Fall registration starts July 10.
Classes begin August 21.
Register online at www.oakton.edu/conted.
Get on the Fast Track
to a Great Career

Attend an Oakton information session to learn about our accelerated training opportunities. Develop an in-demand skill and earn a credential in a high-growth industry. Learn about career pathways, high-paying job opportunities, and more. Tuition reimbursement and financial aid may be available.

Information Sessions:

- Truck Driving (Class A License)
  Wednesday, July 12, 9 a.m. - 12 p.m.

- EKG Technician Certification Prep
  (CET Certification)
  Monday, August 7, 6 - 7:30 p.m.

- Business Technology Certification
  (MOS Certification)
  Monday, August 14, 6 - 7:30 p.m.

- CNC/NIMs (National Institute for Metalworking Skills) Certification Prep
  Monday, August 21, 6 - 7:30 p.m.

- Spanish Interpreter Certificate
  Wednesday, August 23, 6 - 7:30 p.m.

- Real Estate Pre-License 90 Hour
  (Pre-license Broker)
  Monday, August 28, 6 - 7:30 p.m.

Call 847.635.1414 to reserve a seat.
Other information session options may be available, call for a schedule.

Training offered by Continuing Education, Training, and Workforce Development.
### Continuing Education

#### Noncredit Classes

#### Contents

- About the Alliance for Lifelong Learning (ALL) .................................................. 3
- Tuition and Fees .................................................................................................. 4
- General Information ......................................................................................... 4
- Registration ............................................................................................................ 5
- Noncredit Classes ............................................................................................... 6
- Online Learning (ed2go) ..................................................................................... 32-44
- ALL Site Map ...................................................................................................... 52

#### Noncredit Classes

<table>
<thead>
<tr>
<th>Category</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>6-7, 32</td>
</tr>
<tr>
<td>Air Conditioning, Heating, and Refrigeration</td>
<td>7</td>
</tr>
<tr>
<td>Arts</td>
<td>7-8, 32</td>
</tr>
<tr>
<td>Auto and Engine Repairs</td>
<td>8</td>
</tr>
<tr>
<td>Business</td>
<td>8, 32-33</td>
</tr>
<tr>
<td>Career and Certification Training</td>
<td>8-12, 33</td>
</tr>
<tr>
<td>Communication</td>
<td>33</td>
</tr>
<tr>
<td>Computer Courses</td>
<td>12-15, 33-35</td>
</tr>
<tr>
<td>Beginning/Introductory Computer Skills</td>
<td></td>
</tr>
<tr>
<td>Business/Office Applications</td>
<td></td>
</tr>
<tr>
<td>Cisco Networking</td>
<td></td>
</tr>
<tr>
<td>Computer Keyboarding Skills</td>
<td></td>
</tr>
<tr>
<td>Computer Networking and Systems</td>
<td></td>
</tr>
<tr>
<td>Database</td>
<td></td>
</tr>
<tr>
<td>Linux Networking and OS</td>
<td></td>
</tr>
<tr>
<td>PC Troubleshooting and Security</td>
<td></td>
</tr>
<tr>
<td>Programming</td>
<td></td>
</tr>
<tr>
<td>Windows Operating Systems</td>
<td></td>
</tr>
<tr>
<td>Cooking/Culinary</td>
<td>16</td>
</tr>
<tr>
<td>Dance</td>
<td>16</td>
</tr>
<tr>
<td>Design/AutoCAD</td>
<td>17</td>
</tr>
<tr>
<td>Education for Health Professionals</td>
<td>46-49</td>
</tr>
<tr>
<td>Elder Care</td>
<td>35</td>
</tr>
<tr>
<td>Electronics and Computer Technology</td>
<td>17-18</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>26-28</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>35-36</td>
</tr>
<tr>
<td>Evening High School</td>
<td>31</td>
</tr>
<tr>
<td>Exercise and Fitness</td>
<td>18</td>
</tr>
<tr>
<td>Facilities Management and Engineering</td>
<td>18</td>
</tr>
<tr>
<td>Financial Markets and Service</td>
<td>19, 36</td>
</tr>
<tr>
<td>GED</td>
<td>30-31</td>
</tr>
<tr>
<td>Global Business Studies</td>
<td>19</td>
</tr>
<tr>
<td>Graphic Design/Digital Imaging</td>
<td>19, 36</td>
</tr>
<tr>
<td>Healthy Living Topics</td>
<td>36</td>
</tr>
<tr>
<td>History</td>
<td>19-20</td>
</tr>
<tr>
<td>Home and Garden</td>
<td>20, 36</td>
</tr>
<tr>
<td>Job Search</td>
<td>36</td>
</tr>
<tr>
<td>Languages</td>
<td>20-22, 37</td>
</tr>
<tr>
<td>Literacy</td>
<td>28-30</td>
</tr>
<tr>
<td>Management and Supervision</td>
<td>22, 37-38</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>22-23</td>
</tr>
<tr>
<td>Marketing and Sales</td>
<td>38</td>
</tr>
<tr>
<td>Medical Office Technology</td>
<td>38</td>
</tr>
<tr>
<td>Music</td>
<td>23, 38</td>
</tr>
<tr>
<td>Paralegal</td>
<td>23, 38</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>23, 39</td>
</tr>
<tr>
<td>Pet Care</td>
<td>25, 38</td>
</tr>
<tr>
<td>Photography</td>
<td>25, 39</td>
</tr>
<tr>
<td>Placement Test Workshops</td>
<td>26</td>
</tr>
<tr>
<td>Psychology</td>
<td>39</td>
</tr>
<tr>
<td>Real Estate</td>
<td>24, 25, 40</td>
</tr>
<tr>
<td>Special Interest</td>
<td>25, 40</td>
</tr>
<tr>
<td>STEM Youth Programs</td>
<td>6</td>
</tr>
<tr>
<td>Tech Trends</td>
<td>40</td>
</tr>
<tr>
<td>Television, Radio, and Production Services</td>
<td>25</td>
</tr>
<tr>
<td>Test Preparation</td>
<td>40-41</td>
</tr>
<tr>
<td>Tips, Tools, and Strategies for Teachers</td>
<td>41-42</td>
</tr>
<tr>
<td>Web Page/Website Design</td>
<td>26, 42-43</td>
</tr>
<tr>
<td>Workforce Solutions</td>
<td>45</td>
</tr>
<tr>
<td>Writing</td>
<td>26, 43-44</td>
</tr>
</tbody>
</table>

#### New Fall 2017 Courses

- Beginning Watercolor .................................................. 20
- Compiling Your Medical Family Tree .................. 19
- Creative Structural Engineering ...................... 19
- Delightful Daisies .................................................. 20
- Frame Loom Weaving .................................................. 20
- Lights, Camera, Action, Improv .......................... 6
- Most Helpful Genealogy Tools You’ve Never Used 20
- Order in the Court ..................................................... 6
- Peonies Rediscovered .............................................. 20
- Photographing the Model Railroad Garden .......... 20
- Preparing Your Lawn for Fall ............................... 20
- Stock Market Bonanza ............................................. 6
- Understanding Commercial DNA Test Results ........ 20
Oakton is in Your Neighborhood!

Alliance for Lifelong Learning (ALL) offers courses right in your neighborhood. Take a look at the courses being offered near you!

**EVANSTON TOWNSHIP HIGH SCHOOL (ETHS)**
1600 Dodge Avenue, Evanston, IL 60201

- A Mexican Fiesta ..............................................................16
- Advanced Conversational Spanish ........................................22
- Automobile Repair ...............................................................8
- Beginning Genealogy: A Crash Course .................................19
- Beyond Ancestry.com’s Shaky Leaf Hints ...............................20
- Compiling Your Medical Family Tree ....................................19
- Conversational German II .....................................................21
- Conversational Russian I .......................................................21
- Conversational Russian II .....................................................22
- Conversational Spanish I .......................................................22
- Dog Obedience ......................................................................25
- English as a Second Language (ESL) ...................................27
- French I ................................................................................21
- French II ..............................................................................21
- GED Classes .........................................................................31
- Hebrew I ..............................................................................21
- Most Helpful Genealogy Tools You’ve Never Used ...............20
- Nonprofit Leadership and Administration .............................8
- Polish I ...............................................................................21
- Polish II ..............................................................................21
- Puppy Training .....................................................................25
- Spanish I ..............................................................................22
- Spanish II .............................................................................22
- Sushi Workshop .....................................................................16
- Understanding Commercial DNA Test Results .....................20
- Upholstery ............................................................................20
- Welding I ..............................................................................25

**MAINE EAST HIGH SCHOOL (MEHS)**
2601 Dempster Street, Park Ridge, IL 60068

- Conversational Spanish I .....................................................22
- Drawing/Watercolor ............................................................8
- English as a Second Language (ESL) ...................................27
- Fashion Design: Sketching and Pattern Making ....................25
- GED Classes .........................................................................30
- Knife Skills ..........................................................................16
- Sign Language .......................................................................20
- Spanish I ..............................................................................22

**MAINE WEST HIGH SCHOOL (MWHS)**
1755 South Wolf, Des Plaines, IL 60016

- English as a Second Language (ESL) ...................................27
- GED Classes .........................................................................31

**NILES NORTH HIGH SCHOOL (NNHS)**
9800 North Lawler Avenue, Skokie, IL 60077

- Conversational Arabic I .......................................................20
- Conversational Arabic II .......................................................21
- Conversational Greek I .........................................................21
- Conversational Greek II .......................................................21
- CPR Rescue ..........................................................................12
- Creative International Cooking ............................................16
- Easy Line Dances for Everyone! ............................................16
- English as a Second Language (ESL) ...................................27
- European Pastry Baking .....................................................16
- GED Classes .........................................................................30
- Italian I ..............................................................................21
- Italian II ..............................................................................21
- Mad, Hot Ballroom and Swing .............................................16
- Polish I ...............................................................................21
- Retirement Planning Today ..................................................23
- Sizzling Salsa, Merengue, Bachata and Cumbia ....................16
- Spanish I ..............................................................................22
- Writing Short Story .............................................................26

**NILES WEST HIGH SCHOOL (NWHS)**
5701 Oakton Street, Skokie, IL 60077

- English as a Second Language (ESL) ...................................27
- GED Classes .........................................................................30
About the Alliance for Lifelong Learning (ALL)

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

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls to better serve the needs and interests of district residents. Refer to the map on page 52 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

Continuing Education Courses offer a vast selection of special interest topics and hands-on experiences in business, career and certification training, computer courses, exercise and fitness, healthy living topics, home and garden, languages, online classes, and tech trends. For more information call 847.982.9888.

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

Evening High School assists residents of Niles and Maine Townships in completing their high school education. For more information, call Tim Pappageorge at 847.825.4484 or Adult Education at 847.635.1426. Glenbrook residents must contact Frank Santa, Principal of Glenbrook Evening High School, 847.486.4465.

Volunteers in Teaching Adults (VITA) supplements the work of classroom teachers in English as a Second Language (ESL) and literacy classes, including the Learn to Read program. 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 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 (formerly The Business Institute) provides customized training and consulting for local businesses, and services for educational opportunities. For more information call 847.635.1447.

Put Your Passion to Work!

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

Register online www.oakton.edu/conted

Continuing Education
**Tuition and Fees**

**Enrollment Information** - Enrollment in Alliance for Lifelong Learning classes is limited to adults 18 years of age or older except for Youth, 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, and 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](http://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.

**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](http://my.oakton.edu).

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

**Students with Disabilities** - The Access and Disability Resource Center provides accommodations and services to college able students with documented disabilities. For information, call 847.635.1759 (Room 2400 Des Plaines campus)

**Smoking Policy** - No smoking is allowed inside the Des Plaines and Skokie campus buildings. At each individual site and class location, Alliance for Lifelong Learning students are required to adhere to the specific building policies.
Continuing Education

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

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

BY FAX (for credit card payment only)
Completed registration form fax to 847.635.1448 (include credit card number, expiration date, three-digit verification code (found on the back of the credit card), and your signature)

IN PERSON – Walk-in Registration
• Complete a registration form at the Alliance for Lifelong Learning office.
• Pay by cash, check or credit card (MasterCard, Visa, or Discover)
• For more information call 847.982.9888.
No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.
Note: Full payment includes tuition plus a $9 non-refundable processing fee.

WALK-IN REGISTRATION SITES:
High School Locations: mid-September through mid-June
Niles North, 847.673.6773 Maine East, 847.825.3435
Glenbrook South, 847.486.4713 Evanston, 847.424.7620
Office hours vary. Call each site for specifics.

Hours for Oakton Community College Campuses:
Monday-Thursday, 8:30 a.m.-7 p.m.
Friday, 8:30 a.m.-5 p.m.
Saturday, 9 a.m.-12 p.m on Aug. 19, 26 and Sept. 9, 16
Summer hours: Monday-Thursday, 8 a.m.-5 p.m.
The college is closed Fridays, Saturdays, and Sundays from June 2 through August 4.

How To Read Noncredit Course Listings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Location</th>
<th>Day of the Week</th>
<th>Time</th>
<th>Instructor</th>
<th>Course Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS B34-01, Niles N, 7</td>
<td>Wed., 10/1, 7-10 pm, Daniel</td>
<td>CRN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• For location information, see site map on page 52.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for web registration.
Noncredit classes

STEM YOUTH PROGRAMS

Students in grades 4 - 12 can give their science, technology, engineering, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year.

FALL 2017 NEW COURSES

**Lights, Camera, Action, Improv**  Fee: $39
Learn how to think on your feet using basic improv techniques. Put these skills to use in a variety of fun-filled activities that apply what you learn. But, you'll need to think fast when someone in the class goes off script. Can you follow their lead, improvise, and make it funny?

KID E03-01, OC/SK, 1 Fri., 9/22, 8 am-12 pm  CRN 61007
KID E03-02, OC/DP, 1 Tue., 11/21, 8 am-12 pm  CRN 61009

**Stock Market Bonanza**  Fee: $39
What do Sony PlayStation, WWE Wrestling, and McDonald's all have in common? They are all traded on the New York Stock Exchange. In this course, you will learn what it takes to invest in stocks, mutual funds, bonds, and more. Then test your knowledge, by investing imaginary money and watch the results go up or down over the remainder of the course. Will you come out on top?

KID E04-01, OC/SK, 1 Fri., 9/22, 1-5 pm  CRN 61008
KID E04-02, OC/DP, 1 Thu., 11/21, 1-5 pm  CRN 61010

**Creative Structural Engineering**  Fee: $39
Test your engineering skills in this hands-on class that challenges you to build structures using household items. Before each task, learn the concepts of how an engineer would approach the problem, then use this knowledge to take on the challenge.

KID E01-01, OC/SK, 1 Fri., 10/20, 8 am-12 pm  CRN 61004
KID E01-02, OC/DP, 1 Thu., 11/9, 8 am-12 pm  CRN 61003

**Order in the Court**  Fee: $39
How does our legal system work? What is it like to be a juror, witness, prosecutor, or judge? Begin the day by learning the United States legal system, then take on different roles as you reenact different real-world cases. Do you have what it takes to win the case?

KID E02-01, OC/SK, 1 Fri., 10/20, 1-5 pm  CRN 61006
KID E02-02, OC/DP, 1 Thu., 11/9, 1-5 pm  CRN 61005

For more information or to register, visit www.oakton.edu/content/find_classes/youth.

**Accounting**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Jay Cohen, accounting chair, at 847-635-1778 or jcohen@oakton.edu.

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

**IRS ENROLLED AGENT EXAM PREPARATION COURSE**  Fee: $545
Prepare for IRS Enrolled Agent exam. Focus is on tax theory and its application in different areas and situations. Content includes taxation of individuals, sole proprietorships, partnerships, corporations, fiduciaries, estates, trusts, and gifts. Learn how to analyze and answer test questions and take simulated tests. Open to all students—whether or not they are taking the exam. **Recommended:** Completion of “Income Tax Accounting” and “Advanced Tax Accounting” or equivalent tax experience.

ACC A07-C01, OC/DP, 15 Sat., 8/26, 8:30 am-12:30 pm  CRN 61160

**ACCOUNTING SYSTEMS AND PROCEDURES**  Fee: Listed with section
Work with accounting systems to maintain the books and prepare financial statements. Content includes preparation of source documents, flowcharts, journal entries, adjusting entries, general ledgers, subsidiary ledgers, bank reconciliations, depreciation schedules, payroll records, and financial statements, including the statement of cash flows. Microsoft Excel and QuickBooks used in this course. Prior experience with the software not required.

