Spring registration starts November 16. Register online at www.oakton.edu/conted.
Registration for Noncredit Continuing Education Classes


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

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

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

PLEASE PRINT ALL INFORMATION

OFFICE USE ONLY Site _______ Initials _______ Date _______

Name: Last ________________ First ________________ Middle Initial _______

Address: ______________________________ City _____________________ Zip ____________

Birth Date: / / Year Gender: Male Female

Phone: Home ( ) Cell ( ) Business ( ) Ext.

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. No 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?

   Yes in the United States on a Visa. Not in the United States on a Visa. Provide Home Country of Origin:

Education:

Highest grade completed _______ Last high school attended (Name, city, state)

E-mail:

Subtotal Processing fee* Total due

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

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

*At the time of each registration, an $8 non-refundable processing fee will be charged.
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**Do you already have an Oakton degree or certificate?**

*If so, you’re an alum!*

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

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

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

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**GLENBROOK SOUTH HIGH SCHOOL (GSHS)**
4000 West Lake Avenue, Glenview, IL 60026

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**MAINE EAST HIGH SCHOOL (MEHS)**
2601 Dempster Street, Park Ridge, IL 60068

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**MAINE WEST HIGH SCHOOL (MWHS)**
1755 South Wolf, Des Plaines, IL 60016

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

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Online Ed2Go tuition: $80 for in-district seniors (60+) who registered for an Alliance for Lifelong Learning (ALL) class before July 7, 2014; $107 for in-district seniors (60+) who registered for an ALL class on or after July 7, 2014.

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Offering courses from A-Z! To view the courses online, visit www.ed2go.com/oakton.all.

New spring noncredit classes:

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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 website will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or by fax will be charged 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 Oakton’s district who are 60 years or older are eligible to receive a senior discount on tuition (unless otherwise indicated). In-district seniors (60+) who register for an Alliance class on or after July 7, 2014 are eligible for a 15 percent tuition discount. In-district seniors who registered before that date will continue to receive a 50 percent discount where applicable. Proof of age and in-district residency must be provided in-person prior to registration.

For online (Ed2Go) classes, in-district seniors (60+) who registered for any Alliance class before July 7, 2014 pay $80. In-district seniors (60+) who registered for their first Alliance class on or after July 7, 2014 pay $107.

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.

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General Information

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

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

**Note:** Personal checks and credit cards are not accepted.

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

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

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

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

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

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

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

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

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

Hours for Oakton Community College Campuses:
Monday–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
• Select the course category and subcategory on the left side of the screen
• Select the course you would like to take and click “Enroll Now”
• If you are a New Student (have never taken classes via ed2go) – Create an Account
• If you are a Returning Student (already have an account with ed2go) – Sign In
• New Students: Fill out the Student Profile page
• Select Payment Option:
  If you have already paid for the course with Oakton, select “Already Paid”
  If you haven’t paid for the course, select “Purchase Course” to receive payment instructions.

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

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

HOW TO READ NONCREDIT COURSE LISTINGS

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• For location information, see site map on page 58.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for Web registration.
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 58 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 courses identify, recruit, and instruct English-speaking adults and ESL adults seeking to reach specific life goals. Bridges to Academic Reading and Writing classes help intermediate ESL students prepare for the TOEFL or college classes. For more information call 847.635.1426.

**Continuing Education for Health Professionals (CEHP)** provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language, Psychologists, Pathologists, Audiologists, and Dieticians. For more information call 847.635.1438.

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

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

**Put Your Passion to Work!**

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

Oakton Community College
Alliance for Lifelong Learning – Attention: New Classes
P.O. Box 367, Skokie, IL 60077
The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

Oakton Community College
District 535, 847-635-1600
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District 202, 847-424-7220
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Maine Township High School
District 207, 847-696-3600
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Margaret McGrath, President
Carla Owen, Vice President
Mary Childers
Jin Lee
Teri Collins
Sean Sullivan
Ken Wallace, Superintendent

Niles Township High School
District 219, 847-626-3000
BOARD OF EDUCATION
Mark Sproat, President
Linda Lampert, Vice President
Brian Novak, Secretary
David Ko, Secretary Pro Tem
Carlton Evans
Ruth Klint
Joseph Nowik
Anne Roloff, Acting Superintendent

Glenbrook High School
District 225, 847-486-4702
BOARD OF EDUCATION
Skip Shein, President
Robert Boron, Vice President
Michael Riggle, Superintendent

Oakton Community College
CONTINUING EDUCATION AND TRAINING
Colette Hands, Ed.D.
Interim Associate Vice President for Continuing Education, Training and Workforce Development
Robyn Bailey
Director of Operations and Administration

Register online www.oakton.edu/conted
Spring 2016 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 (ONLINE)  Fee: $119
Increase financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Discussion includes accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. Cover all the bases: from writing checks to preparing an income statement and closing out accounts.

Requirements: Access to a calculator and a printer.
ACC A08-300, 1/13-3/4/16  CRN 40060
ACC A08-301, 2/10-4/1  CRN 40061
ACC A08-302, 3/16-5/6  CRN 40062
ACC A08-303, 4/13-6/3  CRN 40063

ACCOUNTING WITH SAGE 50: PART I (ONLINE)*  Fee: $161
An introduction to Sage 50 software (formerly known as Peachtree). Includes setting up companies, entering payables, writing checks, entering sales, collecting receivables, tracking inventory, processing payroll, generating reports, entering journal entries and creating financial statements. Recommended: Completion of “Principles of Financial Accounting” or basic accounting knowledge.
ACC A12-C01, Online, 1/25-3/6  CRN 41229

ACCOUNTING WITH SAGE 50: PART II (ONLINE)*  Fee: $161
Covers intermediate applications of Sage 50 software (formerly known as Peachtree). Includes new company setup, time tracking, account reconciliations, customizing forms, importing/exporting data, and performing all transactions to complete the accounting cycle for both service and merchandising businesses. Recommended: Completion of “Principles of Financial Accounting” or basic accounting knowledge.
ACC A16-C01, Online, 3/21-5/1  CRN 41241

ACCOUNTING WITH QUICKBOOKS I*  Fee: $121
Introduces QuickBooks software, including 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-C01, OC/SK, 8 Tue., 1/19, 8-9:50 pm  CRN 41213
ACC A02-C02, OC/DP, 8 Mon., 3/21, 6-7:50 pm  CRN 41218
ACC A02-C03, OC/SK, 5 Fri., 3/25, 9 am-12 pm  CRN 41220

ACCOUNTING WITH QUICKBOOKS II*  Fee: $161
Covers intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assumes previous experience with payables, receivables, and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.
ACC A06-300, 1/13-3/4/16  CRN 40056
ACC A06-301, 2/10-4/1  CRN 40057
ACC A06-302, 3/16-5/6  CRN 40058
ACC A06-303, 4/13-6/3  CRN 40059

ACCOUNTING WITH QUICKBOOKS III*  Fee: $121
Covers advanced applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assumes previous experience with payables, receivables, and financial statements. Recommended: ACC A02 or previous experience with QuickBooks.
ACC A06-C01, OC/DP, 5 Tue., 4/12, 6-9 pm  CRN 41224

QUICKBOOKS COMPREHENSIVE*  Fee: $334
Prepare for the QuickBooks ProAdvisor Exam. Content in first eight weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second eight weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks not required. Recommended: Completion of the “Principles of Financial Accounting” and basic computer skills.
ACC A15-C01, OC/SK, 16 Mon., 1/25, 6:30-9:40 pm  CRN 41238

MICROSOFT EXCEL FOR ACCOUNTANTS*  Fee: $121
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the “Financial Accounting” course or basic accounting knowledge recommended. Textbook available in the Oakton’s bookstore.
ACC A03-C01, OC/SK, 8 Tue., 1/19, 6-7:50 pm  CRN 41221
ACC A03-C02, OC/DP, 8 Mon., 3/21, 8-9:50 pm  CRN 41222

PAYROLL TAX ACCOUNTING*  Fee: $111
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 (approx. $100) available in the bookstore.
ACC A04-C01, OC/DP, 4 Sat., 4/16, 9 am-12:40 pm  CRN 41223

*Courses may also be taken for college credit.
PERFORMING PAYROLL IN QUICKBOOKS  
(ONLINE)  
Fee: $119  
Create paychecks, calculate payroll taxes, and produce dazzling payroll reports with ease and confidence through QuickBooks software.  
ACC A11-300, 1/13-3/4/16  
ACC A11-301, 2/10-4/1  
ACC A11-302, 3/16-5/6  
ACC A11-303, 4/13-6/3  
CRN 40064  
CRN 40065  
CRN 40066  
CRN 40067

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION*  
Fee: $490  
Through lectures, demonstration, and lab experiences, course explores the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.  
AIR A06-C01, OC/DP, 16 Mon., 1/25, 5-10:15 pm  
CRN 41357

RESIDENTIAL HOT WATER BOILERS AND HYDRONICS TECHNOLOGY*  
Fee: $334  
Covers conventional and modern residential hydronics systems, focusing on near boiler piping, accessories, zoning operations, proper sizing of heat emitting components, baseboards, and piping. Prerequisite: AIR A01 and A02 or consent of department chair.  
AIR A03-C01, OC/DP, 17 Thu., 1/21, 6-8:50 pm  
CRN 41243

HEATING AND AIR CONDITIONING LOAD CALCULATIONS*  
Fee: $334  
Covers calculation of heating and cooling loads to determine appropriate selection of equipment in new construction. Includes construction and heat transfer through structure, and computations for heat gains and heat losses for various building structures. Prerequisite: AIR A06 or consent of department chair.  
AIR A05-C01, OC/DP, 16 Mon., 1/25, 5-7:50 pm  
CRN 41245

SHEET METAL LAYOUT AND FABRICATION*  
Fee: $495  
Covers the methods of laying out and fabricating sheet metal ducts and fittings which are generally used in heating and air conditioning installations.  
AIR A01-C01, OC/DP, 17 Tue., 1/19, 5-10:15 pm  
CRN 41346

EPA SECTION 608 CERTIFICATION*  
Fee: $161  
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). A textbook may be required. Check with the bookstore.  
AIR A08-C01, OC/DP, 4 Wed., 4/20, 5-8:50 pm  
CRN 41247

HIGH PRESSURE STEAM BOILERS AND OPERATION*  
Fee: $334  
Covers high pressure steam boilers as per ASME code standards. Content includes basic boiler room systems, fittings and accessories, feed-water heaters, de-superheating and pressure reducing stations, fuel combustion and draft, and combustion controls. Focus on proper practices of boiler requirements to function properly and safely.  
AIR A14-C01, OC/DP, 16 Mon., 1/25, 5-9:20 pm  
CRN 41248

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS*  
Fee: $490  
Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conductor sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.  
AIR A11-C01, OC/DP, 17 Tue., 1/19, 5-9:15 pm  
CRN 41347

Air Conditioning, Heating, and Refrigeration

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

INTRODUCTION TO WATER COOLING AND REFRIGERATION*

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

RESIDENTIAL HOT WATER BOILERS AND HYDRONICS TECHNOLOGY*

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

HEATING AND AIR CONDITIONING LOAD CALCULATIONS*

Covers calculation of heating and cooling loads to determine appropriate selection of equipment in new construction. Includes construction and heat transfer through structure, and computations for heat gains and heat losses for various building structures. Prerequisite: AIR A06 or consent of department chair.

SHEET METAL LAYOUT AND FABRICATION*

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

EPA SECTION 608 CERTIFICATION*

The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). A textbook may be required. Check with the bookstore.

HIGH PRESSURE STEAM BOILERS AND OPERATION*

Covers high pressure steam boilers as per ASME code standards. Content includes basic boiler room systems, fittings and accessories, feed-water heaters, de-superheating and pressure reducing stations, fuel combustion and draft, and combustion controls. Focus on proper practices of boiler requirements to function properly and safely.

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS*

Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conductor sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.

Arts

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

PAINTING I*

Fee: $374
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C23.

ADVANCED PAINTING*

Fee: $364
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C33.

CERAMICS I*

Fee: $394
Examines techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.

DRAWING I*

Fee: $359
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.

DRAWING II*

Fee: $359
A continuation of ART C23, focusing on personal approach to media and subject matter. Studio work outside of class required. Prerequisite: Drawing I (ART C23).

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

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

- ART C09-300, 1/13-3/4/16 CRN 40076
- ART C09-301, 2/10-4/1 CRN 40077
- ART C09-302, 3/16-5/6 CRN 40078
- ART C09-303, 4/13-6/3 CRN 40079

**DRAWING/WATERCOLOR**
Fee: $150
Use color and form compositions to build confidence in your painting skills. **No class 3/31/16.**

- ART C19-01, MAINE E, 8 Thu., 3/10, 7-9:30 pm, Nelson CRN 40186

**CREATIVE SCRAPBOOKS (ONLINE)**
Fee: $119
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create your unique works of art.

- ART C59-300, 1/13-3/4/16 CRN 40103
- ART C59-301, 2/10-4/1 CRN 40104
- ART C59-302, 3/16-5/6 CRN 40105
- ART C59-303, 4/13-6/3 CRN 40106

**PEN, BRUSH, INK**
Fee: $135
Enter the sparkling world of India ink. Learn the basics of brush control, hatch, and cross-hatch as you combine soft lush lines with the crisp strokes of the steel nib for endless design variations.

- ART E76-01, MAINE E, 8 Thu., 2/4, 6:30-8:30 pm CRN 40224

**STONE SCULPTURE WORKSHOP:**
ALL LEVELS
Fee: $175
Hone a range of techniques—including hammer and chisel, rasps, files, sanding, and polishing—and end up with a finished art piece! **Materials fee of $100 payable to instructor on first day of class covers alabaster stone, tools, and work stand.** Classes held at the instructor’s studio, 2115 West Touhy Avenue, Chicago.

- ART T08-01, HART, 10 Mon., 1/11, 9:30 am-12:30 pm, Brower CRN 40225
- ART T08-02, HART, 10 Wed., 1/13, 9:30 am-12:30 pm, Brower CRN 40227
- ART T08-03, HART, 10 Wed., 3/16, 9:30 am-12:30 pm, Brower CRN 40226
- ART T08-04, HART, 10 Mon., 3/28, 9:30 am-12:30 pm, Brower CRN 40228

**AUTO AND ENGINE REPAIR** (SNOW BLOWERS AND LAWN MOWERS)
Fee: $80
Learn to fix your own small engine! We’ll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine. **(Each student must pay a $10 lab fee to the instructor at the first class.)**

- TEC C15-01, ETHS, 4 Thu., 4/14, 7-9:30 pm, Wylie CRN 40791

**BUSINESS**

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

**BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE)**
Fee: $119
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, course reviews how money flows through a typical business. Whether you’re an employee, sales executive, supervisor, or manager, you’ll gain an understanding of basic financial information and use it to make decisions that have a positive impact on your company’s bottom line.

- BUS A41-300, 1/13-3/4/16 CRN 40220
- BUS A41-301, 2/10-4/1 CRN 40229
- BUS A41-302, 3/16-5/6 CRN 40230
- BUS A41-303, 4/13-6/3 CRN 40231

**INTRODUCTION TO BUSINESS ANALYSIS (ONLINE)**
Fee: $119
The days of making critical business decisions by instinct or coin toss are long gone. Gain a business advantage by developing high-demand analytical skills. Learn powerful quantitative methods that will have you making better, more informed, and more effective decisions. Essential for those planning a business career. Basic algebra proficiency required.

- BUS A16-300, 1/13-3/4/16 CRN 40388
- BUS A16-301, 2/10-4/1 CRN 40389
- BUS A16-302, 3/16-5/6 CRN 40390
- BUS A16-303, 4/13-6/3 CRN 40391

**MASTERY OF BUSINESS FUNDAMENTALS (ONLINE)**
Fee: $119
Interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? Then this course is for you! Learn about motivating and leading employees, organizing resources for employees, budgeting and managing costs, business law, and more. By the end of this course students will understand the significance of strategic planning and know how external and internal environmental factors affect an organization.

- BUS A89-300, 1/13-3/4/16 CRN 41104
- BUS A89-301, 2/10-4/1 CRN 41105
- BUS A89-302, 3/16-5/6 CRN 41106
- BUS A89-303, 4/13-6/3 CRN 41107

**INTRODUCTION TO BUSINESS**
Fee: $334
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business. Additional online work required.

- BUS A01-C01, OC/SK, 12 Tue./Thu., 2/16, 4:30-5:45 pm CRN 41319
- BUS A01-C02, OC/DP, 17 Wed., 1/20, 6:30-9:20 pm CRN 41328

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

*Courses may also be taken for college credit.*
BUSINESS ANALYSIS PROFESSIONAL CERTIFICATION PREPARATION Fee: $224
Business analysts—strategic problem solvers with expertise in both business and technology—are in high demand throughout the information technology industry. As business processes are being outsourced and technology platforms are rapidly changing, the business analyst plays a key role in most companies today. Learn more about this exciting career opportunity and gain an overview of the "soft" and "hard" skills you’ll need to succeed. Registering for this certification prep program includes both courses listed below. Note: Basic proficiency in Microsoft Office software such as Excel, PowerPoint, and Visio recommended. No senior discount. This is a bundled course containing BSN A02-01 and BSN A03-01. No class 3/29 and 3/31/16.

BSN A01-01, GLBRK S, 7 Tue./Thu., 3/1-4/21, 6:30-8:30 pm, Perrozi CRN 40292

Courses below can also be taken separately.

INTRODUCTION TO THE BUSINESS ANALYST TOOLKIT Fee: $147
Overview of the "hard" skills required to be a successful business analyst. As a stand-alone course, class is not intended to prepare you to pass a professional certification such as the Certified Business Analysis Professional (CBAP®). No senior discount.

BSN A02-01, GLBRK S, 4 Tue./Thu., 3/1-3/24, 6:30-8:30 pm, Perrozi CRN 40294

DRAFTING THE BUSINESS CASE Fee: $110
Overview of the "soft" skills required to be a successful business analyst, including effective presentation and consulting methodology applications for use in a variety of business functions such as accounting, operations, and project management. Prepare a business case that will impress senior management! As a stand-alone course, class is not intended to prepare you to pass a professional certification such as the Certified Business Analysis Professional (CBAP®). No senior discount.

BSN A03-01, GLBRK S, 3 Tue./Thu., 4/5-4/21, 6:30-8:30 pm, Perrozi CRN 40295

For more information, call our office at 847.982.9888.

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. For more information and to enroll, call 847.982.9888.

TEC A02-300

CPR RESCUE Fee: $35
Covers adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class to the instructor. No senior discount.

HEA E05-01, NILES, 1 Wed., 3/23, 6:30-9:30 pm, Sanders CRN 40333
HEA E05-02, MAINES, 1 Thu., 3/24, 6:30-9:30 pm, Sanders CRN 40334

PERSONAL TRAINER CERTIFICATION Fee: $679

PED C03-01, OC/DP, 9 Sun., 2/14-4/17, 9 am-2 pm, Gaonach CRN 40792

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE) Fee: $119
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

BUB A42-300, 1/13-3/4/16 CRN 40232
BUB A42-301, 2/10-4/1 CRN 40233
BUB A42-302, 3/16-5/6 CRN 40234
BUB A42-303, 4/13-6/3 CRN 40235

RECEIVE A VETERINARY ASSISTANT (ONLINE) Fee: $119
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.

BUB A60-300, 1/13-3/4/16 CRN 40343
BUB A60-301, 2/10-4/1 CRN 40344
BUB A60-302, 3/16-5/6 CRN 40345
BUB A60-303, 4/13-6/3 CRN 40346
Get on the Road to a New Career in Less Than Two Months

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

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

Register for our mandatory online information session at www.oakton.edu/cdl.

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

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

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

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

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

For more information, call 847.635.1414.
New! Online Certification Training with ProTrain™

Alliance for Lifelong Learning has partnered with ProTrain™ to offer online certification training opportunities. Train at your own pace and in the convenience of your own home. For more information or to register, visit oaktoncc.theknowledgebase.org.

