Summer registration starts March 20. Register at www.oakton.edu/conted.
**Registration Form** – Alliance for Lifelong Learning (ALL)  
Continuing Education, Training, and Workforce Development

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

---

### PART A: Personal Information (required)

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

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

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

**PAYMENT**

- **Due at the time of registration. Check the Continuing Education class schedule for refund policy.**

- **Method of payment:**
  - [ ] Cash
  - [ ] Check No. [Payable to Oakton Community College]
  - [ ] Visa
  - [ ] MasterCard
  - [ ] Discover

- **Credit Card Number:**

- **Exp. Date:** __ ___ / ___ ___

- **Three-Digit Verification Code:** __ ___ ___ ___

- **Cardholder Name (Print):**

- **Cardholder Signature:**

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

No confirmation will be sent.

---

### PART B: Educational Information

<table>
<thead>
<tr>
<th>Highest grade completed</th>
<th>Last high school attended (Name, city, state)</th>
<th>Last college attended (Name, city, state)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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

- **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
   - [ ] 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
   - [ ] Not in the United States on a Visa. Provide Home Country of Origin: ____________________________

### PART D: Course Information

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

- **Books:**
  - [ ] Processing fee**: $9.00

---

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Site</th>
<th>Date</th>
<th>Initials</th>
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<tr>
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<table>
<thead>
<tr>
<th>Registration Received:</th>
<th>Registration Processed:</th>
<th>Payment Processed:</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Student Status:</th>
<th>New</th>
<th>Readmit</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Update:</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Senior Status:</th>
<th>Prior to 7/7/14</th>
<th>After 7/7/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
More than just fun and games, our programs provide engaging and unique learning opportunities for students ages 8 to 12 on a college campus. Enroll in one or more of our half-day programs in June or attend a full-day program in July. Don’t miss out on these diverse, academic youth programs.

### SKOKIE CAMPUS - JUNE

**Minecraft Designers**
Design your very own objects, create skins for characters, and import them into your favorite Minecraft™ games.
KID U03-31, Mon.-Thu., June 5-8, 9 a.m.-12 p.m., $129    CRN 50817

**New! Digital Storytellers**
Start with a concept, design the storyboard, add some dialogue, and watch as the characters in your imagination come to life in your first graphic novel.
KDE S08-31, Mon.-Thu., June 5-8, 1-4 p.m., $129    CRN 50077

**Minecraft Modders**
Learn scripting and logic statements as you create your first mod. Introductory coding will also be taught through a simulated environment inspired by Minecraft™.
KID U06-31, Mon.-Thu., June 12-15, 9 a.m.-12 p.m., $129    CRN 50818

**New! Code Breakers**
Learn the basics of coding languages like HTML and JavaScript, design challenges each day, and be on your way to becoming the next tech star.
KDE S09-31, Mon.-Thu., June 12-15, 1-4 p.m., $129    CRN 50078

**Minecraft Animators**
Bring your favorite Minecraft™ characters to life in an animated short film. Learn how studios like Pixar and Disney make movies using techniques like key framing, texturing, animating rigged 3D models, and more.
KID U07-31, Mon.-Thu., June 19-22, 9 a.m.-12 p.m., $129    CRN 50819

**New! Virtual Reality: The Future is Now**
Discover Virtual Reality (VR) design. Create your own virtual worlds, explore simulated environments, and craft memorable 3D experiences. At the end of class, take home your VR headset to be used on your mobile device. Tuition includes cost of VR headset.
KDE S12-31, Mon.-Thu., June 19-22, 1-4 p.m., $148    CRN 50904

**New! Video Game Animation**
Take your game design to the next level by creating and animating your own character sprites, objects, and backgrounds.
KDE S13-31, Mon.-Thu., June 26-29, 9 a.m.-12 p.m., $129    CRN 50081

**New! Game Labs: Collaborate—Create—Compete in the Ultimate Video Game Experience**
Take gaming to another level by competing with the world! Students learn advanced editing, simple 3D modeling, and intermediate event scripting.
KID U08-31, Mon.-Thu., June 26-29, 1-4 p.m., $129    CRN 50903

### DES PLAINES CAMPUS - JULY

**$225 Early Bird registration postmarked by June 16.**
Lunch is not provided.

**New! Environmental Science and Computer Programming Camp**
Have fun outdoors the first half of the day while composting, planting, and exploring environmental science activities. Then, for the second half of the day, develop games, create animations, and more with the MIT-developed SCRATCH computer program.
Mon.-Thu., July 10-13, 9 a.m.-3 p.m.
KDE S10-31, $300    CRN 50079
KDE S10-32, $225 Early Bird    CRN 50086

**New! Computer Programming with Arduino**
Use a combination of mechanical, electrical, and software engineering to program with Arduino™ – an exciting electrical engineering prototyping platform that explores electronics and how electronic circuits work.
Mon.-Thu., July 17-20, 9 a.m.-3 p.m.
KID S06-31, $300    CRN 50082
KID S06-32, $225 Early Bird    CRN 50087

**New! Exploring Sensors with Device Building**
From roller coasters to smartphones to touchscreens, sensors are everywhere. Explore how to build devices that use sensors.
Mon.-Thu., July 24-27, 9 a.m.-3 p.m.
KID S07-31, $300    CRN 50083
KID S07-32, $225 Early Bird    CRN 50088

**New! 3D Modeling and Printing with Open Source**
Unleash your inner engineer while building and designing 3D models. With the use of open source software, students will be able to continue their learning after the camp has ended.
Mon.-Thu., July 31-August 3, 9 a.m.-3 p.m.
KID S08-31, $300    CRN 50084
KID S08-32, $225 Early Bird    CRN 50089

Summer registration opens March 20, 2017.
Register at www.oakton.edu/conted/find_classes/youth.
For more information, call 847-982-9888.
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  Computer Networking and Systems
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  PC Troubleshooting and Security
  Programming
  Windows Operating Systems
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### Oakton is in Your Neighborhood!

In addition to the Skokie and Des Plaines campuses, Alliance for Lifelong Learning (ALL) offers summer courses in Evanston.

**Evanston Township High School (ETHS)**  
1600 Dodge Avenue, Evanston, IL 60201

<table>
<thead>
<tr>
<th>Course</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Conversational Spanish</td>
<td>23</td>
</tr>
<tr>
<td>Conversational Spanish I</td>
<td>23</td>
</tr>
<tr>
<td>Digital Camera Basics</td>
<td>27</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>27</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>35</td>
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<tr>
<td>French I</td>
<td>22</td>
</tr>
<tr>
<td>GED</td>
<td>38</td>
</tr>
<tr>
<td>Conversational German I</td>
<td>22</td>
</tr>
<tr>
<td>Grant Writing</td>
<td>33</td>
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<tr>
<td>Conversational Greek I</td>
<td>22</td>
</tr>
<tr>
<td>Conversational Japanese</td>
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<tr>
<td>Conversational Korean</td>
<td>23</td>
</tr>
<tr>
<td>Nonprofit Leadership and Administration</td>
<td>12</td>
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<tr>
<td>Polish I</td>
<td>23</td>
</tr>
<tr>
<td>Polish II</td>
<td>23</td>
</tr>
<tr>
<td>Retirement Planning Today</td>
<td>26</td>
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<tr>
<td>Conversational Russian I</td>
<td>23</td>
</tr>
<tr>
<td>Sign Language</td>
<td>23</td>
</tr>
<tr>
<td>Spanish I</td>
<td>23</td>
</tr>
<tr>
<td>Spanish II</td>
<td>23</td>
</tr>
<tr>
<td>Upholstery</td>
<td>22</td>
</tr>
<tr>
<td>Writing Short Story</td>
<td>34</td>
</tr>
</tbody>
</table>

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Do you already have an Oakton degree or certificate?  
If so, you’re an alum!  
To learn more about the Alumni Association and join our mailing list, visit us at [www.oakton.edu/alumni](http://www.oakton.edu/alumni).
ONLINE CLASSES  Offering courses from A-Z! To view the courses online, visit www.ed2go.com/oakton.all.

Online Ed2Go tuition: $129; $90 for in-district seniors (60+) who registered for an Alliance for Lifelong Learning (ALL) class before July 7, 2014; $117.30 for in-district seniors (60+) who registered for an ALL class on or after July 7, 2014.

Accounting .................................................8  Healthy Living Topics ................................21  Pet Care ..................................................27
Arts .......................................................... 9  Home and Garden .....................................21-22  Photography .............................................27
Business ......................................................9, 12  Job Search ..................................................22  Psychology ...............................................27-28
Career and Certification Training ..............12-13  Languages ..................................................22-24  Real Estate (Consumer) .............................28
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Financial Markets and Service ....................20  Paralegal ....................................................26  Web Page/Website Design .........................31-32
Graphic Design/Digital Imaging .................20-21  Personal Finance .......................................26  Writing ......................................................33-34

For more courses, visit www.ed2go.com/oakton.all. Questions? Email Ed2Go@Oakton.edu.
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 43 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 to Learn classes identify, recruit, and instruct English-speaking adults and ESL adults seeking to reach specific life goals. Bridges to Academic Reading and Writing classes help intermediate ESL students prepare for the TOEFL or college classes. For more information call 847.635.1426.

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

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

Workforce Solutions (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.
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.

General Information

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

Textbooks - Textbooks and materials are required for many classes. Costs for these items are not included in the tuition listed. If your classes are at a high school, we recommend that you arrive at least 30 minutes prior to the first class to purchase textbooks at the Alliance site office. Alliance textbooks are not available at the Oakton Community College bookstores.

Note: Personal checks and credit cards are not accepted.

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.

For online (Ed2Go) classes, in-district seniors (60+) who registered for any Alliance class before July 7, 2014 pay $90. In-district seniors (60+) who registered for their first Alliance class on or after July 7, 2014 pay $117.30.

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.

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 closings at Oakton. Sign up today for email, text message, or voicemail alerts at my.oakton.edu.

*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

Register online
www.oakton.edu/conted

BUS B34-01, Niles N, 7   Wed., 10/1, 7-10 pm, Daniel  CRN

For location information, see site map on page 43.
Course meets for 7 Wednesdays starting on October 1
from 7 until 10 p.m.

The Course Reference Number is used for web registration.
Summer 2017 Noncredit Classes

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

**Accounting**

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

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

**ACCOUNTING FUNDAMENTALS I (ONLINE)**  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.

ACC A08-330, 5/17-7/7  CRN 50186
ACC A08-331, 6/14-8/4  CRN 50187
ACC A08-332, 7/12-9/1  CRN 50188

**ACCOUNTING FUNDAMENTALS II (ONLINE)**  Fee: $129
This course will build on the knowledge you gained in Accounting Fundamentals I, and provide you with a solid understanding of corporate accounting practices. Learn how to analyze transactions and prepare various corporate financial reports. Gain practical experience in working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholder's equity, and more.

ACC A09-330, 5/17-7/7  CRN 50740
ACC A09-331, 6/14-8/4  CRN 50741
ACC A09-332, 7/12-9/1  CRN 50742

**ACCOUNTING WITH SAGE 50: PART I**  Fee: $173
An introduction to Sage 50 software (formerly known as Peachtree). Includes setting up companies, entering payables, writing checks, entering sales, collecting receivables, tracking inventory, processing payroll, generating reports, entering journal entries and creating financial statements. **Recommended:** Completion of Principles of Financial Accounting or basic accounting knowledge.

ACC A12-C01, 6/19-7/27  CRN 50827
ACC A12-C32, 6/19-8/19  CRN 50702

**ACCOUNTING WITH QUICKBOOKS I**  Fee: $133
Introduces QuickBooks software, including setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.

ACC A02-C01, OC/DP, 7 Thu., 6/8, 6-7:50 pm  CRN 50832

**ACCOUNTING WITH QUICKBOOKS I (ONLINE)**  Fee: $129
Designed for small-to-medium-sized business owners. Learn how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; develop estimates; and generate reports. **Requirements:** QuickBooks (or QuickBooks Pro) 2011, 2012, or 2013.

