Summer registration starts March 19.
Register online at www.oakton.edu/conted.
Section HR 4137 of the Higher Education Opportunity Act of 2008 requires that textbook information (ISBN, title and author) be available to students when they register for a class. The College provides this information in the online Class Schedule at www.oakton.edu.

Get on the Fast Track to a Great Career

Attend an Oakton information session to learn about our accelerated training opportunities. Develop an in-demand skill and earn a credential in a high-growth industry. Learn about career pathways, high-paying job opportunities, and more.

Information Sessions:

- **Real Estate Pre-License 90 Hour (Pre-license Broker)**
  Wednesday, May 16, 2018, 6 - 7 p.m.

- **EKG Technician Certification Prep (CET Certification)**
  Wednesday, May 23, 2018, 6 - 7 p.m.

- **Truck Driving (Class A License)**
  Call 847-982-9888 for details.

Call 847.982.9888 to reserve a seat.

Other information session options may be available, call for a schedule.

Training offered by Continuing Education, Training, and Workforce Development.
## Noncredit Classes

| Accounting                                      | 11, 22 |
| Air Conditioning, Heating and Refrigeration    | 11    |
| Arts                                           | 11-12, 22 |
| Business                                       | 12, 22-23 |
| Career and Certification Training              | 8-9, 12, 23 |
| Communication                                  | 23    |
| Computer Courses                               | 12-14, 23-25 |
|   - Beginning/Introductory Computer Skills     |       |
|   - Business/Office Applications               |       |
|   - Computer Keyboarding Skills                |       |
|   - Computer Networking and Systems            |       |
|   - Database                                   |       |
|   - PC Troubleshooting and Security            |       |
|   - Programming                                |       |
|   - Windows Operating Systems                  |       |
| Chicago Botanic Garden                          | 16    |
| Dance                                          | 14    |
| Design/AutoCAD                                  | 14    |
| Education for Health Professionals             | 34-35 |
| Elder Care                                     | 25    |
| Electronics and Computer Technology            | 14    |
| English as a Second Language (ESL)             | 18-19 |
| Entrepreneurship                               | 25    |
| Evening High School                            | 21    |
| Exercise and Fitness                           | 15    |
| Financial Markets and Service                  | 25    |
| GED                                            | 20-21 |
| Graphic Design/Digital Imaging                 | 25-26 |
| Healthy Living Topics                          | 26    |
| History                                        | 15    |
| Home and Garden                                | 16, 26 |
| Job Search                                     | 26    |
| Languages                                      | 16-17, 26-27 |
| Literacy                                       | 19-20 |
| Management and Supervision                     | 27    |
| Manufacturing                                  | 17    |
| Marketing and Sales                            | 27    |
| Medical Office Technology                      | 27-28 |
| Music                                          | 28    |
| Paralegal                                      | 28    |
| Personal Finance                               | 28    |
| Pet Care                                       | 28    |
| Photography                                    | 17, 28-29 |
| Placement Test Workshops                       | 17    |
| Psychology                                     | 29    |
| Real Estate (Consumer)                         | 9, 29 |
| Special Interest                               | 29    |
| STEAM Youth Programs                           | 10-11 |
| Tech Trends                                    | 29-30 |
| Television, Radio, and Production Services     | 17    |
| Test Preparation                               | 30    |
| Tips, Tools and Strategies for Teachers        | 30-31 |
| Web Page/Web Site Design                       | 31-32 |
| Workforce Solutions                            | 7     |
| Writing                                        | 17, 32-33 |

### New Summer 2018 Courses

| 3D Printing with a Biology Focus               | 11    |
| 3D Printing with an Engineering Focus         | 11    |
| Animation Studio                              | 11    |
| App.IO: Make Your First Multiplayer App!      | 10    |
| Aquatic Biology                               | 10    |
| Code Your Own Adventure! Interactive Storytelling | 10 |
| Colored Pencil Drawing Course                 | 16    |
| Computer Programming with Arduino             | 11    |
| Demonstration Cooking: Vegetarian Dips        | 16    |
| Drone Adventures                              | 10    |
| Five Ways to Preserve the Harvest             | 16    |
| Learn How to Program                          | 10    |
| Nanotech                                      | 11    |
| Photoshop/YouTube Creations                   | 11    |
| ROBLOX® Makers–Coders–Entrepreneurs!          | 10    |
| Urban Photography                             | 16    |
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)** supplements the work of classroom teachers in English as a Second Language (ESL) and literacy classes, including the Learn to Read program. Oakton needs more volunteers to help adults improve English speaking and reading skills. Volunteers will learn about appropriate teaching methods and materials. For additional information call 847.635.1426.

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

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

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

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

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

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**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.

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, 847.626.3470 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.
Summer hours: Monday - Thursday, 8 a.m.-5 p.m.
Des Plaines Campus, Room 1420
Skokie Campus, Room A120
The college is closed on Fridays, Saturdays, and Sundays during summer sessions.

How to Read Noncredit Course Listings

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

- For location information, see site map on page 36.
- Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
- The Course Reference Number is used for web registration.

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

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District 207, 847.696.3600
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District 219, 847.626.3000
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AND TRAINING
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Robyn Bailey, Director of Operations and Administration
Ruben Howard II, Ph.D., Director of Continuing Education and Workforce Development
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.

SUMMER 2018 THURSDAY SERIES

HUM S53-91 [CRN 50023] Thursdays, June 7 - July 19, 1 - 2:30 p.m.
Room P103-104, Skokie Campus
$80 ($70 In-district seniors age 60 and older)

• The End of the Hausfrau? German Women Today
• The Baha’i Faith: The Status of the Largest Non-Muslim Religious Minority in Iran
• State of Play: How Both Political Parties Are Preparing for the 2018 Elections
• The Battle for Women’s Suffrage in the United States
• Constitutional Interpretation: Originalism or the Living Constitution?
• Organizing Democracy: NATO, The Baltic States, and The Future of Eastern Europe

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.
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 and 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.
When it comes to training, we mean business.

Offering workforce solutions for business and industry

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, email workforcesolutions@oakton.edu, or call 847.635.1447.
Commercial Driver’s License (CDL) Training and Certification Program

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.
Start Your Career in Real Estate

Real Estate Pre-Licence Broker Course

Train to become a real estate broker with Oakton’s 90-hour, state-approved,* pre-license broker course. With average wages of $57,200,** the ability to become your own boss, and flexible work schedules, you don’t want to miss out on this training opportunity. **Course fee: $630 (no senior discount)

To become a licensed realtor in Illinois, you must be a high school graduate (or GED), pass the state licensing exam, and be at least 21, or 18 years old with four semesters of college credit.

Book can be purchased online Dearborn Real Estate Bookstore, Modern Real Estate Practice in Illinois (ISBN: 9781427748324) for $54.81.

