Fall classes begin August 17. Register online at www.oakton.edu/conted.
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.
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Do you already have an Oakton degree or certificate?
If so, you’re an alum!

To learn more about the Alumni Association and join our mailing list, visit us at www.oakton.edu/alumni.
### Oakton is in Your Neighborhood!

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

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

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For more information, call 847.982.9888
## ONLINE CLASSES
Offering courses from A-Z! To view the courses online, visit [www.ed2go.com/oakton.all](http://www.ed2go.com/oakton.all).

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

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### Bundle Courses and Save More Money!

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<td>C# Programming Series</td>
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<tr>
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<td>Creating WordPress Website Series</td>
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<td>Educators Fundamentals Series</td>
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<tr>
<td>Save $126 when you bundle Solving Classroom Discipline Problems I, Solving Classroom Discipline Problems II, and Teaching Students with ADHD. Course Code: TCR B04-350</td>
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<td>GRE Prep Series</td>
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<td>Medical Spanish Series</td>
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Questions? Email Ed2Go@Oakton.edu or call Jackie Pappa at 847.376.7704.
Explore new courses this fall!

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**Tuition and Fees**

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

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

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

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

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

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

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

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

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

**General Information**

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

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

Note: Personal checks and credit cards are not accepted.

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

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

**Alert!Oakton** - Receive notification about weather-related 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.
Registration

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

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

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

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

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

For more information call 847.982.9888

Registration for online courses offered through Ed2go

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

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

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

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

HOW TO READ NONCREDIT COURSE LISTINGS

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<thead>
<tr>
<th>BUS B34-01, Niles N, 7 Wed., 10/1, 7-10 pm, Daniel CRN</th>
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<tr>
<td>Course Number</td>
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• For location information, see site map on page 60.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for web registration.
About the Alliance for Lifelong Learning (ALL)

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

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

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls to better serve the needs and interests of district residents. Refer to the map on page 60 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.

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

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

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

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

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

Workforce Solutions (formerly The Business Institute) provides customized training and consulting for local businesses, and services for educational opportunities. For more information call 847.635.1447.

Put Your Passion to Work!
The Alliance for Lifelong Learning is looking for new course ideas and instructors who want to share their expertise. Send your ideas, a brief outline of your proposed class, and a short description of yourself to contedcourseproposal@oakton.edu.
For more information, call 847-982-9888 Noncredit classes

For more information, visit www.oakton.edu/conted/find_classes/youth.

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

**QUICKBOOKS COMPREHENSIVE** Fee: $370
Prepare for the QuickBooks ProAdvisor Exam. Content in first eight weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second eight weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks not required. **Recommended:** Completion of the “Principles of Financial Accounting” and basic computer skills.

ACC A15-C01, OC/SK, 17 Mon., 8/22, 6-30:9-20 pm CRN 61025

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

ACC A12-C01, 8/22-10/2 CRN 61035

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

ACC A03-C01, OC/DP, 9 Wed., 10/12, 8-9:50 pm CRN 61021

**IRS ENROLLED AGENT EXAM PREPARATION COURSE** Fee: $493
Prepare for the IRS Enrolled Agent Exam. The course covers tax theory and its application in different situations including taxation of individuals, sole proprietors, partnerships, corporations, fiduciaries, estates, trusts, and gifts. Learn how to analyze and answer test questions and take simulated tests. Open to all students—whether or not they are taking the exam. **Recommended:** Completion of “Income Tax Accounting” and “Advanced Tax Accounting” or equivalent tax experience.

ACC A07-C01, OC/DP, 16 Sat., 8/27, 8:30 am-12:10 pm CRN 61026

**PERFORMING PAYROLL IN QUICKBOOKS (ONLINE)** Fee: $129

ACC A11-300, 8/17-10/7 CRN 60077
ACC A11-301, 9/14-11/4 CRN 60078
ACC A11-302, 10/12-12/2 CRN 60079
ACC A11-303, 11/8-12/30 CRN 60080

**HEATING** Fee: $538
Covers basic principles of residential heating systems. Content includes proper installation, service and safety procedures. Focus is on combustion process and consumer safety.

AIR A07-C01, OC/DP, 17 Wed., 8/24, 5:10-30 pm CRN 61029

**INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION** Fee: $538
Through lectures, demonstration, and lab experiences, course explores the functions and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.

AIR A06-C01, OC/DP, 17 Mon., 8/22, 9 am-1:30 pm CRN 61027
AIR A06-C02, OC/DP, 17 Tue., 8/23, 5-10:30 pm CRN 61028

**SHEET METAL LAYOUT AND FABRICATION** Fee: $543
Covers the methods of laying out and fabricating sheet metal ducts and fittings which are generally used in heating and air conditioning installations.

AIR A01-C01, OC/DP, 16 Thu., 8/25, 5-10 pm CRN 61030

**EPA SECTION 608 CERTIFICATION** Fee: $173
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). A textbook may be required. Check with the bookstore.

AIR A08-C01, OC/DP, 11/16, 5-8:50 pm CRN 61040

**COMMERCIAL REFRIGERATION SYSTEMS** Fee: $538
Covers entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Includes various types of refrigeration systems medium and low pressure temperature and their proper installations product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students required to provide their own basic tools.

AIR A09-C01, OC/DP, 16 Fri., 8/26, 5-10:30 pm CRN 61041

**ADVANCED AUTOMATIC CONTROLS** Fee: $538
Covers 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, 15 Tue., 8/23, 5-10:30 pm CRN 61042

**LOW PRESSURE STEAM BOILERS AND OPERATIONS** Fee: $370
Covers 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, 8/22, 8-8:50 pm CRN 61043

**INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS** Fee: $538
Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conductor sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.

AIR A11-C01, OC/DP, 17 Mon., 8/22, 5-10:30 pm CRN 61037
AIR A11-C02, OC/DP, 17 Tue., 8/23, 12-4:50 pm CRN 61039

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

PAINTING I*
Fee: $410
Provides basic understanding of painting materials. Includes watercolors; oils/ acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. **Prerequisite:** ART C23.
ART C33-C01, OC/DP, 17 Mon./Wed., 8/22, 1:30-4:10 pm CRN 61109
ART C33-C02, OC/SK, 17 Tue./Thu., 8/23, 10 am-12:40 pm CRN 61111

ADVANCED PAINTING*
Fee: $400
Provides basic understanding of painting materials. Includes watercolors; oils/ acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. **Prerequisite:** ART C33.
ART C94-C01, OC/DP, 17 Tue./Thu., 8/23, 1-3:40 pm CRN 61135

CERAMICS I*
Fee: $430
Examines techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C01, OC/DP, 17 Mon./Wed., 8/22, 1:30-4:10 pm CRN 61115
ART C43-C02, OC/DP, 17 Mon./Wed., 8/22, 9:30 am-12:10 pm CRN 61117
ART C43-C03, OC/DP, 17 Tue./Thu., 8/23, 6:30-9:10 pm CRN 61124
ART C43-C04, OC/DP, 16 Sat., 8/27, 9:30 am-2:50 pm CRN 61112

CERAMICS II*
Fee: $430
A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time is required. **Prerequisite:** ART C43 or consent of instructor or department chair.
ART C44-C01, OC/DP, 17 Tue./Thu., 8/23, 1-3:40 pm CRN 61137

DRAWING/WATERCOLOR
Fee: $150
Use color and form compositions to build confidence in your painting skills.
ART C19-01, MAINE E, 8 Tue., 9/27, 7-9:30 pm CRN 61017

PEN, BRUSH, INK
Fee: $135
Enter the sparkling world of India ink. Learn the basics of brush control, hatch, and cross-hatch as you combine soft lush lines with the crisp strokes of the steel nib for endless design variations.
ART E76-01, GLBRK S, 8 Thu., 9/15, 8:30-8:30 pm CRN 61058

CREATIVE SCRAPBOOKS (ONLINE)
Fee: $129
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create your unique works of art.
ART C59-300, 8/17-10/7 CRN 60907
ART C59-301, 9/14-11/4 CRN 60908
ART C59-302, 10/12-12/2 CRN 60999
ART C59-303, 11/9-12/30 CRN 61000

STONE SCULPTURE WORKSHOP: ALL LEVELS
Fee: $175
Hone a range of techniques—including hammer and chisel, rasps, files, sanding, and polishing—and end up with a finished art piece! Materials fee of $100 payable to instructor on first day of class covers alabaster stone, tools, and work stand. Classes held at the instructor’s studio, 2115 W. Touhy Ave., Chicago. **No class 10/10, 10/12, 11/23.**
ART T08-01, HART, 10 Mon., 9/12, 9:30 am-12:30 pm CRN 61061
ART T08-02, HART, 10 Wed., 9/14, 9:30 am-12:30 pm CRN 61066

DRAWING I*
Fee: $395
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.
ART C23-C01, OC/SK, 17 Mon./Wed., 8/22, 1:30-4:10 pm CRN 61097
ART C23-C02, OC/DP, 17 Mon./Wed., 8/22, 9:30 am-12:10 pm CRN 61101
ART C23-C03, OC/SK, 17 Tue./Thu., 8/23, 1:30-4:10 pm CRN 61105
ART C23-C04, OC/DP, 17 Tue./Thu., 8/23, 9:30 am-12:10 pm CRN 61106
ART C23-C05, OC/DP, 16 Sat., 8/27, 9 am-2:50 pm CRN 61688

DRAWING II*
Fee: $395
A continuation of ART C23, focusing on personal approach to media and subject matter. Studio work outside of class required. **Prerequisite:** Drawing I (ART C23).
ART C24-C01, OC/SK, 17 Mon./Wed., 8/22, 1:30-4:10 pm CRN 61132

DRAWING FOR THE ABSOLUTE BEGINNER (ONLINE)
Fee: $129
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! Learn the many tools of the trade—from paper types and drawing styles, to the basic principles of perspective, layout, lighting, and space—and discover how to best get in touch with your right brain through developing your creativity.
ART C09-300, 8/17-10/7 CRN 60089
ART C09-301, 9/14-11/4 CRN 60090
ART C09-302, 10/12-12/2 CRN 60091
ART C09-303, 11/9-12/30 CRN 60092

CONCEPTS OF FLORAL DESIGN
Fee: $100
Learn the fundamentals of floral design and how to create floral arrangements that add beauty of flowers to home and office settings. Weekly themes include: rounded colonial style arrangement; a one-sided triangular piece; flowers arranged in a basket; a one-sided L shape design; a long centerpice; and arranging flowers in a vase. The instructor, Robert Neri, is an experienced floral designer, and owner of Robert’s Flower and Design Studio in Chicago. A required materials fee of $15 per week is payable to the instructor at the first class session. **No class 10/3.**
ART D27-01, NILES N, 6 Mon., 9/19, 7-8:30 pm CRN 61019

WOODWORKING I
Fee: $150
This class acquaints the student with the essential principles of woodworking. Topics include wood tools and basic machinery. Emphasis is placed on proper technique, safety and shop policies for the woodworking facility. Students are required to complete a series of projects designed to develop primary woodworking skills.
TEC B37-01, ETHS, 4 Tue./Thu., 9/6, 7-9 pm CRN 61510

Auto and Engine Repairs

AUTOMOBILE REPAIR
Fee: $185
A course for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards. (Each student must pay a $10 lab fee to the instructor at the first class.) **No class 10/6/16.**
TEC C14-01, ETHS, 10 Tue., 9/6, 6:30-9:30 pm CRN 61513
TEC C14-02, ETHS, 10 Thu., 9/8, 6:30-9:30 pm CRN 61511

SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS)
Fee: $80
Learn to fix your own small engine! We’ll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine. (Each student must pay a $10 lab fee to the instructor at the first class.)
TEC C15-01, ETHS, 4 Thu., 9/8, 7-9:30 pm CRN 61517
Business

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

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

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<td>BUB A41-301, 9/14-11/4</td>
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<td>BUB A41-303, 11/9-12/30</td>
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INTRODUCTION TO DATA ANALYSIS (ONLINE) Fee: $195
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course gives a basic understanding of how to analyze data in a business setting. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin sooner). No senior discount.

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<td>BUB A74-300, 9/6-9/30</td>
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INTERMEDIATE DATA ANALYSIS (ONLINE) Fee: $195
Many of your business decisions involve comparing groups (e.g., men versus women) for differences. This course introduces the statistics behind these group differences and relationships. In addition, learn to work with ratings, graphs, and user-friendly reports of statistical results. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin sooner). No senior discount.

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<tr>
<td>BUB A75-300, 10/3-10/28</td>
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ADVANCED DATA ANALYSIS (ONLINE) Fee: $195
Take the guesswork out of important company decisions and make them based on statistically significant information. At the end of the course, students will be able to develop a useful survey, perform means comparisons, perform analyses of variance, perform post hoc comparisons, and explain statistical results graphically and textually. Whether for a home-based business or a large company, this class takes important decision making skills to the next level. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin sooner). No senior discount.

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<tr>
<td>BUB A76-300, 11/7-12/2</td>
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INTRODUCTION TO BUSINESS ANALYSIS (ONLINE) Fee: $129
The days of making critical business decisions by instinct or coin toss are long gone. Gain a business advantage by developing high-demand analytical skills. Learn powerful quantitative methods that will have you making better, more informed, and more effective decisions. Essential for those planning a business career. Basic algebra proficiency required.

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<td>BUS A16-300, 8/17-10/7</td>
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<td>BUS A16-301, 9/14-11/4</td>
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<td>BUS A16-302, 10/12-12/2</td>
<td>CRN 60226</td>
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<td>BUS A16-303, 11/9-12/30</td>
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MASTERY OF BUSINESS FUNDAMENTALS (ONLINE)
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.

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<td>BUS A89-301, 9/14-11/4</td>
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<td>CRN 60826</td>
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<tr>
<td>BUS A89-303, 11/9-12/30</td>
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NONPROFIT LEADERSHIP AND ADMINISTRATION Fee: $99
This course examines management principles and practices for nonprofit organizations. Consideration is given to leadership in a nonprofit environment, the motivation of staff and volunteers, the role of the founder and the board, and types and structures of nonprofit organizations.

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<td>MAR B01-01, ETHS, 2 Thu., 10/13, 6:30-9:30 pm</td>
<td>CRN 61346</td>
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EVENT PLANNING Fee: $189
Do you have a knack for organization and planning? Do you love to play host to friends and family? Do you have a desire to be your own boss? If so, you can become an event planner. This course teaches students how to work with clients and help make their vision a reality by learning how to work with vendors, plan, organize, and build a budget for any event. This class will train you to organize everything from small social events, to meetings, and conferences. Students in this class will have the opportunity to work on real events as they occur throughout the semester.

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<td>BUB E15-01, ETHS, 2 Tue., 9/13, 6:30-9:30 pm</td>
<td>CRN 61070</td>
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USING SURVEYS TO IMPROVE BUSINESS AND WORK PRODUCTIVITY (ONLINE) Fee: $195
Help your organization design successful surveys to improve business and workplace effectiveness. Surveys are an increasingly common and important way to understand your audience's wants and needs. Most surveys are ineffective and lead to either the wrong conclusion or no conclusion at all. With this course, you will come away with how-to practical information that you can use throughout your career, boosting your effectiveness and that of your organization. This course is offered in partnership with the LERN organization. After registration, students will receive login information within two to five business days (unless the course is to begin in lesser time). No senior discount.

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<tr>
<td>BUB A77-300, 9/6-9/30</td>
<td>CRN 61231</td>
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HIGH RESPONSE SURVEYS (ONLINE) Fee: $195
Your customers hold the key to the future success of your organization. Surveys are one of the most effective ways to engage your customers. You will discover new, low cost techniques for collecting information about your customers, calculating who your best customers are, constructing surveys, and distributing your surveys in the most effective way. Find out how to get feedback, information and even answers from your customers. Our eight-stage needs assessment model will give you a step-by-step proven approach to conducting survey research and reaching your highest survey response rate. This course is offered in partnership with the LERN organization. After registration, students will receive login information within two to five business days (unless the course is to begin in lesser time). No senior discount.

<table>
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<tr>
<th>Course Code</th>
<th>CRN</th>
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<tr>
<td>BUB A78-300, 10/3-10/28</td>
<td>CRN 61222</td>
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*Courses may also be taken for college credit.
ADVANCED SURVEY RESEARCH  
(ONLINE)  
Fee: $195  
Learn to identify important business and workplace demographics. Find out how to access various web-based data sites, use Excel to sort data and utilize available web-based templates. Then take away information on advanced presentation tools and techniques to better present your survey results. After completing this course you will be able to use various survey tools and improve your presentation of survey results using available templates. This course is offered in partnership with the LERN organization. After registration, students will receive login information within two to five business days (unless the course is to begin in lesser time). No senior discount.  
BUB A79-300, 11/7-12/2  
CRN 61192  
BUSINESS ETHICS*  
Fee: $370  
Course investigates moral issues which arise in the conduct of business, marketing, and advertising. Course is of value for business students and consumers. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.  
BUS A41-C01, OC/DP, 17 Mon., 8/22, 6:30-9:20 pm  
CRN 61177  
BUS A41-C02, OC/SK, 11 Sat., 10/1, 9 am-1:15 pm  
CRN 61146  
INTRODUCTION TO BUSINESS*  
Fee: $370  
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business. Additional online work required.  
BUS A01-C01, OC/SK, 13 Tue., 9/20, 4-6 pm  
CRN 61145  
BUS A01-C02, OC/SK, 13 Wed., 9/21, 6-9:20 pm  
CRN 61144  
OFFICE CLERK CERTIFICATE  
Fee: $720  
Recent job outlook data reported more than 82,000 entry-level clerk/receptionist jobs were listed in Cook County. Typical job duties in this role include: Responding to customer or employee inquiries by phone, in person, or by email, operating office machines (scanners, copiers, fax), using word processing software (e.g., generating reports or documents), and more. This 60-hour/10-week, office clerk certificate has been designed to provide individuals with the competencies to fulfill the role of an entry-level office clerk. Specific program modules include: Introduction to Word, Excel, and PowerPoint 2010 for office clerks, customer service tips, and facilitating office management activities. This program also includes 12 hours of job search training where students will complete a resume, develop and execute an elevator speech, and search and apply for various jobs. This program may be eligible for WIOA funding. For more information, call 847.635.1414. No senior discount.  
OFF A40-01, OC/SK, 10 Mon./Wed., 9/7, 1-4 pm  
CRN 61349  
CPR RESCUE  
Fee: $35  
Covers adult, child, and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class to the instructor. No senior discount.  
HEA E05-01, GLBRK S, 1 Tue., 9/27, 6:30-9:30 pm  
CRN 61498  
HEA E05-02, NILES N, 1 Wed., 10/5, 6:30-9:30 pm  
CRN 61499  
PERSONAL TRAINER CERTIFICATION  
Fee: $720  
Abnews.com and Fortune magazine rank “personal fitness trainer” as the fourth hottest job in the United States. Join the ranks by earning your certification today. Offered in collaboration with the World Instructor Training School (W.I.T.S.), course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. Certification exam fee included.  
PED C03-01, OC/DP, 9 Sun., 9/25, 9 am-2 pm  
CRN 61350  
ADMINISTRATIVE ASSISTANT  
FUNDAMENTALS (ONLINE)  
Fee: $129  
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine.  
BUS A42-300, 8/17-10/7  
CRN 60140  
BUS A42-301, 9/14-11/4  
CRN 60141  
BUS A42-302, 10/12-12/2  
CRN 60142  
BUS A42-303, 11/9-12/30  
CRN 60143  
BECOME A VETERINARY ASSISTANT  
(ONLINE)  
Fee: $129  
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.  
BUS A60-300, 8/17-10/7  
CRN 60180  
BUS A60-301, 9/14-11/4  
CRN 60181  
BUS A60-302, 10/12-12/2  
CRN 60182  
BUS A60-303, 11/9-12/30  
CRN 60183  
BECOME A VETERINARY ASSISTANT II:  
CANINE REPRODUCTION (ONLINE)  
Fee: $129  
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.  
BUS A61-300, 8/17-10/7  
CRN 60184  
BUS A61-301, 9/14-11/4  
CRN 60185  
BUS A61-302, 10/12-12/2  
CRN 60186  
BUS A61-303, 11/9-12/30  
CRN 60187  
BECOME A VETERINARY ASSISTANT III:  
PRACTICAL SKILLS (ONLINE)  
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.  
BUS A62-300, 8/17-10/7  
CRN 60188  
BUS A62-301, 9/14-11/4  
CRN 60189  
BUS A62-302, 10/12-12/2  
CRN 60190  
BUS A62-303, 11/9-12/30  
CRN 60191  
*Courses may also be taken for college credit.
Get on the Road to a New Career in Less Than Two Months

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

Commercial Driver’s License (CDL) Training and Certification Program

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

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

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

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

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

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

For more information, call 847.635.1414.
The following three online courses are offered through Ed2go.

**Travel Agent Training**  Fee: $1,795
According to the Bureau of Labor Statistics, the median annual wage for travel agents is $35,660. Take this course and prepare for the Travel Institute Travel Agent Proficiency (TAP) Certification exam. Whether you’re an experienced world traveler or just have wanderlust, a career in travel allows you to share your passion with others by offering advice on trip destinations, planning trip itineraries, and making travel arrangements for your clients. Cost of certification exam included in tuition.

