Fall registration starts July 9.
Register online at www.oakton.edu/conted.
Our Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

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

*Oakton serves a portion of these communities. Contact the Enrollment Center at 847-635-1700 for exact in-district addresses.
Continuing Education
Noncredit Classes

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Register online www.oakton.edu/conted
The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

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Colette Hands, Ed.D., Associate Vice President for Continuing Education, Training, and Workforce Development
Robyn Bailey, Director of Operations and Administration
Ruben Howard II, Ph.D., Director of Continuing Education and Workforce Development

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

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

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- Puppy Training ......................................... 20
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1755 South Wolf, Des Plaines, IL 60016

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

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Prepare for the Certified EKG Technician (CET) and Certified Nursing Assistant (CNA) Certification prep pathway!

Get started in a career in healthcare! Continuing Education, Training, and Workforce Development in partnership with the Basic Nursing Assistant Training (BNAT) program have partnered to offer prospective students an opportunity to obtain two certifications in a short period of time.

The Perks:
- Seamless scheduling of programs so students can easily persist from one program to the next
- Hands-on learning experience
- Job search assistance training and support
- And more!

Call 847-635-1414 for more information.
Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at Oakton. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

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

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls to better serve the needs and interests of district residents. Refer to the map on page 36 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

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

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

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

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

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

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

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

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

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

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

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

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

**Processing Fee** - Registrants will be charged a $9 non-refundable processing fee at the time of registration. However, students who register online at Oakton’s website will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or by fax will be charged a $9 fee with each registration form.

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

**Refund Policy** - If a student wishes to drop a class, a 100 percent tuition refund minus a $15 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session. No refunds will be issued for requests received less than five business days before the start of class unless authorized at the discretion of the Alliance administrators.

**Residency (In-District Senior Citizens)** - Residents of Oakton's district who are 60 years or older are eligible to receive a senior discount on tuition (unless otherwise indicated). In-district seniors (60+) who register for an Alliance class on or after July 7, 2014 are eligible for a 15 percent tuition discount. In-district seniors who registered before that date will continue to receive a 50 percent discount where applicable. Proof of age and in-district residency must be provided in-person prior to registration.

Acceptable documentation includes: a valid Illinois driver’s license or Illinois state ID, and two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the college.

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

**General Information**

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

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

Note: Personal checks and credit cards are not accepted.

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

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

**Alert!Oakton** - Receive notification about weather-related closings at Oakton. Sign up today for email, text message, or voicemail alerts at my.oakton.edu.

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

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

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

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

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

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

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

WALK-IN REGISTRATION SITES:
High School Locations: mid-September through mid-June
Niles North, 847.626.3470 Maine East, 847.825.3435
Glenbrook South, 847.486.4713 Evanston, 847.424.7620
Office hours vary. Call each site for specifics.

Hours for Oakton Community College Campuses:
Monday - Thursday, 8:30 a.m. - 7 p.m.; Friday, 8:30 a.m. - 5 p.m.
Saturday, August 18, 25 and September 8, 15, 9 a.m. - 12 p.m.
Summer hours: Monday - Thursday, 8 a.m. - 5 p.m.
Des Plaines Campus, Room 1420
Skokie Campus, Room A120
*The college is closed on Fridays, Saturdays, and Sundays during summer sessions through August 4.

HOW TO READ NONCREDIT COURSE LISTINGS
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section 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</td>
<td>Niles N, 7</td>
<td>Wed., 10/1, 7-10 pm, Daniel</td>
<td>CRN 60005</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• For location information, see site map on page 44.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for web registration.

FITNESS CENTER AT OAKTON
The Fitness Center offers a variety of equipment and amenities, including:
• Newest equipment from Cybex, Free Motion, and Precor.
• More than 20 machines to exercise all major muscle groups.
• A variety of aerobic workout machines to increase cardiovascular development, including StairMasters, treadmills, elliptical trainers, and recumbent bikes.
• Fitness room, warm-up area, and locker rooms with showers.
• Experienced and certified staff to assist members.
• TV and audio equipment.

Fitness Center Hours:
Open year round—when the college is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer hours: Monday - Thursday, 7 a.m. - 9 p.m.
Membership rates vary: No senior discount. For information, or to schedule personal training sessions, call 847-635-1839.

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

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

Two one-hour sessions by arrangement
FIT P01-01, OC/DP, $89 CRN 60006

Four one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-02, OC/DP, $159 CRN 60007

Six one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-03, OC/DP, $229 CRN 60008

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

Six one-hour sessions by arrangement
FIT P02-01, OC/DP, $279 CRN 60009

Fitness Center Memberships

ONE SEMESTER MEMBERSHIPS
Non-Student: FIT B01-01, OC/DP, $115 CRN 60003
Alliance Student: FIT E01-01, OC/DP, $90 CRN 60001
Oakton Student: FIT F01-01, OC/DP, $80 CRN 60010

ANNUAL MEMBERSHIPS
Non-Student: FIT B02-01, OC/DP, $230 CRN 60004
Alliance Student: FIT E02-01, OC/DP, $180 CRN 60002
Oakton Student: FIT F02-01, OC/DP, $160 CRN 60005

For more information call 847.982.9888.
ntense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at www.oakton.edu/ws, email workforcesolutions@oakton.edu, or call 847.635.1447.
Commercial Driver’s License (CDL) Training and Certification Program

Program includes classroom instruction, driver training, and lab hours to prepare for the Illinois Commercial Driver’s License (CDL) Class A exam.

**Highlights**
- All-inclusive tuition that covers permit, books, training, and CDL license exam.
- Job placement assistance.
- Help with job search tips, résumé writing, and interviewing skills.
- Visits from trucking industry recruiters looking to hire.

**Job Outlook**
- Great earning potential: drivers can make $35,000 to $70,000 annually.
- High demand: the U.S. Department of Labor projects that trucking jobs will increase by 28 percent through 2020.

**Registration Prerequisites**
- Have a valid driver’s license with a clean driving record.
- Be at least 18 years old (21 to drive LTL); high school diploma or equivalent.
- Pass an Illinois Department of Transportation physical exam and drug test.

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

For more information, call 847.635.1414.
Train to become a real estate broker with Oakton’s 90-hour, state-approved,* pre-license broker course. With average wages of $57,200,** the ability to become your own boss, and flexible work schedules, you don’t want to miss out on this training opportunity.

Course fee: $630 (no senior discount)

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


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

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EKG Technician Certification Prep

Enroll in this Accelerated Training Opportunity!

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

Program Overview

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

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

This program may be WIOA approved.
Air Conditioning, Heating, and Refrigeration

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

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $589
Through lectures, demonstration, and lab experiences, explore the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. Textbook may be required, check with the bookstore.

AIR A06-C01, OC/DP, 15 Mon., 8/20, 9 am-1:30 pm CRN 60270
AIR A06-C02, OC/DP, 16 Tue., 8/21, 5-10:30 pm CRN 60272

HEATING* Fee: $589
Learn the basic principles of residential heating systems. The proper installation, service and safety procedures, as well as the combustion process, and consumer safety will be emphasized. Textbook may be required, check with the bookstore.

AIR A07-C01, OC/DP, 16 Wed., 8/22, 5-10:30 pm CRN 60287

COMMERCIAL REFRIGERATION SYSTEMS* Fee: $589
Explore the entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Includes various types of refrigeration systems; medium and low pressure temperature and their proper installations, product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students required to provide their own basic tools.

AIR A09-C01, OC/DP, 15 Fri., 8/24, 5-10:30 pm CRN 60292

LOW PRESSURE STEAM BOILERS AND OPERATION* Fee: $408
Learn low pressure steam boilers and principles of boiler operation, including complete boiler setup from feed water systems to boiler and piping layout and assembly combustion accessories, steam accessories, and draft control. Focus is on boiler room operation and safety. Workbook used in conjunction with chapter information and exercises.

AIR A13-C01, OC/DP, 15 Mon., 8/20, 6-8:50 pm CRN 60204

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS* Fee: $589
Learn electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.

AIR A11-C01, OC/DP, 15 Mon., 8/20, 5-10:30 pm CRN 60198
AIR A11-C02, OC/DP, 16 Tue., 8/21, 12-4:50 pm CRN 60201

EPA SECTION 608 CERTIFICATION* Fee: $186
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). Textbook may be required, check with the bookstore.

AIR A08-C01, OC/DP, 4 Wed., 11/14, 5-8:50 pm CRN 60291

*Courses may also be taken for college credit.

SHEET METAL LAYOUT AND FABRICATION* Fee: $594
Learn methods of laying out and fabricating sheet metal ducts and fittings used in heating and air conditioning installations.

AIR A01-C01, OC/DP, 15 Mon., 8/20, 5-10 pm CRN 60269

ADVANCED AUTOMATIC CONTROLS* Fee: $589
Learn advanced automatic controls used presently in high-efficiency furnaces, including electronic ignition systems, generic sequence of automatic controls, and ladder-type wiring diagrams.

AIR A10-C01, OC/DP, 16 Tue., 8/21, 5-10:30 pm CRN 60294

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: $448
Gain a basic understanding of painting materials. Includes waterCOLORS; oils/acrylics; and development of line, shape, spatial characteristics, and color. Studio work outside of regular class time required. Prerequisite: ART C23.

ART C33-C01, OC/SK, 16 Tue./Thu., 8/21, 10 am-12:40 pm CRN 60222
ART C33-C02, OC/DP, 16 Tue./Thu., 8/21, 1:3-4:30 pm CRN 60223
ART C33-C03, OC/DP, 15 Fri., 8/24, 9:30 am-2:50 pm CRN 60225

PAINTING II* Fee: $438
Course is a continuation of Painting I, focusing on personal approach. No media restrictions. Studio work outside of regular class time required. Prerequisite: Painting I (ART C33) or consent of instructor or department chair.

ART C34-C01, OC/DP, 16 Tue./Thu., 8/21, 1:3-4:30 pm CRN 60226

CERAMICS I* Fee: $468
Examine techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, and understanding of appropriate form. Studio work outside of regular class time required.

ART C43-C01, OC/DP, 16 Mon./Wed., 8/20, 9:30 am-12:10 pm CRN 60256
ART C43-C02, OC/DP, 16 Mon./Wed., 8/20, 1:30-4:10 pm CRN 60257
ART C43-C03, OC/DP, 16 Tue./Thu., 8/21, 6:30-9:10 pm CRN 60261
ART C43-C04, OC/DP, 15 Sat., 8/25, 9:30 am-2:50 pm CRN 60264

CERAMICS II* Fee: $468
A continuation of Ceramics I, explore ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing a personal visual language. Studio work outside of regular class time is required. Prerequisite: ART C43 or consent of instructor or department chair.

ART C44-C01, OC/DP, 16 Tue./Thu., 8/21, 1-3:40 pm CRN 60227

DRAWING I* Fee: $433
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Work from still life, live models, and outside subject matter and use pencil, charcoal, conte, ink, and pastels. Studio work outside of class is required.

ART C23-C01, OC/DP, 16 Mon./Wed., 8/20, 9:30 am-12:10 pm CRN 60243
ART C23-C02, OC/DP, 16 Mon./Wed., 8/20, 1:30-4:10 pm CRN 60244
ART C23-C03, OC/DP, 16 Tue./Thu., 8/21, 10 am-12:40 pm CRN 60246
ART C23-C04, OC/SK, 16 Tue./Thu., 8/21, 1:3-4:10 pm CRN 60248
ART C23-C05, OC/DP, 15 Sat., 8/25, 9:30 am-2:50 pm CRN 60253

DRAWING II* Fee: $433
A continuation of ART C23, focus on personal approach to media and subject matter. Studio work outside of class is required. Prerequisite: Drawing I (ART C23).

ART C24-C01, OC/DP, 16 Mon./Wed., 8/20, 1:30-4:10 pm CRN 60221
Drawing/Watercolor

Use color and form compositions to build confidence in your painting skills. No class 10/9.

ART C19-01, MAIN E, 9 Tue., 9/25, 7-9 pm
CRN 60056

ART HISTORY: PREHISTORIC TO RENAISSANCE*

Course is comparative study of art as expression of human experience from prehistoric to Renaissance period. Content includes major artists, styles and movements. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.

ART B04-C01, OC/DP, 16 Tue./Thu., 8/21, 9:30-10:45 am
CRN 60207

Fundamentals of Two Dimensional Art I*

Explores basic flat art design fundamentals and media, image, technique, concept, and the vocabulary of design. Content includes pencil, pen and ink, brush and ink, charcoal, pastel and designers’ colors or acrylics, relationships of visual imagery through depth in plastic illusion, elements of design (line, value, texture, color, contrast, balance, and composition). Studio work outside regular class time required.

ART B37-C01, OC/DP, 16 Mon./Wed., 8/20, 2:15-4:55 pm
CRN 60213

ART B37-C02, OC/DP, 16 Tue./Thu., 8/21, 9:30 am-12:10 pm
CRN 60215

Fundamentals of Three Dimensional Art I*

Explores basic media and form leading to an expression of your personal concept. Topics in media include clay, plaster (additive or subtractive), wood, plaster casting, and other construction materials such as metal, paper and epoxy. Topics in form cover relationships of masses, lines and textures to each other. Studio work outside of regular class time required.

ART B50-C01, OC/DP, 16 Tue./Thu., 9/30 am-12:10 pm
CRN 60218

ART HISTORY: RENAISSANCE TO MODERN*

Course is a comparative study of art as expression of human experience from Renaissance to modern period. Content includes major artists, styles and movements. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.

ART B92-C01, OC/DP, 16 Tue./Thu., 8/21, 12:30-1:45 pm
CRN 60220

Auto and Engine Repairs

Automobile Repair

Fee: $185

This course is for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car up to safety standards. No class 10/4.