Information Session: Wed., May 16, 2018, 6 - 7 p.m.

Offered by Continuing Education, Training, and Workforce Development at Oakton Community College.

For more information, contact Eleni Kontogeorgis at ekontoge@oakton.edu or 847-635-1414.


EKG Technician Certification Prep

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

Information Session: Wed., May 23, 6 - 7 p.m.

This program may be WIOA approved.

For information on how to enroll, call 847-635-1414.
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.

Early Bird (EB) registration must be postmarked by May 25, 2018.

STEAM YOUTH SUMMER 2018 CLASSES

MINECRAFT® ANIMATORS
Bring your favorite Minecraft® characters to life in an animated short film. Learn how studios like Pixar and Disney make movies using techniques such as key framing, texturing, animating rigged 3D models, and more.

KID U07-01, OC/SK, Mon.-Thu., 6/4-6/7, 9 am-12 pm, EB $139 CRN 50137
KID U07-02, OC/SK, Mon.-Thu., 6/4-6/7, 9 am-12 pm, $159 CRN 50141
KID U07-03, OC/DP, Mon.-Thu., 6/11-6/14, 9 am-12 pm, EB $139 CRN 50142
KID U07-04, OC/DP, Mon.-Thu., 6/11-6/14, 9 am-12 pm, $159 CRN 50143

NEW! CODE YOUR OWN ADVENTURE! INTERACTIVE STORYTELLING
Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript.

KDE S05-01, OC/SK, Mon.-Thu., 6/4-6/7, 1-4 pm, EB $139 CRN 50144
KDE S05-02, OC/SK, Mon.-Thu., 6/4-6/7, 1-4 pm, $159 CRN 50145
KDE S05-03, OC/DP, Mon.-Thu., 6/11-6/14, 1-4 pm, EB $139 CRN 50146
KDE S05-04, OC/DP, Mon.-Thu., 6/11-6/14, 1-4 pm, $159 CRN 50147

NEW! APP.IO: MAKE YOUR FIRST MULTIPLAYER APP
The hottest new Apps are IO apps! Do you like to play Agar.io or Slither.io? If so, then you will love this class! Become the creator of the next viral web IO. In this class, your team will design an original multiplayer experience.

KDE S17-01, OC/DP, Mon.-Thu., 6/4-6/7, 9 am-12 pm, EB $139 CRN 50148
KDE S17-02, OC/DP, Mon.-Thu., 6/4-6/7, 9 am-12 pm, $159 CRN 50149
KDE S17-03, OC/SK, Mon.-Thu., 6/11-6/14, 9 am-12 pm, EB $139 CRN 50150
KDE S17-04, OC/SK, Mon.-Thu., 6/11-6/14, 9 am-12 pm, $159 CRN 50151

NEW! ROBLOX® MAKERS-CODERS-ENTERPRENEURS
Discover how to code in the Lua language while playing and designing worlds in ROBLOX®. Class combines game design concepts, coding, and fun.

KDE S29-01, OC/DP, Mon.-Thu., 6/4-6/7, 1-4 pm, EB $139 CRN 50152
KDE S29-02, OC/DP, Mon.-Thu., 6/4-6/7, 1-4 pm, $159 CRN 50153
KDE S29-03, OC/SK, Mon.-Thu., 6/11-6/14, 1-4 pm, EB $139 CRN 50154
KDE S29-04, OC/SK, Mon.-Thu., 6/11-6/14, 1-4 pm, $159 CRN 50155

NEW! DRONE ADVENTURES
Let the drone battles begin. In this hands on, interactive class, learn how to fly and drive drone robots. Working in teams code your drone to compete in missions that will prepare you for the ultimate challenge.

KDE S14-01, OC/SK, Mon.-Thu., 6/18-6/21, 9 am-12 pm, EB $139 CRN 50156
KDE S14-02, OC/SK, Mon.-Thu., 6/18-6/21, 9 am-12 pm, $159 CRN 50157
KDE S14-03, OC/DP, Mon.-Thu., 6/25-6/28, 9 am-12 pm, EB $139CRN 50158
KDE S14-04, OC/DP, Mon.-Thu., 6/25-6/28, 9 am-12 pm, $159 CRN 50159

MINECRAFT DESIGNERS
Love the game Minecraft®? Learn to design your own characters and buildings for your games. Design your very own objects, create skins for characters, and import them into your favorite Minecraft® games.

KID U03-01, OC/SK, Mon.-Thu., 6/18-6/21, 1-4 pm, EB $139 CRN 50160
KID U03-02, OC/SK, Mon.-Thu., 6/18-6/21, 1-4 pm, $159 CRN 50161
KID U03-03, OC/DP, Mon.-Thu., 6/25-6/28, 1-4 pm, EB $139 CRN 50162
KID U03-04, OC/DP, Mon.-Thu., 6/25-6/28, 1-4 pm, $159 CRN 50163

VIRTUAL REALITY: THE FUTURE IS NOW
Create your own virtual worlds, explore simulated environments, and craft memorable 3D experiences. At the end of the class, take home your VR headset to be used on your mobile device. Tuition includes cost of VR headset.

KDE S12-01, OC/DP, Mon.-Thu., 6/18-6/21, 9 am-12 pm, EB $159 CRN 50164
KDE S12-02, OC/DP, Mon.-Thu., 6/18-6/21, 9 am-12 pm, $178 CRN 50165
KDE S12-03, OC/SK, Mon.-Thu., 6/25-6/28, 9 am-12 pm, EB $159 CRN 50166
KDE S12-04, OC/SK, Mon.-Thu., 6/25-6/28, 9 am-12 pm, $178 CRN 50167

NEW! LEARN HOW TO PROGRAM
Have you ever wondered what it is like to code your own solution to problems or create your own software program? Now is your chance. Various software languages will be used.

KDE S15-01, OC/DP, Mon.-Thu., 6/18-6/21, 1-4 pm, EB $139 CRN 50168
KDE S15-02, OC/DP, Mon.-Thu., 6/18-6/21, 1-4 pm, $159 CRN 50169
KDE S15-03, OC/SK, Mon.-Thu., 6/25-6/28, 1-4 pm, EB $139 CRN 50170
KDE S15-04, OC/SK, Mon.-Thu., 6/25-6/28, 1-4 pm, $159 CRN 50171

NEW! AQUATIC BIOLOGY
Interested in life underwater? Like fishing, swimming at the beach, or have a fish tank? In this camp, learn about aquatic ecology, fish anatomy, and home care. This will be a fun opportunity to understand aquatic life.

