Lifelong Learning

Inside:

- Continuing Education for Health Professionals (CEHP)
- Emeritus Program (for the 55+ student)
- English as a Second Language (ESL)
- High School Equivalency (GED)
- Truck Driver Training (CDL)

Late Spring classes begin February 24.
Register online at www.oakton.edu/conted.
Personal Fitness Trainer Certification

Work full or part time and earn up to $34 an hour! Start your own business or join the staff of a health club. Learn the ropes in this comprehensive noncredit course, offered in collaboration with the nationally-recognized World Instructor Training School (W.I.T.S).

Sundays, March 8 - April 5
9 a.m. - 12 p.m. and 1 - 4 p.m. (hybrid option available 1 - 4 p.m.)
Oakton Community College, 1600 E. Golf Road, Des Plaines
Course fee: $780  See course details on page 7.

CPR RESCUE

Earn the American Heart Association recognition (AHA) card with this OSHA, DCFS, and JCAHO compliant training course. Adult, child and infant CPR, mouth-to-mouth, Heimlich maneuver, and two-person CPR topics will be covered. Enroll today.

Thursday, March 12, 6:30-9:30 p.m.
Maine East High School, 2601 Dempster Street, Park Ridge

Wednesday, April 29, 6:30-9:30 p.m.
Niles North High School, 9800 Lawler Avenue, Skokie
Course fee: $35
See course details on page 7.
Noncredit Classes

Accounting ................................................................. 23
Air Conditioning, Heating, and Refrigeration ....................... 7
Arts .............................................................................. 7
Auto and Engine Repairs .................................................. 7
Business ......................................................................... 23-24
Career and Certification Training ...................................... 5-7, 24
Communication ............................................................. 24
Computer Courses ......................................................... 8-9, 24-26
Cooking/Culinary .......................................................... 9
Dance ............................................................................. 9
Electronics and Computer Technology ................................. 9
Entrepreneurship ................................................................ 26
Exercise and Fitness ....................................................... 9-10
Financial Markets and Service .......................................... 26
Graphic Design/Digital Imaging ........................................... 10, 26
History ............................................................................ 10
Home and Garden ........................................................... 11, 26
Humanities ....................................................................... 18
Languages ........................................................................ 26-27, 34
Management and Supervision ........................................... 27
Marketing and Sales ......................................................... 27-28
Medical Office Technology ............................................... 28
Music .............................................................................. 28
Personal Finance ............................................................. 11, 28-29
Photography ..................................................................... 29
Psychology ....................................................................... 29
Real Estate ....................................................................... 6, 29
Special Interest ............................................................... 11, 29-30
Tech Trends ..................................................................... 30
Television, Radio, and Production Services .......................... 11
Test Preparation ................................................................ 30
Tips, Tools, and Strategies for Teachers ............................... 30-31
Web Page/Website Design ................................................ 31-32
Writing ............................................................................ 32

New Spring 2020 Courses

Backyard Chickens: 101 ..................................................... 11
Drawing Nature Seed Pods .................................................. 11
Naturally Dyeing with Onion Skins ..................................... 11
Pysanky - the Art of Egg Decorating ................................... 11
Watercolor Floral Still-life ................................................... 11

Oakton is in Your Neighborhood!

Take a look at the courses being offered near you!

Evanston Township High School (ETHS)
1600 Dodge Avenue, Evanston, IL 60201
Cooking: The Basics .................................................... 9
Conversational Polish II .................................................. 34
Conversational Spanish II ............................................... 34
Small Engine Repair ....................................................... 7
Upholstery ...................................................................... 11
Welding I ....................................................................... 11

Glenbrook South High School (GSHS)
4000 West Lake Avenue, Glenview, IL 60026
Conversational German II ............................................... 34
Conversational Russian II ............................................... 34
Conversational Spanish II ............................................... 34
Retirement Planning Today ............................................. 11

Maine East High School (MEHS)
2601 Dempster Street, Park Ridge, IL 60068
Beginning Genealogy: A Crash Course ............................. 10
Compiling Your Medical Family Tree ............................... 10
Conversational French II ............................................... 34
Conversational Greek II .................................................. 34
Conversational Korean II ............................................... 34
CPR Rescue ................................................................. 7
English as a Second Language (ESL) ............................... 12
Easy Line Dances for Everyone! ....................................... 9
Genealogy Bundle ......................................................... 10
Genealogical Research: Beyond
Ancestry.com's Shaky Leaf Hints ....................................... 10
Genealogical Research: Record Groups .......................... 10
Sizzling Salsa, Merengue, Bachata and Cumbia ............... 9
The Most Helpful Genealogy Tools You've Never Used .... 10

Maine West High School (MWHS)
1755 South Wolf, Des Plaines, IL 60016
GED Classes ................................................................. 14

Niles North High School (NNHS)
9800 North Lawler Avenue, Skokie, IL 60077
Cha-Cha-Cha, American Style ......................................... 9
Conversational Italian II ................................................ 34
Conversational Spanish II ............................................... 34
CPR Rescue ................................................................. 7
Easy Line Dances for Everyone! ....................................... 9
GED Classes ................................................................. 14
Retirement Planning Today ............................................. 11
Soups, Salads, Appetizers and Desserts ......................... 9

Niles West High School (NWHS)
5701 Oakton Street, Skokie, IL 60077
GED Classes ................................................................. 14

Register online www.oakton.edu/conted
Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at Oakton. 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

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 36 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.

High School Equivalency (formerly GED) prepares students who have not completed high school for the High School Equivalency Exam. The High School Equivalency 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 847.827.6176 (ext. 5739) or Adult Education at 847.635.1426.

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. Oakton needs more volunteers to help adults improve English speaking and reading skills. Volunteers will learn about appropriate teaching methods and materials. For additional information call 847.635.1426.

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

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

Continuing Education for Health Professionals (CEHP) provides continuing education for social workers, certified counselors, marriage and family therapists, registered nurses, addiction counselors, nursing home administrators, speech/language, psychologists, pathologists, audiologists, and dieticians. For more information call 847.635.1438.

Emeritus Program courses, “for the student who wasn’t born yesterday,” enable lifelong learners to take advantage of individual and series courses in the arts, humanities, science, international politics, and religion. These courses meet throughout the year on weekdays, giving seasoned students the opportunity to share valuable learning experiences with their peers. For more information call 847.982.9888 or visit www.oakton.edu/conted.

Workforce Solutions provides customized training and consulting for local businesses and services for educational opportunities. For more information call 847.635.1447.

Put Your Passion to Work!
The Alliance for Lifelong Learning is looking for new course ideas and instructors who want to share their expertise. Send your ideas, a brief outline of your proposed class, and a short description of yourself to contedcourseproposal@oakton.edu.
**Tuition and Fees***

**Enrollment Information** - Enrollment in Alliance for Life-long Learning classes is limited to adults 18 years of age or older except for Youth, High School Equivalency (formerly 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 Oakton to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. A $25 fee will be applied if your check is returned by the bank.

**Processing Fee** - Registrants will be charged a $9 non-refundable processing fee at the time of registration. However, students who register online at Oakton’s website 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 a $9 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 $15 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session. No refunds will be issued for requests received less than five business days before the start of class unless authorized at the discretion of the Alliance administrators.

**Residency (In-District Senior Citizens)** - Residents of Oakton’s district who are 60 years or older are eligible to receive a senior discount on tuition (unless otherwise indicated). In-district seniors (60+) who register for an Alliance class on or after July 7, 2014 are eligible for a 15 percent tuition discount. In-district seniors who registered before that date will continue to receive a 50 percent discount where applicable. Proof of age and in-district residency must be provided in-person prior to registration. Acceptable documentation includes: a valid Illinois driver’s license or Illinois state ID, or two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the college.

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

**General Information**

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

**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. Alliance textbooks are not available at the Oakton Community College bookstores. Note: Personal checks and credit cards are not accepted.

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

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

**Alert!Oakton** - Receive notification about weather-related and emergency closings at Oakton. Sign up today for email, text message, or voicemail alerts at my.oakton.edu.
The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.
Commercial Driver’s License (CDL) Training and Certification Program

Get on the Road to a New Career in Less Than Two Months

Enjoy the freedom of the open road and the opportunity to travel by joining the growing ranks of commercial drivers. There’s never been a better time to get into the driver’s seat. Gain the experience you need to get the flexibility, job security, and salary you’ve always wanted!

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.

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

For more information, call 847.635.1414.

I am grateful to the Oakton program and feel blessed for getting a second chance with my life. I enjoy operating under my own authority and like helping other new drivers learn the techniques I have learned from Oakton and Schneider National, Inc.

– Demetrius C.
Train to become a real estate broker with Oakton’s 90-hour, state-approved,* pre-license broker course. With average wages of $57,200,** the ability to become your own boss, and flexible work schedules, you don’t want to miss out on this training opportunity.

To become a licensed realtor in Illinois, you must be a high school graduate (or GED), pass the state licensing exam, and be at least 21, or 18 years old with four semesters of college credit.

Offered by Continuing Education, Training, and Workforce Development at Oakton Community College.

For more information about the course and textbook, contact Eleni Kontogeorgis at ekontoge@oakton.edu or 847-635-1414.


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EKG Technician Certification Prep...now with CPR Certification!

Enroll in this Accelerated Training Opportunity!

Become a Certified EKG Technician in only eight weeks. As a certified EKG technician (CET), you will have the credentials nearly all healthcare employers require to perform the critical tasks of administering EKGs, as well as Holter monitoring, and stress testing. With this certification, entry-level wages of $15 per hour or more are common, and the profession is currently experiencing 14 percent job growth. Optional CPR Certification available one week after this course for a small additional fee.

Program Overview

- Accelerated Eight-Week Program
- Students sit for Certified EKG Technician (CET) Exam at the completion of the program

For information on how to enroll, call 847-635-1414.

