illinois. Illinois licensure requires verification of electronic fingerprint processing from the Illinois Department of State Police or one of the Illinois State Police approved vendors as part of the application process. Call 847.376.7063 for information.
Restricted to continuing students. Students must be concurrently enrolled in MAS A03, MAS A04, MAS A11, MAS A13 and MAS A15. Students must sign up for all Summer evening MAS courses at the same time.

MASSAGE THERAPY III: REHABILITATIVE  FEE: $802
Course combines two therapeutic modalities – Neuromuscular Therapy and Sports Massage Therapy – to assist with fine tuning of massage palpation skills. Content includes both functional assessment and corrective concepts. Prerequisite: MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.
MAS A03-C31, OC/SK, 8 Tue. & Thu., 5/26, 6-9:30 pm; 8 Fri., 6-9:50 pm  CRN 50534

MASSAGE THERAPY IV: DEEP TISSUE  FEE: $866
Course involves hands-on learning of the fascial system and fascial web. Content includes therapeutic massage techniques and strokes, with an understanding of the connective tissue which supports the body. This course blends didactic lecture with hands-on practice. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.
MAS A04-C31, OC/SK, 8 Tue. & Thu., 7/21, 6-9:30 pm; 8 Fri., 6-9:50 pm  CRN 50535

MASSAGE STRUCTURE AND FUNCTION II  FEE: $802
Course examines the anatomy and physiology of cells and tissues that underlie the normal functioning of the body. Content focuses on the structure and functions of the major systems of the human body. Anatomic or physiological principles are related to practical phenomena encountered in massage therapy. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.
MAS A11-C31, OC/SK, 16 Wed., 5/27, 6-9 pm  CRN 50536

KINESIOLOGY AND PALPATION FOR MASSAGE THERAPY II  FEE: $718
Course continues an examination of the skeletal and muscular systems that underlie the normal functioning of the body. Content includes an introduction to the complexities of movement, and the directional terminology associated with that movement. Students build upon their knowledge of the skeletal system and begin to address the bony landmarks of the axial skeleton, the core muscles for movement and stability. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.
MAS A13-C31, OC/SK, 14 Mon., 6/1, 6-8 pm  CRN 50537

BUSINESS AND COMMUNICATION FOR MASSAGE THERAPY II  FEE: $718
Course covers more advanced communication techniques for managing the client-massage therapist relationship. Content also includes principles of professional ethics, and legal and regulatory considerations for a massage therapy business. Journaling is an integral part of the coursework. Prerequisite: Completion of MAS A01, MAS A02, MAS A10, MAS A12 and MAS A14.
MAS A15-C31, OC/SK, 14 Mon., 8/1, 8:01-10 pm  CRN 50538

Music
These courses may be taken for college credit. Call 847-635-1905 for more information.

JAZZ BAND  FEE: $109
Course offers comprehensive and practical study of jazz band idiom. Involves performance with the award-winning Oakton Jazz Band; sectional and ensemble discussion and scheduled rehearsal of various jazz band works, along with public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Prerequisite: Consent of instructor. Note: Instructor will assess students’ level once the course has begun and place student in proper level course.
MUS S80-C31, OC/DP, 7 Mon., 6/15, 8-10:20 pm  CRN 50526
MUS S81-C31, OC/DP, 7 Mon., 6/15, 8-10:20 pm  CRN 50527
MUS S82-C31, OC/DP, 7 Mon., 6/15, 8-10:20 pm  CRN 50528
MUS S83-C31, OC/DP, 7 Mon., 6/15, 8-10:20 pm  CRN 50529

Pharmacy Technician

PHARMACY TECHNICIAN  FEE: $1,065
Our intensive 12-week program is designed to teach students the fundamentals and specifics of pharmacy technician training. This course introduces students to numerous pharmacy environments, including community, mail order, hospital, managed care, and long-term care. Topics include basic physiology, disease states, drug classifications, compounding, dosages, and prescription processing. Students also prepare to take the PTCB national exam. This class is offered in partnership with MRxI Corporation®. Course will be offered for credit and noncredit. For detailed information, call Nancy Heldt at 847-376-7113.
PHT A01-C31, OC/DP, 10 Mon. & Wed., 6/1, 5:30-8:45 pm  CRN 50530
PHT A01-C32, OC/SK, 10 Tue. & Thu., 6/2, 6-9:20  CRN 50531
Real Estate

COLISTED CLASSES: Real Estate courses are colisted. This means that both credit and noncredit students can register for and take these courses in the same classroom, and are completing the same course requirements. Please note that the Real Estate listings on these pages are noncredit offerings. If you are interested in taking any of these courses for credit, call 847-635-1776.