KID S11-01, OC/SK, Mon.-Thu., 7/9-7/12, 1-4 pm, EB $139 CRN 50172
KID S11-02, OC/SK, Mon.-Thu., 7/9-7/12, 1-4 pm, $159 CRN 50090
KID S11-03, OC/DP, Mon.-Thu., 7/16-7/19, 1-4 pm, EB $139 CRN 50091
KID S11-04, OC/DP, Mon.-Thu., 7/16-7/19, 1-4 pm, $159 CRN 50092

ENVIRONMENTAL BIOLOGY
Have fun outdoors while composting, planting, and exploring environmental science activities. Be prepared for any type of weather as most of the class will be spent outside exploring all things in the environment.

KDE S19-01, OC/SK, Mon.-Thu., 7/9-7/12, 9 am-12 pm, EB $139 CRN 50093
KDE S19-02, OC/SK, Mon.-Thu., 7/9-7/12, 9 am-12 pm, $159 CRN 50094
KDE S19-03, OC/DP, Mon.-Thu., 7/16-7/19, 9 am-12 pm, EB $139 CRN 50095
KDE S19-04, OC/DP, Mon.-Thu., 7/16-7/19, 9 am-12 pm, $159 CRN 50096
NEW! ANIMATION STUDIO
Budding filmmakers will form small production teams and take their ideas from concept to storyboard to character design to animation. We will also investigate how real world animation studios work and the many different type’s careers available within the industry.
KDE S35-01, OC/DP, Mon.-Thu., 7/9-7/12, 9 am-12 pm, EB $139 CRN 50097
KDE S35-02, OC/DP, Mon.-Thu., 7/9-7/12, 9 am-12 pm, $159 CRN 50098
KDE S35-03, OC/SK, Mon.-Thu., 7/16-7/19, 9 am-12 pm, EB $139 CRN 50099
KDE S35-04, OC/SK, Mon.-Thu., 7/16-7/19, 9 am-12 pm, $159 CRN 50100

NEW! 3D PRINTING WITH AN ENGINEERING FOCUS
Learn the basics of 3D printing, the engineering design process, and then collaboratively design and print a figure to use in an engineering experiment. Are you up to the challenge?
KID S26-01, OC/DP, Mon.-Thu., 7/9-7/12, 1-4 pm, EB $139 CRN 50101
KID S26-02, OC/DP, Mon.-Thu., 7/9-7/12, 1-4 pm, $159 CRN 50102
KID S26-03, OC/SK, Mon.-Thu., 7/16-7/19, 1-4 pm, EB $139 CRN 50103
KID S26-04, OC/ SK, Mon.-Thu., 7/16-7/19, 1-4 pm, $159 CRN 50104

NEW! 3D PRINTING WITH A BIOLOGY FOCUS
Learn the basics of 3D printing, study the mathematics in biological structures, and then collaboratively design and print a biological figure.
KID S29-01, OC/SK, Mon.-Thu., 7/23-7/26, 9 am-12 pm, EB $139 CRN 50105
KID S29-02, OC/ SK, Mon.-Thu., 7/23-7/26, 9 am-12 pm, $159 CRN 50106
KID S29-03, OC/DP, Mon.-Thu., 7/30-8/2, 9 am-12 pm, EB $139 CRN 50107
KID S29-04, OC/DP, Mon.-Thu., 7/30-8/2, 9 am-12 pm, $159 CRN 50108

NEW! COMPUTER PROGRAMMING WITH ARDUINO
Use a combination of mechanical, electrical, and software engineering skills to program with Arduino™—an electrical engineering prototyping platform that explores electronics and how electronic circuits work.
KID S06-01, OC/ SK, Mon.-Thu., 7/23-7/26, 1-4 pm, EB $139 CRN 50109
KID S06-02, OC/ SK, Mon.-Thu., 7/23-7/26, 1-4 pm, $159 CRN 50110
KID S06-03, OC/DP, Mon.-Thu., 7/30-8/2, 1-4 pm, EB $139 CRN 50111
KID S06-04, OC/DP, Mon.-Thu., 7/30-8/2, 1-4 pm, $159 CRN 50112

NEW! NANOTECH
Do you like small things? Really small? Join us to discover how exciting the world gets at the atomic level and learn about one of the most fascinating science fields today.
KID E18-01, OC/DP, Mon.-Thu., 7/23-7/26, 9 am-12 pm, EB $139 CRN 50113
KID E18-02, OC/DP, Mon.-Thu., 7/23-7/26, 9 am-12 pm, $159 CRN 50114
KID E18-03, OC/SK, Mon.-Thu., 7/30-8/2, 9 am-12 pm, EB $139 CRN 50115
KID E18-04, OC/ SK, Mon.-Thu., 7/30-8/2, 9 am-12 pm, $159 CRN 50116

NEW! PHOTOSHOP/YOUTUBE CREATIONS
After taking photos, learn to use filters, layers, color theory, and more. Later, discover how to edit raw video including adding title pages, music, special effects and transitions, before posting your video on YouTube. Bring a device with a built-in camera such as an iPad or Smart Phone and a USB cable.
KID S06-01, OC/ SK, Mon.-Thu., 7/23-7/26, 1-4 pm, EB $139 CRN 50109
KID S06-02, OC/ SK, Mon.-Thu., 7/23-7/26, 1-4 pm, $159 CRN 50110
KID S06-03, OC/DP, Mon.-Thu., 7/30-8/2, 1-4 pm, EB $139 CRN 50111
KID S06-04, OC/DP, Mon.-Thu., 7/30-8/2, 1-4 pm, $159 CRN 50112

Summer 2018 Noncredit Classes
All course information, including fees, is subject to change any time during the period for which the schedule is in effect.

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

ATTENTION CPAs: Some courses under the Accounting, Business and Computer headings may qualify for CPE credit. Call 847-638-1808 for information regarding CPE credit.

ACCOUNTING WITH MICROSOFT EXCEL* Fee: $458
Review selected current topics in Accounting. One topic is identified for each section. Prerequisite may vary by topic. Textbook may be required, check with the bookstore.
ACC A05-C01, Online, 6/4-7/26 CRN 50197

QUICKBOOKS CERTIFIED USER PREPARATION* Fee: $458
Prepare for the QuickBooks Certified User Exam. Topics include setting up companies, managing customer and vendor activity, preparing bank reconciliations, setting up inventory tracking, working with balance sheet transactions, performing payroll, creating job estimates and time-tracking, setting up product classes, customizing forms and reports, integrating with Microsoft Office, performing adjusting entries, and closing the books. Students have option of taking the QuickBooks Certified User Exam on campus at end of term. Recommended: Principles of Financial Accounting or prior accounting knowledge.
ACC A18-C01, Online, 6/4-7/26 CRN 50198

Air Conditioning, Heating, and Refrigeration
INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $584
Through lectures, demonstration, and lab experiences, explore the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. Textbook may be required, check with the bookstore. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, contact Larry Penar, department chair, at 847-635-1955 or lpenar@oakton.edu.
AIR A06-C01, OC/DP, 8 Mon./Wed., 6/4, 5-10 pm CRN 50206

Arts
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, call 847-635-1950.
ART HISTORY: PREHISTORIC TO RENAISSANCE* Fee: $448
Course is comparative study of art as expression of human experience from prehistoric to Renaissance period. Content includes major artists, styles and movements. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.
ART B04-C01, OC/DP, 8 Mon./Wed., 6/4, 9-11:30 am CRN 50207
Business

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

INTRODUCTION TO BUSINESS* Fee: $408
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan”; and the ethical, legal, and social responsibilities of business. Additional online work required.
BUS A01-C01, OC/DP, 7 Mon./Wed., 6/11, 9 am-12:15 pm CRN 50224

BUSINESS ETHICS* Fee: $408
Investigates moral issues which arise in the conduct of business, marketing and advertising. Of value for business students and consumers. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.
BUS A41-C01, OC/SK, 7 Tue./Thu., 6/12, 6-9:15 pm CRN 50231

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 on Independence Day, July 4.