TEC C14-01, ETHS, 10 Tue., 9/4, 6:30-9:30 pm
CRN 60074

TEC C14-02, ETHS, 10 Thu., 9/6, 6:30-9:30 pm
CRN 60073

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 randgbuy@oakton.edu.

Introduction to Business*

Fee: $480

An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business. Additional online work required.

BUS A01-C01, OC/SK, 12 Wed., 9/19, 6-9:20 pm
CRN 60276

Business Ethics*

Fee: $408

Investigate moral issues which arise in the conduct of business, marketing, and advertising. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.

BUS A41-C01, OC/DP, 15 Mon., 8/20, 6:30-9:20 pm
CRN 60277

Career and Certification Training

CPR Rescue

Fee: $35

Learn adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $6. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class to the instructor.

HEA E05-01, GLBRK S, 1 Tue., 9/25, 6:30-9:30 pm
CRN 60136

HEA E05-02, NILES N, 1 Wed., 10/3, 6:30-9:30 pm
CRN 60135

Personal Trainer Certification

Fee: $720

Abcnews.com and Fortune magazine rank “personal fitness trainer” as the fourth hottest job in the United States. Join the ranks by earning your certification today! Offered in collaboration with the World Instructor Training School (W.I.T.S.), course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. Certification exam fee included.


PED C03-01, OC/DP, 9 Sun., 9/23, 9 am-2 pm
CRN 60089

Computer Courses

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

No computer classes will be held on the following holidays:

Labor Day, September 3
Veteran’s Day, November 9
Thanksgiving Break, November 22 and 23

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 (Online)*

Fee: $186

This course is designed to increase keyboarding speed while improving accuracy by identifying weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 WPM (without looking at the keyboard). Textbook may be required, check with the bookstore.

COF A06-C01, 10/22-12/2
CRN 60279

For more information, call 847-922-9888
BEGINNING/INTRODUCTORY COMPUTER SKILLS

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

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2016* Fee: $507
Gain an introduction to computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spreadsheet, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand the role and use of information systems in the business community, and for students interested in learning introductory “end user” computer skills. Recommended: high school algebra, pre-algebra, elementary algebra, or equivalent skills.

CPT A19-C01, OC/DP, 16 Mon./Wed., 8/20, 9-10:45 am CRN 60216
CPT A19-C02, OC/DP, 16 Mon./Wed., 8/20, 12:30-2:15 pm CRN 60219
CPT A19-C03, OC/SK, 15 Mon., 8/20, 6-9:50 pm CRN 60217
CPT A19-C04, OC/DP, 16 Tue./Thu., 8/21, 9:30-11:15 am CRN 60230
CPT A19-C05, OC/SK, 16 Tue./Thu., 8/21, 12:30-2:30 pm CRN 60224
CPT A19-C06, OC/DP, 16 Tue., 8/21, 6-9:45 pm CRN 60231
CPT A19-C07, OC/DP, 14 Tue./Thu., 9/4, 12:30-2:25 pm CRN 60232
CPT A19-C08, OC/SK, 13 Mon./Wed., 9/5, 9:30-11:25 am CRN 60233

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2016, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT* Fee: $663
Discover business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spreadsheet, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (web browsers, email, and website development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. Recommended: high school algebra, pre-algebra, elementary algebra, or equivalent skills. Supplemental lab work will be required.

CPT A01-C01, OC/SK, 16 Mon./Wed., 8/20, 9:30-11:10 am CRN 60306
CPT A01-C02, OC/DP, 16 Tue./Thu., 8/21, 9:30-11:10 am CRN 60187
CPT A01-C03, OC/DP, 14 Tue., 9/11, 6-9:50 pm CRN 60190

PROJECT MANAGEMENT* Fee: $418
Learn principles of project management as defined by the Project Management Institute (PMI®). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01. Textbook may be required, check with the bookstore.

CPT A83-C01, OC/DP, 12 Thu., 9/13, 6-9:50 pm CRN 60252

BASIC COMPUTER Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.

DPR A22-01, OC/DP, 6 Sun., 9/9, 10 am-12 pm CRN 60062
DPR A22-02, OC/SK, 6 Sat., 10/13, 10 am-12 pm CRN 60063

Business/Office Applications

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

INTRODUCTION TO MICROSOFT WORD Fee: $75
Learn how to use this application software to create flyers, letterheads, and letters while you learn to edit, cut and paste, use and change formatting styles, and insert graphics such as pictures, photographs and clip art. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 WPM typing speed.

DPR A83-01, OC/DP, 4 Thu., 9/20, 7-9 pm CRN 60064

COMPREHENSIVE WORD 2016 PROCESSING* Fee: $322
This course offers instruction in the use of Microsoft Word for creating, editing, and formatting a variety of personal and/or business documents. Through instruction and hands-on-application students create professional looking documents. Recommended: COF A10 or general knowledge of Windows; and the ability to key 20 wpm.

COF A25-C01, Online, 9/10-12/2 CRN 60281

ELECTRONIC SPREADSHEET USING EXCEL: 2016* Fee: $322
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, 8 Thu., 8/23, 6-9 pm CRN 60284
DPR A85-01, OC/SK, 4 Sat., 10/6, 10 am-1 pm CRN 60067
DPR A85-02, OC/DP, 4 Sat., 9/8, 10 am-1 pm CRN 60065
DPR A84-02, OC/DP, 4 Thu., 9/27, 6-9 pm CRN 60066

PRESENTATION SOFTWARE USING POWERPOINT: 2016* Fee: $322
Learn to plan, compose, and create effective desktop presentations.

COF A30-C01, Online, 9/10-10/28 CRN 60282

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

DAT A14-01, OC/DP, 8 Sat., 9/8, 10 am-1 pm CRN 60060
DAT A14-02, OC/SK, 8 Thu., 9/27, 6-9 pm CRN 60061

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.

DPR A84-01, OC/DP, 4 Sat., 9/8, 10 am-1 pm CRN 60065
DPR A84-02, OC/SK, 4 Thu., 9/27, 6-9 pm CRN 60066

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.

DPR A85-01, OC/DP, 4 Sat., 10/6, 10 am-1 pm CRN 60067
DPR A85-02, OC/SK, 4 Thu., 10/25, 6-9 pm CRN 60068

*Courses may also be taken for college credit.
Computer Networking and Systems

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

WINDOWS CLIENT DESKTOP 1* Fee: $448
Course presents most recent release of Microsoft Windows Desktop Operating System (OS). Topics include knowledge and skills required to install and configure Windows OS desktops and devices in a corporate Windows Server domain environment. The skills that this course details include learning how to install and customize Windows operating systems and apps, and configure local and remote network connectivity and storage. Students also will learn how to configure security for data, devices, and networks, and maintain, update, and recover Windows OS. Course maps to Implementing and Managing Windows 10. Recommended: NTS A05 or knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online) NTS A10-C01, OC/SK, 8 Mon./Wed., 8/20, 12:30-3:50 pm CRN 60191

NETWORKING ESSENTIALS* Fee: $448
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model. NTS A05-C01, OC/SK, 15 Mon., 8/20, 6-9:45 pm CRN 60195
NTS A05-C02, OC/SK, 16 Mon./Wed., 8/21, 3:30-11:10 am CRN 60193
NTS A05-C03, OC/DP, 15 Sun., 8/26, 10 am-2 pm CRN 60192

WINDOWS SERVER 1* Fee: $448
Course presents part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2016 in an existing enterprise environment. This course focuses on the necessary administrative responsibilities, such as implementing server images, planning and configuring storage solutions, and monitoring virtual machine installations. Course maps to Microsoft Installation, Storage, and Compute with Windows Server 2016. Recommended: NTS A10 or CompTIA Network+ certification; or consent of instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online) NTS A11-C01, OC/SK, 8 Mon./Wed., 8/20, 6-8:30 pm CRN 60189

WINDOWS SERVER 2* Fee: $448
Course presents part two in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2016 infrastructure in an existing enterprise environment. This course focuses on the fundamental networking skills required to deploy and support Windows Server 2016 in most organizations. Students will review IP fundamentals, remote access technologies, and more advanced content including software-defined networking (SDN). Course maps to Networking with Windows Server 2016. Recommended: NTS A11 or consent of the instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online) NTS A14-C01, OC/SK, 8 Mon./Wed., 10/15, 6-8:30 pm CRN 60188

WINDOWS CLIENT DESKTOP 2* Fee: $448
Course presents most recent release of Microsoft Windows Desktop Operating System (OS). Topics include knowledge and skills required to deploy and manage Windows 10 desktops, devices, and applications in an enterprise environment. Students learn how to plan and implement Windows 10 deployments in large organizations. Students also learn how to manage the Windows 10 installations after deployment to provide secure identity and data access using technologies related to Group Policy, Remote Access, and Workplace Join. Course maps to Microsoft Deploying and Managing Windows 10 Using Enterprise Services course. Recommended: NTS A10 or consent of instructor, coordinator, or program chair. Hybrid course (1/2 classroom and 1/2 online) NTS A25-C01, OC/SK, 8 Mon./Wed., 10/15, 12:30-3:59 pm CRN 60186

*Courses may also be taken for college credit.
PRINCIPLES OF INFORMATION SECURITY*   Fee: $448  
Course presents balance between security management and technical components of security. Focus is on Security Systems Development Life Cycle (SecSDFLC). Topics include structured methodology as supportive framework to guide students through examination of components of information domain of Information Security Network; preparation for appropriate Network or Information Security Certification examinations.

NTS A30-C01, OC/LSK, 15 Mon., 8/20, 6-9:30 pm  CRN 60185  

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

DATABASE FUNDAMENTALS I: ORACLE 12C*   Fee: $584  
Course provides a foundation in the administrative tasks performed by a database administrator, including Oracle database architecture and how each component functions and interacts. Learn how to design, develop, install, maintain, and troubleshoot an Oracle database. Topics include performance monitoring, database security, user management, and backup/recovery techniques. Prepare for the Oracle Database Administrator Certified Associate exam. 
Recommended: Introduction to SQL or comparable knowledge.

CPT A71-C01, OC/DP, 8 Thu., 10/18, 6-9:30 pm (lecture) and 8 Sat., 10/20, 8-10 am 1-10 pm (lab) CRN 60249  

INTRODUCTION TO SQL: ORACLE 12C*   Fee: $418  
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 12c). 
CPT A21-C01, OC/DP, 11 Wed., 8/22, 6-9:20 pm  CRN 60239  

INFORMATION SYSTEMS FOR BUSINESS: SAP ENHANCED*   Fee: $458  
Course examines characteristics of the most common types of online business applications. Content includes in-depth coverage of input, output, processing, controls and management implications for each business system. A hands-on accounting-based case study will be completed with focus on processing of sales, receipts, payables, disbursements and payroll transactions.

CPT A06-C01, Online, 9/4-12/12  CRN 60209  

INTRODUCTION TO DATABASE DRIVEN WEB SITES*   Fee: $458  
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, Online, 9/4-12/12  CRN 60245  

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

INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN*   Fee: $418  
Course introduces the systems development life cycle of a computer. Content includes the investigation, analysis, design, implementation, and evaluation phases of a business system as well as tools (e.g. CASE) and techniques used by the systems analyst. 
Recommended: CPT A01 or CPT A19 and one programming language course or concurrent enrollment in one programming language course. Supplemental lab work required.

CPT A64-C01, OC/DP, 14 Wed., 9/12, 6-9:30 pm  CRN 60247  

VISUAL BASIC FOR APPLICATIONS*   Fee: $564  
Course introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. 
Recommended: Ability to manage files using Windows, introductory level of Electronic Spreadsheets (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra. 

Supplemental lab work required. Textbook may be required, check with the bookstore.

CPT A20-C01, OC/DP, 14 Tue., 9/4, 6-9:55 pm  CRN 60235  

JAVA PROGRAMMING*   Fee: $564  
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. 
Recommended: Ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental lab work required. Textbook may be required, check with the bookstore.

CPT A40-C01, OC/DP, 14 Mon., 8/27, 6-9:50 pm  CRN 60241  

Linux Networking and OS  

LINUX OPERATING SYSTEM*   Fee: $272  
Theoretical and hands-on instruction using the Linux operating system environment. Content includes basic Linux operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. 
Recommended: CPT A01 or comparable computer experience. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

CPT A15-C01, OC/DP, 8 Wed., 8/22, 6-9:45 pm  CRN 60211  

Windows Operating Systems  

WINDOWS FUNDAMENTALS (ONLINE)*   Fee: $186  
Learn basic Windows skills necessary to be successful in other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting; and virus check. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu.

COF A10-C01, 9/4-10/14  CRN 60280  

Cooking/Culinary  

A MEXICAN FIESTA!   Fee: $94  
Mexico’s rich culinary heritage goes way beyond tacos and enchiladas. We will explore versions of familiar dishes and discover some new ones. You’ll learn how to make tamales, green mole, and duck tacos with homemade tortillas, flan de chocolate, and more. The vibrant colors of Mexico, from coast to coast and a few places in between will come alive, culminating with a sangria party. Ole! 
HEC F10-01, ETHS, 4 Tue., 10/2, 7-9 pm  CRN 60133  

COOKING: THE BASICS   Fee: $99  
Course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more. 
HEC E18-01, GLBRK S, 4 Tue., 10/16, 7-9:30 pm  CRN 60134
SUSHI WORKSHOP
Join Chef Susan Taves and learn about all of the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class makes Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. No senior discount.
HEC F12-01, ETHS, 1 Tue., 9/25, 7-9 pm CRN 60131

Note: Fees are per person.