This program may be WIOA approved.
Late Spring 2020 Noncredit Classes

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

Air Conditioning, Heating, and Refrigeration

EPA SECTION 608 CERTIFICATION* Fee: $186
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). Textbook may be required, check with the bookstore. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact Larry Penar, department chair, at 847-635-1955 or lpenar@oakton.edu.
AIR A08-C01, OC/DP, 4 Wed., 4/22, 5-8:50 pm CRN 40205

Career and Certification Training

CPR RESCUE Fee: $35
Learn adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. The American Heart Association (AHA) Healthcare Provider BLS cards are available for an additional $7 each (charge is determined by the AHA). Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. Handouts are provided in the class and there is no additional charge for the handouts. No senior discount.
HEA E05-01, MAINE E, 1 Thu., 3/12, 6:30-9:30 pm CRN 40145
HEA E05-02, NILES N, 1 Wed., 4/29, 6:30-9:30 pm CRN 40146

PERSONAL TRAINER CERTIFICATION Fee: $780
Abcnews.com and Fortune magazine rank “personal fitness trainer” as the fourth hottest job in the U.S. In addition, one in three employers will only hire a NCCA Accredited Personal Trainer. Join the ranks by earning your certification. Offered in collaboration with the World Instructor Training School (W.I.T.S.), the course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. A certification exam fee is included. Certified by the National Commission for Certifying Agencies (NCCA), this challenging course offers live instruction with in-depth, hands-on practical labs to master the career skills and knowledge. For more information, visit www.oakton.edu/conted/find_classes/career_training/personal_trainer.php.
PED C03-01, OC/DP, 5 Sun., 3/8, 9 am-12 pm and 1-4 pm CRN 40180

PERSONAL TRAINER CERTIFICATION – HYBRID Fee: $780
This new hybrid option has all the same advantages and the same requirements as the live course above, only all the lectures are online so that you can watch them on your schedule. The tuition rate, texts, and outcomes are the same. Also, the hybrid version provides access to incredible veteran mentors/teachers working with you every step of the way via email. As a bonus, the practical labs are still offered LIVE so that you can do the lecture work on your schedule, then join the LIVE class practical labs once a week to master the skills. No refund after course begins. No senior discount. Required lectures are 3 hours per week and are available online. See required textbook above.
National Certification Testing Date: 4/19 (Test voucher included)
PED C03-02, OC/DP, 5 Sun., 3/8, 1-4 pm CRN 40181

Arts

DRAWING/WATERCOLOR Fee: $150
Use color and form compositions to build confidence in your painting skills. No class 3/26. Course may be taken as noncredit or credit class. Different fees and requirements apply. Art C19-01, MAINE E, 8 Thu., 3/5, 6:30-9 pm CRN 40127

Auto and Engine Repairs

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.
TECT C15-01, ETHS, 2 Tue./Thu., 4/16, 7-9:30 pm CRN 40199
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. Fees for textbooks purchased in class are non-refundable.

No computer classes will be held on the following holiday: Presidents Day, February 17

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

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.

**ADVANCED WORD PROCESSING AND PUBLISHING: WORD 2016**

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 COF A25. Textbook might be required. Check with the bookstore.

COF A45-C01, Online, 3/23-5/10 CRN 40348

**ELECTRONIC SPREADSHEETING USING EXCEL: 2016**

Course introduces Microsoft Excel. Topics focus on business applications and problem solving. **Recommended:** Pre-algebra and hands-on experience using Windows software.

COF A35-C03, Online, 3/23-5/15, $322 CRN 40342

**BASIC AND INTERMEDIATE EXCEL**

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. This course is the combo course for Introduction to Microsoft Excel and Intermediate Microsoft Excel. Save $36 when you register for this course!

DAT A14-01, OC/DP, 8 Sat., 3/7, 10 am-1 pm CRN 40136

**INTRODUCTION TO MICROSOFT EXCEL**

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.

DPR A84-01, OC/DP, 4 Sat., 3/7, 10 am-1 pm CRN 40138

**INTERMEDIATE MICROSOFT EXCEL**

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

DPR A85-01, OC/DP, 4 Sat., 4/4, 10 am-1 pm CRN 40139

**ADVANCED SPREADSHEETING USING EXCEL: 2016**

Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. **Prerequisite:** COF A35 or consent of instructor. COF A55-C01, Online, 3/23-5/15 CRN 40233

**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 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. Online course work required.

Hybrid course (1/2 classroom and 1/2 online):
INT A02-C01, OC/SK, 8 Tue./Thu., 3/24, 6-9 pm CRN 40214
INT A02-C02, OC/SK, 8 Sat., 3/28, 9 am-2 pm CRN 40215

**CISCO CONNECTING NETWORKS**

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

Hybrid course (1/2 classroom and 1/2 online):
INT A04-C01, OC/SK, 8 Mon./Wed., 3/23, 6-9 pm CRN 40217

**Computer Networking and Systems**

**WINDOWS CLIENT DESKTOP 2**

Course presents most recent release of Microsoft Windows Desktop Operating System (OS). Topics include knowledge and skills required to deploy and manage Windows 10 desktops, devices, and applications in an enterprise environment. Students learn how to plan and implement Windows 10 deployments in large organizations. Students also learn how to manage the Windows 10 installations after deployment to provide secure identity and data access using technologies related to Group Policy, Remote Access, and Workplace Join. Course maps to Microsoft Deploying and Managing Windows 10 Using Enterprise Services course. **Recommended:** NTS A10 or consent of instructor, coordinator, or program chair. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

Hybrid course (1/2 classroom and 1/2 online):
NTS A25-C01, OC/SK, 8 Mon./Wed., 3/23, 12:30-3 pm CRN 40289

For more information, call 847.982.9888
ADVANCED WINDOWS SERVER 2+  Fee: $448
Provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriately for individuals currently supporting competitive platform and wanting to enhance skills using Windows Server Active Directory. Covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCTIP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.
Hybrid course (1/2 classroom and 1/2 online):
NTS A20-C01, OC/SK, 7 Sun., 3/29, 9-9:2 pm CRN 40287

Electronic Networking and OS
LINUX NETWORK SERVICES ADMINISTRATION*  Fee: $418
Course covers Linux network services and administration using the Linux operating system. Content 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. Course marked with an asterisk (*) may be taken as noncredit or credit class. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.
NITS A68-C01, OC/SK, 7 Sat., 3/28, 8-30 am-3 pm CRN 40302
NITS A68-C02, OC/SK, 7 Sat., 3/28, 8-30 am-3 pm CRN 40307

Cooking/Culinary
SOUPS, SALADS, APPETIZERS AND DESSERTS  Fee: $99
Try interesting, healthy, low-fat recipes for appetizers, soups and salads. Inhale the aromas, and sample the foods of Provence and Tuscany. Recipes will mostly be vegetarian.
HEC G01-01, NILES N, 4 Wed., 2/26, 7-9 pm CRN 40148
COOKING: THE BASICS  Fee: $149
Course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more.
No class 4/7.
HEC E18-01, GLBRK S, 6 Tue., 3/31, 7-9:30 pm CRN 40147

Dance
Note: Fees are per person. Refunds are at the discretion of the Alliance for Lifelong Learning Management.
EASY LINE DANCES FOR EVERYONE!  Fee: $65
Let’s get moving! According to the American Heart Association, dancing is a great way to improve heart health, strength balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including “Boot Scootin Boogie,” “Cupid Shuffle,” “Footloose,” “Gangnam Style,” and more. No partner or prior dance experience needed. No refund after the class begins. No senior discount.
PED E85-03, NILES N, 6 Mon., 3/30, 6:30-7:30 pm CRN 40184
PED E85-04, MAINE E, 6 Thu., 4/2, 6:30-7:30 pm CRN 40185

SIZZLING SALSA, MERENGUE, BACHATA AND CUMBIA  Fee: $65
Singles and couples: enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount.
PED E88-02, MAINE E, 6 Thu., 4/2, 7:40-8:40 pm CRN 40188
CHA-CHA-CHA, AMERICAN STYLE  Fee: $65
After reviewing the basic steps for Cha-Cha-Cha, the fun really starts! Learn interesting patterns and club-style combinations and tips on effective leading and following. If you are looking for a little more sizzle in your step, this class is for you! No refund after the class begins. No senior discount.
PED E89-01, NILES N, 6 Mon., 3/30, 7:40-8:40 pm CRN 40189

Electronics and Computer Technology
A+ CERTIFICATION PREPARATION*  Fee: $297
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. Textbook may be required, check with the bookstore. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Majid Ghandiri, department chair, at 847-376-7699 or mghadiri@oakton.edu.
ECT A06-C01, OC/SK, 8 Wed., 3/25, 6:30-9:30 pm CRN 40357

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.
YOGA I*  Fee: $136
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and improve balance.
FIT B28-C07, OC/DP, 8 Mon./Wed., 3/23, 12-1:15 pm CRN 40323
FIT B28-C06, OC/DP, 8 Tue./Thu., 3/24, 12:30-1:45 pm CRN 40373
FIT B28-C08, OC/DP, 8 Tue./Thu., 3/24, 4:30-5:45 pm CRN 40374
YOGA II*  Fee: $136
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 improve balance. Textbook might be required. Check with the bookstore.
FIT B29-C07, OC/DP, 8 Mon./Wed., 3/23, 12-1:15 pm CRN 40208
FIT B29-C08, OC/DP, 8 Tue./Thu., 3/24, 12:30-1:45 pm CRN 40209
FIT B29-C09, OC/DP, 8 Tue./Thu., 3/24, 4:30-5:45 pm CRN 40210

Register online www.oakton.edu/conted
FITNESS CENTER AT OAKTON

The Fitness Center offers a variety of equipment and amenities, including:

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

**Fitness Center Hours:**
Open year round—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. **No senior discount.** For information, or to schedule personal training sessions, call 847-635-1839.

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

**Individual Personal Training**
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides. Our goal is to teach sound fitness principles that encourage independent exercise. All sessions must be used by the end of the semester.

**No senior discount.**

<table>
<thead>
<tr>
<th>Two one-hour sessions by arrangement</th>
<th>FIT P01-01, OC/DP, $89</th>
<th>CRN 40052</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four one-hour sessions by arrangement</td>
<td>FIT P01-02, OC/DP, $159</td>
<td>CRN 40045</td>
</tr>
<tr>
<td>Free semester membership to the Fitness Center included.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Six one-hour sessions by arrangement</td>
<td>FIT P01-03, OC/DP, $229</td>
<td>CRN 40056</td>
</tr>
<tr>
<td>Free semester membership to the Fitness Center included.</td>
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<td></td>
</tr>
</tbody>
</table>

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

**No senior discount.**

<table>
<thead>
<tr>
<th>Six one-hour sessions by arrangement</th>
<th>FIT P02-01, OC/DP, $279</th>
<th>CRN 40059</th>
</tr>
</thead>
</table>

**Fitness Center Memberships**

**ONE SEMESTER MEMBERSHIPS**

**No senior discount.**

- Non-Student: FIT B01-01, OC/DP, $115  CRN 40037
- Alliance Student: FIT E01-01, OC/DP, $90  CRN 40047
- Oakton Student: FIT F01-01, OC/DP, $80  CRN 40050

**ANNUAL MEMBERSHIPS**

**No senior discount.**

- Non-Student: FIT B02-01, OC/DP, $230  CRN 40045
- Alliance Student: FIT E02-01, OC/DP, $180  CRN 40048
- Oakton Student: FIT F02-01, OC/DP, $160  CRN 40051

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**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.

