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

Method of payment:
□ Cash
□ Check No. __________ (payable to Oakton Community College)
□ Visa
□ MasterCard
□ Discover

Credit Card Number ___________________________ ___________________________ ___________________________
Exp. Date ___ / ___ / _____ Three-Digit Verification Code (on back of card) ____________

Cardholder Name (print) ________________________________________________________________
Cardholder Signature ________________________________________________________________

* A $9 non-refundable processing fee is charged at the time of each registration.
No confirmation will be sent.
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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

- Advanced Conversational Spanish ...........................................29
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**GLENBROOK SOUTH HIGH SCHOOL (GSHS)**
4000 West Lake Avenue, Glenview, IL 60026

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

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

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- Spanish I .....................................................................................29
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**NILES WEST HIGH SCHOOL (NWHS)**
5701 Oakton Street, Skokie, IL 60077

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- Conversational Arabic ...............................................................28
- Conversational Arabic II .........................................................28
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## ONLINE CLASSES

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>ACC B02-350</td>
<td>$174</td>
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<tr>
<td>C# Programming</td>
<td>ACC B02-350</td>
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</tr>
<tr>
<td>Creating WordPress Website Series</td>
<td>TCR B04-350</td>
<td>$174</td>
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<td>Educators Fundamentals Series</td>
<td>TCR B04-350</td>
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<tr>
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<td>TES T01-350</td>
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<td>$174</td>
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<tr>
<td>Medical Spanish Series</td>
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<td>Grant Writing Value Suite</td>
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<td>BUB E42-350</td>
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<td>Web Design Value Suite</td>
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<td>$261</td>
</tr>
<tr>
<td>Administrative Assistant Suite</td>
<td>BUB E16-350</td>
<td>$261</td>
</tr>
</tbody>
</table>

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

Questions? Email Ed2Go@Oakton.edu or call Jackie Pappa at 847.376.7704.

---

## Bundle Courses and Save More Money!

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

- **Accounting Fundamentals Series** Fee: $174
  - Save $84 when you bundle Accounting Fundamentals I and Accounting Fundamentals II. Course Code: ACC B02-350
- **C# Programming Series** Fee: $174
  - Save $84 when you bundle Introduction to C# Programming and Intermediate C# Programming. Course Code: DAT E31-350
- **Creating WordPress Website Series** Fee: $174
- **Educators Fundamentals Series** Fee: $261
  - Save $126 when you bundle Solving Classroom Discipline Problems I, Solving Classroom Discipline Problems II, and Teaching Students with ADHD. Course Code: TCR B04-350
- **GRE Prep Series** Fee: $174
  - Save $84 when you bundle GRE Prep I and GRE Prep II. Course Code: TES T01-350
- **Java Programming Series** Fee: $174
  - Save $84 when you bundle Intro. to Java Programming and Intermediate Java Programming. Course Code: DAT E01-350
- **Medical Spanish Series** Fee: $174
  - Save $84 when you bundle Spanish for Medical Professionals I and Spanish for Medical Professionals II. Course Code: LSP B01-350
- **PMP Series** Fee: $183
  - Save $75 when you bundle PMP Certification Prep I and PMP Certification Prep II. Course Code: BUB E43-350
- **SAT/ACT Prep Series** Fee: $174
  - Save $84 when you bundle SAT/ACT Prep I and SAT/ACT Prep II. Course Code: EDU S06-350
- **SQL Series** Fee: $174
  - Save $84 when you bundle Introduction to SQL and Intermediate SQL. Course Code: DAT E30-350

---

## Hybrid Online Learning

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

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

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

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls to better serve the needs and interests of district residents. Refer to the map on page 55 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

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

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

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

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

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

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

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

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

**Put Your Passion to Work!**

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

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

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

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

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

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

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

General Information

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

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

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

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

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

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

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

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

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

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

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

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

Note: Full payment includes tuition plus a $9 non-refundable processing fee.

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

Hours for Oakton Community College Campuses:
Monday–Thursday, 8:30 a.m.–7 p.m.
Friday, 8:30 a.m.–5 p.m.
Saturday, 9 a.m.–12 p.m.

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Location</th>
<th>Day of the week</th>
<th>Time</th>
<th>Instructor</th>
<th>CRN</th>
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<tbody>
<tr>
<td>BUS B34-01, Niles N, 7</td>
<td>Wed., 10/1, 7-10 pm</td>
<td>Daniel</td>
<td></td>
<td></td>
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</tr>
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</table>

• For location information, see site map on page 55.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for web registration.
Spring 2017 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 j Cohen@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: $129
Increase financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Discussion includes accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. Cover all the bases: from writing checks to preparing an income statement and closing out accounts. Requirements: Access to a calculator and a printer.

ACC A08-300, 1/18-3/10 CRN 40290
ACC A08-301, 2/15-4/7 CRN 40291
ACC A08-302, 3/15-5/5 CRN 40292
ACC A08-303, 4/12-6/2 CRN 40293

ACCOUNTING WITH SAGE 50: PART I* Fee: $173
(ONLINE)
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.

ACCOUNTING WITH SAGE 50: PART II* Fee: $173
(ONLINE)
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.

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

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

ACCOUNTING WITH QUICKBOOKS II* Fee: $133
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.

STEM YOUTH PROGRAMS

Students in grades 4 - 12 can give their science, technology, engineering, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year.

REGISTER EARLY!
Classes are canceled a week before start date if minimum enrollment is not reached.
QUICKBOOKS COMPREHENSIVE* Fee: $370
Prepare for the QuickBooks ProAdvisor Exam. Content in first eight weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second eight weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with Quickbooks not required. Recommended: Completion of the Principles of Financial Accounting and basic computer skills.
ACC A15-C01, OC/SK, 16 Mon., 1/23, 6:30-9:40 pm CRN 41333

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $133
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the Financial Accounting course or basic accounting knowledge recommended. Textbook available in the Oakton's bookstore.
ACC A03-C01, OC/SK, 8 Thu., 1/19, 6-7:50 pm CRN 41305
ACC A03-C02, OC/DP, 8 Mon., 3/20, 1-2:50 pm CRN 41310

PAYROLL TAX ACCOUNTING* Fee: $123
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., 4/15, 9 am-12:40 pm CRN 41312

PERFORMING PAYROLL IN QUICKBOOKS (ONLINE) Fee: $129
Create paychecks, calculate payroll taxes, and produce dazzling payroll reports with ease and confidence through QuickBooks software. Requirements: Intuit's QuickBooks Pro or QuickBooks Premier 2011, 2012, or 2013 for Windows. Course does not support Macintosh, Simple-Start, and online versions of QuickBooks.
ACC A11-300, 1/18-3/10 CRN 40294
ACC A11-301, 2/15-4/7 CRN 40295
ACC A11-302, 3/15-5/5 CRN 40296
ACC A11-303, 4/12-6/2 CRN 40297

SHEET METAL LAYOUT AND FABRICATION* Fee: $545
Covers the methods of laying out and fabricating sheet metal ducts and fittings which are generally used in heating and air conditioning installations.
AIR A01-C01, OC/DP, 16 Tue., 1/17, 7:30-8:15 pm CRN 41338

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $540
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., 1/23, 7:30-10:15 pm CRN 41336

EPA SECTION 608 CERTIFICATION* Fee: $173
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). A textbook may be required. Check with the bookstore.
AIR A08-C01, OC/DP, 4 Wed., 4/19, 5-8:50 pm CRN 41341

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS* Fee: $540
Covers electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduct sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.
AIR A11-C01, OC/DP, 16 Tue., 1/17, 5-7:20 pm CRN 41340

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 847-635-1950.

PAINTING I* Fee: $410
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C01, OC/DP, 16 Tue./Thu., 1/17, 1-3:40 pm CRN 41369
ART C33-C02, OC/SK, 16 Tue./Thu., 1/17, 10 am-12:40 pm CRN 41373

ADVANCED PAINTING* Fee: $400
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C33.
ART C34-C01, OC/DP, 16 Tue./Thu., 1/17, 1-3:40 pm CRN 41425
ART C34-C02, OC/SK, 16 Tue./Thu., 1/17, 10 am-12:40 pm CRN 41429

CERAMICS I* Fee: $430
Examines techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C01, OC/DP, 16 Tue./Thu., 1/17, 9:30 am-12:10 pm CRN 41390
ART C43-C02, OC/DP, 16 Tue./Thu., 1/17, 6:30-9:10 pm CRN 41395
ART C43-C03, OC/DP, 16 Mon./Wed., 1/18, 9:30 am-12:10 pm CRN 41380
ART C43-C04, OC/DP, 16 Mon./Wed., 1/18, 1:30-4:10 pm CRN 41385
ART C43-C05, OC/DP, 16 Sat., 1/21, 9:30 am-2:50 pm CRN 41378

*Courses may also be taken for college credit.
CERAMICS II* Fee: $415
A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time is required. Prerequisite: ART C43 or consent of instructor or department chair.

ART C44-C01, OC/DP, 16 Tue./Thu., 1/17, 6:30-9:10 pm CRN 41437
ART C44-C02, OC/DP, 16 Tue./Thu., 1/17, 1:30-4:00 pm CRN 41440
ART C44-C03, OC/DP, 16 Sat., 1/21, 9:30 am-2:50 pm CRN 41433

DRAWING I* Fee: $395
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conte, ink, and pastels. Studio work outside of class required.

ART C23-C01, OC/SK, 16 Tue./Thu., 1/17, 1:30-4:10 pm CRN 41368
ART C23-C02, OC/DP, 16 Mon./Wed., 1/18, 1:30-4:10 pm CRN 41355
ART C23-C03, OC/SK, 16 Mon./Wed., 1/18, 6:30-9:10 pm CRN 41358
ART C23-C04, OC/DP, 16 Mon./Wed., 1/18, 9:30 am-12:10 pm CRN 41361
ART C23-C05, OC/SK, 16 Mon./Wed., 1/18, 11 am-1:40 pm CRN 41365
ART C23-C06, OC/DP, 16 Sat., 1/21, 9:30 am-2:50 pm CRN 41352

DRAWING II* Fee: $395
A continuation of ART C23, focusing on personal approach to media and subject matter. Studio work outside of class required. Prerequisite: Drawing I (ART C23).

ART C24-C01, OC/SK, 16 Tue./Thu., 1/17, 1:30-4:10 pm CRN 41419
ART C24-C02, OC/SK, 16 Mon./Wed., 1/18, 11 am-1:40 pm CRN 41406
ART C24-C03, OC/DP, 16 Mon./Wed., 1/18, 9:30 am-12:10 pm CRN 41410
ART C24-C04, OC/SK, 16 Mon./Wed., 1/18, 6:30-9:10 pm CRN 41414
ART C24-C05, OC/DP, 16 Mon./Wed., 1/18, 1:30-4:10 pm CRN 41417
ART C24-C06, OC/DP, 16 Sat., 1/21, 9:30 am-2:50 pm CRN 41404

DRAWING FOR THE ABSOLUTE BEGINNER Fee: $129
(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, 1/18-3/10 CRN 40306
ART C09-301, 2/15-4/7 CRN 40307
ART C09-302, 3/15-5/5 CRN 40308
ART C09-303, 4/12-6/2 CRN 40309

DRAWING/WATERCOLOR Fee: $150
Use color and form compositions to build confidence in your painting skills.

ART C19-01, MAINE E, 8 Thu., 3/30, 7-9:30 pm CRN 40184

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

ART C59-300, 1/18-3/10 CRN 40314
ART C59-301, 2/15-4/7 CRN 40315
ART C59-302, 3/15-5/5 CRN 40316
ART C59-303, 4/12-6/2 CRN 40317

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. No class 2/29.

ART T08-01, HART, 10 Wed., 3/8, 9:30 am-12:30 pm CRN 40188
ART T08-02, HART, 10 Mon., 3/27, 9:30 am-12:30 pm CRN 40189

Auto and Engine Repair

AUTOMOBILE REPAIR Fee: $185
A course for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards. (Each student must pay a $10 lab fee to the instructor at the first class.) No class 2/16, 3/30.

TEC C14-04, ETHS, 10 Tue., 1/17, 6:30-9:30 pm CRN 40280
TEC C14-02, ETHS, 10 Thu., 1/19, 6:30-9:30 pm CRN 40281
TEC C14-03, ETHS, 10 Tue., 4/4, 6:30-9:30 pm CRN 40222

SMALL ENGINE REPAIR (SNO-WOBLERS 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., 4/20, 7-9:30 pm CRN 40121

Business

Courses marked with an asterisk (*) may be taken as noncredit 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 bandgbuy@oakton.edu.

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

BUB A74-300, 2/6-3/3 CRN 41111

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

BUB A75-300, 3/6-3/31 CRN 41112

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

BUB A76-300, 4/3-4/28 CRN 41113

*Courses may also be taken for college credit.
BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE)
Fee: $129
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, course reviews how money flows through a typical business. Whether you’re an employee, sales executive, supervisor, or manager, you’ll gain an understanding of basic financial information and use it to make decisions that have a positive impact on your company’s bottom line.
BUB A41-300, 1/18-3/10 CRN 40353
BUB A41-301, 2/15-4/7 CRN 40354
BUB A41-302, 3/15-5/5 CRN 40355
BUB A41-303, 4/12-6/2 CRN 40356

New!
DESIGNING SUCCESSFUL WEBINARS (ONLINE)
Fee: $195
Webinars are a hot new meeting format that saves money and reaches more people than in-person meetings. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars more impactful. No senior discount.
BUB A85-300, 3/6-3/31 CRN 40269

INTRODUCTION TO BUSINESS ANALYSIS (ONLINE)
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, 1/18-3/10 CRN 40441
BUS A16-301, 2/15-4/7 CRN 40442
BUS A16-302, 3/15-5/5 CRN 40443
BUS A16-303, 4/12-6/2 CRN 40444

MASTERY OF BUSINESS FUNDAMENTALS (ONLINE)
Fee: $129
Interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? Then this course is for you! Learn about motivating and leading employees, organizing resources for employees, budgeting and managing costs, business law, and more. By the end of this course students will understand the significance of strategic planning and know how external and internal environmental factors affect an organization.
BUS A89-300, 1/18-3/10 CRN 41041
BUS A89-301, 2/15-4/7 CRN 41042
BUS A89-302, 3/15-5/5 CRN 41043
BUS A89-303, 4/12-6/2 CRN 41044

NONPROFIT LEADERSHIP AND ADMINISTRATION
Fee: $99
This course examines management principles and practices for non-profit organizations. Consideration is given to leadership in a non-profit environment, the motivation of staff and volunteers, the role of the founder and the board, and types and structures of nonprofit organizations. No senior discount.
MAR B01-01, GLBakk S, 2 Tue., 4/4, 6:30-9:30 pm CRN 40246

INTRODUCTION TO BUSINESS*
Fee: $370
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business. Additional online work required.
BUS A01-C01, OC/DP, 16 Wed., 1/18, 6:30-9:20 pm CRN 41442
BUS A01-C02, OC/SK, 13 Tue./Thu., 2/14, 4:30-5:45 pm CRN 41447
*Courses may also be taken for college credit.

Career and Certification Training

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 $6. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class to the instructor. No senior discount.
HEA E05-01, NILES N, 1 Wed., 3/22, 6:30-9:30 pm CRN 41498
HEA E05-02, MAINE E, 1 Thu., 3/30, 6:30-9:30 pm CRN 40209

PERSONAL TRAINER CERTIFICATION
Fee: $720
PED C03-01, OC/DP, 9 Sun., 2/12, 9 am-2 pm CRN 40249

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)
Fee: $129
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.
BUB A42-300, 1/18-3/10 CRN 40357
BUB A42-301, 2/15-4/7 CRN 40358
BUB A42-302, 3/15-5/5 CRN 40359
BUB A42-303, 4/12-6/2 CRN 40360

PERSONAL TRAINER CERTIFICATION
Fee: $720
PED C03-01, OC/DP, 9 Sun., 2/12, 9 am-2 pm CRN 40249

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)
Fee: $129
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.
BUB A42-300, 1/18-3/10 CRN 40357
BUB A42-301, 2/15-4/7 CRN 40358
BUB A42-302, 3/15-5/5 CRN 40359
BUB A42-303, 4/12-6/2 CRN 40360

New!
ADMINISTRATIVE ASSISTANT APPLICATIONS (ONLINE)
Fee: $129
Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics, and understand the basics of human resources management.
BUB A64-300, 1/18-3/10 CRN 40270
BUB A64-301, 2/15-4/7 CRN 40271
BUB A64-302, 3/15-5/5 CRN 40272
BUB A64-303, 4/12-6/2 CRN 40273

BECOME A VETERINARY ASSISTANT (ONLINE)
Fee: $129
If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.
BUB A60-300, 1/18-3/10 CRN 40397
BUB A60-301, 2/15-4/7 CRN 40398
BUB A60-302, 3/15-5/5 CRN 40399
BUB A60-303, 4/12-6/2 CRN 40400
Prepare for Industry Recognized Certifications with Online Learning

Programs offered in partnership with Ed2go Career Training

Some Ed2Go Career Training courses include vouchers for certification exam.
For more information or to register, visit careertraining.ed2go.com/oakton or call 877-221-5151.

