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Tuition and Fees*

Enrollment Information - Enrollment in Alliance for Lifelong Learning classes is limited to adults 18 years of age or older except for GED and High School completion classes, which enroll younger students in accordance with each program’s specific age requirements.

Tuition - Tuition and fees are as low as operating costs and state law permits and are subject to change without notice. Tuition is the same for both in- and out-of-district residents, and does not include the cost of textbooks or materials. Personal checks are accepted. When providing a check as payment, you authorize the College to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. A $25 fee will be applied if your check is returned by the bank.

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

Cancellation Policy - If the Alliance cancels a class, registered students will receive a 100 percent tuition refund.

Refund Policy - If a student wishes to drop a class, a 100 percent tuition refund minus a $10 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session. No refunds will be issued for requests received less than five business days before the start of class unless authorized at the discretion of the Alliance administrators.

Residency (In-district Senior Citizens) - Residents of the Oakton Community College district who are 60 years or older are eligible to enroll for one-half of the course tuition stated for most courses (unless otherwise indicated). Proof of age and in-district residency must be provided in person prior to registration. Acceptable documentation includes: a valid Illinois driver’s license or Illinois state ID; or two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the College.

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

General Information

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

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

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

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

Alert!Oakton - Receive notification about weather-related and emergency closings at Oakton. Sign up today for e-mail, text message, or voicemail alerts at my.oakton.edu. Instructions are on the Home tab.

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

Students with Disabilities - The Access and Disability Resource Center provides accommodations and services to college able students with documented disabilities. For information, call 847-635-1759 (Room 2400 Des Plaines campus)

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

New! Flexible Online Registration System

A convenient and seamless way to search, register, and pay for classes.

Try the Alliance’s new flexible online registration system for Community Education, Emeritus, Continuing Education for Health Professionals, and select ESL courses. Register and pay, add or drop classes, view your class schedule, or receive your account summary. Find out more and register at www.oakton.edu/conted.

ONLINE

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

BY MAIL

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

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

IN PERSON – Walk-in Registration

• Complete a registration form at the Alliance for Lifelong Learning office.
• Pay by cash, check or credit card (MasterCard, Visa, or Discover)
• For more information call 847-982-9888.
No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.

Note: Full payment includes tuition plus a $8 non-refundable processing fee.

WALK-IN REGISTRATION SITES:

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

Hours for Oakton Community College Campuses:
Monday-Friday, 8:15 a.m.-5 p.m.

Extended hours for Des Plaines and Skokie Campuses:
Des Plaines Campus, Room 1420, 847-982-9888
Skokie Campus, Room A120, 847-982-9888
Monday-Thursday, August 12-15 and 19-22, 5-7 p.m.
Saturdays, August 17 and 24, 9 a.m.-12 p.m.

Registration for online courses offered through Ed2go

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

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

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

Note: Oakton students do not pay at the Online Instruction Center.

Technical Requirements:
• Internet access, e-mail, and Internet Explorer, Firefox, or Google Chrome Web browser.
• Specific software requirements are listed with course descriptions.
## NEW FALL 2013 NONCREDIT CLASSES

### PERFORMING PAYROLL IN QUICKBOOKS (ONLINE)
- ACC A11-300, 8/21-10/11
- ACC A11-301, 9/18-11/8
- ACC A11-302, 10/16-12/6
- ACC A11-303, 11/13-1/3

CRN 60118
CRN 60119
CRN 60120
CRN 60121

See page 7

### INTRODUCTION TO MS WORD 2011 FOR MAC (ONLINE)
- DPR A83-304, 8/21-10/11
- DPR A83-305, 9/18-11/8
- DPR A83-306, 10/16-12/6
- DPR A83-307, 11/13-1/3

CRN 60519
CRN 60524
CRN 60525
CRN 60526

See page 14

### CONVERSATIONAL ARABIC II
- LAR B05-01, OC/SK, 8 Mon., 9/23, 7-9 pm

CRN 61036

See page 28

### CONVERSATIONAL GERMAN II
- LGE B04-01, GLBRK S, 8 Thu., 9/12, 7-9 pm

CRN 61034

See page 28

### CONVERSATIONAL PORTUGUESE
- LPT B03-01, NILES N, 8 Wed., 9/25, 7-9 pm

CRN 61035

See page 28

### NAVIGATING DIVORCE (ONLINE)
- PSY C13-300, 8/21-10/11
- PSY C13-301, 9/18-11/8
- PSY C13-302, 10/16-12/6
- PSY C13-303, 11/13-1/3

See page 35

### INDIVIDUAL EXCELLENCE (ONLINE)
- BUB A22-300, 8/21-10/11
- BUB A22-301, 9/18-11/8
- BUB A22-302, 10/16-12/6
- BUB A22-303, 11/13-1/3

See page 35

### TEACHING ESL/EFL VOCABULARY (ONLINE)
- TCR A16-300, 8/21-10/11
- TCR A16-301, 9/18-11/8
- TCR A16-302, 10/16-12/6
- TCR A16-303, 11/13-1/3

See page 40

### RESEARCH METHODS FOR WRITERS (ONLINE)
- COM S49-300, 8/21-10/11
- COM S49-301, 9/18-11/8
- COM S49-302, 10/16-12/6
- COM S49-303, 11/13-1/3

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### HOW TO READ NONCREDIT COURSE LISTINGS

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Location</th>
<th>Day of the week</th>
<th>Time</th>
<th>Course Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS B34-01, Niles N, 7</td>
<td>Wed., 10/1-10 pm, Daniel</td>
<td></td>
<td>CRN</td>
<td></td>
</tr>
<tr>
<td>DPR A83-304, 8/21-10/11</td>
<td></td>
<td></td>
<td>60519</td>
<td></td>
</tr>
<tr>
<td>DPR A83-305, 9/18-11/8</td>
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<td></td>
<td>60524</td>
<td></td>
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<tr>
<td>DPR A83-306, 10/16-12/6</td>
<td></td>
<td></td>
<td>60525</td>
<td></td>
</tr>
<tr>
<td>DPR A83-307, 11/13-1/3</td>
<td></td>
<td></td>
<td>60526</td>
<td></td>
</tr>
</tbody>
</table>

• For location information, see site map on page 57.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for Web registration.

The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

**Oakton Community College**
- District 535, 847-635-1600

**BOARD OF TRUSTEES**
- Joan W. DiLeonardi, Chair
- William Stafford, Vice Chair
- Patricia Harada, Secretary
- Theresa Bashiri-Remetio
- Kyle Frank
- Ann E. Tennes
- Jody Wadhwa
- Jason Nwosu, Student Trustee
- Margaret B. Lee, President

**Evanston Township High School**
- District 202, 847-424-7220

**BOARD OF EDUCATION**
- Gretchen Livingston, President
- Mark Metz, Vice President
- Jonathan Baum
- Bill Geiger
- Doug Holt
- Scott Rochelle
- Pat Savage-Williams
- Eric Witherspoon, Superintendent

**Maine Township High School**
- District 207, 847-696-3600

**BOARD OF EDUCATION**
- Margaret McGrath, President
- Donna Pellar, Vice President
- Mary Childers
- Jin Lee
- Eric Leys
- Carla Owen
- Sean Sullivan
- Ken Wallace, Superintendent

**Niles Township High School**
- District 219, 847-626-3000

**BOARD OF EDUCATION**
- Robert Silverman, President
- Sheri Dongier, Vice President
- Jeffrey Greenspan
- Carlton Evans
- Lynda Smith
- Ruth Klint
- Eileen Valter
- Nanciann Gatta, Superintendent

**Glenbrook High School**
- District 225, 847-486-4702

**BOARD OF EDUCATION**
- Skip Shein, President
- Robert Boron, Vice President
- Bruce Doughtry
- Scott Martin
- Cindy Wilkas
- Joel Taub
- Karen Stang Hanley
- Michael Riggle, Superintendent

**Oakton Community College**
- CONTINUING EDUCATION AND TRAINING
- Dr. Merrill Irving Jr., Associate Vice President for Continuing Education, Training and Workforce Development
- Robyn Bailey, Director of Operations and Administration
- Lynn W. Seinfeld, Director, Business and Community Development
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 the College. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

The following pages contain a diverse collection of interesting, challenging, and entertaining noncredit courses and events scheduled on weekdays, evenings, and weekends at Oakton’s campuses in Des Plaines and Skokie and many neighborhood-based locations, including the following high schools:
- Evanston Township High School
- Glenbrook South High School
- Maine East High School
- Maine West High School
- Niles North High School
- Niles West High School

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 57 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

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

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

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

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

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

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

Continuing Education for Health Professionals (CEHP) provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language Pathologists, Audiologists, and Dieticians. For more information call 847.635.1934.

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

The Business Institute provides customized training and consulting for local businesses, and services for educational opportunities. For more information call 847.635.1934.

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

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

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

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

<table>
<thead>
<tr>
<th>ACCOUNTING FUNDAMENTALS I (ONLINE) Fee: $119</th>
<th>In-district seniors: $80</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are interested in increasing financial awareness and accountability while gaining a marketable skill, this course may be for you. 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. Accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities will be discussed. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts. Requirements: Access to a calculator and a printer.</td>
<td></td>
</tr>
<tr>
<td>ACC A08-300, 8/21-10/11 CRN 60114</td>
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<tr>
<td>ACC A08-301, 9/18-11/8 CRN 60115</td>
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<td>ACC A08-302, 10/16-12/6 CRN 60116</td>
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<tr>
<td>ACC A08-303, 11/13-1/3 CRN 60117</td>
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</tbody>
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<thead>
<tr>
<th>ACCOUNTING WITH PEACHTREE I (ONLINE)* Fee: $145</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course introduces Peachtree software. Content 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. Completion of the “Financial Accounting” or basic accounting knowledge is recommended.</td>
</tr>
<tr>
<td>ACC A12-C01, 8/19-9/29 CRN 60829</td>
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<thead>
<tr>
<th>ACCOUNTING WITH PEACHTREE II (ONLINE)* Fee: $145</th>
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<tbody>
<tr>
<td>This course assumes recent student experience in the areas of general ledger, accounts receivable, accounts payable, and payroll performed on the software used in this class; Introduces students to the applications that include inventory, budgets, account reconciliation, time tracking, customizing reports, and importing and exporting files. A required textbook is available in the bookstore. This course is eligible for CPE credit.</td>
</tr>
<tr>
<td>ACC A16-C01, 9/30-11/10 CRN 60902</td>
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<thead>
<tr>
<th>ACCOUNTING WITH QUICKBOOKS I* Fee: $105</th>
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<tbody>
<tr>
<td>Course introduces QuickBooks software. Content includes 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.</td>
</tr>
<tr>
<td>ACC A02-C01, OC/SK, 8 Tue., 8/20, 6-7:50 pm CRN 60815</td>
</tr>
<tr>
<td>ACC A02-C02, OC/DP, 5 Fri., 9/20, 9 am-12 pm CRN 60822</td>
</tr>
<tr>
<td>ACC A02-C03, OC/DP, 8 Wed., 10/16, 6-7:50 pm CRN 60823</td>
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<thead>
<tr>
<th>ACCOUNTING WITH QUICKBOOKS II* Fee: $105</th>
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<tbody>
<tr>
<td>Provides intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assume previous experience with payables; receivables and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.</td>
</tr>
<tr>
<td>ACC A06-C01, OC/DP, 5 Thu., 10/31, 6-9 pm CRN 60827</td>
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<thead>
<tr>
<th>QUICKBOOKS COMPREHENSIVE* Fee: $286</th>
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<tbody>
<tr>
<td>Course prepares students for QuickBooks ProAdvisor Exam. Content in first 8 weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second 8 weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks is not required. Recommended: Completion of the “Principles of Financial Accounting” and basic computer skills.</td>
</tr>
<tr>
<td>ACC A15-C01, OC/SK, 16 Thu., 8/22, 6:30-9:20 pm CRN 60901</td>
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<thead>
<tr>
<th>MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $105</th>
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<tbody>
<tr>
<td>Gain hands-on experience in accounting applications of Microsoft Excel. Content 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 is recommended. The textbook is available in the Oakton’s bookstore.</td>
</tr>
<tr>
<td>ACC A03-C01, OC/SK, 8 Tue., 8/20, 8-9:50 pm CRN 60824</td>
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<tr>
<td>ACC A03-C02, OC/DP, 8 Wed., 10/16, 8-9:50 pm CRN 60825</td>
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<tr>
<th>PAYROLL TAX ACCOUNTING* Fee: $95</th>
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<tr>
<td>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. A required textbook (approx. $100) is available in the bookstore.</td>
</tr>
<tr>
<td>ACC A04-C01, OC/DP, 4 Sat., 11/9, 9 am-12:40 pm CRN 60826</td>
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</table>

| PERFORMING PAYROLL IN QUICKBOOKS (ONLINE) Fee: $119 | In-district seniors: $80 |
|-----------------------------------------------|
| ACC A11-300, 8/21-10/11 CRN 60118 |
| ACC A11-301, 9/18-11/8 CRN 60119 |
| ACC A11-302, 10/16-12/6 CRN 60120 |
| ACC A11-303, 11/13-1/3 CRN 60121 |

*Course may also be taken for college credit.
### New!

**ACCOUNTING SYSTEMS AND PROCEDURES*** Fee: $286

Course requires work with accounting systems to maintain the books and prepare financial statements. Content includes preparation of source documents, flowcharts, journal entries, adjusting entries, general ledgers, subsidiary ledgers, bank reconciliations, depreciation schedules, payroll records, and financial statements, including the statement of cash flows. Microsoft Excel and QuickBooks used in this course. Prior experience with the software not required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>ACC A17-C01</td>
<td>60909</td>
<td>8/19</td>
<td>6:30-9:20 pm</td>
</tr>
<tr>
<td>ACC A17-C02</td>
<td>60913</td>
<td>8/21</td>
<td>6:30-9:20 pm</td>
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**IRS ENROLLED AGENT EXAM PREPARATION COURSE*** Fee: $381

Course designed to prepare for IRS Enrolled Agent exam. The focus is on tax theory and its application in different areas and situations. Content includes taxation of individuals, sole proprietorships, partnerships, corporations, fiduciaries, estates, trusts, and gifts. Training and practice in how to analyze and answer test questions. Simulated testing environment experience. Course open for review of taxation in the areas described above, even if taking exam not planned. Recommended: Completion of “Income Tax Accounting” and “Advanced Tax Accounting” or equivalent tax experience.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tbody>
<tr>
<td>ACC A07-C01</td>
<td>60828</td>
</tr>
<tr>
<td>ACC A07-C02</td>
<td>60827</td>
</tr>
</tbody>
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**Air Conditioning, Heating and Refrigeration**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A03-C01</td>
<td>AIR A03-C02</td>
<td>60919</td>
<td>8/19, 6-8:50 pm</td>
<td>6-8:50 pm</td>
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</tbody>
</table>

**INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION*** Fee: $421

This course consists of lectures, demonstration, and lab experiences in the area of basic refrigeration, theory, and practice. Class will explore the functioning and operating characteristics of the vapor compression mechanical refrigeration used in air conditioning systems including service procedures connected with the basic refrigeration cycle. Also, EPA’s certification registration for proper handling of refrigerants will be covered. Note: Students will be required to purchase basic hand tools that will be used in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A06-C01</td>
<td>60920</td>
<td>8/19</td>
<td>5-10:30 pm</td>
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<tr>
<td>AIR A06-C02</td>
<td>60921</td>
<td>8/20</td>
<td>5-10:30 pm</td>
</tr>
<tr>
<td>AIR A06-C03</td>
<td>60922</td>
<td>8/20</td>
<td>10 am-2:30 pm</td>
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**AIR CONDITIONING I*** Fee: $421

Course covers basic principles of residential heating systems. Content includes proper installation, service and safety procedures. Focus is on combustion process and consumer safety.

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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A07-C01</td>
<td>60923</td>
<td>8/19</td>
<td>5-10:30 pm</td>
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<tr>
<td>AIR A07-C02</td>
<td>60924</td>
<td>8/21</td>
<td>5-10:30 pm</td>
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**SHEET METAL LAYOUT AND FABRICATION*** Fee: $421

Covers the methods of laying out and fabricating sheet metal ducts and fittings which are generally used in heating and air conditioning installations.

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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A01-C01</td>
<td>60915</td>
<td>8/22</td>
<td>5-10 pm</td>
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**EPA SECTION 608 CERTIFICATION*** Fee: $95

The law requires that a person intending to work on refrigeration systems must be certified in proper refrigerant usage. This course will prepare the student for the “EPA Section 608” certification exam. The student will be required to pay exam fees. A textbook may be required. Check with the bookstore.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A08-C01</td>
<td>60925</td>
<td>8/16</td>
<td>1-4:20 pm</td>
</tr>
<tr>
<td>AIR A08-C02</td>
<td>60926</td>
<td>8/11</td>
<td>5-8:50 pm</td>
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</table>

**RESIDENTIAL HOT WATER BOILERS AND HYDRONICS TECHNOLOGY** Fee: $286

Course covers conventional and modern residential hydronics systems. Topic focus on near boiler piping, accessories and zoning operations proper sizing of heat emitting components, baseboards and piping. Prerequisite: AIR A01 and AIR A02 or consent of department chair.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A03-C01</td>
<td>60919</td>
<td>8/19</td>
<td>6-8:50 pm</td>
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</tbody>
</table>

**LOW PRESSURE STEAM BOILERS AND OPERATION*** Fee: $286

Course covers low pressure steam boilers and principles of boiler operation. Content includes complete boiler setup from Feed water systems to boiler and piping layout and assembly combustion accessories, steam accessories, and draft control. Focus is on boiler room operation and safety. Workbook used in conjunction with chapter information and exercises.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A13-C01</td>
<td>60929</td>
<td>8/22</td>
<td>6-8:50 pm</td>
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</table>

**COMMERCIAL REFRIGERATION SYSTEMS*** Fee: $421

Course covers entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Content includes various types of refrigeration systems medium and low pressure temperature and their proper installations product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students are required to provide their own basic tools.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A09-C01</td>
<td>60927</td>
<td>8/23</td>
<td>5-10:30 pm</td>
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**ADVANCED AUTOMATIC CONTROLS*** Fee: $401

Course covers advanced automatic controls used presently in high-efficiency furnaces. Content includes electronic ignition systems, generic sequence of automatic controls, and ladder type wiring diagrams.

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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>AIR A10-C01</td>
<td>60928</td>
<td>8/21</td>
<td>5-10:30 pm</td>
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</table>

### Arts

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

**PAINTING I*** Fee: $326

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.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>ART C33-C01</td>
<td>60934</td>
<td>8/20</td>
<td>6:30 am-9:10 pm</td>
</tr>
<tr>
<td>ART C33-C02</td>
<td>60935</td>
<td>8/23</td>
<td>10 am-3:30 pm</td>
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**PAINTING II*** Fee: $316

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.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>ART C34-C01</td>
<td>60936</td>
<td>8/20, 1-3:40 pm</td>
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</table>

*Course may also be taken for college credit.*
CERAMICS I* Fee: $346  
Course examines techniques of hand-built and wheel-thrown ceramics. Content includes decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.  
ART C43-C01, OC/DP, 16 Mon./Wed., 8/19, 1:30-4:10 pm  
CRN 60937  
ART C43-C02, OC/DP, 16 Tue./Thu., 8/20, 6:30-9:10 pm  
CRN 60938  
ART C43-C03, OC/DP, 16 Sat., 8/24, 9:30 am-2:50 pm  
CRN 60939  
CERAMICS Fee: $175  
Study the foundations of ceramics. Learn and practice basic hand-building and pottery techniques. Small class allows individual attention while others complete projects. All skill levels are invited! Instructor is an accomplished artist whose work has been featured in a number of exhibitions and galleries. Low-fire clay, glazes, and class materials are included in the cost of tuition.  
ART C06-01, MAINE E, 8 Tue., 9/24, 6:30-9:30 pm, Fehrenbach  
CRN 60986  
ART C06-02, MAINE E, 8 Thu., 9/26, 6:30-9:30 pm, Fehrenbach  
CRN 60979  
CERAMICS II* Fee: $346  
Course is a continuation of ART 134, further exploring ceramic techniques, glaze calculation and aesthetic evaluation. Focus is on development of personal visual language. Studio work outside of regular class time is required. Prerequisite: ART C43 or consent of instructor or department chair.  
ART C44-C01, OC/DP, 16 Tue./Thu., 8/20, 1:30-4:10 pm  
CRN 60940  
New!  
COLOR MANAGEMENT* Fee: $361  
Course focuses on the use of Color Management to get consistent color from input through editing through output and color correction techniques. Topics include creation and use of ICC color profiles for scanners, digital cameras, monitors, and inkjet printers choosing hardware, types of ink, using art papers, proofing, and related techniques. Prerequisite: ATE A02.  
ATE A11-C01, OC/DP, 16 Sat., 8/24, 9 am-2:20 pm  
CRN 60948  
DRAWING I* Fee: $311  
Examine the basics of drawing. Focus is on development of fundamental skills in proportion, value (shading) and perspective. Content includes work from still life, live models and outside subject matter, media use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.  
ART C23-C01, OC/DP, 16 Mon./Wed., 8/19, 10 am-12:40 pm  
CRN 60930  
ART C23-C02, OC/SC, 16 Mon./Wed., 8/19, 1:34-40 pm  
CRN 60931  
ART C23-C03, OC/SC, 16 Tue./Thu., 8/20, 1:34-40 pm  
CRN 60932  
ART C23-C04, OC/DP, 16 Sat., 8/24, 9:30 am-2:50 pm  
CRN 60933  
DRAwING ANNuoAL LEVEL 1 Fee: $150  
Beginning instruction in basic drawing media. Still life and figurative study, including life drawing, also are presented. No class 11/20, 11/27. Prerequisite: ART B02-01. NILES N, 8 Wed., 7:2-9:30 pm, Kantz  
CRN 60019  
DRAwING AND WATERCOLOR PAINTING Fee: $150  
Use color and form compositions to build confidence in your painting skills.  
ART C19-01, OC/DP, 8 Tue., 9/24, 9-11:30am, Nelson  
CRN 60020  
FASHION DESIGN: SKETCHING AND PATTERN MAKING Fee: $150  
If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece. Material fee of $20 (does not include the cost of fabric) is payable at the first session. Course taught by Aneta Takeva, teacher, artist, and owner of Aneta Art Classes.  
HEC B09-01, MAINE E, 6 Tue., 9/24, 6:30-9 pm, Takeva  
CRN 60105  
STONE SCULPTURE WORKSHOPS: ALL LEVELS Fee: $175  
Techniques, including hammer and chisel, rasps, files, sanding and polishing—end with a finished art piece. Materials fee of $100 is payable to instructor on first day of class, includes alabaster stone, tools and work stand. Classes are held at the instructor's studio, located at 2115 W. Touhy Ave, Chicago. No class 11/11.  
ART T08-01, HART, 10 Mon., 9/16, 9:30 am-12:30 pm, Brower  
CRN 60522  
ART T08-02, HART, 10 Wed., 9/18, 9:30 am-12:30 pm, Brower  
CRN 60523  
DIGITAL SCRAPBOOKING Fee: $119  
(ONLINE) In-district seniors: $80  
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 9 or later, learn how build digital collages and scrapbooks—and create your unique works of art.  
ART CS9-300, 8/21-10/11  
CRN 60134  
ART CS9-301, 9/18-11/8  
CRN 60135  
ART CS9-302, 10/16-12/6  
CRN 60136  
ART CS9-303, 11/13-1/3  
CRN 60137  
Auto and Engine Repairs  
AUTOMOBILE REPAIR Fee: $175  
This class is for more adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards.  
TEC C14-01, ETHS, 10 Tue., 9/17, 6:30-9:30 pm, Wylie  
CRN 60005  
SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS) Fee: $75  
Learn to fix your own small engine! We'll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine. A lab fee of $10 per student is payable to the instructor at class.  
TEC C15-01, ETHS, 4 Thu., 9/12, 7-9:30 pm, Wylie  
CRN 60055  
Business  
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas, department chair, at 847-635-1949 or bandbguy@oakton.edu.  
BUSINESS LAW* Fee: $286  
Course introduces business law. Content includes the basic law of contracts, sales and bailment case method and problems illustrate legal problems affecting business contracts development of common law as modified by the Uniform Commercial Code.  
BUS A02-C01, OC/DP, 12 Mon., 9/16, 6:30-10 pm  
CRN 60956  
BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE) In-district seniors: $80  
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, this 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 will have a positive impact on your company's bottom line.  
BUS A41-300, 8/21-10/11  
CRN 60162  
BUS A41-301, 9/18-11/8  
CRN 60163  
BUS A41-302, 10/16-12/6  
CRN 60164  
BUS A41-303, 11/13-1/3  
CRN 60165  
*Course may also be taken for college credit.
INTRODUCTION TO BUSINESS Fee: $119
ANALYSIS (ONLINE) In-district seniors: $80
The days of making critical business decisions by instinct or coin toss are long gone. Gain business advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective decisions. If you are planning a career in business, you cannot afford to miss this course!
Requirement: Basic algebra proficiency.
BUS A16-300, 8/21-10/11 CRN 60230
BUS A16-301, 9/18-11/8 CRN 60231
BUS A16-302, 10/16-12/6 CRN 60232
BUS A16-303, 11/13-1/3 CRN 60233

