Lifelong Learning

Continuing Education Fall 2019 Noncredit Classes

Inside:
- Language Academy
- Train for a Career
- Emeritus Program (for the 55+ student)
- Marketing Your Business On the Internet (Online)

Fall registration starts July 8, 2019.

Register online at www.oakton.edu/conted

Your future awaits. Don’t delay, enroll today!
Online Business and Professional Development Courses

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

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

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

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

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

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

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

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

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

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

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

About the Alliance for Lifelong Learning (ALL) ................. 3
ALL Registration Form ..................................................... 51
ALL Site Map ................................................................... 52
Chicago Botanic Garden ................................................. 19
Continuing Education for Health Professionals (CEHP) ........ 42
Emeritus Program ........................................................... 43-50
English as a Second Language (ESL) and Reading/Literacy ....... 23-27

General Information .......................................................... 4
High School Equivalency (GED®) and Evening High School ..... 27-28
Language Academy .......................................................... 20
Noncredit Classes ............................................................. 6-22
Online Learning (ed2go) ...................................................... 29-41
Registration ..................................................................... 5
Tuition and Fees ............................................................... 4
Workforce Solutions for Business and Industry ................. Inside back cover

Noncredit Classes

Accounting ........................................................................ 29
Air Conditioning, Heating, and Refrigeration ...................... 6
Arts .................................................................................. 6-7
Auto and Engine Repairs .................................................... 7
Business ......................................................................... 7, 29-30
Career and Certification Training ...................................... 8-11, 30
Communication .................................................................. 30
Computer Courses ............................................................. 8, 12-14, 30-32
  Beginning/Introductory Computer Skills
  Business/Office Applications
  Cisco Networking
  Computer Keyboarding Skills
  Computer Networking and Systems
  Database
  Linux Networking and OS
  PC Troubleshooting and Security
  Programming
  Windows Operating Systems
Cooking/Culinary ............................................................... 14
Dance ............................................................................. 14-15
Design/AutoCAD ............................................................... 15
Electronics and Computer Technology ............................... 16
Entrepreneurship ................................................................ 32
Exercise and Fitness ......................................................... 16-17
Facilities Management and Engineering ........................... 17
Financial Markets and Service ......................................... 17, 32
Global Business Studies ............................................... 17
Graphic Design/Digital Imaging ....................................... 18, 32-33
History ............................................................................ 18
Home and Garden ............................................................ 18, 33
Languages ....................................................................... 18, 20, 33
Management and Supervision ......................................... 18, 33-34
Manufacturing .................................................................. 21
Marketing and Sales ......................................................... 34
Medical Office Technology ............................................... 34
Music ............................................................................ 22, 35
Nursing Assessment Exam ............................................... 22
Paralegal ......................................................................... 22, 35
Personal Finance .............................................................. 22, 35
Photography ...................................................................... 22, 35
Psychology ....................................................................... 35
Real Estate ....................................................................... 10, 35
Special Interest ................................................................. 22, 36
Tech Trends ...................................................................... 36
Television, Radio, and Production Services ....................... 22
Test Preparation ............................................................... 36-37
Tips, Tools, and Strategies for Teachers ............................ 37-38
Web Page/Website Design ............................................... 22, 38-39
Writing ............................................................................. 22, 39

New Fall 2019 Courses

Camera Workshop .......................................................... 19
Community Interpreter Training Program ....................... 8
Personal Trainer Certification – Hybrid ............................ 8
Photographing Garden Sculpture ................................... 19
Oakton is in Your Neighborhood!
Alliance for Lifelong Learning (ALL) offers courses right in your neighborhood.
Take a look at the courses being offered near you!

EVANSTON TOWNSHIP HIGH SCHOOL (ETHS)
1600 Dodge Avenue, Evanston, IL 60201
Automobile Repair ................................................................. 7
Conversational Greek 1 ............................................................ 20
Conversational Greek 2 ............................................................ 20
Conversational Italian 1 ............................................................ 20
Conversational Italian 2 ............................................................ 20
Conversational Polish 2 ............................................................ 20
Conversational Spanish 1 ........................................................ 20
Conversational Spanish 2 ........................................................ 20
English as a Second Language (ESL) ...................................... 23
GED Classes ....................................................................... 27, 28
Upholstery ........................................................................... 18
Welding I ............................................................................ 22

CONVERSATIONAL LANGUAGE COURSES
Conversational Arabic 1 ....................................................... 20
Conversational Arabic 2 ....................................................... 20
Conversational Chinese 1 ...................................................... 20
Conversational Chinese 2 ...................................................... 20
Conversational German 1 ...................................................... 20
Conversational German 2 ...................................................... 20
Conversational Italian 1 ......................................................... 20
Conversational Italian 2 ......................................................... 20
Conversational Korean 1 ......................................................... 20
Conversational Korean 2 ......................................................... 20
Conversational Polish 1 ........................................................... 20
Conversational Polish 2 ........................................................... 20
Conversational Spanish 1 ......................................................... 20
Conversational Spanish 2 ......................................................... 20
CPR Rescue ........................................................................ 8, 9
Drawing/Watercolor .............................................................. 7
Easy Line Dances for Everyone! ........................................... 15
English as a Second Language (ESL) ..................................... 23
GED Classes ..................................................................... 27, 28
Genealogical Research: Beyond Ancestry.com’s Shaky Leaf Hints ........................................ 18
Genealogical Research: Record Groups .............................. 18
Mad, Hot Ballroom and Swing ............................................. 14
Sizzling Salsa, Merengue, Bachata and Cumbia .................. 14
The Most Helpful Genealogy Tools You’ve Never Used ....... 18

MAINE EAST HIGH SCHOOL (MEHS)
2601 Dempster Street, Park Ridge, IL 60068
Beginning Genealogy: A Crash Course ................................. 18
Compiling Your Medical Family Tree ...................................... 18
Conversational Arabic 1 ....................................................... 20
Conversational Arabic 2 ....................................................... 20
Conversational French 1 ....................................................... 20
CPR Rescue ........................................................................ 8, 9
Drawing/Watercolor .............................................................. 7
Easy Line Dances for Everyone! ........................................... 15
English as a Second Language (ESL) ..................................... 23
GED Classes ..................................................................... 27, 28
Genealogical Research: Beyond Ancestry.com’s Shaky Leaf Hints ........................................ 18
Genealogical Research: Record Groups .............................. 18
Mad, Hot Ballroom and Swing ............................................. 14
Sizzling Salsa, Merengue, Bachata and Cumbia .................. 14
The Most Helpful Genealogy Tools You’ve Never Used ....... 18

MAINE WEST HIGH SCHOOL (MWHS)
1755 South Wolf, Des Plaines, IL 60016
English as a Second Language (ESL) ..................................... 23
GED Classes ..................................................................... 28

NILES WEST HIGH SCHOOL (NWHS)
5701 Oakton Street, Skokie, IL 60077
English as a Second Language (ESL) ..................................... 24
GED Classes ..................................................................... 27, 28

For more information, call 847.982.9888
Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at Oakton. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

The following pages contain a diverse collection of interesting, challenging, and entertaining noncredit courses and events scheduled on weekdays, evenings, and weekends at Oakton's campuses in Des Plaines and Skokie and many neighborhood based locations, including the following high schools:

- Evanston Township High School
- Glenbrook South High School
- Maine East High School
- Maine West High School
- Niles North High School
- Niles West High School

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

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

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

**Evening High School** assists residents of Niles and Maine Townships in completing their high school education. For more information, call Tim Pappageorge at 847.827.6176 (ext. 5739) or Adult Education at 847.635.1426. Glenbrook residents must contact Edward Amos, principal of Glenbrook Evening High School, 847.486.4465.

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

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

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

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

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

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

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**Put Your Passion to Work!**

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

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

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

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

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

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

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

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

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

**General Information**

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

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

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

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

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

*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.

For more information, call 847.982.9888
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, 9 a.m.–12 p.m. on August 17, 24 and September 7, 14
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.

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

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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Robyn Bailey, Director of Operations and Administration
Ruben Howard II, Ph.D., Director of Workforce Development and Strategic Partnerships
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, 16 Mon., 8/19, 9 am-1:30 pm      CRN 60295
AIR A06-C02, OC/DP, 16 Wed., 8/21, 5-10:30 pm          CRN 60296

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 Mon., 8/19, 5-10:30 pm            CRN 60297

COMMERCIAL REFRIGERATION SYSTEMS*   Fee: $589
Explore the entire refrigeration cycle, from compressor discharge to condenser return, 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, 16 Fri., 8/23, 5-10:30 pm            CRN 60299

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, 16 Mon., 8/19, 6-8:50 pm             CRN 60305

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, 16 Tue., 8/20, 12-4:50 pm             CRN 60303
AIR A11-C02, OC/DP, 16 Thu., 8/22, 5-10:30 pm              CRN 60304

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., 11/13, 5-8:50 pm             CRN 60298

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, 17 Wed., 8/21, 5-10 pm               CRN 60294

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., 8/20, 5-10:30 pm             CRN 60301

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., 8/20, 10 am-12:40 pm      CRN 60389
ART C33-C02, OC/DP, 16 Tue./Thu., 8/20, 1-3:40 pm          CRN 60392
ART C33-C03, OC/DP, 14 Fri., 8/23, 9:30 am-2:50 pm         CRN 60394

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/SK, 16 Tue./Thu., 8/20, 10 am-12 pm         CRN 60395
ART C34-C02, OC/DP, 16 Tue./Thu., 8/20, 1-3:40 pm          CRN 60396
ART C34-C03, OC/DP, 16 Fri., 8/23, 9:30 am-2:50 pm         CRN 60397

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, 14 Mon./Wed., 9/3, 6:30-9:20 pm        CRN 60399
ART C43-C02, OC/DP, 14 Mon./Wed., 9/4, 9:30 am-12:20 pm     CRN 60405
ART C43-C03, OC/DP, 14 Mon./Wed., 9/4, 1:30-4:20 pm        CRN 60402

*Courses may also be taken for college credit.
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, 14 Tue./Thu., 9/3, 6:30-9:20 pm CRN 60407
ART C44-C02, OC/DP, 13 Sat., 9/7, 9:30 am-3:20 pm CRN 60411

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, conté, ink, and pastels. Studio work outside of class is required.
ART C23-C01, OC/DP, 16 Mon./Wed., 8/19, 9:30 am-12:10 pm CRN 60329
ART C23-C02, OC/SK, 16 Mon./Wed., 8/19, 11 am-1:40 pm CRN 60338
ART C23-C03, OC/DP, 16 Mon./Wed., 8/19, 1:30-4:10 pm CRN 60336
ART C23-C04, OC/DP, 16 Tue./Thu., 8/20, 10 am-12:40 pm CRN 60340
ART C23-C05, OC/SK, 16 Tue./Thu., 8/20, 1:30-4:10 pm CRN 60343
ART C23-C06, OC/DP, 16 Tue./Thu., 8/20, 6:30-9:10 pm CRN 60346
ART C23-C07, OC/DP, 16 Sat., 8/24, 9:30 am-2:50 pm CRN 60348

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, 17 Mon./Wed., 8/19, 9:30 am-12:10 pm CRN 60353
ART C24-C02, OC/SK, 16 Mon./Wed., 8/19, 11 am-1:40 pm CRN 60358
ART C24-C03, OC/DP, 16 Mon./Wed., 8/19, 1:30-4:10 pm CRN 60356
ART C24-C04, OC/DP, 16 Tue./Thu., 8/20, 10 am-12:40 pm CRN 60363
ART C24-C05, OC/SK, 16 Tue./Thu., 8/20, 1:30-4:10 pm CRN 60383
ART C24-C06, OC/DP, 16 Tue./Thu., 8/20, 6:30-9:10 pm CRN 60379
ART C24-C07, OC/DP, 17 Sat., 8/24, 9:30 am-2:50 pm CRN 60386

DRAWING/WATERCOLOR Fee: $150
Use color and form compositions to build confidence in your painting skills. No class 10/15.
ART C19-01, MAINE E, 8 Tue., 9/24, 6:30-9 pm CRN 60020

ART HISTORY: ART OF THE NON-WESTERN WORLD* Fee: $408
Course is a comparative study of non-Western art as an expression of the human experience. Content includes art of China, Japan, India, Africa, and native Americas from prehistoric to modern times. Focus is on the development of perceptive stylistic analysis and ability to understand a work of art in relation to its cultural context.
ART B48-C01, OC/DP, 16 Mon., 8/19, 6:30-9:20 pm CRN 60454

ART HISTORY: RENAISSANCE TO MODERN* Fee: $505
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., 8/20, 12:30-1:45 pm CRN 60323

INTRODUCTION TO MUSEUM STUDIES* Fee: $408
Course examines the role of art museum curator. Content includes collection management and exhibit preparation, application of basic principles to other types of museums such as history, science, or nature. The Robert Crown Museum of Art at the Des Plaines campus serves as lab for course.
ART C46-C01, OC/DP, 16 Tue./Thu., 8/20, 4:5-15 pm CRN 60412

FUNDAMENTALS OF TWO DIMENSIONAL ART I* Fee: $438
Explore basic flat art design fundamentals and media, image, technique, concept and the vocabulary of design. Content includes pencil, pen and ink, brush and ink, charcoal, pastel and designers' colors or acrylics, relationships of visual imagery through depth in plastic illusion, elements of design (line, value, texture, color, contrast, balance, and composition). Studio work outside regular class time required.
ART B37-C01, OC/DP, 16 Mon./Wed., 8/19, 2:4-4:40 pm CRN 60307
ART B37-C02, OC/DP, 16 Tue./Thu., 8/20, 9:30 am-12:30 pm CRN 60314

