Classes begin late February through May.
Register online at www.oakton.edu/conted.
More than just fun and games, our programs provide engaging and unique learning opportunities on a college campus. Students ages 8 to 12 can give their science, technology, engineering, art, and math skills a workout with a range of fun-filled camps and classes throughout the year. Don’t miss out on these diverse, academic youth programs.

SPRING 2018 NEW CLASSES

DES PLAINES CAMPUS

Become a Makey Makey® Inventor  Fee: $279
Using Makey Makey® and everyday household items to invent new devices, students learn the process of inventing, coding, principals of electricity, and are introduced to behavior of materials. The course fee includes a Makey Makey® device the student will get to keep.
KID E05-01, OC/DP, Mon.-Thu., 3/26-3/29, 8 a.m.-5 p.m. CRN 40117

SKOKIE CAMPUS

3D Modeling and Printing  Fee: $279
Unleash your inner engineering while building and designing 3D models. With the use of open software, students will be able to continue their learning after camp has ended.
KID S08-01, OC/SK, Mon.-Thu., 3/26-3/29, 8 a.m.-5 p.m. CRN 40088

For more information or to register, visit www.oakton.edu/conted/find_classes/youth.
Continuing Education
Noncredit Classes

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Color in the Garden • Elements of the Garden: Patios
• Discover Garfield Park Conservatory • Growing a
Cook’s Garden • Growing Orchids Indoors (page 13)
The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles Township High Schools.

Oakton Community College
District 535, 847.635.1600
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Oakton Community College
CONTINUING EDUCATION AND TRAINING
Colette Hands, Ed.D., Associate Vice President for Continuing Education, Training, and Workforce Development
Robyn Bailey, Director of Operations and Administration
Ruben Howard II, Ph.D., Director of Continuing Education and Workforce Development

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 Barron from Oakton Community College.

January 31: The Hours Count by Jillian Cantor
February 21: The Museum of Extraordinary Things by Alice Hoffman
March 21: The Plot Against America by Philip Roth
April 18: The Secret Chord by Geraldine Brooks
May 9: Open Heart by Elie Wiesel

Free Admission
CSP E29-01, OC/SK, 5 Wed., 1/31, 7-8:30 pm CRN 40052
Advance registration is required via the Alliance Office.

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

EVANSTON TOWNSHIP HIGH SCHOOL (ETHS)
1600 Dodge Avenue, Evanston, IL 60201
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Nonprofit Leadership & Administration ....9
Retirement Planning Today .....................14
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Compiling Your Medical Family Tree ..........12
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Drawing/Watercolor...............................9
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GED Classes........................................17
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Understanding Commercial DNA Test Results ..13

MAINE WEST HIGH SCHOOL (MWHS)
1755 South Wolf, Des Plaines, IL 60016
GED Classes........................................17

NILES NORTH HIGH SCHOOL (NNHS)
5701 Oakton Street, Skokie, IL 60077
GED Classes........................................17

OAKTON is in Your Neighborhood!

Alliance for Lifelong Learning (ALL) offers courses right in your neighborhood.

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Conversational German II ......................13
Conversational Russian II ......................14
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Marcelo Sztainberg
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Niles Township High School
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Free Admission
CSP E29-01, OC/SK, 5 Wed., 1/31, 7-8:30 pm CRN 40052
Advance registration is required via the Alliance Office.

7701 N. Lincoln Ave., Skokie
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 36 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)** supplemets the work of classroom teachers in English as a Second Language (ESL) and literacy classes, including the Learn to Read program. Oakton needs more volunteers to help adults improve English speaking and reading skills. Volunteers will learn about appropriate teaching methods and materials. For additional information call 847.635.1426.

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

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

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

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

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

**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.

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

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

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

General Information

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

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

Note: Personal checks and credit cards are not accepted.

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

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

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

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

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

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

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

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

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

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

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

Hours for Oakton Community College Campuses:
Monday–Thursday, 8:30 a.m.–7 p.m.
Friday, 8:30 a.m.–5 p.m.
Des Plaines Campus, Room 1420 (Room 1125 during construction)
Skokie Campus, Room A120

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>Course Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS B34-01, Niles N, 7</td>
<td>Wed., 10/1, 7-10 pm, Daniel</td>
<td></td>
<td></td>
<td>CRN</td>
</tr>
</tbody>
</table>

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

Fitness Center Hours:
Open year around—when the college is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer hours: Monday - Thursday, 7 a.m. - 9 p.m.
Membership rates vary. No senior discount. For information, or to schedule personal training sessions, call 847-635-1839.

Personal Training
Learn sound fitness principles to become an independent exerciser. Training is tailored to individual needs and offered in two-, four-, and six-session formats. A free semester membership is available with a four- or six-session registration.
Register with the Alliance for Lifelong Learning Office, Des Plaines Campus, Room 1420 (Room 1125 during construction).
Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 7:30 p.m.

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

Fitness Center Memberships

FITNESS CENTER AT OAKTON

Individual Personal Training
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides. Our goal is to teach sound fitness principles that encourage independent exercise. All sessions must be used by the end of the semester.
Two one-hour sessions by arrangement
FIT P01-01, OC/DP, $89 CRN 40048
Four one-hour sessions by arrangement
Free semester membership to the Fitness Center included.
FIT P02-02, OC/DP, $159 CRN 40049

Personal Training for Two
Personalized instruction is also available for individuals and a partner of their choice. Includes free semester membership.
Six one-hour sessions by arrangement
FIT P02-01, OC/DP, $279 CRN 40051

Fitness Center Memberships

ONE SEMESTER MEMBERSHIPS
Non-Student: FIT B01-01, OC/DP, $115 CRN 40041
Alliance Student: FIT E01-01, OC/DP, $90 CRN 40043
Oakton Student: FIT F01-01, OC/DP, $80 CRN 40045

ANNUAL MEMBERSHIPS
Non-Student: FIT B02-01, OC/DP, $230 CRN 40042
Alliance Student: FIT E02-01, OC/DP, $180 CRN 40044
Oakton Student: FIT F02-01, OC/DP, $160 CRN 40046
Enroll in this Accelerated Training Opportunity!

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

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

Late-spring classes begin February 24.

This program may be WIOA approved.

For more information on how to enroll, please call 847-635-1414.
Prepare for Industry Recognized Certifications with Online Learning

Programs offered in partnership with ed2go Career Training

Some ed2go Career Training courses include vouchers for a certification exam.

For more information or to register, visit careertraining.ed2go.com/oakton or call 877-221-5151.

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

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

**Manufacturing, Healthcare, and Telecommunications**
- Green Belt Credential Awarded by IQF
- Six Sigma Green Belt
- Black Belt Credential Awarded by IQF
- Six Sigma Black Belt

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

Programs offered in partnership with CareerStep, LLC

All CareerStep courses include vouchers for a certification exam as well as a laptop at no additional cost.

For more information or to register, visit www.careerstep.com/oakton or call 877-225-7151.