Programs offered in partnership with CareerStep, LLC

All CareerStep courses include vouchers for a certification exam as well as a laptop at no additional cost.
For more information or to register, visit www.careerstep.com/oakton or call 877-225-7151.

IT/Business

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

Healthcare

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

Manufacturing, Healthcare, and Telecommunications

- Green Belt Credential Awarded by IQF
- Six Sigma Green Belt
- Black Belt Credential Awarded by IQF
- Six Sigma Black Belt

Travel/Hospitality

- Travel Agent Proficiency (TAP) Credential Awarded by Travel Institute
- Travel Agent Training

Healthcare

- Certified Professional Coder (CPC) or Certified Coding Associate (CCA) Credential Awarded by AHIMA or AAPC
- Professional Medical Coding and Billing with PCS*
- Professional Medical Coding and Billing ICD-10*

Registered Healthcare Documentation Specialist (RHDS) Credential Awarded by Association for Healthcare Documentation Integrity (AHDI)
- Medical Transcription and Editing

Business Services

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

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

All programs require external exams to receive certification.
Get on the Road to a New Career in Less Than Two Months

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

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

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

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

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

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

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

For more information, call 847.635.1414.
BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION (ONLINE) Fee: $129
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

BUB A61-300, 1/18-3/10 CRN 40401
BUB A61-301, 2/15-4/7 CRN 40402
BUB A61-302, 3/15-5/5 CRN 40403
BUB A61-303, 4/12-6/2 CRN 40404

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

BUB A62-300, 1/18-3/10 CRN 40405
BUB A62-301, 2/15-4/7 CRN 40406
BUB A62-302, 3/15-5/5 CRN 40407
BUB A62-303, 4/12-6/2 CRN 40408

Communication

INTRODUCTION TO VISUAL COMMUNICATION* Fee: $445
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, 1/18, 1-3:50 pm CRN 41472

COMMUNICATION STRATEGIES* Fee: $370
Course develops strategies for effective communication in business. Content includes skills to plan, organize and develop business correspondence, reports, presentations and visual enhancements; edit and critique business documents; establish oral communication techniques for business situations; conduct meetings; develop dictation skills; create graphics through electronic media; and refine listening techniques. Recommended: College level English skills. Textbook might be required. Check with the bookstore.

COF A84-C01, OC/DR, 13 Tue., 2/7, 6:30-9 pm CRN 41337

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

BUB A70-300, 1/18-3/10 CRN 40417
BUB A70-301, 2/15-4/7 CRN 40418
BUB A70-302, 3/15-5/5 CRN 40419
BUB A70-303, 4/12-6/2 CRN 40420

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

BUB A55-300, 1/18-3/10 CRN 40377
BUB A55-301, 2/15-4/7 CRN 40378
BUB A55-302, 3/15-5/5 CRN 40379
BUB A55-303, 4/12-6/2 CRN 40380

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

COM S57-300, 1/18-3/10 CRN 40565
COM S57-301, 2/15-4/7 CRN 40566
COM S57-302, 3/15-5/5 CRN 40567
COM S57-303, 4/12-6/2 CRN 40568

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

COM S13-300, 1/18-3/10 CRN 40549
COM S13-301, 2/15-4/7 CRN 40550
COM S13-302, 3/15-5/5 CRN 40551
COM S13-303, 4/12-6/2 CRN 40552

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

COM B09-300, 1/18-3/10 CRN 40493
COM B09-301, 2/15-4/7 CRN 40494
COM B09-302, 3/15-5/5 CRN 40495
COM B09-303, 4/12-6/2 CRN 40496

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.

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.

No computer classes will be held on the following holidays: MLK Day, January 16; Presidents Day, February 20

Computer Keyboarding Skills

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

SKILL BUILDING AND FORMATTING (ONLINE)* Fee: $420
Course offers further development of keyboarding, skill building, and formatting. This course will focus on the following: document design skills; word processing skills; and communication skills. Recommended: Completion of COF A25 and keyboarding speed of 20 wpm. Textbook might be required. Check with the bookstore.

COF A04-C01, 1/23-5/7 CRN 41455

*Courses may also be taken for college credit.
BASIC KEYBOARDING (ONLINE)* Fee: $173
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 dgronset@oakton.edu for information.
COF A02-C01, 1/23-3/12 CRN 41452

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT (ONLINE)* Fee: $173
This course is designed to increase keyboarding speed while improving accuracy by identifying weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 wpm (without looking at the keyboard). Textbook might be required. Check with the bookstore.
COF A06-C01, 3/20-5/1 CRN 41459

COMPUTER KEYBOARDING: LEARN TO TYPE Fee: $129
(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, 1/18-3/10 CRN 40941
OFF A39-301, 2/15-4/7 CRN 40942
OFF A39-302, 3/15-5/6 CRN 40943
OFF A39-303, 4/12-6/2 CRN 40944

Windows Operating Systems

INTRODUCTION TO WINDOWS 7 (ONLINE) Fee: $129
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you’ll master all the skills you need to make the transition from helpless beginner to knowledgeable user!
DPR A23-300, 1/18-3/10 CRN 40737
DPR A23-301, 2/15-4/7 CRN 40738
DPR A23-302, 3/15-5/6 CRN 40739
DPR A23-303, 4/12-6/2 CRN 40740

WINDOWS FUNDAMENTALS* Fee: $123
Course presents basic Windows skills necessary to be successful in learning other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting; and virus check.
COF A10-C01, OC/DP 7 Tue., 1/24, 6-10 pm CRN 41288

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.

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., 2/14, 6:30-8 pm CRN 40195

COMPUTERS FOR NEW USERS: OFFICE 2013* Fee: $257
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel. Supplemental lab work required.
CPT A44-C01, OC/DP, 15 Mon., 1/30, 8:30-9:20 pm CRN 41366
CPT A44-C02, OC/SK, 9 Tue./Thu., 3/21, 9:30-10:45 am CRN 41370

BASIC COMPUTER Fee: $165
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.
DPR A22-01, OC/SK, 5 Sat., 2/4, 10 am-1 pm CRN 40196

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2013, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT* Fee: $525
Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spreadsheet, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and 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, 16 Tue., 1/17, 9-9:30 pm CRN 41405
CPT A01-C02, OC/DP, 15 Tue./Thu., 1/31, 12:30-2:30 pm CRN 41409

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2013* Fee: $380
Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, 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., 12/19, 12:30-1:45 pm CRN 41382
CPT A19-C02, OC/SK, 16 Tue./Thu., 1/17, 12:30-2:15 pm CRN 41403
CPT A19-C03, OC/DP, 16 Mon./Wed., 1/18, 11 am-12:45 pm CRN 41391
CPT A19-C04, OC/SK, 16 Mon./Wed., 1/18, 9:30-11:15 am CRN 41394
CPT A19-C05, OC/DP, 16 Mon./Wed., 1/18, 9-10:45 am CRN 41399
CPT A19-C06, OC/SK, 16 Thu., 1/19, 6-8:50 pm CRN 41376
CPT A19-C07, OC/DP, 15 Tue./Thu., 1/31, 12:30-2:30 pm CRN 41387

PROJECT MANAGEMENT* Fee: $380
Course introduces principles of project management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01.
CPT A83-C02, OC/DP, 13 Thu., 2/16, 6-8:50 pm CRN 41470

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

*Courses may also be taken for college credit.
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@oaktont.edu.

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

DAT A17-300, 1/18-3/10  CRN 40617
DAT A17-301, 2/15-4/7  CRN 40618
DAT A17-302, 3/15-5/5  CRN 40619
DAT A17-303, 4/12-6/2  CRN 40620

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.


DPR A83-01, OC/DP, 4 Mon., 4/10, 7-9 pm  CRN 40197

INTRODUCTION TO MICROSOFT WORD  Fee: $129  (ONLINE)
Discover the capabilities of this word processing software. Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Versions available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

DPR A83-300, 1/18-3/10  CRN 40785
DPR A83-301, 2/15-4/7  CRN 40786
DPR A83-302, 3/15-5/5  CRN 40787
DPR A83-303, 4/12-6/2  CRN 40788

INTERMEDIATE MICROSOFT WORD  Fee: $129  (ONLINE)
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, reposotion, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your graphics and databases. The book for this course is Microsoft Excel 2013: Shelly Cashman Series (ISBN 978-1265168449). The book can be purchased on Amazon.com or at Barnes and Noble.

DPR A80-300, 1/18-3/10  CRN 40781
DPR A80-301, 2/15-4/7  CRN 40782
DPR A80-302, 3/15-5/5  CRN 40783
DPR A80-303, 4/12-6/2  CRN 40784

COMPREHENSIVE WORD PROCESSING: WORD 2013  Fee: $420
Course covers uses and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spelling-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. Hybrid course: 1/2 classroom and 1/2 online.

COF A25-C01, Online, 2/6-5/8  CRN 41293

ADVANCED WORD PROCESSING AND PUBLISHING: WORD 2013  Fee: $257  (ONLINE)*
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 COF A25. Textbook might be required. Check with the bookstore.

COF A45-C01, 1/23-5/7  CRN 41339

INTRODUCTION TO MICROSOFT EXCEL  Fee: $129  (ONLINE)

DPR A84-300, 1/18-3/10  CRN 40798
DPR A84-301, 2/15-4/7  CRN 40799
DPR A84-302, 3/15-5/5  CRN 40791
DPR A84-303, 4/12-6/2  CRN 40792

BASIC AND INTERMEDIATE EXCEL  Fee: $264
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. This course is the combo course for Introduction to Microsoft Excel and Intermediate Microsoft Excel. Save $36 when you register for this combo course! The book for this course is Microsoft Excel 2013: Shelly Cashman Series (ISBN 978-1285168449). The book can be purchased on Amazon.com or at Barnes and Noble.

DAT A14-01, OC/DP, 8 Sat., 3/4, 10 am-1 pm  CRN 40193
DAT A14-02, OC/DP, 8 Wed., 4/5, 6-9 pm  CRN 40194

INTRODUCTION TO MICROSOFT EXCEL  Fee: $150
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases. The book for this course is Microsoft Excel 2013: Shelly Cashman Series (ISBN 978-1285168449). The book can be purchased on Amazon.com or at Barnes and Noble.

DPR A84-01, OC/DP, 4 Sat., 3/4, 10 am-1 pm  CRN 40199
DPR A84-02, OC/DP, 4 Wed., 4/5, 6-9 pm  CRN 40201

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. The book for this course is Microsoft Excel 2013: Shelly Cashman Series (ISBN 978-1285168449). The book can be purchased on Amazon.com or at Barnes and Noble.

DPR A85-01, OC/DP, 4 Sat., 4/1, 10 am-1 pm  CRN 40202
DPR A85-02, OC/DP, 4 Wed., 5/3, 6-9 pm  CRN 40198
INTERMEDIATE MICROSOFT EXCEL (ONLINE)  Fee: $129
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. **Prerequisite:** Introduction to Microsoft Excel (DPR A84) or equivalent. Versions available: Microsoft Excel or Office 2007, 2010, 2013, and 2016. **Requirements:** Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A85-300, 1/18-3/10  CRN 40793
DPR A85-301, 2/15-4/7  CRN 40794
DPR A85-302, 3/15-5/5  CRN 40795
DPR A85-303, 4/12-6/2  CRN 40796

ADVANCED MICROSOFT EXCEL (ONLINE)  Fee: $129
Maximize your investment in Microsoft Excel by learning advanced techniques that most users don't even know exist. In this practical, hands-on course, you’ll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You’ll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You’ll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You’ll become adept at consolidating and importing data, and you’ll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheets, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.
DAT A15-300, 1/18-3/10  CRN 40613
DAT A15-301, 2/15-4/7  CRN 40614
DAT A15-302, 3/15-5/5  CRN 40615
DAT A15-303, 4/12-6/2  CRN 40616

ELECTRONIC SPREADSHEETING USING EXCEL: 2013*  Fee: $257
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. **Recommended:** Pre-algebra and hands-on experience using Windows software. Hybrid course: 1/2 classroom and 1/2 online.
COF A35-C01, OC/DP, 8 Thu., 1/19, 6-8:30 pm  CRN 41318

ADVANCED SPREADSHEETING USING EXCEL (ONLINE)*  Fee: $297
Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. **Prerequisite:** COF A3S or consent of instructor.
COF A55-C01, 3/20-5/12  CRN 41342

DATABASE APPLICATIONS USING ACCESS: 2013*  Fee: $380
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more. Access 2013 with an online component (hybrid: 1/2 classroom and 1/2 online).
COF A40-C01, OC/DP, 13 Mon./Wed., 2/6, 9:30-11:50 am  CRN 41322

INTRODUCTION TO MICROSOFT ACCESS (ONLINE)  Fee: $129
DPR A71-300, 1/18-3/10  CRN 40773
DPR A71-301, 2/15-4/7  CRN 40774
DPR A71-302, 3/15-5/5  CRN 40775
DPR A71-303, 4/12-6/2  CRN 40776

INTERMEDIATE MICROSOFT ACCESS (ONLINE)  Fee: $129
Build a fully-automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques. **Prerequisite:** Intro to Microsoft Access (DPR A71) or equivalent. Versions available: Microsoft Access or MS Office Professional 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.
DPR A98-300, 1/18-3/10  CRN 40801
DPR A98-301, 2/15-4/7  CRN 40802
DPR A98-302, 3/15-5/5  CRN 40803
DPR A98-303, 4/12-6/2  CRN 40804

INTRODUCTION TO MICROSOFT POWERPOINT (ONLINE)  Fee: $129
PowerPoint is one of the best presentation programs on the market. Obtain the skills to create overhead transparencies, 35 mm slides, and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines, and graphs. Learn how to add clip art, hyperlinks, and special effects to presentations. Versions Available: PowerPoint or MS Office Professional 2010, 2013, and 2016. Not suitable for Macintosh users.
DPR A70-300, 1/18-3/10  CRN 40769
DPR A70-301, 2/15-4/7  CRN 40770
DPR A70-302, 3/15-5/5  CRN 40771
DPR A70-303, 4/12-6/2  CRN 40772

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, 1/18-3/10  CRN 41045
DAT A42-301, 2/15-4/7  CRN 41046
DAT A42-302, 3/15-5/5  CRN 41047
DAT A42-303, 4/12-6/2  CRN 41048

PRESENTATION SOFTWARE USING POWERPOINT: 2013*  Fee: $267
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., 3/22, 6:30-9:50 pm  CRN 41307

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, 1/18-3/10  CRN 40733
DPR A20-301, 2/15-4/7  CRN 40734
DPR A20-302, 3/15-5/5  CRN 40735
DPR A20-303, 4/12-6/2  CRN 40736

*Courses may also be taken for college credit.
INTRODUCTION TO MICROSOFT OUTLOOK (ONLINE)    Fee: $129
Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. **Requirements:** MS Office Outlook 2007, 2010 or 2013. Not suitable for Macintosh users.
DPR A12-300, 1/18-3/10     CRN 40729
DPR A12-301, 2/15-4/7     CRN 40730
DPR A12-302, 3/20-5/5     CRN 40731
DPR A12-303, 4/12-6/2     CRN 40732

INTRODUCTION TO MICROSOFT PROJECT (ONLINE)    Fee: $129
Discover how to effectively plan, implement, and control projects using Microsoft Project, the world's most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.
DPR A52-300, 1/18-3/10     CRN 40765
DPR A52-301, 2/15-4/7     CRN 40766
DPR A52-302, 3/20-5/5     CRN 40767
DPR A52-303, 4/12-6/2     CRN 40768