FUNDAMENTALS OF THREE DIMENSIONAL ART I* Fee: $438
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. Prerequisite: ART 107 or consent of instructor or department chair.
ART B50-C01, OC/DP, 14 Tue./Thu., 9/3, 9:30 am-12:20 pm CRN 60318

FUNDAMENTALS OF THREE-DIMENSIONAL ART II* Fee: $438
Course continues Fundamentals of Three-Dimensional Art I, concentrating on more advanced exploration of media and form in relation to personal concept. Content includes clay, plaster, wood, epoxies (optional), and plastics (optional). Focus is on developing personal concept. Studio work outside of regular class time required. Prerequisite: ART 107 or consent of instructor or department chair.
ART B56-C01, OC/DP, 14 Tue./Thu., 9/3, 9:30 am-12:20 pm CRN 60458

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, 16 Mon., 8/19, 6:30-9:20 pm CRN 60416

*Courses may also be taken for college credit.
NEW! COMMUNITY INTERPRETER TRAINING PROGRAM Fee: $549
Join a profession that makes a difference. Community interpreters are needed wherever communication is needed between people who do not share a common language. This course prepares you to be a Medical and Community Interpreter. To enroll, students must be proficient in English and a second language. The course will be taught in English and students will be grouped according to their second language. Upon completing the 60-hour course, you will be eligible to take the certification exam offered by either CMI or CCHI (two certifications most preferred by prospective employers). Course fee includes the cost of materials. No senior discount. No class 11/11.
COM A02-01, OC/SK, 10 Mon./Wed., 9/9, 6-9 pm CRN 60268

EKG TECHNICIAN CERTIFICATION PREP Fee: Listed with section
Become a Certified EKG Technician through this preparatory course. EKG rhythms provide important data for the diagnosis of heart conditions. As a Certified EKG Technician (CET), you'll have the credentials nearly all healthcare employers require to perform the critical tasks of administering EKGs and stress tests, preparing patients for Holter or ambulatory monitoring, editing and delivering final test results to physicians, and more. At the completion of this program, students will be prepared to sit for the Certified EKG Technician (CET) exam with the National Healthcareer Association. Cost of the CET exam is included with the tuition. No senior discount. No class 11/23.
MED A19-01, OC/SK, 10 Sat., 9/28, 9 am-3 pm, $929 CRN 60160
MED A19-02, OC/SK, 10 Sat., 9/28, 9 am-3 pm, $969 CRN 60161
(This section includes the CPR class which will be scheduled following the EKG course.)

PERSONAL TRAINER CERTIFICATION Fee: $720
Abcnews.com and Fortune magazine rank “personal fitness trainer” as the fourth hottest job in the U.S. In addition, one in three employers will only hire a NCCA Accredited Personal Trainer. Join the ranks by earning your certification. Offered in collaboration with the World Instructor Training School (W.I.T.S.), the course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. A certification exam fee is included. Certified by the National Commission for Certifying Agencies (NCCA), this challenging course offers live instruction with in-depth, hands-on practical labs to master the career skills and knowledge. For more information, visit www.oakton.edu/conted/find_classes/career_training/personal_trainer.php.

National Certification Testing: Nov. 7, 19 (Test voucher included)
PED C03-01, OC/DP, 5 Sun., 10/6, 9 am-12 pm and 1-4 pm CRN 60138

NEW! PERSONAL TRAINER CERTIFICATION – HYBRID Fee: $720
This new hybrid option has all the same advantages and the same requirements as the live course above, only all the lectures are online so that you can watch them on your schedule. The tuition rate, texts, and outcomes are the same. Also, the hybrid version provides access to incredible veteran mentors/teachers working with you every step of the way via email. As a bonus, the practical labs are still offered LIVE so that you can do the lecture work on your schedule, then join the LIVE class practical labs once a week to master the skills. No refund after course begins. No senior discount. Required lectures are 3 hours per week and are available online. See required textbook above.
National Certification Testing: Nov. 7, 19 (Test voucher included)
PED C03-02, OC/DP, 5 Sun., 10/6, 1-4 pm CRN 60139

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 2; Veteran’s Day, November 11; Thanksgiving Break, November 28 and 29

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.

Beginning/Introductory Computer Skills

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2016* Fee: $588
Gain an introduction to computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheets, 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. 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 A19-C00, OC/DP, 16 Mon., 8/19, 9-10:45 am CRN 60300
CPT A19-C00, OC/DP, 16 Mon./Wed., 8/19, 12:30-2:15 pm CRN 60334
CPT A19-C03, OC/SK, 16 Mon., 8/19, 6-9:50 pm CRN 60311
CPT A19-C04, OC/SK, 16 Tue./Thu., 8/20, 6:30-9:30 pm CRN 60341
CPT A19-C05, OC/DP, 16 Tue., 8/20, 6-9:45 pm CRN 60342
CPT A19-C06, OC/DP, 14 Tue./Thu., 9/3, 12:30-2:25 pm CRN 60344
CPT A19-C07, OC/SK, 14 Mon./Wed., 9/4, 9:30-11:25 am CRN 60345

Review the information and requirements on page 12 of this course catalog before registering for any class. Computer classes continue on page 12.
CPR RESCUE

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

**Tuesday, September 24, 6:30-9:30 p.m.**
Maine East High School, 2601 Dempster Street, Park Ridge

**Thursday, October 24, 6:30-9:30 p.m.**
Glenbrook South High School, 4000 W. Lake Avenue, Glenview

Course fee: $35
See course details on page 8.

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Personal Fitness Trainer Certification

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

**Sundays, October 6 - November 3**
9 a.m. - 12 p.m. and 1 - 4 p.m. (hybrid option available 1 - 4 p.m.)
Oakton Community College, 1600 E. Golf Road, Des Plaines
Course fee: $720  See course details on page 8.

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Community Interpreter Training Program

Prepare to be a Medical and Community Interpreter! Become eligible to take the certification exam offered by either CMI or CCHI (two certifications most preferred by prospective employers). Join a profession that makes a difference.

**September 9 - November 18**
Mondays/Wednesdays, 6 - 9 p.m.
Oakton Community College, 7701 N. Lincoln Avenue, Skokie
Course fee: $549  See course details on page 8.
Start Your Career in Real Estate

Real Estate Pre-License Broker Course

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


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

Tue./Thu., October 15 - February 13, 6:30 - 9:30 p.m., Skokie campus

Fee: $630 (no senior discount)

REL A46-01 [CRN 60162]  No class Oct. 24; Nov. 28; Dec. 24, 26, 31; Jan. 2.

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

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

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

Enroll in this Accelerated Training Opportunity!

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

Optional CPR Certification available one week after this course for a small additional fee.

Program Overview

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

For more course details, see page 8.

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

This program may be WIOA approved.
Commercial Driver’s License (CDL) Training and Certification Program

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

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

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

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

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

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

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

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

For more information, call 847.635.1414.

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

– Demetrius C.
Business/Office Applications

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

DATABASE APPLICATION USING ACCESS: 2016* 
Fee: Listed with section
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop macros; and more.
COF A40-C01, Online, 8/19-11/10, $458 CRN 60439
COF A40-C02, OC/DP, 12 Mon., 9/9, 6:30-9:30 pm, $418 CRN 60292
(Hybrid: 1/2 classroom and 1/2 online)

ADOBE ACROBAT PDF* 
Fee: $322
Course introduces the Adobe Acrobat program to design and navigate Portable Document Format (PDF) documents. Content includes designing, editing and enhancing PDF documents, adding security, and working with forms.
RECOMMENDED: Hands-on computer experience and the use of the computer's operating system.
COF A32-C01, Online, 9/3-10/20 CRN 60433

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, 9/9-10/27 CRN 60423

VISIO FUNDAMENTALS: 2016* 
Fee: $282
Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. Visio 2016 with an online component (hybrid: 1/2 classroom and 1/2 online).
RECOMMENDED: Computer experience using software that runs in Microsoft Windows.
COF A50-C01, OC/DP, 8 Thu., 8/22, 6:30-9:20 pm CRN 60293

BASIC AND INTERMEDIATE EXCEL 
Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create charts and 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., 10/5, 10 am-1 pm CRN 60023

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., 10/5, 10 am-1 pm CRN 60024

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., 11/2, 10 am-1 pm CRN 60025

ELECTRONIC SPREADSHEETING USING EXCEL: 2016* 
Fee: Listed with section
Course introduces Microsoft Excel. Topics focus on business applications and problem solving.
RECOMMENDED: Pre-algebra and hands-on experience using Windows software.
COF A35-C01, OC/DP, 8 Thu., 8/22, 6-9 pm, $282
(Hybrid: 1/2 classroom and 1/2 online)
COF A35-C02, Online, 10/14-12/11, $322 CRN 60437

ADVANCED SPREADSHEETING USING EXCEL: 2016* 
Fee: $322
Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks.
REQUISITE: COF A35 or consent of instructor.
COF A55-C01, Online, 10/14-12/11 CRN 60306

PRESENTATION SOFTWARE USING POWERPOINT: 2016* 
Fee: $322
Learn to plan, compose, and create effective desktop presentations.
COF A30-C01, Online, 9/9-10/27 CRN 60425

INTRODUCTION TO BUSINESS TELECOMMUNICATIONS* 
Fee: $594
Course is an overview of data communication and networks. It covers the development of essential soft skills and hard skills needed to work effectively with network administrators, network installers, and network designers. Emphasis is placed on the basic features, operations, and limitations of different types of computer networks.
RECOMMENDED: Hands-on computer experience using software that runs in Windows.
COF A82-C01, Online, 9/9-12/1 CRN 60316

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, 9/3-12/11 CRN 60327

Cisco Networking

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

CISCO INTRODUCTION TO NETWORKS* 
Fee: $448
In this introduction to networking and general network concepts, build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.
Hybrid course (1/2 classroom and 1/2 online):
INT A01-C01, OC/SP, 8 Mon./Wed., 8/19, 6-8:30 pm CRN 60443
INT A01-C02, OC/SP, 8 Sat., 8/24, 9 am-2 pm CRN 60444

CISCO ROUTING AND SWITCHING ESSENTIALS* 
Fee: $448
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Online course work required.
Hybrid course (1/2 classroom and 1/2 online):
INT A02-C01, OC/SP, 8 Mon./Wed., 10/14, 6-8:30 pm CRN 60445
INT A02-C02, OC/SP, 8 Sat., 10/19, 9 am-2 pm CRN 60446

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

**BASIC KEYBOARDING (ONLINE)*** Fee: $186
The beginning student will master proper keyboarding techniques and develop a minimum of 18 WPM speed and accuracy.
COF A02-C01, 9/3-10/20 CRN 60418

**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, 10/21-12/1 CRN 60420

**COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2016, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT*** Fee: $722
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/DP, 16 Tue./Thu., 8/20, 9:30-11:10 am CRN 60320
CPT A01-C02, OC/DP, 14 Tue., 9/10, 6-9:50 pm CRN 60322

**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., 9/12, 6-9:50 pm CRN 60355

**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/SK, 6 Sat., 9/21, 10 am-12 pm CRN 60026

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

**NETWORKING ESSENTIALS*** Fee: $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/DP, 16 Sun., 8/25, 10 am-2 pm CRN 60324
NTS A05-C02, OC/SK, 15 Tue./Thu., 8/27, 9:30-11:10 am CRN 60321

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**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., 8/19, 12:30-3:50 pm CRN 60319

**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+ certifications; 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., 8/19, 6-8:30 pm CRN 60317

**ADVANCED WINDOWS SERVER 1** Fee: $448
Course presents part one in a series of two courses that provides the skills and knowledge necessary to design and implement a Windows Server 2016 R2 infrastructure in an existing enterprise environment. This course covers the knowledge and skills needed to provide an enterprise solution that supports manual and automated server installations in a physical and virtual environment including the supporting file and storage services. Students will learn the skills necessary to provide enterprise networking solutions such as DHCP, IPAM, VPN, and DirectAccess. Students will also learn the skills necessary to design and implement a forest and domain infrastructure including multi domains/forest and branch office scenarios. Course maps to Microsoft Designing and Implementing a Server Infrastructure. **Prerequisite:** NTS A16 or consent of instructor, coordinator, or program chair. Hybrid course (1/2 classroom and 1/2 online).
NTS A14-C01, OC/SK, 8 Mon./Wed., 10/14, 6-8:30 pm CRN 60315

**WINDSWSR 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., 10/14, 12:30-3:50 pm CRN 60311

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*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 (SecSDLC). 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/SK, 16 Mon., 8/19, 6-9:30 pm  
CRN 60309

**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, manage, and troubleshoot an Oracle database. Topics include performance monitoring, database security, user management, and backup/recovery techniques. Prepare for the Oracle Database Administrator Certified Associate exam. **Recommended:** Introduction to SQL or comparable knowledge.

CPT A71-C01, OC/DP, 8 Thu., 10/17, 6-9:30 pm and 8 Sat., 10/19, 8:30 am-1:10 pm  
CRN 60354

**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, 16 Wed., 8/21, 6-9:20 pm  
CRN 60349

**INTRODUCTION TO DATABASE DRIVEN WEBSITES**  
Fee: $458

Course provides a general introduction to the basic framework of a database-driven website. Content includes sample databases and a popular, industry standard software tool for creating site definitions and to plan, develop, and implement a web database application. **Recommended:** CPT A38 or equivalent knowledge.