ACC A02-330, 5/17-7/7  CRN 50183
ACC A02-331, 6/14-8/4  CRN 50184
ACC A02-332, 7/12-9/1  CRN 50185

**ACCOUNTING WITH QUICKBOOKS II (ONLINE)**  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.

ACC A06-330, 5/17-9/5  CRN 50693
ACC A06-331, 6/14-8/4  CRN 50695
ACC A06-332, 7/12-9/1  CRN 50698

**MICROSOFT EXCEL FOR ACCOUNTANTS**  Fee: $133
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the Financial Accounting course or basic accounting knowledge recommended. Textbook available in the Oakton’s bookstore.

ACC A03-C01, OC/DP, 7 Thu., 6/8, 1-2:50 pm  CRN 50833

**PAYROLL TAX ACCOUNTING**  Fee: $123
Covers practical applications of payroll tax laws and requirements. Includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. Required textbook (approx. $100) available in the bookstore.

ACC A04-C01, OC/DP, 4 Tue., 5/16, 6-9:15 pm  CRN 50824

**PERFORMING PAYROLL IN QUICKBOOKS (ONLINE)**  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.

ACC A11-C01, OC/DP, 7 Thu., 6/8, 6-7:50 pm  CRN 50819
ACC A11-C31, 6/14-8/4  CRN 50190
ACC A11-C32, 7/12-9/1  CRN 50191

**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.

**INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION**  Fee: $532
Through lectures, demonstration, and lab experiences, course explores the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.

AIR A06-C01, OC/DP, 8 Mon./Wed., 6/5, 5-10 pm  CRN 50868
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.

### Arts

**PAINTING I**  
Fee: $409  
Provides basic understanding of painting materials. Includes watercolors; oils/ acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. **Prerequisite:** ART C23.  
ART C33-C01, OC/SK, 7 Mon./Tue./Wed./Thu., 6/12, 9:30 am-12:25 pm  
CRN 50898

**ADVANCED PAINTING**  
Fee: $399  
Provides basic understanding of painting materials. Includes watercolors; oils/ acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. **Prerequisite:** ART C33.  
ART C34-C01, OC/SK, 7 Mon./Tue./Wed./Thu., 6/12, 9:30 am-12:25 pm  
CRN 50899

**CERAMICS I**  
Fee: $429  
Examines techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.  
ART C43-C01, OC/DP, 7 Mon./Tue./Wed./Thu., 6/12, 9:30 am-12:25 pm  
CRN 50900  
ART C43-C02, OC/DP, 7 Mon./Tue./Wed./Thu., 6/12, 6-9 pm  
CRN 50901

**CERAMICS II**  
Fee: $429  
A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time required. **Prerequisite:** ART C43 or consent of instructor or department chair.  
ART C44-C01, OC/DP, 7 Mon./Tue./Wed./Thu., 6/12, 9:30 am-12:25 pm  
CRN 50892  
ART C44-C02, OC/DP, 7 Mon./Tue./Wed./Thu., 6/12, 6-9 pm  
CRN 50892

**DRAWING I**  
Fee: $394  
Examines the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conté, ink, and pastels. Studio work outside of class required.  
ART C23-C01, OC/DP, 7 Mon./Tue./Wed./Thu., 6/12, 9:30 am-12:25 pm  
CRN 50894  
ART C23-C02, OC/SK, 7 Mon./Tue./Wed./Thu., 6/12, 1:30-4:30 pm  
CRN 50895

**DRAWING II**  
Fee: $394  
A continuation of ART C23, focusing on personal approach to media and subject matter. Studio work outside of class required. **Prerequisite:** Drawing I (ART C23).  
ART C24-C01, OC/DP, 7 Mon./Wed./Fri., 6/12, 8-8:50 am  
CRN 50896  
ART C24-C02, OC/SK, 7 Mon./Tue./Wed./Thu., 6/12, 1:30-4:30 pm  
CRN 50897

**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.  
ART C09-330, 5/17-7/7  
CRN 50198  
ART C09-331, 6/14-8/4  
CRN 50199  
ART C09-332, 7/12-9/1  
CRN 50200

**ART HISTORY: PREHISTORIC TO RENAISSANCE**  
Fee: $369  
Course is comparative study of art as expression of human experience from prehistoric to Renaissance 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, 8 Mon./Wed., 6/5, 9-11:30 am  
CRN 50887

**ART HISTORY: RENAISSANCE TO MODERN**  
Fee: $369  
Course is a comparative study of art as expression of human experience from Renaissance to 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 B92-C01, OC/DP, 7 Tue./Thu., 6/13, 12:30-3:30 pm  
CRN 50887

**CREATIVE SCRAPBOOKS (ONLINE)**  
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 your unique works of art.  
ART C59-330, 5/17-7/7  
CRN 50201  
ART C59-331, 6/14-8/4  
CRN 50202  
ART C59-332, 7/12-9/1  
CRN 50203

**STONE SCULPTURE WORKSHOP:**  
**ALL LEVELS**  
Fee: $175  
Hone a range of techniques—including hammer and chisel, rasps, files, sanding, and polishing—and end up with a finished art piece! Materials fee of $100 payable to instructor on first day of class covers alabaster stone, tools, and work stand. Classes held at the instructor’s studio, 2115 West Touhy Avenue, Chicago. **No class 7/3.**  
ART T08-31, HART, 10 Mon., 6/12, 9:30 am-12:30 pm  
CRN 50798  
ART T08-32, HART, 10 Wed., 6/14, 9:30 am-12:30 pm  
CRN 50799

### 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@oaktion.edu.

**BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE)**  
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.  
BUS B41-330, 5/17-7/7  
CRN 50231  
BUS B41-331, 6/14-8/4  
CRN 50232  
BUS B41-332, 7/12-9/1  
CRN 50233

**INTRODUCTION TO BUSINESS ANALYSIS (ONLINE)**  
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.  
BUS A16-330, 5/17-7/7  
CRN 50297  
BUS A16-331, 6/14-8/4  
CRN 50298  
BUS A16-332, 7/12-9/1  
CRN 50299
Get on the Road to a New Career in Less Than Two Months

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

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.
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
- Green Belt Credential Awarded by IQF
- Six Sigma Green Belt
- Black Belt Credential Awarded by IQF
- Six Sigma Black Belt

**Manufacturing, Healthcare, and Telecommunications**
- 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 and Coding and Billing ICD-10®
- Registered Healthcare Documentation Specialist (RHDS) Credential Awarded by Association for Healthcare Documentation Integrity (AHDI)
- Medical Transcription and Editing

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

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

All programs require external exams to receive certification.
MASTERY OF BUSINESS FUNDAMENTALS (ONLINE)  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.
BUS A89-330, 5/17-7/7  CRN 50163
BUS A89-331, 6/14-8/4  CRN 50164
BUS A89-332, 7/12-9/1  CRN 50165

NONPROFIT LEADERSHIP AND ADMINISTRATION  Fee: $99
This course examines 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 B01-31, ETHS, 2 Thu., 7/6, 6:30-9 pm  CRN 50127

INTRODUCTION TO BUSINESS*  Fee: $369
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/DP, 7 Mon./Wed., 6/12, 9 am-12:15 pm  CRN 50856
BUS A01-C02, OC/SK, 7 Tue./Thu., 6/13, 12:30-3:45 pm  CRN 50857

BUSINESS LAW*  Fee: $369
Course introduces business law. Content includes the basic law of contracts, sales and bailments. Case method and problems illustrate legal problems affecting business contracts. Course covers development of common law as modified by the Uniform Commercial Code. Textbook might be required. Check with the bookstore.
BUS A02-C01, OC/SK, 7 Tue./Thu., 6/13, 9 am-12:15 pm  CRN 50858

BUSINESS ETHICS*  Fee: $369
Course investigates moral issues which arise in the conduct of business, marketing and advertising. Of value for business students and consumers. 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, 7 Mon./Wed., 6/12, 6:30-9:20 pm  CRN 50860

Career and Certification Training

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)  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.
BUB A42-330, 5/17-7/7  CRN 50234
BUB A42-331, 6/14-8/4  CRN 50235
BUB A42-332, 7/12-9/1  CRN 50236

CPR RESCUE  Fee: $35
Covers adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $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 E05-31, OC/DP, 1 Wed., 6/21, 6-9 pm  CRN 50813

New!
EKG CERTIFICATION PREPARATION  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 Health Career Association. Cost of the CET exam is included with the tuition. No senior discount.
MED A19-31, OC/DP, 6 Mon./Wed., 6/19, 5-10 pm  CRN 50073

BUSINESS TECHNOLOGY CERTIFICATE  Fee: $720
Recent job outlook data reported more than 82,000 entry-level clerk/receptionist jobs were listed in Cook County. Typical job duties in this role include: Responding to customer or employee inquiries by phone, in person, or by email, operating office machines (scanners, copiers, fax), using word processing software (e.g., generating reports or documents), and more. This 60-hour certificate has been designed to provide individuals with the competencies to fulfill the role of an entry-level office clerk. Specific program modules include: Introduction to Word, Excel, and PowerPoint 2010/2013, customer service tips, and facilitating office management activities. This program also prepares students for the Microsoft Office Specialist (MOS) Certification. Also, included are 12 hours of job search training where students will complete a resume, develop and execute an elevator speech, and search and apply for various jobs. At the end of this course, students will be able to sit for the Microsoft Office Specialist (MOS) Certification Exam. This program may be eligible for WIOA funding. For more information, call 847.635.1414. No senior discount. No class 7/4, 7/6.
OFF A40-31, OC/SK, 10 Mon./Wed., 6/12, 1-4 pm  CRN 50123

EXPORT-IMPORT (ONLINE)  Fee: $95
For those who want a career in import or export of goods and services and need a step-by-step hands-on course. Conducted “live” on the Internet by an international trade expert and intended for students with zero business background, as well as for established businesses looking for new trade. Required textbook: How Small Business Trades Worldwide, ISBN: 0979551501. Available at amazon.com. Not available at Oakton’s bookstore. Important: Provide your email address when registering for the course. All course materials will be emailed to you directly. No senior discount.
BUS A28-330, 5/17-7/7  CRN 50141

BECOME A VETERINARY ASSISTANT (ONLINE)  Fee: $129
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.
BUB A60-330, 5/17-7/7  CRN 50264
BUB A60-331, 6/14-8/4  CRN 50265
BUB A60-332, 7/12-9/1  CRN 50266

*Courses may also be taken for college credit.
Communication

KEYS TO EFFECTIVE COMMUNICATION (ONLINE) 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.
BUB A70-330, 5/17-7/7 CRN 50279
BUB A70-331, 6/14-8/4 CRN 50280
BUB A70-332, 7/12-9/1 CRN 50281

INTERPERSONAL COMMUNICATION (ONLINE) 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.
BUB A55-330, 5/17-7/7 CRN 50249
BUB A55-331, 6/14-8/4 CRN 50250
BUB A55-332, 7/12-9/1 CRN 50251

MERRILL REAM SPEED READING (ONLINE) 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.
COM S57-330, 5/17-7/7 CRN 50411
COM S57-331, 6/14-8/4 CRN 50412
COM S57-332, 7/12-9/1 CRN 50413

GRAMMAR REFRESHER (ONLINE) 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.
COM S13-330, 5/17-7/7 CRN 50399
COM S13-331, 6/14-8/4 CRN 50400
COM S13-332, 7/12-9/1 CRN 50401

MASTERING PUBLIC SPEAKING (ONLINE) 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 speech effectively, and practice techniques for communication with ease and skill in any setting—from a meeting to a job interview.
COM B09-330, 5/17-7/7 CRN 50333
COM B09-331, 6/14-8/4 CRN 50334
COM B09-332, 7/12-9/1 CRN 50335

Computer Courses

Textbooks are required for most computer classes. While Continuing Education textbooks are not available at Oakton’s Bookstores, they can be purchased through online vendors or from the instructor on the first day of class (see class descriptions for ISBNs). Fees for textbooks purchased in class are non-refundable.