**DESKTOP PUBLISHING CONCEPTS AND PROCEDURES**

Course introduces desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications.

**COF A60-C01, Online, 3/23-5/10**  CRN 40234

**History**

**GENEALOGY BUNDLE**

This course is the bundle option for: Beginning Genealogy: A Crash Course, Genealogical Research: Beyond Ancestry.com’s Shaky Leaf Hints, Compiling Your Medical Family Tree, Genealogical Research: Record Groups, and The Most Helpful Genealogy Tools You’ve Never Used. **No senior discount.**

**HIS C11-01, MAINE E, 5 Thu., 4/2, 6:30-9:30 pm**  CRN 40149

**BEGINNING GENEALOGY: A CRASH COURSE**

Gain an overview of genealogy, get advice on how to begin your project, and discover how to be more effective in your research process by learning accredited research methodology, including “how to think like a genealogist.” You will also gain tips on how to find your ancestors’ history in sources like home records, courthouses, libraries, and the Internet. **No senior discount.**

**HIS C10-01, MAINE E, 1 Thu., 4/2, 6:30-9:30 pm**  CRN 40150

**GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS**

Learn several ways to get past relying on Ancestry.com’s shaky leaf hints to guide you in your genealogical research. Discover how to use Ancestry.com in better ways, learning research strategies, acquainting yourself with other records repositories, and learning where to find original paper sources. **No senior discount.**

**HIS C41-01, MAINE E, 1 Thu., 4/9, 6:30-9:30 pm**  CRN 40151

**COMPILING YOUR MEDICAL FAMILY TREE**

This important family research is easy and you don’t need formal medical or genealogical training. Learn the crucial parts of a medical family tree chart and the predisposition results sheet and discover how to find family health information using traditional research methods along with today’s commercially available medical DNA test results. **No senior discount.**

**HIS C42-01, MAINE E, 1 Thu., 4/16, 6:30-9:30 pm**  CRN 40152

**GENEALOGICAL RESEARCH: RECORD GROUPS**

Gain an in-depth understanding of what information is provided, where to find it, and how to use genealogical record groups: Birth, Business, Cemetery, Census, Death, Directory, Immigration, Land, Marriage, Military, Naturalization, Newspaper as well as Wills and Probate. Record groups are important for genealogists of all levels. **No senior discount.**

**HIS E05-01, MAINE E, 1 Thu., 4/23, 6:30-9:30 pm**  CRN 40153

**THE MOST HELPFUL GENEALOGY TOOLS YOU’VE NEVER USED**

Discover a wealth of helpful genealogy tools such as research, organizations, news, accredited methodology, presentations, Internet searches, and much more. This is an important topic for genealogists of all levels. **No senior discount.**

**HIS C44-01, MAINE E, 1 Thu., 4/30, 6:30-9:30 pm**  CRN 40154

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10  For more information, call 847.982.9888
Home and Garden

(Also see Chicago Botanic Garden, below)

UPHOLSTERY  Fee: $164
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. **No class 4/7, 4/9, 4/14.**
TEC B28-03, ETHS, 4 Tue./Thu., 3/17, 6-9 pm  CRN 40196

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 E02-01, GLBRK S, 3 Thu., 3/5, 6:30-9 pm  CRN 40140
FIN E02-03, NILES N, 3 Wed., 4/8, 6:30-9 pm  CRN 40143

Special Interest

Television, Radio, and Production Services

YOU'RE ON THE AIR: (HOW TO REALLY MAKE IT IN VOICE-OVERS)  Fee: $50
Instructor Will Kamp has voiced TV and radio ads for years, now he will teach you how to enter one of the most lucrative full- or part-time careers. Voice-over is a business you can handle on your terms, in your own home, on your time, and with practically no costs. With the explosion of channels, new companies are looking for new voices like never before. **No senior discount.**
COM S24-01, NILES N, 1 Wed., 2/26, 6:30-8:30 pm  CRN 40134

CHICAGO BOTANIC GARDEN

NEW! DRAWING NATURE SEED PODS  Fee: $312
Capture nature's pods using graphite and colored pencil to explore the subtle colors found in a variety of pods. Color theory and composition will be considered to create striking finished drawings. Some experience in colored pencil preferred. A supply list will be sent.
BOT G14-01, GARD, 4 Sun., 3/1-3/22, 9 a.m.-12 p.m.  CRN 40116

DRAWING AS MEDITATION  Fee: $99
Practice drawing and color techniques as a form of meditation. Slow down the art-making process, creating a peaceful and healing experience. Use intuition to connect to natural, creative forces. Through this meditative practice, enjoy calming, observational drawing of flowers. Explore using tone and color to create a serene mood with colored pencils on paper.
BOT G36-01, GARD, 2 Sat., 3/7-3/14, 9:30 a.m.-12 p.m.  CRN 40121

PRUNING PRINCIPLES  Fee: $40
The correct technique for pruning is key to maintaining healthy plants. Learn the principles of pruning, techniques for pruning trees and shrubs, proper tool use, and the best time to prune. We will also explore a variety of good tools for pruning.
BOT E75-01, GARD, 1 Sun., 3/8, 1-3 p.m.  CRN 40108

ELEMENTS OF THE GARDEN: PATIOS  Fee: $40
The patio is a place to relax, and spend time with family and friends. Style, size, shape, and materials need to be considered. Explore paving materials such as brick, bluestone, concrete pavers, and lannon stone that complement the architectural style of your home and reflect the spirit of your garden.
BOT E46-01, GARD, 1 Tue., 3/10, 6:30-8:30 p.m.  CRN 40072

NEW! BACKYARD CHICKENS: 101  Fee: $40
If you've ever dreamed of your own chicken coop and collecting fresh eggs for breakfast, this workshop will get you started. Learn the basics of starting up your own flock of chickens, local regulations, coop types, breeds, chick rearing, and daily care. We will also have a live chicken to teach proper chicken handling.
BOT E79-01, GARD, 1 Wed., 3/11, 6-8 p.m.  CRN 40109

NEW! PYSANKY - THE ART OF EGG DECORATING  Fee: $162
Learn about the history of this fascinating art form and make your own Ukrainian inspired egg suitable for display. You do not need to be an artist or have artistic talent in order to unlock the mysteries of these beautiful and ornate eggs. All supplies are provided.
BOT B01-01, GARD, 1 Sat., 3/14, 9 a.m.-12 p.m.  CRN 40112

NEW! WATERCOLOR FLORAL STILL-LIFE  Fee: $449
Paint in the studio from life to capture the freshness, colors, and beauty of selected flowers. Explore a looser, painterly fashion with a heavy emphasis on composition, color, and values. Still life allows you to achieve your desired outcome by controlling many of the external factors. A supply list will be sent.
BOT E94-01, GARD, 5 Sat., 3/14-4/11, 1-4:30 p.m.  CRN 40117

NEW! NATURALLY DYING WITH ONION SKINS  Fee: $62
Learn how to naturally dye with onion skins. Nationally known local artist, Lydia Crespo, will demonstrate a DIY home method that can be used on multiple fabrics, discuss the pigment extraction process, and explain the chemistry behind natural dyes.
BOT E28-01, GARD, 1 Sat., 3/21, 11 a.m.-12 p.m.  CRN 40113
BOT E28-02, GARD, 1 Sat., 3/21, 2-3 p.m.  CRN 40114

GARDENS OF THE 1920s  Fee: $40
Home gardens in the 1920s celebrated and welcomed nature.

Birdhouses, birdbaths, fish ponds, and rock gardens were the rage.

Cottage-garden perennials, such as Canterbury bells, irises, foxglove, phlox, pyrethrum, coreopsis, hollyhocks, roses, columbine, and poppies adorned the front and back gardens from this period in American home gardens.

BOT B08-01, GARD, 1 Tue., 3/31, 10 a.m.-12 p.m.  CRN 40110

All requests for refunds will require Alliance for Lifelong Learning managerial approval. No senior discount applies.
English as a Second Language (ESL)

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

Free ESL Classes*

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

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.
• Children are not allowed in classes. Only registered students are allowed in classes.

Registration and Counseling
• 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.
• Children are not allowed at registration and during testing.

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.

Low-cost Tuition ESL Classes

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

Registration: Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. Unlike free ESL classes, tuition-charge classes close after the first class. For more information, call 847.635.1426.

Processing Fee: Registrants will be charged a $9 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 a $9 fee with each registration form.

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

INTENSIVE ESL Fee: $359 (new students only)
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 more information. No class 5/25.

COM A19-10, OC/SK, 10 Mon.-Thu., 3/31, 12:40-3:20 pm
Registration: 3/30, 12:40–3:20 pm

TOEFL PREP SEMINAR Fee: $179
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.

COM A45-10, OC/SK, 12 Tue., 4/7, 6:45-9:45 pm
Registration: 4/7, 6:45-9:45 pm
CRN 40132

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 33.5 percent of the adult education program is federally funded.

Maine East High School

2601 West Dempster, Park Ridge

Registration: Tuesday, March 31, 6:45-8:30 pm
Ongoing Registration: Tuesdays until April 7, 6:45-8:30 pm
Class Meets: Tue., Wed., and Thu., March 31-May 21, 6:45-9:30 pm

Computer Lab for ESL, Literacy, and GED Students

Open only to students enrolled in Oakton's free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.

Monday and Wednesday, 9:30 a.m.-2:30 p.m. and 6:30-9 p.m.
Tuesdays, 9:30 a.m.-12 p.m. and 6:30-9 p.m.
Availability Dates: Monday, January 13 to Friday, May 8
Oakton Community College, Room A210, Skokie

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

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.
Call 847.635.1426 for an interview.

For more information, call 847.982.9888
Free Reading/Literacy Classes*

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

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

Students may enroll in the program if space permits and volunteers are available to address students’ special needs.

For more information call 847.635.1426.

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 33 percent of the adult education program is federally funded.

