Lifelong Learning

Inside:
- STEAM Youth Summer Camp
- Career and Certification Training
- Continuing Education for Health Professionals (CEHP)
- Emeritus Program (for the 55+ student)
- High School Equivalency
- Language Academy

Summer registration starts March 23.
Register online at www.oakton.edu/conted
The Alliance for Lifelong Learning (ALL) offers continuing education for the following health professionals and paraprofessionals:

- Activity Directors
- Addiction Counselors
- Dietitians
- Domestic Violence Professionals
- Licensed Professional Counselors
- Marriage and Family Therapists
- Nursing Home Administrators
- Occupational Therapists
- Physical Therapists
- Psychologists
- Registered Nurses
- Respiratory Care Therapists
- Social Workers
- Speech-Language Pathologists/Audiologists
- Teachers
- X-ray Technicians

Oakton offers three ongoing educational programs for health professionals:

Program for Radiology Professionals (Fall and Spring)
Program for Mental Health Professionals (Fall and Spring)
Program for Activity Recreation Professionals (Fall, Spring, and Summer)

We can also design a custom program specifically for your association or workplace. Developed by Oakton continuing education consultants to meet your particular needs, a program can be held at your site, at Oakton Community College, a hotel conference room, or 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.

For a complete list of Oakton approved continuing education programs for health professionals and paraprofessionals, visit www.oakton.edu/conted.

For more information, email cehp@oakton.edu or call 847-635-1438.
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About the Alliance for Lifelong Learning (ALL)

Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 15,000 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 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

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 44 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.

High School Equivalency (formerly GED) prepares students who have not completed high school for the High School Equivalency Exam. The High School Equivalency 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 847.827.6176 (ext. 5739) or Adult Education at 847.635.1426.

Volunteers in Teaching Adults (VTTA) 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 dieters. For more information call 847.635.1438.

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

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

Put Your Passion to Work!
The Alliance for Lifelong Learning is looking for new course ideas and instructors who want to share their expertise. Send your ideas, a brief outline of your proposed class, and a short description of yourself to contedcourseproposal@oakton.edu.
Air Conditioning, Heating, and Refrigeration

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

INTRODUCTION TO 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.
AIR A06-C01, OC/DP, 7 Mon./Wed., 6/8, 5-10 pm CRN 50167

Arts

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

PAINTING I* Fee: $448
Gain a basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics, and color. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C01, OC/SK, 7 Mon.-Thu., 6/15, 10 am-12:55 pm CRN 50172

PAINTING II* Fee: $438
Course is a continuation of Painting I, focusing on personal approach. No media restrictions. Studio work outside of regular class time required. Prerequisite: Painting I (ART C33) or consent of instructor or department chair.
ART C34-C01, OC/SK, 7 Mon.-Thu., 6/15, 10 am-12:55 pm CRN 50173

CERAMICS I* Fee: $468
Examine techniques of hand-built and wheel-thrown ceramics, including decorating and glazing techniques, and understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C01, OC/DP, 7 Mon.-Thu., 6/15, 9:30 am-12:55 pm CRN 50174
ART C43-C02, OC/DP, 7 Mon.-Thu., 6/15, 6:30-9:25 pm CRN 50175

CERAMICS II* Fee: $468
A continuation of Ceramics I, explore ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing a personal visual language. Studio work outside of regular class time is required. Prerequisite: ART C43 or consent of instructor or department chair.
ART C44-C01, OC/DP, 7 Mon.-Thu., 6/15, 9:30 am-12:55 pm CRN 50176
ART C44-C02, OC/DP, 7 Mon.-Thu., 6/15, 6:30-9:25 pm CRN 50177

DRAWING I* Fee: $433
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Work from still life, live models, and outside subject matter and use pencil, charcoal, conté, ink, and pastels. Studio work outside of class is required.
ART C23-C01, OC/DP, 7 Mon.-Thu., 6/15, 9:30 am-12:15 pm CRN 50170
ART C24-C01, OC/DP, 7 Mon.-Thu., 6/15, 9:30 am-12:25 pm CRN 50171

DRAWING II* Fee: $433
A continuation of ART C23, focus on personal approach to media and subject matter. Studio work outside of class is required. Prerequisite: Drawing I (ART C23).
ART C24-C01, OC/DP, 7 Mon.-Thu., 6/15, 9:30 am-12:25 pm CRN 50171

ART HISTORY: RENAISSANCE TO MODERN* Fee: $505
Course is a comparative study of art as expression of human experience from Renaissance to modern 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 B92-C01, OC/DP, 7 Tue./Thu., 6/16, 12:30-3 pm CRN 50168

INTRODUCTION TO MUSEUM STUDIES* Fee: $408
Course examines the role of art museum curator. Content includes collection management and exhibit preparation, application of basic principles to other types of museums such as history, science, or nature. The Koehnline Museum of Art at the Des Plaines campus serves as the lab for the course.
ART C46-C01, OC/DP, 7 Mon.-Thu., 6/15, 1:30-4:40 pm CRN 50178
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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

INTRODUCTION TO BUSINESS* Fee: $488
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., 6/15, 9 am-12:15 pm CRN 50179

BUSINESS ETHICS* Fee: $408
Course 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/DP, 7 Tue./Thu., 6/16, 6-9:15 pm CRN 50180

Career and Certification Training

CPR RESCUE Fee: $35
Learn adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. The American Heart Association (AHA) Healthcare Provider BLS cards are available for an additional $7 each (charge is determined by the AHA). Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. Handouts are provided in the class and there is no additional charge for the handouts. No senior discount.
HEA E05-31, OC/DP, 1 Wed., 6/24, 6-9 pm CRN 50111

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.