EASY LINE DANCES FOR EVERYONE! Fee: $65
Let’s get moving! According to the American Heart Association, dancing is a great way to improve heart health, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including “Boot Scootin’ Boogie,” “Cupid Shuffle,” “Footloose,” “Gangnam Style,” and more. No partner or prior dance experience needed. No refund after the class begins. No senior discount. No class 10/8, 11/12, 11/21.
PED E85-01, NILES N, 6 Mon., 9/17, 6:30-7:30 pm CRN 60086
PED E85-02, OC/SK, 6 Wed., 10/31, 6:30-7:30 pm CRN 60087
PED E85-03, NILES N, 6 Mon., 11/5, 6:30-7:30 pm CRN 60084

MAD, HOT BALLROOM AND SWING Fee: $65
Learn the sensuous Tango, Rumba, Cha-Cha-Cha, and Swing the DanceMates easy way. No prior experience or partner necessary. No refund after the class begins. No senior discount. No class 10/8, 11/12.
PED D01-01, NILES N, 6 Mon., 9/17, 7:40-8:40 pm CRN 60088
PED D01-02, NILES N, 6 Mon., 11/5, 8:50-9:50 pm CRN 60087

SIZZLING SALSA, MERENGUE, BACHATA AND CUMBIA Fee: $65
Singles and couples: enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount. No class 10/8, 11/12.
PED E86-01, NILES N, 6 Mon., 9/17, 8:50-9:50 pm CRN 60083
PED E88-02, NILES N, 6 Mon., 11/5, 7:40-8:40 pm CRN 60082

INTERMEDIATE CHA CHA, SALSA, MERENGUE, BACHATA, & CUMBIA Fee: $65
After reviewing the basic steps for each Latin dance, the fun really starts! Learn interesting patterns and club-style combinations and tips on effective leading and following. If you are looking for a little more sizzle in your step, this class is for you! No refund after the class begins. No senior discount. No class 11/21.
PED E89-01, OC/SK, 6 Wed., 10/31, 7:40-8:40 pm CRN 60081

BASIC AUTOCAD FOR INTERIOR DESIGN* Fee: $594
Learn computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. Textbook may be required. Check with the bookstore.
DES A18-C01, OC/DP, 14 Tue., 9/11, 9:30 am-2 pm CRN 60289
DES A18-C02, Online, 9/17-12/12 CRN 60255

INTERMEDIATE AUTOCAD* Fee: $594
The second of three AutoCAD courses, includes assigning attributes to blocks using external references, grouping and filtering entities, slide shows, three-dimensional (3D) modeling, dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. Recommended: DES A03 or consent of instructor. Textbook may be required. Check with the bookstore.
DES A03-C01, OC/DP, 15 Tue., 8/28, 5:30-8:40 pm CRN 60254
DES A03-C02, Online, 9/17-12/12 CRN 60255

ADVANCED AUTOCAD* Fee: $594
The last course in the core AutoCAD sequence, follows up on solid modeling topics, including an introduction to parametric design and rendering. Focus is on productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. Auto LISP programming language also introduced. Recommended: DES A04 or consent of instructor.
DES A05-C01, OC/SK, 15 Wed., 8/29, 4-5:50 pm CRN 60258
DES A05-C02, Online, 9/17-12/12 CRN 60260

INTRODUCTION TO 3D PRINTING* Fee: $322
Covers basic commands used in computer aided design. Topics covered include drawing and editing functions necessary for generating 2-D drawings. The specific software used will be announced. A textbook may be required. Please check with the bookstore.
DES A06-C01, OC/SK, 15 Wed., 8/29, 9:30 am-12:20 pm CRN 60265

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)* Fee: $458
Explore issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations. Textbook may be required. Check with the bookstore.
DES A12-C01, 9/17-12/12 CRN 60273

CAD INTRO TO BUILDING SYSTEMS – REVIT* Fee: $594
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting. Textbook may be required. Check with the bookstore.
DES A09-C01, OC/SK, 14 Sat., 9/1, 9 am-12:55 pm CRN 60271
DES A09-C02, OC/SK, 15 Wed., 8/29, 6:30-10:30 pm CRN 60272

ADVANCED BUILDING INFORMATION MODELING - REVIT* Fee: $594
This is the second course in BIM Technologies for Revit Architecture. Topics include site development, interoperability, linking and managing projects, advanced modeling methods, design options, phasing, work sharing and 2D and 3D presentation techniques. Recommended: DESA09 or consent of instructor. Textbook may be required. Check with the bookstore.
DES A24-C01, OC/SK, 15 Sat., 8/25, 1-4:50 pm CRN 60295

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

INDUSTRIAL DESIGN ENGINEERING* Fee: $594
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. Textbook might be required. Check with the bookstore.
DES A14-C01, OC/SK, 14 Thu., 8/30, 4-5:55 pm CRN 60288

(Adobe: 1/2 classroom and 1/2 online)
Electronics and Computer Technology

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

INTRODUCTION TO ELECTRONICS* Fee: $720
This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetic, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended. Textbook may be required, check with the bookstore.

ECT A01-C01, OC/SK, 15 Mon./Wed., 8/27, 9:30 am-12:15 pm CRN 60298
ECT A01-C02, OC/DP, 15 Tue./Thu., 8/28, 9 am-12:15 pm CRN 60304
ECT A01-C03, OC/SK, 15 Tue./Thu., 8/28, 9:30-8:25 pm CRN 60303

ELECTRONIC DRAFTING* Fee: $584
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., 9/18, 6-10 pm CRN 60312

FUNDAMENTALS OF SOLAR ENERGY SYSTEMS* Fee: $438
Learn the theory, operation, and application of photovoltaic and thermal systems and technologies. Through lecture and hands-on lab sessions, covers solar energy basics, site surveys, available technologies, installation options, cost estimation, and project justification.

Recommended: ECT 101 or ECT 107.

ECT A20-C01, OC/SK, 14 Wed., 9/5, 6-9:20 pm CRN 60314

COMPUTER PERIPHERALS* Fee: $438
Gain study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations. Textbook may be required, check with the bookstore.

ECT A05-C01, OC/SK, 14 Wed., 8/30, 6-9:20 pm CRN 60308

MICROCOMPUTER HARDWARE SYSTEMS* Fee: $438
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language. Textbook may be required, check with the bookstore.

ECT A04-C01, OC/SK, 15 Fri., 8/24, 9 am-12:40 pm CRN 60305
ECT A04-C02, OC/SK, 15 Tue., 8/28, 6-9:45 pm CRN 60307

A+ CERTIFICATION PREPARATION* Fee: $297
The A+ Certification determines a level of expertise in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals. Textbook may be required, check with the bookstore.

ECT A06-C01, OC/SK, 8 Wed., 10/17, 6-9:20 pm CRN 60309

DIGITAL CIRCUIT FUNDAMENTALS* Fee: $438
Study discrete devices and integrated circuits. Includes application of inverters, AND, OR, NAND, and NOR gates, and all circuits necessary to operate a computer including microprocessors. Focus is on analysis of functions from a systems and circuit standpoint.

Recommended: ECT A01 or ECT A06. Textbook may be required, check with the bookstore.

ECT A07-C01, OC/SK, 15 Tue., 8/28, 6-9:20 pm CRN 60310

DIGITAL INTEGRATED CIRCUITS* Fee: $438
This hands-on course covers applications of digital integrated circuits. Content includes use of gates, registers, drivers, memory circuits, and various circuits that are available as “chips” L.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.

ECT A10-C01, OC/SK, 16 Tue./Thu., 8/21, 2:30-4:45 pm CRN 60311

RESIDENTIAL WIRING* Fee: $448
Course provides technical skills and knowledge of residential wiring to conform to the National Electrical Code. Content includes safe installing, maintaining, replacing, and repairing residential wiring and distribution systems. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects. Textbook might be required. Check with the bookstore.

ECT A15-C01, OC/SK, 12 Thu., 9/20, 6-9:20 pm CRN 60313

Exercise and Fitness

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

FIRST AID* Fee: $297
Review accident prevention and procedures to be followed in cases of accident or sudden illness. Covers accident scenes in the home, school, and community. Standard American Red Cross Certificate awarded upon successful completion of course.

FIT B11-C01, OC/DP, 8 Tue./Thu., 8/21, 11 am-12:15 pm CRN 60331
FIT B11-C02, OC/DP, 8 Tue./Thu., 10/16, 11 am-12:15 pm CRN 60330

YOGA I* Fee: $136
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and improve balance.

FIT B28-C01, OC/DP, 8 Mon./Wed., 8/20, 12-1:15 pm CRN 60329
FIT B28-C02, OC/DP, 8 Tue./Thu., 8/21, 12-1:15 pm CRN 60328
FIT B28-C03, OC/DP, 8 Tue./Thu., 8/21, 4:30-5:45 pm CRN 60327
FIT B28-C04, OC/DP, 15 Fri., 8/24, 12-1:15 pm CRN 60326
FIT B28-C05, OC/DP, 8 Mon./Wed., 10/15, 12-1:15 pm CRN 60325
FIT B28-C06, OC/DP, 8 Tue./Thu., 10/16, 12-1:15 pm CRN 60324
FIT B28-C07, OC/DP, 8 Tue./Thu., 10/16, 4:30-5:45 pm CRN 60323

Facilities Management and Engineering

ENERGY MANAGEMENT AND DDC CONTROLS* Fee: $443
Detailed examination of energy management. Focus on building automation systems using DDC controls for HVAC, fire, and security systems—and control of various equipment remotely from a control computerized system and DDC controls. Prerequisite: FAC A26. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact Larry Penar at 847-635-1955.

FAC A28-C01, OC/DP, 16 Wed., 8/22, 7-9:50 pm CRN 60315

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 Ron Thomas at 847-635-1949 or bandbguy@oakton.edu.

COMMODITY FUTURES TRADING* Fee: $408
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.

FIN A01-C01, OC/DP, 13 Mon., 9/20, 7-9:50 pm CRN 60316

*Courses may also be taken for college credit.
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.

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<tr>
<th>Course Title</th>
<th>Fee</th>
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<tr>
<td>INTRODUCTION TO DIGITAL IMAGING: PHOTOSHOP*</td>
<td>$483</td>
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<td>ADOBE PHOTOSHOP: CC 2018*</td>
<td>$453</td>
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<td>PRINCIPLES OF FUNDAMENTAL ANALYSIS*</td>
<td>$408</td>
<td>CRN 60317</td>
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<td>OPTIONS MARKETS*</td>
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<td>INTEREST RATES AND FOREIGN EXCHANGE MARKETS*</td>
<td>$408</td>
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<td>INTERNATIONAL RELATIONS*</td>
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<td>DESKTOP PUBLISHING CONCEPTS AND PROCEDURES*</td>
<td>$186</td>
<td>CRN 60297</td>
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<td>ADOBE ILLUSTRATOR: CC 2018*</td>
<td>$458</td>
<td>CRN 60301</td>
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History

HISTORY OF ISLAMIC MIDDLE EAST IN MODERN TIMES* | $408 | CRN 60322 |
BEGINNING GENEALOGY: A CRASH COURSE | $30 | CRN 60130 |
GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS | $30 | CRN 60129 |
COMPILING YOUR MEDICAL FAMILY TREE | $30 | CRN 60128 |
UNDERSTANDING COMMERCIAL DNA TEST RESULTS | $30 | CRN 60127 |
DNA FOR KINSHIP: ANALYSIS | $30 | CRN 60126 |

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.

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<tr>
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<tr>
<td>ADOBE ILLUSTRATOR: CC 2018*</td>
<td>$458</td>
<td>CRN 60301</td>
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<tr>
<td>ADOBE ILLUSTRATOR: CS4, CS5, or CS6 for PC or Mac.</td>
<td>$408</td>
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<td>INTERACTIVE PHOTOGRAPHY: DIGITAL IMAGING*</td>
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<td>UNDERSTANDING COMMERCIAL DNA TEST RESULTS</td>
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<td>CRN 60127</td>
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<tr>
<td>DNA FOR KINSHIP: ANALYSIS</td>
<td>$30</td>
<td>CRN 60126</td>
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For more information, call 847-982-9888

*Courses may also be taken for college credit.
UPHOLSTERY  
Fee: $150  
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. **No class 10/4.**  
TEC B28-01, ETHS, 8 Thu., 9/13, 6-9 pm  
CRN 60075  
TEC B28-02, ETHS, 8 Tue., 9/18, 6-9 pm  
CRN 60076

CHICAGO BOTANIC GARDEN

**New! OAKS, ELMS, AND BEECHES: A NATURAL HISTORY**  
Fee: $149  
Oak, elm, and beech once dominated the Midwestern forests and our imaginations. From pre-settlement to today, discover the many ways humans, birds, animals, and insects have used and treasured these revered trees. We will examine where they are typically found in nature, their myriad uses over the centuries, folklore, and stories, plus faunal partnerships. We’ll also look at species and cultivars available in the Chicago area today. A garden walk will be included. **No senior discount.**  
BOT E61-01, GARD, 3 Tue., 8/7, 9:30 am-12 pm  
CRN 60072

**FALL GARDEN CARE**  
Fee: $39  
Proper garden care in the fall helps ensure healthy plants the next spring. Learn techniques for taking care of your lawn, trees, shrubs, and perennials, including fall fertilizing, mulching, cutting back plants, and protecting plants from winter winds and animal damage. Pointers will be given for fall planting of woody plants and spring flowering bulbs. **No senior discount.**  
BOT G32-01, GARD, 1 Sun., 8/19, 1-3 pm  
CRN 60055

**New! GARDENING FOR AGING ADULTS**  
Fee: $29  
Studies show that being outside, in nature, or even viewing a well maintained landscape can have positive mental and physical effects. Too often as we age, limitations in strength, mobility, and stamina can reduce our enjoyment of our yards and gardens. Join us for ideas to extend your garden enjoyment for years to come and adapt your landscape to become more hospitable to the elderly. **No senior discount.**  
BOT E47-01, GARD, 1 Tue., 8/28, 6:30-8 pm  
CRN 60069