INTRODUCTION TO MICROSOFT PUBLISHER (ONLINE)    Fee: $129
Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, 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, 1/18-3/10     CRN 40721
DPR A08-301, 2/15-4/7     CRN 40722
DPR A08-302, 3/20-5/5     CRN 40723
DPR A08-303, 4/12-6/2     CRN 40724

ADOBE ACROBAT PDF*    Fee: $277
Course introduces the Adobe Acrobat program. Content includes the fundamental concepts and features of Portable Document Format (PDF), designing and viewing PDF presentations, enhancing and editing PDF documents, adding digital signatures and security, working with forms, and PDF portfolios. **Recommended:** Hands-on computer experience and the use of a computer operating system. Hybrid course: 1/2 classroom and 1/2 online.
COF A32-C01, OC/SK, 8 Wed., 1/18, 6:30-9:50 pm     CRN 41313

DESKTOP PUBLISHING CONCEPTS AND PROCEDURES*    Fee: $168
Course introduces the components of desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications.
COF A60-C01, OC/DP, 7 Tue., 3/21, 6-10 pm     CRN 41328

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: ORACLE 11G*    Fee: $380
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).
CPT A21-C01, OC/DP, 16 Thu., 1/19, 9-9:50 pm     CRN 41426

INTRODUCTION TO SQL (ONLINE)    Fee: $129
Learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. **Requirements:** Any desktop or client/server Database Management System (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine, MySQL, Sybase, Microsoft SQL Server, or SQL Server Enterprise.
CPT A21-300, 1/18-3/10     CRN 40569
CPT A21-301, 2/15-4/7     CRN 40570
CPT A21-302, 3/20-5/5     CRN 40571
CPT A21-303, 4/12-6/2     CRN 40572

INTERMEDIATE SQL (ONLINE)    Fee: $129
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. **Requirements:** Microsoft Access 2003 or newer. Not suitable for Macintosh users.
DAT A20-300, 1/18-3/10     CRN 40625
DAT A20-301, 2/15-4/7     CRN 40626
DAT A20-302, 3/20-5/5     CRN 40627
DAT A20-303, 4/12-6/2     CRN 40628

DATABASE FUNDAMENTALS II: ORACLE 11G*     Fee: $535
Develop the knowledge you need to perform the tasks of a database administrator. Topics include methods to backup, restore, and recover the database given various different scenarios; transporting data between databases and the utilities used; networking concepts and configuration parameters; solving common network problems, and configuring network parameters to allow the database clients to communicate with the database server. Class prepares students for the corresponding Oracle Database Administrator certification exam.
CPT A46-C01, OC/DP, 8 Sat., 8:30 am-1:30 pm; 8 Tue., 6-9:30 pm, 1/17     CRN 41473

PERFORMANCE AND TUNING: ORACLE 11G*     Fee: $505
Continues to develop the knowledge needed to perform the tasks of a database administrator. Focuses on methods and techniques to maximize the performance of the database from design to use. Learn how to recognize, troubleshoot, and resolve common performance related problems. Class prepares students for the corresponding Oracle Database Administrator certification exam.
CPT A47-C01, OC/DP, 8 Sat., 8:30 am-1:30 pm; 8 Tue., 6-9:30 pm, 3/21     CRN 41477

INTRODUCTION TO ERP SYSTEMS: SAP ENHANCED (ONLINE)*     Fee: $420
Introduction to SAP, Enterprise Resource Planning. Learn how the fundamental business processes interact within an ERP system in the functional areas of; sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management.
CPT A79-C01, 3/20-5/12     CRN 41480

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE)     Fee: $129
Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary related problems. Class prepares students for the corresponding Oracle Database Administrator certification exam.
DAT A13-300, 1/18-3/10     CRN 40609
DAT A13-301, 2/15-4/7     CRN 40610
DAT A13-302, 3/20-5/5     CRN 40611
DAT A13-303, 4/12-6/2     CRN 40612
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: $535
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 Mon./Wed., 1/18, 6-9 pm CRN 41386
INT A01-C02, OC/SK, 8 Sat., 1/21, 8:30 am-12:20 pm CRN 41383

CISCO ROUTING AND SWITCHING ESSENTIALS*
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 Mon./Wed., 3/20, 6-9 pm CRN 41397
INT A02-C02, OC/SK, 7 Sat., 3/25, 8:30 am-12:20 pm CRN 41393

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.

MICROSOFT WINDOWS DESKTOP TECHNICIAN* Fee: $535
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, 8 Tue./Thu., 3/21, 6-9:20 pm CRN 41400

MICROSOFT WINDOWS SERVER OPERATING SYSTEM* Fee: $410
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTSA10 or CompTIA A+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.

NTS A11-C01, OC/SK, 8 Sat., 1/21, 1:30-4:20 pm CRN 41326

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

NTS A10-C01, OC/SK, 8 Tue./Thu., 1/17, 6-8:50 pm CRN 41324

MICROSOFT MANAGING A WINDOWS SERVER OPERATING SYSTEM* Fee: $410
Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or consent of instructor, coordinator or program chair is recommended.

NTS A14-C01, OC/SK, 7 Sat., 3/25, 8:30 am-12:20 pm CRN 41330

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* Fee: $410
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, who want to enhance their job skills on Microsoft Windows Server networking technologies. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A17-C01, OC/SK, 8 Mon./Wed., 3/20, 6-8:20 pm CRN 41374

NETWORKING ESSENTIALS* Fee: $410
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model.

NTS A05-C01, OC/DP, 16 Sat., 1/23, 10 am-12:20 pm CRN 41302
NTS A05-C02, OC/SK, 16 Mon., 1/23, 6-8:20 pm CRN 41303
NTS A05-C03, OC/SK, 16 Tue./Thu., 1/24, 9-10:20 am CRN 41306

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE* Fee: $535
Gain the knowledge and skills necessary to plan 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, 8 Mon./Wed., 1/18, 8:30-9:50 pm CRN 41371

MICROSOFT DESIGNING WINDOWS NETWORK INFRASTRUCTURE* Fee: $410
Provides students with the knowledge and skills to design a Windows Network infrastructure for a Microsoft Windows Server environment. Cover the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or a Microsoft Certified Technology Specialist (MCTS) certification.

NTS A65-C01, OC/SK, 7 Sun., 3/26, 8:30 am-12:20 pm CRN 41408

NETWORK DEFENSE AND COUNTERMEASURES* Fee: $410
Course provides students with the knowledge and concepts needed for protecting computers and networks. The course covers intrusion detection, developing a security policy, implementing Network Address Translation (NAT) and packet filtering by installing proxy servers, firewalls, and virtual private network (VPNs). The course also assists students in preparation for the appropriate Network or Information Security Certification examinations. Completion of NTSA11 or consent of instructor, coordinator or department chair is recommended. Textbook might be required. Check with the bookstore.

NTS A32-C01, OC/SK, 16 Wed., 1/18, 6-9:50 pm CRN 41462

*Courses may also be taken for college credit.
Linux 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.

LINUX ADMINISTRATION* Fee: $380
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., 1/21, 8:30 am-3 pm CRN 41415

LINUX NETWORK SERVICES ADMINISTRATION* Fee: $380
Course covers Linux network services and administration using the LINUX operating system. Content includes: network technology and terms; TCP/IP installation and configuration; network hardware installation; secure INETD “super daemon” installation and TCPD wrappers; configuration of network services - Domain Name Services (DNS); DHCP; Apache (Web server); SMTP/SENDMAIL; File Transfer Protocol (FTP) server, Network File Server (NFS); SAMBA (Windows Network Server); Secure Shell (SSH); Secure Socket Layer; firewalls and packet filters; and packet sniffers and intrusion detections systems.
NTS A68-C01, OC/SK, 7 Sat., 3/25, 8:30 am-3 pm CRN 41418

LINUX OPERATING SYSTEM* Fee: $247
Course teaches theoretical and hands-on instruction using the Linux operating system environment. Content includes basic Linux operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. Recommended: CPT A01 or comparable computer experience.
CPT A15-C01, OC/DP, 8 Thu., 1/19, 6:30-9:50 pm CRN 41414

ADVANCED LINUX OPERATING SYSTEM* Fee: $247
Course concentrates on advanced concepts in using the Linux operating system environment. Content includes advanced Linux utilities, shell script programming (Bourne, C, Korn), networking, basic “C” language programming and Linux system administration. Recommended: CPT A15 or comparable knowledge.
CPT A74-C01, OC/DP, 8 Thu., 3/23, 6:30-9:50 pm CRN 41466

PC Troubleshooting and Security
INTRODUCTION TO PC TROUBLESHOOTING Fee: $129 (ONLINE)
Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Windows XP or newer.
DPR A28-300, 1/18-3/10 CRN 40745
DPR A28-301, 2/15-4/7 CRN 40746
DPR A28-302, 3/15-5/5 CRN 40747
DPR A28-303, 4/12-6/2 CRN 40748

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

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• Passport World Relations Series
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• Trips and Tours

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Call 847.982.9888 for more information or to be added to our mailing list.
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 C++ PROGRAMMING Fee: $129 (ONLINE)
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. Requirements: Microsoft Visual C++2010 Express Edition (free Express edition can be downloaded from Microsoft).
DAT A33-300, 1/18-3/10 CRN 40669
DAT A33-301, 2/15-4/7 CRN 40670
DAT A33-302, 3/15-5/5 CRN 40671
DAT A33-303, 4/12-6/2 CRN 40672

INTRODUCTION TO C# PROGRAMMING Fee: $129 (ONLINE)
Learn the fundamentals of computer programming with C#, the in-demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.
DAT A34-300, 1/18-3/10 CRN 40673
DAT A34-301, 2/15-4/7 CRN 40674
DAT A34-302, 3/15-5/5 CRN 40675
DAT A34-303, 4/12-6/2 CRN 40676

INTRODUCTION TO C# PROGRAMMING* Fee: $545 (ONLINE)
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, looping, reports to screen and paper, subroutines and functions, interactive processing, working with arrays, and introductory concepts of file creation and access.
CPT A33-C01, 1/30-5/12 CRN 41467

SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS* Fee: $370
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic. Textbook might be required. Check with the bookstore.
CPT A02-C01, OC/DP, 16 Mon., 1/23, 9-9:50 pm CRN 41300
CPT A02-C02, OC/DP, 15 Thu., 2/22, 9-9:50 pm CRN 41298

DOCUMENTATION AND TECHNICAL WRITING* Fee: $420 (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 program 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, 1/30-5/12 CRN 41456

MAC, IPHONE, AND IPAD PROGRAMMING Fee: $129 (ONLINE)
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. Requirements: Xcode 4.3 compiler, an Intel-based Mac.
DAT A12-300, 1/18-3/10 CRN 40605
DAT A12-301, 2/15-4/7 CRN 40606
DAT A12-302, 3/15-5/5 CRN 40607
DAT A12-303, 4/12-6/2 CRN 40608

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, 1/30-5/12 CRN 41286

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-C02, 1/30-5/12 CRN 41290

INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING (ONLINE)* Fee: $545
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, 1/30-5/12 CRN 41445

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE)
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, 1/18-3/10 CRN 40749
DPR A29-301, 2/15-4/7 CRN 40750
DPR A29-302, 3/15-5/5 CRN 40751
DPR A29-303, 4/12-6/2 CRN 40752

*Courses may also be taken for college credit.
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 Tues., 1/31, 6-8:55 pm CRN 41460

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, 1/18-3/10 CRN 40717
DPR A07-301, 2/15-4/7 CRN 40718
DPR A07-302, 3/15-5/5 CRN 40719
DPR A07-303, 4/12-6/2 CRN 40720

Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java’s class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems.

Requirement: Completion of Introduction to Java Programming or equivalent experience.

DAT A07-300, 1/18-3/10 CRN 40589
DAT A07-301, 2/15-4/7 CRN 40590
DAT A07-302, 3/15-5/5 CRN 40591
DAT A07-303, 4/12-6/2 CRN 40592

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., 1/30, 9-9:55 pm CRN 41463
For more information, call 847-982-9888

Noncredit classes

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*

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. Recommended: DES A03 or consent of instructor.

DES A03-C01, OC/DP, 16 Wed., 1/25, 10:30 am-12:20 pm CRN 41348
DES A03-C02, OC/SK, 15 Sun., 1/29, 9 am-12:20 pm CRN 41346

BASIC AUTOCAD FOR INTERIOR DESIGN*

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. Recommended: DES A04 or consent of instructor.

DES A18-C01, OC/DP, 16 Tue., 1/24, 10 am-1:30 pm CRN 41353

INTERMEDIATE AUTOCAD*

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 into solid modeling. Recommended: DES A03 or consent of instructor.

DES A04-C01, OC/SK, 16 Wed., 1/18, 6:7-40 pm CRN 41349
DES A04-C02, OC/SK, 16 Wed., 1/25, 4-5:55 pm CRN 41351

ADVANCED AUTOCAD*

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

DES A05-C01, OC/SK, 16 Wed., 1/25, 4-5:55 pm CRN 41351

CADD INTRO TO BUILDING SYSTEMS – REVIT*

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., 1/21, 9 am-12:50 pm CRN 41356

INTRODUCTION TO SOLIDWORKS*

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., 1/23, 6-9:20 pm CRN 41357

ADVANCED SOLIDWORKS*

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/DP, 15 Sat., 1/28, 9 am-12:20 pm CRN 41360

INDUSTRIAL DESIGN ENGINEERING*

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. Hybrid course: 1/2 classroom and 1/2 online.

DES A14-C01, OC/SK, 16 Thu., 1/26, 4-5:59 pm CRN 41344

INDUSTRIAL DESIGN ENGINEERING TECHNIQUES*

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., 1/26, 4-5:59 pm CRN 41354
Elder Care

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Donna Dickson, chair, at 847.376.7688 or ddickson@oakton.edu.

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)*
Fee: $420
Explores issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.
DES A12-C01, 2/13-5/12
CRN 41363

PERSON-CENTERED COMMUNICATION*
Fee: $123
Focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Covers promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elder’s quality of life. Prerequisite: Concurrent enrollment in ELD A01 or consent of program chair.
ELD A02-C01, OC/SK, 6 Fri., 3/31, 11 am-12:40 pm
CRN 41424

THE WORLD OF THE ELDER*
Fee: $163
The first of three courses required for a Person-Centered Elder Support certificate, designed to prepare the student for a caregiver role with elders. Content covers educational concepts and practices for the care and safety of elders experiencing normal aging, including sensory, physical, and psychosocial changes of aging, normal aging, myths of aging, and culture change.
ELD A01-C01, OC/SK, 6 Fri., 3/31, 9-10:40 am
CRN 41421

DEMENTIA CARE OF THE ELDER*
Fee: $123
Focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer’s disease, including stages, symptom progression, and behaviors. Emphasis is on understanding the disease and meeting the persons’ needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. Prerequisite: Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.
ELD A03-C01, OC/SK, 6 Fri., 3/31, 1:30-3:10 pm
CRN 41428

ASSISTING AGING PARENTS (ONLINE)
Fee: $129
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.
SOC E02-300, 1/18-3/10
CRN 40969
SOC E02-301, 2/15-4/7
CRN 40970
SOC E02-302, 3/15-5/5
CRN 40971
SOC E02-303, 4/12-6/2
CRN 40972

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

*Courses may also be taken for college credit.
Entrepreneurship
(Also see Business and Global Business Studies)

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

BUB A81-300, 2/6-3/3
CRN 41116

CREATING A SUCCESSFUL BUSINESS PLAN (ONLINE)
Fee: $129
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, 1/18-3/10
CRN 40473
BUS A90-301, 2/15-4/7
CRN 40474
BUS A90-302, 3/15-5/5
CRN 40475
BUS A90-303, 4/12-6/2
CRN 40476

ENTREPRENEUR BOOT CAMP (ONLINE)
Fee: $195
Star ting a business is something that many of us have thought about at one time or another. Learn to develop goals to establish a business, develop an outline for a business plan and utilize techniques to successfully manage a new business. Offered in partnership with the LERN organization. After registration, students receive login information within two to five business days (unless the course is to begin sooner). No senior discount.