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

BASIC KEYBOARDING (ONLINE)* Fee: $186
The beginning student will master proper keyboarding techniques and develop a minimum of 18 wpm speed and accuracy. 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 Doris Gronseth at 847-376-7055 or dgronset@oakton.edu.
COF A02-C01, 6/1-6/25 CRN 50181

Beginning/Introductory Computer Skills

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

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2016* Fee: $539
Gain an introduction to computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheething, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand the role and use of information systems in the business community, and for students interested in learning introductory “end user” computer skills. Recommended: high school algebra, pre-algebra, elementary algebra, or equivalent skills.
CPT A19-C01, OC/SK, 8 Mon./Wed., 6/8, 9 am-12:50 pm CRN 50189
CPT A19-C02, OC/DP, 8 Tue./Thu., 6/9, 6-9:50 pm CRN 50190

For more information, call 847.982.9888
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.

Business/Office Applications

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

DATABASE APPLICATION USING ACCESS: 2016* Fee: $458
Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop macros; and more.
COF A40-C01, Online, 6/8-7/30 CRN 50185

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 course!
DAT A14-31, OC/SK, 6 Mon., 6/1, 6-9 pm CRN 50100

INTRODUCTION TO MICROSOFT EXCEL Fee: $150
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases.
DPR A84-31, OC/SK, 4 Mon., 6/1, 6-9 pm CRN 50101

INTERMEDIATE MICROSOFT EXCEL Fee: $150
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.
DPR A85-31, OC/SK, 4 Mon., 7/6, 6-9 pm CRN 50102

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.
COF A35-C01, Online, 6/8-7/30 CRN 50184

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, 6/8-7/30 CRN 50186

PRESENTATION SOFTWARE USING POWERPOINT: 2016* Fee: $322
Learn to plan, compose, and create effective desktop presentations.
COF A30-C01, Online, 6/15-7/30 CRN 50183

COMPREHENSIVE WORD 2016 PROCESSING* Fee: $322
This course offers instruction in the use of Microsoft Word for creating, editing, and formatting a variety of personal and/or business documents. Through instruction and hands-on-application students create professional looking documents. Recommended: COF A10 or general knowledge of Windows; and the ability to key 20 wpm.
COF A25-C01, Online, 6/15-7/30 CRN 50182

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., 6/8, 6-9:50 pm CRN 50208

Design/AutoCAD

These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction. Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Joseph Cirone at 847-376-7612 or jcirone@oakton.edu.

BASIC AUTOCAD* Fee: Listed with section
The first of three courses in drafting and design using AutoCAD software, its content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting. Textbook may be required. Check with the bookstore.
DES A03-C01, OC/SK, 8 Tue./Thu., 6/9, 6-9:30 pm, $483 CRN 50191
DES A03-C02, Online, 6/15-7/30, $458 CRN 50192

Register online www.oakton.edu/conted
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 round—when the college is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer hours: Monday - Thursday, 7 a.m. - 9 p.m.

*Membership rates vary. No senior discount. For information, or to schedule personal training sessions, call 847-635-1839.*

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

Register with the Alliance for Lifelong Learning Office, Room 1420 (Des Plaines campus).
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
FIT P01-32, OC/DP, $159

**Four one-hour sessions by arrangement**
FIT P01-31, OC/DP, $159
FIT P01-32, OC/DP, $279

**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
FIT P02-32, OC/DP, $558

**Fitness Center Memberships**

**ONE SEMESTER MEMBERSHIPS**

*No senior discount.

- Non-Student: FIT B01-31, OC/DP, $95
- Alliance Student: FIT E01-31, OC/DP, $70
- Oakton Student: FIT F01-31, OC/DP, $60

**ANNUAL MEMBERSHIPS**

*No senior discount.

- Non-Student: FIT B02-31, OC/DP, $230
- Alliance Student: FIT E02-31, OC/DP, $180
- Oakton Student: FIT F02-31, OC/DP, $160

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**Electronics and Computer Technology**

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

**COMPUTER 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., 6/9, 6-9:30 pm CRN 50195

**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., 6/8, 6-9:30 pm CRN 50196

**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 July 23 to demonstrate practical skills from 12-2 p.m. in Room 1311 (Gym), Des Plaines campus.**

FIT B11-C01, Online, 6/15-7/30 CRN 50197

**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. Textbook might be required. Check with the bookstore.

FIT B28-C01, OC/DP, 8 Tue./Thu., 6/9, 4:30-5:45 pm CRN 50199
FIT B28-C02, OC/DP, 7 Mon./Tue./Thu., 6/15, 1-2:15 pm CRN 50198
Hints, Compiling Your Medical Family Tree, Genealogical Research: sources.