**New! COLOR IN THE AUTUMN LANDSCAPE**  
Fee: $349  
Capture the fleeting colors of autumn. Learn how painters think about color in nature. A review of color and light will help students consider color in a new; exciting way; We will utilize various techniques to break through the limitations of local color in representing the landscape. Students will create small paintings in the medium of their choice, including gouache, acrylic, watercolor, and oil. Color drawing materials such as pastel and colored pencils also welcome! Group discussion and examples from art history will augment the class. **No senior discount.**  
BOT E45-01, GARD, 6 Thu., 9/6, 1-4 pm  
CRN 60070

**FERNs FOR THE CHICAGO REGION**  
Fee: $64  
One of the most elegant and useful plants in the outdoor landscape is the fern. Most gardeners don’t realize there are a fairly large number of hardy species and an enormous variety of garden cultivars in a myriad of sizes, forms, and textures that can be used in the Chicago area. In addition, there are a number of mutations that provide fascinating deviations in frond shape; you will be amazed at the forms created. Join us to expand your impressions of ferns in your garden design! **No senior discount.**  
BOT E23-01, GARD, 1 Sat., 9/15, 9-11 am  
CRN 60054

Languages

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

**SIGN LANGUAGE**  
Fee: $165  
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations will be covered. Deaf culture and attitudes also will be discussed. **No class 10/8, 11/12.**  
COM B08-01, NILES N, 10 Mon., 9/24, 7-9:15 pm  
CRN 60057

**CONVERSATIONAL ARABIC I**  
Fee: $130  
Gain an introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.  
LAR B04-01, NILES N, 8 Wed., 9/26, 7-9 pm  
CRN 60122

**CONVERSATIONAL ARABIC II**  
Fee: $130  
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. **Prerequisite:** Conversational Arabic I or previous Arabic language experience. **No class 10/8.**  
LAR B05-01, NILES N, 8 Mon., 9/10, 7-9 pm  
CRN 60121

**CHINESE I**  
Fee: $130  
Introduction to the study of modern Mandarin Chinese; emphasis will be on daily conversation. Chinese culture will also be explored. Textbook fee is payable to the instructor at the first class session. **No class 10/9.**  
LCH B01-01, MAINE E, 8 Tue., 10/2, 7-9 pm  
CRN 60120

**CHINESE II**  
Fee: $130  
Grow in your speaking, listening, reading, and writing ability. Emphasis will be on daily conversation. Chinese culture will also be explored. Continuation of Chinese I. **No class 11/1.**  
LCH B02-01, GLBRK S, 8 Thu., 9/13, 7-9 pm  
CRN 60111

**FRENCH I**  
Fee: $130  
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.  
LFR B01-01, GLBRK S, 8 Tue., 9/4, 7-9 pm  
CRN 60110

**FRENCH II**  
Fee: $130  
Expand your French speaking skills! Great for leisure or professional development, the course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** French I or previous experience with the language. **No class 11/1.**  
LFR B02-01, GLBRK S, 8 Thu., 9/13, 7-9 pm  
CRN 60109

**CONVERSATIONAL KOREAN I**  
Fee: $130  
Conversational Korean is designed for those with no or very little exposure to the Korean language. In this class, students will learn the alphabet and the basic vocabulary and grammar necessary for everyday conversations, including introductions, greetings, and describing and asking about daily routines. This class will also introduce aspects of Korean culture, history, and traditions to help contextualize the language.  
LKO B01-01, GLBRK S, 8 Tue., 9/4, 7-9 pm  
CRN 60102
CONVERSATIONAL KOREAN II Fee: $130
Anyoung haseyo, are you ready to expand your Korean speaking skills? Great for speaking to friends, travel, or professional development, the course builds on Korean I by exposing you to intermediate-level Korean grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Korean I or previous experience with the language.
LKO B02-01, GLBRK S, 8 Tue., 10/30, 7-9 pm CRN 60101

CONVERSATIONAL GERMAN I Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.
LGE B03-01, NILES N, 8 Wed., 9/12, 7-9 pm CRN 60107

CONVERSATIONAL GERMAN II Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers listening, speaking, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience.
LGE B04-01, ETHS, 8 Tue., 9/25, 7-9 pm CRN 60106

CONVERSATIONAL GREEK I Fee: $130
Welcome to the world of conversational Greek. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LGR C01-01, NILES N, 8 Wed., 9/5, 7-9 pm CRN 60105

CONVERSATIONAL GREEK II Fee: $130
Neh! You can expand your Greek-speaking skills. For speaking to friends, travel, or professional development, this course builds on Greek I by exposing you to intermediate-level Greek grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Greek I or previous experience with the language. No class 10/8.
LGR C02-01, NILES N, 8 Mon., 9/10, 7-9 pm CRN 60104

CONVERSATIONAL JAPANESE Fee: $130
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words while getting a tour of some fascinating spots in Japan. You’ll come away with an insider’s cultural knowledge!
LJA E01-01, GLBRK S, 8 Tue., 9/4, 7-9 pm CRN 60103

ITALIAN I Fee: $130
Explore the Italian language. Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required.
ITL B03-01, NILES N, 8 Wed., 9/19, 7-9 pm CRN 60125

ITALIAN II Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience. No class 10/8, 11/1.
ITL B04-01, NILES N, 8 Mon., 9/24, 7-9 pm CRN 60124

ITALIAN III Fee: $130
Build upon the skills emphasized and practiced in Italian II. Prerequisite: Italian II. No class 11/1.
ITL E03-01, GLBRK S, 8 Thu., 9/20, 7-9 pm CRN 60123

POLISH I Fee: $130
Explore the Polish language. Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel.
LPO B01-01, ETHS, 8 Tue., 9/4, 7-9 pm CRN 60100

POLISH II Fee: $130
Expand your Polish speaking skills. Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language.
LPO B02-01, NILES N, 8 Wed., 9/12, 7-9 pm CRN 60099
LPO B02-02, ETHS, 8 Tue., 10/30, 7-9 pm CRN 60098

POLISH III Fee: $130
Expand your Polish speaking skills. Great for leisure or professional development, course builds on Polish II by exposing students to more intermediate to advanced level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish II or previous experience with the language.
LPO B04-01, NILES N, 8 Mon., 9/10, 7-9 pm (no class 10/8) CRN 60071

CONVERSATIONAL RUSSIAN I Fee: $130
Welcome to the world of conversational Russian. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LRU B01-01, NILES N, 8 Wed., 9/12, 7-9 pm CRN 60097

CONVERSATIONAL SPANISH I Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP E08-01, ETHS, 8 Tue., 9/18, 7-9 pm CRN 60091

SPANISH I Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class.
LSP C01-01, OC/SK, 8 Mon., 8/20, 7-9 pm (no class 9/3) CRN 60096
LSP C01-02, NILES N, 8 Wed., 9/5, 7-9 pm CRN 60095
LSP C01-03, MAINE E, 8 Tue., 9/11, 7-9 pm (no class 10/9) CRN 60094

SPANISH II Fee: $130
Expand your Spanish speaking skills. Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 10/4, 11/12.
LSP C02-01, ETHS, 8 Thu., 9/6, 7-9 pm CRN 60093
LSP C02-02, OC/SK, 8 Mon., 10/22, 7-9 pm CRN 60092

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 randbguay@oakton.edu.

PRINCIPLES OF MANAGEMENT* Fee: $408
Learn the principles of planning, organizing, leading and controlling in a modern business. Textbook may be required, check with the bookstore. Supplemental lab work required.
MAN A03-C01, OC/DP, 12 Wed., 9/19, 6:30-9:50 pm CRN 60266
Manufacturing

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

INTRODUCTION TO CNC PROGRAMMING* Fee: $594
Gain hands-on training in G-code programming of computer numerical control (CNC) machines, including CNC mill (vertical machining center) and the CNC lathe (turning center), for purposes of program loading and operating CNC machines, using inspection equipment, and troubleshooting various production problems. Programs are written, developed, simulated, run, and debugged on actual machine tools. Content includes reading, interpreting, and manually creating CNC programs. Textbook may be required, check with the bookstore.
MCH A01-C01, OC/SK, 16 Wed., 8/29, 5:30-10:20 pm CRN 60258

ADVANCED CNC PROGRAMMING* Fee: $594
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. Textbook may be required, check with the bookstore.
MCH A02-C01, OC/SK, 15 Mon., 8/20, 6-9:45 pm CRN 60251

CNC MACHINE OPERATION - NIMS TEST PREPARATION* Fee: $594
Course provides instructional and hands on training to prepare students to take the NIMS (National Institute for Metalworking Skills) “CNC Operator” certification test. This is a web-based training class which contains 24 self-paced learning units as well as a lab component for hands on experience. Topics covered are: computer numerical control (CNC) mill, lathe and grinder set-up and operation, tool identification, set-up and maintenance, fixture set-up and operation, CNC troubleshooting and maintenance, precision measurement and gauging, print reading, geometric dimensioning and tolerancing, machining processes, statistical process control, quality and cycle time optimization, and CNC program operation. Recommended: Computer competency and familiarity with web-based instruction. Hybrid course: 1/2 classroom and 1/2 online.
MCH A03-C01, OC/SK, 15 Sat., 8/25, 9 am-1 pm CRN 60242
MCH A03-C02, OC/SK, 8 Tue./Thu., 9/18, 9 am-12:30 pm CRN 60240

HYDRAULICS, PNEUMATICS AND CONTROLS* Fee: $458
This hands-on operation and troubleshooting of training equipment is used to illustrate fluid properties, pressure, and pipe friction. Actual components used include pumps, reservoirs, accumulators, actuators, control valves, packing, seals, compressors, and electrical controls. Course targets those who maintain and design fluid power systems. Textbook may be required, check with the bookstore.
MCH A05-C01, OC/SK, 14 Mon., 8/20, 6-9:50 pm CRN 60237

PROGAMMABLE CONTROLERS (PLC)* Fee: $594
Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls, and other electromechanical devices. Allen Bradley hardware is used with ICOM software. Required textbook available in the bookstore. Allen-Bradley, SLC 500.
MCH A06-C01, OC/SK, 16 Wed., 8/29, 5:30-10:30 pm CRN 60236

MASTERCAM COMPUTER-AIDED MANUFACTURING* Fee: $594
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. Required textbook (approx. $75) is available in the bookstore.
MCH A04-C01, OC/SK, 16 Wed., 8/29, 5:30-10:20 pm CRN 60238

WELDING I* Fee: $594
Course covers basic electric arc, oxy-fuel, gas metal arc, and gas tungsten arc welding processes, along with safety procedures required to set up and shut down welding equipment for the various processes. Hands-on experience includes practice with the four welding systems using various thickness materials. Industrial standards and American Welding Society (AWS) standards for quality are discussed.
TEC A10-C01, ETHS, 16 Wed., 8/29, 5:30-9:40 pm CRN 60182

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 Glenna Sprague at 847-635-1905.

MUSIC LITERATURE AND HISTORY* Fee: $408
This course examines the development of music in the Western World from its origins to the present. Emphasis is on the styles, literature, and musical concepts in the commonly accepted music periods, with special emphasis on hearing music of each style.
MUS S15-C01, OC/DP, 16 Tue./Thu., 8/21, 12:30-1:45 pm CRN 60206

JAZZ BAND* Fee: $161
Gain a comprehensive, practical study of the jazz band idiom. You will play with the award-winning Oakton Jazz Band; engage in sectional and ensemble discussions; scheduled rehearsal of various jazz band works; and public performances. Student compositions are encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor is required. Note: Instructor will assess students’ skill level once the course has begun and place the student in an appropriate level course.
MUS S80-C01, OC/DP, 15 Mon., 8/20, 8:30-9:50 pm CRN 60200
MUS S81-C01, OC/DP, 15 Mon., 8/20, 8:30-9:50 pm CRN 60199
MUS S82-C01, OC/DP, 15 Mon., 8/20, 8:30-9:50 pm CRN 60197
MUS S83-C01, OC/DP, 15 Mon., 8/20, 8:30-9:50 pm CRN 60196

CLASS PIANO I* Fee: $297
Course content includes fundamentals of reading, playing basic piano literature, ensemble playing, harmonization, improvisation, and sight-reading. Intended for the student who has little or no previous piano study or music reading and is of particular value for the future music educator.
MUS S19-C01, OC/DP, 16 Mon./Wed., 8/20, 10-10:50 am CRN 60205
MUS S19-C02, OC/DP, 16 Mon./Wed., 8/20, 11-11:50 am CRN 60203
MUS S19-C03, OC/DP, 16 Tue./Thu., 8/21, 9:30-10:20 am CRN 60202

HAWAIIAN UKULELE I Fee: $50
Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton’s Hawaiian Music Ensemble. (Instruments provided, if necessary, for class use only.)
MUS X11-01, OC/DP, 6 Thu., 9/13, 5:45-6:45 pm CRN 60090

*Courses may also be taken for college credit.
Nursing Assessment Exam

HESI ADMISSIONS ASSESSMENT
NURSING EXAM  Fee: $50
Oakton Community College requires all applicants to the Nursing Program to take the HESI Admissions Assessment Exam. The exam covers mathematics, reading comprehension, vocabulary, and science. Please arrive 30 minutes before the starting time listed below. For more information, call the Testing Center at 847.635.1939. The HESI Nursing Entrance Exam is held at the Lee Building. No senior discount.
TST T02-01, OC/DP, 1 Sat., 8/18, 9 am-2 pm  CRN 60011

Paralegal

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

INTRODUCTION TO PARALEGAL STUDIES*  Fee: $408
Discover the functions of law courts and lawyers. Topics include the origin, training, and role of the paralegal professional; responsibilities of the lawyer and 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. Textbook may be required, check with the bookstore.
PAR A01-C01, OC/SK, 16 Wed., 8/22, 6-8:50 pm  CRN 60184