**Chartered Tax Professional**  Fee: $1,895

**Certified Global Business Professional**  Fee: $2,495
The Global Business Professional certification is a prestigious acknowledgment of international business expertise, including management, marketing, supply-chain management, and trade finance. The Certified Global Business Professional Online Program will prepare you for the certification exam. For more information or to register, visit careertraining.ed2go.com/oakton.

**Communication**

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

BUB A70-300, 8/17-10/7  CRN 60200
BUB A70-301, 9/14-11/4  CRN 60201
BUB A70-302, 10/12-12/2  CRN 60202
BUB A70-303, 11/9-12/30  CRN 60203

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

COM S13-300, 8/17-10/7  CRN 60332
COM S13-301, 9/14-11/4  CRN 60333
COM S13-302, 10/12-12/2  CRN 60334
COM S13-303, 11/9-12/30  CRN 60335

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

BUB A55-300, 8/17-10/7  CRN 60160
BUB A55-301, 9/14-11/4  CRN 60161
BUB A55-302, 10/12-12/2  CRN 60162
BUB A55-303, 11/9-12/30  CRN 60163

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

COM B09-300, 8/17-10/7  CRN 60276
COM B09-301, 9/14-11/4  CRN 60277
COM B09-302, 10/12-12/2  CRN 60278
COM B09-303, 11/9-12/30  CRN 60279

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

COM S57-300, 8/17-10/7  CRN 60348
COM S57-301, 9/14-11/4  CRN 60349
COM S57-302, 10/12-12/2  CRN 60350
COM S57-303, 11/9-12/30  CRN 60351

**PUBLIC SPEAKING AND COMMUNICATION SKILLS FOR PROFESSIONALS**  Fee: $25
Learn how to present yourself (and your business) in a professional manner. This course will help you create clear emails, letters, reports, and presentations. You will also refine your public speaking skills and develop techniques to effectively deliver presentations to both large and small groups. No senior discount.

COM M08-01, NILES N, 1 Mon., 9/19, 6-8 pm  CRN 61286

**Computer Courses**

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

No computer classes will be held on the following holidays: Labor Day, September 5
Veteran’s Day, November 11
Thanksgiving Break, November 24 and 25

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

**Computer Keyboarding Skills**

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

**BASIC KEYBOARDING***  Fee: $123
Enables the beginning student to master proper keyboarding techniques and develop minimum 18 wpm speed and accuracy. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronseth@oakton.edu for information.

COF A02-C01, OC/DP, 8 Thu., 10/20, 12:2-3:30 pm  CRN 61183

*Courses may also be taken for college credit.
Windows Operating Systems

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

DPR A23-300, 8/17-10/7, 9-10:45 am CRN 60520
DPR A23-301, 9/14-11/4, 9-10:45 am CRN 60521
DPR A23-302, 10/12-12/2, 9-10:45 am CRN 60522
DPR A23-303, 11/9-12/30, 9-10:45 am CRN 60523

WINOWDS FUNDAMENTALS* Fee: $123
Course presents basic Windows skills necessary to be successful in learning other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting; and virus check.

COF A10-C01, OC/SK, 6 Wed., 9:7, 6-10:15 pm CRN 61185

Beginning/Introductory Computer Skills

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

BASIC COMPUTER Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family. No class 11/26/16.

DPR A22-01, OC/DP, 6 Sun., 9/11, 10 am-12 pm CRN 61295
DPR A22-02, OC/SK, 7 Sat., 10/22, 10 am-12 pm CRN 61294

MICROSOFT OFFICE 2013 FOR BEGINNERS Fee: $85
Acquire knowledge of popular computer programs. Great for those new to Microsoft Office 2013, this course provides an overview in Word, Excel, and PowerPoint.

DAT A43-01, OC/SK, 3 Tue./Thu., 9/6, 6:30-8 pm CRN 61291

COMPUTERS FOR NEW USERS: OFFICE 2013* Fee: $257
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel. Supplemental lab work required.

CPT A44-C01, OC/SK, 11 Tue./Thu., 9/20, 9:30-11:15 am CRN 61242

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

OFF A39-300, 8/17-10/7 CRN 60724
OFF A39-301, 9/14-11/4 CRN 60725
OFF A39-302, 10/12-12/2 CRN 60726
OFF A39-303, 11/9-12/30 CRN 60727

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2013, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT* Fee: $523
Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and website development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)

CPT A01-C01, OC/SK, 17 Mon./Wed., 8/22, 9:30-11:10 am CRN 61270
CPT A01-C02, OC/DP, 17 Tue./Thu., 8/23, 9:30-11:10 am CRN 61273
CPT A01-C03, OC/DP, 15 Tue., 9/6, 6-9:50 pm CRN 61268

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2013* Fee: $380
Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand of the role and use of information systems in the business community, and for students interested in learning introductory “end user” computer skills. Recommended: high school algebra, pre-algebra, elementary algebra, or equivalent skills.

CPT A19-C01, OC/SK, 17 Mon./Wed., 8/22, 6-9:45 pm CRN 61245
CPT A19-C02, OC/DP, 17 Mon./Wed., 8/22, 9-10:45 am CRN 61259
CPT A19-C03, OC/DP, 17 Mon./Wed., 8/22, 12:30-2:15 pm CRN 61265
CPT A19-C04, OC/DP, 17 Tue., 8/23, 6-9:45 pm CRN 61248
CPT A19-C05, OC/DP, 17 Tue./Thu., 8/23, 9-10:45 am CRN 61267
CPT A19-C06, OC/DP, 17 Tue./Thu., 8/23, 9:30-11:15 am CRN 61261
CPT A19-C07, OC/SK, 17 Tue./Thu., 8/23, 12:30-2:15 pm CRN 61263
CPT A19-C08, OC/DP, 15 Tue./Thu., 9/6, 12:30-2:15 pm CRN 61247
CPT A19-C09, OC/SK, 15 Mon./Wed., 9/7, 9:30-11:25 am CRN 61249

PROJECT MANAGEMENT* Fee: $380
Course introduces principles of project management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01.

CPT A83-C01, OC/DP, 13 Thu., 9/8, 6:9:50 pm CRN 61056

Business/Office Applications

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

INTRODUCTION TO MICROSOFT EXCEL Fee: $150
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; create templates and custom macros. Also includes knowledge of how to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases.

DPR A84-01, OC/DP, 4 Sat., 9/3, 10 am-1 pm CRN 61300
DPR A84-02, OC/SK, 4 Thu., 2/22, 6-9 pm CRN 61298

*Courses may also be taken for college credit.
INTRODUCTION TO MICROSOFT EXCEL (ONLINE) Fee: $129
DPR A84-300, 8/17-10/7
DPR A84-301, 9/14-11/4
DPR A84-302, 10/12-12/2
DPR A84-303, 11/9-12/30
CRN 60572
CRN 60573
CRN 60574
CRN 60575

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.
DPR A85-01, OC/DP, 4 Sat., 10/1, 10 am-1 pm
DPR A85-02, OC/SK, 4 Thu., 10/20, 6-9 pm
CRN 61361
CRN 61360

BASIC AND INTERMEDIATE EXCEL Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. Includes $36 savings when enrolling!
DAT A14-01, OC/DP, 8 Sat., 9/3, 10 am-1 pm
DAT A14-02, OC/SK, 8 Thu., 9/22, 6-8 pm
CRN 61289
CRN 61288

INTERMEDIATE MICROSOFT EXCEL (ONLINE) Fee: $129
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Versions Available: Microsoft Excel or Office 2007, 2010, 2013, and 2016. Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A85-300, 8/17-10/7
DPR A85-301, 9/14-11/4
DPR A85-302, 10/12-12/2
DPR A85-303, 11/9-12/30
CRN 60576
CRN 60577
CRN 60578
CRN 60579

ADVANCED MICROSOFT EXCEL (ONLINE) Fee: $129
Maximize your investment in Microsoft Excel by learning advanced techniques that most users don't even know exist. In this practical, hands-on course, you'll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You'll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You'll become adept at consolidating and importing data, and you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheets, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.
DAT A15-300, 8/17-10/7
DAT A15-301, 9/14-11/4
DAT A15-302, 10/12-12/2
DAT A15-303, 11/9-12/30
CRN 60396
CRN 60397
CRN 60398
CRN 60399

ADVANCED TECHNIQUES Fee: $150
This Advanced Microsoft Excel training class is designed for students to gain extensive experience using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros. Prerequisites: Basic and Intermediate Microsoft Excel, or proven experience with Microsoft Excel. No class 11/26.
DAT A45-01, OC/SK, 4 Sat., 11/12, 9 am-1 pm
CRN 61293

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE) Fee: $129
Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 or newer (Macintosh) will be supported.
DAT A17-300, 8/17-10/7
DAT A17-301, 9/14-11/4
DAT A17-302, 10/12-12/2
DAT A17-303, 11/9-12/30
CRN 60400
CRN 60401
CRN 60402
CRN 60403

INTERMEDIATE MICROSOFT WORD Fee: $75
Learn how to use this application software to create flyers, letterheads and letters while you learn to edit, cut and paste, use and change formatting styles and insert graphics such as pictures, photographs and clip arts. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 wpm typing speed. Requirements: Shelly Cashman Series; Word 2007 Complete Review Book, ISBN-10: 1411884337, ISBN-13: 978-14118843373.
DPR A83-01, OC/DP, 4 Thu., 9/22, 7-9 pm
CRN 61297

INTRODUCTION TO MICROSOFT WORD (ONLINE) Fee: $129
Discover the capabilities of this word processing software. Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.
DPR A83-300, 8/17-10/7
DPR A83-301, 9/14-11/4
DPR A83-302, 10/12-12/2
DPR A83-303, 11/9-12/30
CRN 60568
CRN 60569
CRN 60570
CRN 60571

INTERMEDIATE MICROSOFT WORD (ONLINE) Fee: $129
Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your 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.
DPR A80-300, 8/17-10/7
DPR A80-301, 9/14-11/4
DPR A80-302, 10/12-12/2
DPR A80-303, 11/9-12/30
CRN 60564
CRN 60565
CRN 60566
CRN 60567

ELECTRONIC SPREADSHEETING USING EXCEL: 2013* Fee: $257
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software. Hybrid course (1/2 classroom and 1/2 online).
COF A35-01, OC/DP, 8 Thu., 8/25, 6-8:30 pm
CRN 61193

*Courses may also be taken for college credit.
COMPREHENSIVE WORD PROCESSING* Fee: $370
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endorsements, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Word 2013 with an online component (hybrid: 1/2 classroom and 1/2 online). Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm.
COF A25-C01, OC/DP, 8 Tue., 8/30, 9-10:45 am CRN 61187
COF A25-C02, OC/ SK, 8 Wed., 8/31, 6:30-9:50 pm CRN 61188

DATABASE APPLICATIONS USING ACCESS: 2013* Fee: $380
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop macros; and more. Hybrid course (1/2 classroom and 1/2 online).
COF A40-C01, OC/DP, 12 Tue., 9/6, 6-9:30 pm CRN 61210

INTRODUCTION TO MICROSOFT ACCESS* Fee: $129
DPR A71-300, 8/17-10/7 CRN 60556
DPR A71-301, 9/14-11/4 CRN 60557
DPR A71-302, 10/12-12/2 CRN 60558
DPR A71-303, 11/9-12/30 CRN 60559

INTERMEDIATE MICROSOFT ACCESS* Fee: $129
DPR A98-300, 8/17-10/7 CRN 60584
DPR A98-301, 9/14-11/4 CRN 60585
DPR A98-302, 10/12-12/2 CRN 60586
DPR A98-303, 11/9-12/30 CRN 60587

MICROSOFT POWERPOINT 2013* Fee: $129
IN THE CLASSROOM
Many school districts, states, and educational institutions require teachers and students to use technology in the classroom. This course will help enhance personal technology skills and help expand a student’s knowledge base. Learn PowerPoint basics, including using the ribbon and designing templates. Become proficient in planning and designing presentations, and find out how to use slide shows effectively in the classroom. Then, tackle more advanced PowerPoint features, such as developing interactive presentations, sharing presentations, and so much more. By the end of the course, students will have completed full presentations and have ideas and suggestions for how to use PowerPoint in the classroom.
DAT A42-300, 8/17-10/7 CRN 60828
DAT A42-301, 9/14-11/4 CRN 60829
DAT A42-302, 10/12-12/2 CRN 60830
DAT A42-303, 11/9-12/30 CRN 60831

MICROSOFT POWERPOINT 2013* Fee: $57
IN THE CLASSROOM
Good professional and high-quality presentations are essential to get a message across. Learn how to get the most out of PowerPoint. Topics will include the use of master slides, narration, animation and transitions, object linking and embedding. No senior discount. No class 10/10.
DAT A42-01, OC/SK, 3 Mon., 10/3, 6:30-8:30 pm CRN 61290

INTRODUCTION TO MICROSOFT POWERPOINT (ONLINE)
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.
DPR A70-300, 8/17-10/7 CRN 60552
DPR A70-301, 9/14-11/4 CRN 60553
DPR A70-302, 10/12-12/2 CRN 60554
DPR A70-303, 11/9-12/30 CRN 60555

PRESENTATION SOFTWARE USING POWERPOINT: 2013* Fee: $267
Learn to plan, compose, and create effective desktop presentations. Hybrid course (1/2 classroom and 1/2 online).
COF A30-C01, OC/DP, 8 Tue., 10/25, 9-10:45 am CRN 61190
COF A30-C02, OC/ SK, 7 Wed., 10/26, 6-9:50 pm CRN 61189

BEYOND POWERPOINT: PREZI PRESENTATIONS Fee: $40
Want to improve your presentation game? Learn the basics of this professional or personal storytelling tool to present information that uses a single canvas rather than traditional slides. No senior discount.
DPR E04-01, GLBRK S, 1 Tue./Thu., 10/18, 7-9 pm CRN 61362

MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE)
Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2010, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.
DPR A20-300, 8/17-10/7 CRN 60516
DPR A20-301, 9/14-11/4 CRN 60517
DPR A20-302, 10/12-12/2 CRN 60518
DPR A20-303, 11/9-12/30 CRN 60519

MICROSOFT OFFICE 2013 FOR PROFESSIONAL USERS Fee: $150
Explore advanced topics in Word, Excel and Access. Create newsletters and macros in Word. In Excel, create formulas using the financial functions, manage worksheets that contain databases and create macros. Students will create relational databases, and create queries, forms and reports that use relational databases in Access. No class 11/24.
DAT A44-01, OC/SK, 4 Tue./Thu., 11/1, 6:30-8:30 pm CRN 61292

INTRODUCTION TO MICROSOFT OUTLOOK (ONLINE)
DPR A12-300, 8/17-10/7 CRN 60512
DPR A12-301, 9/14-11/4 CRN 60513
DPR A12-302, 10/12-12/2 CRN 60514
DPR A12-303, 11/9-12/30 CRN 60515
INTRODUCTION TO MICROSOFT PROJECT  
*Fee: $129*

(ONLINE)

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

DPR A52-300, 8/17-10/7  
CRN 60548

DPR A52-301, 9/14-11/4  
CRN 60549

DPR A52-302, 10/12-12/2  
CRN 60550

DPR A52-303, 11/9-12/30  
CRN 60551

INTRODUCTION TO MICROSOFT PUBLISHER  
*Fee: $129*

(ONLINE)

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

DPR A08-300, 8/17-10/7  
CRN 60504

DPR A08-301, 9/14-11/4  
CRN 60505

DPR A08-302, 10/12-12/2  
CRN 60506

DPR A08-303, 11/9-12/30  
CRN 60507

VISIO FUNDAMENTALS: 2013*  
*Fee: $257*

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. Hybrid course (1/2 classroom and 1/2 online). 
Recommended: Computer experience using software that runs in Microsoft Windows.

COF A50-C01, OC/DP  
8 Thu., 9/1, 6:30-9:20 pm  
CRN 61211

DATABASE FUNDAMENTALS I: ORACLE 11G*  
*Fee: $533*

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., 6-9:30 pm; 8 Sat., 8:30 am-1:10 pm, 10/20  
CRN 61010

INTRODUCTION TO SQL (ONLINE)  
*Fee: $129*

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

CPT A21-300, 8/17-10/7  
CRN 60352

CPT A21-301, 9/14-11/4  
CRN 60353

CPT A21-302, 10/12-12/2  
CRN 60354

CPT A21-303, 11/9-12/30  
CRN 60355

INTRODUCTION TO SQL: ORACLE 11G*  
*Fee: $380*

Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).

CPT A21-C01, OC/DP, 17 Wed., 8/24, 6-9:20 pm  
CRN 61008

INTERMEDIATE SQL (ONLINE)  
*Fee: $129*

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

DAT A20-300, 8/17-10/7  
CRN 60408

DAT A20-301, 9/14-11/4  
CRN 60409

DAT A20-302, 10/12-12/2  
CRN 60410

DAT A20-303, 11/9-12/30  
CRN 60411

INFORMATION SYSTEMS FOR BUSINESS: ERP/SAP ENHANCED*  
*Fee: $420*

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, 9/26-12/14  
CRN 61045

INTRODUCTION TO ERP SYSTEMS: SAP ENHANCED (ONLINE)*  
*Fee: $420*

Introduction to SAP, Enterprise Resource Planning. Learn how the fundamental business processes interact within an ERP system in the functional areas of: sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management.

CPT A79-C01, 8/22-10/16  
CRN 61236

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE)  
*Fee: $129*

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

DAT A13-300, 8/17-10/7  
CRN 60392

DAT A13-301, 9/14-11/4  
CRN 60393

DAT A13-302, 10/12-12/2  
CRN 60394

DAT A13-303, 11/9-12/30  
CRN 60395

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.

CCENT CERTIFICATION PREP*  
*Fee: $1,066*

Both courses taken together prepare students for the CISCO CCENT Certification exam. For more information about the certification exam, students can visit www.cisco.com. Certification test is not included with course bundle. Students must visit local testing center to sit for certification exam. For information on testing centers students can visit www.pearsonvue.com/cisco.