ACC A17-C01, OC/DP, 16 Mon., 8/21, 6:30-9:20 pm, $409  CRN 61161
ACC A17-C02, Online, 8/21-12/13, $459  CRN 61162

**QUICKBOOKS CERTIFIED USER PREPARATION**  Fee: Listed with section
Prepare for the QuickBooks Certified User Exam. Topics include setting up companies, managing customer and vendor activity, preparing bank reconciliations, setting up inventory tracking, working with balance sheet transactions, performing payroll, creating job estimates and time-tracking, setting up product classes, customizing forms and reports, integrating with Microsoft Office, performing adjusting entries, and closing the books. Students have option of taking the QuickBooks Certified User Exam on campus at end of term. **Recommended:** Principles of Financial Accounting or prior accounting knowledge.

ACC A18-C01, OC/DP, 16 Wed., 8/23, 6:30-9:20 pm, $379  CRN 61152
ACC A18-C02, Online, 8/21-12/13, $419  CRN 61153

**ACCOUNTING WITH MICROSOFT EXCEL**  Fee: Listed with section
Review selected current topics in Accounting. One topic is identified for each section. Prerequisite may vary by topic. Textbook may be required; check with the bookstore.

ACC A05-C01, OC/DP, 15 Fri., 8/25, 9-11:50 am, $379  CRN 61143
ACC A05-C02, Online, 8/21-12/13, $419  CRN 61145

All course information, including fees, is subject to change any time during the period for which the schedule is in effect.
PAYROLL TAX ACCOUNTING* Fee: $136
Learn practical applications of payroll tax laws and requirements. Includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. Required textbook (approx. $100) available in the bookstore.
ACC A04-C01, OC/DP, 4 Sat., 11/4, 9 am-12:40 pm CRN 61159

SHEET METAL LAYOUT AND FABRICATION* Fee: $595
Learn methods of laying out and fabricating sheet metal ducts and fittings used in heating and air conditioning installations.
AIR A01-C02, OC/DP, 15 Thu., 8/24, 5-10 pm CRN 61163

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.
AIR A08-C02, OC/DP, 4 Wed., 11/15, 5-8:50 pm CRN 61167

ADVANCED AUTOMATIC CONTROLS* Fee: $590
Learn advanced automatic controls used presently in high-efficiency furnaces, including electronic ignition systems, generic sequence of automatic controls, and ladder-type wiring diagrams.
AIR A10-C02, OC/DP, 16 Tue., 8/22, 5-10:30 pm CRN 61169

Air Conditioning, Heating, and Refrigeration

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

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $590
Through lectures, demonstration, and lab experiences, explore the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. Textbook may be required, check with the bookstore.
AIR A06-C01, OC/DP, 16 Mon., 8/21, 9 am-1:30 pm CRN 61164
AIR A06-C02, OC/DP, 16 Tue., 8/22, 5-10:30 pm CRN 61165

COMMERCIAL REFRIGERATION SYSTEMS* Fee: $590
Explore the entire refrigeration cycle, from compressor discharge to condenser suction, for low, medium, and high pressure refrigeration systems. Includes various types of refrigeration systems; medium and low pressure temperature and their proper installations, product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students required to provide their own basic tools.
AIR A09-C01, OC/DP, 15 Fri., 8/25, 5-10:30 pm CRN 61168

HEATING* Fee: $590
Learn the basic principles of residential heating systems. The proper installation, service and safety procedures, as well as the combustion process, and consumer safety will be emphasized. Textbook may be required, check with the bookstore.
AIR A07-C01, OC/DP, 16 Wed., 8/23, 5-10:30 pm CRN 61166

LOW PRESSURE STEAM BOILERS AND OPERATION* Fee: $409
Learn low pressure steam boilers and principles of boiler operation, including complete boiler setup from feed water systems to boiler and piping layout and assembly combustion accessories, steam accessories, and draft control. Focus is on boiler room operation and safety. Workbook used in conjunction with chapter information and exercises.
AIR A13-C01, OC/DP, 16 Mon., 8/21, 6-8:50 pm CRN 61172

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS* Fee: $590
Learn electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.
AIR A11-C01, OC/DP, 16 Mon., 8/21, 5-10:30 pm CRN 61170
AIR A11-C02, OC/DP, 16 Tue., 8/22, 12-4:50 pm CRN 61171

ARTS

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

PEN, BRUSH, INK Fee: $135
Enter the sparkling world of India ink. Learn the basics of brush control, hatch, and cross-hatch as you combine soft lush lines with the crisp strokes of the steel nib for endless design variations. No class 9/21.
ART E76-01, GLBRK S, 8 Thu., 9/14, 6:30-8:30 pm CRN 60919

PAINTING I* Fee: $449
Gain a basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics, and color. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C01, OC/SK, 15 Wed./Thu., 8/22, 10 am-12:40 pm CRN 61179
ART C33-C02, OC/DP, 16 Wed./Thu., 8/22, 1-3:40 pm CRN 61180

PAINTING II* Fee: $439
Course is a continuation of Painting I, focusing on personal approach. No media restrictions. Studio work outside of regular class time required. Prerequisite: Painting I (ART C33) or consent of instructor or department chair.
ART C34-C01, OC/DP, 16 Tue./Thu., 8/22, 1-3:40 pm CRN 61181

CERAMICS I* Fee: $469
Examine techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, and understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C01, OC/DP, 16 Mon./Wed., 8/21, 9:30 am-12:10 pm CRN 61182
ART C43-C02, OC/DP, 16 Mon./Wed., 8/21, 1:30-4:10 pm CRN 61183
ART C43-C03, OC/DP, 16 Mon./Wed., 8/21, 6:30-9:20 pm CRN 61184
ART C43-C04, OC/DP, 16 Tue./Thu., 8/22, 6:30-9:10 pm CRN 61185
ART C43-C05, OC/DP, 15 Sat., 8/26, 9:30 am-2:50 pm CRN 61186

CERAMICS II* Fee: $469
A continuation of Ceramics I, explore ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing a personal visual language. Studio work outside of regular class time is required. Prerequisite: ART C43 or consent of instructor or department chair.
ART C44-C01, OC/DP, 16 Tue./Thu., 8/22, 1-3:40 pm CRN 61187

*Courses may also be taken for college credit.
DRA WING I* Fee: $434
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Work from still life, live models, and outside subject matter and use pencil, charcoal, conte', ink, and pastels. Studio work outside of class is required.
ART C23-C01, OC/DP, 16 Mon./Wed., 8/21, 9:30 am-12:10 pm CRN 61173
ART C23-C02, OC/SK, 16 Mon./Wed., 8/21, 1:30-4:10 pm CRN 61174
ART C23-C03, OC/DP, 16 Tue./Thu., 8/22, 9:30 am-12:10 pm CRN 61175
ART C23-C04, OC/SK, 16 Tue./Thu., 8/22, 1:30-4:10 pm CRN 61176
ART C23-C05, OC/DP, 15 Sat., 8/26, 9:30 am-2:50 pm CRN 61177

DRAWING II* Fee: $434
A continuation of ART C23, focus on personal approach to media and subject matter. Studio work outside of class is required. Prerequisite: Drawing I (ART C23),
ART C24-C01, OC/SK, 16 Mon./Wed., 8/21, 1:30-4:10 pm CRN 61178

DRAWING/WATERCOLOR Fee: $150
Use color and form compositions to build confidence in your painting skills. No class 10/10.
ART C19-01, MAINE E, 8 Tue., 9/26, 7-9:30 pm CRN 60916

ART HISTORY* Fee: $369
Study art as an expression of human experience from prehistoric time to the Renaissance period, to the Modern period. Content includes major artists, styles and movements. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.
ART B04-C01, OC/DP, 16 Tue./Thu., 8/22, 2-3:15 pm CRN 61146
ART B04-C02, OC/DP, 16 Tue./Thu., 8/22, 9:30-10:45 am CRN 61156
ART B04-C03, OC/DP, 16 Tue./Thu., 8/22, 11 am-12:15 pm CRN 61157

FUNDAMENTALS OF TWO-DIMENSIONAL ART I* Fee: $399
Explore basic flat art design fundamentals and media, image, technique, concept, and the vocabulary of design. Content includes pencil, pen and ink, brush and ink, charcoal, pastel and designers' colors or acrylics, relationships of visual imagery through depth in plastic illusion, elements of design (line, value, texture, color, contrast, balance, and composition. Studio work outside regular class time required.
ART B37-C01, OC/DP, 16 Tue./Thu., 8/22, 9:30 am-12:10 pm CRN 61149
ART B37-C02, OC/DP, 16 Mon./Wed., 8/21, 2:15-4:55 pm CRN 61150

FUNDAMENTALS OF THREE-DIMENSIONAL ART I* Fee: $399
Explores basic media and form leading to an expression of your personal concept. Topics in media include clay, plaster (additive or subtractive), wood, plaster casting, and other construction materials such as metal, paper and epoxy. Topics in form cover relationships of masses, lines and textures to each other. Studio work outside of regular class time required.
ART B50-C01, OC/DP, 16 Tue./Thu., 8/22, 9:30 am-12:10 pm CRN 61148

CONCEPTS OF FLORAL DESIGN Fee: $100
Learn the fundamentals of floral design and how to create floral arrangements that add the beauty of flowers to home and office. Weekly themes include: rounded colonial style arrangement; a one-sided triangular piece; flowers arranged in a basket; a one-sided L shape design; a long, low centerpiece; and arranging flowers in a vase. The instructor, Robert Neri, is an experienced floral designer, and owner of Robert's Flower and Design Studio in Chicago. A required materials fee of $15 per week is payable to the instructor at the first class session.
ART D27-01, OC/SK, 6 Mon., 9/18, 7-8:30 pm CRN 60917

Auto and Engine Repairs

AUTOMOBILE REPAIR Fee: $185
This course is for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car up to safety standards. No class 9/21, 10/5, 11/23.
TEC C14-01, ETHS, 10 Tue., 9/5, 6:30-9:30 pm CRN 61017
TEC C14-02, ETHS, 10 Thu., 9/7, 6:30-9:30 pm CRN 61018

Business

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

NONPROFIT LEADERSHIP AND ADMINISTRATION Fee: $99
Examine management principles and practices for nonprofit organizations. Consideration is given to leadership in a nonprofit environment, the motivation of staff and volunteers, the role of the founder and the board, and types and structures of nonprofit organizations. No senior discount.
MAR B01-01, ETHS, 2 Thu., 10/12, 6:30-9:30 pm CRN 60993
BUSINESS ETHICS* Fee: $409
Investigate moral issues which arise in the conduct of business, marketing, and advertising. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.
BUS A41-C01, OC/DP, 16 Mon., 8/21, 6:30-9:20 pm CRN 61195
BUS A41-C02, OC/SK, 10 Sat., 9/30, 9 am-1:15 pm CRN 61196

INTRODUCTION TO BUSINESS* Fee: $489
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business. Additional online work required.
BUS A01-C01, OC/SK, 12 Wed., 9/20, 6-9:20 pm CRN 61194

Career and Certification Training

EKG TECHNICIAN CERTIFICATION PREP Fee: $849
Become a Certified EKG Technician through this preparatory course. EKG rhythms provide important data for the diagnosis of heart conditions. As a Certified EKG Technician (CET), you’ll have the credentials nearly all healthcare employers require to perform the critical tasks of administering EKGs and stress tests, preparing patients for Holter or ambulatory monitoring, editing and delivering final test results to physicians and more. At the completion of this program, students will be prepared to sit for the Certified EKG Technician (CET) exam with the National Healthcareer Association. Cost of the CET exam is included with the tuition.
MED A19-01, OC/DP, 6 Mon./Wed., 9/11, 5-10 pm CRN 60030

*Courses may also be taken for college credit.
Commercial Driver’s License (CDL) Training and Certification Program

Register for our next mandatory recruitment event at www.oakton.edu/cdl.

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.
Enroll in this Accelerated Training Opportunity!

Become a Certified EKG Technician in only six 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.

Program Overview
• Accelerated Six-Week Program
• 10 Hours each week
• Students sit for Certified EKG Technician (CET) Exam at the completion of the program

Fall session begins September 11.

This program may be WIOA approved.

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

1600 East Golf Road, Des Plaines
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 AAPC
- 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.

**Healthcare**
- Certified Professional Coder (CPC) or Certified Coding Associate (CCA) Credential Awarded by AHIMA or AAPC
- Professional Medical Coding and Billing with PCS*
- Professional Medical 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.
**Noncredit classes**

**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. American Heart Association recognition (AHA card) available for additional $6. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class to the instructor. No senior discount.
HEA E05-01, GLBRK S, 1 Tue., 9/26, 6:30-9:30 pm CRN 60940
HEA E05-02, NILES N, 1 Wed., 10/4, 6:30-9:30 pm CRN 60941

**PERSONAL TRAINER CERTIFICATION**
Fee: $720
Abcnews.com and Fortune magazine rank "personal fitness trainer" as the fourth hottest job in the United States. Join the ranks by earning your certification today! Offered in collaboration with the World Instructor Training School (W.I.T.S.), course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. Certification exam fee included.
PED C03-01, OC/DP, 9 Sun., 9/24, 9 am-2 pm CRN 60996

**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 holidays: Labor Day, September 4 Veteran's Day, November 10 Thanksgiving Break, November 23 and 24

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

**Computer Keyboarding Skills**

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

**BASIC KEYBOARDING**
Fee: $186
The beginning student will master proper keyboarding techniques and develop a minimum of 12 WPM speed and accuracy.
COF A02-C01, Online, 9/5-10/22 CRN 61197

**KEYBOARDING SPEED AND ACCURACY DEVELOPMENT**
Fee: $186
This course is designed to increase keyboarding speed while improving accuracy by identifying weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 WPM (without looking at the keyboard). Textbook may be required, check with the bookstore.
COF A06-C01, Online, 10/23-12/3 CRN 61198

**Beginning/Introductory Computer Skills**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

**COMPUTER SOFTWARE AND CONCEPTS:**

**OFFICE 2016, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT**
Fee: $575
Discover business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (web browsers, email, and website development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. Recommended: high school algebra, pre-algebra, elementary algebra, or equivalent skills. Supplemental lab work will be required.
CPT A01-C01, OC/SK, 16 Mon./Wed., 8/21, 9:30-11:10 am CRN 61215
CPT A01-C02, OC/DP, 16 Tue./Thu., 8/22, 9:30-11:10 am CRN 61216
CPT A01-C03, OC/DP, 14 Tue., 9/5, 6:9:50 pm CRN 61217

**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS:**

**OFFICE 2016**
Fee: $419
Gain an introduction to computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Intended for students interested in learning introductory "end user" computer skills. Recommended: high school algebra, pre-algebra, elementary algebra, or equivalent skills.
CPT A19-C01, OC/DP, 16 Mon./Wed., 8/21, 9:10:45 am CRN 61221
CPT A19-C02, OC/SK, 16 Mon., 8/21, 6:45:5 pm CRN 61223
CPT A19-C03, OC/DP, 16 Mon./Wed., 8/21, 12:30-2:15 pm CRN 61224
CPT A19-C04, OC/SK, 16 Tue./Thu., 8/22, 12:30-2:30 pm CRN 61225
CPT A19-C05, OC/DP, 16 Tue., 8/22, 6:9:45 pm CRN 61226
CPT A19-C06, OC/DP, 14 Tue./Thu., 9/5, 12:30-2:25 pm CRN 61227
CPT A19-C07, OC/SK, 14 Mon./Wed., 9/6, 9:30-11:25 am CRN 61228

**PROJECT MANAGEMENT**
Fee: $419
Learn principles of project management as defined by the Project Management Institute (PMI®). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01. Textbook may be required, check with the bookstore.
CPT A83-C01, OC/DP, 12 Thu., 9/14, 6:9:50 pm CRN 61235

**BASIC COMPUTER**
Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.
No class 11/11, 11/25.
DPR A22-01, OC/DP, 6 Sun., 9/10, 10 am-12 pm CRN 60929
DPR A22-02, OC/SK, 6 Sat., 10/21, 10 am-12 pm CRN 60930

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

### INTRODUCTION TO MICROSOFT WORD

**Fee:** $75  
Learn how to use this application software to create flyers, letterheads, and letters while you learn to edit, cut and paste, use and change formatting styles, and insert graphics such as pictures, photographs and clip arts. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 WPM typing speed.  
**Prerequisites:** Basic and Intermediate Microsoft Word.  
**Recommended:** Hands-on experience using Windows software and keyboarding skill 20 WPM. Word 2013 with an online component.  
**CRN:** 60931

### COMPREHENSIVE WORD PROCESSING*

**Fee:** $459  
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing, and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use.  
**Recommended:** Hands-on experience using Windows software and keyboarding skill 20 WPM. Word 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).  
**CRN:** 61200

### BASIC AND INTERMEDIATE EXCEL

**Fee:** $264  
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. This course is the combo course for Introduction to Microsoft Excel and Intermediate Microsoft Excel. Save $36 when you register for this combo course.  
**CRN:** 60925