LEGAL RESEARCH I*  Fee: $428
Become oriented to law library and various legal publications, treatises, and other legal writings encountered in the day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas, and law through comprehension of legal research techniques. Required: College-level English competency and successful completion of PAR A01 or consent of program coordinator. Textbook may be required, check with the bookstore.
PAR A10-C01, OC/SK, 8 Tue., 8/21, 6:30-9:20 pm  CRN 60183
(Hybrid: 1/2 classroom and 1/2 online)

Personal Finance

RETIREMENT PLANNING TODAY™  Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount.
FIN E02-01, NILES N, 3 Wed., 10/3, 6:30-9 pm  CRN 60138
FIN E02-03, GLBRK S, 3 Thu., 10/11, 6:30-9 pm  CRN 60140

Pet Care

PRACTICAL PUPPY TRAINING  Fee: $90
Designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. It covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies’ ages seven weeks to five months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount.
REC S08-01, ETHS, 6 Tue., 9/25, 6:25-7:25 pm  CRN 60080

OBEDIENCE TRAINING AND PET MANNERS FOR DOGS  Fee: $120
Gain a comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs five months and older are welcome, including those that have failed in other training approaches. Dogs should be friendly towards other dogs and people (including children). First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snug neck measurement, current weight, and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount.
REC S09-01, ETHS, 8 Tue., 7:30-8:30 pm  CRN 60079

Photography

(Also see Graphic Design)

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

DIGITAL PHOTOGRAPHY*  Fee: $483
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.
ART C04-C01, OC/DP, 15 Fri., 8/24, 9 am-2:20 pm  CRN 60332

BEGINNING PHOTOGRAPHY*  Fee: $458
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.) Textbook might be required. Check with the bookstore.
ATE E01-C01, OC/DP, 16 Tue./Thu., 8/21, 6:30-9:10 pm  CRN 60229

Special Interest

WELDING I  Fee: $225
For beginners and advanced welders alike: learn ARC and gas welding. First two classes are lectures. Attendance required. Remaining sessions are lab classes. MIG and TIC are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. No class 10/4.
TEC A10-01, ETHS, 10 Tue., 9/4, 6-9 pm  CRN 60078
TEC A10-02, ETHS, 10 Thu., 9/6, 6-9 pm  CRN 60077

Television, Radio, and Production Services

YOU’RE ON THE AIR: (HOW TO REALLY MAKE IT IN VOICE-OVERS)  Fee: $50
Instructor Brian Thon has voiced TV and radio ads for years, now he will teach you how to enter one of the most lucrative full- or part-time careers. Voice-over is a business you can handle on your terms, in your own home, on your time, and with practically no costs. With the explosion of channels, new companies are looking for new voices like never before. No senior discount.
COM S24-01, OC/SK, 1 Sat., 10/20, 9:30-11:30 am  CRN 60059

*Courses may also be taken for college credit.
Web Page/Web Site Design

(Also see Computer Courses)

BUILDING A WEB PAGE* Fee: $549
This course introduces theoretical and hands-on instruction on the processes needed to create customized and interactive web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a web page; guidelines of effective web presentation in designing a web page, and website organization.
Recommended: Ability to use Internet and manage files and folders. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.
CPT A04-C01, OC/DP, 14 Tue./Thu., 9/4, 12:30-2:50 pm CRN 60194

Writing

WRITING A SHORT STORY Fee: $115
Create a story that works. Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems.
COM E69-01, ETHS, 6 Tue., 9/25, 7-9 pm CRN 60058

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 17 years and older whose native language is not English
• Teaches listening, speaking, reading, and writing skills
• Introduces students to American culture
• Offered free to students through Title II of the Workforce 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
• Children are not permitted in ESL classes
• Students may be admitted until registration cut-off date if space is available
• College-bound or advanced ESL students should call 847-635-1821 to see if they have sufficient English skills to take college classes.

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

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

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

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.
For more information, call 847.982.9888

Noncredit classes

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, August 28, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-8:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, August 30

Niles North High School
9800 Lavelle Avenue, Skokie (West of Old Orchard Shopping Center)
Registration: Wednesday, September 5, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-8:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 10

Niles Public Library
6960 West Oakton Street, Niles
Registration: Thursday, August 30, 6-8:45 pm
Ongoing Registration: Tuesdays only, 6-8:45 pm
Class Meets: Tuesday and Thursday, 6-8:45 pm
First Class: Tuesday, September 4

BEGINNING TO INTERMEDIATE ESL
Maryville Academy
1100 North River Road, Des Plaines (“Ziggy” Building)
Registration: Wednesday, September 29, 6-8:30 pm
Ongoing Registration: Mondays only, 6-8:30 pm
Class Meets: Monday and Wednesday, 6-8:30 pm
First Class: Monday, October 4

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, August 28, 9:30 am-12:30 pm
Ongoing Registration: Tuesdays only, 9:30 am-12:30 pm
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Friday, August 31

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, August 28, 8:50-11:30 am
Ongoing Registration: Tuesdays only, 8:50-11:30 am
Class Meets: Tuesday and Thursday, 8:50-11:30 am
First Class: Thursday, August 30

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, August 28, 12:20-3 pm
Ongoing Registration: Tuesdays only, 12:20-3 pm
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Thursday, August 30

Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Friday, August 24, 9 am-12:15 pm
Ongoing Registration: Fridays only, 9 am-12:15 pm
Class Meets: Fridays, 9 am-12:15 pm
First Class: Friday, August 31

BEGINNING TO INTERMEDIATE ESL
District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Tuesday, August 28, 9-11 am
Ongoing Registration: Tuesdays only, 9-11 am
Class Meets: Tuesday and Thursday, 9-11 am
First Class: Thursday, August 30

Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration: Wednesday, August 29, 9 am-12 pm
Ongoing Registration: Mondays only, 9 am-12 pm
Class Meets: Mondays and Wednesdays, 9 am-12 pm
First Class: Wednesday, September 5

ADVANCED ESL
Family Focus
2010 Dewey Street, Evanston
Registration: Wednesday, August 29, 9:30 am-12:30 pm
Ongoing Registration: Mondays only, 9:30 am-12:30 pm
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Wednesday, September 5

AFTERNOON CLASSES

INTERMEDIATE TO ADVANCED ESL
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, August 29, 1-4 pm
Ongoing Registration: Mondays only, 1-4 pm
Class Meets: Mondays and Wednesdays, 1-4 pm
First Class: Wednesday, September 5

District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Tuesday, August 28, 12:15-3 pm
Ongoing Registration: Tuesdays only, 12:15-3 pm
Class Meets: Tuesday and Thursday, 12:15-3 pm
First Class: Thursday, August 30

Citizenship Education Classes

CITIZENSHIP EDUCATION
No fee required
Instruction in U.S. history and government to prepare for the citizenship examination. No class 10/8, 11/12.
HIS A15-01, ELC, 12 Mon./Wed., Registration: 9/5, 6-8 pm
HIS A15-02, SKL, 9 Fri., Registration: 9/7, 6-8:45 pm
HIS A15-03, OC/SK, 9 Sat., Registration: 9/8, 9:15 am-12 pm
HIS A15-04, NPL, 9 Mon., Registration: 9/10, 6-8:30 pm
HIS A15-05, DPL, 9 Mon., Registration: 9/10, 6-8:30 pm

Low Cost Tuition-charged ESL Classes

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

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

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

CONVERSATIONAL ENGLISH PRACTICE
Fee: $159
For Intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences. No class 11/24.
COM A50-01, OC/SK, 11 Sat., 9/22, 9 am-12 pm
CRN 60119
Free Reading/Literacy Classes*

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

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

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

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

For more information, call 847.635.1426.

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

TOEFL PREP SEMINAR

Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accreditating agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers. No class 11/24.

COM A45-01, OC/SK, 11 Tue., 9/18, 6:45-9:45 pm CRN 60117
COM A45-02, OC/SK, 11 Sat., 9/22, 9 am-12 pm CRN 60118

IMPROVE YOUR PRONUNCIATION

Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily. No class 11/24.

COM A29-01, OC/DP, 13 Sat., 9/8, 9 am-12 pm CRN 60114

IDIOMS AND VOCABULARY BUILDING

For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases.

COM A54-01, OC/DP, 11 Wed., 9/19, 9:45 am-12:45 pm CRN 60113

INTENSIVE GRAMMAR REVIEW I

For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar. No class 10/8 and 11/12.

COM A70-01, OC/DP, 11 Mon., 9/17, 9:45 am-12:45 pm CRN 60112

COMPOSITION FOR INTERMEDIATE ESL STUDENTS

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. No class 10/8 and 11/12.

COM A61-01, OC/SK, 11 Mon., 9/17, 6:45-9:45 pm CRN 60132

EVENING CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Tuesday, September 11, 6 pm
Class Meets: Tuesday and Thursday, 6-9 pm
First Class: Thursday, September 13

Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Monday, August 13, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Wednesday, August 15

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Wednesday, September 5
Class Meets: Monday and Wednesday, 6-8:45 pm
First Class: Wednesday, September 12

DAYTIME CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Monday, August 13, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Wednesday, August 15

Glenview Public Library
1930 Glenview Road, Glenview
Registration: Tuesday, September 11, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Thursday, September 13

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Wednesday, September 5, 12:30 pm
Class Meets: Monday and Wednesday, 12:30-3:30 pm
First Class: Wednesday, September 12

Skokie Public Library
5215 Oakton Street, Skokie
Registration: Tuesday, August 14, 9:15 am
Class Meets: Tuesdays and Thursdays, 9:15 am-12:15 pm
First Class: Thursday, August 16

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to read or speak English. Learn about methods and materials especially suited for tutoring adult American or immigrant students. Call 847.635.1426 for an interview.

Required four-part training at the Skokie Campus:

- Thursday, September 6, 5-8:45 p.m.
- Tuesday, September 11, 5-8:45 p.m.
- Saturday, September 22, 1-4 p.m.
- Saturday, October 6, 1-3:30 p.m.
SATURDAY CLASSES
Oakton Community College
1600 East Golf Road, Des Plaines
Registration: Saturday, August 11, 9 am
Class Meets: Saturday, 9 am-12:30 pm
First Class: Saturday, August 18

Skokie Public Library
5215 Oakton Street, Skokie
Registration: Saturday, August 4, 9 am
Class Meets: Saturday, 9 am-12 pm
First Class: Saturday, August 11

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

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

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

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

For more information, call 847.635.1426.

EVENING CLASSES
Oakton Community College: Reading
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Wednesday, September 5, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Monday, September 10

Oakton Community College: Writing
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Tuesday, September 4, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Thursday, September 6

DAYTIME CLASSES
Oakton Community College: Reading
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Tuesday, September 4, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, September 10

Oakton Community College: Writing
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Wednesday, September 5, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Monday, September 10

STAR Intensive Reading Skills
Registration: Tuesday, September 18, 1 pm
Class Meets: Tuesday and Thursday, 1-3:30 pm
First Class: Thursday, September 20

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
Days and Times:
Monday/Wednesday, 6:30-9 p.m. (beginning 8/20)
Tuesdays, 9:30 a.m.-12 p.m. and 6:30-9 p.m. (beginning 9/11)
Wednesday/Friday, 9:30 a.m.-2:30 p.m. (beginning 9/26)

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

High School Equivalency Classes
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 Adult Education office at 847-635-1426 for more information.

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

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

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

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

New students who want to begin their test preparation classes in September 2018 must come to one of the locations listed below for two sessions of placement testing, counseling, and registration. Attendance is required. Students must arrive on time and bring a calculator.

Oakton Community College
7701 North Lincoln Avenue, Skokie
Room P103-104
Saturday, August 11, 10 a.m.
Friday, August 17, 10 a.m.
Friday, August 24, 10 a.m.

Pre-GED Classes

PRE-GED ENGLISH SKILLS Fee: No Charge ($47)
A review of English usage, sentence structure, and punctuation. No class 10/9, 10/25, 11/22.
EDU A02-02, MAINE E, 13 Tue., 9/11, 6:30-9:15 pm
EDU A02-04, NILES W, 13 Thu., 9/13, 6:30-9:15 pm

PRE-GED READING SKILLS Fee: No Charge ($47)
Recognizing the main idea and supporting details, includes review of vocabulary development skills. No class 11/12, 11/23.
EDU A04-02, OC/SK, 13 Mon., 9/10, 6:30-9:15 pm
EDU A04-03, OC/SK, 13 Fri., 9/7, 9:30 am-12 pm

PRE-GED MATH SKILLS Fee: No Charge ($47)
Review of basic math skills, fractions, decimals and interpretations of graphs and charts. No class 10/17, 10/18, 11/21, 11/22.
EDU A07-01, NILES N, 13 Wed., 9/5, 6:30-9:15 pm
EDU A07-02, NILES N, 13 Wed., 9/5, 6:30-9:15 pm
EDU A07-05, NILES N, 13 Wed., 9/5, 6:30-9:15 pm
EDU A07-03, MAINE E, 13 Thu., 9/6, 6:30-9:15 pm
EDU A07-04, OC/SK, 13 Thu., 9/6, 9:30 am-12 pm
EDU A07-06, OC/SK, 13 Thu., 9/6, 9:30 am-12 pm

GED Review Classes

GED COMPLETE REVIEW Fee: $10 ($98)
Intensive review of the four subject areas of the GED tests; course is intended for those close to taking the tests. No class 10/12.
EDU A09-01, OC/SK, 11 Sat., 9/8, 9 am-1:30 pm
EDU A09-02, OC/SK, 8 Mon./Wed., 9/5, 6:30-9:30 pm
EDU A09-03, OC/SK, 10 Tue./Thu., 9/4, 9:30 am-12 pm
EDU A09-04, EVCC, 10 Mon./Wed., 9/10, 9:30 am-12 pm

GED ENGLISH REVIEW Fee: $4.50 ($47)
Review of sentence structure, grammar, and introduction to academic writing.
EDU A03-01, NILES W, 13 Tue., 9/4, 6:30-9:15 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. No class 10/8, 11/12.
EDU A05-01, NILES N, 13 Mon., 9/10, 6:30-9:15 pm

GED MATH REVIEW Fee: $4.50 ($47)
Focus on algebra, geometry, and interpreting graphs and charts. No class 10/25, 11/21, 11/22.
EDU A08-01, NILES N, 13 Wed., 9/5, 6:30-9:15 pm
EDU A08-02, NILES W, 13 Thu., 9/13, 6:30-9:15 pm

GED SCIENCE REVIEW Fee: $4.50 ($47)
Prepare students for the Science portion of the GED test. No class 10/25, 11/22.
EDU A18-01, NILES W, 13 Thu., 9/13, 6:30-9:15 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL) Fee: $10 ($98)
Preparation in all four areas of the GED tests; course is taught solely in Spanish and is intended for students wishing to take GED tests in their native language. No class 10/8, 11/12.
EDU A11-01, MAINE W, 10 Mon./Wed., 9/5, 6:30-9 pm
EDU A11-03, ETHS, 10 Tue./Thu., 9/4, 6:30-9 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 Tue., 9/4, 7-9:30 pm

Evening High School

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

Residents of Evanston, Maine and Niles Townships must apply to their high school principals for permission to enroll.