CPT A62-C01, Online, 9/3-12/11  
CRN 60350

**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., 9/11, 6-9:30 pm  
CRN 60351

**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 Spreadsheet (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., 9/3, 6-9:55 pm  
CRN 60347

**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., 8/21, 6-9:45 pm  
CRN 60328

**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, 9/3-10/13  
CRN 60422

**Cooking/Culinary**

**COOKING: THE BASICS**  
Fee: $109

Course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more.

HEC E18-01, NILES N, 4 Wed., 10/2, 7-9:30 pm  
CRN 60038

**SOUPS, SALADS, APPETIZERS AND DESSERTS**  
Fee: $99

Try interesting, healthy, low-fat recipes for appetizers, soups and salads. Inhale the aromas, and sample the foods of Provence and Tuscany. Recipes will mostly be vegetarian.

HEC G01-01, GLBRK S, 4 Tue., 10/29, 7-9 pm  
CRN 60335

**Dance**

**MAD, HOT BALROOM AND SWING**  
Fee: $65

Learn the sensuous Tango, Rumba, Cha-Cha-Cha, and Swing the Dance-Mates easy way. No prior experience or partner necessary. **No refund after the class begins. No senior discount. No class 10/14, 11/11.**

PED D01-01, MAINE E, 6 Thu., 10/3, 6:30-7:30 pm  
CRN 60051

PED D01-02, NILES N, 6 Mon., 9/30, 6:30-7:30 pm  
CRN 60052

**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 10/14, 11/11.**

PED E88-01, MAINE E, 6 Thu., 10/3, 8:50-9:50 pm  
CRN 60055

PED E88-02, NILES N, 6 Mon., 9/30, 8:50-9:50 pm  
CRN 60056

*Courses may also be taken for college credit.
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 Joseph Cirone at 847-376-7612 or jcirone@oakton.edu.

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., 9/10, 9:30 am-2 pm  CRN 60382

BASIC AUTOCAD*  Fee: $458
The first of three courses in drafting and design using AutoCAD software, its content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. Textbook may be required. Check with the bookstore.
DES A03-C01, OC/DP, 15 Tue., 8/27, 5:30-8:40 pm  CRN 60359
DES A03-C02, Online, 9/16-12/11  CRN 60362

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 to solid modeling. Recommended: DES A03 or consent of instructor. Textbook may be required. Check with the bookstore.
DES A04-C01, OC/SK, 15 Wed., 8/28, 6-9:20 pm  CRN 60367
DES A04-C02, Online, 9/16-12/11  CRN 60369

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., 8/28, 4-5:50 pm  CRN 60371
(1/2 classroom and 1/2 online)

INTRODUCTION TO SOLIDWORKS*  Fee: $594
Covers CAD applications in geometric construction, sketching, multiview projections, auxiliary views and sections, projection viewing, dimensioning, tolerancing, axonometric and oblique projections, fasteners, assembly drawings, descriptive geometry, and graphs.
DES A10-C01, OC/DP, 14 Sat., 8/31, 9 am-12:45 pm  CRN 60378

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., 8/31, 9 am-12:45 pm  CRN 60377

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 transformation, rendering, and presentation. Textbook might be required. Check with the bookstore.
DES A14-C01, OC/SK, 14 Thu., 8/29, 4-5:55 pm  CRN 60381
(1/2 classroom and 1/2 online)

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: DES A09 or consent of instructor. Textbook may be required. Check with the bookstore.
DES A24-C01, OC/SK, 15 Sat., 8/24, 1-4:50 pm  CRN 60384
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, 14 Mon./Wed., 8/26, 9:30 am-12:45 pm CRN 60381
ECT A01-C02, OC/DP, 15 Tue./Thu., 8/27, 9 am-12:15 pm CRN 60388
ECT A01-C03, OC/SK, 15 Tue./Thu., 8/27, 6-9:25 pm CRN 60387

**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 A10-C01, OC/DP, 16 Fri., 8/23, 9 am-12:40 pm CRN 60390

**COMPUTER 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, 16 Fri., 8/23, 9 am-12:40 pm CRN 60390

**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, 12 Thu., 8/29, 6-9:20 pm CRN 60391

**A+ CERTIFICATION PREPARATION**

Fee: $297

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

ECT A06-C01, OC/SK, 16 Wed., 10/16, 6-9:20 pm CRN 60393

**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., 8/27, 6-9:20 pm CRN 60398

**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” I.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.

ECT A10-C01, OC/SK, 16 Tue./Thu., 8/20, 2:30-4:45 pm CRN 60400

**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., 9/19, 6-9:20 pm CRN 60403

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**FITNESS CENTER AT OAKTON**

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

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

**Fitness Center Hours:**

Open year round—when the college is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer hours: Monday - Thursday, 7 a.m. - 9 p.m.

Membership rates vary. **No senior discount.** For information, or to schedule personal training sessions, call 847-635-1839.

**Personal Training**

Learn sound fitness principles to become an independent exerciser. Training is tailored to individual needs and offered in two-, four-, and six-session formats. A free semester membership is available with a four- or six-session registration.

Register with the Alliance for Lifelong Learning Office, Room 1420 (Des Plaines campus).

Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 7:30 p.m.

**Individual Personal Training**

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

**No senior discount.**

**Two one-hour sessions by arrangement**

FIT P01-01, OC/DP, $89 CRN 60152

**Four one-hour sessions by arrangement**

Free semester membership to the Fitness Center included.
FIT P01-02, OC/DP, $159 CRN 60153

**Six one-hour sessions by arrangement**

Free semester membership to the Fitness Center included.
FIT P01-03, OC/DP, $229 CRN 60154

**Personal Training for Two**

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

**No senior discount.**

**Six one-hour sessions by arrangement**

FIT P02-01, OC/DP, $279 CRN 60155

**Fitness Center Memberships**

**ONE SEMESTER MEMBERSHIPS**

**No senior discount.**

- Non-Student: FIT B01-01, OC/DP, $115 CRN 60149
- Alliance Student: FIT E01-01, OC/DP, $90 CRN 60007
- Oakton Student: FIT F01-01, OC/DP, $80 CRN 60156

**ANNUAL MEMBERSHIPS**

**No senior discount.**

- Non-Student: FIT B02-01, OC/DP, $230 CRN 60150
- Alliance Student: FIT E02-01, OC/DP, $180 CRN 60148
- Oakton Student: FIT F02-01, OC/DP, $160 CRN 60151

*Courses may also be taken for college credit.*
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., 8/20, 11 am-12:15 pm CRN 60410
FIT B11-C02, OC/DP, 8 Tue./Thu., 10/15, 11 am-12:15 pm CRN 60417

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., 8/19, 12-1:15 pm CRN 60419
FIT B28-C02, OC/SK, 16 Tue./Thu., 8/20, 12:30-1:20 pm CRN 60426
FIT B29-C03, OC/DP, 8 Tue./Thu., 8/20, 12:30-1:45 pm CRN 60421
FIT B28-C04, OC/DP, 8 Tue./Thu., 8/20, 4:30-5:45 pm CRN 60424
FIT B29-C05, OC/DP, 16 Fri., 8/23, 12-1:15 pm CRN 60427
FIT B29-C06, OC/DP, 8 Mon./Wed., 10/14, 12-1:15 pm CRN 60428
FIT B28-C07, OC/DP, 8 Tue./Thu., 10/15, 12:30-1:45 pm CRN 60429
FIT B28-C08, OC/DP, 8 Tue./Thu., 10/15, 4:30-5:45 pm CRN 60430

YOGA II*  Fee: $136
Class continues to explore a variety of yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion and improve balance. Textbook might be required. Check with the bookstore.
FIT B29-C01, OC/DP, 8 Mon./Wed., 8/19, 12-1:15 pm CRN 60431
FIT B29-C02, OC/SK, 16 Tue./Thu., 8/20, 12:30-1:20 pm CRN 60434
FIT B29-C03, OC/DP, 8 Tue./Thu., 8/20, 12:30-1:45 pm CRN 60432
FIT B29-C04, OC/DP, 16 Fri., 8/23, 12-1:15 pm CRN 60435
FIT B29-C05, OC/DP, 8 Mon./Wed., 10/14, 12-1:15 pm CRN 60436
FIT B29-C06, OC/DP, 8 Tue./Thu., 10/15, 12:30-1:45 pm CRN 60440
FIT B29-C07, OC/DP, 8 Tue./Thu., 10/15, 4:30-5:45 pm CRN 60441

Facilities Management and Engineering

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

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.
FAC A28-C01, OC/DP, 16 Wed., 8/21, 5-7:50 pm CRN 60404

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@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., 9/9, 7-9:50 pm CRN 60406

OPTIONS MARKETS*  Fee: $408
Explore actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. Prerequisite: FIN A01.
FIN A04-C01, OC/DP, 14 Tue., 9/3, 7-9:50 pm CRN 60409

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

INTEREST RATES AND FOREIGN EXCHANGE MARKETS*  Fee: $408
Examines the foreign exchange situation domestically and worldwide. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger, and the international importer/exporter. Textbook might be required. Check with the bookstore. Recommended: GEG 130-Global Economics.
BTS A06-C01, OC/DP, 14 Thu., 8/29, 6:30-9:40 pm CRN 60413

INTERNATIONAL RELATIONS*  Fee: $408
Develop a theoretical foundation, historical background, and conceptual framework for understanding contemporary international relations. Content includes international relations theory; evolution of the modern international political system; power, diplomacy and foreign policy; war and peace; international law and organizations; international political economy and globalization. Case studies used extensively to exemplify the problems and potential solutions of contemporary international politics.
BTS A11-C01, OC/SK, 16 Mon./Wed., 8/19, 9:30-10:45 am CRN 60414

*Courses may also be taken for college credit.
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.

ADOBE PHOTOSHOP: CC 2018* Fee: $453
Introduction to the tools and capabilities of Adobe Photoshop CC.
COF A72-C01, OC/DP, 13 Mon., 9/9, 6:30-9:15 pm
(Hybrid: 1/2 classroom and 1/2 online) CRN 60310

DESKTOP PUBLISHING CONCEPTS AND PROCEDURES* Fee: $186
Course introduces desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications.
COF A60-C01, Online, 9/3-10/13 CRN 60308

ADOBE ILLUSTRATOR: CC 2018* Fee: $458
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac.
COF A75-C01, Online, 9/3-12/11 CRN 60313

History

HISTORY OF ISLAMIC MIDDLE EAST IN MODERN TIMES* Fee: $408
Course surveys political, economic, social and cultural development of the Islamic Middle East since 1918. Focus is on the role of religion as an ongoing theme.
HIS B03-C01, OC/SK, 16 Mon., Wed., 8/19, 11 am-12:15 pm CRN 60442

BEGINNING GENEALOGY: A CRASH COURSE Fee: $30
Gain an overview of genealogy, get advice on how to begin your project, and discover how to be more effective in your research process by learning accredited research methodology, including “how to think like a genealogist.” You will also gain tips on how to find your ancestors’ history in sources like home records, courthouses, libraries, and the Internet. No senior discount.
HIS C10-C01, MAINE E, 1 Thu., 9/19, 6:30-9:30 pm CRN 60041

GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS Fee: $30
Learn several ways to get past relying on Ancestry.com’s shaky leaf hints to guide you in your genealogical research. Discover how to use Ancestry.com in better ways, learning research strategies, acquainting yourself with other records repositories, and learning where to find original paper sources. No senior discount.
HIS C41-C01, MAINE E, 1 Thu., 9/26, 6:30-9:30 pm CRN 60043

COMPILING YOUR MEDICAL FAMILY TREE Fee: $30
This important family research is easy and you don’t need formal medical or genealogical training. Learn the crucial parts of a medical family tree chart and the predisposition results sheet and discover how to find family health information using traditional research methods along with today’s commercially available medical DNA test results. No senior discount.
HIS C42-C01, MAINE E, 1 Thu., 10/3, 6:30-9:30 pm CRN 60047

THE MOST HELPFUL GENEALOGY TOOLS YOU’VE NEVER USED Fee: $30
Discover a wealth of helpful genealogy tools such as research, organizations, news, accredited methodology, presentations, Internet searches, and much more. This is an important topic for genealogists of all levels. No senior discount.
HIS C44-C01, MAINE E, 1 Thu., 10/17, 6:30-9:30 pm CRN 60048

Genealogical Research: Record Groups Fee: $30
Gain an in-depth understanding of what information is provided, where to find it, and how to use genealogical record groups: Birth, Business, Cemetery, Census, Death, Directory, Immigration, Land, Marriage, Military, Naturalization, Newspaper as well as Wills and Probate. Record groups are important for genealogists of all levels. No senior discount.
HIS E05-C01, MAINE E, 1 Thu., 10/24, 6:30-9:30 pm CRN 60049

Home and Garden

UPHOLSTERY Fee: $164
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. No class 10/3.
TEC B28-01, ETHS, 8 Tue., 9/10, 6-9 pm CRN 60059
TEC B28-02, ETHS, 8 Thu., 9/12, 6-9 pm CRN 60060

Languages

Also see Language Academy, page 20.