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 (ONLINE)* Fee: $173
Enables the beginning student to master proper keyboarding techniques and develop minimum 18 wpm speed and accuracy. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.
COF A02-C01, 6/5-7/2 CRN 50825

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT (ONLINE)* Fee: $173
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 might be required. Check with the bookstore.
COF A06-C01, 7/3-7/27 CRN 50826

COMPUTER KEYBOARDING: LEARN TO TYPE (ONLINE) Fee: $129
Get ready to successfully take a timed writing test during a job interview. Learn how to touch-type (text without looking at your keyboard) with keyboarding Pro 5, a typing tutorial designed for personal computers. Learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.
OFF A39-330, 5/17-7/7 CRN 50346
OFF A39-331, 6/14-8/4 CRN 50347
OFF A39-332, 7/12-9/1 CRN 50348

*Courses may also be taken for college credit.
Beginning/Introductory Computer Skills

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

**COMPUTER SOFTWARE AND CONCEPTS:** OFFICE 2013, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT*  Fee: $522

Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (web browsers, email, and 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.) Textbook might be required. Check with the bookstore.

CPT A01-C01, OC/DP, 8 Mon./Wed., 6/5, 9-11:50 am  CRN 50870
CPT A01-C02, OC/DP, 8 Mon./Wed., 6/5, 12-12:50 pm  CRN 50888

**BASIC COMPUTER**  Fee: $160

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 email to send pictures to your friends and family.

DPR A22-31, OC/DP, 5 Wed., 6/14, 6-9 pm  CRN 50805
DPR A22-32, OC/SK, 5 Mon., 7/10, 6-9 pm  CRN 50806

**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2013**  Fee: $379

Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand the role and use of information systems in the business community, and for students interested in learning introductory “end user” computer skills. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. Textbook might be required. Check with the bookstore.

No class 5/29, 7/4.

CPT A19-C01, OC/DP, 4 Mon./Tue./Wed./Thu., 5/15, 9:30 am-1:20 pm  CRN 50889
CPT A19-C02, OC/SK, 5 Mon./Wed., 6/5, 9 am-12:50 pm  CRN 50872
CPT A19-C03, OC/DP, 8 Tue./Thu., 6/6, 6-9:50 pm  CRN 50874
CPT A19-C04, OC/DP, 8 Tue./Thu., 6/6, 9 am-12:50 pm  CRN 50875

**Windows Operating Systems**

**INTRODUCTION TO WINDOWS 7 (ONLINE)**  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!

DPR A23-330, 5/17-7/7  CRN 50583
DPR A23-331, 6/14-8/4  CRN 50584
DPR A23-332, 7/12-9/1  CRN 50585

**Business/Office Applications**

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

**COMPUTER SKILLS FOR THE WORKPLACE (ONLINE)**  Fee: $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 Macintosh OS with any edition of Microsoft Office 2004 or newer will be supported.

DAT A17-330, 5/17-7/7  CRN 50475
DAT A17-331, 6/14-8/4  CRN 50482
DAT A17-332, 7/12-9/1  CRN 50483

**COMPREHENSIVE WORD PROCESSING: WORD 2013 (ONLINE)**  Fee: $419

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

COF A25-C01, 6/5-7/27  CRN 50845

**INTRODUCTION TO MICROSOFT WORD (ONLINE)**  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. Versions available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

DPR A83-330, 5/17-7/7  CRN 50619
DPR A83-331, 6/14-8/4  CRN 50620
DPR A83-332, 7/12-9/1  CRN 50621

**INTERMEDIATE MICROSOFT WORD (ONLINE)**  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 graphics. Intended for Macintosh users.

DPR A80-330, 5/17-7/7  CRN 50616
DPR A80-331, 6/14-8/4  CRN 50617
DPR A80-332, 7/12-9/1  CRN 50618

*Courses may also be taken for college credit.*
### 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!** The book for this course is *Microsoft Excel 2013: Shelly Cashman Series* (ISBN 978-1285168449). The book can be purchased on Amazon.com or at Barnes and Noble. **No class 7/4.**

**DAT A14-31, OC/DP, 8 Tue., 6/6, 6-9 pm**  
**CRN 50803**  
**DAT A14-32, OC/SK, 8 Mon., 7/10, 6-9 pm**  
**CRN 50804**

### 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. The book for this course is *Microsoft Excel 2013: Shelly Cashman Series* (ISBN 978-1285168449). The book can be purchased on Amazon.com or at Barnes and Noble. **No class 7/4.**

**DPR A84-31, OC/DP, 4 Tue., 6/6, 6-9 pm**  
**CRN 50809**  
**DPR A84-32, OC/SK, 4 Mon., 7/10, 6-9 pm**  
**CRN 50810**

### INTERMEDIATE MICROSOFT EXCEL  
**Fee: $150**

Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases. The book for this course is *Microsoft Excel 2013: Shelly Cashman Series* (ISBN 978-1285168449). The book can be purchased on Amazon.com or at Barnes and Noble.

**DPR A85-31, OC/DP, 4 Tue., 7/11, 6-9 pm**  
**CRN 50815**  
**DPR A85-32, OC/SK, 4 Mon., 8/7, 6-9 pm**  
**CRN 50816**

### ADVANCED MICROSOFT EXCEL (ONLINE)  
**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.

**DAT A15-330, 5/17-7/7**  
**CRN 50769**  
**DAT A15-331, 6/14-8/4**  
**CRN 50908**  
**DAT A15-332, 7/12-9/1**  
**CRN 50909**

### ELECTRONIC SPREADSHEETING USING EXCEL: 2013*  
**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.

**COF A35-C01, Online, 6/5-7/27**  
**CRN 50846**  
**COF A35-C02, OC/SK, 8 Wed., 6/7, 6:30-9:30 pm, $261**  
**CRN 50844** (hybrid: 1/2 classroom and 1/2 online)

### ADVANCED SPREADSHEETING USING EXCEL (ONLINE)*  
**Fee: $296**

Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. **Prerequisite:** COF A35 or consent of instructor.

**COF A55-C01, 6/5-7/27**  
**CRN 50847**

### MICROSOFT POWERPOINT 2013 IN THE CLASSROOM (ONLINE)  
**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.

**DAT A42-330, 5/17-7/7**  
**CRN 50166**  
**DAT A42-331, 6/14-8/4**  
**CRN 50167**  
**DAT A42-332, 7/12-9/1**  
**CRN 50168**

### INTRODUCTION TO MICROSOFT EXCEL (ONLINE)  
**Fee: $129**


**DPR A84-330, 5/17-7/7**  
**CRN 50622**  
**DPR A84-331, 6/14-8/4**  
**CRN 50623**  
**DPR A84-332, 7/12-9/1**  
**CRN 50624**

### INTERMEDIATE MICROSOFT EXCEL (ONLINE)  
**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: Microsoft Excel or Office 2007, 2010, 2013, and 2016. **Requirements:** Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.

**DPR A85-330, 5/17-7/7**  
**CRN 50625**  
**DPR A85-331, 6/14-8/4**  
**CRN 50626**  
**DPR A85-332, 7/12-9/1**  
**CRN 50627**
For more information, call 847-982-9888

**PRESENTATION SOFTWARE USING POWERPOINT: 2013**
Fee: $296
Learn to plan, compose, and create effective desktop presentations. PowerPoint 2013 with an online component.
COF A30-C01, 6/12-7/27
CRN 50840

**DATABASE APPLICATIONS USING ACCESS: 2013**
Fee: Listed with section
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more. Access 2013 with an online component. **No class 7/4.**
COF A40-C01, Online, 6/5-7/27, $419
CRN 50847
COF A40-C02, OC/DP, 7 Tue., 6/6, 6-9:30 pm, $399
CRN 50837
(hybrid: 1/2 classroom and 1/2 online)

**INTRODUCTION TO MICROSOFT ACCESS (ONLINE)**
Fee: $129
DPR A71-330, 5/17-7/7
CRN 50610
DPR A71-331, 6/14-8/4
CRN 50611
DPR A71-332, 7/12-9/1
CRN 50612

**INTERMEDIATE MICROSOFT ACCESS (ONLINE)**
Fee: $129
DPR A98-330, 5/17-7/7
CRN 50634
DPR A98-331, 6/14-8/4
CRN 50636
DPR A98-332, 7/12-9/1
CRN 50637

**MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE)**
Fee: $129
Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you're still using Office 2003 or 2007, you'll learn how to transition smoothly to this newer version—and if you're already using Office 2010, you'll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.
DPR A20-330, 5/17-7/7
CRN 50580
DPR A20-331, 6/14-8/4
CRN 50581
DPR A20-332, 7/12-9/1
CRN 50582

**INTRODUCTION TO MICROSOFT PROJECT (ONLINE)**
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.
DPR A52-330, 5/17-7/7
CRN 50604
DPR A52-331, 6/14-8/4
CRN 50605
DPR A52-332, 7/12-9/1
CRN 50606

**INTRODUCTION TO MICROSOFT OUTLOOK (ONLINE)**
Fee: $129
DPR A12-330, 5/17-7/7
CRN 50577
DPR A12-331, 6/14-8/4
CRN 50578
DPR A12-332, 7/12-9/1
CRN 50579

**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.

**DATA MEDIA INFRASTRUCTURE FUNDAMENTALS FOR IT PROFESSIONALS**
Fee: $409
Course presents fundamentals of media infrastructure for an enterprise network. Topics include the necessary knowledge to specify a premise structured cabling system for a company. Standards from the TIA, ISO and the IEEE will be examined. Best practices for designing and maintaining a structured cabling system will be examined. This course will provide students, with the prerequisite knowledge necessary to pursue the Registered Information Transport Professional (RITP) Certification. Recommended: CNS 105 or consent of instructor or program chair.
NTS A26-C01, OC/ SK, 8 Tue./Thu., 6/6, 6-9:20 pm
CRN 50885

**INTRODUCTION TO MICROSOFT OUTLOOK (ONLINE)**
Fee: $129
DPR A12-330, 5/17-7/7
CRN 50577
DPR A12-331, 6/14-8/4
CRN 50578
DPR A12-332, 7/12-9/1
CRN 50579

**DATA MEDIA INFRASTRUCTURE FUNDAMENTALS FOR IT PROFESSIONALS**
Fee: $409
Course presents fundamentals of media infrastructure for an enterprise network. Topics include the necessary knowledge to specify a premise structured cabling system for a company. Standards from the TIA, ISO and the IEEE will be examined. Best practices for designing and maintaining a structured cabling system will be examined. This course will provide students, with the prerequisite knowledge necessary to pursue the Registered Information Transport Professional (RITP) Certification. Recommended: CNS 105 or consent of instructor or program chair.
NTS A26-C01, OC/ SK, 8 Tue./Thu., 6/6, 6-9:20 pm
CRN 50885

**NETWORKING ESSENTIALS**
Fee: $409
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.
NTS A05-C01, OC/ SK, 8 Mon./Wed., 6/5, 6-9:50 pm
CRN 50884

**ADVANCED NETWORK SECURITY I**
Fee: $532
This hands-on course focuses on the overall security process with particular emphasis on security policy design and management, security technologies, products, and solutions. Students carry out the installation, programming, and maintenance of routers, switches and firewalls. Prerequisite: Experience with routers switches and Windows networking, or consent of the department chair.
INT A10-C01, OC/ SK, 8 Mon./Wed., 6/5, 6-8 pm
CRN 50881

**MICROSOFT WINDOWS COMMAND LINE ADMINISTRATION**
Fee: $286
Course concentrates on Command Line support for the new DOS like 32-bit language irrevocably linked to Windows Server that boasts a vast range of functions, commands, and application, using intermediate and advanced tools. Topics include knowledge and skills necessary to administer Microsoft Windows Network in variety of environments from the Command Line or Command Prompt. Focus is on most recent release of Windows. Recommended: Knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.
NTS A40-C01, OC/ SK, 7 Tue./Thu., 6/6, 6-8:40 pm
CRN 50866

*Courses may also be taken for college credit.*
DATABASE FUNDAMENTALS II:  
ORACLE 11G*  
Fee: $532
Develop the knowledge you need to perform the tasks of a database administrator. Topics include methods to backup, restore, and recover the database given various different scenarios; transporting data between databases and the utilities used; networking concepts and configuration parameters; solving common network problems, and configuring network parameters to allow the database clients to communicate with the database server. Class prepares students for the corresponding Oracle Database Administrator certification exam.
CPT A46-C01, OC/DP, 8 Mon./Wed., 6/5, 6-10 pm  CRN 50877

