Register online at www.oakton.edu/conted. Late Spring classes begin in March.
Section HR 4137 of the Higher Education Opportunity Act of 2008 requires that textbook information (ISBN, title and author) be available to students when they register for a class. The College provides this information in the online Class Schedule at www.oakton.edu.

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

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Colette Hands, Ph.D., Director of Workforce Development and Corporate Training

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

This publication is printed on recycled paper.
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Tuition and Fees

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

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

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

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

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

Residency (In-district Senior Citizens) - Residents of the Oakton Community College district who are 60 years or older are eligible to enroll for one-half of the course tuition stated for most courses (unless otherwise indicated). Proof of age and in-district residency must be provided in person prior to registration.

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

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

Proof of age and a signed declaration of annual income are required at the time of registration. Completion of a waiver request form is necessary with each registration.

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

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

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

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

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

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

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

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

**Flexible Online Registration System**

A convenient and seamless way to search, register, and pay for Community Education, Emeritus, Continuing Education for Health Professionals, and select ESL courses. Add or drop classes, view your class schedule, pay tuition, or receive an account summary. Find out more at [www.oakton.edu/conted](http://www.oakton.edu/conted).

**ONLINE**


**BY MAIL**

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

**BY FAX** (for credit card payment only)

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

**IN PERSON – Walk-in Registration**

- Complete a registration form at the Alliance for Lifelong Learning office.
- Pay by cash, check or credit card (MasterCard, Visa, or Discover)
- For more information call 847-982-9888.

No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.

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

**WALK-IN REGISTRATION SITES:**

High School Locations: mid-September 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.

**New hours for Oakton Community College:**

Monday-Thursday, 8:15 a.m.-7 p.m.
- Friday, 8:15 a.m.-5 p.m.
- Saturday, 9 a.m.-12 p.m.

**Registration for online courses offered through Ed2go**

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

To register for an Ed2go online class you need to complete Steps 1 and 2 below:

1. Register with Oakton's Alliance for Lifelong Learning. You may register online, by mail, by fax or in person, as shown above.
2. Complete an Enrollment Process at the Online Instruction Center.

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

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

**Technical Requirements:**

- Internet access, e-mail, and Internet Explorer, Firefox, or Google Chrome Web browser.
- Adobe Flash Player and Adobe Reader (download for free from [www.adobe.com/downloads](http://www.adobe.com/downloads)).
- Specific software requirements are listed with course descriptions.
**NEW SPRING 2014 NONCREDIT CLASSES**

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- For location information, see site map on page 44.
- Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
- The Course Reference Number is used for Web registration.
About the Alliance for Lifelong Learning (ALL)

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

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

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 57 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

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

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

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

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

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

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

Continuing Education for Health Professionals (CEHP) provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language Pathologists, Audiologists, and Dieticians. For more information call 847.635.1447.

Emeritus Program courses, “for the student who wasn’t born yesterday,” enable lifelong learners to take advantage of individual and series courses in the arts, humanities, science, international politics, and religion. These courses meet throughout the year on weekdays and weekends, giving seasoned students the opportunity to share valuable learning experiences with their peers. For more information call 847.635.1414 or visit www.oakton.edu/emeritus.

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

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:
Oakton Community College
Alliance for Lifelong Learning – Attention: New Classes
P.O. Box 367, Skokie, IL 60077
Late-Starting Spring 2014 Noncredit Classes

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

Accounting

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

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

ACCOUNTING FUNDAMENTALS I Fee: $119
(ONLINE) In-district seniors: $80
Increase your financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Topics include accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts. Requirements: Access to a calculator and a printer.
ACC A08-302, 3/19-5/9 CRN 40007
ACC A08-303, 4/16-6/6 CRN 40008

ACCOUNTING WITH PEACHTREE II (ONLINE)* Fee: $145
Course assumes recent student experience in general ledger, accounts receivable, accounts payable, and payroll performed on the software used in this class. Introduces a range of applications including inventory, budgets, account reconciliation, time tracking, customizing reports, and importing and exporting files. Required textbook is available in the bookstore. Course eligible for CPE credit.
ACC A16-C01, 3/24-5/4 CRN 40960

ACCOUNTING WITH QUICKBOOKS I Fee: $105
Introduces QuickBooks software. Content includes setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.
ACC A02-C02, OC/DP 8 Tue., 3/25, 6-7:50 pm CRN 40952
ACC A02-C03, OC/SK, 5 Fri., 3/28, 9 am-12 pm CRN 40953

ACCOUNTING WITH QUICKBOOKS I (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
Designed for small-to medium-sized business owners. Learn how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; develop estimates; and generate reports. Requirements: QuickBooks (or QuickBooks Pro) 2011, 2012 or 2013.
ACC A02-302, 3/19-5/9 CRN 40003
ACC A02-303, 4/16-6/6 CRN 40004

ACCOUNTING WITH QUICKBOOKS II* Fee: $105
Provides intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assume previous experience with payables; receivables and financial statements.
Recommended: ACC A02 or previous experience with QuickBooks.
ACC A06-C01, OC/DP, 5 Mon, 4/14, 6-9 pm CRN 40957

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $105
Gain hands-on experience in Microsoft Excel accounting applications. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the “Financial Accounting” course or basic accounting knowledge is recommended. The textbook is available in the Oakton’s bookstore. ACC A03-C02, OC/DP 8 Tue., 3/25, 8:9:50 pm CRN 40955

PAYROLL TAX ACCOUNTING* Fee: $95
Covers practical applications of payroll tax laws and requirements; includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. Required textbook (approximately $100) available in the bookstore.
ACC A04-C01, OC/DP, 4 Sat., 4/19, 9 am-12:40 pm CRN 40956

PERFORMING PAYROLL IN QUICKBOOKS Fee: $119
(ONLINE) In-district seniors: $80
ACC A11-302, 3/19-5/9 CRN 40016
ACC A11-303, 4/16-6/6 CRN 40017

Air Conditioning, Heating and Refrigeration

EPA SECTION 608 CERTIFICATION* Fee: $95
The law requires that a person intending to work on refrigeration systems must be certified in proper refrigerant usage. Prepare for the “EPA Section 608” certification exam. Student must pay exam fees. A textbook may be required. Check with the bookstore. This course may also be taken for college credit. Contact Larry Penar, department chair, at 847-635-1955 or lpenar@oakton.edu for information.
AIR A08-C01, OC/DP, 4 Wed., 4/23, 5-8:50 pm CRN 40973

Arts

CERAMICS Fee: $175
Study the foundations of ceramics. Learn and practice basic hand-building and pottery techniques. Small class allows individual attention while others complete projects. All skill levels invited! Instructor is an accomplished artist whose work has been featured in a number of exhibitions and galleries. Low-fire clay, glazes, and class materials are included in the cost of tuition.
ART C06-02, MAINE E, 8 Tue, 4/1, 6:30-9:30 pm, Fehrenbach CRN 40221

DRAWING STUDIO: LEVEL 1 Fee: $150
Beginning instruction in basic drawing media. Includes still life and figurative study—including life drawing.
ART B02-01, NILES N, 8 Wed., 4/2, 7-9:30 pm, Kantz CRN 40215

*Course may also be taken for college credit.
STONE SCULPTURE WORKSHOPS: ALL LEVELS Fee: $175
Master techniques such as hammer and chisel, rasps, files, sanding, and polishing—and end 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 take place at instructor's studio, 2115 West Touhy Avenue, Chicago. No class 5/27/14.
ART T08-01, HART, 10 Mon., 3/31, 9:30 am-12:30 pm, Brower CRN 40024
ART T08-02, HART, 10 Wed., 4/2, 9:30 am-12:30 pm, Brower CRN 40028

DIGITAL SCRAPBOOKING Fee: $119
(ONLINE) In-district seniors: $80
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 9 or later, learn how build digital collages and scrapbooks—and create your unique works of art.
ART C59-302, 3/19-5/9 CRN 40032
ART C59-303, 4/16-6/6 CRN 40033

Auto and Engine Repairs

SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS) Fee: $75
Learn to fix your own small engine! We’ll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine. (Each student must pay a $10 lab fee to instructor at the first class).
TEC C15-01, ETHS, 4 Thu, 4/17, 7-9:30 pm, Wylie CRN 40293

BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE) In-district seniors: $80
Gain confidence in your business and financial decisions! Course uses practical explanations and real-life examples to review how money flows through a typical business. Whether you’re an employee, sales executive, supervisor, or manager, you’ll gain an understanding of basic financial information and use it to make decisions that will have a positive impact on your company’s bottom line.
BUB A41-302, 3/19-5/9 CRN 40075
BUB A41-303, 4/16-6/6 CRN 40076

INTRODUCTION TO BUSINESS ANALYSIS (ONLINE) In-district seniors: $80
The days of making critical business decisions by instinct or coin toss are long gone. Gain the business advantage by developing analytical skills that are consistently in high demand. Learn powerful quantitative methods that will help you make better, more informed and effective decisions. If you’re planning a career in business, don’t miss this course! Requirement: Basic algebra proficiency.
BUS A16-302, 3/19-5/9 CRN 40163
BUS A16-303, 4/16-6/6 CRN 40164

Career and Certification Training

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE) In-district seniors: $80
Rapid growth in health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensible team member by identifying opportunities and implementing solutions that turn your office into a high productivity machine.
BUB A42-302, 3/19-5/9 CRN 40079
BUB A42-303, 4/16-6/6 CRN 40080

COMMERCIAL FOOD EQUIPMENT REPAIR TECHNICIAN (ONLINE) Fee: $1,495
Master the skills you need to gain employment as a commercial food equipment repair technician! Endorsed by the Commercial Food Equipment Service Association (CFESA), this interactive course covers the food service industry, including the basics of electricity, gas, steam, and types of equipment to be installed, maintained, and repaired. A passing grade on the exam, held at an authorized service company, guarantees a job interview with that business. Technicians who do not get hired after their interview will have access to a proprietary database of more than 800 service companies nationwide. Contact Anna Shipulina at 847.635.1498 for more information.
TEC A02-01

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

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

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

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

CPR RESCUE Fee: $35
 Covers adult, child, and infant CPR, along with mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class. No senior discount.
HEA E05-01, NILES N, 1 Sat., 3/19, 9:30-12:00 pm, Sanders CRN 40252
HEA E05-02, OC/DP, 1 Sat., 4/1, 9 am-12 pm, Sanders CRN 40253
MASSING PUBLIC SPEAKING Fee: $119
(ONLINE) In-district seniors: $80
Learn how to speak confidently and persuasively to large audiences and small groups. Master the art of verbal and nonverbal communication; find out how to overcome fear of public speaking, and organize and deliver short or long speeches effectively; and communicate with ease and skill in any setting from a meeting to a job interview.
COM B09-302, 3/19-5/9 CRN 40199
COM B09-303, 4/16-6/6 CRN 40200

MERRILL REAM SPEED READING Fee: $119
(ONLINE) In-district seniors: $80
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 S57-302, 3/19-5/9 CRN 40365
COM S57-303, 4/16-6/6 CRN 40366

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 Doris Gronseth at 847-376-7055 or dgronset@oaktion.edu.

Computer Keyboarding Skills

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

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT* Fee: Listed with section
Designed to increase your keyboarding speed while improving accuracy by indentifying your weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 wpm (without looking at the keyboard).
COF A06-C01, ONLINE, 3/31 – 5/4, $145 CRN 41058
COF A06-C02, OC/DP, 5 Thu, 4/10, 10 am-12:40 pm, $110 CRN 41060

COMPUTER KEYBOARDING Fee: $119
(ONLINE) In-district seniors: $80
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 A39-302, 3/19-5/9 CRN 40750
OFF A39-303, 4/16-6/6 CRN 40751

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

INTRODUCTION TO WINDOWS 7  
(ONLINE)  
Fee: $119  
In-district seniors: $80

If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. 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 A23-302, 3/19-5/9  
DPR A23-303, 4/16-6/6  
CRN 40535  
CRN 40536

**WINDBOW FUNDAMENTALS: WINDOWS 7**  
Fee: $110

Course presents basic Windows skills necessary to be successful with other Windows-based applications. Includes understanding the 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/DP, 10 Tue., 3/11, 10 am-12:40 pm  
CRN 41062

**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.

**COMPUTERS FOR NEW USERS: OFFICE 2010**  
Fee: $206

Designed for those with little or no experience in operating a computer. Learn about the Internet, e-mail, Windows, Word, and Excel. (Supplemental Lab work required)

CPT A44-C02, OC/SK, 10 Tue/Thu, 3/4, 9:30-11:30 am  
CRN 41147

**New!**

PC TO MAC - LEARNING TO NAVIGATE YOUR APPLE LAPTOP  
Fee: $20

Now to the world of Apple? This hands-on session guides you through navigating your computer. Grasp basic features and components, including the desktop, dock area, tool bars, the App store, and iTunes. Bring your laptop. **No senior discount.**

DAT E28-01, MAINE E, 1 Wed, 5/7, 7-9 pm  
CRN 40863

**BASIC COMPUTER**  
Fee: $160

Learn how and when to use the start menu and the basics of customizing your desktop. Learn to 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 senior discount.**

DPR A22-02, OC/DP, 5 Sun., 3/16, 9:30 am-12:30 pm, Skaja  
CRN 40237

**New!**

BASIC COMPUTER FOR NON-NATIVE SPEAKERS – HINDI  
Fee: $160

Understand how and when to use the start menu and the basics of customizing your desktop. Learn to save, copy, move, create shortcuts, and print files. Enhance documents by using bold, italic, underline, and spell check. Practice e-mailing pictures to friends and family. Taught in Hindi.