INTRODUCTION TO BUSINESS* Fee: $286
Course introduces students to the study of business. Content includes 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. Recommended: Placement in EGL 101 or hands-on experience using word processing, the Internet, and e-mail. This course may also be taken for college credit. Contact Jay Cohen, business chair, at 847-376-7107 or jcohen@oakton.edu for information.
BUS A01-C01, OC/DP, 12 Mon./Wed., 9/16, 4:30-6 pm CRN 60952
(supplemental lab work required)
BUS A01-C02, OC/DP, 13 Tue., 9/17, 6:30-10 pm CRN 60953
(supplemental lab work required)
BUS A01-C03, OC/SK, 12 Tue., 9/17, 4:15-6 pm CRN 60954
(hybrid section)
BUS A01-C04, OC/DP, 12 Wed., 9/18, 6-9:20 pm CRN 60955
(supplemental lab work required)

Career and Certification Training

ADMINISTRATIVE ASSISTANT Fee: $119
FUNDAMENTALS (ONLINE) In-district seniors: $80
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you 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. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity Machine.
BUS A42-300, 8/21-10/11 CRN 60166
BUS A42-301, 9/18-11/8 CRN 60167
BUS A42-302, 10/16-12/6 CRN 60168
BUS A42-303, 11/13-1/3 CRN 60169

BASSET TRAINING Fee: $50
BASSET stands for Beverage Alcohol Sellers and Servers Education and Training. This program meets the State of Illinois requirements to satisfy municipal codes for employment or liquor license procurement. The curriculum covers the physical properties of alcohol; customer prevention and intervention techniques; state statutes and local ordinances; DUI laws; proper identification techniques; police and paramedic recommendations; dram shop laws; civil and criminal liabilities; alcoholism; and victim rights. This training is being provided through Advance Design Concepts, Inc., an Illinois-licensed BASSET provider. All training materials are included in fee. Training location: Holiday Inn, 3405 Algonquin Road, Rolling Meadows, IL 60008. No senior discount.
BUS A01-01, 1 Sun., 8/25, 11 am-6 pm CRN 60884
BUS A01-02, 1 Sun., 10/27, 11 am-6 pm CRN 60885

The following three online courses are offered in partnership with Pearson Education. E-mail Jesse Ivory at jivory@oakton.edu for details on how to register.

COLLABORATING AND COMMUNICATING EFFECTIVELY IN THE WORKPLACE (ONLINE) Fee: $50 (2 contact hours)
Analyze verbal and nonverbal workplace communication, including body language, facial expressions, emotions, and silence. Learn how to communicate in group settings and proper meeting etiquette. This Pearson Education course is ideal for individuals working in teams, transitioning to a new career, or returning to the workforce.

SIX SIGMA GREEN BELT OVERVIEW (ONLINE) Fee: $1795 (48 contact hours)
Six Sigma is a disciplined, data-driven approach to eliminating defects in any process. Prepare for the American Association for Quality’s Six Sigma Green Belt Certification exam by delving into key concepts. Explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. Please note course does not provide certification.

DEVELOPING EFFECTIVE SOCIAL AND CROSS-CULTURAL SKILLS FOR THE WORKPLACE (ONLINE) Fee: $50 (2 contact hours)
Understand the principal elements of social and cross-cultural skills and how they apply to today’s global marketplace and increasingly diverse workplace. Learn appropriate workplace social skills and physical appearance as well as how to work with individuals from different cultural backgrounds.

BARTENDING CERTIFICATION Fee: $525
The focus of this program is to provide students with as much hands-on training as possible. Course curriculum provides a thorough understanding of all duties, skills, responsibilities and obligations associated with bartending in the public or private sector. Students (ages 21 and over) who successfully score 80 percent or better on both written and practical exams will receive a certificate verifying their eligibility for employment as bartenders. Graduates also may qualify for job placements. Classes are held at ABC Bartending School, 1699 Wall St., Mt. Prospect. No senior discount.
BAR T01-01, ABC, Mon.-Thu., 9/9-9/19, 6-10 pm CRN 60882
BAR T01-02, ABC, Mon.-Thu., 11/4-11/14, 6-10 pm CRN 60883

CPR RESCUE Fee: $35
This course covers adult, child and infant CPR, along with mouth-to-mouth, the Heimlich maneuver and two-person CPR. OSHA, DCFS and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. (CPR handbook is $3, payable in class) No senior discount.
HEA E05-01, OC/DP, 1 Sat., 10/12, 9 am-12 pm, Sanders CRN 60080
HEA E05-02, OC/SK, 1 Sat., 12/7, 9 am-12 pm, Sanders CRN 60081

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
This class satisfies the Illinois Department of Public Health’s required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. At the conclusion of the course students will complete the City of Chicago certification exam. No senior discount.
BUS R99-01, OC/SK, 1 Sat., 10/5, 9 am-4:30 pm, Kulczyky CRN 60025

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
This class satisfies the Illinois Department of Public Health’s required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. At the conclusion of the course students will complete the City of Chicago certification exam. No senior discount.
BUS R99-01, OC/SK, 1 Sat., 10/5, 9 am-4:30 pm, Kulczyky CRN 60025

"Course may also be taken for college credit."
ABC NEWS.com and Fortune Magazine rank “personal fitness trainer” as the fourth hottest job in the United States. Get the instructions you need to become a Certified Personal Trainer by taking this comprehensive program offered in collaboration with the nationally-recognized World Instructor Training School (W.I.T.S.). Master the fundamentals of personal training, gain real-life experience in an internship, and prepare to take the nationally-recognized W.I.T.S. certification exam. Topics include anatomy, biomechanics, exercise physiology, fitness testing and health assessment, nutrition, exercise prescription, equipment usage, special populations, legal and safety issues. Note: There is no additional fee for the internship, and it is required for certification. It is the student’s responsibility to contact a facility and complete the internship. Proof of current CPR/AED certification is required before the Personal Trainer Certificate can be issued. Oakton offers CPR classes that will fulfill this requirement. No refund after course begins. No senior discount.

Classroom-based Course

Fee: $679


PED C03-01, OC/DP , 9 Sun., 9/29-11/24, 9 am-2 pm CRN 60991

BECOME A VETERINARY ASSISTANT

Fee: $119 (ONLINE) In-district seniors: $80

If you like animals you may enjoy working in a veterinary office or hospital. The instructor is a practicing veterinarian who will share information on pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine. You’ll also learn what it takes to run such an operation as a small business.

BUB A60-300, 8/21-10/11 CRN 60206
BUB A60-301, 9/18-11/8 CRN 60207
BUB A60-302, 10/16-12/6 CRN 60208
BUB A60-303, 11/13-1/3 CRN 60209

BECOME A VETERINARY ASSISTANT II:

Fee: $119 CANINE REPRODUCTION (ONLINE) In-district seniors: $80

Understand canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

BUB A61-300, 8/21-10/11 CRN 60210
BUB A61-301, 9/18-11/8 CRN 60211
BUB A61-302, 10/16-12/6 CRN 60212
BUB A61-303, 11/13-1/3 CRN 60213

BECOME A VETERINARY ASSISTANT III:

Fee: $119 PRACTICAL SKILLS (ONLINE) In-district seniors: $80

Gain essential practical skills you need to become a valuable veterinary assistant. Restraint and examination techniques are covered along with how to collect and interpret blood and urine samples; assist in surgery; perform basic hygiene; take radiographs; and administer medications and vaccinations.

BUB A62-300, 8/21-10/11 CRN 60214
BUB A62-301, 9/18-11/8 CRN 60215
BUB A62-302, 10/16-12/6 CRN 60216
BUB A62-303, 11/13-1/3 CRN 60217

Communication

TUNE UP YOUR BUSINESS VOICE: Fee: $50

TURN ON YOUR CUSTOMERS

When you talk, do people listen? Do they want to hear more of what you have to say? This course will help you develop an effective speaking voice to enhance your business and improve customer satisfaction. Have a positive influence on people, boost your self confidence, and increase profits by “tuning up” the way you speak! Course fee includes supplementary materials.

COM S25-01, OC/DP, 1 Sat., 10/12, 9 am-12 pm, Urban CRN 60038

NEW!

INDIVIDUAL EXCELLENCE

Fee: $119 (ONLINE) In-district seniors: $80

Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.

BUB A22-300, 8/21-10/11 CRN 61039
BUB A22-301, 9/18-11/8 CRN 61040
BUB A22-302, 10/16-12/6 CRN 61041
BUB A22-303, 11/13-1/3 CRN 61043

INTRODUCTION TO VISUAL COMMUNICATION*

Fee: $361

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

ATE A06-C01, OC/SK, 16 Wed., 8/21, 1-3:50 pm CRN 60945

GRAMMAR REFRESHER

Fee: $119 (ONLINE) In-district seniors: $80

Master the written word! Review the basics and 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. The instructor has worked as a newspaper copy editor, journalist and technical writer. This course is not designed for ESL students.

COM S13-300, 8/21-10/11 CRN 60314
COM S13-301, 9/18-11/8 CRN 60315
COM S13-302, 10/16-12/6 CRN 60316
COM S13-303, 11/13-1/3 CRN 60317

MASTERING PUBLIC SPEAKING

Fee: $119 (ONLINE) In-district seniors: $80

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

COM B09-300, 8/21-10/11 CRN 60266
COM B09-301, 9/18-11/8 CRN 60267
COM B09-302, 10/16-12/6 CRN 60268
COM B09-303, 11/13-1/3 CRN 60269

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

INTERPERSONAL COMMUNICATION
(ONLINE)  Fee: $119
In-district seniors: $80
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.

MERRILL REAM SPEED READING
(ONLINE)  Fee: $119
In-district seniors: $80
Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.

Computer Courses

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

No computer classes will be held on the following holidays:
Labor Day, September 2
Veteran's Day, November 11
Thanksgiving Break, November 28 and 29

No Evening Classes:
Rosh Hashanah, September 5, 2013
Yom Kipper, September 14, 2013

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.

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT*  Fee: $110
This course is designed to increase your keyboarding speed while improving accuracy by identifying your weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 wpm (without looking at the keyboard).

BASIC KEYBOARDING*  Fee: $110
This course allows the beginning student to master proper keyboarding techniques and develop minimum 18 words per minute speed and accuracy.

COMPUTER KEYBOARDING:
(ONLINE)  Fee: $119
LEARN TO TYPE (ONLINE)  Fee: $80

Windows Operating Systems

WINDSOS APPLICATIONS  Fee: $100

INTRODUCTION TO WINDOWS 7  Fee: $119
(ONLINE)  In-district seniors: $80
If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You'll learn how to use the desktop, icons, gadgets, and other Windows 7 features, and you'll 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!

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.
New!
TECHNOLOGY TOOLS IN THE CLASSROOM* Fee: $316
Course introduces the educator to integrating the personal computer into the classroom to enhance instruction and classroom management by using a variety of software programs, hardware devices, and the Internet and its components (World Wide Web, e-mail, downloading, FTP). Content includes hands-on activities using technology to develop an electronic presentation, develop a grade spreadsheet, develop a student database, use various methods to electronically communicate, build a Web site, use multimedia, use publishers electronic materials, evaluate software, use the Internet for finding information and research, manage a personal computer system, and use additional hardware devices for learning purposes. Course not designed to transfer as an Education degree requirement. Recommended: Previous computer experience using a personal computer.
CPT A35-C01, OC/DP, 14 Mon., 8/26, 6-9:45 pm CRN 60992

PROJECT MANAGEMENT* Fee: $296
Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01.
CPT A83-C01, OC/DP 12 Thu., 9/5, 6-9:55 pm CRN 61005

BASIC COMPUTER Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Learn to save, copy, move, create shortcuts and print files. Learn to use bold, italic, underline and the spell checker to enhance your documents. Learn how to use e-mail to send pictures to your friends and family. No senior discount. No class 11/30/13.
DPR A22-01, OC/SK, 5 Sun., 9/8, 10 am-1 pm, Skaja CRN 60008
DPR A22-02, OC/SK, 5 Sat., 10/5, 10 am-1 pm, Douglas CRN 60008

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2010, VISIO, PHOTO SHOP, AND WEB PAGE DEVELOPMENT* Fee: $411
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 the Internet (Web browsers, email, and Web site development) software. Course is intended for students seeking careers as Information Technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)
CPT A01-C01, OC/SK, 16 Mon./Wed., 8/19, 9:30-11:10 am CRN 60969
CPT A01-C02, OC/DP, 14 Mon., 8/26, 6-9:45 pm CRN 60970
CPT A01-C03, OC/DP 14 Tue./Thu., 9/3, 9:30-11:20 am CRN 60971
CPT A01-C04, OC/DP 14 Tue./Thu., 9/3, 12:30-2:20 pm CRN 60972

INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN* Fee: $296
Course introduces the systems development life cycle of a computer. Content includes the investigation, analysis, design, implementation and evaluation phases of a business system, tools (e.g. CASE) and techniques used by the systems analyst. Recommended: CPT A01 or CPT A19 and one programming language course or concurrent enrollment in one programming language course.
CPT A64-C01, OC/DP, 13 Thu., 8/29, 6-8:50 pm CRN 61000

COMPUTERS FOR NEW USERS: OFFICE 2010* Fee: $206
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel. (Supplemental Lab work required)
CPT A44-C01, OC/DP, 10 Tue., 8/27, 6-10 pm CRN 60995

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010* Fee: $296
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. Course is intended for students seeking a career as a computer professional, for those needing to understand the role and use of Information Systems in the business community, and for students interested in learning introductory “end user” computer skills. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills.
CPT A19-C01, OC/DP, 16 Mon./Wed., 8/19, 9-10:45 am CRN 60980
CPT A19-C02, OC/DP, 16 Mon./Wed., 8/19, 11 am-12:45 pm CRN 60981
CPT A19-C03, OC/SK, 16 Mon., 8/19, 6-9:45 pm CRN 60982
CPT A19-C04, OC/SK, 16 Tue./Thu., 8/20, 12:30-2:15 pm CRN 60983
CPT A19-C05, OC/DP, 16 Tue./Thu., 8/20, 9-10:45 am CRN 60984
CPT A19-C06, OC/DP, 16 Tue., 8/20, 6-9:45 pm CRN 60985
CPT A19-C07, OC/DP, 14 Tue./Thu., 9/3, 12:30-2:25 pm CRN 60986
CPT A19-C08, OC/SK, 14 Mon./Wed., 9/4, 9:30 am-11:25 pm CRN 60987

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 dgronseth@oakton.edu.

COMPREHENSIVE WORD PROCESSING* Fee: $316
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.
COF A25-C01, OC/SK, 13 Wed., 9/11, 6-10 pm CRN 60960

INTRODUCTION TO MICROSOFT WORD (ONLINE) In-district seniors: $80
Discover the capabilities of this word processing software. Learn to edit, format, copy and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents.
Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A83-300, 8/21-10/11 CRN 60514
DPR A83-301, 9/18-11/8 CRN 60515
DPR A83-302, 10/16-12/6 CRN 60516
DPR A83-303, 11/13-1/3 CRN 60518

*Course may also be taken for college credit.
New!

INTRODUCTION TO MS WORD: 2011 FOR MAC  Fee: $119  
(ONLINE)  In-district seniors: $80
Learn how to use the world's most popular word processor for creating documents and formatting text. Master the user interface, create a variety of documents, and transfer them between Word 2011 for Mac and any version of Microsoft Word for Windows.

DPR A83-304, 8/21-10/11  CRN 60519
DPR A83-305, 9/18-11/8  CRN 60524
DPR A83-306, 10/16-12/6  CRN 60525
DPR A83-307, 11/13-1/3  CRN 60526

INTERMEDIATE MICROSOFT WORD  Fee: $119  
(ONLINE)  In-district seniors: $80
Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text.  
Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. 
Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A80-300, 8/21-10/11  CRN 60510
DPR A80-301, 9/18-11/8  CRN 60511
DPR A80-302, 10/16-12/6  CRN 60512
DPR A80-303, 11/13-1/3  CRN 60513

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.  
Prerequisite: DPR A22, A51 or DPR A76.

DPR A84-01, OC/SK, 4 Tue., 9/3, 5:30-9:30 pm  CRN 60047
DPR A84-02, OC/DP, 4 Sat., 9/7, 9 am-1 pm  CRN 60009
DPR A84-03, OC/SK, 4 Thu., 10/10, 5:30-9:30 pm  CRN 60010

BASIC AND INTERMEDIATE EXCEL  Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, and build and sort lists; create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs.  

DAT A14-01, OC/DP, 8 Tue., 9/3, 5:30-9:30 pm  CRN 60046
DAT A14-02, OC/DP, 8 Sat., 9/7, 9 am-1 pm  CRN 60007
DAT A14-03, OC/SK, 8 Thu., 10/10, 5:30-9:30 pm  CRN 60006

INTRODUCTION TO MICROSOFT EXCEL  Fee: $119  
(ONLINE)  In-district seniors: $80
Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files and endow worksheets with decision-making capabilities.  
Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A84-300, 8/21-10/11  CRN 60531
DPR A84-301, 9/18-11/8  CRN 60528
DPR A84-302, 10/16-12/6  CRN 60529
DPR A84-303, 11/13-1/3  CRN 60530

INTERMEDIATE MICROSOFT EXCEL  Fee: $119  
(ONLINE)  In-district seniors: $80
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math.  
Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent.  
Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A85-300, 8/21-10/11  CRN 60527
DPR A85-301, 9/18-11/8  CRN 60532
DPR A85-302, 10/16-12/6  CRN 60533
DPR A85-303, 11/13-1/3  CRN 60534

ELECTRONIC SPREADSHEETING  Fee: $206
USING EXCEL: 2010*
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, OC/DP, 10 Thu., 8/22, 6-10 pm  CRN 60963

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $105
Gain hands-on experience in the accounting applications of Excel.
A required textbook is available in the bookstore. This course is eligible for CPE credit.

ACC A03-C01, OC/SK, 8 Tue., 8/20, 8-9:50 pm  CRN 60824
ACC A03-C02, OC/DP 8 Wed., 10/16, 8-9:50 pm  CRN 60825

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE)  Fee: $119  
In-district seniors: $80
Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.  
Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 (Macintosh) will be supported.

ACC A03-C01, OC/SK, 8 Tue., 8-9:50 pm  CRN 60824

INTRODUCTION TO MICROSOFT ACCESS  Fee: $119  
(ONLINE)  In-district seniors: $80
Access is a database used to store and sort useful information. Gain skill in creating tables, relationships, custom data entry forms, queries, reports, mailing labels and Macros. Learn to merge the data in your Access tables with Microsoft Word form letters.  
Requirements: Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A71-300, 8/21-10/11  CRN 60501
DPR A71-301, 9/18-11/8  CRN 60502
DPR A71-302, 10/16-12/6  CRN 60503
DPR A71-303, 11/13-1/3  CRN 60504

*Course may also be taken for college credit.
INTERMEDIATE MICROSOFT ACCESS (ONLINE) Fee: $119
In-district seniors: $80
Build a fully automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques. 
Prerequisite: Intro to Microsoft Access (DPR A71) or equivalent. 
Requirements: Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A98-300, 8/21-10/11 CRN 60535
DPR A98-301, 9/18-11/8 CRN 60536
DPR A98-302, 10/16-12/6 CRN 60537
DPR A98-303, 11/13-1/3 CRN 60538

DATABASE APPLICATIONS USING ACCESS: 2010* Fee: $316
Learn about database structures and design; create tables; develop and run queries, forms and reports; develop Macros and more.
COF A40-C01, OC/SK, 14 Wed., 9/11, 5:30-9:50 pm CRN 60964

MICROSOFT POWERPOINT (ONLINE) Fee: $119
In-district seniors: $80
PowerPoint is one of the best presentation programs on the market. Obtain the skills to create overhead transparencies, 35 mm slides and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines and graphs. Learn how to add clip art, hypertext links and special effects to presentations. 
Requirements: PowerPoint or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A70-300, 8/21-10/11 CRN 60496
DPR A70-301, 9/18-11/8 CRN 60497
DPR A70-302, 10/16-12/6 CRN 60498
DPR A70-303, 11/13-1/3 CRN 60500

MICROSOFT OFFICE 2007: NEW FEATURES (ONLINE) Fee: $119
In-district seniors: $80
DPR A21-300, 8/21-10/11 CRN 60642
DPR A21-301, 9/18-11/8 CRN 60643
DPR A21-302, 10/16-12/6 CRN 60644
DPR A21-303, 11/13-1/3 CRN 60645

MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE) Fee: $119
In-district seniors: $80
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 A20-300, 8/21-10/11 CRN 60458
DPR A20-301, 9/18-11/8 CRN 60459
DPR A20-302, 10/16-12/6 CRN 60460
DPR A20-303, 11/13-1/3 CRN 60461

INTRODUCTION TO MS OUTLOOK (ONLINE) Fee: $119
In-district seniors: $80
Become more organized and productive than ever before. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. 
DPR A12-300, 8/21-10/11 CRN 60454
DPR A12-301, 9/18-11/8 CRN 60455
DPR A12-302, 10/16-12/6 CRN 60456
DPR A12-303, 11/13-1/3 CRN 60457

INTRODUCTION TO MS PUBLISHER Fee: $119
In-district seniors: $80
Learn how Microsoft’s comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts. 
Requirements: Publisher 2007, Office 2007 (Small Business or Professional Edition only). Not suitable for Macintosh users.
DPR A08-300, 8/21-10/11 CRN 60446
DPR A08-301, 9/18-11/8 CRN 60447
DPR A08-302, 10/16-12/6 CRN 60448
DPR A08-303, 11/13-1/3 CRN 60449

PRESENTATION SOFTWARE USING POWERPOINT: 2010* Fee: $221
Learn to plan, compose, and create effective desktop presentations.
COF A30-C01, OC/SK, 12 Wed., 9/18, 6-10 pm CRN 60961

INTRODUCTION TO ADOBE ACROBAT 9 (ONLINE) Fee: $119
In-district seniors: $80
Adobe Acrobat 9 gives you the power to create PDF documents from scratch or from a variety of source files. Create PDF documents and learn to use many of the popular software’s time- and cost-saving features. 
Requirements: Adobe Acrobat 9 for Windows or Mac.
DPR A26-300, 8/21-10/11 CRN 60470
DPR A26-301, 9/18-11/8 CRN 60471
DPR A26-302, 10/16-12/6 CRN 60472
DPR A26-303, 11/13-1/3 CRN 60474