BUB A73-300, 2/6-3/3
CRN 41114

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

MAR A17-300, 4/3-4/28
CRN 41115

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

BUS A33-300, 1/18-3/10
CRN 40349
BUS A33-301, 2/15-4/7
CRN 40350
BUS A33-302, 3/15-5/5
CRN 40351
BUS A33-303, 4/12-6/2
CRN 40352

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

COM E75-300, 1/18-3/10
CRN 40525
COM E75-301, 2/15-4/7
CRN 40526
COM E75-302, 3/15-5/5
CRN 40527
COM E75-303, 4/12-6/2
CRN 40528

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

BUB A52-300, 1/18-3/10
CRN 40365
BUB A52-301, 2/15-4/7
CRN 40366
BUB A52-302, 3/15-5/5
CRN 40367
BUB A52-303, 4/12-6/2
CRN 40368

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

BUB A20-300, 1/18-3/10
CRN 40449
BUB A20-301, 2/15-4/7
CRN 40450
BUB A20-302, 3/15-5/5
CRN 40451
BUB A20-303, 4/12-6/2
CRN 40452

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

BUB A26-300, 1/18-3/10
CRN 40345
BUB A26-301, 2/15-4/7
CRN 40346
BUB A26-302, 3/15-5/5
CRN 40347
BUB A26-303, 4/12-6/2
CRN 40348

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

BUS A43-300, 1/18-3/10
CRN 40461
BUS A43-301, 2/15-4/7
CRN 40462
BUS A43-302, 3/15-5/5
CRN 40463
BUS A43-303, 4/12-6/2
CRN 40464

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: $123
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.

FIT B28-C01, OC/DP, 8 Tue./Thu., 1/17, 12-1:15 pm
CRN 41275

*Courses may also be taken for college credit.
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: $520
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/DP, 16 Tue., 1/17, 6-9:30 pm CRN 41465

INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING* Fee: $370
Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion of areas in which a facilities manager or facilities engineer will need to develop competency.
FAC A26-C01, OC/DP, 15 Mon., 1/23, 6-9 pm CRN 41464

MECHANICAL, ELECTRICAL AND SECURITY SYSTEMS IN BUILDINGS* Fee: $525
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/DP, 16 Tue., 1/17, 5:30-7:50 pm CRN 41468

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 or jcohen@oakton.edu.

PRINCIPLES OF FUNDAMENTAL ANALYSIS* Fee: $370
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., 1/31, 6:30-9:50 pm CRN 41461

PRINCIPLES OF TECHNICAL ANALYSIS* Fee: $370
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 Commodity Futures Trading (FIN A01) is recommended. Textbook might be required. Check with the bookstore.
FIN A05-C01, OC/DP, 15 Wed., 2/1, 6:30-9:50 pm CRN 41462

COMMODITIES FUTURES TRADING* Fee: $370
Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. $85) available in the bookstore.
FIN A01-C01, OC/DP, 15 Mon., 1/30, 6:30-9:50 pm CRN 41457

Continuing Education
SECURITIES TRADING*  
Fee: $370  
Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. $60) available in the bookstore.  
FIN A02-C01, OC/DP, 15 Wed., 2/1, 6:30-9:50 pm  
CRN 41458

PERSONAL FINANCE*  
Fee: $370  
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., 1/23, 6:30-9:40 pm  
CRN 41448

INTRODUCTION TO STATISTICS (ONLINE)  
Fee: $129  
Improve your understanding of data and explore collection practices. Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.  
MAT E08-300, 1/18-3/10  
CRN 40889  
MAT E08-301, 2/15-4/7  
CRN 40890  
MAT E08-302, 3/15-5/5  
CRN 40891  
MAT E08-303, 4/12-6/2  
CRN 40892

INTRODUCTION TO GLOBAL BUSINESS*  
Fee: $370  
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, 13 Tue., 2/14, 6:30-9 pm  
CRN 41469

INTEREST RATES AND FOREIGN EXCHANGE MARKETS*  
Fee: $370  
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., 2/2, 6:30-9:20 pm  
CRN 41471

DIGITAL IMAGING: PHOTOSHOP*  
Fee: $445  
Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop used as the main software. Recommended: ATE E01.  
ATE A02-C01, OC/DP, 16 Tue./Thu., 1/17, 9:30 am-12:10 pm  
CRN 41401

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)  
Fee: $129  
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.  
DPR A04-300, 1/18-3/10  
CRN 40713  
DPR A04-301, 2/15-4/7  
CRN 40714  
DPR A04-302, 3/15-5/5  
CRN 40715  
DPR A04-303, 4/12-6/2  
CRN 40716

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE)  
Fee: $129  
Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.  
DAT A05-300, 1/18-3/10  
CRN 40585  
DAT A05-301, 2/15-4/7  
CRN 40586  
DAT A05-302, 3/15-5/5  
CRN 40587  
DAT A05-303, 4/12-6/2  
CRN 40588

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER (ONLINE)  
Fee: $129  
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.  
DPR A27-300, 1/18-3/10  
CRN 40741  
DPR A27-301, 2/15-4/7  
CRN 40742  
DPR A27-302, 3/15-5/5  
CRN 40743  
DPR A27-303, 4/12-6/2  
CRN 40744

ADOBE ILLUSTRATOR (ONLINE)  
Fee: $129  
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac.  
COF A75-300, 1/18-3/10  
CRN 41117  
COF A75-301, 2/15-4/7  
CRN 41118  
COF A75-302, 3/15-5/5  
CRN 41119  
COF A75-303, 4/12-6/2  
CRN 41120

ADOBE ILLUSTRATOR*  
Fee: $415  
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac. Hybrid course: 1/2 classroom and 1/2 online.  
COF A75-C01, OC/DP, 15 Thu., 1/26, 6:30-10 pm  
CRN 41335

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 847-635-1949 or bandbguy@oakton.edu.

ADOBE PHOTOSHOP: CS6*  
Fee: $415  
Introduction to the tools and capabilities of Adobe Photoshop CS6. Hybrid course: 1/2 classroom and 1/2 online.  
COF A72-C02, OC/DP, 15 Wed., 1/25, 6:30-9:15 pm  
CRN 41334

ADOBE ILLUSTRATOR*  
Fee: $415  
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac. Hybrid course: 1/2 classroom and 1/2 online.  
COF A75-C01, OC/DP, 15 Thu., 1/26, 6:30-10 pm  
CRN 41335

*Courses may also be taken for college credit.
ADOBE INDESIGN (ONLINE)  Fee: $129
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS5, or CS6 for Windows or Mac.
DAT A27-300, 1/18-3/10  CRN 40645
DAT A27-301, 2/15-4/7  CRN 40646
DAT A27-302, 3/15-5/5  CRN 40647
DAT A27-303, 4/12-6/2  CRN 40648

INTERMEDIATE INDESIGN (ONLINE)  Fee: $129
Master the advanced features of Adobe InDesign and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.
DAT A32-300, 1/18-3/10  CRN 40665
DAT A32-301, 2/15-4/7  CRN 40666
DAT A32-302, 3/15-5/5  CRN 40667
DAT A32-303, 4/12-6/2  CRN 40668

DESKTOP PUBLISHING USING INDESIGN*  Fee: $415
Course introduces desktop publishing program to create and format documents, using desktop publishing technology. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. Recommended: Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software. Textbook might be required. Check with the bookstore.
COF A65-C01, OC/DP, 16 Tue., 1/24, 6-10 pm  CRN 41331

Healthy Living Topics

LOSE WEIGHT AND KEEP IT OFF! (ONLINE)  Fee: $129
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.
HEA C09-300, 1/18-3/10  CRN 40837
HEA C09-301, 2/15-4/7  CRN 40838
HEA C09-302, 3/15-5/5  CRN 40839
HEA C09-303, 4/12-6/2  CRN 40840

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE)  Fee: $129
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.
HEA E62-300, 1/18-3/10  CRN 40841
HEA E62-301, 2/15-4/7  CRN 40842
HEA E62-302, 3/15-5/5  CRN 40843
HEA E62-303, 4/12-6/2  CRN 40844

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS (ONLINE)  Fee: $129
Prepare easy meals that are delicious and nutritious! Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a 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, 1/18-3/10  CRN 40853
HEC E16-301, 2/15-4/7  CRN 40854
HEC E16-302, 3/15-5/5  CRN 40855
HEC E16-303, 4/12-6/2  CRN 40856

Genealogy

GENEALOGY: A CRASH COURSE  Fee: $30
Gain an overview of genealogy, get advice on how to begin your project, and discover how to organize and accurately document your research, including proper source citation. Most importantly, you will be introduced to the “research thinking process” of genealogists and gain tips on how to find your ancestors’ history in sources like home records, courthouses, libraries, and the Internet. No senior discount.
HIS C10-01, MAINE E, 1 Thu., 3/16, 6:30-9:30 pm  CRN 40212

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., 3/30, 6:30-9:30 pm  CRN 40213

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., 4/6, 6:30-9:30 pm  CRN 40214

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., 4/13, 6:30-9:30 pm  CRN 40215

DNA FOR KINSHIP: ANALYSIS  Fee: $30
This one-day class will provide information and tools to analyze atDNA results in order 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., 4/20, 6:30-9:30 pm  CRN 40216

Home and Garden

INTRODUCTION TO INTERIOR DESIGN (ONLINE)  Fee: $129
Transform plain living spaces into beautiful, functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.
HEC B41-300, 1/18-3/10  CRN 40849
HEC B41-301, 2/15-4/7  CRN 40850
HEC B41-302, 3/15-5/5  CRN 40851
HEC B41-303, 4/12-6/2  CRN 40852

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 2/16.
TEC B28-01, ETHS, 8 Tue., 1/17, 6-9 pm  CRN 40266
TEC B28-02, ETHS, 8 Thu., 1/19, 6-9 pm  CRN 40275
TEC B28-03, ETHS, 8 Tue., 4/11, 6-9 pm  CRN 40278
TEC B28-04, ETHS, 8 Thu., 4/13, 6-9 pm  CRN 40279
START YOUR OWN EDIBLE GARDEN (ONLINE) Fee: $129
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard! Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.
BOT E14-300, 1/18-3/10 CRN 40326
BOT E14-301, 2/15-4/7 CRN 40327
BOT E14-302, 3/15-5/5 CRN 40328
BOT E14-303, 4/12-6/2 CRN 40329

Job Search

RESUME WRITING WORKSHOP (ONLINE) Fee: $129
Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that results in personal interviews.
COM S42-300, 1/18-3/10 CRN 40557
COM S42-301, 2/15-4/7 CRN 40558
COM S42-302, 3/15-5/5 CRN 40559
COM S42-303, 4/12-6/2 CRN 40560

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE)
Fee: $129
Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.
BUB E01-300, 1/18-3/10 CRN 40421
BUB E01-301, 2/15-4/7 CRN 40422
BUB E01-302, 3/15-5/5 CRN 40423
BUB E01-303, 4/12-6/2 CRN 40424

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 2/20, 3/27.
LAR B04-01, NILES N, 8 Mon., 1/30, 7-9 pm CRN 40219

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.
LAR B05-01, NILES N, 8 Wed., 4/5, 7-9 pm CRN 40220

FRENCH BUNDLE Fee: $234
This course is the bundle option for French I and II at ETHS. Students can save 10% when they register for the bundle rather than each class individually. No senior discount. No class 3/28.
LFR B07-01, ETHS, 16 Tue., 1/24, 6-8 pm CRN 40223

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., 1/24, 6-8 pm CRN 40221

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 3/28.
LFR B02-01, ETHS, 8 Tue., 3/21, 6-8 pm CRN 40222

BEGINNING CONVERSATIONAL FRENCH (ONLINE) Fee: $129
Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations. Requirements: A computer equipped with working speakers or headphones.
LFR E02-300, 1/18-3/10 CRN 40861
LFR E02-301, 2/15-4/7 CRN 40862
LFR E02-302, 3/15-5/5 CRN 40863
LFR E02-303, 4/12-6/2 CRN 40864

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., 1/17, 7-9 pm CRN 40224

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., 4/6, 7-9 pm CRN 40225

CONVERSATIONAL GREEK I Fee: $130
Neh! You can expand your Greek-speaking skills. For speaking to friends, travel, or professional development, this course builds on Greek I by exposing you to intermediate-level Greek grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Greek I or previous experience with the language.
LGR C01-01, MAINE E, 8 Thu., 1/26, 7-9 pm CRN 40226

CONVERSATIONAL GREEK II Fee: $130
Welcome to the world of conversational Greek! Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LGR C02-01, MAINE E, 3/30, 7-9 pm CRN 40227

HEBREW I Fee: $130
Explore the Hebrew language! Learn basic Hebrew grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business or travel.
LHE B01-01, MAINE E, 6 Tue., 4/11, 7-9 pm CRN 40228
CONVERSATIONAL RUSSIAN I Fee: $130
Zdravstvuyte! Improve your Russian speaking skills for speaking to friends, travel, or professional development, the course builds on Russian I by exposing you to intermediate-level Russian grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Russian I or previous experience with the language. No class 3/28. LRU B02-01, GLBRK S, 8 Tue., 3/21, 7-9 pm CRN 40234

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. No class 2/16, 3/23. LSP E08-01, ETHS, 8 Thu., 1/26, 7-9 pm CRN 40244 LSP E08-02, MAINE E, 8 Thu., 2/2, 7-9 pm CRN 40245

ADVANCED CONVERSATIONAL SPANISH Fee: $130
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language. LSP C04-01, ETHS, 8 Thu., 4/6, 7-9 pm CRN 40243

SPEED SPANISH I (ONLINE) Fee: $129
Includes six easy “recipes” you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones. LSP B08-300, 1/18-3/10 CRN 40869 LSP B08-301, 2/15-4/7 CRN 40870 LSP B08-302, 3/15-5/5 CRN 40871 LSP B08-303, 4/12-6/2 CRN 40872

SPEED SPANISH II (ONLINE) Fee: $129
A continuation of Speed Spanish I. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones. LSP B09-300, 1/18-3/10 CRN 40873 LSP B09-301, 2/15-4/7 CRN 40874 LSP B09-302, 3/15-5/5 CRN 40875 LSP B09-303, 4/12-6/2 CRN 40876

SPEED SPANISH III (ONLINE) Fee: $129
A continuation of Speed Spanish II. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones. LSP B10-300, 1/18-3/10 CRN 41121 LSP B10-301, 2/15-4/7 CRN 41122 LSP B10-302, 3/15-5/5 CRN 41123 LSP B10-303, 4/12-6/2 CRN 41124

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 2/20. LSP C01-01, OC/SK, 8 Wed., 1/18, 7-9 pm CRN 40235 LSP C01-02, GLBRK S, 8 Thu., 1/19, 7-9 pm CRN 40236 LSP C01-03, NILES N, 8 Mon., 1/23, 7-9 pm CRN 40237 LSP C01-04, ETHS, 8 Tue., 1/31, 7-9 pm CRN 40238

REGISTER EARLY!
Classes are canceled a week before start date if minimum enrollment is not reached.
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the noncredit version of any course. For questions regarding a college credit class, contact Ron Thomas at 847-635-1949 or ron.thomas@oakton.edu.