DPR A22-03, OC/DP, 5 Sat., 3/29, 10 am-1 pm,  
CRN 40908

**New!**

BASIC COMPUTER FOR NON-NATIVE SPEAKERS – SPANISH  
Fee: $160

Understand how and when to use the start menu and the basics of customizing your desktop. Learn to save, copy, move, create shortcuts, and print files. Enhance documents by using bold, italic, underline, and spell check. Practice e-mailing pictures to friends and family. Taught in Spanish. **No class 4/8/14.**

DPR A22-04, ETHS, 5 Tue., 3/18, 6:15-9:15 pm  
CRN 40909

**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010**  
Fee: $296

Course introduces computers and information systems. 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 careers as computer professionals, those needing to understand the role and use of Information Systems in the business community, and those interested in learning introductory “end user” computer skills. **Recommended:** High school algebra, pre-algebra, elementary algebra, or equivalent skills.

CPT A19-C10, OC/DP, 8 Mon/Wed, 3/24, 9 am-12:50 pm  
CRN 41140

**Business/Office Applications**

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

**New!**

INTRODUCTION TO MICROSOFT PROJECT: 2010  
(ONLINE)  
Fee: $119  
In-district seniors: $80

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 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

DPR A52-302, 3/19-5/9  
DPR A52-303, 4/16-6/6  
CRN 41290  
CRN 41291

**INTRODUCTION TO MICROSOFT WORD**  
(ONLINE)  
Fee: $119  
In-district seniors: $80

Discover what you can do with this word processing software. Learn how to edit, format, copy and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify, and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. **Requirements:** Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A83-302, 3/19-5/9  
DPR A83-303, 4/16-6/6  
CRN 40579  
CRN 40580

**INTRODUCTION TO MS WORD 2011**  
(ONLINE)  
Fee: $119  
In-district seniors: $80

Learn how to use the world’s most popular word processor for creating documents and formatting text. Master the user interface, create a variety of documents, and transfer them between Word 2011 for Mac and any version of Microsoft Word for Windows.

DPR A83-306, 3/19-5/9  
DPR A83-307, 4/16-6/6  
CRN 40583  
CRN 40584

*Course may also be taken for college credit.*
INTRODUCTION TO MICROSOFT WORD
Fee: $75
Learn how to use this application software to create flyers, letterhead, and letters while you edit, cut, and paste, use and change formatting styles, and insert graphics such as pictures, photographs, and clip arts. Explore many different fonts and how to use them to make your documents shine. Designed for students with a working knowledge of Windows and at least 20 wpm typing speed. Requirements: Shelly Cashman Series; Word 2007 Complete Review Book, ISBN-10: 1418843377, ISBN-13: 978-1418843373. No class 4/10/14.
DPR A83-01, ETHS, 4 Thu, 3/20, 7 - 9 pm CRN 40910
DPR A83-02, OC/DP, 4 Mon., 3/24, 7 - 9 pm CRN 40911

INTERMEDIATE MICROSOFT WORD (ONLINE)
Fee: $119
In-district seniors: $80
Learn Word’s formatting and publishing capabilities. Create flyers, newsletters, and other heavily-formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A80-302, 3/19/5/9 CRN 40575
DPR A80-303, 4/16/6/6 CRN 40576

INTRODUCTION TO MICROSOFT EXCEL
Fee: $119
In-district seniors: $80
DPR A84-02, OC/DP, 4 Sat, 3/8, 10 am -1 pm CRN 40239

INTRODUCTION TO MICROSOFT EXCEL (ONLINE)
Fee: $119
In-district seniors: $80
Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files; and endow worksheets with decision-making capabilities. Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A84-302, 3/19/5/9 CRN 40587
DPR A84-303, 4/16/6/6 CRN 40588

BASIC AND INTERMEDIATE EXCEL
Fee: $264
DAT A14-02, OC/DP, 8 Sat, 3/8, 10 am-1 pm CRN 40235

INTERMEDIATE MICROSOFT EXCEL
Fee: $150
DPR A85-02, OC/DP, 4 Sat, 4/5, 10 am -1 pm CRN 40241

INTERMEDIATE MICROSOFT EXCEL (ONLINE)
Fee: $119
In-district seniors: $80
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Requirements: Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A85-302, 3/19-5/9 CRN 40591
DPR A85-303, 4/16/6/6 CRN 40592

ADVANCED SPREADSHEETING FOR PC: EXCEL 2010*
Fee: $206
A continuation of Electronic Spreadsheet Using Excel (COF A35). Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. Prerequisite: COF A35 or consent of instructor.
COF A55-C01, OC/DP, 6 Thu, 4/10, 5:45-10 pm CRN 41078

INTRODUCTION TO MICROSOFT ACCESS
Fee: $119
In-district seniors: $80
Access is a database used to store and sort useful information. Create tables, relationships, custom data entry forms, queries, reports, mailing labels, and Macros. Learn to merge the data in your Access tables with Microsoft Word form letters. Requirements: Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A71-302, 3/19/5/9 CRN 40567
DPR A71-303, 4/16/6/6 CRN 40568

INTERMEDIATE MICROSOFT ACCESS
Fee: $119
In-district seniors: $80
Build a fully-automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques. Prerequisite: Intro to Microsoft Access (DPR A71) or equivalent. Requirements: Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A98-302, 3/19/5/9 CRN 40595
DPR A98-303, 4/16/6/6 CRN 40596

MICROSOFT POWERPOINT
Fee: $119
In-district seniors: $80
PowerPoint is one of the best presentation programs on the market. Learn to create overhead transparencies, 35 mm slides and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines and graphs. Add clip art, hypertext links, and special effects to presentations. Requirements: Microsoft PowerPoint or Office Professional 2007 or 2010. Not suitable for Macintosh users.
DPR A70-302, 3/19/5/9 CRN 40563
DPR A70-303, 4/16/6/6 CRN 40564

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE)
Fee: $119
In-district seniors: $80
Learn the fundamental computer skills you need to succeed in today’s workplace. You’ll discover practical applications for e-mail, word processors, spreadsheets, and databases. Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 (Macintosh) will be supported.
DAT A17-302, 3/19/5/9 CRN 40422
DAT A17-303, 4/16/6/6 CRN 40423
Noncredit classes

MICROSOFT OFFICE 2007: NEW FEATURES (ONLINE) Fee: $119
外地生: $80
DPR A21-302, 3/19/5-9 CRN 40531
DPR A21-303, 4/16/6-6 CRN 40532

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE) Fee: $119
外地生: $80
Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs. Requirement: Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.
DAT A13-302, 3/19/5-9 CRN 40417
DAT A13-303, 4/16/6-6 CRN 40418

INTRODUCTION TO SQL Fee: $119
(ONLINE) 外地生: $80
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced database 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 A21-302, 3/19/5-9 CRN 40371
CPT A21-303, 4/16/6-6 CRN 40372

INTERMEDIATE SQL (ONLINE) 外地生: $80
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create views. Requirements: Microsoft Access 2003 or newer. Not suitable for Macintosh users.
DAT A20-302, 3/19/5-9 CRN 40437
DAT A20-303, 4/16/6-6 CRN 40438

PERFORMANCE AND TUNING: ORACLE 11G* Fee: $421
Builds on knowledge needed to perform database administrator tasks. Focuses on methods and techniques that maximize database performance from design to use. Learn how to recognize, troubleshoot, and resolve common performance-related problems. Class prepares students for the corresponding Oracle Database Administrator certification exam. This course may also be taken for college credit. Contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu for information.
CPT A47-C01, OC/DP, 8 Tue., 6-8:50 pm & Sat., 9 am-12:50 pm, 3/25 CRN 41150

Cisco Networking

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

CISCO NETWORK ROUTING PROTOCOLS AND CONCEPTS* Fee: $421
This second course in a sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programs. Topics include IOS, TCP/IP, and IP addressing. Hybrid course, online work required.
INT A02-C01, OC/SK, 8 Tue, 6-10 pm & 8 Thu, 6-7:50 pm, 3/25 CRN 41068
INT A02-C02, OC/SK, 8 Sat, 3/29, 8:30 am-3 pm CRN 41069

CISCO ACCESSING THE WAN* Fee: $421
Course deals with Wide Area Networks (WANs) and protocols and services used in constructing WANs. Topics include Point-to-Point protocols, and ISDN. Frame relay investigated as applied to network routing, and laboratories done where applicable. Threaded case study completed and presented. Course is fourth and final in Cisco Networking Academy (CCNA) course sequence. Hybrid course, online work required.
INT A04-C01, OC/SK, 8 Wed., 6-10 pm & 8 Thu, 8-10 pm, 3/26 CRN 41084

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

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

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* Fee: $326
Learn to plan and maintain Microsoft Windows Server network infrastructure. Course intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, and who want to enhance their job skills on Microsoft Windows Server networking technologies. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A17-C01, OC/SK, 8 Mon/Wed, 3/25, 6-9:50 pm CRN 41108

PC Troubleshooting and Security

INTRODUCTION TO PC Fee: $119
TRoubleshooting (ONLINE) In-district seniors: $80
Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Microsoft Windows XP or newer.

DPR A28-302, 3/19-5/9 CRN 40543
DPR A28-303, 4/16-6/6 CRN 40544

INTRODUCTION TO PC SECURITY (ONLINE) In-district seniors: $80
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your personal and business data from the outside world. This course, taught by a security expert, quickly brings you up to speed on the fundamentals of PC and network security. Learn about the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how to implement simple solutions to minimize risks. Requirements: A familiarity with general PC terminology, an understanding of Windows, and an ability to locate programs and change settings (or completion of “Introduction to Windows XP”).

DPR A49-302, 3/19-5/9 CRN 40559
DPR A49-303, 4/16-6/6 CRN 40560

UNIX Networking and OS

ADVANCED UNIX OPERATING SYSTEM: Fee: $211
RED HAT LINUX*
Course concentrates on advanced concepts in working with the UNIX operating system environment. Includes advanced UNIX utilities, shell script programming (Bourne, C. Korn), networking, basic “C” language programming, and UNIX system administration. Recommended: CPT A15 or comparable knowledge. This course may also be taken for college credit. Contact Reza Dai, program coordinator, at 847-376-7114 for information.

CPT A74-C01, OC/DP, 8 Thu, 3/27, 6:45-9:50 pm CRN 41153

Programming

INTRODUCTION TO C++ PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. Requirements: Microsoft Visual C++2010 Express Edition (free Express edition can be downloaded from Microsoft).

DAT A33-302, 3/19-5/9 CRN 40486
DAT A33-303, 4/16-6/6 CRN 40487

INTRODUCTION TO C# PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
Learn the fundamentals of computer programming with C#, the in demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.

DAT A34-302, 3/19-5/9 CRN 40490
DAT A34-303, 4/16-6/6 CRN 40491

*Course may also be taken for college credit.
MAC, iPHONE, AND iPAD PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course helps you master the basics of creating apps for your Mac device.
DAT A12-302, 3/19-5/9 CRN 40408
DAT A12-303, 4/16-6/6 CRN 40409

INTRODUCTION TO VISUAL BASIC Programming (ONLINE) Fee: $119
In-district seniors: $80
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic’s large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.
DPR A29-302, 3/19-5/9 CRN 40547
DPR A29-303, 4/16-6/6 CRN 40548

INTRODUCTION TO PROGRAMMING Fee: $119
(ONLINE) In-district seniors: $80
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.
DPR A07-302, 3/19-5/9 CRN 40511
DPR A07-303, 4/16-6/6 CRN 40512

INTRODUCTION TO AJAX Programming (ONLINE) Fee: $119
In-district seniors: $80
Transform the way your Web applications look and feel! With Ajax programming, create applications that provide levels of responsiveness previously unheard of on the Web. Learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. Develop a highly marketable set of skills that are currently in demand.
DAT A26-302, 3/19-5/9 CRN 40459
DAT A26-303, 4/16-6/6 CRN 40460

INTRODUCTION TO JAVA Programming (ONLINE) Fee: $119
In-district seniors: $80
Java is one of the most widely-used computer languages in the world, and it’s easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy-to-understand examples and skill-building exercises. By the time we’re done, you’ll be comfortable with Java programming and ready for more! Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.
DAT A07-302, 3/19-5/9 CRN 40391
DAT A07-303, 4/16-6/6 CRN 40392

INTERMEDIATE JAVA Programming (ONLINE) Fee: $119
In-district seniors: $80
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. Requirement: Completion of “Introduction to Java Programming” or equivalent experience.
DAT A08-302, 3/19-5/9 CRN 40396
DAT A08-303, 4/16-6/6 CRN 40397

INTRODUCTION TO RUBY Programming (ONLINE) Fee: $119
In-district seniors: $80
Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You’ll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we’ll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. Software: InstantRails software package—download from instantrails.rubyforge.org. Installation instructions provided at first class session.
DPR A10-302, 3/19-5/9 CRN 40519
DPR A10-303, 4/16-6/6 CRN 40520