INT A07-C01, OC/SK, 17 Tue./Thu., 8/23, 6-9 pm  
CRN 61573

*Courses may also be taken for college credit.
CISCO INTRODUCTION TO NETWORKS* Fee: $533
An introduction to networking and general network concepts. Build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.
INT A01-C01, OC/SK, 8 Tue./Thu., 8/23, 6-9:9 pm CRN 61090
INT A01-C02, OC/SK, 8 Sat., 8/27, 9 am-3:30 pm CRN 61086

CISCO ROUTING AND SWITCHING ESSENTIALS* Fee: $533
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Online course work required.
INT A02-C01, OC/SK, 9 Tue./Thu., 10/18, 6-9 pm CRN 61093
INT A02-C02, OC/SK, 8 Sat., 10/22, 9 am-3:30 pm CRN 61575

CISCO SCALING NETWORKS* Fee: $533
This third course in the sequence covers features of routers and routing concepts. Concentration is on access lists, LAN segmentation using switches, network congestion issues, VLANs and spanning tree protocol. Gain experience in these areas using Cisco routers and switches. Online course work required.
INT A03-C01, OC/SK, 8 Sun., 8/28, 9 am-3:30 pm CRN 61096

CISCO CONNECTING NETWORKS* Fee: $533
Fourth and final course in Cisco Networking Academy sequence of four courses (CCNA). Deals with Wide Area Networks (WANs) as well as protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Online course work required.
INT A04-C01, OC/SK, 8 Sun., 10/23, 9 am-3:30 pm CRN 61098

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: $410
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.
NTS A05-C01, OC/SK, 17 Mon., 8/22, 6-9:45 pm CRN 61063
NTS A05-C02, OC/SK, 17 Tue./Thu., 8/23, 9:30-11:10 am CRN 61065

MICROSOFT WINDOWS SERVER OPERATING SYSTEM* Fee: $410
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A10 or CompTIA A+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.
NTS A11-C01, OC/SK, 8 Mon./Wed., 8/22, 6-9:50 pm CRN 61071

MICROSOFT MANAGING A WINDOWS SERVER OPERATING SYSTEM* Fee: $410
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or consent of instructor, coordinator or program chair is recommended.
NTS A14-C01, OC/SK, 9 Mon./Wed., 10/17, 6-9:50 pm CRN 61073

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM* Fee: $410
Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Knowledge of the fundamentals of current networking technology is recommended.
NTS A10-C01, OC/SK, 8 Tue./Thu., 8/23, 6-9:40 pm CRN 61067

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* Fee: $410
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, who want to enhance their job skills on Microsoft Windows Server networking technologies. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A17-C01, OC/SK, 7 Sat., 10/29, 9 am-6 pm CRN 61079

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE* Fee: $533
Course provides knowledge and hands-on skill training necessary to implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A16-C01, OC/SK, 9 Sat., 9/10, 9 am-6 pm CRN 61075

MICROSOFT PLANNING, IMPLEMENTING AND MAINTAINING WINDOWS ACTIVE DIRECTORY* Fee: $410
Provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriate for individuals currently supporting competitive platform and wanting to enhance skills using Windows Server Active Directory. Covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Recommended: CNS 117, or consent of instructor, coordinator, or program chair.
NTS A20-C01, OC/SK, 9 Sun., 9/11, 9 am-6 pm CRN 61082

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $533
Provides knowledge and skills necessary to troubleshoot basic problems end users face while running Microsoft Windows Desktop in an Active Directory network environment, or workgroup environment related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer, and other applications that run on a Microsoft Windows Desktop Operating System. Intended for students who are new to Microsoft Windows Desktop software. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A25-C01, OC/SK, 9 Tue./Thu., 10/18, 6-9:40 pm CRN 61102
SECURITY+ CERTIFICATION*  Fee: $410
Understand core concepts of the threats to a computing infrastructure. Covers securing a network infrastructure; understanding encryption technologies; securing communications and applications; responding to incidents; and creating and maintaining a secure network infrastructure. Prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). Recommended: CNS 105 or consent of instructor, coordinator, or program chair.
NTS A36-C01, OC/SK, 17 Mon., 8/22, 6-9:50 pm  CRN 61122

COMPTIA SECURITY+ CERTIFICATION PREP I  Fee: $129
(ONLINE)
CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting the certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts needed to pass the exam, all in a condensed format for rapid reading. Master helpful study tools including crossword puzzles, games, and practice questions to aid with learning. Content is geared to helping students pass the SY0-401 exam. This course is taught by Ron Gilster, an experienced instructor who has certification in A+, Network+ and i-Net+ and CCNA, as well as AAGG certifications. Ron earned an MBA and has developed and facilitated many courses here and has taught in A+, Network+ and CCNA boot camps.
DAT A47-300, 8/17-10/7  CRN 60484
DAT A47-301, 9/14-11/4  CRN 60485
DAT A47-302, 10/12-12/2  CRN 60486
DAT A47-303, 11/9-12/30  CRN 60487

COMPTIA SECURITY+ CERTIFICATION PREP II  Fee: $129
(ONLINE)
This course reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions. All content is for preparation to pass the SY0-301 exam, so students can leave the test center with a Security+ passing score. Prerequisite: CompTIA Security+ Certification Prep I.
DAT A48-300, 8/17-10/7  CRN 60488
DAT A48-301, 9/14-11/4  CRN 60489
DAT A48-302, 10/12-12/2  CRN 60490
DAT A48-303, 11/9-12/30  CRN 60491

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

INTRODUCTION TO PC TROUBLESHOOTING (ONLINE)  Fee: $129
Don't spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Windows XP or newer.
DPR A28-300, 8/17-10/7  CRN 60528
DPR A28-301, 9/14-11/4  CRN 60529
DPR A28-302, 10/12-12/2  CRN 60530
DPR A28-303, 11/9-12/30  CRN 60531

INTRODUCTION TO C++ PROGRAMMING  Fee: $129
(ONLINE)
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. Requirements: Microsoft Visual C++ 2010 Express Edition (free Express edition can be downloaded from Microsoft).
DAT A33-300, 8/17-10/7  CRN 60452
DAT A33-301, 9/14-11/4  CRN 60453
DAT A33-302, 10/12-12/2  CRN 60454
DAT A33-303, 11/9-12/30  CRN 60455

INTRODUCTION TO C# PROGRAMMING  Fee: $129
(ONLINE)
Learn the fundamentals of computer programming with C#, the in demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.
DAT A34-300, 8/17-10/7  CRN 60456
DAT A34-301, 9/14-11/4  CRN 60457
DAT A34-302, 10/12-12/2  CRN 60458
DAT A34-303, 11/9-12/30  CRN 60459

INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN*  Fee: $380
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., 9/14, 6-9:30 pm  CRN 61046

TOPICS IN COMPUTER INFORMATION SYSTEMS: JAVA WEB APPLICATION PROGRAMMING  Fee: $513
Course covers Java Web Application Programming. Textbook might be required. Check with the bookstore.
CPT A02-C01, OC/DP, 14 Wed., 9/14, 6-9:50 pm  CRN 61060

For more information, call 847-982-9888

*Courses may also be taken for college credit.
MAC, IPHONE, AND IPAD PROGRAMMING  Fee: $129  
(ONLINE)  
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. **Requirements:** Xcode 4.3 compiler, an Intel-based Mac.  
DAT A12-300, 8/17-10/7  
CRN 60388  
DAT A12-301, 9/14-11/4  
CRN 60389  
DAT A12-302, 10/12-12/2  
CRN 60390  
DAT A12-303, 11/9-12/30  
CRN 60391  

INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING*  Fee: $513  
Introduces Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. **Recommended:** CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful.  
CPT A89-C01, OC/DP, 14 Mon., 9/12, 6-10:50 pm  
CRN 61230  

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE)  Fee: $129  
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.  
DPR A29-300, 8/17-10/7  
CRN 60532  
DPR A29-301, 9/14-11/4  
CRN 60533  
DPR A29-302, 10/12-12/2  
CRN 60534  
DPR A29-303, 11/9-12/30  
CRN 60535  

VISUAL BASIC PROGRAMMING FOR FILES AND DATABASES*  Fee: $513  
Write programs that use files and databases to enter, store, and display data. Content includes various data controls, grids, and data bound controls used with the access technologies provided by Visual Basic principles of database usage, use of Structured Query Language (SQL) to provide access to data, Data Access Objects, Remote Data Objects, ODBC, and Active X Data Objects. **Recommended:** Completion of CPT A89 “Introduction to Visual Basic.NET Programming” and introductory level of Database Applications (Access) coursework or comparable work experience; or consent of instructor, department coordinator, or chair.  
CPT A77-C01, OC/DP, 14 Tue., 9/6, 6-9:50 pm  
CRN 61048  

VISUAL BASIC FOR APPLICATIONS*  Fee: $513  
Introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. **Recommended:** Ability to manage files using Windows, introductory level of Electronic Spreadsheeting (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra. Supplemental lab work required.  
CPT A20-C01, OC/DP, 14 Tue., 9/6, 6-9:55 pm  
CRN 61047  

INTRODUCTION TO PROGRAMMING (ONLINE)  Fee: $129  
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.  
DPR A07-300, 8/17-10/7  
CRN 60500  
DPR A07-301, 9/14-11/4  
CRN 60501  
DPR A07-302, 10/12-12/2  
CRN 60502  
DPR A07-303, 11/9-12/30  
CRN 60503  

INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING*  Fee: $513  
Introduces Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. **Recommended:** CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful.  
CPT A89-C01, OC/DP, 14 Mon., 9/12, 6-10:50 pm  
CRN 61230  

INTRODUCTION TO JAVA PROGRAMMING (ONLINE)  Fee: $129  
Java is one of the most widely-used computer languages in the world, and it’s easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy-to-understand examples and skill-building exercises. By the time we’re done, you’ll be comfortable with Java programming and ready for more! Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.  
DAT A26-300, 8/17-10/7  
CRN 60424  
DAT A26-301, 9/14-11/4  
CRN 60425  
DAT A26-302, 10/12-12/2  
CRN 60426  
DAT A26-303, 11/9-12/30  
CRN 60427  

Intermediate Java Programming (ONLINE)  Fee: $129  
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. **Requirement:** Completion of “Introduction to Java Programming” or equivalent experience.  
DAT A07-300, 8/17-10/7  
CRN 60372  
DAT A07-301, 9/14-11/4  
CRN 60373  
DAT A07-302, 10/12-12/2  
CRN 60374  
DAT A07-303, 11/9-12/30  
CRN 60375  

JAVASCRIPT (ONLINE)  Fee: $129  
Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your web pages. Explore ways in which jQuery, “the write less, do more” JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.  
DPR A88-300, 8/17-10/7  
CRN 60580  
DPR A88-301, 9/14-11/4  
CRN 60581  
DPR A88-302, 10/12-12/2  
CRN 60582  
DPR A88-303, 11/9-12/30  
CRN 60583
JAVA PROGRAMMING*
Fee: $513
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. 
Recommended: Ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental lab work required.
CPT A40-C01, OC/DP, 15 Mon., 8/29, 6-9:50 pm CRN 61050

Cooking/Culinary

BASIC COOKING DEMO
Fee: $25
Get a sneak peek into our four-week Basic Cooking course with this one day demo. Get introduced to basic cooking tips and enjoy a great meal! Great for a group or couples night out. No senior discount. $10 materials fee due to instructor at the start of the class.
HEC C03-01, GLBRK S, 1 Tue., 9/27, 7-9 pm CRN 61055

COOKING: THE BASICS
Fee: $99
This course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more. A $30 materials fee is payable to the instructor at the first class meeting. No class 11/24.
HEC E18-01, GLBRK S, 4 Tue., 10/4, 7-9:30 pm CRN 61508
HEC E18-02, MAINE E, 5 Thu., 11/10, 7-9:30 pm CRN 61509

CREATIVE INTERNATIONAL COOKING DEMO
Fee: $25
Get a sneak peek into our four-week Creative International Cooking course with this one-day demo. Get introduced to cooking an international dish and enjoy a tasty meal! Great for a group or couples night out. No senior discount. $10 materials fee due to instructor at the start of the class.
HEC C11-01, NILES N, 1 Wed., 9/28, 7-9 pm CRN 61056

CREATIVE INTERNATIONAL COOKING
Fee: $94
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes. No class 10/12.
HEC E66-01, NILES N, 4 Wed., 9/14, 7-9 pm CRN 61523

LATIN CUISINE DEMO
Fee: $25
Get a sneak peek into our four-week Latin Cuisine course with this one-day demo. Get introduced to the robust flavors of Latin America and enjoy a tasty meal. Great for a group or couples night out. $10 materials fee due to the instructor at the start of the class. No senior discount.
HEC E85-01, GLBRK S, 1 Tue., 9/6, 7-9 pm CRN 61525

LATIN CUISINE
Fee: $99
Explore the diaspora of Hispanic cultures and their cooking methods. Learn about basic spices and herbs as well as how to cook standard Mexican cuisine, Brazilian cuisine, Central American cuisine, and South American dishes. Emphasis will be on using products of an indigenous nature. Students are responsible for a $30 materials fee at the first class.
HEC C21-01, GLBRK S, 4 Tue., 9/13, 7-9:30 pm CRN 61509

EUROPEAN PASTRY BAKING
Fee: $94
Entertain friends and family by serving homemade pastries. Class includes recipes and baking instructions for napoleons, roulettes, éclairs, tiramisu, and French tarts.
HEC C25-01, NILES N, 4 Wed., 10/19, 7-9 pm CRN 61512

CULINARY BUNDLE
Fee: $200
This course is the bundle option for Sushi Workshop (HEC F12-03), A Mexican Fiesta! (HEC F10-01), and The Cuisine of Regional Italy (HEC S72-01). Students save 10 percent when they register for the bundle rather than each class individually. Class dates are 9/27 and 10/4-11/22. No senior discount.
HEC E78-01, ETHS, 9 Tue., 9/27, 7-9 pm CRN 61524

SUSHI WORKSHOP
Fee: $35
Join Chef Susan Taves and learn all about the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class makes Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. No senior discount.
HEC F12-01, MAINE E, 1 Tue., 9/6, 7-9 pm CRN 61528
HEC F12-02, GLBRK S, 1 Thu., 9/22, 7-9 pm CRN 61527
HEC F12-03, ETHS, 1 Thu., 9/27, 7-9 pm CRN 61529

A MEXICAN FIESTA!
Fee: $94
Mexico’s rich culinary heritage goes way beyond tacos and enchiladas. For four weeks we will explore versions of familiar dishes and discover some new ones. You’ll learn how to make tamales, green mole, and duck tacos with homemade tortillas, flan de chocolate, and more. The vibrant colors of Mexico, from coast to coast and a few places in between will come alive, culminating with a Sangria party. Ole! No senior discount.
HEC F10-01, ETHS, 4 Tue., 10/4, 7-9 pm CRN 61526

THE CUISINE OF REGIONAL ITALY
Fee: $94
Learn to create an array of dishes from the various regions of Italy. Each week’s presentation will include a sampling of a specific course-antipasti, pasta (from scratch), main courses, and desserts. Handouts will include recipes and suggestions for grocery stores and restaurants. No senior discount.
HEC S72-01, ETHS, 4 Tue., 11/1, 7-9 pm CRN 61534

SUSHI WORKSHOP II
Fee: $35
Expand your idea of sushi! Make a sushi cake, a scattered sushi salad, and hand rolls. Explore other fun and entertaining ways to serve and eat sushi rice and sashimi. No prerequisite. No senior discount.
HEC F40-01, MAINE E, 1 Tue., 9/13, 7-9 pm CRN 61531
HEC F40-02, GLBRK S, 1 Thu., 9/29, 7-9 pm CRN 61530
HEC F40-03, ETHS, 1 Tue., 10/18, 7-9 pm CRN 61532

COOKING: HERBS AND SPICES
Fee: $99
Food is always better when properly seasoned. Learn the difference between herbs and spices, and how to prep and properly add fresh herbs and spices to everyday meals. A $30 materials fee is payable to the instructor at the first class meeting. No class 10/16.
HEC E31-01, ETHS, 5 Thu., 9/22, 7-9:30 pm CRN 61520

KNIFE SKILLS
Fee: $50
Proper knife technique and maintenance are critical, yet often overlooked, skills for any cook. Learn to safely chop, julienne, chiffonier, slice—and take home everything you cut up! A lesson in proper knife sharpening and honing rounds out the class. Bring your own chef and paring knives. No senior discount.
HEC F74-01, MAINE E, 1 Thu., 10/13, 7-9 pm CRN 61533

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

Note: Fees are per person.

KIZOMBA DANCE Fee: $65
So you’ve figured out that there’s something else out there besides Zumba — now what? Learn the four basic steps that are all you need to dance an entire evening of Kizomba. We’ll also discover how to create a safe, intimate connection with our partners. Get ready to dance the night away! No senior discount. No refund after class begins.
PED E02-01, ETHS, 4 Thu., 9/8, 6:30-8:30 pm CRN 61355

New!
KIZOMBA II Fee: $65
Move to the African beat with your Kizomba dancing skills. A great recreational exercise, the course builds on Kizomba I by exposing you to intermediate-level movements, maneuvers, and basic dance techniques. Prerequisite: Kizomba I or previous experience with the dance. No senior discount. No refund after class begins. No class 10/6/16.
PED E03-01, ETHS, 6 Thu., 9/29, 7-9 pm CRN 61324

New!
EASY IRISH STEP AND FOLK DANCING Fee: $65
Get your Irish up by learning the basic steps of Irish dance, simple reel, and simple jig in soft shoe. Also, learn Ceili and set dance, traditional group dances in a joyful, social context with a great cultural tradition. Learn traditional dances while gaining an aerobic workout of Irish dancing to increase strength, tone, and flexibility. No senior discount.
PED B07-01, OC/SK, 6 Wed., 10/26, 7:40-8:40 pm CRN 60998

The Backyard Barbecue Series

BARBECUE SERIES Series Fee: $139
Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurateur Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings along with appropriate beverages and side dishes. Classes meet at the store, 1147 Greenleaf Avenue, Wilmette. No senior discount for this series.
HEC E28-01, BBAR, 3 Thu., 9/8, 7-9 pm CRN 61518

GRILLING 101 Fee: $49
Get ready for grill season with a Grilling 101 class at the Backyard BBQ Store. Learn the basics of grilling on both charcoal and gas, the proper techniques and tools for grilling plus some simple recipes for your next barbecue. No senior discount.
HEC E32-01, BBAR, 1 Thu., 9/8, 7-9 pm CRN 61593

SMOKING 101 Fee: $49
Learn how to smoke ribs the right way, low and slow. We will go over the basics of smoking ribs and teach you how to prep your ribs, the proper technique for smoking them plus what kinds of wood to use. We will cover both baby back and spare ribs. No senior discount.
HEC E14-01, BBAR, 1 Thu., 10/6, 7-9 pm CRN 61597

TURKEY ON THE GRILL Fee: $49
Crispy on the outside and juicy on the inside, with succulent flavor all the way through—is that how you like your turkey? Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space. No senior discount.
HEC E15-01, BBAR, 1 Thu., 11/17, 7-9 pm CRN 61514

EASY LINE DANCES FOR EVERYONE! Fee: $65
Let’s get moving! According to the American Heart Association, dancing is a great way to improve heart health, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including “Boot Scootin’ Boogie,” “Cupid Shuffle,” “Footloose,” “Gangnam Style,” and more. No partner or prior dance experience needed. No refund after the class begins. No senior discount. No class 11/23, 11/24.
PED E85-01, NILES N, 6 Mon., 9/19, 6:30-7:30 pm CRN 61536
PED E85-02, OC/SK, 6 Wed., 10/26, 6:30-7:30 pm CRN 61535
PED E85-03, GLBRK S, 6 Thu., 10/27, 6:30-7:30 pm CRN 61357
PED E85-04, NILES N, 6 Wed., 11/2, 6:30-7:30 pm CRN 61359

SIZZLING SALSA, MERENGUE, CUMBIA AND BACHATA 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 10/3, 10/12.
PED E88-01, OC/SK, 6 Wed., 9/14, 8:50-9:50 pm CRN 61435
PED E88-02, GLBRK S, 6 Thu., 9/15, 6:30-7:30 pm CRN 61248
PED E88-03, NILES N, 6 Mon., 9/19, 8:50-9:50 pm CRN 61422
PED E88-04, NILES N, 6 Mon., 11/7, 7:40-8:40 pm CRN 61423

New!
INTERMEDIATE CHA-CHA, SALSA, MERENGUE, BACHATA AND CUMBIA Fee: $65
For singles and couples who want more fun out of their sizzling Salsa, Merengue, Bachata, and Cumbia class. Learn new and trendy dance moves and look good leading, following, and executing turns and dips. No senior discount. No refund once class begins. No class 11/23.
PED E89-01, OC/SK, 6 Wed., 10/26, 8:50-9:50 pm CRN 61012

BEST OF LOVELY BALLROOM DANCING AND SPECIAL PARTY LINE DANCES Fee: $65
Have a blast at any social dance function! Learn easy-to-lead and easy-to-follow American-style dances (Tango, Waltz, Foxtrot, and Rumba) and East Coast swing. Every class starts with popular line dances such as the Cupid Shuffle, Cha Cha Slide, Electric Slide, or Salsa, Merengue, Bachata, and Cumbia class. Learn new and trendy dance moves and look good leading, following, and executing turns and dips. No senior discount. No refund once class begins. No class 11/23.
PED E90-01, ETHS, 6 Wed., 9/14, 8:50-9:50 pm CRN 61442
PED E90-02, ETHS, 6 Thu., 9/15, 7:40-8:40 pm CRN 61440

URBAN LINE DANCING LEVEL I Fee: $65
Urban Line Dancing exercises the body and the mind in a fun and exciting way. The program’s goal is to encourage healthier lifestyles by exercising through dancing and to promote the art of line dancing to urban music and beats. Class begins with a warm up dance, which is usually a review of the previous week’s dances. Then participants will learn one to two new dances through step-by-step instruction. Dances will be reviewed, followed by a period for requested dances. No refund after class begins. No senior discount. No class 10/6.
PED E94-01, ETHS, 6 Tue., 9/6, 7-9 pm CRN 61439
PED E94-02, ETHS, 6 Thu., 9/8, 7-9 pm CRN 61437

New!
URBAN LINE DANCING LEVEL II Fee: $65
Cut loose your urban line dancing skills. A great recreational exercise, the course builds on Urban Line Dancing I by exposing you to intermediate-level movements, maneuvers, and basic dance techniques. Prerequisite: Urban Line Dancing I or previous experience with the dance. No senior discount. No refund after class begins. No class 11/24.
PED E95-01, ETHS, 6 Thu., 10/27, 7-9 pm CRN 61003
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*** Fee: $420

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

DES A03-C01, OC/SK, 16 Sun., 8/28, 9 am-12:20 pm  CRN 61224
DES A03-C02, OC/DP, 16 Tue., 8/30, 5:30-8:40 pm  CRN 61218
DES A03-C03, Online, 9/19-12/14  CRN 61574

**INTERMEDIATE AUTOCAD*** Fee: $543

In the second of three AutoCAD courses, content includes assigning attributes to blocks, using external references, grouping and filtering entities, slide shows, three-dimensional (3D), dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. Recommended: DES A03 or consent of instructor.

DES A04-C01, OC/SK, 16 Wed., 8/31, 6-9:20 pm  CRN 61227
DES A04-C02, Online, 9/19-12/14  CRN 61226

**ADVANCED AUTOCAD*** Fee: $543

The last course in the core AutoCAD sequence, follows up on solid modeling topics, including an introduction to parametric design and rendering. Focus is on productively customizing AutoCAD, including customization of menus, toolbars, and digitizers. Auto LISP programming language also introduced. Hybrid course (1/2 classroom and 1/2 online). Recommended: DES A04 or consent of instructor.

DES A05-C01, OC/SK, 16 Wed., 8/31, 4-5:50 pm  CRN 61228

**CAD INTRO TO BUILDING SYSTEMS – REVIT*** Fee: $543

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.