VISIO FUNDAMENTALS* Fee: $206
Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. 
Recommended: Computer experience using software that runs in Microsoft Windows.
COF A50-C01, OC/DP, 10 Thu., 9/12, 6-10 pm CRN 60965

ADOBE ACROBAT PDF* Fee: $221
Course introduces the Adobe Acrobat program. Content includes the fundamental concepts and features of Portable Document Format (PDF), designing and viewing PDF presentations, enhancing and editing PDF documents, adding digital signatures and security, working with forms, and PDF portfolios.
COF A32-C01, OC/DP, 5 Tue., 10/29, 6-10 pm CRN 60962

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

New!
INTRODUCTION TO ERP SYSTEMS Fee: $336
Course introduces SAP, Enterprise Resource Planning. The course is intended to explain how the fundamental business processes interact within an ERP system in the functional areas of sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management.
CPT A49-C01, Online, 8/19-10/13 CRN 60997

*Course may also be taken for college credit.
INFORMATION SYSTEMS FOR BUSINESS:  Fee: $336
ERP/SAP ENHANCED (ONLINE)*
Course examines characteristics of the most common types of
online business applications using SAP and Peachtree Accounting
Software. Content includes in-depth coverage of input, output, pro-
cessing, controls and management implications for each business
system. A hands-on accounting-based case study will be completed
with focus on processing of sales, receipts, payables, disbursements
and payroll transactions.
CPT A06-C01, 9/3-12/10  CRN 60978

INTRODUCTION TO SQL: ORACLE 11G*  Fee: $326
Learn the concepts of relational databases and the powerful SQL
programming language (Oracle 11g).
CPT A21-C01, OC/DP, 16 Wed., 8/21, 6-9:20 pm  CRN 60989

INTRODUCTION TO SQL  Fee: $119
(ONLINE)
In-district seniors: $80
Learn the basic structure of relational databases, how to read and
write simple and complex SQL statements, and advanced data
manipulation techniques. Requirements: Any desktop or
client/server Database Management System (DBMS) that supports
the execution of Structured Query Language (SQL). Examples
include Microsoft Access, SQL Server Personal Edition, SQL Server
Desktop Engine (MSDE), MySQL, Sybase, Microsoft SQL Server,
or SQL Server Enterprise.
CPT A21-300, 8/21-10/11  CRN 60338
CPT A21-301, 9/18-11/8  CRN 60339
CPT A21-302, 10/16-12/6  CRN 60340
CPT A21-303, 11/13-1/3  CRN 60341

INTERMEDIATE SQL  Fee: $119
(ONLINE)
In-district seniors: $80
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 suit-
able for Macintosh users..
DAT A20-300, 8/21-10/11  CRN 60390
DAT A20-301, 9/18-11/8  CRN 60391
DAT A20-302, 10/16-12/6  CRN 60392
DAT A20-303, 11/13-1/3  CRN 60393

New!
DATABASE PROGRAMMING FOR PCS  Fee: $426
Course offers instruction in designing and developing a business
application using a representative microcomputer database man-
agement package. Content includes macros, VBA programming,
database security, and complex queries, forms, and reports to com-
plete a database case study that demonstrate analysis, design,
and development of a business application. Recommended: CAB 140
or comparable knowledge of database software.
CPT A72-C01, Independent Study (14 weeks), 9/3-12/11  CRN 61002

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE)  Fee: $119
In-district seniors: $80
Despite the availability of powerful tools to build databases and
database applications, many projects fail due to the lack of a sys-
tematic, structural approach to using these tools. Review the nec-
essary phases of database development projects to ensure that
your database works as designed and truly responds to user needs.
Requirement: Any database management system, such as
MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.
DAT A13-300, 8/21-10/11  CRN 60374
DAT A13-301, 9/18-11/8  CRN 60375
DAT A13-302, 10/16-12/6  CRN 60376
DAT A13-303, 11/13-1/3  CRN 60377

DATABASE FUNDAMENTALS I:  Fee: $421
ORACLE 11G*
Course provides a foundation in the administrative tasks performed
by a database administrator. Topics include Oracle database archi-
tecture and how each component functions and interacts. Students
will learn how to design, develop, install, maintain, manage, and
troubleshoot an Oracle database. Performance monitoring, data-
base security, user management, and backup/recovery techniques
will be discussed. This class prepares the student for the Oracle
Database Administrator Certified Associate exam. Recommended:
Introduction to SQL or comparable knowledge.
CPT A71-C01, OC/DP, 8 Thu., 6-9:30 pm & Sat., 8:30 am-1:10 pm, 8/22
CRN 61001

DATABASE FUNDAMENTALS II: ORACLE 11G*  Fee: $421
Develop the knowledge you need to perform the tasks of a database
administrator. Topics include methods to backup, restore, and recov-
er 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 Thu., 6-9:30 pm & Sat., 8:30 am-1:10 pm, 10/17
CRN 60996

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

CISCO NETWORK FUNDAMENTALS*  Fee: $421
Course will introduce networking and general network concepts.
Build the fundamental laboratory skills in wiring and testing. Learn
about the seven-layer OSI model and the concepts involved with
routing and routing protocols. Online course work required.
INT A01-C01, OC/SK, 8 Tue., 6-10 pm, 8 Thu., 6-7:50 pm, 8/20  CRN 60854
INT A01-C02, OC/SK, 8 Sat., 9 am-3:30 pm  CRN 60855

CISCO NETWORK ROUTING PROTOCOLS AND CONCEPTS*  Fee: $421
This second course in the sequence extends the OSI concepts.
Concentration is on routing, routers and IOS router configurations.
During laboratories, routers are physically configured within net-
works and programmed. IOS, TCP/IP, and IP addressing will be
studied. Hybrid course, online course work required.
INT A02-C01, OC/SK, 8 Tue., 6-10 pm, 8 Thu., 6-7:50 pm, 10/15  CRN 60857
INT A02-C02, OC/SK, 7 Sat., 10/19, 9 am-3:30 pm  CRN 60859

CISCO LAN Switching and Wireless*  Fee: $421
This third course in the sequence covers features of routers and
routing concepts. Concentration is on access lists, LAN segmenta-
tion using switches, network congestion issues, VLANs and span-
ing tree protocol. Gain experience in these areas using Cisco
routers and switches. Online course work required.
INT A03-C01, OC/SK, 8 Wed., 6-10 pm & 8 Thu., 8-10 pm, 8/21  CRN 60860

*Course may also be taken for college credit.
CISCO ACCESSING THE WAN*

Course deals with Wide Area Networks (WANs) and protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Course is fourth and final in Cisco Networking Academy sequence of four courses (CCNA). Hybrid course, online course work required.
INT A04-C01, OC/SK, 8 Wed., 6-10 pm, 8 Thu., 8-10 pm, 10/16 CRN 60861

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 847-376-7114.

NETWORKING ESSENTIALS

Fee: $326

Learn the fundamentals of electronic data communications with emphasis on creating a local area network (LAN). Students are introduced to the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.
NTS A05-C01, OC/SK, 16 Mon., 8/19, 6-10 pm CRN 60895
NTS A05-C02, OC/SK, 15 Tue./Thu., 8/27, 9-11 am CRN 60900
NTS A05-C03, OC/SK, 15 Tue./Thu., 8/27, 3:45-5:45 pm CRN 60903

MICROSOFT ACCESSING THE WAN*

Fee: $421

Course provides the knowledge and skills to design, implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
Recommended: NTS A20 or consent of instructor, coordinator or program chair.
NTS A60-C01, OC/SK, 8 Sun., 10/20, 8:30 am-5 pm CRN 60918

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE

Fee: $421

Course provides knowledge and hands-on skill training necessary to implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Emphasis is on how to design for security, high availability, disaster recovery, and migrations. Focus is on the most recent release of Microsoft Windows which prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
Recommended: NTS A20 or consent of instructor, coordinator or program chair.
NTS A60-C01, OC/SK, 8 Sun., 10/20, 8:30 am-5 pm CRN 60918

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM: WINDOWS 7*

Fee: $326

Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Knowledge of the fundamentals of current networking technology is recommended.
NTS A10-C01, OC/SK, 8 Tue./Thu., 8/20, 11:30 am-3:30 pm CRN 60904
NTS A10-C02, OC/SK, 8 Tue./Thu., 8/20, 6-10 pm CRN 60905

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE: WINDOWS 2008 SERVER*

Fee: $326

Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. This course is intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, and who want to enhance their job skills on Microsoft Windows Server networking technologies. Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
Recommended: NTS A11 or consent of instructor, coordinator or program chair.
NTS A25-C01, OC/SK, 8 Tue./Thu., 10/15, 11:30 am-3:30 pm CRN 60912
NTS A25-C02, OC/SK, 8 Tue./Thu., 10/15, 6-9:50 pm CRN 60914

MICROSOFT WINDOWS SERVER OPERATING SYSTEM: WINDOWS 2008 SERVER*

Fee: $326

Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A10 or CompTIA A+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.
NTS A11-C01, OC/SK, 8 Mon./Wed., 8/19, 6-10 pm CRN 60906

MICROSOFT PLANNING IMPLEMENTING MANAGING WINDOWS ACTIVE DIRECTORY* Fee: $326

Course provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriate for individuals currently supporting competitive platform and wanting to enhance skills using Windows Server Active Directory. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
Recommended: CNS 117, or consent of instructor, coordinator, or program chair.
NTS A20-C01, OC/SK, 8 Sun., 8/25, 8:30 am-5 pm CRN 60911

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

ADVANCED UNIX OPERATING SYSTEM: Fee: $211
RED HAT LINUX*
Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming (Bourne, C. Korn), networking, basic “C” language programming and UNIX system administration. 
Recommended: CPT A15 or comparable computer experience.
CPT A28-300, 8/21-10/11 CRN 60475
CPT A28-301, 9/18-11/8 CRN 60493
CPT A28-302, 10/16-12/6 CRN 60494
CPT A28-303, 11/13-1/3 CRN 60495

INTRO TO UNIX OPERATING SYSTEMS: Fee: $211
RED HAT LINUX*
Course teaches theoretical and hands-on instruction using the UNIX operating system environment. Content includes basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. 
Recommended: CPT A01 or comparable computer experience.
CPT A28-302, 10/16-12/6 CRN 60477

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

INTRODUCTION TO COMPUTER FORENSICS* Fee: $326
Course provides students with the knowledge and solid foundation by introducing Computer Forensics as an entry into the professional field of Computer Forensics and investigation. The course covers current and past Operating Systems and a range of computer hardware and forensics software tools. The course also assists students in preparing for the appropriate Network or Information Security Certification examinations. 
Recommended: CNS 111 or consent of instructor, coordinator or department chair.
DAT A33-300, 8/21-10/11 CRN 60430
DAT A33-301, 9/18-11/8 CRN 60431
DAT A33-302, 10/16-12/6 CRN 60432
DAT A33-303, 11/13-1/3 CRN 60433

SECURITY+ CERTIFICATION* Fee: $326
Course provides knowledge necessary to understand core concepts of the threats to a computing infrastructure. Content includes securing a network infrastructure; understanding encryption technologies; securing communications and applications; and responding to incidents. Students create and maintain a secure network infrastructure. Course prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). 
Recommended: NTS A05 or consent of instructor, coordinator, or department chair.
NTS A33-C01, OC/SK, 14 Sat., 8/31, 9 am-1 pm CRN 60916

INTRODUCTION TO PC TROUBLESHOOTING (ONLINE) In-district seniors: $80
Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. 
Requirements: Microsoft Windows XP or newer,
DPR A28-300, 8/21-10/11 CRN 60475
DPR A28-301, 9/18-11/8 CRN 60476
DPR A28-302, 10/16-12/6 CRN 60477
DPR A28-303, 11/13-1/3 CRN 60478

INTRODUCTION TO PC SECURITY Fee: $119 (ONLINE)
In-district seniors: $80
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. 
Requirements: A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP).
DPR A49-300, 8/21-10/11 CRN 60492
DPR A49-301, 9/18-11/8 CRN 60493
DPR A49-302, 10/16-12/6 CRN 60494
DPR A49-303, 11/13-1/3 CRN 60495

TOPICS IN CIS: ANDROID PROGRAMMING* Fee: $426
Learn how to build, test, and publish apps using Apple’s professional app development environment, xCode, and write code using Apple’s Objective C. Programming experience and instructor consent required.
CPT A02-C01, OC/DP, 14 Thu., 8/29, 6-9:50 pm CRN 60973

TOPICS IN CIS: IPAD/IPHONE PROGRAMMING* Fee: $426
Students will learn how to build, test, and publish apps using the Android platform. Programming experience and instructor consent required.
CPT A02-C02, OC/DP, 15 Tue., 9/3, 6-9:50 pm CRN 60974

TOPICS IN CIS: IPAD/IPHONE PROGRAMMING (ONLINE) Fee: $119
In-district seniors: $80
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. 
Requirements: Microsoft Visual C# 2010 Express Edition (free Express edition can be downloaded from Microsoft)
DAT A33-300, 8/21-10/11 CRN 60430
DAT A33-301, 9/18-11/8 CRN 60431
DAT A33-302, 10/16-12/6 CRN 60432
DAT A33-303, 11/13-1/3 CRN 60433

INTRODUCTION TO C++ PROGRAMMING Fee: $119 (ONLINE)
In-district seniors: $80
Introduces computer programming using the C++ language to solve business-related problems. Topics include program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programs include arithmetic calculations, decision making, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.
CPT A33-C01, OC/DP, 14 Sat., 9/7, 9 am-12:50 pm CRN 60990

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

INTRODUCTION TO C# PROGRAMMING Fee: $119
In-district seniors: $80
Introduces computer programming using the C# language to solve business-related problems. Topics include program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programs include arithmetic calculations, decision making, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.
CPT A33-C01, OC/DP, 14 Sat., 9/7, 9 am-12:50 pm CRN 60990

*Courses may also be taken for college credit.
INTRODUCTION TO C# PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
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 A34-300, 8/21-10/11 CRN 60434
DAT A34-301, 9/18-11/8 CRN 60435
DAT A34-302, 10/16-12/6 CRN 60436
DAT A34-303, 11/13-1/3 CRN 60437

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
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. Dive into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages as well.
DPR A29-300, 8/21-10/11 CRN 60479
DPR A29-301, 9/18-11/8 CRN 60480
DPR A29-302, 10/16-12/6 CRN 60481
DPR A29-303, 11/13-1/3 CRN 60482

MAC, IPHONE, AND IPAD PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
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.
DAT A12-300, 8/21-10/11 CRN 60370
DAT A12-301, 9/18-11/8 CRN 60371
DAT A12-302, 10/16-12/6 CRN 60372
DAT A12-303, 11/13-1/3 CRN 60373

INTRODUCTION TO VISUAL BASIC NET 2010 PROGRAMMING* Fee: $426
Course introduces programming using Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. Recommended: CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful. Supplemental lab work required.
CPT A89-C01, OC/DP, 14 Mon., 8/26, 6-9:50 pm CRN 61006

VISUAL BASIC .NET PROGRAMMING FOR FILES AND DATABASES* Fee: $426
Course concentrates on writing programs that use files and databases to enter, store, and display data. Content includes various data controls, grids, and data bound controls used with the access technologies provided by Visual Basic principles of database usage, use of Structured Query Language (SQL) to provide access to data, Data Access Objects, Remote Data Objects, ODBC, and Active X Data Objects. Recommended: Completion of CPT A89 “Introduction to Visual Basic.NET Programming” and introductory level of Database Applications (Access) coursework or comparable work experience; or consent of instructor, department coordinator, or chair.
CPT A77-C01, OC/DP, 15 Tue., 9/3, 6-9:50 pm CRN 61004

VISUAL BASIC FOR APPLICATIONS* Fee: $381
Course introduces programming using Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. Recommended: ability to manage files using Windows, introductory level of Electronic Spreadsheeting (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra.
CPT A20-C01, OC/DP, 16 Fri., 8/23, 9 am-12:15 pm CRN 60988

INTRODUCTION TO PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.
DPR A07-300, 8/21-10/11 CRN 60442
DPR A07-301, 9/18-11/8 CRN 60443
DPR A07-302, 10/16-12/6 CRN 60444
DPR A07-303, 11/13-1/3 CRN 60445

INTRODUCTION TO AJAX PROGRAMMING (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
Transform the way your Web applications look and feel! With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In this course you'll learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML http request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.
DAT A26-300, 8/21-10/11 CRN 60406
DAT A26-301, 9/18-11/8 CRN 60407
DAT A26-302, 10/16-12/6 CRN 60408
DAT A26-303, 11/13-1/3 CRN 60409

INTRODUCTION TO JAVA PROGRAMMING (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
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! The most recent versions of the Java Development Kit (JDK) and Blue J will be used. Download and installation instructions will be provided during the course.
DAT A07-300, 8/21-10/11 CRN 60354
DAT A07-301, 9/18-11/8 CRN 60355
DAT A07-302, 10/16-12/6 CRN 60356
DAT A07-303, 11/13-1/3 CRN 60357

JAVA PROGRAMMING* Fee: $426
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. Recommended: ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental work required.
CPT A40-C01, OC/DP, 14 Mon., 8/26, 6-9:50 pm CRN 60993

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

INTERMEDIATE JAVA PROGRAMMING (ONLINE) Fee: $119
In-district seniors: $80
Deepen your understanding of Java, and start writing 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 of the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. Requirement: Completion of “Introduction to Java Programming” or equivalent experience.

DAT A08-300, 8/21-10/11
DAT A08-301, 9/18-11/8
DAT A08-302, 10/16-12/6
DAT A08-303, 11/13-1/3

ADVANCED JAVA PROGRAMMING* Fee: $426
Course examines topics in various Java technologies. Content includes inner classes, multithreading, reflection, collection classes, Swing, TCP/IP networking, Java database connectivity (JDBC), remote method invocation (RMI), CORBA (interactive data language), servlets, and Java server pages (JSP). Students will be able to develop distributed object applications and write Web pages using advanced server side programming through servlets and Java server pages. Recommended: CPT A40 or comparable knowledge.

CPT A51-C01, Oc/DF, 14 Tue., 9/10, 6-9:50 pm
CRN 60998

INTRODUCTION TO RUBY PROGRAMMING (ONLINE) Fee: $119
In-district seniors: $80
Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You'll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. Software: InstantRails software package—download from instantrails.rubyforge.org. Installation instructions will be provided at the first class session.

DPR A10-300, 8/21-10/11
DPR A10-301, 9/18-11/8
DPR A10-302, 10/16-12/6
DPR A10-303, 11/13-1/3

COOKING/CULINARY

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
This class satisfies the Illinois Department of Public Health's required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. At the conclusion of the course students will complete the City of Chicago certification exam. No senior discount.

BUS R99-01, Oc/SK, 1 Sat., 10/5, 9 am-4:30 pm, Kulczycky
CRN 60025

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

HEC C25-01, NILES N, 4 Wed., 9/11, 7-9 pm, Mirani
CRN 60045

CARIBBEAN TAPAS Fee: $94
Discover the Caribbean's culinary landscape and breadth of flavors. Learn to make Brandade de Morue tostone canapés (a French Caribbean twist on salt cod), Trinidadian Roti, Puerto Rican ceviche, mango crumble, and more. Learn how the African, Dutch, British, Spanish, French, Chinese, East Indian, and indigenous people left their indelible mark on Caribbean cooking. Can you tell a yuca from a boniato? You’ll be able to after this class! Course taught by Susan Taves, a classically trained chef who served as an instructor at the Art Institute of Chicago, and have trained staff at Sandals Resort in Jamaica.

HEC S16-01, ETHS, 4 Tue., 9/10, 7-9 pm, Taves
CRN 61030

CREATIVE INTERNATIONAL COOKING Fee: $94
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes.

HEC E66-01, NILES N, 4 Wed., 10/16, 7-9 pm
CRN 60082

SOUTH AMERICAN CUISINE Fee: $94
Back by popular demand, we will be re-visiting delicious dishes from Brazil, Argentina, Columbia, and Ecuador. Chef Susan Taves will demonstrate step-by-step preparation details, while students observe and taste prepared dishes. All classes include recipe handouts.

HEC C27-01, ETHS, 4 Tue., 10/8, 7-9 pm
CRN 61029

The Backyard Barbecue Series

BARBECUE SERIES Series fee: $133
At the Backyard Barbecue Store, dedication to excellence pervades everything the store stands for—and over the years, it has become justly famous for its wonderful barbecue classes! These classes are taught by recognized professionals who are enthusiastic about sharing their delicious expertise. Classes include very generous tasting with appropriate beverages and side dishes. Classes meet at the Backyard Barbecue Store, 1147 Greenleaf Avenue, Wilmette. Barbecue champion/restaurateur Dan Marguerite is your instructor. No senior discount for this series.

HEC E28-01, BBAR, 3 Thu., 9/12, 7-9 pm
CRN 61031

SEAFOOD GRILLING Fee: $49
It's more than shrimp on the Barbie, mate! Most seafood benefits from the quick cooking and smoky flavor of the grill. But proper technique matters—probably more with fish and shellfish than any other food. On this grilling adventure, you’ll learn the right way to cook seafood.

HEC E90-01, BBAR, 1 Thu., 9/12, 7-9 pm
CRN 60879

STEAK! Fee: $59
Joe Spera from Al's Meat Market in Wilmette, the instructor for this steak class, will butcher an entire prime beef loin and will show you how to grill them over both charcoal and gas flames. Learn professional tips, tricks, and recipes for making the perfect steak.

HEC E13-01, BBAR, 1 Thu., 10/17, 7-9 pm
CRN 60880

TURKEY ON THE GRILL Fee: $49
Crispy on the outside and juicy on the inside, with succulent flavor all the way through—is that how you like your turkey? Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space.

HEC E15-01, BBAR, 1 Thu., 11/7, 7-9 pm
CRN 60881

*Courses may also be taken for college credit.
Dance

Note: Fees are per person.

SIZZLING SALSA, MERENGUE, CUMBIA AND BACHATA Fee: $55
Singles and couples! Enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount. No class 10/14.
PED E88-01, NILES N, 6 Mon., 9/9, 6:30-7:30 pm, Strain CRN 60076
PED E88-03, OC/SK, 6 Wed., 9/11, 7:40-8:40 pm, Strain CRN 60077

BEST OF BALLROOM DANCING AND SPECIAL PARTY LINE DANCES Fee: $55
Have a blast at any social dance function! Learn easy-to-lead and easy-to-follow American-style dances (Tango, Waltz, Fox trot, and Rumba) and East Coast swing. Every class starts with popular line dances such as the Cupid Shuffle, Cha Cha Slide, Electric Slide, and YMCA. A partner is not necessary. No refund after the class begins. No senior discount. No class 10/14.
PED S69-01, NILES N, 6 Mon., 9/9, 7:40-8:40 pm, Strain CRN 60078

MAD HOT BALLROOM AND SWING Fee: $55
Learn the sensuous Tango, Rumba, Cha-Cha-Cha and Swing the DanceMates easy way. No prior experience or partner necessary. No refund after class starts. No senior discount.
PED D01-01, GLBRK S, 6 Thu., 9/12, 7:40-8:40 pm, Strain CRN 60075

BELLY DANCING FOR FITNESS AND FUN Fee: $55
No partner or prior dance experience needed. Wear comfortable clothing. No refund after the class begins. No senior discount.
PED S77-01, GLBRK S, 6 Thu., 9/12, 6:30-7:30 pm, Strain CRN 60079

EASY LINE DANCES FOR EVERYONE Fee: $55
Let's get moving! According to the American Heart Association, dancing is a great way to improve heart health, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including “Boot Scootin' Boogie,” “Cupid Shuffle,” “Footloose,” “Gangnam Style,” and more. No partner or prior dance experience needed. No refund after the class begins. No senior discount.
PED E85-01, OC/SK, 6 Wed., 9/11, 6:30-7:30 pm, Strain CRN 61033

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 non-credit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact David Geller at 847-376-7707 or dgeller@oakton.edu.