No senior discount.

with other records repositories, and learning where to find original paper
try.com in better ways, learning research strategies, acquainting yourself
to guide you in your genealogical research. Discover how to use Ances-
Learn several ways to get past relying on Ancestry.com shaky leaf hints
ANCESTRY.COM’S SHAKY LEAF HINTS                         Fee: $30

No senior discount.

and at local repositories.

effective in your research process by learning “how to think like a geneal-
gain advice on how to begin your project, and discover how to be more

BEGINNING GENEALOGY: A CRASH COURSE              Fee: $30

This course is the bundle option for: Beginning Genealogy: A Crash Course, Genealogical Research: Beyond Ancestry.com’s Shaky Leaf Hints, Compiling Your Medical Family Tree, Genealogical Research: Record Groups, and The Most Helpful Genealogy Tools You’ve Never Used. No senior discount.

GENEALOGICAL RECORD GROUPS                               Fee: $30

Gain an in-depth understanding of genealogical record groups including what information is provided on each record type, credible sources and how to research to find them. We’ll examine: Birth, Business, Cemetery, Census, Death, Directory, Immigration, Land, Marriage, Military, Naturalization, and Newspaper as well as Wills and Probate. No senior discount.

THE MOST HELPFUL GENEALOGY TOOLS YOU’VE NEVER USED                                           Fee: $30

Helpful to genealogists at all levels, discover a wealth of tools that can enhance your success. We’ll look at: genealogy apps, tools for organizing your paper, wikis, map tools, translation tools, research tools, creating presentations, preserving your family heirlooms, forensic genealogy tools and much more. No senior discount.

COMPILING YOUR MEDICAL FAMILY TREE                     Fee: $30

This important family research is easy and doesn’t require formal medical or genealogical training. Learn how to construct a medical family tree, and discover where to find family health information using traditional research methods along with today’s commercially available medical DNA test results. No senior discount.

GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS                                Fee: $30

Learn several ways to get past relying on Ancestry.com shaky leaf hints to guide you in your genealogical research. Discover how to use Ances-

MCH A10-C01, OC/SK, 8 Tue./Thu., 6/9, 6-8:50 pm                              CRN 50203

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 troubleshoo ing various production problems. Textbook might be required. Check with the bookstore.

MCH A10-C01, OC/SK, 8 Tue./Thu., 6/9, 6-8:50 pm                              CRN 50203

REGISTER EARLY!

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

Register online www.oakton.edu/conted  7
Nursing Assessment Exam

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 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. The HESI Nursing Entrance Exam is held at the Lee Building. No senior discount.

TES T02-31, OC/DP, 1 Thu., 8/6, 5-10 pm CRN 50165
TES T02-32, OC/DP, 1 Sat., 8/15, 9 am-2 pm CRN 50166

Photography

DIGITAL 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.-Thu., 6/15, 9:30 am-12:25 pm CRN 50169

Web Page/Web Site Design

(Also see Computer Courses)

BUILDING A WEB PAGE* Fee: $588
This course introduces theoretical and hands-on instruction on the processes needed to create customized and interactive web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a web page; guidelines of effective web presentation in designing a web page, and website organization. Supplemental lab work required. Recommended: Ability to use Internet and manage files and folders. 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 A04-C01, OC/DP, 8 Tue./Thu., 6/9, 6-9:50 pm CRN 50188

Writing

WRITING SHORT STORIES Fee: $160
What makes one batch of words “story” and another batch mere “stuff”? Everything you need to know about writing and publishing fiction – and just about any other kind of writing – is encompassed in the craft and art of short stories. This course, taught by a Nebula Award-winning author, provides the basics of writing publishable work, along with the how, where, and when for getting that work published in both print and digital media. No class 6/30.

COM E69-31, OC/SK, 8 Tue., 6/9, 7-9 pm CRN 50118
Train to become a real estate broker with Oakton’s 75-hour (previously 90-hour), state-approved,* pre-license broker course. Become your own boss, and with flexible work schedules, you don’t want to miss out on this training opportunity.

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 18 years or older (previously 21).

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

*Approved by the Illinois Department of Financial and Professional Regulation.

For more information about the course and textbook, contact Eleni Kontogeorgis at ekontoge@oakton.edu or 847-635-1414.

Are you a nursing assistant, phlebotomist, nurse, athletic trainer, or medical assistant? Make yourself more valuable to employers by learning to provide electrocardiogram (EKG) tests in this nine-week accelerated certification prep course.

**Program Overview**

• Accelerated nine-week program with hands-on practice  
• Certification included in the cost of the program

**Special note:** For students with both a Certified Nursing Assistant and Phlebotomy certification, you may be eligible to sit for both the EKG and Patient Care Technician (PCT) certifications at the end of this course.

Call 847-635-1414 to register for an upcoming information session.