Evening High School classes are:
• Small and upgraded
• Held two times per week from 5:45 to 9:45 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays
• Taught at Maine South High School

Eligibility
• Resident of Evanston, Maine, Northfield, or Niles Township
• 17 years of age or older; call a counselor for further information.
• Not presently enrolled in a regular daytime high school program.
• Evanston, Maine, and Niles residents: Apply to your high school principal for special permission to enroll.
• Glenbrook residents (District 225) must apply to Frank Santa, Principal of Glenbrook Evening High School at 847-486-4455.

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

Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426.

Cost: Classes are $12 each (books available on free loan).
Prepare for Industry Recognized Certifications with Online Learning

Programs offered in partnership with ed2go Career Training

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

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

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

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

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

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

Programs offered in partnership with CareerStep, LLC

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

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

Healthcare
Certified Professional Coder (CPC) or Certified Coding Associate (CCA) Credential Awarded by AHIMA or AAPC
Professional Medical Coding and Billing with PCS*
Professional Medical and Coding and Billing ICD-10*
Registered Healthcare Documentation Specialist (RHDS) Credential Awarded by Association for Healthcare Documentation Integrity (AHDI)
Medical Transcription and Editing

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

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

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

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

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

Courses are $129 (except bundles and other special courses). No senior discount. View our ed2go online partnership courses on page 26. For more information and to register, visit www.ed2go.com/oakton.all.

To register for an ed2go online class:
• Go to www.ed2go.com/oakton.all
• Select the course category and subcategory on the left side of the screen
• Select the course you would like to take and Add to Cart
• Review your cart and Continue to Checkout
• If you are a new student (have never taken classes via ed2go) - create an account
• If you are a returning student (already have an account with ed2go) - sign in
• New students: Fill out the Student Profile page
• Enter billing and payment information
• Proceed to Checkout

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

Accounting

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

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

ACCOUNTING FUNDAMENTALS I Fee: $129
Increase financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Discussion includes accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. Cover all the bases from writing checks to preparing an income statement and closing out accounts. Requirements: Access to a calculator and a printer.

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

Art

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

Business

INTRODUCTION TO BUSINESS ANALYSIS Fee: $129
The days of making critical business decisions by instinct or coin toss are long gone. Gain a business advantage by developing high-demand analytical skills. Learn powerful quantitative methods that will have you making better, more informed, and more effective decisions. Essential for those planning a business career. Basic algebra proficiency required.
BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL

Fee: $129
Gain confidence in your business and financial decisions. Using practical examples and real-life examples, course reviews how money flows through a typical business. Whether you’re an employee, sales executive, supervisor, or manager, you’ll gain an understanding of basic business and financial information and use it to make decisions that have a positive impact on your company’s bottom line.

MASTERY OF BUSINESS FUNDAMENTALS

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

Career and Certification Training

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

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

BECOME A VETERINARY ASSISTANT

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

BECOME A VETERINARY ASSISTANT II:

CANINE REPRODUCTION

Fee: $129
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

BECOME A VETERINARY ASSISTANT III:

PRACTICAL SKILLS

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

Communication

KEYS TO EFFECTIVE COMMUNICATION

Fee: $129
Do you often find yourself at a loss for words or lack confidence in your communication abilities? Learn to build rapport, trust, warmth, and respect through conversation. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

MASTERS PUBLIC SPEAKING

Fee: $129
Learn how to speak confidently and persuasively to large audiences and small groups. Master the art of verbal and nonverbal communication, find out how to overcome fear of public speaking, organize and deliver short or long speeches effectively, and practice techniques for communication with ease and skill in any setting—from a meeting to a job interview.

GRAMMAR REFRESHER

Fee: $129
Master the written word. Review the basics with an instructor who is an experienced newspaper copy editor, journalist, and technical writer. Learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons, and shifts in person and tense. Course is not designed for ESL students.

INTERPERSONAL COMMUNICATION

Fee: $129
Succeed in daily interpersonal communications by understanding verbal and nonverbal habits; differences in cultural and gender conversation styles; developing effective listening skills; and mastering conflict management.

MERRILL REAM SPEED READING

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

Computer Courses

Business/Office Applications

INTRODUCTION TO MICROSOFT POWERPOINT

Fee: $129
PowerPoint is one of the best presentation programs on the market. Obtain the skills to create overhead transparencies, 35 mm slides, and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines, and graphs. Learn how to add clip art, hyper text links, and special effects to presentations. Versions Available: PowerPoint or MS Office Professional 2010, 2013, and 2016. Not suitable for Macintosh users.

MICROSOFT POWERPOINT 2013 IN THE CLASSROOM

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

MICROSOFT OFFICE 2013: NEW FEATURES

Fee: $129
Get up to speed on the latest version of Microsoft Office 2013! Explore features added in 2013 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2013, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT ACCESS

Fee: $129

INTERMEDIATE MICROSOFT ACCESS

Fee: $129

INTRODUCTION TO MICROSOFT WORD

Fee: $129
Discover the capabilities of this word processing software. Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.
INTERMEDIATE MICROSOFT WORD  Fee: $129
Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

COMPUTER SKILLS FOR THE WORKPLACE  Fee: $129
Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. Requirements: Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Mac OS with any edition of Microsoft Office 2004 or newer (Mac) will be supported.

INTRODUCTION TO MICROSOFT PUBLISHER  Fee: $129
Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course will give you valuable experience in designing, developing, and publishing newsletters, websites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts. Requirements: Publisher 2007, Office 2007 (Small Business or Professional Edition only) or newer. Not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT PROJECT  Fee: $129
Discover how to effectively plan, implement, and control projects using Microsoft Project, the world's most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

INTRODUCTION TO MICROSOFT OUTLOOK  Fee: $129
Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. Requirements: MS Office Outlook 2007, 2010 or 2013 or newer. Not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT EXCEL  Fee: $129

INTERMEDIATE MICROSOFT EXCEL  Fee: $129
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Versions Available: Excel or Office 2007, 2010, 2013, and 2016. Requirements: Windows XP or newer and Excel or Office 2007 or 2010 or newer. Not suitable for Macintosh users.

ADVANCED MICROSOFT EXCEL  Fee: $129
Maximize your investment in Microsoft Excel by learning advanced techniques that most users don’t even know exist. In this practical, hands-on course, you’ll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You’ll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You’ll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You’ll become adept at consolidating and importing data, and you’ll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheets, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.

Computer Keyboarding Skills

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

Cisco Networking

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

Database

INTRODUCTION TO SQL  Fee: $129
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Requirements: Any desktop or client/server database management system (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine (MSDE), MySQL, Sybase, Microsoft SQL Server, or SQL Server Enterprise.

INTERMEDIATE SQL  Fee: $129
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. Requirements: Microsoft Access 2003 or newer. Not suitable for Macintosh users.

INTRODUCTION TO DATABASE DEVELOPMENT  Fee: $129
Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs. Requirement: Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.

PC Troubleshooting and Security

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

Programming

INTRODUCTION TO JAVA PROGRAMMING  Fee: $129
Java is one of the most widely used computer languages in the world, and it's easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy to understand examples and skill-building exercises. By the time we're done, you'll be comfortable with Java programming and ready for more. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.
INTERMEDIATE JAVA PROGRAMMING  Fee: $129
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java's class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. **Requirement:** Completion of Introduction to Java Programming or equivalent experience.

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

INTRODUCTION TO AJAX PROGRAMMING  Fee: $129
Create applications that provide levels of responsiveness previously unheard of on the Web. In this course you'll learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.

INTRODUCTION TO C++ PROGRAMMING  Fee: $129
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming, learn to write programs that incorporate basic programming logic and elementary data structures, as well as Windows, forms, and object-oriented techniques. Prior programing experience not required. **Requirements:** Microsoft Visual C++2010 Express Edition (free Express edition can be downloaded from Microsoft).

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

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

INTRODUCTION TO VISUAL BASIC PROGRAMMING  Fee: $129
Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.

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

Windows Operating Systems

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

Elder Care

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

Entrepreneurship

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

STARTING A NONPROFIT  Fee: $129
Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.

Financial Markets and Service

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

Graph Design/Digital Imaging

INTRODUCTION TO CORELDRAW X5  Fee: $129
Let CorelDraw unleash your creativity. This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. **Requirements:** CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.
INTRODUCTION TO ADOBE PHOTOSHOP Fee: $129
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

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

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

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

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

Healthy Living Topics

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

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

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

Home and Garden

START YOUR OWN EDIBLE GARDEN Fee: $129
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard. Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.

INTRODUCTION TO INTERIOR DESIGN Fee: $129
Transform plain living spaces into beautiful, functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.

Job Search

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH Fee: $129
Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel good about yourself, and get the foundation you need to get the job you want.

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

Languages

INSTANT ITALIAN Fee: $129
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. Learn to speak basic Italian in a wide variety of settings and situations and enrich your experiences while traveling in Italy. Benissimo! Requirements: A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.

BEGINNING CONVERSATIONAL FRENCH Fee: $129
Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations. Requirements: A computer equipped with working speakers or headphones.

CONVERSATIONAL JAPANESE Fee: $129
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You’ll come away with an insider’s cultural knowledge.

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

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

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

SPANISH FOR MEDICAL PROFESSIONALS Fee: $129
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
SPANISH FOR LAW ENFORCEMENT  Fee: $129
Clear, quick communication is critical in law enforcement. Start from the fundamentals of Spanish, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

Management and Supervision

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

EMPLOYMENT LAW FUNDAMENTALS  Fee: $129
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about the relationship between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT I  Fee: $129
Have you been recently promoted to a supervisory or management position? Learn how to become a more effective manager. Course covers the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people's performance, learn how to solve problems, resolve conflicts, and manage your time so that you can deal with the constant demands of a managerial job.

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

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

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

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

SIX SIGMA: TOTAL QUALITY APPLICATIONS  Fee: $129
Students will learn the Six Sigma set of techniques and tools for process improvement. They will understand how to apply DMAIC model to define, plan, implement, and close a Six Sigma project; how to use process capability and apply lean thinking. They will understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help them prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager Exams offered by the American Society for Quality® (ASQ®).

PROJECT MANAGEMENT APPLICATIONS  Fee: $129
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.

Marketing and Sales

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

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

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

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

Medical Office Technology

EXPLORE A CAREER IN MEDICAL CODING  Fee: $129
Take the first step toward a lucrative career as a medical coder. Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you'll need to describe every aspect of a patient's visit and report that information to an insurance company. By the end of this course, you'll be well on your way to becoming a medical coder. Required books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
EXPLORE A CAREER IN MEDICAL TRANSCRIPTION Fee: $129
Refresh your grammar and explore a lucrative career of medical transcriptionist. Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.

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

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

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

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

Music

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

Paralegal

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

Pet Care

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

Personal Finance

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

THE ANALYSIS AND VALUATION OF STOCKS Fee: $129
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

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

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

Photography

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

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

DIGITAL PHOTOGRAPHY Fee: $129
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.

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

INTRODUCTION TO LIGHTROOM Fee: $129
Learn how to use Adobe Photoshop Lightroom to organize and edit your images and develop an efficient image processing workflow. Lightroom works with Photoshop, Photoshop Elements, and other digital photo editors.