EVENING CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Class Meets: Tuesday and Thursday, 6-9 pm

Northbrook Public Library
1201 Cedar Lane, Northbrook
Class Meets: Monday and Wednesday, 6-8:45 pm

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Class Meets: Monday and Wednesday, 6-9 pm

DAYTIME CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm

Glenview Public Library
1930 Glenview Road, Glenview
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm

Northbrook Public Library
1201 Cedar Lane, Northbrook
Class Meets: Monday and Wednesday, 12:30-3:30 pm

SATURDAY CLASSES

Oakton Community College
1600 E. Golf Road, Des Plaines
Class Meets: Saturday, 9 am-12:30 pm

Skokie Public Library
5215 Oakton Street, Skokie
Class Meets: Saturday, 9 am-12 pm

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 Avenue, Room A211, Skokie
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm

Oakton Community College: Writing
7701 N. Lincoln Avenue, Room A211, Skokie
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm

STAR Intensive Reading Skills
7701 N. Lincoln Avenue, Room B111, Skokie
Class Meets: Tuesday and Thursday, 1-3:30 pm

EVENING CLASSES

Oakton Community College: Reading
7701 N. Lincoln Avenue, Room A211, Skokie
Class Meets: Monday and Wednesday, 6:30-9:30 pm

Oakton Community College: Writing
7701 N. Lincoln Avenue, Room A211, Skokie
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
High School Equivalency (GED) and Evening High School

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

High School Equivalency (GED and Pre-GED) Classes

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

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

Tutoring: Tutoring and computer skills training are available for HSE students on Mondays and Tuesdays, 7-9 p.m. and Fridays, 5-7 p.m. at Oakton Community College in Skokie.

Call 847.376.7682 for an appointment.

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

High School Equivalency (HSE) Placement Testing and Counseling

New students who want to begin their HSE test preparation classes must come to placement testing, counseling, and registration. Call 847.376.7682 for an appointment.

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 A02-04, NILES W, 8 Thu., 4/2, 6:30-9:30 pm  
EDU A02-08, OC/SK, 8 Fri., 4/3, 9-11:45 am

**PRE-GED MATH SKILLS**  
Fee: No Charge ($47)  
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.  
EDU A07-07, OC/SK, 8 Thu., 4/2, 9-11:45 am  
EDU A07-08, NILES N, 7 Wed., 4/8, 6:30-9:15 pm  
EDU A07-09, NILES N, 7 Wed., 4/8, 6:30-9:15 pm  
EDU A07-10, OC/SK, 8 Thu., 4/2, 9-11:45 am

GED Review Classes

**GED ENGLISH REVIEW**  
Fee: $4.50 ($47)  
Writing for the Extended Response portion of the GED test.  
EDU A03-04, NILES W, 7 Tue., 4/7, 6:30-9:15 pm

**GED MATH REVIEW**  
Fee: $4.50 ($47)  
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and word problems.  
EDU A08-04, NILES N, 7 Wed., 4/8, 6:30-9:15 pm  
EDU A08-06, NILES W, 8 Thu., 4/2, 6:30-9:15 pm

**GED COMPLETE REVIEW**  
Fee: $10 ($98)  
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests.  
EDU A09-04, OC/SK, 7 Mon./Wed., 4/6, 6-9:30 pm  
EDU A09-06, OC/SK, 8 Tue./Thu., 4/7, 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 A01-04, NILES W, 6 Tue., 4/7, 7-9:30 pm

**GED SCIENCE/SOCIAL STUDIES REVIEW**  
Fee: $4.50 ($47)  
Prepare students for the Science/Social Studies portion of the GED Tests.  
EDU A18-02, NILES W, 8 Thu., 4/2, 6:30-9:30 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 4/29.  
EDU A11-04, MAINE W, 7 Mon./Wed., 4/6, 6:30-10 pm

Evening High School

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.

• Smaller class sizes allow for more individualized instruction
• Held two times each week from 5:45 to 9:45 p.m., on Mondays and Wednesdays or Tuesdays and Thursdays
• Taught at Maine South High School

Eligibility

• Resident of Evanston, Maine, Northfield, or Niles Township
• 17 years of age or older; call a counselor for further information.
• Not presently enrolled in a regular daytime high school program
• Evanston, Maine and Niles residents: Apply to your high school principal for special permission to enroll.
• Glenbrook residents: Glenbrook Evening High School is not taking new students for the 2019-2020 school year.

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 West 847-827-6176 (ext. 5739) or the Adult Education Department at 847-635-1426.

Cost: Classes are $12 each (books available on free loan).
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 and Skokie campuses, or other convenient venues.

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/workforce, email workforcesolutions@oakton.edu, or call 847.635.1447.
Committed to digitizing Black History recorded through the journalism of newspapers such as The Black Legacy Press, and thousands of Black photojournalists from past and present, The Obsidian Collection is bringing millions of images to the world. They include stories and images of six million Black people who left the American south after emancipation for, as Langston Hughes put it, “The Warmth of Other Suns.” The development of spirituals, jazz, blues, soul, doo wop, house and hip hop music, are stories in their forms, too. There are thousands of tales of love, laughter and even loss in each photograph.

A free Passages Series event for adults age 55 and older.

Tuesday, May 12 | 1 - 2:30 p.m.

Oakton Community College, 7701 N. Lincoln Avenue, Skokie

Presenter: Angela Ford is the Founder and Executive Director of The Obsidian Collection Archives, a national non-profit organization focused on getting the images and articles of African—American newspapers and small archives into the marketplace and on the Internet. Once hidden for decades, she has now made available over 250,000 images and other information to the public. With 25 years experience as an entrepreneur, she has the skills and fortitude to bring this organization to fruition. Angela is an entrepreneur, sustainability expert, licensed real estate broker and property manager. She is also author of the new book Making a Microbusiness: A Bootstrapper’s Checklist of 78 Action Items for your Startup.

Get involved! Meet peers, share learning experiences, and be part of daily college life by enrolling in Emeritus classes.

Emeritus course offerings are listed through page 20. For more information or to be added to our mailing list, call 847-982-9888.

EMERITUS CLASSES

Des Plaines Campus
1600 East Golf Road, Des Plaines

BEGINNING CONVERSATIONAL SPANISH FOR 50+ Fee: $130
Did you know that learning a new language can offset cognitive losses as we age? Exercise your mind while learning to speak one of the fastest growing languages in the world. Learn essential vocabulary and phrases with classmates and new friends and begin communicating in Spanish.
LSP E50-71, OC/DP, 8 Mon., 2/24-4/13, 10 a.m.-12 p.m. CRN 40029

NATIONS AND NATIONALISM Fee: $156
In an era of renewed national feeling, people across the globe are debating whether nationalism, the feeling of attachment to a defined set of people, is beneficial or detrimental. Drawing on various sources, this course will explore varieties of national identity during different eras and in different regions (Europe, Asia, Africa, and the Americas). Join Joseph Harrington, M.A, in this discussion that will focus on these questions: (1) How inclusive can a nation be, or how exclusive must it be, to retain its identity and coherence? (2) What have been (and are) the alternatives to nation-states and national citizenship as the basic elements of world politics?
HIS E36-72, OC/DP, 8 Mon., 2/24-4/13, 6-8 p.m. CRN 40041

Maine East High School
2601 East Dempster Street, Park Ridge

SOCIAL SECURITY FACTS Fee: Free
As you approach retirement, you’ll make many decisions that are final and irreversible. Are you confident you’ll make the right choices? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to maximize the benefit that you and your spouse receive. A $9 processing fee applies.
FIN E39-73, MAINE E., 1 Tue., 4/28, 7-9 p.m. CRN 40012

Niles North High School
9800 Lawler Avenue, Skokie

SOCIAL SECURITY FACTS Fee: $122
Join Patti Vick, M.F.A. and Expressive Art Facilitator, in using the Open Studio Process as a form of self-care. Through intention setting, drawing, and journaling, we will cultivate self-awareness, find balance, relax, and rejuvenate. Relieve stress in a judgement free setting and welcome creativity. No senior discount. No class on 4/6. The $20 materials fee is included in the tuition.
ART B94-71, OC/SK, 6 Mon., 3/9-4/20, 10 a.m.-12 p.m. CRN 40102

Skokie Campus
7701 North Lincoln Avenue, Skokie

ART

ART AND MINDFULNESS Fee: $122
Join Patti Vick, M.F.A. and Expressive Art Facilitator, in using the Open Studio Process as a form of self-care. Through intention setting, drawing, and journaling, we will cultivate self-awareness, find balance, relax, and rejuvenate. Relieve stress in a judgement free setting and welcome creativity. No senior discount. No class on 4/6. The $20 materials fee is included in the tuition.
ART C35-71, OC/SK, 8 Wed., 3/25-5/13, 2:30-4:30 p.m. CRN 40009
Cinematic Arts

THE STORY BEHIND THE STORY Fee: $78
Join Steven Frenzel as he examines four of the most beloved stories of all time! We’ll dive into the amazing histories behind The Sound of Music, A Christmas Carol, Gone With The Wind, and The Wizard of Oz. Along with many great film clips, we’ll share behind the scenes stories, amazing little-known facts, and inside information about the brilliant artists who made some of the most beloved stories in history! No senior discount.
HUM E68-71, OC/SK, 4 Tue., 3/3-3/24, 10:30 a.m.-12 p.m. CRN 40103

POLITICAL FILMS ARE EVERYWHERE - AND EVERYWHERE RELEVANT Fee: $156
Politics is the distribution and exercise of power. It is not surprising, then, that so many differently focused films involve politics as a major concern, not only in campaigns and legislatures, but in boardrooms, families, and professions—even in the arts. The eight films for this course, each selected for its quality, will display the various ways political processes pervade our lives. Join Alan P. Barr, Ph.D., film and literature professor, in lively and ever-so-pertinent discussions of such films as: Citizen Kane, The Great Dictator, Syriana, The Contender, Cheyenne Autumn, Reds, Death and the Maiden, and The Queen.
HUM F03-71, OC/SK, 8 Mon., 3/23-5/11, 1-4:15 p.m. CRN 40034

COMING HOME: THE WAR VETERAN IN CINEMA Fee: $156
Hollywood has a long history of making films about war, especially stories of combat and the POW experience. This new course, taught by Francine J. Sanders, M.A., will explore war in cinema, but will focus on the experience of war veterans returning to civilian life. These special films tell the stories of the return home from a diverse group of filmmakers and perspectives. Our tentative lineup includes: The Best Years of Our Lives (William Wyler), It’s Always Fair Weather (Gene Kelly & Stanley Donen), Coming Home (Hal Ashby), Taxi Driver (Martin Scorsese), Born on the Fourth of July (Oliver Stone), American Sniper (Clint Eastwood), In the Valley of Elah (Paul Haggis), and Leave No Trace (Debra Granik).
HUM S91-71, OC/SK, 8 Wed., 4/1-5/20, 9:30 a.m.-12:45 p.m. CRN 40038

Current Events

INTERNATIONAL WEEK IN REVIEW Fee: $120
This series of lectures and discussions is driven by weekly international events. Readings will be provided for each session focusing on a current topic and the sessions will include a lecture focusing on the historical and international relations context of the topic followed by a discussion of the assigned readings. Join George Lungu, Oakton Professor of Political Science, in an analysis and evaluation of weekly international events. No senior discount.
PSE B04-71, OC/SK, 6 Fri., 3/27-5/1, 1-2:30 p.m. CRN 40028

Finance

SOCIAL SECURITY FACTS Fee: Free
As you approach retirement, you’ll make many decisions that are final and irreversible. Are you confident you’ll make the right choices? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to maximize the benefit that you and your spouse receive.
A $9 processing fee applies.
FIN E39-71, OC/SK, 1 Tue., 4/14, 9:30-11:30 a.m. CRN 40010

Health and Fitness

HATHA YOGA Fee: $108
Practice stretching, breathing, and relaxation techniques through the gentle art of Hatha Yoga with Diana Gourguechon, a yoga teacher certified by the Himalayan Institute. Relieve stress and rejuvenate the body. Bring a small pillow and a mat or towel to class.
PED S10-72, OC/SK, 8 Wed., 3/25-5/13, 9:30-10:45 a.m. CRN 40018

TAXI CHI AND QIGONG (CHI KUNG) MINI-SESSIONS Fee: $48
Course descriptions same as Tai Chi and Qigong (Chi Kung), but in a 4-week time frame. No senior discount.
PED E30-72, OC/SK, 4 Mon., 4/13-5/4, 1:15-2:15 p.m., Level I CRN 40014
PED E45-72, OC/SK, 4 Wed., 4/14-4/22, 1:15-2:15 p.m., Level II CRN 40016
Prerequisite for Level II: Tai Chi & Qigong (Chi Kung) I or permission from the instructor.