**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

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

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

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

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

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

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

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

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

For more information, call 847.635.1414.
Late-Spring 2018 Noncredit Classes

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

Air Conditioning, Heating, and Refrigeration

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

EPA SECTION 608 CERTIFICATION* Fee: $186
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). Textbook may be required, check with the bookstore.
AIR A08-C01, OC/DP, 4 Wed., 4/18, 5-8:50 pm CRN 40171

Career and Certification Training

EKG TECHNICIAN CERTIFICATION PREP Fee: $929
Become a Certified EKG Technician through this preparatory course. EKG rhythms provide important data for the diagnosis of heart conditions. As a Certified EKG Technician (CET), you’ll have the credentials nearly all healthcare employers require to perform the critical tasks of administering EKGs and stress tests, preparing patients for Holter or ambulatory monitoring, editing and delivering final test results to physicians and more. At the completion of this program, students will be prepared to sit for the Certified EKG Technician (CET) exam with the National Healthcareer Association. Cost of the CET exam is included with the tuition. Price includes the cost of NHA practice exams and NHA Study Guide. No senior discount.
MED A19-02, OC/DP, 10 Sat., 2/24, 9 am-3 pm CRN 40132

CPR RESCUE Fee: $35
Learn 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, MAINE E, 1 Thu., 3/22, 6:30-9:30 pm CRN 40075
HEA E05-02, NILES N, 1 Wed., 4/18, 6:30-9:30 pm CRN 40076

Auto and Engine Repairs

SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS) Fee: $80
Learn to fix your own small engine! We’ll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine.
TEC C15-01, ETHS, 2 Tue./Thu., 4/10, 7-9:30 pm CRN 40158

Do you already have an Oakton degree or certificate?
If so, you’re an alum!
To learn more about the Alumni Association and join our mailing list, visit us at www.oakton.edu/alumni.

Oakton Alumni

Computer Courses

Textbooks are required for most computer classes. While continuing education textbooks are not available at Oakton’s Bookstores, they can be purchased through online vendors or from the instructor on the first day of class. Fees for textbooks purchased in class are non-refundable.
No computer classes will be held on the following holiday:
 Presidents Day, February 19

Computer Classroom Locations: Room numbers are posted on the doors in front of the Alliance offices:
Des Plaines, Room 1420 (Room 1125 during construction); Skokie, Room A120. Check the room number before going to your classes.

Computer Keyboarding Skills

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

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT (ONLINE)* Fee: $186
This course is designed to increase keyboarding speed while improving accuracy by identifying weaknesses and prescribing individualized corrective practice. Prerequisite: Keyboarding of a minimum of 20 WPM (without looking at the keyboard). Textbook may be required, check with the bookstore.
COF A06-C01, 3/19-4/29 CRN 40343

*Courses may also be taken for college credit.
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 John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

COMPUTERS FOR NEW USERS: OFFICE 2016* Fee: $282
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel. Supplemental lab work required.
CPT A44-C01, OC/SK, 8 Tue./Thu., 3/20, 9:30-11:50 am CRN 40291

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

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.
DAT A14-01, OC/DP, 8 Sat., 3/3, 10 am-1 pm CRN 40053
DAT A14-02, OC/SK, 8 Wed., 4/4, 6-9 pm CRN 40056

INTRODUCTION TO MICROSOFT EXCEL Fee: $150
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases.
DPR A84-01, OC/DP, 4 Sat., 3/3, 10 am-1 pm CRN 40065
DPR A84-02, OC/SK, 4 Wed., 4/4, 6-9 pm CRN 40066

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.
DPR A85-01, OC/DP, 4 Sat., 3/31, 10 am-1 pm CRN 40068
DPR A85-02, OC/SK, 4 Wed., 5/2, 6-9 pm CRN 40069

ADVANCED SPREADSHEETING USING EXCEL: 2016* Fee: $322
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software.
COF A55-C03, Online, 3/19-5/11 CRN 40242

ELECTRONIC SPREADSHEETING USING EXCEL: 2016* Fee: $322
Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. Prerequisite: Electronic Spreadsheeting Using Excel (COF A35) or consent of instructor.
COF A55-C01, Online, 3/19-5/11 CRN 40246

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., 4/9, 7-9 pm CRN 40065

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 ROUTING AND SWITCHING ESSENTIALS* Fee: $584
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Online course work required.
INT A02-C01, OC/SK, 8 Tue./Thu., 3/20, 6-9 pm CRN 40226

CISCO CONNECTING NETWORKS* Fee: $584
In this the fourth and final course in Cisco Networking Academy sequence of four courses (CCNA), Deals with wide area networks (WANs) as well as protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable. Threaded case study completed and presented. Online course work required.
INT A04-C01, OC/SK, 8 Mon./Wed., 3/19, 6-9 pm (Hybrid: 1/2 classroom and 1/2 online) CRN 40238

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 PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* Fee: $448
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer tracks, 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 Sat., 3/24, 9 am-2 pm CRN 40192

*Courses may also be taken for college credit.
MICROSOFT MANAGING A WINDOWS SERVER OPERATING SYSTEM*  Fee: $448
Course prepares students for the Microsoft Certified Information Technology Professional (MCTIP) 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 Mon./Wed., 3/19, 6-8:30 pm  CRN 40239
(Hybrid: 1/2 classroom and 1/2 online)

MICROSOFT PLANNING IMPLEMENTING AND MAINTAINING WINDOWS ACTIVE DIRECTORY*  Fee: $448
Provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriate for individuals currently supporting competitive platforms and wanting to enhance skills using Windows Server Active Directory. Covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCTIP) and/or Microsoft Certified Technology Specialist (MCT) certifications.
NTS A20-C01, OC/SK, 7 Sun., 3/25, 9 am-2 pm  CRN 40241
(Hybrid: 1/2 classroom and 1/2 online)

MICROSOFT WINDOWS DESKTOP TECHNICIAN*  Fee: $584
This course provides knowledge and skills necessary to troubleshoot basic problems and 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 (MCTIP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.
NTS A25-C01, OC/SK, 8 Tue./Thu., 3/20, 6-8:30 pm  CRN 40191

Database
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jsryker@oakton.edu.

INTRODUCTION TO ERP SYSTEMS: SAP ENHANCED (ONLINE)*  Fee: $458
In this 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, 3/19-5/9  CRN 40295

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 John Stryker, program coordinator, at 847-635-1969 or jsryker@oakton.edu.

ADVANCED LINUX OPERATING SYSTEM*  Fee: $272
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/DOP, 8 Thu., 3/22, 6-9:50 pm  CRN 40293

LINUX NETWORK SERVICES ADMINISTRATION*  Fee: $418
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 sniffer and intrusion detection systems.
NTS A68-C01, OC/SK, 8 Sat., 3/24, 8:30 am-3 pm  CRN 40175

Cooking/Culinary

AUTHENTIC PERSIAN RECIPES  Fee: $95
Join us as we bring Persia to Oakton. Learn about Persian cuisine while preparing dishes like aromatic rice from the Caspian region infused with saffron and rose petals that when mixed create delicious Persian recipes.
HEC E49-01, NILES N, 4 Wed., 5/2, 7-9 pm  CRN 40078

SOUPS, SALADS, APPETIZERS AND DESSERTS  Fee: $95
Try interesting, healthy, low-fat recipes for appetizers, soups and salads. Inhale the aromas, and sample the foods of Provence and Tuscany. Recipes will mostly be vegetarian.
HEC G01-01, NILES N, 4 Wed., 4/4, 7-9 pm  CRN 40080

COOKING: THE BASICS  Fee: $99
This course helps the most novice cook develop basic cooking skills. Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and more.
HEC E18-01, GLBRK S, 4 Tue., 4/17, 7-9:30 pm  CRN 40077

The Backyard Barbecue Series

BARBECUE SERIES  Series Fee: $139
Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurateur Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings with appropriate beverages and side dishes.
HEC E28-01, BBAR, 3 Thu., 3/8, 7-9 pm  CRN 40071

GRILLING 101  Fee: $49
Get ready for grill season with a Grilling 101 class at the Backyard BBQ Store. Learn the basics of grilling on both charcoal and gas, the proper techniques and tools for grilling plus some simple recipes for your next barbecue.
HEC E32-01, BBAR, 1 Thu., 3/8, 7-9 pm  CRN 40060

PIZZA ON THE GRILL  Fee: $49
Learn how to make your own pizza and grill or fry them in a real wood fire oven!
HEC E29-01, BBAR, 1 Thu., 4/12, 7-9 pm  CRN 40061

STEAK AND BURGERS  Fee: $49
Instructor Joe Spera, from Al’s Meat Market in Wilmette, butchers an entire prime beef loin and shows you how to grill steaks and burgers over both charcoal and gas flames. Learn professional tips, tricks, and recipes for making the perfect steak.
HEC E13-01, BBAR, 1 Thu., 5/10, 7-9 pm  CRN 40062

Classes meet at the store, 535 Green Bay Road in Wilmette. No senior discount applies.