Cooking/Culinary

FOOD SAFETY REFRESHER REVIEW AND CERTIFICATION Fee: $90
Class satisfies the Illinois Department of Public Health’s required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. At the conclusion of the course, students will complete the City of Chicago certification exam. No senior discount.
BUS R99-01, OC/SK, 1 Sat., 5/3, 9 am-3 pm, Kulczycky CRN 40231

SUSHI WORKSHOPS Fee: $35
Join chef Susan Tavas and learn about suchi components – including rice, fish, seaweed, wasabi, soy, and ginger. Make Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. No senior discount.
HEC F12-02 MGPD, 1Thu, 5/8, 7-9 pm, Taves CRN 40788

A MEXICAN FIESTA! Fee: $94
Mexico’s rich culinary heritage goes far beyond tacos and enchiladas. Explore versions of familiar dishes and discover some new ones. 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, come alive – culminating with a Sangria party. Olie! No senior discount.
HEC F10-01, ETHS, 4 Tue, 2/25, 7-9 pm, Taves CRN 40799

New!
COOKING MEDITERRANEAN Fee: $115
Join 23-year veteran chef Greg Johnson on a virtual cruise through the Mediterranean. Savor the taste of heart-healthy ingredients such as fresh herbs, fish, vegetables, and olive oil. Expand your cooking skills while discovering the newest craze in healthy eating. Menu features delectable, wholesome recipes that will fill your kitchen with the essence of this region.
HEC C15-01, GLBRK S, 4 Tue, 2/25, 7-9:30 pm CRN 40906

New!
VEGETARIAN CUISINE Fee: $115
Who says meatless dishes have to be bland? Let veteran chef Greg Johnson teach you the skills you need to cook delicious, authentic vegetarian dishes. Menu items, which rotate by semester, may include main and side dishes seasoned with fresh spices. Great course for vegetarians and those interested in healthy food!
HEC C22-01, GLBRK S, 4 Tue, 4/8, 7-9:30 pm CRN 40907
CREATIVE INTERNATIONAL COOKING  Fee: $94
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes.
HEC E66-01, NILES N, 4 Wed., 4/2, 7-9 pm  CRN 40262

KNIFE SKILLS  Fee: $50
Proper knife technique and maintenance are critical, yet often overlooked, skills for any cook. Learn to safely chop, julienne, chifonier, 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, OC/SK, 1 Mon, 3/3, 7-9 pm  CRN 40868
HEC F74-02, GLBRK S, 1 Thu, 4/10, 7-9 pm  CRN 40869

The Backyard Barbecue

BARBECUE SERIES  Series Fee: $133
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, 3/13, 7-9 pm  CRN 40260

GRILLING 101  Fee: $49
Get ready for grill season at the Backyard BBQ Store. No senior discount.
HEC E32-01, BBAR, 1 Thu, 3/13, 7-9 pm  CRN 40264

PIZZA ON THE GRILL  Fee: $49
Learn how to make your own pizzas and grill or fire them in a real wood fire oven! No senior discount.
HEC E29-01, BBAR, 1 Thu, 4/3, 7-9 pm  CRN 40261

STEAK!  Fee: $59
Instructor Joe Spera from Al’s Meat Market in Wilmette butchers an entire prime beef loin and demonstrates how to grill it over both charcoal and gas flames. Learn professional tips, tricks, and recipes for making the perfect steak. No senior discount.
HEC E13-01, BBAR, 1 Thu, 5/1, 7-9 pm  CRN 40259

Dance

Note: Fees are per person.

BEST OF BALLROOM DANCING AND SPECIAL PARTY LINE DANCES  Fee: $55
Have a blast at any social dance function! Learn easy-to-lead and easy-to-follow American-style dances (Foxtrot, Rumba, Tango, and Waltz) and East Coast swing. Every class starts with popular line dances such as the Cha Cha Slide, Cupid Shuffle, Electric Slide, or YMCA. A partner is not necessary. No refund after the class begins. No senior discount.
PED S69-02, NILES N, 6 Mon., 3/31, 7:40-8:40 pm, Strain  CRN 40440
PED S69-03, OC/SK, 6 Wed., 4/2, 6:30-7:30 pm, Strain  CRN 40441

SIZZLING SALSA, MERENGUE, CUMBIA AND BACHATA  Fee: $55
Singles and couples! Enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount.
PED E88-03, NILES N, 6 Mon, 3/31, 6:30-7:30 pm, Strain  CRN 40424
PED E88-04, OC/SK, 6 Wed., 4/2, 7:40-8:40 pm, Strain  CRN 40428

Elder Care

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Kathleen Ahern-Gray, chair, at 847-635-1461 or abernga@oakton.edu.

THE WORLD OF THE ELDER*  Fee: $135
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 focuses on educational concepts and practices for the care and safety of elders experiencing normal aging. Covers sensory, physical, and psychosocial changes of aging; normal aging; myths of aging; and culture change.
ELD A01-C02, OC/SK, 6 Fri., 4/4, 9-10:40 am  CRN 41124

PERSON-CENTERED COMMUNICATION*  Fee: $95
Covers effective person-centered communication techniques to promote quality relationships between caregivers and elders. Topics include promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elder’s quality of life. Prerequisite: Concurrent enrollment in ELD A01 or consent of program chair.
ELD A02-C02, OC/SK, 6 Fri., 4/4, 11 am-12:40 pm  CRN 41126

DEMENTIA CARE OF THE ELDER*  Fee: $95
Course focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer’s disease, including stages, symptom progression, and behaviors. Understand the disease and meet the person’s needs using person-centered concepts, techniques, and strategies. Explores caregiver support and community resources. Prerequisite: Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.
ELD A03-C02, OC/SK, 6 Fri., 4/4, 1:30-3:10 pm  CRN 41128

ASSISTING AGING PARENTS (ONLINE)  Fee: $119
In-district seniors: $80
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.
SOC E02-302, 3/19-5/9  CRN 40791
SOC E02-303, 4/16-6/6  CRN 40792

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.

A+ CERTIFICATION PREPARATION*  Fee: $216
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals.
ECT A06-C01, OC/SK, 8 Wed, 3/26, 6-9:20 pm  CRN 41120

*Courses may also be taken for college credit.
Entrepreneurship

(Also see Business and Global Business Studies)

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $119 (ONLINE) In-district seniors: $80
Business success begins with a plan—a working document that charts a course for the future. Course helps new and established small business owners create their own plans to guide growth and achieve their goals.
BUS A90-302, 3/19-5/9 CRN 40183
BUS A90-303, 4/16-6/6 CRN 40184

STARTING A CONSULTING PRACTICE Fee: $119 (ONLINE) In-district seniors: $80
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.
BUB A33-302, 3/19-5/9 CRN 40071
BUB A33-303, 4/16-6/6 CRN 40072

BEGINNER’S GUIDE TO GETTING PUBLISHED Fee: $119 (ONLINE) In-district seniors: $80
Taught by a published author, course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.
COM E75-302, 3/19-5/9 CRN 40312
COM E75-303, 4/16-6/6 CRN 40313

SECRETS OF THE CATERER Fee: $119 (ONLINE) In-district seniors: $80
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! Learn foundational skills about catering and the basics of the business, including many delicious recipes!
BUB A52-302, 3/19-5/9 CRN 40127
BUB A52-303, 4/16-6/6 CRN 40104

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 partners, and reducing personal liability risk. No senior discount.
BUS B17-01, NILES N, 1 Wed., 3/12, 6-7:45 pm, Baker CRN 40785
BUS B17-02, OC/DP, 1 Sat., 4/12, 10 - 11:45 am, Baker CRN 40786

START YOUR OWN NEWS PAPER BUSINESS (ONLINE) In-district seniors: $80
Discover how to find your niche and create your own unique business identity, insiders’ secrets, how to find and get into the best craft shows, design attractive booths, and price your work for success.
BUB A16-302, 3/19-5/9 CRN 40051
BUB A16-303, 4/16-6/6 CRN 40052

STARTING A NONPROFIT Fee: $119 (ONLINE) In-district seniors: $80
Learn from the industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up, that you can put to immediate use.
BUS A20-302, 3/19-5/9 CRN 40167
BUS A20-303, 4/16-6/6 CRN 40168

START YOUR OWN SMALL BUSINESS Fee: $119 (ONLINE) In-district seniors: $80
Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.
BUB A28-302, 3/19-5/9 CRN 40067
BUB A28-303, 4/16-6/6 CRN 40068

Exercise and Fitness

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

CONDITIONING I: ZUMBA* Fee: $95
Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills using Zumba, a dance/fitness program featuring Latin and international music. Work out to meringue, salsa, cumbia, and reggae rhythms.
FIT B30-C01, OC/DP, 8 Tue./Thu, 3/25, 10:30 -11:45 am CRN 41046

CONDITIONING II: ZUMBA* Fee: $95
Further 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 meringue, salsa, cumbia, and reggae rhythms.
FIT B31-C01, OC/DP, 8 Tue./Thu, 3/25, 10:30-11:45 am CRN 41052

Financial Markets and Service

New!
INTRODUCTION TO STATISTICS Fee: $119 (ONLINE) In-district seniors: $80
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 E08-302, 3/19-5/9 CRN 40715
MAT E08-303, 4/16-6/6 CRN 40716

*Courses may also be taken for college credit.
FITNESS CENTER AT OAKTON

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

- Newest equipment from Cybex, Free Motion, 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; session registration.

SIX ONE-HOUR SESSIONS BY ARRANGEMENT
Fees: $229 CRN 41247

FOUR ONE-HOUR SESSIONS BY ARRANGEMENT
Free semester membership to the Fitness Center included.
Fees: $159 CRN 41246

TWO ONE-HOUR SESSIONS BY ARRANGEMENT
Fees: $89 CRN 41245

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.

Global Business Studies
(Also see Business and Entrepreneurship)

GLOBAL MARKETING (ONLINE)*
Fee: $336
An overview of the global marketing process. Covers concerns of inexperienced firm considering exporting as an option to increase sales and profits, and presents an approach for experienced firms in evaluating the export marketing process and reaching global markets. Recommended: BTS A01. This course may also be taken for college credit. Contact Ron Thomas, 847-635-1949 or bandbguy@oakton.edu for information.

BTS A03-C01, 2/18-5/16 CRN 41040

Graphic Design/Digital Imaging
(Also see Photography)

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)
Fee: $119
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 PC or Mac.

DPR A04-302, 3/19-5/9 CRN 40506
DPR A04-303, 4/16-6/6 CRN 40507

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE)
Fee: $119
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: Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes.

Requirements: Photoshop CS4, CS5, or CS6 for PC or Mac.

DAT A05-302, 3/19-5/9 CRN 40387
DAT A05-303, 4/16-6/6 CRN 40388

ADOBE ILLUSTRATOR (ONLINE)
Fee: $119
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 A75-302, 3/19-5/9 CRN 40187
COF A75-303, 4/16-6/6 CRN 40188

INTRODUCTION TO CORELDRAW X 5 (ONLINE)
Fee: $119
Let CorelDRAW unleash your creativity! This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, Web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art.

Requirements: CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.

DAT A10-302, 3/19-5/9 CRN 40400
DAT A10-303, 4/16-6/6 CRN 40401

ADOBE INDESIGN (ONLINE)
Fee: $119

Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS4, or CS5 for PC or Mac.