Oakton Continuing Education, Training, and Workforce Development offers additional credentialing programs for various professionals that you can learn about. Visit www.oakton.edu/conted for more information.
Lifelong Learning for the 55+ Student

Join the Emeritus Experience! Participate in valuable learning experiences, build meaningful connections with peers, and engage with expert presenters and lecturers.

TRIPS & TOURS

What Happens in Vegas
Fee: $110

Fireside Theater in Fort Atkinson, WI
The Fireside will pay tribute to many of those legendary performers in an all-new live band show featuring Steve Watts and the celebrated Fireside Band. Frank Sinatra, Sammy Davis Jr., Judy Garland, Elvis Presley, Celine Dion, Elton John, Bette Midler, Cher, Lionel Ritchie, Diana Ross, Tony Bennett, Reba McEntire, and Lady Gaga are just a few of the great stars the Fireside will feature along with many others in the most spectacular band show yet. What happens in Vegas won't stay in Vegas. It will be on the stage of The Fireside Theatre. Transportation, lunch, and ticket included in the fee. Registration deadline: June 3.
SOC E53-91, PRPD, 1 Wed., 6/24, 8:30 am-6 pm CRN 50026

Spirit of Chicago Fireworks Cruise
Fee: $172

Enjoy dinner, music, dancing, and stunning skyline views. Near the end of your cruise, the sky will fill with spectacular displays of color and the thundering sounds of Navy Pier’s outstanding fireworks show. You’ll have incredible, unobstructed views whether you’re cruising on the lake or the river. Trip includes transportation, dinner, and fireworks display. Registration deadline: June 17.
SOC E88-91, PRPD, 1 Wed., 7/1, 4:30-11 pm CRN 50027

Off to the Races: Arlington Park
Fee: $108

Join us on race day as we dine and watch the races from the elegant International Room at Arlington Park. Trip includes a delicious buffet lunch, admission, and transportation. Registration deadline: July 21.
SOC T04-91, PRPD, 1 Thu., 8/6, 11:30 am-5 pm CRN 50028

Senior discount does not apply.
Cancellation Policy: A trip refund may be requested prior to the deadline date minus a $15 cancellation fee. Refunds are not issued after the deadline date.

Trips depart from the Park Ridge Centennial Activity Center
100 S. Western Ave. Park Ridge

Emeritus course offerings are listed through page 15. For more information, visit www.oakton.edu/conted or call 847-982-9888.
AARP Smart Driver Course

The AARP Smart Driver Course is the nation's first and largest refresher course for drivers age 50 and older. AARP Smart Driver Course has given millions of drivers the skills and tools they need to drive safely, allowing them to remain independent. Ninety-seven percent of participants change at least one form of driving behavior after completing the course. And the best part—there are no tests to pass—just useful information to keep drivers safe on the road.

**DRI E20-91, Monday and Tuesday, July 20 and 21, 9 a.m.-1 p.m., Skokie Campus   CRN 50006**

$20/AARP member or $25/Non-member. Fee is due to the instructor on the first day of class. This class is not available for pre-registration. Students must call 847-635-1414 to register. No senior discount.

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**EMERITUS CLASSES**

**DES PLAINES CAMPUS, 1600 East Golf Rd.**

**Beginning Conversational Spanish for 50+ Fee: $130**

Did you know that learning a new language can off-set cognitive losses as we age? Exercise your mind while learning to speak one of the fastest-growing languages in the world. Learn essential vocabulary and phrases with classmates and new friends, and begin communicating in Spanish.

**LSP E50-91, OC/DP, 8 Mon., 6/1-7/20, 10 am-12 pm   CRN 50013**

**Social Security Facts Fee: Free**

As you approach retirement, many of the decisions you make are final and irreversible. Are you confident you'll make the right ones? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. A $9 processing fee applies. No senior discount.

**FIN E39-92, OC/DP, 1 Thu., 7/16, 7-9 pm   CRN 50003**

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**SKOKIE CAMPUS, 7701 North Lincoln Ave.**

**Art**

**Sketching or Painting with Watercolor or Acrylic Fee: $146**

Create a masterpiece! American impressionist artist William Nelson walks students through every step, from sketching a subject to putting the final touches on a painting. Work in watercolor or acrylic paint on paper or canvas. All levels welcome.

**ART D07-91, OC/SK, 6 Wed., 5/20-6/24, 2:30-4:30 pm   CRN 50014**

**Painting in Oils or Acrylics Fee: $146**

Create a masterpiece! American impressionist artist William Nelson walks students through how to use color and form compositions to build confidence in your painting skills. All levels are welcome.

**ART C35-91, OC/SK, 6 Wed., 7/8-8/12, 2:30-4:30 pm   CRN 50015**

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**Cinematic Arts**

**Cinema and Place Fee: $156**

Setting has always played a huge role in the cinematic experience. Along with its importance to the story and plot, place and setting can also express atmosphere, tone, and theme. The settings in some films are so strong that they feel like another character. Join Francine J. Sanders, M.A., in Film Studies, for a look at eight international film gems that have an unforgettable sense of place. Under consideration: Beasts of the Southern Wild, Body Heat, Pather Panchali, Wings of Desire, Do the Right Thing, Lost in Translation, The Third Man, and Midnight in Paris.