Register online www.oakton.edu/conted
SUSHI WORKSHOP
Join Chef Susan Taves and learn about all of the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class makes Nigiri Sushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. **No senior discount.**
HEC F12-01, NILES N, 1 Mon., 4/16, 7-9 pm
CRN 40079

Dance

**EASY LINE DANCES FOR EVERYONE!**
Let’s get moving! According to the American Heart Association, dancing is a great way to improve heart health, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including “Boot Scootin Boogie,” “Cupid Shuffle,” “Footloose,” “Gangnam Style,” and more. No partner or prior dance experience needed. **No refund after the class begins. No senior discount.**
PED E85-01, NILES N, 6 Mon., 4/2, 6:30-7:30 pm
CRN 40141

**SWING & BEST OF BALLROOM DANCING**
Lead/follow and develop style as a couple or individual with confidence and grace. **No refund after the class begins. No senior discount.**
PED S61-02, NILES N, 6 Mon., 4/2, 7:40-8:40 pm
CRN 40144

**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 mghadiri@oakton.edu.

**THE WORLD OF THE ELDER**
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., 3/30, 9-10:40 am
CRN 40339

**PERSON-CENTERED COMMUNICATION**
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., 3/30, 11 am-12:40 pm
CRN 40340

**DEMENTIA CARE OF THE ELDER**
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., 3/30, 1:30-3:10 pm
CRN 40341

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

**A+ CERTIFICATION PREPARATION**
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals. Textbook may be required, check with the bookstore.
ECT A06-C01, OC/SK, 8 Wed., 3/21, 6-9:30 pm
CRN 40336

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

**DESKTOP PUBLISHING CONCEPTS AND PROCEDURES**
Course introduces desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications.
COF A60-C01, Online, 3/19-5/6
CRN 40247

**History**

**BEGINNING GENEALOGY: A CRASH COURSE**
Gain an overview of genealogy, get advice on how to begin your project, and discover how to be more effective in your research process by learning accredited research methodology, including “how to think like a genealogist.” You will also gain tips on how to find your ancestors’ history in sources like home records, courthouses, libraries, and the Internet. **No senior discount.**
HIS C10-01, MAINE E, 1 Thu., 3/15, 6:30-9:30 pm
CRN 40081

**GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS**
Learn several ways to get past relying on Ancestry.com’s shaky leaf hints to guide you in your genealogical research. Discover how to use Ancestry.com in better ways, learning research strategies, acquainting yourself with other records repositories, and learning where to find original paper sources. **No senior discount.**
HIS C41-01, MAINE E, 1 Thu., 4/5, 6:30-9:30 pm
CRN 40082

**COMPELLING YOUR MEDICAL FAMILY TREE**
This important family research is easy and you don’t need formal medical or genealogical training. Learn the crucial parts of a medical family tree chart and the predisposition results sheet and discover how to find family health information using traditional research methods along with today’s commercially available medical DNA test results. **No senior discount.**
HIS C42-01, MAINE E, 1 Thu., 4/12, 6:30-9:30 pm
CRN 40083

**REGISTER EARLY!**
Classes are canceled a week before start date if minimum enrollment is not reached.
UNDERSTANDING COMMERCIAL DNA TEST RESULTS Fee: $30
This one-day class will provide the information and tools to understand mtDNA, Y-DNA, and aDNA commercial test results, including haplogroups, ethnicity, and cousin matches. It will also discuss options for kinship and results for medical predispositions well beyond the offerings delivered by the five leading testing companies.
No senior discount.
HIS C43-01, MAINE E, 1 Thu., 4/19, 6:30-9:30 pm CRN 40084

THE MOST HELPFUL GENEALOGY TOOLS YOU’VE NEVER USED Fee: $30
Discover a wealth of helpful genealogy tools such as research, organizations, news, accredited methodology, presentations, Internet searches and much more. This is an important topic for genealogists of all levels. No senior discount.
HIS C44-01, MAINE E, 1 Thu., 4/26, 6:30-9:30 pm CRN 40085

New Courses!

DISCOVER GARFIELD PARK CONSERVATORY Fee: $39
This conservatory on the Westside was the concept of Prairie School landscape architect Jens Jensen. Completed in 1908, the conservatory was considered revolutionary for the presentation of the plant collection and themed rooms. This class will focus on the history as well as the current and future usage of the conservatory and Garfield Park. No senior discount.
BOT E41-01, GARD, 1 Wed., 2/21, 1-3 pm CRN 40112

GROWING ORCHIDS INDOORS Fee: $49
Learn to grow orchids at home including selecting orchids, how to grow and maintain orchids on windowsills and under artificial lights, how to keep your plants healthy, and how to avoid common new-grower mistakes. Great for beginners and for improving orchid-growing skills. Students may bring plants from home for questions and discussion. No senior discount.
BOT B10-01, GARD, 1 Fri., 2/23, 9:30 am-12 pm CRN 40113

COLOR IN THE GARDEN Fee: $39
Explore traditional and provocative uses of color in the garden and learn how great gardeners decide to use different color combinations. Many examples of interesting color combinations from gardens around the globe will be featured. No senior discount.
BOT E48-01, GARD, 1 Mon., 3/5, 6:30-8:30 pm CRN 40114

ELEMENTS OF THE GARDEN: PATIOS Fee: $39
The patio is a place to enjoy meals, relax, and spend time with family and friends. Style, size, shape, and materials need to be considered when designing a patio. Explore paving materials such as brick, bluestone, concrete pavers, and lannon stone that complement the architectural style of your home and reflect the spirit of your garden. No senior discount.
BOT E46-01, GARD, 1 Tue., 3/20, 6:30-8:30 pm CRN 40115

GROWING A COOK’S GARDEN Fee: $39
Learn to grow fresh herbs and vegetables. Discover the best essential ingredients for your kitchen including tomatoes, onions, peppers, squash, garlic, and leafy greens. Also, learn the basics of soil preparation, planting in pots, plant selection, protecting your harvest from pests, extending the crops from spring through fall, and ideas for food preparation. No senior discount.
BOT E66-01, GARD, 1 Sat., 3/31, 1-3 pm CRN 40116

Home and Garden

UPHOLSTERY Fee: $150
Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on.
TEC B28-04, ETHS, 8 Thu., 4/5, 6-9 pm CRN 40154

Languages

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 Mon., 4/2, 7-9 pm CRN 40090

FRENCH II Fee: $130
Expand your French speaking skills. Great for leisure or professional development, the course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language.
LFR B02-01, MAINE E, 8 Thu., 4/5, 7-9 pm CRN 40092

CONVERSATIONAL KOREAN II Fee: $130
Anyoung haseyo, are you ready to expand your Korean speaking skills? Great for speaking to friends, travel, or professional development, the course builds on Korean I by exposing you to intermediate-level Korean grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Korean I or previous experience with the language.
LKO B02-01, MAINE E, 8 Tue., 4/3, 7-9 pm CRN 40098

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. No class 3/27.
LGE B04-01, GILBRK S, 8 Tue., 3/13, 7-9 pm CRN 40094

CONVERSATIONAL GREEK II Fee: $130
Neh! You can expand your Greek-speaking skills. For speaking to friends, travel, or professional development, this course builds on Greek I by exposing you to intermediate-level Greek grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Greek I or previous experience with the language. No class 3/29.
LGR C02-01, MAINE E, 8 Thu., 3/22, 7-9 pm CRN 40096

ITALIAN II Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience.
ITL B04-01, NILES N, 8 Mon., 4/2, 7-9 pm CRN 40087