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

Computer Keyboarding Skills

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

BASIC KEYBOARDING (ONLINE)* Fee: $186
The beginning student will master proper keyboarding techniques and develop a minimum of 18 WPM speed and accuracy.
COF A02-C01, 6/4-6/28 CRN 50232

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, 7/2-7/26 CRN 50233

Beginning/Introductory Computer Skills

BASIC COMPUTER Fee: $125
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.
No class 7/4.
DPR A22-31, OC/SK, 5 Mon., 6/4, 6-9 pm CRN 50050
DPR A22-32, OC/DP, 5 Wed., 6/13, 6-9 pm CRN 50048
Discover business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, operating system, computer security, and Internet (web browsers, email, and website development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. Supplemental lab work will be required. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@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. No class 7/7.

**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.

**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.

**ELECTRONIC 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.

**ADVANCED 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: COF A35 or consent of instructor.

COF A55-C01, Online, 6/4-7/26 CRN 50236
COF A55-C02, OC/DP, 8 Thu., 6/7, 6-9:30 pm (Hybrid: 1/2 classroom and 1/2 online) CRN 50237

**PRESENTATION SOFTWARE USING POWERPOINT: 2016** Fee: $322

Learn to plan, compose, and create effective desktop presentations.

COF A30-C01, Online, 6/11-7/26 CRN 50235

**Cisco Networking**

**IMPLEMENTING CISCO NETWORK SECURITY** Fee: $584

This hands-on course focuses on the overall security process with particular emphasis on security policy design and management, security technologies, products, and solutions. Students carry out the installation, programming, and maintenance of routers, switches, and firewalls. Prerequisite: Experience with routers/switches and Windows networking, or consent of the department chair. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

INT A10-C01, OC/SK, 8 Mon.Wed., 6/4, 6-10 pm CRN 50227

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

**NETWORKING ESSENTIALS**
Fee: $448
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

NTS A05-C01, OC/SK, 8 Mon./Wed., 6/4, 6-9:50 pm CRN 50230

**Database**

**INTRODUCTION TO SQL: ORACLE 12C**
Fee: $448
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 12c). Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.

CPT A21-C01, OC/DP, 8 Tue./Thu., 6/5, 6-9:50 pm CRN 50192

**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.

**DIGITAL ELECTRONICS**
Fee: $408
Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills. Textbook might be required. Check with the bookstore.

ECT A03-C01, OC/DP, 8 Mon./Wed., 6/6, 8-8:20 pm CRN 50216

**COMPUTER PERIPHERALS**
Fee: $438
Gain study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations. Textbook may be required, check with the bookstore.

ECT A05-C01, OC/SK, 8 Mon./Wed., 6/4, 6-9:30 pm CRN 50220

**MICROCOMPUTER HARDWARE SYSTEMS**
Fee: $438
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language. Textbook may be required, check with the bookstore.

ECT A04-C01, OC/SK, 8 Tue./Thu., 6/5, 6-9:30 pm CRN 50218

**A+ CERTIFICATION PREPARATION**
Fee: $297
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 Thu., 6/7, 6-9:20 pm CRN 50221

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

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

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

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

Personal Training

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

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

Individual Personal Training

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

All sessions must be used by the end of the semester.

No senior discount.

Two one-hour sessions by arrangement
FIT P01-31, OC/DP, $89 CRN 50007
Four one-hour sessions by arrangement
FIT P01-32, OC/DP, $159 CRN 50008

Personal Training for Two

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

No senior discount.

Six one-hour sessions by arrangement
FIT P02-31, OC/DP, $279 CRN 50009

Fitness Center Memberships

No senior discount.

ONE SEMESTER MEMBERSHIPS
Non-Student: FIT B01-31, OC/DP, $115 CRN 50001
Alliance Student: FIT E01-31, OC/DP, $90 CRN 50003
Oakton Student: FIT F01-31, OC/DP, $80 CRN 50005

ANNUAL MEMBERSHIPS
Non-Student: FIT B02-31, OC/DP, $230 CRN 50002
Alliance Student: FIT E02-31, OC/DP, $180 CRN 50004
Oakton Student: FIT F02-31, OC/DP, $160 CRN 50006

Exercise and Fitness

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

FIRST AID* Fee: $322
Course investigates accident prevention and procedures to be followed in cases of accident or sudden illness. Content includes accident scenes in the home, school and community. Standard American Red Cross Certificate awarded upon successful completion of course. Students must attend on 7/26 to demonstrate practical skills from 12-2 pm in Room 1311, Des Plaines campus (Gym).
FIT B11-C01, Online, 6/11-7/26 CRN 50223

YOGA I* Fee: $136
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and improve balance.
FIT B28-C01, OC/DP, 8 Tue./Thu., 6/5, 4:30-5:45 pm CRN 50225
FIT B28-C02, OC/DP, 3 Mon./Tue./Thu., 7/11, 1-2:15 pm CRN 50226

History

BEGINNING GENEALOGY: A CRASH COURSE Fee: $30
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 C10-31, OC/SK, 1 Thu., 6/14, 6:30-9:30 pm CRN 50255

GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS Fee: $30
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 C41-31, OC/SK, 1 Thu., 6/21, 6:30-9:30 pm CRN 50256

COMPILING YOUR MEDICAL FAMILY TREE Fee: $30
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 C42-31, OC/SK, 1 Thu., 6/28, 6:30-9:30 pm CRN 50257

UNDERSTANDING COMMERCIAL DNA TEST RESULTS Fee: $30
This one-day class will provide the information and tools to understand mtDNA, Y-DNA and atDNA 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 C43-31, OC/SK, 1 Thu., 7/12, 6:30-9:30 pm CRN 50258

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 C44-31, OC/SK, 1 Thu., 7/19, 6:30-9:30 pm CRN 50259
Noncredit classes