PC Troubleshooting and Security

INTRODUCTION TO PC TROUBLESHOOTING (ONLINE)  
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.
DPR A28-330, 5/17-7/7  CRN 50589
DPR A28-331, 6/14-8/4  CRN 50590
DPR A28-332, 7/12-9/1  CRN 50591

Programming

INTRODUCTION TO C# PROGRAMMING (ONLINE)  
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.
DAT A33-330, 5/17-7/7  CRN 50552
DAT A33-331, 6/14-8/4  CRN 50553
DAT A33-332, 7/12-9/1  CRN 50554

INTRODUCTION TO C++ PROGRAMMING (ONLINE)  
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).
DAT A34-330, 5/17-7/7  CRN 50556
DAT A34-331, 6/14-8/4  CRN 50557
DAT A34-332, 7/12-9/1  CRN 50558

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE)  
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.  Requirements: Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.
DAT A13-330, 5/17-7/7  CRN 50470
DAT A13-331, 6/14-8/4  CRN 50473
DAT A13-332, 7/12-9/1  CRN 50474

INTRODUCTION TO C++ PROGRAMMING  
Fee: $129
Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required.  Requirements: Microsoft Visual C++2010 Express Edition (free Express edition can be downloaded from Microsoft).
DAT A34-330, 5/17-7/7  CRN 50556
DAT A34-331, 6/14-8/4  CRN 50557
DAT A34-332, 7/12-9/1  CRN 50558

INTRODUCTION TO PROGRAMMING (ONLINE)  
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.
DPR A07-330, 5/17-7/7  CRN 50574
DPR A07-331, 6/14-8/4  CRN 50575
DPR A07-332, 7/12-9/1  CRN 50576

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 college credit classes or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding college credit classes, contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu.

INTRODUCTION TO SQL: ORACLE 11G*  
Fee: $409
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).
CPT A21-C01, OC/DP, 8 Tue./Thru., 6/6, 6-9:50 pm  CRN 50876

INTRODUCTION TO SQL (ONLINE)  
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, MySQL, Sybase, Microsoft SQL Server, or SQL Server Enterprise.
CPT A21-330, 5/17-7/7  CRN 50414
CPT A21-331, 6/14-8/4  CRN 50415
CPT A21-332, 7/12-9/1  CRN 50416

INTERMEDIATE SQL (ONLINE)  
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.
DAT A20-330, 5/17-7/7  CRN 50492
DAT A20-331, 6/14-8/4  CRN 50493
DAT A20-332, 7/12-9/1  CRN 50494

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE)  
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.  Requirements: Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.
DAT A13-330, 5/17-7/7  CRN 50470
DAT A13-331, 6/14-8/4  CRN 50473
DAT A13-332, 7/12-9/1  CRN 50474

*Courses may also be taken for college credit.
INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE) 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.

DPR A29-330, 5/17-7/7 CRN 50592
DPR A29-331, 6/14-8/4 CRN 50593
DPR A29-332, 7/12-9/1 CRN 50594

MAC, IPHONE, AND IPAD PROGRAMMING (ONLINE) 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.

DAT A12-330, 5/17-7/7 CRN 50463
DAT A12-331, 6/14-8/4 CRN 50466
DAT A12-332, 7/12-9/1 CRN 50468

INTRODUCTION TO JAVA PROGRAMMING (ONLINE) 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.

DAT A07-330, 5/17-7/7 CRN 50444
DAT A07-331, 6/14-8/4 CRN 50445
DAT A07-332, 7/12-9/1 CRN 50446

INTERMEDIATE JAVA PROGRAMMING (ONLINE) 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.

DAT A08-330, 5/17-7/7 CRN 50447
DAT A08-331, 6/14-8/4 CRN 50449
DAT A08-332, 7/12-9/1 CRN 50450

JAVASCRIPT (ONLINE) 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.

DPR A88-330, 5/17-7/7 CRN 50629
DPR A88-331, 6/14-8/4 CRN 50630
DPR A88-332, 7/12-9/1 CRN 50632

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.

INTRODUCTION TO SOLIDWORKS* Fee: $444

Explores the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes transforming computer sketches into three-dimensional features, parametric modeling techniques further explored to create computer models of plastic molded parts, casting and sheet metal photorealistic rendering, and animation of three-dimensional models to visually communicate design ideas. Textbook might be required. Check with the bookstore.

DES A08-C01, OC/SK, 8 Mon./Wed., 6/5, 6-9:30 pm CRN 50679

BASIC AUTOCAD* Fee: Listed with section

First of three courses in drafting and design using AutoCAD software. Content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A03-C01, OC/SK, 8 Tue./Thu., 6/6, 6-9:30 pm, $444 CRN 50678
DES A03-C02, Online, 6/12-7/27, $419 CRN 50641

*Courses may also be taken for college credit.
Elder Care

ASSISTING AGING PARENTS (ONLINE) 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.
SOC E02-330, 5/17-7/7 CRN 50433
SOC E02-331, 6/14-8/4 CRN 50434
SOC E02-332, 7/12-9/1 CRN 50435

Electronics and Computer Technology

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

SURVEY OF ELECTRONICS* Fee: $369
Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills. Textbook might be required. Check with the bookstore.
ECT A03-C01, OC/SK, 8 Mon., 6/5, 6-9:50 pm CRN 50834

A+ CERTIFICATION PREPARATION* Fee: $271
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 might be required. Check with the bookstore.
ECT A06-C01, OC/SK, 8 Wed., 6/7, 6-9:30 pm CRN 50835

MICROCOMPUTER HARDWARE SYSTEMS* Fee: $399
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 might be required. Check with the bookstore.
ECT A04-C01, OC/SK, 8 Tue./Thu., 6/6, 6-9:30 pm CRN 50880

Entrepreneurship

(Also see Business)

START YOUR OWN ARTS AND CRAFTS BUSINESS (ONLINE) 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.
BUB A06-330, 5/17-7/7 CRN 50213
BUB A06-331, 6/14-8/4 CRN 50214
BUB A06-332, 7/12-9/1 CRN 50215

START YOUR OWN SMALL BUSINESS (ONLINE) Fee: $129
BUB A26-330, 5/17-7/7 CRN 50225
BUB A26-331, 6/14-8/4 CRN 50226
BUB A26-332, 7/12-9/1 CRN 50227

CREATING A SUCCESSFUL BUSINESS PLAN (ONLINE) 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.
BUS A90-330, 5/17-7/7 CRN 50318
BUS A90-331, 6/14-8/4 CRN 50319
BUS A90-332, 7/12-9/1 CRN 50320

STARTING YOUR OWN CONSULTING PRACTICE (ONLINE) 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.
BUB A33-330, 5/17-7/7 CRN 50228
BUB A33-331, 6/14-8/4 CRN 50229
BUB A33-332, 7/12-9/1 CRN 50230

BEGINNER’S GUIDE TO GETTING PUBLISHED (ONLINE) Fee: $129
Taught by a published author, course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.
COM E75-330, 5/17-7/7 CRN 50381
COM E75-331, 6/14-8/4 CRN 50382
COM E75-332, 7/12-9/1 CRN 50383

SECRETS OF THE CATERER (ONLINE) 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!
BUB A52-330, 5/17-7/7 CRN 50240
BUB A52-331, 6/14-8/4 CRN 50241
BUB A52-332, 7/12-9/1 CRN 50242

STARTING A NONPROFIT (ONLINE) 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.
BUS A20-330, 5/17-7/7 CRN 50303
BUS A20-331, 6/14-8/4 CRN 50304
BUS A20-332, 7/12-9/1 CRN 50305

LEADERSHIP (ONLINE) 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.
BUS A43-330, 5/17-7/7 CRN 50312
BUS A43-331, 6/14-8/4 CRN 50313
BUS A43-332, 7/12-9/1 CRN 50314

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

*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, Octane Fitness, and Precor.
- More than 20 machines to exercise all major muscle groups.
- A variety of aerobic workout machines to increase cardiovascular development, including Arc Trainer, LateralX Trainer, 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 P01-31, OC/DP, $89 CRN 50110

- **Four one-hour sessions by arrangement**
  Free semester membership to the Fitness Center included.
  FIT P01-32, OC/DP, $159 CRN 50111

- **Six one-hour sessions by arrangement**
  Free semester membership to the Fitness Center included.
  FIT P01-33, OC/DP, $229 CRN 50112

**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 P02-31, OC/DP, $279 CRN 50113

**Fitness Center Memberships**

**No senior discount.**

**ONE SEMESTER MEMBERSHIPS**

- Non-Student: FIT B01-31, OC/DP, $95 CRN 50104
- Alliance Student: FIT E01-31, OC/DP, $70 CRN 50106
- Oakton Student: FIT F01-31, OC/DP, $60 CRN 50108

**ANNUAL MEMBERSHIPS**

- Non-Student: FIT B02-31, OC/DP, $230 CRN 50105
- Alliance Student: FIT E02-31, OC/DP, $180 CRN 50107
- Oakton Student: FIT F02-31, OC/DP, $160 CRN 50109

**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**

Course investigates accident prevention and procedures to be followed in cases of accident or sudden illness. Content includes accident scenes in the home, school and community. Standard American Red Cross Certificate awarded upon successful completion of course.

FIT B11-C01, ONLINE, 6/12-7/27 CRN 50842
FIT B28-C01, OC/DP, 8 Tue./Thur., 6/6, 4:30-5:45 pm CRN 50890
FIT B28-C02, OC/DP, 7 Mon./Tue./Thur., 6/12, 1-2:15 pm CRN 50891

**YOGA I**

Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and improve balance. Textbook might be required. Check with the bookstore.

FIT B28-C01, OC/DP, 8 Tue./Thur., 6/6, 4:30-5:45 pm CRN 50890
FIT B28-C02, OC/DP, 7 Mon./Tue./Thur., 6/12, 1-2:15 pm CRN 50891

**Financial Markets and Service**

**INTRODUCTION TO STATISTICS (ONLINE)** 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.

MAT E08-330, 5/17-7/7 CRN 50688
MAT E08-331, 6/14-8/4 CRN 50689
MAT E08-332, 7/12-9/1 CRN 50690

**Graphic Design/Digital Imaging**

**INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)** 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.

DPR A04-330, 5/17-7/7 CRN 50571
DPR A04-331, 6/14-8/4 CRN 50572
DPR A04-332, 7/12-9/1 CRN 50573

**INTERMEDIATE ADOBE PHOTOSHOP (ONLINE)** 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.

DAT A05-330, 5/17-7/7 CRN 50426
DAT A05-331, 6/14-8/4 CRN 50427
DAT A05-332, 7/12-9/1 CRN 50428

*Courses may also be taken for college credit.*
PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER (ONLINE) 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.
DAT A27-330, 5/17-7/7 CRN 50586
DAT A27-331, 6/14-8/4 CRN 50587
DAT A27-332, 7/12-9/1 CRN 50588

INTRODUCTION TO CORELDRAW: X5 (ONLINE) 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.
DAT A10-330, 5/17-7/7 CRN 50452
DAT A10-331, 6/14-8/4 CRN 50454
DAT A10-332, 7/12-9/1 CRN 50455

ADobe Indesign (ONLINE) 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.
DAT A27-330, 5/17-7/7 CRN 50517
DAT A27-331, 6/14-8/4 CRN 50520
DAT A27-332, 7/12-9/1 CRN 50528

INTERMEDIATE INDESIGN (ONLINE) 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.
DAT A32-330, 5/17-7/7 CRN 50550
DAT A32-331, 6/14-8/4 CRN 50551
DAT A32-332, 7/12-9/1 CRN 50552

Healthy Living Topics

LOSE WEIGHT AND KEEP IT OFF! (ONLINE) 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.
HEA C09-330, 5/17-7/7 CRN 50524
HEA C09-331, 6/14-8/4 CRN 50525
HEA C09-332, 7/12-9/1 CRN 50526

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS (ONLINE) 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 diettian’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.
HEC E16-330, 5/17-7/7 CRN 50647
HEC E16-331, 6/14-8/4 CRN 50649
HEC E16-332, 7/12-9/1 CRN 50652