POLISH II Fee: $130
Expand your Polish speaking skills. Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language.
LPO B02-01, ETHS, 8 Tue., 4/3, 7-9 pm CRN 40100

Textbooks are required for some of the language classes. Prices vary from $40-$100 and are not included in the tuition. No textbooks are required for online classes.
CONVERSATIONAL RUSSIAN II  
Fee: $130
Zdravstvuyte! Improve your Russian speaking skills for speaking to friends, travel, or professional development, the course builds on Russian I by exposing you to intermediate-level Russian grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Conversational Russian I or previous experience with the language.
LRI B02-01, GLBRK S, 8 Tue., 4/3, 7-9 pm  CRN 40119

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.
LSP C02-01, OC/SK, 8 Wed., 3/14, 7-9 pm  CRN 40124
LSP C02-02, NILES N, 8 Mon., 4/2, 7-9 pm  CRN 40125
LSP C02-03, ETHS, 8 Tue., 4/3, 7-9 pm  CRN 40126
LSP C02-04, GLBRK S, 8 Thu., 4/5, 7-9 pm  CRN 40127

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., 4/5, 7-9 pm  CRN 40128

Marketing and Sales

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., 4/14, 9 am-12 pm  CRN 40136

Music

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, for class use only.) **No senior discount.**
MUS X11-01, OC/DP, 6 Thu., 3/29, 5:45-6:45 pm  CRN 40139

Personal Finance

RETIREMENT PLANNING TODAY™  
Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). **No senior discount.**
FIN E02-01, GLBRK S, 3 Thu., 3/8, 6:30-9 pm  CRN 40070
FIN E02-03, NILES N, 3 Wed., 4/4, 6:30-9 pm  CRN 40073

Pet Care

OBEDIENCE TRAINING AND PET MANNERS FOR DOGS  
Fee: $120
Gain a comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs five 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., 7:30-8:30 pm  CRN 40146

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. It covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies’ ages seven weeks to five 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., 4/6, 7:25-7:55 pm  CRN 40145

Special Interest

WELDING I  
Fee: $220
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.
TEC A10-03, ETHS, 5 Tue./Thu., 4/3, 6-9 pm  CRN 40150

Television, Radio, and Production Services

YOU'RE ON THE AIR: (HOW TO REALLY MAKE IT IN VOICE-OVERS)  
Fee: $50
Instructor Brian Thon has voiced TV and radio ads for years, now he will teach you how to enter one of the most lucrative full- or part-time careers. Voice-over is a business you can handle on your terms, in your own home, on your time, and with practically no costs. With the explosion of channels, new companies are looking for new voices like never before. **No senior discount.**
COM S24-01, OC/SK, 1 Sat., 2/24, 9:30-11:30 am  CRN 40050

Start Your Real Estate Career Here

Oakton’s 90-hour, Illinois state-approved, pre-license broker course can help you join the booming real estate industry ($57,200 avg. annual salary*). To start a real estate career in Illinois you must pass the state licensure exam, be a HS graduate (or GED), be 21 years old, or be 18 with at least four semesters of college credit.

For information contact Eleni Kontogeorgis, ekontoge@oakton.edu, or call 847.635.1414.

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.

Citizenship Education

No Fee Required

Instruction in U.S. history and government to prepare for the citizenship examination.

No class at ELC 3/26, 3/28, 4/2.

HIS A15-10, SKL, 9 Fri. 3/9, 6-8:45 pm
HIS A15-20, NPL, 9 Mon., 3/12, 6-8:30 pm
HIS A15-30, ELC, 11 Mon./Wed., 3/5, 6-8 pm, Registration: 2/28, 6-8 pm
HIS A15-40, OC/SK, 9 Sat., 3/10, 9:15 am-12 pm
HIS A15-50, DPL, 9 Mon., 4/9, 6-8:30 pm (No class 5/28)

HIS A15-40, OC/SK, 9 Sat., 3/10, 9:15 am-12 pm

Low-cost Tuition ESL Classes

General Description

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

Registration

Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. 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 website will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax, will be charged a $9 fee with each registration form.

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

INTENSIVE ESL

Fee: $349

Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. Pre-registration in person is required. Call 847-635-1426 for pre-test dates. No class 5/28.

COM A19-010, OC/SK, 10 Mon.-Thu., 3/26, 12:40-3:20 pm

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.
- Literary 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 Illinois Community College Board (ICCB) 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.

Evening Classes

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Class Meets: Tuesday/Thursday, 6-9 pm

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

Northbrook Public Library
1201 Cedar Lane, Northbrook
Class Meets: Monday/Wednesday, 6-8:45 pm

Daytime Classes

Des Plaines Public Library
1501 Ellinwood, Des Plaines
Class Meets: Monday/Wednesday, 9:15 am-12:15 pm

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

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

TOEFL Prep Seminar

Fee: $169

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 A45-010, OC/SK, 11 Tue., 4/3, 6:45-9:45 pm CRN 40375

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to speak and read English. Learn methods and materials especially suited for tutoring individuals new to the U.S. or American born residents who are improving their reading skills. Interview and four required training sessions.

For specific dates and times, call 847-635-1426 or visit oakton.edu/conted/volunteer_programs.
**Oakton Community College**
7701 N. Lincoln Avenue, Room B111, Skokie

*Class Meets:* Monday/Wednesday/Friday, 9:30 am-12 pm

**Skokie Public Library**
5215 Oakton Street, Skokie

*Class Meets:* Tuesday/Thursday, 9:15 am-12:15 pm

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**SATURDAY CLASSES**

**Oakton Community College**
1600 E. Golf Road, Des Plaines
*Class Meets:* Saturdays, 9 am-12:30 pm

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

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**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.

**DAYTIME CLASSES**

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

*Reading Class Meets:* Tuesday/Thursday, 9:30 am-12:30 pm

*Writing Class Meets:* Monday/Wednesday, 9:30 am-12:30 pm

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**Low-cost Tuition Beyond Bridges**

.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.

**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 Monday and Tuesday evenings, 6:30-9 p.m., at Oakton Community College in Skokie.

Call 847.376.7682 for an appointment. Registered students can also attend small group sessions to prepare for the college math placement test.

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**High School Equivalency and Evening High School**

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

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**GED and Pre-GED Classes**

**General Information**

GED stands for General Educational Development. Passing the GED Tests enables a student to earn a GED certificate. This credential is accepted by most employers and schools.

New students who do not attend the testing and counseling sessions pay the fee that appears in parenthesis after each course listing, for example, ($98). Continuing students and students who attend the testing and counseling pay the lower fee for GED-level classes and no fee for Pre-GED classes.

Call the GED office at Oakton Community College at 847-635-1426 for more information.
GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in March 2018 must come to the location listed below for placement testing, counseling, and registration. Attendance is required on both days. Students must arrive on time and bring a calculator.

Oakton Community College
7701 N. Lincoln Avenue, Skokie (Room TBA)
March 13 and 15 (Tuesday and Thursday), 6 p.m.