**PRINCIPLES OF MANAGEMENT**  
Fee: $370
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, 16 Sat., 1/21, 9-11:50 am  CRN 41316
MAN A03-C02, OC/SK, 13 Thu., 2/16, 6:30-10 pm  CRN 41317

**BUILDING TEAMS THAT WORK (ONLINE)**  
Fee: $129
Effective teams are essential for today's workplace. Learn the stages of a team's development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.
BUB A54-300, 1/18-3/10  CRN 40373
BUB A54-301, 2/15-4/7  CRN 40374
BUB A54-302, 3/15-5/5  CRN 40375
BUB A54-303, 4/12-6/2  CRN 40376

**EMPLOYMENT LAW FUNDAMENTALS (ONLINE)**  
Fee: $129
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.
BUB A17-300, 1/18-3/10  CRN 40334
BUB A17-301, 2/15-4/7  CRN 40335
BUB A17-302, 3/15-5/5  CRN 40336
BUB A17-303, 4/12-6/2  CRN 40337

**PROJECT MANAGEMENT APPLICATIONS (ONLINE)**  
Fee: $129
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.
BUB A68-300, 1/18-3/10  CRN 40409
BUB A68-301, 2/15-4/7  CRN 40410
BUB A68-302, 3/15-5/5  CRN 40411
BUB A68-303, 4/12-6/2  CRN 40412

**SUPPLY CHAIN MANAGEMENT FUNDAMENTALS (ONLINE)**  
Fee: $129
Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will lead to success in the supply chain management field. Learn which actions to take when confronted by almost any situation. Learn how to represent top management's interests on the shop floor, and get to know how to translate strategic planning, sales and operations planning, and new product introduction into achievable, operational plans.
MAN A43-300, 1/18-3/10  CRN 41037
MAN A43-301, 2/15-4/7  CRN 41038
MAN A43-302, 3/15-5/5  CRN 41039
MAN A43-303, 4/12-6/2  CRN 41040

**PROJECT MANAGEMENT FUNDAMENTALS (ONLINE)**  
Fee: $129
Learn to plan, implement, control, and close any type of project. Course helps you prepare for the internationally-recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.
BUB A56-300, 1/18-3/10  CRN 40381
BUB A56-301, 2/15-4/7  CRN 40382
BUB A56-302, 3/15-5/5  CRN 40383
BUB A56-303, 4/12-6/2  CRN 40384

**CONFLICT MANAGEMENT**  
Fee: $370
Introduce a range of potential positive conflict management processes. Content includes active listening and communication skills, principle negotiation, various forms of mediation, arbitration, and nonviolent action. Hybrid course: 1/2 classroom and 1/2 online.  
MAN A32-C01, OC/DP, 13 Wed., 2/15, 6-8:15 pm  CRN 41314

**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.
LSP C02-01, OC/SK, 8 Wed., 3/15, 7-9 pm  CRN 40239
LSP C02-02, GLBRK S, 8 Thu., 3/23, 7-9 pm  CRN 40240
LSP C02-03, NILES N, 8 Mon., 4/3, 7-9 pm  CRN 40241
LSP C02-04, ETHS, 8 Tue., 4/4, 7-9 pm  CRN 40242

**SPANISH FOR MEDICAL PROFESSIONALS (ONLINE)**  
Fee: $129
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
LSP B11-300, 1/18-3/10  CRN 40877
LSP B11-301, 2/15-4/7  CRN 40878
LSP B11-302, 3/15-5/5  CRN 40879
LSP B11-303, 4/12-6/2  CRN 40880

**SPANISH FOR MEDICAL PROFESSIONALS**  
Fee: $129
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, 1/18-3/10  CRN 40877
LSP B11-301, 2/15-4/7  CRN 40878
LSP B11-302, 3/15-5/5  CRN 40879
LSP B11-303, 4/12-6/2  CRN 40880

**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. A $10 materials fee is due at registration.
Session 1: Tuesday, April 4 - Tuesday, May 23, 2017 at Evanston
MED A55-01, ETHS, 8 Tue./Thu., 4/4, 6:30-9:10 pm  CRN 40247

**SUPPLY CHAIN MANAGEMENT FUNDAMENTALS (ONLINE)**  
Fee: $129
Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will lead to success in the supply chain management field. Learn which actions to take when confronted by almost any situation. Learn how to represent top management's interests on the shop floor, and get to know how to translate strategic planning, sales and operations planning, and new product introduction into achievable, operational plans.
MAN A43-300, 1/18-3/10  CRN 41037
MAN A43-301, 2/15-4/7  CRN 41038
MAN A43-302, 3/15-5/5  CRN 41039
MAN A43-303, 4/12-6/2  CRN 41040

**CONFLICT MANAGEMENT**  
Fee: $370
Introduce a range of potential positive conflict management processes. Content includes active listening and communication skills, principle negotiation, various forms of mediation, arbitration, and nonviolent action. Hybrid course: 1/2 classroom and 1/2 online.
MAN A32-C01, OC/DP, 13 Wed., 2/15, 6-8:15 pm  CRN 41314

**Spanish for law enforcement (online)**  
Fee: $129
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, 1/18-3/10  CRN 40881
LSP B12-301, 2/15-4/7  CRN 40882
LSP B12-302, 3/15-5/5  CRN 40883
LSP B12-303, 4/12-6/2  CRN 40884
Manufacturing

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

MASTERCAM COMPUTER-AIDED MANUFACTURING* Fee: $545
Use Mastercam software to create part geometry and assign tool path to the geometry. By translating using a post-processor, CNC programs can be automatically generated and communicated to machine tools. Both 2D and 3D toolpaths are used to make parts using machines with various controllers. Graphic simulation is used to prove results. Required textbook (approx. $75) is available in the bookstore.
MCH A04-C01, OC/SK, 16 Wed., 1/18, 6-9:50 pm CRN 41329
MCH A04-C02, OC/SK, 16 Fri., 1/19, 10-11:25 am (hybrid) CRN 41479
(Hybrid course: 1/2 classroom and 1/2 online)

Marketing and Sales

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

**PRINCIPLES OF MARKETING** Fee: $370
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.
MAR A01-C01, OC/DP, 16 Tue./Thu., 1/17, 8-9:15 am CRN 41304
MAR A01-C02, OC/DP, 16 Mon./Wed., 1/18, 11 am-12:15 pm CRN 41309
MAR A01-C03, OC/DP, 16 Mon./Wed., 1/18, 9:30-10:45 am CRN 41308
*Courses may also be taken for college credit.
**New!**

**SEARCH ENGINE OPTIMIZATION (SEO) SEMINAR**  Fee: $75
With increasing the increasing use of mobile search and consumers utilizing the Internet to obtain products and services, businesses must optimize their websites for search engines if they want their customers to find them. Attend this seminar to learn the latest tips and strategies to improve traffic to your website. No senior discount.  MAR B41-01, OC/DP, 1 Sat., 4/15, 9 am-12 pm  CRN 40267

**New!**

**MOBILE MARKETING SEMINAR**  Fee: $75
According to Forbes.com, people now spend more time online on their mobile devices than on their desktops or laptops. This finding has strong implications for how businesses should market their products and services. Attend this seminar to learn the latest in mobile marketing methods such as responsive website design, display advertising, mobile-friendly email marketing and more. No senior discount.  MAR B15-01, OC/DP, 1 Sat., 4/22, 9 am-12 pm  CRN 40268

**PROFESSIONAL SALES SKILLS (ONLINE)**  Fee: $129
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them! Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals!  BUS A34-300, 1/18-3/10  CRN 40453
BUS A34-301, 2/15-4/7  CRN 40454
BUS A34-302, 3/15-5/5  CRN 40455
BUS A34-303, 4/12-6/2  CRN 40456

**SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)**  Fee: $129
When it comes to marketing a small business, money isn’t everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!  BUS A79-300, 1/18-3/10  CRN 40469
BUS A79-301, 2/15-4/7  CRN 40470
BUS A79-302, 3/15-5/5  CRN 40471
BUS A79-303, 4/12-6/2  CRN 40472

**BUSINESS AND MARKETING WRITING (ONLINE)**  Fee: $129
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.  COM E37-300, 1/18-3/10  CRN 40517
COM E37-301, 2/15-4/7  CRN 40518
COM E37-302, 3/15-5/5  CRN 40519
COM E37-303, 4/12-6/2  CRN 40520

**EXPLORE A CAREER IN MEDICAL CODING (ONLINE)**  Fee: $129
Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. 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, 1/18-3/10  CRN 40893
MED A10-301, 2/15-4/7  CRN 40894
MED A10-302, 3/15-5/5  CRN 40895
MED A10-303, 4/12-6/2  CRN 40896

**MEDICAL MATH (ONLINE)**  Fee: $129
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, 1/18-3/10  CRN 40909
MED A53-301, 2/15-4/7  CRN 40910
MED A53-302, 3/15-5/5  CRN 40911
MED A53-303, 4/12-6/2  CRN 40912

**EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)**  Fee: $129
Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. This class will help you determine which aspect of medical information management suits you best, and set you on the path to a rewarding career.  MED A51-300, 1/18-3/10  CRN 40901
MED A51-301, 2/15-4/7  CRN 40902
MED A51-302, 3/15-5/5  CRN 40903
MED A51-303, 4/12-6/2  CRN 40904

**EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)**  Fee: $129
Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.  MED A50-300, 1/18-3/10  CRN 40897
MED A50-301, 2/15-4/7  CRN 40898
MED A50-302, 3/15-5/5  CRN 40899
MED A50-303, 4/12-6/2  CRN 40900

**EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE)**  Fee: $129
Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton’s Pharmacy Technician Certificate program. Call 847.635.1889 for information.  MED A52-300, 1/18-3/10  CRN 40905
MED A52-301, 2/15-4/7  CRN 40906
MED A52-302, 3/15-5/5  CRN 40907
MED A52-303, 4/12-6/2  CRN 40908

**Medical Office Technology**

**MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE)**  Fee: $129
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.  MED E01-300, 1/18-3/10  CRN 40913
MED E01-301, 2/15-4/7  CRN 40914
MED E01-302, 3/15-5/5  CRN 40915
MED E01-303, 4/12-6/2  CRN 40916
Music

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact department chair Glenna Sprague at 847-635-1905 or gsprague@oakton.edu.

INTRODUCTION TO GUITAR (ONLINE)

Fee: $129

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

MUS S09-300, 1/18-3/10
CRN 40917
MUS S09-301, 2/15-4/7
CRN 40918
MUS S09-302, 3/15-5/5
CRN 40919
MUS S09-303, 4/12-6/2
CRN 40920

CLASS PIANO I*

Fee: $272

You don’t need years of weekly lessons to learn piano. The secret is that regular piano teachers teach note reading, while piano-playing professionals use chords. After this one session, you’ll know all the chords you need to play any song in any style or key from any piece of sheet music. It’s easy, fun, and musically correct! If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. If not, download a free note-reading pamphlet at www.scottthepianoguy.com. Then, register with confidence. In class, you’ll learn how to play several songs; then, perfect your technique at home, using an exclusive audio CD.

Tuition includes a $25 fee for workbook and audio CD.

MUS S19-C01, OC/DP, 1/16 Thu./Thu., 1/17, 9:30-10:20 am
CRN 41295
MUS S19-C02, OC/DP, 1/16 Mon./Wed., 1/18, 10:10-11:50 am
CRN 41297
MUS S19-C03, OC/DP, 1/16 Mon./Wed., 1/18, 11-11:50 am
CRN 41296

JAZZ BAND*

Fee: $148

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

MUS S80-C01, OC/DP, 1/16 Mon., 1/23, 8:30-9:50 pm
CRN 41294
MUS S81-C01, OC/DP, 1/16 Mon., 1/23, 9:50-11 pm
CRN 41292
MUS S82-C01, OC/DP, 1/16 Mon., 1/23, 8-9:50 pm
CRN 41285
MUS S83-C01, OC/DP, 1/16 Mon., 1/23, 8-9:50 pm
CRN 41284

HAWAIIAN UKULELE I

Fee: $50

Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton’s Hawaiian Music Ensemble. (Instruments provided, if necessary.)

MUS X11-01, OC/DP, 6 Thu., 3/30, 5:45-6:45 pm
CRN 40248

Paralegal Studies

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

LEGAL RESEARCH I*

Fee: $390

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

PAR A10-C01, OC/SK, 1/17, 6:30-9:20 pm
CRN 41283

PARALEGAL PREPARATION I (ONLINE)

Fee: $129

An overview of the American judicial system focusing on the origins of American law and the litigation process. Covers legal terminology, process, ethics, and tort and contract law.

BUB A45-300, 1/18-3/10
CRN 40917
BUB A45-301, 2/15-4/7
CRN 40922
BUB A45-302, 3/15-5/5
CRN 40933
BUB A45-303, 4/12-6/2
CRN 40944

Personal Finance

RETIREMENT PLANNING TODAY™

Fee: $45

Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount. No class 3/29.

FIN E02-01, GLBRK S, 3 Thu., 3/2, 6:30-9:30 pm
CRN 40200
FIN E02-03, NILES N, 3 Wed., 3/15, 6-8:30 pm
CRN 40204

SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW

Fee: Free

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

Students still need to pay the $9 processing fee.

FIN E39-01, MAINE E, 1 Thu., 4/27, 7-9 pm
CRN 40206
FIN E39-02, GLBRK S, 1 Tue., 5/2, 7-9 pm
CRN 40207

INTRODUCTION TO STOCK OPTIONS (ONLINE)

Fee: $129

Take advantage of bull and bear markets! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. 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, 1/18-3/10
CRN 40821
FIN E22-301, 2/15-4/7
CRN 40822
FIN E22-302, 3/15-5/5
CRN 40823
FIN E22-303, 4/12-6/2
CRN 40824

REGISTER EARLY!

Classes are canceled a week before start date if minimum enrollment is not reached.
STOCKS, BONDS, AND INVESTING, OH MY!  Fee: $129  
(ONLINE)  
Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.  
FIN E07-300, 1/18-3/10  
FIN E07-301, 2/15-4/7  
FIN E07-302, 3/15-5/5  
FIN E07-303, 4/12-6/2  
CRN 40809  
CRN 40810  
CRN 40811  
CRN 40812  
THE ANALYSIS AND VALUATION OF STOCKS  Fee: $129  
(ONLINE)  
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.  
FIN E08-300, 1/18-3/10  
FIN E08-301, 2/15-4/7  
FIN E08-302, 3/15-5/5  
FIN E08-303, 4/12-6/2  
CRN 40813  
CRN 40814  
CRN 40815  
CRN 40816  
KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE)  Fee: $129  
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.  
FIN E10-300, 1/18-3/10  
FIN E10-301, 2/15-4/7  
FIN E10-302, 3/15-5/5  
FIN E10-303, 4/12-6/2  
CRN 40817  
CRN 40818  
CRN 40819  
CRN 40820  
Pet Care  
STARTING A PET SITTING BUSINESS  Fee: $129  
(ONLINE)  
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.  
BUS A35-300, 1/18-3/10  
BUS A35-301, 2/15-4/7  
BUS A35-302, 3/15-5/5  
BUS A35-303, 4/12-6/2  
CRN 40457  
CRN 40458  
CRN 40459  
CRN 40460  
OBEEDIENCE TRAINING AND PET MANNERS FOR DOGS  Fee: $120  
Comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs 5 months and older are welcome, including those that have failed in other training approaches. Dogs should be friendly towards other dogs and people (including children). First class is mandatory for owners. Dogs do not attend the first class. Please know your dog’s snug neck measurement, current weight, and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)  
No senior discount.  
REC S09-01, ETHS, 8 Tue., 4/11, 7:30-8:30 pm  
CRN 40261  
PRactical PUPPY TRAINING  Fee: $90  
Designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies ages 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)  
No senior discount.  
REC S08-01, ETHS, 6 Tue., 4/11, 6:25-7:25 pm  
CRN 40260  
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: $370  
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, 16 Tue./Thu., 1/17, 9:30-10:45 am  
CRN 41347  
DIGITAL PHOTOGRAPHY*  Fee: $445  
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.  
ATE A04-C01, OC/SK, 16 Tue., 1/17, 5-10 pm  
CRN 41350  
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 3/29.  
ART C04-01, NILES N, 6 Wed., 3/1, 7-9:30 pm  
CRN 40183  
DIGITAL PHOTOGRAPHY (ONLINE)  Fee: $129  
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.  
ART C04-300, 1/18-3/10  
ART C04-301, 2/15-4/7  
ART C04-302, 3/15-5/5  
ART C04-303, 4/12-6/2  
CRN 40302  
CRN 40303  
CRN 40304  
CRN 40305  
INTRODUCTION TO LIGHTROOM (ONLINE)  Fee: $129  
Learn how to use Adobe Photoshop Lightroom to organize and edit your images and develop an efficient image processing workflow. Lightroom works with Photoshop, Photoshop Elements, and other digital photo editors.  
ART E04-300, 1/18-3/10  
ART E04-301, 2/15-4/7  
ART E04-302, 3/15-5/5  
ART E04-303, 4/12-6/2  
CRN 40318  
CRN 40319  
CRN 40320  
CRN 40321  
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., 3/7, 7-9:30 pm  
CRN 40185
PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II (ONLINE) Fee: $129
Bring out the best in your digital images. If you have a basic working knowledge of Adobe's Photoshop Elements 13, these lessons will boost the basic to another level. Gain ability and confidence as you master the advanced features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will help you become an accomplished user.
ART C11-300, 1/18-3/10 CRN 40310
ART C11-301, 2/15-4/7 CRN 40311
ART C11-302, 3/15-5/5 CRN 40312
ART C11-303, 4/12-6/2 CRN 40313

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., 1/24, 7-9:30 pm CRN 40186
ART E05-02, GLBRK S, 8 Tue., 4/4, 7-9:30 pm CRN 40187