DES A09-C01, OC/SK, 15 Sat., 9/3, 9 am-12:55 pm  CRN 61235

**BASIC AUTOCAD FOR INTERIOR DESIGN*** Fee: $543

This course introduces computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Set up a drawing electronically, draw and edit, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A18-C01, OC/DP, 15 Fri., 9/2, 10 am-1:30 pm  CRN 61229

**INTRODUCTION TO SOLIDWORKS*** Fee: $420

Course explores the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks parametric modeling software. Content includes transforming computer sketches into three-dimensional features; parametric modeling techniques further explored to create computer models of plastic molded parts; casting; and sheet metal; photorealistic rendering and animation of three-dimensional models to visually communicate design ideas.

DES A08-C01, OC/DP, 16 Mon., 8/29, 6-9:40 pm  CRN 61239

**ADVANCED SOLIDWORKS*** Fee: $420

Course is advanced exploration of the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of computer models; animation, and advanced computer modeling techniques; design topics such as molded parts, sheet metal, detail drawings, and assemblies. Recommended: DES A08. 

DES A11-C01, OC/DP, 15 Sat., 9/3, 9 am-12:20 pm  CRN 61240

**INTRODUCTION TO AUTODESK INVENTOR (ONLINE)** Fee: $420

Explores issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.

DES A12-C01, 9/19-12/14  CRN 61241

**INDUSTRIAL DESIGN ENGINEERING*** Fee: $543

Course introduces industrial design, and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today's manufacturing, communication, and publishing industries; creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software; use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering, and presentation.

DES A14-C01, OC/SK, 15 Thu., 9/1, 4-5:50 pm  CRN 61217

**ADVANCED BUILDING INFORMATION MODELING - REVIT*** Fee: $543

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 might be required. Check with the bookstore.

DES A24-C01, OC/SK, 16 Sat., 8/27, 1-4:50 pm  CRN 61237
Elder Care

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Donna Dickson, chair, at 847.220.3356 or ddickson@oakton.edu.

PERSON-CENTERED COMMUNICATION* Fee: $123
Focus on effective person-centered communication and conversation techniques to promote relationships between caregivers and elders. Covers basic approaches and respect for the individual, and emphasizes essential and helpful strategies to enhance the elder’s quality of life. Prerequisite: Concurrent enrollment in ELD A01 or consent of program chair.

THE WORLD OF THE ELDER* Fee: $163
The first of three courses required for a Person-Centered Elder Support certificate, designed to prepare the student for a caregiver role with elders. Content covers educational practices and strategies for the care and safety of elders experiencing normal aging, including sensory, physical, and psychosocial changes of aging, normal aging, myths of aging, and culture change.

DEMENTIA CARE OF THE ELDER* Fee: $123
Focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer’s disease, including stages, symptom progression, and behaviors. Emphasis is on understanding the disease and meeting the persons’ needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. Prerequisite: Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.

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

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: $657
This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetics, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended.

SURVEY OF ELECTRONICS* Fee: $370
Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills.

A+ CERTIFICATION PREPARATION* Fee: $272
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. This course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals.

DIGITAL INTEGRATED CIRCUITS* Fee: $400
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.

MICROPROCESSOR HARDWARE SYSTEMS* Fee: $400
Course introduces maintenance and repairs of personal computers. Content includes hardware parts of computers, theory of operation, function of parts, topics in maintenance, proper use of instruments in troubleshooting, limited repairs and an introduction to language.

FUNDAMENTALS OF SOLAR ENERGY SYSTEMS* Fee: $400
Learn the theory, operation, and application of photovoltaic and thermal systems and technologies. Through lecture and hands-on lab sessions, the course covers solar energy basics, site surveys, available technologies, installation options, cost estimation, and project justification. Recommended: ECT 101 or ECT 107.

Entrepreneurship

(Also see Business and Global Business Studies)

EXPORTING FOOD AS A SMALL BUSINESS Fee: $89
(ONLINE)
Expand the frontiers of your food or beverage business by discovering overseas markets that are just as profitable as the domestic market, but no more difficult to leverage. Learn proven strategies to test-market your product while eliminating problems and risks commonly associated with exporting. No business is too small to export! Required textbook: How Small Business Trades Worldwide, ISBN: 0979551501. Available at amazon.com. Not available at Oakton’s bookstore. Important: Provide your email address when registering for the course. All course materials will be emailed to you directly. No senior discount.

BUS E38-01, 10/11-11/1, 7-8 pm CRN 61099
Starting a business is something that many of us have thought about at one time or another. Learn to develop goals to establish a business, develop an outline for a business plan, and utilize techniques to successfully manage a new business. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin sooner). No senior discount.

ENTREPRENEURIAL MARKETING (ONLINE) Fee: $195
This course offers a step-by-step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer driven marketing decisions, learn to build a strong brand, analyze which tactics to use, and implement a marketing plan. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin sooner). No senior discount.

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

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

STARTING YOUR OWN SMALL BUSINESS (ONLINE) Fee: $129
Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.

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

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

IMPORT/EXPORT NOW! (ONLINE) Fee: $95
For those who want a career in import or export of goods and services and need a step-by-step, hands-on course. Conducted "live" on the Internet by an international trade expert and intended for students with zero business background, as well as for established businesses looking for new trade. Required textbook: How Small Business Trades Worldwide, ISBN: 0979551501. Available at amazon.com. Not available at Oakton's bookstore. Important: Provide your e-mail address when registering for the course. All course materials will be emailed to you directly. No senior discount. No class 11/24.

THE BUSINESS PLAN (ONLINE) Fee: $195
Evaluate the many aspects and potential hurdles of business and build a business plan, one step at a time. This practical, hands-on approach encourages the envisioning and planning aspects of a business. Focusing on the most critical components of a business plan enables one to uncover hidden risks and assess the business from a marketing, management, and financial vantage point. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin in lesser time). No senior discount.

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

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

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

CONDITIONING I: ZUMBA* Fee: $123
Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills using Zumba, a dance/fitness program featuring Latin and international music. Work out to merengue, salsa, cumbia, and reggae rhythms.

FIT B30-C01, OC/SK, 17 Tue./Thu., 8/23, 12:30-1:20 pm CRN 61266
FITNESS CENTER AT OAKTON

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

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

Fitness Center Hours:
Open year around—when the college is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer Hours: Monday - Thursday, 7 a.m. - 9 p.m.
Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

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

Register with the Alliance for Lifelong Learning Office, Room 1420 (Des Plaines campus).
Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 7:30 p.m.

Individual Personal Training
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides. Our goal is to teach sound fitness principles that encourage independent exercise.

All sessions must be used by the end of the semester.
No senior discount.

Two one-hour sessions by arrangement
FIT P01-01, OC/DP, $89 CRN 61493

Four one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-02, OC/DP, $159 CRN 61494

Six one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P01-03, OC/DP, $229 CRN 61495

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

Six one-hour sessions by arrangement
FIT P02-01, OC/DP, $279 CRN 61496

Fitness Center Memberships
No senior discount.

One Semester Memberships
Non-Student: FIT B01-01, OC/DP, $230 CRN 61370
Alliance Student: FIT E01-01, OC/DP, $90 CRN 61421
Oakton Student: FIT F01-01, OC/DP, $80 CRN 61491

Annual Memberships
Non-Student: FIT B02-01, OC/DP, $230 CRN 61418
Alliance Student: FIT E02-01, OC/DP, $180 CRN 61489
Oakton Student: FIT F02-01, OC/DP, $160 CRN 61492

FIRST AID*
Fee: $272
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., 8/23, 11 am-12:15 pm CRN 61251
FIT B11-C02, OC/DP, 9 Tue./Thu., 10/18, 11 am-12:15 pm CRN 61252

YOGA I*
Fee: $123
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.
FIT B28-C01, OC/DP, 8 Mon./Wed., 8/22, 12-1:15 pm CRN 61253
FIT B28-C02, OC/DP, 8 Tue./Thu., 8/23, 4:30-5:45 pm CRN 61256
FIT B28-C03, OC/DP, 8 Tue./Thu., 8/23, 12-1:15 pm CRN 61257
FIT B28-C04, OC/DP, 16 Fri., 8/26, 12-1:15 pm CRN 61258
FIT B28-C05, OC/DP, 9 Mon./Wed., 10/17, 12-1:15 pm CRN 61260
FIT B28-C06, OC/DP, 9 Tue./Thu., 10/18, 4:30-5:45 pm CRN 61262
FIT B28-C07, OC/DP, 9 Tue./Thu., 10/18, 12-1:15 pm CRN 61264

Facilities Management and Engineering

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

ENERGY MANAGEMENT AND DDC CONTROLS* Fee: $405
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, 17 Wed., 8/24, 5-7:50 p.m CRN 61165

Financial Markets and Service

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

COMMODITIES FUTURES TRADING* Fee: $370
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.
FIN A01-C01, OC/DP, 14 Mon., 9/12, 7-9:50 pm CRN 61161

SECURITIES TRADING* Fee: $370
Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. $60) available in the bookstore.
FIN A02-C01, OC/DP, 14 Wed., 9/14, 8:30-9:20 pm CRN 61162

OPTIONS MARKETS* Fee: $370
Explores actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. Prerequisite: FIN A01.
FIN A04-C01, OC/DP, 14 Tue., 9/13, 7-9:50 pm CRN 61164

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

INTRODUCTION TO STATISTICS (ONLINE) Fee: $129
Improve your understanding of data and explore collection practices. Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.
MAT E08-300, 8/17-10/7 CRN 60672
MAT E08-301, 9/14-11/4 CRN 60673
MAT E08-302, 10/12-12/2 CRN 60674
MAT E08-303, 11/9-12/30 CRN 60675

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE) Fee: $129
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.
DPR A04-300, 8/17-10/7 CRN 60496
DPR A04-301, 9/14-11/4 CRN 60497
DPR A04-302, 10/12-12/2 CRN 60498
DPR A04-303, 11/9-12/30 CRN 60499

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE) Fee: $129
Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.
DAT A05-300, 8/17-10/7 CRN 60368
DAT A05-301, 9/14-11/4 CRN 60369
DAT A05-302, 10/12-12/2 CRN 60370
DAT A05-303, 11/9-12/30 CRN 60371

DIGITAL IMAGING: PHOTOSHOP* Fee: $445
Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop used as the main software. Recommended: ATE E01.
ATE A02-C01, OC/SK, 16 Sat., 8/27, 9 am-2:20 pm CRN 61126

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER (ONLINE) Fee: $129
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.
DPR A27-300, 8/17-10/7 CRN 60524
DPR A27-301, 9/14-11/4 CRN 60525
DPR A27-302, 10/12-12/2 CRN 60526
DPR A27-303, 11/9-12/30 CRN 60527

ADOBE ILLUSTRATOR (ONLINE) 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.
COF A75-300, 8/17-10/7 CRN 60898
COF A75-301, 9/14-11/4 CRN 60899
COF A75-302, 10/12-12/2 CRN 60900
COF A75-303, 11/9-12/30 CRN 60901

SOFTWARE FOR GRAPHIC DESIGN* Fee: $415
This is a project oriented capstone class in which the student uses current illustration and design software packages to create various professional modes of output. Adobe Photoshop and Adobe Illustrator are used along with Adobe InDesign.
DPR A17-C01, OC/DP, 15 Wed., 9/7, 6-10 pm CRN 61569

*Courses may also be taken for college credit.
ADOBE INDESIGN (ONLINE)  Fee: $129
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS5, or CS6 for Windows or Mac.
DAT A27-300, 8/17-10/7  CRN 60428
DAT A27-301, 9/14-11/4  CRN 60429
DAT A27-302, 10/12-12/2  CRN 60430
DAT A27-303, 11/9-12/30  CRN 60431

INTERMEDIATE INDESIGN (ONLINE)  Fee: $129
Master the advanced features of Adobe InDesign and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.
DAT A32-300, 8/17-10/7  CRN 60448
DAT A32-301, 9/14-11/4  CRN 60449
DAT A32-302, 10/12-12/2  CRN 60450
DAT A32-303, 11/9-12/30  CRN 60451

INTRODUCTION TO CORELDRAW X5 (ONLINE)  Fee: $129
Let CorelDraw unleash your creativity! This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. Requirements: CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student Edition Edition.
DAT A10-300, 8/17-10/7  CRN 60380
DAT A10-301, 9/14-11/4  CRN 60381
DAT A10-302, 10/12-12/2  CRN 60382
DAT A10-303, 11/9-12/30  CRN 60383

LOSE WEIGHT AND KEEP IT OFF! (ONLINE)  Fee: $129
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that’s enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.
HEA C09-300, 8/17-10/7  CRN 60620
HEA C09-301, 9/14-11/4  CRN 60621
HEA C09-302, 10/12-12/2  CRN 60622
HEA C09-303, 11/9-12/30  CRN 60623

GEOGRAPHICAL RESEARCH: BEYOND ANCESTRY.COM  Fee: $30
Go beyond the limitations of online genealogical research. This one-session course will help take your genealogical projects to the next level with accredited research methods, new and valuable tools, and a multitude of public resources. No senior discount.
HIS C41-01, ETHS, 1 Thu., 9/15, 6:30-9:30 pm  CRN 61537

BUILDING YOUR ANCESTOR’S BUSINESS BIOGRAPHY  Fee: $30
Does the biography being built for an ancestor reflect the percentage of their life devoted to their work? This one-session course will help you create an accurate biography, and even present a company version of “Who Do You Think You Are?” No senior discount.
HIS C42-01, ETHS, 1 Thu., 9/22, 6:30-9:30 pm  CRN 61540

DNA FOR KINSHIP: INTRODUCTION  Fee: $30
This one-day class will provide the information and tools to understand mtDNA, Y-DNA, and atDNA test results, including haplogroups, ethnicity and cousin matches. It will also discuss options for kindship results and networking beyond the offerings of the three leading testing companies. No senior discount.
HIS C43-01, ETHS, 1 Thu., 9/29, 6:30-9:30 pm  CRN 61545

HISTORY OF THE ISLAMIC MIDDLE EAST IN MODERN TIMES*  Fee: $370
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 E92-C01, OC/SK, 17 Mon./Wed., 8/22, 11 am-12:15 pm  CRN 61570

*Courses may also be taken for college credit.
INTRODUCTION TO INTERIOR DESIGN (ONLINE)  Fee: $129
Transform plain living spaces into beautiful, functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.
HEC B41-300, 8/17-10/7  CRN 60632
HEC B41-301, 9/14-11/4  CRN 60633
HEC B41-302, 10/12-12/2  CRN 60634
HEC B41-303, 11/9-12/30  CRN 60635

INTERIOR DESIGN 101  Fee: $55
Find out how to make your home fit your lifestyle and discover the elements and principles that constitute good design. Guided by a professional interior designer, you’ll learn how to arrange furniture to maximize your space, how to use techniques that alter room-size perception, and how to use color schemes that complement the architecture, the furniture, and your No senior discount.
HEC B01-01, MAINE E, 3 Thu., 9/15, 7-9 pm  CRN 61501

THE CHICAGO BOTANIC GARDEN

BOTANY 1  Fee: $349
Why botanically speaking, is a tomato a fruit? What is the difference between a fern and a moss? Learn the answers to these questions and more in Botany 1. In this course you explore subjects such as the importance of plants to our lives; plant taxonomy and classification; and the life cycles, distinguishing features, diversity, and identification of major groups of plants. No class 10/3, 10/12, 11/12. No senior discount.
BOT E03-61, GARD, 5 Mon./Wed., 9/7, 6:30-9 pm  CRN 61583

FANTASTIC PERENNIALS FOR FALL  Fee: $37
Many perennial plants naturally bloom late in the year, so to maintain a fantastic garden through the months of fall it is crucial to incorporate a large percentage of them. With the right mix of perennials, home gardeners can successfully produce a diverse and colorful show to end the growing season. In this course, Jacob Burns will review the finest autumn line-up for Chicago gardens and provide lessons on how to care for each plant. Class will include a presentation along with a guided tour. No senior discount.
BOT E16-61, GARD, 1 Tue., 10/4, 1-4 pm  CRN 60983

New! BOTANICAL DRAWING 1  Fee: $374
Strong drawing is the cornerstone of botanical art. In this class, work in pencil, covering the fundamentals of proportions, line, tone, dimensionality, and expression. Work from live specimens, flowers, seeds, and fruit. No senior discount.
BOT B01-61, GARD, 8 Sat., 9/10, 9 am-12 pm  CRN 61582

New! FERNS FOR THE CHICAGO REGION  Fee: $74
One of the most elegant and useful plants in the outdoor landscape is the fern. Most gardeners don’t realize there are a fairly large number of hardy species and an enormous variety of garden cultivars in a myriad of sizes, forms, and textures. In addition, there are a number of mutations that provide fascinating deviations in frond shape. Be amazed at the forms created by ferns. Expand your impressions of ferns in your garden design. No senior discount.
BOT E23-61, GARD, 1 Tue., 9/13, 6-8 pm  CRN 60982

INTERIOR DESIGN 102  Fee: $55
Accessory your home and impress your friends! Create settings that reflect your personality and make your house a home. Dress up your windows to enhance the interior of your home without affecting light, privacy, or air flow. No senior discount.
HEC B02-01, MAINE E, 3 Thu., 10/20, 7-9 pm  CRN 61502

UPHOLSTERY  Fee: $150
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. No class 10/6/16.
TEC B28-01, ETHS, 8 Tue., 9/20, 6-9 pm  CRN 61508
TEC B28-02, ETHS, 9 Thu., 11/22, 6-9 pm  CRN 61506

START YOUR OWN EDIBLE GARDEN (ONLINE)  Fee: $129
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard. Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.
BOT E14-300, 8/17-10/7  CRN 60109
BOT E14-301, 9/14-11/4  CRN 60110
BOT E14-302, 10/12-12/2  CRN 60111
BOT E14-303, 11/9-12/30  CRN 60112

New! RESIST-DYEING WITH NATURAL DYES Fee: $89
Mexicans and was once the world’s most precious commodity. Use cochineal around the world. Dye materials and a scarf are included in the class fee. Bring rubber gloves, apron, scissors, plastic bag, and an old towel. Open to all levels. No senior discount.
BOT E28-61, GARD, 1 Tue., 11/8, 9 am-12 pm  CRN 60997

New! WRAPPED IN RED: SILK SCARF RESIST-DYEING WITH NATURAL DYES Fee: $89
Cochineal is an ancient red dye that was treasured by the ancient Mexicans and was once the world’s most precious commodity. Use simple techniques to dye a silk scarf and learn about the history of cochineal around the world. Dye materials and a scarf are included in the class fee. Bring rubber gloves, apron, scissors, plastic bag, and an old towel. Open to all levels. No senior discount.
BOT E28-61, GARD, 1 Tue., 11/8, 9 am-12 pm  CRN 60997

New! PHOTOGRAFING SUNSETS ON THE PRAIRIE Fee: $239
Long shadows cast by the setting sun make wonderful images, including those of the Dixon Prairie which has hills, water, and native plants within its boundaries. Learn to create dramatic photographs when the sun is a major subject in the frame. No senior discount.
BOT E06-61, GARD, 4 Thu., 9/15, 6-9 pm  CRN 61584

New! GROWING SALADS INDOORS Fee: $37
Grow organic salad greens at home—whether you have garden space or not! Professional gardener Bill Shores, who has grown specialty greens for more than a decade and currently manages Chef Rick Bayless’s market garden, treats participants to a visual feast of microgreens. Learn how to plant seeds in growing trays, and discuss maintenance and harvesting techniques. No senior discount.
BOT B06-61, GARD, 1 Sat., 11/5, 1-3 pm  CRN 61009

New! LAVISH PINSETTIA PIN Fee: $59
Create a beautiful flower with wet felting—a technique using soap, water, and bubble wrap. This flower-art features layers of leaves, petals, and shimmer. A perfect pin for your winter jacket or hat, or to give as a gift. No senior discount.
BOT E26-61, GARD, 1 Thu., 11/10, 10 am-12 pm  CRN 61567

New! ELFIN GNOME AND MUSHROOM Fee: $59
Make a simple elf ornament that is perfect for a gift exchange, adorning a gift, or hanging on your tree. Learn to make a three-dimensional form with needle felting. This is a good beginner class that inspires you to create much more. No senior discount.
BOT E86-61, GARD, 1 Thu., 11/10, 1-3:30 pm  CRN 60981

For more information, call 847.982.9888
Prices vary from $40-$100 and are not included in the tuition price. No textbooks are required for online classes.