Home and Garden

CHICAGO BOTANIC GARDEN

BONSAI: BASICS AND FUNDAMENTALS  Fee: $39
Learn the horticulture of bonsai and the art and philosophy behind it. Discover what bonsai is and the history, fundamental aesthetic elements, and basic styles of this art. The class will also touch on tools, wiring, soils, fertilizers, and year-round care. A walk to see the Chicago Botanic Garden’s Bonsai Collection is included. No senior discount.
BOT E37-01, GARD, 1 Sun., 6/3, 1-3 pm  CRN 50065

New! COLORED PENCIL DRAWING COURSE  Fee: $298
Start with the fundamentals, then delve into working with dry and wet media of colored pencil. Develop drawing skills through the extensive exploration of color value, intensity, and temperature. Learn dry applications, layering, washes, and color-mixing techniques. Work from life and nature, not from photographs. There are demonstrations and explanations at the beginning of each class. Individual guidance and instruction provided to each student. No senior discount.
BOT G20-01, GARD, 6 Mon., 6/4, 6-9 pm  CRN 50066

New! DEMONSTRATION COOKING: VEGETARIAN DIPS  Fee: $50
Vegetable and nut-based dips and spreads are convenient and nutritious. Learn how to use a food processor and immersion blender to make recipes such as pea avocado hummus, artichoke-spinach-white bean spread, black bean and mango salsa, and Middle Eastern roasted red pepper and walnut puree. These delicious and fuel-filled recipes are great for summer snacking, whether at a picnic or in the baseball stands (all recipes are vegetarian). No senior discount.
BOT E42-01, GARD, 1 Tue., 6/5, 11:30 am-1 pm  CRN 50067

New! FIVE WAYS TO PRESERVE THE HARVEST  Fee: $68
Canning, fermenting, dehydration, freezing, and more. In this hands-on class, local food blogger and cookbook author Emily Paster will demystify the most common methods of home food preservation and help you learn to eat more seasonally and locally this year. The class will go in-depth on the how-tos of water-bath canning, a safe and easy method of home food preservation, and fermentation, including addressing safety concerns and equipment needs. No senior discount.
BOT E59-01, GARD, 1 Sat., 6/9, 11 am-1 pm  CRN 50068

New! URBAN PHOTOGRAPHY  Fee: $289
Take advantage of the photographic opportunities presented by the beautiful city of Chicago and its environs. This class integrates the photography of landscape and hardscape and investigates the use of camera settings beyond the everyday. This class is for intermediate-level photographers. No senior discount.
BOT E24-01, GARD, 5 Fri., 6/15, 10 am-1 pm  CRN 50069

WATERCOLOR I  Fee: $298
Students will build skills, starting with basic color mixing and paint-handling exercises. Students will progress to rendering textures and form in color and using paint-layering techniques to achieve a naturalistic style. No senior discount. No class 7/17.
BOT G30-01, GARD, 6 Tue., 6/19, 6-9 pm  CRN 50070

OUTDOOR SKETCHING  Fee: $298
Learn how to sketch quick studies in the field. You will create drawings, complete with notes on field conditions, colors, plant measurements, and textures—necessary notes for a complete work-up in the studio. Please dress for the weather. Folding chairs are provided. In case of inclement weather, the class will draw in the greenhouses. No senior discount.
BOT G04-01, GARD, 6 Sat., 7/21, 9 am-12 pm  CRN 50071

Languages

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 ARABIC I  Fee: $130
Gain an introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.
LAR B04-31, OC/SK, 8 Mon., 6/11, 7-9 pm  CRN 50038

FRENCH I  Fee: $130
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. No class 7/3.
LFR B01-31, OC/SK, 8 Tue., 5/29, 7-9 pm  CRN 50275

CONVERSATIONAL KOREAN I  Fee: $130
Conversational Korean is designed for those with no or very little exposure to the Korean language. In this class, students will learn the alphabet and the basic vocabulary and grammar necessary for everyday conversations, including introductions, greetings, and describing and asking about daily routines. This class will also introduce aspects of Korean culture, history, and traditions to help contextualize the language. No class 7/5.
LKO B01-31, OC/SK, 8 Thu., 5/31, 7-9 pm  CRN 50263

CONVERSATIONAL GERMAN I  Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel. No class 7/5.
LGE B01-31, OC/SK, 8 Thu., 5/31, 7-9 pm  CRN 50267

CONVERSATIONAL GREEK I  Fee: $130
Welcome to the world of conversational Greek. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use. No class 7/3.
LGR C01-31, OC/SK, 8 Tue., 5/29, 7-9 pm  CRN 50253

CONVERSATIONAL JAPANESE I  Fee: $130
Welcome to the world of conversational Japanese. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use. No class 7/3.
LJ A E03-31, OC/SK, 8 Tue., 6/5, 7-9 pm  CRN 50037

ITALIAN I  Fee: $130
Explore the Italian language. Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required. No class 7/5.
ITL B03-31, OC/SK, 8 Thu., 5/31, 7-9 pm  CRN 50039

POLISH I  Fee: $130
Explore the Polish language. Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. No class 7/3.
LPO B01-31, OC/SK, 8 Tue., 5/29, 7-9 pm  CRN 50254