Accounting and Finance
- Bookkeeping Administration
- Bookkeeping Administration Expert
- Chartered Financial Analyst (CFA)
- Chartered Tax Professional
- Financial Risk Manager (FRM)
- Professional Risk Manager (PRM)
- Professional Tax Preparer Certification (DL)
- Start Your Own Business in Bookkeeping Administration Professional

Business and Leadership
- Business Management and Organizational Leadership for PMP
- Business Management and Organizational Leadership with CAPM
- Certified Associate in Project Management Exam Prep with Organizational Leadership
- Customer Service Representative (CSR) Career Prep
- Project Management Professional Exam Prep with Organizational Leadership

Industrial and Skilled Trades
- Automotive Service Excellence (ASE) Exam Prep
- Certified Maintenance and Reliability Technician Exam Prep
- HazWoper 24-Hour Moderate Risk

The following three online courses are offered through Ed2go.

VIDEO GAME DESIGN AND DEVELOPMENT
Video game design and development online training is the course to take if you’re seeking a professional career as a video game designer and developer. This course is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

WEB DESIGN PROFESSIONAL
Are you a creative person? Do you envision an idea and then wish you could bring it to life? Learn the technology, philosophy, rules, and practical skills for planning and managing the development of a Web project.

CERTIFIED WEDDING PLANNER
This comprehensive course is ideal for aspiring wedding planners. Whether working part time or full time, this course provides the knowledge needed to work as a professional wedding planner or start a wedding planning business.

For more information or to register, visit careertraining.ed2go.com/oakton.

BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION (ONLINE)
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.
- BUB A61-300, 1/13-3/4/16 CRN 40347
- BUB A61-301, 2/10-4/1 CRN 40348
- BUB A61-302, 3/16-5/6 CRN 40349
- BUB A61-303, 4/13-6/3 CRN 40350

BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS (ONLINE)
Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.
- BUB A62-300, 1/13-3/4/16 CRN 40351
- BUB A62-301, 2/10-4/1 CRN 40352
- BUB A62-302, 3/16-5/6 CRN 40353
- BUB A62-303, 4/13-6/3 CRN 40354

Communication

INTRODUCTION TO VISUAL COMMUNICATION* Fee: $409
Course covers the fundamental principles of design and how these relate to effective visual communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising. This course may also be taken for college credit, call 847-635-1950 for information.
- ATE A06-C01, OC/SK, 17 Thu., 1/21, 1-3:50 pm CRN 41287

KEYS TO EFFECTIVE COMMUNICATION (ONLINE) Fee: $119
Do you often find yourself at a loss for words or lack confidence in your communication abilities? Learn to build rapport, trust, warmth, and respect through conversation. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.
- BUB A70-300, 1/13-3/4/16 CRN 40363
- BUB A70-301, 2/10-4/1 CRN 40364
- BUB A70-302, 3/16-5/6 CRN 40365
- BUB A70-303, 4/13-6/3 CRN 40366

INTERPERSONAL COMMUNICATION (ONLINE) Fee: $119
Succeed in daily interpersonal communications by understanding verbal and nonverbal habits; differences in cultural and gender conversation styles; developing effective listening skills; and mastering conflict management.
- BUB A55-300, 1/13-3/4/16 CRN 40252
- BUB A55-301, 2/10-4/1 CRN 40253
- BUB A55-302, 3/16-5/6 CRN 40254
- BUB A55-303, 4/13-6/3 CRN 40255

MERRILL REAM SPEED READING (ONLINE) Fee: $119
Save time by learning to read faster and with better comprehension from acclaimed speed reading expert Merrill Ream, Ph.D. Course is a complete speed reading experience. Topics follow a logical progression with plenty of time to master the skills and techniques you’ll need for lasting proficiency as a speed reader.
- COM S57-300, 1/13-3/4/16 CRN 40512
- COM S57-301, 2/10-4/1 CRN 40513
- COM S57-302, 3/16-5/6 CRN 40514
- COM S57-303, 4/13-6/3 CRN 40515

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

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For more information, call 847-982-9988.

GRAMMAR REFRESHER (ONLINE)  Fee: $119
Master the written word! Review the basics with an instructor who is an experienced newspaper copy editor, journalist, and technical writer. Learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons, and shifts in person and tense. Course is not designed for ESL students.

COM S13-300, 1/13-3/4/16  CRN 40496
COM S13-301, 2/10-4/1  CRN 40497
COM S13-302, 3/16-5/6  CRN 40498
COM S13-303, 4/13-6/3  CRN 40499

**MASTERING PUBLIC SPEAKING (ONLINE)  Fee: $119**
Learn how to speak confidently and persuasively to large audiences and small groups. Master the art of verbal and nonverbal communication, find out how to overcome fear of public speaking, organize and deliver short or long speech effectively, and practice techniques for communication with ease and skill in any setting—from a meeting to a job interview.

COM B09-300, 1/13-3/4/16  CRN 40440
COM B09-301, 2/10-4/1  CRN 40441
COM B09-302, 3/16-5/6  CRN 40442
COM B09-303, 4/13-6/3  CRN 40443

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

COM M08-01, NILES N, 1 Wed., 4/6, 6-8 pm, Baker  CRN 40304

**Computer Courses**

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

No computer classes will be held on the following holidays:

MLK Day, January 18; Presidents Day, February 15

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

**Computer Keyboarding Skills**

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

**BASIC KEYBOARDING**  Fee: $116
Enables the beginning student to master proper keyboarding techniques and develop minimum 18 wpm speed and accuracy. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronseth@oakton.edu for information.

COF A02-C01, OC/DP, 7 Thu., 1/28, 10 am-12:40 pm  CRN 41330

**COMPUTER KEYBOARDING:**  Fee: $119
LEARN TO TYPE (ONLINE)
Get ready to successfully take a timed writing test during a job interview. Learn how to touch-type (type text without looking at your keyboard) with keyboarding Pro 5, a typing tutorial designed for personal computers. Learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.

OFF A39-300, 1/13-3/4/16  CRN 40989
OFF A39-301, 2/10-4/1  CRN 40990
OFF A39-302, 3/16-5/6  CRN 40991
OFF A39-303, 4/13-6/3  CRN 40992

Windows Operating Systems

**INTRODUCTION TO WINDOWS 7 (ONLINE)  Fee: $119**
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you’ll master all the skills you need to make the transition from helpless beginner to knowledgeable user!

DPR A23-300, 1/13-3/4/16  CRN 40710
DPR A23-301, 2/10-4/1  CRN 40711
DPR A23-302, 3/16-5/6  CRN 40712
DPR A23-303, 4/13-6/3  CRN 40713

**Beginning/Introductory Computer Skills**

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

**BASIC COMPUTER**  Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master email to send pictures to your friends and family. No class 3/27/16.

DPR A22-01, OC/SK, 5 Sat., 2/6, 10 am-1 pm, LaCursia  CRN 40310
DPR A22-02, OC/DP, 5 Sun., 3/13, 9:30 am-12:30 pm, LaCursia  CRN 40316

**COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2013, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT**  Fee: $475
Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. **Recommended:** High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)

CPT A01-C01, OC/DP, 17 Tue., 1/19, 6-9:30 pm  CRN 41206
CPT A01-C02, OC/DP, 15 Mon./Wed., 2/1, 9:30-11:30 am  CRN 41207
CPT A01-C03, OC/DP, 15 Tue./Thu., 2/2, 12:30-2:30 pm  CRN 41208

*Courses may also be taken for college credit.*
INTRODUCTION TO COMPUTER SYSTEMS: OFFICE 2013* Fee: $344
Course introduces computers and information systems. Content includes foundational concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spreadsheet, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand the role and use of information systems in the business community, and for students interested in learning introductory "end user" computer skills. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills.
CPT A19-C01, OC/DP, 4 Mon., Tue., Wed., Thu., Fri., 12/21, 9 am-1:15 pm (Winterim; no class from 12/24 to 1/1) CRN 41214
CPT A19-C02, OC/SK, 17 Tue./Thu., 1/19, 12:30-2:15 pm CRN 41216
CPT A19-C03, OC/DP, 17 Mon./Wed., 1/20, 9-10:45 am CRN 41256
CPT A19-C04, OC/SK, 17 Mon./Wed., 1/20, 9:30-11:15 am CRN 41255
CPT A19-C05, OC/DP, 17 Mon./Wed., 1/20, 11 am-12:45 pm CRN 41254
CPT A19-C06, OC/DP, 17 Wed., 1/20, 6-8:50 pm CRN 41217
CPT A19-C07, OC/SK, 17 Thu., 1/21, 6-9:50 pm CRN 41215
CPT A19-C08, OC/DP, 15 Tue./Thu., 2/2, 9:30-11:30 am CRN 41225
CPT A19-C09, OC/DP, 15 Tue./Thu., 2/2, 12:30-2:30 pm CRN 41219

PROJECT MANAGEMENT* Fee: $344
Course introduces principles of project management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01.
CPT A83-C01, OC/DP, 13 Thu., 2/18, 6-9:50 pm CRN 41279

MICROSOFT OFFICE 2013 FOR BEGINNERS Fee: $85
Acquire knowledge of popular computer programs. Great for those new to MS Office 2013, this course provides an overview in Microsoft Word, Excel, and PowerPoint.
DAT A43-01, OC/SK, 6 Tue./Thu., 2/16, 6:30-8 pm CRN 41129

COMPUTERS FOR NEW USERS: OFFICE 2013* Fee: $233
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, email, Windows, Word, and Excel. Supplemental lab work required.
CPT A44-C01, OC/DP, 15 Mon., 2/1, 6-9:20 pm CRN 41269
CPT A44-C02, OC/SK, 16 Tue./Thu., 3/22, 9:30-11:50 am CRN 41242

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.

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE) Fee: $119
Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 or newer (Macintosh) will be supported.
DAT A17-300, 1/13-3/4/16 CRN 40564
DAT A17-301, 2/10-4/1 CRN 40565
DAT A17-302, 3/16-5/6 CRN 40566
DAT A17-303, 4/13-6/3 CRN 40567

INTRODUCTION TO MICROSOFT WORD Fee: $75
Learn how to use this application software to create flyers, letterheads and letters while you learn to edit, cut and paste, use and change formatting styles and insert graphics such as pictures, photographs and clip arts. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 wpm typing speed. Requirements: Shelly Cashman Series: Word 2007 Complete Review Book, ISBN-10: 1418843377, ISBN-13: 978-1418843373.
DPR A83-01, OC/DP, 4 Thu., 2/18, 7-9 pm CRN 41134
DPR A83-02, OC/DP, 4 Mon., 4/11, 7-9 pm Vaiana CRN 40321

INTRODUCTION TO MICROSOFT WORD (ONLINE) Fee: $119
Discover the capabilities of this word processing software. Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Requirements: Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A83-300, 1/13-3/4/16 CRN 40778
DPR A83-301, 2/10-4/1 CRN 40779
DPR A83-302, 3/16-5/6 CRN 40780
DPR A83-303, 4/13-6/3 CRN 40781

INTERMEDIATE MICROSOFT WORD (ONLINE) Fee: $119
Become familiar with Word’s formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent.
Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A80-300, 1/13-3/4/16 CRN 40774
DPR A80-301, 2/10-4/1 CRN 40775
DPR A80-302, 3/16-5/6 CRN 40776
DPR A80-303, 4/13-6/3 CRN 40777

WORD PROCESSING USING WORD 2013* Fee: $339
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm. Word 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).
COF A25-C01, OC/DP, 9 Wed., 1/27, 6-30-9:50 pm CRN 41332

ADVANCED WORD PROCESSING AND PUBLISHING: WORD 2013* Fee: $233
Course reviews advanced features such as macros, and basic desktop publishing features of the word processing software package to create newsletters, flyers, etc. Content includes creating equations, using math, creating a box, importing and using graphics, creating rules, creating and integrating newspaper columns and graphics, and changing fonts. Recommended: Completion of COFA25. Textbook might be required. Check with the bookstore.
COF A45-C01, OC/DP, 14 Mon., 1/25, Independent Study CRN 41199

*Courses may also be taken for college credit.
INTRODUCTION TO MICROSOFT EXCEL  (ONLINE) Fee: $119
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: Microsoft Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A84-300, 1/3-3/4/16 CRN 40796
DPR A84-301, 2/10-4/1 CRN 40797
DPR A84-302, 3/16-5/6 CRN 40798
DPR A84-303, 4/13-6/3 CRN 40799

ADVANCED MICROSOFT EXCEL (ONLINE) Fee: $119
Maximize your investment in Microsoft Excel by learning advanced techniques that most users don’t even know exist. In this practical, hands-on course, you’ll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You’ll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You’ll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You’ll become adept at consolidating and importing data, and you’ll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheets, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.
DPR A15-300, 1/3-3/4/16 CRN 40650
DPR A15-301, 2/10-4/1 CRN 40651
DPR A15-302, 3/16-5/6 CRN 40652
DPR A15-303, 4/13-6/3 CRN 40653

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases. No class 3/26/16.
DPR A84-01, OC/DP, 4 Tue., 2/23, 6-9 pm, Antaramian CRN 40323
DPR A84-02, OC/DP, 4 Sat., 3/5, 10 am-1 pm, Perrozzi CRN 40322
DPR A84-03, OC/SDP, 4 Wed., 4/6, 6-9 pm CRN 40324

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.
DPR A85-01, OC/DP, 4 Tue., 3/29, 6-9 pm, Antaramian CRN 40326
DPR A85-02, OC/DP, 4 Sat., 4/9, 10 am-1 pm, Perrozzi CRN 40325
DPR A85-03, OC/SDP, 4 Wed., 5/4, 6-9 pm CRN 40327

INTERMEDIATE MICROSOFT EXCEL (ONLINE) Fee: $150
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. No class 3/26/16.
DAT A14-01, OC/DP, 8 Tue., 2/23, 6-9 pm, Antaramian CRN 40306
DAT A14-02, OC/DP, 8 Sat., 3/5, 10 am-1 pm, Perrozzi CRN 40307
DAT A14-03, OC/SDP, 8 Wed., 4/6, 6-9 pm CRN 40308

BASIC AND INTERMEDIATE EXCEL Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. No class 3/26/16.
DPR A85-300, 1/3-3/4/16 CRN 40800
DPR A85-301, 2/10-4/1 CRN 40801
DPR A85-302, 3/16-5/6 CRN 40802
DPR A85-303, 4/13-6/3 CRN 40803

MICROSOFT EXCEL 2013: ADVANCED TECHNIQUES Fee: $150
This Advanced Microsoft Excel training class is designed for students to gain extensive experience using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros. Prerequisites: Basic and Intermediate Microsoft Excel, or proven experience with Microsoft Excel.
DAT A45-01, OC/SDP, 4 Sat., 2/27, 9 am-1 pm CRN 41131

DATABASE APPLICATIONS USING ACCESS: 2013* Fee: $344
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more. Access 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).
COF A35-C01, OC/DP, 8 Thu., 1/21, 6-8 pm CRN 41197

DATABASE APPLICATIONS USING EXCEL: 2013* Fee: $344
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more. Access 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).
COF A40-C01, OC/DP, 13 Sat./Wed., 2/8, 9:30-11:50 am CRN 41198

MICROSOFT OFFICE 2013 FOR PROFESSIONAL USERS Fee: $150
Explore advanced topics in Word, Excel and Access. Create newsletters and macros in Word. In Excel, create formulas using the financial functions, manage worksheets that contain databases and create macros. Students will create relational databases, and create queries, forms and reports that use relational databases in Access.
DAT A44-01, OC/SDP, 8 Tue., 3/29, 6:30-8:30 pm CRN 41130

*Courses may also be taken for college credit.
INTRODUCTION TO MICROSOFT OUTLOOK (ONLINE)  Fee: $119
Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. **Requirements:** MS Office Outlook 2007, 2010 or 2013. Not suitable for Macintosh users.
DPR A12-300, 1/13-3/4/16  CRN 40702
DPR A12-301, 2/10-4/1  CRN 40703
DPR A12-302, 3/16-5/6  CRN 40704
DPR A12-303, 4/13-6/3  CRN 40705

INTRODUCTION TO MICROSOFT PROJECT (ONLINE)  Fee: $119
Discover how to effectively plan, implement, and control projects using Microsoft Project, the world’s most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.
DPR A52-300, 1/13-3/4/16  CRN 40756
DPR A52-301, 2/10-4/1  CRN 40757
DPR A52-302, 3/16-5/6  CRN 40758
DPR A52-303, 4/13-6/3  CRN 40759

INTRODUCTION TO MICROSOFT PUBLISHER (ONLINE)  Fee: $119
Learn how Microsoft’s comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts. **Requirements:** Publisher 2007, Office 2007 (Small Business or Professional Edition only). Not suitable for Macintosh users.
DPR A08-300, 1/13-3/4/16  CRN 40694
DPR A08-301, 2/10-4/1  CRN 40695
DPR A08-302, 3/16-5/6  CRN 40696
DPR A08-303, 4/13-6/3  CRN 40697

VISIO FUNDAMENTALS: 2013*  Fee: $233
Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. Visio 2013 with an online component (hybrid: 1/2 classroom and 1/2 online). **Recommended:** Computer experience using software that runs in Microsoft Windows.
COF A50-C01, OC/DP, 8 Tue., 2/9, 6-10 pm CRN 41200

INTRODUCTION TO MICROSOFT POWERPOINT (ONLINE)  Fee: $119
PowerPoint is one of the best presentation programs on the market. Obtain the skills to create overhead transparencies, 35 mm slides, and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines, and graphs. Learn how to add clip art, hypertext links, and special effects to presentations. **Requirements:** PowerPoint or MS Office Professional 2010. Not suitable for Macintosh users.
DPR A70-300, 1/13-3/4/16  CRN 40762
DPR A70-301, 2/10-4/1  CRN 40763
DPR A70-302, 3/16-5/6  CRN 40764
DPR A70-303, 4/13-6/3  CRN 40765

HARNESSING THE POWER OF POWERPOINT 2013  Fee: $57
Good professional and high-quality presentations are essential to get a message across. Learn how to get the most out of PowerPoint. Topics will include the use of master slides, narration, animation and transitions, object linking and embedding. No senior discount.
DPR E74-01, OC/ISK, 3 Mon., 3/7, 6:30-8:30 pm, Vaiana  CRN 41128

PRESENTATION SOFTWARE USING POWERPOINT: 2013*  Fee: $243
Learn to plan, compose, and create effective desktop presentations. PowerPoint 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).
COF A30-C01, OC/DP, 7 Wed., 3/6, 6:30-9:50 pm CRN 41193

New! MICROSOFT POWERPOINT 2013 IN THE CLASSROOM (ONLINE)
Many school districts, states, and educational institutions require teachers and students to use technology in the classroom. This course will help enhance personal technology skills and help expand a student’s knowledge base. Learn PowerPoint basics, including using the ribbon and designing templates. Become proficient in planning and designing presentations, and find out how to use slide shows effectively in the classroom. Then, tackle more advanced PowerPoint features, such as developing interactive presentations, sharing presentations, and so much more. By the end of the course, students will have completed full presentations and have ideas and suggestions for how to use PowerPoint in the classroom.
DAT A42-300, 1/13-3/4/16  CRN 41108
DAT A42-301, 2/10-4/1  CRN 41109
DAT A42-302, 3/16-5/6  CRN 41110
DAT A42-303, 4/13-6/3  CRN 41111

BEYOND POWERPOINT: PREZI PRESENTATIONS  Fee: $40
Want to up your presentation game? Learn the basics of this professional or personal storytelling tool to present information that uses a single canvas rather than traditional slides. No senior discount.
DPR A04-01, GLBRK S, 2 Thu., 2/11, 7-9 pm CRN 40328

MICROSOFT OFFICE 2010: NEW FEATURES (ONLINE)
Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2010, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.
DPR A20-300, 1/13-3/4/16  CRN 40706
DPR A20-301, 2/10-4/1  CRN 40707
DPR A20-302, 3/16-5/6  CRN 40708
DPR A20-303, 4/13-6/3  CRN 40709

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

INTRODUCTION TO SQL (ONLINE)  Fee: $119
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. **Requirements:** Any desktop or client/server Database Management System (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine (MSDE), MySQL, Sybase, Microsoft SQL Server, or SQL Server Enterprise.
CPT A21-300, 1/13-3/4/16  CRN 40516
CPT A21-301, 2/10-4/1  CRN 40517
CPT A21-302, 3/16-5/6  CRN 40518
CPT A21-303, 4/13-6/3  CRN 40519