CONVERSATIONAL ARABIC  
Fee: $130  
An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one's self, describing one's background, and seeking and providing information. Previous experience with Arabic not required. No class 10/12.  
LAR B04-01, NILES N, 8 Wed., 9/7, 7-9 pm  
CRN 61558

CONVERSATIONAL ARABIC II  
Fee: $130  
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. Prerequisite: Conversational Arabic I or previous Arabic language experience. No class 10/3.  
LAR B05-01, NILES N, 8 Mon., 9/12, 7-9 pm  
CRN 61559

CHINESE I  
Fee: $130  
Introduction to the study of modern Mandarin Chinese; emphasis on daily conversation. Chinese culture also explored. Textbook fee payable at the instructor at the first class session.  
LCH B01-01, GLBRK S, 8 Tue., 10/4, 7-9 pm  
CRN 61560

FRENCH BUNDLE  
Fee: $234  
This course is the bundle option for French I (LFR B01-01) and French II (LFR B01-02). Students can save 10% when they register for the bundle rather than each class individually. No senior discount.  
LFR B01-03, ETHS, 15 Tue., 9/6, 7-9 pm  
CRN 61326

FRENCH I  
Fee: $130  
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.  
LFR B01-01, ETHS, 8 Tue., 9/6, 7-9 pm  
CRN 61561

FRENCH II  
Fee: $130  
Expand your French speaking skills. Great for leisure or professional development, this course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language.  
LFR B01-02, ETHS, 7 Tue., 11/1, 6:40-9 pm  
CRN 61325

BEGINNING CONVERSATIONAL FRENCH (ONLINE)  
Fee: $129  
Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations. Requirements: A computer equipped with working speakers or headphones.  
LFR E02-300, 8/17-10/7  
CRN 60644
LFR E02-301, 9/14-11/4  
CRN 60645
LFR E02-302, 10/12-12/2  
CRN 60646
LFR E02-303, 11/9-12/30  
CRN 60647

CONVERSATIONAL GERMAN I  
Fee: $130  
Willkommen! This interactive German class focuses on conversational skills you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.  
LGE B03-01, GLBRK S, 8 Tue., 9/13, 7-9 pm  
CRN 61328

CONVERSATIONAL GERMAN II  
Fee: $130  
Willkommen! The interactive German class focuses on conversational skills that you can apply to real-life, practical situations. An excellent foundation for personal development, business, or travel, course covers listening, spelling, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience.  
LGE B04-01, GLBRK S, 8 Thu., 9/15, 7-9 pm  
CRN 61329

CONVERSATIONAL GREK (ONLINE)  
Fee: $130  
Welcome to the world of conversational Greek. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use. No class 10/12.  
LGR C01-01, NILES N, 8 Wed., 9/7, 7-9 pm  
CRN 61330
**New!**

**CONVERSATIONAL GREEK II**  
Fee: $130

Neh! You can expand your Greek-speaking skills. For speaking to friends, travel, or professional development, this course builds on Greek I by exposing you to intermediate-level Greek grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Conversational Greek I or previous experience with the language. **No class 10/3.**

LGR C02-01, NILES N, 8 Mon., 9/12, 7-9 pm  
CRN 61011

**HEBREW I**  
Fee: $130

Explore the Hebrew language. Learn basic Hebrew grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business or travel.

LHE B01-01, ETHS, 8 Tue., 9/6, 7-9 pm  
CRN 61331

**ITALIAN CONVERSATION I**  
Fee: $130

Explore the Italian language. Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. **Prerequisite:** No previous experience required. **No class 10/12.**

ITL B03-01, NILES N, 8 Wed., 9/7, 7-9 pm  
CRN 61549

**ITALIAN II**  
Fee: $130

Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. **Prerequisite:** Italian I or previous Italian language experience. **No class 10/3.**

ITL B04-01, NILES N, 8 Mon., 9/12, 7-9 pm  
CRN 61557

**INSTANT ITALIAN (ONLINE)**  
Fee: $129

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

ITL B02-300, 8/17-10/7  
CRN 60640  
ITL B02-301, 9/14-11/4  
CRN 60641

**CONVERSATIONAL JAPANESE I**  
Fee: $130

Welcome to the world of conversational Japanese. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.

LRA E01-01, GLBRK S, 8 Tue., 9/6, 7-9 pm  
CRN 61332

**New!**

**CONVERSATIONAL JAPANESE II**  
Fee: $130

Omedetoo gozaimasu! You are ready to learn more Japanese conversational skills. This course is great for speaking to friends, travel, or professional development, it builds on Japanese I by exposing you to intermediate-level Japanese grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Conversational Japanese I or previous experience with the language. **No class on 10/3.**

LJA E04-200, NILES N, 6 Mon., 9/12, 7-9 pm  
CRN 61566

**CONVERSATIONAL JAPANESE (ONLINE)**  
Fee: $129

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

LJA E01-300, 8/17-10/7  
LJA E01-301, 9/14-11/4  
LJA E01-302, 10/12-12/2  
LJA E01-303, 11/9-12/30

**POLISH BUNDLE**  
Fee: $234

This course is a bundle option for **Polish I (LPO B01-02)** and **Polish II (LPO B02-01)**. Students can save 10% when they register for the bundle, rather than each class individually. No senior discount.

LPO B03-01, ETHS, 15 Tue., 9/6, 6:40-9 pm  
CRN 61577

**POLISH I**  
Fee: $130

Explore the Polish language. Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. **No class 10/12.**

LPO B01-01, NILES N, 8 Wed., 9/7, 7-9 pm  
CRN 61335

LPO B02-01, ETHS, 7 Tue., 11/6, 6:40-9 pm  
CRN 61587

**POLISH II**  
Fee: $130

Expand your Polish speaking skills. Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Polish I or previous experience with the language. **No class 10/3.**

LPO B02-01, ETHS, 7 Tue., 11/1, 6:40-9 pm  
CRN 61587

LPO B02-02, NILES N, 8 Mon., 9/12, 7-9 pm  
CRN 61336

**CONVERSATIONAL RUSSIAN I**  
Fee: $130

Welcome to the world of conversational Russian. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.

LRU B01-01, ETHS, 8 Tue., 9/6, 7-9 pm  
CRN 61337

**New!**

**CONVERSATIONAL RUSSIAN II**  
Fee: $130

Zdravstvuyte! Improve your Russian speaking skills for speaking to friends, travel, or professional development, the course builds on Russian I by exposing you to intermediate-level Russian grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Conversational Russian I or previous experience with the language.

LRU B02-01, ETHS, 8 Thu., 9/8, 7-9 pm  
CRN 61001

**SIGN LANGUAGE**  
Fee: $165

Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations are covered. Deaf culture and attitudes will also be discussed. **No class 10/6.**

COM B08-01, GLBRK S, 8 Tue., 9/13, 7-9:15 pm  
CRN 61283

COM B08-02, MAINE E, 8 Thu., 9/8, 7-9:15 pm  
CRN 61282

**SPANISH I**  
Fee: $130

Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. **No class 10/10, 10/12.**

LSP C01-01, OC/SK, 8 Mon., 8/22, 7-9 pm  
CRN 61338

LSP C01-02, NILES N, 8 Wed., 9/7, 7-9 pm  
CRN 61340

LSP C01-03, GLBRK S, 8 Thu., 9/8, 7-9 pm  
CRN 61339
SPANISH II  Fee: $130
Expand your Spanish speaking skills. Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 11/24.
LSP C02-01, OC/SK, 8 Mon., 10/24, 7-9 pm  CRN 61341
LSP C02-02, GLBRK S, 8 Thu., 11/3, 7-9:30 pm  CRN 61342

CONVERSATIONAL SPANISH I  Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP E08-01, MAINE E, 8 Tue., 9/6, 7-9 pm  CRN 61344
LSP E08-02, ETHS, 8 Tue., 9/20, 7-9 pm  CRN 61345

ADVANCED CONVERSATIONAL SPANISH  Fee: $130
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language.
LSP C04-01, ETHS, 8 Thu., 9/22, 7-9 pm  CRN 61343

SPEED SPANISH I (ONLINE)  Fee: $129
Includes six easy “recipes” you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time.
¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.
LSP B08-300, 8/17-10/7  CRN 60652
LSP B08-301, 9/14-11/4  CRN 60653
LSP B08-302, 10/12-12/2  CRN 60654
LSP B08-303, 11/9-12/30  CRN 60655

SPEED SPANISH II (ONLINE)  Fee: $129
A continuation of Speed Spanish I with the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time.
Requirements: A computer equipped with working speakers or headphones.
LSP B09-300, 8/17-10/7  CRN 60656
LSP B09-301, 9/14-11/4  CRN 60657
LSP B09-302, 10/12-12/2  CRN 60658
LSP B09-303, 11/9-12/30  CRN 60659

SPEED SPANISH III (ONLINE)  Fee: $129
A continuation of Speed Spanish II with the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time.
Requirements: A computer equipped with working speakers or headphones.
LSP B10-300, 8/17-10/7  CRN 60902
LSP B10-301, 9/14-11/4  CRN 60903
LSP B10-302, 10/12-12/2  CRN 60904
LSP B10-303, 11/9-12/30  CRN 60905

SPANISH FOR LAW ENFORCEMENT (ONLINE)  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.
LSP B12-300, 8/17-10/7  CRN 60664
LSP B12-301, 9/14-11/4  CRN 60665
LSP B12-302, 10/12-12/2  CRN 60666
LSP B12-303, 11/9-12/30  CRN 60667
REVENUE GENERATION FOR NON PROFITS (ONLINE)  Fee: $495
Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20 percent that generates 80 percent of your revenue. This course is offered in partnership with the LERN organization. After registration, students will receive login information within two to five business days (unless the course is to begin in lesser time). No senior discount.
MAR A11-300, 9/6-10/28  CRN 61238

FUNDAMENTALS OF SUPERVISION* Fee: $370
Introduction to the techniques and responsibilities involved in supervising people. Topics include motivation, training, communication, discipline, grievances, safety, and employee appraisal. Course analyses methods to increase employee output and decrease costs are analyzed. Supplemental work required. A textbook may be required. Check with the bookstore.
MAN A01-C01, OC/DP, 15 Tue./Thu., 9/6, 2-3:30 pm  CRN 61209

EMPLOYMENT LAW FUNDAMENTALS (ONLINE) Fee: $129
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.
BUB A17-300, 8/17-10/7  CRN 60117
BUB A17-301, 9/14-11/4  CRN 60118
BUB A17-302, 10/12-12/2  CRN 60119
BUB A17-303, 11/9-12/30  CRN 60120

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS (ONLINE) 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.
MAN A43-300, 8/17-10/7  CRN 60820
MAN A43-301, 9/14-11/4  CRN 60821
MAN A43-302, 10/12-12/2  CRN 60822
MAN A43-303, 11/9-12/30  CRN 60823

PROJECT MANAGEMENT APPLICATIONS (ONLINE) Fee: $129
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.
BUB A68-300, 8/17-10/7  CRN 60192
BUB A68-301, 9/14-11/4  CRN 60193
BUB A68-302, 10/12-12/2  CRN 60194
BUB A68-303, 11/9-12/30  CRN 60195

PROJECT MANAGEMENT Fee: $380
Course introduces principles of project management as defined by the Project Management Institute (PMI). Includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Tandem taught with CPT A83-C01. Supplemental lab work required.
MAN A35-C01, OC/DP, 13 Thu., 9/8, 6-9:50 pm  CRN 61213
MAN A35-C01, OC/DP, 13 Thu., 9/8, 6-9:50 pm  CRN 61213

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE) 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.
BUB A56-300, 8/17-10/7  CRN 60164
BUB A56-301, 9/14-11/4  CRN 60165
BUB A56-302, 10/12-12/2  CRN 60166
BUB A56-303, 11/9-12/30  CRN 60167

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) 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.
BUB A23-300, 8/17-10/7  CRN 60945
BUB A23-301, 9/14-11/4  CRN 60125
BUB A23-302, 10/12-12/2  CRN 60126
BUB A23-303, 11/9-12/30  CRN 60127

SIX SIGMA: TOTAL QUALITY APPLICATIONS (ONLINE) 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®).
BUB A69-300, 8/17-10/7  CRN 60196
BUB A69-301, 9/14-11/4  CRN 60197
BUB A69-302, 10/12-12/2  CRN 60198
BUB A69-303, 11/9-12/30  CRN 60199

HIGH-SPEED PROJECT MANAGEMENT (ONLINE) Fee: $129
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.
BUB A57-300, 8/17-10/7  CRN 60168
BUB A57-301, 9/14-11/4  CRN 60169
BUB A57-302, 10/12-12/2  CRN 60170
BUB A57-303, 11/9-12/30  CRN 60171

*Courses may also be taken for college credit.

REGISTER EARLY!
Classes are canceled a week before start date if minimum enrollment is not reached.
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, program coordinator, at 847-376-7623 or bzapal@oakton.edu.

MASTERCAM COMPUTER-AIDED MANUFACTURING* Fee: $543

Use Mastercam software to create part geometry and assign tool path to the geometry. By translating using a post-processor, CNC programs can be automatically generated and communicated to machine tools. Both 2D and 3D toolpaths are used to make parts using machines with various controllers. Graphic simulation is used to prove results. Required textbook (approx. $75) is available in the bookstore.

MCH A04-C01, OC/SK, 16 Wed., 8/31, 5:30-10:20 pm CRN 61184
Hybrid course (1/2 classroom and 1/2 online):
MCH A04-C02, OC/SK, 15 Fri., 9/2, 10 am-1 pm CRN 61182

INTRODUCTION TO CNC PROGRAMMING* Fee: $543

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

MCH A01-C01, OC/SK, 16 Tue./Thu., 8/23, 6-8:45 pm CRN 61179
MCH A01-C02, OC/SK, 16 Sat., 8/27, 8 am-1 pm CRN 61176

INTRODUCTION TO ROBOTICS AND VISION SYSTEMS* Fee: $543

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, 16 Thu., 8/25, 6-9:50 pm CRN 61175

ADVANCED CNC PROGRAMMING* Fee: $543

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 covered in detail. A textbook may be required. Check with the bookstore.

MCH A02-C01, OC/SK, 17 Mon., 8/22, 6-9:45 pm CRN 61180

PROGAMMABLE CONTROLLERS (PLC)* Fee: $543

Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls, and other electromechanical devices. Allen Bradley hardware is used with ICOM software. Required textbook (approx. $80) available in the bookstore.

MCH A06-C01, OC/SK, 16 Tue., 8/30, 5:30-10:20 pm CRN 61186

BASIC PRINT READING AND SHOP THEORY* Fee: $493

Provide general shop training. Include study of machine shop theory with focus on reading machine prints and how to use measurement devices. Course meets requirements of classroom-related theory for the apprentice machinist, mold maker, tool and die maker, model maker, and inspector. Include a module on GDT symbols and how to interpret them. A minimum grade of "C" should enable a student to interpret prints used in industry.

MCH A19-C01, OC/SK, 16 Wed., 8/31, 6-9:20 pm CRN 61171

Marketing and Sales

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

PRINCIPLES OF MARKETING* Fee: $370

Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.

MAR A01-C01, OC/DP, 13 Tue., 9/20, 6:30-9:50 pm CRN 61214

INSTAGRAM FOR BUSINESS (ONLINE) Fee: $195

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy, and how a small input can cause exponential growth. We’ll also explore do's and don’ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class. No senior discount.

BUB A80-300, 9/6-9/30 CRN 61232

PROFESSIONAL SALES SKILLS (ONLINE) Fee: $129

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

BUS A34-300, 8/17-10/7 CRN 60236
BUS A34-301, 9/14-11/4 CRN 60237
BUS A34-302, 10/12-12/2 CRN 60238
BUS A34-303, 11/9-12/30 CRN 60239

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE) Fee: $129

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

BUS A79-300, 8/17-10/7 CRN 60252
BUS A79-301, 9/14-11/4 CRN 60253
BUS A79-302, 10/12-12/2 CRN 60254
BUS A79-303, 11/9-12/30 CRN 60255

BUSINESS AND MARKETING WRITING (ONLINE) Fee: $129

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

COM E37-300, 8/17-10/7 CRN 60300
COM E37-301, 9/14-11/4 CRN 60301
COM E37-302, 10/12-12/2 CRN 60302
COM E37-303, 11/9-12/30 CRN 60303

*Courses may also be taken for college credit.
Medical Office Technology

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

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<td>MED A52-300, 8/17-10/7</td>
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<td>MED A52-301, 9/14-11/4</td>
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<td>MED A52-303, 11/9-12/30</td>
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EXPLORE A CAREER IN MEDICAL CODING (ONLINE)
Take the first step toward a lucrative career as a medical coder. Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).

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<td>MED A10-301, 9/14-11/4</td>
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<td>MED A10-303, 11/9-12/30</td>
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EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)
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.

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<th>Course Code</th>
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<td>MED A50-302, 10/12-12/2</td>
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<td>MED A50-303, 11/9-12/30</td>
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MEDICAL MATH (ONLINE)
Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course makes it easy to calculate medication dosages and use scientific formulas.

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<td>MED A53-300, 8/17-10/7</td>
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<td>MED A53-303, 11/9-12/30</td>
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Digital Marketing Training
Prepare for specialized training in OMC certification. Courses offered in partnership with Market Motive, the industry leader in Web-based Internet marketing training.

Prepare for a specific role in your company with these specialized course concentrations.

OMCP Certification Prep Courses
- Social Media Marketing
- Search Engine Optimization
- Pay Per Click
- Conversion Optimization
- Web Analytics
- Mobile Marketing

Professional Development Courses
- Going Viral: Executing Your Viral Marketing Campaign Ideas
- Internet Marketing for Small Business: Strategies
- KPI Analysis
- Ad Word Fundamentals

“I came to the SEO Practitioner course through Oakton with no previous knowledge of SEO. Now, I can confidently help people improve their Web site rankings. The course provides fundamental practical and theoretical knowledge, and I enjoyed the flow of the class and its dynamic structure—a great combination for a busy lifestyle. Highly recommended!”

— Galia Polyanovsky, Senior Manager, SperoTeck, Inc., OMCP-certified in PPC, SEO, and Web Analytics

To register or for information, visit www.oakton.edu/conted/find_classes/online, email allinquiries@oakton.edu, or call 847.982.9888.
Prepare for industry recognized certifications and gain the skills you need to enter the rapidly expanding healthcare and administrative fields. Perfect for those with busy schedules, these online training courses, offered by Oakton’s Continuing Education and Workforce Development Department in partnership with CareerStep LLC, can open up a world of exciting career opportunities. Upon course completion, CareerStep LLC assists students in scheduling certification exams, and provides resume writing, interviewing, and job placement assistance. Some courses include a free laptop, iPad, or Kindle. CareerStep LLC is an AHIMA approved training provider. Please note: this is a noncredit program.

**MEDICAL ADMINISTRATIVE ASSISTANT (ONLINE)** Prepare for a career as a medical administrative assistant in less than three months! Learn how to manage the day-to-day operations of the medical facility, update and organize medical records, and verify patient insurance. Course includes preparation for the Certified Medical Administrative Assistant (CMAA) exam as certified by the National Healthcareer Association (NHA). Course materials include: Kindle with electronic text (free of charge).

**ELECTRONIC HEALTH RECORD SPECIALIST (ONLINE)** Gain the knowledge and skills to become an electronic health record administrative professional. Master creating and updating patient electronic health records, managing the day-to-day operations of a medical facility, and verifying patient insurance. Train on ezEMRx software while preparing for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records (CEHRS) exams. Course materials include: Laptop, iPad, or Kindle with electronic text (free of charge).

**MEDICAL CODING AND BILLING (ONLINE)** Become a medical coder/biller through this AHIMA-Approved ICD-9 training program. Covers computer fundamentals, reimbursement methodologies, medical terminology, anatomy, ICD-9 code sets, and preparation for the Certified Professional Coder (CPC) or Certified Coding Associate (CCA) exams. Course is designed to be completed in four months with full-time study. However, enrollment includes 12 months of program access so that students can study at their own pace. Course materials include: Laptop, iPad, or Kindle with electronic text (free of charge).

**ICD-10 FASTTRACK (ONLINE)** Master new ICD-10 coding skills! Covers ICD-10-specific biomedical sciences training and comprehensive code set training. Developed by experts, this training program is used by some of the largest and most respected healthcare employers in the nation. Course designed for recent coding program graduates or those who have taken a coding course and plan to re-enter the industry. CareerStep certificate awarded upon program completion.

**MEDICAL TRANSCRIPTION AND EDITING (ONLINE)** Career Step’s Medical Transcription Editor training is trusted, and even preferred by many employers when hiring new graduates, which is why over 90 percent of our medical transcription graduates secure jobs after graduation. Formal medical transcriptionist training teaches medical terminology, anatomy and physiology, healthcare documentation practices, and listening skills required to start a successful at-home career as a medical transcriptionist.

**MEDICAL OFFICE MANAGER (ONLINE)** Medical office managers keep all of the administration and billing of the modern medical office running smoothly. Our comprehensive curriculum was developed in collaboration with healthcare administration professionals and medical billers—all with years of professional experience. Course includes preparation for Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certifications.

Payment plans available. Out-of-work or low-income individuals may qualify for Workforce Investment Funding (WIOA). Call 847.635.1414 for more information about WIOA.

To enroll, or for more information, visit www.careerstep.com/oakton.
MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE)
Fee: $129
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.
MED E01-300, 8/17-10/7  CRN 60696
MED E01-301, 9/14-11/4  CRN 60697
MED E01-302, 10/12-12/2  CRN 60698
MED E01-303, 11/9-12/30  CRN 60699

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 or gsprague@oakton.edu.