SIGN LANGUAGE Fee: $130
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations will be covered. Deaf culture and attitudes also will be discussed. No class 9/30, 10/14, 11/11.
COM B08-01, NILES N, 8 Mon., 9/23, 7-9 pm CRN 60021

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@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 work required.
MAN A03-C01, OC/DP, 12 Wed., 9/18, 6:30-9:50 pm CRN 60447

PROJECT MANAGEMENT* Fee: $418
Learn the principles of Project Management as defined by the Project Management Institute (PMI®). Includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Tandem taught with CPT A83-C01. Textbook may be required, check with the bookstore. Supplemental work required.
MAN A35-C01, OC/DP, 12 Thu., 9/12, 6-9:50 pm CRN 60375

*Courses may also be taken for college credit.
NEW! PHOTOGRAPHING GARDEN SCULPTURE  Fee: $290
The Chicago Botanic Garden is home to 20 world-class sculptures. As a living art form, outdoor sculpture is brought to life by changing seasons, light, and weather. Learn how to approach sculpture photography using perspective, focal length, and aperture settings. Each week we’ll photograph a few of the garden’s sculptures, and review and critique our previous week’s work. DSLR or a mirrorless interchangeable lens camera (MILC) is recommended. No class 9/1.
BOT E12-01, GARD, 4 Sun., 8/18-9/15, 8:30-11:30 am  CRN 60269

FALL GARDEN CARE  Fee: $40
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.
BOT G32-01, GARD, 1 Sun., 8/25, 1-3 pm  CRN 60089

LEARN HOW TO MAKE GOAT MILK SOAP  Fee: $139
Discover to make small-batch artisan goat milk soap using the old-fashioned, cold-process method. Farm-fresh goat milk and organic, sustainable vegetable oil and essential oils are used to make mild, moisturizing, chemical-free soap. You will take home a bar of this lovely soap to enjoy at home.
BOT E32-01, GARD, 1 Thu., 8/29, 1-3 pm  CRN 60270

REJUVENATED JEWELRY  Fee: $239
Inspired by the little treasures you save and love, learn to combine old and new elements to create spectacular jewelry. Bring your special, sentimental keepsakes, single earrings, buttons, charms, chains, family photos, and found objects. You will learn to solder, wire wrap, and string. A supply list is given at the first class, but you can start collecting treasures now.
BOT E19-01, GARD, 8 Tue., 9/3-10/22, 9:30-11:30 am  CRN 60092
BOT E19-02, GARD, 8 Tue., 9/3-10/22, 7-9 pm  CRN 60095

FERGUS GARRETT: DESIGNING WITH PLANTS
THE GREAT DIXTER WAY  Fee: $50
Join us for a rare opportunity to hear Fergus Garrett, renowned plantsman and head gardener at Great Dixter, as he discusses how to combine plants considering sense of place, color, shape, texture, and repetition. He will give examples of how to contrast one plant with another, adding punctuation in a border, as well as creating intimacy, movement, and balance. Examples will be primarily from Great Dixter, with a few from other gardens.
BOT E60-01, GARD, 1 Tue., 9/3, 1-3 pm  CRN 60272

NEW! CAMERA WORKSHOP  Fee: $119
Did you receive a camera as a gift? Is it still sitting in the box? This workshop will help you set up your camera and learn basic operations through hands-on instruction. To get the most out of the class, bring your digital single lens reflex (DSLR) camera, mirrorless camera, or an advanced point-and-shoot camera.
BOT G17-01, GARD, 2 Sun., 9/8-9/15, 12:30-3:30 pm  CRN 60273

PHOTOSHOP I AT THE BOTANIC GARDEN  Fee: $374
The Chicago Botanic Garden is a spectacular place to take photographs. Make your images even better with Adobe Photoshop Elements—a user-friendly photo editor that has the same concepts as the full version of Photoshop. Apply selection tools, layers, and smart brushes. Requirements for the course are a laptop computer with Adobe Photoshop Elements or Adobe Photoshop CS5 installed and a digital camera.
BOT B02-01, GARD, 6 Mon., 9/9-10/14, 1-3:30 pm  CRN 60100

GENTLE YOGA  Fee: $194
Gentle yoga is less strenuous than other yoga forms and is ideal for those who seek restorative practice without physical strain. Move through a series of yoga poses and breathing exercises designed and adapted for you to experience tranquil relaxation. All are welcome. Come and enjoy a sense of peace and balance.
BOT E84-01, GARD, 10 Mon., 9/9-11/11, 9-10 am  CRN 60281
BOT E84-02, GARD, 10 Mon., 9/9-11/11, 10:30-11:30 am  CRN 60282
BOT E84-03, GARD, 10 Mon., 9/9-11/11, 5:30-6:30 pm  CRN 60283

YOGA FLOW BEGINNER  Fee: $195
The Yoga Flow series combines movement linked to breath and working your body while engaging your mind. If you already have some yoga experience, this course is moderately challenging as you transition smoothly through sequences designed to increase health and vitality.
PED T01-01, GARD, 10 Tue., 9/10-11/12, 9:30-10:30 am  CRN 60104
PED T01-02, GARD, 10 Tue., 9/10-11/12, 6-7 pm  CRN 60109
PED T01-03, GARD, 10 Thu., 9/12-11/14, 10:30-11:30 am  CRN 60114

YOGA FLOW INTERMEDIATE  Fee: $195
The Yoga Flow series combines movement linked to breath and working your body while engaging your mind. If you have already taken Yoga Flow Beginner, or have comparable experience, you will find this course to be a more exhilarating, challenging Flow where you can develop stamina and build strength.
PED T02-01, GARD, 10 Tue., 9/10-11/12, 8-9 am  CRN 60116
PED T02-02, GARD, 10 Thu., 9/12-11/14, 9-10 am  CRN 60118
PED T02-03, GARD, 10 Thu., 9/12-11/14, 6-7 pm  CRN 60121

WEAVING STUDIO FOR BEGINNERS  Fee: $329
Beginning students learn basic techniques to weave a tapestry. We will explore ways of using surface, image, and text within a woven form. You will be exposed to both contemporary and historical tapestries through weekly visual presentations and participate in skill-building demonstrations to broaden technical skills. Frame looms and warp and weft yarns are provided. Bring a notebook and scissors to the first class. No class 10/9.
BOT E44-01, GARD, 8 Wed., 9/11-11/6, 1:30-4 pm  CRN 60275

DESIGN & GROW: DAHLIA INTENSIVE  Fee: $229
Geared toward the dahlia enthusiast, learn the basics of growing and designing with dahlias. Maintenance techniques, harvesting, and the digging and storage of tubers will be covered. Participants will receive a clump of Field & Florist dahlias and be taught how to propagate and store tubers at home. Field & Florist also will lead you in making a late summer arrangement featuring dahlias and other locally grown materials. All materials included in the fee. Additional tubers from the Field & Florist farm will be available.
BOT E82-01, GARD, 1 Sat., 9/14, 10 am-12 pm  CRN 60276

Register online www.oakton.edu/conted
Alliance for Lifelong Learning (ALL)
CONVERSATIONAL LANGUAGE ACADEMY

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

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

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

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

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

Conversational courses in several languages are offered at various locations. Course levels 3 and 4 will only be held if there is student interest and course levels 1 and 2 have been completed. Textbooks may be required for some language classes, and their price is not included in the tuition.

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

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>COURSE CODE</th>
<th>CRN</th>
<th>LOCATION</th>
<th>DAY</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Arabic 1</td>
<td>LAC AR1-01</td>
<td>60065</td>
<td>Maine East</td>
<td>Tuesdays</td>
<td>September 17 – November 12 (No class 10/15)</td>
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<tr>
<td>Arabic 2</td>
<td>LAC AR2-01</td>
<td>60066</td>
<td>Maine East</td>
<td>Thursdays</td>
<td>September 12 – October 31</td>
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<td>Chinese 1</td>
<td>LAC CH1-01</td>
<td>60083</td>
<td>Glenbrook South</td>
<td>Tuesdays</td>
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<td>Chinese 2</td>
<td>LAC CH2-01</td>
<td>60084</td>
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<td>October 29 – December 17</td>
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<tr>
<td>French 1</td>
<td>LAC FR1-01</td>
<td>60082</td>
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<td>Tuesdays</td>
<td>September 17 – November 12 (No class 10/15)</td>
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<td>French 2</td>
<td>LAC FR2-01</td>
<td>60085</td>
<td>Niles North</td>
<td>Wednesdays</td>
<td>August 21 – October 9</td>
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<tr>
<td>German 1</td>
<td>LAC GE1-01</td>
<td>60086</td>
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<tr>
<td>German 2</td>
<td>LAC GE2-01</td>
<td>60088</td>
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<td>Greek 1</td>
<td>LAC GR1-01</td>
<td>60074</td>
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<td>Greek 2</td>
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<td>Italian 1</td>
<td>LAC IT1-01</td>
<td>60067</td>
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<td>Italian 2</td>
<td>LAC IT2-01</td>
<td>60068</td>
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<td>Japanese 1</td>
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<td>Japanese 2</td>
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<td>Korean 1</td>
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<td>Korean 2</td>
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<td>Polish 1</td>
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<td>Polish 2</td>
<td>LAC PO2-01</td>
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<td>Russian 1</td>
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<td>Spanish 1</td>
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<td>Spanish 1</td>
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<td>October 1 – November 19</td>
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<td>October 22 – December 10 (No class 11/27)</td>
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<td>Spanish 2</td>
<td>LAC SP2-02</td>
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<td>Niles North</td>
<td>Mondays</td>
<td>August 26 – October 28 (No class 9/2, 10/14)</td>
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</table>
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 bzapat@oakton.edu.

INTRODUCTION TO ROBOTICS & VISION SYSTEMS* Fee: $594
Course presents overview of operation and usage of robots in manufacturing applications. Content includes manipulators, drive systems, controllers, motion, payload, programming, and vision systems. Course work involves hands-on projects.
MCH A08-C01, OC/SK, 15 Thu., 8/22, 5-8:40 pm CRN 60364

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 Mon., 8/19, 5:30-9:40 pm CRN 60300

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 Tue./Thu., 8/20, 6-8:50 pm CRN 60374

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, 16 Mon., 8/19, 6-9:45 pm CRN 60372

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: 1/2 classroom and 1/2 online.
MCH A03-C01, OC/SK, 16 Sat., 8/24, 9 am-1 pm CRN 60370

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, 15 Mon., 8/19, 6-9:50 pm CRN 60365

INTRODUCTION TO MACHINING* Fee: $408
Designed for students with little or no experience in precision metal-working machine tools, the course starts with detail coverage of industrial safety and OSHA policies. Main content examines basic principles and operations of a drill press, lathe, and vertical milling machine. It provides students with an understanding of common machining operations together with related tooling and fixtures. Additional topics include ferrous and nonferrous metals, introduction to precision measurements, and basic technical math including speeds and feeds calculations. The course provides an introduction to Computer Numerical Control (CNC) machining. Hybrid: 1/2 classroom and 1/2 online.
MCH A21-C01, OC/SK, 16 Tue., 8/27, 4-6:30 pm CRN 60455

MASTERCAM COMPUTER-AIDED MANUFACTURING I* 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 is available in the bookstore.
MCH A04-C01, OC/SK, 16 Wed., 8/21, 5:30-10:20 pm CRN 60368
MCH A04-C02, OC/SK, 16 Fri., 8/23, 9:30 am-12:30 pm CRN 60366
(Hybrid course: 1/2 classroom and 1/2 online)

MASTERCAM COMPUTER-AIDED MANUFACTURING II* Fee: $594
Course continues to build on the foundation completed in MCH A04. Focus is on creating 3D wire frame models, surface modeling, and 2D/3D solids using advanced commands, including special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC machining that requires creating a simultaneous, five-axis tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor. Textbook might be required. Check with the bookstore.
MCH A20-C01, OC/DP, 16 Thu., 8/22, 6-10 pm CRN 60381

AUTOMATION VISION SYSTEMS* Fee: $458
Designed for students with little or no experience with sensing and machine vision systems. The course outlines various types of sensors and machine vision technology commonly used in industry for automating machinery and performing quality inspection. Using sensors and machine vision, students will design and set up systems used for a variety of applications: including measurement and gauging, presence/absence sensing, identification, and machine vision guided robotics. Students will see how sensors and vision systems work and how they are applied, including CMOS sensors, limit switches, proximity sensors, photoelectric, ultrasonic, vacuum, pressure, and temperature. In addition, students will learn to integrate these sensors into external programmable controllers. Hands on projects are part of this course. Recommended: MFG 111. Hybrid: 1/2 classroom and 1/2 online.
MCH A22-C01, OC/SK, 16 Tue., 8/27, 7-10 pm CRN 60456

PROGRAMMABLE AUTOMATION CONTROLLERS (PAC)* Fee: $594
Course offers practical study and applications of Programmable Automation Controllers (PAC) utilizing Allen-Bradley CompactLogix based trainers. The course starts with overview of main differences between traditional Programmable Logic Controllers (PLC) and modern Programmable Automation Controllers (PAC). Main content provides programming skills to control operation of complex industrial automated systems utilizing RSLogix/Studio 5000 software. During the course students will learn how to assign system tags and tag arrays to address external I/O and internal memory and how to develop and maintain automation projects including tasks, programs, and routines. Practical applications of Function Block Diagram (FBD) and Sequential Function Chart (SFC) programming and testing utilizing CompactLogix based trainers with digital and analog I/O are integrated throughout the course. Recommended: MFG 240 or previous PLC experience.
MCH A23-C01, OC/SK, 16 Wed., 8/28, 5-10 pm CRN 60457
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.

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., 8/19, 10-10:50 am CRN 60335
MUS S19-C02, OC/DP, 16 Mon./Wed., 8/19, 11-11:50 am CRN 60333
MUS S19-C03, OC/DP, 16 Tue./Thu., 8/20, 9:30-10:20 am CRN 60332

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., 8/20, 12:30-1:45 pm CRN 60337

HAWAIIAN UKULELE 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.) No senior discount.

MUS X11-01, OC/DP, 6 Thu., 9/12, 5:45-6:45 pm CRN 60050

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.