MASTERYING YOUR DIGITAL SLR CAMERA (ONLINE) Fee: $129
Take your photography skills to the next level with your digital SLR camera. Master lenses, aperture, 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, 1/18-3/10 CRN 40322
ART E22-301, 2/15-4/7 CRN 40323
ART E22-302, 3/15-5/5 CRN 40324
ART E22-303, 4/12-6/2 CRN 40325

CREATIVE SCRAPBOOKS (ONLINE) Fee: $129
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 11 or 12, learn how to build digital collages and scrapbooks—and create unique works of art.
ART C59-300, 1/18-3/10 CRN 40314
ART C59-301, 2/15-4/7 CRN 40315
ART C59-302, 3/15-5/5 CRN 40316
ART C59-303, 4/12-6/2 CRN 40317

SECRETS OF BETTER PHOTOGRAPHY (ONLINE) Fee: $129
Designed for both film and digital photographers, course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portrait, landscape, Macro, and still. Requirements: a digital or film camera.
ART B87-300, 1/18-3/10 CRN 40298
ART B87-301, 2/15-4/7 CRN 40299
ART B87-302, 3/15-5/5 CRN 40300
ART B87-303, 4/12-6/2 CRN 40301

INDIVIDUAL EXCELLENCE (ONLINE) Fee: $129
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.
BUB A22-300, 1/18-3/10 CRN 40338
BUB A22-301, 2/15-4/7 CRN 40339
BUB A22-302, 3/15-5/5 CRN 40340
BUB A22-303, 4/12-6/2 CRN 40341

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE) Fee: $129
Do you know people whose behavior makes completing even the simplest tasks difficult? Review helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.
BUB A53-300, 1/18-3/10 CRN 40369
BUB A53-301, 2/15-4/7 CRN 40370
BUB A53-302, 3/15-5/5 CRN 40371
BUB A53-303, 4/12-6/2 CRN 40372

WHAT'S STOPPING YOU? GET ASSERTIVE! (ONLINE) Fee: $129
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Learn the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don’t be afraid to speak out!
PSY B14-300, 1/18-3/10 CRN 40953
PSY B14-301, 2/15-4/7 CRN 40954
PSY B14-302, 3/15-5/5 CRN 40955
PSY B14-303, 4/12-6/2 CRN 40956

INTRODUCTION TO JOURNALING (ONLINE) Fee: $129
Journaling can help you learn more about yourself. Explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.
COM B36-300, 1/18-3/10 CRN 40509
COM B36-301, 2/15-4/7 CRN 40510
COM B36-302, 3/15-5/5 CRN 40511
COM B36-303, 4/12-6/2 CRN 40512

SKILLS FOR MAKING GREAT DECISIONS (ONLINE) Fee: $129
Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your 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.
PSY B09-300, 1/18-3/10 CRN 40945
PSY B09-301, 2/15-4/7 CRN 40946
PSY B09-302, 3/15-5/5 CRN 40947
PSY B09-303, 4/12-6/2 CRN 40948

MANAGING LIFE AS A SINGLE PARENT (ONLINE) Fee: $129
Get the support you need for doing the toughest job on earth: single parenting. Designed with single moms and dads in mind, this course offers strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it’s needed. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
PSY S12-300, 1/18-3/10 CRN 40961
PSY S12-301, 2/15-4/7 CRN 40962
PSY S12-302, 3/15-5/5 CRN 40963
PSY S12-303, 4/12-6/2 CRN 40964
MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS (ONLINE)
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.

REAL ESTATE BROKER PRE-LICENSE COURSE
By successfully completing this course, you satisfy the 90 hours of instruction required by the Illinois Department of Professional and Financial Regulation to sit for the Real Estate Broker Examination. No senior discount.

REAL ESTATE INVESTING (ONLINE)
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 flats, 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.

PERINATAL ISSUES (ONLINE)
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)

NAVIGATING DIVORCE (ONLINE)
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.

CERTIFICATE IN INFECTIOUS DISEASES AND INFECTION CONTROL (ONLINE)
This certificate program offers insights into infectious diseases that are essential for medical professionals. The program begins by examining basic techniques and procedures for preventing the transmission of infectious disease. Then you’ll take a closer look at some of the most common and dangerous infectious diseases. The program concludes with an examination of emerging global infectious diseases (EIDs) which threaten individuals, families, and communities throughout the world. Gain a solid understanding of the most common infectious diseases as well as the procedures that help contain them.

RENEWAL CERTIFICATE (ONLINE)
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)

MEDITATION FOR HEALTH AND HEALING (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)

Special Interest

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

BASIC MATH REFRESHER (ONLINE)
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.

New!
LEED V4 GREEN ASSOCIATE EXAM PREP AND STUDY GROUP (ONLINE)
This course covers the fundamental concepts of green building and is intended for design, construction, real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute. Students examine case studies of LEED certified building projects, concepts of integrated design, third-party verification, and the LEED administration process.
LEGAL AND ETHICAL ISSUES IN HEALTHCARE (ONLINE) Fee: $129
Healthcare professionals face ethical and legal dilemmas every day of their professional lives. In this certificate, explore the legal and ethical risks associated with the medical industry, including ever-shrinking resources, shorter lengths of stay, high-acuity patients, the availability of more complex information, diverse patient populations, and the use of technology. The certificate provides an overview of the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. Examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA), and consider the issues that arise from on-the-job situations such as medication errors, organ donation, and workplace violence. Also, discover how social media has impacted the healthcare industry.

HEA A06-300, 1/18-3/10 CRN 41504
HEA A06-301, 2/15-4/7 CRN 41146
HEA A06-302, 3/15-5/5 CRN 41147
HEA A06-303, 4/12-6/2 CRN 41148

HUMAN ANATOMY AND PHYSIOLOGY (ONLINE) Fee: $129
Review the structure and function of the human body. Learn basic chemistry, the human cell, the anatomy and the functions of the body's organ systems, and how our organ systems work together to enable us to process sensations, think, communicate, grow, move, reproduce, and stay alive. Discussion includes different disorders, recent advances in medicine, and ways to take care of our bodies.

HEA S41-300, 1/18-3/10 CRN 40845
HEA S41-301, 2/15-4/7 CRN 40846
HEA S41-302, 3/15-5/5 CRN 40847
HEA S41-303, 4/12-6/2 CRN 40848

FOOD, NUTRITION AND HEALTH (ONLINE) Fee: $129
Food and nutrition have a profound impact on our health and well-being. Course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the healthcare field, this course can also be taken by anyone who is interested in the topic.

NUR A17-300, 1/18-3/10 CRN 40925
NUR A17-301, 2/15-4/7 CRN 40926
NUR A17-302, 3/15-5/5 CRN 40927
NUR A17-303, 4/12-6/2 CRN 40928

LEGAL AND ETHICAL ISSUES IN NURSING (ONLINE) Fee: $129
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)

NUR A19-300, 1/19-3/10 CRN 40929
NUR A19-301, 2/15-4/7 CRN 40930
NUR A19-302, 3/15-5/5 CRN 40931
NUR A19-303, 4/12-6/2 CRN 40932

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD (ONLINE) Fee: $129
Follow your child's lead and have fun while enhancing language development! In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. Enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

TCR B03-300, 1/18-3/10 CRN 41033
TCR B03-301, 2/15-4/7 CRN 41034
TCR B03-302, 3/15-5/5 CRN 41035
TCR B03-303, 4/12-6/2 CRN 41036

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 TIC are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. No class 2/26.

TEC A10-01, ETHS, 10 Tue., 1/10, 6-9 pm CRN 40263
TEC A10-02, ETHS, 10 Thu., 1/12, 6-9 pm CRN 40264
TEC A10-03, ETHS, 5 Tue./Thru., 4/4, 6-9 pm CRN 40265

Tax Planning

WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS Fee: $25
Topics include whether to form a corporation or LLC; the pros and cons of having partners, and reducing personal liability risk. No senior discount.

BUS B17-01, MAINE E, 1 Tue., 4/18, 6-8 pm CRN 40190

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., 3/1, 6-8 pm CRN 40191

Tech Trends

INTRODUCTION TO GOOGLE ANALYTICS (ONLINE) Fee: $129
Learn to track and generate traffic to your site, create reports, and analyze data with Google's free Web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.

DAT A35-300, 1/18-3/10 CRN 40677
DAT A35-301, 2/15-4/7 CRN 40678
DAT A35-302, 3/15-5/5 CRN 40679
DAT A35-303, 4/12-6/2 CRN 40680

GAME DEVELOPMENT FOR BEGINNERS (ONLINE) Fee: $129
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, 1/18-3/10 CRN 40681
DAT A36-301, 2/15-4/7 CRN 40682
DAT A36-302, 3/15-5/5 CRN 40683
DAT A36-303, 4/12-6/2 CRN 40684

INTRODUCTION TO ADOBE EDGE ANIMATE (ONLINE) Fee: $129
Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Learn to develop engaging content with graphics and animation and easily, relying on widely-accepted Web standards and requiring a minimal amount of code. Requirements: Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).

DAT A37-300, 1/18-3/10 CRN 40685
DAT A37-301, 2/15-4/7 CRN 40686
DAT A37-302, 3/15-5/5 CRN 40687
DAT A37-303, 4/12-6/2 CRN 40688

*Courses may also be taken for college credit.*
INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE)
Fee: $129
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.
BUS A06-300-1, 1/18-3/10
BUS A06-301-2, 1/18-3/10
BUS A06-302-3, 2/15-4/7
BUS A06-303-4, 4/12-6/2

UNDERSTANDING THE CLOUD (ONLINE)
Fee: $129
Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for your business and personal projects.
DAT A40-300-1, 1/18-3/10
DAT A40-301-2, 2/15-4/7
DAT A40-302-3, 3/15-5/5
DAT A40-303-4, 4/12-6/2

USING SOCIAL MEDIA IN BUSINESS (ONLINE)
Fee: $129
Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform’s success and find out how to automate activity to leverage the power of electronic communication.
BUS A19-300-1, 1/18-3/10
BUS A19-301-2, 2/15-4/7
BUS A19-302-3, 3/15-5/5
BUS A19-303-4, 4/12-6/2

CREATING MOBILE APPS WITH HTML5 (ONLINE)
Fee: $129
Learn how to use the latest Web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows Phone. Course also covers scripting with JavaScript, using jQuery Mobile, Web APIs, and other important skills and techniques.
DAT A31-300-1, 1/18-3/10
DAT A31-301-2, 2/15-4/7
DAT A31-302-3, 3/15-5/5
DAT A31-303-4, 4/12-6/2

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE)
Fee: $129
GMT P01-300, 1/18-3/10
GMT P01-301, 2/15-4/7
GMT P01-302, 3/15-5/5
GMT P01-303, 4/12-6/2

GRE PREPARATION – PART I (ONLINE)
Fee: $129
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.
GRE P01-300, 1/18-3/10
GRE P01-301, 2/15-4/7
GRE P01-302, 3/15-5/5
GRE P01-303, 4/12-6/2

GRE PREPARATION – PART II (ONLINE)
Fee: $129
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.
GRE P02-300, 1/18-3/10
GRE P02-301, 2/15-4/7
GRE P02-302, 3/15-5/5
GRE P02-303, 4/12-6/2

Placement Test Workshops

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

HESI ADMISSIONS ASSESSMENT NURSING EXAM Fee: $50
Oakton Community College requires all applicants to the Nursing Program to take the HESI Admissions Assessment Nursing Exam. The exam covers mathematics, reading comprehension, vocabulary and science. For more information and specific dates and times, call the Testing Center at 847.635.1939.
**Tips, Tools, and Strategies for Teachers**

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

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

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

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

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

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**TEACHING ESL/EFL READING (ONLINE)**
Fee: $129
Pass on your passion for reading to your students! Reading is one of the most important language skills you can teach. It gives your students what they need to 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.

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

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

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

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<th>Course Code</th>
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<td>TCR A13-303, 4/12-6/2</td>
<td>41012</td>
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</tbody>
</table>

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

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<th>Course Code</th>
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<td>TCR A07-300, 1/18-3/10</td>
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<td>TCR A07-303, 4/12-6/2</td>
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</table>

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

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<th>Course Code</th>
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<tr>
<td>TCR A14-303, 4/12-6/2</td>
<td>41016</td>
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</tbody>
</table>
SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE) Fee: $129
Singaporean students have been top mathematics performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TCR A08-300, 1/18-3/10 CRN 40993
TCR A08-301, 2/15-4/7 CRN 40994
TCR A08-302, 3/15-5/5 CRN 40995
TCR A08-303, 4/12-6/2 CRN 40996

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) Fee: $129
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, 1/18-3/10 CRN 41017
TCR A15-301, 2/15-4/7 CRN 41018
TCR A15-302, 3/15-5/5 CRN 41019
TCR A15-303, 4/12-6/2 CRN 41020

TEACHING ESL/EFL VOCABULARY (ONLINE) Fee: $129
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.
TCR A16-300, 1/18-3/10 CRN 41021
TCR A16-301, 2/15-4/7 CRN 41022
TCR A16-302, 3/15-5/5 CRN 41023
TCR A16-303, 4/12-6/2 CRN 41024

TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) Fee: $129
Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments!
TCR A10-300, 1/18-3/10 CRN 41001
TCR A10-301, 2/15-4/7 CRN 41002
TCR A10-302, 3/15-5/5 CRN 41003
TCR A10-303, 4/12-6/2 CRN 41004

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE) Fee: $129
For teachers who have had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair. Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.
TCR A09-300, 1/18-3/10 CRN 40997
TCR A09-301, 2/15-4/7 CRN 40998
TCR A09-302, 3/15-5/5 CRN 40999
TCR A09-303, 4/12-6/2 CRN 41000

TEACHING HIGH SCHOOL STUDENTS (ONLINE) Fee: $129
How can you reach high school students effectively, motivating and teaching them to succeed in life and school? Master the latest teaching strategies and techniques (such as differentiated instruction) and classroom management that can help your secondary students achieve academically and behave responsibly.
TCR A17-300, 1/18-3/10 CRN 41025
TCR A17-301, 2/15-4/7 CRN 41026
TCR A17-302, 3/15-5/5 CRN 41027
TCR A17-303, 4/12-6/2 CRN 41028

TEACHING SMARTER WITH SMART BOARD (ONLINE) Fee: $129
SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple trouble-shooting tips that may help when your SMART Board isn’t acting as smart as it should.
TCR A12-300, 1/18-3/10 CRN 41005
TCR A12-301, 2/15-4/7 CRN 41006
TCR A12-302, 3/15-5/5 CRN 41007
TCR A12-303, 4/12-6/2 CRN 41008

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 noncredit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904.