For more information, call 847.982.9888
CONVERSATIONAL RUSSIAN I  Fee: $130
Welcome to the world of conversational Russian. Expand your limited vocabulary and communicate in social situations with greater ease.
Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use. No class 7/5.
LRU B01-31, OC/SK, 8 Thu., 5/31, 7-9 pm CRN 50260
SIGN LANGUAGE  Fee: $165
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations will be covered. Deaf culture and attitudes also will be discussed.
COM B08-31, OC/SK, 10 Tue., 5/15, 6:30-8:30 pm CRN 50271
CONVERSATIONAL SPANISH I  Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP E08-31, OC/SK, 8 Tue., 5/29, 7-9 pm CRN 50269
SPANISH I  Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class 7/3.
LSP C01-31, OC/SK, 8 Mon., 6/18, 7-9 pm CRN 50040
LSP C01-32, OC/SK, 8 Tue., 5/29, 7-9 pm CRN 50261
SPANISH II  Fee: $130
Expand your Spanish speaking skills. Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class. No class 7/4 and 7/5.
LSP C02-31, OC/SK, 8 Wed., 6/20, 7-9 pm CRN 50041
LSP C02-32, OC/SK, 8 Thu., 5/31, 7-9 pm CRN 50262
CNC MACHINE OPERATION - NIMS TEST PREPARATION*  Fee: $594
Course provides instructional and hands on training to prepare students to take the NIMS (National Institute for Metalworking Skills) “CNC Operator” certification test. This is a web-based training class which contains 24 self-paced learning units as well as a lab component for hands on experience. Topics covered are: computer numerical control (CNC) mill, lathe and grinder set-up and operation, tool identification, set-up and maintenance, fixture set-up and operation, CNC troubleshooting and maintenance, precision measurement and gauging, print reading, geometric dimensioning and tolerancing, machining processes, statistical process control, quality and cycle time optimization, and CNC program operation. Recommended: Computer competency and familiarity with web-based instruction. Hybrid course: 1/2 classroom and 1/2 online.
MCH A03-C01, OC/SK, 8 Wed., 6/6, 5-10 pm CRN 50228
CNC SETUP AND OPERATION*  Fee: $322
Provides hands-on training in setup and operation of computer numerical control (CNC) machines, including CNC mill (vertical milling center) and CNC lathe (turning center) for purposes of setting up machines with required tooling and fixture, operating CNC machines, reading and interpreting CNC programs, using inspection equipment, and troubleshooting various production problems. Textbook might be required. Check with the bookstore.
MCH A10-C01, OC/SK, 8 Tue./Thu., 6/5, 6-8:50 pm CRN 50229
Photography  Fee: $483
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software. Course may be taken as noncredit or credit class. Different fees and requirements apply for the credit version. For questions regarding a college credit class, call 847.635.1950.
ART C04-C01, OC/SK, 7 Mon./Tue./Wed./Thu., 6/11, 9:30 am-12:25 pm CRN 50209
Television, Radio, and Production Services  Fee: $50
YOU’RE ON THE AIR: (HOW TO REALLY MAKE IT IN VOICE-OVERS) 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 S24-31, OC/SK, 1 Mon., 6/25, 9-30-11:30 am CRN 50276
Placement Test Workshops  Fee: $50
As part of the Learning Center, Oakton’s Testing Center administers placement tests for the HESI Admissions Assessment Nursing Exam. This is a requirement for Oakton’s Associate Degree Nursing Program.
HESI ADMISSIONS ASSESSMENT NURSING EXAM  Fee: $50
Oakton Community College requires all applicants to the nursing program to take the HESI Admissions Assessment Exam. The exam administered in Oakton’s Testing Center covers mathematics, reading comprehension, vocabulary, and science. Please arrive 30 minutes before the starting time listed below. For more information, call the Testing Center at 847.635.1939. No senior discount.
TES T02-31, OC/DP, 1 Thu., 6/21, 5-10 pm CRN 50010
TES T02-32, OC/DP, 1 Thu., 8/2, 5-10 pm CRN 50011
TES T02-33, OC/DP, 1 Sat., 8/11, 9 am-2 pm CRN 50012
Writing  Fee: $115
WRITING SHORT STORY Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems. No class 7/3.
COM E69-31, OC/SK, 6 Tue., 6/12, 7-9 pm CRN 50274

Manufacturing

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

*Courses may also be taken for college credit.
English as a Second Language (ESL)
Continue to improve your English speaking, reading, and writing skills. Daytime and evening classes are available. Students are to register in person only on the date shown for each location. Call 847-635-1426 for more information.

Free ESL Classes*

About the ESL Program

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

Course Information

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

Counseling and Registration

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

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

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

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Teresa O’Sullivan at 847.635.1759.

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

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL
Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Friday, June 29, 9:30 am-12:30 pm
Ongoing registration: Tuesdays only until July 17, 10 am-12:30 pm
Class meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Tuesday, July 3, 9:30 am-12:30 pm

EVENING CLASSES

BEGINNING - HIGH BEGINNING ESL
Maryville Academy (Ziggy Building)
1150 North River Road, Des Plaines (Enter from Central Road)
Registration: Wednesday, June 27, 6-8:30 pm
Ongoing registration: Mondays, 6-8:30 pm until July 16
Class meets: Monday and Wednesday, 6-8:30 pm
First Class: Monday, July 2, 6-8:30 pm

BEGINNING – ADVANCED ESL
Lincolnwood Public Library
4000 West Pratt Avenue, Lincolnwood
Registration: Tuesday, June 28, 6-8:45 pm
Ongoing registration: Tuesdays only until July 17, 6-8:45 pm
Class meets: Tuesday and Thursday, 6-8:45 pm
First Class: Tuesday, July 3, 6-8:45 pm

Niles Public Library
6960 West Oakton Street, Niles
Registration: Tuesday, June 28, 6-8:45 pm
Ongoing registration: Tuesdays only until July 17, 6-8:45 pm
Class meets: Tuesday and Thursday, 6-8:45 pm
First Class: Tuesday, July 3, 6-8:45 pm

Citizenship Education Courses

CITIZENSHIP EDUCATION NO FEE REQUIRED
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-101, DPL, 9 Mon., 7/2, 6-8:30 pm
HIS A15-102, SKL, 9 Fri., 7/6, 6-8:45 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 intermediate or advanced level students.

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 change.
CONVERSATIONAL ENGLISH PRACTICE  Fee: $149 (11 sessions)
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences.
COM A50-101, OC/SK, 11 Thu, 6/12, 9 am-12 pm
Registration: Tue., 6/5, 9 am-12 pm
COM A50-102, OC/SK, 11 Thu, 6/12, 6:30-9:30 pm
Registration: Tue., 6/5, 6:30-9:30 pm

PRACTICAL READING AND WRITING SKILLS  Fee: $149 (11 sessions)
For intermediate ESL students who have basic English literacy. Develop skill in writing for information, making complaints, and requesting refunds. Get help in understanding and answering business and social letters. No class 7/4.
COM A53-101, OC/SK, 11 Wed., 6/13, 6:30-9:30 pm
Registration: Wed., 6/6, 6:30-9 pm
COM A53-102, OC/SK, 11 Wed., 6/13, 6 am-9 pm
Registration: Wed., 6/4, 9 am-12 pm

IDIOMS AND VOCABULARY BUILDING  Fee: $149 (11 sessions)
For intermediate speakers of ESL. Develop your awareness of and skills in using common American idioms and idiomatic phrases.
COM A70-101, OC/SK, 11 Mon., 6/18, 6:30-9:30 pm
Registration: Mon., 6/11, 6:30-9:30 pm

TOEFL PREP SEMINAR  Fee: $169 (11 sessions)
Colleges and professional accrediting agencies require that non-native speakers pass the Test of English as a Foreign Language (TOEFL). 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 A45-101, OC/SK, 11 Tue, 6/12, 6:45-9:45 pm
Registration: Please see instructor on the first day of class.

Free Reading/Literacy Classes*
Classes are for native and non-native speakers of English who wish to improve their reading, writing, and math skills.

- Students must be at least 17 years old and not enrolled in or intending to enroll in high school.
- Literacy students may not enroll in the Bridges program.
- Students may enroll in class after the registration date if space permits.
- Classes may be canceled due to low enrollment.

For more information, call 847.635.1426.

Au Pairs: Per 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.