Pre-GED Classes

**PRE-GED ENGLISH SKILLS** Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.
EDU A02-04, NILES W, 7 Thu., 4/5, 6:30-9:30 pm
EDU A02-06, MAINE E, 8 Tue., 4/3, 7-9:45 pm
EDU A02-08, OC/SK, 8 Fri., 4/6, 9-11:45 am

**PRE-GED MATH SKILLS** Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-07, NILES N, 8 Mon., 4/2, 7-9:45 pm
EDU A07-08, NILES N, 8 Wed., 4/4, 7-9:45 pm
EDU A07-09, NILES N, 8 Wed., 4/4, 7-9:45 pm
EDU A07-10, MAINE E, 8 Thu., 4/5, 7-9:45 pm
EDU A07-11, NILES N, 8 Wed., 4/4, 7-9:45 pm
EDU A07-13, OC/SK, 8 Thu., 4/5, 9-11:45 am
EDU A07-15, OC/SK, 8 Thu., 4/5, 9-11:45 am

GED Review Classes

**GED ENGLISH REVIEW** Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-04, NILES W, 8 Tue., 4/3, 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.
EDU A05-02, NILES N, 8 Mon., 4/2, 7-9:45 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 A08-04, NILES N, 8 Wed., 4/4, 7-9:45 pm
EDU A08-06, NILES W, 8 Thu., 4/5, 6:30-9:15 pm

**GED COMPLETE REVIEW** Fee: $10 ($98)
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests. No class 5/28.
EDU A09-04, OC/SK, 14 Mon./Wed., 4/2, 6-9:30 pm
EDU A09-06, OC/SK, 16 Tue./Thu., 4/3, 9:30 am-12:30 pm
EDU A09-08, EVCC, 19 Mon./Wed., 4/2, 9:30 am-12 pm

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

**GED SCIENCE REVIEW** Fee: $4.50 ($47)
Prepares students for the Science portion of the GED Tests.
EDU A18-02, NILES W, 8 Thu., 4/5, 6:30-9:15 pm

**SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL)** Fee: $10 ($98)
Preparation in all four areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language. No class 5/2.
EDU A11-04, MAINE W, 14 Mon./Wed., 4/4, 6:30-10 pm
EDU A11-05, ETHS, 14 Tue./Thu., 4/3, 6:30-9:45 pm

**Evening High School**

**General Information**

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

Residents of Evanston, Maine and Niles Townships must apply to their high school principals for permission to enroll.

**Evening High School classes are:**
- Small and upgraded
- Held two times per week from 5:45 to 9:45 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays
- Taught at Main South High School

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

**Admission Procedures**

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

Call the Evening High School office at Maine South at 847-825-4484 or the Adult Education Department at 847-635-1426.

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

**COMPUTER LAB FOR ESL, LITERACY, AND GED STUDENTS**

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

Mondays, 9:30 a.m. - 3 p.m. and 6:30 - 9 p.m.
Tuesdays, 9:30 a.m. - 12 p.m. and 6:30 - 9 p.m.
Wednesdays, 9:30 a.m. - 3 p.m. and 6:30 - 9 p.m.
Fridays, 9:30 a.m. - 3 p.m.
Oakton Community College, Room A210, Skokie campus
Learn from anywhere. Our instructor-led online career related, professional development, and personal enrichment courses are informative and convenient. Offered in partnership with Education to go (ed2go) our course sessions begin monthly. Complete courses entirely from your home or office and at any time, day or night.

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

Courses are $129 (except bundles and other special courses). No senior discount. View our ed2go online partnership courses on page 7. For more information and to register, visit www.ed2go.com/oakton.all.

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

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

Accounting

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

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

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

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

Art

DRAWING FOR THE ABSOLUTE BEGINNER Fee: $129
Gain a solid foundation in drawing and become the artist you've always dreamed you could be. Learn the many tools of the trade—from paper types and drawing styles, to the basic principles of perspective, layout, lighting, and space—and discover how to best get in touch with your right brain through developing your creativity.

Business

INTRODUCTION TO BUSINESS ANALYSIS Fee: $129
The days of making critical business decisions by instinct or coin toss are long gone. Gain a business advantage by developing high-demand analytical skills. Learn powerful quantitative methods that will have you making better, more informed, and more effective decisions. Essential for those planning a business career. Basic algebra proficiency required.
BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL  Fee: $129
Gain confidence in your business and financial decisions. Using practical explanations and real-life examples, course reviews how money flows through a typical business. Whether you’re an employee, sales executive, supervisor, or manager, you’ll gain an understanding of basic financial information and use it to make decisions that have a positive impact on your company’s bottom line.

MASTERY OF BUSINESS FUNDAMENTALS  Fee: $129
Interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? Then this course is for you. Learn about motivating and leading employees, organizing resources for employees, budgeting and managing costs, business law, and more. By the end of this course students will understand the significance of strategic planning and know how external and internal environmental factors affect an organization.

Career and Certification Training

ADMINISTRATIVE ASSISTANT FUNDAMENTALS  Fee: $129
Rapid growth in the health, 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.

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

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

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

Communication

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

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

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

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

MERRILL REAM SPEED READING  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.

Computer Courses

Business/Office Applications

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

INTRODUCTION TO MICROSOFT OUTLOOK  Fee: $129
Become more organized and productive. Work with Calendar, Contacts, and Research Library. Find out how to protect, backup, and restore your information. Requirements: MS Office Outlook 2007, 2010 or 2013 or newer. Not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT PUBLISHER  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, websites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts. Requirements: Publisher 2007, Office 2007 (Small Business or Professional Edition only) or newer. Not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT PROJECT  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.

INTRODUCTION TO MICROSOFT ACCESS  Fee: $129
INTERMEDIATE MICROSOFT ACCESS  Fee: $129

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

INTERMEDIATE MICROSOFT WORD  Fee: $129
Become familiar with Word’s formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text with or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

MICROSOFT OFFICE 2013: NEW FEATURES  Fee: $129
Get up to speed on the latest version of Microsoft Office 2013! Explore features added in 2013 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 2013, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT EXCEL  Fee: $129

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

ADVANCED MICROSOFT EXCEL  Fee: $129
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.

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

MICROSOFT POWERPOINT 2013 IN THE CLASSROOM  Fee: $129
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.

Computer Keyboarding Skills

COMPUTER KEYBOARDING: LEARN TO TYPE  Fee: $129
Get ready to successfully take a timed writing test during a job interview. Learn how to touch-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.

Cisco Networking

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

Database

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

INTERMEDIATE SQL  Fee: $129
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. Requirements: Microsoft Access 2003 or newer. Not suitable for Macintosh users.
INTRODUCTION TO DATABASE DEVELOPMENT  Fee: $129
Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic, structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs. **Requirements:** Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.

PC Troubleshooting and Security

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

Programming

INTRODUCTION TO AJAX PROGRAMMING  Fee: $129
Transform the way your web applications look and feel. With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In this course you'll learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. By learning Ajax, you will develop a highly marketable set of skills that are currently in high demand.

INTRODUCTION TO C++ PROGRAMMING  Fee: $129
Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming, learn to write programs that incorporate basic programming logic and elementary data structures, as well as Windows, forms, and object-oriented techniques. Prior programming experience not required. **Requirements:** Microsoft Visual C++2010 Express Edition (free Express edition can be downloaded from Microsoft).

INTRODUCTION TO C# PROGRAMMING  Fee: $129
Learn the fundamentals of computer programming with C#, the in demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.

INTRODUCTION TO JAVA PROGRAMMING  Fee: $129
Java is one of the most widely used computer languages in the world, and it's easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy to understand examples and skill-building exercises. By the time we're done, you'll be comfortable with Java programming and ready for more. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.

INTERMEDIATE JAVA PROGRAMMING  Fee: $129
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java's class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. **Requirement:** Completion of Introduction to Java Programming or equivalent experience.

JAVASCRIPT  Fee: $129
Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your web pages. Explore ways in which jQuery, “the write less, do more” JavaScript library, can catapult your basic JavaScript knowledge to incredible new heights.

MAC, IPHONE, AND IPAD PROGRAMMING  Fee: $129
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming altogether or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac device. **Requirements:** Xcode 4.3 compiler, an Intel-based Mac.

INTRODUCTION TO VISUAL BASIC PROGRAMMING  Fee: $129
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic’s large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.

INTRODUCTION TO PROGRAMMING  Fee: $129
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing graphical user interface (GUI), sounds, and graphics. Students will use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.

Windows Operating Systems

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

Elder Care

ASSISTING AGING PARENTS  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.