*Courses may also be taken for college credit.
Cisco Networking

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

CISCO INTRODUCTION TO NETWORKS* Fee: $485
An introduction to networking and general network concepts. Build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.
INT A01-C01, OC/SK, 8 Tue./Thu., 1/19, 6-9 pm CRN 41195
INT A01-C02, OC/SK, 8 Sat., 1/23, 8:30 am-4:20 pm CRN 41351

CISCO ROUTING AND SWITCHING ESSENTIALS* Fee: $485
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Online course work required.
INT A02-C01, OC/SK, 8 Tue./Thu., 3/22, 6-9 pm CRN 41196
INT A02-C02, OC/SK, 7 Sat., 3/26, 8:30 am-5 pm CRN 41352

CISCO SCALING NETWORKS* Fee: $485
This third course in the sequence covers features of routers and routing concepts. Concentration is on access lists, LAN segmentation using switches, network congestion issues, VLANs and spanning tree protocol. Gain experience in these areas using Cisco routers and switches. Online course work required.
INT A03-C01, OC/SK, 8 Wed./Fri., 1/20, 6-9 pm CRN 41353

CISCO CONNECTING NETWORKS* Fee: $485
Fourth and final course in Cisco Networking Academy sequence of four courses (CCNA). Deals with Wide Area Networks (WANs) as well as protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Online course work required.
INT A04-C01, OC/SK, 8 Wed./Fri., 3/23, 6-9 pm CRN 41226

Computer Networking and Systems

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

NETWORKING ESSENTIALS* Fee: $374
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.
NTS A05-C01, OC/SK, 16 Mon./Wed., 1/25, 3:30-5:20 pm CRN 41300
NTS A05-C02, OC/SK, 16 Tue./Thu., 1/26, 9:30-11:10 am CRN 41314
NTS A05-C03, OC/SK, 16 Mon., 1/25, 6-8:40 pm CRN 41301

MICROSOFT WINDOWS SERVER OPERATING SYSTEM SERVER 2012* Fee: $374
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A10 or CompTIA A+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.
NTS A11-C01, OC/SK, 8 Sat., 1/23, 8:30 am-4:20 pm CRN 41355
MICROSOFT WINDOWS DESKTOP OPERATING SYSTEM WINDOWS 8* Fee: $374
Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Knowledge of the fundamentals of current networking technology is recommended.
NTS A10-C01, OC/SK, 8 Mon./Wed., 1/20, 6-9:20 pm CRN 41354

MICROSOFT MANAGING A WINDOWS SERVER OPERATING SYSTEM SERVER 2012* Fee: $374
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or consent of instructor, coordinator or program chair is recommended.
NTS A14-C01, OC/SK, 7 Sat., 3/26, 8:30 am-5 pm CRN 41356

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* Fee: $374
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, who want to enhance their job skills on Microsoft Windows Server networking technologies. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Recommended:
NTS A17-C01, OC/SK, 16 Tue./Thur., 3/22, 6-9:50 pm CRN 41303

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE* Fee: $485
Course provides knowledge and hands-on training necessary to implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A16-C01, OC/SK, 16 Tue./Thur., 1/19, 6-9:50 pm CRN 41302

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $485
Provides knowledge and skills necessary to troubleshoot basic problems end users face while running Microsoft Windows Desktop in an Active Directory® network environment, or workgroup environment related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer, and other applications that run on a Microsoft Windows Desktop Operating System. Intended for students who are new to Microsoft Windows Desktop software. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A25-C01, OC/SK, 16 Mon./Wed., 3/21, 6-9:20 pm CRN 41304

SECURITY+ CERTIFICATION* Fee: $374
Understand core concepts of the threats to a computing infrastructure. Covers securing a network infrastructure; understanding encryption technologies; securing communications and applications; responding to incidents; and creating and maintaining a secure network infrastructure. Prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). Recommended: CNS 105 or consent of instructor, coordinator, or program chair.
NTS A36-C01, OC/SK, 16 Mon., 1/25, 6-9 pm CRN 41305

COMPTIA SECURITY+ CERTIFICATION PREP I Fee: $119 (ONLINE)
CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting the certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts needed to pass the exam, all in a condensed format for rapid reading. Master helpful study tools including crossword puzzles, games, and practice questions to aid with learning. Content is geared to helping students pass the SY0-401 exam. This course is taught by Ron Gilster, an experienced instructor who has certification in A+, Network+ and i-Net+ and CCNA, as well as AAGG certifications. Ron earned an MBA and has developed and facilitated many courses here and has taught in A+, Network+ and CCNA boot camps.
DAT A47-300, 1/13-3/4/16 CRN 40674
DAT A47-301, 2/10-4/1 CRN 40675
DAT A47-302, 3/16-5/6 CRN 40676
DAT A47-303, 4/13-6/3 CRN 40677

COMPTIA SECURITY+ CERTIFICATION PREP II Fee: $119 (ONLINE)
This course reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions. All content is for preparation to pass the SY0-301 exam, so students can leave the test center with a Security+ passing score. Prerequisite: CompTIA Security+ Certification Prep I.
DAT A48-300, 1/13-3/4/16 CRN 40678
DAT A48-301, 2/10-4/1 CRN 40679
DAT A48-302, 3/16-5/6 CRN 40680
DAT A48-303, 4/13-6/3 CRN 40681

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

UNIX OPERATING SYSTEM* Fee: $223
Theoretical and hands-on instruction using the UNIX operating system environment. Covers basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. Recommended: CPT A01 or comparable computer experience.
CPT A15-C01, OC/DP, 8 Thu., 1/21, 6-9:50 pm CRN 41212

ADVANCED LINUX OPERATING SYSTEM* Fee: $223
Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming ( Bourne, C. Korn), networking, basic “C” language programming and UNIX system administration. Recommended: CPT A15 or comparable knowledge.
CPT A74-C01, OC/DP, 8 Thu., 3/24, 6-9:50 pm CRN 41271

LINUX ADMINISTRATION: RED HAT LINUX* Fee: $344
Course offers instruction in installation, support, and administration of a LINUX operating system in both server and workstation configurations. Content includes LINUX and Web server installation, system startup/shutdown, hardware configuration, disk and file system structure, package management, TCP/IP networking, system management and security, X-Windows usage and configuration, user management, LINUX printing, system performance measurement and tuning, LINUX Kernel “hacking,” and LINUX utilities. Credit cannot be received in both CIS 228 and CNS 228. Recommended: CIS 218 and CNS 105 or comparable knowledge.
INT A23-C01, OC/SK, 8 Sat., 1/23, 8:30 am-3 pm CRN 41360

*Courses may also be taken for college credit.
PC Troubleshooting and Security

INTRODUCTION TO PC TROUBLESHOOTING (ONLINE) Fee: $119

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 electronic and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Windows XP or newer.

DPR A28-300, 1/13-3/4/16
DPR A28-301, 2/10-4/1
DPR A28-302, 3/16-5/6
DPR A28-303, 4/13-6/3

INTRODUCTION TO PC SECURITY (ONLINE) Fee: $119

What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, 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 A49-300, 1/13-3/4/16
DPR A49-301, 2/10-4/1
DPR A49-302, 3/16-5/6
DPR A49-303, 4/13-6/3

ADVANCED PC SECURITY (ONLINE) Fee: $119

When is hacking legal? When you secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network, and locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access.

DAT A46-300, 1/13-3/4/16
DAT A46-301, 2/10-4/1
DAT A46-302, 3/16-5/6
DAT A46-303, 4/13-6/3

Programming

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

INTRODUCTION TO PROGRAMMING (ONLINE) Fee: $119

Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.

DPR A07-300, 1/13-3/4/16
DPR A07-301, 2/10-4/1
DPR A07-302, 3/16-5/6
DPR A07-303, 4/13-6/3

INTRODUCTION TO C++ PROGRAMMING (ONLINE) Fee: $119

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.


DAT A33-300, 1/13-3/4/16
DAT A33-301, 2/10-4/1
DAT A33-302, 3/16-5/6
DAT A33-303, 4/13-6/3

INTRODUCTION TO C# PROGRAMMING (ONLINE) Fee: $119

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

DAT A34-300, 1/13-3/4/16
DAT A34-301, 2/10-4/1
DAT A34-302, 3/16-5/6
DAT A34-303, 4/13-6/3

C# PROGRAMMING* Fee: $495

Introduces computer programming using the C# language to solve business-related problems. Topics include program development and design, visual and object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programs include arithmetic calculations, decision making, loop printing, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.

CPT A33-C01, ONLINE, 2/1-5/13
CRN 41237

TOPICS IN COMPUTER INFORMATION SYSTEMS: WORDPRESS Fee: $379

Learn to design, develop, and publish professional Web sites using WordPress. Recommended: Knowledge of HTML preferred.

CPT A02-C01, OC/DF, 15 Wed., 2/3, 6-9:50 pm
CRN 41210

TOPICS IN COMPUTER INFORMATION SYSTEMS: PROGRAMMING IN PYTHON Fee: $490

Learn to design, develop, and publish professional Web sites using Python. Recommended: Knowledge of HTML preferred.

CPT A02-C02, OC/DF, 15 Thu., 2/4, 6-9:50 pm
CRN 41209

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE) Fee: $119

Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic’s large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.

DPR A29-300, 1/13-3/4/16
DPR A29-301, 2/10-4/1
DPR A29-302, 3/16-5/6
DPR A29-303, 4/13-6/3

*Courses may also be taken for college credit.
INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING* (ONLINE) Fee: $495
Introduces Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. Recommended: CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful.
CPT A89-C01, Online, 2/1-5/13 CRN 41280

VISUAL BASIC FOR APPLICATIONS* Fee: $465
Introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. Recommended: Ability to manage files using Windows, introductory level of Electronic Spreadsheeting (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra. Supplemental lab work required.
CPT A20-C01, OC/DP, 15 Tue., 2/2, 6-9:55 pm CRN 41234

ADVANCED TOPICS IN VISUAL BASIC .NET PROGRAMMING* (ONLINE) Fee: $495
Students will write programs showing their understanding of Visual Basic using advanced programming concepts. Topics include installing and configuring, Visual Basic, interfacing with the user, intrinsic controls, Windows common controls, add-ins and utilities, dynamic control and object creation, graphics, creating a multiple document interface application (MDI), sorting, using the Windows API, Registry and INI files, ActiveX components, introduction to programming for the Internet, adding help to applications, and distributing applications.
CPT A73-C01, ONLINE, 2/1-5/13 CRN 41270

DOCUMENTATION AND TECHNICAL WRITING* Fee: $384 (ONLINE)
Course explores various types of written communications used in the computer environment. Content includes steps, techniques and tools necessary to produce a variety of documents while using the basic skills necessary for clear, succinct writing. Focus is on development of computer documentation such as user manuals, technical reports, standards manuals and feasibility studies. Recommended: Knowledge of any programming language and EGL 101; student should have a basic understanding of the tools and functions in using a computer in a business environment.
CPT A81-C01, ONLINE, 2/1-5/13 CRN 41274

WEB DEVELOPMENT TOOLS Fee: $354
Course introduces Web development tools, including HTML editors and Web site managers as well as graphics manipulation tools. Content includes use of these tools to create interactive Web Sites which integrate style sheets, DHTML components and Javascripts. Working knowledge of HTML is recommended. Textbook might be required. Check with the bookstore.
CPT A30-C01, OC/DP, 16 Mon., 1/25, 6-9:55 pm CRN 41236

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

INTRODUCTION TO AJAX PROGRAMMING Fee: $119 (ONLINE)
Transform the way your Web applications look and feel! With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In this course you will learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.
DAT A26-300, 1/13-3/4/16 CRN 40588
DAT A26-301, 2/10-4/1 CRN 40589
DAT A26-302, 3/16-5/6 CRN 40590
DAT A26-303, 4/13-6/3 CRN 40591

MAC, IPHONE, AND IPAD PROGRAMMING Fee: $119 (ONLINE)
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. Requirements: Xcode 4.3 compiler, an Intel-based Mac.
DAT A12-300, 1/13-3/4/16 CRN 40552
DAT A12-301, 2/10-4/1 CRN 40553
DAT A12-302, 3/16-5/6 CRN 40554
DAT A12-303, 4/13-6/3 CRN 40555

APPS PROGRAMMING FOR APPLE MOBILE DEVICES* (ONLINE)
Course covers the fundamentals needed to develop iOS applications for the iPad and iPhone mobile platforms. Objective C programming language, Xcode, the development environment, and the Cocoa Touch Framework will be used. Content includes program design and development, designing user interfaces, visual and object-oriented programming, screen design, and event-driven programming using objects. Learn about selling apps in Apple's App store. Recommended: CSC155 (C++) or CSC156 (Java) or comparable programming knowledge OR consent of Instructor or Program Coordinator.
CPT A08-C01, ONLINE, 2/1-5/13 CRN 41298

APPS PROGRAMMING FOR ANDROID MOBILE DEVICES* (ONLINE)
Course covers the fundamentals needed to develop Android applications for mobile devices. The Java for Android programming language and Eclipse (the development environment) will be used. Topics include designing and developing user interfaces, layouts, development tools, recognize gestures and touches, display text and images, store data, and graphics. Recommended: CSC155 (C++) or CSC156 (Java) OR comparable programming knowledge OR consent of Instructor or Program Coordinator.
CPT A09-C01, ONLINE, 2/1-5/13 CRN 41371

INTRODUCTION TO RUBY PROGRAMMING Fee: $119 (ONLINE)
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 the first class session.
DPR A10-300, 1/13-3/4/16 CRN 40698
DPR A10-301, 2/10-4/1 CRN 40699
DPR A10-302, 3/16-5/6 CRN 40700
DPR A10-303, 4/13-6/3 CRN 40701

*Courses may also be taken for college credit.
JAVA PROGRAMMING USING FILES AND DATABASES* Fee: $490

Course provides students, who already have an understanding of Java programming basics, with knowledge of file and database programming using Java. Students will write Java programs that update random access files and write Java programs that connect to a database (e.g. Microsoft Access). Database concepts and the Structured Query Language (SQL) to provide access to data will be covered. Recommended: CIS211 OR programming experience or consent of Instructor or Program Coordinator. Supplemental lab work required.
CPT A07-C02, OC/DP, 15 Tue., 2/2, 6-9:55 pm CRN 41294

INTRODUCTION TO JAVA PROGRAMMING (ONLINE) Fee: $119

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 A07-300, 1/13-3/4/16 CRN 40536
DAT A07-301, 2/10-4/1 CRN 40537
DAT A07-302, 3/16-5/6 CRN 40538
DAT A07-303, 4/13-6/3 CRN 40539

INTERMEDIATE JAVA PROGRAMMING (ONLINE) Fee: $119

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 A08-300, 1/13-3/4/16 CRN 40540
DAT A08-301, 2/10-4/1 CRN 40541
DAT A08-302, 3/16-5/6 CRN 40542
DAT A08-303, 4/13-6/3 CRN 40543

JAVA SCRIPT (ONLINE) Fee: $119

Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your Web pages. Explore ways in which jQuery, “the write less, do more” JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.
DPR A88-300, 1/13-3/4/16 CRN 40804
DPR A88-301, 2/10-4/1 CRN 40805
DPR A88-302, 3/16-5/6 CRN 40806
DPR A88-303, 4/13-6/3 CRN 40807

JAVA PROGRAMMING* Fee: $465

Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. Recommended: Ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental lab work required.
CPT A40-C01, OC/DP, 15 Mon., 2/1, 6-9:55 pm CRN 41239

For more information, call 847-982-9888

Cooking/Culinary

EUROPEAN PANTRY BAKING Fee: $94

Entertain friends and family by serving homemade pastries. Class includes recipes and baking instructions for napoleons, roulettes, éclairs, tiramisu, and French tarts.
HEC C25-01, NILES N, 4 Wed., 1/20, 7-9 pm, Mirani CRN 40338

A MEXICAN FIESTA! Fee: $94

Mexico’s rich culinary heritage goes way beyond tacos and enchiladas. For four weeks we will explore versions of familiar dishes and discover some new ones. You’ll learn how to make tamales, green mole, and duck tacos with homemade tortillas, flan de chocolate, and more. The vibrant colors of Mexico, from coast to coast and a few places in between will come alive, culminating with a Sangria party. Ole! No senior discount.
HEC F10-01, ETHS, 4 Tue., 2/23, 7-9 pm, Taves CRN 41154

THE CUISINE OF REGIONAL ITALY Fee: $94

Learn to create an array of dishes from the various regions of Italia. Each week’s presentation will include a sampling of a specific course-antipasti, pasta (from scratch), main courses, and desserts. Handouts will include recipes and suggestions for grocery stores and restaurants. No senior discount.
HEC S72-01, ETHS, 4 Tue., 1/26, 7-9 pm, Taves CRN 41156

SUSHI WORKSHOP Fee: $35

Join Chef Susan Taves and learn about all of the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class makes Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. No senior discount.
HEC F12-01, ETHS, 1 Tue., 3/22, 7-9 pm, Taves CRN 41155

The Backyard Barbecue Series

BARBECUE SERIES Series Fee: $139

Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurateur Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings along with appropriate beverages and side dishes. Classes meet at the store, 1147 Greenleaf Avenue, Wilmette. No senior discount for this series.
HEC E28-01, BBAR, 3 Thu., 3/10, 7-9 pm CRN 41142

GRILLING 101 Fee: $49

Get ready for grill season with a Grilling 101 class at the Backyard BBQ Store. No senior discount.
HEC E32-01, BBAR, 1 Thu., 3/10, 7-9 pm CRN 41148

SEAFOOD ON THE GRILL Fee: $49

Most seafood benefits from the quick cooking and smoky flavor of the grill. But proper technique matters—probably more with fish and shellfish than any other food. On this grilling adventure, you’ll learn the right way to cook seafood. No senior discount.
HEC E90-01, BBAR, 1 Thu., 4/7, 7-9 pm CRN 41151

STEAK! Fee: $59

Instructor Joe Spera from Al’s Meat Market in Wilmette butchers an entire prime beef loin and shows you how to grill 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., 5/5, 7-9 pm CRN 41135

*Courses may also be taken for college credit.
LATIN CUISINE  Fee: $99
Explore the diaspora of Hispanic cultures and their cooking methods. Learn about basic spices and herbs as well as how to cook standard Mexican cuisine, Brazilian cuisine, Central American cuisine, and South American dishes. Emphasis will be on using products of an indigenous nature. Students are responsible for a $30 materials fee at the first class.
HEC C21-01, GLBRK S, 4 Tue., 4/5, 7-9:30 pm  CRN 41112

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., 4/6, 7-9 pm, Mirani  CRN 41153

COOKING: THE BASICS  Fee: $99
This course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more. A $30 materials fee is payable to the instructor at the first class meeting.
HEC E18-02, GLBRK S, 4 Tue., 4/5, 7-9:30 pm  CRN 41136

LATIN CUISINE  Fee: $99
Explore the diaspora of Hispanic cultures and their cooking methods. Learn about basic spices and herbs as well as how to cook standard Mexican cuisine, Brazilian cuisine, Central American cuisine, and South American dishes. Emphasis will be on using products of an indigenous nature. Students are responsible for a $30 materials fee at the first class.
HEC C21-01, GLBRK S, 4 Tue., 4/5, 7-9:30 pm  CRN 41112

COOKING: THE BASICS  Fee: $99
This course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more. A $30 materials fee is payable to the instructor at the first class meeting.
HEC E18-02, GLBRK S, 4 Tue., 4/5, 7-9:30 pm  CRN 41136

Design/AutoCAD

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

BASIC AUTOCAD*  Fee: $384
First of three courses in drafting and design using AutoCAD software. Content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.
DES A03-C01, OC/DP, 16 Wed., 1/27, 9 am-12:20 pm  CRN 41283
DES A03-C02, OC/SK, 15 Sun., 1/31, 9 am-12:40 pm  CRN 41281

INTERMEDIATE AUTOCAD*  Fee: $495
Second of three AutoCAD courses. Content includes assigning attributes to blocks using external references, grouping and filtering entities, slide shows, three-dimensional (3D), dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. Recommended: DES A03 or consent of instructor.
DES A05-C01, OC/SK, 16 Wed., 1/27, 4-5:55 pm  CRN 41289

CAD INTRO TO BUILDING SYSTEMS – REVIT*  Fee: $495
Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting.
DES A09-C01, OC/SK, 16 Sat., 1/23, 9 am-12:50 pm  CRN 41308