BASIC AUTOCAD: 2011/12* Fee: Listed with section
Course is first of three in drafting and design using AutoCAD software. Content includes setting up a drawing electronically drawing and editing construction techniques display commands effective layering, dimensioning and detailing, using blocks, and plotting.
DES A03-C01, OC/DP, 15 Tue., 8/27, 5:30-8:40 pm, $361 CRN 61008
DES A03-C02, OC/SK, 15 Sun., 9/1, 9 am-12:20 pm, $361 CRN 61009
DES A03-C03, online section, 9/16-12/11, $336 CRN 61010

INTERMEDIATE AUTOCAD: 2011/12* Fee: $456
Course is second of three in AutoCAD. Content includes assigning attributes to blocks using external references grouping and filtering entities, and slide shows three-dimensional (3D) topics cover dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. Recommended: DES A03 or consent of instructor.
DES A04-C01, OC/SK, 15 Wed., 8/28, 6-9:20 pm CRN 61011

ADVANCED AUTOCAD: 2011/12* Fee: Listed with section
The last course in the core AutoCAD sequence follows up on solid modeling topics, including an introduction to parametric design and rendering. The focus of the course is productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. The Auto LISP programming language is also introduced. Recommended: DES A04 or consent of instructor.
DES A05-C01, (Online) 9/16-12/11, $431 CRN 61012
DES A05-C02, (Hybrid), OC/SK, 12 Wed., 9/18, 4-6 pm, $456 CRN 61013

CAD INTRO TO BUILDING SYSTEMS – REVIT* Fee: $456
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need to work with. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting.
DES A09-C01, OC/SK, 14 Sat., 8/31, 9 am-12:55 pm CRN 61016

BASIC AUTOCAD FOR INTERIOR DESIGN* Fee: $456
Course introduces Computer-Aided Design with emphasis on interior design applications. Students use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. The course covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.
DES A18-C01, OC/DP, 13 Fri., 8/30, 10 am-1:30 pm CRN 61021

INTRODUCTION TO SOLIDWORKS* Fee: $361
Course 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.
DES A08-C01, OC/DP, 15 Mon., 8/19, 6:30-9:30 pm CRN 61014
DES A08-C02, OC/SK, 16 Wed., 8/21, 9:30 am-12:50 pm CRN 61015

ADVANCED SOLIDWORKS* Fee: $361
Course is advanced exploration of the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of computer models animation and detailed drawings. Recommended: DES A08.
DES A11-C01, OC/SK, 14 Sat., 8/31, 1-4:50 pm CRN 61017

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)* Fee: $336
Course explores issues in the field of computer-aided design using AutoDesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.
DES A12-C01, 9/16-12/11 CRN 61018

*Course may also be taken for college credit.
INDUSTRIAL DESIGN ENGINEERING*  Fee: $456  
Course introduces industrial design, and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today's manufacturing, communication, and publishing industries creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering, and presentation.

DE A14-C01, OC/SK, 16 Wed., 8/21, 9:30 am-12:50 pm CRN 60109  
DE A14-C02, OC/SK, 15 Thu., 8/29, 4-5:50 pm CRN 61020

EMERGENCY RESPONSE PRE-PLAN DESIGN*  Fee: $456  
A course for emergency responders using computer-based software. Course introduces emergency response applications with emphasis on emergency pre-planning. It focuses on designing plans for use by emergency responders using Firehouse, AutoCAD, and other applicable software. The computer will be used by students to document information about the condition of assets, including buildings and personnel for transmission to emergency operations managers and personnel who need it for planning response, crisis management, and recovery efforts.

DES A19-C01, OC/SK, 14 Mon./Wed., 9/4, 4-6 pm CRN 61022

Elder Care

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Kathleen Ahern-Gray, chair, at 847.635.1461 or aberngra@oakton.edu.

PERSON-CENTERED COMMUNICATION*  Fee: $95  
Course will focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Content focuses on promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elders' quality of life.

Prerequisite: Concurrent enrollment in ELD A01 or consent of program chair.

ELD A02-C01, OC/SK, 6 Fri., 9/6, 9-12:40 pm CRN 60818

THE WORLD OF THE ELDER*  Fee: $135  
The first of three courses required for a Person-Centered Elder Support certificate, which is designed to prepare the student for a caregiver role with elders. Content will focus on educational concepts and practices for the care and safety of elders experiencing normal aging. Sensory, physical and psychosocial changes of normal aging, myths of aging, and culture change will be discussed.

ELD A01-C01, OC/SK, 6 Fri., 9/6, 9-10:40 am CRN 60817

DEMENTIA CARE OF THE ELDER*  Fee: $95  
Course focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Alzheimer's disease will be studied, including stages, symptom progression, and behaviors. Focus will be on understanding the disease and meeting the persons' needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored.

Prerequisite: Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.

ELD A03-C01, OC/SK, 6 Fri., 9/6, 1:30-3:10 pm CRN 60819

ASSISTING AGING PARENTS (ONLINE)  Fee: $119  
In-district seniors: $80  
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.

SOC E02-300, 8/21-10/11 CRN 60671  
SOC E02-301, 9/18-11/8 CRN 60672  
SOC E02-302, 10/16-12/6 CRN 60673  
SOC E02-303, 11/13-1/3 CRN 60674

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 Ghaedi, department chair, at 847-376-7699 or mghadiri@oakton.edu.

INTRODUCTION TO ELECTRONICS*  Fee: $517  
This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetic, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended.

ECT A01-C01, OC/SK, 15 Mon./Wed., 8/26, 9:30 am-12:45 pm CRN 61023  
ECT A01-C02, OC/DP, 15 Tue./Thu., 9/26, 2-5:15 pm CRN 61024  
ECT A01-C03, OC/SK, 15 Tue./Thu., 8/27, 6-9:15 pm CRN 61025

INTRODUCTION TO RADIO FREQUENCY IDENTIFICATION*  Fee: $326  
Course covers radio frequency identification (RFID) concepts and fundamentals, and how emerging electronic product code (EPC global) standards are influencing adoption. Content includes RFID fundamentals, current applications of RFID in businesses, and practical ways to articulate use cases for this technology to potential employers and peers.

ECT A19-C01, OC/SK, 12 Tue., 9/17, 2-4:50 pm CRN 60816

ELECTRONIC DRAFTING USING CAD*  Fee: $421  
Elementary principles of drafting as applied to electronic systems are studied using computer-aided design. Included are block diagrams, schematics and printed circuit boards. Prior computer experience is not essential.

ECT A11-C01, OC/DP, 12 Tue., 9/17, 6-10 pm CRN 60812

SURVEY OF ELECTRONICS*  Fee: $286  
Learn the fundamentals of electricity and electronics. Experimentation and demonstration are used to assure thorough understanding of these principals. This course provides a sound basis for further study and practical applications of skill.

ECT A03-C01, OC/DP, 15 Mon., 8/26, 6:8:50 pm CRN 61026

COMPUTER PERIPHERALS*  Fee: $316  
Course includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations.

ECT A05-C01, OC/SK, 15 Tue., 8/27, 6-9:20 pm CRN 60807  
ECT A05-C02, OC/SK, 12 Sat., 9/21, 9 am-1 pm CRN 60808

MICROCOMPUTER HARDWARE SYSTEMS*  Fee: $316  
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language.

ECT A04-C01, OC/SK, 16 Fri., 8/23, 9 am-12:30 pm CRN 61027  
ECT A04-C02, OC/SK, 15 Thu., 8/29, 6-9:30 pm CRN 60806

*Course may also be taken for college credit.
RESIDENTIAL WIRING* Fee: $326
This course is designed to provide students with the technical skills and knowledge required to safely install, maintain, replace and repair residential wiring/distribution systems with adherence to the National Electrical Code. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects.
ECT A15-C01, OC/SK, 12 Tue., 9/17, 6-9:20 pm CRN 60813

OVERVIEW OF ALTERNATIVE ENERGY RESOURCES* Fee: $316
Project-based course covering renewable and alternative forms of energy. Content includes an overview of solar, wind, hydroelectric, biomass, geothermal and nuclear power. Includes hands-on labs on solar, wind and hydropower, and simulations of the others.
Recommended: Concurrent enrollment in ECT A01, ECT A03, or ECT A04, or prior knowledge of electronics and electricity
ECT A18-C01, OC/SK, 14 Wed., 9/4, 6-9:20 pm CRN 60814

A+ CERTIFICATION PREPARATION* Fee: $216
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. This course builds upon the knowledge acquired in Computer Hardware Systems and Computer Peripherals.
ECT A06-C01, OC/SK, 8 Wed., 10/10, 6-9:20 pm CRN 60809

INTEGRATED CIRCUITS* Fee: $316
Course covers integrated circuits and their applications. Content includes operational amplifiers and digital integrated circuits, both from monolithic and hybrid standpoints, application of integrated circuits to current industry situations. Prerequisite: ECT 102 or concurrent enrollment in ECT 102.
ECT A08-C01, OC/SK, 16 Wed., 8/21, 3-5:50 pm CRN 60810

DIGITAL INTEGRATED CIRCUITS* Fee: $316
Hands-on course covers applications of digital integrated circuits. Content includes use of gates, registers, drivers, memory circuits and various circuits that are available as “chips” I.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.
ECT A10-C01, OC/SK, 16 Tue./Thu., 8/20, 2:30-4:45 pm CRN 60811

Entrepreneurship (Also see Business and Global Business Studies)

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $119
(ONLINE) In-district seniors: $80
Business success begins with a plan—a working document that charts a course for the future. This class will help new and established small business owners create their own plans to guide growth and achieve their goals.
BUS A90-300, 8/21-10/11 CRN 60250
BUS A90-301, 9/18-11/8 CRN 60251
BUS A90-302, 10/16-12/6 CRN 60252
BUS A90-303, 11/13-1/3 CRN 60253

STARTING A CONSULTING PRACTICE Fee: $119
(ONLINE) In-district seniors: $80
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.
BUB A33-300, 8/21-10/11 CRN 60158
BUB A33-301, 9/18-11/8 CRN 60159
BUB A33-302, 10/16-12/6 CRN 60160
BUB A33-303, 11/13-1/3 CRN 60161

BEGINNER’S GUIDE TO GETTING PUBLISHED Fee: $119
(ONLINE) In-district seniors: $80
Taught by a published author, this course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.
COM E75-300, 8/21-10/11 CRN 60290
COM E75-301, 9/18-11/8 CRN 60291
COM E75-302, 10/16-12/6 CRN 60292
COM E75-303, 11/13-1/3 CRN 60293

SECRETS OF THE CATERER Fee: $119
(ONLINE) In-district seniors: $80
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes!
BUB A52-300, 8/21-10/11 CRN 60174
BUB A52-301, 9/18-11/8 CRN 60175
BUB A52-302, 10/16-12/6 CRN 60176
BUB A52-303, 11/13-1/3 CRN 60177

GET PAID TO TRAVEL Fee: $119
(ONLINE) In-district seniors: $80
You may be ready for a career as a professional tour director, tour guide, or cruise host. Tour directors are hired to escort local, domestic, and international tours and cruises, earning up to $1,900 per week. Learn all you need to start your new and exciting travel career. Will cover tour group procedures; documentation, and handling emergencies. Gain information on prospective employers and full- and part-time career opportunities.
BUB E37-300, 8/21-10/11 CRN 60222
BUB E37-301, 9/18-11/8 CRN 60223
BUB E37-302, 10/16-12/6 CRN 60224
BUB E37-303, 11/13-1/3 CRN 60225

START YOUR OWN ARTS AND CRAFTS BUSINESS (ONLINE) Fee: $119
In-district seniors: $80
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.
BUS A06-300, 8/21-10/11 CRN 60142
BUS A06-301, 9/18-11/8 CRN 60143
BUS A06-302, 10/16-12/6 CRN 60144
BUS A06-303, 11/13-1/3 CRN 60145

LOCAL AND NATIONAL MARKETING AND PROMOTION
What You Should Know BEFORE Starting a Business Fee: $25
Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk. No senior discount.
BUS B17-01, GLBRK S, 1 Tue., 9/17, 6-7:45 pm, Baker CRN 60042

Register online www.oakton.edu/conted
IMPORT/EXPORT NOW! (ONLINE)
Fee: $95
This course is for those who want a career in import or export of goods and services and need a step-by-step hands-on course. The course is conducted “live” on the Internet by an international trade expert and is intended for people with zero business background, as well as 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 e-mail address when registering for the course. All course materials will be e-mailed to you directly.
BUS A35-300, 8/21-10/11 CRN 60242
BUS A35-301, 9/18-11/8 CRN 60243
BUS A35-302, 10/16-12/6 CRN 60244
BUS A35-303, 11/13-1/3 CRN 60245

START A PET SITTING BUSINESS
Fee: $119
(ONLINE)
IN-DISTRICT SENIORS: $80
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. This course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUB A26-300, 8/21-10/11 CRN 60154
BUB A26-301, 9/18-11/8 CRN 60155
BUB A26-302, 10/16-12/6 CRN 60156
BUB A26-303, 11/13-1/3 CRN 60157

START YOUR OWN SMALL BUSINESS
Fee: $119
(ONLINE)
Learn start-up options, proven marketing techniques, traditional and innovative financing options, and practical employee management tips, and time management.
BUS A35-300, 8/21-10/11 CRN 60242
BUS A35-301, 9/18-11/8 CRN 60243
BUS A35-302, 10/16-12/6 CRN 60244
BUS A35-303, 11/13-1/3 CRN 60245

CONDITIONING I
Fee: $95
Course is designed to shape, strengthen and tone the major muscle groups for total body fitness or sport-specific skills. A variety of exercises and equipment will be used.
FIT B30-C01, OC/DP, 16 Mon./Wed., 8/19, 4:30-5:20 pm CRN 60848
FIT B30-C03, OC/SK, 16 Tue./Thu., 8/20, 1:10-5:00 pm CRN 60850
FIT B30-C05, OC/DP, 8 Tue./Thu., 10/15, 1:30-2:45 pm CRN 60852

CONDITIONING I: ZUMBA
Fee: $95
Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills using Zumba, a dance/fitness program featuring Latin and international music. Work out to merengue, salsa, cumbia, and reggae rhythms.
FIT B30-C02, OC/DP, 8 Tue./Thu., 8/20, 10:30-11:45 am CRN 60849
FIT B30-C04, OC/DP, 8 Tue./Thu., 10/15, 10:30-11:45 am CRN 60851

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 noncredit class, contact, Michael Graves, department chair, at 847-635-1921 or mgraves@oakton.edu.

FIRST AID
Fee: $216
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, OC/DP, 8 Tue./Thu., 8/20, 11 am-12:15 pm CRN 60838
FIT B11-C02, OC/DP, 8 Tue./Thu., 10/15, 11 am-12:15 pm CRN 60839

FITNESS CENTER AT OAKTON
The Fitness Center offers a variety of equipment and amenities, including:
- Latest CYBEX and Life Fitness Equipment.
- More than 20 different Machines to exercise all major muscle groups.
- Fourteen aerobic Machines to increase cardiovascular development, including stair-master, treadmill and recumbent bikes.
- Fitness room, warm-up area, lounge and locker room with showers.
- Experienced staff to assist members at all times.
- Fully carpeted and air-conditioned, TV and audio-equipped.

Fitness Center Hours:
Monday - Thursday, 7 am-8 pm;
Friday, 7 am - 6 pm; Saturday, 9 am-1 pm
Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

Personal Training
Register with the Alliance for Lifelong Learning Office; Room 1420/DP (Des Plaines campus). Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 8 p.m.

Individual Personal Training
Personal training is for the individual who wants personal instruction and the motivation of a trainer. Our goal is to teach sound fitness principles that will make the client an independent exerciser. You can opt to sign up for two, four or six sessions.

TWO PERSONAL TRAINING SESSIONS
Two one-hour sessions by arrangement. (must be used by the end of the semester)
FIT P01-01 OC/DP, $89 CRN 60091

FOUR PERSONAL TRAINING SESSIONS
Free semester membership to the Fitness Center included. Four one-hour sessions by arrangement. (must be used by the end of the semester)
FIT P01-02 OC/DP, $159 CRN 60092

SIX PERSONAL TRAINING SESSIONS
Free semester membership to the Fitness Center included. Six one-hour sessions by arrangement. (must be used by the end of the semester)
FIT P01-03 OC/DP, $229 CRN 60093

Personal Training For Two
The “Buddy Plan” provides the same instruction as with personal training, except that you will have a partner to train with. Client must provide partner. Free semester membership to the Fitness Center included. The six sessions must be used by the end of the semester. Six one-hour sessions by arrangement.
FIT P02-01 OC/DP, $279 CRN 60094
**YOGA I**

Fee: $95

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 balance.

FIT B28-C01, OC/DP, 8 Mon./Wed., 8/19, 12-1:15 pm
CRN 60840

FIT B28-C02, OC/DP, 8 Tue./Thu., 8/20, 12-1:15 pm
CRN 60841

FIT B28-C03, OC/SK, 16 Tue./Thu., 8/20, 12-12:50 pm
CRN 60842

FIT B28-C04, OC/DP, 8 Tue./Thu., 8/20, 4:30-5:45 pm
CRN 60843

FIT B28-C05, OC/DP, 16 Fri., 8/23, 12-1:15 pm
CRN 60844

FIT B28-C06, OC/DP, 8 Mon./Wed., 10/14, 12-1:15 pm
CRN 60845

FIT B28-C07, OC/DP, 8 Tue./Thu., 10/15, 12-1:15 pm
CRN 60846

FIT B28-C08, OC/DP, 8 Tue./Thu., 10/15, 4:30-5:45 pm
CRN 60847

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**Facilities Management and Engineering**

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

**ENERGY MANAGEMENT AND DDC CONTROLS** Fee: $316

Course provides detailed examination of energy management. Content includes specific focus on building automation systems for energy management used during DDC controls for HVAC, fire and security systems and control of various equipment remotely from a control computerized system and DDC controls. **Prerequisite:** FAC A26.

FAC A28-C01, OC/DP, 16 Wed., 8/21, 5-7:50 pm
CRN 60833

**BLUEPRINT READING FOR BUILDING TRADES** Fee: $401

Course concentrates on language of architectural construction documents. Content includes visualization sections, details and schedules structural drawings specifications and building codes heating, ventilation, air conditioning systems plumbing systems electrical systems free-hand mechanical sketching (board and on-site) and verbal and written communication.

FAC A21-C01, OC/DP, 16 Tue., 8/20, 6-9:50 pm
CRN 60831

**INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING** Fee: $286

Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion general of areas in which a facilities manager or facilities engineer will need to develop competency.

FAC A26-C01, OC/DP, 16 Mon., 8/19, 6-9 pm
CRN 60832

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**Financial Markets and Service**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Jay Cohen at 847-376-7107 or jcohen@oakton.edu.

**INTRODUCTION TO COMMODITY FUTURES TRADING** Fee: $286

Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. A required textbook (approx. $85) is available in the bookstore.

FIN A01-C01, OC/DP, 14 Mon., 8/26, 7-10 pm
CRN 60834

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**Graphic Design/Digital Imaging**

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

**DIGITAL IMAGING: PHOTOSHOP** Fee: $356

Course surveys production, manipulation and output of photographic images electronically. Students will use photographs to be digitized and put into a computer for manipulation, to create output of images to paper prints. Content includes aesthetics of photographic image manipulation in context of student work and historical perspective. Implication of photographic electronic imagery to legal, moral and social issues discussed and related to commercial and fine arts applications. Adobe Photoshop used as the main software. **Recommended:** ATE E01.

ATE A02-C01, OC/SK, 16 Sun., 8/25, 9 am-2:20 pm
CRN 60941

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**Global Business Studies**

(Also see Business and Entrepreneurship)

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

**INTRODUCTION TO GLOBAL BUSINESS** Fee: $286

An overview of current world trade activities, practices, government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. A required textbook (approx. $110) is available in the bookstore. Supplemental work required.

BTS A01-C01, OC/DP, 12 Tue., 9/7, 6-30-10 pm
CRN 60950

**INTEREST RATES AND FOREIGN EXCHANGE MARKETS** Fee: $286

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

BTS A06-C01, OC/DP, 12 Thu., 9/12, 6-8:50 pm
CRN 60951

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**Securities Trading** Fee: $286

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

FIN A02-C01, OC/DP, 14 Wed., 9/11, 7-9:50 pm
CRN 60835

**Principles of Fundamental Analysis** Fee: $286

Course studies use of fundamental analysis in commodity and securities price forecasting. Content includes supply and demand, price cycles, forecasting of prices and research methods.

FIN A03-C01, OC/DP, 14 Thu., 8/29, 6-10 pm
CRN 60836

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**Options Markets** Fee: $286

Course explores actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. **Prerequisite:** FIN A01.

FIN A04-C01, OC/DP, 14 Tue., 9/10, 7-9:50 pm
CRN 60837

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*Course may also be taken for college credit.
For more information, call 847-982-9888 Noncredit classes

**INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)**

Fee: $119  
**In-district seniors:** $80

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.