CREATING WEB PAGES - HTML (ONLINE) Fee: $129
Learn the fundamentals of Web design. Plan the content, structure, and layout; create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Information shared about how to save time with a HTML authoring program.
DPR A78-300, 1/18-3/10 CRN 40777
DPR A78-301, 2/15-4/7 CRN 40778
DPR A78-302, 3/15-5/5 CRN 40779
DPR A78-303, 4/12-6/2 CRN 40780

WEB PAGE DEVELOPMENT* Fee: $500
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, 16 Wed., 2/1, 6-9:55 pm CRN 41416
(=Hybrid course: 1/2 classroom and 1/2 online)
CPT A04-C02, OC/DP, 15 Tue./Thu., 1/31, 12:30-2:25 pm CRN 41420

SYSTEM CONFIGURATION USING SAP* (ONLINE) Fee: $420
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, 1/17-3/12 CRN 41291

*Courses may also be taken for college credit.
ADVANCED WEB PAGES (ONLINE) Fee: $129
Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.
DAT A02-300, 1/18-3/10 CRN 40573
DAT A02-301, 2/15-4/7 CRN 40574
DAT A02-302, 3/15-5/5 CRN 40575
DAT A02-303, 4/12-6/2 CRN 40576

BUILD A WEB SITE WITH DREAMWEAVER Fee: $129
(ONLINE)
Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, Web design, or familiarity with Web terminology. Requirements: Adobe Dreamweaver CS5, or CS6 for PC or Mac.
DPR A37-300, 1/18-3/10 CRN 40753
DPR A37-301, 2/15-4/7 CRN 40754
DPR A37-302, 3/15-5/5 CRN 40755
DPR A37-303, 4/12-6/2 CRN 40756

DESIGNING EFFECTIVE WEBSITES (ONLINE) Fee: $129
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, 1/18-3/10 CRN 40577
DAT A03-301, 2/15-4/7 CRN 40578
DAT A03-302, 3/15-5/5 CRN 40579
DAT A03-303, 4/12-6/2 CRN 40580

CREATING WORDPRESS WEBSITES (ONLINE) Fee: $129
Build an attractive, sophisticated blog or Web site without having to lean 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 A21-300, 1/18-3/10 CRN 40629
DAT A21-301, 2/15-4/7 CRN 40630
DAT A21-302, 3/15-5/5 CRN 40631
DAT A21-303, 4/12-6/2 CRN 40632

CREATING WORDPRESS WEBSITES II (ONLINE) Fee: $129
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 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 Creating WordPress Websites (DAT A28).
DAT A30-300, 1/18-3/10 CRN 40657
DAT A30-301, 2/15-4/7 CRN 40658
DAT A30-302, 3/15-5/5 CRN 40659
DAT A30-303, 4/12-6/2 CRN 40660

INTRODUCTION TO PHP AND MYSQL (ONLINE) Fee: $129
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, 1/18-3/10 CRN 40621
DAT A18-301, 2/15-4/7 CRN 40622
DAT A18-302, 3/15-5/5 CRN 40623
DAT A18-303, 4/12-6/2 CRN 40624

INTERMEDIATE PHP AND MYSQL (ONLINE) Fee: $129
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer, a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.
DAT A22-300, 1/18-3/10 CRN 40633
DAT A22-301, 2/15-4/7 CRN 40634
DAT A22-302, 3/15-5/5 CRN 40635
DAT A22-303, 4/12-6/2 CRN 40636

INTERMEDIATE CSS AND XHTML: CSS3 AND HTML5 (ONLINE) Fee: $129
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, 1/18-3/10 CRN 40581
DAT A04-301, 2/15-4/7 CRN 40582
DAT A04-302, 3/15-5/5 CRN 40583
DAT A04-303, 4/12-6/2 CRN 40584

INTERMEDIATE CSS AND XHTML: CSS3 AND HTML5 (ONLINE) Fee: $129
Take your CSS 3 and HTML 5 skills to the next level and learn how to create professional-quality 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, 1/18-3/10 CRN 40629
DAT A21-301, 2/15-4/7 CRN 40630
DAT A21-302, 3/15-5/5 CRN 40631
DAT A21-303, 4/12-6/2 CRN 40632

ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE) Fee: $129
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your Web site achieve the highest possible rankings with major search engines. Recommended: Completion of the Creating Web Pages course or equivalent HTML experience.
DPR A47-300, 1/18-3/10 CRN 40757
DPR A47-301, 2/15-4/7 CRN 40758
DPR A47-302, 3/15-5/5 CRN 40759
DPR A47-303, 4/12-6/2 CRN 40760

BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE) Fee: $129
Learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools provides a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. (Software installation will be provided at the first class.)
DAT A25-300, 1/18-3/10 CRN 40637
DAT A25-301, 2/15-4/7 CRN 40638
DAT A25-302, 3/15-5/5 CRN 40639
DAT A25-303, 4/12-6/2 CRN 40640
Writing

EFFECTIVE BUSINESS WRITING (ONLINE) Fee: $129
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.
COM S18-300, 1/18-3/10 CRN 40553
COM S18-301, 2/15-4/7 CRN 40554
COM S18-302, 3/15-5/5 CRN 40555
COM S18-303, 4/12-6/2 CRN 40556

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, 1/18-3/10 CRN 40485
COM B05-301, 2/15-4/7 CRN 40486
COM B05-302, 3/15-5/5 CRN 40487
COM B05-303, 4/12-6/2 CRN 40488

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, 1/18-3/10 CRN 40561
COM S49-301, 2/15-4/7 CRN 40562
COM S49-302, 3/15-5/5 CRN 40563
COM S49-303, 4/12-6/2 CRN 40564

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, 1/18-3/10 CRN 40489
COM B07-301, 2/15-4/7 CRN 40490
COM B07-302, 3/15-5/5 CRN 40491
COM B07-303, 4/12-6/2 CRN 40492

WRITING ESSENTIALS (ONLINE) Fee: $129
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities help you put your powerful new skills to use right away.
COM B01-300, 1/18-3/10 CRN 40477
COM B01-301, 2/15-4/7 CRN 40478
COM B01-302, 3/15-5/5 CRN 40479
COM B01-303, 4/12-6/2 CRN 40480

BECOMING A GRANT WRITING CONSULTANT (ONLINE) Fee: $129
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.
BUB A59-300, 1/18-3/10 CRN 40393
BUB A59-301, 2/15-4/7 CRN 40394
BUB A59-302, 3/15-5/5 CRN 40395
BUB A59-303, 4/12-6/2 CRN 40396

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, 1/18-3/10 CRN 40389
BUB A58-301, 2/15-4/7 CRN 40390
BUB A58-302, 3/15-5/5 CRN 40391
BUB A58-303, 4/12-6/2 CRN 40392

ADVANCED GRANT PROPOSAL WRITING (ONLINE) Fee: $129
An experienced grant writer teaches you how to research and write winning grant proposals that get funded. Discover a number of finishing touches that can give your project the edge over others. Learn the best type of paper to use, which buzzwords to include, which fonts work best, which types of graphics to include, and a variety of formatting techniques that will make your proposal more competitive. Also, learn about the importance of obtaining community and political support before submitting a proposal to any government agency.
BUB A66-300, 1/18-3/10 CRN 41501
BUB A66-301, 2/15-4/7 CRN 41502
BUB A66-302, 3/15-5/5 CRN 41150
BUB A66-303, 4/12-6/2 CRN 41151

THE KEYS TO EFFECTIVE EDITING (ONLINE) Fee: $129
Ask any published writer, and you’ll hear that a good editor isn’t just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.
COM B17-300, 1/18-3/10 CRN 40501
COM B17-301, 2/15-4/7 CRN 40502
COM B17-302, 3/15-5/5 CRN 40503
COM B17-303, 4/12-6/2 CRN 40504

ROMANCE WRITING (ONLINE) Fee: $129
Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more! Learn the skills you need to write a romance novel that will make readers swoon—whether you’re a new or experienced writer.
COM B04-300, 1/18-3/10 CRN 40481
COM B04-301, 2/15-4/7 CRN 40482
COM B04-302, 3/15-5/5 CRN 40483
COM B04-303, 4/12-6/2 CRN 40484

TRAVEL WRITING (ONLINE) Fee: $129
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
COM E97-300, 1/18-3/10 CRN 40533
COM E97-301, 2/15-4/7 CRN 40534
COM E97-302, 3/15-5/5 CRN 40535
COM E97-303, 4/12-6/2 CRN 40536

WRITING FOR CHILDREN (ONLINE) Fee: $129
Learn how to touch the hearts of children by creating books for this special audience. A published children’s author guides you through the changing world of children’s literature, helping you better understand the needs of today’s market and how to get published.
COM E88-300, 1/18-3/10 CRN 40521
COM E88-301, 2/15-4/7 CRN 40522
COM E88-302, 3/15-5/5 CRN 40523
COM E88-303, 4/12-6/2 CRN 40524
PUBLISH AND SELL YOUR E-BOOKS (ONLINE)  Fee: $129
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.
BUB E41-301, 1/18-3/10  CRN 40433
BUB E41-301, 2/15-4/7  CRN 40434
BUB E41-302, 3/15-5/5  CRN 40435
BUB E41-303, 4/12-6/2  CRN 40436

TECHNICAL WRITING (ONLINE)  Fee: $129
Learn technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
COM E95-301, 1/18-3/10  CRN 40505
COM E95-301, 2/15-4/7  CRN 40506
COM E95-302, 3/15-5/5  CRN 40507
COM E95-303, 4/12-6/2  CRN 40508

A TO Z GRANT WRITING (ONLINE)  Fee: $129
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 E10-300, 1/18-3/10  CRN 40425
BUB E10-301, 2/15-4/7  CRN 40426
BUB E10-302, 3/15-5/5  CRN 40427
BUB E10-303, 4/12-6/2  CRN 40428

THE CRAFT OF MAGAZINE WRITING (ONLINE)  Fee: $129
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.
COM E95-300, 1/18-3/10  CRN 40529
COM E95-301, 2/15-4/7  CRN 40530
COM E95-302, 3/15-5/5  CRN 40531
COM E95-303, 4/12-6/2  CRN 40532

WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)  Fee: $129
Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.
COM B35-300, 1/18-3/10  CRN 40505
COM B35-301, 2/15-4/7  CRN 40506
COM B35-302, 3/15-5/5  CRN 40507
COM B35-303, 4/12-6/2  CRN 40508

INTRODUCTION TO SCREENWRITING (ONLINE)  Fee: $129
Learn everything you need to know to write a great script that can sell. Examine what makes a screen story work, and how to structure that story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.
COM S10-300, 1/18-3/10  CRN 40541
COM S10-301, 2/15-4/7  CRN 40542
COM S10-302, 3/15-5/5  CRN 40543
COM S10-303, 4/12-6/2  CRN 40544

TECHNICAL WRITING (ONLINE)  Fee: $129
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
COM S11-300, 1/18-3/10  CRN 40545
COM S11-301, 2/15-4/7  CRN 40546
COM S11-302, 3/15-5/5  CRN 40547
COM S11-303, 4/12-6/2  CRN 40548

BEGINNING WRITER’S WORKSHOP (ONLINE)  Fee: $129
Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging, hands-on exercises, expert advice, and plenty of direct support and encouragement.
COM B11-300, 1/18-3/10  CRN 40497
COM B11-301, 2/15-4/7  CRN 40498
COM B11-302, 3/15-5/5  CRN 40499
COM B11-303, 4/12-6/2  CRN 40500

Oakton Reads: Jewish Literature

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

Titles include:

Wednesday, February 1
A Backpack, A Bear, and Eight Crates of Vodka: A Memoir
by Lev Golinkin

Wednesday, February 22
The Parnas: A Scene from the Holocaust
By Silvano Arieti

Wednesday, March 22
The Paris Architect
by Charles Belfoure

Wednesday, April 19
The Golem and the Jinni
by Helene Wecker

Wednesday, May 10
The Marriage of Opposites
by Alice Hoffman

Free Admission: Advance registration is required via the Alliance office.
CSP E29-01, 5 Wednesdays, 2/1, 7-8:30 p.m.
CRN 41493
Room A145-A152, Skokie campus
**English as a Second Language (ESL)**

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

### Free ESL Classes*

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

**Note:** Free ESL classes are not for tourists. They are 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.

**Note:** Children are not allowed to accompany adults in ESL classes or at registration.

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 Teresa O’Sullivan at 847.635.1759.

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

### EVENING CLASSES

**ALL LEVELS - BEGINNING TO ADVANCED**

**Evanston Township High School**
1600 Dodge Avenue, Evanston
Registration: Tuesday, January 10, 6:30-8:15 pm
Ongoing Registration: Tuesdays only, Room S104, 6:30-8:15 pm
(Starting from the first class)
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, January 12

**Glenbrook South High School**
4000 Lake Avenue, Glenview
Registration: Tuesday, January 10, 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: Thursday, January 12

**Niles Public Library**
6960 West Oakton, Niles
Registration: Tuesday, January 10, 6-7:45 pm
Ongoing Registration: Tuesdays only, 6-7:45 pm
(Starting from the first class)
Class Meets: Tuesday, 6-8:45 pm
First Class: Thursday, January 12

**Maine East High School**
2601 W. Dempster, Park Ridge
Registration: Tuesday, January 10, 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: Thursday, January 12

**Maine West High School**
1755 South Wolf, Des Plaines
Registration: Monday, January 9, 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: Wednesday, January 11

**Niles West High School**
5701 Oakton Street, Skokie
Registration: Tuesday, January 10, 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 12

**Niles North High School**
9800 Lawler Avenue, Skokie (West of Old Orchard Shopping Center)
Registration: Monday, January 9, 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 11

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**Volunteer to be a VITA Literacy/ESL tutor.**

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

**Required four-part training at the Skokie campus:**
- **Thursday, January 12,** 5-8:45 p.m.
- **Tuesday, January 17,** 5-8:45 p.m.
- **Saturday, February 4,** 1-4 p.m.
- **Saturday, February 18,** 1-3:30 p.m.
DAYTIME CLASSES

BEGINNING ESL
Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration: Monday, January 9, 9-11 am
Ongoing Registration: Mondays only, 9 am-12 pm
(Class meets: Monday and Wednesday, 9 am-12 pm)
First Class: Monday, January 11

BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, January 10, 9:30-11:30 am
Ongoing Registration: Tuesdays only, 9:30-11:30 am
(Class meets: Tuesday and Friday, 9:30 am-12:30 pm)
First Class: Tuesday, January 17

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Friday, January 6, 9, 8:00-11:30 am
Ongoing Registration: Fridays only, 8:00-11:30 am
(Class meets: Tuesday and Thursday, 8:00-11:30 am)
First Class: Thursday, January 12

Niles Community Church
7401 Oakton Street, Niles
Registration: Monday, January 9, 9, 12-2 pm
Ongoing Registration: Mondays only, 9, 12-2 pm
(Class meets: Tuesday and Thursday, 9, 12-2 pm)
First Class: Tuesday, January 14

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie
Registration: Monday, January 9, 9, 1-3 pm
Ongoing Registration: Mondays only, 9, 1-3 pm
(Class meets: Monday and Wednesday, 9, 1-3 pm)
First Class: Wednesday, January 7

BEGINNING TO INTERMEDIATE ESL
District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 10, 1, 9-11:15 am
Ongoing Registration: Fridays only, 9, 9-11:15 am
(Class meets: Fridays, 9, 9-11:15 am)
First Class: Friday, January 13

Intermediate to Advanced ESL
District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 10, 12-2 pm
Ongoing Registration: Tuesdays only, 12-2 pm
(Class meets: Tuesday and Thursday, 12-2 pm)
First Class: Tuesday, January 12

Low-cost Tuition ESL Classes

Citizenship Education

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

Registration
Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. 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 a $9 non-refundable processing fee at the time of registration. However, students who register online at Oakton’s Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax, will be charged a $9 fee with each registration form.

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

INTENSIVE ESL

Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. Pre-registration in person is required. Call 847-635-1426 for pre-test dates. No class 1/16, 2/20, 5/29/17.

COM A19-01, OC/SK, 11 Mon.-Thurs., 1/9, 12-4:30 pm
COM A19-10, OC/SK, 11 Mon.-Thurs., 3/23, 12-4:30 pm
**INTENSIVE GRAMMAR REVIEW I**
Fee: $149
For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar. Class meets at Westfield Old Orchard Mall (next to Mario Tricocci Salon), 4999 Old Orchard Center, Suite E2, Skokie. No class 3/20.
COM A70-01, WFOO, 10 Mon., 1/23, 9:45 am-12:30 pm CRN 40099

**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 Tue., 1/17, 6:45-9:30 pm CRN 40093
COM A45-02, OC/SK, 10 Sat., 1/21, 9 am-11:45 pm CRN 40094
COM A45-20, OC/SK, 10 Tue., 4/4, 6:45-9:30 pm CRN 40095

**IMPROVE YOUR PRONUNCIATION**
Fee: $169
Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily. No class 3/25.
COM A29-01, OC/DP, 13 Sat., 2/4, 9 am-11:45 pm CRN 40090

**CONVERSATIONAL ENGLISH PRACTICE**
Fee: $149
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., 2/4, 9-11:45 am CRN 40096

**IDIOMS AND VOCABULARY BUILDING**
Fee: $149
For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases. Class meets at Westfield Old Orchard Mall (next to Mario Tricocci Salon), 4999 Old Orchard Center, Suite E2, Skokie. No class 3/22.
COM A54-01, WFOO, 10 Wed., 1/18, 9:45 am-12:30 pm CRN 40098

**COMPOSITION FOR INTERMEDIATE ESL STUDENTS**
Fee: $149
Effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course will help students prepare for the writing portion of the TOEFL exam. Textbook required.
COM A61-01, OC/SK, 10 Wed., 1/25, 6:45-9:30 pm CRN 40097

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**Noncredit classes**

**Free Reading/Literacy Classes***

Classes are for native and non-native speakers of English who wish to improve their reading, writing, and math skills.
- Students must be at least 17 years old and not enrolled in or intending to enroll in high school.
- Literacy students may not enroll in the Bridges program.
- Students may enroll in class after the registration date if space permits.
- Classes may be canceled due to low enrollment.

For more information call 847.635.1426.

**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 Literacy classes. Au Pairs may, however, enroll in the tuition ESL classes.