Become a Salesperson

The Alliance for Lifelong Learning offers an inexpensive program designed to help students qualify for the Illinois Real Estate Salesperson’s License. This course is required by Illinois law and approved by the Illinois Department of Financial and Professional Regulation - Division of Banks and Real Estate (IDFPR-DBRE). All license requirements subject to change by IDFPR-DBRE. Course may be taken for college credit. Call 847-635-1776 for more information.

REAL ESTATE TRANSACTIONS  FEE: $267

A basic course for those seeking to become acquainted with the fundamentals of real estate practice and theory. It fulfills the educational requirements for the Illinois salesperson’s license examination and is a partial requirement for the broker’s license exam. As per state regulation, a student must attend class for 45 hours to qualify for the license. Subjects covered include the Illinois Licensing Act, the nature of real estate, interests, rights and ownership, legal descriptions, title transfer, contract, appraisal, financing, closing statements, and more. A required textbook (approx. $35) is available in the bookstore. (Home Study option also is available for this course.)

REL A18-C31, OC/DP, 7 Tue. & Thu., 6/16, 11:30 am-3 pm  CRN 50532
REL A18-C32, OC/DP, 2 Mon., Wed. & Thu., 7/27, 8:30 am-4:30 pm  CRN 50533

REAL ESTATE HOME STUDY
Flexible...Economical...Complete

For all Home Study courses, students are required to register in person at the Alliance office at the Des Plaines or Ray Hartstein (Skokie) campus. Required textbook and home study guide for REL A18 and REL A43 are included in the tuition and sold only through the Alliance offices. No refunds will be issued for this course.

No classroom attendance is required. However, you must attend a proctored final exam administered by the Testing Center at Oakton (details included in the home study guide).

All Home Study courses are approved by the Illinois Department of Financial and Professional Regulation—Division of Professional Regulation (IDFPR-DPR). There is no senior discount for Real Estate Home Study Courses.

Real Estate Salesperson

Complete your coursework for the real estate salesperson license exam at home and at your own pace. You could be ready to take the salesperson exam in less than three weeks, or at a pace more convenient to your schedule. Student materials, textbook, content outlines, seven sample quizzes, and instructor support are all included. No senior discount.

Students may enroll and begin Real Estate Transactions any time prior to Friday, July 3, 2009. However all coursework and testing must be completed by July 30, 2009.

Tuition is $295 for Real Estate Salesperson (REL A18) home study.

Real Estate Brokers

Complete the course sequence to qualify you for the Illinois Real Estate Broker’s License exam at home and at your own pace. Student materials and instructor support are all included.

Students may enroll and begin any of the Broker’s courses: Advanced Principles 2000 (REL A19), Real Estate Contracts and Conveyances (REL A20), Brokerage Administration (REL A21), Real Estate Finance (REL A22) and/or Property Management (REL A43) any time prior to Friday, July 3, 2009. However all coursework and testing must be completed by July 30, 2009.

Tuition is $114 for each of the Broker’s courses—Advanced Principles 2000, Real Estate Contracts and Conveyances, Brokerage Administration, and Real Estate Finance. Tuition is $144 for Property Management, textbook fee included. There are no senior discounts for these courses.