DAT A27-302, 3/19-5/9 CRN 40464
DAT A27-303, 4/16-6/6 CRN 40465
Healthy Living Topics

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) Fee: $119 In-district seniors: $80
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.
HEA E62-302, 3/19-5/9 CRN 40657
HEA E62-303, 4/16-6/6 CRN 40658

LOSE WEIGHT AND KEEP IT OFF (ONLINE) Fee: $119 In-district seniors: $80
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that’s enjoyable and helps you achieve your weight goals. Identify other factors that affect your weight and learn practical strategies to minimize their effects.
HEA C09-302, 3/19-5/9 CRN 40653
HEA C09-303, 4/16-6/6 CRN 40654

LUSCIOUS, LOW-FAT AND LIGHTNING QUICK MEALS (ONLINE) Fee: $119 In-district seniors: $80
Prepare easy meals that are delicious and nutritious! Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a diettian’s tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover more than 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.
HEC E16-302, 3/19-5/9 CRN 40680
HEC E16-303, 4/16-6/6 CRN 40681

Home and Garden

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.
TEC B28-03, ETHS, 8 Tue, 4/15, 6-9 pm, Miranda CRN 40815
TEC B28-04, ETHS, 8 Thu, 4/17, 6-9 pm, Miranda CRN 40816

INTRODUCTION TO INTERIOR DESIGN (ONLINE) Fee: $119 In-district seniors: $80
Transform plain living spaces into beautiful and functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.
HEC B41-302, 3/19-5/9 CRN 40676
HEC B41-303, 4/16-6/6 CRN 40677

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, use techniques that alter room-size perception, and use color schemes that complement the architecture, furniture, and you! No senior discount.
HEC B01-02, OC/DP, 3 Wed, 4/9, 7-9:30 pm, Folkers CRN 40255

INTERIOR DESIGN 102 Fee: $30
Accessorize 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 B44-01, NILES N, 2 Wed., 3/12, 7-9:30 pm, Folkers CRN 40256
HEC B44-02, OC/DP, 2 Wed., 4/30, 7-9:30 pm, Folkers CRN 40257

START YOUR OWN EDIBLE GARDEN Fee: $119 (ONLINE) In-district seniors: $80
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard! Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.
BOT E14-302, 3/19-5/9 CRN 40047
BOT E14-303, 4/16-6/6 CRN 40048

CHICAGO BOTANIC GARDEN
1000 Lake Cook Road, Glencoe, Illinois
No senior discount apply

New!
DESIGNING THE SHADE GARDEN Fee: $37
Low light levels, tree roots, and dry soil can make gardening in the shade challenging. Explore solutions and ideas for artful and effective planting combinations that take into consideration color, texture, and form as well as other factors that affect your landscape.
BOT G35-01, GARD, 1 Sat, 3/29, 1-3 pm CRN 40867

New!
DESIGNING THE SUNNY BORDER Fee: $37
The well-designed flower border “wears” a combination of perennials, annuals, and shrubs that provide three seasons of color and winter interest. Explore ways to artfully combine plants with an emphasis on color, texture, and form. Appropriate for new gardeners as well as those with established borders that could use updating.
BOT G34-01, GARD, 1 Sat, 3/29, 10 am-12 pm CRN 40866

New!
MEDITATION WALK: THE CYCLES OF LIFE Fee: $25
What better way to enjoy spring and nourish your spirit than an early morning meditation walk at the Chicago Botanic Garden! Come prepared to relax and renew as we slowly walk around the Great Basin, making stops for guided meditation focused on the four life-cycle images—creation/birth, growth, pain and loss, and new life—and their relation to your own life experiences. Take time to contemplate, journal, wander, and breathe. Event takes place rain or shine. Covered spaces are available along the path.
BOT B05-01, GARD, 1 Sat, 5/3, 8-10 am CRN 40864

New!
GARDENS THAT HEAL: A PRESCRIPTION FOR WELLNESS Fee: $149
Industry leaders present the latest research on the benefits of healthcare gardens and introduce the tools needed to effectively design, manage, and evaluate them. Fee includes morning coffee and lunch. Course is registered with the American Society of Landscape Architects for continuing education credit. Registrations made after Thursday, May 8, not eligible for lunch option.
BOT G36-01, GARD, 1 Wed, 5/14, 9 am-5 pm CRN 41162

*Courses may also be taken for college credit.
Job Search

**TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE)** Fee: $119 In-district seniors: $80

Get the job you want quickly and easily and in any economy. A world-renowned author and career advisor helps you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.

BUB E01-302, 3/19-5/9 CRN 40147
BUB E01-303, 4/16-6/6 CRN 40148

**RESUME WRITING WORKSHOP (ONLINE)** Fee: $119 In-district seniors: $80

Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that will result in personal interviews.

COM S42-302, 3/19-5/9 CRN 40353
COM S42-303, 4/16-6/6 CRN 40355

Languages

Textbooks are required for some of the language classes. Prices vary from $50-$120 and are not included in the tuition price. No textbooks are required for online classes.

**CONVERSATIONAL ARABIC** Fee: $154

An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.

LAR B04-01, OC/SK, 8 Mon., 3/17, 7-9 pm, Elmasry CRN 40263

**CONVERSATIONAL ARABIC II** Fee: $154

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

Prerequisite: Conversational Arabic I or previous Arabic language experience.

LAR B05-01, OC/SK, 8 Wed, 3/19, 7-9 pm, Elmasry CRN 40265

**BEGINNING CONVERSATIONAL FRENCH (ONLINE)** Fee: $119 In-district seniors: $80

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 E02-302, 3/19-5/9 CRN 40689
LFR E02-303, 4/16-6/6 CRN 40690

**ITALIAN CONVERSATION I** Fee: $154

Explore the Italian Language! Using real-life social contexts, course exposes students to 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.

ITAL B03-01, GLBRK S, 8 Tue., 4/8, 6-8 pm CRN 40452

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

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.

ITAL B02-302, 3/19-5/9 CRN 40684
ITAL B02-303, 4/16-6/6 CRN 40685

**CHINESE I** Fee: $154

Introduction to modern Mandarin Chinese; emphasis on daily conversation. Also explores Chinese culture. Textbook fee payable to instructor at the first class session.

LCH B01-02, GLBRK S, 8 Thu, 4/3, 7-9 pm CRN 40458

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

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 E01-302, 3/19-5/9 CRN 40693
LJA E01-303, 4/16-6/6 CRN 40694

**POLISH I** Fee: $154

Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Prerequisite: None. No class 3/24/14.

LPO B01-02, NILES N, 8 Mon, 2/24, 7-9 pm CRN 40812

**POLISH II** Fee: $154

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 3/26/14.

LPO B02-02, NILES N, 8 Wed, 2/26, 7-9 pm CRN 40811

**CONVERSATIONAL PORTUGUESE I** Fee: $154

Olá! Explore one of the fastest-growing European languages. Through dialogue, learn business and leisure vocabulary, accurate phrasing, and correct pronunciation. No previous Portuguese experience necessary. No class 3/26/14.

LPT B03-01, NILES N, 8 Wed., 3/12, 7-9 pm CRN 40467

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

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 B08-302, 3/19-5/9 CRN 40697
LSP B08-303, 4/16-6/6 CRN 40698

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

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

LSP B09-302, 3/19-5/9 CRN 40701
LSP B09-303, 4/16-6/6 CRN 40702
Noncredit classes

SPANISH II Fee: $154
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class.
LSP C02-01, MAINE E, 8 Tue., 4/1, 7-9 pm, Guerra CRN 40273
LSP C02-02, GLBRK S, 8 Thu, 4/3, 7-9 pm, Alcantar CRN 40271
LSP C02-03, NILES N, 8 Wed., 4/9, 7-9 pm, Alcantar CRN 40272

CONVERSATIONAL SPANISH I Fee: $195
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language. No class 3/25 and 4/3/14.
LSP E08-02, ETHS, 10 Tue, 3/18, 7-9:30 pm, Solsol CRN 40276

ADVANCED CONVERSATIONAL SPANISH Fee: $195
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang, and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language. No class 3/27/14.
LSP C04-02, ETHS, 10 Thu, 3/20, 7-9:30 pm, Solsol CRN 40274

SPANISH FOR LAW ENFORCEMENT Fee: $119 (ONLINE) In-district seniors: $80
Clear, quick communication is critical in law enforcement. Start from the fundamentals of the Spanish language, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.
LSP B12-302, 3/19-5/9 CRN 40710
LSP B12-303, 4/16-6/6 CRN 40712

SPANISH FOR MEDICAL PROFESSIONALS Fee: $119 (ONLINE) In-district seniors: $80
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
LSP B11-302, 3/19-5/9 CRN 40706
LSP B11-303, 4/16-6/6 CRN 40707

EMPLOYMENT LAW FUNDAMENTALS Fee: $119 (ONLINE) In-district seniors: $80
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. 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 A17-302, 3/19-5/9 CRN 40055
BUB A17-303, 4/16-6/6 CRN 40056

BUILDING TEAMS THAT WORK Fee: $119 (ONLINE) In-district seniors: $80
Effective teams are essential in today’s workplace. Learn the stages of a team’s development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.
BUB A54-302, 3/19-5/9 CRN 40107
BUB A54-303, 4/16-6/6 CRN 40108

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) Fee: $119 In-district seniors: $80
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 A23-302, 3/19-5/9 CRN 40063
BUB A23-303, 4/16-6/6 CRN 40064

HIGH SPEED PROJECT MANAGEMENT Fee: $119 (ONLINE) In-district seniors: $80
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.
BUB A57-302, 3/19-5/9 CRN 40123
BUB A57-303, 4/16-6/6 CRN 40124

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE) Fee: $119 In-district seniors: $80
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 A56-302, 3/19-5/9 CRN 40119
BUB A56-303, 4/16-6/6 CRN 40120

PROJECT MANAGEMENT APPLICATIONS Fee: $119 (ONLINE) In-district seniors: $80
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Covers earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improves results on any project.
BUB A68-302, 3/19-5/9 CRN 41294
BUB A68-303, 4/16-6/6 CRN 41295

BUILDING TEAMS THAT WORK Fee: $119 (ONLINE) In-district seniors: $80
Effective teams are essential in today’s workplace. Learn the stages of a team’s development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.
BUB A54-302, 3/19-5/9 CRN 40107
BUB A54-303, 4/16-6/6 CRN 40108

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) Fee: $119 In-district seniors: $80
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 A23-302, 3/19-5/9 CRN 40063
BUB A23-303, 4/16-6/6 CRN 40064

HIGH SPEED PROJECT MANAGEMENT Fee: $119 (ONLINE) In-district seniors: $80
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.
BUB A57-302, 3/19-5/9 CRN 40123
BUB A57-303, 4/16-6/6 CRN 40124

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE) Fee: $119 In-district seniors: $80
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 A56-302, 3/19-5/9 CRN 40119
BUB A56-303, 4/16-6/6 CRN 40120

PROJECT MANAGEMENT APPLICATIONS Fee: $119 (ONLINE) In-district seniors: $80
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Covers earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improves results on any project.
BUB A68-302, 3/19-5/9 CRN 41294
BUB A68-303, 4/16-6/6 CRN 41295

Manufacturing

INTRODUCTION TO CNC PROGRAMMING* Fee: $431
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 production problems. Programs written, developed, simulated, run, and debugged on actual machine tools. Content includes reading, interpreting, and manually creating CNC programs. This course may also be taken for college credit. Contact David Geller, department chair, at 847-376-7707 or dgeller@oakton.edu for information.
MCH A01-C03, OC/SK, 10 Mon/Wed/Thu., 3/3, 12-2:40 pm CRN 41089

*Courses may also be taken for college credit.
Continuing Education

Marketing and Sales

PROFESSIONAL SALES SKILLS  Fee: $119
(ONLINE)  In-district seniors: $80
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them! Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals!
BUS A34-302, 3/19-5/9  CRN 40171
BUS A34-303, 4/16-6/6  CRN 40172

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)  Fee: $119
In-district seniors: $80
When it comes to marketing a small business, money isn’t everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!
BUS A79-302, 3/19-5/9  CRN 40179
BUS A79-303, 4/16-6/6  CRN 40180

Medical Office Technology

MEDICAL MATH  Fee: $119
(ONLINE)  In-district seniors: $80
Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course makes it easy to calculate medication dosages and use scientific formulas.
MED A53-302, 3/19-5/9  CRN 40737
MED A53-303, 4/16-6/6  CRN 40738

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)  Fee: $119
In-district seniors: $80
Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. Determine which aspect of medical information management suits you best, and get on the path to a rewarding career.
MED A51-302, 3/19-5/9  CRN 40727
MED A51-303, 4/16-6/6  CRN 40729

EXPLORE A CAREER IN MEDICAL CODING (ONLINE)  Fee: $119
In-district seniors: $80
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2007 to 2011 editions) and ICD-9 Manual (2007 to 2011 editions).
MED A10-302, 3/19-5/9  CRN 40719
MED A10-303, 4/16-6/6  CRN 40720

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)  Fee: $119
In-district seniors: $80
Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: this is a career exploration course, and does not lead to any type of professional certification or a degree.
MED A50-302, 3/19-5/9  CRN 40723
MED A50-303, 4/16-6/6  CRN 40724

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE)  Fee: $119
In-district seniors: $80
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background 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 E01-302, 3/19-5/9  CRN 40741
MED E01-303, 4/16-6/6  CRN 40742

Music

VOCAL COACHING  Fee: $180
From pop to opera to rock, learn the vocal techniques, secrets, and skills to take your voice where you want it to go. Call instructor Eileen Berman at 847.674.0035 to schedule private lessons.
MUS S09-302, 3/19-5/9  CRN 40746
MUS S09-303, 4/16-6/6  CRN 40747

HAWAIIAN UKULELE I  Fee: $50
Learn how to play ukulele “Hawaiian style.” Includes basic Hawaiian strum and the Hawaiian vamp in the C, F, and G keys.
MUS X11-01, OC/DP, 3/18, 8 Sessions, Berman  CRN 40803

HAWAIIAN UKULELE II  Fee: $50
Building on Hawaiian Ukulele I, learn new chords and add to your repertoire of traditional songs. Enjoy the opportunity to perform solo, in groups, and even with Oakton’s own Hawaiian music ensemble!
MUS X15-01, OC/DP, 6 Wed., 4/2, 7-8 pm, Essig  CRN 40804

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

www.oakton.edu/conted

Call 847.635.1889 for information.
Put your passion for the Internet to work!
Become an Online Marketing Certified Professional (OMCP®), the industry standard.

Digital Marketing Certification
Start any time and study online at your own pace!

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

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

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

“The average salary for internet marketing specialist jobs is $71,000. Average internet marketing specialist salaries can vary greatly due to company, location, industry, experience, and benefits.”
SimplyHired.com, August 2012

Hiring Demand for Online Marketers up 500% Since 2009

Source: WantedAnalytics.com
OMPC® Online Marketing Practitioner Certification Courses

Students who successfully complete any of these courses will receive certification.