History and Philosophy

ANCEINT ARMIES: GREEK PHALANX AND ROMAN LEGION Fee: $96
This course will move from the weapons of the Bronze Age to the Greek hoplite phalanx system successful in the Persian Wars. Frances Mitilineos, Ph.D. will conclude with the changes in armaments under Philip II of Macedon. Compare the Greek system to those of the Roman Legions.
HIS C29-71, OC/SK, 4 Fri., 3/13-4/3, 1-2:30 p.m. CRN 40033

THE HYMNBOOK OF THE TEMPLE Fee: $100
Join Rev. Jim Dunlap, M.Div. as he talks about The Book of Psalms (the Psalter). It contains some of the best known and most beloved passages of the Bible. An in-depth study of the Psalms asks several questions: How is Hebrew poetry used in the psalms? What type of psalms are there? In what context did the Psalms arise? What was their use in the Temple rituals? Are there other psalms outside the Psalter? Join Jim Dunlap, M. Div. as he answers these and other questions about the Psalms.
PHL E54-71, OC/SK, 6 Thu., 4/23-5/28, 1-2:30 p.m. CRN 40100

Humanities

WOMEN IN AMERICAN COMEDY - THE WORLD OF “MRS. MAISEL” Fee: $100
Women have long been comic performers in the United States. We will explore the roots of women in modern American comedy enjoying the work of Fanny Brice, Moms Mabely, Lucille Ball, Joan Rivers, Sarah Silverman, Wanda Sykes, Amy Schumer, and others including the role models for the television show “The Marvelous Mrs. Maisel” on which Rachel Brosnahan’s portrayal is based. David Y. Chack is Professor of Dramatic Studies at The Theatre School at DePaul University and is proud of his many years of teaching at Oakton’s Alliance for Lifelong Learning.
HUM E53-71, OC/SK, 6 Wed., 4/22-5/27, 10-11:30 a.m. CRN 40039

Oakton’s Emeritus program is an oasis: the range of topics, the mastery of the educators and speakers, the scope of the Passages and Passports seminars. It’s all exciting and unique!
—Bruce London, longtime Emeritus student
Tuesdays:

**Fee:** $79 ($69 in-district seniors age 60 and above)

*The passages series is a humanities-based series covering topics on art, theater, music, and more. Registration is by series only. Seating is limited. Lectures meet at the Skokie campus, Rooms P103-104.

*Fee: $87 ($69 in-district seniors age 60 and above)

Tuesdays: HUM S09-72, 3/24-5/5, 1-2:30 p.m.  CRN 40021

**Tuesday, March 24**

**WILD BOAR TO BACONFEST: PIGS IN HISTORY AND POPULAR CULTURE**

Join Cynthia Clampton to learn about how pigs were the first food animals to be domesticated. They have a history with humans that goes back more than 12,000 years. Pork was virtually the only meat available to most of Europe during the Middle Ages, and if you ask for meat in China, you will get pork. From the invention of blood sausage by the Assyrians to the creation of such American icons as barbecue and hot dogs, pig has long dominated the menu.

**Tuesday, March 31**

**GENRES OF JEWISH MUSIC: A DIVERSE TAPESTRY OF SONG**

Jewish music has roots in Biblical times through chants and other modalities helping to shape narratives and expressions of the Jewish people and culture. It continues to express experiences of Jewish people and communities from around the world. Join Jeff Winter, Ph.D. and Janis Fine, Ph.D. for a fascinating and delightful exploration of songs from multiple genres including: Yiddish, Israeli, Sephardi, synagogue, and American traditions.

**Tuesday, April 7**

**THE CHICAGO "L" IN THE MOVIES**

The "L", one of Chicago's greatest movie stars, has been featured in scores of films, and the results have been funny and unpredictable, expressive and impressive, significant and historical. Greg Borzo, popular speaker and author of "The Chicago L", will share clips of favorite "L" scenes, from "The Fugitive" to "The Blues Brothers" to "While You Were Sleeping", and even some surprises. Join us as we laugh at the funny and memorable ways the "L" is portrayed as the world-famous "mover and shaker".

**Tuesday, April 14**

**AMERICAN HISTORY AT HOLLYWOOD SPEED, PART I**

Join John LeGear as we journey through the past 106 years of American history from World War I through present day in this fast-paced, picture-packed live presentation of news, movies, music, and pop culture that highlights the ebb and flow of the United States on the move. "American History at Hollywood Speed" features 400 historically rich photographs punctuated by 44 news and film clips that recall some of the most memorable moments of the past century. This fact-based, non-partisan presentation is divided into two 75-minute chapters and will be presented over two days. Fifteen minutes is reserved at the end of each session for audience participation.

**Tuesday, April 21**

**AMERICAN HISTORY AT HOLLYWOOD SPEED, PART II**

Join John LeGear as we look at Part II of the Journey through the past 106 years of American history from World War I through present day in this fast-paced, picture-packed live presentation of news, movies, music, and pop culture that highlights the ebb and flow of the United States on the move. "American History at Hollywood Speed" features 400 historically rich photographs punctuated by 44 news and film clips that recall some of the most memorable moments of the past century. This fact-based, non-partisan presentation is divided into two 75-minute chapters and will be presented over two days. Fifteen minutes is reserved at the end of each session for audience participation.

**Tuesday, April 28**

**“I’LL HAVE WHAT SHE’S HAVING”**

Nora Ephron is known as one of the most influential screenwriters and essayists in recent American culture and left a legacy of work that is a treasure to explore. Through clips from films as well as looking at her essays portrayed in a quirky, yet highly intelligent voice, we will see how this amazing talent, as a Jewish woman, influenced American culture to this day. Presented by David Y. Chack, Professor of Dramatic Studies at The Theatre School at DePaul University.

**Wednesday, May 5**

**BLUE DANUBE**

Europe's second-longest river flows through four great capitals and witnessed countless critical events throughout history. With its source in the Black Forest near Germany's border with France, it courses through eight more countries before reaching the Black Sea in Ukraine. Come and explore European history with Kay Shelton as it unfolds along the banks of the Danube River, from early humans, the Roman and Ottoman Empires, to modern history.

**PASSPORT TO THE WORLD SERIES**

The Passport Series covers world relations and political issues from around the world. Registration is by series only. Seating is limited.

Lectures meet at the Skokie campus, Rooms P103-104.

**Fee:** $115 series ($100 in-district seniors age 60 and above)

**Thursdays:** HUM S53-41, 3/12-4/30, 1-2:30 p.m.  CRN 40023

**Fridays:** HUM S53-42, 3/13-5/1, 11 a.m.-12:30 p.m.  CRN 40024

**PASSPORT SUPER PASS**

Fee: $125 ($110 in-district seniors age 60 and above)

Attend either Thursday or Friday or both days of the Passport to the World main series with the Super Pass. A special card will be issued to Super Pass holders.

Super Pass Code: HUM S53-43 [CRN 40025]
Thursday, March 26 or Friday, March 27

XI JINPING, CHINA, AND THE UNITED STATES

China and the United States have been engaged in an epic struggle over trade, a struggle that has reshaped U.S.-China relations in other respects. In his lecture, Professor Dali Yang, Ph.D. of the University of Chicago reviews the major developments in China and U.S.-China relations and provides answers to questions such as the following: How has China coped with the trade war? What are the implications of the changing U.S.-China relations for Chinese politics and domestic development? What do China’s choices mean for the United States and the world?

Thursday, April 2 or Friday, April 3

THE DISAPPEARING HOME STATE ADVANTAGE IN PRESIDENTIAL PRIMARIES

Since the advent of primary era in the late 1960’s and early 1970’s, candidates for president in each party have generally won their home states decisively. Since 1976, contenders have won their home states by an average of more than 36 points. However, that advantage has dropped to 27 points since 2000, and may be declining further, as factors like ideology and partisanship exert a greater pull on voters than familiarity. Join David Faris, Ph.D. in this presentation, offering a theory of the home state advantage.

Thursday, April 9 or Friday, April 10

FROM GUEST WORKERS TO CITIZENS: THE TURKISH MINORITY IN GERMANY

It has been almost 60 years since the first guest worker recruitment treaty went into effect. In these six decades Germany evolved into a multicultural society and today about three million Turks are calling Germany their home. The integration of the Turkish community has not been without its problems. Join German Historian and Political Scientist Anette Isaacs, M.A. for a fascinating discussion of this remarkable process.

Thursday, April 16 or Friday, April 17

SOCIAL MEDIA AND TERRORISM

Join Robert Pape, Ph.D., Professor of Political Science, University of Chicago, who will use his new research on 5,000 social media terrorist videos to discuss why terrorism is rising around the world. In the past, attacks by Islamic sympathizers, white supremacists, and school shooters have been separate phenomenon. However, the recent string of terrorist attacks against Christ Church in New Zealand, Colombo and other cities in Sri Lanka, and Parkland in Florida all show an emerging role of social media.

Thursday, April 23 or Friday, April 24

2020 CONGRESSIONAL RACES

Join Julie Strauss, Ph.D. for an exploration of the 2020 Congressional elections. First, we will delve into the Senate map and examine the most closely contested Senate races and whether the Republican majority hangs in the balance. Then, we will shift gears and explore the Democratic Party’s strategy to retain its hold on the U.S. House and the Republican Party’s plan to take it back.