DAT A04-300, 8/21-10/11  CRN 60438  
DAT A04-301, 9/18-11/8  CRN 60439  
DAT A04-302, 10/16-12/6  CRN 60440  
DAT A04-303, 11/13-1/3  CRN 60441

**INTERMEDIATE ADOBE PHOTOSHOP (ONLINE)**

Fee: $119  
**In-district seniors:** $80

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. This project-oriented course include clear, step-by-step instructions, and plenty of practical, hands-on assignments. You’ll learn so many ways to alter reality that you’ll never trust another photograph again! **Prerequisite:** Adobe Photoshop (DPR A04) or equivalent experience with layered, layer masks, filters, and brushes. **Requirements:** Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

DAT A05-300, 8/21-10/11  CRN 60530  
DAT A05-301, 9/18-11/8  CRN 60531  
DAT A05-302, 10/16-12/6  CRN 60532  
DAT A05-303, 11/13-1/3  CRN 60533

**ADOBE PHOTOSHOP: CS6**

Fee: $331

Introduction to the tools and capabilities of Adobe Photoshop CS6.  
**Requirements:** Adobe Photoshop CS4, CS5, or CS6 for Windows or Mac.  
COF A72-C01, OC/SK, 16 Tue., 8/20, 6-9:50 pm  CRN 60968

**ADOBE ILLUSTRATOR (ONLINE)**

Fee: $119  
**In-district seniors:** $80

Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. **Requirements:** Adobe Illustrator CS4, CS5, or CS6 for Windows or Mac.  
COF A75-300, 8/21-10/11  CRN 60253  
COF A75-301, 9/18-11/8  CRN 60254  
COF A75-302, 10/16-12/6  CRN 60255  
COF A75-303, 11/13-1/3  CRN 60256

**INTRODUCTION TO CORELDRAW X 5 (ONLINE)**

Fee: $119  
**In-district seniors:** $80

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 A10-300, 8/21-10/11  CRN 60362  
DAT A10-301, 9/18-11/8  CRN 60363  
DAT A10-302, 10/16-12/6  CRN 60364  
DAT A10-303, 11/13-1/3  CRN 60365

**ADOBE INDESIGN (ONLINE)**

Fee: $119  
**In-district seniors:** $80

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 CS4, or CS5 for Windows or Mac.  
DAT A27-300, 8/21-10/11  CRN 60410  
DAT A27-301, 9/18-11/8  CRN 60411  
DAT A27-302, 10/16-12/6  CRN 60412  
DAT A27-303, 11/13-1/3  CRN 60413

**INTERMEDIATE INDESIGN: CS5 (ONLINE)**

Fee: $119  
**In-district seniors:** $80

Master the advanced features of Adobe InDesign CS5 and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.  
DAT A32-300, 8/21-10/11  CRN 60426  
DAT A32-301, 9/18-11/8  CRN 60427  
DAT A32-302, 10/16-12/6  CRN 60428  
DAT A32-303, 11/13-1/3  CRN 60429

**DESKTOP PUBLISHING USING ADOBE INDESIGN**

Fee: $331

Course introduces desktop publishing program to create and format documents, using desktop publishing technology. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. **Recommended:** Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software.  
COF A65-C01, OC/DP, 16 Wed., 8/26, 6-9:50 pm  CRN 60966

**Healthy Living Topics**

**INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE)**

Fee: $119  
**In-district seniors:** $80

Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.  
HEA E62-300, 8/21-10/11  CRN 60579  
HEA E62-301, 9/18-11/8  CRN 60580  
HEA E62-302, 10/16-12/6  CRN 60581  
HEA E62-303, 11/13-1/3  CRN 60582

**LOSE WEIGHT AND KEEP IT OFF (ONLINE)**

Fee: $119  
**In-district seniors:** $80

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 C09-300, 8/21-10/11  CRN 60575  
HEA C09-301, 9/18-11/8  CRN 60576  
HEA C09-302, 10/16-12/6  CRN 60577  
HEA C09-303, 11/13-1/3  CRN 60578

**LUSCIOUS, LOW-FAT AND LIGHTNING QUICK MEALS (ONLINE)**

Fee: $119  
**In-district seniors:** $80

It’s easy to prepare meals that are both delicious and nutritious! Uncover the secrets of making lowered-fat recipes taste terrific. Learn how to get in and out of the kitchen quicker, and explore a dietitian’s tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover over 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.  
HEC E16-300, 8/21-10/11  CRN 60591  
HEC E16-301, 9/18-11/8  CRN 60592  
HEC E16-302, 10/16-12/6  CRN 60593  
HEC E16-303, 11/13-1/3  CRN 60594

**Home and Garden**

**INTRODUCTION TO INTERIOR DESIGN AND SPACE PLANNING**

Fee: $55

Explore the elements and principles of design that provide the fundamentals for any interior. Learn how to create an attractive home that will function for your lifestyle. **No senior discount.**  
HEC B13-01, MAINE E, 2 Tue., 9/17, 7-9:30 pm  Folkers  CRN 60108

*Courses may also be taken for college credit.*
COLOR YOUR HOME BEAUTIFUL Fee: $30
Color is one of a home’s most influential elements. Explore the various components of color and creating an effect that’s just right. Learn how to determine color schemes from a color wheel and how to choose the perfect palette for a specific room. No senior discount.
HEC B14-01, MAINE E, 1 Tue., 10/1, 7-9:30 pm, Folkers CRN 60098

INTRODUCTION TO INTERIOR DESIGN Fee: $119
(ONLINE) In-district seniors: $80
Transform plain living spaces into beautiful and 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 B41-300, 8/21-10/11
HEC B41-301, 9/18-11/8
HEC B41-302, 10/16-12/6
HEC B41-303, 11/13-1/3

UPHOLSTERY Fee: $150
A hands-on course, learn the fundamentals of upholstery including frame construction repair, restoration and others. Bring a small piece of furniture to work on. No class 10/17/13.
TEC B28-01, ETHS, 8 Thu., 9/19, 6-9 pm, Miranda CRN 61044
TEC B28-02, ETHS, 8 Tue., 10/1, 6-9 pm, Miranda CRN 61046

CONCEPTS OF FLORAL DESIGN Fee: $100
Learn the fundamentals of floral design and how to create floral arrangements that add beauty of flowers to home and office settings. Weekly themes include: rounded colonial style arrangement; a one-sided triangular piece; flowers arranged in a basket; a one-sided L shape design; a long low centerpiece; and arranging flowers in a vase. The instructor, Robert Neri, is an experienced floral designer, and owner of Robert’s Flower and Design Studio in Chicago. A required materials fee of $15 per week is payable to the instructor at the first class session. No class 10/14.
ART D27-01, OC/SK, 6 Mon., 9/9, 7-8:30 pm, Neri CRN 60099

START YOUR OWN EDIBLE GARDEN Fee: $119
(ONLINE) In-district seniors: $80
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 E14-300, 8/21-10/11
BOT E14-301, 9/18-11/8
BOT E14-302, 10/16-12/6
BOT E14-303, 11/13-1/3

DRESS UP YOUR WINDOWS Fee: $30
Take a closer look at your windows and find treatments that set them off perfectly, enhancing every room in your home. This class will cover three critical aspects of window treatments, explore a wide range of design ideas, and provide solutions for problematic windows. No senior discount.
HEC B15-01, MAINE E, 1 Tue., 10/8, 7-9:30 pm, Folkers CRN 6103

TURN YOUR HOUSE INTO HOME WITH ACCESSORIES Fee: $30
Learn how style, character, color, and accessory placement can create the perfect atmosphere—and make your room a masterpiece! No senior discount.
HEC B16-01, MAINE E, 1 Tue., 10/15, 7-9:30 pm, Folkers CRN 60499

Job Search

RESUME WRITING WORKSHOP Fee: $119
(ONLINE) In-district seniors: $80
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 will result in personal interviews.
COM S42-300, 8/21-10/11
COM S42-301, 9/18-11/8
COM S42-302, 10/16-12/6
COM S42-303, 11/13-1/3

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This course will increase your confidence, help you Feel great about yourself, and provide you with the foundation you need to get the job you want.
BUB E01-300, 8/21-10/11
BUB E01-301, 9/18-11/8
BUB E01-302, 10/16-12/6
BUB E01-303, 11/13-1/3

CHICAGO BOTANIC GARDEN

The following classes are held at Chicago Botanic Garden, 1000 Lake Cook Road, Glencoe, Illinois.

SCENIC PHOTOGRAPHY WORKSHOP AT METTAWA MANOR Fee: $125
Join nature photographer Jack Carlson and expand your photographic horizons in this beautiful setting. Begin the day with a basic overview of photographic concepts—then head out to the grounds and capture images of autumn! Spend the afternoon sharing and discussion your images. Students should have a working knowledge of their camera’s controls and lens settings. Use of a tripod is strongly encouraged. Lunch provided; bring additional snacks and drinks if required. Class limited to 10 students. No senior discount.
BOT G31-01, GARD, 1 Wed., 10/2, 10 am-3 pm CRN 61037

YOGA MASTER CLASS Fee: $125
Designed for the student who is looking for a deeper understanding of the principles of movement and alignment. Join us for engaging practices in a welcoming, accepting, and encouraging environment and explore your body through carefully designed sequences. Emerge with new knowledge and a stronger relationship with your essential self. Class size is limited; sign up soon. No senior discount.
BOT G32-01, GARD, 4 Fri., 10/4, 9-10:30 am CRN 61038

FALL LAWN CARE FOR HOMEOWNERS Fee: $37
Are you disappointed in your lawn? Spend some time this fall in order to have a healthy and lush lawn next year. Learn the basics of lawn renovation and how to prepare your lawn for winter. Instructor Tom Fritz will demonstrate the proper techniques for installing sod, seeding and over seeding, aerating, and fertilizing. Dress for the weather as part of the class will be outdoors. No senior discount.
BOT E35-01, GARD, 1 Sat., 9/7, 10 am-12 pm CRN 61032
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:** $154  
An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.

Prerequisite: Conversational Arabic I or previous Arabic language experience.

LAR B05-01, OC/SK, 8 Mon., 9/23, 7-9 pm  
CRN 61036

**CONVERSATIONAL ARABIC II**  
**Fee:** $154  
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations.

Prerequisite: Conversational Arabic I or previous Arabic language experience.

LAR B05-01, OC/SK, 8 Mon., 9/23, 7-9 pm  
CRN 61036

**FRENCH**  
**Fee:** $154  
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.

LFR B01-01, ETHS, 8 Tue., 9/24, 7-9 pm, Dure  
CRN 60026

**BEGINNING CONVERSATIONAL FRENCH (ONLINE)**  
**In-district seniors:** $80

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. You’ll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations.  
**Requirements:** A computer equipped with working speakers or headphones.

LFR E02-300, 8/21-10/11  
CRN 60599

LFR E02-301, 9/18-11/8  
CRN 60600

LFR E02-302, 10/16-12/6  
CRN 60601

LFR E02-303, 11/13-1/3  
CRN 60602

**CONVERSATIONAL GERMAN I**  
**Fee:** $154  
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. Class offers an excellent foundation for personal development, business, or travel.

LGE B03-01, GLBRK S, 8 Tue., 9/10, 7-9 pm  
CRN 60100

**CONVERSATIONAL GERMAN II**  
**Fee:** $154  
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers listening, speaking, reading, and writing, and practical conversational skills applicable to real life situations.  
**Prerequisite:** Conversational German I or previous German language experience. No class 10/31.

LGE B04-01, GLBRK S, 8 Thu., 9/12, 7-9 pm  
CRN 61034

**ITALIAN CONVERSATION I**  
**Fee:** $154  
Explore the Italian Language! Utilizing real-life social contexts, this course will expose students to basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. This course offers a great foundation for personal development, business, or travel.  
**Prerequisite:** No previous experience required.

ITL B03-01, ETHS, 8 Tue., 9/17, 6-8 pm  
CRN 60066

**CONVERSATIONAL JAPANESE**  
**Fee:** $119  
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and promises to enrich your experiences while traveling in Italy. Benissimo!  
**Requirements:** A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.

ITL B02-300, 8/21-10/11  
CRN 60595

ITL B02-301, 9/18-11/8  
CRN 60596

ITL B02-302, 10/16-12/6  
CRN 60597

ITL B02-303, 11/13-1/3  
CRN 60598

**CONVERSATIONAL PORTUGUESE I**  
**Fee:** $154  
Olá! Explore one of the fastest-growing European languages. Through dialogue, learn business and leisure vocabulary, accurate phrasing, and correct pronunciation. No previous Portuguese experience necessary.

LPT B03-01, NILES N, 8 Wed., 9/25, 7-9 pm  
CRN 61035
SPEED SPANISH I  
**(ONLINE)**  
Fee: $119  
In-district seniors: $80  
This course teaches 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.

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SPEED SPANISH II  
**(ONLINE)**  
Fee: $119  
In-district seniors: $80  
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.

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SPANISH I  
**Fee: $154**  
Bienvenidos! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Books will be available for purchase on the first day of class. No class 10/8/13.

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SPANISH II  
**Fee: $154**  
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques.  
**Prerequisite:** Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 10/14, 11/11, 11/28, 11/30.

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CONVERSATIONAL SPANISH I  
**Fee: $195**  
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 11/26/13.

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ADVANCED CONVERSATIONAL SPANISH  
**Fee: $195**  
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken.  
**Prerequisite:** Conversational Spanish I or previous experience with the language. No class 10/17, 11/28/13.

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SPANISH FOR LAW ENFORCEMENT  
**(ONLINE)**  
Fee: $119  
In-district seniors: $80  
Clear, quick communication is critical in law enforcement. Start from the fundamentals of the Spanish language, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

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SPANISH FOR MEDICAL PROFESSIONALS  
**(ONLINE)**  
Fee: $119  
In-district seniors: $80  
This fun course filled with entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. Discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!

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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 handkguy@oakton.edu.

PRINCIPLES OF MANAGEMENT*  
**Fee: $286**  
Topics covered include the principles of planning, organizing, leading and controlling in modern business. A textbook may be required. Check with the bookstore. Supplemental work required.

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BUILDING TEAMS THAT WORK  
**Fee: $119**  
**(ONLINE)**  
In-district seniors: $80  
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.

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EMPLOYMENT LAW FUNDAMENTALS  
**Fee: $119**  
**(ONLINE)**  
In-district seniors: $80  
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn 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. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

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*Courses may also be taken for college credit.*
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact David Geller, department chair, at 847-376-7707 or dgeller@oakton.edu.

INTRODUCTION TO ROBOTICS AND VISION SYSTEMS* Fee: $401
Course presents overview of operation and usage of robots in manufacturing applications. Content includes manipulators, drive systems, controllers, motion, payload, programming, and vision systems. Course work involves hands-on projects.

INTRODUCTION TO RADIO FREQUENCY IDENTIFICATION* Fee: $326
Course covers radio frequency identification (RFID) concepts and fundamentals, and how emerging electronic product code (EPC global) standards are influencing adoption. Content includes RFID capabilities, current applications of RFID in businesses, and practical ways to articulate use cases for this technology to potential employers and peers.

INTRODUCTION TO CNC PROGRAMMING* Fee: $431
Course provides hands-on training in G-code programming of computer numerical control (CNC) machines, including CNC mill (vertical machining center) and the CNC lathe (turning center), for purposes of program loading and operating CNC machines, using inspection equipment, and troubleshooting various production problems. Programs are written, developed, simulated, run, and debugged on actual machine tools. Content includes reading, interpreting, and manually creating CNC programs.

ADVANCED CNC PROGRAMMING* Fee: $431
This hands-on course is a follow-up to Introduction to CNC and explores CNC program design in greater depth. Canned cycles, cutter compensation, Macro-programming, and subroutines are covered in detail. A textbook may be required. Check with the bookstore.

MASTERCAM/COMPUTER-AIDED MANUFACTURING* Fee: $421
In this CAD/CAM course, use Mastercam software to create part geometry and assign tool path to the geometry. By translating using a post-processor, CNC programs can be automatically generated and communicated to Machine tools. Both 2D and 3D toolpaths are used to make parts using Machines with various controllers. Graphic simulation is used to prove results. A required textbook (approx. $75) is available in the bookstore.

MASTERCAM COMPUTER-AIDED MANUFACTURING II* Fee: $421
Course continues to build on the foundation completed in MFG 165. Focus is on creating 3D wire frame models, surface modeling, 2D/3D solids using advanced commands including; special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC Machining that requires creating a five axis simultaneously tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor.
MCH A06-C01, OC/SK, 16 Mon., 8/19, 5:30-10:15 pm CRN 60886

ADVANCED PLC/AUTOMATION APPLICATIONS* Fee: $421

This course is a follow up to Programmable Controllers (PLCs), MCH A06. Learn to use PLCs for monitoring and diagnostics of manufacturing processes. Emphasis will be on data handling and storage as well as the use of video control panels. Students will work in teams on hands-on projects integrating new technologies with automatic turntables, circuit board testers, robotics, vision systems, and various analog devices. A textbook may be required. Check with the bookstore.

MCH A07-C01, OC/SK, 16 Sat., 8/24, 8 am-1 pm CRN 60887

BASIC PRINT READING AND SHOP THEORY** Fee: $381

Course provides general shop training. Content includes study of Machine shop theory with focus on reading Machine prints and how to use measurement devices. Course meets requirements of classroom related theory for the apprentice Machinist, mold maker, tool and die maker, model maker, and inspector. Course contains a module on GDT symbols and how to interrupt them. Completion of course with minimum grade of C should enable student to interpret prints used in industry.

MCH A19-C01, OC/SK, 15 Wed., 8/28, 6-10 pm CRN 60889

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 847-635-1949 or bandbguy@oakton.edu.

PRINCIPLES OF MARKETING* Fee: $286

Study the process of discovering consumer needs and wants, and translating these findings into products and services. Learn 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/DP, 12 Mon., 9/16, 6:30-10 pm CRN 60687
MAR A01-C02, OC/DP, 12 Tue./Thu., 9/17, 5-6:15 pm CRN 60688
MAR A01-C03, OC/SP, 8 Sat., 10/12, 3-5:30 pm CRN 60689

PROFESSIONAL SALES SKILLS (ONLINE) In-district seniors: $80

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 A34-300, 8/21-10/11 CRN 60238
BUS A34-301, 9/18-11/8 CRN 60239
BUS A34-302, 10/16-12/6 CRN 60240
BUS A34-303, 11/13-1/3 CRN 60241

INTRODUCTION TO ADVERTISING* Fee: $286

Course introduces the role of advertising. Content includes integrated marketing communications, consumer behavior, creative strategies, and types of media. Practical applications integrated into course.

Recommended: MAR A01. Also, supplemental lab work required.

MAR A14-C01, OC/DP, 12 Wed., 9/25, 6:30-10 pm CRN 60871

CUSTOMER SERVICE AND SATISFACTION* Fee: $286

Course focuses on the skills and strategies that lead to successful implementation of customer service. Content includes student designed comprehensive customer service program applying customer satisfaction research to measure programs effectiveness. Supplemental work required. Hybrid course (classroom and online).

MAR A13-C01, OC/SK, 12 Wed., 9/25, 2-4 pm CRN 60870

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE) In-district seniors: $80

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!

BUS A79-300, 8/21-10/11 CRN 60246
BUS A79-301, 9/18-11/8 CRN 60247
BUS A79-302, 10/16-12/6 CRN 60248
BUS A79-303, 11/13-1/3 CRN 60249

Medical Office Technology

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE) In-district seniors: $80

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

MED A51-300, 8/21-10/11 CRN 60631
MED A51-301, 9/18-11/8 CRN 60632
MED A51-302, 10/16-12/6 CRN 60633
MED A51-303, 11/13-1/3 CRN 60634

EXPLORE A CAREER IN MEDICAL CODING (ONLINE) In-district seniors: $80

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 (2007 to 2011 editions) and ICD-9 Manual (2007 to 2011 editions).

MED A10-300, 8/21-10/11 CRN 60623
MED A10-301, 9/18-11/8 CRN 60624
MED A10-302, 10/16-12/6 CRN 60625
MED A10-303, 11/13-1/3 CRN 60626

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE) In-district seniors: $80

Refresh your grammar and explore a lucrative career of medical transcriptionist at the same time! Develop active listening skills, refresh your grammar and explore a lucrative career of medical transcriptionist at the same time! Develop active listening skills, mastering the transcriptionist process, 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. Required Book: CPT Manual-Professional Edition (2007 to 2011 editions). Required Equipment: Digital dictation recorder, voice recognition software. This is a career exploration course, and it does not lead to any type of professional certification or a degree.

MED A50-300, 8/21-10/11 CRN 60627
MED A50-301, 9/18-11/8 CRN 60628
MED A50-302, 10/16-12/6 CRN 60629
MED A50-303, 11/13-1/3 CRN 60630

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

EXPLORE A CAREER AS A PHARMACY  Fee: $119  
**TECHNICIAN (ONLINE)**  In-district seniors: $80
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: This 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.

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MEDICAL MATH  Fee: $119  
(ONLINE)  In-district seniors: $80
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 will make it easy to calculate medication dosages and use scientific formulas.

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MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH  Fee: $119  
(ONLINE)  In-district seniors: $80
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background is 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.

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**Music**

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

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**JAZZ BAND**  Fee: $120
Course offers comprehensive and practical study of jazz band idiom. Involves performance with the award-winning Oakton Jazz Band; sectional and ensemble discussion and scheduled rehearsal of various jazz band works, along with public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor required. Note: Instructor will assess students' level once the course has begun and place student in proper level course.

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**Paralegal Studies**

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

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**LEGAL RESEARCH**  Fee: $306
Course covers the functions of law courts and lawyers in modern society the origin, training and role of the paralegal professional responsibilities of the lawyer fields and specializations within the practice of law and legal research and writing based upon a review of the sources and works of law. Required: College level English competency.

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</table>

**LITIGATION**  Fee: $286
Course covers the role of the paralegal in litigation. Content includes an analysis of civil procedure and instruction in preparation of documents used in lawsuits, covering pre- and post-trial matters, evidentiary problems, and assistance during trials. Prerequisite: College level English competency and successful completion of PAR A01 or consent of program coordinator.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date Range</th>
<th>Meeting Days</th>
<th>Time</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR A13-C01</td>
<td>8/21-10/1</td>
<td>TUE.</td>
<td>6-8:50 pm</td>
<td>CRN 60896</td>
</tr>
</tbody>
</table>

*Courses may also be taken for college credit.*
Personal Finance

ESTATE PLANNING 101 Fee: $25
Most people neither understand estate planning nor have an estate plan in place. What happens in the event of an injury, disability or death? What burden do these events place on your loved ones? You might be surprised as to who can be assigned to make medical decisions, pay bills, and receive assets upon death. Don’t join the ranks of those who think, “Everything will work out,” or that estate planning is only for wealthy people. **No senior discount.**

INTRODUCTION TO STOCK OPTIONS (ONLINE) Fee: $119
Take advantage of the down market, and get prepared for the better times as well! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.

PROTECT YOUR MONEY, CREDIT, AND IDENTITY (ONLINE) Fee: $119
Do you worry about identity theft or losing your money to scammers? Are you Feeling threatened by abusive debt collectors or predatory lenders? If so, this class can help. Find out how to protect yourself against credit card fraud, Internet scams, and real estate “dirty tricks.” You’ll also learn how to make debt collectors and credit card companies’ play by the rules. Course taught by Neal Bevans, former assistant district attorney.

UNTERSTANDING WALL STREET Fee: $80
Build a foundation for sound investing. You will receive practical information in an easy-to-understand format. Learn investment jargon, security types, as well as different objectives and methods of investing. Risk and investment goal planning for college and retirement costs will be covered. Participants also learn how to understand financial news, stock research and annual reports. No class 10/31.

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.**

SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW Fee: $20
As you approach retirement, you’ll make many decisions. Many of those decisions are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. Instructor Rita Brown is a Certified Financial Planner, Chartered Life Underwriter, and Certified Wealth Strategist. **No senior discount.**

BIG PICTURE RETIREMENT PLANNING WORKSHOP Fee: $45
A person retiring today could live as many years in retirement as he or she spent working! Join Les Goldstein, MBA; Robert Hart, CFP; and Gregory Turza, JD, and design a new financial future. Create your own financial model and determine how much money you'll need to live comfortably during retirement. Course covers viable alternatives to the market, asset protection strategies, and how to create a financial legacy for loved ones. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). **No senior discount.**

REAL ESTATE INVESTING (ONLINE) Fee: $119
Want to invest in real estate but have no money and no idea where to start? In this course, we’ll demystify the technical aspects of acquiring and profiting from property. We’ll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you’ll finish up 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.

For more information, call 847-982-9888.

Pet Care

START A PET SITTING BUSINESS (ONLINE) Fee: $119

Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. This course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.

BUS A35-300, 8/21-10/11 CRN 60242
BUS A35-301, 9/18-11/8 CRN 60243
BUS A35-302, 10/16-12/6 CRN 60244
BUS A35-303, 11/13-1/3 CRN 60245

PRACTICAL PUPPY TRAINING Fee: $90

This program is designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Course work includes socialization, management and prevention exercises, leash training, house training, foundation obedience work, massage, grooming, nutrition and more. Open to puppies 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)

REC S08-01, ETHS GYM, 6 Tue., 9/10, 6:25-7:25 pm, DeCarlo CRN 60032

OBEDIENCE TRAINING AND PET MANNERS FOR DOGS Fee: $120

This class provides a comprehensive program of dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks and effective solutions for problem behaviors. Dogs 5 months and older are welcome, including dogs that have failed in other training approaches. Dogs should be friendly towards other dogs, children and human beings. First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snout and tail measurement, current weight and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)

REC S09-01, ETHS GYM, 8 Tue., 9/10, 7:30-8:30 pm, Damon CRN 60018

Photography

(Also see Graphic Design)

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

BEGINNING PHOTOGRAPHY* Fee: $336

Explore the basics of film exposure, development and printing while studying the history and aesthetics of photography. Also covers the use of studio materials and lighting. Studio work outside of regular class time is required. Note: Students are expected to buy their own film and paper at a cost of approximately $100. Also, students may reserve a camera, tripod, or light meter from the College by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.)