### INTRODUCTION TO MICROSOFT EXCEL

**Fee:** $150  
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.  
**CRN:** 60932

### INTERMEDIATE MICROSOFT EXCEL

**Fee:** $150  
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, 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.  
**CRN:** 60934

### MICROSOFT EXCEL 2013: ADVANCED TECHNIQUES

**Fee:** $150  
This Advanced Microsoft Excel training class is designed for students to gain extensive experience using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros.  
**Prerequisites:** Basic and Intermediate Microsoft Excel, or proven experience with Microsoft Excel.  
**CRN:** 60928

### ELECTRONIC SPREADSHEET USING EXCEL: 2016*

**Fee:** Listed with section  
Course introduces Microsoft Excel. Topics focus on business applications and problem solving.  
**Recommended:** Pre-algebra and hands-on experience using Windows software. Excel 2016 with an online component.  
**CRN:** 61204

### ADVANCED SPREADSHEET USING EXCEL: 2016*

**Fee:** $323  
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.  
**CRN:** 61210

### DATABASE APPLICATION USING ACCESS: 2016*

**Fee:** Listed with section  
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop macros; and more.  
**CRN:** 61206

### PRESENTATION SOFTWARE USING POWERPOINT: 2016*

**Fee:** Listed with section  
Learn to plan, compose, and create effective desktop presentations.  
**CRN:** 61201

### ADOBE ACROBAT PDF*

**Fee:** $323  
Course introduces the Adobe Acrobat program. Content includes the fundamental concepts and features of Portable Document Format (PDF), designing and viewing PDF presentations, enhancing and editing PDF documents, adding digital signatures and security, working with forms, and PDF portfolios.  
**Recommended:** Hands-on computer experience and the use of a computer operating system.  
**CRN:** 61203

### VISIO FUNDAMENTALS: 2016*

**Fee:** $283  
Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. Visio 2016 with an online component (hybrid: 1/2 classroom and 1/2 online).  
**Recommended:** Computer experience using software that runs in Microsoft Windows.  
**CRN:** 61209

*Courses may also be taken for college credit.
INTRODUCTION TO BUSINESS TELECOMMUNICATIONS* Fee: $542
Course is an overview of data communication and networks. It covers the development of essential soft skills and hard skills needed to work effectively with network administrators, network installers, and network designers. Emphasis is placed on the basic features, operations, and limitations of different types of computer networks. Recommended: Hands-on computer experience using software that runs in Windows.
COF A82-C01, Online, 9/11-12/3 CRN 61151

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

CISCO INTRODUCTION TO NETWORKS* Fee: $585
In this introduction to networking and general network concepts, build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.
INT A01-C01, OC/SK, 8 Mon./Wed., 8/21, 6-9 pm CRN 61292
INT A01-C02, OC/SK, 8 Sat., 8/26, 9 am-3:30 pm CRN 61293

CISCO ROUTING AND SWITCHING ESSENTIALS* Fee: $585
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.
INT A02-C01, OC/SK, 8 Mon./Wed., 10/16, 6-9 pm CRN 61294
INT A02-C02, OC/SK, 8 Sat., 10/21, 9 am-3:30 pm CRN 61295

CISCO CONNECTING NETWORKS* Fee: $585
In this the fourth and final course in Cisco Networking Academy sequence of four courses (CONA), 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.
INT A04-C01, OC/SK, 8 Sun., 10/22, 9 am-3:30 pm CRN 61296

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

NETWORKING ESSENTIALS* Fee: $449
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.
NPS A00-C01, OC/SK, 16 Mon., 8/21, 6-9:45 pm CRN 61271
NPS A00-C02, OC/SK, 16 Tue./Thu., 8/22, 9:30-11:10 am CRN 61270
NPS A00-C03, OC/SK, 16 Tue./Thu., 8/22, 3:30-5:10 pm CRN 61269

MICROSOFT WINDOWS SERVER OPERATING SYSTEM* Fee: $449
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or CompTIA A+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.
NTS A10-C01, OC/SK, 8 Tue./Thu., 8/22, 6-9:40 pm CRN 61268

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM* Fee: $449
Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Knowledge of the fundamentals of current networking technology is recommended.
NTS A10-C01, OC/SK, 8 Tue./Thu., 8/22, 6-9:40 pm CRN 61268

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $585
This course provides knowledge and skills necessary to troubleshoot basic problems end users face while running Microsoft Windows Desktop in an Active Directory® network environment, or workgroup environment related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer, and other applications that run on a Microsoft Windows Desktop Operating System. Intended for students who are new to Microsoft Windows Desktop software. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A14-C01, OC/SK, 8 Mon./Wed., 10/16, 6-9:50 pm CRN 61266

MICROSOFT WINDOWS SERVER OPERATING SYSTEM* Fee: $449
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or consent of instructor, coordinator or program chair is recommended.
NTS A10-C01, OC/SK, 8 Tue./Thu., 8/22, 6-9:40 pm CRN 61268

Database
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@wakton.edu.

INTRODUCTION TO SQL: ORACLE 12C* Fee: $419
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 12c).
CPT A21-C01, OC/DP, 16 Wed., 8/23, 6-9:20 pm CRN 61230

INTRODUCTION TO DATABASE DEVELOPMENT* Fee: $459
Course provides a general introduction to the basic framework of a database-driven website. Content includes sample databases and a popular, industry standard software tool for creating site definitions; and to plan, develop, and implement a web database application. Recommended: CAB170 or equivalent knowledge.
DAT A13-C01, Online, 9/5-12/13 CRN 61236

*Courses may also be taken for college credit.
DATABASE FUNDAMENTALS I: ORACLE 12C*  Fee: $585
Course provides a foundation in the administrative tasks performed by a database administrator, including Oracle database architecture and how each component functions and interacts. Learn how to design, develop, install, maintain, manage, and troubleshoot an Oracle database. Topics include performance monitoring, database security, user management, and backup/recovery techniques. Prepare for the Oracle Database Administrator Certified Associate exam. Recommended: Introduction to SQL or comparable knowledge.
CPT A71-C01, OC/DP, 8 Sat., 10/19, 8:30 am-1:10 pm & 8 Thu., 6-9:30 pm  CRN 61233

INFORMATION SYSTEMS FOR BUSINESS: SAP ENHANCED*  Fee: $459
Course examines characteristics of the most common types of online business applications. Content includes in-depth coverage of input, output, processing, controls and management implications for each business system. A hands-on accounting-based case study will be completed with focus on processing of sales, receipts, payables, disbursements and payroll transactions.
CPT A06-C01, Online, 9/5-12/13  CRN 61219

INTRODUCTION TO ERP SYSTEMS: SAP ENHANCED*  Fee: $459
In this introduction to SAP, Enterprise Resource Planning, learn how the fundamental business processes interact within an ERP system in the functional areas of; sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management.
CPT A79-C01, Online, 10/16-12/13  CRN 61234

Programming
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

INTRODUCTION TO VISUAL BASIC PROGRAMMING*  Fee: $565
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming – concepts important in Visual Basic and other programming languages.
DPR A29-C01, OC/DP, 8 Thu., 8/23, 6-9:45 pm  CRN 61215

INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN*  Fee: $419
Course introduces the systems development life cycle of a computer. Content includes the investigation, analysis, design, implementation, and evaluation phases of a business system as well as tools (e.g. CASE) and techniques used by the systems analyst. Recommended: CPT A01 or CPT A19 and one programming language course or concurrent enrollment in one programming language course. Supplemental lab work required.
CPT A64-C01, OC/DP, 14 Wed., 9/13, 6-9:50 pm  CRN 61232

VISUAL BASIC FOR APPLICATIONS*  Fee: $565
Course introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. Recommended: Ability to manage files using Windows, introductory level of Electronic Spreadsheeting (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra. Supplemental lab work required. Textbook may be required, check with the bookstore.
CPT A20-C01, OC/DP, 14 Tue., 9/5, 6-9:55 pm  CRN 61229

JAVA PROGRAMMING*  Fee: $565
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. Recommended: Ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental lab work required. Textbook may be required, check with the bookstore.
CPT A40-C01, OC/DP, 14 Mon., 8/28, 6-9:50 pm  CRN 61231

Linux Networking and OS
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

LINUX OPERATING SYSTEM*  Fee: $273
Theoretical and hands-on instruction using the Linux operating system environment. Content includes basic Linux operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. Recommended: CPT A01 or comparable computer experience.
CPT A15-C01, OC/DP, 8 Wed., 8/23, 6-9:45 pm  CRN 61220

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

WINDBUS SYSTEMS*  Fee: $186
Learn basic Windows skills necessary to be successful in other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting; and virus check.
COF A10-C01, Online, 10/23-12/3  CRN 61199

*Courses may also be taken for college credit.
EUROPEAN PASTRY BAKING  Fee: $94
Entertain friends and family by serving homemade pastries. Class includes recipes and baking instructions for napoleons, roulettes, éclairs, tiramisu, and French tarts.
HEC C25-01, NILES N, 4 Wed., 10/18, 7-9 pm
CRN 60944

A MEXICAN FIESTA!  Fee: $94
Mexico’s rich culinary heritage goes way beyond tacos and enchiladas. For four weeks, we will explore versions of familiar dishes and discover some new ones. You’ll learn to make tamales, green mole, and duck tacos with homemade tortillas, flan de chocolate, and more. The vibrant colors of Mexico, from coast to coast and a few places in between will come alive, culminating with a sangria party. Ole!
HEC F10-01, ETHS, 4 Tue., 10/3, 7-9 pm
CRN 60947

LATIN CUISINE  Fee: $99
Explore the diaspora of Hispanic cultures and their cooking methods. Learn about basic spices and herbs as well as how to cook standard Mexican cuisine, Brazilian cuisine, Central American cuisine, and South American dishes. Emphasis will be on using products of an indigenous nature. Note: A $30 materials fee is payable to the instructor at the first class meeting.
HEC C21-01, GLBRK S, 4 Tue., 9/12, 7-9:30 pm
CRN 60943

The Backyard Barbecue Series

BARBECUE SERIES  Series Fee: $139
Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurateur Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings along with appropriate beverages and side dishes. Classes meet at the store, 1147 Greenleaf Avenue, Wilmette.
No senior discount for this series.
HEC E28-01, BBAR, 3 Thu., 9/14, 7-9 pm
CRN 61124

GRILLING 101  Fee: $49
Get ready for grill season with a Grilling 101 class at the Backyard BBQ Store. Learn the basics of grilling on both charcoal and gas, the proper techniques and tools for grilling plus some simple recipes for your next barbecue. No senior discount.
HEC E32-01, BBAR, 1 Thu., 9/14, 7-9 pm
CRN 61126

STEAK  Fee: $49
Instructor Joe Spera, from Al’s Meat Market in Wilmette, butchers an entire prime beef loin and shows you how to grill over both charcoal and gas flames. Learn professional tips, tricks, and recipes for making the perfect steak. No senior discount.
HEC E13-01, BBAR, 1 Thu., 10/12, 7-9 pm
CRN 61125

TURKEY ON THE GRILL  Fee: $49
Crispy on the outside and juicy on the inside, with succulent flavor all the way through—is that how you like your turkey? Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space. No senior discount.
HEC E15-01, BBAR, 1 Thu., 11/16, 7-9 pm
CRN 61127

SUSHI WORKSHOP  Fee: $35
Join Chef Susan Taves and learn all about the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class makes Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. No senior discount.
HEC F12-01, ETHS, 1 Tue., 9/26, 7-9 pm
CRN 60948

COOKING: THE BASICS  Fee: $99
This course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more. Note: A $30 materials fee is payable to the instructor at the first class meeting.
HEC E18-01, GLBRK S, 4 Tue., 10/17, 7-9:30 pm
CRN 60945

CREATIVE INTERNATIONAL COOKING  Fee: $94
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes.
HEC E66-01, NILES N, 4 Wed., 9/13, 7-9 pm
CRN 60946

KNIFE SKILLS  Fee: $50
Proper knife technique and maintenance are critical, yet often overlooked, skills for any cook. Learn to safely chop, julienne, chiffonier, slice—and take home everything you cut up. A lesson in proper knife sharpening and honing rounds out the class. Bring your own chef and paring knives. No senior discount.
HEC F74-01, MAINE E, 1 Thu., 10/12, 7-9 pm
CRN 60949

Dance

Note: Fees are per person.

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, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including “Boot Scootin’ Boogie,” “Cupid Shuffle,” “Footloose,” “Gangnam Style,” and more. No partner or prior dance experience needed. No refund after the class begins. No senior discount. No class 10/9, 11/22.
PED E85-01, NILES N, 6 Mon., 9/18, 6:30-7:30 pm
CRN 60999
PED E85-02, OC/SK, 6 Wed., 11/1, 6:30-7:30 pm
CRN 61000

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. No class 10/9.
PED E88-03, NILES N, 6 Mon., 9/18, 8:50-9:50 pm
CRN 61001
PED E88-04, NILES N, 6 Mon., 11/6, 7:40-8:40 pm
CRN 61002

MORE THAN BEGINNERS CHA-CHA, SALSA AND BACHATA  Fee: $65
After reviewing the basic steps for each Latin dance, 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 senior discount. No refund after the class begins. No class 11/22.
PED E89-01, OC/SK, 6 Wed., 11/1, 7:40-8:40 pm
CRN 61019

MAD, HOT BALLROOM AND SWING  Fee: $65
Learn the sensuous Tango, Rumba, Cha-Cha-Cha, and Swing the DanceMates easy way. No prior experience or partner necessary. No refund after the class begins. No senior discount. No class 10/9.
PED D01-01, NILES N, 6 Mon., 9/18, 7:40-8:40 pm
CRN 60998
PED D01-02, NILES N, 6 Mon., 11/6, 6:30-7:30 pm
CRN 60997

Noncredit classes

For more information, call 847.982.9888
Design/AutoCAD

These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction. Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Boguslaw Zapal at 847-376-7623 or bzapal@oakton.edu.

BASIC AUTOCAD FOR INTERIOR DESIGN*  Fee: $595
Learn computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. Textbook may be required, check with the bookstore.
DES A18-C01, OC/DP, 14 Fri., 9/1, 10 am-1:30 pm  CRN 61247

BASIC AUTOCAD*  Fee: $459
The first of three courses in drafting and design using AutoCAD software, its content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. Textbook may be required, check with the bookstore.
DES A03-C01, OC/DP, 15 Tue., 8/29, 5:30-8:40 pm  CRN 61237
DES A03-C02, Online, 9/18-12/13  CRN 61239

INTERMEDIATE AUTOCAD*  Fee: $595
The second of three AutoCAD courses, includes assigning attributes to blocks using external references, grouping and filtering entities, slide shows, three-dimensional (3D) modeling, dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. Recommended: DES A03 or consent of instructor. Textbook may be required, check with the bookstore.
DES A04-C01, OC/SK, 15 Wed., 8/30, 6-9:20 pm  CRN 61240
DES A04-C02, Online, 9/18-12/13  CRN 61241

ADVANCED AUTOCAD*  Fee: $595
The last course in the core AutoCAD sequence, follows up on solid modeling topics, including an introduction to parametric design and rendering. Focus is on productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. Auto LISP programming language also introduced. Hybrid course (1/2 classroom and 1/2 online). Recommended: DES A04 or consent of instructor.
DES A05-C01, OC/SK, 15 Wed., 8/30, 4-5:50 pm  CRN 61242

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)*  Fee: $459
Explore issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations. Textbook may be required, check with the bookstore.
DES A12-C01, 9/18-12/13  CRN 61246

CAD INTRO TO BUILDING SYSTEMS – REVIT*  Fee: $595
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting. Textbook may be required, check with the bookstore.
DES A09-C01, OC/SK, 14 Sat., 9/2, 9 am-12:55 pm  CRN 61244

ADVANCED BUILDING INFORMATION MODELING - REVIT*  Fee: $595
This is the second course in BIM Technologies for Revit Architecture. Topics include site development, interoperability, linking and managing projects, advanced modeling methods, design options, phasing, work sharing and 2D and 3D presentation techniques. Recommended: DESA09 or consent of instructor. Textbook may be required, check with the bookstore.
DES A24-C01, OC/SK, 15 Sat., 8/26, 1-4:50 pm  CRN 61248

INTRODUCTION TO SOLIDWORKS*  Fee: $459
Explore the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes transforming computer sketches into three-dimensional features parametric modeling techniques further explored to create computer models of plastic molded parts casting and sheet metal photorealistic rendering and animation of three dimensional models to visually communicate design ideas. Textbook may be required, check with the bookstore.
DES A08-C01, OC/DP, 14 Sat., 9/2, 9 am-12:45 pm  CRN 61243

ADVANCED SOLIDWORKS*  Fee: $459
Explore the theory and advanced application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of computer models animation, and advanced computer modeling techniques design topics such as molded parts, sheet metal, detail drawings, and assemblies. Recommended: DES A08.
DES A11-C01, OC/DP, 15 Mon., 8/28, 6-9:30 pm  CRN 61245

Electronics and Computer Technology

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Majid Ghadiri, department chair, at 847-376-7699 or mgghadiri@oakton.edu.