Thursday, April 30 or Friday, May 1

FOREIGN POLICY AND THE 2020 ELECTION

Join John Mearsheimer, Ph.D. as he assesses the Trump Administration’s record on foreign policy and compares it with the positions on foreign policy staked out by his major rivals. The aim will be to determine how Trump’s performance is likely to affect the election and how the key differences between the President’s views and his opponents’ views are likely to matter in the election.
The Alliance for Lifelong Learning (ALL) offers continuing education for the following health professionals and paraprofessionals:

- Activity Directors
- Addiction Counselors
- Dietitians
- Domestic Violence Professionals
- Licensed Professional Counselors
- Marriage and Family Therapists
- Nursing Home Administrators
- Occupational Therapists
- Physical Therapists
- Psychologists
- Registered Nurses
- Respiratory Care Therapists
- Social Workers
- Speech–Language Pathologists/Audiologists
- Teachers
- X-ray Technicians

Oakton offers three ongoing educational programs for health professionals:

Program for Radiology Professionals (Fall and Spring)
Program for Mental Health Professionals (Fall and Spring)
Program for Activity Recreation Professionals (Fall, Spring, and Summer)

We can also design a custom program specifically for your association or workplace. Developed by Oakton continuing education consultants to meet your particular needs, a program can be held at your site, at Oakton Community College, a hotel conference room, or 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.

For a complete list of Oakton approved continuing education programs for health professionals and paraprofessionals, visit www.oakton.edu/conted.

For more information, email cehp@oakton.edu or call 847-635-1438.
Prepare for Industry Recognized Certifications with Online Learning

Programs offered in partnership with ed2go Career Training

Some ed2go Career Training courses include vouchers for a certification exam.

For more information or to register, visit careertraining.ed2go.com/oakton or call 877-221-5151.

IT/Business
Online Marketing Certified Associate (OMCA*) Credential Awarded by OMCP
OMCA Content Marketing Associate
OMCA Conversion Optimization Associate
OMCA Display Advertising Associate
OMCA Email Marketing Associate
OMCA Mobile Marketing Associate
OMCA PPC Associate
OMCA SEO Associate
OMCA Social Media Associate
OMCA Web Analytics Associate
Online Marketing Certified Professional (OMCP*) Credential Awarded by OMCP
OMCP Digital Analytics and Conversion Professional
OMCP Email Marketing and Automation Professional
OMCP Paid Search Professional
OMCP Search Marketing Professional
OMCP Social and Mobile Marketing Professional

Healthcare
Certified Coding Specialist – Physician-Based (CCS-P) Credential Awarded by AAPP
Advanced Coding for Physicians Office
Certified Coding Specialist (CCS) Credential Awarded by AHIMA
Advanced Hospital Coding and CCS Prep

Manufacturing, Healthcare, and Telecommunications
Green Belt Credential Awarded by IQF
Six Sigma Green Belt
Black Belt Credential Awarded by IQF
Six Sigma Black Belt

Travel/Hospitality
Travel Agent Proficiency (TAP) Credential Awarded by Travel Institute
Travel Agent Training

Programs offered in partnership with CareerStep, LLC

All CareerStep courses include vouchers for a certification exam as well as a laptop at no additional cost.

For more information or to register, visit www.careerstep.com/oakton or call 877-225-7151.

Call 847-635-1414 to register for the next CareerStep information session webinar.

Healthcare
Certified Professional Coder (CPC) or Certified Coding Associate (CCA) Credential Awarded by AHIMA or AAPP
Professional Medical Coding and Billing with PCS*
Professional Medical and Coding and Billing ICD-10*

Registered Healthcare Documentation Specialist (RHDS) Credential Awarded by Association for Healthcare Documentation Integrity (AHDI)
Medical Transcription and Editing

Business Services
Microsoft Office Specialist (COS) 2010 Credential Awarded by Microsoft
Executive Assistant*

*Programs are approved for WIOA funding. For more information on WIOA funding, call 847-635-1414.

All programs require external exams to receive certification.
Online Learning with Continuing Education and Education To Go (ed2go)

Learn from anywhere. Start any month!

Our instructor-led online career related, professional development, and personal enrichment courses are informative and convenient. Offered in partnership with Education to go (ed2go) our course sessions begin monthly. Complete courses entirely from your home or office and at any time, day or night.

The advantage: 24-hour access, six-week format, expert instructors, monthly start sessions

Courses are $129 (except bundles and other special courses). No senior discount. View our ed2go online partnership courses on page 22. For more information and to register, visit www.ed2go.com/oakton.all.

To register for an ed2go online class:
- Go to 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 Add to Cart
- Review your cart and Continue to Checkout
- 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
- Enter billing and payment information
- Proceed to Checkout

Technical requirements:
- Internet access, email, and Internet Explorer, Firefox, or Google Chrome web browser.
- Specific software requirements are listed with course descriptions.

Accounting

ACCOUNTING WITH QUICKBOOKS I Fee: $129
This course is 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.

ACCOUNTING WITH QUICKBOOKS II Fee: $129
Learn about intermediate applications of QuickBooks software: inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assumes previous experience with payables, receivables, and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.

ACCOUNTING FUNDAMENTALS I Fee: $129
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.

PERFORMING PAYROLL IN QUICKBOOKS Fee: $129
Create paychecks, calculate payroll taxes, and produce dazzling payroll reports with ease and confidence through QuickBooks software. Requirements: Intuit's QuickBooks Pro (or QuickBooks Premier) 2011, 2012, or 2013 for Windows. Course does not support Macintosh, Simple-Start, and online versions of QuickBooks.

Business

INTRODUCTION TO BUSINESS ANALYSIS Fee: $129
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.

BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL Fee: $129
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.
Mastery of Business Fundamentals Fee: $129
Interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? Then this course is for you. Learn about motivating and leading employees, organizing resources for employees, budgeting and managing costs, business law, and more. By the end of this course students will understand the significance of strategic planning and know how external and internal environmental factors affect an organization.

Career and Certification Training

Administrator Assistant Fundamentals Fee: $129
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine.

Become a Veterinary Assistant Fee: $129
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.

Communications

Keys to Effective Communication Fee: $129
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.

Mastering Public Speaking Fee: $129
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 speeches effectively, and practice techniques for communication with ease and skill in any setting—from a meeting to a job interview.

Grammar Refresher Fee: $129
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.

Interpersonal Communication Fee: $129
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.

Computer Courses

Introduction to Office Applications

Introduction to Microsoft PowerPoint Fee: $129
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. Versions Available: PowerPoint or MS Office Professional 2010, 2013, and 2016. Not suitable for Macintosh users.

Introduction to Microsoft Access Fee: $129

Intermediate Microsoft Access Fee: $129

Introduction to Microsoft Word Fee: $129
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 thesaurus; and organize and print documents. Versions available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

Intermediate Microsoft Word Fee: $129
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. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

Introduction to Microsoft Project Fee: $129
Discover how to effectively plan, implement, and control projects using Microsoft Project. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

Introduction to Microsoft Outlook Fee: $129
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 or newer. Not suitable for Macintosh users.
COMPUTER SKILLS FOR THE WORKPLACE  Fee: $129
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: Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Mac OS with any edition of Microsoft Office 2004 or newer (Mac) will be supported.

INTRODUCTION TO MICROSOFT PUBLISHER  Fee: $129
This hands-on, project-oriented course will give you valuable experience in designing, developing, and publishing newsletters, websites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts. Requirements: Publisher 2007, Office 2007 (Small Business or Professional Edition only) or newer. Not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT EXCEL  Fee: $129

INTERMEDIATE MICROSOFT EXCEL  Fee: $129
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. Versions Available: Excel or Office 2007, 2010, 2013, and 2016. Requirements: Windows XP or newer and Excel or Office 2007 or 2010 or newer. Not suitable for Macintosh users.

ADVANCED MICROSOFT EXCEL  Fee: $129
In this practical, hands-on course, you’ll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You’ll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You’ll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You’ll become adept at consolidating and importing data, and you’ll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheets, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.

Cisco Networking

INTRODUCTION TO NETWORKING  Fee: $129
Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you’d like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career. Requirements: A computer equipped with Microsoft Windows 95 or newer.

Database

INTRODUCTION TO SQL  Fee: $129
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.

INTERMEDIATE SQL  Fee: $129
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.

INTRODUCTION TO DATABASE DEVELOPMENT  Fee: $129
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.

PC Troubleshooting and Security

INTRODUCTION TO PC TROUBLESHOOTING  Fee: $129
Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Windows XP or newer.

Programming

INTRODUCTION TO JAVA PROGRAMMING  Fee: $129
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. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.

INTRODUCTION TO C++ PROGRAMMING  Fee: $129
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).
INTRODUCTION TO C# PROGRAMMING Fee: $129
Learn the fundamentals of computer programming with C#, the in-demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.

INTRODUCTION TO VISUAL BASIC PROGRAMMING Fee: $129
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.

INTRODUCTION TO PROGRAMMING Fee: $129
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.

Entrepreneurship

SECRETS OF THE CATERER Fee: $129
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love. Learn foundational skills about catering and the basics of the business, including many delicious recipes.

LEADERSHIP Fee: $129
Contrary to a popular belief, leadership skills can be learned and developed. Explore how great leaders gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your personal and professional life.

START YOUR OWN ARTS AND CRAFTS BUSINESS Fee: $129
Discover how to find your niche and create your own unique business identity, insiders’ secrets, how to find and get into the best craft shows, design attractive booths, and price your work for success.

START YOUR OWN SMALL BUSINESS Fee: $129
Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $129
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.

Financial Markets and Service

INTRODUCTION TO STATISTICS Fee: $129
Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.

GRAPHIC DESIGN/DIGITAL IMAGING

INTRODUCTION TO ADOBE PHOTOSHOP Fee: $129
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.

ADOBE ILLUSTRATOR Fee: $129
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac.

ADOBE INDESIGN Fee: $129
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterheads, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS5, or CS6 for Windows or Mac.

Home and Garden

START YOUR OWN EDIBLE GARDEN Fee: $129
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.

INTRODUCTION TO INTERIOR DESIGN Fee: $129
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.

Languages

CONVERSATIONAL JAPANESE Fee: $129
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.
BEGINNING CONVERSATIONAL FRENCH Fee: $129
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.

INSTANT ITALIAN Fee: $129
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.

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS Fee: $129
Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will lead to success in the supply chain management field. Learn which actions to take when confronted by almost any situation. Learn how to represent top management’s interests on the shop floor, and get to know how to translate strategic planning, sales and operations planning, and new product introduction into achievable, operational plans.