ATE E01-C01, OC/DP, 16 Tue./Thur., 8/20, 6:30-9:20 pm CRN 60949

DIGITAL PHOTOGRAPHY* Fee: $361

This course provides an introduction to the potentials and realities of digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. The digital darkroom is constructed and the software necessary to use in digital photography is explored.

ATE A04-C01, OC/DP, 16 Wed., 8/21, 5-10 pm CRN 60942
ATE A04-C02, OC/DP, 16 Fri., 8/23, 9 am-2:20 pm CRN 60943
ATE A04-C03, OC/SK, 16 Sat., 8/24, 9 am-2:20 pm CRN 60944

DIGITAL PHOTOGRAPHY Fee: $140

Explore photo-taking techniques and improve the quality of your images. You will 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.

ART C04-01, OC/DP, 6 Sun., 9/8, 12-3 pm, Duda CRN 60017

DIGITAL PHOTOGRAPHY (ONLINE) Fee: $119

In-district seniors: $80

Learn the latest technology in the world of the photographic arts. Course will cover the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.

ART C04-300, 8/21-10/11 CRN 60126
ART C04-301, 9/18-11/8 CRN 60127
ART C04-302, 10/16-12/6 CRN 60128
ART C04-303, 11/13-1/3 CRN 60129

DIGITAL IMAGING: PHOTOSHOP* Fee: $361

Course surveys production, manipulation and output of photographic images electronically. Students will use photographs to be digitized and put into a computer for manipulation, to create output of images to paper prints. Content includes aesthetics of photographic image manipulation in context of student work and historical perspective. Implication of photographic electronic imagery to legal, moral and social issues discussed and related to commercial and fine art applications. Adobe Photoshop used as the main software. Recommended: ATE E01.

ATE A02-C01, OC/SK, 16 Sun., 8/25, 9 am-2:20 pm CRN 60941

*Courses may also be taken for college credit.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fee: $25</th>
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<tbody>
<tr>
<td>PHOTOSHOP</td>
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<tr>
<td>Designed to introduce the amateur photographer to the world of Photoshop. Image enhancement, layering, tools, levels, file size, and reading a histogram will be demonstrated. Proper camera exposure also will be discussed. <strong>No senior discount.</strong></td>
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<tr>
<td>ART E01-01, OC/DP, 1 Mon., 10/14, 7-9:30 pm, Duda</td>
<td>CRN 60031</td>
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fee: $25</th>
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<tbody>
<tr>
<td>DIGITAL CAMERA BASICS</td>
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<tr>
<td>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. <strong>No senior discount.</strong></td>
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<tr>
<td>ART C79-01, MAINE E, 1 Tue., 9/10, 7-9:30 pm, Duda</td>
<td>CRN 60014</td>
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<tr>
<td>ART C79-02, NILES N, 1 Mon., 10/21, 7-9:30 pm, Duda</td>
<td>CRN 60015</td>
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<tr>
<td>ART C79-02, ETHS, 1 Thu., 11/14, 7-9:30 pm, Duda</td>
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<tr>
<th>Course Name</th>
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<tbody>
<tr>
<td>PHOTOSHOP ELEMENTS FOR THE DIGITAL</td>
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<tr>
<td>PHOTOGRAPHER (ONLINE)</td>
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<tr>
<td><strong>In-district seniors: $80</strong></td>
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<tr>
<td>Bring out the best in your images! Adobe’s Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class will take you from novice to accomplished user. <strong>Requirements: Adobe Photoshop Elements 9.0, or 10.0.</strong></td>
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<tr>
<td>ART C05-300, 8/21-10/11</td>
<td>CRN 60130</td>
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<tr>
<td>ART C05-301, 9/18-11/8</td>
<td>CRN 60131</td>
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<tr>
<td>ART C05-302, 10/16-12/6</td>
<td>CRN 60132</td>
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<tr>
<td>ART C05-303, 11/13-1/3</td>
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<thead>
<tr>
<th>Course Name</th>
<th>Fee: $85</th>
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<tbody>
<tr>
<td>BLACK AND WHITE PHOTO LAB REFRESHER</td>
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<tr>
<td>Refresh your darkroom skills developing and printing black and white photos.</td>
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<tr>
<td>ART C12-01, GLBRK S, 4 Tue., 9/3, 7-9:30 pm, Mulloy</td>
<td>CRN 60013</td>
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<thead>
<tr>
<th>Course Name</th>
<th>Fee: $169</th>
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</thead>
<tbody>
<tr>
<td>BLACK AND WHITE PHOTO LAB</td>
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<tr>
<td>Learn to print from your negatives using traditional methods. Assistance with 35mm camera provided. Beginner and advanced darkroom students with creative minds are welcome.</td>
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<tr>
<td>ART E05-01, GLBRK S, 8 Tue., 10/1, 7-9:30 pm, Mulloy</td>
<td>CRN 60012</td>
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<thead>
<tr>
<th>Course Name</th>
<th>Fee: $119</th>
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<tbody>
<tr>
<td>DIGITAL SCRAPBOOKING (ONLINE)</td>
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<tr>
<td><strong>In-district seniors: $80</strong></td>
<td></td>
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<tr>
<td>Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements, learn how build digital collages and scrapbooks—and create your unique works of art.</td>
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<tr>
<td>ART C59-300, 8/21-10/11</td>
<td>CRN 60134</td>
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<tr>
<td>ART C59-301, 9/18-11/8</td>
<td>CRN 60135</td>
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<tr>
<td>ART C59-302, 10/16-12/6</td>
<td>CRN 60136</td>
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<td>ART C59-303, 11/13-1/3</td>
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<th>Course Name</th>
<th>Fee: $119</th>
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<tr>
<td>SECRETS OF BETTER PHOTOGRAPHY (ONLINE)</td>
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<td><strong>In-district seniors: $80</strong></td>
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<tr>
<td>Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You’ll learn the basic technology that all cameras use, and you’ll receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, Macro and still. <strong>Requirements: A digital or film camera.</strong></td>
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<tr>
<td>ART B87-300, 8/21-10/11</td>
<td>CRN 60122</td>
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<tr>
<td>ART B87-301, 9/18-11/8</td>
<td>CRN 60123</td>
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<tr>
<td>ART B87-302, 10/16-12/6</td>
<td>CRN 60124</td>
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<tr>
<td>ART B87-303, 11/13-1/3</td>
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<tr>
<th>Course Name</th>
<th>Fee: $119</th>
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<tbody>
<tr>
<td>Psychology</td>
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<tr>
<td>ACHIEVING SUCCESS WITH DIFFICULT</td>
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<tr>
<td>**PEOPLE (ONLINE)</td>
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<tr>
<td><strong>In-district seniors: $80</strong></td>
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<tr>
<td>Do you know people whose behavior makes completing even the simplest tasks difficult? This course provides helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.</td>
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<tr>
<td>BUB A53-300, 8/21-10/11</td>
<td>CRN 60178</td>
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<tr>
<td>BUB A53-301, 9/18-11/8</td>
<td>CRN 60179</td>
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<td>BUB A53-302, 10/16-12/6</td>
<td>CRN 60180</td>
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<td>BUB A53-303, 11/13-1/3</td>
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<tr>
<th>Course Name</th>
<th>Fee: $119</th>
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<tr>
<td>WHAT’S STOPPING YOU?</td>
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<tr>
<td><strong>GET ASSERTIVE (ONLINE)</strong></td>
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<td><strong>IN-DISTRICT SENIORS: $80</strong></td>
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<tr>
<td>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. Find out 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!</td>
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<tr>
<td>PSY B14-300, 8/21-10/11</td>
<td>CRN 60655</td>
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<td>PSY B14-301, 9/18-11/8</td>
<td>CRN 60656</td>
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<td>PSY B14-302, 10/16-12/6</td>
<td>CRN 60657</td>
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<td>PSY B14-303, 11/13-1/3</td>
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<tr>
<th>Course Name</th>
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<tr>
<td>INTRODUCTION TO JOURNALING (ONLINE)</td>
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<td><strong>In-district seniors: $80</strong></td>
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<tr>
<td>Journaling can help you learn more about yourself. Learn how to explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.</td>
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<tr>
<td>COM B36-300, 8/21-10/11</td>
<td>CRN 60282</td>
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<tr>
<td>COM B36-301, 9/18-11/8</td>
<td>CRN 60283</td>
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<tr>
<td>COM B36-302, 10/16-12/6</td>
<td>CRN 60284</td>
</tr>
<tr>
<td>COM B36-303, 11/13-1/3</td>
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<tr>
<th>Course Name</th>
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<tr>
<td>MANAGING LIFE AS A SINGLE PARENT</td>
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<tr>
<td><strong>ONLINE</strong></td>
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<td><strong>In-district seniors: $80</strong></td>
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<tr>
<td>Get the support you need for doing the toughest job on earth: single parenting. Designed with single moms and dads in mind, this course offers strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it’s needed.</td>
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<tr>
<td>PSY S12-300, 8/21-10/11</td>
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<tr>
<td>PSY S12-301, 9/18-11/8</td>
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<td>PSY S12-302, 10/16-12/6</td>
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<tr>
<td>PSY S12-303, 11/13-1/3</td>
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<tr>
<th>Course Name</th>
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<tr>
<td>NAVIGATING DIVORCE</td>
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<tr>
<td><strong>ONLINE</strong></td>
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<td><strong>In-district seniors: $80</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>PSY C13-300, 8/21-10/11</td>
<td>CRN 60659</td>
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<tr>
<td>PSY C13-301, 9/18-11/8</td>
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<td>PSY C13-302, 10/16-12/6</td>
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<tr>
<td>PSY C13-303, 11/13-1/3</td>
<td>CRN 60662</td>
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Consumer Real Estate

REAL ESTATE INVESTING
(ONLINE)
Fee: $119
IN-DISTRICT SENIORS: $80
Want to invest in real estate but have no money and no idea where to start? In this course, we’ll demystify the technical aspects of acquiring and profiting from property. We’ll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you’ll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.

REL E07-300, 8/21-10/11 CRN 60667
REL E07-301, 9/18-11/8 CRN 60668
REL E07-302, 10/16-12/8 CRN 60669
REL E07-303, 11/13-1/3 CRN 60670

HOW TO BUY YOUR FIRST HOME
Fee: $25
Buy your first home like a pro! Course covers how to choose a location and determine what you should spend, identifying must-have features, finding available properties, making offers and counter offers, understanding and negotiating the best mortgage rates, and obtaining a credit commitment letter for financing. Learn about potential roadblocks first-time homebuyers may encounter, as well as contracts, disclosures and inspections, appraisals, and title insurance. A real estate agent, mortgage expert, and attorney will answer your questions. No senior discount.

REL E18-01, ETHS, 1 Thu., 9/19, 6:30-8:30 pm, Olach CRN 60028

PURCHASING FORECLOSURE
Fee: $25
There are many benefits to purchasing foreclosure property in today’s real estate market - whether you are looking to purchase a home or investment property. Learn the different types of foreclosure properties, the cash incentives available, how the bidding process works, and how to get started. No senior discount.

REL E10-01, NILES N, 1 Wed., 9/25, 6:30-8:30 pm, Olach CRN 60033

Tax Planning

WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS
Fee: $25
Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk. No senior discount.

BUS B17-01, GLBRK S, 1 Tue., 9/17, 6-7:45 pm, Baker CRN 60042

ADVANCED TAX PLANNING FOR INDIVIDUALS
Fee: $25
Paying taxes can be complicated! Not sure where to start? This course covers advanced tax planning in clear, simple language that can help you save money and reduce risks. No senior discount.

BUS E02-01, MAINE E, 1 Thu., 10/17, 8-9:45 pm, Baker CRN 60004

Special Interest

HUMAN ANATOMY AND PHYSIOLOGY
(ONLINE)
Fee: $119
In-district seniors: $80
Course focuses on 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 allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.

HEA S41-300, 8/21-10/11 CRN 60583
HEA S41-301, 9/18-11/8 CRN 60584
HEA S41-302, 10/16-12/6 CRN 60585
HEA S41-303, 11/13-1/3 CRN 60586

BIRD WATCHING: BIRDS OF THE CHICAGO REGION
Fee: $90
Looking for the best bird-watching areas on the outskirts of Chicago? Our first session will focus on essential bird-watching concepts and bird identification for the 100 most-encountered birds in the Chicago region. Then, we’ll hit the road, visiting the Chicago Botanic Garden, Winnetka Avenue Bridge, Skokie Lagoons Forest Preserve, and Ned Brown Forest Preserve. Students are responsible for their own transportation.

SCI E12-01, OC/SK, 5 Sat., 8/24, 3-5 pm CRN 60011

TXAS HOLD’EM POKER
Fee: $45
Combines lecture and plenty of actual play. Instructor provides cards and chips. No senior discount.

REC S05-01, NILES N, 4 Wed., 9/18, 7-9 pm, Kanichirayl CRN 60877

WELDING
Fee: $175
This course is offered to both beginners and advanced welders alike. Learn ARC and gas welding. The first two classes are lectures. Attendance is required. Remaining sessions will be lab classes. MIG and TIC are available with permission from the instructor. Classes are individualized to allow advanced students to progress at their own pace. No classes 10/17 and 11/28.

TEC A10-01, ETHS, 10 Tue., 9/17, 6-7:45 pm, Koutsources CRN 60040
TEC A10-02, ETHS, 10 Thu., 9/19, 6-7:45 pm, Koutsources CRN 60041

TECH TRENDS

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

TWITTER 101
Fee: $20
Is it one more distraction, or a truly valuable tool? The answer: both. Originally designed for users to answer the question “What are you doing? Twitter can be a great for marketing, networking, and breaking news. No senior discount.

DAT E11-01, OC/DP, 1 Tue., 12/3, 7-9 pm CRN 60039
FACEBOOK: GETTING STARTED Fee: $20
Create your own Facebook account, and then the fun really starts! You will learn about inviting friends, friend etiquette, groups, fan pages, sharing links, photos, privacy, and much more. No senior discount.
DAT E13-01, OC/DP, 1 Mon., 9/16, 7-9 pm CRN 60022
DAT E13-02, OC/SK, 1 Wed., 9/25, 7-9 pm CRN 60023

ADVANCED FACEBOOK Fee: $20
Learn to add links, upload photos and videos, create events, and third party applications. Business profiles/fan pages will be covered, including advertising. Advanced privacy issues will be included. You must already have a Facebook account! No senior discount.
DAT E17-01, OC/DP, 1 Mon., 9/23, 7-9 pm CRN 60001
DAT E17-02, OC/SK, 1 Wed., 10/2, 7-9 pm CRN 60002

SOCIAL MEDIA FOR BUSINESS AND ADVANCED TECHNIQUES WORKSHOP Fee: $110
Create your online social media presence and learn how to use it as a strategic business tool. Course includes an overview of social media; building profiles for LinkedIn, Twitter, Facebook, and YouTube; creating networks; and building your fan base. You’ll learn search techniques and strategies, communication options, and how social media can be used for business/business to consumer marketing and job hunting. Useful for marketers, businesses owners, decision-makers, and executives.
DPR E39-01, OC/DP, 4 Thu., 10/17, 7-9 pm CRN 60036

DYNAMITE GOOGLE TOOLS Fee: $35
Learn about the "hidden gems" in Google's toolbox, and how to use them. Google has tools to do almost everything—create blogs and podcasts, organize and edit your digital photos, create documents and spreadsheets online, and more—all for free, and all under one account! No senior discount.
DAT E08-01, OC/SK, 2 Thu., 9/26, 7-9 pm, Khurana CRN 60021

GOOGLE APPS: A QUICK LOOK Fee: $20
This class is a quick introduction to some of Google's special online applications, a.k.a., "apps." There are apps to organize your schedule and share events; create and share documents, presentations, and spreadsheets. No senior discount.
DAT E12-01, OC/SK, 1 Thu., 9/12, 7-9 pm CRN 60027

TOPICS IN CIS: ANDROID PROGRAMMING* Fee: $426
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic.
CPT A02-C01, OC/DP, 14 Thu., 8/29, 6-9:50 pm CRN 60973

TOPICS IN CIS: IPAD/IPHONE PROGRAMMING* Fee: $426
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic.
CPT A02-C02, OC/DP, 15 Tue., 9/3, 6-9:50 pm CRN 60974

CREATING MOBILE APPS WITH HTML5 (ONLINE) Fee: $119
In-district seniors: $80
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.
DAT A31-300, 8/21-10/11 CRN 60422
DAT A31-301, 9/18-11/8 CRN 60423
DAT A31-302, 10/16-12/6 CRN 60424
DAT A31-303, 11/13-1/3 CRN 60425

FIREFOX ADD-ONS Fee: $20
Firefox is a free, fast, easy to use and very secure Web browser. With add-ons, Firefox can be fully customized to make many routine tasks easier and increase the browser's power many times over. Be amazed while learning to make Firefox your own. Students must bring their own laptop computer. No senior discount.
DAT E18-01, OC/SK, 1 Mon., 11/4, 7-9 pm CRN 60024

Television and Production Services

INTRODUCTION TO BROADCASTING AND ELECTRONIC MEDIA* Fee: $286
Course introduces electronic media. Focus is on development, function, and artistry. Content includes studio practices procedures and demonstrations as related to radio and television broadcasting cable-casting, and closed circuit TV applications. Hands-on production experience reinforces theoretical material. Course will be taught by two-way video between campuses. This course may also be taken for college credit. Contact Gary Newhouse, at 847-635-1640 or garyn@oakton.edu for information.
ATE A10-C01, OC/DP, 14 Wed., 9/11, 6:30-9:20 pm CRN 60946
ATE A10-C02, OC/SK, 14 Wed., 9/11, 6:30-9:20 pm CRN 60947

YOU'RE ON THE AIR (HOW TO REALLY MAKE IT IN VOICE-OVERS!) Fee: $50
Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you’ll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Brian Thon, successful voice-over artist, will demonstrate voice-over technique and introduce the voice-over industry. He will talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording and, best of all, hear the results!
COM S24-01, OC/SK, 1 Wed., 10/23, 7-9 pm, Levine CRN 60521

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE) Fee: $119
In-district seniors: $80
Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. Recommended, but not required: The Official Guide for GMAT Review, 11th Edition, or The Official Guide for GMAT Verbal Review and The Official Guide for GMAT Quantitative Review. “On June 5, 2012, the GMAT® exam introduced Integrated Reasoning,” a new section designed to measure a student's ability to evaluate information presented in multiple formats from multiple sources - skills that you need to succeed in our data-rich world. The GMAT course content has been updated to incorporate these changes.”
GMT P01-300, 8/21-10/11 CRN 60563
GMT P01-301, 9/18-11/8 CRN 60564
GMT P01-302, 10/16-12/6 CRN 60565
GMT P01-303, 11/13-1/3 CRN 60566

*Courses may also be taken for college credit.
GRE PREPARATION – PART I  Fee: $119
(ONLINE)  In-district seniors: $80
Discover powerful strategies for success in the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, synonyms, and logical and analytical reasoning questions. We will cover time-saving techniques for both the paper based and computer administrations of the test. Requirements: Practicing to take the GRE General Test, 10th Edition.
GRE P01-300, 8/21-10/11  CRN 60567
GRE P01-301, 9/18-11/8  CRN 60568
GRE P01-302, 10/16-12/6  CRN 60569
GRE P01-303, 11/13-1/3  CRN 60570

GRE PREPARATION – PART II  Fee: $119
(ONLINE)  In-district seniors: $80
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. We will also cover time-saving techniques. Requirements: Practicing to Take the GRE General Test, 10th Edition.
GRE P02-300, 8/21-10/11  CRN 60571
GRE P02-301, 9/18-11/8  CRN 60572
GRE P02-302, 10/16-12/6  CRN 60573
GRE P02-303, 11/13-1/3  CRN 60574

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

NLN PRE-ADMISSION TEST  Fee: $50
The National League of Nursing Pre-Admission Test required for ranking for admission to Oakton’s Associate Degree Nursing Program is administered during the time specified for this course. Registration and course fees are not refundable if test is not taken on the date students register for this test. Students are not eligible to retake the NLN Pre-Admission Test for six months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton’s ADN program. Seating is limited to those enrolled in this course. Doors will open 30 minutes before testing begins. Students must register one week before test date. For more information, call the Testing Center at 847.635.1939. No senior discount.
TES T02-01, OC/DP, 1 Sat., 8/17, 9 am-12 pm  CRN 60083

Tips, Tools, and Strategies for Teachers

INTRODUCTION TO TEACHING ESL/EFL  Fee: $119
(ONLINE)  In-district seniors: $80
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. This course is TESOL approved.
TCR A03-300, 8/21-10/11  CRN 60675
TCR A03-301, 9/18-11/8  CRN 60676
TCR A03-302, 10/16-12/6  CRN 60677
TCR A03-303, 11/13-1/3  CRN 60678

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE)  Fee: $119
(ONLINE)  In-district seniors: $80
If English is your second language and you’re headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.
COM S08-300, 8/21-10/11  CRN 60302
COM S08-301, 9/18-11/8  CRN 60302
COM S08-302, 10/16-12/6  CRN 60304
COM S08-303, 11/13-1/3  CRN 60305

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE)  Fee: $119
(ONLINE)  In-district seniors: $80
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Get to know 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 A04-300, 8/21-10/11  CRN 60679
TCR A04-301, 9/18-11/8  CRN 60680
TCR A04-302, 10/16-12/6  CRN 60681
TCR A04-303, 11/13-1/3  CRN 60682

CREATING K-12 LEARNING MATERIALS (ONLINE)  Fee: $119
(ONLINE)  In-district seniors: $80
Do you have an idea for an instructional aide? Learn how to create and self-publish a wide variety of instructional materials, such as work books, lab manuals, booklets, activity kits, visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.
TCR A11-300, 8/21-10/11  CRN 60707
TCR A11-301, 9/18-11/8  CRN 60708
TCR A11-302, 10/16-12/6  CRN 60709
TCR A11-303, 11/13-1/3  CRN 60710

New!

TECHNOLOGY TOOLS IN THE CLASSROOM*  Fee: $316
Course introduces the educator to integrating the personal computer into the classroom to enhance instruction and classroom management by using a variety of software programs, hardware devices, and the Internet and its components (World Wide Web, e-mail, downloading, FTP). Content includes hands-on activities using technology to develop an electronic presentation, develop a grade spreadsheet, develop a student database, use various methods to electronically communicate, build a Web site, use multimedia, use publishers electronic materials, evaluate software, use the Internet for finding information and research, manage a personal computer system, and use additional hardware devices for learning purposes. Course not designed to transfer as an Education degree requirement. This course may also be taken for college credit.
Contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu for information. Recommended: Previous experience using a personal computer.
CPT A35-C01, OC/DP, 14 Mon., 8/26, 6-9:45 pm  CRN 60992

TEACHING GRAMMAR FOR ESL/EFL  Fee: $119
(ONLINE)  In-district seniors: $80
Learn the importance of Grammar as a system for making meaning in a language. Understand how Grammar contributes to communication, and help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and learn how to develop activities that will engage and challenge your students.
TCR A06-300, 8/21-10/11  CRN 60687
TCR A06-301, 9/18-11/8  CRN 60688
TCR A06-302, 10/16-12/6  CRN 60689
TCR A06-303, 11/13-1/3  CRN 60690

*Courses may also be taken for college credit.
READY, SET, READ! Fee: $119 (ONLINE) In-district seniors: $80
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 understand how play can connect to literacy, you will see everyday children's play with a new eye. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.

COM C10-300, 8/21-10/11 CRN 60286
COM C10-301, 9/18-11/8 CRN 60287
COM C10-302, 10/16-12/6 CRN 60288
COM C10-303, 11/13-1/3 CRN 60289

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 Fee: $119 (ONLINE) In-district seniors: $80
In this professional development course for teachers, you'll get the training you need to start teaching Model Drawing, the powerful Singapore Math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before!