**HUM C14-91, OC/SK, 8 Mon., 6/1-7/20, 1-4:15 pm   CRN 50022**

**Make 'Em Laugh Fee: $99**

Get an introduction to some of the funniest people of the 20th century, and how they became giants in their field, with Steven Frenzel. We'll spend sessions learning about and laughing with Jack Benny, Lucille Ball, Bob Hope, Johnny Carson, and Sid Caesar. Plus, there will be a class on the funniest women in the movies, covering many beloved favorites. No senior discount.

**HUM S96-91, OC/SK, 6 Tue., 6/2-7/7, 10:30 am-12 pm   CRN 50021**

**Denzel Washington: Film Legend Fee: $156**

For over three decades, Denzel Washington, recipient of AFI's 2019 Lifetime Achievement Award, has created unforgettable and compelling screen performances. His filmography includes a diverse range of genres with one constant: Washington always brings a unique passion and intensity to the characters he portrays—and his presence always elevates the film. Join film scholar Francine J. Sanders, M.A., to explore eight of his iconic films and key collaborations, including work with Spike Lee. Tentative lineup: Glory, Mississippi Masala, Malcolm X, Philadelphia, Devil in a Blue Dress, He Got Game, Flight, and Fences.

**HUM C31-91, OC/SK, 8 Wed., 6/3-7/22, 9:30 am-12:45 pm   CRN 50023**
Vive Le Cinema! The French New Wave  Fee: $156
In the late ’50s and early ’60s, a series of films exploded across theater screens, announcing something fresh and new in cinema. The French New Wave, or Nouvelle Vague, forever changed how filmmakers make movies and how audiences see them. Join Francine J. Sanders, M.A., for a look at the pioneers, groundbreaking films, as well as the historical/cultural context in which they emerged. Under consideration: The 400 Blows (Truffaut), Breathless (Godard), Hiroshima, Mon Amour (Resnais), Shoot the Piano Player (Truffaut), Contempt (Godard), La Pointe Courte (Varda), Les Bonnes Femmes (Chabrol), My Night at Maud’s (Rohmer), and Paris Belongs to Us (Rivette).
HUM E94-91, OC/SK, 8 Wed., 6/3-7/22, 1:30-4:45 pm CRN 50024

Current Events

International Week in Review  Fee: $120
Join George Lungu, M.A., Oakton professor of political science, for analysis and discussions centered on current international events and their domestic implications. No senior discount.
PSE B04-91, OC/SK, 6 Tue., 6/16-7/21, 1-2:30 pm CRN 50012

Discussion Groups

Foreign Policy Roundtable  Fee: $75
This summer, Oakton will have a Foreign Policy Roundtable (FPR) group led by Professor Gary Midkiff. Each two-hour meeting will focus on current foreign policy and foreign relations issues, working from an agenda and list of readings (links) provided to all participants in advance. Note: Dates for this course are as follows 5/20, 6/3, 7/1, 7/15, 8/5, 8/19. No class 6/17. No senior discount.
PSE C04-91, OC/SK, 6 Wed., 5/20-8/19, 1:30-3:30 pm CRN 50011

Finance

Social Security Facts  Fee: Free
As you approach retirement, many of the decisions you make are final and irreversible. Are you confident you’ll make the right ones? Social Security could pay out as much as $1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. A $9 processing fee applies. No senior discount.
FIN E39-91, OC/SK, 1 Mon., 7/13, 9:30-11:30 am CRN 50002

Health and Fitness

Tai Chi and Qigong (Chi Kung) I  Fee: $144
Qigong (Chi Kung), consisting of the two Chinese words Qi (Energy) and Gong (Work), is a general term used to describe Chinese exercise systems that include health/medical, martial (Tai Chi), and spiritual aspects. Learn movements and practices from health/medical Qigong and Tai Chi to improve breathing, balance, and circulation, reduce stress, increase bone density and regulate blood pressure. Instructor Mark Przybysz has practiced and taught Tai Chi and Qigong for 18 years and is a certified full instructor in Master Mantak Chia’s Universal Healing Tao system.
PED E30-91, OC/SK, 10 Mon., 6/1-8/3, 1:15-2:15 pm CRN 50004

Tai Chi & Qigong (Chi Kung) II  Fee: $144
Continue to build upon and practice the routines taught in Tai Chi & Qigong (Chi Kung) I while learning new movements. Additionally, learn to combine movement with meditation to create and experience “moving meditation,” which will improve and increase the physical and psychological benefits of these practices. Instructor Mark Przybysz has practiced and taught Tai Chi and Qigong for 18 years and is a certified full instructor in Master Mantak Chia’s Universal Healing Tao system. Prerequisite: Tai Chi & Qigong (Chi Kung) I or permission from the instructor.
PED E45-91, OC/SK, 10 Wed., 6/3-8/5, 1:15-2:15 pm CRN 50005