DAYTIME CLASSES
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Wednesday, June 27, 9:30 am
First Class: Monday, July 9
Last day to register: Monday, July 16

Northbrook Public Library
1201 Cedar Lane, Northbrook
Registration: Wednesday, June 27, 12:30 pm
First Class: Monday, July 9
Last day to register: Monday, July 16

Glenview Public Library
1930 Glenview Road, Glenview
Registration: Thursday, June 28, 9:15 am
First Class: Tuesday, July 10
Last day to register: Tuesday, July 17

EVENING CLASS
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Thursday, June 28, 6 pm
First Class: Tuesday, July 10
Last day to register: Tuesday, July 17

Late Summer/Fall Classes
DAYTIME CLASSES
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Monday, August 13, 9:15 am
First Class: Wednesday, August 15
Skokie Public Library  
5215 Oakton Street, Skokie  
Registration: Tuesday, August 14, 9:15 am  
Class meets: Tuesday and Thursday, 9:15 am-12:15 pm  
First Class: Thursday, August 16

**EVENING CLASS**
Oakton Community College  
7701 North Lincoln Avenue, Room B110, Skokie  
Registration: Monday, August 13, 6 pm  
Class meets: Monday and Wednesday, 6-9 pm  
First Class: Wednesday, August 15

**SATURDAY CLASSES**
Skokie Public Library  
5215 Oakton Street, Skokie  
Registration: Saturday, August 4, 9 am  
Class meets: Saturday, 9 am-12 pm  
First Class: Saturday, August 11

Oakton Community College  
1600 East Golf Road, Des Plaines  
Registration: Saturday, August 11, 9 am  
Class meets: Saturday, 9 am-12:30 pm  
First Class: Saturday, August 18

**COMPUTER LAB FOR ESL, LITERACY, AND GED STUDENTS**
Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or Math skills on the computer with the help of an instructor. Nine (9) seats available on a first come/first served basis.  
**Location:** Oakton Community College, Room A210, Skokie  
**Days and Times:** Mondays/Wednesdays, 9:30 a.m. - 2:30 p.m.  
**Availability Dates:** July 9 to August 29, 2018

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

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

**DAYTIME CLASS**
Oakton Community College: Reading  
7701 North Lincoln Avenue, Room A211, Skokie  
Registration: Thursday, June 28, 9:30 am  
Class meets: Tuesday and Thursday, 9:30 am-12:30 pm  
First Class: Tuesday, July 10  
Last day to register: Tuesday, July 17

**Late Spring/Early Summer Class**
Oakton Community College: Intensive Reading  
7701 North Lincoln Avenue, Room A211, Skokie  
Class Meets: Monday, Tuesday, and Wednesday, 6:30-9:30 pm  
Registration and First Class: Tuesday, May 22, 6:30 pm  
Last day to register: Tuesday, May 29

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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.

**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.

**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.

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Teresa O’Sullivan at 847.635.1759.
GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in July 2018 must come to one of the locations listed below for two sessions of placement testing, counseling, and registration. Attendance is required. Students must arrive on time and bring a calculator.

Oakton Community College
7701 N. Lincoln Avenue, Skokie
Room number will be posted.
June 4 and 6 (Monday and Wednesday), 6 p.m.
June 18 and 20 (Monday and Wednesday), 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 A02-33, OC/SK, 7 Tue., 7/3, 9 am-12 pm
EDU A02-34, OC/SK, 7 Thu., 7/5, 6:30-9:30 pm

PRE-GED READING SKILLS Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.
EDU A04-31, OC/SK, 7 Mon., 7/2, 7-10 pm

PRE-GED MATH SKILLS Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-32, OC/SK, 7 Mon., 7/2, 7-10 pm
EDU A07-33, OC/SK, 6 Wed., 7/11, 6-9:30 pm
EDU A07-34, OC/SK, 6 Wed., 7/11, 6-9:30 pm
EDU A07-35, OC/SK, 7 Thu., 7/5, 9 am-12 pm
EDU A07-36, OC/SK, 6 Wed., 7/11, 6-9:30 pm
EDU A07-37, OC/SK, 7 Thu., 7/5, 9 am-12 pm

GED Review Classes

GED ENGLISH REVIEW Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-31, OC/SK, 7 Tue., 7/3, 6:30-9:45 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 A05-31, OC/SK, 7 Mon., 7/2, 7-10 pm

GED MATH REVIEW Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and word problems.
EDU A08-31, OC/SK, 6 Wed., 7/11, 6-9:30 pm

GED COMPLETE REVIEW Fee: $10 ($98)
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests. No class 7/4.
EDU A09-31, OC/SK, 7 Mon./Wed., 7/2, 6:30-9:45 pm
EDU A09-32, OC/SK, 7 Tue./Thu., 7/3, 9 am-12 pm
EDU A09-33, EVCC, 7 Mon./Wed., 7/9, 9:30 am-12:30 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 Maine 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.
• 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 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426.

Cost: Classes are $12 each (books available on free loan).
Online Learning with Continuing Education and Education To Go (ed2go)

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 6. 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.

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.

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.

INTERMEDIATE MICROSOFT ACCESS  Fee: $129

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, hyperlinks, links, and special effects to presentations. Versions Available: PowerPoint or MS Office Professional 2010, 2013, and 2016. Not suitable for Macintosh users.

INTRODUCTION TO 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 thesaurus; and organize and print documents. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

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, hyperlinks, links, and special effects to presentations. Versions Available: PowerPoint or MS Office Professional 2010, 2013, and 2016. Not suitable for Macintosh users.

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INTRODUCTION TO MICROSOFT WORD  Fee: $129
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Computer Courses

Business/Office Applications

INTRODUCTION TO MICROSOFT POWERPOINT  Fee: $129
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Computer Courses

Business/Office Applications

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, hyperlinks, links, and special effects to presentations. Versions Available: PowerPoint or MS Office Professional 2010, 2013, and 2016. Not suitable for Macintosh users.

INTRODUCTION TO 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 thesaurus; and organize and print documents. Versions Available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

Computer Courses

Business/Office Applications

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INTERMEDIATE MICROSOFT WORD  Fee: $129

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 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 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 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. Prequisite: 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.

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 (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. Requirement: 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 repair!. 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 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 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.

INTRODUCTION TO AJAX PROGRAMMING  Fee: $129
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.

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
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
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.

**FINANCIAL MARKETS AND SERVICE**

INTRODUCTION TO STATISTICS  Fee: $129
Improve your understanding of data and explore collection practices. Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.

**Graphic Design/Digital Imaging**

INTRODUCTION TO CORELDRAW X5  Fee: $129
Let CorelDraw unleash your creativity. This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. **Requirements:** CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.
INTRODUCTION TO ADOBE PHOTOSHOP Fee: $129
Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

INTERMEDIATE ADOBE PHOTOSHOP Fee: $129
Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. Requirements: Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.