BASIC AUTOCAD FOR INTERIOR DESIGN*  Fee: $495
Introduces computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.
DES A18-C01, OC/DP, 16 Tue., 1/26, 10 am-1:30 pm  CRN 41311

INTRODUCTION TO SOLIDWORKS*  Fee: $384
Explores the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes transforming computer sketches into three-dimensional features parametric modeling techniques further explored to create computer models of plastic molded parts casting and sheet metal photorealistic rendering and animation of three dimensional models to visually communicate design ideas.
DES A08-C01, OC/SK, 16 Mon., 1/25, 6-9:20 pm  CRN 41290

*Courses may also be taken for college credit.
ADVANCED SOLIDWORKS*  Fee: $384
An advanced exploration of the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of computer models animation, and advanced computer modeling techniques design topics such as molded parts, sheet metal, detail drawings, and assemblies. Recommended: DES A08.
DES A11-C01, OC/SK, 15 Sat., 1/23, 1-4:50 pm CRN 41309

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)*  Fee: $384
Explores issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.
DES A12-C01, ONLINE, 2/16-5/13 CRN 41310

INDUSTRIAL DESIGN ENGINEERING*  Fee: $495
Introduces industrial design and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today’s manufacturing, communication, and publishing industries creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering, and presentation.
DES A14-C01, OC/SK, 16 Thu., 1/28, 4-5:59 pm CRN 41358

INDUSTRIAL DESIGN ENGINEERING TECHNIQUES*  Fee: $495
Continue to increase skills to create prototypes of computer models using 3-D modeling software. Hands-on lab course involves critical thinking skills related to industrial design and manufacturing. Include industrial techniques such as extrusions, laser cutting, fasteners, welding, sheet metal production, injection molding, and stereo lithography production process using computer-controlled Machining centers and prototyping equipment. Recommended: DES A14.
DES A17-C01, OC/SK, 16 Thu., 1/28, 4-5:59 pm CRN 41359

DEMENTIA CARE OF THE ELDER*  Fee: $111
Focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer’s disease, including stages, symptom progression, and behaviors. Emphasis is on understanding the disease and meeting the persons’ needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. Prerequisite: Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.
ELD A03-C01, OC/SK, 6 Fri., 4/1, 1:30-3:10 pm CRN 41335

ASSISTING AGING PARENTS (ONLINE)  Fee: $119
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.
SOC E02-300, 1/1-3/16/16
SOC E02-301, 2/10-4/1
SOC E02-302, 3/16-5/6
SOC E02-303, 4/13-6/3

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

INTRODUCTION TO ELECTRONICS*  Fee: $596
This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetic, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended.
ECT A01-C01, OC/SK, 16 Mon./Wed., 1/25, 9-12:15 pm CRN 41312
ECT A01-C02, OC/DP, 16 Tue./Thu., 1/26, 9 am-12:15 pm CRN 41316
ECT A01-C03, OC/SK, 16 Tue./Thu., 1/26, 6-9:30 pm CRN 41317

SURVEY OF ELECTRONICS*  Fee: $334
Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills.
ECT A03-C01, OC/DP, 16 Mon., 1/25, 6-9 pm CRN 41320

A+ CERTIFICATION PREPARATION*  Fee: $248
The A+ Certification evaluates 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., 3/23, 6-9:30 pm CRN 41324

RESIDENTIAL WIRING*  Fee: $374
Course provides technical skills and knowledge of residential wiring to conform to the National Electrical Code. Content includes safe installing, maintaining, replacing, and repairing residential wiring and distribution systems. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects. Textbook might be required. Check with the bookstore.
ECT A15-C01, OC/SK, 13 Tue., 2/16, 6-9:30 pm CRN 41329

*Courses may also be taken for college credit.
Computer Peripherals* Fee: $364
Includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations.
ECT A05-C01, OC/SK, 15 Thu., 2/4, 6-10 pm CRN 41323

Microcomputer Hardware Systems* Fee: $364
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language.
ECT A04-C01, OC/SK, 16 Tue., 1/26, 6-9:30 pm CRN 41322
ECT A04-C02, OC/SK, 16 Fri., 1/29, 9 am-12:30 pm CRN 41321

Digital Circuit Fundamentals* Fee: $364
Study discrete devices and integrated circuits. Includes application of inverters, AND, OR, NAND, and NOR gates, and all circuits necessary to operate a computer including microprocessors. Focus is on analysis of functions from a systems and circuit standpoint. Recommended: ECT A01 or ECT A06.
ECT A07-C01, OC/SK, 16 Thu., 1/28, 6-9:20 pm CRN 41325

Fundamentals of Microprocessors* Fee: $364
Microprocessors are the nucleus of programmed digital systems. These large scale integrated devices (LSI) with associated memory and input/output components are rapidly replacing hardwired digital logic in industrial and commercial applications. Course provides understanding and practical experience of microprocessor/microcomputer systems in lecture and lab sessions that emphasize both hardware and software aspects. Supplemental lab work required.
ECT A09-C01, OC/SK, 12 Sat., 2/20, 9 am-12:10 pm CRN 41327

Overview of Alternative Energy Resources* Fee: $364
Project-based course covering renewable and alternative forms of energy. Content includes an overview of solar, wind, hydroelectric, biomass, geothermal, and nuclear power. Includes hands-on labs on solar, wind and hydropower, and simulations of the others. Recommended: Concurrent enrollment in ELT 101 or ELT 107 or ELT 130, or prior knowledge of electronics and electricity.
ECT A18-C01, OC/SK, 15 Wed., 2/3, 6-9:20 pm CRN 41331

Entrepreneurship

Creating a Successful Business Plan (Online) Fee: $119
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 A90-300, 1/13-3/4/16 CRN 40420
BUS A90-301, 2/10-4/1 CRN 40421
BUS A90-302, 3/16-5/6 CRN 40422
BUS A90-303, 4/13-6/3 CRN 40423

Starting Your Own Consulting Practice (Online) Fee: $119
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.
BUS A33-300, 1/13-3/4/16 CRN 40164
BUS A33-301, 2/10-4/1 CRN 40165
BUS A33-302, 3/16-5/6 CRN 40166
BUS A33-303, 4/13-6/3 CRN 40167

BEGINNER’S GUIDE TO GETTING PUBLISHED (ONLINE) Fee: $119
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 E75-300, 1/13-3/4/16 CRN 40472
COM E75-301, 2/10-4/1 CRN 40473
COM E75-302, 3/16-5/6 CRN 40474
COM E75-303, 4/13-6/3 CRN 40475

SECRETS OF THE CATERER (ONLINE) Fee: $119
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 A52-300, 1/13-3/4/16 CRN 40240
BUB A52-301, 2/10-4/1 CRN 40241
BUB A52-302, 3/16-5/6 CRN 40242
BUB A52-303, 4/13-6/3 CRN 40243

WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS Fee: $25
Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk.
BUS B17-02, MAINE E, 1 Tue., 4/19, 6-8 pm, Baker CRN 40298

START YOUR OWN ARTS AND CRAFTS BUSINESS (ONLINE) Fee: $119
Discover how to find your niche and create your own unique business identity, insiders’ secrets, how to find and get into the best craft shows, design attractive booths, and price your work for success.
BUS A06-300, 1/13-3/4/16 CRN 40127
BUS A06-301, 2/10-4/1 CRN 40128
BUS A06-302, 3/16-5/6 CRN 40129
BUS A06-303, 4/13-6/3 CRN 40131

STARTING A NONPROFIT (ONLINE) Fee: $119
Learn from an industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up, that you can put to immediate use.
BUS A20-300, 1/13-3/4/16 CRN 40396
BUS A20-301, 2/10-4/1 CRN 40397
BUS A20-302, 3/16-5/6 CRN 40398
BUS A20-303, 4/13-6/3 CRN 40399

LEADERSHIP (ONLINE) Fee: $119
Contrary to a popular belief, leadership skills can be learned and developed. Explore how great leaders gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your personal and professional life.
BUS A43-300, 1/13-3/4/16 CRN 40408
BUS A43-301, 2/10-4/1 CRN 40409
BUS A43-302, 3/16-5/6 CRN 40410
BUS A43-303, 4/13-6/3 CRN 40411

*Courses may also be taken for college credit.
Exercise and Fitness

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

YOGA I* Fee: $111
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.
FIT B28-C01, OC/DP, 8 Tue./Thu., 1/19, 12-1:15 pm CRN 41344
FIT B28-C02, OC/SK, 17 Tue./Thu., 1/19, 7-7:50 pm CRN 41192

YOGA II* Fee: $111
Class continues to explore a variety of yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.
FIT B29-C01, OC/SK, 17 Tue./Thu., 1/19, 7-7:50 pm CRN 41194

Facilities Management and Engineering

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

BLUEPRINT READING FOR BUILDING TRADES* Fee: $470
Covers the language of architectural construction documents. Content includes visualization sections, details and schedules, structural drawing specifications, and building codes for heating, ventilation, air conditioning systems, plumbing systems, and electrical systems. Incorporates free-hand mechanical sketching (board and on-site) and verbal and written communication.
FAC A21-C01, OC/DR, 17 Tue., 1/19, 6-9:30 pm CRN 41336
INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING* Fee: $334
Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion general of areas in which a facilities manager or facilities engineer will need to develop competency.
FAC A26-C01, OC/DR, 16 Mon., 1/19, 6-9 pm CRN 41337
MECHANICAL, ELECTRICAL AND SECURITY SYSTEMS IN BUILDINGS* Fee: $475
Overview of building electrical and mechanical systems. Includes systems and energy management review of mechanical systems, such as HVAC, refrigeration, plumbing, and fire protection electrical and mechanical building codes indoor air quality, communications, life safety, and security systems. Prerequisite: FAC A26.
FAC A27-C01, OC/DR, 17 Tue., 1/19, 5-7:50 pm CRN 41338

Financial Markets and Service

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

PRINCIPLES OF FUNDAMENTAL ANALYSIS* Fee: $334
Covers use of fundamental analysis in commodity and securities price forecasting. Includes supply and demand, price cycles, forecasting of prices, and research methods.
FIN A03-C01, OC/DP, 15 Tue., 2/2, 6:30-9:50 pm CRN 41341
COMMODITIES FUTURES TRADING* Fee: $334
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.
FIN A01-C01, OC/DP, 15 Mon., 2/1, 6:30-9:50 pm CRN 41339
SECURITIES TRADING* Fee: $334
Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. $60) available in the bookstore.
FIN A02-C01, OC/DP, 15 Wed., 2/3, 6:30-9:50 pm CRN 41340
PRINCIPLES OF TECHNICAL ANALYSIS* Fee: $334
Course studies use of technical analysis in commodity and securities price forecasting. Content includes basics of chart analysis of price movements and technical factors affecting price movement, trends, support and resistance levels and pattern identification. Focus is on construction, interpretation, and application of charts as tools in determining market positions. Completion of FINA01 “Commodities Futures Trading” is recommended. Textbook might be required. Check with the bookstore.
FIN A05-C01, OC/DP, 15 Wed., 2/3, 6:30-9:50 pm CRN 41342
PERSONAL FINANCE* Fee: $334
Course presents overview of personal and family financial planning. Focus on financial record-keeping, expense planning, consumer credit, tax planning, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning. Supplemental lab work required.
FIN E01-C01, OC/SK, 16 Mon., 1/25, 6:30-9:40 pm CRN 41343
INTRODUCTION TO STATISTICS (ONLINE) Fee: $119
Improve your understanding of data and explore collection practices. Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.
MAT E08-300, 1/13-3/4/16 CRN 40937
MAT E08-301, 2/10-4/1 CRN 40938
MAT E08-302, 3/16-5/6 CRN 40939
MAT E08-303, 4/13-6/3 CRN 40940

Global Business Studies

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

INTRODUCTION TO GLOBAL BUSINESS* Fee: Listed with section
An overview of current world trade activities, practices, and government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. Required textbook (approx. $110) available in the bookstore. Supplemental work required.
BTS A01-C01, OC/DP, 12 Tue., 2/16, 6:30-9 pm, $334 CRN 41291
Hybrid course
BTS A01-C02, Online, 1/19-5/13, $384 CRN 41292

GLOBAL MARKETING* Fee: $384
Course provides an overview of the marketing process as applied to global marketing. Content includes concerns of inexperienced firm considering exporting as an option for increased sales and profits, and presents an approach for experienced firm in evaluating export marketing process and reaching global markets. Recommended: BTS A01.
BTS A03-C01, ONLINE, 2/16-5/13 CRN 41315

INTEREST RATES AND FOREIGN EXCHANGE MARKETS* Fee: $334
Examines the foreign exchange situation domestically and worldwide. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger, and the international importer/exporter. Recommended: GEG 130-Global Economics.
BTS A06-C01, OC/DP, 15 Thu., 2/4, 6:30-9:20 pm CRN 41315

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

DIGITAL IMAGING: PHOTOSHOP* Fee: $409
Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop used as the main software. Recommended: ATE E01.
ATE A02-C01, OC/DP, 17 Tue./Thu., 1/19, 9:30 am-12:10 pm CRN 41284

INTRODUCTION TO ADOBE PHOTOSHOP* Fee: $119 (ONLINE)
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.
DPR A04-300, 1/13-3/4/16 CRN 40686
DPR A04-301, 2/10-4/1 CRN 40687
DPR A04-302, 3/16-5/6 CRN 40688
DPR A04-303, 4/13-6/3 CRN 40689

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: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.
DAT A05-300, 1/13-3/4/16 CRN 40532
DAT A05-301, 2/10-4/1 CRN 40533
DAT A05-302, 3/16-5/6 CRN 40534
DAT A05-303, 4/13-6/3 CRN 40535

ADOBE PHOTOSHOP: CS6* Fee: $379
Introduction to the tools and capabilities of Adobe Photoshop CS6 with an online component (hybrid: ½ classroom and ½ online).
COF A72-C01, OC/DP, 16 Tue., 1/26, 9-11:45 am CRN 41201
COF A72-C02, OC/DP, 15 Wed., 2/3, 6:30-9:15 pm CRN 41202

*Courses may also be taken for college credit.
ADVANCED ADOBE PHOTOSHOP: CS6* Fee: $379
Course continues to cover Photoshop usage and image manipulation presented in Adobe Photoshop. The focus is on final output. Content includes using Photoshop special effects and filter in projects; features available in Photoshop for Web site construction. This course may also be taken for college credit. Contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu for information.
COF A92-C01, OC/DP, 15 Wed., 2/3, 6-10 pm CRN 41204

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 CS5, or CS6 for Windows or Mac.
DAT A27-300, 1/13-3/4/16 CRN 40592
DAT A27-301, 2/10-4/1 CRN 40593
DAT A27-302, 3/16-5/6 CRN 40594
DAT A27-303, 4/13-6/3 CRN 40595

INTERMEDIATE INDESIGN (ONLINE) Fee: $119
Master the advanced features of Adobe InDesign and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.
DAT A32-300, 1/13-3/4/16 CRN 40638
DAT A32-301, 2/10-4/1 CRN 40639
DAT A32-302, 3/16-5/6 CRN 40640
DAT A32-303, 4/13-6/3 CRN 40641

ADOBE ILLUSTRATOR: CS6* (ONLINE) Fee: $384
Introduction to the various features of this object-based drawing application.
COF A75-C01, Online, 1/25-5/8 CRN 41203

INTRODUCTION TO CORELDRAW X5 (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 Education Edition.
DAT A10-300, 1/13-3/4/16 CRN 40544
DAT A10-301, 2/10-4/1 CRN 40545
DAT A10-302, 3/16-5/6 CRN 40546
DAT A10-303, 4/13-6/3 CRN 40547

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER (ONLINE) Fee: $119
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.
DPR A27-300, 1/13-3/4/16 CRN 40714
DPR A27-301, 2/10-4/1 CRN 40715
DPR A27-302, 3/16-5/6 CRN 40716
DPR A27-303, 4/13-6/3 CRN 40717

Healthy Living Topics

LOSE WEIGHT AND KEEP IT OFF! (ONLINE) Fee: $119
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that’s enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.
HEA C09-300, 1/13-3/4/16 CRN 40874
HEA C09-301, 2/10-4/1 CRN 40875
HEA C09-302, 3/16-5/6 CRN 40876
HEA C09-303, 4/13-6/3 CRN 40877

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) Fee: $119
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.
HEA E62-300, 1/13-3/4/16 CRN 40878
HEA E62-301, 2/10-4/1 CRN 40879
HEA E62-302, 3/16-5/6 CRN 40880
HEA E62-303, 4/13-6/3 CRN 40881

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS (ONLINE) Fee: $119
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 dietitian’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 E16-300, 1/13-3/4/16 CRN 40890
HEC E16-301, 2/10-4/1 CRN 40891
HEC E16-302, 3/16-5/6 CRN 40892
HEC E16-303, 4/13-6/3 CRN 40893

History

New!
HISTORY OF THE ISLAMIC MIDDLE EAST FROM THE 7TH CENTURY TO 1918* Fee: $334
Course surveys the history of Islamic Middle East from the birth of Islam to the end of the First World War. Content includes social, political, and economic developments, and the role of religion in shaping Middle Eastern culture and society. Focus is on the ways in which Islam helped forge a unified political and legal system, and a common identity which provide the backdrop for much of the contemporary political discourse in the region.
HIS B04-C01, OC/SK, 17 Mon./Wed., 1/20, 11 am-12:15 pm CRN 41369

New!
GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM Fee: $30
Go beyond the limitations of online genealogical research! This one-session course will help take your genealogical projects to the next level with accredited research methods, new and valuable tools, and a multitude of public resources. No senior discount.
HIS C41-01, MAINE E, 1 Thu., 3/24, 6:30-9:30 pm CRN 41116

New!
BUILDING YOUR ANCESTOR’S BUSINESS BIOGRAPHY Fee: $30
Does the biography being built for an ancestor reflect the percentage of their life devoted to their work? This one-session course will help discover genealogical employee and business records, show how to build a biography, and even present a company version of “Who Do You Think You Are?” No senior discount.
HIS C42-01, MAINE E, 1 Thu., 3/17, 6:30-9:30 pm CRN 41117

*Courses may also be taken for college credit.
New!
DNA FOR KINSHIP: INTRODUCTION Fee: $30
This one-day class will provide the information and tools to understand mtDNA, Y-DNA, and atDNA test results, including haplogroups, ethnicity and cousin matches. It will also discuss options for kinship results and networking beyond the offerings of the three leading testing companies. No senior discount.
HIS C43-01, MAINE E, 1 Thu., 4/7, 6:30-9:30 pm CRN 41118

New!
DNA FOR KINSHIP: ANALYSIS Fee: $30
This one-day class will provide information and tools to analyze atDNA results in order to find living cousins and further explore family lineages. Students should take either the DNA-Ancestry.com test, FamilyTreeDNA’s FamilyFinder test, or 23andMe’s DNA test prior to enrolling in this course. No need to bring test results to class. No senior discount.
HIS C44-01, MAINE E, 1 Thu., 4/14, 6:30-9:30 pm CRN 41119

Home and Garden

INTRODUCTION TO INTERIOR DESIGN (ONLINE) Fee: $119
Transform plain living spaces into beautiful, functional rooms. Learn about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.

HEC B41-300, 1/13-3/4/16 CRN 40886
HEC B41-301, 2/10-4/1 CRN 40887
HEC B41-302, 3/16-5/6 CRN 40888
HEC B41-303, 4/13-6/3 CRN 40889

INTERIOR DESIGN 101 Fee: $55
Find out how to make your home fit your lifestyle and discover the elements and principles that constitute good design. Guided by a professional interior designer, you’ll learn how to arrange furniture to maximize your space, how to use techniques that alter room-size perception, and how to use color schemes that complement the architecture, the furniture, and you! No senior discount.

HIS B01-02, MAINE E, 3 Thu., 2/11, 7-9:30 pm CRN 40335

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 B44-02, MAINE E, 2 Thu., 3/7, 7-9:30 pm CRN 40337

UPHOLSTERY Fee: $150
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. No class 2/25/16.

TEC B28-01, ETHS, 8 Tue., 1/19, 6-9 pm, Miranda CRN 40784
TEC B28-02, ETHS, 8 Tue., 1/21, 6-9 pm, Miranda CRN 40787
TEC B28-03, ETHS, 8 Tue., 4/12, 6-9 pm, Miranda CRN 40785
TEC B28-04, ETHS, 8 Tue., 4/14, 6-9 pm, Miranda CRN 40786

START YOUR OWN EDIBLE GARDEN (ONLINE) Fee: $119
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard! Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.