OMPC® courses may be taken alone or bundled with another OMPC® course.

INTERNET MARKETING FUNDAMENTALS - MAR A10-300  Fee: $599
Establish a great foundation for Internet marketing with this comprehensive, high-level, cross-discipline approach to the basics. Learn more about search engine optimization (SEO), social media, Web analytics, paid search, conversion optimization, and e-mail marketing—and gain the skills you need to make smart Internet marketing decisions. Recommended for students new to digital marketing.

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

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

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

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

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

For course information or to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
ATTENTION MEDICAL CODERS

On October 1, 2014, the United States will begin using the new ICD-10 medical coding system.

Are you ready?
Take action now—with CODESMART™ UNIVERSITY

Oakton’s Alliance for Lifelong Learning and CODESMART™ Group, the premier provider of the ICD-10 education, have partnered to offer cutting-edge online training through CODESMART™ UNIVERSITY to help coders become ICD-10 compliant prior to the deadline.

Start any time, progress at your own speed

- Certification preparation for both EHR and ICD-10
- Approved for CE credits for coders, CME credits for physicians, and contact hours for nurses
- Job placement assistance upon graduation

ICD-10 for Existing Coding Professionals – MED E03  Fee: $1,600

Modules include:
- Anatomy, Physiology and Medical Terminology
- Pathophysiology
- Pharmacology
- ICD-10-CM (Clinical Modification)
- ICD-10-PCS (Procedure Coding System)

Medical Coding for New Coding Professionals – MED E04  Fee: $4,100

Modules include:
- Introduction to Coding and Reimbursement
- Anatomy, Physiology and Medical Terminology
- Pathophysiology
- Pharmacology
- Health Information and Records Management
- CPT and HCPCS Coding
- ICD-9 for New Coders
- ICD-10-CM for New Coders
- ICD-10-PCS for New Coders
- Computerized Billing for New Coders
- Electronic Health Records for New Coders

CODESMART™ UNIVERSITY seeks to actively engage students in the learning process. Programs include narrative presentation, the presentation script, vivid graphic illustrations, and quizzes. Students also may communicate with faculty via Skype and phone.

To enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
Personal Finance

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE) Fee: $119  
In-district seniors: $80
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. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course supplies you with the knowledge and skills you’ll need to succeed.
FIN E10-302, 3/19-5/9  CRN 40628
FIN E10-303, 4/16-6/6  CRN 40629

INTRODUCTION TO STOCK OPTIONS (ONLINE) Fee: $119  
In-district seniors: $80
Take advantage of the down market and get prepared for the better times as well! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. 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 E22-302, 3/19-5/9  CRN 40633
FIN E22-303, 4/16-6/6  CRN 40634

PROTECT YOUR MONEY, CREDIT, AND IDENTITY (ONLINE) Fee: $119  
In-district seniors: $80
Do you worry about identity theft or losing your money to scammers? Are you feeling threatened by abusive debt collectors or predatory lenders? This class can help. Instructor Neal Bevens, former assistant district attorney, walks you through how to protect yourself against credit card fraud, Internet scams, and real estate “dirty tricks.” Learn how to make debt collectors and credit card companies play by the rules.
FIN E31-302, 3/19-5/9  CRN 40637
FIN E31-303, 4/16-6/6  CRN 40638

RETIREE RETIREMENT PLANNING TODAY™ Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Review 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 class 3/25/14. No senior discount.
FIN E02-01, GLBRK 3, Thu, 2/27, 6:30-9 pm, Richards  CRN 40244
FIN E02-03, GLBRK S, 3 Tue, 3/11, 6:30-9 pm, Richards  CRN 40246
FIN E02-05, NILES N, 3 Mon, 3/31, 6:30-9 pm, Richards  CRN 40248
FIN E02-07, NILES N, 3 Wed., 4/9, 6:30-9 pm, Richards  CRN 40250

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE) Fee: $119  
In-district seniors: $80
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
FIN E08-302, 3/19-5/9  CRN 40624
FIN E08-303, 4/16-6/6  CRN 40625

Pet Care

START A PET SITTING BUSINESS (ONLINE) Fee: $119  
In-district seniors: $80
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-302, 3/19-5/9  CRN 40175
BUS A35-303, 4/16-6/6  CRN 40176

PRACTICAL PUPPY TRAINING Fee: $90
Educates new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Course covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)
REC S08-02, ETHS GYM, 6 Tue., 4/15, 6:25-7:25 pm, DeCarlo  CRN 40282

BIG PICTURE RETIREMENT PLANNING WORKSHOP Fee: $45
A person retiring today could live as many years in retirement as he or she spent working! Join Les Goldstein, MBA; Robert Hart, CFP; and Gregory Turza, JD, and design a new financial future. Create your own financial model and determine how much money you’ll need to live comfortably during retirement. Course covers viable alternatives to the market, asset protection strategies, and how to create a financial legacy for loved ones. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount. No class 3/13/14.
FIN E05-05, OC/DP, 3 Mon, 2/24, 9 am - 12 pm, Goldstein  CRN 40379
FIN E05-07, MAINE E, 3 Tue, 2/25, 6:30-9 pm, Goldstein  CRN 40385
FIN E05-09, ETHS, 3 Thu, 3/6, 6:30-9 pm, Goldstein  CRN 40412
FIN E05-011, ETHS, 3 Thu, 4/17, 6:30-9 pm, Goldstein  CRN 40414
OBEDIENCE TRAINING AND PET MANNERS FOR DOGS
This class provides a comprehensive program of dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks and effective solutions for problem behaviors. Dogs 6 months and older welcome, including dogs that have failed in other training approaches. Dogs should be friendly towards other dogs, children and human beings. First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snug neck measurement, current weight and bring proof of rabies vaccination. (Enter ETHS through Door 28 at the north end near tennis courts.)

REC S09-02, ETHS GYM, 8 Tue., 4/15, 7:30-8:30 pm, Damon  CRN 40284

PHOTOGRAPHY

DIGITAL PHOTOGRAPHY
Explore photo-taking techniques. Review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure, and color rendition; and work with digital imaging software to manipulate and improve your images. No class 3/26/14.

ART C04-01, NILES N, 6 Wed., 3/5, 7-9:30 pm, Duda  CRN 40807
ART C04-02, NILES N, 6 Mon., 4/7, 7-9:30 pm, Duda  CRN 40784

DIGITAL PHOTOGRAPHY (ONLINE)  Fee: $119
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet e-mail applications.

ART C04-302, 3/19-5/9  CRN 40024
ART C04-303, 4/16-6/6  CRN 40025

New! INTRODUCTION TO LIGHTROOM 4 (ONLINE)  Fee: $119
In-district seniors: $80
Learn how to use Adobe Photoshop Lightroom 4 to organize and edit your images and develop an efficient image processing workflow. Lightroom 4 works with Photoshop, Photoshop Elements, and other digital photo editors.

ART E04-302, 3/19-5/9  CRN 40036
ART E04-303, 4/16-6/6  CRN 40037

New! MASTERING YOUR DIGITAL SLR CAMERA (ONLINE)  Fee: $119
In-district seniors: $80
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.

ART E22-302, 3/19-5/9  CRN 40040
ART E22-303, 4/16-6/6  CRN 40041

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. Learn the basics as well as some handy tips and tricks.

ART C79-01, MAINE E, 1 Thu, 2/20, 7-9:30 pm, Duda  CRN 40782
ART C79-02, GLBRK S, 1 Thu, 4/3, 7-9:30 pm, Duda  CRN 40783

BLACK AND WHITE PHOTO LAB
Fee: $169
Learn to print from negatives using traditional methods. Assistance with 35mm camera provided. Beginner and advanced darkroom students with creative minds welcome.

ART E05-02, GLBRK S, 8 Tue., 4/8, 7-9:30 pm, Mulloy  CRN 40806

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER (ONLINE)  Fee: $119
In-district seniors: $80
Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, course takes you from novice to accomplished user. Requirements: Photoshop Elements 9 or 10.

ART C05-302, 3/19-5/9  CRN 40028
ART C05-303, 4/16-6/6  CRN 40029

DIGITAL SCRAPBOOKING
Fee: $119
In-district seniors: $80
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements, learn how to build digital collages and scrapbooks—and create your own unique works of art.

ART C59-302, 3/19-5/9  CRN 40032
ART C59-303, 4/16-6/6  CRN 40033

SECRETS OF BETTER PHOTOGRAPHY
Fee: $119
In-district seniors: $80
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 B87-302, 3/19-5/9  CRN 40020
ART B87-303, 4/16-6/6  CRN 40021

Psychology

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE)  Fee: $119
In-district seniors: $80
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 A53-302, 3/19-5/9  CRN 40103
BUB A53-303, 4/16-6/6  CRN 40100

WHAT’S STOPPING YOU?  Fee: $119
GET ASSERTIVE (ONLINE)  In-district seniors: $80
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don’t be afraid to speak out!

PSY B14-302, 3/19-5/9  CRN 40758
PSY B14-303, 4/16-6/6  CRN 40759

INDIVIDUAL EXCELLENCE
Fee: $119
(ONLINE)  In-district seniors: $80
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.

BUB A22-302, 3/19-5/9  CRN 40059
BUB A22-303, 4/16-6/6  CRN 40060

INTRODUCTION TO JOURNALING
Fee: $119
(ONLINE)  In-district seniors: $80
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 B36-302, 3/19-5/9  CRN 40304
COM B36-303, 4/16-6/6  CRN 40305
Consumer Real Estate

REAL ESTATE INVESTING Fee: $119
(ONLINE) In-district seniors: $80
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 E07-302, 3/19-5/9 CRN 40770
REL E07-303, 4/16-6/6 CRN 40771

HOW TO BUY YOUR FIRST HOME Fee: $25
Buy your first home like a pro! Covers how to choose a location and determine what you should spend, identifying must-have features, finding available properties, making offers and counter offers, understanding and negotiating the best mortgage rates, and obtaining a credit commitment letter for financing. Learn about potential roadblocks first-time homebuyers may encounter, as well as contracts, disclosures and inspections, appraisals, and title insurance. A real estate agent, mortgage expert, and attorney will answer your questions. No senior discount.
REL E18-01, OC/SK, 1 Thu, 3/27, 6:30-8:30 pm, Olach CRN 40286

PURCHASING FORECLOSURE Fee: $25
There are many benefits to purchasing foreclosure property in today’s real estate market – whether you are looking to purchase a home or investment property. Learn the different types of foreclosure properties, the cash incentives available, how the bidding process works, and how to get started. No senior discount.
REL E10-01, NILES N, 1 Wed, 3/19, 6:30-8:30 pm, Olach CRN 40285

Special Interest

BIRD WATCHING: BIRDS OF THE CHICAGO REGION Fee: $90
Looking for the best bird-watching areas on the outskirts of Chicago? First session focuses on essential bird-watching concepts and bird identification for the 100 most-encountered birds in the Chicago region. Then, we’ll hit the road, visiting the Chicago Botanic Garden, Winnetka Avenue Bridge, Skokie Lagoons Forest Preserve, and Ned Brown Forest Preserve. Students responsible for their own transportation.
SCI E12-01, OC/SK, 5 Sat, 2/22, 3-5 pm CRN 40287

BIRD WATCHING: BIRDS OF THE CHICAGO REGION Fee: $90
Looking for the best bird-watching areas on the outskirts of Chicago? First session focuses on essential bird-watching concepts and bird identification for the 100 most-encountered birds in the Chicago region. Then, we’ll hit the road, visiting the Chicago Botanic Garden, Winnetka Avenue Bridge, Skokie Lagoons Forest Preserve, and Ned Brown Forest Preserve. Students responsible for their own transportation.
SCI E12-01, OC/SK, 5 Sat, 2/22, 3-5 pm CRN 40287

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SCI E12-01, OC/SK, 5 Sat, 2/22, 3-5 pm CRN 40287

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SCI E12-01, OC/SK, 5 Sat, 2/22, 3-5 pm CRN 40287

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SCI E12-01, OC/SK, 5 Sat, 2/22, 3-5 pm CRN 40287

Let’s Talk About It Jewish Literature Series: Awards and Accolades
Oakton Community College Library presents a five-part series of readings, lectures, and discussions focusing on the theme of Jewish heroes and heroines in literature, led by Benjamin Goluboff, associate professor of English and winner of the “Great Teacher Award” at Lake Forest College. Titles include:

Wednesday, March 12
Gentlemen of the Road: A Tale of Adventure by Michael Chabon

Wednesday, April 9
In my Father’s Court by Isaac Bashevis Singer

Wednesday, May 7
The Avengers by Rich Cohen

Free admission: Advance registration is required via the Alliance Office.
CSP E29-01, 5 Wed., 1/29, 7-8:30 pm CRN 40509

This series is made possible by a generous grant from the Oakton Educational Foundation.
WELDING Fee: $175
For beginners and advanced welders alike. Learn ARC and gas welding. The first two classes are lectures. Attendance is required. Remaining sessions are lab classes. MIG and TIC available with permission from the instructor. Classes are individualized to allow advanced students to progress at their own pace. No class 4/10/14.
TEC A10-03, ETHS, 10 Tue., 3/18, 6-9 pm, Koutsoures CRN 40290
TEC A10-04, ETHS, 10 Thu, 4/3, 6-9 pm, Koutsoures CRN 40291