ADOBE ILLUSTRATOR Fee: $129
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac.

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 stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
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 been recently promoted to a supervisory or management position? Learn how to become a more effective manager. Course covers the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people’s performance, learn how to solve problems, resolve conflicts, and manage your time so that you can deal with the constant demands of a managerial job.

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 short-ened 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.

MARKETigation

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Medical Office Technology

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).
EXPLORE A CAREER IN MEDICAL TRANSCRIPTION  Fee: $129
Refresh your grammar and explore a lucrative career of medical transcriptionist. Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT  Fee: $129
Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. This class will help you determine which aspect of medical information management suits you best, and set you on the path to a rewarding career.

EXPLORE A CAREER AS A PHARMACY TECHNICIAN  Fee: $129
Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton’s Pharmacy Technician Certificate program. Call 847.635.1889 for information.

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.

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH  Fee: $129
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.

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 PETS 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

PHOTOGRAPHER  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.

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.

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.

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.

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-session 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
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.

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD Fee: $129
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 toolset will cover the advanced handling of metadata, Magnetic Timeline, Ripple and Insert edit tools, filters, titles, transitions, and audio tools. You will learn to edit professional video presentations for use on the Web, for education, business, or a career in the motion picture industry.

INTRODUCTION TO CAMtasIA STUDIO 8 Fee: $129
Become a desktop video guru with Camtasia Studio. This easy-to-use suite of tools allows for recording, editing, and producing professional-level videos and exporting your finished production to almost any device. Examine microphones and cameras, free and 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 Fee: $129
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.

GRE PREPARATION – PART II Fee: $129
Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Includes time-saving techniques.

Tips, Tools, and Strategies for Teachers

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

TEACHING ESL/EFL VOCABULARY Fee: $129
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Course content approved by the TESOL Professional Development Committee.

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

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK Fee: $129
Intended for reading instructors. Learn the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems: helping students with phonics, fluency, vocabulary, reading comprehension, and writing.

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

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

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

TEACHING ESL/EFL READING Fee: $129
Pass on your passion for reading to your students. Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.

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

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

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES Fee: $129
Singaporean students have been top mathematics performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS Fee: $129
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.

TEACHING SMARTER WITH SMART BOARD Fee: $129
SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple trouble-shooting tips that may help when your SMART Board isn’t acting as smart as it should.

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

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 WORDPRESS SITES Fee: $129
Build an attractive, sophisticated blog or website without having to learn any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive websites quickly and easily. No software purchase or installation necessary.

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 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.

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER Fee: $129
As more people adopt tablets and smart phones, the demand for 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.

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 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.

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.

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.

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.

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.

Writing

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.

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.

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.

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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.

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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.

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.

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.

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 though 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.

Bundle Courses and Save More Money!
Enroll in a bundled series of Ed2Go courses at www.ed2go.com/oakton.all. Register at any time.

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

For more courses, visit www.ed2go.com/oakton.all. Questions? Email Ed2Go@Oakton.edu.
Program for Activity/Recreational Professionals and Nursing Home Administrators

36-hour Basic Orientation Course for Activity Directors
HTH A04-030 [CRN 50057]

Tuesdays and Thursdays:
June 12 (Room 1610); June 14, 19, 21, 26 (Room 1604); June 28 (Room 1603)
TenHoeve Center, Des Plaines Campus

$450 advanced registration and $475 walk-in (plus $9 non-refundable processing fee).

No senior discount. Registration: 8:30 a.m.; Program: 9 a.m. - 4:30 p.m.
Includes instruction, course notebook, morning refreshments and certificate of completion.
Lunch on your own. Visit Oakton’s cafeteria or bring a bag lunch to eat in the classroom.

Participants must attend all six sessions to receive a certificate of completion.

Continuing Education clock/universal training hours are now offered for Illinois licensed Nursing Home Administrators (36 clock/universal training hours).

FACULTY: Susan Quattrochi-Tubin, Ph.D., CTRS, ACC, CAC, LNHA, owner and president of Quality Care Consulting Service, Inc., works with numerous long-term care facilities in Illinois and speaks frequently at local, state, and national professional meetings and conferences.

Course fulfills all Illinois Department of Public Health (IDPH) requirements for both activity director and activity professional working on a dementia unit to fulfill requirements of Section 300.1410(c).

Institutional Accreditation: One universal training hour (UTH) from Oakton Community College is equal to one 60-minute clock hour. Participants receive 36 universal training hours for completing this course.

Programs start promptly at 9 a.m. Late arrival or early departure may result in adjustment of continuing education clock hours on certificates of attendance.

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. Those registering in person, by mail, or fax are charged a $9 fee with each registration.

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

Cancellation/Refunds: Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $15 cancellation fee is charged for all cancellations. Call 847.635.1438 for more information.

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, email cehp@oakton.edu, or call 847.635.1438.
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 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.
**Registration Form** – Alliance for Lifelong Learning (ALL)

Continuing Education, Training, and Workforce Development

Four Ways to Register: 1. In Person - Skokie campus, Room A120; Des Plaines campus, Room 1420  
2. Fax - 847.635.1448  
3. Mail - Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077  
4. Online - www.oakton.edu/conted

**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>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<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</th>
<th>☐ Female</th>
</tr>
</thead>
<tbody>
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</tbody>
</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>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Check one box that best describes your high school status:

☐ 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.

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

**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


**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>
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</table>

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

Method of payment:  ☐ Cash  ☐ Check No. __________ (payable to Oakton Community College)  

☐ Visa  ☐ MasterCard  ☐ Discover

Credit Card Number _____________________________________________________________

Exp. Date ___ / ___ / _____  Three-Digit Verification Code (on back of card) _____

Cardholder Name (print) __________________________________________________________

Cardholder Signature ____________________________________________________________

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

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
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<tbody>
<tr>
<td>Registration Received: __________________</td>
</tr>
<tr>
<td>Registration Processed: __________________</td>
</tr>
<tr>
<td>Payment Processed: __________________</td>
</tr>
<tr>
<td>Student Status:  ☐ New  ☐ Readmit  ☐ Hold</td>
</tr>
<tr>
<td>Update:  ☐ Name  ☐ Address  ☐ Phone  ☐ Email</td>
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<tr>
<td>Senior Status:  ☐ Prior to 7/7/14  ☐ After 7/7/14</td>
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<table>
<thead>
<tr>
<th>Books</th>
<th>Processing fee*</th>
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<tbody>
<tr>
<td></td>
<td>$9.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total due</th>
</tr>
</thead>
</table>
When it comes to training, we mean business!

- Affordable Courses
- Quality Instructors
- Flexible Scheduling
- Customized Training
- Proven Results

Oakton Community College
1600 East Golf Road, Des Plaines, Illinois 60016-1268

ECRWSS
Residential Customer