INTRODUCTION TO GUITAR (ONLINE)
Fee: $129
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.
MUS S09-300, 8/17-10/7  CRN 60700
MUS S09-302, 9/14-11/4  CRN 60701
MUS S09-301, 10/12-12/2  CRN 60702
MUS S09-303, 11/9-12/30  CRN 60703

JAZZ BAND*
Fee: $148
A comprehensive, practical study of jazz band idioms. Involves playing with the award-winning Oakton Jazz Band; sectional and ensemble discussion; scheduled rehearsal of various jazz band works; and public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor required. Note: Instructor will assess students’ skill level once the course has begun and place student in proper level course.
MUS S80-C01, OC/DR, 17 Mon., 8/22, 8-9:50 pm  CRN 61244
MUS S81-C01, OC/DR, 17 Mon., 8/22, 8-9:50 pm  CRN 61246
MUS S82-C01, OC/DR, 17 Mon., 8/22, 8-9:50 pm  CRN 61248
MUS S83-C01, OC/DR, 17 Mon., 8/22, 8-9:50 pm  CRN 61250

HAWAIIAN UKULELE I
Fee: $50
Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton’s Hawaiian Music Ensemble. (Instruments provided, if necessary.)
MUS X11-01, OC/DP, 6 Thu., 9/15, 5:30-6:30 pm  CRN 61348

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

INTRODUCTION TO PARALEGAL STUDIES*
Fee: $370
Covers 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.
PAR A01-C01, OC/SK, 17 Mon., 8/22, 6-8:50 pm  CRN 61220

LEGAL RESEARCH I*
Fee: $390
Orients students to law library and various legal publications, treatises, and other legal writings encountered in day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas, and law through comprehension of legal research techniques. Required: college-level English competency and successful completion of PAR A01 or consent of program coordinator.
PAR A10-C01, OC/SK, 16 Thu., 8/25, 6:30-9:20 pm  CRN 61221

PARALEGAL PREPARATION I (ONLINE)
Fee: $129
An overview of the American judicial system focusing on the origins of American law and the litigation process. Covers legal terminology, process, ethics, and tort and contract law.
BUB A45-300, 8/17-10/7  CRN 60144
BUB A45-301, 9/14-11/4  CRN 60145
BUB A45-302, 10/12-12/2  CRN 60146
BUB A45-303, 11/9-12/30  CRN 60147

Personal Finance

ESTATE PLANNING 101
Fee: $25
Most people neither understand estate planning nor have an estate plan in place. What happens in the event of an injury, disability or death? What burden do these events place on your loved ones? You might be surprised as to who can be assigned to make medical decisions, pay bills, and receive assets upon death. Don’t join the ranks of those who think, “Everything will work out,” or that estate planning is only for wealthy people. No senior discount.
BUS B54-01, MAINE E, 1 Thu., 9/29, 6-8 pm  CRN 61095

FINANCIAL INDEPENDENCE
Fee: $100
Learn what they didn’t teach you in school. Learn how to accumulate and manage your own finances. It’s never too early or late to learn which investments to make and which to avoid. Whether your goal is to have one million dollars in 15-20 years, or you just want to preserve what you have, you will discover the best roads to wealth while keeping risk to a minimum. We have been showing people the “Secrets to Financial Success” for over 25 years. This course covers stocks, IRA’s, 401(k)’s, real estate and other investments as well as retirement planning. Our instructors are Registered Investment Advisors and Five Star Wealth Managers as seen in Chicago magazine. Come learn from a multi-millionaire and a Certified Public Accountant. Books are included. No senior discount.
BUS A75-01, MAINE E, 5 Tue., 9/27, 7-8:30 pm  CRN 61599

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., 10/13, 6:30-9 pm  CRN 61364
FIN E02-03, NILES N, 3 Wed., 10/19, 6:30-9 pm  CRN 61366

INTRODUCTION TO STOCK OPTIONS (ONLINE)
Fee: $129
Take advantage of bull and bear markets. Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Course covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-300, 8/17-10/7  CRN 60604
FIN E22-301, 9/14-11/4  CRN 60605
FIN E22-302, 10/12-12/2  CRN 60606
FIN E22-303, 11/9-12/30  CRN 60607
SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW  Fee: FREE
As you approach retirement, you’ll make many decisions. Many of those decisions are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. Instructor Rita Brown is a Certified Financial Planner, Chartered Life. No senior discount. Students still need to pay the $9 processing fee.  
FIN E39-01, GLBRK S, 1 Tue., 9/27, 7-9 pm  CRN 61368
FIN E39-02, MAINE E, 1 Tue., 10/25, 7-9 pm  CRN 61369

STOCKS, BONDS, AND INVESTING, OH MY!  Fee: $129 (ONLINE)
Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.  
FIN E07-300, 8/17-10/7  CRN 60592
FIN E07-301, 9/14-11/4  CRN 60593
FIN E07-302, 10/12-12/2  CRN 60594
FIN E07-303, 11/9-12/30  CRN 60595

THE ANALYSIS AND VALUATION OF STOCKS  Fee: $129 (ONLINE)
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.  
FIN E08-300, 8/17-10/7  CRN 60596
FIN E08-301, 9/14-11/4  CRN 60597
FIN E08-302, 10/12-12/2  CRN 60598
FIN E08-303, 11/9-12/30  CRN 60599

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE)  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.  
FIN E10-300, 8/17-10/7  CRN 60600
FIN E10-301, 9/14-11/4  CRN 60601
FIN E10-302, 10/12-12/2  CRN 60602
FIN E10-303, 11/9-12/30  CRN 60603

STARTING A PET SITTING BUSINESS (ONLINE)  Fee: $129
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.  
BUS A35-300, 8/17-10/7  CRN 60240
BUS A35-301, 9/14-11/4  CRN 60241
BUS A35-302, 10/12-12/2  CRN 60242
BUS A35-303, 11/9-12/30  CRN 60243

PRACTICAL PUPPY TRAINING  Fee: $90
Designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies ages 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.) No senior discount.  
REC S08-01, ETHS, 6 Tue., 9/27, 6:25-7:25 pm  CRN 61444

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

BEGINNING PHOTOGRAPHY*  Fee: $420
Explore the basics of film exposure, development and printing while studying the history and aesthetics of photography. Also covers the use of studio materials and lighting. Studio work outside of regular class time is required. Note: Students are expected to buy their own film and paper at a cost of approximately $100. Also, students may reserve a camera, tripod, or light meter from the college by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.) Textbook might be required. Check with the bookstore.  
ATE E01-C01, OC/DP, 17 Tue./Thu., 8/23, 6:30-9:10 pm  CRN 61044

DIGITAL PHOTOGRAPHY*  Fee: $445
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.  
ATE A04-C01, OC/DP, 16 Fri., 8/26, 9 am-2:20 pm  CRN 61127

DIGITAL PHOTOGRAPHY (ONLINE)  Fee: $129
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.  
ART C04-300, 8/17-10/7  CRN 60085
ART C04-301, 9/14-11/4  CRN 60086
ART C04-302, 10/12-12/2  CRN 60087
ART C04-303, 11/9-12/30  CRN 60088
PHOTOGRAPHY AS A BUSINESS Fee: $90
Turn your hobby into a business. Learn the basics of running a photography business including studio strategies, studio pricing, customer service, professional resources, and more.
BUS B06-01, GLBRK S, 4 Thu., 10/20, 6-9 pm CRN 61083
BUS B06-02, ETHS, 4 Tue., 10/25, 6-9 pm CRN 61087

INTRODUCTION TO LIGHTROOM (ONLINE) Fee: $129
Learn how to use Adobe Photoshop Lightroom to organize and edit your images and develop an efficient image processing workflow. Lightroom works with Photoshop, Photoshop Elements, and other digital photo editors.
ART E04-300, 8/17-10/7 CRN 60101
ART E04-301, 9/14-11/4 CRN 60102
ART E04-302, 10/12-12/2 CRN 60103
ART E04-303, 11/9-12/30 CRN 60104

DIGITAL CAMERA BASICS Fee: $25
Bring your digital camera to class and leave knowing not only how to use it, but how to get the most out of it. You'll learn the basics as well as some handy tips and tricks. No senior discount.
ART C79-02, MAINE E, 1 Thu., 9/22, 7-9:30 pm CRN 61018

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II (ONLINE) Fee: $129
Bring out the best in your digital images. If you have a basic working knowledge of Adobe’s Photoshop Elements 13, these lessons will boost the basic to another level. Gain ability and confidence as you master the advanced features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will help you become an accomplished user.
ART C11-300, 8/17-10/7 CRN 60093
ART C11-301, 9/14-11/4 CRN 60094
ART C11-302, 10/12-12/2 CRN 60095
ART C11-303, 11/9-12/30 CRN 60096

BLACK AND WHITE PHOTOGRAPHY LAB Fee: $169
Learn to print from your negatives using traditional methods. Assistance with 35mm camera provided. Beginner and advanced darkroom students with creative minds are welcome.
ART E05-01, GLBRK S, 8 Tue., 9/20, 7-9:30 pm CRN 61020

MASTERING YOUR DIGITAL SLR CAMERA (ONLINE) Fee: $129
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos. Must be able to download, save and locate files on the computer. Point and shoot digital cameras not compatible with course; must be digital SLR camera.
ART E22-300, 8/17-10/7 CRN 61015
ART E22-301, 9/14-11/4 CRN 61016
ART E22-302, 10/12-12/2 CRN 61017
ART E22-303, 11/9-12/30 CRN 61018

SECRETS OF BETTER PHOTOGRAPHY (ONLINE) Fee: $129
Designed for both film and digital photographers, course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro, and still. Requirements: a digital or film camera.
ART B87-300, 8/17-10/7 CRN 60881
ART B87-301, 9/14-11/4 CRN 60882
ART B87-302, 10/12-12/2 CRN 60883
ART B87-303, 11/9-12/30 CRN 60884

CREATIVE SCRAPBOOKS (ONLINE) Fee: $129
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create unique works of art.
ART C59-300, 8/17-10/7 CRN 60909
ART C59-301, 9/14-11/4 CRN 60909
ART C59-302, 10/12-12/2 CRN 60909
ART C59-303, 11/9-12/30 CRN 60100

Psychology

WHAT’S STOPPING YOU? GET ASSERTIVE! (ONLINE) Fee: $129
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Learn the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don't be afraid to speak out!
PSY B14-300, 8/17-10/7 CRN 60736
PSY B14-301, 9/14-11/4 CRN 60737
PSY B14-302, 10/12-12/2 CRN 60738
PSY B14-303, 11/9-12/30 CRN 60739

INDIVIDUAL EXCELLENCE (ONLINE) Fee: $129
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.
BUB A22-300, 8/17-10/7 CRN 60121
BUB A22-301, 9/14-11/4 CRN 60122
BUB A22-302, 10/12-12/2 CRN 60123
BUB A22-303, 11/9-12/30 CRN 60124

INTRODUCTION TO JOURNALING (ONLINE) Fee: $129
Journaling can help you learn more about yourself. Explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.
COM B36-300, 8/17-10/7 CRN 60292
COM B36-301, 9/14-11/4 CRN 60293
COM B36-302, 10/12-12/2 CRN 60294
COM B36-303, 11/9-12/30 CRN 60295

NAVIGATING DIVORCE (ONLINE) Fee: $129
Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.
PSY C13-300, 8/17-10/7 CRN 60740
PSY C13-301, 9/14-11/4 CRN 60741
PSY C13-302, 10/12-12/2 CRN 60742
PSY C13-303, 11/9-12/30 CRN 60743

SKILLS FOR MAKING GREAT DECISIONS (ONLINE) Fee: $129
Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your gut, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.
PSY B09-300, 8/17-10/7 CRN 60728
PSY B09-301, 9/14-11/4 CRN 60729
PSY B09-302, 10/12-12/2 CRN 60730
PSY B09-303, 11/9-12/30 CRN 60731
ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE) 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.
BUB A53-300, 8/17-10/7 CRN 60152
BUB A53-301, 9/14-11/4 CRN 60153
BUB A53-302, 10/12-12/2 CRN 60154
BUB A53-303, 11/9-12/30 CRN 60155

DEALING WITH DIVORCE Fee: $119
Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.
PSY C12-01, OC/SK, 6 Wed., 9/7, 6:30-8:30 pm CRN 61443

MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS (ONLINE) Fee: $129
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond "I do." Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.
PSY B13-300, 8/17-10/7 CRN 60732
PSY B13-301, 9/14-11/4 CRN 60733
PSY B13-302, 10/12-12/2 CRN 60734
PSY B13-303, 11/9-12/30 CRN 60735

Consumer Real Estate

NEW!
REAL ESTATE BROKER PRE-LICENSE COURSE Fee: $630
By successfully completing this course, you satisfy the 90 hours of instruction required by the Illinois Department of Professional and Financial Regulation to sit for the Real Estate Broker Examination.
No senior discount. No class 10/11, 11/24.
REL A46-01, OC/SK, 15 Tue./Thu., 8/30, 7-9:30 pm CRN 61568

REAL ESTATE INVESTING (ONLINE) Fee: $129
Want to invest in real estate but have no money and no idea where to start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.
REL E07-300, 8/17-10/7 CRN 60748
REL E07-301, 9/14-11/4 CRN 60749
REL E07-302, 10/12-12/2 CRN 60750
REL E07-303, 11/9-12/30 CRN 60751

HOW TO BUY YOUR FIRST HOME Fee: $25
Buy your first home like a pro! Course covers how to choose a location and determine what you should spend, identifying must-have features, finding available properties, making offers and counter offers, understanding and negotiating the best mortgage rates, and obtaining a credit commitment letter for financing. Learn about potential roadblocks first-time homebuyers may encounter, as well as contracts, disclosures and inspections, appraisals, and title insurance. A real estate agent, mortgage expert, and attorney answer your questions.
No senior discount.
REL E18-01, OC/DP, 1 Sat., 9/3, 9:30-11:30 am CRN 61460
REL E18-02, OC/SK, 1 Sat., 10/1, 9:30-11:30 am CRN 61464
REL E18-03, OC/DP, 1 Sat., 10/29, 9:30-11:30 am CRN 61465

PURCHASING A VACATION PROPERTY, SECOND HOME, OR RETIREMENT HOME Fee: $25
This course will teach and inform you the best way to purchase your own vacation, second home or retirement home. Learn the guidelines that banks require to make owning your vacation/second/retirement home a reality. This course will cover minimum down payments necessary, credit requirements, affordability, and the different rules for purchasing different types of vacation/second homes. This is not a class on buying or owning time shares. No senior discount.
REL S08-01, NILES N, 1 Wed., 9/14, 6:30-8:30 pm CRN 61497
REL S08-02, NILES N, 1 Wed., 9/21, 6:30-8:30 pm CRN 61490
REL S08-03, ETHS, 1 Thu., 11/10, 6:30-8:30 pm CRN 61466

INVESTING IN RESIDENTIAL REAL ESTATE Fee: $25
There are many benefits to purchasing foreclosure property in today’s real estate market - whether you are looking to purchase a home or investment property. Learn the different types of foreclosure properties, the cash incentives available, how the bidding process works, and how to get started. No senior discount.
REL E10-01, NILES N, 1 Wed., 9/7, 6:30-8:30 pm CRN 61466
REL E10-02, GLBRK S, 1 Tue., 10/18, 6:30-8:30 pm CRN 61452
REL E10-03, ETHS, 1 Thu., 11/3, 6:30-8:30 pm CRN 61448

Special Interest

WOW! WHAT A GREAT EVENT (ONLINE) Fee: $129
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful events. Review proven tips, tools, techniques, and procedures used by master event planners which help you avoid embarrassing and costly errors.
BUB E12-300, 8/17-10/7 CRN 60121
BUB E12-301, 9/14-11/4 CRN 60123
BUB E12-302, 10/12-12/2 CRN 60124
BUB E12-303, 11/9-12/30 CRN 60125

BASIC MATH REFRESHER (ONLINE) Fee: $129
Math isn’t about plugging numbers into formulas. It’s about knowing enough to make the numbers and formulas work for you. Gain confidence in your basic math skills and begin using math to your advantage—without overwhelming theory or memorization.
MAT A01-300, 8/17-10/7 CRN 60668
MAT A01-301, 9/14-11/4 CRN 60669
MAT A01-302, 10/12-12/2 CRN 60670
MAT A01-303, 11/9-12/30 CRN 60671

PERINATAL ISSUES (ONLINE) Fee: $129
A multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)
NUR A33-300, 8/17-10/7 CRN 60716
NUR A33-301, 9/14-11/4 CRN 60717
NUR A33-302, 10/12-12/2 CRN 60718
NUR A33-303, 11/9-12/30 CRN 60719

MEDITATION FOR HEALTH AND HEALING (ONLINE) 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)
NUR A96-300, 8/17-10/7 CRN 60720
NUR A96-301, 9/14-11/4 CRN 60721
NUR A96-302, 10/12-12/2 CRN 60722
NUR A96-303, 11/9-12/30 CRN 60723
New!
INTRODUCTION TO REFLEXOLOGY Fee: $129
Learn how to ease a headache or reduce low back pain by manipulating the feet. You will learn to perform a 15-minute foot reflexology session on a classmate and also receive one. The course will combine classroom theory and practical application and is taught by a certified reflexologist. Reflexology is a great add-on service for massage therapists, nail technologists, estheticians, and/or cosmetologists. No senior discount.
HEA E24-01, OC/SK, 3 Thu., 9/8, 9 am-12 pm CRN 60999

PAIN ASSESSMENT AND MANAGEMENT CERTIFICATE (ONLINE) Fee: $72
This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain. No senior discount.
HEA A03-300, 8/17-10/7 CRN 61590
HEA A03-301, 9/14-11/4 CRN 60923
HEA A03-302, 10/12-12/2 CRN 60924
HEA A03-303, 11/9-12/30 CRN 60925

New!
LEGAL AND ETHICAL ISSUES IN HEALTHCARE (ONLINE) Fee: $72
Health Care professionals face ethical and legal dilemmas every day of their professional lives. In this certificate, explore the legal and ethical risks associated with the medical industry, including ever-shrinking resources, shorter lengths of stay, high-acuity patients, the availability of more complex information, diverse patient populations, and the use of technology. The certificate provides an overview of the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. Examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA), and consider the issues that arise from on-the-job situations such as medication errors, organ donation, and workplace violence. Also, discover how social media has impacted the health care industry. No senior discount.
HEA A06-300, 8/17-10/7 CRN 61591
HEA A06-301, 9/14-11/4 CRN 60926
HEA A06-302, 10/12-12/2 CRN 60927
HEA A06-303, 11/9-12/30 CRN 60928

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD (ONLINE) Fee: $129
Follow your child’s lead and have fun while enhancing language development. In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. Enrich your child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.
TCR B03-300, 8/17-10/7 CRN 60816
TCR B03-301, 9/14-11/4 CRN 60817
TCR B03-302, 10/12-12/2 CRN 60818
TCR B03-303, 11/9-12/30 CRN 60819

FASHION DESIGN: SKETCHING AND PATTERN MAKING Fee: $150
If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece. Course taught by Aneta Takeva, teacher, artist, and owner of Aneta Art Classes.
HEC B09-01, MAINE E, 6 Tue., 9/20, 6:30-9 pm CRN 61503

HUMAN ANATOMY AND PHYSIOLOGY (ONLINE) Fee: $129
Review the structure and function of the human body. Learn basic chemistry, the human cell, the anatomy and the functions of the body’s organ systems, and how our organ systems work together to enable us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.
HEA S41-300, 8/17-10/7 CRN 60628
HEA S41-301, 9/14-11/4 CRN 60629
HEA S41-302, 10/12-12/2 CRN 60630
HEA S41-303, 11/9-12/30 CRN 60631

FOOD, NUTRITION AND HEALTH (ONLINE) Fee: $129
Food and nutrition have a profound impact on our health and well-being. Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.
NUR A17-300, 8/17-10/7 CRN 60708
NUR A17-301, 9/14-11/4 CRN 60709
NUR A17-302, 10/12-12/2 CRN 60710
NUR A17-303, 11/9-12/30 CRN 60711

WELDING Fee: $215
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 10/6.
TEC A10-01, ETHS, 10 Tue., 9/6, 6-9 pm CRN 61504
TEC A10-02, ETHS, 10 Thu., 9/8, 6-9 pm CRN 61500

Tax Planning
WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS Fee: $25
Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk.
No senior discount.
BUS B17-01, NILES N, 1 Mon., 9/12, 6-8 pm CRN 61091
BUS B17-02, MAINE E, 1 Tue., 9/20, 6-8 pm CRN 61092

Tech Trends
INTRODUCTION TO GOOGLE ANALYTICS (ONLINE) Fee: $129
Learn to track and generate traffic to your site, create reports, and analyze data with Google’s free web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.
DAT A35-300, 8/17-10/7 CRN 60460
DAT A35-301, 9/14-11/4 CRN 60461
DAT A35-302, 10/12-12/2 CRN 60462
DAT A35-303, 11/9-12/30 CRN 60463