BOT E14-300, 1/13-3/4/16 CRN 40123
BOT E14-301, 2/10-4/1 CRN 40124
BOT E14-302, 3/16-5/6 CRN 40125
BOT E14-303, 4/13-6/3 CRN 40126

Job Search

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE) Fee: $119
Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.

BUB E01-300, 1/13-3/4/16 CRN 40368
BUB E01-301, 2/10-4/1 CRN 40369
BUB E01-302, 3/16-5/6 CRN 40370
BUB E01-303, 4/13-6/3 CRN 40371
RESUME WRITING WORKSHOP (ONLINE) Fee: $119
Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that results in personal interviews.
COM S42-300, 1/13-3/4/16 CRN 40504
COM S42-301, 2/10-4/1 CRN 40505
COM S42-302, 3/16-5/6 CRN 40506
COM S42-303, 4/13-6/3 CRN 40507

Languages

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

CONVERSATIONAL ARABIC Fee: $130
An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required. No class 2/15, 3/28. LAR B04-01, NILES N, 8 Mon., 2/1, 7-9 pm CRN 41172

CONVERSATIONAL ARABIC II Fee: $130
Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. Prerequisite: Conversational Arabic I or previous Arabic language experience. No class 3/30. LAR B05-01, NILES N, 8 Wed., 3/16, 7-9 pm CRN 41173

CHINESE I Fee: $130
Introduction to the study of modern Mandarin Chinese; emphasis on daily conversation. Chinese culture also explored. Textbook fee payable to the instructor at the first class session. No class 2/15, 3/28. LCH B01-01, NILES N, 8 Wed., 1/27, 7-9 pm CRN 41175
LCH B01-02, GLBRK S, 8 Tue., 3/8, 7-9 pm CRN 41174

FRENCH I Fee: $130
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. LFR B01-01, ETHS, 8 Tue., 1/26, 6-8 pm CRN 41176

FRENCH II Fee: $130
Expand your French speaking skills! Great for leisure or professional development, course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language. No class 3/29. LFR B02-01, ETHS, 8 Tue., 3/22, 6-8 pm CRN 41177

BEGINNING CONVERSATIONAL FRENCH (ONLINE) Fee: $119
Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations. Requirements: A computer equipped with working speakers or headphones.
LFR E02-300, 1/13-3/4/16 CRN 40909
LFR E02-301, 2/10-4/1 CRN 40910
LFR E02-302, 3/16-5/6 CRN 40911
LFR E02-303, 4/13-6/3 CRN 40912

NEW!

CONVERSATIONAL KOREAN Fee: $130
Conversational Korean is designed for those with no or very little exposure to the Korean language. In this class, students will learn the alphabet and the basic vocabulary and grammar necessary for everyday conversations, including introductions, greetings, and describing and asking about daily routines. This class will also introduce aspects of Korean culture, history, and traditions to help contextualize the language. No class 3/29.
LKO B01-01, GLBRK S, 8 Tue., 2/23, 7-9 pm CRN 41120

CONVERSATIONAL GERMAN I Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.
LGE B03-01, GLBRK S, 8 Tue., 1/19, 7-9 pm CRN 41178

CONVERSATIONAL GERMAN II Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers listening, spelling, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience.
LGE B04-01, GLBRK S, 8 Thu., 4/7, 7-9 pm CRN 41179

ITALIAN CONVERSATION I Fee: $130
Explore the Italian language! Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required. No class 2/15.
ITL B03-01, NILES N, 8 Mon., 1/25, 6-8 pm CRN 41157

ITALIAN II Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience.
ITL B04-01, NILES N, 8 Mon., 4/4, 6-8 pm CRN 41171

INSTANT ITALIAN (ONLINE) Fee: $119
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. Learn to speak basic Italian in a wide variety of settings and situations and enrich your experiences while traveling in Italy. Benissimo! Requirements: A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.
ITL B02-300, 1/13-3/4/16 CRN 40894
ITL B02-301, 2/10-4/1 CRN 40895
ITL B02-302, 3/16-5/6 CRN 40896
ITL B02-303, 4/13-6/3 CRN 40897

CONVERSATIONAL JAPANESE (ONLINE) Fee: $119
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You’ll come away with an insider’s cultural knowledge.
LJA E01-300, 1/13-3/4/16 CRN 40913
LJA E01-301, 2/10-4/1 CRN 40914
LJA E01-302, 3/16-5/6 CRN 40915
LJA E01-303, 4/13-6/3 CRN 40916
POLISH I  Fee: $130
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. No class 2/25 and 3/30/16.
LPO B01-01, NILES N, 8 Mon., 1/25, 7-9 pm  CRN 41181
LPO B01-02, NILES N, 8 Wed., 2/17, 7-9 pm  CRN 41180

POLISH II  Fee: $130
Expand your Polish speaking skills! Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language. No class 3/30/16.
LPO B02-01, NILES N, 8 Wed., 2/17, 7-9 pm  CRN 41182

SIGN LANGUAGE  Fee: $165
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations are covered. Deaf culture and attitudes will also be discussed. No class 3/29 and 3/31/16.
COM B08-01, GLRBK S, 8 Tue., 3/8, 7-9 pm  CRN 40301
COM B08-02, MAINE E, 8 Thu., 3/10, 7-9 pm  CRN 40302

SPANISH I  Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class 2/25 and 3/30/16.
LSP C01-01, GLRBK S, 8 Thu., 1/21, 7-9 pm, Alcantar  CRN 41184
LSP C01-02, OC/SK, 8 Wed., 1/20, 7-9 pm, Alvarez Rodriguez  CRN 41183
LSP C01-03, NILES N, 8 Wed., 3/9, 7-9 pm, Alcantar  CRN 41185

SPANISH II  Fee: $130
Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 3/30/16.
LSP C02-03, NILES N, 8 Wed., 3/16, 7-9 pm, Alcantar  CRN 41186
LSP C02-04, OC/SK, 8 Tue., 3/22, 7-9 pm, Alvarez Rodriguez  CRN 41187

SPEED SPANISH I (ONLINE)  Fee: $119
Includes six easy “recipes” you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.
LSP B08-300, 1/3-3/4/16  CRN 40917
LSP B08-301, 2/10-4/1  CRN 40918
LSP B08-302, 3/16-5/6  CRN 40919
LSP B08-303, 4/13-6/3  CRN 40920

SPEED SPANISH II (ONLINE)  Fee: $119
A continuation of Speed Spanish I. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.
LSP B09-300, 1/3-3/4/16  CRN 40921
LSP B09-301, 2/10-4/1  CRN 40922
LSP B09-302, 3/16-5/6  CRN 40923
LSP B09-303, 4/13-6/3  CRN 40924

CONVERSATIONAL SPANISH I  Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP E08-01, MAINE E, 8 Thu., 2/4, 7-9 pm, Alvarez Rodriguez  CRN 41189

ADVANCED CONVERSATIONAL SPANISH  Fee: $130
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language.
LSP C04-02, ETHS, 8 Thu., 4/7, 7-9 pm, Solosol  CRN 41188

SPANISH FOR PROFESSIONALS (ONLINE)  Fee: $119
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 B11-300, 1/3-3/4/16  CRN 40925
LSP B11-301, 2/10-4/1  CRN 40926
LSP B11-302, 3/16-5/6  CRN 40927
LSP B11-303, 4/13-6/3  CRN 40928

SPANISH INTERPRETER CERTIFICATE - MEDICAL SETTINGS  Fee: $349
Medical interpretation is a fast growing field in the health care industry. Through role-playing and the review of medical procedures and terminology, you’ll prepare yourself to serve competently as an interpreter between healthcare providers and patients. Students will be required to complete a final written and oral exam. After successful completion of the course, students will learn about non-paid internship opportunities with local community health centers. Students must be proficient in both Spanish and English. Proficiency screenings are required before training. No senior discount. Call 847-635-1414 to schedule a proficiency screening. No class 3/28, 3/29, 3/30, or 3/31/16.

Session 1: Tuesday, March 1 - Thursday, April 28, at Maine East
MED A55-01, MAINE E, 8 Tue./Thu., 3/1, 6:30-9 pm  CRN 41190

Session 2: Monday, March 14 - Wednesday, May 11, at Niles North
MED A55-02, NILES N, 8 Mon./Wed., 3/14, 6:30-9 pm  CRN 41191

SPANISH FOR LAW ENFORCEMENT (ONLINE)  Fee: $119
Clear, quick communication is critical in law enforcement. Start from the fundamentals of Spanish, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.
LSP B12-300, 1/3-3/4/16  CRN 40929
LSP B12-301, 2/10-4/1  CRN 40930
LSP B12-302, 3/16-5/6  CRN 40931
LSP B12-303, 4/13-6/3  CRN 40932

*Courses may also be taken for college credit.
Management and Supervision

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

PRINCIPLES OF MANAGEMENT*  Fee: $334
Topics covered include the principles of planning, organizing, leading and controlling in modern business. A textbook may be required. Check with the bookstore. Supplemental work required.
MAN A03-C01, OC/DP, 1/20, 6:30-9:20 pm  CRN 41228
MAN A03-C02, OC/DP, 1/23, 9-11:50 am  CRN 41230
MAN A03-C03, OC/SK, 1/28, 6:30-10 pm  CRN 41231

BUILDING TEAMS THAT WORK (ONLINE)  Fee: $119
Effective teams are essential for today's workplace. Learn the stages of a team's development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.
BUB A54-300, 1/13-3/4/16  CRN 40248
BUB A54-301, 2/10-4/1  CRN 40249
BUB A54-302, 3/16-5/6  CRN 40250
BUB A54-303, 4/13-6/3  CRN 40251

FUNDAMENTALS OF SUPERVISION*  Fee: $334
Introduction to the techniques and responsibilities involved in supervising people. Topics include motivation, training, communication, discipline, grievances, safety, and employee appraisal. Course analyses methods to increase employee output and decrease costs are analyzed. Supplemental work required. A textbook may be required. Check with the bookstore.
MAN A01-C01, OC/DP, 1/21, 6:30-9:20 pm  CRN 41227

EMPLOYMENT LAW FUNDAMENTALS (ONLINE)  Fee: $119
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.
BUB A17-300, 1/13-3/4/16  CRN 40132
BUB A17-301, 2/10-4/1  CRN 40133
BUB A17-302, 3/16-5/6  CRN 40134
BUB A17-303, 4/13-6/3  CRN 40135

NEW!

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS (ONLINE)  Fee: $119
Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will lead to success in the supply chain management field. Learn which actions to take when confronted by almost any situation. Learn how to represent top management's interests on the shop floor, and get to know how to translate strategic planning, sales and operations planning, and new product introduction into achievable, operational plans.
MAN A43-300, 1/13-3/4/16  CRN 41100
MAN A43-301, 2/10-4/1  CRN 41101
MAN A43-302, 3/16-5/6  CRN 41102
MAN A43-303, 4/13-6/3  CRN 41103

PROJECT MANAGEMENT*  Fee: $344
Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Tandem taught with CPT A83-C01. Supplemental lab work required.
MAN A35-C01, OC/DP, 1/13, 2/18, 6-9:50 pm  CRN 41233

CONFLICT MANAGEMENT*  Fee: $334
Introduce a range of potential positive conflict management processes. Content includes active listening and communication skills, principle negotiation, various forms of mediation, arbitration, and non-violent action. Hybrid course section (½ classroom and ½ online).
MAN A32-C01, OC/DP, 1/13, 2/17, 6-8:15 pm  CRN 41232

PROJECT MANAGEMENT APPLICATIONS (ONLINE)  Fee: $119
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.
BUB A68-300, 1/13-3/4/16  CRN 40355
BUB A68-301, 2/10-4/1  CRN 40356
BUB A68-302, 3/16-5/6  CRN 40357
BUB A68-303, 4/13-6/3  CRN 40358

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE)  Fee: $119
Learn to plan, implement, control, and close any type of project. Course helps you prepare for the internationally-recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.
BUB A56-300, 1/13-3/4/16  CRN 40256
BUB A56-301, 2/10-4/1  CRN 40293
BUB A56-302, 3/16-5/6  CRN 40296
BUB A56-303, 4/13-6/3  CRN 40311

HIGH SPEED PROJECT MANAGEMENT (ONLINE)  Fee: $119
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.
BUB A57-300, 1/13-3/4/16  CRN 40312
BUB A57-301, 2/10-4/1  CRN 40313
BUB A57-302, 3/16-5/6  CRN 40314
BUB A57-303, 4/13-6/3  CRN 40315

SIX SIGMA: TOTAL QUALITY APPLICATIONS (ONLINE)  Fee: $119
Students will learn the Six Sigma set of techniques and tools for process improvement. They will understand how to apply DMAIC model to define, plan, implement, and close a Six Sigma project; how to use process capability and apply lean thinking. They will understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help them prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager Exams offered by the American Society for Quality® (ASQ®).
BUB A69-300, 1/13-3/4/16  CRN 40359
BUB A69-301, 2/10-4/1  CRN 40360
BUB A69-302, 3/16-5/6  CRN 40361
BUB A69-303, 4/13-6/3  CRN 40362

*Courses may also be taken for college credit.
FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE)  Fee: $119

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.

LEAN SIX SIGMA CERTIFICATION PREP  Fee: $1,999

This course prepares students to be ASQ Certified Six Sigma Green Belt (CSSGB) professionals. Students develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They also learn to perform and interpret Six Sigma tools and how to use standard principles of Lean. No senior discount.

MASTERCAM COMPUTER-AIDED MANUFACTURING*  Fee: Listed with section

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

MASTERCAM COMPUTER-AIDED MANUFACTURING II*  Fee: $485

Course continues to build on the foundation completed in MFG 165. Focuses on creating 3D wire frame models, surface modeling, 2D/3D solids using advanced commands, special automatic tool path cycles, routines using postprocessor translator, and graphic simulation for complex CNC Machining that requires creating a five axis simultaneously tool path. Prerequisite: Successful completion of MCH A04 or consent of instructor.

INTRODUCTION TO CNC PROGRAMMING*  Fee: $495

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

ADVANCED CNC PROGRAMMING*  Fee: $495

This hands-on course is a follow-up to Introduction to CNC and explores CNC program design in greater depth. Canned cycles, cutter compensation, Macro-programming, and subroutines are included. A textbook may be required. Check with the bookstore.

HYDRAULICS, PNEUMATICS, AND CONTROLS*  Fee: $369

Hands-on operation and troubleshooting of training equipment is used to illustrate fluid properties, pressure, and pipe friction. Actual components used include pumps, reservoirs, accumulators, actuators, control valves, packing, seals, compressors, and electrical controls. Course targets those who maintain and design fluid power systems. A textbook may be required. Check with the bookstore.

PROGAMMABLE CONTROLLERS (PLC)*  Fee: $485

Study industrial control systems. Learn the design of digital electronics, coding and program structure, interfacing, and hardware and software selection. PLCs are interconnected to control robotics, hydraulic controls, and other electromechanical devices. Allen Bradley hardware is used with ICOM software. Required textbook (approx. $60) available in the bookstore.

Marketing and Sales

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

MASTERCAM COMPUTER-AIDED MANUFACTURING*  Fee: Listed with section

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

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PRINCIPLES OF MARKETING*  Fee: $334

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

PROFESSIONAL SALES SKILLS (ONLINE)  Fee: $119

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

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)  Fee: $119

When it comes to marketing a small business, money isn’t everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, email marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!
BUSINESS AND MARKETING WRITING
(ONLINE)  Fee: $119
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.
COM E37-300, 1/13-3/4/16   CRN 40464
COM E37-301, 2/10-4/1     CRN 40465
COM E37-302, 3/16-5/6     CRN 40466
COM E37-303, 4/13-6/3     CRN 40467

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE)  Fee: $119
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.
MED E01-300, 1/13-3/4/16   CRN 40961
MED E01-301, 2/10-4/1      CRN 40962
MED E01-302, 3/16-5/6      CRN 40963
MED E01-303, 4/13-6/3      CRN 40964

MEDECIAL MATH (ONLINE)  Fee: $119
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 A53-300, 1/13-3/4/16   CRN 40957
MED A53-301, 2/10-4/1      CRN 40958
MED A53-302, 3/16-5/6      CRN 40959
MED A53-303, 4/13-6/3      CRN 40960

PAIN ASSESSMENT AND MANAGEMENT (ONLINE)  Fee: $119
This six-week program provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, pain management and treatment for adults, children, and the elderly with cancer related and non-cancer related pain. (24 contact hours)
NSE A56-300, 1/13-3/4/16   CRN 40969
NSE A56-301, 2/10-4/1      CRN 40970
NSE A56-302, 3/16-5/6      CRN 40971
NSE A56-303, 4/13-6/3      CRN 40972

Medical Office Technology

EXPLORE A CAREER IN MEDICAL CODING (ONLINE)  Fee: $119
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. From there, you’ll be ready to begin putting it all into practice. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
MED A10-300, 1/13-3/4/16   CRN 40941
MED A10-301, 2/10-4/1      CRN 40942
MED A10-302, 3/16-5/6      CRN 40943
MED A10-303, 4/13-6/3      CRN 40944

Digital Marketing Training
Prepare for specialized training in OMC certification. Courses are offered in partnership with Market Motive, the industry leader in Web-based Internet marketing training, and are taught by top industry experts.

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

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

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

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

To register or for information, visit www.oakton.edu/conted/find_classes/online, e-mail allinquiries@oakton.edu, or call 847.982.9888.
Healthcare and Administrative Training with CareerStep, LLC (Online)

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

Healthcare

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

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

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

ICD-10 FASTTRACK (ONLINE) ICD-9 coders: master new ICD–10 coding skills! Covers ICD-10-specific biomedical sciences training and comprehensive code set training. Developed by experts, this training program is used by some of the largest and most respected healthcare employers in the nation. Course designed for recent coding program graduates or those who have taken a coding course and plan to re-enter the industry. CareerStep certificate awarded upon program completion.

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

Payment plans available. Out-of-work or low-income individuals may qualify for Workforce Investment Funding (WIOA). Individuals need to attend the free introductory session to determine eligibility for WIOA funding.

To enroll, or for more information, visit www.careerstep.com/oakton.
EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)

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

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)

Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.

EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE)

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

Music

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

JAZZ BAND*

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

INTRODUCTION TO GUITAR (ONLINE)

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

INTRODUCTION TO PARALEGAL STUDIES*

Covers the functions of law courts and lawyers. Topics include the origin, training, and role of the paralegal professional; responsibilities of the lawyer and fields and specializations within the practice of law; and legal research and writing based upon a review of the sources and works of law. Required: college-level English competency.

LEGAL RESEARCH I*

Orients students to law library and various legal publications, treaties, and other legal writings encountered in day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas, and law through comprehension of legal research techniques. Required: college-level English competency and successful completion of PAR A01 or consent of program coordinator.

Personal Finance

SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW

As you approach retirement, you’ll make many decisions. Many of those decisions are final and irreversible. Are you confident you’ll make the right decision? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. Instructor Rita Brown is a Certified Financial Planner, Chartered Life.