History and Philosophy

Tudor England  Fee: $68
In four sessions, Oakton professor Frances Mitilineos covers the reigns of Henry VII, Henry VIII, Mary I, and Elizabeth I. We will focus largely on religious wars, the emergence of the Church of England, and the Spanish Armada.
HIST 47-91, OC/SK, 4 Mon., 6/1-6/22, 11 am-2 pm CRN 50029

Church and State in the Modern Age  Fee: $156
What does it mean for a “state” to recognize a “religion”? Can a civil government be neutral in religious matters without actively imposing a secular, non-religious world view? These questions have consumed western societies since the 16th century Reformation split the unified “Christendom” of the medieval world into competing confessions. The questions persist today as growing numbers of people identify as non-religious, some even seeking “freedom from religion.” In this seminar with Joseph Harrington M.A., explore the 500-year evolution of relations between church and state, and between believers and non-believers.
HIS B07-91, OC/SK, 8 Mon., 6/1-7/20, 1-3 pm CRN 50025

The Unsettling World Views of Parmenides and Pythagoras  Fee: $109
At the birth of Western philosophy, the pre-Socratic Greek philosophers Parmenides and Pythagoras developed world views that remain startling—even deeply unsettling—to this day. Our contemporary views of reality, both in the sciences and the humanities, have descended from these ideas. Both philosophers raised profound questions about the ultimate nature of reality which we are still trying to answer. Join Douglas Gillette, M.A., M-Div., for a thrilling deep dive, ultimately into ourselves, as we try to orient within a mystery which eludes us!
PHL E41-91, OC/SK, 8 Mon., 6/1-7/20, 10 am-12 pm CRN 50017
The Really Big Questions:
A Three-Semester Series, Part II:
What Are We, Really, and the Place of the Universe “Within” Us?  
Fee: $109
In Part I, we looked at the cosmos, quantum physics, and the possibility of an Absolute Background. In Part II, we’ll review our exploration of the mysteries we encountered, tie up any loose ends, and move into the realm of our inner selves. We’ll adventure into issues such as the nature of consciousness, its relationship to the rest of reality, and the fascinating proposal that whatever the “outer” might be, it is experienced as “within.” Please join Emeritus teacher Douglas Gillette, M.A., M-Div., for a riveting exploration of the evocative and confounding nature of reality.
PHL E28-91, OC/SK, 8 Thu., 6/4-7/30, 10 am-12 pm  CRN 50018

Isaac Bashevis Singer:
A Crown of Feathers  
Fee: $100
Isaac Bashevis Singer, winner of the 1978 Nobel Prize in Literature, was one of the great storytellers of the twentieth century. The scope of his writing is wide, depicting the lost world of the vibrant Jewish community in Poland, as well as the difficulties of acculturation to America experienced by the Jewish refugees fleeing Europe, both before and after World War II. Emeritus literary instructor Richard Reeder will guide students through the twenty-four stories found in Singer’s, “The Crown of Feathers,” winner of the 1974 National Book Award.
HUM S99-91, OC/SK, 6 Thu., 6/18-7/23, 10-11:30 am  CRN 50019

Humanities

Motown: Music that Moved the World  
Fee: $78
In 1960’s Detroit, Motown Records produced hits as efficiently as the Ford Motor Company produced automobiles - 110 Top Ten hits to be exact. It was the sound of young America sung by performers like the Supremes, the Temptations, Marvin Gaye and Stevie Wonder. Using audio and visual content, trace this amazing journey with Gary Wenstrup; from the power soul of “Dancing in The Streets” and “I Heard It through the Grapevine,” to the psychedelic soul of “Cloud Nine” and “What’s Going On,” to the pop soul of the Jackson 5. The timeless music moved us then and moves us now.
No senior discount.
HUM S87-91, OC/SK, 2 Thu., 6/11-6/18, 10 am-12 pm  CRN 50020

Technology

Introduction to Computers  
Fee: $55
Computers bring the world to your doorstep, simplify day-to-day tasks, and connect you with the important people in your life. Learn about computer equipment and master basic computer skills in this four-week course. Surf the Internet, explore email, and develop word processing skills.
No senior discount.
DPR E01-91, OC/SK, 4 Wed., 6/3-6/24, 9-11 am  CRN 50010

Introduction to Computers: Beyond the Basics  
Fee: $55
Know the basics? Then take the next step to learn about computer equipment and master next-level computer skills. Surf the Internet safely, do more with email, and improve word processing skills.
No senior discount.
DPR E02-91, OC/SK, 4 Wed., 7/8-7/29, 9-11 am  CRN 50016

EMERITUS PASSAGES SEMINARS

The passages series is a humanities-based series covering topics on art, theater, music, and more.
Registration is by series only. Seating is limited. Senior discount does not apply.