Note: Literacy classes are not intended for tourists. They are designed for students living 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.

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**Evening Classes**

**Des Plaines Public Library**
1501 Ellinwood, Des Plaines
Registration: Thursday, January 12, 6 pm
Class Meets: Tuesday and Thursday, 6–9 pm
First Class: Tuesday, January 17

**Oakton Community College**
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, January 11, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Wednesday, January 18

**Daytime Classes**

**Des Plaines Public Library**
1501 Ellinwood, Des Plaines
Registration: Wednesday, January 11, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Wednesday, January 18

**Glenview Public Library**
1930 Glenview Road, Glenview
Registration: Thursday, January 12, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, January 17

**Lutheran Church of the Ascension**
460 Sunset Ridge Road, Northfield
Registration: Wednesday, January 11, 12:30 pm
Class Meets: Monday and Wednesday, 12:30-3:30 pm
First Class: Wednesday, January 18

**Oakton Community College**
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Monday, January 30, 9:30 am
Class Meets: Monday, Wednesday and Friday, 9:30 am-12 pm
First Class: Wednesday, February 1

**Skokie Public Library**
5215 Oakton, Skokie
Registration: Thursday, January 12, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, January 17

**Saturday Classes**

**Oakton Community College**
1600 E. Golf Road, Des Plaines
Registration: Saturday, January 14, 9 am
Class Meets: Saturdays, 9 am-12:30 pm
First Class: Saturday, January 21

**Skokie Public Library**
5215 Oakton, Skokie
Registration: Thursday, January 14, 9 am
Class Meets: Saturdays, 9 am-12 pm
First Class: Saturday, January 21
Bridges to Academic Reading and Writing

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

• Students must be at least 17 years old and not enrolled in or intending to enroll in high school.
• Bridges students may not enroll in the Learn to Read Program.

For more information call 847.635.1426.

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 ESL tuition classes.

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

DAYTIME CLASSES

Oakton Community College
7701 N. Lincoln Avenue, Room A211, Skokie

Reading
Registration: Thursday, January 12, 9:30 am
Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm
First Class: Tuesday, January 17

Oakton Community College
7701 N. Lincoln Avenue, Room A211, Skokie

Writing
Registration: Wednesday, January 11, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Wednesday, January 18

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie

STAR Intensive Reading Skills
Registration: Tuesday, January 31, 1 pm
Class Meets: Tuesday and Thursday, 1-3:15 pm
First Class: Thursday, February 2

EVENING CLASSES

Oakton Community College
7701 N. Lincoln Avenue, Room A211, Skokie

Reading
Registration: Wednesday, January 11, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Wednesday, January 18

Oakton Community College
7701 N. Lincoln Avenue, Room A211, Skokie

Writing
Registration: Thursday, January 12, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, January 17

Low Tuition Beyond Bridges Advanced Reading Class

Classes are for native and non-native speakers of English. Students must possess higher level speaking, listening, and reading skills.

• Beyond Bridges students are not eligible for the free Literacy and Bridges classes.
• Students must be at least 17 years of age and not enrolled in or planning to enroll in high school.
• Enrollment in class after the registration is permitted if space allows.

For more information call 847.635.1426.

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 or tuition Bridges classes. Au Pairs may, however, enroll in the college low-cost tuition ESL classes.

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

Oakton Community College
7701 North Lincoln Ave., Room A211, Skokie

Reading
Registration: Monday, January 30, 3:30 pm
Class Meets: Monday/Wednesday, 3:30-6 pm
First Class: Wednesday, February 1
Class Cost: $12 Textbook available for purchase.

Late-Starting Classes

Free Reading/Literacy Classes*

Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie

Registration: Monday, January 30, 9:30 am
Class Meets: Monday, Wednesday and Friday, 9:30 am-12 pm
First Class: Wednesday, February 1

Bridges to Academic Reading and Writing

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie

STAR Intensive Reading Skills
Registration: Tuesday, January 31, 1 pm
Class Meets: Tuesday and Thursday, 1-3:15 pm
First Class: Thursday, February 2

Low Tuition Beyond Bridges Advanced Reading Class

Oakton Community College
7701 North Lincoln Ave., Room A211, Skokie

Registration: Monday, January 30, 3:30 pm
Class Meets: Monday/Wednesday, 3:30-6 pm
First Class: Wednesday, February 1
Class Cost: $12 Textbook available for purchase.
GED Program

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

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

Eligibility
Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635.1426 for specific requirements.)

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

GED Placement Testing and Counseling
New students who want to begin their GED test preparation classes in January 2017 must come to the location listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

Oakton Community College
Room P103-104, 7701 North Lincoln Avenue, Skokie
December 13 and 15 (Tuesday and Thursday), 6 pm
January 10 and 12 (Tuesday and Thursday), 6 pm
March 21 and 23 (Tuesday and Thursday), 6 pm
March 28 and 30 (Tuesday and Thursday), 6 pm

Pre-GED Classes

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 2/20.
EDU A04-02, OC/SK, 17 Mon., 1/16, 7-9:35 pm
EDU A05-01, NILES N, 7 Mon., 1/16, 7-10 pm
EDU A05-02, NILES N, 9 Wed., 1/18, 9-11:45 am
EDU A05-03, NILES N, 9 Wed., 1/18, 7-9:30 pm
EDU A06-01, NILES N, 9 Wed., 1/18, 9-11:45 am
EDU A06-02, MAINE E, 9 Thu., 1/19, 7-9:30 pm
EDU A06-03, NILES N, 9 Fri., 1/20, 9-11:45 am
EDU A06-04, MAINE E, 9 Thu., 1/19, 7-9:30 pm
EDU A06-05, MAINE E, 9 Thu., 1/19, 7-9:30 pm
EDU A06-06, NILES N, 9 Mon., 2/6, 9-11:45 am
EDU A06-07, NILES N, 9 Mon., 2/6, 7-9:30 pm
EDU A06-08, NILES N, 9 Mon., 2/6, 7-9:30 pm
EDU A06-09, NILES N, 9 Mon., 2/6, 7-9:30 pm
EDU A06-10, MAINE E, 9 Thu., 1/19, 7-9:30 pm
EDU A06-11, NILES N, 9 Tue., 1/17, 7-9:30 pm
EDU A06-12, NILES N, 9 Thu., 1/19, 7-9:30 pm
EDU A06-13, OC/SK, 9 Thu., 1/19, 9-11:30 am
EDU A06-14, OC/SK, 9 Thu., 1/19, 9-11:30 am
EDU A06-15, OC/SK, 9 Thu., 1/19, 9-11:30 am
EDU A06-16, OC/SK, 9 Thu., 1/19, 9-11:30 am
EDU A06-17, EVCC, 10 Tue./Thu., 1/17, 10 am-12:30 pm
EDU A06-18, EVCC, 10 Tue./Thu., 1/17, 10 am-12:30 pm
EDU A06-19, EVCC, 10 Tue./Thu., 1/17, 10 am-12:30 pm
EDU A06-20, EVCC, 10 Tue./Thu., 1/17, 10 am-12:30 pm

GED Review Classes

GED ENGLISH REVIEW Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-01, NILES W, 9 Tue., 1/17, 6:30-9 pm
EDU A03-04, NILES W, 8 Tue., 4/4, 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 2/20.
EDU A05-01, NILES N, 7 Mon., 1/23, 7-10 pm
EDU A05-02, NILES N, 8 Mon., 4/3, 7-9:30 pm

GED MATH REVIEW Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and word problems.
EDU A08-03, NILES N, 9 Wed., 1/18, 7-9:30 pm
EDU A08-04, NILES N, 8 Wed., 4/5, 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 2/20.
EDU A09-01, OC/SK, 11 Sat., 1/14, 9 am-1:30 pm
EDU A09-03, OC/SK, 8 Mon./Wed., 1/18, 6:30-9:30 pm
EDU A09-04, OC/SK, 7 Mon./Wed., 4/3, 6-9:15 pm
EDU A09-05, OC/SK, 8 Tue./Thu., 1/17, 9:30 am-12:30 pm
EDU A09-06, OC/SK, 8 Tue./Thu., 4/4, 9:30 am-12:30 pm
EDU A09-07, EVCC, 10 Tue./Thu., 1/17, 10 am-12:30 pm
EDU A09-08, EVCC, 10 Tue./Thu., 4/4, 10 am-12:30 pm
Evening High School Program

General Information

Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School. Evening High School classes are small, allowing for individualized instruction. They take place two times per week from 5:45 to 9:45 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 p.m., 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).

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

Coming soon!

EKG Certification Prep
Business Technology Certificate
Raspberry Pi Spring Recess Camp
and more!

Look for our Late Spring 2017 Noncredit Class Schedule coming in February 2017.

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Teresa O’Sullivan at 847.635.1759.
The Alliance for Lifelong Learning offers Continuing Education for the following health professionals and paraprofessionals:

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

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

Institutional Accreditation
Social Workers: Oakton Community College/ALL-CEHP 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.

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

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

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

Nursing Home Administrators: Oakton Community College/ALL-CEHP 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.

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

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

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Physical Therapy Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

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

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

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

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

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

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

$450 Advanced Registration and $475 Walk-in (No senior discount.)
Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m.

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

Presenter: Brad Holmer, RT

CT and the Trauma Patient
XRAA11-001 [CRN 41407] Early Bird registration postmarked February 27; XRAA11-002 [CRN 41411] after February 27
CT is the gold standard in trauma imaging. This course demonstrates why it works so well. Explore the technical capabilities of today’s CT systems and their applications to trauma. Multiple case studies will be shown to illustrate the many ways CT is used to determine a patient’s course of treatment for faster and more accurate results than ever before.

CT for the Cross-Trained Technologist
XRAA09-001 [CRN 41435] Early Bird registration postmarked by February 27; XRAA09-002 [CRN 41438] after February 27
For those who are, or hope to be, cross-trained x-ray/CT technologists, this course provides applicable conceptual knowledge of the fundamentals of helical multi-slice CT imaging. Learn the major system component functions, the criterion in scan parameter selections, and optimizing image quality while minimizing artifacts and maximizing radiation dose efficiency.

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

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.

Programs for Radiology Professionals

$89 Early Bird • $109 Regular • $131 Walk-in (No senior discount.)
Registration 7:30 a.m.; Program 8 a.m. - 3 p.m. Morning coffee and lunch provided.

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

Presenter: Brad Holmer, RT

CT and the Trauma Patient
XRAA11-001 [CRN 41407] Early Bird registration postmarked February 27; XRAA11-002 [CRN 41411] after February 27
CT is the gold standard in trauma imaging. This course demonstrates why it works so well. Explore the technical capabilities of today’s CT systems and their applications to trauma. Multiple case studies will be shown to illustrate the many ways CT is used to determine a patient’s course of treatment for faster and more accurate results than ever before.

CT for the Cross-Trained Technologist
XRAA09-001 [CRN 41435] Early Bird registration postmarked by February 27; XRAA09-002 [CRN 41438] after February 27
For those who are, or hope to be, cross-trained x-ray/CT technologists, this course provides applicable conceptual knowledge of the fundamentals of helical multi-slice CT imaging. Learn the major system component functions, the criterion in scan parameter selections, and optimizing image quality while minimizing artifacts and maximizing radiation dose efficiency.

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

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.
Programs for Mental Health Professionals

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

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

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

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

Spirituality and Psychotherapy: Integrating Ethics and Cultural Competency

Wednesday, February 22
Mark Sanders, LCSW, CADC
HMHA94-001 [CRN 41392] Early Bird postmarked by January 26; HMHA94-002 [CRN 41396] after January 26

Two-thirds of Americans surveyed would prefer to work with therapists who have a spiritual foundation. This interactive skill-building workshop focuses on strategies to integrate spirituality and psychotherapy. Topics discussed will include: differences between religion and spirituality; integrating religion and spirituality with traditional counseling approaches; ethics and spirituality; issues of diversity in spirituality; and addressing religious addictions in psychotherapy.

10 Best-Ever Depression Management Techniques*

Wednesday, March 1
Margaret Wehrenberg, PsyD
HMHA14-001 [CRN 41444] Early bird postmarked by February 1; HMHA14-002 [CRN 41450] after February 1

Depression is painful. The symptoms of ruminating thoughts, lethargy, and increasing alienation from others not only create a negative internal and external environment, but actively interfere with carrying out the basic demands of daily life. While depression is one of the most common mental health disorders, there are different causes. Treatment options run the gamut from new technologies that affect brain activity, to stress management, to relieving the impact of childhood trauma, to developing resilience. How does a therapist know where to get started? In this seminar, you will identify four different kinds of depression, learn 10 strategies to jump start therapy, and provide immediate relief of symptoms while setting the stage for longer-term recovery.

Ethics of Caregiving in the Increasingly Complex Healthcare System*

Friday, March 10
Gary Gilles, LCPC, MA
HMHA13-001 [CRN 41423] Early bird postmarked by February 10; HMHA13-002 [CRN 41427] after February 10

Approximately one in three families in the U.S. cares for an aging, disabled or chronically ill family member. The percentage of families caring for a loved one is expected to increase dramatically over the next decade due to many anticipated changes in our healthcare system and federal entitlement programs. The ethics surrounding caregiving challenges some of our deepest beliefs about family, the sanctity of life, dignity of personhood, and death. This workshop takes a close look at some of the most important ethical issues related to caregiving from the perspective of family members and professionals caring for these individuals. Special emphasis will be made to apply the discussion of ethical concerns in the workshop to practical caregiving topics through case studies and personal exploration of participant’s values.

Current Trends in Street Drugs: The Synthetic Drug Revolution*

Wednesday, March 22
Bruce Talbot, MA

Challenging the Chicago heroin epidemic is a wave of designer, synthetic narcotic drugs. With strange chemical names such as “U-4” and “W-18” or a street slang name of “Badger Repellent,” these next generation narcotics are up to 10,000 times more potent than morphine! This one-day seminar updates professionals in the latest street drugs of abuse in Chicago, unique techniques to document drug use when there is a negative urine drug screen, and innovative community responses to this latest drug challenge.
Brain Impairment: Eight Questions Each Clinician Should Know

Friday, April 7  
HUHA59-001 [CRN 41377] Early bird postmarked by March 7; HUHA59-002 [CRN 41379] after March 7

Participants are given tactics for screening for language, attention, memory, and cortical functions. Also, an overview is given to help differentiate biologically based presentations of depression, anxiety, and psychosis from their more familiar, psychologically based versions. Many clients present with complex problems. One of the first issues to check is the role of biology and possible brain impairment in their lives. Explore the alerting and presumptive clues that are indicative of organic impairment. A multistage outline and screening interview to rapidly assess whether a medical evaluation is required will be demonstrated and practiced.

Therapeutic Entanglement: The Web of Countertransference

Thursday, April 20  
HMEA34-001 [CRN 41367] Early bird postmarked by March 21; HMEA34-002 [CRN 41372] after March 21

Because clients often elicit a reaction in the clinician, we as therapists, will not always be in the “neutral zone.” Explore the clinical utilization of the phenomenon of countertransference. While analytic in origin, we will focus on how to integrate countertransference into the therapy process and discuss how to utilize countertransference as a therapeutic tool. Discuss and explore ethical implications of countertransference. Using case studies, discussions, and exercises to increase self-awareness, we will identify how to recognize countertransference, identify how countertransference can deepen the therapeutic relationship, and help clients become more comfortable with vulnerability.

Leadership 2.0: A Workshop for Behavioral Health Supervisors and Directors

Friday, April 28  
HMHA75-001 [CRN 41359] Early bird postmarked by March 28; HMHA75-002 [CRN 41362] after March 28

Drawn from research, historical leaders, practical experience, and Hall-of-Fame coaches including Vince Lombardi and Phil Jackson, this workshop is for behavioral health supervisors who are interested in taking their leadership abilities to the next level. Topics covered include: The ten things that great leaders do; how to evaluate yourself as a leader in the behavioral health field; the role of the leader in building team cohesion during hard times; a seven-step process for hiring the most talented employees; 12 steps for retaining talented employees; and ten strategies for increasing morale within the organization.

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 (6.5 clock hours), occupational therapists (7.5 contact hours), and speech and language pathologists/audiologists (6.5 clock hours), and teachers (6.5 CPDUs). 6.5 Universal Training hours (UTH) will be offered to other professional groups.

*6.5 contact hours for Registered Nurses through IDFPR.

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

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

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

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a onetime 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.

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