BUILDING TEAMS THAT WORK Fee: $129
Effective teams are essential for today’s workplace. Learn the stages of a team’s development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.

EMPLOYMENT LAW FUNDAMENTALS Fee: $129
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.

SIX SIGMA: TOTAL QUALITY APPLICATIONS Fee: $129
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®).

PROJECT MANAGEMENT FUNDAMENTALS Fee: $129
Learn to plan, implement, control, and close any type of project. Course helps you prepare for the nationally-recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute (PMI®).

PROJECT MANAGEMENT APPLICATIONS Fee: $129
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.

Management and Supervision

HIGH SPEED PROJECT MANAGEMENT Fee: $129
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT I Fee: $129
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.

Marketing and Sales

MARKETING YOUR BUSINESS ON THE INTERNET Fee: $129
Find out how to market your business on the Internet, even if you have little or no money to spend. Discover proven methods that will help you establish an Internet presence and build an online brand identity. Learn how search engine optimization (SEO) works and how to track your site’s performance using web analytics. Understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, learn how to keep your visitors coming back again and again! Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using Internet technologies. You’ll explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy.

For more information, visit www.ed2go.com/oakton.all
For more information, visit www.ed2go.com/oakton.all
THE ANALYSIS AND VALUATION OF STOCKS  Fee: $129  Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

Photography

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER  Fee: $129  Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.

PHOTOGRAPHING NATURE WITH YOUR DIGITAL CAMERA  Fee: $129  Learn about the many aspects of outdoor photography as well as how to master your digital camera’s controls and features.

INTRODUCTION TO LIGHTROOM  Fee: $129  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.

DIGITAL PHOTOGRAPHY  Fee: $129  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.

SECRETS OF BETTER PHOTOGRAPHY  Fee: $129  Designed for both film and digital photographers, this course is filled with tips and tricks to help you 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.

Psychology

INDIVIDUAL EXCELLENCE  Fee: $129  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.

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE  Fee: $129  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.

INTRODUCTION TO JOURNALING  Fee: $129  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.

WHAT’S STOPPING YOU? GET ASSERTIVE!  Fee: $129  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.

MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS  Fee: $129  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.

Real Estate

REAL ESTATE INVESTING  Fee: $129  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.

Special Interest

WOW! WHAT A GREAT EVENT!  Fee: $129  Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which help you avoid embarrassing and costly errors.

HUMAN ANATOMY AND PHYSIOLOGY  Fee: $129  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.

MEDITATION FOR HEALTH AND HEALING  Fee: $129  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)

For more information, visit www.ed2go.com/oakton.all
PERINATAL ISSUES Fee: $129
This is 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)

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD Fee: $129
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.

Tech Trends

GAME DEVELOPMENT FOR BEGINNERS Fee: $129
There’s never been a better time to start a career in game development. Industry forecasts indicate gaming is worth close to $100 billion by 2017. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.

UNDERSTANDING THE CLOUD Fee: $129
Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for your business and personal projects.

USING SOCIAL MEDIA IN BUSINESS Fee: $129
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.

CREATING MOBILE APPS WITH HTML5 Fee: $129
Learn how to use the latest Web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows Phone. Course also covers scripting with Java Script, using jQuery Mobile, Web API’s, and other important skills and techniques.

INTRODUCTION TO GOOGLE ANALYTICS Fee: $129
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.

GSMAT PREPARATION Fee: $129

GRE PREPARATION – PART I Fee: $129
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 PREPARATION – PART II Fee: $129
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.

Tips, Tools, and Strategies for Teachers

READY, SET, READ! Fee: $129
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.

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK Fee: $129
Intended for reading instructors. Learn 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.

TEACHING STUDENTS WITH LEARNING DISABILITIES Fee: $129
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.

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS Fee: $129
Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. Learn a step-by-step approach to effective, positive classroom discipline.

TEACHING MATH: GRADES 4-6 Fee: $129
Get your students excited about math. Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. Course helps new teachers—and seasoned pros—reinvent their math teaching.
they bring to the classroom.

Reaching and teaching these students requires a delicate balancing of challenges into opportunities, and learning to enjoy the rich perspective that Asperger’s Syndrome right alongside their neuro-typical peers.

classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome in our classrooms. Asperger’s Syndrome is a neurodevelopmental disorder characterized by intense social and communication difficulties, but also by elevated academic and intellectual abilities. These students bring a unique set of challenges and opportunities to the classroom.

Have you 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.

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES

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.

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6

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.

SURVIVAL KIT FOR NEW TEACHERS

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.

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9

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.

TEACHING HIGH SCHOOL STUDENTS

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.

TEACHING STUDENTS WITH AUTISM:

STRATEGIES FOR SUCCESS

Have you 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.

Web Page/Website Design

CREATING WORDPRESS WEBSITES I

Fee: $129

Build an attractive, sophisticated blog or website without having to learn any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive websites quickly and easily. No software purchase or installation necessary.

CREATING WORDPRESS WEBSITES II

Fee: $129

Create and manage dynamic websites and blogs without any technical coding skill using WordPress. 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.

INTRODUCTION TO CSS AND XHTML:

CSS3 AND HTML5

Fee: $129

Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Recommended: completion of Creating Web Pages course or equivalent experience with HTML and web publishing.

INTERMEDIATE CSS AND XHTML:

CSS3 AND HTML5

Fee: $129

Take your CSS 3 and HTML 5 skills to the next level and learn how to create professional-quality websites. 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.

DESIGNING EFFECTIVE WEBSITES

Fee: $129

What makes an effective website? 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 Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).

CREATING WEB PAGES - HTML

Fee: $129

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

INTRODUCTION TO PHP AND MYSQL

Fee: $129

Learn how to create an interactive website, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic websites that automatically change as your data changes.

INTERMEDIATE PHP AND MYSQL

Fee: $129

Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer, a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.

For more information, visit www.ed2go.com/oakton.all
BLOGGING AND PODCASTING FOR BEGINNERS  Fee: $129
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.)

ACHIEVING TOP SEARCH ENGINE POSITIONS  Fee: $129
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your website achieve the highest possible rankings with major search engines. Recommended: Completion of the “Creating Web Pages” course or equivalent HTML experience.

Writing

WRITING ESSENTIALS  Fee: $129
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.

ROMANCE WRITING  Fee: $129
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.

EFFECTIVE BUSINESS WRITING  Fee: $129
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.

PUBLISH AND SELL YOUR E-BOOKS  Fee: $129
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.

INTRODUCTION TO INTERNET WRITING MARKETS  Fee: $129
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.

MAKING MONEY FROM YOUR WRITING  Fee: $129
You really can make money as a writer. Explore dozens of ways to establish a sometime, part-time, or full-time career in the field. Filled with practical information rarely taught in writing classes, course includes methods for working faster, receiving fewer rejections, and boosting your earnings.

BECOMING A GRANT WRITING CONSULTANT  Fee: $129
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.

WRITERIFIC: CREATIVITY TRAINING FOR WRITERS  Fee: $129
Overcome the fear of the blank page and transform your visions into the written word. Gain tips and tricks from the toolbox of a published writer. Whether you’re hoping to write a novel, nonfiction book, memoir, short story or article, this course will liberate your imagination.

For more information, visit www.ed2go.com/oakton.all

INTRODUCTION TO SCREENWRITING  Fee: $129
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.

WRITE AND PUBLISH YOUR NON-FICTION BOOK  Fee: $129
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.

TECHNICAL WRITING  Fee: $129
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.

THE KEYS TO EFFECTIVE EDITING  Fee: $129
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, explore the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

RESEARCH METHODS FOR WRITERS  Fee: $129
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerrilla research.

BEGINNING WRITER’S WORKSHOP  Fee: $129
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.

WRITING EFFECTIVE GRANT PROPOSALS  Fee: $129
Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators tell us that many grant requestors have no real understanding of the proposal writing process and as a result, their worthy causes lose out. Learn all of the essential steps—including an important discussion of what you must do when the grant arrives. Learn how to become fully familiar with the institution or project for which you are requesting support, and get valuable guidance in preparing a background statement and a brief financial statement to support your request. You’ll also research some charitable foundation and corporate giving sources, then how to put everything together so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals.
Bundle Courses and Save Money!

Enroll in a bundled series of Ed2Go courses at www.ed2go.com/oakton.all. Register at any time.

Presentation Skills Suite
Save when you bundle Mastering Public Speaking, Introduction to Microsoft PowerPoint 2016, and Get Funny.

Stock Trading Suite
Save when you bundle Stocks, Bonds, and Investing: Oh, My, The Analysis and Valuation of Stocks, and Introduction to Stock Options.

Supply Chain Suite
Save when you bundle Purchasing Fundamentals, Distribution and Logistics Management, and Supply Chain Management Fundamentals.

Sales Training Suite
Save when you bundle Keys to Effective Communication, Effective Selling, and Professional Sales Skills.

Java Programming Series
Save when you bundle Intro. to Java Programming and Intermediate Java Programming.

Basic Computer Skills Suite
Save when you bundle Keyboarding, Computer Skills for the Workplace, and Introduction to PC Troubleshooting.

Grant Writing Value Suite
Save when you bundle A to Z Grant Writing, Advanced Grant Proposal Writing, and Becoming a Grant Writing Consultant.

Leadership Suite
Save when you bundle Achieving Success with Difficult People, Leadership, Building Teams that Work, and Skills for Making Great Decisions.

Soft Skills Suite
Save when you bundle Achieving Success with Difficult People, Interpersonal Communication, Skills for Making Great Decisions, and Individual Excellence.

Web Design Value Suite
Save when you bundle Creating Web Pages, Intro. to CSS3 and HTML5, and Intro. to JavaScript.

Administrative Assistant Suite
Save when you bundle Administrative Assistant Fundamentals, Administrative Assistant Applications, and Effective Business Writing.

No senior discount applies.

For more courses and pricing, visit www.ed2go.com/oakton.all. Questions? Email Ed2Go@Oakton.edu.
Alliance for Lifelong Learning (ALL)
CONVERSATIONAL LANGUAGE ACADEMY

Want to develop your international business acumen? Explore your family heritage? Travel the world and learn about new cultures? Or, just learn a language for fun? Enroll in the new ALL Language Academy. Courses are focused on conversation and cultural exploration, and correlated informally with the American Council on the Teaching of Foreign Languages (ACTFL) speaking guidelines. A decidedly loose structure enables students to self-select the level best suited to their needs and any established linguistic abilities.

Level 1: Beginner level courses focus on simple sentence structures, introductions and greetings, directions, common phrases, and uncomplicated exchanges. Basic cultural norms and etiquette are also discussed.