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) 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.
HEA E62-330, 5/17-7/7 CRN 50527
HEA E62-331, 6/14-8/4 CRN 50535
HEA E62-332, 7/12-9/1 CRN 50540

Home and Garden

INTRODUCTION TO INTERIOR DESIGN (ONLINE) 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.
Hec B41-330, 5/17-7/7 CRN 50545
Hec B41-331, 6/14-8/4 CRN 50544
Hec B41-332, 7/12-9/1 CRN 50564

PHOTOSHOP I AT THE BOTANIC GARDEN Fee: $289
The Chicago Botanic Garden is a spectacular place to take photographs. Make your photographs even better with Adobe Photoshop Elements—a user-friendly photo editor that uses the same concepts as the full version of Photoshop. Learn how to make your images better through the use of selection tools, layers, and smart brushes. Requirements for the course are a laptop computer with Adobe Photoshop Elements or Adobe Photoshop CS5 installed and a digital camera. No senior discount.
BOT B02-31, GARD, 7 Mon., 6/12, 1-3:30 pm CRN 50074

RECOGNIZING SEDGES IN THE FIELD Fee: $79
Many of the grass-like plants you encounter in native habitats in the Chicago region and elsewhere are not actually grasses. Although similar looking, they are members of an entirely different family of plants. In this course you will study Carex, the largest and most diverse genus of the sedge family. Learn about the taxonomy, structure, and ecology of this challenging group. This advanced course is for students who have already completed Botany I or are familiar with the use of taxonomic keys. Students must have a 10X loop, hand lens, and small millimeter ruler. Be prepared for walking in the woods; wear long sleeves and long pants, and bring insect repellent and sunscreen. You may wish to purchase a copy of Field Guide to Wisconsin Sedges by Andrew Hipp. No senior discount.
BOT E15-31, GARD, 1 Tue., 6/20, 9 am-1 pm CRN 50075

BEGINNING DIGITAL PHOTOGRAPHY AT BOTANIC GARDEN Fee: $239
This course will help beginners and enthusiasts grasp the techniques and principles of photography. Participants will explore the basics of photography, including image composition rules, how the camera works, proper exposure, and the functions of lens aperture and shutter speed. Some minimal photo processing will also be covered. Course requires a digital SLR camera. No previous experience is required. No senior discount.
BOT G10-31, GARD, 4 Tue., 6/6, 6-9 pm CRN 50076
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 7/4.
TEC B28-31, ETHS, 4 Tue./Thu., 6/27, 6-9 pm CRN 50117

START YOUR OWN EDIBLE GARDEN (ONLINE)  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.
BOT E14-330, 5/17-7/7 CRN 50210
BOT E14-331, 6/14-8/4 CRN 50211
BOT E14-332, 7/12-9/1 CRN 50212

Job Search

RESUME WRITING WORKSHOP (ONLINE)  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.
COM S42-330, 5/17-7/7 CRN 50405
COM S42-331, 6/14-8/4 CRN 50406
COM S42-332, 7/12-9/1 CRN 50407

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE)  Fee: $129
Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.
BUB E01-330, 5/17-7/7 CRN 50282
BUB E01-331, 6/14-8/4 CRN 50283
BUB E01-332, 7/12-9/1 CRN 50284

Languages

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

CONVERSATIONAL ARABIC  Fee: $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. No class 7/4.
LFR B01-31, ETHS, 4 Tue./Thu., 6/20, 7-9 pm CRN 50914

BEGINNING CONVERSATIONAL FRENCH (ONLINE)  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.
LFR E02-330, 5/17-7/7 CRN 50658
LFR E02-331, 6/14-8/4 CRN 50660
LFR E02-332, 7/12-9/1 CRN 50662

CONVERSATIONAL GERMAN I  Fee: $130
Willkommen! 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 B03-31, OC/SK, 5/2, 7-9 pm CRN 50776

CONVERSATIONAL GERMAN II  Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience. No class 7/4.
LGE B04-31, OC/SK, 4 Tue./Thu., 6/27, 7-9 pm CRN 50775

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. No class 7/4.
LGR C01-31, ETHS, 5/30, 7-9 pm CRN 50774

INSTANT ITALIAN (ONLINE)  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, Windows Media Player (which comes included with most versions of Windows) or RealPlayer, and Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
ITL B02-330, 5/17-7/7 CRN 50653
ITL B02-331, 6/14-8/4 CRN 50655
ITL B02-332, 7/12-9/1 CRN 50657

ITALIAN CONVERSATION I  Fee: $130
Explore the Italian language! Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required. No class 7/3.
ITL B03-31, OC/SK, 6/12, 7-9 pm CRN 50815
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 7/4.
ITL B04-31, OC/SK, 8 Wed., 6/14, 7-9 pm CRN 50816

CONVERSATIONAL JAPANESE (ONLINE) 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!
LJA E01-330, 5/17-7/7 CRN 50566
LJA E01-331, 6/14-8/4 CRN 50567
LJA E01-332, 7/12-9/1 CRN 50569

CONVERSATIONAL JAPANESE (ONLINE) 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. No class 7/4.
LJA E03-31, ETHS, 8 Tue., 5/30, 7-9 pm CRN 50773

CONVERSATIONAL KOREAN 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. No class 7/4.
LKO B01-31, ETHS, 8 Tue., 5/30, 7-9 pm CRN 50772

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 B01-31, ETHS, 8 Tue., 5/2, 7-9 pm CRN 50771

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 7/4.
LPO B02-31, ETHS, 4 Tue./Thu., 6/27, 7-9 pm CRN 50135

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 B01-31, ETHS, 8 Thu., 6/1, 7-9 pm CRN 50134

DISCOVER SIGN LANGUAGE (ONLINE) Fee: $129
Learn how to use this graceful, expressive language to communicate with Deaf people. You'll begin with an introduction to the language itself, and learn to create the signs for numbers. You'll also master the sign alphabet so you can fingerspell proper names. Then you'll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation. Learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't. You'll watch videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language.
COM T01-330, 5/17-7/7 CRN 50909
COM T01-331, 6/14-8/4 CRN 50910
COM T01-332, 7/12-9/1 CRN 50770

SIGN LANGUAGE Fee: $130
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations will be covered. Deaf culture and attitudes also will be discussed. No class 7/4.
COM B08-31, ETHS, 8 Tue., 5/23, 7-9 pm CRN 50800

SPANISH I Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class 7/4.
LSP C01-31, OC/SK, 8 Mon., 6/5, 7-9 pm CRN 50133
LSP C01-32, ETHS, 8 Tue., 5/30, 7-9 pm CRN 50132

SPANISH II Fee: $130
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class.
LSP C02-31, OC/SK, 8 Wed., 5/31, 7-9 pm CRN 50131
LSP C02-32, ETHS, 8 Wed., 5/31, 7-9 pm CRN 50130

SPEED SPANISH I (ONLINE) Fee: $129
Includes 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.
LSP B08-330, 5/17-7/7 CRN 50671
LSP B08-331, 6/14-8/4 CRN 50673
LSP B08-332, 7/12-9/1 CRN 50674

SPEED SPANISH II (ONLINE) Fee: $129
A continuation of Speed Spanish I. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.
LSP B09-330, 5/17-7/7 CRN 50675
LSP B09-331, 6/14-8/4 CRN 50676
LSP B09-332, 7/12-9/1 CRN 50677

SPEED SPANISH III (ONLINE) Fee: $129
A continuation of Speed Spanish II. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.
LSP B10-330, 5/17-7/7 CRN 50718
LSP B10-331, 6/14-8/4 CRN 50719
LSP B10-332, 7/12-9/1 CRN 50720

CONVERSATIONAL SPANISH I Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language. No class 7/4.
LSP E08-31, ETHS, 8 Tue., 5/30, 7-9 pm CRN 50128

ADVANCED CONVERSATIONAL SPANISH Fee: $130
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language.
LSP C04-31, ETHS, 8 Thu., 6/1, 7-9 pm CRN 50129
Management and Supervision

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

PROJECT MANAGEMENT CERTIFICATION PREP* Fee: $246
Course offers an intensive review of project management concepts and the application of these concepts to various business scenarios in preparation for the Project Management Professional (PMP) certification exam.
CPT A84-C01, OC/DP, 4 Tue./Thu., 5/16, 6-9:50 pm CRN 50843

EMPLOYMENT LAW FUNDAMENTALS (ONLINE) 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.
BUB A17-330, 5/17-7/7 CRN 50216
BUB A17-331, 6/14-8/4 CRN 50217
BUB A17-332, 7/12-9/1 CRN 50218

Six Sigma: Total Quality Applications (Online) 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.
BUB A69-330, 5/17-7/7 CRN 50276
BUB A69-331, 6/14-8/4 CRN 50277
BUB A69-332, 7/12-9/1 CRN 50278
BUILDING TEAMS THAT WORK (ONLINE) 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. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB A54-330, 5/17-7/7 CRN 50246
BUB A54-331, 6/14-8/4 CRN 50247
BUB A54-332, 7/12-9/1 CRN 50248

Marketing and Sales
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 847-376-7623 or bzapal@oakton.edu.

BUSINESS AND MARKETING WRITING (ONLINE) 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.
COM E37-330, 5/17-7/7 CRN 50373
COM E37-331, 6/14-8/4 CRN 50376
COM E37-332, 7/12-9/1 CRN 50377

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE) 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, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more! Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUS A79-330, 5/17-7/7 CRN 50315
BUS A79-331, 6/14-8/4 CRN 50316
BUS A79-332, 7/12-9/1 CRN 50317

PRINCIPLES OF MARKETING* Fee: $369
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.
MAR A01-C01, OC/SK, 7 Mon./Wed., 6/12, 9 am-12:15 pm CRN 50864

PROFESSIONAL SALES SKILLS (ONLINE) 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!
BUS A34-330, 5/17-7/7 CRN 50306
BUS A34-331, 6/14-8/4 CRN 50307
BUS A34-332, 7/12-9/1 CRN 50308

SEARCH ENGINE OPTIMIZATION (SEO) SEMINAR Fee: $75
With the increasing use of mobile search and consumers utilizing the Internet to obtain products and services, businesses must optimize their websites for search engines if they want their customers to find them. Attend this seminar to learn the latest tips and strategies to improve traffic to your website. No senior discount.
MAR B41-31, OC/SK, 1 Mon., 7/17, 6-9 pm CRN 50125

MOBILE MARKETING SEMINAR Fee: $75
According to Forbes.com, people now spend more time online on their mobile devices than on their desktops or laptops. This finding has strong implications for how businesses should market their products and services. Attend this seminar to learn the latest in mobile marketing methods such as responsive website design, display advertising, mobile-friendly email marketing, and more. No senior discount.
MAR B15-31, OC/SK, 1 Mon., 7/10, 6-9 pm CRN 50126

Medical Office 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 Ron Thomas at 847-376-7623 or bandbguy@oakton.edu.

EXPLORE A CAREER IN MEDICAL CODING (ONLINE) Fee: $129
Take the first step toward a lucrative career as a medical coder. Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
MED A10-330, 5/17-7/7 CRN 50691
MED A10-331, 6/14-8/4 CRN 50692
MED A10-332, 7/12-9/1 CRN 50654

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE) 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.
MED A51-330, 5/17-7/7 CRN 50663
MED A51-331, 6/14-8/4 CRN 50664
MED A51-332, 7/12-9/1 CRN 50666

*Courses may also be taken for college credit.
EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)  
Fee: $129
Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.

MED A50-330, 5/17-7/7  CRN 50656
MED A50-331, 6/14-8/4  CRN 50659
MED A50-332, 7/12-9/1  CRN 50661

EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE)  
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.

MED A52-330, 5/17-7/7  CRN 50668
MED A52-331, 6/14-8/4  CRN 50670
MED A52-332, 7/12-9/1  CRN 50672

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

MED A53-330, 5/17-7/7  CRN 50336
MED A53-331, 6/14-8/4  CRN 50337
MED A53-332, 7/12-9/1  CRN 50338

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE)  
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.