INTRODUCTION TO ELECTRONICS*  Fee: $721
This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetic, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended. Textbook may be required, check with the bookstore.
ECT A01-C01, OC/SK, 15 Mon/Wed., 8/28, 9:30 am-12:15 pm  CRN 61252
ECT A01-C02, OC/SK, 15 Tue./Thu., 8/28, 6-9:25 pm  CRN 61253
ECT A01-C03, OC/DP, 15 Tue./Thu., 8/29, 9 am-12:15 pm  CRN 61254

A+ CERTIFICATION PREPARATION*  Fee: $298
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.
ECT A06-C01, OC/SK, 8 Wed., 10/18, 6-9:10 pm  CRN 61257

DIGITAL INTEGRATED CIRCUITS*  Fee: $439
This hands-on course covers applications of digital integrated circuits. Content includes use of gates, registers, drivers, memory circuits, and various circuits that are available as "chips" I.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.
ECT A10-C01, OC/SK, 16 Tue./Thu., 8/22, 2-3:45 pm  CRN 61258

*Courses may also be taken for college credit.
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 around—when the college is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer hours: Monday - Thursday, 7 a.m. - 9 p.m.
Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

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

Individual Personal Training
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides. Our goal is to teach sound fitness principles that encourage independent exercise.
All sessions must be used by the end of the semester.
No senior discount.
Two one-hour sessions by arrangement
FIT P01-01, OC/DP, $89
CRN 61114
Four one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-02, OC/DP, $159
CRN 61116
Six one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-03, OC/DP, $229
CRN 61119

Personal Training for Two
Personalized instruction is also available for individuals and a partner of their choice. Includes free semester membership.
No senior discount.
Six one-hour sessions by arrangement
FIT P02-01, OC/DP, $279
CRN 61120

Fitness Center Memberships
No senior discount.
One Semester Memberships
Non-Student: FIT B01-01, OC/DP, $115
Alliance Student: FIT E01-01, OC/DP, $90
Oakton Student: FIT F01-01, OC/DP, $80
CRN 61080
CRN 61078
CRN 61121
Annual Memberships
Non-Student: FIT B02-01, OC/DP, $230
Alliance Student: FIT E02-01, OC/DP, $180
Oakton Student: FIT F02-01, OC/DP, $160
CRN 61109
CRN 61079
CRN 61112

COMPUTER PERIPHERALS* Fee: $439
Gain study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations. Textbook may be required, check with the bookstore.
ECT A05-C01, OC/SK, 14 Thu., 8/21, 6:9:20 pm CRN 61256

MICROCOMPUTER HARDWARE SYSTEMS* Fee: $439
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language. Textbook may be required, check with the bookstore.
ECT A04-C01, OC/SK, 15 Fri., 8/25, 9 am-12:40 pm CRN 61255

FUNDAMENTALS OF SOLAR ENERGY SYSTEMS* Fee: $439
Learn the theory, operation, and application of photovoltaic and thermal systems and technologies. Through lecture and hands-on lab sessions, covers solar energy basics, site surveys, available technologies, installation options, cost estimation, and project justification.
Recommended: ECT 101 or ECT 107.
ECT A20-C01, OC/SK, 14 Wed., 9/6, 6-9:20 pm CRN 61259

Exercise and Fitness
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michael Graves, department chair, at 847-635-1921 or mgraves@oakton.edu.

FIRST AID* Fee: $298
Review accident prevention and procedures to be followed in cases of accident or sudden illness. Covers accident scenes in the home, school, and community. Standard American Red Cross Certificate awarded upon successful completion of course.
FIT B11-C01, OC/DP, 8 Tue./Thu., 8/22, 11 am-12:15 pm CRN 61273
FIT B11-C02, OC/DP, 8 Tue./Thu., 10/17, 11 am-12:15 pm CRN 61278

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-C01, OC/DP, 8 Mon./Wed., 8/21, 12-1:15 pm CRN 61282
FIT B28-C02, OC/DP, 8 Tue./Thu., 8/22, 12-1:15 pm CRN 61284
FIT B28-C03, OC/DP, 8 Tue./Thu., 8/22, 4:30-5:45 pm CRN 61286
FIT B28-C04, OC/DP, 8 Fri., 8/25, 12-1:15 pm CRN 61288
FIT B28-C05, OC/DP, 8 Mon./Wed., 10/16, 12-1:15 pm CRN 61289
FIT B28-C06, OC/DP, 8 Tue./Thu., 10/17, 12-1:15 pm CRN 61290
FIT B28-C07, OC/DP, 8 Tue./Thu., 10/17, 4:30-5:45 pm CRN 61291

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

ENERGY MANAGEMENT AND DDC CONTROLS* Fee: $444
Detailed examination of energy management. Focus on building automation systems using DDC controls for HVAC, fire, and security systems—and control of various equipment remotely from a control computerized system and DDC controls. Prerequisite: FAC A26.
FAC A28-C01, OC/DP, 16 Wed., 8/23, 5-7:50 pm CRN 61260

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

**COMMODITY FUTURES TRADING** Fee: $409
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.
FIN A01-C01, OC/DP, 14 Mon., 9/11, 7-9:50 pm CRN 61261

**SECURITIES TRADING** Fee: $409
Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. $60) available in the bookstore.
FIN A02-C01, OC/DP, 14 Wed., 9/6, 6:30-9:20 pm CRN 61262

**OPTIONS MARKETS** Fee: $409
Explore actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. **Prerequisite:** FIN A01.
FIN A04-C01, OC/DP, 14 Tue., 9/5, 7-9:50 pm CRN 61263

**INTRODUCTION TO GLOBAL BUSINESS** Fee: $409
An overview of current world trade activities, practices, and government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. Required textbook (approx. $110) available in the bookstore. Supplemental work required.
BTS A01-C01, OC/DP, 12 Tue., 9/19, 6:30-10 pm CRN 61191

**INTERNATIONAL RELATIONS** Fee: $409
Develop a theoretical foundation, historical background, and conceptual framework for understanding contemporary international relations. Content includes international relations theory; evolution of the modern international political system; power, diplomacy and foreign policy; war and peace; international law and organizations; international political economy and globalization. Case studies used extensively to exemplify the problems and potential solutions of contemporary international politics.
BTS A11-C01, OC/SK, 16 Mon./Wed., 8/21, 9:30-10:45 am CRN 61192
BTS A11-C02, OC/DP, 16 Tue./Thu., 8/22, 9:30-10:45 am CRN 61193

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

**GRAPHIC DESIGN/DIGITAL IMAGING**

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

**DIGITAL IMAGING: PHOTOSHOP** Fee: $484
Learn electronic production, manipulation, and output of photographic images. Discover how to digitize photographs and put them into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspectives. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop is used as the main software. **Recommended:** ATE E01.
ATE A02-C01, OC/SK, 15 Sat., 8/26, 9 am-2 pm CRN 61189

**DESKTOP PUBLISHING CONCEPTS AND PROCEDURES** Fee: $186
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, 9/11-10/16 CRN 61211

**DESKTOP PUBLISHING USING INDESIGN** Fee: $454
Learn the desktop publishing program InDesign to create and format documents. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. **Recommended:** Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software. Textbook may be required, check with the bookstore.
COF A65-C01, OC/DP, 14 Wed., 9/13, 6-10 pm CRN 61212

**ADOBE PHOTOSHOP: CC 2017** Fee: $454
Introduction to the tools and capabilities of Adobe Photoshop CS6 with an online component (hybrid: ½ classroom and ½ online).
COF A72-C01, OC/DP, 14 Mon., 9/11, 6:30-9:15 pm CRN 61213

**ADOBE ILLUSTRATOR: CC 2017** Fee: $459
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. **Requirements:** Adobe Illustrator CS4, CS5, or CS6 for PC or Mac.
COF A75-C01, Online, 9/5-12/13 CRN 61214

**HISTORY**

**BEGINNING GENEALOGY: A CRASH COURSE** Fee: $30
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, court-houses, libraries, and the Internet. **No senior discount.**
HIS C10-01, ETHS, 1 Thu., 9/7, 6:30-9:30 pm CRN 60950

**COMPILING YOUR MEDICAL FAMILY TREE** Fee: $30
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 C31-01, ETHS, 1 Thu., 9/28, 6:30-9:30 pm CRN 60976

*Courses may also be taken for college credit.*
New courses!

BEGINNING WATERCOLOR  Fee: $329
Watercolor is a delightfully fun medium. In this class, you’ll learn a variety of watercolor techniques, including washes and how to make a range of textures on paper, plus some color theory to get you started. No prior experience is necessary. A supply list will be sent. No senior discount.
BOT G30-01, GARD, 8 Tue., 8/22, 1-3:30 pm CRN 60981

DELECTABLE DAISIES  Fee: $49
The most recognizable blooms are that of the daisy family (Asteraceae). These beloved composites include perennials like asters, black-eyed Susans, coneflowers, chrysanthemums, and sunflowers. Jacob Burns will review the best denizens of the daisy family for Chicago gardens and provide lessons on how to care for each plant. Class will include a presentation along with a guided tour. No senior discount.
BOT E40-01, GARD, 1 Thu., 8/31, 1-4 pm CRN 60982

FRAME LOOM WEAVING  Fee: $499
Examine the many possibilities of creating woven forms using a simple frame loom. Students will experiment with the techniques of tapestry and plain-weave, and then explore ways of creating surface, image, and text within a woven form to create independent projects. Students will be exposed to both contemporary and historical artworks and will participate in skill-building demonstrations to broaden their technical skills. Looms and yarn will be provided for beginning students. Open to all levels. No senior discount. No class 9/20.
BOT E44-01, GARD, 10 Wed., 9/6, 9 am-1 pm CRN 60984

PREPARING YOUR LAWN FOR FALL  Fee: $39
If your lawn isn’t all you would like it to be, invest some time this fall so you can have a healthy and lush lawn next year. Learn the basics of lawn renovation and how to prepare your lawn for winter. Tom Fritz will discuss and demonstrate proper techniques for installing sod, seeding and overseeding, and aerating and fertilizing—all aimed at revitalizing your lawn. Dress for the weather, as part of the class will be outdoors. No senior discount.
BOT G41-01, GARD, 1 Sat., 9/9, 10 am-12 pm CRN 60985

PEONIES REDISCOVERED  Fee: $49
Peonies, the elegant grand dames of gardens past, have come back into favor. There are wide arrays of varieties to choose from, including lovely doubles, chiffon-like singles and stately tree peonies, and even some that will tolerate shade. Heather Sherwood will discuss and demonstrate division, proper planting depth, and other cultural techniques for herbaceous and tree peonies. Rediscover this easy-to-grow perennial with the fragrance that will take you back to grandma’s garden. Students will receive a bare root peony for their garden. No senior discount.
BOT E39-01, GARD, 1 Wed., 9/13, 6-8 pm CRN 60987

PHOTOGRAPHING THE MODEL RAILROAD GARDEN  Fee: $59
The Model Railroad Garden offers G-scale trains running on 1,600 feet of track through recognizable reproductions of American landmarks constructed completely of garden materials. Learn what you need to photograph this magical miniature world. Tripods will be welcome during the class. No senior discount.
BOT E18-01, GARD, 1 Thu., 10/5, 7-10 am CRN 60988

New!

BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS  Fee: $30
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, ETHS, 1 Thu., 9/14, 6:30-9:30 pm CRN 60951

NEW!

UNDERSTANDING COMMERCIAL DNA TEST RESULTS  Fee: $30
This one-day class will provide the information and tools to understand mtDNA, Y-DNA and atDNA commercial test results, including haplogroups, ethnicity, and cousin matches. It will also discuss options for kinship and results for medical predispositions well beyond the offerings delivered by the five leading testing companies. No senior discount.
HIS C32-01, ETHS, 1 Thu., 10/12, 6:30-9:30 pm CRN 60977

NEW!

MOIST HELPFUL GENEALOGY TOOLS YOU’VE NEVER USED  Fee: $30
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 C33-01, ETHS, 1 Thu., 10/19, 6:30-9:30 pm CRN 60979

HISTORY OF THE ISLAMIC MIDDLE EAST IN MODERN TIMES*  Fee: $369
Survey political, economic, social and cultural developments of the Islamic Middle East since 1918. Focus is on the role of religion as an ongoing theme.
HIS E92-C01, OC/SK, 16 Mon./Wed., 8/21, 11 am-12:15 pm CRN 61155

Home and Garden

UPHOLSTERY  Fee: $150
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. No class 9/21, 10/5.
TEC B28-01, ETHS, 8 Tue., 9/19, 6-9 pm CRN 61015
TEC B28-02, ETHS, 8 Thu., 9/14, 6-9 pm CRN 61016

Languages

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

SIGN LANGUAGE  Fee: $165
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations are covered. Deaf culture and attitudes will also be discussed. No class 10/19.
COM B08-01, MAINE E, 8 Thu., 9/7, 7-9 pm CRN 60921
COM B08-02, GLBRK S, 8 Tue., 9/26, 7-9:15 pm CRN 60920

CONVERSATIONAL ARABIC I  Fee: $130
Gain an introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.
LAR B04-01, NILES N, 8 Wed., 9/27, 7-9 pm CRN 60954
CONVERSATIONAL ARABIC II  Fee: $130
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. Prerequisite: Conversational Arabic I or previous Arabic language experience. No class 10/9.
LAR B05-01, NILES N, 8 Mon., 9/11, 7-9 pm  CRN 60955

CHINESE I  Fee: $130
This introduction to the study of modern Mandarin Chinese; emphasizes daily conversation. Chinese culture is also explored. Textbook fee payable to the instructor at the first class session.
LCH B01-01, GLBRK S, 8 Tue., 10/3, 7-9 pm  CRN 60956

FRENCH I  Fee: $130
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.
LFR B01-01, ETHS, 8 Tue., 9/5, 7-9 pm  CRN 60957

FRENCH II  Fee: $130
Expand your French speaking skills. Great for leisure or professional development, the course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language.
LFR B02-02, ETHS, 8 Tue., 10/31, 7-9 pm  CRN 60958

CONVERSATIONAL KOREAN I  Fee: $130
Conversational Korean is designed for those with no or very little exposure to the Korean language. In this class, students will learn the alphabet and the basic vocabulary and grammar necessary for everyday conversations, including introductions, greetings, and describing and asking about daily routines. This class will also introduce aspects of Korean culture, history, and traditions to help contextualize the language.
LKO B01-01, GLBRK S, 8 Tue., 9/5, 7-9 pm  CRN 60965

CONVERSATIONAL KOREAN II  Fee: $130
Anyoung haseyo, are you ready to expand your Korean speaking skills? Great for speaking to friends, travel, or professional development, the course builds on Korean I by exposing you to intermediate-level Korean grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Korean I or previous experience with the language.
LKO B02-01, GLBRK S, 8 Tue., 10/31, 7-9 pm  CRN 60966

CONVERSATIONAL GERMAN I  Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.
LGE B03-01, GLBRK S, 8 Tue., 9/12, 7-9 pm  CRN 60959

CONVERSATIONAL GERMAN II  Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers covers listening, spelling, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience.
LGE B04-01, ETHS, 8 Tue., 9/26, 7-9 pm  CRN 60960

CONVERSATIONAL GREEK I  Fee: $130
Welcome to the world of conversational Greek. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LGR C01-01, NILES N, 8 Wed., 9/6, 7-9 pm  CRN 60961

CONVERSATIONAL GREEK II  Fee: $130
Neh! You can expand your Greek-speaking skills. For speaking to friends, travel, or professional development, this course builds on Greek I by exposing you to intermediate-level Greek grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Greek I or previous experience with the language. No class 10/9.
LGR C02-01, NILES N, 8 Mon., 9/11, 7-9 pm  CRN 60962

HEBREW I  Fee: $130
Explore the Hebrew language. Learn basic Hebrew grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business or travel.
LHE B01-01, ETHS, 8 Tue., 9/5, 7-9 pm  CRN 60963

ITALIAN I  Fee: $130
Explore the Italian language. Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required.
ITL B03-01, NILES N, 8 Wed., 9/20, 7-9 pm  CRN 60952

ITALIAN II  Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience. No class 10/9.
ITL B04-01, NILES N, 8 Mon., 9/25, 7-9 pm  CRN 60953