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

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER Fee: $129
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Photoshop Elements for the Digital Photographer II</td>
<td>$129</td>
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<tr>
<td>Bring out the best in your digital images. If you have a basic working</td>
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<td>knowledge of Adobe’s Photoshop Elements 13, these lessons will boost</td>
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<td>the basic to another level. Gain ability and confidence as you master</td>
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<td>the advanced features of this award-winning software, specifically</td>
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<td>designed for photo enthusiasts. Packed with hands-on activities and</td>
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<td>step-by-step instructions, this course will help you become an accomplished</td>
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<td>user.</td>
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<td>Psychology</td>
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<td>Individual Excellence</td>
<td>$129</td>
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<tr>
<td>Explore 12 popular career-enhancing skills—including goal setting,</td>
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<td>time management, and personal organization—and jump start your</td>
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<td>career while improving relationships with co-workers, friends, and family.</td>
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<td>Achieving Success with Difficult People</td>
<td>$129</td>
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<tr>
<td>Do you know people whose behavior makes completing even the simplest</td>
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<td>tasks difficult? Review helpful information for understanding yourself,</td>
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<td>solving people problems, and improving personal and professional</td>
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<td>relationships.</td>
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<td>Introduction to Journaling</td>
<td>$129</td>
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<td>Journaling can help you learn more about yourself. Explore your</td>
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<td>dreams, values, and beliefs; improve your health; survive unwanted</td>
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<td>change; succeed in your career; and express your creativity through</td>
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<td>writing.</td>
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<td>Skills for Making Great Decisions</td>
<td>$129</td>
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<td>Learn how to make excellent decisions every day from an experienced</td>
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<td>counselor and life coach. In this six-week online course, you’ll learn</td>
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<td>about some wonderful abilities we’re born with for figuring things out and</td>
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<td>making good decisions. You’ll learn how to deal effectively with crisis,</td>
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<td>how to use your emotions as decision-making tools, and how to work with</td>
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<td>others to make good decisions. You’ll develop some important guidelines</td>
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<td>for when to take risks, when to trust your luck, and what to do if you</td>
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<td>make a mistake. The goal of this course is to give you the power to live</td>
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<td>the best life you can and make the very most of every opportunity.</td>
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<td>What’s Stopping You? Get Assertive!</td>
<td>$129</td>
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<td>Are you tired of being intimidated and treated badly by others? Discover</td>
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<td>how you lose power when you talk and how to gain it back. Learn the</td>
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<td>secrets to deflecting anger and avoiding criticism. Gain the</td>
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<td>skills to be assertive with family members, friends, bosses, co-workers,</td>
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<td>professionals, and clerks. Don’t be afraid to speak out.</td>
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<tr>
<td>MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS</td>
<td>$129</td>
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<tr>
<td>Getting married is just the first step! Learn how to build a solid</td>
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<td>foundation for a strong partnership that will last far beyond “I do.”</td>
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<td>Understand the stages every relationship goes through, and discover the</td>
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<td>importance of balancing individual and couple needs. Unearth key strategies</td>
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<td>that can be used to support the mind-body connection and promote health.</td>
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<td>MEDITATION FOR HEALTH AND HEALING</td>
<td>$129</td>
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<tr>
<td>Explore various meditation techniques in this four-session program</td>
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<td>that can be used to support the mind-body connection and promote</td>
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<td>health. Designed for individuals working in the health care field, this</td>
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<td>course can also be taken by anyone who is interested in the topic.</td>
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<td>Perinatal Issues</td>
<td>$129</td>
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<td>This is a multidisciplinary program designed to enhance the knowledge</td>
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<td>and skills of individuals who provide care and support for child-</td>
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<td>bearing women, newborns, and families. Stay current with emerging trends</td>
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<td>affecting this specialized area.</td>
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<td>Food, Nutrition and Health</td>
<td>$129</td>
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<td>Explore the structure and function of the human body. Learn basic</td>
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<td>chemistry, the human cell, the anatomy and the functions of the body’s</td>
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<td>organ systems, and how our organ systems work together to enable us to</td>
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<td>process sensations, think, communicate, grow, move, reproduce, and stay</td>
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<td>alive. Discussion includes different disorders, recent advances in medicine,</td>
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<td>and ways to take care of our bodies.</td>
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<td>Basic Math Refresher</td>
<td>$129</td>
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<tr>
<td>Math isn’t about plugging numbers into formulas. It’s about knowing</td>
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<td>enough to make the numbers and formulas work for you. Gain confidence in</td>
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<td>your basic math skills and begin using math to your advantage—without</td>
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<td>overwhelming theory or memorization.</td>
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<td>Enhancing Language Development in Childhood</td>
<td>$129</td>
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<td>In this fun course designed for parents, teachers, and caregivers,</td>
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<tr>
<td>discover how children learn to process language and how they become</td>
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<td>proficient speakers and thinkers. Enrich your child’s life by stimulating</td>
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<td>his or her continued speech, brain, and language development in an</td>
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<td>enjoyable, age-appropriate, and natural way.</td>
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<td>Tech Trends</td>
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<td>Game Development for Beginners</td>
<td>$129</td>
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<tr>
<td>There’s never been a better time to start a career in game development.</td>
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<td>Industry forecasts indicate gaming is worth close to $100 billion by 2017.</td>
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<td>Build a foundation and gain hands-on experience designing games in a wide</td>
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<td>variety of genres for different audiences and platforms.</td>
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<td>Introduction to LinkedIn Career Networking</td>
<td>$129</td>
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<td>Explore the ins and outs of LinkedIn, a free and popular job search</td>
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<td>and career development tool. Expand your professional network and use your</td>
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<td>new connections to find a referral or new position, research potential</td>
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<td>employers, or even fill your own job vacancies.</td>
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<td>Using Social Media in Business</td>
<td>$129</td>
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<tr>
<td>Find out how to use the five most popular social media platforms—Facebook,</td>
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<tr>
<td>Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your</td>
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<td>business. Examine ways to measure each platform’s success and find out</td>
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<td>how to automate activity to leverage the power of electronic communication.</td>
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<td>Creating Mobile Apps with HTML5</td>
<td>$129</td>
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<tr>
<td>Learn how to use the latest Web standards—in particular, HTML5 and</td>
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<td>CSS3—to create cross-platform mobile apps that work on just about any</td>
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<td>mobile device, including iPhone, iPad, Android, Blackberry, and Windows</td>
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<tr>
<td>Phone. Course also covers scripting with JavaScript, using jQuery Mobile,</td>
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<tr>
<td>Web API’s, and other important skills and techniques.</td>
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</table>
INTRODUCTION TO GOOGLE ANALYTICS  Fee: $129
Learn to track and generate traffic to your site, create reports, and analyze data with Google's free web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.

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

Test Preparation

GMAT PREPARATION  Fee: $129

GRE PREPARATION – PART I  Fee: $129
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.

GRE PREPARATION – PART II  Fee: $129
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.

READY, SET, READ!  Fee: $129
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play can connect to literacy, you will see everyday children's play with a new eye. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.

Tips, Tools, and Strategies for Teachers

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

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

TEACHING STRATEGIES THAT WORK  Fee: $129
Intended for reading instructors. Learn the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems: helping students with phonics, fluency, vocabulary, reading comprehension, and writing.

GRAMMAR FOR ESL  Fee: $129
If English is your second language and you're headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.

INTRODUCTION TO TEACHING ESL/EFL  Fee: $129
Would you like to increase your effectiveness as an English language teacher? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. TESOL approved.

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM  Fee: $129
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success. Learn what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.

TEACHING ESL/EFL READING  Fee: $129
Pass on your passion for reading to your students. Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.

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

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6  Fee: $129
In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before.

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES  Fee: $129
Singaporean students have been top mathematics performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS Fee: $129
Have you had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair? Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

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

TEACHING STUDENTS WITH LEARNING DISABILITIES Fee: $129
Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments.

SURVIVAL KIT FOR NEW TEACHERS Fee: $129
Are you a new teacher anxious about entering your first classroom? Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, you’ll learn all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.

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

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 Fee: $129
Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.

TEACHING HIGH SCHOOL STUDENTS Fee: $129
How can you reach high school students effectively, motivating and teaching them to succeed in life and school? Master the latest teaching strategies and techniques (such as differentiated instruction) and classroom management that can help your secondary students achieve academically and behave responsibly.

Web Page/Website Design

INTRODUCTION TO CSS AND XHTML: CSS3 AND HTML5 Fee: $129
Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Recommended: completion of Creating Web Pages course or equivalent experience with HTML and web publishing.

INTERMEDIATE CSS AND XHTML: CSS3 AND HTML5 Fee: $129
Take your CSS 3 and HTML 5 skills to the next level and learn how to create professional-quality websites. Discover the tools and techniques that give you total creative control over every aspect of a site. Recommended: Completion of “Introduction to CSS 5 and HTML 5 or prior experience with HTML and Web publishing.

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

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

CREATING WORDPRESS WEBSITES II Fee: $129
Create and manage dynamic websites and blogs without any technical coding skill using WordPress, 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.

DESIGNING EFFECTIVE WEBSITES Fee: $129
What makes an effective website? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for visitors. Learn how to structure your site so that your ideas are communicated clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow visitors to navigate your site with ease. Pre-requisite: Creating Web Pages (DPR A78) or equivalent HTML experience. Requirements: Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).

CREATING WEB PAGES - HTML Fee: $129
Learn the fundamentals of web design. Plan the content, structure, and layout; create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible location in search engine listings and no- or low-cost web marketing strategies. Information shared about how to save time with a HTML authoring program.

ADVANCED WEB PAGES Fee: $129
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.

INTRODUCTION TO PHP AND MYSQL Fee: $129
Learn how to create an interactive website, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic websites that automatically change as your data changes.
**INTERMEDIATE PHP AND MYSQL**  
Fee: $129  
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. **Requirements:** WampServer, a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.

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

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

**BLOGGING AND PODCASTING FOR BEGINNERS**  
Fee: $129  
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools provides a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Software installation will be provided at the first class.)

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

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

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

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

**PUBLISH AND SELL YOUR E-BOOKS**  
Fee: $129  
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent. Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.

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

**INTRODUCTION TO INTERNET WRITING MARKETS**  
Fee: $129  
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. Explore how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.

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

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

**INTRODUCTION TO SCREENWRITING**  
Fee: $129  
Learn everything you need to know to write a great script that can sell. Examine what makes a screen story work, and how to structure that story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.

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**WRITING**

**ROMANCE WRITING**  
Fee: $129  
Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more. Learn the skills you need to write a romance novel that will make readers swoon—whether you’re a new or experienced writer.

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

**BECOMING A GRANT WRITING CONSULTANT**  
Fee: $129  
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.

**BEGINNING WRITER’S WORKSHOP**  
Fee: $129  
Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.
WRITE AND PUBLISH YOUR NON-FICTION BOOK Fee: $129
Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

WRITING ESSENTIALS Fee: $129
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities help you put your powerful new skills to use right away.

TECHNICAL WRITING Fee: $129
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.

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

THE KEYS TO EFFECTIVE EDITING Fee: $129
Ask any published writer, and you’ll hear that a good editor isn’t just helpful, but essential. Designed for all levels of writers and editors, explore the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

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

EFFECTIVE BUSINESS WRITING Fee: $129
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.

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

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

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

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

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

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

Accounting Fundamentals Series
Save when you bundle Accounting Fundamentals I and Accounting Fundamentals II.

C# Programming Series
Save when you bundle Introduction to C# Programming and Intermediate C# Programming.

Creating WordPress Websites Series

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

GRE Prep Series
Save when you bundle GRE Prep I and GRE Prep II.

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

Medical Spanish Series
Save when you bundle Spanish for Medical Professionals I and Spanish for Medical Professionals II.

PMP Series
Save when you bundle PMP Certification Prep I and PMP Certification Prep II.

SAT/ACT Prep Series
Save when you bundle SAT/ACT Prep I and SAT/ACT Prep II.

SQL Series
Save when you bundle Introduction to SQL and Intermediate SQL.

Supervision and Management Series
Save when you bundle Fundamentals of Supervision and Management I and Fundamentals of Supervision and Management II.

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

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

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

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

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

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

No senior discount applies.
Passport to the World—Foreign Relations

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

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**FALL 2018 SERIES, SKOKIE CAMPUS**

**Mini-Series**

**Thursdays, September 13 - October 4, 1 - 2:30 p.m.**

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

- The Crisis of Neoliberalism and the Rise of Xenophobic Nationalism
- Major Supreme Court Decisions in 2017-2018
- Bolivia under Evo Morales: Movement Toward Socialism or Merely Managing Neoliberal Capitalism?
- The Rise of Nationalism Since 2014

**Thursdays or Fridays Series**

**Thursdays, October 11 - December 13, 1 - 2:30 p.m.**

$115 ($100 In-district seniors age 60 and older)

**Fridays, October 12 - December 14, 11 a.m. - 12:30 p.m.**

$115 ($100 In-district seniors age 60 and older)

- Update on the Middle East
- Why Liberal World Order Failed
- China’s Longest Campaign: From Family Planning to National Health
- Ending the Court Wars
- The American Vice President: From Insignificance to Prominence
- Revisiting the Refugee Crisis in Germany Three Years Later!
- The Great Delusion: Liberal Dreams and International Realities
- Is the World Really More Peaceful?
- Are We Better Off Without the Iranian Nuclear Deal?

**Register today!**

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

For a complete listing of courses and to join our Emeritus mailing list, call 847.982.9888 or visit [www.oakton.edu/emeritus](http://www.oakton.edu/emeritus).
The Alliance for Lifelong Learning offers Continuing Education for the following health professionals and paraprofessionals:

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

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

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

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

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

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

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

Registered Nurses: Continuing nursing education activities will be submitted to the Wisconsin Nurses Association CEAP for approval to award contact hours. Wisconsin Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation. Oakton Community College is also an approved Nurse Continuing Education sponsor for Advanced Practice Nurses (APNs), Registered Nurses (RNs), and Licensed Practical Nurses (LPNs) through the Illinois Department of Financial and Professional Regulation, sponsor license number 236000122.

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

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Occupational Therapy Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

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

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

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

Teachers: Oakton Community College is an approved Professional Development Provider through the Illinois State Board of Education, sponsor license number 100086.

Illinois Certified Domestic Violence Professionals (ICDVP) Members: Oakton Community College is an Approved Non DV ICDVP/PAIP CEU Site.

Accreditation for Other Health Professional Continuing Education Activities: Educational achievement of select individual activities is also recognized by the following agencies: Illinois Certification Board, Inc. for Addiction Counselors; Illinois Emergency Management Agency for X-Ray Technicians.

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

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

$99 Early Bird • $119 Regular • $129 Walk-in (No senior discount.)
Registration 7:30 a.m.; Program 8 a.m. - 3 p.m. Morning coffee and lunch provided.