*Courses may also be taken for college credit.
ESTATE PLANNING 101  Fee: $25
Most people neither understand estate planning nor have an estate plan in place. What happens in the event of an injury, disability or death? What burden do these events place on your loved ones? You might be surprised as to who can be assigned to make medical decisions, pay bills, and receive assets upon death. Don’t join the ranks of those who think, “Everything will work out,” or that estate planning is only for wealthy people. No senior discount.
BUS B54-01, MAINE E, 1 Tue., 4/26, 6-6:50 pm, Baker CRN 40299

RETIRED PLANNING TODAY™  Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No class 3/30/16. No senior discount.
FIN E02-01, NILES N, 3 Wed., 3/16, 6-8:30 pm, Richards CRN 40330
FIN E02-03, GLBRK S, 3 Thu., 3/3, 6-30-9:30 pm, Richards CRN 40329

INTRODUCTION TO STOCK OPTIONS (ONLINE)  Fee: $119
Take advantage of bull and bear markets! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-300, 1/13-3/4/16 CRN 40853
FIN E22-301, 2/10-4/1 CRN 40854
FIN E22-302, 3/16-5/6 CRN 40855
FIN E22-303, 4/13-6/3 CRN 40856

STOCKS, BONDS, AND INVESTING, OH MY! (ONLINE)  Fee: $119
Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.
FIN E07-300, 1/13-3/4/16 CRN 40839
FIN E07-301, 2/10-4/1 CRN 40840
FIN E07-302, 3/16-5/6 CRN 40842
FIN E07-303, 4/13-6/3 CRN 40843

THE ANALYSIS AND VALUATION OF STOCKS (ONLINE)  Fee: $119
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
FIN E08-300, 1/13-3/4/16 CRN 40844
FIN E08-301, 2/10-4/1 CRN 40845
FIN E08-302, 3/16-5/6 CRN 40846
FIN E08-303, 4/13-6/3 CRN 40847

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE)  Fee: $119
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.
FIN E10-300, 1/13-3/4/16 CRN 40848
FIN E10-301, 2/10-4/1 CRN 40849
FIN E10-302, 3/16-5/6 CRN 40850
FIN E10-303, 4/13-6/3 CRN 40852

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

HISTORY OF PHOTOGRAPHY*  Fee: $334
Presents a visually-oriented history of the development of commercial and creative photography and photographic technology. Focus is on understanding how photography fits into past and present human experience and how the photographer reflects him or herself within a social context of culture.
ATE E02-C01, OC/SK, 17 Tue./Thu., 1/19, 9:30-10:45 am CRN 41288

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 and email applications.
ART C04-300, 1/13-3/4/16 CRN 40072
ART C04-301, 2/10-4/1 CRN 40073
ART C04-302, 3/16-5/6 CRN 40074
ART C04-303, 4/13-6/3 CRN 40075

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

For more information, call 847-982-9888

**DIGITAL PHOTOGRAPHY**

An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.

**DIGITAL PHOTOGRAPHY**

**Fee:** $140

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 3/30 and 3/31/16.**

**ART C04-01, OC/CSK, 17 Tue., 1/19, 5-10 pm**

**ART C04-02, MAINE E, 6 Thu., 3/3, 7-9:30 pm**

**Fee:** $409

**PHOTOGRAPHY AS A BUSINESS**

**Fee:** $90

Turn your hobby into a business. Learn the basics of running a photography business including studio strategies, studio pricing, customer service, professional resources, and more.

**BUS B06-01, GLBRK S, 4 Tue., 4/5, 6-9 pm**

**INTRODUCTION TO LIGHTROOM (ONLINE)**

** Fee:** $119

Learn how to use Adobe Photoshop Lightroom to organize and edit your images and develop an efficient image processing workflow. Lightroom works with Photoshop, Photoshop Elements, and other digital photo editors.

**ART E04-300, 1/13-3/4/16**

**ART E04-301, 2/10-4/1**

**ART E04-302, 3/16-5/6**

**ART E04-303, 4/13-6/3**

**DIGITAL CAMERA BASICS**

**Fee:** $25

Bring your digital camera to class and leave knowing not only how to use it, but how to get the most out of it. You’ll learn the basics as well as some handy tips and tricks. **No senior discount.**

**ART C79-01, MAINE E, 1 Tue., 3/8, 7-9:30 pm, Duda**

**Photography**

**Fee:** $119

**PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II (ONLINE)**

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

**ART C11-300, 1/13-3/4/16**

**ART C11-301, 2/10-4/1**

**ART C11-302, 3/16-5/6**

**ART C11-303, 4/13-6/3**

**BLACK AND WHITE PHOTOGRAPHY LAB**

**Fee:** $169

Learn to print from your negatives using traditional methods. Assistance with 35mm camera provided. Beginner and advanced darkroom students with creative minds are welcome.

**ART E05-01, GLBRK S, 8 Tue., 1/26, 7-9:30 pm, Mulloy**

**CREATIVE SCRAPBOOKS (ONLINE)**

**Fee:** $119

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

**ART C59-300, 1/13-3/4/16**

**ART C59-301, 2/10-4/1**

**ART C59-302, 3/16-5/6**

**ART C59-303, 4/13-6/3**

**MASTERING YOUR DIGITAL SLR CAMERA**

**Fee:** $119

(ONLINE)

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

**ART E22-300, 1/13-3/4/16**

**ART E22-301, 2/10-4/1**

**ART E22-302, 3/16-5/6**

**ART E22-303, 4/13-6/3**

**SECRETS OF BETTER PHOTOGRAPHY**

**Fee:** $119

(ONLINE)

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

**ART B87-300, 1/13-3/4/16**

**ART B87-301, 2/10-4/1**

**ART B87-302, 3/16-5/6**

**ART B87-303, 4/13-6/3**

**Psychology**

**ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE)**

**Fee:** $119

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.

**ART E22-300, 1/13-3/4/16**

**ART E22-301, 2/10-4/1**

**ART E22-302, 3/16-5/6**

**ART E22-303, 4/13-6/3**

**MANAGING LIFE AS A SINGLE PARENT (ONLINE)**

**Fee:** $119

Get the support you need for doing the toughest job on earth: single parenting. Single moms and dads: learn strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it’s needed.

**ART C13-300, 1/13-3/4/16**

**ART C13-301, 2/10-4/1**

**ART C13-302, 3/16-5/6**

**ART C13-303, 4/13-6/3**

**NAVIGATING DIVORCE (ONLINE)**

**Fee:** $119

Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.

**ART C59-300, 1/13-3/4/16**

**ART C59-301, 2/10-4/1**

**ART C59-302, 3/16-5/6**

**ART C59-303, 4/13-6/3**

**INDIVIDUAL EXCELLENCE (ONLINE)**

**Fee:** $119

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.

**ART A22-300, 1/13-3/4/16**

**ART A22-301, 2/10-4/1**

**ART A22-302, 3/16-5/6**

**ART A22-303, 4/13-6/3**

*Courses may also be taken for college credit.*
MARRIAGE AND RELATIONSHIPS: 
** Fee: $119**

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

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<td>PSY B13-301, 2/10-4/1</td>
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<td>PSY B13-302, 3/16-5/6</td>
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<td>PSY B13-303, 4/13-6/3</td>
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WHAT’S STOPPING YOU?
**GET ASSERTIVE! (ONLINE)**

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

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<td>PSY B14-302, 3/16-5/6</td>
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<td>PSY B14-303, 4/13-6/3</td>
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INTRODUCTION TO JOURNALING (ONLINE) 
** Fee: $119**

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.

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SKILLS FOR MAKING GREAT DECISIONS (ONLINE) 
** Fee: $119**

Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.

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REAL ESTATE INVESTING (ONLINE) 
** Fee: $119**

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.

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<td>REL E07-303, 4/13-6/3</td>
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PURCHASING A VACATION PROPERTY, SECOND HOME, OR RETIREMENT HOME 
** Fee: $25**

This course will teach and inform you the best way to purchase your own vacation, second home or retirement home. Learn the guidelines that banks require to make owning your vacation/second/retirement home a reality. This course will cover minimum down payments necessary, credit requirements, affordability, and the different rules for purchasing different types of vacation/second homes. This is not a class on buying or owning time shares. No senior discount.

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RESIDENTIAL REAL ESTATE INVESTING AND PURCHASING FORECLOSURES 
** 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.

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<td>REL E10-02, NILES N, 1 Wed., 3/9, 6:30-8:30 pm, Olach</td>
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<td>REL E10-03, NILES N, 1 Mon., 3/14, 6:30-8:30 pm, Olach</td>
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Special Interest

WOW! WHAT A GREAT EVENT! (ONLINE) 
** Fee: $119**

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

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<td>BUB E12-302, 3/16-5/6</td>
<td>CRN 40378</td>
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<td>BUB E12-303, 4/13-6/3</td>
<td>CRN 40379</td>
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LEGAL AND ETHICAL ISSUES IN NURSING (ONLINE) 
** Fee: $119**

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) 

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<th>Course</th>
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<tr>
<td>NUR A19-300, 1/13-3/4/16</td>
<td>CRN 40977</td>
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<td>NUR A19-301, 2/10-4/1</td>
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<td>NUR A19-302, 3/16-5/6</td>
<td>CRN 40979</td>
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<td>NUR A19-303, 4/13-6/3</td>
<td>CRN 40980</td>
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BASIC MATH REFRESHER (ONLINE) 
** Fee: $119**

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

<table>
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<th>Course</th>
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<td>MAT A01-300, 1/13-3/4/16</td>
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<td>MAT A01-301, 2/10-4/1</td>
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<td>MAT A01-302, 3/16-5/6</td>
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<td>MAT A01-303, 4/13-6/3</td>
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Consumer Real Estate

FIRST TIME BUYERS AND DOWN PAYMENT ASSISTANCE 
** Fee: $25**

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

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<tr>
<th>Course</th>
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<td>REL E18-01, NILES N, 1 Wed., 3/16, 6:30-8:30 pm, Olach</td>
<td>CRN 40754</td>
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<tr>
<td>REL E18-02, MAINE E, 1 Tue., 4/26, 6:30-8:30 pm, Olach</td>
<td>CRN 40755</td>
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</tbody>
</table>
PERINATAL ISSUES (ONLINE) Fee: $119
A multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)
NUR A33-300, 1/13-3/4/16 CRN 40981
NUR A33-301, 2/10-4/1 CRN 40982
NUR A33-302, 3/16-5/6 CRN 40983
NUR A33-303, 4/13-6/3 CRN 40984

HUMAN ANATOMY AND PHYSIOLOGY Fee: $119
(ONLINE)
Review the structure and function of the human body. Learn basic chemistry, the human cell, the anatomy and the functions of the body’s organ systems, and how our organ systems work together to enable us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.
HEA S41-300, 1/13-3/4/16 CRN 40882
HEA S41-301, 2/10-4/1 CRN 40883
HEA S41-302, 3/16-5/6 CRN 40884
HEA S41-303, 4/13-6/3 CRN 40885

MEDITATION FOR HEALTH AND HEALING Fee: $119
(ONLINE)
Explore various meditation techniques in this four-session program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)
NUR A96-300, 1/13-3/4/16 CRN 40985
NUR A96-301, 2/10-4/1 CRN 40986
NUR A96-302, 3/16-5/6 CRN 40987
NUR A96-303, 4/13-6/3 CRN 40988

WELDING Fee: $210
For beginners and advanced welders alike: learn ARC and gas welding. First two classes are lectures. Attendance required. Remaining sessions are lab classes. MIG and TIG are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. No class 2/25/16.
TEC A10-01, ETHS, 10 Tue., 1/5, 6-9 pm, Koutsoures CRN 40761
TEC A10-02, ETHS, 10 Thu., 1/7, 6-9 pm, Koutsoures CRN 40782
TEC A10-03, ETHS, 5 Tue./Thu., 4/5, 6-9 pm, Koutsoures CRN 40783

Oakton Reads: Jewish Literature
The Library at Oakton presents a five part series of readings, lectures, and discussions led by three distinguished professors, Davis Schneiderman and Josh Corey from Lake Forest College, and Elana Barron, English professor at Oakton Community College.

Titles include:
Wednesday, February 3
*The Mathematician’s Shiva* by Stuart Rojstaczer

Wednesday, February 24
*The Mapmaker’s Daughter* by Laurel Corona

Wednesday, March 23
*The Betrayers* by David Bezmozgis

Wednesday, April 13
*An Officer and a Spy* by Robert Harris

Wednesday, May 4
*The Book of Jonah* by Joshua Max Feldman

Free admission: Advance registration is required via the Alliance Office
CSP E29-01, 5 Wed., 2/3, 7-8:30 pm CRN 41170

ENHANCING LANGUAGE DEVELOPMENT Fee: $119
IN CHILDHOOD (ONLINE)
Follow your child’s lead and have fun while enhancing language development! In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. Enrich your child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.
TCR B03-300, 1/13-3/4/16 CRN 41086
TCR B03-301, 2/10-4/1 CRN 41087
TCR B03-302, 3/16-5/6 CRN 41088
TCR B03-303, 4/13-6/3 CRN 41089

FOOD, NUTRITION AND HEALTH (ONLINE) Fee: $119
Food and nutrition have a profound impact on our health and well-being. Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.
NUR A17-300, 1/13-3/4/16 CRN 40973
NUR A17-301, 2/10-4/1 CRN 40974
NUR A17-302, 3/16-5/6 CRN 40975
NUR A17-303, 4/13-6/3 CRN 40976

FASHION DESIGN: SKETCHING AND PATTERN MAKING Fee: $150
If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece. Course taught by Aneta Takeva, teacher, artist, and owner of Aneta Art Classes. No class 3/29/16.
HEC B09-01, MAINE E, 6 Tue., 2/23, 6:30-9 pm, Takeva CRN 40336

TECH TRENDS

INTRODUCTION TO GOOGLE ANALYTICS Fee: $119
(ONLINE)
Learn to track and generate traffic to your site, create reports, and analyze data with Google’s free Web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.
DAT A35-300, 1/13-3/4/16 CRN 40650
DAT A35-301, 2/10-4/1 CRN 40651
DAT A35-302, 3/16-5/6 CRN 40652
DAT A35-303, 4/13-6/3 CRN 40653

Tax Planning

WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS Fee: $25
Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk. No senior discount.
BUS B17-02, MAINE E, 1 Tue., 4/19, 6-8 pm, Baker CRN 40298

TAX PLANNING FOR INDIVIDUALS Fee: $25
There are many simple and inexpensive ways for average taxpayers to reduce their income tax and tax risks. Due to the size and complexity of tax laws, however, many people don’t know where to start. This course offers many recommendations. No senior discount.
BUS T02-01, NILES N, 1 Wed., 3/2, 6-8 pm, Baker CRN 40300

For more information, call 847-982-9888
INTRODUCTION TO ADOBE EDGE ANIMATE  Fee: $119 (ONLINE)

Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Develop engaging content and graphics quickly and easily, relying on widely-accepted Web standards and requiring a minimal amount of code. Requirements: Microsoft Windows 7 or 8 or Mac OS X 10.6, 10.7, or 10.8; Adobe Edge Animate 1.5 (Available via a Creative Cloud subscription).

DAT A37-300, 1/13-3/4/16 CRN 40658
DAT A37-301, 2/10-4/1 CRN 40659
DAT A37-302, 3/16-5/6 CRN 40660
DAT A37-303, 4/13-6/3 CRN 40661

GAME DEVELOPMENT FOR BEGINNERS  Fee: $119 (ONLINE)

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 A36-300, 1/13-3/4/16 CRN 40654
DAT A36-301, 2/10-4/1 CRN 40655
DAT A36-302, 3/16-5/6 CRN 40656
DAT A36-303, 4/13-6/3 CRN 40657

INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X (ONLINE)

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

DAT A39-300, 1/13-3/4/16 CRN 40662
DAT A39-301, 2/10-4/1 CRN 40663
DAT A39-302, 3/16-5/6 CRN 40664
DAT A39-303, 4/13-6/3 CRN 40665

JUMP START YOUR CAREER WITH LINKEDIN (ONLINE)  Fee: $119

Did you know that 95 percent of all job opportunities aren’t made public? Did you know that most people get their jobs through connections? If you’ve been frustrated in your career or job search, you may need a LinkedIn account. This course provides the know-how needed to link up with LinkedIn.

BUS A49-300, 1/13-3/4/16 CRN 40412
BUS A49-301, 2/10-4/1 CRN 40413
BUS A49-302, 3/16-5/6 CRN 40414
BUS A49-303, 4/13-6/3 CRN 40415

INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE)  Fee: $119

Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.

BUS A06-300, 1/13-3/4/16 CRN 40384
BUS A06-301, 2/10-4/1 CRN 40385
BUS A06-302, 3/16-5/6 CRN 40386
BUS A06-303, 4/13-6/3 CRN 40387

INTRODUCTION TO CAMTASIA STUDIO 8  Fee: $119 (ONLINE)

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

DAT E29-300, 1/13-3/4/16 CRN 40682
DAT E29-301, 2/10-4/1 CRN 40683
DAT E29-302, 3/16-5/6 CRN 40684
DAT E29-303, 4/13-6/3 CRN 40685

CREATING MOBILE APPS WITH HTML5 (ONLINE)

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

DAT A31-300, 1/13-3/4/16 CRN 40608
DAT A31-301, 2/10-4/1 CRN 40609
DAT A31-302, 3/16-5/6 CRN 40610
DAT A31-303, 4/13-6/3 CRN 40611

USING SOCIAL MEDIA IN BUSINESS (ONLINE)  Fee: $119

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

BUS A19-300, 1/13-3/4/16 CRN 40392
BUS A19-301, 2/10-4/1 CRN 40393
BUS A19-302, 3/16-5/6 CRN 40394
BUS A19-303, 4/13-6/3 CRN 40395

UNDERSTANDING THE CLOUD (ONLINE)  Fee: $119

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

DAT A40-300, 1/13-3/4/16 CRN 40666
DAT A40-301, 2/10-4/1 CRN 40667
DAT A40-302, 3/16-5/6 CRN 40668
DAT A40-303, 4/13-6/3 CRN 40669

Television and Production Services

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. Faith Coons, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to 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., 3/9, 7-9 pm, Levine CRN 40305
Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE)    Fee: $119

GMT P01-300, 1/13-3/4/16                                                                 CRN 40862
GMT P01-301, 2/10-4/1                                                                 CRN 40863
GMT P01-302, 3/16-5/6                                                                 CRN 40864
GMT P01-303, 4/13-6/3                                                                 CRN 40865

GRE PREPARATION – PART I (ONLINE)    Fee: $119
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.

GRE P01-300, 1/13-3/4/16 CRN 40866
GRE P01-301, 2/10-4/1 CRN 40867
GRE P01-302, 3/16-5/6 CRN 40868
GRE P01-303, 4/13-6/3 CRN 40869

GRE PREPARATION – PART II (ONLINE)    Fee: $119
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.

GRE P02-300, 1/13-3/4/16 CRN 40870
GRE P02-301, 2/10-4/1 CRN 40871
GRE P02-302, 3/16-5/6 CRN 40872
GRE P02-303, 4/13-6/3 CRN 40873

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

HESI ADMISSIONS ACCEPTANCE NURSING EXAM
Oakton Community College requires all applicants to the Nursing Program to take the HESI Admissions Acceptance Nursing Exam. The exam covers mathematics, reading comprehension, vocabulary and science. For dates and more information, call the Testing Center at 847.635.1939. No senior discount.

Tips, Tools, and Strategies for Teachers

SURVIVAL KIT FOR NEW TEACHERS (ONLINE)    Fee: $119
Are you a new teacher anxious about entering your first classroom? Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, you’ll learn all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.

TCR B01-300, 1/13-3/4/16 CRN 41082
TCR B01-301, 2/10-4/1 CRN 41083
TCR B01-302, 3/16-5/6 CRN 41084
TCR B01-303, 4/13-6/3 CRN 41085

TEACHING ESL/EFL READING (ONLINE)    Fee: $119
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 A05-300, 1/13-3/4/16 CRN 41029
TCR A05-301, 2/10-4/1 CRN 41030
TCR A05-302, 3/16-5/6 CRN 41031
TCR A05-303, 4/13-6/3 CRN 41032

INTRODUCTION TO TEACHING ESL/EFL (ONLINE)    Fee: $119
Would you like to increase your effectiveness as an English language teacher? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. TESOL approved.

TCR A03-300, 1/13-3/4/16 CRN 41021
TCR A03-301, 2/10-4/1 CRN 41022
TCR A03-302, 3/16-5/6 CRN 41023
TCR A03-303, 4/13-6/3 CRN 41024

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE)    Fee: $119
Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. Learn a step-by-step approach to effective, positive classroom discipline.

ETN E01-300, 1/13-3/4/16 CRN 40812
ETN E01-301, 2/10-4/1 CRN 40813
ETN E01-302, 3/16-5/6 CRN 40814
ETN E01-303, 4/13-6/3 CRN 40815

TEACHING GRAMMAR FOR ESL/EFL (ONLINE)    Fee: $119
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 A05-300, 1/13-3/4/16 CRN 41037
TCR A05-301, 2/10-4/1 CRN 41038
TCR A05-302, 3/16-5/6 CRN 41039
TCR A05-303, 4/13-6/3 CRN 41040

TEACHING MATH: GRADES 4-6 (ONLINE)    Fee: $119
Get your students excited about math! Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. Course helps new teachers—and seasoned pros—reinvent their math teaching.