TES T02-01, OC/DP, 1 Sat., 8/17, 9 am-2 pm CRN 60157
TES T02-02, OC/DP, 1 Thu., 8/22, 5-10 pm CRN 60158

Paralegal

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. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, call Merilee Waters at 847-376-7809.

PAR A01-C01, OC/SK, 16 Wed., 8/21, 6-8:50 pm CRN 60302

Personal Finance

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

FIN E02-01, GLBRK S, 3 Thu., 10/10, 6:30-9 pm CRN 60027
FIN E02-03, NILES N, 3 Wed., 11/6, 6:30-9 pm CRN 60029

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, 14 Fri., 9/6, 9 am-2:50 pm CRN 60326

Special Interest

WELDING I Fee: $230
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 TIG are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. No class 10/3.

TEC A10-01, ETHS, 10 Tue./Thu., 9/10, 6-9 pm CRN 60057
TEC A10-02, ETHS, 10 Tue./Thu., 9/12, 6-9 pm CRN 60058

Television, Radio, and Radio Services

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

COM S24-01, OC/SK, 1 Wed., 10/16, 6:30-8:30 pm CRN 60124

Web Page/Website 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., 9/3, 12:30-2:50 pm CRN 60352

Writing

WRITING SHORT STORIES Fee: $160
What makes one batch of words “story” and another batch mere “stuff”? Everything you need to know about writing and publishing fiction – and just about any other kind of writing – is encompassed in the craft and art of short stories. This course, taught by a Nebula Award-winning author, provides the basics of writing publishable work, along with the how, where, and when for getting that work published in both print and digital media.

COM E69-01, NILES N, 8 Wed., 9/25, 7-9 pm CRN 60022

*Courses may also be taken for college credit.
English as a Second Language (ESL)

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

Free ESL Classes*

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

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

Course Information
- Students may be admitted until the registration cut-off date if space is available
- College-bound or advanced ESL students should call 847.635.1821 to see if they have sufficient English skills to take college classes.
- Children are not allowed in classes. Only registered students are allowed in classes.

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

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

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

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

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

EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED
Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Tuesday, September 3, 6:30-8:15 pm
Ongoing Registration: Tuesdays only until October 15, 6:30-8:15 pm
Room S-131
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, September 5

Glenbrook South High School
4000 Lake Avenue, Glenview
Registration: Tuesday, September 3, 6:45-8:30 pm
Ongoing Registration: Tuesdays only until October 15, 6:45-8:30 pm
Room 199
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood
Registration: Thursday, August 29, 6-8:45 pm
Ongoing Registration: Tuesdays only until October 15, 6-8:45 pm
Class Meets: Tuesday, 6-8:45 pm
First Class: Tuesday, September 3

Maine East High School
2601 Dempster Street, Park Ridge
Registration: Tuesday, September 3, 6:45-8:30 pm
Ongoing Registration: Tuesdays only until October 22, 6:45-8:30 pm
Room 330
Class Meets: Tuesday, Wednesday, and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 10

Maine West High School
1755 South Wolf, Des Plaines
Registration: Wednesday, September 4, 6:45-8:30 pm
Ongoing Registration: Mondays only until October 16, 6:45-8:30 pm
Room C201
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Register online www.oakton.edu/conted 23
Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, September 3, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, October 15, 6:45-8:30 pm
Room 2199
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 5

Niles North High School
9800 Laveler Avenue, Skokie
(West of Old Orchard Shopping Center)
Registration: Wednesday, September 4, 6:45-8:30 pm
Ongoing Registration: Mondays only, October 16, 6:45-8:30 pm
Room 2065
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 9

Niles Public Library
6960 West Oakton Avenue, Niles
Registration: Thursday, August 29, 6-8:45 pm
Ongoing Registration: Tuesdays only, October 15, 6-8:45 pm
Class Meets: Tuesday and Thursday, 6-8:45 pm
First Class: Tuesday, September 3

BEGINNING TO INTERMEDIATE ESL
Maryville Academy (Ziggy Building)
1150 North River Road, Des Plaines
(Enter from Central Road)
Registration: Wednesday, August 28, 6-8:30 pm
Ongoing Registration: Mondays only, October 9, 6-8:30 pm
Class Meets: Monday and Wednesday, 6-8:30 pm
First Class: Wednesday, September 4

DAYTIME CLASSES
BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Friday, August 30, 9:30 am-12:30 pm
Ongoing Registration: Tuesdays only, October 15, 9:30 am-12:30 pm
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Tuesday, September 3

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Thursday, August 28, 8:50-11:30 am
Ongoing Registration: Tuesdays only, October 15, 8:50-11:30 am
Class Meets: Tuesday and Thursday, 8:50-11:30 am
First Class: Tuesday, September 3

Niles Community Church
7401 Oakton Street, Niles
Registration: Thursday, August 29, 12:20-3 pm
Ongoing Registration: Tuesdays only, October 15, 12:20-3 pm
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Tuesday, September 3

Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Friday, August 30, 9 am-12:15 pm
Ongoing Registration: Fridays only, October 4, 9 am-12:15 pm
Class Meets: Fridays, 9 am-12:15 pm
First Class: Friday, September 6

BEGINNING TO INTERMEDIATE ESL
District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Thursday, August 29, 9-11 am
Ongoing Registration: Tuesdays only October 15, 9:15 am-12 pm
Class Meets: Tuesday and Thursday, 9:15 am-12 pm
First Class: Tuesday, September 3

Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration: Monday, September 9, 9-11 am
Ongoing Registration: Mondays only October 16, 9-11 am
Class Meets: Mondays and Wednesdays, 9 am-12 pm
First Class: Wednesday, September 11

AFTERNOON CLASSES
INTERMEDIATE TO ADVANCED ESL
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, August 28, 1-4 pm
Ongoing Registration: Mondays only October 16, 1-4 pm
Class Meets: Mondays and Wednesdays, 1-4 pm
First Class: Wednesday, September 4

District 65 - Family Center
Joseph E. Hill Administration Center
1500 McDaniel, Evanston
Registration: Thursday, August 29, 12:15-3 pm
Ongoing Registration: Tuesdays only October 15, 12:15-3 pm
Class Meets: Tuesday and Thursday, 12:15-3 pm
First Class: Tuesday, September 3

Citizenship Education Classes

CITIZENSHIP EDUCATION  No fee required
Instruction in U.S. history and government to prepare for the citizenship
HIS A15-01, SKL, 14 Fridays
Registration and first class: 9/6, 6-8:45 pm.
Last day to register: 10/11

HIS A15-02, OC/SK, 14 Saturdays
Registration and first class: 9/7, 9:15 am-12 pm
Last day to register: 10/12

HIS A15-03, NPL, 13 Mondays
Registration and first class: 9/9, 6-8:30 pm
Last day to register: 10/14

HIS A15-04, DPL, 13 Mondays
Registration and first class: 9/16, 6-8 pm
Last day to register: 10/16
Low-cost Tuition ESL Classes

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

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

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

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

INTENSIVE ESL
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level.
Pre-registration in person is required. Must be tested and have instructor’s approval. Call 847-635-1426 for pre-test dates.
No class 10/14, 10/24, 11/11, 11/28.
COM A19-01, OC/SK, 12 Mon.-Thu., 9/11, 12:40-3:20 pm
Last day to register: 9/25

TOEFL PREP SEMINAR
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers. No class 11/29.
COM A45-01, OC/SK, 12 Tue., 9/24, 6:45-9:45 pm CRN 60261
Last day to register: 10/8
COM A45-02, OC/SK, 12 Sat., 9/21, 9 am-12 pm CRN 60262
Last day to register: 10/8

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 11/30.
COM A29-01, OC/DP, 12 Sat., 9/21, 9 am-12 pm CRN 60237
Last day to register: 10/5

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. No class 11/27.
COM A54-01, OC/DP, 12 Wed., 9/18, 9:45 am-12:45 pm CRN 60235
Last day to register: 10/2

CONVERSATIONAL ENGLISH PRACTICE
Fee: $216
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences. Textbook must be purchased separately.
COM A50-02, WCH, 12 Tue., 9/24, 9 am-12 pm CRN 60264
Last day to register: 10/8
COM A50-03, WCH, 12 Tue., 9/24, 6:45 pm-9:45 pm CRN 60265
Last day to register: 10/8

INTENSIVE GRAMMAR REVIEW I
Fee: $159
For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.
No class 11/29.
COM A70-01, OC/DP, 12 Fri., 9/20, 9:45 am-12:45 pm CRN 60233
Last day to register: 10/4

COMPOSITION FOR INTERMEDIATE ESL STUDENTS
Fee: $159
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 10/14, 11/11.
COM A61-01, OC/SK, 12 Mon., 9/16, 6:45-9:45 pm CRN 60266
Last day to register: 9/30

Volunteer to be a VITA Literacy/ESL tutor.
Required four-part training at the Skokie (Ray Hartstein) Campus:
Thursday, September 5, 5-8:45 p.m.
Tuesday, September 10, 5-8:45 p.m.
Saturday, September 21, 1-4 p.m.
Saturday, October 5, 1-3:30 p.m.

Call 847.635.1426 for an interview.

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

Register online www.oakton.edu/conted
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.
- Students must attend both registration days.
- 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.

EVENING CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Tuesday and Thursday, September 10 and 12, 6 pm
Class Meets: Tuesday and Thursday, 6-9 pm
First Class: Tuesday, September 17

Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Monday and Wednesday, August 19 and 21, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Monday, August 26

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Monday and Wednesday, September 9 and 11, 6 pm
Class Meets: Monday and Wednesday, 6-8:45 pm
First Class: Monday, September 16

DAYTIME CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Monday and Wednesday, August 19 and 21, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Monday, August 26

Glencoe Public Library
1930 Glenview Road, Glenview
Registration: Tuesday and Thursday, September 3 and 5, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, September 10

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 must attend both registration days.
- Students may enroll concurrently in Bridges Reading, Writing, STAR and ESL classes.

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 and Monday, September 4 and 9, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Wednesday, September 11
Oakton Community College: Writing
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Tuesday and Thursday, September 3 and 5, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, September 10

DAILY CLASSES

Oakton Community College: Reading
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Tuesday and Thursday, September 3 and 5, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, September 10

High School Equivalency (GED®) and Evening High School

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

High School Equivalency (GED and Pre-GED) Classes

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

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

Tutoring: Tutoring and computer skills training are available for HSE students on Monday and Tuesday evenings 7-9 p.m. and Friday evenings 5-7 p.m. at Oakton Community College in Skokie.

Call 847.376.7682 for an appointment.

High School Equivalency (HSE) Placement Testing and Counseling

New students who want to begin their HSE test preparation classes in September 2019 must come to placement testing, counseling, and registration. Attendance is required. Students must arrive on time. The test will take four to six hours to complete.

Oakton Community College
7701 North Lincoln Avenue, Skokie
Thursday, August 22, 10 a.m., Room P103-104
Thursday, September 5, 10 a.m., Room A145-152
Saturday, September 7, 9:30 a.m., Room P103-104

Pre-GED Classes

PRE-GED ENGLISH SKILLS
Fee: No Charge ($47)
EDU A02-02, MAINE E, 13 Tue., 9/10, 6:30-9:15 pm
EDU A02-04, NILES W, 13 Thu., 9/12, 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 11/11, 11/29.**
EDU A04-02, OC/SK, 13 Mon., 9/9, 6:30-9:15 pm
EDU A04-03, OC/SK, 13 Fri., 9/13, 9:30 am-12 pm
EDU A04-04, OC/SK, 13 Tue., 9/10, 6:30-9:15 pm

PRE-GED MATH SKILLS  Fee: No Charge ($47)
Review of basic math skills, fractions, decimals and interpretations of graphs and charts. **No class 10/24, 11/22, 11/27, 11/28.**
EDU A07-01, NILES N, 13 Wed., 9/11, 6:30-9:15 pm
EDU A07-02, NILES N, 13 Wed., 9/11, 6:30-9:15 pm
EDU A07-03, MAINE E, 13 Thu., 9/12, 6:30-9:15 pm
EDU A07-04, OC/SK, 13 Thu., 9/12, 9:30 am-12 pm
EDU A07-06, OC/SK, 13 Thu., 9/12, 9:30 am-12 pm
EDU A07-07, NILES N, 13 Wed., 9/11, 6:30-9:15 pm

GED Review Classes

GED ENGLISH REVIEW  Fee: $4.50 ($47)
Review of sentence structure, grammar, and introduction to academic writing.
EDU A03-01, NILES W, 13 Tue., 9/10, 6:30-9:15 pm

GED MATH REVIEW  Fee: $4.50 ($47)
Focus on algebra, geometry, and interpreting graphs and charts.
**No class 11/27, 11/28.**
EDU A08-01, NILES N, 13 Wed., 9/11, 6:30-9:15 pm
EDU A08-02, NILES W, 13 Thu., 9/12, 6:30-9:15 pm

GED SCIENCE REVIEW  Fee: $4.50 ($47)
Prepare students for the Science portion of the GED test.
**No class 11/28.**
EDU A18-01, NILES W, 13 Thu., 9/12, 6:30-9:15 pm

GED COMPLETE REVIEW  Fee: $10 ($98)
Intensive review of the four subject areas of the GED tests; course is intended for those close to taking the tests.
**No class 10/9, 10/24, 11/11.**
EDU A09-01, OC/SK, 11 Sat., 9/14, 9 am-1:30 pm
EDU A09-02, OC/SK, 8 Mon./Wed., 9/9, 6:30-9:30 pm
EDU A09-03, OC/SK, 10 Tue./Thu., 9/10, 9:30 am-12 pm
EDU A09-04, EVCC, 10 Mon./Wed., 9/9, 9:30 am-12 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 10/3, 10/14, 11/13, 11/28, 11/30.**
EDU A11-01, MAINE W, 10 Mon./Wed., 9/9, 6:30-9 pm
EDU A11-02, RRC, 16 Sat., 8/31, 9 am-12 pm
EDU A11-03, ETHS, 10 Tue./Thu., 9/10, 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., 9/10, 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 Edward Amos, Principal of Glenbrook Evening High School at Day Phone: 847.486.4709 or Night Phone: 847.486.4465.