GAME DEVELOPMENT FOR BEGINNERS (ONLINE) Fee: $129
There’s never been a better time to start a career in game development. Industry gaming was worth over $23 billion in 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.
DAT A36-300, 8/17-10/7 CRN 60464
DAT A36-301, 9/14-11/4 CRN 60465
DAT A36-302, 10/12-12/2 CRN 60466
DAT A36-303, 11/9-12/30 CRN 60467
INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X (ONLINE)  
Fee: $129
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X 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.
DAT A39-300, 8/17-10/7 CRN 60472
DAT A39-301, 9/14-11/4 CRN 60473
DAT A39-302, 10/12-12/2 CRN 60474
DAT A39-303, 11/9-12/30 CRN 60475

INTRODUCTION TO CAMTASIA STUDIO 8 (ONLINE)  
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 opensource 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.
DAT E29-300, 8/17-10/7 CRN 60492
DAT E29-301, 9/14-11/4 CRN 60493
DAT E29-302, 10/12-12/2 CRN 60494
DAT E29-303, 11/9-12/30 CRN 60495

INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE)  
Fee: $129
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.
BUS A06-300, 8/17-10/7 CRN 60220
BUS A06-301, 9/14-11/4 CRN 60221
BUS A06-302, 10/12-12/2 CRN 60222
BUS A06-303, 11/9-12/30 CRN 60223

USING SOCIAL MEDIA IN BUSINESS (ONLINE)  
Fee: $129
Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform’s success and find out how to automate activity to leverage the power of electronic communication.
BUS A19-300, 8/17-10/7 CRN 60228
BUS A19-301, 9/14-11/4 CRN 60229
BUS A19-302, 10/12-12/2 CRN 60230
BUS A19-303, 11/9-12/30 CRN 60231

SOCIAL MEDIA FOR BUSINESS AND ADVANCED TECHNIQUES WORKSHOP  
Fee: $110
Create your online social media presence and learn how to use it as a strategic business tool. Includes an overview of social media; building LinkedIn profiles, Twitter, Facebook, and YouTube; creating networks; and building your fan base. Learn search techniques and strategies, communication options, and how social media can be used for business to business/business to consumer marketing and job hunting. Useful for marketers, business owners, decision makers, and executives. Students should have social media accounts created. Advanced privacy options will be discussed.
DPR E35-01, OC/SK, 4 Wed., 10/5, 7-9 pm CRN 61363

UNDERSTANDING THE CLOUD (ONLINE)  
Fee: $129
Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for your business and personal projects.
DAT A40-300, 8/17-10/7 CRN 60476
DAT A40-301, 9/14-11/4 CRN 60477
DAT A40-302, 10/12-12/2 CRN 60478
DAT A40-303, 11/9-12/30 CRN 60479

CREATING MOBILE APPS WITH HTML5 (ONLINE)  
Fee: $129
Learn how to use the latest web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, BlackBerry, and Windows Phone. Course also covers scripting with Java Script, using jQuery Mobile, Web APIs, and other important skills and techniques.
DAT A31-300, 8/17-10/7 CRN 60444
DAT A31-301, 9/14-11/4 CRN 60445
DAT A31-302, 10/12-12/2 CRN 60446
DAT A31-303, 11/9-12/30 CRN 60447

Television, Radio, and Production Services

RADIO BROADCASTING CERTIFICATE  
Fee: $150
Course offers students the opportunity to obtain the Radio Broadcasting Professional certificate from the Radio Advertising Bureau, a recognized leader in the broadcasting industry. There are a total of 17 short modules. Topics include: The Role of the Radio Consultant, Evaluating Prospects, Getting Appointments, Good Written Proposals, Understanding Competitive Media, the Power of Radio, and other advertising and sales topics. A certificate is provided at the end of this course.
CMS A03-01, NILES N, 6 Wed., 9/14, 7-8:30 pm CRN 61600

YOU’RE ON THE AIR: HOW TO REALLY MAKE IT IN VOICE-OVERS!  
Fee: $50
New!
Voice-overs are hot today. With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Faith Coons, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to make it produced. You’ll step up to the microphone to do some practice recording and, best of all, hear the results. No senior discount.
COM S24-01, NILES N, 1 Wed., 11/2, 7-9 pm CRN 61287

Test Preparation and Placement Test Workshops

Test Preparation

GRE PREPARATION – PART I (ONLINE)  
Fee: $129
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.
GRE PO1-300, 8/17-10/7 CRN 60612
GRE PO1-301, 9/14-11/4 CRN 60613
GRE PO1-302, 10/12-12/2 CRN 60614
GRE PO1-303, 11/9-12/30 CRN 60615
GRE PREPARATION – PART II (ONLINE)  
Fee: $129
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.
GRE P02-300, 8/17-10/7  
CRN 60616
GRE P02-301, 9/14-11/4  
CRN 60617
GRE P02-302, 10/12-12/2  
CRN 60618
GRE P02-303, 11/9-12/30  
CRN 60619

GMAT PREPARATION (ONLINE)  
Fee: $129
Applying to graduate business and management schools usually means taking the GMAT. Gain test-taking techniques and methods for improving your score and saving time on all GMAT question types.

GMT P01-300, 8/17-10/7  
CRN 60608
GMT P01-301, 9/14-11/4  
CRN 60609
GMT P01-302, 10/12-12/2  
CRN 60610
GMT P01-303, 11/9-12/30  
CRN 60611

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

HESI ADMISSIONS ACCEPTANCE NURSING EXAM  
Fee: $50
Oakton Community College requires all applicants to the Nursing Program to take the HESI Admissions Acceptance Nursing Exam. The exam covers mathematics, reading comprehension, vocabulary and science. For more information, call the Testing Center at 847.635.1939. No senior discount.
TES T02-02, OC/DP, 1 Sat., 8/20, 9 am-12 pm  
CRN 61521
TES T02-03, OC/DP, 1 Sat., 8/27, 9 am-12 pm  
CRN 61522

Tips, Tools, and Strategies for Teachers

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE)  
Fee: $129
If English is your second language and you’re headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.
COM S08-300, 8/17-10/7  
CRN 60320
COM S08-301, 9/14-11/4  
CRN 60321
COM S08-302, 10/12-12/2  
CRN 60322
COM S08-303, 11/9-12/30  
CRN 60323

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE)  
Fee: $129
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success. Learn what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.
TCR A04-300, 8/17-10/7  
CRN 60760
TCR A04-301, 9/14-11/4  
CRN 60761
TCR A04-302, 10/12-12/2  
CRN 60762
TCR A04-303, 11/9-12/30  
CRN 60763

INTRODUCTION TO TEACHING ESL/EFL (ONLINE)  
Fee: $129
Would you like to increase your effectiveness as an English language teacher? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. TESOL approved.
TCR A03-300, 8/17-10/7  
CRN 60756
TCR A03-301, 9/14-11/4  
CRN 60757
TCR A03-302, 10/12-12/2  
CRN 60759
TCR A03-303, 11/9-12/30  
CRN 60759

READY, SET, READ! (ONLINE)  
Fee: $129
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play can connect to literacy, you will see everyday children’s play with a new eye. Gain confidence in your ability to guide a child’s literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success.
COM C10-300, 8/17-10/7  
CRN 60296
COM C10-301, 9/14-11/4  
CRN 60297
COM C10-302, 10/12-12/2  
CRN 60298
COM C10-303, 11/9-12/30  
CRN 60299

SURVIVAL KIT FOR NEW TEACHERS (ONLINE)  
Fee: $129
Are you a new teacher anxious about entering your first classroom? Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, you’ll learn all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.
TCR B01-300, 8/17-10/7  
CRN 60812
TCR B01-301, 9/14-11/4  
CRN 60813
TCR B01-302, 10/12-12/2  
CRN 60814
TCR B01-303, 11/9-12/30  
CRN 60815

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE)  
Fee: $129
Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. Learn a step-by-step approach to effective, positive classroom discipline.
ETN E01-300, 8/17-10/7  
CRN 60588
ETN E01-301, 9/14-11/4  
CRN 60589
ETN E01-302, 10/12-12/2  
CRN 60590
ETN E01-303, 11/9-12/30  
CRN 60591

TEACHING GRAMMAR FOR ESL/EFL (ONLINE)  
Fee: $129
Learn how grammar makes language meaningful and contributes to communication. Help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and develop activities that engage and challenge your students.
TCR A06-300, 8/17-10/7  
CRN 60768
TCR A06-301, 9/14-11/4  
CRN 60769
TCR A06-302, 10/12-12/2  
CRN 60770
TCR A06-303, 11/9-12/30  
CRN 60771

TEACHING MATH: GRADUES 4-6 (ONLINE)  
Fee: $129
Get your students excited about math. Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. Course helps new teachers—and seasoned pros—reinvent their math teaching.
TCR A13-300, 8/17-10/7  
CRN 60792
TCR A13-301, 9/14-11/4  
CRN 60793
TCR A13-302, 10/12-12/2  
CRN 60794
TCR A13-303, 11/9-12/30  
CRN 60795
TEACHING ESL/EFL READING (ONLINE) Fee: $129
Pass on your passion for reading to your students. Reading is one of the most important language skills you can teach. It gives your students what they need to become successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.
TCR A05-300, 8/17-10/7  CRN 60764
TCR A05-301, 9/14-11/4  CRN 60765
TCR A05-302, 10/12-12/2  CRN 60766
TCR A05-303, 11/9-12/30 CRN 60767

TEACHING ESL/EFL VOCABULARY (ONLINE) Fee: $129
Create a well-balanced ESL vocabulary course that meets students' needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.
TCR A16-300, 8/17-10/7  CRN 60804
TCR A16-301, 9/14-11/4  CRN 60805
TCR A16-302, 10/12-12/2  CRN 60806
TCR A16-303, 11/9-12/30 CRN 60807

TEACHING HIGH SCHOOL STUDENTS (ONLINE) Fee: $129
How can you reach high school students effectively, motivating and teaching them to succeed in life and school? Master the latest teaching strategies and techniques (such as differentiated instruction) and classroom management that can help your secondary students achieve academically and behave responsibly.
TCR A17-300, 8/17-10/7  CRN 60808
TCR A17-301, 9/14-11/4  CRN 60809
TCR A17-302, 10/12-12/2  CRN 60810
TCR A17-303, 11/9-12/30 CRN 60811

TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) Fee: $129
Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments.
TCR A10-300, 8/17-10/7  CRN 60784
TCR A10-301, 9/14-11/4  CRN 60785
TCR A10-302, 10/12-12/2  CRN 60786
TCR A10-303, 11/9-12/30 CRN 60787

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE) Fee: $129
For teachers who have had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair. Just 20 years ago, we didn't see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger's Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.
TCR A09-300, 8/17-10/7  CRN 60780
TCR A09-301, 9/14-11/4  CRN 60781
TCR A09-302, 10/12-12/2  CRN 60782
TCR A09-303, 11/9-12/30 CRN 60783

TEACHING SMARTER WITH SMART BOARD (ONLINE) Fee: $129
SMART Board is revolutionizing today's classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple trouble-shooting tips that may help when your SMART Board isn't acting as smart as it should.
TCR A12-300, 8/17-10/7  CRN 60788
TCR A12-301, 9/14-11/4  CRN 60789
TCR A12-302, 10/12-12/2 CRN 60790
TCR A12-303, 11/9-12/30 CRN 60791

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) 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.
TCR A15-300, 8/17-10/7  CRN 60800
TCR A15-301, 9/14-11/4  CRN 60801
TCR A15-302, 10/12-12/2 CRN 60802
TCR A15-303, 11/9-12/30 CRN 60803

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 (ONLINE) Fee: $129
In this professional development course for teachers, you'll get the training you need to start teaching Model Drawing, the powerful Singapore Math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before.
TCR A07-300, 8/17-10/7  CRN 60772
TCR A07-301, 9/14-11/4  CRN 60773
TCR A07-302, 10/12-12/2 CRN 60774
TCR A07-303, 11/9-12/30 CRN 60775

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE) Fee: $129
Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.
TCR A14-300, 8/17-10/7  CRN 60796
TCR A14-301, 9/14-11/4  CRN 60797
TCR A14-302, 10/12-12/2 CRN 60798
TCR A14-303, 11/9-12/30 CRN 60799

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE) Fee: $129
Singaporean students have been top mathematics performers for more than a decade. Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TCR A08-300, 8/17-10/7  CRN 60776
TCR A08-301, 9/14-11/4  CRN 60777
TCR A08-302, 10/12-12/2 CRN 60778
TCR A08-303, 11/9-12/30 CRN 60779
Web Page/Website Design

(Also see Computer Courses)

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

INTRODUCTION TO DATABASE DRIVEN WEBSITES (ONLINE)*
Fee: $420
A general introduction to the basic framework of a database-driven website, including sample databases and a popular industry standard software tool for creating site definitions. Plan, develop, and implement a web database application. Recommended: CPT A38 or equivalent knowledge.

CPT A62-C01, 9/6-12/14 CRN 61013

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

DPR A78-300, 8/17-10/7 CRN 60560
DPR A78-301, 9/14-11/4 CRN 60561
DPR A78-302, 10/12-12/22 CRN 60562
DPR A78-303, 11/9-12/30 CRN 60563

New!
WEB PAGE DESIGN - BASIC Fee: $380
Build on your knowledge and experience with websites by developing at least three simple sites, including one from an idea generated before class starts, one from a group class idea, and one (or more) of your own choosing. Learn to design with purpose and audience in mind, move to quick prototyping, then to iterative development and testing, and conclude with final site reviews. You will learn to use the basics of Dreamweaver or other text editors (TextWrangler, Notepad++, etc.), and browser consoles to read and write markup language and style sheets. Tuition includes a textbook. No class 10/11.

DPR A40-01, MAINE E, 6 Tue., 9/6, 7-9:30 pm CRN 61005

WEB PAGE DEVELOPMENT* Fee: $498
Introduces theoretical and hands-on instruction on the processes needed to create customized and interactive web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a web page; guidelines of effective web presentation in designing a web page, and website organization. Recommended: Ability to use Internet and manage files and folders.

CPT A04-C01, OC/DP, 15 Tue., 9/6, 6-9:55 pm CRN 61280
CPT A04-C02, OC/DP, 15 Tue./Thu., 9/6, 12:30-2:50 pm CRN 61281

ADVANCED WEB PAGES (ONLINE) Fee: $129
Take your web development skills to the next level. Using CSS and HTML5, create advanced websites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

DAT A02-300, 8/17-10/7 CRN 60356
DAT A02-301, 9/14-11/4 CRN 60357
DAT A02-302, 10/12-12/2 CRN 60358
DAT A02-303, 11/9-12/30 CRN 60359

New!
WEB PAGE DESIGN - ADVANCED Fee: $380
Build on the solid foundation of concepts and principles for website planning to create up to three websites, including one from an idea generated before class starts, one from a group class idea, and one of your own choosing. Learn to plan sites, use HTML and CSS semantically, create and apply graphics and multimedia, apply user experience (UX), accessibility, and testing. You may also use Dreamweaver or other text editors (Text-Wrangler, Notepad++, etc.), and browser consoles to read and write markup language and style sheets. The class will emphasize mobile-first and responsive design, and introduce you to CSS Frameworks, Modernizr, and other trends in website design. Tuition includes a textbook.

DPR A41-01, GLBRK S, 6 Tue., 10/25, 7-9:30 pm CRN 61006

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

DPR A37-300, 8/17-10/7 CRN 60536
DPR A37-301, 9/14-11/4 CRN 60537
DPR A37-302, 10/12-12/2 CRN 60538
DPR A37-303, 11/9-12/30 CRN 60539

DESIGNING EFFECTIVE WEBSITES (ONLINE) Fee: $129
What makes an effective website? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for visitors. Learn how to structure your site so that your ideas are communicated clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow visitors to navigate your site with ease. Prerequisite: 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 Adobe Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).

DAT A03-300, 8/17-10/7 CRN 60360
DAT A03-301, 9/14-11/4 CRN 60361
DAT A03-302, 10/12-12/2 CRN 60362
DAT A03-303, 11/9-12/30 CRN 60363

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

DAT A18-300, 8/17-10/7 CRN 60404
DAT A18-301, 9/14-11/4 CRN 60405
DAT A18-302, 10/12-12/2 CRN 60406
DAT A18-303, 11/9-12/30 CRN 60407

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

DAT A22-300, 8/17-10/7 CRN 60416
DAT A22-301, 9/14-11/4 CRN 60417
DAT A22-302, 10/12-12/2 CRN 60418
DAT A22-303, 11/9-12/30 CRN 60419

For more information, call 847-982.9888

Noncredit classes, call 847-982.9888
Creating WordPress Websites (Online) Fee: $129
Build an attractive, sophisticated blog or website without having to learn any special coding with WordPress, a free and popular web design tool that allows you to create professional quality blogs and interactive websites quickly and easily. No software purchase or installation necessary.
DATE A28-300, 8/17-10/7 CRN 60432
DATE A28-301, 9/14-11/4 CRN 60433
DATE A28-302, 10/12-12/2 CRN 60434
DATE A28-303, 11/9-12/30 CRN 60435

Creating WordPress Websites II (Online) Fee: $129
Create and manage dynamic websites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your 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. Requirement: Completion of DATE A28 “Creating WordPress websites”.
DATE A30-300, 8/17-10/7 CRN 60440
DATE A30-301, 9/14-11/4 CRN 60441
DATE A30-302, 10/12-12/2 CRN 60442
DATE A30-303, 11/9-12/30 CRN 60443

Intermediate Adobe Flash (Online) Fee: $129
Take your Adobe Flash skills to the next level to create more sophisticated and powerful Flash applications. Examine the ever-versatile Movie Clip symbol, using it to create Flash content—animations and special effects—inside other Flash content. Finally, dive deep into ActionScript so you can to turn your simple SWFs into epic Flash masterpieces.
DATE A29-300, 8/17-10/7 CRN 60436
DATE A29-301, 9/14-11/4 CRN 60437
DATE A29-302, 10/12-12/2 CRN 60438
DATE A29-303, 11/9-12/30 CRN 60439

Introduction to CSS and XHTML: CSS3 and HTML5 (Online) Fee: $129
Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Recommended: Completion of “Creating Web Pages” course or equivalent experience with HTML and web publishing.
DATE A04-300, 8/17-10/7 CRN 60364
DATE A04-301, 9/14-11/4 CRN 60365
DATE A04-302, 10/12-12/2 CRN 60366
DATE A04-303, 11/9-12/30 CRN 60367

Intermediate CSS and XHTML: CSS3 and HTML5 (Online) Fee: $129
Take your CSS 3 and HTML 5 skills to the next level and learn how to create professional-quality websites. Discover the tools and techniques that give you total creative control over every aspect of a site. Recommended: Completion of “Introduction to CSS 5 and HTML 5” or prior experience with HTML and web publishing.
DATE A21-300, 8/17-10/7 CRN 60412
DATE A21-301, 9/14-11/4 CRN 60413
DATE A21-302, 10/12-12/2 CRN 60414
DATE A21-303, 11/9-12/30 CRN 60415

Achieving Top Search Engine Positions (Online) Fee: $129
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your website achieve the highest possible rankings with major search engines. Recommended: Completion of “Creating Web Pages” course or equivalent HTML experience.
DATE A47-300, 8/17-10/7 CRN 60540
DATE A47-301, 9/14-11/4 CRN 60541
DATE A47-302, 10/12-12/2 CRN 60542
DATE A47-303, 11/9-12/30 CRN 60543

Blogging and Podcasting for Beginners (Online) Fee: $129
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools provides a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Software installation will be provided at the first class.)
DATE A25-300, 8/17-10/7 CRN 60420
DATE A25-301, 9/14-11/4 CRN 60421
DATE A25-302, 10/12-12/2 CRN 60422
DATE A25-303, 11/9-12/30 CRN 60423

Creating jQuery Mobile Websites with Dreamweaver (Online) Fee: $129
As more people adopt tablets and smart phones, the demand for web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages. Requirements: Adobe Dreamweaver CS5.5 or CS6 for Mac or PC.
DATE A11-300, 8/17-10/7 CRN 60384
DATE A11-301, 9/14-11/4 CRN 60385
DATE A11-302, 10/12-12/2 CRN 60386
DATE A11-303, 11/9-12/30 CRN 60387

Writing

Effective Business Writing (Online) Fee: $129
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.
DATE A30-300, 8/17-10/7 CRN 60336
DATE A30-301, 9/14-11/4 CRN 60337
DATE A30-302, 10/12-12/2 CRN 60338
DATE A30-303, 11/9-12/30 CRN 60339

Introduction to Internet Writing Markets (Online) Fee: $129
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. Explore how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.
DATE B05-300, 8/17-10/7 CRN 60268
DATE B05-301, 9/14-11/4 CRN 60269
DATE B05-302, 10/12-12/2 CRN 60270
DATE B05-303, 11/9-12/30 CRN 60271

Research Methods for Writers (Online) Fee: $129
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerrilla research.
DATE S49-300, 8/17-10/7 CRN 60344
DATE S49-301, 9/14-11/4 CRN 60345
DATE S49-302, 10/12-12/2 CRN 60346
DATE S49-303, 11/9-12/30 CRN 60347

Romance Writing (Online) Fee: $129
Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more. Learn the skills you need to write a romance novel that will make readers swoon—whether you’re a new or experienced writer.
DATE B04-300, 8/17-10/7 CRN 60264
DATE B04-301, 9/14-11/4 CRN 60265
DATE B04-302, 10/12-12/2 CRN 60266
DATE B04-303, 11/9-12/30 CRN 60267
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<th>Course Title</th>
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<td>WRITING FOR CHILDREN (ONLINE)</td>
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<td>ADVANCED GRANT PROPOSAL WRITING (ONLINE)</td>
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<td>GRANT WRITING</td>
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<td>WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)</td>
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<td>BEGINNING WRITER'S WORKSHOP (ONLINE)</td>
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Learn how to touch the hearts of children by creating books for this special audience. A published children's author guides you through the changing world of children’s literature, helping you better understand the needs of today's market and how to get published.