CONVERSATIONAL JAPANESE I  Fee: $130
Welcome to the world of conversational Japanese. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LJA E01-01, GLBRK S, 8 Tue., 9/5, 7-9 pm  CRN 60964

POLISH I  Fee: $130
Explore the Polish language. Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel.
LPO B01-01, ETHS, 8 Tue., 9/5, 7-9 pm  CRN 60967
LPO B01-02, NILES N, 8 Wed., 9/6, 7-9 pm  CRN 60968

POLISH II  Fee: $130
Expand your Polish speaking skills. Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language. No class 9/21, 10/5.
LPO B02-01, ETHS, 8 Thu., 9/7, 7-9 pm  CRN 60969
LPO B02-02, ETHS, 8 Tue., 10/31, 7-9 pm  CRN 60970

CONVERSATIONAL RUSSIAN I  Fee: $130
Welcome to the world of conversational Russian. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LRU B01-01, ETHS, 8 Tue., 9/5, 7-9 pm  CRN 60971
CONVERSATIONAL RUSSIAN II
Zdravstvuyte! Improve your Russian speaking skills for speaking to friends, travel, or professional development, the course builds on Russian I by exposing you to intermediate-level Russian grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Russian I or previous experience with the language. No class 9/21, 10/5.
LSP B02-01, ETHS, 8 Thu., 9/7, 7-9 pm
CRN 60972
Fee: $130

CONVERSATIONAL SPANISH I
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP E08-01, MAINE E, 8 Tue., 10/31, 7-9 pm
LSP E08-02, ETHS, 8 Tue., 9/19, 7-9 pm
CRN 60992
CRN 60991
Fee: $130

ADVANCED CONVERSATIONAL SPANISH
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language. No class 9/21, 10/5.
LSP C04-01, ETHS, 8 Thu., 9/14, 7-9 pm
CRN 60990
Fee: $130

SPANISH I
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class 9/4, 9/21, 10/10.
LSP C01-01, OC/SK, 8 Mon., 8/21, 7-9 pm
LSP C01-02, NILES N, 8 Wed., 9/6, 7-9 pm
LSP C01-03, MAINE E, 8 Tue., 9/12, 7-9 pm
LSP C01-04, ETHS, 8 Tue., 9/19, 7-9 pm
LSP C01-05, GLBRK S, 8 Thu., 9/14, 7-9 pm
CRN 60983
CRN 60980
CRN 60978
CRN 60974
CRN 60975
Fee: $130

SPANISH II
Expand your Spanish speaking skills. Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 9/21, 10/5.
LSP C02-01, ETHS, 8 Thu., 9/7, 7-9 pm
LSP C02-02, OC/SK, 8 Mon., 10/23, 7-9 pm
CRN 60986
CRN 60989
Fee: $130

SPANISH INTERPRETER CERTIFICATE - MEDICAL SETTINGS
Medical interpretation is a fast growing field in the health care industry. Through role-playing and the review of medical procedures and terminology, you’ll prepare yourself to serve competently as an interpreter between healthcare providers and patients. Students will be required to complete a final written and oral exam. After successful completion of the course, students will learn about non-paid internship opportunities with local community health centers. Students must be proficient in both Spanish and English. Proficiency screenings are required before training. No senior discount. Call 847-635-1414 to schedule a proficiency screening. A $10 materials fee is due at registration. No class 9/28.
Session 1: Tuesday, September 5 - Tuesday, October 31, 2017 at Skokie
MED A55-01, OC/SK, 8 Tue./Thu., 9/5, 6:30-9 pm
CRN 60994
Fee: $349

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

PRINCIPLES OF MANAGEMENT*
Learn the principles of planning, organizing, leading and controlling in a modern business. Textbook may be required, check with the bookstore. Supplemental work required.
MAN A03-C01, OC/DP, 12 Wed., 9/20, 6:30-9:50 pm
CRN 61298
Fee: $409

FUNDAMENTALS OF SUPERVISION*
This introduction to the techniques and responsibilities involved in supervising people. Topics include motivation, training, communication, discipline, grievances, safety, and employee appraisal. Course analyses methods to increase employee output and decrease costs are analyzed. Supplemental work required. Textbook may be required, check with the bookstore.
MAN A01-C01, OC/DP, 14 Tue./Thu., 9/5, 2-3:30 pm
CRN 61297
Fee: $409

PROJECT MANAGEMENT*
Learn the principles of Project Management as defined by the Project Management Institute (PMI®). Includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Tandem taught with CPT A83-C01. Supplemental lab work required.
MAN A35-C01, OC/DP, 12 Thu., 9/14, 6-9:50 pm
CRN 61299
Fee: $419

Manufacturing
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Boguslaw Zapal, department chair, at 847-376-7623 or bzapal@oakton.edu.

INTRODUCTION TO CNC PROGRAMMING*
Gain hands-on training in G-code programming of computer numerical control (CNC) machines, including CNC mill (vertical machining center) and the CNC lathe (turning center), for purposes of program loading and operating CNC machines, using inspection equipment, and troubleshooting various production problems. Programs are written, developed, simulated, run, and debugged on actual machine tools. Content includes reading, interpreting, and manually creating CNC programs.
MCH A01-C01, OC/SK, 16 Tue./Thu., 8/22, 6-8:50 pm
CRN 61300
Fee: $595

CNC MACHINE OPERATION - NIMS TEST PREPARATION*
Course provides instructional and hands-on training to prepare students to take the NIMS (National Institute for Metalworking Skills) “CNC Operator” certification test. This is a web-based training class which contains 24 self-paced learning units as well as a lab component for hands-on experience. Topics covered are: control numerical control (CNC) mill, lathe and grinder set-up and operation, tool identification, set-up and maintenance, fixture set-up and operation, CNC troubleshooting and maintenance, precision measurement and gauging, print reading, geometric dimensioning and tolerancing, machining processes, statistical process control, quality and cycle time optimization, and CNC program operation. Recommended: Computer competency and familiarity with web-based instruction.
MCH A03-C01, OC/SK, 8 Tue./Thu., 9/19, 9 am-12:30 pm
CRN 61147
Fee: $542
(hybrid: 1/2 classroom and 1/2 online)
MUS 820-C01, OC/DP, 16 Tue./Thu., 8/22, 12:30-1:45 pm  CRN 61158

CLASS PIANO I*  Fee: $298

MUS S19-C01, OC/DP, 16 Mon.-Wed., 8/21, 10:10-50 am  CRN 61277
MUS S19-C02, OC/DP, 16 Mon.-Wed., 8/21, 11:11-50 am  CRN 61279
MUS S19-C03, OC/DP, 16 Tue./Thu., 8/22, 9:30-10:20 am  CRN 61280

HAWAIIAN UKULELE I  Fee: $50

MUS X11-01, OC/DP, 6 Thu., 9/14, 5:45-6:45 pm  CRN 60995

Paralegal

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Merilee Waters at 847-376-7809 or mwaters@oakton.edu.

INTRODUCTION TO PARALEGAL STUDIES*  Fee: $409

PAR A10-C01, OC/SK, 15 Thu., 8/24, 6:30-9:20 pm  CRN 61154

LEGAL RESEARCH I*  Fee: $389

PAR A10-C01, OC/SK, 15 Thu., 8/24, 6:30-9:20 pm  CRN 61154

Personal Finance

RETIREMENT PLANNING TODAY™*  Fee: $45

FIN E02-01, GLBRK S, 3 Thu., 10/12, 6:30-8 pm  CRN 60936
FIN E02-03, NILES N, 3 Wed., 10/18, 6:30-9 pm  CRN 60938

*Courses may also be taken for college credit.
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.

Course fee: $630 (no senior discount)

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.


*Approved by the Illinois Department of Financial and Professional Regulation.
Pet Care

**OBEDIENCE TRAINING AND PET MANNERS FOR DOGS**

Gain a comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs five months and older are welcome, including those who have failed in other training approaches. Dogs should be friendly towards other dogs and people (including children). First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snout measurement, current weight, and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount.

REC S09-01, ETHS, 8 Tue., 9/26, 7:30-8:30 pm CRN 61012

**PRACTICAL PUPPY TRAINING**

Fee: $90

Course is designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. It covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies’ ages seven weeks to five months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount.

REC S08-01, ETHS, 6 Tue., 9/26, 6:25-7:25 pm CRN 61011

Photography

(Also see Graphic Design)

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

**BEGINNING PHOTOGRAPHY**

Fee: $459

Course explains basic photography. Student, using their own cameras, explore basics of film exposure, development and printing. Focus is on realizing camera’s ability to record fine delineation of tone and detail using black and white materials. Content includes use of studio cameras, studio lighting, brief history and basic aesthetics of photography. Studio work outside of regular class time required. Students are expected to buy their own film and paper. Total cost of these items is approximately $100 in addition to the regular lab fee. The student who does not own a camera, tripod or light meter may borrow these items from the College by paying a refundable deposit fee. Deposits will be retained when equipment is damaged or not returned on the specific due date.

ATE A01-C01, OC/DP, 16 Tue./Thu., 8/22, 6:30-9:10 pm CRN 61188

**DIGITAL PHOTOGRAPHY**

Fee: $484

Gain an introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.

ATE A04-C01, OC/DP, 15 Fri., 8/25, 9 am-2:20 pm CRN 61190

**BLACK AND WHITE PHOTOGRAPHY LAB**

Fee: $169

Learn to print from your negatives using traditional methods. Assistance with 35mm camera provided. Beginner and advanced darkroom students with creative minds are welcome.

ART E05-01, GLBRK S, 8 Tue., 9/19, 7-9:30 pm CRN 60918

Real Estate

**REAL ESTATE PRE-LICENSE BROKER COURSE**

Fee: $630

By successfully completing this course, you satisfy the 90 hours of instruction required by the Illinois Department of Professional and Financial Regulation to sit for the Real Estate Broker Examination. License participants must be 21, or 18 with four semesters of college, be a high school or GED graduate, and pass a state administered licensing exam. Book can be purchased online at the Dearborn Real Estate Bookstore, Modern Real Estate Practice in Illinois (ISBN: 9781427748324) for $54.81. No senior discount.

REL A46-01, OC/SK, 15 Tue./Thu., 8/29, 6:30-9:30 pm CRN 61310

REL A46-02, OC/DP, 2 Mon.-Fri., 9/11, 8:30 am-5:30 pm CRN 61311 (Accelerated 2-week course)

Special Interest

**FASHION DESIGN: SKETCHING AND PATTERN MAKING**

Fee: $150

If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece. No class 9/21, 10/5, 11/23.

TEC A10-01, ETHS, 10 Tue., 9/5, 6-9 pm CRN 61013

TEC A10-02, ETHS, 10 Thu., 9/7, 6-9 pm CRN 61014

Television, Radio, and Production Services

**YOU’RE ON THE AIR:**

(HOW TO REALLY MAKE IT IN VOICE-OVERS)**

Fee: $50

Voice-overs are hot today. With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Faith Coons, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You’ll step up to the microphone to do some practice recording and, best of all, hear the results. No senior discount.

COM S24-01, OC/SK, 1 Sat., 10/14, 9:30-11:30 am CRN 60924

Register early! Classes are canceled a week before start date if minimum enrollment is not reached.
Placement Test Workshops

As part of the Learning Center, Oakton’s Testing Center administers placement tests for the HESI Admissions Assessment Nursing Exam. This is a requirement for Oakton’s Associate Degree Nursing Program.

HESI ADMISSIONS ASSESSMENT NURSING EXAM  Fee: $50
Oakton Community College requires all applicants to the Nursing Program to take the HESI Admissions Assessment Exam. The exam covers mathematics, reading comprehension, vocabulary, and science. For more information, call the Testing Center at 847.635.1939. No senior discount.

TES T02-01, OC/DP, 1 Sat., 8/19, 9 am-1 pm  CRN 61122
TES T02-03, OC/DP, 1 Sat., 8/26, 9 am-1 pm  CRN 61123

Web Page/Web Site Design

(Also see Computer Courses)

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

BUILDING A WEB PAGE*  Fee: $550
This course introduces theoretical and hands-on instruction on the processes needed to create customized and interactive web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a web page; guidelines of effective web presentation in designing a web page, and website organization. Recommended: Ability to use Internet and manage files and folders.

CPT A04-C01, OC/DP, 14 Tue./Thu., 9/5, 12:30-2:50 pm  CRN 61218

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 WIOA (the Workforce Innovations and Opportunity Act) as administered by the Illinois Community College Board.

ESL classes are not intended for tourists, but for those who have come to the U.S.A to live.

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

Course Information
• Students may be admitted until 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 the classrooms.

Counseling and Registration
• Students must bring identification and Social Security number, if available
• Admission to free ESL classes is only available to students who register in person;
• Special registration dates are listed below.
• Children are NOT allowed at registration.

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

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to speak and read English. Learn methods and materials especially suited for tutoring individuals new to the U.S. or American born residents who are improving their reading skills. Interview and four required training sessions. Call 847-635-1426.

Required four-part training at the Skokie campus:
Thursday, September 7, 5–8:45 p.m.
Tuesday, September 12, 5–8:45 p.m.
Saturday, September 23, 1–4 p.m.
Saturday, October 7, 1–3:30 p.m.
EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Tuesday, September 5, 6:30-9:15 pm
Ongoing registration: Tuesdays only, Room S-131, 6:30-9:15 pm
Class meets: Tuesday and Thursday, 6:30-9:15 pm
First class: Thursday, September 7

Glenbrook South High School
4000 Lake Avenue, Glenview
Registration: Tuesday, September 5, 6:45-9:30 pm
Ongoing registration: Tuesdays only, 6-9:45 pm
Class meets: Tuesday and Thursday, 6:45-9:30 pm
First class: Thursday, August 24

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood
Registration: Thursday, August 17/Tuesday August 22, 6-8:45 pm
Ongoing Registration: Tuesdays only, 6-8:45 pm
Class Meets: Tuesday and Thursday, 6-8:45 pm
First Class: Thursday, August 24

Niles Public Library
6960 W. Oakton Street, Niles
Registration: Thursday, August 24, 6-8:45 pm
Ongoing registration: Tuesdays only, 6-8:45 pm
Class meets: Tuesday and Thursday, 6-8:45 pm
First class: Tuesday, August 29

Maine East High School
2601 Dempster Street, Park Ridge
Registration: Tuesday, September 5, 6:45-9:30 pm
Ongoing registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class meets: Tuesday, Wednesday, and Thursday, 6:45-9:30 pm
First class: Thursday, September 7

Maine West High School
1755 South Wolf, Des Plaines
Registration: Monday, August 28, 6:45-9:30 pm
Ongoing registration: Mondays only, Room C211, 6:45-9:30 pm
Class meets: Monday and Wednesday, 6:45-9:30 pm
First class: Wednesday, August 30

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, August 29, 6-9:30 pm
Ongoing registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class meets: Tuesday and Thursday, 6:45-9:30 pm
First class: Thursday, August 31

Niles North High School
9800 Lawler Avenue (West of Old Orchard Shopping Center)
Registration: Wednesday, September 6, 6-45-9:30 pm
Ongoing registration: Mondays only, Room 2065, 6:45-9:30 pm
Class meets: Monday and Wednesday, 6-45-9:30 pm
First class: Mondays, September 11

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, please contact Teresa O'Sullivan at 847-635-1759.

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 37 percent of the adult education program is federally funded.