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

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

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

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Teresa O’Sullivan at 847.635.1759.
Online Learning with Continuing Education and Education To Go (ed2go)

Learn from anywhere. Start any month!

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

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

Courses are $129 (except bundles and other special courses). No senior discount. View our ed2go online partnership courses on page 41. For more information and to register, visit www.ed2go.com/oakton.all.

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

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

Accounting

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

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

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

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

Business

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

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

For more information, visit www.ed2go.com/oakton.all
Mastership 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, safety, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine.

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

Become a Veterinary Assistant II: Canine Reproduction Fee: $129
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

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

Communication

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

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

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

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

Computer Courses

Introduction to Office Applications

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

Introduction to Microsoft Access Fee: $129

Intermediate Microsoft Access Fee: $129

Introduction to Microsoft Word Fee: $129
Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use 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.

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

Introduction to Microsoft Outlook Fee: $129
Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. Requirements: MS Office Outlook 2007, 2010 or 2013 or newer. Not suitable for Macintosh users.
**COMPUTER SKILLS FOR THE WORKPLACE**  
Fee: $129  
Learn the fundamental computer skills you need to succeed in today’s workplace. You’ll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. **Requirements:** Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Mac OS with any edition of Microsoft Office 2004 or newer (Mac) will be supported.

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

**INTRODUCTION TO MICROSOFT EXCEL**  
Fee: $129  
Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files and endow worksheets with decision-making capabilities. **Versions Available:** MS Excel or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

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

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

**Cisco Networking**

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

**Database**

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

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

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

**PC Troubleshooting and Security**

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

**Programming**

**INTRODUCTION TO JAVA PROGRAMMING**  
Fee: $129  
Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy to understand examples and skill-building exercises. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.

**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.

For more information, visit [www.ed2go.com/oakton.all](http://www.ed2go.com/oakton.all)
INTRODUCTION TO C++ PROGRAMMING  Fee: $129
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming, learn to write programs that incorporate basic programming logic and elementary data structures, as well as Windows, forms, and object-oriented techniques. Prior programming experience not required. 

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 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 XMLHttpRequest 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 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.

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.

Entrepreneurship

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

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

For more information, visit www.ed2go.com/oakton.all
INTRODUCTION TO ADOBE PHOTOSHOP  Fee: $129
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

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

ADOBE INDESIGN  Fee: $129
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality 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.

Home and Garden

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

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

Languages

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

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

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. Broader 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.

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.

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

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

For more information, visit www.ed2go.com/oakton.all
EMPLOYMENT LAW FUNDAMENTALS  Fee: $129
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

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

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

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

MARKETING AND SALES

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

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.

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.

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 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. If you would like to prepare for the certification, 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.

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.

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.

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.

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

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

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

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

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

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

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

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.

Psychology

INDIVIDUAL EXCELLENCE Fee: $129
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE Fee: $129
Do you know people whose behavior makes completing even the simplest tasks difficult? Review helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.

INTRODUCTION TO JOURNALING Fee: $129
Journaling can help you learn more about yourself. Explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.

WHAT’S STOPPING YOU? GET ASSERTIVE! Fee: $129
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Learn the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don’t be afraid to speak out.

MARRIAGE AND RELATIONSHIPS:

KEYS TO SUCCESS Fee: $129
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.

Real Estate

REAL ESTATE INVESTING Fee: $129
Want to invest in real estate but have no money and no idea where to start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.

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

**WOW! WHAT A GREAT EVENT!** Fee: $129

Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which help you avoid embarrassing and costly errors.

**HUMAN ANATOMY AND PHYSIOLOGY** Fee: $129

Review the structure and function of the human body. Learn basic chemistry, the human cell, the anatomy and the functions of the body’s organ systems, and how our organ systems work together to enable us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.

**MEDITATION FOR HEALTH AND HEALING** Fee: $129

Explore various meditation techniques in this four-session program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)

**FOOD, NUTRITION AND HEALTH** Fee: $129

Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.

**PERINATAL ISSUES** Fee: $129

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

**BASIC MATH REFRESHER** Fee: $129

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

**ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD** Fee: $129

In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. Enrich your child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

**UNDERSTANDING THE CLOUD** Fee: $129

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

**USING SOCIAL MEDIA IN BUSINESS** Fee: $129

Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform’s success and find out how to automate activity to leverage the power of electronic communication.

**CREATING MOBILE APPS WITH HTML5** Fee: $129

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

**INTRODUCTION TO GOOGLE ANALYTICS** Fee: $129

Learn to track and generate traffic to your site, create reports, and analyze data with Google’s free web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.

**INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X** Fee: $129

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

**INTRODUCTION TO CAMPASIA STUDIO 8** Fee: $129

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

Test Preparation

**GMAT PREPARATION** Fee: $129


For more information, visit [www.ed2go.com/oakton.all](http://www.ed2go.com/oakton.all)
and much more.

Develop a fluent reading rate, while improving reading comprehension, out of intensive and extensive reading and help your students develop the most important language skills you can teach. It gives your 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 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.

**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 littles events can lead to really big steps in reading and writing success.

**RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK**

Fee: $129

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

**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.

**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.

**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.

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**TEACHING STUDENTS WITH LEARNING DISABILITIES**

Fee: $129

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

**THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS**

Fee: $129

Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. Learn a step-by-step approach to effective, positive classroom discipline.

**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 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: 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.

**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.

**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.

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

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.

Web Page/Website Design

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

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

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

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

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 CSS, or CS6 for PC or Mac.

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 Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).

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

INTRODUCTION TO PHP AND MYSQL Fee: $129
Learn how to create an interactive website, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic websites that automatically change as your data changes.

INTERMEDIATE PHP AND MYSQL Fee: $129
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer, a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.

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

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

For more information, visit www.ed2go.com/oakton.all
INTERMEDIATE ADOBE FLASH  Fee: $129
Take your Adobe Flash skills to the next level to create more 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.

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.

WRITERIFIC: CREATIVITY  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.

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.

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

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

BEGINNING WRITER’S WORKSHOP  Fee: $129
Do you dream of writing creatively? Get a taste of the writing life, immerse yourself in the writing process, and experience a week filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

WRITING NON-FICTION BOOK  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.

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.

Any version of Microsoft Word.

For more information, visit www.ed2go.com/oakton.all
Bundle Courses and Save Money!

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

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

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

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

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

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. For more courses and pricing, visit www.ed2go.com/oakton.all.

Questions? Email Ed2Go@Oakton.edu.
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.

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

Healthcare
Certified Professional Coder (CPC) or Certified Coding Associate (CCA) Credential Awarded by AHIMA or 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.
The Alliance for Lifelong Learning (ALL) offers continuing education for the following health professionals and paraprofessionals:

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

Oakton offers three ongoing educational programs for health professionals:

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

We can also design a custom program specifically for your association or workplace. Developed by Oakton continuing education consultants to meet your particular needs, a program can be held at your site, at Oakton Community College, a hotel conference room, or site of your choosing. Consultation services can include development of content, assistance with selection of faculty, brochure development, mailing lists, registration of participants, and obtaining continuing education professional credit.

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

For more information, email cehp@oakton.edu or call 847-635-1438.
Lifelong Learning for the 55+ Student

Join the Emeritus Experience! Participate in valuable learning experiences, build meaningful connections with peers, and engage with expert presenters and lecturers.

**PASSPORT TO THE WORLD SUPER PASS**

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

Attend either **Thursday** or **Friday** or both days of the *Passport to the World* main series with the Super Pass. Register today for this limited availability discount. A special card will be issued to Super Pass holders.

**Thursdays: October 17 - December 19, 1-2:30 p.m.**
**Fridays: October 18 - December 20, 11 a.m.-12:30 p.m.**

Oakton Community College, 7701 N. Lincoln Avenue, Skokie


Emeritus course offerings are listed through page 50. For more information, visit www.oakton.edu/conted or call 847-982-9888.
During the 2008 presidential campaign, Michelle Obama experienced extraordinary scrutiny regarding her level of patriotism. From digging up her senior thesis from 23 years before, to a fist bump she and her husband shared, to short remarks she said that were taken out of context, there was an effort to paint her as someone who was not a “true” American. Author, speaker, and educator, Michelle Duster examines the criticisms that were directed at Michelle Obama and compares them to the same type of scrutiny that Duster’s great-grandmother, Ida B. Wells, faced over a century before.

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

**Tuesday, September 17 | 1 - 2:30 p.m.**

**Oakton Community College, 7701 N. Lincoln Avenue, Skokie**

**Presenter:** The great-granddaughter of Ida B. Wells, Michelle Duster has edited and produced a number of books including *Ida In Her Own Words: The timeless writings of Ida B. Wells from 1893* (2008, BW Publishing) and *Ida From Abroad: The timeless writings of Ida B. Wells from England in 1894* (2010, BW Publishing). In both books, Michelle added a personal narrative comparing her own experiences as a Black woman in this country to those of her great-grandmother 100 years earlier.

Des Plaines Campus

BEGINNING CONVERSATIONAL SPANISH FOR 50+ Fee: $130
Did you know that learning a new language can offset cognitive losses as we age? Exercise your mind while learning to speak one of the fastest growing languages in the world. Learn essential vocabulary and phrases with classmates and new friends and begin communicating in Spanish.
LSP E50-61, OC/OP, 8 Mon., 9/9-10/28, 10 am-12 pm CRN 60170

Cinematic Arts

WOMEN FILMING WOMEN Fee: $156
Join Alan Barn, Ph.D. in viewing, discussing, and appreciating the remarkable contributions of women directors in an industry that has been inhospitable to them. Each film also focuses on a female protagonist. Screenings will include internationally recognized successes such as The Piano, Eve’s Bayou, Winter’s Bone, Water, Ladybird, and On the Basis of Sex. Each is not only a wonderful film but also has, at its center, a female director focusing on women.
HUM C19-61, OC/SK, 8 Mon., 9/16-11/4, 1-4 pm CRN 60279

Glenbrook South High School

SOCIAL SECURITY FACTS Fee: Free
As you approach retirement, you’ll make many decisions. Some are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. A $9 processing fee applies.
FIN E39-64, GLBRK S, 1 Tue., 10/22, 6-8 pm CRN 60006

NEW! GREAT PERFORMANCES IN AMERICAN CINEMA Fee: $156
HUM E83-61, OC/SK, 8 Wed., 10/2-11/20, 9:30 am-12:45 pm CRN 60285

Niles North High School

SOCIAL SECURITY FACTS Fee: Free
As you approach retirement, you’ll make many decisions. Some are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. A $9 processing fee applies.
FIN E39-62, NILES N, 1 Wed., 9/18, 7-9 pm CRN 60004

Current Events

INTERNATIONAL WEEK IN REVIEW Fee: $120
Join George Lungu, M.A., Oakton professor of political science, for analysis of current international events and their domestic implications. No senior discount.
PSE B04-61, OC/SK, 6 Fri., 9/6-10/11, 1-2:30 pm CRN 60169

Skokie Campus

Art

SKETCHING OR PAINTING WITH WATERCOLOR OR ACRYLIC Fee: $68
Create a masterpiece! American impressionist artist William Nelson walks you through every step, from sketching a subject to putting the final touches on a painting. Work in watercolor or acrylic paint, on paper or canvas. All levels welcome. No senior discount.
ART D07-61, OC/SK, 4 Wed., 9/25-10/16, 2:30-4:30 pm CRN 60001

PAINTING IN OILS OR ACRYLICS Fee: $136
This class will emphasize improving skills and achieving your individual painting goals. Composition, values, color, and materials will be explored. Instructor William Nelson will help you to develop your individual painting technique and to discover artistic creation insights and inspiration. This is an advanced class for those who have painted and want to take a step forward.
ART C35-61, OC/SK, 8 Wed., 10/23-12/11, 2:30-4:30 pm CRN 60002

FIN E39-61, OC/SK, 1 Wed., 9/11, 7-9 pm CRN 60003
FIN E39-63, OC/SK, 1 Mon., 10/14, 9:30-11:30 am CRN 60005

Discussion Groups

FOREIGN POLICY ROUNDTABLE Fee: $75
Oakton’s Foreign Policy Roundtable (FPR) group is led by foreign policy expert Gary Midkiff. Each two hour meeting will focus on current policy and foreign relations issues, working from an agenda and list of readings (links) provided to all participants in advance. No senior discount. Dates for this course are: 9/4, 9/18, 10/2, 10/16, 11/6, 11/20, 12/4, 12/18.
PSE C04-61, OC/SK, 8 Wed., 9/4-12/18, 1:30-3:30 pm CRN 60168

Finance

SOCIAL SECURITY FACTS Fee: FREE
As you approach retirement, you’ll make many decisions. Some are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. A $9 processing fee applies.