Level 2: Conversational instruction will focus on social interactions and predictable topics. Be able to respond to direct questions and simple requests for information. Learn more about the culture and standard protocols.

Level 3: Work toward forming genuine interpersonal exchanges. Topics will be related to self and family, work, daily activities, personal interests, travel vocabulary, immediate needs such as ordering food and making purchases.

Level 4: Participate actively in a large number of communicative tasks, both formal and informal. Discuss, in the target language, current events, public and personal interests, culture and history.

Conversational courses in several languages are offered at various locations. More advanced course levels will be held according to student interest and prior language experience. Textbooks, or other course materials, may be recommended for some language classes and their price is not included in the tuition.

All course time frames are 7 - 9 p.m. and meet once per week for eight weeks. Course Fee: $130

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>COURSE CODE</th>
<th>CRN</th>
<th>LOCATION</th>
<th>DAY</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>French 2</td>
<td>LAC FR2-01</td>
<td>40160</td>
<td>Maine East</td>
<td>Thursdays</td>
<td>April 2 – May 21</td>
</tr>
<tr>
<td>German 2</td>
<td>LAC GE2-01</td>
<td>40162</td>
<td>Glenbrook South</td>
<td>Tuesdays</td>
<td>March 31 – May 19</td>
</tr>
<tr>
<td>Greek 2</td>
<td>LAC GR2-01</td>
<td>40164</td>
<td>Maine East</td>
<td>Thursdays</td>
<td>April 2 – May 21</td>
</tr>
<tr>
<td>Italian 2</td>
<td>LAC IT2-01</td>
<td>40156</td>
<td>Niles North</td>
<td>Mondays</td>
<td>March 30 – May 18</td>
</tr>
<tr>
<td>Japanese 2</td>
<td>LAC JA2-01</td>
<td>40166</td>
<td>Niles North</td>
<td>Wednesdays</td>
<td>April 1 – May 20</td>
</tr>
<tr>
<td>Korean 2</td>
<td>LAC KO2-01</td>
<td>40168</td>
<td>Maine East</td>
<td>Tuesdays</td>
<td>March 31 – May 19</td>
</tr>
<tr>
<td>Polish 2</td>
<td>LAC PO2-01</td>
<td>40170</td>
<td>Evanston</td>
<td>Tuesdays</td>
<td>March 17 – May 19 (No class 4/7, 4/14)</td>
</tr>
<tr>
<td>Russian 2</td>
<td>LAC RU2-01</td>
<td>40172</td>
<td>Glenbrook South</td>
<td>Tuesdays</td>
<td>March 31 – May 19</td>
</tr>
<tr>
<td>Spanish 2</td>
<td>LAC SP2-01</td>
<td>40177</td>
<td>Evanston</td>
<td>Tuesdays</td>
<td>March 17 – May 19 (No class 4/7, 4/14)</td>
</tr>
<tr>
<td>Spanish 2</td>
<td>LAC SP2-02</td>
<td>40178</td>
<td>Glenbrook South</td>
<td>Thursdays</td>
<td>April 2 – May 21</td>
</tr>
<tr>
<td>Spanish 2</td>
<td>LAC SP2-03</td>
<td>40176</td>
<td>Niles North</td>
<td>Mondays</td>
<td>March 30 – May 18</td>
</tr>
</tbody>
</table>

For more information, call 847.982.9888 or visit www.oakton.edu/conted.
Registration Form – Alliance for Lifelong Learning (ALL)
Continuing Education, Training, and Workforce Development

Four Ways to Register: 1. In Person - Skokie campus, Room A120; Des Plaines campus, Room 1420  2. Fax - 847.635.1448
3. Mail - Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077  4. Online - www.oakton.edu/conted

PART A: Personal Information (required)

<table>
<thead>
<tr>
<th>Student ID Number or SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>☐ Cell or ☐ Business Phone</th>
<th>Email</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>☐ Male</th>
<th>☐ Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

PART B: Educational Information

<table>
<thead>
<tr>
<th>Highest grade completed</th>
<th>Last high school attended (Name, city, state)</th>
<th>Last college attended (Name, city, state)</th>
<th>Most credits or highest degree previously earned:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Some credits ☐ Certificate ☐ Associate degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Bachelor's degree ☐ Master's degree ☐ Doctoral degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ CEHP Profession/License No.</td>
</tr>
</tbody>
</table>

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.

PART C: Demographic Information (This information is requested solely to comply with Federal laws)

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

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

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

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

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

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


PART D: Course Information

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
<th>Start Date</th>
<th>Day/Time</th>
<th>Tuition</th>
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<tbody>
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Payment is due at the time of registration. Check the Continuing Education class schedule for refund policy.

Method of payment: ☐ Cash ☐ Check No. ______________ (payable to Oakton Community College) ☐ Visa ☐ MasterCard ☐ Discover

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>Exp. Date /</th>
<th>Three-Digit Verification Code (on back of card)</th>
</tr>
</thead>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder Name (print)</th>
<th>Cardholder Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A $9 non-refundable processing fee is charged at the time of each registration.

No confirmation will be sent.
Section HR 4137 of the Higher Education Opportunity Act of 2008 requires that textbook information (ISBN, title and author) be available to students when they register for a class. The college provides this information in the online Class Schedule at www.oakton.edu.

In accordance with the Campus Security Act, as amended, Oakton Community College has adopted policies to address issues of safety on campus, and has compiled statistics of on-campus crimes. The information is available in pamphlets located in the information racks throughout both campuses, or may be obtained from the Public Safety or College Advancement departments; in addition, crime statistics and safety tips may be found on the College's website at www.oakton.edu/about/officesanddepartments/public_safety/safety_emergency/crime_statistics/index.php.

Oakton Community College, 1600 E. Golf Road, Des Plaines, IL 60016, and 7701 N. Lincoln Avenue, Skokie, IL 60077, serves the residents of Des Plaines*, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect*, Niles, Northbrook, Northfield, Park Ridge, Rosemont*, Skokie, Wilmette, and Winnetka with college transfer, vocational-technical, continuing education, basic studies, and community service programs. For information, call 847-635-1700 (Des Plaines) or 847-635-1400 (Skokie).

*Oakton serves a portion of these communities. Contact the Enrollment Center at 847-635-1700 for exact in-district addresses.
Online Business and Professional Development Courses

Enroll in one of our flexible online business and professional courses and hone your skills for a more successful career. Strengthen your management, business writing, communication skills, and more.

Start any month! For additional courses, detailed descriptions, and to register, visit www.ed2go.com/oakton.all.

BUSINESS, OFFICE, AND SALES
Administrative Assistant Suite
Grant Writing Suite
Effective Selling
High Performance Organization
High Speed Project Management
Introduction to Business Analysis
Sales Training Suite
Talent and Performance Management

MANAGEMENT AND LAW
Building Teams That Work
Creating a Successful Business Plan
Employment Law Fundamentals
Leadership
Managing Customer Service
Supervision and Management
Understanding the Human Resources Function
Workers’ Compensation
Workplace Law Essentials

BUSINESS WRITING
Business and Marketing Writing
Effective Business Writing
Fundamentals of Technical Writing
How to Make Money from Your Writing
Introduction to Internet Writing Markets
Research Methods for Writers
The Craft of Magazine Writing
The Keys to Effective Editing
Write Effective Web Content
Writing and Editing Value Suite

COMMUNICATION
Achieving Success with Difficult People
Individual Excellence
Interpersonal Communication
Keys to Effective Communication
Mastering Public Speaking
Presentation Skills Suite
Skills for Making Great Decisions

ENTREPRENEURSHIP AND SMALL BUSINESS
Learn to Buy and Sell on eBay®
Marketing Your Business on the Internet
Publish and Sell Your E-Books
Small Business Marketing on a Shoestring
Start and Operate Your Own Home-Based Business
Start Your Own Small Business
Starting a Consulting Practice

FOREIGN LANGUAGE LEARNING
Speed Spanish I, II, or III
Speed Spanish Series
Beginning Conversational French
Instant Italian

GRANT WRITING AND NON PROFIT
Get Grants!
Grant Proposal Writing
Grant Writing Suite
Grant Writing A to Z
Marketing Your Nonprofit
Nonprofit Fundraising
Nonprofit Management
Starting a Nonprofit

TEACHER TRAINING
Common Core Standards in English K-5
New! Content Literacy: Grades 6-12
Creating Classroom Centers
Creating a Classroom Website
Creating the Inclusive Classroom: Strategies for Success
The Creative Classroom
Differentiated Instruction in the Classroom
Differentiated Instruction and Response to Intervention Connection
Differentiating K-12 Assessments
Empowering Students with Disabilities
New! Enhancing Language Development in Childhood
Grammar for ESL
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
New! Homeschool with Success
Integrating Technology in the Classroom

CAREER EXPLORATION
Explore a Career as a Paralegal
Explore a Career as a Pharmacy Technician
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career in Nursing

Register online www.oakton.edu/conted
More than just fun and games, our programs provide engaging and unique learning opportunities on a college campus. Students ages 8 to 12 can give their science, technology, engineering, art, and math skills a workout with a range of fun-filled camps and classes throughout the year. Don’t miss out on these diverse, academic youth programs.

| June 15-18  | Skokie, 9 a.m.-12 p.m. | Wearable Tech and Soft Computing | Skokie, 1-4 p.m. | YouTube Creations |
| June 22-25  | June 29 - July 2       | Gross Biology                    | Gross Biology    | CSI Forensics     |
| June 13-16  | Skokie, 1-4 p.m.       | YouTube Creations                | Gross Biology    | CSI Forensics     |
|            |                        |                              |                  |                  |
| June 15-18  | Des Plaines, 9 a.m.-12 p.m. | Adventure in 3D Printing | Des Plaines, 1-4 p.m. | CSI Forensics     |
| June 22-25  | Des Plaines, 9 a.m.-12 p.m. | Adventure in 3D Printing | Des Plaines, 1-4 p.m. | CSI Forensics     |
| June 29 - July 2 | Des Plaines, 9 a.m.-12 p.m. | Adventure in 3D Printing | Des Plaines, 1-4 p.m. | CSI Forensics     |
| June 13-16  | Des Plaines, 1-4 p.m.   | Gross Biology                   | Gross Biology    | CSI Forensics     |
| July 20-23  | July 27-30              | Al Designers                     | Make Your First 3D Video Game | eSports Apprentice |
| August 3-6  | July 27-30              | Virtual Reality VR               | eSports Apprentice | AI Designers      |
| August 10-13 | August 3-6              | Sports Science                   | Virtual Reality VR | Sports Science    |

For details, call 847-982-9888 or visit oakton.edu/youth.