TCR A07-300, 8/21-10/11 CRN 60691
TCR A07-301, 9/18-11/8 CRN 60692
TCR A07-302, 10/16-12/6 CRN 60693
TCR A07-303, 11/13-1/3 CRN 60694

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE) Fee: $119
Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.

TCR A14-300, 8/21-10/11 CRN 60719
TCR A14-301, 9/18-11/8 CRN 60720
TCR A14-302, 10/16-12/6 CRN 60721
TCR A14-303, 11/13-1/3 CRN 60722

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES IN-district seniors: $80 (ONLINE) Fee: $119
Singaporean students have been top mathematics performers for over 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. In this teacher training course, you'll learn their secrets and come away knowing how to have meaningful math lessons in your classroom.

TCR A08-300, 8/21-10/11 CRN 60695
TCR A08-301, 9/18-11/8 CRN 60696
TCR A08-302, 10/16-12/6 CRN 60697
TCR A08-303, 11/13-1/3 CRN 60698

SURVIVAL KIT FOR NEW TEACHERS Fee: $119 (ONLINE) In-district seniors: $80
Are you a new teacher who feels anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.

TCR B01-300, 8/21-10/11 CRN 60731
TCR B01-301, 9/18-11/8 CRN 60732
TCR B01-302, 10/16-12/6 CRN 60733
TCR B01-303, 11/13-1/3 CRN 60734

TEACHING ESL/EFL READING Fee: $119 (ONLINE) In-district seniors: $80
If you would like to pass a passion for reading on to your students, then this course is for you! 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; help your students develop a fluent reading rate, while improving reading comprehension, and much more.

TCR A13-300, 8/21-10/11 CRN 60715
TCR A13-301, 9/18-11/8 CRN 60716
TCR A13-302, 10/16-12/6 CRN 60717
TCR A13-303, 11/13-1/3 CRN 60718

TEACHING STUDENTS WITH DISABILITIES (ONLINE) Fee: $119 In-district seniors: $80
Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course will prepare you to understand and empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments!

TCR A10-300, 8/21-10/11 CRN 60703
TCR A10-301, 9/18-11/8 CRN 60704
TCR A10-302, 10/16-12/6 CRN 60705
TCR A10-303, 11/13-1/3 CRN 60706

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS Fee: $119 In-district seniors: $80
If you've ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you'll appreciate the lessons ahead. 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 our 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 A09-300, 8/21-10/11 CRN 60699
TCR A09-301, 9/18-11/8 CRN 60700
TCR A09-302, 10/16-12/6 CRN 60701
TCR A09-303, 11/13-1/3 CRN 60702
TEACHING SMARTER WITH SMART BOARD Fee: $311
(ONLINE) In-district seniors: $80
SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple troubleshooting tips that may help when your SMART Board isn’t acting as smart as it should.

TCR A12-300, 8/21-10/11 CRN 60711
TCR A12-301, 9/18-11/8 CRN 60712
TCR A12-302, 10/16-12/6 CRN 60713
TCR A12-303, 11/13-1/3 CRN 60714

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) In-district seniors: $80
This course is intended for reading instructors. Learn the research based, proven strategy that will allow you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems, helping your students with phonics, fluency, vocabulary, reading comprehension, and writing.

TCR A15-300, 8/21-10/11 CRN 60723
TCR A15-301, 9/18-11/8 CRN 60724
TCR A15-302, 10/16-12/6 CRN 60725
TCR A15-303, 11/13-1/3 CRN 60726

New! TEACHING ESL/EFL VOCABULARY Fee: $311
(ONLINE) In-district seniors: $80
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.

TCR A16-300, 8/21-10/11 CRN 60727
TCR A16-301, 9/18-11/8 CRN 60728
TCR A16-302, 10/16-12/6 CRN 60729
TCR A16-303, 11/13-1/3 CRN 60730

Web Page/Web Site Design

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

CREATING WEB PAGES (HTML) Fee: $119
(ONLINE) In-district seniors: $80
Learn the fundamentals of Web design. Plan the content, structure and layout; and 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. You also discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Information will also be shared about how to save time with a HTML authoring program.

DPR A78-300, 8/21-10/11 CRN 60505
DPR A78-301, 9/18-11/8 CRN 60506
DPR A78-302, 10/16-12/6 CRN 60507
DPR A78-303, 11/13-1/3 CRN 60509

BUILDING A WEB PAGE* Fee: $311
Course introduces theoretical and hands-on instruction on the processes needed to create customized and interactive Web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a Web page; guidelines of effective Web presentation in designing a Web page, and Web site organization.

Recommended: Ability to use Internet and manage files and folders.
CPT A04-C01, OC/SK, 16 Thu., 8/22, 6-9:30 pm CRN 60975
CPT A04-C02, OC/DP, 13 Tue./Thur., 9/3, 12:30-2:25 pm CRN 60976

ADVANCED WEB PAGES Fee: $119
(ONLINE) In-district seniors: $80
Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment — from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

DAT A02-300, 8/21-10/11 CRN 60342
DAT A02-301, 9/18-11/8 CRN 60343
DAT A02-302, 10/16-12/6 CRN 60344
DAT A02-303, 11/13-1/3 CRN 60345

ADVANCED WEB PAGE DEVELOPMENT* Fee: $301
Course expands basic development of Web pages to build additional interaction and functionality into them. Content includes styles sheets, data-base queries, basic scripting, applets, and Dynamic HTML as incorporated into the Web page code Web site organization and navigation strategies.

Recommended: Knowledge of basic programming concepts, CPT A04.
CPT A05-C01, OC/DP, 16 Thu., 8/22, 6-9:45 pm CRN 60977

CREATING WORDPRESS WEB SITES Fee: $119
(ONLINE) In-district seniors: $80
Want to build an attractive, sophisticated blog or Web site without having to lean any special coding? Learn how to use WordPress, a free and popular Web design tool that will allow you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation is necessary.

DAT A28-300, 8/21-10/11 CRN 60414
DAT A28-301, 9/18-11/8 CRN 60415
DAT A28-302, 10/16-12/6 CRN 60416
DAT A28-303, 11/13-1/3 CRN 60417

CREATING WORDPRESS WEBSITES II Fee: $119
(ONLINE) In-district seniors: $80
Create and manage dynamic Web sites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your 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.

DAT A30-300, 8/21-10/11 CRN 60418
DAT A30-301, 9/18-11/8 CRN 60419
DAT A30-302, 10/16-12/6 CRN 60420
DAT A30-303, 11/13-1/3 CRN 60421

INTRODUCTION TO DATABASE DRIVEN WEB SITES (ONLINE)*
Course provides a general introduction to the basic framework of a database-driven web site. Content includes sample databases and a popular, industry standard software tool for creating site definitions and to plan, develop, and implement a web database application.

Recommended: CPT A38 or equivalent knowledge.
CPT A62-C01, 9/9-12/11 CRN 60999

*Courses may also be taken for college credit.
INTRODUCTION TO CSS AND XHTML: Fee: $119
CSS3 & HTML5 (ONLINE) In-district seniors: $80
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques.
DAT A04-300, 8/21-10/11 CRN 60346
DAT A04-301, 9/18-11/8 CRN 60347
DAT A04-302, 10/16-12/6 CRN 60348
DAT A04-303, 11/13-1/3 CRN 60349

INTERMEDIATE CSS AND XHTML: Fee: $119
CSS3 & HTML5 (ONLINE) In-district seniors: $80
Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Discover the tools and technologies that give you total creative control over every aspect of a site.
Recommended: Completion of ‘Introduction to CSS and XHTML’ or prior experience with HTML and Web publishing.
DAT A21-300, 8/21-10/11 CRN 60394
DAT A21-301, 9/18-11/8 CRN 60395
DAT A21-302, 10/16-12/6 CRN 60396
DAT A21-303, 11/13-1/3 CRN 60397

ADOBE DREAMWEAVER: CS6* Fee: $311
Course introduces a popular HTML editor. Content includes learning how to layout Web pages using AP elements, tables, style sheets, rollovers and forms; building a Web site and learning how to upload files to a remote server; introduction to the DHTML and animation capabilities of the Web authoring software. Recommended: General knowledge of basic HTM.
COF A70-C01, OC/DP, 16 Thu., 8/22, 6:30-10 pm CRN 60967

BUILD A WEB SITE WITH DREAMWEAVER (ONLINE) In-district seniors: $80
This class assumes no knowledge of HTML, Web design or familiarity with Web terminology. Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation.
Requirements: Adobe Dreamweaver CS5, or CS6 for Windows or Macintosh.
DAT A37-300, 8/21-10/11 CRN 60484
DAT A37-301, 9/18-11/8 CRN 60485
DAT A37-302, 10/16-12/6 CRN 60486
DAT A37-303, 11/13-1/3 CRN 60487

INTRODUCTION TO PHP AND MYSQL (ONLINE) IN-DISTRICT SENIORS: $80
Learn how to create an interactive Web site, allowing visitors to post and retrieve information. Learn how to use PHP programming language to generate dynamic Web sites that automatically change as your data changes.
DAT A18-300, 8/21-10/11 CRN 60382
DAT A18-301, 9/18-11/8 CRN 60383
DAT A18-302, 10/16-12/6 CRN 60384
DAT A18-303, 11/13-1/3 CRN 60385

INTERMEDIATE PHP AND MYSQL (ONLINE) In-district seniors: $80
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.
Installation will be provided at the first lesson.
DAT A22-300, 8/21-10/11 CRN 60398
DAT A22-301, 9/18-11/8 CRN 60399
DAT A22-302, 10/16-12/6 CRN 60400
DAT A22-303, 11/13-1/3 CRN 60401

ACTIVE SERVER PAGES: ASP WITH C#* Fee: $406
Course introduces Active Server Pages (ASP+). Content includes hands-on activities and lectures to increase familiarity with developing advanced Web applications using Active Server Pages (ASP+) advanced Internet architecture, using advanced Web development tools the Active Server Page model, processing forms, integrating Web applications with data and other server-based applications, configuring Web applications, and using Web services to integrate Web applications.
DAT A47-300, 8/21-10/11 CRN 60488
DAT A47-301, 9/18-11/8 CRN 60489
DAT A47-302, 10/16-12/6 CRN 60490
DAT A47-303, 11/13-1/3 CRN 60491

WEB 2.0: BLOGS, WIKIS, AND PODCASTS (ONLINE) In-district seniors: $80
In this course, you’ll learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools gives us a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Students will download the software for free during the class.
Instructions will be provided.)
DAT A25-300, 8/21-10/11 CRN 60402
DAT A25-301, 9/18-11/8 CRN 60403
DAT A25-302, 10/16-12/6 CRN 60404
DAT A25-303, 11/13-1/3 CRN 60405

INTRODUCTION TO FLASH (ONLINE) In-district seniors: $80
Learn how to create exciting interactive animations, build online applications, manage photos, integrate video, and upload your very own Flash presentations to a Web site. Requirements: Adobe Flash CS5 for Windows or Macintosh. Software must be installed and fully operational before the course begins.
DAT A19-300, 8/21-10/11 CRN 60386
DAT A19-301, 9/18-11/8 CRN 60387
DAT A19-302, 10/16-12/6 CRN 60388
DAT A19-303, 11/13-1/3 CRN 60389

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE) In-district seniors: $80
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 Windows.
DAT A11-300, 8/21-10/11 CRN 60366
DAT A11-301, 9/18-11/8 CRN 60367
DAT A11-302, 10/16-12/6 CRN 60368
DAT A11-303, 11/13-1/3 CRN 60369

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

*Courses may also be taken for college credit.
Writing

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact program coordinator Scott Johnson at 847-635-1950 or sjohnson@oakton.edu.

INTRODUCTION TO BUSINESS AND TECHNICAL WRITING*  Fee: $286
This course is designed for students who wish to develop competence in producing various types of business documents, including memos, letters, reports, and product literature. Emphasis will be on writing for an audience with an identified purpose. Students are instructed in using clear, concise prose, and effective graphic elements. Class is designed for students with college-level writing ability.
ELH A01-C01, OC/DP 14 Wed., 9/4, 11 am-12:15 pm CRN 60820
ELH A01-C02, OC/DSK 12 Sat., 9/14, 9 am-12:50 pm CRN 60821
ELH A01-C03, OC/DP 12 Fri., 9/19, 6-8:50 pm CRN 60830

EFFECTIVE BUSINESS WRITING  Fee: $119
(ONLINE)  In-district seniors: $80
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 skills. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.
COM S18-300, 8/21-10/11 CRN 60318
COM S18-301, 9/18-11/8 CRN 60319
COM S18-302, 10/16-12/6 CRN 60320
COM S18-303, 11/13-1/3 CRN 60321

WRITING ESSENTIALS  Fee: $119
(ONLINE)  In-district seniors: $80
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 will help you put your powerful new skills to use right away.
COM B01-300, 8/21-10/11 CRN 60358
COM B01-301, 9/18-11/8 CRN 60359
COM B01-302, 10/16-12/6 CRN 60360
COM B01-303, 11/13-1/3 CRN 60361

PUBLISH AND SELL YOUR E-BOOKS  Fee: $119
(ONLINE)  In-district seniors: $80
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.
BUB E41-300, 8/21-10/11 CRN 60226
BUB E41-301, 9/18-11/8 CRN 60227
BUB E41-302, 10/16-12/6 CRN 60228
BUB E41-303, 11/13-1/3 CRN 60229

RESEARCH METHODS FOR WRITERS  Fee: $119
(ONLINE)  In-district seniors: $80
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Techniques covered include personal interviews, public reports, polls, and surveys, as well as historical, undercover, and guerrilla research.
COM S49-300, 8/21-10/11 CRN 60330
COM S49-301, 9/18-11/8 CRN 60331
COM S49-302, 10/16-12/6 CRN 60332
COM S49-303, 11/13-1/3 CRN 60333

CONSULTANT (ONLINE)  In-district seniors: $80
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.
BUB A58-300, 8/21-10/11 CRN 60198
BUB A58-301, 9/18-11/8 CRN 60199
BUB A58-302, 10/16-12/6 CRN 60200
BUB A58-303, 11/13-1/3 CRN 60201

INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE)  In-district seniors: $80
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. We’ll look at how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.
COM B05-300, 8/21-10/11 CRN 60262
COM B05-301, 9/18-11/8 CRN 60263
COM B05-302, 10/16-12/6 CRN 60264
COM B05-303, 11/13-1/3 CRN 60265

CRAFT OF MAGAZINE WRITING  Fee: $119
(ONLINE)  In-district seniors: $80
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.
COM E95-300, 8/21-10/11 CRN 60294
COM E95-301, 9/18-11/8 CRN 60295
COM E95-302, 10/16-12/6 CRN 60296
COM E95-303, 11/13-1/3 CRN 60297

*Courses may also be taken for college credit.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee: $115</th>
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</thead>
<tbody>
<tr>
<td>WRITING SHORT STORY</td>
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<tr>
<td>Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems. COM E69-01, GLBRK S, 6 Tue., 9/3, 7-9 pm</td>
<td>CRN 60520</td>
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<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)</td>
<td>In-district seniors: $80</td>
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<tr>
<td>Did you know that nonfiction book titles are 10x 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.</td>
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<tr>
<td>COM B35-300, 8/21-10/11</td>
<td>CRN 60278</td>
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<tr>
<td>COM B35-301, 9/18-11/8</td>
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<td>CRN 60280</td>
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<td>COM B35-303, 11/13-1/3</td>
<td>CRN 60281</td>
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<thead>
<tr>
<th>Course Title</th>
<th>Fee: $119</th>
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<tbody>
<tr>
<td>INTRODUCTION TO SCREENWRITING (ONLINE)</td>
<td>In-district seniors: $80</td>
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<tr>
<td>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.</td>
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<tr>
<td>COM S10-300, 8/21-10/11</td>
<td>CRN 60306</td>
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<tr>
<td>COM S10-301, 9/18-11/8</td>
<td>CRN 60307</td>
</tr>
<tr>
<td>COM S10-302, 10/16-12/6</td>
<td>CRN 60308</td>
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<td>COM S10-303, 11/13-1/3</td>
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<tr>
<th>Course Title</th>
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<tbody>
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<td>TRAVEL WRITING (ONLINE)</td>
<td>In-district seniors: $80</td>
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<tr>
<td>Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.</td>
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<tr>
<td>COM E97-300, 8/21-10/11</td>
<td>CRN 60298</td>
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<tr>
<td>COM E97-301, 9/18-11/8</td>
<td>CRN 60299</td>
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<td>COM E97-302, 10/16-12/6</td>
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<td>COM E97-303, 11/13-1/3</td>
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<tbody>
<tr>
<td>TECHNICAL WRITING (ONLINE)</td>
<td>In-district seniors: $80</td>
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<tr>
<td>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.</td>
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<tr>
<td>COM S11-300, 8/21-10/11</td>
<td>CRN 60310</td>
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<td>COM S11-301, 9/18-11/8</td>
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<td>COM S11-302, 10/16-12/6</td>
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<td>COM S11-303, 11/13-1/3</td>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BEGINNING WRITER’S WORKSHOP (ONLINE)</td>
<td>In-district seniors: $80</td>
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<tr>
<td>If you’ve dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing 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.</td>
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<tr>
<td>COM B11-300, 8/21-10/11</td>
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<tr>
<td>COM B11-301, 9/18-11/8</td>
<td>CRN 60271</td>
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<td>COM B11-302, 10/16-12/6</td>
<td>CRN 60272</td>
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<td>COM B11-303, 11/13-1/3</td>
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<tr>
<th>Course Title</th>
<th>Fee: $119</th>
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<tbody>
<tr>
<td>BREAKING INTO SITCOM WRITING (ONLINE)</td>
<td>In-district seniors: $80</td>
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<tr>
<td>Learn how to write professional sitcom scripts and how to break into show business from a veteran TV comedy writer. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and peek behind the business of television writing.</td>
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<tr>
<td>COM S39-300, 8/21-10/11</td>
<td>CRN 60322</td>
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<tr>
<td>COM S39-301, 9/18-11/8</td>
<td>CRN 60323</td>
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<tr>
<td>COM S39-302, 10/16-12/6</td>
<td>CRN 60324</td>
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<tr>
<td>COM S39-303, 11/13-1/3</td>
<td>CRN 60325</td>
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New! Flexible Online Registration System

*A convenient and seamless way to search, register, and pay for classes.*

The Alliance for Lifelong Learning’s new flexible online registration system is available for Community Education, Emeritus, Continuing Education for Health Professionals, and select ESL courses.

Fall registration opens July 8, 2013.

Register at www.oakton.edu/conted.
English as a Second Language (ESL)

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

Free ESL Classes*

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

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

Course Information
- Classes meet twice weekly for up to 2 2/3 hours over 20 weeks, day or evening
- Students may be admitted almost any time during the term 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
- College-bound or advanced ESL students should call 847-635-1821 to see if they have sufficient English skills to take college classes.
- Admission to free ESL classes is only available to students who register in person;
- Special registration dates are listed below.

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

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

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

EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School
1600 Dodge Avenue, Evanston, IL.
Registration: Tuesday, September 3, 6:30-9:15 pm
Ongoing Registration: Tuesdays only, Room S-108, 6:30-9:15 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Tuesday, September 10

Glenbrook South High School
4000 Lake Avenue, Glenview, IL 60025
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood, IL 60046
Registration: Tuesday, August 27, 6-8:45 pm
Ongoing Registration: Tuesdays only, 6-8:45 pm
Class Meets: Tuesday, 6:00-8:45 pm
First Class: Tuesday, September 3

Maine East High School
Potter at Dempster Street, Park Ridge, IL 60068
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Niles West High School
5701 Oakton Street, Skokie, IL 60077
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Niles North High School
9800 Lawler Avenue, (West of Old Orchard Shopping Center)
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Niles East High School
8000 Dempster Street, Park Ridge, IL 60068
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Niles West High School
5701 Oakton Street, Skokie, IL 60077
Registration: Tuesday, September 3, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Niles North High School
9800 Lawler Avenue, (West of Old Orchard Shopping Center)
Registration: Wednesday, September 4, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Family Focus
2010 Dempster Street, Evanston
Registration: Tuesday, September 3, 6-8 pm
Ongoing Registration: Mondays only, 6-8 pm
Class Meets: Monday and Wednesday, 6-8 pm
First Class: Monday, September 9

BEGINNING TO INTERMEDIATE ESL

Youth Services of Glenview/Northbrook
3080 W. Lake Avenue, Glenview
Registration: Monday, September 16, 6:30-8 pm
Ongoing Registration: Mondays only, 6:30-8 pm
Class Meets: Monday and Wednesday, 6:30-8 pm
First Class: Wednesday, September 18

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, September 3, 10 am-12:30 pm
Ongoing Registration: Tuesdays only, 10 am-12:30 pm
Class Meets: Tuesday and Friday, 10 am-12:30 pm
First Class: Friday, September 6
District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Tuesday, September 3, 12:30-3 pm
Ongoing Registration: Tuesdays only, 12:30-3 pm
Class Meets: Tuesday and Thursday, 12:30-3 pm
First Class: Thursday, September 5

Citizenship Education Classes

CITIZENSHIP EDUCATION No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-01, SKL, 9 Fri., 9/6, 6-8:45 pm
HIS A15-02, OC/SK, 9 Sat., 9/8, 9:15 am-12 pm
HIS A15-03, OC/SK, 9 Mon., 9/30, 9:15 am-12 pm
HIS A15-04, FOR, 11 Mon./Wed., Registration: 9/24, 6-8 pm

Tuition-charged ESL Classes

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

Registration: Tuition fees are subject to change. You may register by mail or in person. Register before the first day of class. Unlike free ESL classes, tuition-charged classes close after the second class. For information, call 847-635-1426. All registrants, including seniors, will be charged an $8 non-refundable processing fee at the time of each registration.

INTENSIVE ESL Fee: $300
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. Pre-registration in person is required. Call 847-635-1426 for pre-test dates.
COM A19-01, OC/SK, 9 Mon.-Thu., 9/9, 12:40-3:20 pm

INTENSIVE GRAMMAR REVIEW I Fee: $90
For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.
COM A70-01, WFOO, 10/7, 9:45 am-12:30 pm

TOEFL PREP SEMINAR Fee: $120
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.
COM A45-01, OC/SK, 9 Sat., 9/28, 9:20 am-12:20 pm
COM A45-02, OC/SK, 9 Mon., 9/30, 9:20 am-12:20 pm
COM A45-03, OC/SK, 9 Tue., 10/1, 6:45-9:45 pm

IMPROVE YOUR PRONUNCIATION Fee: $150
Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily.
COM A29-01, OC/DP, 11 Sat., 9/14, 9 am-12:15 pm

CONVERSATIONAL ENGLISH PRACTICE Fee: $90
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences.
COM A50-01, OC/SK, 8 Sat., 10/5, 9:15 am-12 pm
IDIOMS AND VOCABULARY BUILDING  
Fee: $90  
For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases. 
COM A54-01, WFOO, 8 Wed., 10/2, 9:45 am-12:30 pm

COMPOSITION FOR INTERMEDIATE ESL STUDENTS  
Fee: $90  
Effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course will help students prepare for the writing portion of the TOEFL exam. Textbook required.  
COM A61-01, OC/SK, 8 Fri., 10/4, 10 am - 12:45 pm

ENGLISH CLASSES:  
Northwestern University, McManus Hall  
1725 Orrington, Evanston  
For more information about ESL classes, call 847.635.1426.