TCR A13-300, 1/13-3/4/16 CRN 41061
TCR A13-301, 2/10-4/1 CRN 41062
TCR A13-302, 3/16-5/6 CRN 41063
TCR A13-303, 4/13-6/3 CRN 41064

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE)    Fee: $119
If English is your second language and you’re headed for college this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.

COM S08-300, 1/13-3/4/16 CRN 40484
COM S08-301, 2/10-4/1 CRN 40485
COM S08-302, 3/16-5/6 CRN 40486
COM S08-303, 4/13-6/3 CRN 40487
### PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE)

Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Learn what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.

**TCR A04-300, 1/13-3/4/16**
**TCR A04-301, 2/10-4/1**
**TCR A04-303, 3/16-5/6**
**TCR A14-300, 4/13-6/3**

**Fee:** $119

**CRN:** 41025, 41026, 41027, 41028

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### READY, SET, READ! (ONLINE)

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

**COM C10-300, 1/13-3/4/16**
**COM C10-301, 2/10-4/1**
**COM C10-302, 3/16-5/6**
**COM C10-303, 4/13-6/3**

**Fee:** $119

**CRN:** 40460, 40461, 40462, 40463

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### RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE)

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 A15-300, 1/13-3/4/16**
**TCR A15-301, 2/10-4/1**
**TCR A15-302, 3/16-5/6**
**TCR A15-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41069, 41070, 41071, 41072

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### TEACHING ESL/EFL VOCABULARY (ONLINE)

Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.

**TCR A16-300, 1/13-3/4/16**
**TCR A16-301, 2/10-4/1**
**TCR A16-302, 3/16-5/6**
**TCR A16-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41073, 41074, 41075, 41076

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### SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 (ONLINE)

In this professional development course for teachers, you’ll get the training you need to start teaching Model Drawing, the powerful Singapore Math strategy that gives word problems a visual context. Help your students start to enjoy math in a way they may never have before!

**TCR A07-300, 1/13-3/4/16**
**TCR A07-301, 2/10-4/1**
**TCR A07-302, 3/16-5/6**
**TCR A07-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41041, 41042, 41043, 41044

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### SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE)

Model Drawing is a core part of Singapore Math, a program that forms the foundation of math instruction in Singapore. Model Drawing helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math.

**TCR A14-300, 1/13-3/4/16**
**TCR A14-301, 2/10-4/1**
**TCR A14-302, 3/16-5/6**
**TCR A14-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41065, 41066, 41067, 41068

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### SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE)

Singaporean students have been top mathematics performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.

**TCR A08-300, 1/13-3/4/16**
**TCR A08-301, 2/10-4/1**
**TCR A08-302, 3/16-5/6**
**TCR A08-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41045, 41046, 41047, 41048

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### TEACHING HIGH SCHOOL STUDENTS (ONLINE)

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

**TCR A17-300, 1/13-3/4/16**
**TCR A17-301, 2/10-4/1**
**TCR A17-302, 3/16-5/6**
**TCR A17-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41077, 41078, 41079, 41080

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### TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE)

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

**TCR A10-300, 1/13-3/4/16**
**TCR A10-301, 2/10-4/1**
**TCR A10-302, 3/16-5/6**
**TCR A10-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41053, 41054, 41055, 41056

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### TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE)

For teachers who have had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair. Just 20 years ago, we didn’t see students with functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

**TCR A09-300, 1/13-3/4/16**
**TCR A09-301, 2/10-4/1**
**TCR A09-302, 3/16-5/6**
**TCR A09-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41049, 41050, 41051, 41052

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### TEACHING SMARTER WITH SMART BOARD (ONLINE)

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

**TCR A12-300, 1/13-3/4/16**
**TCR A12-301, 2/10-4/1**
**TCR A12-302, 3/16-5/6**
**TCR A12-303, 4/13-6/3**

**Fee:** $119

**CRN:** 41057, 41058, 41059, 41060
Web Page/Web Site Design
(Also see Computer Courses)
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904.

DESIGNING EFFECTIVE WEB SITES (ONLINE)  Fee: $119
What makes an effective Web site? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for visitors. Learn how to structure your site so that your ideas are communicated clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow visitors to navigate your site with ease. Prerequisite: Creating Web Pages (DPR A78) or equivalent HTML experience. Requirements: Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).
DAT A03-300, 1/13-3/4/16  CRN 40524
DAT A03-301, 2/10-4/1  CRN 40525
DAT A03-302, 3/16-5/6  CRN 40526
DAT A03-303, 4/13-6/3  CRN 40527

WEB SCRIPTING: PHP PROGRAMMING*  Fee: $465
Combines hands-on activities and lectures to increase familiarity with developing web applications. (PHP Scripting). Includes enhancing web pages using interactive features; manipulating built-in objects; and also validating and processing forms. Recommended: Introductory C++ and Java programming and CPT A05, or consent of instructor, coordinator or department chair. Supplemental lab work required.
CPT A75-C01, OC/DP, 15 Tue., 2/2, 6-9:55 pm  CRN 41272

CREATING WEB PAGES - HTML (ONLINE)  Fee: $119
Learn the fundamentals of Web design. Plan the content, structure, and layout; create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Information shared about how to save time with a HTML authoring program.
DAT A78-300, 1/13-3/4/16  CRN 40770
DAT A78-301, 2/10-4/1  CRN 40771
DAT A78-302, 3/16-5/6  CRN 40772
DAT A78-303, 4/13-6/3  CRN 40773

WEB PAGE DEVELOPMENT*  Fee: $450
Introduces theoretical and hands-on instruction on the processes needed to create customized and interactive Web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a Web page; guidelines of effective Web presentation in designing a Web page, and Web site organization. Recommended: Ability to use Internet and manage files and folders.
CPT A04-C01, OC/DP, 17 Wed., 1/20, 6-9:55 pm  CRN 41211
CPT A04-C02, OC/DP, 15 Tue./Thu., 2/2, 12:30-2:20 pm  CRN 41348

SYSTEM CONFIGURATION USING SAP*  Fee: $384
Course provides students with fundamental knowledge and hands on experience with enterprise systems: design, configuration, implementation, and deployment of an ERP system within a contemporary business environment.
CPT A41-C01, ONLINE, 1/19-3/13  CRN 41240

ADVANCED WEB PAGES (ONLINE)  Fee: $119
Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.
DAT A02-300, 1/13-3/4/16  CRN 40520
DAT A02-301, 2/10-4/1  CRN 40521
DAT A02-302, 3/16-5/6  CRN 40522
DAT A02-303, 4/13-6/3  CRN 40523

BUILD A WEB SITE WITH DREAMWEAVER (ONLINE)  Fee: $119
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 CSS, or CS6 for PC or Mac.
DAT A37-300, 1/13-3/4/16  CRN 40734
DAT A37-301, 2/10-4/1  CRN 40736
DAT A37-302, 3/16-5/6  CRN 40737
DAT A37-303, 4/13-6/3  CRN 40738

CREATING WORDPRESS WEB SITES (ONLINE)  Fee: $119
Build an attractive, sophisticated blog or Web site without having to learn any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation necessary.
DAT A28-300, 1/13-3/4/16  CRN 40596
DAT A28-301, 2/10-4/1  CRN 40597
DAT A28-302, 3/16-5/6  CRN 40598
DAT A28-303, 4/13-6/3  CRN 40599

CREATING WORDPRESS WEBSITES II (ONLINE)  Fee: $119
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. Requirement: Completion of DAT A28 “Creating Wordpress Web sites”.
DAT A30-300, 1/13-3/4/16  CRN 40604
DAT A30-301, 2/10-4/1  CRN 40605
DAT A30-302, 3/16-5/6  CRN 40606
DAT A30-303, 4/13-6/3  CRN 40607

INTRODUCTION TO PHP AND MYSQL (ONLINE)  Fee: $119
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 A18-300, 1/13-3/4/16  CRN 40568
DAT A18-301, 2/10-4/1  CRN 40569
DAT A18-302, 3/16-5/6  CRN 40570
DAT A18-303, 4/13-6/3  CRN 40571

INTERMEDIATE PHP AND MYSQL (ONLINE)  Fee: $119
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.
DAT A22-300, 1/13-3/4/16  CRN 40580
DAT A22-301, 2/10-4/1  CRN 40581
DAT A22-302, 3/16-5/6  CRN 40582
DAT A22-303, 4/13-6/3  CRN 40583

*Courses may also be taken for college credit.
**INTERMEDIATE ADOBE FLASH (ONLINE)  Fee: $119**

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

DAT A29-300, 1/13-3/4/16  CRN 40600  
DAT A29-301, 2/10-4/1  CRN 40601  
DAT A29-302, 3/16-5/6  CRN 40602  
DAT A29-303, 4/13-6/3  CRN 40603

**INTRODUCTION TO CSS AND XHTML:**

**CSS3 AND HTML5 (ONLINE)  Fee: $119**

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. **Recommended:** completion of Creating Web Pages course or equivalent experience with HTML and Web publishing.

DAT A04-300, 1/13-3/4/16  CRN 40528  
DAT A04-301, 2/10-4/1  CRN 40529  
DAT A04-302, 3/16-5/6  CRN 40530  
DAT A04-303, 4/13-6/3  CRN 40531

**INTERMEDIATE CSS AND XHTML:**

**CSS3 AND HTML5 (ONLINE)  Fee: $119**

Take your CSS 3 and HTML 5 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 5 and HTML 5 or prior experience with HTML and Web publishing.

DAT A21-300, 1/13-3/4/16  CRN 40576  
DAT A21-301, 2/10-4/1  CRN 40577  
DAT A21-302, 3/16-5/6  CRN 40578  
DAT A21-303, 4/13-6/3  CRN 40579

**ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE)**

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

DPR A47-300, 1/13-3/4/16  CRN 40739  
DPR A47-301, 2/10-4/1  CRN 40740  
DPR A47-302, 3/16-5/6  CRN 40742  
DPR A47-303, 4/13-6/3  CRN 40743

**BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE)**

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

DAT A25-300, 1/13-3/4/16  CRN 40584  
DAT A25-301, 2/10-4/1  CRN 40585  
DAT A25-302, 3/16-5/6  CRN 40586  
DAT A25-303, 4/13-6/3  CRN 40587

**CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE)**

As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages. 

**Requirements:** Adobe Dreamweaver CS5.5 or CS6 for Mac or PC.

DAT A11-300, 1/13-3/4/16  CRN 40548  
DAT A11-301, 2/10-4/1  CRN 40549  
DAT A11-302, 3/16-5/6  CRN 40550  
DAT A11-303, 4/13-6/3  CRN 40551

**Writing**

**WRITING EFFECTIVE GRANT PROPOSALS (ONLINE)**

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

BUB A58-300, 1/13-3/4/16  CRN 40317  
BUB A58-301, 2/10-4/1  CRN 40318  
BUB A58-302, 3/16-5/6  CRN 40319  
BUB A58-303, 4/13-6/3  CRN 40320

**BECOMING A GRANT WRITING CONSULTANT (ONLINE)**

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 A59-300, 1/13-3/4/16  CRN 40339  
BUB A59-301, 2/10-4/1  CRN 40340  
BUB A59-302, 3/16-5/6  CRN 40341  
BUB A59-303, 4/13-6/3  CRN 40342

**EFFECTIVE BUSINESS WRITING (ONLINE)**

Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including email, that immediately draw readers in and motivate them to take action.

COM S18-300, 1/13-3/4/16  CRN 40500  
COM S18-301, 2/10-4/1  CRN 40501  
COM S18-302, 3/16-5/6  CRN 40502  
COM S18-303, 4/13-6/3  CRN 40503

**INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE)**

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 B05-300, 1/13-3/4/16  CRN 40432  
COM B05-301, 2/10-4/1  CRN 40433  
COM B05-302, 3/16-5/6  CRN 40434  
COM B05-303, 4/13-6/3  CRN 40435

**RESEARCH METHODS FOR WRITERS (ONLINE)**

Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Covers personal interviews, public reports, polls, and surveys; as well as historical, undercover, and guerrilla research.

COM S49-300, 1/13-3/4/16  CRN 40508  
COM S49-301, 2/10-4/1  CRN 40509  
COM S49-302, 3/16-5/6  CRN 40510  
COM S49-303, 4/13-6/3  CRN 40511

**MAKING MONEY FROM YOUR WRITING (ONLINE)**

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

COM B07-300, 1/13-3/4/16  CRN 40436  
COM B07-301, 2/10-4/1  CRN 40437  
COM B07-302, 3/16-5/6  CRN 40438  
COM B07-303, 4/13-6/3  CRN 40439
Noncredit classes

For more information, call 847-982-9888

Profit from travel to exotic lands—or even experiences in your own
TRAVEL WRITING (ONLINE)                                     Fee: $119

Magazine writing is fun, easy, and a great source of income whether
THE CRAFT OF MAGAZINE WRITING (ONLINE)                         Fee: $119

Romance is the number one bestselling genre in mass-market fic-
ROMANCE WRITING (ONLINE)                                Fee: $119

Don't wait for a traditional publisher to discover your talent! Learn
WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)           Fee: $119

Do you dream of writing creatively? Get a taste of the writing life, im-
BEGINNING WRITER’S WORKSHOP (ONLINE)                             Fee: $119

Requirements:

WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)           Fee: $119

A TO Z GRANT WRITING (ONLINE)                     Fee: $119

INTRODUCTION TO SCREENWRITING (ONLINE)                  Fee: $119

WRITING SHORT STORY                                      Fee: $115

TECHNICAL WRITING (ONLINE)                             Fee: $119

BEGINNING WRITER’S WORKSHOP (ONLINE)                      Fee: $119

WRITING ESSENTIALS (ONLINE)                               Fee: $119

Master the essentials of writing in order to excel at business com-

THE KEYS TO EFFECTIVE EDITING (ONLINE)                   Fee: $119

Ask any published writer, and you’ll hear that a good editor isn’t just

PUBLISH AND SELL YOUR E-BOOKS (ONLINE)                Fee: $119

Did you know that e-books now outsell print books, and self-pub-

WRITING FOR CHILDREN (ONLINE)                                Fee: $119

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

THE CRAFT OF MAGAZINE WRITING (ONLINE)                         Fee: $119

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. Jumpstart your dream of becoming a freelance writer with a magazine writing career.

TRAVEL WRITING (ONLINE)                                      Fee: $119

Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
English as a Second Language (ESL)

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

Free ESL Classes*

About the ESL Program

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

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

Course Information

- Students may be admitted until the registration cut-off date if space is available
- College-bound or advanced ESL students should call 847.635.1821 to see if they have sufficient English skills to take college classes.

Counseling and Registration

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

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

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, 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
Registration: Tuesday, January 5, 6:30-8:15 pm
Ongoing Registration: Tuesdays only, Room S108, 6:30-8:15 pm (Starting from the first class)
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Tuesday, January 12

Glenbrook South High School
4000 Lake Avenue, Glenview
Registration: Tuesday, January 5, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 199, 6:45-8:30 pm (Starting from the first class)
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, January 12

Lincolnwood Public Library
4000 West Pratt Avenue, Lincolnwood
Registration: Tuesday, January 5, 6-7:45 pm
Ongoing Registration: Tuesdays only, 6-7:45 pm (Starting from the first class)
Class Meets: Tuesday and Thursday, 6:00-8:45 pm
First Class: Tuesday, January 12

Maine East High School
2601 West Dempster Street, Park Ridge
Registration: Tuesday, January 5, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-8:30 pm (Starting from the first class)
Class Meets: Tuesday, Wednesday, and Thursday, 6:45-9:30 pm
First Class: Tuesday, January 12

Maine West High School
1755 South Wolf Road, Des Plaines
Registration: Monday, January 4, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-8:30 pm (Starting from the first class)
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, January 11

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, January 5, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-8:30 pm (Starting from the first class)
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 14

Niles North High School
9800 Lawler Avenue (West of Old Orchard Shopping Center)
Registration: Monday, January 11, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room 2025, 6:45-8:30 pm (Starting from the first class)
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Wednesday, January 13

DAYTIME CLASSES

BEGINNING ESL

District 65 - Family Center
1500 McDaniell, Evanston
Registration: Tuesday, January 5, 9:15 - 12 pm
Ongoing Registration: Tuesdays only, 9:15-12 pm (Starting from the first class)
Class Meets: Tuesday and Thursday, 9:15 am - 12 pm
First Class: Tuesday, January 12

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, January 5, 9:30-11:30 am
Ongoing Registration: Tuesdays only, 9:30-11:30 am (Starting from the first class)
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Friday, January 8

Register online www.oakton.edu/conted
Noncredit classes

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, January 5, 8:50-11:30 am
Ongoing Registration: Tuesdays only, 8:50-10:30 am
Class Meets: Tuesday and Thursday, 8:50-11:30 am
First Class: Tuesday, January 12

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, January 5, 12:20-3 pm
Ongoing Registration: Tuesdays only, 12:20-3 pm
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Tuesday, January 12

Oakton Community College
7701 North Lincoln Avenue, Room B111, Skokie
Registration: Friday, January 8, 9 -12:15 pm
Ongoing Registration: Fridays only, 9 -12:15 pm
First Class: Friday, January 15

Low-cost Tuition ESL Classes

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

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

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 website will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax, will be charged an $8 fee with each registration form.

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

Intermediate to Advanced ESL

Center for Professional Development
Old Orchard Mall, Skokie
Registration: Monday, January 4, 1-4 pm
Ongoing Registration: Mondays only, 1-4 pm
Class Meets: Mondays and Wednesdays, 1-4 pm
First Class: Monday, January 11

District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 5, 12:15-3 pm
Ongoing Registration: Tuesdays only, 12:15-3 pm
Class Meets: Tuesday and Thursday, 12:15-3 pm
First Class: Tuesday, January 12

Family Focus
2010 Dewey Street, Evanston
Registration: Monday, January 4, 9:30-12:30 pm
Ongoing Registration: Mondays only, 9:30-12:30 pm
First Class: Monday, January 11

Citizenship Education Classes

Citizenship Education
No Fee Required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-02, OC/SK, 9 Sat., 1/9, 9-15 am-12 pm
HIS A15-01, SKL, 9 Fri., 1/8, 6-8:45 pm
HIS A15-04, FOR, 12 Mon./Wed., 1/11, 6-8 pm (Must register on 1/4, 6-8 pm)
HIS A15-20, OC/SK, 9 Sat., 3/19, 9:15 am-12 pm
HIS A15-10, SKL, 9 Fri., 3/18, 6-8:45 pm
HIS A15-40, FOR, 12 Mon./Wed. 3/7, 6-8 pm (Must register on 3/2, 6-8 pm)
HIS A15-03, NPL, 9 Mon. 1/4, 6-8:30 pm
HIS A15-30, NPL, 9 Mon. 3/14, 6-8:30 pm

INTERMEDIATE TO ADVANCED ESL

INTENSIVE ESL Fee: $349
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. Pre-registration in person is required. Call 847-635-1426 for pre-test dates. No class 1/18/16 and 2/15/16.

COM A19-01, OC/SK, 9 Mon., 1/4, 12:40-3:20 pm
COM A19-10, OC/SK, 9 Mon., 3/21, 12:40-3:20 pm

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

COM A70-01, WFOO, 10 Mon., 1/25, 9:45 am-12:30 pm CRN 40011

TOEFL PREP SEMINAR Fee: $149
Passing the Test of English as a Foreign Language (TOEFL) is required of non-native speakers by colleges and professional accrediting agencies. Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.

COM A45-01, OC/SK, 10 Mon., 1/11, 9-11:45 am CRN 40005
COM A45-02, OC/SK, 10 Tue., 1/12, 6:45-9:30 pm CRN 40006
COM A45-03, OC/SK, 10 Sat., 1/9, 9-11:45 am CRN 40007
COM A45-20, OC/SK, 10 Tue., 3/29, 7-9:45 pm CRN 40008

IMPROVE YOUR PRONUNCIATION Fee: $149
Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily.

COM A29-01, OC/DP, 13 Sat., 2/6, 9 am-11:45 am CRN 40002

CONVERSATIONAL ENGLISH PRACTICE Fee: $119
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences.

COM A50-30, OC/SK, 10 Sat., 2/6, 9-11:45 am CRN 40009

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

COM A54-01, WFOO, 10 Wed., 1/13, 9:45 am-12:30 pm CRN 40010
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 for personal or employment needs.