PASSAGES MINI SERIES  
Fee: $50
Lectures meet on Tuesdays, 1-2:30 p.m., Room P103-104, Skokie campus. $40 in-district seniors age 60 and above.
HUM S09-91, OC/SK, 4 Tue., 6/9-6/30, 1-2:30 pm  CRN 50007

Tuesday, June 9
Bronzeville, Chicago – The Black Metropolis – The True Story
Join Angela Ford as she discusses Bronzeville, Chicago. Over half a million African Americans migrated from the Jim Crow South to a legally restricted neighborhood of Chicago and created the most successful Black neighborhood in American history. With a million dollars more in circulation than in Harlem, but 100,000 fewer people, it was a mystery as to why there was so much wealth in the only neighborhood where Black people were allowed to live in Chicago. An elite group of men known as “The Policy Kings” made possible 2,000 Black-owned businesses, three hospitals, six newspapers, and an airport.
Tuesday, June 16
Germany’s Liquid Bread - A Refreshing Look at the History of Beer!
This year’s 100th anniversary of Prohibition presents the perfect opportunity to harken back to the legendary history of a revolutionary beverage that changed the world: beer. Or more precisely, German beer! Once so essential to daily diets that it was referred to as liquid bread, German beer to this day is a source of great cultural and national pride. Join German historian Anette Isaacs, M.A., for a fascinating exploration into this iconic drink, including a look at the lucky German brewers who became Beer Barons in the U.S.
Tuesday, June 23
Fleetwood Mac: The Chain … Broken
Join Gary Wenstrup for a presentation on this modest blues band launched in the mid-1960s, how they achieved monumental success in the mid-1970s, and continue to make headlines today. Using interview and performance videos, we’ll trace the band’s career with a focus on their blockbuster album *Rumours* and the band’s classic line up of Stevie Nicks, Lindsay Buckingham, Christine McVie, John McVie, and Mick Fleetwood. It’s a fascinating journey of failed romantic relationships that fuel music of intensity and warmth. Fleetwood Mac is a soap opera set to music.

Tuesday, June 30
Ida Lupino
Join Francine J. Sanders, M.A., for a special tribute to this talented actress turned groundbreaking director. Ida Lupino (1918-1995) was a resourceful, bold, and beautiful actress who also left an indelible mark behind the camera. In her early career, Lupino played worldly, often tough characters. But in 1947, out of frustration over the lack of interesting roles for women, she left Warner Bros. and became a free agent—adding writing, producing and directing to her resume. Later she created her own production company, focusing on films with taboo subject matter. As director, producer, and actress, Lupino offered exciting alternatives to Hollywood studio fare.

PASSAGES SERIES I
Fee: $79
Lectures meet on Tuesdays, 1-2:30 p.m., Room P103-104, Skokie campus. $69 in-district seniors age 60 and above.
HUM S09-92, OC/SK, 7 Tue., 7/7-8/18, 1-2:30 pm CPRN 50008

Tuesday, July 7
America’s First Ladies: The Best, the Worst, and the Strangely Forgotten
America’s presidential spouses have often wielded great political influence, and they have always been subject to intense public scrutiny. But what makes it so difficult to be a great first lady? The role comes with no job description, no pay, and no written requirements. In this illustrated lecture, historian Leslie Goddard, Ph.D., explores which first ladies rank highest and lowest among historians and political scientists, who you think ranks best or worst, why some were vilified, and what the future might hold for this institution.

Tuesday, July 14
Chicago Disasters … and What We’ve Learned from Them
Join Greg Borzo as he discusses tales of disasters in the city of Chicago. Our fair city has seen more than its share of calamities, from fires to floods, riots to runaway trains, and plane crashes to shipwrecks. But some good has also come from these tragedies. What are the lessons learned for Chicago and the nation?

Tuesday, July 21
Hindsight in 2020: Why Universal Suffrage Has Been a Challenge
2020 marks the 100th anniversary of the 19th Amendment giving women the right to vote in all U.S. elections. Join historian Jeanne Schultz Angel to discuss how, since the Seneca Falls Convention of 1848, women promoted, persuaded, and often bravely fought for equal rights under U.S. law. The road to enfranchisement and equal rights has had many roadblocks and remains under construction through gerrymandering, voting access, and election tampering. Explore where we stand in 2020 and where we are going as we reflect on the history of universal suffrage.

Tuesday, July 28
Great Cons and Brilliant Heists in the Movies
Join us as Steven Frenzel shows film examples of how con artists deceive and how thieves scheme, in this fun look at the other side of the law. We’ll see the intricate planning and psychological manipulation that thieves and con artists use in such films as *House of Games*, *The Sting*, *Paper Moon*, *Mission Impossible*, *Ocean's Eleven*, and *The Thomas Crown Affair*.

Tuesday, August 4
Walt Disney
Born December 5, 1901, in Chicago, do you know who won twenty-two Academy Awards and was nominated a total of fifty-nine times? He also received four Emmy Awards and has several films included in the United States National Film Registry and in the Library of Congress as “culturally, historically, or aesthetically significant.” Join Tom Gergits, M.B.A., as he explores the man behind the mouse that started it all, Walter Elias Disney.

Tuesday, August 11
African American Suffragists and the Struggle for Inclusion
The suffrage movement focused on women gaining the right to vote. However, it was mostly fought separately along racial lines. White women shunned and marginalized African American women, which propelled them to form their own groups. Author, speaker, and educator, Michelle Duster explains the racial divisions that her great-grandmother, Ida B. Wells, and other suffragists experienced, and how African American women continue to struggle for inclusion today when it comes to documentation and commemorations of the movement.