Free Reading/Literacy Classes*  
Classes are for native and non-native speakers of English who wish to improve their reading. Lead teachers direct trained tutors to help students develop reading, writing, and/or math skills.  
• Students must be at least 16 years old and not currently enrolled in high school.  
• Literacy students may not enroll in a Bridges class.  
• Students may take one free reading class per term and one ESL class, if needed.  
• Classes may be canceled at particular sites due to low enrollment.  
  Au Pairs: Per ICCB (Illinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton's free Reading classes. They may, however, enroll in the College's low-cost tuition classes.  
  For more information, call 847.635.1426.  
  *Classes are funded by the Illinois Community College Board, the Office of the Secretary of State and the Illinois State Library.

EVENING CLASSES  
Des Plaines Public Library  
1501 Ellinwood, Des Plaines  
Registration: Thursday, August 22, 6:15 pm  
Class Meets: Tuesday and Thursday, 6:15-9:15 pm  
First Class: Tuesday, August 27  
Evanston Township High School  
1600 Dodge Ave., Evanston  
Registration: Tuesday, September 3, 6:30 pm  
Class Meets: Tuesday and Thursday, 6:30-9:15 pm  
First Class: Tuesday, September 10  
Northbrook Public Library  
1201 Cedar Lane, Northbrook  
Registration: Wednesday, August 21, 6 pm  
Class Meets: Monday and Wednesday, 6-9 pm  
First Class: Monday, August 26  
Oakton Community College  
7701 N. Lincoln Ave., Room B110, Skokie  
Registration: Wednesday, August 21, 6 pm  
Class Meets: Monday and Wednesday, 6-8:30 pm  
First Class: Monday, August 26  
Oakton Community College  
1600 E. Golf Rd., Des Plaines  
Registration and First Class: Saturday, August 24, 9 am  
Class Meets: Saturdays, 9 am-12 pm  
Skokie Public Library  
5215 Oakton, Skokie  
Registration: Thursday, August 22, 9:15 am  
Class Meets: Tuesdays and Thursdays, 9:15 am-12:15 pm  
First Class: Tuesday, August 27  

DAYTIME CLASSES  
Des Plaines Public Library  
1501 Ellinwood, Des Plaines  
Registration: Wednesday, August 21, 9:15 am  
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm  
First Class: Monday, August 26  
Glenview Public Library  
1930 Glenview Road, Glenview  
Registration: Thursday, August 22, 9:15 am  
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm  
First Class: Tuesday, August 27  
Northbrook Public Library  
1201 Cedar Lane, Northbrook  
Registration: Wednesday, August 21, 12:30 pm  
Class Meets: Monday and Wednesday, 12:30-3:30 pm  
First Class: Monday, August 26  
Oakton Community College  
7701 N. Lincoln Avenue, Room B110, Skokie  
Registration and First Class: Saturday, August 24, 9 am  
Class Meets: Saturdays, 9 am-12 pm  

SATURDAY CLASSES  
Lincolnwood Public Library  
Pratt and Crawford, Lincolnwood  
Registration and First Class: Saturday, August 24, 9:30 am  
Class Meets: Saturdays, 9:30 am-12:30 pm  
Oakton Community College  
1600 E. Golf Rd., Des Plaines  
Registration and First Class: Saturday, August 24, 9 am  
Class Meets: Saturdays, 9 am-12 pm  
Skokie Public Library  
5215 Oakton, Skokie  
Registration and First Class: Saturday, August 24, 9 am  
Class Meets: Saturdays, 9 am-12 pm  

Volunteer to be a VITA Literacy/ESL tutor.  
Help adults learn to read or speak English. Learn about methods and materials especially suited for tutoring adult American or immigrant students.  
Attend a four-session workshop at the Ray Hartstein Campus:  
Tuesday, August 27, 6:15-10 pm,  
Thursday, August 29, 6:15-10 pm,  
Saturday, September 21, 1-3:30 pm,  
and Saturday, October 5, 1-4 pm  
Call 847.635.1426 for an interview.
Bridges to Academic Reading and Writing

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

- Bridges students may not enroll in a Reading class.
- Students may take one Bridges and/or ESL class.

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

EVENING CLASSES

Glenbrook South High School (Reading)
4000 W. Lake Ave., Glenview
Registration: Tuesday, September 3, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Maine East High School (Reading)
Dempster Street at Potter Road, Park Ridge
Registration: Tuesday, September 3, 6:45 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Oakton Community College (Reading)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Wednesday, August 21, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Monday, August 26

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, August 22, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, August 27

DAYTIME CLASSES

Oakton Community College (Reading)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, August 22, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, August 27

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Wednesday, August 21, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Monday, August 26

Drop-in Computer Lab

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.

Location: Oakton Community College, Room A210, Skokie Campus

Days and times: Monday/Wednesday, 9:30 am-2:30 pm and 6:30-9 pm; Tuesdays, 9:30 am-12 pm and 6:30-9 pm; Fridays, 12:30-2:30 pm

Availability Dates: Monday, August 26 and Friday, December 13, 2013

GED and Evening High School

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

GED and Pre-GED Classes

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

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

Test Application: Students must complete an application to take the GED Tests. Forms are available through the Cook County GED Testing Program at 847-328-9795 or online at www.cookcountygew.org.

Tutoring: Tutoring is available for GED students on Tuesday evenings, 7-9 pm, 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 September 2013 must come to one of the locations listed below for two sessions of placement testing, counseling, and registration. Attendance is required. Students must arrive on time and bring a calculator.

FALL 2013

Oakton Community College
7701 N. Lincoln Avenue, Skokie
Room number will be posted.
August 19 and 21, (Monday and Wednesday), 6:30 pm
August 27 and 29 (Tuesday and Thursday), 6:30 pm

District 65 - Family Center
1500 McDaniell, Evanston
September 9 and 11 (Monday and Wednesday), 9:30 am
Pre-GED Classes

PRE-GED ENGLISH SKILLS  Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.
EDU A02-01, ETHS, 13 Tue., 9/3, 6:30-9:15 pm
EDU A02-02, MAINE E, 13 Tue, 9/3, 7-9:45 pm
EDU A02-03, Family Focus, 12 Mon., 9/9, 9:30 am-12:30 pm
EDU A02-04, NILES W, 13 Thu, 9/12, 7-9:45 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 A04-01, NILES N, 13 Mon., 9/9, 7-9:45 pm
EDU A04-02, OC/SK, 13 Mon., 9/16, 6:30-9:30 pm

PRE-GED MATH SKILLS  Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-01, NILES N, 13 Wed., 9/4, 7-9:45 pm
EDU A07-02, NILES N, 20 Mon./Wed., 9/4, 7-9:45 pm
EDU A07-03, ETHS, 13 Thu, 9/12, 6:30-9:0 pm
EDU A07-04, MAINE E, 13 Thu, 9/5, 7-9:45 pm
EDU A07-05, Family Focus, 12 Wed., 9/4, 9:30 am-12:30 pm

GED Review Classes

GED ENGLISH REVIEW  Fee: $4.50 ($47)
Review of high school English grammar, sentence structure, correct usage, punctuation and spelling.
EDU A03-01, ETHS, 12 Tue, 9/3, 6:30-9:30 pm
EDU A03-02, NILES W, 12 Thu, 9/12, 7-10 pm

GED READING REVIEW  Fee: $4.50 ($47)
Review of high school reading skills incorporating prose, poetry, and drama. Course provides practice in critical reading skills needed for three major areas of the GED tests.
EDU A03-01, NILES N, 12 Mon, 9/9, 6:45-9:45 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 story problems.
EDU A08-01, NILES N, 10 Mon & Wed, 9/4, 7-9:45 pm
EDU A08-02, NILES N, 13 Wed., 9/4, 7-9:45 pm

ESSAY REVIEW  Fee: $10 ($98)
Prepare students for the essay portion of the GED Language Arts Writing test.
EDU A80-01, NILES W, 13 Tue., 9/3, 7-9:45 pm

GED COMPLETE REVIEW  Fee: $10 ($98)
Intensive review of the five subject areas of the GED Tests; course is intended for those close to taking the tests.
EDU A09-01, OC/SK, 11 Sat, 9/7, 9 am-1:30 pm
EDU A09-02, OC/SK, 16 Mon/Wed., 9/4, 6:30-9:30 pm
EDU A09-03, Dist. 65 Fam. Cent, 16 Mon./Wed., 9/16, 9:30 am-12:30 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)  Fee: $10 ($98)
Preparation in all five 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 A11-01, MAINENW, 16 Mon./Wed., 9/4, 6:30-9:30 pm
EDU A11-02, RRC, 14 Sat., 9/7, 9:30 am-1 pm
EDU A11-03, ETHS, 16 Tue./Thu., 9/10, 6:30-9:30 pm

CONSTITUTION REVIEW (GED LEVEL)  Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-01, NILES W, 6 Thu, 9/12, 7-9:30 pm
HIS A01-02, NILES N, 6 Mon., 9/9, 7-9:30 pm

Computer Lab for ESL, Literacy, and GED Students
Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor.
Nine (9) seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie Campus
Days and times: Monday/Wednesday, 9:30 a.m.-2:30 p.m. and 6:30-9 p.m.; Tuesdays, 9:30 a.m.-12 p.m. and 6:30-9 p.m.; Fridays, 12:30-2:30 p.m.
Availability Dates: Monday, August 26 and Friday, December 13, 2013

Evening High School

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

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

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

Admission Procedures
Bring a transcript of your high school credits to:
Evening High School Coordinator
Alliance for Lifelong Learning, Maine South High School
1111 Dee Road, Park Ridge, IL 60068
Call Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426.
Cost: Classes are $12 each (books available on free loan).
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:


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

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-14 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA0001.

Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Social Worker Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000167.

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

Nursing Home Administrators: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Nursing Home Administrators Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 139-000061.

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

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

Respiratory Care Practitioners: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Respiratory Care Practitioners Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000010.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-13 renewal period by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

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

For more information about Health Professional programs, please call 847-635-1808 or visit our Web page at www.oakton.edu/conted for more upcoming Continuing Education Health Programs.
Programs for Mental Health Professionals

Be an early bird! Take advantage of reduced registration fee of $69 for full-day programs!

$69 Early Bird • $100 Regular • $125 Walk-in
Registration 8 a.m.; Programs 8:30 a.m. - 4:15 p.m. Lunch on your own.
Location: Oakton Community College, 7701 North Lincoln Avenue, Skokie

New this fall!
Continuing Education (CE) Membership Program for Mental Health Professionals
Attend all 11 workshops for only $298 – a savings of $800! Membership registration: July 8 - August 15
Whether you choose to attend a few workshops or all 11, your cost remains the same and includes materials charges and the $8 processing fee.
After August 15, you may still attend any workshop by paying individual session fees.
Membership is non-transferable and no refunds will be issued after the start of the first program.
For more information, call the CE membership concierge at 847-635-1934 or e-mail allinquiries@oakton.edu.

Using Motivational Interviewing in Clinical Supervision
Wednesday, September 18
Jacqueline Elder, Psy.D., CADC

Excellent End of Life Care and Ethical Considerations
Friday, September 27
Susan Dolan, R.N., J.D. and Audrey Vizzard, R.N., Ed.D.
OCPA73-060 [CRN 61064] Early Bird registration postmarked by August 27; OCPA73-061 [CRN 61065] after August 27.
Satisfies IDFPR ethics requirement for social workers and psychologists.

Gone to the Dogs: Using Animal Assisted Therapy with Children and Teens in Mental Health and School Settings
Friday, October 4
Mary Beth Napier, Psy.D., MPS

Personality Disorders in Older Adults: Considerations for Treatment and Family Support
Thursday, October 10
Michelle Lee, Ph.D., Jennifer Roberts, Psy.D., and Matthew Ross, Psy.D.

Voices of Depression from Erika’s Lighthouse: The Unique and Honest Perspective of Teens and Their Parents
Friday, October 18
Co-sponsored with Erika’s Lighthouse

Screening for Brain Impairment: Eight Questions Every Clinician Should Know
Friday, October 25
Michael Maniaci, Psy.D.

Managing Anxiety, Depression and Anger in Children and Adolescents
Wednesday, October 30
Margaret Wehrenberg, Psy.D.
Ethics: A Closer Look at the Counselor-Client Relationship
Friday, November 1
HMHA28-060 [CRN 61088] Early bird registration postmarked by October 1; HMHA28, 061 [CRN 61089] after October 1.
Satisfies IDFPR ethics requirement for social workers and psychologists.

DSM-5: New Changes to Old Concepts
Friday, November 8
Michael Maniacci, Psy.D.

What Drug is My Client On? Recognizing the Newest Drugs of Abuse
Friday, November 15
Bruce Talbot, M.A.

The Ins and Outs of Coping with Stress
Tuesday, November 19
Laurie Sackett-Maniacci, Psy.D.
OCPA92-060 [CRN 61096] Early bird registration postmarked by October 18; OCPA92-061 [CRN 61097] after October 18.

Continuing Education clock/contact hours will be offered for Illinois social workers (6.5 clock hours), professional counselors (6.5 clock hours), marriage and family therapists (6.5 clock hours), nursing home administrators (6.5 clock hours), addictions counselor IAODAPCA members (6.25 - 6.50 clock hours approved or pending approval), occupational therapists (7.5 contact hours), speech and language pathologists/audiologists (6.5 clock hours) and teachers (6.5 CPDUs). Other professional groups will be offered 6.5 universal training hours.

Advanced registration is recommended, and can be completed in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448. Registrants may also use the new online Flex Registration system at www.oakton.edu/conted.

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

Processing Fee: Registrants will be charged an $8 non-refundable processing fee at the time of registration (with the exception of CE Membership Program registrants). Students who register online through the Flex Registration System will only be charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax, are charged an $8 fee with each registration form.

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

Program for Activity/Recreational Professionals
36-hour Basic Orientation Course for Activity Directors HTHA04-060 [CRN 60753]

Tuesdays, September 17, September 24, and October 1; Wednesday, September 25; and Thursdays, September 19, and October 3

Location: Oakton Community College, 1600 East Golf Road, Des Plaines

$450 Advanced Registration (plus $8 non-refundable processing fee) • $475 Walk-in (plus $8 non-refundable processing fee)
Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m. Includes instruction, course notebook, morning refreshments and certificate of completion. Lunch on your own. Bring a bag lunch to eat in the classroom or purchase a lunch in the campus cafeteria.

This course fulfills all Illinois Department of Public Health requirements by including information regarding: resident rights; activity care planning for quality of life; human wellness and self-esteem; etiology and symptomatology of persons who are aged; developmentally disabled or mentally ill; therapeutic approaches; philosophy and design of activity programs; activity program resources; program evaluation; practitioner behavior and ethics; resident assessment and supportive documentation; standards and regulations concerning activity programs; management and administration. Enrollment limited to 40 students. If proof of enrollment in this class is needed, call 847.635.1794.
Programs for Nursing Professionals

**Location:** Oakton Community College, 1600 East Golf Road, Des Plaines

Presenter: Nancy Morgan, RN, BSN, MPB, WOCN, WCC, CWCMS

**Wound Care Certification Course: Skin and Wound Management**

OCPA74-260 [CRN 60744] Registration: 8:30 a.m. Program: 9 a.m. - 4:30 p.m. Lunch, breaks, NAWC exam fees included. No senior discount.

**Diabetic Wound Certification Course**

OCPA75-260 [CRN 60745] Registration: 8:30 a.m. Program: 9 a.m. - 4:30 p.m. Lunch, breaks, NAWC exam fees included. No senior discount.

Contact the Wound Care Education Institute at 1-877-462-9234 or www.wcei.net/registration to register.

*Nurses:* Course provider approved by the California Board of Registered Nursing. Provider Number 14094 Approved for 22.75 contact hours.

*Physical Therapists:* The Wound Care Education Institute is an approved Physical Therapy Continuing Education Sponsor, License number 216.00157.

NEW! Instructor-led Online Training

These programs are provided by **ALLEGRA Learning Solutions, LLC** and **Education to Go**.

Facilitators: Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, and Caroline Young, MPH

**Certificate in Legal and Ethical Issues in Nursing**

Fee: $119; In-district seniors, $80

Examine key legal and ethical issues to improve your practice and provide better patient care. The six-week program consists of five courses: Risks in Nursing Practice; Liability in Patient Care; Documentation; Employment; and Ethics. (23 contact hours)

- NUR A19-300 [CRN 61047], August 21 - October 11
- NUR A19-301 [CRN 61048], September 18 - November 8
- NUR A19-302 [CRN 61049], October 16 - December 6
- NUR A19-303 [CRN 61050], November 13 - January 3

**Certificate in Pain Assessment and Management**

Fee: $119; In-district seniors, $80

This six-week program provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, pain management and treatment for adults, children, and the elderly with cancer related and non-cancer related pain. (24 contact hours)

- NSE A56-300 [CRN 61051], August 21 - October 11
- NSE A56-301 [CRN 61052], September 18 - November 8
- NSE A56-302 [CRN 61053], October 16 - December 6
- NSE A56-303 [CRN 61054], November 13 - January 3

**Certificate in Perinatal Issues**

Fee: $119; In-district seniors: $80

A multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)

- NUR A33-300 [CRN 61055], August 21 - October 11
- NUR A33-301 [CRN 61056], September 18 - November 8
- NUR A33-302 [CRN 61057], October 16 - December 6
- NUR A33-303 [CRN 61058], November 13 - January 3

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. Provider approved by the California Board of Registered Nursing, Provider Number CEP 14693, for the stated number of contact hours.

California Board of Behavioral Sciences Provider Number PCE 1564: This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences.

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE).

ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11.

For more information, call Anna Shipulina at 847.635.1498.
When it comes to training, we mean business.

Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training. Since 1982, the Business and Professional Institute at Oakton has partnered with hundreds of businesses and organizations to provide practical education that improved management, technical, and leadership skills.

The Business Institute offers a full range of quality, cost-effective training solutions that can be delivered at the College, on site, or at another convenient location. An experienced team of consultants, trainers, and program managers provide the necessary tools to develop and enhance employee skills and knowledge to drive business results.

Collaborating with Oakton’s Business and Professional Institute offers many advantages:

**Value** - Affordable courses and workshops stretch training dollars. Knowledgeable staff stretch your Human Resources’ capabilities.

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

**Flexibility** - Flexible service supports most schedules—days, evenings, or weekends; on-site; or at an Oakton campus.

**Customized** - Customized curriculum and training programs meet specific needs.

**Proven Results** - Effective training provides practical skills that immediately apply in the workplace.

To learn more, call 847.635.1934, e-mail businessinstitute@oakton.edu, or visit www.oakton.edu/bi.

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

**Workforce Skill Development**
- Customer Service
- Time Management
- Working in Teams
- Workplace English (ESL)
- Workplace Math

**Leadership/Supervisory Skills**
- Business Writing
- Coaching and Mentoring
- Effective Presentations
- Engaging and Motivating
- Finance for Non-Financial Managers
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- Leadership for the New Supervisor
- Leading Change
- Managing Performance
- Managing Priorities
- Team Building
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**Microsoft Software**
- Access
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- AutoCAD
- Blueprint Reading
- Plastic Injection Molding
- Precision Measuring
- Radio Frequency Identification (RFID)
- Transportation, Warehousing, and Logistics (TWL)
- Welding
Put your passion for the Internet to work!

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Digital Marketing Certification

Start *any* time and study online at your own pace!

Check www.OMCP.org for more information.

Courses are offered in partnership with Market Motive, the industry leader in Web-based Internet marketing training, and are taught by top industry experts.

“200,000+ unfilled positions for Online Marketers”
Monster.com, March 2012

“The best Internet marketing candidates have the freedom to be much pickier with their job choices today than they have in years”
Josh Gampel, vice president, OnwardSearch.com

“The average salary for internet marketing specialist jobs is $71,000. Average internet marketing specialist salaries can vary greatly due to company, location, industry, experience, and benefits.”
SimplyHired.com, August 2012
ONLINE MARKETING FUNDAMENTALS - MAR A10-300  
Fee: $599 Online, six months.  
Establish a great foundation for Internet marketing with this comprehensive, high-level, cross-discipline approach to the basics. Learn more about search engine optimization (SEO), social media, Web analytics, paid search, conversion optimization, and e-mail marketing—and gain the skills you need to make smart Internet marketing decisions. Recommended for students new to digital marketing.

OMPC® Online Marketing Practitioner Certification Courses  
Online, Six-month Courses  
Students who successfully complete any of these courses will receive certification.  
OMCP® courses may be taken alone, combined with Online Marketing Fundamentals, or bundled with another OMCP® course.

SOCIAL MEDIA MARKETING - MAR A40-300  
Fee: $999  
Social media marketing can help you reach your target audience with an astonishing degree of accuracy. Course analyzes a wide array of available options, platforms, and trends. Covers how to use each tool and—most importantly—how to pick the right strategy for all types of campaigns and businesses. Training provided by Jennifer Cario and Greg Jarboe, respected social media strategists and leading authorities of online publicity.

SEARCH ENGINE OPTIMIZATION (SEO) - MAR A41-300  
Fee: $999  
Comprehensive SEO training from top Web industry authors Matt Bailey, Jennifer Cario, and Todd Malicoat. Learn how to handle SEO projects of all sizes—from on-page fundamentals to keyword research, SEO copywriting, site architecture, link building, and local search optimization strategies.

PAY PER CLICK (PPC) ADVERTISING - MAR A42-300  
Fee: $999  
Your competition is getting smarter every day—are you? Using pay-per-click (PPC) advertising effectively is a key part of any online campaign. Join established industry professionals, trainers and writers Bryan Eisenberg, Brad Geddes, Alan Rimm-Kaufman, and David Szetela for comprehensive cross-discipline training on keyword research, ad copy, formula-based bidding strategies, PPC economics, and customer psychology. Learn how to design, build, and maintain PPC programs.

CONVERSION OPTIMIZATION - MAR A43-300  
Fee: $999  
Attracting visitor to your site is only half the battle. Converting them to customers is the ultimate goal. Conversion optimization experts Bryan Eisenberg and Avinash Kaushik provide a comprehensive study of landing page optimization. Examine real-world examples, find out what works and what doesn’t, and grasp the importance of “always testing.” Course uses video training modules and Eisenberg’s book Always Be Testing. Note: Book is not sold in Oakton’s bookstore, but is available online.

WEB ANALYTICS - MAR A44-300  
Fee: $999  
Web sites generate an avalanche of data from multiple sources—and it's not easy to make sense of all the information. But Google’s Avinash Kaushik can help you become, in his words, “a ninja and not a squirrel.” Gain an in-depth understanding of key performance indicators (KPIs), segmentation, reports, experimentation, and more as he shines a light on the complex world of Web analytics.

For course information or to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
Emeritus Program at Oakton is 31 years old—and going strong!

Classes are offered from September to December at convenient locations: Skokie Campus, Vi at The Glen, and Covenant Village. The program also partners with the Chicago Botanic Garden.

Here are some unique and entertaining classes offered this fall:

- The Republican Response to the 2012 Election
- Cary Grant: Screen Legend and Enigma
- Beginning Hatha Yoga
- Sketching and Painting with Watercolor or Acrylic
- Lungu, Mearsheimer, Pape, Stuart, and Yang on International Relations

Watch your mailbox for the Fall 2013 Emeritus Program class schedule.

For more information or to be added to our mailing list, call 847-635-1414.
Registration for Noncredit Continuing Education Classes


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

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

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

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<th>CRN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>School</th>
<th>Start Date</th>
<th>Day/Time</th>
<th>Tuition</th>
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**Method of prepayment:**
- [ ] Cash
- [ ] Check (payable to Oakton Community College)
- [ ] Credit Card For credit card payment only, check one:
  - [ ] Visa
  - [ ] MasterCard
  - [ ] Discover

Send checks (payable to Oakton Community College) to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077.

If paying by credit card, Fax to 847-635-1448.

Subtotal

Processing fee* $8.00

Total due

If paying by credit card, Fax to 847-635-1448.

No confirmation will be sent.

*At the time of each registration, an $8 non-refundable processing fee will be charged.