- Students must be at least 17 years old and not currently enrolled in high school.
- Literacy students may not enroll in Bridges classes.
- Classes may be canceled at particular sites due to low enrollment.

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

For more information call 847.635.1426.

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

*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. Classes are also funded by the Office of the Secretary of State and the Illinois State Library.

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### EVENING CLASSES

<table>
<thead>
<tr>
<th>Library</th>
<th>Address</th>
<th>Registration Dates</th>
<th>Class Meets Dates</th>
<th>First Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Des Plaines Public Library</td>
<td>1501 Ellinwood, Des Plaines</td>
<td>Thursday, January 7, 6 pm</td>
<td>Monday and Wednesday, 6-9 pm</td>
<td>Tuesday, January 12</td>
</tr>
<tr>
<td>Evanston Township High School</td>
<td>1600 Dodge Avenue, Evanston</td>
<td>Tuesday, January 5, 6:30 pm</td>
<td>Tuesday and Thursday, 6-9:15 pm</td>
<td>Tuesday, January 12</td>
</tr>
<tr>
<td>Northbrook Public Library</td>
<td>1201 Cedar Lane, Pollock Room, Northbrook</td>
<td>Wednesday, January 6, 6 pm</td>
<td>Monday and Wednesday, 6-8:45 pm</td>
<td>Monday, January 11</td>
</tr>
<tr>
<td>Oakton Community College</td>
<td>7701 N. Lincoln Avenue, Room B110, Skokie</td>
<td>Wednesday, January 6, 6 pm</td>
<td>Monday and Wednesday, 6-9 pm</td>
<td>Monday, January 11</td>
</tr>
</tbody>
</table>

### SATURDAY CLASSES

<table>
<thead>
<tr>
<th>Library</th>
<th>Address</th>
<th>Registration Dates</th>
<th>Class Meets Dates</th>
<th>First Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakton Community College</td>
<td>1600 E. Golf Rd., Des Plaines</td>
<td>Saturday, January 9, 9 am</td>
<td>Saturdays, 9 am-12:30 pm</td>
<td>Saturday, January 16</td>
</tr>
<tr>
<td>Skokie Public Library</td>
<td>5215 Oakton Street, Skokie</td>
<td>Saturday, January 9, 9 am</td>
<td>Saturdays, 9 am-12 pm</td>
<td>Saturday, January 16</td>
</tr>
</tbody>
</table>

### 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. Au Pairs may, however, enroll in the college low-cost tuition classes.

For more information call 847.635.1426.

Note: Bridges classes are not intended for tourists. They are designed for students living in the United States.
EVENING CLASSES
Maine East High School: Reading
2601 W. Dempster, Park Ridge
Registration: Tuesday, January 5, 6:45 pm
Class Meets: Tuesday, Wednesday and Thursday, 6:45-9:30 pm
First Class: Tuesday, January 12
Oakton Community College: Reading
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Wednesday, January 6, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Monday, January 11
Oakton Community College: Writing
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, January 7, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, January 12

DAYTIME CLASSES
Oakton Community College: Reading
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, January 7, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, January 12

Oakton Community College: Writing
7701 N. Lincoln Ave., Room A211, Skokie
Registration: Thursday, January 7, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, January 12

STAR Intensive Reading Skills
7701 N. Lincoln Ave., Room B111, Skokie
Registration: Thursday, January 7, 1 pm
Class Meets: Tuesday and Thursday, 1-3:15 pm
First Class: Tuesday, January 12

Computer Lab for ESL, Literacy, and GED Students
Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie
Days and Times: Monday/Wednesday, 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 11 to Friday, May 24

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

GED Program
General Information: GED stands for General Educational Development. Passing the GED tests enables a student to earn a GED diploma, a credential accepted by most employers and schools. Oakton does not administer GED tests. Visit www.ged.com for test locations.
New students who do not attend the testing and counseling sessions pay the fee that appears in parenthesis after each course listing, for example: ($98). Continuing students and students who attend the testing and counseling pay the lower fee for GED-level classes and no fee for Pre-GED classes. Call Oakton’s GED office at 847.635.1426 for more information.
Eligibility: Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635-1426 for specific requirements.)
Tutoring: Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 7-9 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 January 2016 must come to the location listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

Spring 2016
Oakton Community College
7701 North Lincoln Avenue, Skokie
Room number will be posted.
January 4 and 6 (Monday and Wednesday), 6 pm
January 12 and 14 (Tuesday and Thursday), 6 pm
March 15 and 17 (Tuesday and Thursday), 6 pm
March 22 and 24 (Tuesday and Thursday), 6 pm

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 A02-02, NILES W, 8 Thu., 1/21, 7-9:30 pm
EDU A02-04 NILES W, 7 Thu., 4/7, 7-10 pm
EDU A02-03, MAINE E, 9 Tue., 1/19, 7-9:30 pm
EDU A02-06, MAINE E, 9 Tue., 4/5, 7-9:30 pm
EDU A02-07, OC/SK, 7 Fri., 1/22, 9:30 am-12:30 pm
EDU A02-08, OC/SK, 7 Fri., 4/8, 9:30 am-12:30 pm

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Theresa O’Sullivan at 847.635.1759.
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. No class 2/15 and 3/14.
EDU A04-01, NILES N, 7 Mon., 1/25, 7-10 pm
EDU A04-02, OC/SK, 16 Mon., 1/25, 7-9:30 pm
EDU A04-03, NILES N, 7 Mon., 4/4, 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. No class 2/15.
EDU A07-02, NILES N, 9 Wed., 1/20, 7-9:30 pm
EDU A07-03, NILES N, 9 Wed., 1/20, 7-9:30 pm
EDU A07-04, NILES N, 16 Mon./Wed., 1/20, 7-9:30 pm
EDU A07-05, MAINE E, 9 Thu., 1/21, 7-9:30 pm
EDU A07-09, NILES N, 16 Mon./Wed., 4/4, 7-9:30 pm
EDU A07-11, NILES N, 8 Wed., 4/6, 7-9:45 pm
EDU A07-07, NILES N, 8 Wed., 4/6, 7-9:45 pm
EDU A07-10, MAINE E, 9 Thu., 4/7, 7-9:30 pm
EDU A07-12, OC/SK, 7 Thu., 1/21, 9:30 am-12:30 pm
EDU A07-13, OC/SK, 7 Thu., 4/7, 9:30 am-12:30 pm

GED ENGLISH Review Classes

GED ENGLISH REVIEW  Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-01, ETHS, 9 Tue., 1/19, 6:30-9 pm
EDU A03-04, ETHS, 8 Tue., 4/5, 6:30-9:15 pm

GED READING REVIEW  Fee: $4.50 ($47)
Course provides practice in critical reading skills needed for three major areas of the GED tests. No class 2/15/16.
EDU A05-01, NILES N, 7 Mon., 1/25, 7-10 pm
EDU A05-02, NILES N, 7 Mon., 4/4, 7-10 pm

GED MATH REVIEW  Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents; focusing on algebra, geometry and word problems.
EDU A08-01, NILES N, 9 Wed., 1/20, 7-9:30 pm
EDU A08-03, NILES N, 16 Mon./Wed., 1/20, 7-9:30 pm
EDU A08-02, NILES N, 8 Wed., 4/6, 7-9:45 pm
EDU A08-04, NILES N, 16 Mon./Wed., 4/4, 7-9:30 pm

GED COMPLETE REVIEW  Fee: $10 ($98)
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests. No class 2/15/16.
EDU A09-01, OC/SK, 11 Sat., 1/16, 9 am-1 pm
EDU A09-03, OC/SK, 16 Mon./Wed., 1/20, 6:30-9:30 pm
EDU A09-04, OC/SK, 14 Mon./Wed., 4/4, 6:30-9:45 pm
EDU A09-05, OC/SK, 16 Tue./Thu., 1/19, 9:30 am-12:30 pm
EDU A09-06, OC/SK, 16 Tue./Thu., 4/5, 9:30 am-12:30 pm

CONSTITUTION REVIEW  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 A01-02, NILES W, 6 Tue., 1/19, 7-9:30 pm
HIS A01-04, NILES W, 6 Tue., 4/5, 7-9:30 pm

SPANISH LANGUAGE - COMPLETE REVIEW  Fee: $10 ($98)
Preparation in all four areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language. No class 2/15, 3/10, 3/26, 4/2, and 5/4.
EDU A11-02, MAINE W, 16 Mon./Wed., 1/20, 6:30-9:30 pm
EDU A11-03, ETHS, 16 Tue./Thu., 1/19, 6:30-9:30 pm
EDU A11-04, MAINE W, 14 Mon./Wed., 4/4, 6:30-10 pm
EDU A11-05, ETHS, 14 Tue./Thu., 4/5, 6:30-10 pm

Computer Lab for ESL, Literacy, and GED Students

Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.
Location: Oakton Community College, Room A210, Skokie
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 11 to Friday, May 24

Evening High School Program

General Information
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School.
Evening High School classes are small, allowing for individualized instruction. They take place two times per week from 6 to 10 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays.

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

Admission Procedures
Bring a transcript of your high school credits to:
Evening High School Coordinator
Alliance for Lifelong Learning
Maine South High School
1111 Dee Road, Park Ridge, IL 60068
Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 pm, Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine West 847-827-6176 (ext. 5739) or the Adult Education Department at 847-635-1426.
Cost: Classes are $12 each (books available on free loan).
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at [www.oakton.edu/ws](http://www.oakton.edu/ws), e-mail [workforcesolutions@oakton.edu](mailto:workforcesolutions@oakton.edu), or call 847.635.1447.
Effective Business Writing

Learn to identify common challenges and problem areas of writing and provide useful solutions. Write emails that speak directly to the audience and get your point across.

**Wednesdays, March 9 and 16, 9 a.m. - 12 p.m., Skokie campus**

$149 for two class series. Materials will be provided.
Programs for Mental Health Professionals

Be an early bird! Reduced registration fee of $79 for full-day programs!

Full-day program: $79 Early Bird • $109 Regular • $119 Online • $129 Walk-in (plus $8 non-refundable processing fee).

No senior discount.

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

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

Cultural Competence: Understanding Culture Through Film

New Five-week Online Program: January 11 - February 8

Cheri Sinott, LCSW
HMHA96-001 [CRN 41205]

Examine the films within a cultural framework to enhance awareness and knowledge of other cultures—two essential components of cultural competence. Watch the films Crash, The Joy Luck Club, Bend it Like Beckham, and Real Women Have Curves. This is an online D2L course which is accessed through d2l.oakton.edu. Participants watch films independently and then participate in a synchronous online discussion board. Course satisfies the IDFPR cultural competence requirement and is eligible for 15 clock hours of continuing education.

The Three R’s of Clinical Supervision

Friday, February 19

Helen King, LCSW
HTHA21-001 [CRN 41389] Early Bird postmarked by January 22; HTHA21-002 [41390] after January 22

Clinical supervision is a vital process for the growth of therapists. This course is for those who want to become a clinical supervisor, and are looking for guidance. Participants gain knowledge regarding the ins and outs of clinical supervision from the role the participant plays, their responsibilities and the importance of the therapeutic relationship. Ethical considerations are woven into the presentation. The following topics are discussed: elements of a good supervisor, differences between supervision and consultation, pitfalls to avoid, and ethical issues. The dyads of the therapist/client versus therapist/supervisor are explored. Learn to recognize appropriate supervision, and how to tell when a clinician is ready to become a supervisor.

Treating Binge Eating Disorders: A Mindful Approach to Recovery

Friday March 4

Judith Matz, LCSW
HTHA74-001 [CRN 41392] Early Bird postmarked by February 4; HTHA74-002 [CRN 41393] after February 4

Now that Binge Eating Disorder (BED) is a discrete diagnosis in the DSM5, more clients are seeking help. It is essential that clinicians recognize the differences between BED and “obesity.” Recovery from BED is more than a matter of self-control, weight loss, or understanding the emotional triggers for overeating. Learn to integrate multiple facets of treatment, including the attuned eating framework, the role of shame and self-compassion, emotional regulation, body-image strategies, understanding weight stigma, and the “Health at Every Size” paradigm. Learn to give clients the tools necessary to end binging and develop a healthy relationship with food, their bodies, and themselves.

Counseling Resistant 16- to 25-Year-Old Clients

Wednesday, March 9

Mark Sanders, LCSW, CADC
HMHA97-001 [CRN 41410] Early bird postmarked by February 9; HMHA97-002 [CRN 41411] after February 9

Adolescents and young adults are often difficult to engage in counseling and thus have the highest rates of premature termination. Leave this interactive presentation with skills for engaging resistant adolescents and young adults in counseling. Topics include: reasons why adolescents and young adults resist counseling, brain development, resistance as a natural developmental stage, strategies for engagement, mandated status, motivational incentives, and how to partner with adolescents in giving their lives direction.
Is it Me or Did Something Bizarre Just Happen? Understanding Personality Disorders

Friday, March 18
Michael Maniacci, PsyD

HTHA79-001 [CRN 41395] Early bird postmarked by February 18; HTHA79-002 [CRN 41396] after February 18

Examine current DSM5 personality disorders. Discuss five key categories for treatment, and four key uses of “personality.” Examine central developmental factors for each disorder, in addition to the characteristics between specific personality styles. Useful clinical intervention strategies are presented as well as the role of parent education plays in the treatment of personality disorders.

Medical Marijuana and the Current Drug Trends in Illinois

Friday, April 8
Bruce Talbot, MA

HTHA83-001 [CRN 41398] Early bird postmarked by Friday, March 8; HTHA83-002 [CRN 41399] after March 8

Learn about the newest illicit drug trends in Illinois including the designer synthetic drugs “Flacka,” “N-Bomb,” “Shatter,” while countering myths surrounding “Molly,” “Krocodil,” and “Smoking Alcohol.” Recent data from the Illinois State Police Forensic Laboratory is used to provide specific drug seizure data for the collar counties of Chicago as well as data from the Illinois Department of Health on county-wide drug treatment trends. The Illinois Compassionate Care Act (commonly called the Medical Marijuana Law), has changed considerably since its initial passage. These changes, including allowing children to obtain marijuana patient cards and the 2015 expansion of qualifying medical conditions, are also explored.

Exploring the Seas of Ethics and Cultural Competency: Knowledge, Application, and Integration

Friday, April 29
Serena Wadhwa, PsyD, LCPC, CADC

HMHA94-001 [CRN 41383] Early bird postmarked by March 29; HMHA94-002 [CRN 41384] after March 29

Ethical competency is about critical thinking and processes that lead to decisions. Explore ethical decision models, professional ethical standards, personal bias, values, and obstacles to ethical decisions. Subjects discussed include: Eastern perspectives, military culture, aspects central to culture, religion, disability, gender, sexual orientation, socioeconomic status, privilege, age, and status. Case studies, interactive discussions, and engaging activities complement the information. This program satisfies the IDFPR three-hour ethics requirement for social workers (S.W.) and psychologists as well as the 3-hour cultural competency requirement for S.W.

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 Therapist (6.5 clock hours), Psychologists (6.5 clock hours), Nursing Home Administrators (6.5 clock hours), Addictions Counselors IAODAPCA members (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 (UTH) will be offered to other professional groups. Continuing education for the online course will be 15.0 clock hours for the LSW/LCSW, LPC/LCPC, LMFT, NHA, Psychologists, NHA, SLP, OT (16.0 contact hours) IAODAPCA CE hours pending.

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

REGISTRATION

Advanced registration is recommended. Please submit one registration form for each participant.

By Mail: Send a check for total amount payable to Oakton Community College or pay by credit card (MasterCard, VISA, Discover). Include credit card number, three-digit verification code, and expiration date. Mail to: ALL, P.O. Box 367, Skokie, IL 60076.

In Person: Mon. - Thu., 8:30 a.m. - 7 p.m.; Fri. 8:30 a.m. - 5 p.m.; Sat, 9 a.m. - noon, Des Plaines, (Room 1420) or the Skokie, (Room A120).

By Fax: Complete the registration form, including credit card number, three-digit verification code, and expiration date. Must fax to ALL office (847.635.1448) at least 48 hours prior to start of class.

Online: Visit www.oakton.edu/conted and select Continuing Education for Health Professionals.

Processing Fee: Participants are charged an $8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax are charged an $8 fee with each registration.

NOTE: When providing a check as payment, you authorize Alliance for Lifelong Learning either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. A $25 fee is applied if the check is returned by the bank.

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

For more information, visit www.oakton.edu/conted or call 847.635.1438.
Program for Radiology Professionals

Be an early bird! Reduced registration fee of $89 for full-day programs!

$89 Early Bird (plus an $8 non-refundable processing fee) • $109 Regular • $131 Walk-in (No senior discount.)
Registration 7:30 a.m.; Programs 8 a.m. - 3 p.m. Morning coffee and lunch provided.
Location: Oakton Community College, 1600 East Golf Road, Des Plaines

CT Technology Update 2016 Presenter: Brad Holmer, RT
Course covers the latest in CT technology in the clinical setting. Topics include advancements in system designs, radiation reduction techniques, iterative image reconstruction, cardiac imaging, dual source acquisition, virtual endoscopy, spectral imaging, interventional procedures, perfusion studies, and the use of CT in lung screening. Statistical and regulatory information is also presented.

Mammography: Achieving ACR Quality Images Presenter: Darla Mounce, BA, RT, (R) (M) CBPN
XRAA20-001 [CRN 41401] Early Bird Registration postmarked by March 11; XRAA20-002 [CRN 41402] after March 11
Course objectives are to give the technologist new tools to achieve advanced positioning skills, an understanding of how to put the principles into practice, and provide an in-depth understanding of the newest advances in breast imaging.

Digital Breast Tomosynthesis and Contrast Enhanced Mammography
XRAA57-001 [CRN 41404] Early Bird registration postmarked by March 11; XRAA57-002 [CRN 41405] after March 11
In today’s world, the field of breast imaging is catching up to other diagnostic imaging modalities. The technologist must learn these new techniques and know how to put them into the clinical practice.

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

Program for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTHA04-001 [CRN 41386]
Monday, Tuesdays, Wednesday, and Thursdays, January 26, 28, and February 2, 4, 8, and 10.
Location: Oakton Community College, 1600 East Golf Road, Des Plaines
$450 Advanced Registration and $475 Walk-in (plus $8 non-refundable processing fee). No senior discount.
Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m. Includes course notebook, morning refreshments and certificate of completion.
Lunch on your own. Bring a bag lunch to eat in the classroom or purchase a lunch in the campus cafeteria.
Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).
Participants must attend all six sessions to receive a certificate of completion.

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

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee will be charged for cancellations.
Processing Fee: Participants are charged an $8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax [847.635.1448] are charged an $8 fee with each registration form.
NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a onetime electronic fund transfer from your account or to process the payment as a check transaction.

Advanced registration is recommended. Use the online Flex Registration system at www.oakton.edu/conted, or register in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448.
For more information, visit www.oakton.edu/all or call 847.635.1438.
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:


Co-Sponsored Programs

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

Institutional Accreditation

- **Dietitians**: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014–2017 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA00001.
- **Social Workers**: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Social Worker Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000167.
- **Marriage and Family Therapists**: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education 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 upcoming renewal period pending by the Nursing Home Administrators Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 139-000061.
- **Professional Counselor/Clinical Professional Counselors**: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education 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 upcoming renewal period pending by the Respiratory Care Practitioners Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000010.

Accreditation for Other Health Professional Continuing Education Activities

- **Dietitians**: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2014–2017 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA00001.
- **Social Workers**: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Social Worker Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000167.
- **Marriage and Family Therapists**: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education 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 upcoming renewal period pending by the Nursing Home Administrators Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 139-000061.
- **Professional Counselor/Clinical Professional Counselors**: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education 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.

For more information about Health Professional programs, please call 847-635-1438, email cehp@oakton.edu or visit our webpage at www.oakton.edu/conted for more upcoming Continuing Education Health Programs.
Open House
Lifelong Learning for the 55+ Student

Thursday, February 25
1-2:30 p.m., Skokie Campus

Dive into the world of foreign relations through our Passport lecture series. Learn about great technology and fitness courses or discover our great partnership learning opportunities. Emeritus offers something for everyone! Meet instructors, make new friends, and choose from a wide variety of courses at our free spring Open House.

Call 847-635-1414 to RSVP.