BEGINNING TO INTERMEDIATE ESL

Maryville Academy
1150 N. River Road, Des Plaines “Ziggy” Building
Registration: Wednesday, September 6 and Monday, September 11, 6-8:30 pm
Ongoing registration: Mondays only, 6-8:30 pm
Class meets: Mondays and Wednesdays, 6-8:30 pm
First class: Wednesday, September 13

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Friday, August 25, 9:30 am-12:30 pm
Ongoing registration: Tuesdays only, 9:30 am-12:30 pm
Class meets: Tuesday and Friday, 9:30 am-12:30 pm
First class: Tuesday, August 29

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, August 29, 8:50-11:30 am
Ongoing registration: Tuesdays only, 8:50-11:30 am
Class meets: Tuesday and Thursday, 8:50-11:30 am
First class: Thursday, August 31

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, August 29, 12:20-3 pm
Ongoing registration: Tuesdays only, 12:20-3 pm
Class meets: Tuesday and Thursday, 12:20-3 pm
First class: Thursday, August 31

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Friday, August 25, 9 am-12:15 pm
Ongoing registration: Fridays only, 9 am-12:15 pm
Class meets: Fridays, 9 am-12:15 pm
First class: Friday, September 1

BEGINNING TO INTERMEDIATE ESL

District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Tuesday, August 29, 9-11 am
Ongoing registration: Tuesdays only, 9:15 am-12 pm
Class meets: Tuesday and Thursday, 9:15 am-12 pm
First class: Thursday, August 31

Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration: Wednesday, September 6, 9 am-12 pm
Ongoing registration: Mondays only, 9 am-12 pm
Class meets: Mondays and Wednesdays, 9 am-12 pm
First class: Monday, September 11

INTERMEDIATE TO ADVANCED ESL

Family Focus
2010 Dewey Street, Evanston
Registration: Monday, August 28, 9:30 am-12:30 pm
Ongoing registration: Mondays only, 9:30 am-12:30 pm
Class meets: Monday and Wednesday, 9:30 am-12:30 pm
First class: Wednesday, August 30
**AFTERNOON CLASSES**

**INTERMEDIATE ESL**
Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie

Registration: Monday, August 28, 1-4 pm
Ongoing registration: Mondays only, 1-4 pm
Class meets: Mondays and Wednesdays, 1-4 pm
First class: Wednesday, August 30

**INTERMEDIATE TO ADVANCED ESL**
District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston

Registration: Tuesday, August 29, 12:15-3 pm
Ongoing registration: Tuesdays only, 12:15-3 pm
Class meets: Tuesday and Thursday, 12:15-3 pm
First class: Thursday, August 31

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**Citizenship Education Classes**

**CITIZENSHIP EDUCATION**  No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-01, OC/SK, 9 Sat, 9/9, 9:15 am-12 pm
HIS A15-02, SKL, 9 Fri, 9/8, 6-8:45 pm
HIS A15-03, NPL, 9 Mon, 9/11, 6-8:30 pm
HIS A15-04, ELC, 11 Mon./Wed., Registration: Wednesday, 9/6, 6-8 pm
First class: Monday, 9/11, 6-8 pm
HIS A15-05, DPL, 9 Mon, 9/25, 6-8:30 pm

**Low Cost Tuition-charged ESL Classes**

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

**Registration**
Tuition fees are subject to change. You may register by mail or in person. Register before the first day of class. Unlike free ESL classes, tuition-charged classes close after the second class. For information, call 847-635-1426.

All registrants, including seniors, will be charged a $9 non-refundable processing fee at the time of each registration.

**INTENSIVE ESL**  Fee: $349
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. **(Pre-registration in person is required. Call 847-635-1426 for pre-test dates).**
COM A19-01, OC/SK, 10 Mon.-Thur., 9/5, 12:40-3:20 pm

**INTENSIVE GRAMMAR REVIEW I**  Fee: $149
For intermediate speakers of English as a second language, learn to speak and write better by improving your knowledge of English grammar.
COM A70-01, OC/DP, 11 Mon., 9/25, 9:45 am-12:45 pm  CRN 61128

**TOEFL PREP SEMINAR**  Fee: $169
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers. **No class 11/11, 11/25.**
COM A45-01, OC/SK, 11 Sat., 9/16, 9 am-12 pm  CRN 61135
COM A45-02, OC/SK, 11 Tue., 9/19, 6:45-9:45 pm  CRN 61136

**IMPROVE YOUR PRONUNCIATION**  Fee: $169
Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily. **No class 11/11, 11/25.**
COM A29-01, OC/DP, 13 Sat., 9/9, 9 am-12 pm  CRN 61133

**CONVERSATIONAL ENGLISH PRACTICE**  Fee: $149
For intermediate ESL students, improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences. **No class 11/11, 11/25.**
COM A50-01, OC/SK, 11 Sat., 9/23, 9 am-12 pm  CRN 61137

**IDIOMS AND VOCABULARY BUILDING**  Fee: $149
For intermediate speakers of English as a second language, develop your awareness of and skills in using common American idioms and idiomatic phrases.
COM A54-01, OC/DP, 11 Wed., 9/20, 9:45 am-12:45 pm  CRN 61132

**COMPOSITION FOR INTERMEDIATE ESL STUDENTS**  Fee: $149
Learn effective writing techniques through step-by-step exercises that emphasize developing paragraphs and essays. The course will help students prepare for the writing portion of the TOEFL exam. Textbook is required.
COM A61-01, OC/SK, 11 Wed., 9/20, 6:45-9:45 pm  CRN 61138

**Free Reading/Literacy Classes**

Classes are for native and non-native adult speakers of English who wish to improve their reading, writing or math skills. Lead teachers direct trained tutors to help students develop these skills for personal or employment needs.

- **Students must be at least 17 years old.**
- **Enrollment in class is permitted after the registration date if space allows.**
- **Classes are not appropriate for students enrolled in or planning to enroll in high school.**
- **Reading/Literacy students may not enroll in the Bridges program.**
- **Classes may be canceled at particular sites due to low enrollment.**

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

Literacy classes are not intended for tourists, but rather for those who have come to live in the United States.
For more information, call 847.635.1426.

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

**EVENING CLASS**

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Monday, August 14, 6 pm
Class meets: Monday and Wednesday, 6-9 pm
First class: Wednesday, August 16

**DAYTIME CLASSES**

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Monday, August 14, 9:15 am
Class meets: Monday and Wednesday, 9:15 am-12:15 pm
First class: Wednesday, August 16

Skokie Public Library
5215 Oakton, Skokie
Registration: Tuesday, August 15, 9:15 am
Class meets: Tuesdays and Thursdays, 9:15 am-12:15 pm
First class: Thursday, August 17

**SATURDAY CLASSES**

Oakton Community College
1600 E. Golf Road, Des Plaines
Registration: Saturday, August 12, 9 am
Class meets: Saturday, 9 am-12:30 pm
First class: Saturday, August 19

Skokie Public Library
5215 Oakton Street, Skokie
Registration: Saturday, August 5, 9 am
Class meets: Saturday, 9 am-12 pm
First class: Saturday, August 12

September

**EVENING CLASSES**

Oakton Community College: Reading
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Wednesday, September 6, 6:30 pm
Class meets: Monday and Wednesday, 6:30-9:30 pm
First class: Monday, September 11

Oakton Community College: Writing
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Tuesday, September 5, 6:30 pm
Class meets: Tuesday and Thursday, 6:30-9:30 pm
First class: Thursday, September 7

**DAYTIME CLASSES**

Oakton Community College: Reading
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Tuesday, September 5, 9:30 am
Class meets: Tuesday and Thursday, 9:30 am-12:30 pm
First class: Thursday, September 7

Oakton Community College: Writing
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Wednesday, September 6, 9:30 am
Class meets: Monday and Wednesday, 9:30 am-12:30 pm
First class: Monday, September 11

Oakton Community College: Reading
7701 N. Lincoln Avenue, Room B110, Skokie
STAR Intensive Reading Skills
Registration: Tuesday, September 12, 1 pm
Class meets: Tuesday and Thursday, 1-3:15 pm
First class: Thursday, September 14

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**Bridges to Academic Reading and Writing**

Classes are for adults whose native language is not English and who speak at an intermediate level of English. Classes focus on developing reading and writing skills necessary to pursue GED or college classes.

- Bridges students may not enroll in the Literacy/Reading program.
- Students may enroll concurrently in Bridges Reading, Writing, STAR and ESL class.

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

Bridges classes are not intended for tourists, but rather for those who have come to live in the U.S.

For more information, call 847.635.1426.
GED and Pre-GED Classes

GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in September 2017 must come to one of the locations listed below for two sessions of placement testing, counseling, and registration. **Attendance is required. Students must arrive on time and bring a calculator.**

Oakton Community College
7701 N. Lincoln Avenue, Skokie
Room number will be posted.
August 7 and 9 (Monday and Wednesday), 6 p.m.
August 22 and 24 (Tuesday and Thursday), 6 p.m.

Pre-GED Classes

Low Tuition Beyond Bridges Advanced Reading Class

Classes are for native and nonnative speakers of English. Students must possess higher level speaking, listening and reading skills.

- Beyond Bridges students are not eligible for the free Literacy and Bridges programs.
- Students must be at least 17 years of age and not enrolled in or planning to enroll in high school.
- Enrollment in class after the registration date is permitted if space allows.

Beyond Bridges classes are not intended for tourists, but rather for those who have come to live in the U.S.

High School Equivalency 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.

GED and Pre-GED Classes

General Information

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 specific requirements.)

Tutoring

Tutoring and computer skills training are available for GED students on Monday and Tuesday evenings, 6:30-9 p.m., at Oakton Community College in Skokie.

Call 847.376.7682 for an appointment. Registered students can also attend small group sessions to prepare for the college math placement test.

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, please contact Teresa O’Sullivan at 847-635-1759.

Au Pairs: Per Illinois Community College Board (ICCB) regulations, au pairs are not eligible for Literacy and Bridges free or tuition classes. However, au pairs may enroll in tuition ESL classes.

For more information, call 847.635.1426

Oakton Community College
7701 N. Lincoln Avenue, Room A211
Registration: Monday, September 11, 3:30 p.m.
Class meets: Monday and Wednesday, 3:30-6 p.m.
First class: Wednesday, September 13
Class cost: $12
Textbook is available for purchase.
GED Review Classes

GED ENGLISH REVIEW
Fee: $4.50 ($47)
Review sentence structure, grammar, and gain an introduction to academic writing.
EDU A03-01, NILES W, 13 Tue., 9/5, 6:30-9:15 pm

GED READING REVIEW
Fee: $4.50 ($47)
This course provides practice in critical reading skills needed for three major areas of the GED tests. No class 10/9.
EDU A05-01, NILES N, 13 Mon., 9/11, 6:30-9:15 pm

GED MATH REVIEW
Fee: $4.50 ($47)
Focus on algebra, geometry, and interpreting graphs and charts.
No class 11/12, 11/23.
EDU A08-01, NILES N, 13 Wed., 9/6, 6:30-9:15 pm
EDU A08-02, NILES W, 13 Thu., 9/14, 6:30-9:15 pm

GED SCIENCE REVIEW
Fee: $4.50 ($47)
Prepares students for the science portion of the GED Tests.
No class 11/23.
EDU A18-01, NILES W, 13 Thu., 9/14, 6:30-9:15 pm

GED COMPLETE REVIEW
Fee: $10 ($98)
Gain an intensive review of the four subject areas of the GED tests. The course is intended for those close to taking the tests. No class 10/9, 11/11, 11/25.
EDU A09-01, OC/SK, 11 Sat., 9/9, 9 am-1:30 pm
EDU A09-02, OC/SK, 9 Mon./Wed., 9/6, 6:30-9:30 pm
EDU A09-03, OC/SK, 10 Tue./Thu., 9/5, 9:30 am-12 pm
EDU A09-04, EVCC, 9 Mon./Wed., 9/11, 9:30 am-12 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)
Fee: $10 ($98)
Prepare in all four areas of the GED tests. The course is taught solely in Spanish and is intended for students wishing to take GED tests in their native language. No class 9/21, 10/5, 10/9.
EDU A11-01, MAINE W, 10 Mon./Wed., 9/6, 6:30-9:30 pm
EDU A11-03, ETHS, 10 Tue./Thu., 9/5, 6:30-9:30 pm

CONSTITUTION REVIEW (GED LEVEL)
Fee: $3 ($32)
Learn about the U.S. and Illinois Constitutions and the Declaration of Independence. The course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-01, NILES W, 6 Tue., 9/5, 7-9:30 pm

Evening High School

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

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

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

Admission Procedures
Bring a transcript of your high school credits to: Evening High School Coordinator
Alliance for Lifelong Learning, Maine South High School
1111 Dee Road, Park Ridge, IL 60068
Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426.

Cost: Classes are $12 each (books available on free loan).

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.

September 13 - December 1, 2017

Mondays, 6:30 - 9 p.m.; Tuesdays, 9:30 a.m. - 12 p.m. and 6:30 - 9 p.m.;
Wednesdays, 9:30 a.m. - 2:30 p.m. and 6:30 - 9 p.m.; Fridays, 9:30 a.m. - 2:30 p.m.

Oakton Community College, Room A210, Skokie campus
Learn from anywhere. 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 11. 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.

Art

DRAWING FOR THE ABSOLUTE BEGINNER Fee: $129
Gain a solid foundation in drawing and become the artist you've always dreamed you could be. Learn the many tools of the trade—from paper types and drawing styles, to the basic principles of perspective, layout, lighting, and space—and discover how to best get in touch with your right brain through developing your creativity.

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

ADMINISTRATIVE 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, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.

BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION Fee: $129
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS Fee: $129
Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.

Communication

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.

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.

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.

MERRILL REAM SPEED READING Fee: $129
Save time by learning to read faster and with better comprehension from acclaimed speed reading expert Merrill Ream, Ph.D. Course is a complete speed reading experience. Topics follow a logical progression with plenty of time to master the skills and techniques you’ll need for lasting proficiency as a speed reader.

Computer Courses

Business/Office Applications

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 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.

INTRODUCTION TO MICROSOFT PUBLISHER Fee: $129
Learn how Microsoft’s comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course will give you valuable experience in designing, developing, and publishing newsletters, 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 PROJECT Fee: $129
Discover how to effectively plan, implement, and control projects using Microsoft Project, the world’s most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

INTRODUCTION TO MICROSOFT ACCESS Fee: $129
INTERMEDIATE MICROSOFT ACCESS  
Fee: $129

INTRODUCTION TO MICROSOFT WORD  
Fee: $129
Discover the capabilities of this word processing software. Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. 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.

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.

MICROSOFT OFFICE 2013: NEW FEATURES  
Fee: $129
Get up to speed on the latest version of Microsoft Office 2013! Explore features added in 2013 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2013, you’ll discover ways to work more quickly, efficiently, and confidently. Course 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
Maximize your investment in Microsoft Excel by learning advanced techniques that most users don’t even know exist. 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.

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.

MICROSOFT POWERPOINT 2013 IN THE CLASSROOM  
Fee: $129
Many school districts, states, and educational institutions require teachers and students to use technology in the classroom. This course will help enhance personal technology skills and help expand a student’s knowledge base. Learn PowerPoint basics, including using the ribbon and designing templates. Become proficient in planning and designing presentations, and find out how to use slide shows effectively in the classroom. Then, tackle more advanced PowerPoint features, such as developing interactive presentations, sharing presentations, and so much more. By the end of the course, students will have completed full presentations and have ideas and suggestions for how to use PowerPoint in the classroom.

Computer Keyboarding Skills

COMPUTER KEYBOARDING: LEARN TO TYPE  
Fee: $129
Get ready to successfully take a timed writing test during a job interview. Learn how to touch-type (type text without looking at your keyboard) with keyboarding Pro 5, a typing tutorial designed for personal computers. Learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.

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 AJAX PROGRAMMING  Fee: $129
Transform the way your web applications look and feel. With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In this course you’ll learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML HTTP request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.

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 JAVA PROGRAMMING  Fee: $129
Java is one of the most widely used computer languages in the world, and it’s easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy to understand examples and skill-building exercises. By the time we’re done, you’ll be comfortable with Java programming and ready for more. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.

INTERMEDIATE JAVA PROGRAMMING  Fee: $129
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. **Requirement:** Completion of Introduction to Java Programming or equivalent experience.

JAVASCRIPT  Fee: $129
Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your web pages. Explore ways in which jQuery, “the write less, do more” JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.

MAC, IPHONE, AND IPAD PROGRAMMING  Fee: $129
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. **Requirements:** Xcode 4.3 compiler, an Intel-based Mac.

INTRODUCTION TO VISUAL BASIC PROGRAMMING  Fee: $129
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic’s large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.

INTRODUCTION TO VISUAL BASIC PROGRAMMING  Fee: $129
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing graphical user interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.

Windows Operating Systems
INTRODUCTION TO WINDOWS 7  Fee: $129
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you’ll master all the skills you need to make the transition from helpless beginner to knowledgeable user.

Elder Care
ASSISTING AGING PARENTS  Fee: $129
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.

Entrepreneurship
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.

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.
**STARTING YOUR OWN CONSULTING PRACTICE** Fee: $129
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.

**STARTING A NONPROFIT** Fee: $129
Learn from an industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up that you can put to immediate use.

**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.

**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.

**BEGINNER’S GUIDE TO GETTING PUBLISHED** Fee: $129
Taught by a published author, this course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.

**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 letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. **Requirements**: Adobe InDesign CS5, or CS6 for Windows or Mac.

**INTERMEDIATE INDESIGN** Fee: $129
Master the advanced features of Adobe InDesign and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.

**LEARN TECHNIQUES TO INCREASE YOUR CREDIBILITY** Fee: $129
Learn how to present your ideas, skills, and products in a clear, professional manner. Understand the power of presentation and the importance of effective communication in industry, business, and education.

**LOSE WEIGHT AND KEEP IT OFF** Fee: $129
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.

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

**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.

**INTRODUCTION TO NATURAL HEALTH AND HEALING** Fee: $129
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.

**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.

**FINANCIAL STRATEGIES FOR NONPROFIT ORGANIZATIONS** Fee: $129
Learn from an industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up that you can put to immediate use.