ENHANCING LANGUAGE DEVELOPMENT Fee: $119
IN CHILDHOOD (ONLINE) In-district seniors: $80
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 B03-302, 3/19-5/9 CRN 40918
TCR B03-303, 4/16-6/6 CRN 40919

Tech Trends

New!
PC TO MAC - LEARNING TO NAVIGATE YOUR APPLE LAPTOP Fee: $20
New to the world of Apple? This hands-on session guides you through navigating your computer. Get a grasp of basic features and components, including the desktop, dock area, tool bars, the App store, and iTunes. Bring your laptop.
DAT E28-01, MAINE E, 1 Wed, 5/7, 7-9 pm CRN 40863

New!
INTRODUCTION TO GOOGLE ANALYTICS Fee: $119
(ONLINE) In-district seniors: $80
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 A35-302, 3/19-5/9 CRN 40494
DAT A35-303, 4/16-6/6 CRN 40495

New!
GAME DEVELOPMENT FOR BEGINNERS Fee: $119
(ONLINE) In-district seniors: $80
There’s never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to $100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.
DAT A36-302, 3/19-5/9 CRN 40498
DAT A36-303, 4/16-6/6 CRN 40499

New!
INTRODUCTION TO ADOBE EDGE ANIMATE Fee: $119
(ONLINE) In-district seniors: $80
Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Learn to develop engaging content and graphics quickly and easily, relying on widely-accepted Web standards and requiring a minimal amount of code.
DAT A37-302, 3/19-5/9 CRN 40502
DAT A37-303, 4/16-6/6 CRN 40503

DYNAMITE GOOGLE TOOLS Fee: $35
Learn about the “hidden gems” in Google’s toolbox, and how to use them. Google has tools to do almost everything—create blogs and podcasts, organize and edit your digital photos, create documents and spreadsheets online, and more—all for free, and all under one account! No class 3/26/14. No senior discount.
DAT E08-01, NILES N, 2 Wed, 3/19, 7-9 pm, Khurana CRN 40357

FACEBOOK: GETTING STARTED Fee: $20
Create your own Facebook account, and then the fun really starts! Learn about inviting friends, friend etiquette, groups, fan pages, sharing links, photos, privacy, and much more. No senior discount.
DAT E13-02, NILES N, 1 Wed, 3/12, 7-9 pm CRN 40350

TWITTER 101 Fee: $20
Is Twitter one more distraction, or a truly valuable tool? The answer: both. Originally designed for users to answer the question “What are you doing?” Twitter can be a great for marketing, networking, and breaking news. No senior discount.
DAT E11-01, GLBRK S, 1 Tue., 3/11, 7-9 pm CRN 40340

New!
USING SOCIAL MEDIA IN BUSINESS Fee: $119
(ONLINE) In-district seniors: $80
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 A19-302, 3/19-5/9 CRN 41279
BUS A19-303, 4/16-6/6 CRN 41279

New!
INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE) Fee: $119
(ONLINE) In-district seniors: $80
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 A06-302, 3/19-5/9 CRN 41282
BUS A06-303, 4/16-6/6 CRN 41283

New!
CREATING MOBILE APPS WITH HTML5 Fee: $119
(ONLINE) In-district seniors: $80
Learn how to use the latest Web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows phone. Course also covers scripting with JavaScript, using jQuery Mobile, Web APIs, and other important skills and techniques.
DAT A31-302, 3/19-5/9 CRN 40478
DAT A31-303, 4/16-6/6 CRN 40479
YOU'RE ON THE AIR
(HOW TO REALLY MAKE IT IN VOICE-OVERS!) Fee: $50
Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Brian Thon, successful voice-over artist, 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 have 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., 4/16, 7-9 pm, Levine CRN 40335

New!
INTRODUCTION TO VIDEO EDITING WITH Fee: $119
FINAL CUT PRO X (ONLINE) In-district seniors: $80
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X software. Whether you are a novice or more experienced, you'll learn to edit professional video presentations for general use, educational or business purposes, or even a career in the motion picture industry!
DAT A39-302, 3/19-5/9 CRN 41286
DAT A39-303, 4/16-6/6 CRN 41287

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION Fee: $119
(ONLINE) In-district seniors: $80
GMT P01-302, 3/19-5/9 CRN 40641
GMT P01-303, 4/16-6/6 CRN 40642

GRE PREPARATION – PART I Fee: $119
(ONLINE) In-district seniors: $80
Course reviews all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, test completion, sentence equivalence questions, and both essay tasks. Gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best score!
GRE P01-302, 3/19-5/9 CRN 40645
GRE P01-303, 4/16-6/6 CRN 40646

GRE PREPARATION – PART II Fee: $119
(ONLINE) In-district seniors: $80
Course features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique mew question formats. Get pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best score!
GRE P02-302, 3/19-5/9 CRN 40649
GRE P02-303, 4/16-6/6 CRN 40650

Tips, Tools, and Strategies for Teachers

CREATING K-12 LEARNING MATERIALS (ONLINE) In-district seniors: $80
Do you have an idea for an instructional aide? Learn how to create and self-publish a wide variety of instructional materials, such as work books, lab manuals, booklets, activity kits, and visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.
TCR A11-302, 3/19-5/9 CRN 40875
TCR A11-303, 4/16-6/6 CRN 40877

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE) In-district seniors: $80
If English is your second language and you're headed for college don't miss this course! Lessons provide an in-depth analysis of English grammar and structure, preparing you to succeed in any classes taught in English. Designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.
COM S08-302, 3/19-5/9 CRN 40324
COM S08-303, 4/16-6/6 CRN 40325

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE) In-district seniors: $80
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Get to know what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.
TCR A04-302, 3/19-5/9 CRN 40820
TCR A04-303, 4/16-6/6 CRN 40821

READY, SET, READ! Fee: $119
(ONLINE) In-district seniors: $80
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play connects 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 big steps in reading and writing success.
COM C10-302, 3/19-5/9 CRN 40308
COM C10-303, 4/16-6/6 CRN 40309

SURVIVAL KIT FOR NEW TEACHERS Fee: $119
(ONLINE) In-district seniors: $80
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 B01-302, 3/19-5/9 CRN 40914
TCR B01-303, 4/16-6/6 CRN 40915

www.oakton.edu/conted
TEACHING ESL/EFL READING Fee: $119 In-district seniors: $80
Pass on your passion for reading to your students! Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.
TCR A05-302, 3/19-5/9 CRN 40830
TCR A05-303, 4/16-6/6 CRN 40831
THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE) In-district seniors: $80
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 E01-302, 3/19-5/9 CRN 40614
ETN E01-303, 4/16-6/6 CRN 40615
TEACHING GRAMMAR FOR ESL/EFL (ONLINE) In-district seniors: $80
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 A06-302, 3/19-5/9 CRN 40835
TCR A06-303, 4/16-6/6 CRN 40836
SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 In-district seniors: $80
In this professional development course for teachers, 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 enjoy math in a way they may never have before!
TCR A07-302, 3/19-5/9 CRN 40839
TCR A07-303, 4/16-6/6 CRN 40840
SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE)
Model Drawing, a core part of Singapore Math—a program that forms the foundation of math instruction in Singapore—helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.
TCR A14-302, 3/19-5/9 CRN 40889
TCR A14-303, 4/16-6/6 CRN 40890
SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE) In-district seniors: $80
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 A08-302, 3/19-5/9 CRN 40844
TCR A08-303, 4/16-6/6 CRN 40845
TEACHING MATH: GRADES 4-6 (ONLINE) In-district seniors: $80
Get your students excited about math! Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. Help new teachers—and seasoned pros—reinvent their math teaching.
TCR A13-302, 3/19-5/9 CRN 40885
TCR A13-303, 4/16-6/6 CRN 40886
TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) In-district seniors: $80
Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course 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 A10-302, 3/19-5/9 CRN 40871
TCR A10-303, 4/16-6/6 CRN 40872
TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE) In-district seniors: $80
If you’ve ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you’ll appreciate the lessons ahead. Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside 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 A09-302, 3/19-5/9 CRN 40850
TCR A09-303, 4/16-6/6 CRN 40851
TEACHING SMARTER WITH SMART BOARD (ONLINE) In-district seniors: $80
SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple trouble-shooting tips that may help when your SMART Board isn’t acting as smart as it should.
TCR A12-302, 3/19-5/9 CRN 40881
TCR A12-303, 4/16-6/6 CRN 40882
RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) In-district seniors: $80
Intended for reading instructors. Lean the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems, helping students with phonics, fluency, vocabulary, reading comprehension, and writing.
TCR A15-302, 3/19-5/9 CRN 40893
TCR A15-303, 4/16-6/6 CRN 40894
TEACHING ESL/EFL VOCABULARY (ONLINE) In-district seniors: $80
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Content approved by the TESOL Professional Development Committee.
TCR A16-302, 3/19-5/9 CRN 40897
TCR A16-303, 4/16-6/6 CRN 40898

Web Page/Web Site Design
(Also see Computer Courses)
INTRODUCTION TO CSS AND XHTML: CSS3 & HTML5 (ONLINE) In-district seniors: $80
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques.
DAT A04-302, 3/19-5/9 CRN 40382
DAT A04-303, 4/16-6/6 CRN 40383
INTERMEDIATE CSS AND XHTML: Fee: $119
CSS3 & HTML5 (ONLINE) In-district seniors: $80
Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Discover the tools and techniques that give you total creative control over every aspect of a site. Recommended: Completion of Introduction to CSS and XHTML or prior experience with HTML and Web publishing.
DAT A21-302, 3/19-5/9 CRN 40443
DAT A21-303, 4/16-6/6 CRN 40444

CREATING WEB PAGES (HTML) (ONLINE) In-district seniors: $80
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. Also covers how to save time with a HTML authoring program.
DPR A78-302, 3/19-5/9 CRN 40571
DPR A78-303, 4/16-6/6 CRN 40572

ADVANCED WEB PAGES (ONLINE) In-district seniors: $80
Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.
DAT A02-302, 3/19-5/9 CRN 40375
DAT A02-303, 4/16-6/6 CRN 40377

New!
INTRODUCTION TO JAVASCRIPT (ONLINE) In-district seniors: $80
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 A88-302, 3/19-5/9 CRN 41274
DPR A88-303, 4/16-6/6 CRN 41275

New!
INTRODUCTION TO WORDPRESS Fee: $20
Take a tour of this popular personal publishing platform and use Wordpress to create and maintain your own sophisticated, attractive Web site or blog — no coding required! Learn more about domain names and whether or not you need one to launch yourself into the blogosphere. No senior discount.
DAT E27-01 OC/SK, 1 Tue, 4/22, 7-9 pm CRN 40861

New!
WORDPRESS FOR BEGINNERS Fee: $65
Discover how WordPress can help you create a sophisticated, attractive Web site or blog. Express your creativity through design themes, add images or videos, add and edit your pages, incorporate user-friendly features, and more. Recommended: Complete “DAT E27-Introduction to WordPress” before registering for this class. No senior discount.
DAT A28-01, OC/SK, 4 Tue, 4/29, 7-9 pm CRN 40865

CREATING WORDPRESS WEB SITES Fee: $119
(ONLINE) In-district seniors: $80
Want to build an attractive, sophisticated blog or Web site without having to lean any special coding? Learn how to use WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation is necessary.
DAT A28-302, 3/19-5/9 CRN 40469
DAT A28-303, 4/16-6/6 CRN 40471

CREATING WORDPRESS WEBSITES II Fee: $119
(ONLINE) In-district seniors: $80
Create and manage dynamic Web sites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your Web site secure. Customize your site with HTML and CSS. Note: WordPress.org software is free, but to use it you’ll need to register a domain name and set up an account with a hosting company for a minimum of three months, for about $10 per month.
DAT A30-302, 3/19-5/9 CRN 40474
DAT A30-303, 4/16-6/6 CRN 40475

BUILD A WEB SITE WITH DREAMWEAVER (ONLINE) In-district seniors: $80
Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, Web design, or familiarity with Web terminology. Requirements: Adobe Dreamweaver CS5, or CS6 for Windows or Macintosh.
DPR A37-302, 3/19-5/9 CRN 40551
DPR A37-303, 4/16-6/6 CRN 40552

INTRODUCTION TO PHP AND MYSQL (ONLINE) In-district seniors: $80
Learn how to create an interactive Web site, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic Web sites that automatically change as your data changes.
DAT A18-302, 3/19-5/9 CRN 40428
DAT A18-303, 4/16-6/6 CRN 40429

INTERMEDIATE PHP AND MYSQL (ONLINE) In-district seniors: $80
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirement: WampServer a full PHP and MySQL development environment (download for free from www.wampserver.com/ent). Installation provided at the first lesson.
DAT A22-302, 3/19-5/9 CRN 40448
DAT A22-303, 4/16-6/6 CRN 40449

BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE) In-district seniors: $80
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools gives us a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Students download software for free during the class. Instructions provided.)
DAT A25-302, 3/19-5/9 CRN 40453
DAT A25-303, 4/16-6/6 CRN 40454
ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE) Fee: $119
In-district seniors: $80
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your Web site achieve the highest possible rankings with major search engines.
DPR A47-302, 3/19-5/9 CRN 40555
DPR A47-303, 4/16-6/6 CRN 40556
INTRODUCTION TO FLASH (ONLINE) Fee: $119
In-district seniors: $80
Learn how to create exciting interactive animations, build online applications, manage photos, integrate video, and upload Flash presentations to a Web site. Requirements: Adobe Flash CS5 for Windows or Macintosh. Software must be installed and fully operational before course begins.
DAT A19-302, 3/19-5/9 CRN 40432
DAT A19-303, 4/16-6/6 CRN 40433
CREATING JQUERY MOBILE WEBSITES Fee: $119
WITH DREAMWEAVER (ONLINE) In-district seniors: $80
As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages.
Requirements: Dreamweaver CS5.5 or CS6 for Mac or Windows.
DAT A11-302, 3/19-5/9 CRN 40404
DAT A11-303, 4/16-6/6 CRN 40405
WRITING SHORT STORY Fee: $115
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can 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.
COM S18-302, 3/19-5/9 CRN 40343
COM S18-303, 4/16-6/6 CRN 40344
WRITING ESSENTIALS (ONLINE) Fee: $119
In-district seniors: $80
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities will help you put your powerful new skills to use right away.
COM B01-302, 3/19-5/9 CRN 40191
COM B01-303, 4/16-6/6 CRN 40192
PUBLISH AND SELL YOUR E-BOOKS Fee: $119
(ONLINE) In-district seniors: $80
Did you know that e-books now outsell print books, and self-published authors regularly make the New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.
BUB E41-302, 3/19-5/9 CRN 40159
BUB E41-303, 4/16-6/6 CRN 40160
RESEARCH METHODS FOR WRITERS Fee: $119
(ONLINE) In-district seniors: $80
Learn the most efficient and effective methods of conducting research for any writing project — from fiction to dissertation. Discuss various techniques, including personal interviews; public reports; polls and surveys; and historical, undercover, and guerilla research.
COM S49-302, 3/19-5/9 CRN 40361
COM S49-303, 4/16-6/6 CRN 40362
KEYS TO EFFECTIVE EDITING Fee: $119
(ONLINE) In-district seniors: $80
Ask any published writer and you will hear that a good editor isn’t just helpful, but essential. All levels of writers and editors can benefit from this course, which explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.
COM B17-302, 3/19-5/9 CRN 40296
COM B17-303, 4/16-6/6 CRN 40297
WRITING CHILDREN’S BOOKS Fee: $150
This beginner-level course explores the field of children’s literature. Emphasis placed on the children’s book market and getting published. Instructor Elizabeth Brown is founder and director of The Writer’s Annex.
COM M02-01, NILES N, 6 Mon., 3/31, 7-9 pm, Brown CRN 40801
BECOMING A GRANT WRITING CONSULTANT (ONLINE) Fee: $119
In-district seniors: $80
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.
BUB A59-302, 3/19-5/9 CRN 40131
BUB A59-303, 4/16-6/6 CRN 40132
WRITING EFFECTIVE GRANT PROPOSALS (ONLINE) Fee: $119
In-district seniors: $80
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 an 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!
BUB A58-302, 3/19-5/9 CRN 40099
BUB A58-303, 4/16-6/6 CRN 40128
INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE) Fee: $119
In-district seniors: $80
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.
COM B05-302, 3/19-5/9 CRN 40195
COM B05-303, 4/16-6/6 CRN 40196
CRAFT OF MAGAZINE WRITING Fee: $119
(ONLINE) In-district seniors: $80
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.
COM E95-302, 3/19-5/9 CRN 40316
COM E95-303, 4/16-6/6 CRN 40317
WRITING SHORT STORY Fee: $115
Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems.
COM E69-02, MAINE E, 6 Thu., 4/10, 7-9 pm, Chwediy CRN 40233
WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)  Fee: $119
In-district seniors: $80
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 nonfi-
tion books of all types.
COM B35-302, 3/19-5/9  CRN 40300
COM B35-303, 4/16-6/6  CRN 40301

INTRODUCTION TO SCREENWRITING (ONLINE)  Fee: $119
In-district seniors: $80
Learn everything you need to know to write a great script that sells.
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 S10-302, 3/19-5/9  CRN 40328
COM S10-303, 4/16-6/6  CRN 40329

BREAKING INTO SITCOM WRITING (ONLINE)  Fee: $119
In-district seniors: $80
Learn how to write professional sitcom scripts and how to break into
show business from a veteran TV comedy writer. Master the art of
creating a well-paced, action-packed story and telling it completely
in jokes. Discover the secrets to writing dialogue that sounds real,
fully serves the story, and makes an audience laugh. Avoid amateur
mistakes and peek behind the business of television writing.
COM S39-302, 3/19-5/9  CRN 40348
COM S39-303, 4/16-6/6  CRN 40349

TRAVEL WRITING (ONLINE)  Fee: $119
In-district seniors: $80
Profit from travel to exotic lands—or even experiences in your own
backyard—by writing and selling travel articles and books.
COM E97-302, 3/19-5/9  CRN 40320
COM E97-303, 4/16-6/6  CRN 40321

TECHNICAL WRITING (ONLINE)  Fee: $119
In-district seniors: $80
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 publish-
ging, graphics, templates, and more. Gain tips on how to enter this
growing industry. Requirements: Any version of Microsoft Word.
COM S11-302, 3/19-5/9  CRN 40332
COM S11-303, 4/16-6/6  CRN 40333

BEGINNING WRITER’S WORKSHOP (ONLINE)  Fee: $119
In-district seniors: $80
If you’ve dreamed of writing creatively, this course is a great place
to start. Get a taste of the writing life, improve your writing skills, and
discover new ways to stretch your creative muscles. This isn’t school
as you know it. It’s an in-depth writing experience filled with chal-
lenging hands-on exercises, expert advice, and plenty of direct sup-
port and encouragement.
COM B11-302, 3/19-5/9  CRN 40203
COM B11-303, 4/16-6/6  CRN 40204

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 dates shown for each location. Call 847-635-1426 for more information.

Free ESL Classes*

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

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

Course Information
- Classes meet twice weekly for up to 2 2/3 hours over 20
  weeks, day or evening
- Students may be admitted throughout the term if space is
  available
- College-bound or advanced ESL students should call
  847-635-1821 to see if they have sufficient English skills
to take college classes.

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

Note: Tuition fees are subject to changes in State funding.
Oakton Community College is committed to equal access to educational
opportunities for students with disabilities. To request disability
accommodations, please contact Theresa O'Sullivan at 847-635-1759.

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

EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School
1600 Dodge Avenue, Evanston, IL
Ongoing Registration: Tuesdays only, Room S-108, 6:30-8:15 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm

Glenbrook South High School
4000 Lake Avenue, Glenview, IL 60025
Ongoing Registration: Tuesdays only, Room 199, 6:45-8:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm

Register online www.oakton.edu/conted
Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood, IL 60046
Ongoing Registration: Tuesdays only, 6-7:45 pm
Class Meets: Tuesday, 6:00-8:45 pm

Maine East High School
Potter at Dempster Street, Park Ridge, IL 60068
Ongoing Registration: Tuesdays only, Room 330, 6:45-8:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm

Maine West High School
1755 South Wolf, Des Plaines, IL 60018
Ongoing Registration: Mondays only, Room C211, 6:45-8:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm

Niles West High School
5701 Oakton Street, Skokie, IL 60077
Ongoing Registration: Tuesdays only, Room 2199, 6:45-8:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm

District 65 - Family Center
1500 McDaniel, Evanston
Ongoing Registration: Tuesdays only, 9:30-11 am
Class Meets: Tuesday and Thursday, 9:30 am - 12 pm

BEGINNING TO INTERMEDIATE ESL
Family Focus
2010 Dewey St., Evanston
Ongoing Registration: Mondays only, 6-7 pm
Class Meets: Monday and Wednesday, 6-8 pm

DAYTIME CLASSES
BEGINNING TO ADVANCED ESL
Evaston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Ongoing Registration: Tuesdays only, 10 -11:30 am
Class Meets: Tuesday and Friday, 10 am-12:30 pm

First Congregational Church
766 Graceland Avenue, Des Plaines
Ongoing Registration: Tuesdays only, 8:50-10:30 am
Class Meets: Tuesday and Thursday, 8:50-11:30 am

Citizenship Education Classes
CITIZENSHIP EDUCATION  No fee required
Instruction in U.S. history and government to prepare for the citizen-
ship examination.
HIS A15-05, NL, 9 Mon., 2/24, 6-8:30 pm
HIS A15-10, OC/SK, 9 Sat., 3/15, 9:15 am-12 pm
HIS A15-20, SKL, 9 Fri, 3/21, 6-8:45 pm
HIS A15-30, FOR, 11 Mon/Wed. Registration: 4/7, 6-7 pm
HIS A15-40, OC/SK, 9 Mon, 4/7, 9:15 am-12 pm

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

Registration
Tuition fees are subject to change. You may register by mail or in person. Please register before the first day of class. For information call 847-635-1426.

INTENSIVE ESL  Fee: $300
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. **Pre-registration in person is required.** Call 847-635-1426 for pre-test dates.
COM A19-10, OC/SK, 9 Mon./Wed., 3/24, 12:40-3:20 pm
INTENSIVE GRAMMAR REVIEW I Fee: $90
For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.
COM A70-01, WFOO, 8 Mon, 3/10, 10:30 am-1:15 pm

TOEFL PREP SEMINAR Fee: $120
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.
COM A45-10, OC/SK, 9 Sat., 3/15, 9:20 am-12:20 pm
COM A45-20, OC/SK, 9 Tue., 4/1, 6:45-9:45 pm

CONVERSATIONAL ENGLISH PRACTICE Fee: $90
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences.
COM A50-03, McMANUS, 8 Mon./Wed., 2/10, 9:30 am-12 pm
COM A50-10, McMANUS, 8 Mon./Wed., 3/17, 9:30 am-12 pm
COM A50-20, OC/SK, 8 Sat., 3/22, 9:15 am-12 pm

COMPOSITION FOR INTERMEDIATE ESL STUDENTS Fee: $90
Effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course will help students prepare for the writing portion of the TOEFL exam. Textbook required.
COM A61-10, OC/SK, 8 Fri., 3/28, 10 am-12:45 pm

Free Reading/Literacy Classes*
Classes are for native and non-native speakers of English who wish to improve their reading, writing, or math skills. Lead teachers direct trained tutors to help students develop these skills.
• Students must be at least 18 years old and not currently enrolled in high school.
• Literacy students may not enroll in a Bridges class.
• Students may take one free reading class per term and one ESL class, if needed.
• Classes may be canceled 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/Literacy classes (including Bridges). Au Pairs may however, enroll in the college low cost tuition classes.
For more information, call 847.635.1426.

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

EVENING CLASSES
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Class Meets: Tuesday and Thursday, 6:15-9:15 pm

Evanston Township High School
1600 Dodge Ave., Evanston
Class Meets: Tuesday and Thursday, 6:30-9:15 pm

Northbrook Public Library
1201 Cedar Lane, Northbrook
Class Meets: Monday and Wednesday, 6-8:30 pm

Oakton Community College
7701 N. Lincoln Ave., Room B110, Skokie
Class Meets: Monday and Wednesday, 6-9 pm

DAYTIME CLASSES
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Class Meets: Monday and Wednesday, 9:15 a.m.-12:15 pm

Glenview Public Library
1930 Glenview Road, Glenview
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm

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

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm

SATURDAY CLASSES
Oakton Community College
1600 E. Golf Rd., Des Plaines
Class Meets: Saturday, 9am-12pm

Skokie Public Library
5215 Oakton Street, Skokie
Class Meets: Saturdays, 9 am-12 pm

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.

Students may take one Bridges reading class, one Bridges writing class and one ESL class, if needed.

Bridges students may not enroll in the Learn to Read program.

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

DAYTIME CLASSES
Oakton Community College (Reading)
7701 N. Lincoln Ave., Room A211, Skokie
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
Mid-Spring Registration for new students: Tuesday, 4/1, 9:30 am

Oakton Community College (Writing)
7701 N. Lincoln Ave., Room A211, Skokie
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
Noncredit classes

GED and Evening High School

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

GED and Pre-GED Classes

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

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

Test Application
For information visit www.gedtestingservice.com.

Tutoring
Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 6:30-9:30 pm, at Oakton Community College in Skokie. Call 847-376-7682 for an appointment.

GED Placement Testing and Counseling
New students who want to begin their GED test preparation classes in March 2014 must come to one of the locations 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.

SPRING 2014

Niles North High School
9800 Laramie, Skokie, IL (West of Old Orchard Shopping Center)
Room number will be posted.
March 17 and 19, (Monday and Wednesday), 6:30 p.m.