FIN E39-61, OC/SK, 1 Wed., 9/11, 7-9 pm CRN 60003
FIN E39-63, OC/SK, 1 Mon., 10/14, 9:30-11:30 am CRN 60005

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

EMERITUS PROGRAM www.oakton.edu/conted 45

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
TAI CHI AND QIGONG (CHI KUNG) I  Fee: $144
Qigong (Chi Kung) consists of two Chinese words Qi (energy) and Gong (work). A general term used to describe Chinese exercise systems, it includes health and medical, martial (Tai Chi), and spiritual aspects. Learn movements and practices from health and medical Qigong and Tai Chi to improve breathing, balance and circulation, reduce stress, increase bone density, and regulate blood pressure. Instructor Mark Przybyysz has practiced and taught Tai Chi and Qigong for 18 years and is a certified full instructor in Master Mantak Chia’s Universal Healing Tao system. No class 9/2, 11/11.
PED E30-61, OC/SK, 12 Mon., 8/19-11/18, 1:15-2:15 pm CRN 60140

TAI CHI & QIGONG (CHI KUNG) II  Fee: $144
Continue to build upon and add to the movements and routines you learned in Tai Chi & Qigong (Chi Kung) I. Practice routines learned in the previous class, and learn new movements. Additionally, learn how to combine movement with meditation in order to create and experience “moving meditation” which will improve and increase the physical and psychological benefits of these practices. Instructor Mark Przybyysz has practiced and taught Tai Chi and Qigong for 18 years and is a certified full instructor in Master Mantak Chia’s Universal Healing Tao system. Prerequisite: Tai Chi & Qigong (Chi Kung) I or permission from the instructor.
PED E45-61, OC/SK, 12 Wed., 8/21-11/6, 1:15-2:15 pm CRN 60141

HATHA YOGA  Fee: $108
Practice stretching, breathing, and relaxation techniques through the gentle art of Hatha Yoga with Diana Gourguechon, a yoga teacher certified by the Himalayan Institute. Relieve stress and rejuvenate the body. Bring a small pillow and a mat or towel to class.
PED S10-61, OC/SK, 6 Wed., 9/4-10/9, 9:30-10:45 am CRN 60143
PED S10-62, OC/SK, 6 Wed., 10/16-11/20, 9:30-10:45 am CRN 60144

TAI CHI AND QIGONG (CHI KUNG) I MINI-SESSION  Fee: $48
Qigong (Chi Kung) consists of two Chinese words Qi (energy) and Gong (work). A general term used to describe Chinese exercise systems, it includes health and medical, martial (Tai Chi), and spiritual aspects. Learn movements and practices from health and medical Qigong and Tai Chi to improve breathing, balance and circulation, reduce stress, increase bone density, and regulate blood pressure. Instructor Mark Przybyysz has practiced and taught Tai Chi and Qigong for 18 years and is a certified full instructor in Master Mantak Chia’s Universal Healing Tao system. This is a combined session for level I and II. No class 11/27.
PED E30-62, OC/SK, 4 Wed., 11/20-12/18, 1:15-2:15 pm CRN 60142

JUDAISM AND CHRISTIANITY IN MEDIEVAL ENGLAND: CONFLICT AND COOPERATION  Fee: $96
This course will explore the relationship between Christians and Jews in medieval England with a final session discussing Jews elsewhere in medieval Europe. Frances Howard Mitilineos, Ph.D., will show that the relationship between these two religious groups was far more nuanced than is generally believed and that it changed over time. Jews and Christians cooperated not only in daily life and lived in close proximity, but often worked together.
HIS C22-61, OC/SK, 6 Wed., 9/11-10/16, 1-2:30 pm CRN 60278

CAPITALISM, SOCIALISM, AND DEMOCRACY  Fee: $156
Join Joseph Harrington, M.A. to discuss the resurgence of the question of America as capitalist or socialist, and what those terms imply for our freedom, prosperity, and well-being. We will discuss the evolution of political and economic thinking to clarify terms and help each of us critically discern our values and interests. The discussion will focus on writings from influential thinkers, including Adam Smith, Karl Marx, Max Weber, Joseph Schumpeter, John Maynard Keynes, Friedrich Hayek, and some of their lesser-known contemporaries.
HIS C13-61, OC/SK, 8 Mon., 9/16-11/4, 1-3 pm CRN 60280

DO THE GOSPELS AGREE?  Fee: $96
The gospels of Matthew, Mark, and Luke contain parallel information about the life of Jesus. However, the gospel of John contains only eight percent of the information about Jesus that is parallel with the other three. Join Rev. Jim Dunlap, M.Div. to examine the few places where all four gospels agree such as the feeding of the fifth thousand, the cleansing of the Temple, and Palm Sunday. By comparing all four gospels, we learn about the communities for whom they were written, the theology of each writer, the context of their formation, and the basic story behind them. No class 10/24 and 11/28.
PHL E51-61, OC/SK, 6 Thu., 10/17-12/5, 1-2:30 pm CRN 60274

HUM B33-61, OC/SK, 3 Mon., 10/29-12/10, 1-3 pm CRN 60286

HUM B43-61, OC/SK, 6 Wed., 9/4-10/23, 10-11:30 am CRN 60277
Personal Enrichment

LET'S CONNECT! PERSONAL GROWTH FOR SENIORS—THE BENEFITS AND CHALLENGES OF AGING  Fee: $99
Socialization and cognitive simulation are essential for awareness and growth in the senior years. Working with Linda Halperin, M.A., students will apply their own life experiences through discussion and writing to describe a fulfilling future. Sign up for this new experience.
PSY B15-61, OC/SK, 6 Tue., 9/10-10/15, 10-11:30 am CRN 60171

Technology

INTRODUCTION TO COMPUTERS  Fee: $55
Computers bring the world to one’s doorstep, simplify day-to-day tasks, and connect users with the important people in their lives. Learn about computer equipment and master basic computer skills in this four-week course. Surf the Internet, explore e-mail, and develop word processing skills. No senior discount.
DPR E01-61, OC/SK, 4 Sat., 9/14-10/5, 9-11 am CRN 60167

EMERITUS PASSAGES SEMINAR

The passages series is a humanities-based series covering topics on art, theater, music, and more. Register today. Registration is by series only. Seating is limited.

PASSAGES SEMINAR SERIES I  Fee: $79
1-2:30 p.m., Room P103-P104, Skokie campus $69 in-district seniors age 60 and above. No class 9/17.
HUM S09-40, OC/SK, 7 Tue., 9/3-10/22, 1-2:30 pm CRN 60146

Tuesday, September 3
FOLK MUSIC: A PEOPLE’S DISCOURSE THROUGH SONG
Every community around the world expresses narratives about themselves, often most profoundly through their shared songs. Although there is no agreed upon definition of folk music, all agree that it expresses ideals, dreams, and stories. Join Janis Fine, Ph.D. and Jeff Winter, Ph.D. as they explore songs that incorporate the lived experiences of ordinary people. Discover fascinating stories and selections from various eras, events, places, and languages to celebrate the human experience in folk music.

Tuesday, September 10
AFRICA AND ANCIENT EGYPT
The relationship between the populations, cultures, and religious beliefs of ancient Egypt and the rest of Africa has long sparked heated debate. Admittedly, the links between ancient Egypt and Africa are complex and somewhat elusive. However, monotheism, magic, the belief in a meaningful life after death, and the mystical power of language are ideas intensely shared between ancient Egyptians and other Africans. Join Emeritus teacher Douglas Gillette, M.A.R.S., M-Div. for a fascinating exploration of Egypt in its African context.

Tuesday, September 24
PLEASE CALL ME AMY
Behind every great man is a woman of extraordinary will and purpose. For Colonel Robert R. McCormick, one of the most powerful men in America when he ran the Chicago Tribune, Amy McCormick was that woman. Get to know her service in the Red Cross during the World War I, her Civil War surgeon father, her painting, riding the Underground Railroad. Amy McCormick was that woman. Get to know her service in the Red Cross during the World War I, her Civil War surgeon father, her painting, riding the Underground Railroad. Join Emeritus teacher Linda Halperin, M.A., students will apply their own life experiences through discussion and writing to describe a fulfilling future. Sign up for this new experience.

Tuesday, October 8
THE ART OF THE REVOLUTION: PORTRAITS BY JOHN SINGLETON COPLEY
Copley was the greatest and most influential painter in colonial America. Born of poor, working class parents, his hard work and determination, lifted him into the highest circles of colonial society. When their world collapsed on the eve of the American Revolution, Copley fled to England, where he again rose to prominence. Join Ruth Nelson to examine Copley’s colonial portraits. Considered his finest works, they also tell the story of our nation’s founders.

Tuesday, October 15
THE SALEM WITCH TRIALS AND THE POWER OF FEAR
In 1692, four pre-teen girls began having bizarre and disturbing fits. They claimed that witches in the community were persecuting them. What followed were months of trials and the execution of 20 people. Once fear gained the upper hand, legal safeguards went out the window. The community-wide regret that followed could not undo what had happened or remove the stain on Salem that remains to this day. Join Joyce Haworth to discover one of the strangest and most painful episodes in American history.

Tuesday, October 22
BEHIND THE DOORS OF DOWNTON ABBEY
Join Steven Frenzel to discover more about all six seasons of Downton Abbey. Watch behind the scenes anecdotes and fascinating hidden details. This remarkable TV show highlights the historical context of the captivating characters and their stories.

PASSAGES SEMINAR SERIES II  Fee: $79
1-2:30 p.m., Room P103-P104, Skokie campus $69 in-district seniors age 60 and above.
HUM S09-41, OC/SK, 7 Tue., 10/29-12/10, 1-2:30 pm CRN 60147

Tuesday, October 29
What does it take to be First Lady of the United States? The role comes with no job description, no pay, and no written requirements. Yet America’s presidential spouses have often wielded great political influence, and they have always been subject to intense public scrutiny. In this illustrated lecture, historian Leslie Goddard, Ph.D. explores which first ladies have ranked highest and lowest among historians and political scientists. Who do you think ranked best or worst? Why were some so vilified? And, what might the future hold for the role of first lady?
Tuesday, November 5
EVERYDAY LIFE IN EAST GERMANY: A LOOK ACROSS THE BORDER
Since the fall of the Berlin Wall, historians have dedicated themselves to studying East Germany’s political system and its oppressive instruments such as the STASI (secret police). Although East Germany was a totalitarian state, there were still 16 million people who lived a relatively normal life. Join German historian Anette Isaacs, M.A. for a compelling exploration of life in East Germany, its food and culture, education, and everyday items that gave the GDR its identity and made it so different from the West.

Tuesday, November 12
ONE CENTURY OF THE WOMEN’S RIGHT TO VOTE
The year 2020 marks the 100th anniversary of the passage of the 19th Amendment granting women the right to vote. The last state needed for ratification passed it on August 18, 1920. Why did it take so long for the federal vote? How did Illinois, with women gaining the right to vote in certain elections, become a model for women’s suffrage movements in other states? How did Ida B. Wells play a major role in Illinois to bring attention to the women’s suffrage movement? Presented by Kay Shelton.

Tuesday, November 19
¿NIÑA BUENA?
How do you live up to your Latino family’s old-fashioned expectations when you are made in America? Being a good little girl isn’t so simple! Jasmin Cardenias brings you the story of “¿Niña Buena?”—searching for an identity that explores the joys and challenges of being Latina y Americana—the stereotypes, the pivotal moments of change, the expectations, the pain, and the beautiful confusion of it all—“Niña o mujer? (Little girl or woman?)”

Tuesday, November 26
THE 50TH ANNIVERSARY OF THE BEATLES’ ABBEY ROAD
October 1st marks the 50th Anniversary of the release of Abbey Road—the last album the Beatles recorded. After the turmoil of The White Album and Let It Be, the Beatles put their differences aside to record one of their most popular albums. And, it still sounds fresh and vital today. Each member shone brightly from Lennon’s funky Come Together to Harrison’s sublime Something and Here Comes The Sun to McCartney’s galloping Medley - a virtual rock ‘n’ roll symphony. Using audio visual content, Gary Wenstrup will review the stories behind the album’s best-known songs and celebrate the Beatles final gift to music lovers.

Tuesday, December 3
‘TIS THE SEASON
For many people, the holidays are a time of traditions—and there were plenty of entertaining traditions during the “Golden Age” of radio, from Jack Benny’s annual shopping trips to Lionel Barrymore as Ebenezer Scrooge. Join radio historian Steve Darnall for an afternoon of seasonal sounds from radio’s past, designed to spur the imagination and enjoy a bit of holiday spirit.

Tuesday, December 10
MOVIE MUSIC ROMANCE II
A presentation of sensational songs and dances from the past 100 years of film, John LeGear showcases the most creatively conceived movie scenes, love songs, and dance pairings on the silver screen. Little-known insights and behind-the-scenes stories make these memorable film clips appear as if you’re seeing them for the first time. See familiar stars Rita Hayworth, Cyd Charisse, Marilyn Monroe, Yul Brynner, Audrey Hepburn, Emma Stone, Jennifer Lawrence, Bradley Cooper, and more.

PASSPORT TO THE WORLD - FOREIGN RELATIONS
The passport series is a world relations political science series covering international policy issues and disputes.

MINI SERIES
1-2:30 p.m., Room P103-P104, Skokie campus
$50 in-district seniors age 60 and above
HUM S53-40, OC/SK, 5 Thu., 9/12-10/10, 1-2:30 pm CRN 60159

Thursday, September 12
THE INTERNATIONAL CAUSES OF CIVIL WAR
We commonly think of civil wars as resulting from domestic disputes. However, countries do not exist in isolation. While internal disputes may begin a crisis, escalation to war frequently requires outside influence. Paul Poast, Ph.D. discusses a variety of conflicts, both past and present, with a particular focus on the American Civil War to illustrate this phenomenon.