**INTERMEDIATE ADOBE PHOTOSHOP** Fee: $129
Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. **Prerequisite**: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. **Requirements**: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

**INTRODUCTION TO CORELDRAW X5** Fee: $129
Let CorelDraw unleash your creativity. This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. **Requirements**: CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.

**ADOBE 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 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.

**INTERMEDIATE 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.

**RESUME WRITING WORKSHOP** Fee: $129
Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that results in personal interviews.

**QUICK MEALS** Fee: $129
Prepare easy meals that are delicious and nutritious. Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover more than 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.

**START YOUR OWN CONSULTING PRACTICE** Fee: $129
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.

**START YOUR OWN CONSULTING PRACTICE** Fee: $129
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.
Languages

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.

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.

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.

SPEED SPANISH I Fee: $129
Gain six easy “recipes” you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.

SPEED SPANISH II Fee: $129
A continuation of Speed Spanish I, using the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.

SPEED SPANISH III Fee: $129
A continuation of Speed Spanish II, using the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.

SPANISH FOR MEDICAL PROFESSIONALS Fee: $129
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. Learn how to talk about body parts, medications, and patient diagnosis. Practice making and understanding medical appointments. You'll also learn about the hazards of unhealthy group interaction and how to minimize its effects. This course will help them prepare for the internationally-recognized PMI six-sigma black belt and quality manager exams offered by the American Society for Quality (ASQ).

SPANISH FOR LAW ENFORCEMENT Fee: $129
Clear, quick communication is critical in law enforcement. Start from the fundamentals of Spanish, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

Management and Supervision

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.

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.

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II Fee: $129
Have you ever felt technically prepared for a supervisor's role, yet felt defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. You will master the basics of communication. You can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. You learn various personality traits—in yourself and in others—and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and you'll develop a plan of action to improve both your interpersonal skills and your work relationships.

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.

PROJECT MANAGEMENT FUNDAMENTALS Fee: $129
Learn to plan, implement, control, and close any type of project. Course helps you prepare for the internationally-recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute (PMI). High Speed Project Management Fee: $129
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.

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

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.

Marketing and Sales

PROFESSIONAL SALES SKILLS  Fee: $129
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them. Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals.

SMALL BUSINESS MARKETING ON A SHOESTRING  Fee: $129
When it comes to marketing a small business, money isn’t everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, email marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more.

BUSINESS AND MARKETING WRITING  Fee: $129
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.

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.

Medical Office Technology

MEDICAL MATH  Fee: $129
Ideal for students in any medical field seeking to enhance their on-the-job math skills, this course is packed with hands-on-activities and real life examples that make it easy to calculate medication dosages and use scientific formulas.

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION  Fee: $129
Refresh your grammar and explore a lucrative career of medical transcriptionist. Develop active listening skills, learn the basics of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT  Fee: $129
Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. This class will help you determine which aspect of medical information management suits you best, and set you on the path to a rewarding career.

EXPLORE A CAREER AS A PHARMACY TECHNICIAN  Fee: $129
Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton’s Pharmacy Technician Certificate program. Call 847.635.1889 for information.

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH  Fee: $129
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.

Music

INTRODUCTION TO GUITAR  Fee: $129
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.

Paralegal

PARALEGAL PREPARATION I  Fee: $129
Gain an overview of the American judicial system focusing on the origins of American law and the litigation process. The course covers legal terminology, process, ethics, and tort and contract law.

Pet Care

STARTING A PET SITTING BUSINESS  Fee: $129
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
Personal Finance

STOCKS, BONDS, AND INVESTING, OH MY! Fee: $129
Learn to use the Internet to make sound and knowledgeable online investment decisions. The course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.

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.

INTRODUCTION TO STOCK OPTIONS Fee: $129
Take advantage of bull and bear markets. Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.

KEYS TO SUCCESSFUL MONEY MANAGEMENT Fee: $129
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.

Photography

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.

SECRETS OF BETTER PHOTOGRAPHY Fee: $129
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, Macro, and still. Requirements: a digital or film camera.

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.

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.

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II Fee: $129
Bring out the best in your digital images. If you have a basic working knowledge of Adobe’s Photoshop Elements 13, these lessons will boost the basic to another level. Gain ability and confidence as you master the advanced features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will help you become an accomplished user.

CREATIVE SCRAPBOOKS Fee: $129
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create unique works of art.

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.

MASTERING YOUR DIGITAL SLR CAMERA Fee: $129
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos. Must be able to download, save and locate files on the computer. Point and shoot digital cameras not compatible with course; must be digital SLR camera.

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.

SKILLS FOR MAKING GREAT DECISIONS Fee: $129
Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.

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.

NAVIGATING DIVORCE Fee: $129
Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.
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.

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)

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.

FOOD, NUTRITION AND HEALTH Fee: $129
Food and nutrition have a profound impact on our health and well-being. Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.

PERINATAL ISSUES Fee: $129
This is a multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for child-bearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)

BASIC MATH REFRESHER Fee: $129
Math isn’t about plugging numbers into formulas. It’s about knowing enough to make the numbers and formulas work for you. Gain confidence in your basic math skills and begin using math to your advantage—without overwhelming theory or memorization.

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD Fee: $129
Follow your child’s lead and have fun while enhancing language development. In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. Enrich your child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

INTRODUCTION TO LINKEDIN CAREER NETWORKING Fee: $129
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.

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.

INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X Fee: $129
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software. Whether you’re an absolute beginner, an iMovie user, or an editor needing to upgrade from a previous version of Final Cut Pro, this course prepares you to work on any type of editing project quickly and intuitively. The FCPX interface and its basic editing toolset will cover the advanced handling of metadata, Magnetic Timeline, Ripple and Insert edit tools, filters, titles, transitions, and audio tools. You will learn to edit professional video presentations for use on the Web, for education, business, or a career in the motion picture industry.

INTRODUCTION TO CAMTASIA STUDIO 8 Fee: $129
Become a desktop video guru with Camtasia Studio. This easy-to-use suite of tools allows for recording, editing, and producing professional-level videos and exporting your finished production to almost any device. Examine microphones and cameras, free and open-source media converter utilities, ways to insure successful recordings, and how best to address different audiences. Investigate various free and low-cost online venues for distributing your productions. Taught with hands-on, easy-to-follow instructions.

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.

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.

GMAT PREPARATION Fee: $129
TEACHING GRAMMAR FOR ESL/EFL Fee: $129
Learn how grammar makes language meaningful and contributes to communication. Help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and develop activities that engage and challenge your students.

TEACHING ESL/EFL VOCABULARY Fee: $129
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.

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.

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 Fee: $129
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.

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES Fee: $129
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.

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS Fee: $129
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.

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.

TEACHING SMARTER WITH SMART BOARD Fee: $129
SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple trouble-shooting tips that may help when your SMART Board isn’t acting as smart as it should.

SURVIVAL KIT FOR NEW TEACHERS Fee: $129
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.
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.

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9  Fee: $129
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  Fee: $129
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.

Web Page/Website Design

CREATING WORDPRESS WEBSITES I  Fee: $129
Build an attractive, sophisticated blog or website without having to lean any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive websites quickly and easily. No software purchase or installation necessary.

CREATING WORDPRESS WEB SITES II  Fee: $129
Create and manage dynamic websites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your web site secure. Customize your site with HTML and CSS. Note: WordPress.org software is free, but to use it, you’ll need to register a domain name and set up an account with a hosting company for a minimum of three months, for about $10 per month.

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 an HTML authoring program.

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. Pre-requisite: Creating Web Pages (DPR A78) or equivalent HTML experience. Requirements: Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).

ADVANCED WEB PAGES  Fee: $129
Take your web development skills to the next level. Using CSS and XHTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

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 3 and HTML 5 or prior experience with HTML and Web publishing.

ADVANCED CSS3 AND XHTML5  Fee: $129
The latest versions of HTML and CSS have redefined how web pages are created. Learn how to work with CSS3 and HTML5. This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive, faster, and easier compared to older versions of HTML. And, learn to use HTML5 to create basic mobile pages and apps. Use HTML5 to provide video that works in any environment. HTML5 makes it possible to build inviting forms that test user data without back-end coding. It also allows designers to include friendly tools like calendars, calculators, and color palettes to encourage accurate user input. You’ll leave this course with the skills to create all those elements. And you’ll learn to wield new CSS3 features essential for fast-loading, exciting, interactive websites, especially mobile sites. You’ll create complex gradient blend backgrounds for pages and page elements, without using image files. And you’ll learn to use jQuery Mobile to create app-like mobile web pages and themes—complex sets of styles for mobile sites.

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER  Fee: $129
As more people adopt tablets and smart phones, the demand for web designers who can build mobile-friendly sites is increasing. Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages. Requirements: Adobe Dreamweaver CS5.5 or CS6 for Mac or PC.

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.

BUILD A WEBSITE WITH DREAMWEAVER  Fee: $129
Move through the basics of website design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of web design, or familiarity with web terminology. Requirements: Adobe Dreamweaver CS5, or CS6 for PC or Mac.
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.)

INTERMEDIATE ADOBE FLASH Fee: $129
Take your Adobe Flash skills to the next level to create more sophisticated and powerful Flash applications. Examine the ever-versatile Movie Clip symbol, using it to create Flash content—animations and special effects—inside other Flash content. Finally, dive deep into ActionScript so you can turn your simple SWFs into epic Flash masterpieces.

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 Web site achieve the highest possible rankings with major search engines. Recommended: Completion of the "Creating Web Pages" course or equivalent HTML experience.

Writing

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.

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.

ADVANCED GRANT PROPOSAL WRITING Fee: $129
An experienced grant writer teaches you how to research and write winning grant proposals that get funded. Discover a number of finishing touches that can give your project the edge over others. Learn the best type of paper to use, which buzzwords to include, which fonts work best, which types of graphics to include, and a variety of formatting techniques that will make your proposal more competitive. Also, learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

A TO Z GRANT WRITING Fee: $129
Enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers.

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.

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.

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.

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.

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.

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.

TRAVEL WRITING Fee: $129
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.

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 CRAFT OF MAGAZINE WRITING Fee: $129
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.

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.

THE KEYS TO EFFECTIVE EDITING Fee: $129
Ask any published writer, and you'll hear that a good editor isn’t just important. Whether you are retired, planning for the future, or a work-at-home parent, explore the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

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Bundle Courses and Save More Money!
Enroll in a bundled series of Ed2Go courses at www.ed2go.com/oakton.all. Register at any time.

Presentation Skills Suite Fee: $261
Save $126 when you bundle Mastering Public Speaking, Introduction to Microsoft PowerPoint 2016, and Get Funny.

Stock Trading Suite Fee: $261
Save $126 when you bundle Stocks, Bonds, and Investing: Oh, My, The Analysis and Valuation of Stocks, and Introduction to Stock Options.

Supply Chain Suite Fee: $261
Save $126 when you bundle Purchasing Fundamentals, Distribution and Logistics Management, and Supply Chain Management Fundamentals.

Sales Training Suite Fee: $261
Save $126 when you bundle Keys to Effective Communication, Effective Selling, and Professional Sales Skills.

Accounting Fundamentals Series Fee: $174
Save $84 when you bundle Accounting Fundamentals I and Accounting Fundamentals II.

C# Programming Series Fee: $174
Save $84 when you bundle Introduction to C# Programming and Intermediate C# Programming.

Creating WordPress Websites Series Fee: $261

Educators Fundamentals Series Fee: $261
Save $126 when you bundle Solving Classroom Discipline Problems I, Solving Classroom Discipline Problems II, and Teaching Students with ADHD.

GRE Prep Series Fee: $174
Save $84 when you bundle GRE Prep I and GRE Prep II.

Java Programming Series Fee: $174
Save $84 when you bundle Intro. to Java Programming and Intermediate Java Programming.

Spanish Series Fee: $174
Save $84 when you bundle Spanish for Medical Professionals I and Spanish for Medical Professionals II.

PMP Series Fee: $183
Save $75 when you bundle PMP Certification Prep I and PMP Certification Prep II.

SAT/ACT Prep Series Fee: $174
Save $84 when you bundle SAT/ACT Prep I and SAT/ACT Prep II.

SQL Series Fee: $174
Save $84 when you bundle Introduction to SQL and Intermediate SQL.

Supervision and Management Series Fee: $174
Save $84 when you bundle Fundamentals of Supervision and Management I and Fundamentals of Supervision and Management II.

Basic Computer Skills Suite Fee: $261
Save $126 when you bundle Keyboarding, Computer Skills for the Workplace, and Introduction to PC Troubleshooting.

Grant Writing Value Suite Fee: $324
Save $126 when you bundle A to Z Grant Writing, Advanced Grant Proposal Writing, and Becoming a Grant Writing Consultant.

Leadership Suite Fee: $349
Save $167 when you bundle Achieving Success with Difficult People, Leadership, Building Teams that Work, and Skills for Making Great Decisions.

Soft Skills Suite Fee: $349

Web Design Value Suite Fee: $261
Save $126 when you bundle Creating Web Pages, Intro. to CSS3 and HTML5, and Intro. to JavaScript.

Administrative Assistant Suite Fee: $261
Save $126 when you bundle Administrative Assistant Fundamentals, Administrative Assistant Applications, and Effective Business Writing.

No senior discount applies.

For more courses, visit www.ed2go.com/oakton.all. Questions? Email Ed2Go@Oakton.edu.
When it comes to training, we mean business.

Offering workforce solutions for business and industry

Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at www.oakton.edu/ws, email workforcesolutions@oakton.edu, or call 847.635.1447.

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

Industry-Specific Training
Business and professional services
Health care
Information technology
Manufacturing
Transportation and logistics

Training Options:
Professional Skill Development
Business writing
Communication skills
Customer service
Soft skills development
Time management
Working in teams
Workplace English (ESL)

Leadership/Supervisory Skills
Building teams
Change management
Coaching and mentoring
Conflict resolution
Cultural competency
Effective presentations
Employee engagement and motivation
Leadership
Managing performance
Managing priorities
Negotiation skills
Supervision
The Alliance for Lifelong Learning offers Continuing Education for the following health professionals and paraprofessionals:

**Social workers, professional counselors, marriage and family therapists, registered nurses, addiction counselors, nursing home administrators, dietitians, speech-language pathologists/audiologists, occupational therapists, x-ray technicians, respiratory care therapists, physical therapists, psychologists, and teachers.**

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

**Institutional Accreditation**

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

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

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

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

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

**Registered Nurses:** Continuing nursing education activities will be submitted to the Wisconsin Nurses Association CEAP for approval to award contact hours. Wisconsin Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation. Oakton Community College is also an approved Nurse Continuing Education sponsor for the American Nurses Credentialing Center’s Commission on Accreditation. Oakton Community College is an approved Nursing Home Administrator Continuing Education Provider through the Illinois State Board of Education, sponsor license number 100086

**Accreditation for Other Health Professional Continuing Education Activities:** Educational achievement of select individual activities is also recognized by the following agencies: Illinois Certification Board, Inc. for Addiction Counselors; Illinois Emergency Management Agency for X-Ray Technicians. Oakton Community College is an approved Professional Development Provider through the Illinois State Board of Education, sponsor license number 100086

**Speech-Language Pathologists/Audiologists:** Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

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

**Respiratory Care Practitioners:** Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Respiratory Care Practitioners Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000010.

**Teachers:** Oakton Community College is approved by the Illinois State Board of Education, sponsor license number 100086

**For more information about health professional programs, call 847.635.1438, email cehp@oakton.edu or visit www.oakton.edu/conted for more upcoming Continuing Education Health Programs.**
Programs for Radiology Professionals

$89 Early Bird • $109 Regular • $131 Walk-in (No senior discount.)
Registration 7:30 a.m.; Program 8 a.m. - 3 p.m. Morning coffee and lunch provided.
Location: Oakton Community College, 1600 East Golf Road, Des Plaines

Presenter: Deborah Wentler, BS, RTR, (CT) R (M)

Current Topics in Mammography: Pathology and Patient Care
Saturday, September 30
Mammographers have the ability to educate patients in a variety of ways while interacting during the imaging examination. Some vital topics to the informed technologist are: optimal imaging of implants, radiation dose, staging tumors, TNM classification system, receptor status, breast cancer treatment options, and patient-centered care. In addition, keeping your passion for the profession and decreasing common over-use injuries by ergonomic movement helps the technologist’s longevity in the field of breast imaging.
XRAA57-060 [CRN 61047] Early Bird registration postmarked August 30; XRAA57-061 [CRN 61048] after August 30

Breast Imaging Today: Positioning Review, Tips and Other Imaging Modalities
Sunday, October 1
Positioning patients to obtain optimal “text-book” images is always a challenge in mammography. Reviewing steps for routine mammogram positions and extra views helps refresh the memory of basic steps that can be overlooked. Receive tips to help yield images that follow the 8 ACR image criteria categories and learn to work with the new thicker image receptors. A focus on other imaging modalities currently used to work alongside mammography for breast imaging are also discussed, including DBT, MRI, US, thermography, and MRI. Trans-illumination, breast CT, and fiber optic digital imaging open a new dimension of detailing breast pathology and physiology.
XRAA17-060 [CRN 61050] Early Bird registration postmarked by August 30; XRAA17-061 [CRN 61051] after August 30
Workshop attendance submitted to IEAMA for 7.0 direct continuing education credit hours, Category A.