MED E01-330, 5/17-7/7  CRN 50339
MED E01-331, 6/14-8/4  CRN 50340
MED E01-332, 7/12-9/1  CRN 50341

Paralegal

PARALEGAL PREPARATION I (ONLINE)  
Fee: $129
An overview of the American judicial system focusing on the origins of American law and the litigation process. Covers legal terminology, process, ethics, and tort and contract law.

BUB A45-330, 5/17-7/7  CRN 50237
BUB A45-331, 6/14-8/4  CRN 50238
BUB A45-332, 7/12-9/1  CRN 50239

Personal Finance

RETIREMENT PLANNING TODAY™  
Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount.

FIN E02-31, ETHS, 3 Thu., 6/15, 6:30-9:30 pm  CRN 50811

INTRODUCTION TO STOCK OPTIONS (ONLINE)  
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.

FIN E22-330, 5/17-7/7  CRN 50471
FIN E22-331, 6/14-8/4  CRN 50476
FIN E22-332, 7/12-9/1  CRN 50480

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

FIN E07-330, 5/17-7/7  CRN 50429
FIN E07-331, 6/14-8/4  CRN 50439
FIN E07-332, 7/12-9/1  CRN 50441

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE)  
Fee: $129

FIN E08-330, 5/17-7/7  CRN 50442
FIN E08-331, 6/14-8/4  CRN 50443
FIN E08-332, 7/12-9/1  CRN 50448

Music

INTRODUCTION TO GUITAR (ONLINE)  
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.


MUS S09-330, 5/17-7/7  CRN 50342
MUS S09-331, 6/14-8/4  CRN 50343
MUS S09-332, 7/12-9/1  CRN 50344
Starting a Pet Sitting Business (Online) Fee: $129


BUS A35-330, 5/17-7/7 CRN 50309
BUS A35-331, 6/14-8/4 CRN 50310
BUS A35-332, 7/12-9/1 CRN 50311

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.

Digital Photography* Fee: $444

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.

ART C04-C01, OC/SK, 7 Mon./Tue./Wed./Thu., 6/12, 9:30 am-12:25 pm CRN 50893

Digital Photography Fee: $140

Explore photo-taking techniques. Review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure, and color rendition; and work with digital imaging software to manipulate and improve your images. No class 7/3.

ART C04-31, OC/SK, 6 Mon., 6/5, 6:30-9 pm CRN 50794
ART C04-32, ETHS, 6 Wed., 6/14, 6:30-9 pm CRN 50795

Digital Photography (Online) 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.

ART C04-330, 5/17-7/7 CRN 50195
ART C04-331, 6/14-8/4 CRN 50196
ART C04-332, 7/12-9/1 CRN 50197

Introduction to Lightroom (Online) 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.

ART E04-330, 5/17-7/7 CRN 50204
ART E04-331, 6/14-8/4 CRN 50205
ART E04-332, 7/12-9/1 CRN 50206

Digital Camera Basics Fee: $25

Bring your digital camera to class and leave knowing not only how to use it, but how to get the most out of it. You'll learn the basics as well as some handy tips and tricks. No senior discount.

ART C79-31, ETHS, 1 Tue., 6/6, 6:30-9 pm CRN 50796
ART C79-32, ETHS, 1 Tue., 7/18, 6:30-9 pm CRN 50797

Photoshop Elements for the Digital Photographer II (Online) 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.

ART C11-330, 5/17-7/7 CRN 50160
ART C11-331, 6/14-8/4 CRN 50161
ART C11-332, 7/12-9/1 CRN 50162

Mastering Your Digital SLR Camera (Online) 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.

ART E22-330, 5/17-7/7 CRN 50207
ART E22-331, 6/14-8/4 CRN 50208
ART E22-332, 7/12-9/1 CRN 50209

Creative Scrapbooks (Online) 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.

ART C59-330, 5/17-7/7 CRN 50201
ART C59-331, 6/14-8/4 CRN 50202
ART C59-332, 7/12-9/1 CRN 50203

Secrets of Better Photography (Online) Fee: $129

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

ART B87-330, 5/17-7/7 CRN 50192
ART B87-331, 6/14-8/4 CRN 50193
ART B87-332, 7/12-9/1 CRN 50194

Psychology

Individual Excellence (Online) 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. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

BUB A22-330, 5/17-7/7 CRN 50219
BUB A22-331, 6/14-8/4 CRN 50220
BUB A22-332, 7/12-9/1 CRN 50221

Achieving Success with Difficult People (Online) Fee: $129


BUB A53-330, 5/17-7/7 CRN 50243
BUB A53-331, 6/14-8/4 CRN 50244
BUB A53-332, 7/12-9/1 CRN 50245
WHAT’S STOPPING YOU? GET ASSERTIVE! (ONLINE) 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!

PSY B14-330, 5/17-7/7 CRN 50364
PSY B14-331, 6/14-8/4 CRN 50363
PSY B14-332, 7/12-9/1 CRN 50361

INTRODUCTION TO JOURNALING (ONLINE) 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. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM B36-330, 5/17-7/7 CRN 50369
COM B36-331, 6/14-8/4 CRN 50367
COM B36-332, 7/12-9/1 CRN 50366

SKILLS FOR MAKING GREAT DECISIONS (ONLINE) 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.

PSY B09-330, 5/17-7/7 CRN 50349
PSY B09-331, 6/14-8/4 CRN 50351
PSY B09-332, 7/12-9/1 CRN 50352

MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS (ONLINE) 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.

PSY B13-330, 5/17-7/7 CRN 50354
PSY B13-331, 6/14-8/4 CRN 50357
PSY B13-332, 7/12-9/1 CRN 50359

NAVIGATING DIVORCE (ONLINE) 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.

PSY C13-330, 5/17-7/7 CRN 50368
PSY C13-331, 6/14-8/4 CRN 50374
PSY C13-332, 7/12-9/1 CRN 50375

REAL ESTATE BROKER PRE-LICENSE 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. No senior discount. No class 7/4.
REL A46-31, OC/SK, 15 Tue./Thu., 6/6, 6:30-9:30 pm CRN 50118

REAL ESTATE INVESTING (ONLINE) 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. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
REL E07-330, 5/17-7/7 CRN 50430
REL E07-331, 6/14-8/4 CRN 50431
REL E07-332, 7/12-9/1 CRN 50432

Special Interest

WOW! WHAT A GREAT EVENT! (ONLINE) 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. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
BUB E12-330, 5/17-7/7 CRN 50288
BUB E12-331, 6/14-8/4 CRN 50289
BUB E12-332, 7/12-9/1 CRN 50290

BASIC MATH REFRESHER (ONLINE) 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.
MAT A01-330, 5/17-7/7 CRN 50684
MAT A01-331, 6/14-8/4 CRN 50686
MAT A01-332, 7/12-9/1 CRN 50687

HUMAN ANATOMY AND PHYSIOLOGY (ONLINE) 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.
HEA S41-330, 5/17-7/7 CRN 50911
HEA S41-331, 6/14-8/4 CRN 50761
HEA S41-332, 7/12-9/1 CRN 50762

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD (ONLINE) 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.
TCR B03-330, 5/17-7/7 CRN 50648
TCR B03-331, 6/14-8/4 CRN 50650
TCR B03-332, 7/12-9/1 CRN 50651

Consumer Real Estate

REAL ESTATE BROKER PRE-LICENSE 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. No senior discount. No class 7/4.
REL A46-31, OC/SK, 15 Tue./Thu., 6/6, 6:30-9:30 pm CRN 50118

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
INTRODUCTION TO GOOGLE ANALYTICS (ONLINE)  
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. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DAT A35-330, 5/17-7/7
DAT A35-331, 6/14-8/4
DAT A35-332, 7/12-9/1
CRN 50560
CRN 50560
CRN 50561

GAME DEVELOPMENT FOR BEGINNERS (ONLINE)  
Fee: $129
There’s never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to $100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DAT A36-330, 5/17-7/7
DAT A36-331, 6/14-8/4
DAT A36-332, 7/12-9/1
CRN 50562
CRN 50563
CRN 50564

INTRODUCTION TO VIDEO EDITING/FINAL CUT PRO X (ONLINE)  
Fee: $129
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X software. Whether you are a novice or more experienced, you’ll learn to edit professional video presentations for general online use, educational or business purposes, or even a career in the motion picture industry!
DAT A39-330, 5/17-7/7
DAT A39-331, 6/14-8/4
DAT A39-332, 7/12-9/1
CRN 50565
CRN 50566
CRN 50567

INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE)  
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.
BUS A06-330, 5/17-7/7
BUS A06-331, 6/14-8/4
BUS A06-332, 7/12-9/1
CRN 50294
CRN 50295
CRN 50296

UNDERSTANDING THE CLOUD (ONLINE)  
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.
DAT A40-330, 5/17-7/7
DAT A40-331, 6/14-8/4
DAT A40-332, 7/12-9/1
CRN 50568
CRN 50569
CRN 50570

USING SOCIAL MEDIA IN BUSINESS (ONLINE)  
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.
BUS A19-330, 5/17-7/7
BUS A19-331, 6/14-8/4
BUS A19-332, 7/12-9/1
CRN 50300
CRN 50301
CRN 50302

CREATING MOBILE APPS WITH HTML5 (ONLINE)  
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 APIs, and other important skills and techniques. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DAT A31-330, 5/17-7/7
DAT A31-331, 6/14-8/4
DAT A31-332, 7/12-9/1
CRN 50543
CRN 50548
CRN 50549

INTRODUCTION TO CAMTASIA STUDIO 8 (ONLINE)  
Fee: $129
Become a desktop video guru with Camtasia Studio! This power, easy-to-use suite of tools allows you to record, edit, and produce professional-level videos and export your finished production to almost any type of device.
DAT E29-330, 5/17-7/7
DAT E29-331, 6/14-8/4
DAT E29-332, 7/12-9/1
CRN 50151
CRN 50152
CRN 50153

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE)  
Fee: $129
GMT P01-330, 5/17-7/7
GMT P01-331, 6/14-8/4
GMT P01-332, 7/12-9/1
CRN 50490
CRN 50495
CRN 50498

GRE PREPARATION – PART I (ONLINE)  
Fee: $129
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.
GRE P01-330, 5/17-7/7
GRE P01-331, 6/14-8/4
GRE P01-332, 7/12-9/1
CRN 50508
CRN 50513
CRN 50519

GRE PREPARATION – PART II (ONLINE)  
Fee: $129
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.
GRE P02-330, 5/17-7/7
GRE P02-331, 6/14-8/4
GRE P02-332, 7/12-9/1
CRN 50521
CRN 50522
CRN 50523
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 Nursing 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 T02-31, OC/DP, 1 Thu., 6/22, 5-8 pm CRN 50114
TES T02-32, OC/DP, 1 Thu., 8/10, 5-8 pm CRN 50115

Tips, Tools, and Strategies for Teachers

READY, SET, READ! (ONLINE)  Fee: $129
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play can connect to literacy, you will see everyday children’s play with a new eye. Gain confidence in your ability to guide a child’s literacy development, and take pleasure in seeing how even the smallest events can lead to really big steps in reading and writing success.
COM C10-330, 5/17-7/7  CRN 50370
COM C10-331, 6/14-8/4  CRN 50371
COM C10-332, 7/12-9/1  CRN 50372

SURVIVAL KIT FOR NEW TEACHERS (ONLINE)  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.
TCR B01-330, 5/17-7/7  CRN 50641
TCR B01-331, 6/14-8/4  CRN 50643
TCR B01-332, 7/12-9/1  CRN 50646

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE)  Fee: $129
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Learn what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.
TCR A04-330, 5/17-7/7  CRN 50440
TCR A04-331, 6/14-8/4  CRN 50451
TCR A04-332, 7/12-9/1  CRN 50456

INTRODUCTION TO TEACHING ESL/EFL (ONLINE)  Fee: $129
Would you like to increase your effectiveness as an English language teacher? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. TESOL approved.
TCR A03-330, 5/17-7/7  CRN 50436
TCR A03-331, 6/14-8/4  CRN 50437
TCR A03-332, 7/12-9/1  CRN 50438