Entrepreneurship

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

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

SECRETS OF THE CATERER  Fee: $129
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love. Learn foundational skills about catering and the basics of the business, including many delicious recipes.
STARTING YOUR OWN CONSULTING PRACTICE Fee: $129
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.

STARTING A NONPROFIT 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 startup that you can put to immediate use.

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

CREATING A SUCCESSFUL BUSINESS PLAN 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.

BEGINNER’S GUIDE TO GETTING PUBLISHED Fee: $129
Taught by a published author, this 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.

ADOBE INDESIGN Fee: $129
Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. Requirements: Adobe InDesign CS5, or CS6 for Windows or Mac.

INTERMEDIATE INDESIGN Fee: $129
Master the advanced features of Adobe InDesign and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.

Healthy Living Topics

LOSE WEIGHT AND KEEP IT OFF 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.

INTRODUCTION TO NATURAL HEALTH AND HEALING 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.

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS 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.

Home and Garden

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

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

Job Search

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH 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.

RESUME WRITING WORKSHOP 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.
Languages

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

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

CONVERSATIONAL JAPANESE  Fee: $129
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You’ll come away with an insider’s cultural knowledge.

SPEED SPANISH I  Fee: $129
Gain six easy “recipes” you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphones.

SPEED SPANISH II  Fee: $129
A continuation of Speed Spanish I, using the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.

SPEED SPANISH III  Fee: $129
A continuation of Speed Spanish II, using the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphones.

SPANISH FOR MEDICAL PROFESSIONALS  Fee: $129
Enjoy entertaining games and 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!

SPANISH FOR LAW ENFORCEMENT  Fee: $129
Clear, quick communication is critical in law enforcement. Start from the fundamentals of Spanish, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

Management and Supervision

BUILDING TEAMS THAT WORK  Fee: $129
Effective teams are essential for today’s workplace. Learn the stages of a team’s development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.

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

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT I  Fee: $129
Have you recently been promoted to a supervisory or management position? Learn how to become a more effective manager. Course covers the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people’s performance, learn how to solve problems, resolve conflicts, and manage your time so that you can deal with the constant demands of a managerial job.

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II  Fee: $129
Have you ever felt technically prepared for a supervisor’s role, yet felt defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. You will master the basics of communication. You can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. You learn various personality traits—in yourself and in others—and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and you’ll develop a plan of action to improve both your interpersonal skills and your work relationships.

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

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

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

SIX SIGMA: TOTAL QUALITY APPLICATIONS  Fee: $129
Students will learn the Six Sigma set of techniques and tools for process improvement. They will understand how to apply DMAIC model to define, plan, implement, and close a Six Sigma project; how to use process capability and apply lean thinking. They will understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help them prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager Exams offered by the American Society for Quality® (ASQ®).
PROJECT MANAGEMENT APPLICATIONS  Fee: $129
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.

Marketing and Sales

PROFESSIONAL SALES SKILLS  Fee: $129
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them. Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals.

SMALL BUSINESS MARKETING ON A SHOESTRING  Fee: $129
When it comes to marketing a small business, money isn’t everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, email marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more.

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

BUSINESS AND MARKETING WRITING  Fee: $129
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.

Medical Office Technology

MEDICAL MATH  Fee: $129
Ideal for students in any medical field seeking to enhance their on-the-job math skills, this course is packed with hands-on-activities and real life examples that make it easy to calculate medication dosages and use scientific formulas.

EXPLORE A CAREER IN MEDICAL CODING  Fee: $129
Take the first step toward a lucrative career as a medical coder. Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. By the end of this course, you’ll be well on your way to becoming a medical coder. Required books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).

Music

INTRODUCTION TO GUITAR  Fee: $129
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.

Paralegal

PARALEGAL PREPARATION I  Fee: $129
Gain an overview of the American judicial system focusing on the origins of American law and the litigation process. The course covers legal terminology, process, ethics, and tort and contract law.

Pet Care

STARTING A PET SITTING BUSINESS  Fee: $129
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
Personal Finance

STOCKS, BONDS, AND INVESTING, OH MY!  Fee: $129
Learn to use the Internet to make sound and knowledgeable online investment decisions. The course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.

THE ANALYSIS AND VALUATION OF STOCKS  Fee: $129
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

INTRODUCTION TO STOCK OPTIONS  Fee: $129
Take advantage of bull and bear markets. Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.

KEYS TO SUCCESSFUL MONEY MANAGEMENT  Fee: $129
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.

Photography

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

SECRETS OF BETTER PHOTOGRAPHY  Fee: $129
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, Macro, and still. Requirements: a digital or film camera.

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

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

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

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

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

MASTERING YOUR DIGITAL SLR CAMERA  Fee: $129
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos. Must be able to download, save and locate files on the computer. Point and shoot digital cameras not compatible with course; must be digital SLR camera.

Psychology

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

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

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

SKILLS FOR MAKING GREAT DECISIONS  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.

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

MARRIAGE AND RELATIONSHIPS:

KEYS TO SUCCESS  Fee: $129
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.
NAVIGATING DIVORCE  Fee: $129
Divorce is a daunting, emotional, and disorienting process. Gain control by learning to navigate the legal, financial, emotional, and interpersonal issues involved and emerge as a healthier, happier person.

Real Estate

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

Special Interest

WOW! WHAT A GREAT EVENT!  Fee: $129
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which help you avoid embarrassing and costly errors.

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

MEDITATION FOR HEALTH AND HEALING  Fee: $129
Explore various meditation techniques in this four-sesssion program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)

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

PERINATAL ISSUES  Fee: $129
This is a multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)

BASIC MATH REFRESHER  Fee: $129
Math isn’t about plugging numbers into formulas. It’s about knowing enough to make the numbers and formulas work for you. Gain confidence in your basic math skills and begin using math to your advantage—without overwhelming theory or memorization.

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD  Fee: $129
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.

Tech Trends

GAME DEVELOPMENT FOR BEGINNERS  Fee: $129
There’s never been a better time to start a career in game development. Industry forecasts indicate gaming is worth close to $100 billion by 2017. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.

INTRODUCTION TO LINKEDIN CAREER NETWORKING  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.

USING SOCIAL MEDIA IN BUSINESS  Fee: $129
Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform’s success and find out how to automate activity to leverage the power of electronic communication.

CREATING MOBILE APPS WITH HTML5  Fee: $129
Learn how to use the latest Web standards—in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows Phone. Course also covers scripting with Java Script, using jQuery Mobile, Web API’s, and other important skills and techniques.

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

INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X  Fee: $129
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X editing software. Whether you’re an absolute beginner, an iMovie user, or an editor needing to upgrade from a previous version of Final Cut Pro, this course prepares you to work on any type of editing project quickly and intuitively. The FCPX interface and its basic editing tools set will cover the advanced handling of metadata, Magnetic Timeline, Ripple and Insert edit tools, filters, titles, transitions, and audio tools. You will learn to edit professional video presentations for use on the Web, for education, business, or a career in the motion picture industry.

INTRODUCTION TO CAMPASIA STUDIO 8  Fee: $129
Become a desktop video guru with Campsia Studio. This easy-to-use suite of tools allows for recording, editing, and producing professional-level videos and exporting your finished production to almost any device. Examine microphones and cameras, free and open-source media converter utilities, ways to insure successful recordings, and how best to address different audiences. Investigate various free and low-cost online venues for distributing your productions. Taught with hands-on, easy-to-follow instructions.

UNDERSTANDING THE CLOUD  Fee: $129
Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for your business and personal projects.
Test Preparation

GMAT PREPARATION

Fee: $129

GRE PREPARATION – PART I
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.

Fee: $129

GRE PREPARATION – PART II
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.

Fee: $129

Tips, Tools, and Strategies for Teachers

READY, SET, READ!
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.

Fee: $129

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

Fee: $129

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL)
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.