For information on all these programs, e-mail paprocki@oakton.edu.
CAREER/JOB DEVELOPMENT — NONCREDIT ONLY

New!
TEAM ROLES AND TEAMWORK FEE: $24
What makes your team click – or not? Participants will learn to identify their preferred individual and team roles; discover how to resolve team roles that create conflict; and explore the strengths and weaknesses of teams.
PRO F11-31, OC/DP, 1 Thu., 7/16, 6:30-8:30 pm, Martens CRN 50373

New!
BUYING A PROFITABLE BUSINESS: FIND, EVALUATE AND NEGOTIATE FEE: $50
In this workshop, offered with SCORE Chicago (www.scorechicago.org), students will learn about buying a business as an alternative to starting up a new business. Learn how to analyze new business opportunities and negotiate the purchase of an established business.
BUS S59-31, OC/SK, 1 Tue., 5/19, 6:30-9:30 pm CRN 50338

New!
ALL ABOUT FRANCHISING: FAST TRACK TO OWNING A BUSINESS FEE: $50
Learn about franchising as an alternative to starting up a new business. Offered with SCORE Chicago (www.scorechicago.org), this workshop will explore franchising opportunities; explore franchise myths, realities, and regulations; and help you select the right franchise.
BUS C02-31, OC/SK, 1 Tue., 6/16, 6:30-9:30 pm CRN 50332

New!
MARKET LIKE A GUERRILLA: SELL LIKE A GORILLA FEE: $50
(How to Really Make It in Voice-Overs)
VOICE-OVERS are hot today! You don’t have to be an actor to get voice-over work, but it certainly doesn’t hurt! 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! You’ll learn about an exciting, new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Dan Levine (commercial producer and Tony Award nominated Broadway Composer) will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and will discuss the all important “demo” and how to have it produced. You’ll step up to the mic and do some practice recording, and best of all, you’ll hear the results!
COM S24-31, ETHS, 1 Thu., 6/25, 7-9 pm, Levine CRN 50522

IMPORT EXPORT NOW! FEE: $95
Today, as globalization sharpens the division of labor, more and more businesses will be involved in international trade. According to US Customs officials, most international traders are small businesses. The fundamental steps to worldwide trade are simple – if broken down and explained. By the time you finish the course, not only should you feel “ready to go,” but actually be on your way! The course is conducted “live” on the Internet by an international trade expert.
Registration Deadline: Thursday, June 18, 2009
Important: Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly.
Technical Requirements: Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web Browser
BUS A2B-330, online, 9 Wed., 6/24-8/19, 8-10 am CRN 50250
ILLINOIS LOAN ORIGINATOR EXAM
PREPARATION (HOME STUDY)  FEE: $99
Regardless of market conditions, people need to finance their dreams, whether it is a house, a condo, or just a costly remodeling project. Loan Originators work with home owners to finance real estate purchases and investments. Act now and take the first step to become an Illinois Registered Loan Originator. This Self-Study "Prep-to-Pass" program has been used by thousands to successfully prepare for the mandatory registration exam. Program includes a comprehensive study guide, covering the required subjects and five single-use online assessment exams. Exams feature instant score reporting and result-driven study recommendations. The course is offered in collaboration with Real Estate Institute, Niles, IL. Please note: This is not an instructor-facilitated course. Register in person to receive a complimentary Illinois Loan Originator Candidate Handbook. No Senior Discount. Visit the state website to learn more about the Loan Originator application and registration process: www.obre.state.il.us/RESFIN/LoanOriginators.htm.
Students may enroll and begin the course any time from March 30 to July 7, 2009.
FIN A21-830, Home Study  CRN 50249

Bartending Certification
BARTENDING CERTIFICATION  FEE: $525
The focus of this program is to provide students with as much hands-on training as possible. Course curriculum provides a thorough understanding of all duties, skills, responsibilities and obligations associated with bartending in the public or private sector. Students (ages 21 and over) who successfully score 80 percent or better on both written and practical exams, will receive a certificate verifying their eligibility for employment as bartenders. Graduates also may qualify for job placements. Classes are held at ABC Bartending School, located at 1699 Wall Street, Mt. Prospect, IL.