TEACHING ESL/EFL READING (ONLINE)  Fee: $129
Pass on your passion for reading to your students! Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.
TCR A05-330, 5/17-7/7  CRN 50457
TCR A05-331, 6/14-8/4  CRN 50460
TCR A05-332, 7/12-9/1  CRN 50464

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE)  Fee: $129
If English is your second language and you’re headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.
COM S08-330, 5/17-7/7  CRN 50391
COM S08-331, 6/14-8/4  CRN 50392
COM S08-332, 7/12-9/1  CRN 50393

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE)  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.
ETN E01-330, 5/17-7/7  CRN 50639
ETN E01-331, 6/14-8/4  CRN 50640
ETN E01-332, 7/12-9/1  CRN 50642

TEACHING GRAMMAR FOR ESL/EFL (ONLINE)  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.
TCR A06-330, 5/17-7/7  CRN 50467
TCR A06-331, 6/14-8/4  CRN 50469
TCR A06-332, 7/12-9/1  CRN 50472

TEACHING MATH: GRADES 4-6 (ONLINE)  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.
TCR A13-330, 5/17-7/7  CRN 50518
TCR A13-331, 6/14-8/4  CRN 50529
TCR A13-332, 7/12-9/1  CRN 50531

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 (ONLINE)  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!
TCR A07-330, 5/17-7/7  CRN 50477
TCR A07-331, 6/14-8/4  CRN 50478
TCR A07-332, 7/12-9/1  CRN 50479
SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE) 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.
TCR A14-330, 5/17-7/7 CRN 50533
TCR A14-331, 6/14-8/4 CRN 50536
TCR A14-332, 7/12-9/1 CRN 50538

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE) 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.
TCR A08-330, 5/17-7/7 CRN 50481
TCR A08-331, 6/14-8/4 CRN 50484
TCR A08-332, 7/12-9/1 CRN 50486

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) Fee: $129
Intended for reading instructors. Lean the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems: helping students with phonics, fluency, vocabulary, reading comprehension, and writing.
TCR A15-330, 5/17-7/7 CRN 50541
TCR A15-331, 6/14-8/4 CRN 50544
TCR A15-332, 7/12-9/1 CRN 50546

TEACHING ESL/EFL VOCABULARY (ONLINE) 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.
TCR A16-330, 5/17-7/7 CRN 50547
TCR A16-331, 6/14-8/4 CRN 50562
TCR A16-332, 7/12-9/1 CRN 50631

TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) 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!
TCR A10-330, 5/17-7/7 CRN 50501
TCR A10-331, 6/14-8/4 CRN 50503
TCR A10-332, 7/12-9/1 CRN 50506

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE) Fee: $129
For teachers who have had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair. Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.
TCR A09-330, 5/17-7/7 CRN 50488
TCR A09-331, 6/14-8/4 CRN 50491
TCR A09-332, 7/12-9/1 CRN 50685

TEACHING HIGH SCHOOL STUDENTS (ONLINE) 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.
TCR A17-330, 5/17-7/7 CRN 50633
TCR A17-331, 6/14-8/4 CRN 50635
TCR A17-332, 7/12-9/1 CRN 50638

TEACHING SMARTER WITH SMART BOARD (ONLINE) 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.
TCR A12-330, 5/17-7/7 CRN 50509
TCR A12-331, 6/14-8/4 CRN 50511
TCR A12-332, 7/12-9/1 CRN 50514

Web Page/Website Design
(Also see Computer Courses)
CREATING WEB PAGES - HTML (ONLINE) Fee: $129
Learn the fundamentals of web design. Plan the content, structure, and layout; create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible location in search engine listings and no- or low-cost web marketing strategies. Information shared about how to save time with a HTML authoring program. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DPR A78-330, 5/17-7/7 CRN 50613
DPR A78-331, 6/14-8/4 CRN 50614
DPR A78-332, 7/12-9/1 CRN 50615

ADVANCED WEB PAGES (ONLINE) Fee: $129
Take your web development skills to the next level. Using CSS and HTML5, create advanced websites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
DAT A02-330, 5/17-7/7 CRN 50417
DAT A02-331, 6/14-8/4 CRN 50418
DAT A02-332, 7/12-9/1 CRN 50419

BUILD A WEBSITE WITH DREAMWEAVER (ONLINE) 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 HTML, web design, or familiarity with web terminology. Requirements: Adobe Dreamweaver CS5, or CS6 for PC or Mac.
DPR A37-330, 5/17-7/7 CRN 50595
DPR A37-331, 6/14-8/4 CRN 50596
DPR A37-332, 7/12-9/1 CRN 50597
CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE)  Fee: $129
As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages. Requirements: Adobe Dreamweaver CS5.5 or CS6 for Mac or PC.
DAT A11-330, 5/17-7/7 CRN 50459
DAT A11-331, 6/14-8/4 CRN 50461
DAT A11-332, 7/12-9/1 CRN 50462

DESIGNING EFFECTIVE WEBSITES (ONLINE)  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).
DAT A03-330, 5/17-7/7 CRN 50420
DAT A03-331, 6/14-8/4 CRN 50421
DAT A03-332, 7/12-9/1 CRN 50422

CREATING WORDPRESS WEB SITES (ONLINE)  Fee: $129
Build an attractive, sophisticated blog or website without having to learn any special coding with WordPress, a free and popular web design tool that allows you to create professional-quality blogs and interactive websites quickly and easily. No software purchase or installation necessary.
DAT A28-330, 5/17-7/7 CRN 50530
DAT A28-331, 6/14-8/4 CRN 50532
DAT A28-332, 7/12-9/1 CRN 50534

CREATING WORDPRESS WEBSITES II (ONLINE)  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. Requirement: Completion of Creating WordPress Web Sites (DAT A28).
DAT A30-330, 5/17-7/7 CRN 50537
DAT A30-331, 6/14-8/4 CRN 50539
DAT A30-332, 7/12-9/1 CRN 50542

INTRODUCTION TO PHP AND MYSQL (ONLINE)  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.
DAT A18-330, 5/17-7/7 CRN 50485
DAT A18-331, 6/14-8/4 CRN 50487
DAT A18-332, 7/12-9/1 CRN 50489

INTERMEDIATE PHP AND MYSQL (ONLINE)  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.
DAT A22-330, 5/17-7/7 CRN 50500
DAT A22-331, 6/14-8/4 CRN 50502
DAT A22-332, 7/12-9/1 CRN 50504

INTRODUCTION TO CSS AND XHTML: CSS3 AND HTML5 (ONLINE)  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.
DAT A04-330, 5/17-7/7 CRN 50423
DAT A04-331, 6/14-8/4 CRN 50424
DAT A04-332, 7/12-9/1 CRN 50425

INTERMEDIATE CSS AND XHTML: CSS3 AND HTML5 (ONLINE)  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. Requirement: Adobe Flash Player and Adobe reader (download for free from www.adobe.com/downloads).
DAT A21-330, 5/17-7/7 CRN 50496
DAT A21-331, 6/14-8/4 CRN 50497
DAT A21-332, 7/12-9/1 CRN 50499

INTRODUCTION TO AJAX PROGRAMMING (ONLINE)  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 HttpRequest object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.
DAT A26-330, 5/17-7/7 CRN 50512
DAT A26-331, 6/14-8/4 CRN 50515
DAT A26-332, 7/12-9/1 CRN 50516

ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE)  Fee: $129
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your website achieve the highest possible rankings with major search engines. Recommended: Completion of the Creating Web Pages course or equivalent HTML experience.
DAT A47-330, 5/17-7/7 CRN 50598
DAT A47-331, 6/14-8/4 CRN 50599
DAT A47-332, 7/12-9/1 CRN 50600

BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE)  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.)
DAT A25-330, 5/17-7/7 CRN 50505
DAT A25-331, 6/14-8/4 CRN 50507
DAT A25-332, 7/12-9/1 CRN 50510
Writing

**EFFECTIVE BUSINESS WRITING (ONLINE) Fee: $129**
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM S18-330, 5/17-7/7 CRN 50402
COM S18-331, 6/14-8/4 CRN 50403
COM S18-332, 7/12-9/1 CRN 50404

**INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE) 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM B05-330, 5/17-7/7 CRN 50277
COM B05-331, 6/14-8/4 CRN 50278
COM B05-332, 7/12-9/1 CRN 50279

**TECHNICAL WRITING (ONLINE) 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 and Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM S11-330, 5/17-7/7 CRN 50396
COM S11-331, 6/14-8/4 CRN 50397
COM S11-332, 7/12-9/1 CRN 50398

**WRITIFIC: CREATIVITY TRAINING FOR WRITERS (ONLINE) 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.

COM E94-330, 5/17-7/7 CRN 50694
COM E94-331, 6/14-8/4 CRN 50906
COM E94-332, 7/12-9/1 CRN 50907

**ROMANCE WRITING (ONLINE) 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.

COM B04-330, 5/17-7/7 CRN 50234
COM B04-331, 6/14-8/4 CRN 50235
COM B04-332, 7/12-9/1 CRN 50236

**TRAVEL WRITING (ONLINE) Fee: $129**
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM E97-330, 5/17-7/7 CRN 50387
COM E97-331, 6/14-8/4 CRN 50388
COM E97-332, 7/12-9/1 CRN 50389

**WRITING FOR CHILDREN (ONLINE) Fee: $129**
Learn how to touch the hearts of children by creating books for this special audience. A published children’s author guides you through the changing world of children’s literature, helping you better understand the needs of today’s market and how to get published.

COM E68-330, 5/17-7/7 CRN 50378
COM E68-331, 6/14-8/4 CRN 50379
COM E68-332, 7/12-9/1 CRN 50380

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

COM B07-330, 5/17-7/7 CRN 50330
COM B07-331, 6/14-8/4 CRN 50331
COM B07-332, 7/12-9/1 CRN 50332

**WRITING ESSENTIALS (ONLINE) 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

COM B01-330, 5/17-7/7 CRN 50231
COM B01-331, 6/14-8/4 CRN 50232
COM B01-332, 7/12-9/1 CRN 50233

**WRITING EFFECTIVE GRANT PROPOSALS (ONLINE) Fee: $129**
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

BUB A58-330, 5/17-7/7 CRN 50258
BUB A58-331, 6/14-8/4 CRN 50259
BUB A58-332, 7/12-9/1 CRN 50260

**ADVANCED GRANT PROPOSAL WRITING (ONLINE) 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.

BUB A66-330, 5/17-7/7 CRN 50721
BUB A66-331, 6/14-8/4 CRN 50722
BUB A66-332, 7/12-9/1 CRN 50723

**GRANT WRITING Fee: $119**
This course will provide the participant with the fundamental skills needed to research, develop, write and submit grant proposals. The participant will be presented with the concepts of grant development, the components of a grant, how to research and identify funding sources and how to develop and submit a complete grant proposal. To gain maximum benefit from this course, all participants must come to the course with a project idea, a funding announcement or request for proposal. **No senior discount.**

COM E14-31, ETHS, 8 Thu., 6/1, 7-9 pm CRN 50801
For more information, call 847.982.9888.


**RESEARCH METHODS FOR WRITERS (ONLINE)** Fee: $129
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerrilla research. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

**THE KEYS TO EFFECTIVE EDITING (ONLINE)** Fee: $129
Ask any published writer, and you’ll hear that a good editor isn’t just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

**PUBLISH AND SELL YOUR E-BOOKS (ONLINE)** 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

**A TO Z GRANT WRITING (ONLINE)** Fee: $129
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!

**WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)** 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

**THE CRAFT OF MAGAZINE WRITING (ONLINE)** 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.

**WRITE YOUR LIFE STORY (ONLINE)** Fee: $129
Have you thought about writing your personal life story? Does your family know about their heritage? Want to have the satisfaction of telling history your way? This course will take you through the process of writing your life story. It’s fun; it’s exciting; and it’s a story only you can tell.

**INTRODUCTION TO SCREENWRITING (ONLINE)** 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.

**BEGINNING WRITER’S WORKSHOP (ONLINE)** Fee: $129
Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

**WRITING SHORT STORY** Fee: $115
Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems.

**REQUIREMENTS FOR WRITING WRITERS**

- 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

- Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerrilla research. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

- Ask any published writer, and you’ll hear that a good editor isn’t just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

- 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

- Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!