Maine East High School
Dempster Street at Potter Road, Park Ridge
Room number will be posted
March 25 and 27 (Tuesday and Thursday), 6:30 pm

District 65 - Family Center
1500 McDaniels, Evanston
March 31 and April 2 (Monday and Wednesday), 9:30 am

Pre-GED Classes

PRE-GED ENGLISH SKILLS
Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.
EDU A02-03, NILES W, 7 Thu., 4/3, 7-10 pm
EDU A02-04, ETHS, 7 Tue., 4/15, 8:30-9:30 pm
EDU A02-06, MAINE E, 9 Tue., 4/8, 7-9:30 pm
EDU A02-08, Family Focus, 7 Mon., 4/14, 9:30 am-12 pm

Drop-in Computer Lab

Open only to students enrolled in Oakton's free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie Campus
Days and times: Monday/Wednesday, 9:30 am-2:30 pm and 6:30-9 pm; Tuesdays, 9:30 am-12 pm and 6:30-9 pm
Availability Dates: Monday, January 13 - May 23, 2014
PRE-GED READING SKILLS  Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.
EDU A04-03, NILES N, 7 Mon., 3/31, 7-10 pm

PRE-GED MATH SKILLS  Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-05, NILES N, 9 Wed., 4/2, 7-9:30 pm
EDU A07-06, ETHS, 7 Thu., 4/17, 6:30-9:30 pm
EDU A07-09, NILES N, 16 Mon & Wed., 3/31, 7-9:30 pm
EDU A07-10, MAINE E, 9 Thu, 4/10, 7-9:30 pm
EDU A07-11, Family Focus, 7 Wed., 4/16, 9:30 am-12:30 pm

GED Review Classes

GED ENGLISH REVIEW  Fee: $4.50 ($47)
Review of high school English grammar, sentence structure, correct usage, punctuation and spelling.
EDU A03-03, NILES W, 9 Thu, 4/3, 7-9:30 pm
EDU A03-04, ETHS, 8 Tue, 4/15, 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.
EDU A05-02, NILES N, 7 Mon, 3/31, 7-10 pm

GED MATH REVIEW  Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and story problems.
EDU A08-02, NILES N, 9 Wed., 4/2, 7-9:30 pm
EDU A08-04, NILES N, 9 Mon/Wed, 4/2, 7-9:30 pm

GED COMPLETE REVIEW  Fee: $10 ($98)
Intensive review of the five subject areas of the GED Tests; course is intended for those close to taking the tests.
EDU A09-04, OC/SK, 14 Mon/Wed., 3/31, 6:30-9:30 pm
EDU A09-05, Dist. 65 Fam. Cent, 16 Mon./Wed., 4/14, 9:30 am-12:30 pm

CONSTITUTION REVIEW (GED LEVEL)  Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-03, MAINE E, 6 Thu., 4/10, 7-9:30 pm
HIS A01-04, NILES W, 6 Tue, 4/1, 7-9:30 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)  Fee: $10 ($98)
Preparation in all five areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language.
EDU A11-04, MAINE W, 14 Mon/Wed., 4/7, 6:30-10 pm
EDU A11-05, ETHS, 14 Tue/Thu., 4/15, 6:30-10 pm
EDU A11-08, RRC, 16 Tue/Thu., 3/11, 9:30 am-12:30 pm
EDU A11-09, RRC, 16 Tue/Thu., 3/11, 5-8 pm

Drop-in Computer Lab
Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie Campus
Days and times: Monday/Wednesday, 9:30 am-2:30 pm and 6:30-9 pm; Tuesdays, 9:30 am-12 pm and 6:30-9 pm
Availability Dates: Monday, January 13 - May 23, 2014

Evening High School

General Information:
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School. Classes are held twice a week from 6 to 10 pm on Mondays and Wednesdays or Tuesdays and Thursdays.
Residents of Evanston, Maine and Niles Townships must apply to their high school principals for permission to enroll. Glenbrook residents (District 225) must apply to Frank Santa, Principal of Glenbrook Evening High School at 847-486-4465.
• Resident of Evanston, Maine, Northfield, or Niles Township
• 17 years of age or older; call a counselor for further information.
• Not presently enrolled in a regular daytime high school program.

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 between the hours of 6 and 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426.

Cost: Classes are $12 each (books available on free loan).
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training. Since 1982, the Business and Professional Institute at Oakton has partnered with hundreds of businesses and organizations to provide practical education that improved management, technical, and leadership skills.

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

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

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

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

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

Customized - Customized curriculum and training programs meet specific needs.

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

To learn more, call 847.635.1447, e-mail businessinstitute@oakton.edu, or visit www.oakton.edu/bi.
Emeritus Program at Oakton is 32 years old—and going strong!

Spring classes are offered from January to May at convenient locations: Skokie Campus, Vi at The Glen, and Covenant Village. The program also partners with the Chicago Botanic Garden.

Here are some unique and entertaining classes offered this spring:

- American Indian Voices Before and After Columbus.
- Stanley Kubrick: A Film Odyssey
- The State and Federal Judicial System
- The Great War Revisted France and America in World War I
- Keeping Your Spirit Alive While Civilization is Collapsing
- Steinbeck and Company: Authors as Our Brothers’ and Sisters’ Keepers

For more information or to be added to our mailing list, call 847-635-1414 or visit.

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

Institutional Accreditation

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

Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Social Worker Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 159-000167.

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

Nursing Home Administrators: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Nursing Home Administrator Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 139-000061.

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

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

Respiratory Care Practitioners: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Respiratory Care Practitioner Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 195-000010.

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

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Occupational Therapists Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 224-000089.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois Department of Financial and Professional Regulation, sponsor license number 202-000183.

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

Physical Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2012-14 period by the Physical Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 216-000221.

Psychologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-2014 renewal period by the Psychologists Licensing board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 268-000017.

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

Instructor-led Online Training

These programs are provided by ALLEGRA Learning Solutions, LLC and Education to Go. (No senior discount.)

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

Certificate in Legal and Ethical Issues in Nursing

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

Fee: $170

NUR A19-302 [CRN 40922], March 19 - May 9
NUR A19-303 [CRN 40923], April 16 - June 6

Certificate in Pain Assessment and Management

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

Fee: $170

NSE A56-302 [CRN 40926], March 19 - May 9
NSE A56-303 [CRN 40927], April 16 - June 6

Certificate in Perinatal Issues

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)

Fee: $129

NUR A33-302 [CRN 40930], March 19 - May 9
NUR A33-303 [CRN 40931], April 16 - June 6

Certificate in Meditation

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)

Fee: $68

NUR A96-302 [CRN 40950], March 19 - May 9
NUR A96-303 [CRN 40951], April 16 - June 6

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

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

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

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

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

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

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

For more information, contact the CEHP Program at 847.635.1447.
Programs for Mental Health Professionals

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

$69 Early Bird • $100 Regular • $125 Walk-in (No senior discount.)

Registration 8 a.m.; Program 8:30 a.m. - 4:15 p.m. Morning coffee served. Lunch is on your own.

**Ray Hartstein Campus**, 7701 North Lincoln Avenue, Skokie

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**Risk Management Tips for Mental Health Professionals: How Not to Blow Up as You Walk through the Legal Land Minefield**

*Thursday, February 27*

Scott Hammer, JD


Satisfies IDFPR ethics requirement for social workers.

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**It Takes a Child to Raise a Parent**

*Thursday, March 6*

Janis Clark Johnston, EdD


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**Therapeutic Entanglement: The Web of Countertransference**

*Thursday, March 13*

Serena Wadwha, PsyD, LCPC, CADC


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**Crisis and Change: Treating Couples and Families in Challenging Times**

*Friday, April 4*

Michael Maniacci, PsyD


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**Dialectical Behavior Therapy: Introduction on How to Help the Chronically Distressed Client**

*Friday, April 11*

E. Paul Holmes, PsyD and Jancey Wickstrom, LCSW


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**Sex, Sex, Sex! From Addiction to Offending**

*Friday, May 2*

Anne Krick, PsyD

HMEA60-001 [CRN 40987] Early Bird postmarked by April 2; HMEA60-002 [CRN 40988] after April 2.

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**DSM-5: New Changes to Old Concepts**

*Friday, May 9*

Michael Maniacci, PsyD


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*Continuing Education clock/contact hours will be offered for Illinois Social Workers (6.5 clock hours), Professional Counselors (6.5 clock hours), Marriage and Family Therapists (6.5 clock hours), Nursing Home Administrators (6.5 clock hours), Addictions Counselors IAODAPCA members (6.25 - 6.50 clock hours approved or pending approval), Occupational Therapists (7.5 contact hours), Speech and Language Pathologists/Audiologists (6.5 clock hours) and Teachers (6.5 CPDU’s). 6.5 Universal Training hours will be offered to other professional groups.*

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

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

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

*Cancellation/Refunds:* Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee is charged for all cancellations. Call 847.635.1447 for more information.
Radiology Courses

Be an early bird! Take advantage of reduced registration fee of $80 for full-day programs!

$80 Early Bird • $106 Regular • $131 Walk-in (No senior discount.)

Registration 7:30 a.m.; Program 8 a.m. - 3 p.m. Morning coffee and lunch provided.
Oakton Community College, 1600 East Golf Road, Des Plaines

Presenter: Paul Laudicina, RT (R), MA, FASRT, professor of Diagnostic Medical Imaging and Allied Health
Long Beach City College, California

Cross Sectional Imaging of the Spine
Saturday, February 22

Focuses on sectional imaging of the spine and spinal cord using computed tomography, magnetic resonance imaging, ultrasonography, PET scans, and nuclear medicine. Covers congenital disorders; degenerative disease; demyelinating disease; infections of the spine and spinal cord; tumor etiology, pathogenesis, imaging, and treatment; vertebral and spinal trauma; and vascular disease.

XRAA96-01 [CRN 40978] Early Bird postmarked by January 22; XRAA96-02 [CRN 40979] after January 22.

Cross Sectional Imaging of the Chest and Mediastinum
Sunday, February 23

Focuses on the most common chest and mediastinum pathologies encountered in diagnostic imaging. Demonstrates sectional imaging using computed tomography, magnetic resonance imaging, ultrasound, and PET/CT imaging. Covers congenital and pathological examples of the heart; infections of the heart, chest, and mediastinum; benign and malignant disease of the chest and mediastinum; congenital and acquired disease affecting the aorta; breast cancer, breast implant leakage, and trauma to the chest; and mediastinum, heart, and vascular structures.


Workshops will be submitted to IEMA for 7.0 direct continuing education credit hours Category A.

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

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

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

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee is charged for all cancellations. Call 847.635.1447 for more information.
Registration for Noncredit Continuing Education Classes

Register online at www.oakton.edu/conted. Classes begin in March 2014.

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

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

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

PLEASE PRINT ALL INFORMATION

OFFICE USE ONLY  Site ____________  Initials ____________  Date ____________

____ _____ / _____ / _____ ______ Name: Last ___________________________ First ___________________________ Middle Initial ______

Social Security Number

Address: ___________________________________________________________ Zip ____________  Birth Date: ______ / ______ / ________

City__________________________ Phone: Home (______) Business (______) Ext.

Cell

E-mail: ____________________________  Residence:  In-district 535  Out-of-district

☐ My information has changed since my last registration:  ☐ name  ☐ address  ☐ phone  ☐ e-mail

Education:  Highest grade completed__________  Last high school attended (Name, city, state) ____________________________

Check one box that best describes your high school status:  ☐ High school graduate in _______ (year)  ☐ Passed G.E.D test in _______ (year)

☐ No longer attending high school and do not intend to return  ☐ Still attending high school; plan to graduate in _______ (Month), _______ (Year)

Last college attended: (Name, city, state) ______________________________________________________________________________________________________________

Most credits or highest degree previously earned:  ☐ Some credits  ☐ Certificate  ☐ Associate’s degree  ☐ Bachelor’s degree  ☐ Master’s degree  ☐ Doctoral degree

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

Mother:  ☐ H.S. diploma  ☐ Some college  ☐ Bachelor’s degree  ☐ Graduate degree  ☐ Not educated in U.S.

Father:  ☐ H.S. diploma  ☐ Some college  ☐ Bachelor’s degree  ☐ Graduate degree  ☐ Not educated in U.S.

This information is requested solely to comply with Federal Laws.

1. Are you Hispanic or Latino? (OR Are you of Spanish origin?)  ☐ Yes Hispanic or Latino.  ☐ Not Hispanic or Latino.

2. Are you from one or more of the following racial groups? (Select all that apply).

☐ American Indian or Alaska Native  ☐ Asian  ☐ Black or African American  ☐ Native Hawaiian or Other Pacific Islander  ☐ White  ☐ Choose Not to Respond

3. Please identify your primary racial/ethnic group. (Select one).

☐ American Indian or Alaska Native  ☐ Asian  ☐ Black or African American  ☐ Hispanic or Latino  ☐ Native Hawaiian or Other Pacific Islander  ☐ White  ☐ Choose Not to Respond

4. Are you in the United States on a Visa – Nonresident Alien?


Education:  Highest grade completed___________  Last high school attended ____________________________

CRN Course Code Course Title School Start Date Day/Time Tuition

Method of prepayment:  ☐ Cash  ☐ Check (payable to Oakton Community College)  Check No. ____________

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

☐ Credit Card For credit card payment only, check one:  ☐ Visa  ☐ MasterCard  ☐ Discover

Credit Card Number ____________ Exp. Date ____________

3-Digit Verification Code (on back of card) ____________ Signature ____________________________

Subtotal $__________

Processing fee* $8.00

Total due $__________

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

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

No confirmation will be sent.
ECRWSS
Postal Customer