BAR T01-31, ABC, 2 Mon.-Thu., 7/27-8-11, 6-10 pm  CRN 50034
BAR T01-32, ABC, 3 Sat .& Sun., 6/13-27, 9 am-5 pm  CRN 50035
BAR T01-33, ABC, 1 Mon.-Fri., 6/8-12, 9 am-5 pm  CRN 50036
BAR T01-34, ABC, 2 Mon.-Fri., 6/8-19, 9 am-1 pm  CRN 50037
BAR T01-35, ABC, 2 Mon.-Thu., 6/15-30, 6-10 pm  CRN 50038
BAR T01-36, ABC, 1 Mon.-Fri., 7/13-17, 9 am-5 pm  CRN 50039
BAR T01-37, ABC, 2 Mon.-Fri., 6/13-24, 1-5 pm  CRN 50040

Certified Bookkeeper Exam Preparation
This course is offered as noncredit only.
This online open enrollment program is offered in partnership with Gatlin Education Services (GES). It is designed by a team of professionals, who work to provide the most effective Web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed.
This program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer-graded tests. For information call Gatlin Education at 817.870.2870. Or send an e-mail to: questions@gatlineducation.com.
Note: Once the course is accessed either by requesting course materials or viewing lessons, there are no refunds.
CERTIFIED BOOKKEEPER  FEE: $1,795
Certified Bookkeepers (CBs) are to bookkeeping what CPAs are to accounting: the elite of the profession. This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This program was created by the AIPB to prepare experienced bookkeepers for the certification exam. In order to sit for the AIPB Certification exam, persons must be able to submit proof of at least two years full-time or 3,000 hours part-time experience. You will need an e-mail address, Internet access (Netscape or Internet Explorer Web browser) and current versions of Microsoft Word and Microsoft Excel. All textbooks (workbooks) are included. No senior discount. (80 Hours)
BUS R04-300, online  CRN 50477

Food Service Sanitation
FOOD SAFETY REFRESHER COURSE  FEE: $80
Take this course in order to renew your Food Service Sanitation Manager Certification. This class satisfies the Illinois Department of Public Health’s required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. Note: This class does not recertify the Chicago Board of Health Sanitation Certificate.
BUS R98-31, WFOO, 1 Sat., 6/27, 9 am-3 pm, Kulczycky  CRN 50042
FOOD SERVICE SANITATION SUPERVISION  FEE: $187
Attention all food service operators! Illinois code requires that all food service operators be under the operational supervision of a certified food service sanitation manager. This course prepares you and your employees for the certification examination required by the Illinois Department of Public Health, which is given at the final session. Topics covered include sanitary food handling, maintaining a safe food environment, and meeting state regulations. It is recommended that students have a 10th grade reading and comprehension level. Cost of manual (approx. $70) is included in the course fee. (Your State of Illinois Food Service Sanitation Certificate can be applied toward the Chicago Board of Health Sanitation Certificate. Students must complete the seven-week curriculum and pass the certification exam. Ask your instructor for more details.)
BUS A50-31, GLEN, 7 Wed., 5/13, 6-8:30 pm, Kulczycky    CRN 50041

SANITATION SEMINARS:  
FOR FESTIVAL FOOD VENDORS  FEE: $50
Are you planning to host or participate in an outdoor event or neighborhood festival? This three-hour seminar will prepare vendors to operate in compliance with the codes and guidelines for safe outdoor food handling. Certificates of completion will be issued.
BUS C04-31, OC/SK, 1 Mon. 5/11, 6:30-9:30 pm, Kulczycky    CRN 50334
BUS C04-32, OC/DP, 1 Tue. 6/9, 2-5 pm, Kulczycky    CRN 50336
BUS C04-33, OC/SK, 1 Thu. 7/9, 6:30-9:30 pm, Kulczycky    CRN 50337

Paralegal Training (Online)  see p. 70 of class schedule or call 847.982.9888, press 3.

Wedding Planner
This online open enrollment program is offered in partnership with Gatlin Education Services (GES).
This program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer graded tests. For information contact Gatlin Education at 817.870.2870 or questions@gatlineducation.com.

Note: Once the course is accessed either by requesting course materials or viewing lessons, there are no refunds.

CERTIFIED WEDDING PLANNER  FEE: $1,395
Sophisticated women know they cannot be both “the bride” and the wedding planner on their big day. That’s why demand continues to grow for qualified wedding planners. This online program provides all the tools necessary to work as a professional wedding planner or start your wedding planning business. Whether you embark on a full-time career, or plan only a few weddings a year, the Wedding Planning Certificate Program is perfect for those who want to immediately start making money as a wedding planner. Program includes role-playing, vignettes, and other ways to practice actual business objectives and case studies in the daily world of wedding planning. No senior discount. (300 Hours)
BUS S93-300, online    CRN 50474