- 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. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

Interested in being a Volunteer 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.

**Volunteer to be a VITA Literacy/ESL tutor.**

**Required training at the Skokie campus:**

- Tuesday, June 20, 5-8:45 p.m.
- Thursday, June 22, 5-8:45 p.m.
- Wednesday, July 12, 6-9 p.m.
- Wednesday, July 19, 6-8:30 p.m.
Free ESL Classes*

About the ESL Program
• Designed for adults 17 years and older whose native language is not English;
• Teaches listening, speaking, reading, and writing skills;
• Introduces students to American culture;
• Offered free to students through Title II of the Workforce Innovation and Opportunity Act as administered by the Illinois Community College Board.

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

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

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

Note: Children are not allowed to accompany adults in ESL classes or at registration.

Au Pairs: Per Illinois Community College Board (ICCB) 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.

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

EVENING CLASSES

BEGINNING – ADVANCED ESL
Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Thursday, June 29, 6-9:15 pm
Ongoing Registration: July 5 and July 6, 6-8:15 pm
Class Meets: Tuesday, Wednesday, Thursday, 6-9:30 pm
First Class: Wednesday, July 5, 6-9:30 pm

BEGINNING - HIGH BEGINNING ESL
Maryville Academy (Ziggy Building)
1150 North River Road, Des Plaines (Enter from Central Road)
Registration: Wednesday, July 5, 6-8:30 pm
Ongoing Registration: Mondays, 6-8:30 pm
Class Meets: Monday and Wednesday, 6-8:30 pm
First Class: Monday, July 10, 6-8:30 pm

Citizenship Education

CITIZENSHIP EDUCATION
No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-101, SKL, 9 Fri., 7/7, 6-8:45 pm

Low-cost Tuition ESL Classes

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

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

Textbooks: Cash only. Personal checks and credit cards are not accepted. No refunds.

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 fax, will be charged a $9 fee with each registration form.

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

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 7/4.

COM A50-101, OC/SK, 11 Tue., 6/13, 9 am-12 pm
CRN 50005
Registration: Tue., 6/6, 9 am-12 pm

COM A50-102, OC/SK, 11 Tue., 6/13, 6:30-9:30 pm
CRN 50006
Registration: Tue., 6/6, 6:30-9 pm

Upcoming free ESL classes begin August 22

ALL LEVELS - BEGINNING TO ADVANCED ESL
Niles Public Library
6960 Oakton Street, Niles
Registration: Tuesday, August 15, 6-7:45 p.m.
Ongoing Registration: Tuesdays only, 6-7:45 p.m.
Class Meets: Tuesday/Thursday, 6-8:45 p.m.
First Class: Tuesday, August 22

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, August 15, 9:30-11:30 a.m.
Ongoing Registration: Tuesdays only, 9:30-11:30 a.m.
Class Meets: Tuesday/Friday, 9:30 am-12:30 p.m.
First Class: Tuesday, August 22
PRACTICAL READING AND WRITING SKILLS  Fee: $149
For intermediate ESL students who have basic English literacy. Develop skill in writing for information, making complaints, and requesting refunds. Get help in understanding and answering business and social letters.
COM A53-101, OC/SK, 11 Wed., 6/21, 6:30-9:30 pm
Registration: Wed., 6/14, 6:30-9 pm
COM A53-102, OC/SK, 11 Wed., 6/21, 9 am-12 pm
Registration: Wed., 6/14, 9 am-12 pm

INTENSIVE ESL  Fee: $199
Classes meet three times each week and provide an opportunity for students at a high intermediate level to develop extensive language skills. Pre-registration and placement test are required. Call 847.635.1426 to schedule a test date. No class 7/4.
COM A19-101, OC/SK, 17 Tue./Wed./Thur., 6/6, 12:40-3:20 pm
COM A19-102, OC/SK, 17 Tue./Wed./Thur., 7/19, 12:40-3:20 pm

INTENSIVE GRAMMAR REVIEW  Fee: $149
For intermediate speakers of ESL. Learn to speak and write better by improving your knowledge of English grammar.
COM A70-101, OC/SK, 11 Mon., 6/19, 6:30-9:30 pm
Registration: Monday, 6/12, 6:30-9 pm

IDIOMS AND VOCABULARY BUILDING  Fee: $149
For intermediate speakers of ESL. Develop your awareness of and skills in using common American idioms and idiomatic phrases.
COM A45-101, OC/SK, 11 Mon., 6/19, 9 am-12 pm
Registration: Monday, 6/12, 9 am-12 pm

TOEFL PREP SEMINAR  Fee: $169
Colleges and professional accrediting agencies require that non-native speakers pass the Test of English as a Foreign Language (TOEFL). Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.
COM A45-101, OC/SK, 11 Mon., 6/12, 12-3 pm
COM A45-102, OC/SK, 11 Thu., 6/15, 6:30-9:30 pm
CRN 50003 CRN 50004

IMPROVE YOUR PRONUNCIATION  Fee: $169
For intermediate speakers of ESL. Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily.
COM A29-101, OC/DR, 11 Thu., 6/22, 9 am-12:15 pm
Registration: Thursday, 6/15, 9 am-12 pm

Free Reading/Literacy Classes*

Classes are for native and non-native speakers of English who wish to improve their reading, writing and math skills.
- Students must be at least 17 years old and not enrolled in or intending to enroll in high school.
- Literacy students may not enroll in the Bridges program.
- Students may enroll in class after the registration date if space permits.
- Classes may be canceled due to low enrollment.

For more information call 847.635.1426.
Au Pairs: Per Illinois Community College Board (ICCB) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton's free Literacy classes. Au Pairs may, however, enroll in the tuition ESL classes.

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

DAYTIME CLASS
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, June 28, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Wednesday, July 5
Last day to register: Wednesday, July 12

EVENING CLASS
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Thursday, June 29, 6:15 pm
Class Meets: Tuesday and Thursday, 6:15-9:15 pm
First Class: Thursday, July 6
Last day to register: Thursday, July 13

Late Summer/Fall Classes

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 Street, Skokie
Registration: Tuesday, August 15, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Thursday, August 17

EVENING CLASS
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Monday, August 14, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Wednesday, August 16

SATURDAY CLASSES
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

Oakton Community College
1600 East Golf Road, Des Plaines
Registration: Saturday, August 12, 9 am
Class Meets: Saturday, 9 am-12:30 pm
First Class: Saturday, August 19

*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.
GED Program

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

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

Eligibility
Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635.1426 for specific requirements.)

Tutoring
Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 7-9 p.m., at Oakton Community College in Skokie. Call 847.376.7682 for an appointment.

GED Placement Testing and Counseling

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

Oakton Community College
7701 North Lincoln Avenue, Rooms P103-104, Skokie
June 6 and 8 (Tuesday and Thursday) 6 pm
June 19 and 21 (Monday and Wednesday), 6 pm

Pre-GED Classes

PRE-GED ENGLISH SKILLS Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.  
EDU A02-34, OC/SK, 7 Thu., 7/6, 6:30-9:30 pm  
EDU A02-33, OC/SK, 7 Tue., 7/11, 9 am-12 pm

PRE-GED READING SKILLS Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.  
EDU A04-31, OC/SK, 7 Mon., 7/10, 7-10 pm
PRE-GED MATH SKILLS  
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts. 
EDU A07-32, OC/SK, 7 Mon., 7/10, 7-10 pm 
EDU A07-33, OC/SK, 7 Wed., 7/5, 7-10 pm 
EDU A07-34, OC/SK, 7 Wed., 7/5, 7-10 pm 
EDU A07-35, OC/SK, 7 Thu., 7/6, 9 am-12 pm 
EDU A07-36, OC/SK, 7 Wed., 7/5, 7-10 pm 
EDU A07-37, OC/SK, 7 Thu., 7/6, 9 am-12 pm 

GED Review Classes

GED ENGLISH REVIEW  
Fee: $4.50 ($47)  
Writing for the Extended Response portion of the GED test. 
EDU A03-31, OC/SK, 7 Tue., 7/11, 6:30-9:45 pm 

GED READING REVIEW  
Fee: $4.50 ($47)  
Course provides practice in critical reading skills needed for three major areas of the GED tests. 
EDU A05-31, OC/SK, 7 Mon., 7/10, 7-10 pm 

GED MATH REVIEW  
Fee: $4.50 ($47)  
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and word problems. 
EDU A08-31, OC/SK, 7 Wed., 7/5, 7-10 pm 

GED COMPLETE REVIEW  
Fee: $10 ($98)  
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests. 
EDU A09-31, OC/SK, 14 Mon./Wed., 7/5, 6-9:30 pm 
EDU A09-33, OC/SK, 14 Tue./Thu., 7/6, 9 am-12 pm 

CONSTITUTION REVIEW (GED LEVEL)  
Fee: $3 ($32)  
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests. 
HIS A01-31, OC/SK, 6 Tue., 7/11, 7-9:30 pm 

GED SCIENCE REVIEW  
Fee: $4.50 ($47)  
Prepare students for the Science portion of the GED Tests. 
EDU A18-31, OC/SK, 7 Thu., 7/6, 7-10 pm 

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)  
Fee: $10 ($98)  
Preparation in all four areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language. 
EDU A11-31, ETHS, 12 Tue.-Thu., 7/5, 5:45-9:45 pm 

Evening High School Program

General Information

Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School.

Evening High School classes are small, allowing for individualized instruction. They take place two times per week from 5:45 to 9:45 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays.

Eligibility

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

Admission Procedures

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

Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine West 847-827-6176 (ext. 5739) or the Adult Education Department at 847-635-1426.

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

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

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.

July 5 - August 28, 2017

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

Oakton Community College, Room A210, Skokie
When it comes to training, we mean business.

Offering workforce solutions for business and industry

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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.

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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 for Advanced Practice Nurses (APNs), Licensed Practical Nurses (LPNs), and Registered Nurses (RNs) through the Illinois Department of Financial and Professional Regulation, sponsor license number 236000122.

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, sponsor license number OA00001.

Occupational Therapists: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Occupational Therapy Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

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 upcoming renewal period pending 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 an approved Professional Development 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.

Other Professional Groups: One Universal Training Hour (UTH) from Oakton Community College is equal to one 60 minute clock hour.

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.
Program for Activity/Recreational Professionals and Nursing Home Administrators

36-hour Basic Orientation Course for Activity Directors

HTHA04-030 [CRN 50103]

Tuesdays, Wednesday, Thursdays and Friday, May 23, 25, 31; June 2, 6, 8.

Des Plaines Campus, (Room 1604, main building)

$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.

Includes instruction, course notebook, morning refreshments and certificate of completion.

Lunch on your own. Visit Oakton’s cafeteria or bring a bag lunch to eat in the classroom.

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

Continuing Education clock/universal training hours are now offered for Illinois licensed Nursing Home Administrators (36 clock/universal training hours).

FACULTY: Susan Quattrochi-Tubin, Ph.D., CTRS, ACC, CAC, LNHA, owner and president of Quality Care Consulting Service, Inc., works with numerous long-term care facilities in Illinois and speaks frequently at local, state, and national professional meetings and conferences.

Course fulfills all Illinois Department of Public Health (IDPH) requirements for both activity director and activity professional working on a dementia unit to fulfill requirements of Section 300.1410(c).

Institutional Accreditation: One universal training hour (UTH) from Oakton Community College is equal to one 60-minute clock hour. Participants receive 36 universal training hours for completing this course.

Programs start promptly at 9 a.m. Late arrival or early departure may result in adjustment of continuing education clock hours on certificates of attendance.

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. Those registering in person, by mail, or fax are charged a $9 fee with each registration.

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning either to use information from your check to make a onetime electronic fund transfer from your account or to process the payment as a check transaction. A $25 fee is applied if the check is returned by the bank.

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $15 cancellation fee is charged for all cancellations. Call 847.635.1438 for more information.

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.

For more information, visit www.oakton.edu/conted, email cehp@oakton.edu, or call 847.635.1438.
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Visit www.oakton.edu/conted to download our class schedule.

Call 847.982.9888 for more information or to be added to our mailing list.