Fee: $129

INTRODUCTION TO TEACHING ESL/ELF
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.

Fee: $129

TEACHING GRAMMAR FOR ESL/ELF
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.

Fee: $129

PRACTICAL IDEAS FOR THE ADULT ESL/ELF CLASSROOM
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.

Fee: $129

TEACHING ESL/EFL READING
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.

Fee: $129

TEACHING ESL/EFL VOCABULARY
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.

Fee: $129

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS
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.

Fee: $129

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6
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.

Fee: $129

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES
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.

Fee: $129

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS
Have you had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair? Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

Fee: $129

TEACHING SMARTER WITH SMART BOARD
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.

Fee: $129
TEACHING STUDENTS WITH LEARNING DISABILITIES Fee: $129
Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments.

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

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

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

TEACHING HIGH SCHOOL STUDENTS Fee: $129
How can you reach high school students effectively, motivating and teaching them to succeed in life and school? Master the latest teaching strategies and techniques (such as differentiated instruction) and classroom management that can help your secondary students achieve academically and behave responsibly.

Web Page/Website Design

CREATING WORDPRESS WEBSITES I Fee: $129
Build an attractive, sophisticated blog or website 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 websites quickly and easily. No software purchase or installation necessary.

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

DESIGNING EFFECTIVE WEBSITES Fee: $129
What makes an effective website? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for visitors. Learn how to structure your site so that your ideas are communicated clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow visitors to navigate your site with ease. Pre-requisite: Creating Web Pages (DPR A78) or equivalent HTML experience. Requirements: Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive, as well as Adobe Flash Player and Adobe Reader (download for free from www.adobe.com).

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

ADVANCED WEB PAGES 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.

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

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

ADVANCED CSS3 AND XHTML5 CSS3 AND HTML5 Fee: $129
The latest versions of HTML and CSS have redefined how web pages are created. Learn how to work with CSS3 and HTML5. This course will teach you how to take advantage of HTML5 "semantic" tags that make page design far more intuitive, faster, and easier compared to older versions of HTML. And, learn to use HTML5 to create basic mobile pages and apps. Use HTML5 to provide video that works in any environment. HTML5 makes it possible to build inviting forms that test user data without back-end coding. It also allows designers to include friendly tools like calendars, calculators, and color palettes to encourage accurate user input. You’ll leave this course with the skills to create all those elements. And you’ll learn to wield new CSS3 features essential for fast-loading, exciting, interactive websites, especially mobile sites. You’ll create complex gradient blend backgrounds for pages and page elements, without using image files. And you’ll learn to use jQuery Mobile to create app-like mobile web pages and themes—complex sets of styles for mobile sites.

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER Fee: $129
As more people adopt tablets and smart phones, the demand for web designers who can build mobile-friendly sites is increasing. Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages. Requirements: Adobe Dreamweaver CS5.5 or CS6 for Mac or PC.

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

INTERMEDIATE PHP AND MYSQL Fee: $129
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer, a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.
BUILD A WEBSITE WITH DREAMWEAVER  Fee: $129
Move through the basics of website design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, web design, or familiarity with web terminology. Requirements: Adobe Dreamweaver CS5, or CS6 for PC or Mac.

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

INTERMEDIATE ADOBE FLASH  Fee: $129
Take your Adobe Flash skills to the next level to create more sophisticated and powerful Flash applications. Examine the ever-versatile Movie Clip symbol, using it to create Flash content—animations and special effects—inside other Flash content. Finally, dive deep into ActionScript so you can turn your simple SWFs into epic Flash masterpieces.

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

Writing

WRITING EFFECTIVE GRANT PROPOSALS  Fee: $129
Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators tell us that many grant requestors have no real understanding of the proposal writing process and as a result, their worthy causes lose out. Learn all of the essential steps—including an important discussion of what you must do when the grant arrives. Learn how to become fully familiar with the institution or project for which you are requesting support, and get valuable guidance in preparing a background statement and a brief financial statement to support your request. You’ll also research some charitable foundation and corporate giving sources, then how to put everything together so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals.

ADVANCED GRANT PROPOSAL WRITING  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.

PUBLISH AND SELL YOUR E-BOOKS  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.

TRAVEL WRITING  Fee: $129
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.

BECOMING A GRANT WRITING CONSULTANT  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.

A TO Z GRANT WRITING  Fee: $129
Enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It’s also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers.

WRITING ESSENTIALS  Fee: $129
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities help you put your powerful new skills to use right away.

ROMANCE WRITING  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.

INTRODUCTION TO INTERNET WRITING MARKETS  Fee: $129
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. Explore how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.

MAKING MONEY FROM YOUR WRITING  Fee: $129
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.

BEGINNING WRITER’S WORKSHOP  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.

WRITE AND PUBLISH YOUR NON-FICTION BOOK  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.

WRITERIFIC: CREATIVITY TRAINING FOR WRITERS  Fee: $129
Overcome the fear of the blank page and transform your visions into the written word. Gain tips and tricks from the toolbox of a published writer. Whether you’re hoping to write a novel, nonfiction book, memoir, short story or article, this course will liberate your imagination.

TECHNICAL WRITING  Fee: $129
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
THE CRAFT OF MAGAZINE WRITING  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.

INTRODUCTION TO SCREENWRITING  Fee: $129
Learn everything you need to know to write a great script that can sell. Examine what makes a screen story work, and how to structure that story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.

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

WRITING FOR CHILDREN  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.

EFFECTIVE BUSINESS WRITING  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.

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

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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 has been approved as a sponsor of continuing education 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 has been approved as a sponsor of continuing education 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 Nurse Continuing Education sponsor for Advanced Practice Nurses (APNs), Registered Nurses (RNs), and Licensed Practical Nurses (LPNs) 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 Occupational Therapy Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

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 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 202-000183.

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.

Illinois Certified Domestic Violence Professionals (ICDVP) Members: Oakton Community College is an Approved Non DV ICDVP/PAIP CEU Site.

Accreditation for Other Health Professional Continuing Education Activities: Educational achievement of select individual activities is also recognized by the following agencies: Illinois Certification Board, Inc. 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 upcoming Continuing Education Health Programs.
Programs for Radiology Professionals

$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 Technology Update 2018 XRA A68-002 [CRN 40368]
Saturday, March 10
This course informs you of recent news, advancements, and offerings in CT technology and clinical applications. Subjects include developments in system component designs, radiation reduction techniques, iterative image reconstruction, cardiac imaging, dual source acquisition, spectral imaging, virtual endoscopy, interventional procedures, perfusion studies, and more. Statistical and regulatory information are also be presented.

CT Imaging of the Abdomen and Pelvis XRA A34-002 [CRN 40371]
Sunday, March 11
A successful CT imaging examination in the abdominopelvic region is a delicate balance of image quality, contrast media administration, and X-radiation dose minimization. The many factors that require consideration to produce an optimal CT study of abdominal and pelvic structures are discussed. Subjects include technical and clinical aspects, as well as reviews of normal sectional anatomy and abnormal cases.

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 and $69 for half-day programs

Full-day program: $89 Early Bird • $119 Regular • $129 Walk-in (plus $9 non-refundable processing fee).
Half-day program: $69 Early Bird • $99 Regular • $109 Walk-in (plus $9 non-refundable processing fee).

Registration: 8 a.m., Program: 8:30 a.m. - 4:15 p.m. Continental breakfast included. Lunch is on your own. No senior discount.

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

All About ADHD and Using 1-2-3 Magic with ADHD Behavior Management*
Friday, March 2
Thomas W. Phelan, PhD
This two-part program provides the practical tools and emotional support needed to deal effectively with children’s ADHD and their families. The morning session presents the latest information on the description, causes, diagnosis, and treatment of ADHD. In the afternoon, the challenges of working with the ADHD children are addressed. The presenter, Thomas Phelan, Ph.D., is the developer of the 1-2-3 Magic program and will apply this technique on controlling negative behavior in children and provide useful techniques for professionals working with ADHD children and their families. Topics discussed in the afternoon session include: managing the six kinds of testing and manipulation, encouraging good behavior, and strengthening relationships with children. Register for one or both sessions of this insightful behavior management program for those involved with ADHD.