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


Bone Radiography and Complementary Cross-Sectional Imaging from a Radiologist’s and Technologist’s Perspectives
Saturday, October 20
XRA A88-060 [CRN 60402] Early Bird postmarked by September 26; XRA A88-061 [CRN 60403] after September 26
Learn optimal techniques for digital imaging of bone and cross-sectional imaging of the musculoskeletal system as well as basic physics. We address normal anatomy of bone and its radiographic correlation, followed by a presentation of interesting, and “aunt minnie” cases. Specifically, physiologic processes are presented that result in the abnormal radiologic appearance of trauma in children and adults, genetic disorders, bone tumors, infection and joint disease, and their corresponding diagnostic images. The talk concludes with a lecture on the cutaneous injuries and radiologic appearance of child abuse.

Chest Radiography and Complementary Cross-Sectional Imaging from a Radiologist’s and Technologist’s Perspectives
Sunday, October 21
XRA A34-060 [CRN 60405] Early Bird postmarked by September 26; XRA A34-061 [CRN 60406] after September 26
The technologist discusses optimal techniques for digital imaging of chest and cross sectional imaging of the pulmonary system as well as basic physics. Normal anatomy of the chest and its radiologic correlation is addressed, followed by a presentation of interesting cases. Specifically, we present physiologic processes that result in the abnormal radiologic appearance of the lungs, pleura, mediastinum, and pulmonary vasculature system. The course concludes with a lecture on the temporal changes in the utilization of diagnostic imaging and how these patterns vary in regards to our aging population.

Workshop attendance submitted to IEMA for 7.0 direct continuing education credit hours, Category A.

Program for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTH A04-060 [CRN 60400]
Monday, Tuesdays, and Thursdays, September 11, 13, 17, 20, 25, 27.
Location: Oakton Community College, 1600 East Golf Road, Des Plaines

$450 Advanced Registration and $475 Walk-in (plus $9 non-refundable processing fee) No senior discount.
Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m., TenHoeve Center, Room 1604
Includes instruction, course notebook, morning refreshments and certificate of completion.
Lunch on your own. Bring a bag lunch to eat in the classroom or purchase lunch in the campus cafeteria.

Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).
Course fulfills all Illinois Department of Public Health (IDPH) requirements by including information regarding resident rights, activity care planning for quality of life, human wellness and self-esteem, etiology and symptomatology of persons who are aged, developmentally disabled or mentally ill, therapeutic approaches, philosophy and design of activity programs, activity program resources, program evaluation, practitioner behavior and ethics, resident assessment and supportive documentation, standards and regulations concerning activity programs, administration, and management.

Enrollment limited to 40 students. If proof of enrollment in this class is needed, call 847.635.1438.

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

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

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

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

Be an early bird! Take advantage of the reduced registration fee of $99 for full-day programs!

Full-day program: $99 Early Bird • $119 Regular • $129 Walk-in  
Half-day program: $69 Early Bird • $99 Regular • $109 Walk-in  
(plus $9 non-refundable processing fee). No senior discount.

Registration: 8 a.m. | Full day: 8:30 a.m. - 4:15 p.m. | Half day: 8:30 - 11:30 a.m.
Continental breakfast included. Lunch is on your own.

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

Adoption: Lifelong Developmental Ages and Stages
Friday, Sept. 21  
Mandy Jones, JD, LCSW
HUH A31-060 [CRN 60396] Early Bird postmarked by August 28  
HUH A31-061 [CRN 60397] after August 28
Adoptive families face challenges that often go unnoticed, even by the clinical community. This comprehensive presentation will outline how adoption issues arise at various points in development, from infancy through adulthood. It’s important to consider ethical approaches to working with anyone in the adoption cycle. Issues unique to families with both domestic and international adoptions will be explored. Insight and tips will be provided on how to support clients during various developmental stages.

Is it Me or Did Something Bizarre Just Happen?
Understanding Personality Disorders
Friday, Sept. 28  
Michael Maniacci, PsyD
HTH A79-060 [CRN 60392] Early Bird postmarked by September 7  
HTH A79-061 [CRN 60393] after September 7
This course examines the current DSM5 personality disorders, five key categories of treatment, and four key uses of “personality”. Central developmental factors are examined for each disorder in addition to the characteristics of specific personality styles. Useful clinical intervention strategies, as well as the role of parent education in the treatment of personality disorders, is discussed.

Perspective Taking at the Core of Cultural Competency Globally
Friday, Oct. 3  
Nancy Peddle, PhD
HMH A77-060 [CRN 60388] Early Bird postmarked by September 7  
HMH A77-061 [CRN 60389] after September 7
Perspective taking is at the core of our social interactions. We attempt to consider another’s perspective to help us predict their future actions in all areas of work and play. This experiential workshop allows people to actively explore their own perspective in comparison and contrast with others to enrich cultural competency. Activities will help participants understand that people see things through unique lenses, affected by their psycho-cultural heritage, education, experiences, and their inherent nature which frames perspectives. Examples come from conducting this work in seven countries with 18 different nationalities. This program satisfies the cultural competency requirement for social workers.

Self-Compassion: Pathway Toward Professional Resilience
Tuesday, Oct. 18  
Sarah Buino, LCSW, CADC, CDWF  
and Robert Carty, LCSW, CADC, CCJP
HUH A18-060 [CRN 60384] Early Bird postmarked by September 24  
HUH A18-061 [CRN 60385] after September 24
Working in the helping services is rewarding, yet it can take its toll on the well-being of professionals, whether they be new counselors or experienced veterans. In this interactive workshop, we examine the importance of self-compassion to build resilience in managing such hazards as professional burnout and vicarious traumatization. In group exercises and discussions, specific actions which counselors can use to enhance their personal and professional development will be highlighted.

Transforming Blocks to Change
Tuesday, Oct. 23  
Serena Wadhwa, PsyD, LCPC, CADC, RYT
HMH A86-060 [CRN 60380] Early Bird postmarked by September 28  
HMH A86-061 [CRN 60381] after September 28
Clients usually come wanting to be “fixed,” and their resistance can come in the form of many blocks. Readiness, willingness, and ability influence their path to change. Creative counseling involves expanding the toolbox to raise awareness, increasing self-efficacy and intentionality, and helping to focus on the process of growth rather than just the outcome. This program explores blocks to change and provides strategies to increase client’s knowledge, skills, and attitudes to personal blocks and the process of transformation. Questions to explore with clients will be discussed. Case studies, discussions, and interactive and engaging activities complement the information. All activities are voluntary.

The First Six Sessions in Therapy
Saturday, Oct. 27  
Mark Sanders, LCSW, CADC
HMH B93-060 [CRN 60346] Early bird postmarked by October 6  
HMH B93-061 [CRN 60347] after October 6
Research reveals that clients make most of their progress within the first six sessions of counseling, yet nearly 50 percent of clients are no-shows at their second session. Learn to increase the probably that clients will make it to six sessions and learn strategies to engage clients within the first five minutes of counseling.
Evidence-based approaches which help clients successfully complete a minimum of six sessions include feedback-informed counseling, behavioral couples counseling, the use of motivation incentives, and stage-based interventions.

**Critical Incident Trauma: How to Prepare for It, Cope With It, and Survive After It**

*Wednesday, Nov. 7*  
Carrie Steiner, PsyD  
HUH A89-060 [CRN 60537] Early Bird postmarked by October 15  
HUH A89-061 [CRN 60538] after October 15  
Many current offerings on critical incident trauma fall short by dealing almost exclusively with the aftermath of a traumatic event, the symptoms of trauma exposure, and basic treatment options. However, successful coping also requires prevention and intervention, as well as an understanding of pre-event, event, and post-event factors that impact trauma and either a negative or resilient response to it. Presented by a police psychologist and former police officer, this program is an engaging exploration of how to positively impact the lives of victims, responders, and law enforcement agencies before, during, and after critical incidents. Dr. Steiner’s professional experience is invaluable as she shares first-hand knowledge of the successes of Crisis Intervention Team (CIT) programs, as well as clinical strategies such as EMDR, Prolonged Exposure, Yoga, and somatic experiencing. This presentation is practical and realistic, with honest dialogue about how to handle both the factors that we can control in a traumatic event and those we cannot.

**Ethical Considerations with Boundary Issues**

*Friday, Nov. 16*  
Ruth Lipschutz, LCSW  
HMH A48-060 [CRN 60342] Early Bird postmarked by October 19  
HMH A48-061 [CRN 60343] after October 19  
Ethical issues related to professional boundaries are among the most problematic and challenging. Boundary issues arise related to personal disclosure, dual relationships, and potential conflicts of interest. The use of technology (social media, electronic records, email, texts, video conferencing, etc.) has dramatically increased the situations in which boundary consideration occurs. Practitioners in rural areas face additional challenges. Best practices result from living into the standard of care through informed and thorough critical thinking. Explore the distinction between boundary crossings and boundary violations, including a conceptual framework for ethical decision-making. Examine the appropriate application of relevant laws, codes, and standards.  
*This program satisfies the ethics requirement for social workers and psychologists.*

**The New Social Anxiety: New Perspective and Treatment of Social Anxiety in the iGeneration and Beyond**

*Wednesday, Nov. 28*  
Margaret Wehrenberg, PsyD  
HTH A56-060 [CRN 60338] Early Bird postmarked by October 31  
HTH A56-061 [CRN 60339] after October 31  
Therapists have to deal with a changing world of causes and symptoms of social anxiety. In 2008, the Internet was placed into our hands on phones for 24/7 electronic connection, and the iGen became the first generation to grow up with the impact of social media profoundly affecting social learning. This seminar looks at “the new social anxiety”—from anxiety over ‘adulting’ due to lack of competence (genuine deficits of skills) to lack of confidence from lack of life experience. Constant exposure to negative self-comparison over social media also spurs anxiety that has interesting new names like FOMO (fear of missing out). Other age groups experience this impact as well. Millenials, Gen X, parents, and the aging population are distinctly affected by the changes in social structure brought about by electronic connection.

**Mindfulness in Clinical Practice**

*Wednesday, Dec. 5*  
Brit Holmberg, LCSW, M.Div.  
HTH A34-060 [CRN 60334] Early Bird postmarked by November 9  
HTH A34-061 [CRN 60335] after November 9  
The term mindfulness is everywhere from magazines to television to MBA courses and mental health settings. In this interactive workshop, participants will have the opportunity to deepen their understanding of this buzzword and discover strategies for incorporating mindfulness into their personal and professional practice. The focus of this program is group settings, but the resources provided are also relevant to individual clinical work.

Continuing Education clock/contact hours will be offered for Illinois social workers (3.0/6.5 clock hours), professional counselors (3.0/6.5 clock hours), marriage and family therapist (3.0/6.5 clock hours), psychologists (3.0/6.5 clock hours), nursing home administrators (3.0/6.5 clock hours), addictions counselors ICB members (3.0/6.50 clock hours approved or pending approval), ICDVP members (3.0/6.5 clock hours) occupational therapists (3.5/7.5 contact hours), speech and language pathologists/audiologists (3.0/6.5 clock hours) nurses (3.0/6.5 contact hours) dietitians (3.0/6.5 CPE Category 2) and teachers (3.0/6.5 PDs). 3.0/6.5 Universal Training hours (UTH) will be offered to other professional groups.

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

For more information, visit [www.oakton.edu/conted](http://www.oakton.edu/conted) or call 847.635.1438.
**Four Ways to Register:**  
1. **In Person** - Skokie campus, Room A120; Des Plaines campus, Room 1420  
2. **Fax** - 847.635.1448  
3. **Mail** - Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077  
4. **Online** - www.oakton.edu/conted

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**PART A: Personal Information** (required)

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<th>Last Name</th>
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**PART B: Educational Information**

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<th>Last college attended (Name, city, state)</th>
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Check one box that best describes your high school status:

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

Most credits or highest degree previously earned:

- [ ] Some credits
- [ ] Certificate
- [ ] Associate degree
- [ ] Bachelor's degree
- [ ] Master's degree
- [ ] Doctoral degree
- [ ] CEHP Profession/License No. ________________________________

What is the highest level of education attained in the U.S. by your:

- [ ] Mother:  H.S. diploma  Some college  Bachelor's degree  Graduate degree  Not educated in U.S.
- [ ] Father:  H.S. diploma  Some college  Bachelor's degree  Graduate degree  Not educated in U.S.

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

1. Are you Hispanic or Latino? (OR Are you of Spanish origin?)  [ ] Yes Hispanic or Latino.  [ ] Not Hispanic or Latino.
2. Are you from one or more of the following racial groups? (Select all that apply).  [ ] American Indian or Alaska Native  [ ] Asian  [ ] Black or African American  [ ] Native Hawaiian or Other Pacific Islander  [ ] White  [ ] Choose Not to Respond
3. Please identify your primary racial/ethnic group. (Select one).  [ ] American Indian or Alaska Native  [ ] Asian  [ ] Black or African American  [ ] Native Hawaiian or Other Pacific Islander  [ ] White  [ ] Choose Not to Respond

**PART D: Course Information**

- [ ] Fall  -  [ ] Spring  -  [ ] Summer

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*Payment is due at the time of registration. Check the Continuing Education class schedule for refund policy.*

Method of payment:

- [ ] Cash
- [ ] Check No. ______________ (payable to Oakton Community College)
- [ ] Visa
- [ ] MasterCard
- [ ] Discover

Credit Card Number ________________________________

Exp. Date __ / __ / ___  Three-Digit Verification Code (on back of card) ___ ___ ___

Cardholder Name (print) ________________________________________________________________________

Cardholder Signature __________________________________________________________________________

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**OFFICE USE ONLY**

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Update:

- [ ] Name
- [ ] Address
- [ ] Phone
- [ ] Email

Senior Status:

- [ ] Prior to 7/7/14
- [ ] After 7/7/14

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

No confirmation will be sent.
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• High School Equivalency (GED)
• Literacy
• Volunteer Program (VITA)

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STEAM Youth Programs
Students ages 8 to 12 can give their science, technology, engineering, art, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year.

Watch your mailbox for the Fall 2018 Credit Class Schedule.