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

This course will provide the participant with the fundamental skills needed to research, develop, write, and submit grant proposals. The participant will be presented with the concepts of grant development, the components of a grant, how to research and identify funding sources, and how to develop and submit a complete grant proposal. To gain maximum benefit from this course, all participants must come to the course with a project idea, a funding announcement, or request for proposal.

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

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

Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent, learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.

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

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Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.
THE CRAFT OF MAGAZINE WRITING (ONLINE)  Fee: $129
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.
COM E95-300, 8/17-10/7
COM E95-301, 9/14-11/4
COM E95-302, 10/12-12/2
COM E95-303, 11/9-12/30
CRN 60312  CRN 60313  CRN 60314  CRN 60315

INTRODUCTION TO SCREENWRITING (ONLINE)  Fee: $129
Learn everything you need to know to write a great script that can sell. Examine what makes a screen story work, and how to structure that story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.
COM S10-300, 8/17-10/7
COM S10-301, 9/14-11/4
COM S10-302, 10/12-12/2
COM S10-303, 11/9-12/30
CRN 60324  CRN 60325  CRN 60326  CRN 60327

WRITING A SHORT STORY  Fee: $115
Create a story that works. Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems. No class 10/12.
COM E69-01, NILES N, 6 Wed., 9/28, 7-9 pm
CRN 61285

TRAVEL WRITING (ONLINE)  Fee: $129
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
COM E97-300, 8/17-10/7
COM E97-301, 9/14-11/4
COM E97-302, 10/12-12/2
COM E97-303, 11/9-12/30
CRN 60316  CRN 60317  CRN 60318  CRN 60319

TECHNICAL WRITING (ONLINE)  Fee: $129
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
COM S11-300, 8/17-10/7
COM S11-301, 9/14-11/4
COM S11-302, 10/12-12/2
COM S11-303, 11/9-12/30
CRN 60328  CRN 60329  CRN 60330  CRN 60331

THE KEYS TO EFFECTIVE EDITING (ONLINE)  Fee: $129
Ask any published writer, and you'll hear that a good editor isn't just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.
COM B17-300, 8/17-10/7
COM B17-301, 9/14-11/4
COM B17-302, 10/12-12/2
COM B17-303, 11/9-12/30
CRN 60284  CRN 60285  CRN 60286  CRN 60287

Our fall courses provide great learning experiences for students 55 years of age and older. With more than 1,800 enrolled in more than 200 programs each year, you won't want to miss out on what we have to offer.

Mark your calendar for these unique, exciting classes:
• The New York Times Discussion Group
• Passport to the World Series
• Passages Seminar Series
• Beginning Conversational Spanish for 50+
• Mat Pilates
• Paint Night
• Multicultural Book Club

Save up to $422 when you bundle select courses through our Emeritus Savings Plan. Visit www.oakton.edu/conted to download our class schedule. Call 847.982.9888 for more information or to be added to our mailing list.
English as a Second Language (ESL)

Continue to improve your English speaking, reading, and writing skills. Daytime and evening classes are available. Students are to register in person only on the date shown for each location. Call 847.635.1426 for more information.

Free ESL Classes*

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

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.

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

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.

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

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

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

For more information, call 847.982.9888 Noncredit classes

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to read and/or speak English. Learn about methods and materials especially suited for tutoring individuals new to the U.S. or American-born residents who need help improving their English language skills. Call 847.635.1426 for an interview.

Required four-part training at the Skokie campus:
- Thursday, September 1, 5:30-9:15 p.m.,
- Tuesday, September 6, 5:30-9:15 p.m.,
- Saturday, October 1, 1-4 p.m.,
- Saturday, October 15, 1-3:30 p.m.

EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, September 6, 6:30-9:15 pm
Ongoing Registration: Tuesdays only, Room S-108, 6:30-9:15 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, September 8

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

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

Maine East High School
Potter at Dempster Street, Park Ridge
Registration: Thursday, September 8, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room C211, 6:45-9:30 pm
Class Meets: Tuesday and Wednesday, 6:45-9:30 pm
First Class: Tuesday, September 13

Maine West High School
1755 South Wolf, Des Plaines
Registration: Wednesday, September 7, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 12

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, September 6, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2065, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 13

Niles North High School
9800 Lawnor Avenue, Niles (West of Old Orchard Shopping Center)
Registration: Wednesday, September 7, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 12

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, September 6, 9:30 am-12:30 pm
Ongoing Registration: Tuesdays only, 9:30 am-12:30 pm
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Friday, September 9
Citizenship Education Classes

Low Cost Tuition-charged ESL Classes

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

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

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

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

INTENSIVE ESL
Fee: $349
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. (Pre-registration in person is required. Call 847-635-1426 for pre-test dates).

INTENSIVE GRAMMAR REVIEW I
Fee: $119
For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.

TOEFL PREP SEMINAR
Fee: $149
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.

IMPROVE YOUR PRONUNCIATION
Fee: $149
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 11/26.

CONVERSATIONAL ENGLISH PRACTICE
Fee: $119
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences. No class 11/26.

IDIOMS AND VOCABULARY BUILDING
Fee: $119
For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases.

COMPOSITION FOR INTERMEDIATE ESL STUDENTS
Fee: $119
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.

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Free Reading/Literacy Classes*

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

• Students must be at least 17 years old and not currently enrolled in high school.
• Literacy students may not enroll in the Bridges classes.
• 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.

Note: 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, July 19, 6 pm
Class Meets: Tuesday and Thursday, 6-9 pm
First Class: Thursday, July 21

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Wednesday, August 31
Class Meets: Monday and Wednesday, 6-8:45 pm
First Class: Wednesday, September 7

Oakton Community College
7701 N. Lincoln Ave., Room B110, Skokie
Registration: Wednesday, August 31, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Wednesday, September 7

DAYTIME CLASSES

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Wednesday, August 31, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Wednesday, September 7

Glenview Public Library
1930 Glenview Road, Glenview
Registration: Thursday, September 1, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, September 6

Lutheran Church of the Ascension
460 Sunset Ridge Road, Northfield
Registration: Wednesday, August 31, 12:30 pm
Class Meets: Monday and Wednesday, 12:30-3:30 pm
First Class: Wednesday, September 7

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, September 7, 9:30 am
Class Meets: Monday, Wednesday and Friday, 9:30 am-12 pm
First Class: Friday, September 9

Skokie Public Library
5215 Oakton, Skokie
Registration: Thursday, September 1, 9:15 am
Class Meets: Tuesdays and Thursdays, 9:15 am-12:15 pm
First Class: Tuesday, September 6

SATURDAY CLASSES

Oakton Community College
1600 E. Golf Rd., Des Plaines
Registration: Saturday, August 13, 9 am
Class Meets: Saturday, 9 am-12:30 pm
First Class: Saturday, August 20

Skokie Public Library
5215 Oakton Street, Skokie
Registration: Saturday, July 30, 9 am
Class Meets: Saturday, 9 am-12 pm
First Class: Saturday, August 6

Bridges to Academic Reading and Writing

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

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

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

Note: 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

Maine East High School: Reading
Dempster Street at Potter Road, Park Ridge
Registration: Thursday, September 9, 6:45 pm
Class Meets: Tuesday, Wednesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, September 13

Oakton Community College: Reading
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Wednesday, August 31, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Wednesday, September 7
GED and Evening High School

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

GED Program

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

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

Eligibility
Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635-1426 for specific requirements.)

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

GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in September 2016 must come to the location listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

Oakton Community College
7701 N. Lincoln Avenue, Skokie
Room number will be posted.
August 9 and 11 (Tuesday and Thursday), 6 p.m.
August 30 and September 1 (Tuesday and Thursday), 6 p.m.

Pre-GED Classes

PRE-GED ENGLISH SKILLS Fee: No Charge ($47)
EDU A02-02, MAINE E, 13 Tue., 9/13, 9:15-12:15 pm
EDU A02-03, NILES W, 12 Thu., 9/29, 9:30-12:30 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, 11/25.
EDU A04-02, OC/SK, 13 Mon., 9/19, 9:30-12:30 pm
EDU A04-03, OC/SK, 12 Fri., 9/16, 9:30 am-12 pm

Computer Lab for ESL, Literacy, and GED Students

Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.

Location: Oakton Community College, Room A210, Skokie Campus
Days and Times: Monday/Wednesday, 9:30 a.m.-2:30 p.m. and 6:30-9 p.m.; Tuesdays, 9:30 am-12 p.m. and 6:30-9 p.m.; Fridays, 12:30-3:30 p.m.
Availability Dates: Friday, September 9 to Friday, December 9, 2016
PRE-GED MATH SKILLS  
Fee: No Charge ($47)
Review of basic math skills, fractions, decimals and interpretations of graphs and charts. **No class 9/22, 10/3, 10/6, 10/12, 11/23, 11/24.**
EDU A07-01, NILES N, 13 Wed., 9/7, 6:30-9:15 pm
EDU A07-02, NILES N, 12 Mon., 9/12, 6:30-9:15 pm
EDU A07-03, NILES N, 13 Wed., 9/7, 6:30-9:15 pm
EDU A07-04, MAINE E, 13 Thu., 9/8, 6:30-9:15 pm
EDU A07-05, OC/SK, 12 Thu., 9/8, 9:30 am-12 pm

GED Review Classes

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

GED READING REVIEW  
Fee: $4.50 ($47)
Review of high school reading skills incorporating prose, poetry, and drama. Course provides practice in critical reading skills needed for three major areas of the GED tests. **No class 10/3.**
EDU A05-01, NILES N, 12 Mon., 9/12, 6:30-9:15 pm

GED MATH REVIEW  
Fee: $4.50 ($47)
Focus on algebra, geometry, and interpreting graphs and charts.  
**No class 10/3, 10/12, 11/23.**
EDU A08-01, NILES N, 10 Mon./Wed., 9/7, 6:30-9 pm
EDU A08-02, NILES N, 13 Wed., 9/7, 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.
EDU A09-01, OC/SK, 11 Sat., 9/10, 9 am-1:30 pm
EDU A09-02, OC/SK, 8 Mon./Wed., 9/7, 6:30-9:30 pm
EDU A09-03, OC/SK, 10 Tue./Thu., 9/6, 9:30 am-12 pm
EDU A09-04, ECC, 10 Tue./Thu., 9/6, 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 10/6, 10/10.**
EDU A11-01, MAINE W, 10 Mon./Wed., 9/7, 6:30-9 pm
EDU A11-03, ETHS, 10 Tue./Thu., 9/6, 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., 9/6, 7-9:30 pm

Evening High School Program

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

Evening High School classes are small, allowing for individualized instruction. They take place two times per week from 6 to 10 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays.

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

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

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

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

Note: Tuition fees are subject to changes in state funding.
Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Teresa O’Sullivan at 847.635.1759.
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at [www.oakton.edu/ws](http://www.oakton.edu/ws), email workforcesolutions@oakton.edu, or call 847.635.1447.

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**Comprehensive Services**

If you don’t see what you’re looking for, ask us!

**Industry-Specific Training**

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

**Training Options:**

**Professional Skill Development**

- Business writing
- Communication skills
- Customer service
- Soft skills development
- Time management
- Working in teams
- Workplace English (ESL)

**Leadership/Supervisory Skills**

- Building teams
- Change management
- Coaching and mentoring
- Conflict resolution
- Cultural competency
- Effective presentations
- Employee engagement and motivation
- Leadership
- Managing performance
- Managing priorities
- Negotiation skills
- Supervision
The Alliance for Lifelong Learning offers Continuing Education for the following health professionals and paraprofessionals: Social workers, professional counselors, marriage and family therapists, registered nurses, addiction counselors, nursing home administrators, dietitians, speech-language pathologists/audiologists, occupational therapists, x-ray technicians, respiratory care therapists, physical therapists, psychologists, teachers.

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

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014-2017 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, provider no. OA00001.

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

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

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

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

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

Respiratory Care Practitioners: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Respiratory Care Practitioners Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000010.

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

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

Physical Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014-2016 period by the Physical Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulation, sponsor license number 216-000221.

Psychologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014-2016 period by the Psychologist Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor number 268-000017.

Teachers: Oakton Community College is an approved Professional Development Provider through the Illinois State Board of Education. Provider No. 100086

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

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

Full-day program: $89 Early Bird • $119 Regular • $129 Walk-in (plus $9 non-refundable processing fee). No senior discount.

Registration: 8 a.m., Program: 8:30 a.m. - 4:15 p.m. Continental breakfast included. Lunch is on your own.

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

Trauma Informed Care in an Ethical Arena

Wednesday, September 14

Mark Sanders, LCSW, CADC

Participants are introduced to skills that enable them to work more effectively with clients exposed to trauma. Topics include the impact of adverse childhood trauma on adolescents and adults and the role of the helping professional in addressing trauma at individual, organizational and community levels. The therapeutic benefits of humor to reduce the risk of compassion fatigue and/or secondary trauma is discussed as well as the importance of establishing healthy boundaries when working with clients exposed to trauma to prevent ethical violations. *Registered nurse contact hours available through IDFPR.*

HMHA48-060 [CRN 60026] early bird registration postmarked by Aug. 15; HMHA48-061 [CRN 60027] after Aug. 15

The Ethics of Cultural Competency: Best Practices Managing Dilemmas, Boundaries, and Self-Care

Friday, September 23

Ruth Lipschutz, LCSW

The foundation of cultural competency is sound ethical practice. Culturally sensitive practices involve the practitioner’s awareness of their own values, beliefs, prejudices, and potential blind spots. Maintaining an openness to learn about, understand, and respect all cultures is necessary. The issue of competency arises most keenly when practitioners are confronted with ethical dilemmas which require prioritization of values, aspects of the code of ethics, and applicable regulations. Learn to effectively identify culturally related dilemmas and apply decision-making steps for successful resolution. *Registered nurse contact hours available through IDFPR.*

HMHA94-060 [CRN 60034] early bird registration postmarked by Aug. 31; HMHA94-061 [CRN 60035] after Aug. 31

Dreams as Communication: A Creative Therapeutic Approach

Wednesday, September 28

Kathy S. Greenberger, PsyD

Dreams offer direct and often startling access to the central issues in people’s lives. Explore how dreams can be used as a creative, therapeutic ally. This experiential workshop deepens the approach to dream work for use in clinical practice as well as for personal growth. Practice associating elements of a dream and dream symbols to directly experience the language of dreams as a portal to inner wisdom. The instructor facilitates an environment in which respect for confidentiality and personal preferences about sharing is central.

*Participants should bring a written copy of one of their dreams or choose a waking-life experience to write up as if it were a dream.*

HMEA63-060 [CRN 60038] early bird registration postmarked by Aug. 30; HMEA63-061 [CRN 60039] after Aug. 30

Shame and Vulnerability: The Daring Way™

Friday, October 7

Sarah Buino, LCSW, CADC, CDWF

The Daring Way™ is an experiential methodology based on the research of Dr. Brené Brown developed to help men, women, and adolescents learn to show up, be seen, and live braver lives. The focus is on developing shame resilience skills and developing a courage practice that transforms the way people live, love, parent, and lead. It can be practiced in clinical, educational and professional settings, and is suitable for work with individuals, couples, families, work teams, and organizational leaders. This mini-intensive seminar focuses on how to be the most authentic professional version of ourselves in order to be effective with clients. Areas of investigation and psychoeducation include how shame can enter the therapeutic environment, tools to transform and transcend shame, and ways to test and increase our self-compassion and self-care.

HMEA79-060 [CRN 60042] early bird registration postmarked by Sept. 7; HMEA79-061 [CRN 60043] after Sept. 7
Understanding Dementia from Basics to Behaviors

Friday, October 21
Paula Gibson, CDP, Azura Memory Care

Explore the journey of memory loss from the disease process to communication techniques and behavioral expression interventions that work and can bring joy to those touched by Alzheimer’s disease and other related dementias. Walk in the world of dementia through the Virtual Dementia Tour, a sensory experience that simulates the symptoms of dementia. Understand components of behaviors as actual expressions used to cope with the disease process, environment, and the world. Find ways to better understand these expressions and work with them to reduce and refocus prior to escalation. The speaker is a certified dementia practitioner and certified virtual dementia tour trainer, which has assisted her in creating an insightful, hands-on training system.

HUHA20-060 [CRN 60046] early bird registration postmarked by Sept. 21; HUHA20-061 [CRN 60047] after Sept. 21

Scared, Sad, and Bad: Understanding Anxiety, Depression, and ADHD

Friday, October 28
Michael Maniacci, PsyD

The three most common disorders diagnosed today are depression, anxiety, and ADHD. Explore a biopsychosocial perspective on these common disorders and how to conceptualize a case formulation which integrates descriptive with dynamic concepts. Topics discussed include a five axes diagnosis, the role personality plays in symptom selection, and central themes and issues in three of the most common diagnoses. Registered nurse contact hours available through IDFPR.

HMHA42-060 [CRN 60988] early bird registration postmarked by Sept. 30; HMHA42-061 [CRN 60990] after Sept. 30

Embody Your Healing Wisdom: Treating Anxiety, Depression, and Chronic Pain

Friday, November 4
Linda Cao-Baker, LCPC, BC-DMT

This experiential workshop introduces a hybrid eastern and western approach in dance movement therapy for treating depression, anxiety, and chronic pain. A theoretic framework is presented as well as case analyses. Explore the use of body movement interventions to help clients to develop their own healing wisdom, which includes self-motivation, self-regulation, and self-restoration. Registered nurse contact hours available through IDFPR.

HTHA34-060 [CRN 60993] early bird registration postmarked by Oct. 5; HTHA34-061 [CRN 60994] after Oct. 5

Unremitting Anxiety: Finding and Fixing the Hidden Causes of Anxiety

Wednesday, November 16
Margaret Wehrenberg, PsyD

Even when experienced clinicians incorporate anxiety management skills into their therapeutic approach, clients may still struggle to recover. Panic and worry plague the socially anxious and some find more reasons to avoid the best-planned exposures. Obstacles to recovery may lie in complicating factors from undiagnosed co-occurring conditions. Learn to use protocol techniques differently within treatment methods to relieve unremitting panic and social anxiety in clients with autism spectrum disorder, attention deficit disorder, bipolar II disorder, and substance abuse issues. Registered nurse contact hours available through IDFPR.

HMHA61-060 [CRN 60050] early bird registration postmarked by Oct. 16; HMHA61-061 [CRN 60051] after Oct. 16

Integration of Religious Faith and Psychology from a Clinical Perspective

Wednesday, November 30

While religious beliefs and values influence health behaviors, conventional research rarely examines health outcomes by religious affiliation, particularly within multi-ethnic minority communities. Learn to work with patient religiosity to facilitate diagnosis, recovery, and healing. Consider ways to look at the clinical setting from a faith perspective, respecting cultural traditions and strengths from those traditions. Explore in culturally varied ways, important cognitive biases and how they identify, respond to, and remember auditory experiences. Working with religious and/or cultural considerations can improve recovery outcomes.


For more information, visit www.oakton.edu/all or call 847.635.1438.

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Race, Privilege, and Organizational Change for Clinicians and Administrators

Friday, December 2

Britt Holmberg, MSW, LCSW, M.Div. and Marion Malcome, LCSW

Despite advances in race relations, institutional racism continues to impact both access to and the quality of services provided to people of color. One needs to look no further than the criminal justice system in which African-American men are more likely to be incarcerated than to graduate from college. Ongoing institutional racism also contributes to disparities in mental health, education, employment, poverty rates, and more. Since clinicians work with clients of color across multiple systems, it is critical to build effective cross-cultural relationships and challenge institutional racism. This interactive workshop describes institutional racism in the 21st Century and provides strategies for becoming an effective anti-racist clinician at the micro, mezzo, and macro levels.

HMHA11-060 [CRN 60059] early bird registration postmarked by Nov. 2; HMHA11-061 [CRN 60060] after Nov. 2

Registered nurse contact hours available through IDFPR. Early registration is recommended. Registration is limited.

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

Program for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTHA04-060 [CRN 60063]

Tuesdays and Thursdays, September 27, 29; October 4, 6, 11, 13.

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

$450 Advanced Registration and $475 Walk-in (plus $9 non-refundable processing fee) No senior discount.

Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m.

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

Lunch on your own. Bring a bag lunch to eat in the classroom or purchase lunch in the campus cafeteria.

Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).

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

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

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

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

Advanced registration is recommended.

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