Full Day, 8:30 a.m. - 4:15 p.m., HMH A78-002 [CRN 40351]
Half Day, 8:30 a.m. - 12 p.m. All About ADHD: Symptoms, Diagnosis and Treatment*, HME B26-002 [CRN 40355]
Stress and Disease: The Mind-Body Connection*

Friday, March 16
HTH A60-002 [CRN 40361]

Gary Gilles, MA, LCPC

Stress is so prevalent in modern life that we often take it for granted. However, increasingly people are living with chronic diseases that are attributed to or made worse by stress. Examine how stress affects both physical and emotional health and its role in the development and progression of disease. Discussion, lecture, and case studies focus on understanding specific physiological and cognitive processes that accentuate or effectively control individual responses to stress. Also, we will inventory our own response to stress, and develop a plan for combating problematic behaviors.

Ethics and Cultural Competency*

Wednesday, April 11
HMH A94-001 [CRN 40273] Early bird postmarked by March 10; HMH A94-002 [CRN 40275] after March 10

Mark Sanders, LCSW, CADC

This interactive, skill-building program focuses on ethics as it pertains to effectively servicing a diverse client base and creating an organization that meets the needs of all employees and clients regardless of differences. Among the topics presented in this program will be cross cultural counseling, ethics in group and family therapy, strategies for incorporating aspects of culture into the change process, and issues of diversity and ethics in cross-cultural supervision. This program satisfies both the IDFPR three-hour ethics requirement for Illinois social workers and psychologists as well as the three-hour cultural competence requirement for social workers.

Current Trends in Drug Abuse: The Designer Drug Tsunami*

Wednesday, May 2
HMH A62-001 [CRN 40378] Early bird postmarked by April 2; HMH A62-002 [CRN 40379] after April 2

Bruce R. Talbot, MA

“The heroin epidemic” is like a designer drug tsunami. New research shows that the most narcotic drug deaths are the result of a wave of designer synthetic drug analogs manufactured in China and Mexico, which are so much more potent than heroin that accidental overdose deaths have surged. This informative program provides the most up-to-date information on the newest synthetic drugs abused, as well as changes in drug trends involving classic drugs of abuse. An update on changes to the Illinois medical marijuana law, marijuana decriminalization, and other legal updates are also discussed. Participants learn how to recognize and document the symptoms of drug intoxication despite a negative drug test.

Continuing Education clock/contact hours will be offered for Illinois social workers (3.0/6.5 clock hours), professional counselors (3.0/6.5 clock hours), marriage and family therapists (3.0/6.5 clock hours), psychologists (3.0/6.5 clock hours), nursing home administrators (3.0/6.5 clock hours), addiction counselors ICB members (3.0/6.5 clock hours approved or pending approval), ICDVP members (3.0/6.5) CE hours, nurses (3.0/6.5 contact hours), occupational therapists (3.5/7.5 contact hours), speech and language pathologists/audiologists (3.0/6.5 clock hours), teachers (3.0/6.5 PDs), and dietitians (3.0/6.5). 6.5 universal training hours (UTH) will be offered to other professional groups.

*6.5 contact hours for nurses through IDFPR.

All live programs start promptly at 8:30 a.m. or 1 p.m. Late arrivals or early departure may result in 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.

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

For more information, visit www.oakton.edu/conted or call 847.635.1438.
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at [www.oakton.edu/ws](http://www.oakton.edu/ws), email [workforcesolutions@oakton.edu](mailto:workforcesolutions@oakton.edu), or call 847.635.1447.
Passport to the World—Foreign Relations

Take a trip around the world through the popular Emeritus Passport program tailored for students 55 years and older. From politics to world relations, explore exciting topics presented by quality guest speakers from universities and colleges from across the Chicagoland area.

SPRING 2018 SERIES, SKOKIE CAMPUS

Thursdays or Fridays Series

HUM S53-41 [CRN 40022], Thursdays, March 8 - May 3, 1 - 2:30 p.m., Room P103-104
$115 ($100 In-district seniors age 60 and older)

HUM S53-42 [CRN 40024], Fridays, March 9 - May 4, 11 a.m. - 12:30 p.m., Room P103-104
$115 ($100 In-district seniors age 60 and older)

- Turmoil and Change in the Middle East
- Reflections on 250 Years of German–American Relations
- Ending Hyper-Partisanship: How Updating America’s Electoral System Can Transform Our Politics
- The Clash of Civilizations, Or the West Against the Rest?
- Defeating Militants from Above
- The Relationship between the Media and Donald Trump
- The Growing Significance of Central American Immigration
- China’s Leadership Transition: Domestic and Global Implications
- American Nationalism

Register today!

Registration for series only. Individual dates not available for registration.

For a complete listing of courses and to join our Emeritus mailing list, call 847.982.9888 or visit www.oakton.edu/emeritus.
**Payment is due at the time of registration. Check the Continuing Education class schedule for refund policy.**

### PART A: Personal Information (required)

<table>
<thead>
<tr>
<th>Student ID Number or SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>☐ Cell or ☐ Business Phone</th>
<th>Email</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>☐ Male ☐ Female</th>
</tr>
</thead>
</table>

### PART B: Educational Information

<table>
<thead>
<tr>
<th>Highest grade completed</th>
<th>Last high school attended (Name, city, state)</th>
<th>Last college attended (Name, city, state)</th>
</tr>
</thead>
</table>

- ☐ High school graduate or expected date of graduation: ____________
- ☐ Passed G.E.D test in ____________ (year)
- ☐ No longer attending high school and do not intend to return

**Most credits or highest degree previously earned:**
- ☐ Some credits
- ☐ Certificate
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctoral degree
- ☐ CEHP Profession/License No. ________________________________

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

- ☐ Mother: ☐ H.S. diploma ☐ Some college ☐ Bachelor's degree ☐ Graduate degree ☐ Not educated in U.S. ☐ Some credits ☐ Certificate ☐ Associate degree
- ☐ Father: ☐ H.S. diploma ☐ Some college ☐ Bachelor's degree ☐ Graduate degree ☐ Not educated in U.S. ☐ Some credits ☐ Certificate ☐ Associate degree

### PART C: Demographic Information (This information is requested solely to comply with Federal laws)

1. Are you Hispanic or Latino? (OR Are you of Spanish origin?) ☐ Yes Hispanic or Latino. ☐ Not Hispanic or Latino.
2. Are you from one or more of the following racial groups? (Select all that apply.) ☐ American Indian or Alaska Native ☐ Asian
   - ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Choose Not to Respond
3. Please identify your primary racial/ethnic group. (Select one.) ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
   - ☐ Hispanic or Latino ☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Choose Not to Respond
4. Are you in the United States on a Visa – Nonresident Alien?

### PART D: Course Information

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
<th>Start Date</th>
<th>Day/Time</th>
<th>Tuition</th>
</tr>
</thead>
</table>

**Books**

<table>
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<th>Processing fee*</th>
<th>Total due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9.00</td>
<td></td>
</tr>
</tbody>
</table>

**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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- Family Literacy
- GED
- Literacy
- Volunteer Program (VITA)

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For the student who wasn’t born yesterday...

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Learn from anywhere. Our instructor-led online career related, professional development, and personal enrichment courses are informative and convenient. Offered in partnership with Education to go (ed2go) our course sessions begin monthly.

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Students ages 8 to 12 can give their science, technology, engineering, art, and math skills a workout with a range of engaging, fun-filled camps and classes throughout the year.

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