Thursday, September 19
HOW TO HIDE AN EMPIRE: TELLING THE STORY OF THE GREATER UNITED STATES
When we speak of the United States, we most often mean the contiguous part that is bounded by Canada, Mexico, and the oceans. Yet, there were only three years in U.S. history where those were the true borders. For most of its history, the United States has controlled an overseas empire with holdings in the Caribbean, the Arctic Sea, and the Pacific with millions of colonial subjects. Join Daniel Immerwahr to consider what happens to U.S. history when those places and people are part of the story.

Thursday, September 26
THE FUTURE OF CHINESE AND U.S. RELATIONS—COOPERATION OR COMPETITION?
Join Gary Midkiff, M.B.A. as he talks about China and the U.S. as the world’s two largest economies. Each spends more on their militaries than any other country. Each spends more on foreign aid and assistance than any other country. Are they destined to fall into the Thucydides’ Trap or can they find a cooperative path?

Thursday, October 3
BUDDHISM IN SRI LANKA AND MYANMAR: MINDFULNESS, SOCIAL ENGAGEMENT, AND WAR
Join George Bond to discover the ways Buddhism has shaped these two South Asian countries. In Sri Lanka, Buddhists have developed programs of social engagement to uplift the poor and provide new opportunities for rural villagers. From Myanmar, the meditation movement spread to other parts of Asia and the West. However, despite these models for tranquil society, Buddhism has also been used to condone violence and war. How does the long-running civil war in Sri Lanka, and the recent violence against the Rohingya minority in Myanmar, show us different faces of contemporary Buddhism and its role in the political landscape?
Thursday, October 10
MIDDLE EAST UPDATE
Join Toufic El Rassi to discover the constant fluctuations in international affairs and the important relationships between the United States and the Middle East. We will discuss the recent changes in the region since the uprisings, and go over the key issues concerning the U.S., including Syria, the Iran nuclear program, the Palestinian/Israeli conflict, and the Trump administration’s approach to these issues.

THURSDAY SERIES
1-2:30 p.m., Room P103-P104, Skokie campus
$100 in-district seniors age 60 and above. No class 10/24, 11/28.
HUM SS3-41, OC/SK, 8 Thu., 10/17-12/19, 1-2:30 pm CRN 60163

Thursday, October 17
“DOES TRUMP HAVE A FOREIGN POLICY?”
After year three of the Trump administration, perhaps the key question is whether the Trump administration has a consistent foreign and national security policy. Professor Robert Pape, Ph.D. discusses the range of views on the subject and presents his own assessment of both the general policy and potential consequences going forward.

Thursday, October 31
THE CRISIS IN VENEZUELA: NATIONAL AND INTERNATIONAL RAMIFICATIONS
What is the reason for Venezuela’s profound social unrest, and what is in store for the country’s future? Explore the economic, political, and social roots of the present crisis with Peter Hudis, Ph.D. and what the present situation reveals about efforts to create an alternative to capitalism in Latin America.

Thursday, November 7
THE 2020 AMERICAN ELECTION IN INTERNATIONAL CONTEXT
Join Professor William Adler, Ph.D. to examine the distinctions between the American electoral system and that of other nations. We will discuss the single-member district system of the United States with its separation of powers, and how that differs from parliamentary systems with proportional representation such as Israel, France, and others.

Thursday, November 14
BERLIN AT 30!
Join German historian and ex-Berliner Anette Isaacs, M.A. for a fascinating discussion that celebrates this breathless metropolis, Berlin, Germany’s capital in this seminal year, the 30th anniversary of the fall of the seemingly insurmountable wall on November 9, 1989. Discover how the city evolved over the last three decades without the Berlin Wall.

Thursday, November 21
CHINA’S REVERSAL OF FORTUNE UNDER CCP RULE
As China marks the 70th anniversary of the Chinese Communist Party in power, join Dali Yang, Ph.D. as he assesses key aspects of China’s development and governance. He will also discuss the major challenges lying ahead for China and the implications for the rest of the world.

Thursday, December 5
THE 2020 PRESIDENTIAL FIELD: A ROAD MAP
Join Julie Strauss, Ph.D. for a stimulating discussion of the 2020 presidential election. It has attracted numerous Democratic candidates each hoping to present the most appealing mix of policies, life story, and character traits to very diverse democratic primary voters. We will explore what each candidate brings to the race and discuss any possible challenger to President Trump on the Republican side.

Thursday, December 19
THE YOUTH VOTE AND THE COMING END OF POLARIZATION
Since 2004, young Americans have leaned Democrat in every national election, often by landslide margins. Now, a large bulge of millennial voters is transforming the 30-44 demographic into an ideologically progressive heavily Democratic one. How will this trend affect future American politics? Join Professor David Faris, Ph.D. to discuss this realignment as young people replace older voters. Could this portend the end of a nearly 40-year period in which the two parties have captured nearly equal shares of the national vote?

FRIDAY SERIES
11 a.m.-12:30 p.m., Room P103-P104, Skokie campus
$100 in-district seniors age 60 and above. No class 10/25, 11/29.
HUM SS3-49, OC/SK, 8 Fri., 10/18-12/20, 11 am-12:30 pm CRN 60164

Friday, October 18
“DOES TRUMP HAVE A FOREIGN POLICY?”
After year three of the Trump administration, perhaps the key question is whether the Trump administration has a consistent foreign and national security policy. Professor Robert Pape, Ph.D. discusses the range of views on the subject and presents his own assessment of both the general policy and potential consequences going forward.

Friday, November 1
THE CRISIS IN VENEZUELA: NATIONAL AND INTERNATIONAL RAMIFICATIONS
What is the reason for Venezuela’s profound social unrest, and what is in store for the country’s future? Explore the economic, political, and social roots of the present crisis with Peter Hudis, Ph.D. and what the present situation reveals about efforts to create an alternative to capitalism in Latin America.

Friday, November 8
THE 2020 AMERICAN ELECTION IN INTERNATIONAL CONTEXT
Join Professor William Adler, Ph.D. to examine the distinctions between the American electoral system and that of other nations. We will discuss the single-member district system of the United States with its separation of powers, and how that differs from parliamentary systems with proportional representation such as Israel, France, and others.

Friday, November 15
BERLIN AT 30!
Join German historian and ex-Berliner Anette Isaacs, M.A. for a fascinating discussion that celebrates this breathless metropolis, Berlin, Germany’s capital in this seminal year, the 30th anniversary of the fall of the seemingly insurmountable wall on November 9, 1989. Discover how the city evolved over the last three decades without the Berlin Wall.

EMERITUS PROGRAM  www.oakton.edu/conted  49
Friday, November 22

CHINA’S REVERSAL OF FORTUNE UNDER CCP RULE
As China marks the 70th anniversary of the Chinese Communist Party in power, join Dali Yang, Ph.D. as he assesses key aspects of China’s development and governance. He will also discuss the major challenges lying ahead for China and the implications for the rest of the world.

Friday, December 6

THE 2020 PRESIDENTIAL FIELD: A ROAD MAP
Join Julie Strauss, Ph.D. for a stimulating discussion of the 2020 presidential election. It has attracted numerous Democratic candidates each hoping to present the most appealing mix of policies, life story, and character traits to very diverse democratic primary voters. We will explore what each candidate brings to the race and discuss any possible challenger to President Trump on the Republican side.

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

Friday, December 13

THE YOUTH VOTE AND THE COMING END OF POLARIZATION
Since 2004, young Americans have leaned Democrat in every national election, often by landslide margins. Now, a large bulge of millennial voters is transforming the 30-44 demographic into an ideologically progressive heavily Democratic one. How will this trend affect future American politics? Join Professor David Faris, Ph.D. to discuss this realignment as young people replace older voters. Could this portend the end of a nearly 40-year period in which the two parties have captured nearly equal shares of the national vote?

Friday, December 20

THE FUTURE OF NUCLEAR PROLIFERATION
Professor John Mearsheimer, Ph.D. will talk about the United States and how it has failed to get North Korea to give up its nuclear weapons. The fact is that the United States has done an excellent job of preventing proliferation since the mid-1970s, and especially since the Cold War ended. The key question is what the future holds for nuclear proliferation as the world goes from uni-polarity to multi-polarity. Will rivalry among the great powers—China, Russia, and the United States—facilitate proliferation or will they be able to work together to stem the tide?

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### TRIPS & TOURS

<table>
<thead>
<tr>
<th>Trip Description</th>
<th>Fee</th>
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<tr>
<td>Chicago Cubs vs. San Francisco Giants</td>
<td>$116</td>
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<tr>
<td>Wrigley Field (Chicago, IL)</td>
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<td>Cheer on the Cubs as they face off against the San Francisco Giants at Wrigley Field. Lunch is on your own at the ball park. Price includes coach transportation and ticket. Limit 2 tickets per person. Registration deadline: August 8. SOC E37-61, PRPD, 1 Thu., 8/22, 11:15 a.m.-5 p.m. CRN 60284</td>
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<tr>
<td>The Dancing Horses Theatre (Delavan, WI)</td>
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<td>The Dancing Horses Theater presents an enchanting Vegas-style performance for audiences of all ages. This dazzling spectacle features an array of horse breeds who perform alongside their trainers in a fantastic cavalcade of equestrian artistry. Visually stunning, and performed in a state-of-the-art, yet intimate, 300-seat theatre, this live show is truly a must-see for any horse lover. The show concludes with the Dancing Waters, which features hundreds of water jets that are choreographed to music and presented in a brilliant kaleidoscope of changing lights. Lunch includes stuffed chicken, vegetables, potato, salad, and strawberry shortcake for dessert. Registration deadline: August 21. SOC E89-61, PRPD, 1 Wed., 9/4, 10 a.m.-5 p.m. CRN 60287</td>
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<td>Brewery and Fish Fry Tour (Milwaukee, WI)</td>
<td>$105</td>
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<td>Why did the fish fry start? What made it so popular in Milwaukee and what did beer have to do with it? Join Milwaukee Food &amp; City Tours to find out! We are taking to the streets to sample some of Milwaukee’s favorites. On this five-hour tour, we will explore two fish frys—one at a brewery and one at a supper club. We will end with a microbrewery for one final tour. Oh, and save room for another Milwaukee classic—frozen custard. Registration deadline: September 16. SOC E76-61, PRPD, 1 Thu., 10/3, 10:30 a.m.-6:30 p.m. CRN 60288</td>
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<td>Four Winds Casino (New Buffalo, MI)</td>
<td>$39</td>
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<td>Win big at Four Winds Casino! Enjoy gaming action with a $15 slot credit and $10 food credit. Registration deadline: October 23. SOC E50-61, PRPD, 1 Wed., 11/6, 8 a.m.-4 p.m. CRN 60289</td>
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<td>Classic Crooners Christmas</td>
<td>$80</td>
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<td>White Fence Farm (Romeoville, IL)</td>
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<td>Join this jolly jubilee featuring your favorite seasonal songs and singers in a festive holiday setting. Lunch includes White Fence Farm’s famous four-piece fried chicken meal with coleslaw, homemade corn fritters, cottage cheese, kidney bean salad, homemade chicken gravy, pickled beets, backed potato, and vanilla ice cream. Registration deadline: November 13. SOC E41-61, PRPD, 1 Thu., 12/5, 10:30 a.m.-4:30 p.m. CRN 60290</td>
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<td>Holiday Bakery Bus Tour (Milwaukee, WI)</td>
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<td>Travel around the world and back in Milwaukee on our Holiday Bakery Bus Tour. Climb aboard the bus as we explore the history of Polish, German, Italian, Irish, and more Christmas holiday traditions. This is an excellent opportunity to celebrate the holidays while sampling delicious holiday treats from a collection of favorite bakeries in Milwaukee. Along the way, we will visit four to six bakeries and enjoy a sit-down lunch at Polonez, Milwaukee’s last authentic Polish restaurant. This tour provides lunch, an expert guide, treats and samples, and shopping time. Grab your Santa hat, elf stockings, or your famous Christmas sweater, and join us for a day of learning, shopping, and of course...eating. Trip fees include transportation, bakery samples, guide, and lunch. Registration deadline: November 25. SOC E57-61, PRPD, 1 Tue., 12/10, 9 a.m.-5 p.m. CRN 60291</td>
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Cancellation Policy: Plans change and we understand. You may request a trip refund prior to the deadline date minus a $15 cancellation fee. Refunds will not be issued after the deadline date.
Register online www.oakton.edu/conted

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

PART A: Personal Information (required)

<table>
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<tr>
<th>Student ID Number or SSN</th>
<th>Last Name</th>
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PART B: Educational Information

Highest grade completed | Last high school attended (Name, city, state) | Last college attended (Name, city, state) |
------------------------|----------------------------------------------|----------------------------------------|
|                       |                                              |                                        |

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 □ Hispanic or Latino □ Native Hawaiian or Other Pacific Islander □ White □ Choose Not to Respond

PART D: Course Information

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<tr>
<th>CRN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
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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 ________________________________

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

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

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

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

*Oakton serves a portion of these communities. Contact the Enrollment Center at 847-635-1700 for exact in-district addresses.
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 and Skokie campuses, or other convenient venues.

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

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

Learn more at [www.oakton.edu/workforce](http://www.oakton.edu/workforce), email [workforcesolutions@oakton.edu](mailto:workforcesolutions@oakton.edu), or call 847.635.1447.
Learn more about humanities through our intellectually engaging Passages Series!

Our Emeritus program is now inside every noncredit schedule. Check out all offerings starting on page 43.