Programs for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTHA04-060 [CRN 61039]
Tuesdays and Thursdays, September 26, 28; October 3, 5, 10, 12.
Location: Oakton Community College, 1600 East Golf Road, Des Plaines

$450 Advanced Registration and $475 Walk-in (plus $9 non-refundable processing fee) No senior discount.
Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m., TenHoeve Center, Room 1610
Includes instruction, course notebook, morning refreshments and certificate of completion.
Lunch on your own. Bring a bag lunch to eat in the classroom or purchase lunch in the campus cafeteria.
Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).

Course fulfills all Illinois Department of Public Health (IDPH) requirements by including information regarding resident rights, activity care planning for quality of life, human wellness and self-esteem, etiology and symptomatology of persons who are aged, developmentally disabled or mentally ill, therapeutic approaches, philosophy and design of activity programs, activity program resources, program evaluation, practitioner behavior and ethics, resident assessment and supportive documentation, standards and regulations concerning activity programs, management, and administration. Enrollment limited to 40 students. If proof of enrollment in this class is needed, call 847.635.1438.

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $15 cancellation fee will be charged for cancellations.

Processing Fee: Participants are charged a $9 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax (847.635.1448) are charged a $9 fee with each registration form.

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

Advanced registration is recommended. Use the online Flex Registration system at www.oakton.edu/conted, or register in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448.
Programs for Mental Health Professionals

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

Full-day program: $89 Early Bird • $119 Regular • $129 Walk-in (plus $9 non-refundable processing fee).

No senior discount. Registration: 8 a.m., Program: 8:30 a.m. - 4:15 p.m. Continental breakfast included. Lunch is on your own.

Location: Oakton Community College, Ray Hartstein Campus, 7701 North Lincoln Avenue, Skokie

Risk Management Practices: Harm to Self and Others

Friday, September 15
Mark Kiel, PsyD
Learn suicide and threat assessment and clinical best practices for at-risk clients. Risk profiles are examined considering means, access, and the nature of specific pathologies. Also demographics, diversity issues, as well as clinical and secular trends are discussed. Additional topics include risk management practices, standards of care, law and ethical responsibility as applicable to individually practicing clinicians, and to mental health professionals who work on threat assessment teams.

HMHA37-060 [CRN 61084] Early bird postmarked by August 20; HMHA37-061 [CRN 61085] after August 20

Working with Domestic Violence: Male Perpetrators and Family Members

Wednesday, September 27
Jerry Zabin, LCSW
Learn profiles of the typical male batterer and other men prone to violence, and how to provide intervention considerations in working with men who perpetrate domestic abuse. The main objective is to enhance clinical skills for mental health/nursing/addictions counselors in diagnosing and developing treatment sensitivity for intervening with perpetrators and their victims. Develop strategies for victims to assist participants in formulating specific treatment skills for violent or potentially violent clients.

HMHA21-060 [CRN 61081] Early bird postmarked by August 28; HMHA21-061 [CRN 61082] after August 28

Autism in the Family: A Diversity Perspective on Support for Families with Autism Spectrum Disorders

Friday, October 6
Kathy Gould, MSCP and Laura Wald, MSW, LSW, ACSW
The impact on the family of a person diagnosed with an Autism Spectrum Disorder (ASD) is complex. Family background, structure, culture, and beliefs all influence how family members adjust and work together to bring optimum outcomes. Learn user-friendly, research-based strategies for working collaboratively with families to help them manage issues of grief, loss, stress, sibling and extended family relationships. Examine beliefs and practice strategies for working collaboratively with ASD families of diverse backgrounds. This program satisfies the IDFPR cultural competence requirement.

HUHA77-060 [CRN 61087] Early bird postmarked by September 8; HUHA77-061 [CRN 61088] after September 8

Ethical Considerations with Telehealth Technology: What Do I Do Now?

Friday, October 20
Ruth Lipschutz, LCSW
Telehealth technology is developing faster than mental health ethical standards and federal/state law. It is being utilized in multiple settings and includes multiple forms of distance communication, texts, emails, and social media, which raises concerns about the use of social media by telehealth providers. This training covers ethical considerations related to confidentiality, informed consent, boundaries, competency, use of social media, email, and texting, and other forms of electronic communication. Best practices for documentation and ethical decision-making are also discussed. This program satisfies the IDFPR ethics CE requirement.

HMHA03-060 [CRN 61096] Early bird postmarked by September 20; HMHA03-061 [CRN 61096] after September 20

A User-Friendly Map of Developmental Psychology in Psychotherapy and Counseling

Friday, October 27
Michael Maniaci, PsyD
A historical developmental approach to counseling and psychotherapy is crucial to conceptualizing a case and formulating a treatment plan. Explore the five key areas in developmental theory—self-regulation, internal structuring, reality testing, individuation and mentalizing—and how to use them clinically. Examine this theory through lecture, case examples, and discussion.

HMHA06-060 [CRN 61099] Early bird postmarked by September 27; HMHA06-061 [CRN 61100] after September 27
Somatic Disorders in Children and Adolescents: Treating the Child Not the Symptoms*

Wednesday, November 1
Terese Castellano, LCSW

With somatic symptom disorders, individuals experience physical symptoms not fully explained by the presence of a medical condition. These disorders can interfere with school, home life, and relationships with peers. Children with somatic symptoms typically present to general medical settings rather than to mental health settings which often leads to repeated hospitalizations, consultations from different specialists, unnecessary testing and procedures, and ineffective treatments. Through lecture and discussion, learn to use screening tools and evidence-based approaches to engage, assess, and treat the child/teen and their family.

HMHA76-060 [CRN 61043] Early bird postmarked by October 1; HMHA76-061 [CRN 61044] after October 1

Current Challenges in Clinical Supervision

Friday, November 3
Robert Carty, LCSW, CADC, CCJP

In recent years, many clinical organizations have decreased or eliminated clinical supervision due to funding problems and staff shortages. Examine the importance of clinical supervision focusing on current challenges that must be resolved in order to provide high-quality clinical supervision. Learn various tools that can effectively and efficiently help supervisors promote staff development, staff morale, and retention.

HTHA21-060 [CRN 61103] Early bird postmarked by October 3; HTHA21-061 [CRN 61104] after October 3

Gender Response Services: A Focus on Ethics and Cultural Competency

Wednesday, November 8
Mark Sanders, LCSW, CADC

Learn strategies for working more effectively with men and women in mental health, addictions, and other behavioral health fields. Topics pertaining to male clients include difficulty expressing feelings, fear of failure, difficulty with intimacy, the narrow definition of manhood, and resistance to counseling. Critical areas of focus in women’s treatment include the three approaches to trauma recovery. Also, learn strategies for increasing gender competence on the individual and programmatic levels and viewing countertransference as a gift. This program satisfies the IDFPR ethics and cultural competence CE requirement.

HMHA94-060 [CRN 61107] Early bird postmarked by October 9; HMHA94-061 [CRN 61108] after October 9

Integrated Assessment and Treatment for People with Mental Illness and Substance Abuse Disorders*

Friday, November 17
Timothy S. Devitt, PsyD, LCPC, CADC

Working with people who have co-occurring mental health and substance abuse disorders requires integrated assessment and treatment approaches. Review the American Society of Addiction Medicine Dimensions meaningful goal development and stage-wise treatment approaches based on an individual’s readiness to address making positive life changes. Evidence-based behavioral and pharmacological treatments for tobacco use disorders are also discussed.

HMEA28-060 [CRN 61113] Early bird postmarked by October 17; HMEA28-061 [CRN 61115] after October 17

Panic and Social Anxiety: Techniques that Really Help People Face Fear, Feel Better, and Do More*

Wednesday, November 29
Margaret Wehrenberg, PsyD

Individuals who seek help for panic and social anxiety may have specific barriers they wish to overcome such as interviewing for a job, taking courses, or developing a relationship with a friend or romantic partner. Discover how difficult experiences trigger feelings of fear, create panic and social anxiety. Then learn protocols to help eliminate those triggers including pragmatic techniques for clients.

HTHA56-060 [CRN 61091] Early bird postmarked by October 29; HTHA56-061 [CRN 61092] after October 29

Continuing Education clock/contact hours will be offered for Illinois social workers (6.5 clock hours), professional counselors (6.5 clock hours), marriage and family therapist (6.5 clock hours), psychologists (6.5 clock hours), nursing home administrators (6.5 clock hours), registered nurses (6.5 contact hours), addiction counselors ICB members (6.50 clock hours approved or pending approval), occupational therapists (7.5 contact hours), speech and language pathologists/audiologists (6.5 clock hours), teachers (6.5 PD hours), other professional groups (6.5 Universal Training hours, UTH).

*6.5 contact hours for advanced practice nurses, registered nurses, licensed practical nurses through IDFPR.

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

For more information, visit www.oakton.edu/conted or call 847.635.1438.
EMERITUS
PROGRAM
for the student who wasn’t born yesterday

Passport to the World—Foreign Relations

Take a trip around the world through the popular Emeritus Passport program tailored for students 55 years and older. From politics to world relations, explore exciting topics presented by quality guest speakers from universities and colleges from across the Chicagoland area.

FALL 2017 SERIES, SKOKIE CAMPUS

**Mini-Series**

**Thursdays, September 14 - October 5, 1 - 2:30 p.m., Room P103-104**

$50 ($40 In-district seniors age 60 and older)

- Have the Progressive Movements in South America Run Their Course?
- Sub-State Government Fragmentation and Illinois’ Fiscal Distress
- Environmental Politics
- Europe: Between Illusion and Reality

**Thursdays or Fridays Series**

**Thursdays, October 12 - December 14, 1 - 2:30 p.m., Room P103-104**

$100 ($85 In-district seniors age 60 and older)

**Fridays, October 13 - December 15, 11 a.m.-12:30 p.m., Room A145-152**

$100 ($85 In-district seniors age 60 and older)

- Update on the Middle East
- Foreign Policy Under President Trump
- Xi’s Power Consolidation and China’s Future
- Germany: A Post-Election Review
- Presidential Power and Unilateral Executive Actions, Then and Now
- Understanding Iranian Culture and Current Affairs through the Use of Cinema
- The Future of the Liberal World Order
- Does the Islamic Calendar Promote Militant Violence?

Register today!

Registration for series only. Individual dates not available for registration.

For a complete listing of courses and to join our Emeritus mailing list, call 847.982.9888 or visit www.oakton.edu/emeritus.
Directions to Oakton

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

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

Police Department
If you have any on-campus security concerns, call 847.635.1880 in Des Plaines; 847.635.1422 in Skokie.

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

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

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

DRIVE TO THE DES PLAINES CAMPUS VIA TRI-STATE TOLLWAY
From North: Exit at Golf Road. Turn left at the traffic light at the end of the exit ramp. Turn right at the next traffic light (Golf Road). Turn right at the next traffic light onto College Drive.

From South: Take the Dempster East exit to Potter Road (first light). Turn left and continue to Golf Road. Turn left on Golf. Turn right onto College Drive.

DRIVE TO THE DES PLAINES CAMPUS VIA THE KENNEDY EXPRESSWAY
From South: Take the Kennedy Expressway (90) to the River Road exit. Turn left on River Road and proceed to Golf Road. Turn right and then left at the college entrance.

Oakton’s Ray Hartstein Campus
7701 N. Lincoln Avenue, Skokie, IL 60077

East and West: CTA Bus No. 97 stops three blocks north of the Ray Hartstein Campus at Oakton Street and Lamon Avenue.

From West: Pace Bus No. 210 stops in front of the Ray Hartstein Campus on Lincoln Avenue.

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

From South: Exit Edens at Touhy Avenue East; drive north on Skokie Boulevard to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.

For alternate routes to Oakton’s campuses, call 847-635-1668.
1. Glenbrook South H.S.
   GBLRK S
   4000 Lake Avenue
   Glenview 60025

2. Niles Community Church
   NCC
   7401 Oakton Street
   Niles 60648

3. First Congregational Church
   FCC
   766 Graceland Avenue
   Des Plaines 60016

4. Niles Public Library
   NPL
   6960 Oakton Street
   Niles 60648

5. Des Plaines Public Library
   DPL
   1501 Ellinwood Street
   Des Plaines 60016

6. Maine East H.S.
   MAINE E
   Potter at Dempster Street
   Park Ridge 60068

7. Maine West H.S.
   MAINE W
   1755 S. Wolf Road
   Des Plaines 60018

8. Maine South H.S.
   MAINE S
   1111 S. Dee Road
   Park Ridge 60068

9. Oakton Community College
   Ray Hartstein Campus
   OC/SK
   7701 North Lincoln Avenue
   Skokie 60077

10. Oakton Community College
    OC/DP
    1600 East Golf Road
    Des Plaines 60016

11. Niles North H.S.
    NILES N
    9800 Lawler Avenue
    Skokie 60077

12. Niles West H.S.
    NILES W
    5701 Oakton Street
    Skokie 60077

13. Lincolnwood Public Library
    LPL
    4000 West Pratt Avenue
    Lincolnwood 60646

14. Skokie Public Library
    SPL
    5215 Oakton Street
    Skokie 60077

15. Rosemont Recreation Center
    RRC
    7128 North Barry
    Rosemont 60018

16. Morton Grove Park District
    Prairie View Center
    MGPD
    6834 West Dempster
    Morton Grove 60053

17. Westfield Old Orchard
    WFOO
    (Old Orchard Mall, next to Mario Tricoci Salon)
    4999 Old Orchard Center, Suite E2
    Skokie 60077

18. The Chicago Botanic Garden
    GARD
    1000 Lake Cook Road
    Glencoe 60022

19. Evanston Twp. H.S.
    ETHS
    1600 E. Dodge Avenue
    Evanston 60204

20. District 65 Family Center
    Joseph Administration Center
    1500 McDaniel Avenue
    Evanston 60201

21. Family Focus/Our Place
    2010 Dewey Street
    Evanston 60201

22. Township of Evanston
    2100 Ridge Avenue
    Evanston 60201

23. Lutheran Church of Ascension
    460 Sunset Ridge Road
    Northfield 60093

24. Evanston Public Library
    1703 Orrington Avenue
    Evanston 60201

25. Forest Elementary School
    FOR/ELC
    Early Learning Center
    1375 South 5th Avenue
    Des Plaines 60016
### PART A: Personal Information (required)

<table>
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<tr>
<th>Student ID Number or SSN</th>
<th>Last Name</th>
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<th>highest grade completed</th>
<th>Last high school attended (Name, city, state)</th>
<th>Last college attended (Name, city, state)</th>
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Check one box that best describes your high school status:

- ☐ High school graduate or expected date of graduation: ____________
- ☐ Passed G.E.D test in ____________ (year)
- ☐ No longer attending high school and do not intend to return

### PART B: Educational Information

Most credits or highest degree previously earned:

- ☐ Some credits
- ☐ Certificate
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctoral degree
- ☐ CEHP Profession/License No. _______________________________

- 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?
   - ☐ Yes in the United States on a Visa.

### PART D: Course Information

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

### Books

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

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- Processing fee*: $9.00

Total due

**OFFICE USE ONLY**

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Registration Received: ____________________________ Date: ____________ Initials: ____________

Registration Processed: ____________________________ Date: ____________ Initials: ____________

Payment Processed: ____________________________ Date: ____________ Initials: ____________

Student Status: ☐ New ☐ Readmit ☐ Hold

Update: ☐ Name ☐ Address ☐ Phone ☐ Email

Senior Status: ☐ Prior to 7/7/14 ☐ After 7/7/14

* A $9 non-refundable processing fee is charged at the time of each registration. No confirmation will be sent.
Students in grades 4 - 12 can give their science, technology, engineering, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year.

Online Learning
Learn from anywhere. 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.

Emeritus offers high quality programming, expert instructors and speakers, and great camaraderie for adults age 55 and older.

Fall 2017 Offerings:
• Commercial Driver’s License (CDL)
• CPR Rescue
• EKG Technician Certification Prep
• Personal Trainer Certification

Watch your mailbox for the Fall 2017 Credit Class Schedule.