Tuesday, August 18
Mamie Eisenhower: The Hostess in Chief
Join Ellie Carlson for a portrayal of Mamie Eisenhower. Mamie was America’s beloved first lady from 1953 until 1961. She was also an Army wife, mother, and grandmother. She even inspired her own color, Mamie Pink. Visit with Mamie as she relates her life as Ike’s wife, our first lady, and “just a good friend,” which is how she most wanted to be remembered.
THURSDAY SERIES
Fee: $115
Lectures meet on Thursdays, 1-2:30 p.m., Room P103-104, Skokie campus. $100 in-district seniors age 60 and above.
HUM S53-91, OC/SK, 8 Thu., 6/4-7/30, 1-2:30 pm CRN 50009

Thursday, June 4
American Foreign Policy in the Middle East and Elsewhere
With the upcoming elections, the various candidates’ positions on American policy in the Middle East and other parts of the world are worth discussion. This lecture will cover some of the major recent developments in the Middle East and other relevant regions—as well as the foreign policy positions of the candidates for the presidency. Join Toufic El Rassi as he covers some history of U.S. interventions and how that history affects the decisions and policies of the U.S. today.

Thursday, June 11
Germany 2020 – Understanding the Latest Developments
Almost 30 years after its unification, Germany is facing a challenging time. This past fall, three state elections in the former East Germany yielded upsetting results, revealing an unfortunate rift in political philosophies between East and West Germans. Add to that a somewhat flagging economy, woes with the aftermath of Brexit, the ever-present threat of Trump tariffs, and—not to forget—a political class lacking direction and a clear vision to move the country forward. Join German political scientist Anette Isaacs, M.A., for a discussion of the latest developments in Europe’s most populous country.

Thursday, June 18
Counter-Revolution in Bolivia: Its Roots and Results
The military coup that forced Evo Morales from power in Bolivia in November 2019 places in jeopardy one of the most important efforts at social change in decades. At the same time, it raises difficult questions about how to forge a democratic path to socialism. Join Peter Hudis, Ph.D., Oakton professor of philosophy and humanities, to discuss the prospects for Bolivia.

Thursday, June 25
The American Presidency and Foreign Policy
Join William Adler, Ph.D., to investigate the American presidency’s role in foreign policy, from the nation’s founding to the present. Particular attention will be paid to the founders’ arguments about the roles of the president versus that of Congress, and how they have or have not changed in the centuries since.

Thursday, July 2 - No Class
Thursday, July 9
The Belt and Road Initiative: The Emergence of a Chinese World Order
China’s new Silk Road economic belt, and its maritime counterpart, constitute the most ambitious infrastructure and investment initiative in history. Join George Lungu, M.A., Oakton professor of political science, in a discussion of the geopolitical and geoeconomic implications of this centerpiece of China’s grand strategy for the 21st century.

Thursday, July 16
Brexit: How Did it Occur and What Will be the Aftermath?
We will explore what forces led Britain to vote to leave the European Union as well as the twists and turns of the Brexit negotiations. Now that Brexit is looming nearer, we will examine the likeliness and possibilities of Britain’s different Brexit options. Join Julie Strauss, Ph.D., to delve into this sticky wicket of an issue.

Thursday, July 23
Human Extinction and International Politics
Risks facing the human species today range from the possibility of asteroid strikes to nuclear annihilation. In this lecture by Paul Poast, Ph.D., we’ll examine these threats and discuss why international cooperation between governments is necessary to address them (or avoid them).

Thursday, July 30
The Youth Vote and the Coming End of Polarization
Since 2004, young Americans have leaned Democrat in every national election, often by landslide margins. Now, a large bulge of millennial voters is making its way through the American demographic pyramid, already transforming the 30-44 demographic into a heavily Democratic one. How will this trend affect the future of American politics? David Faris, Ph.D., discusses whether the U.S. is on the verge of a cyclical realignment, as older voters are replaced with ideologically progressive young people. Could this portend the end of a nearly 40-year period in which the two parties have captured stable and nearly equal shares of the national vote?
All requests for refunds will require Alliance for Lifelong Learning managerial approval. No senior discount applies.

Horticulture

GET STARTED WITH ROSES  Fee: $40
A great course for the first-time rose grower or a refresher for the enthusiast, we will discuss general planting, pruning, protection, and care, along with examples of low-maintenance rose varieties suitable for the Chicago area. Instructor: Thomas Soulsby, senior horticulturist, Chicago Botanic Garden. Location: Classroom 4, Learning Center.
BOT G09-31, GARD, 1 Sat., 5/16, 8-10 am
CRN 50030

SUMMER GARDEN MAINTENANCE  Fee: $40
Proper watering, fertilizing, pruning, edging, deadheading, staking, and mulching practices make for a healthy, well-kept garden and landscape. Enjoy this hands-on opportunity to practice what you learn, so bring along a pair of pruners. Dress for the weather. Instructor: Tim Johnson, director of horticulture, Chicago Botanic Garden. Location: Classroom 4, Learning Center.
BOT E11-31, GARD, 1 Sun., 5/17, 1-3 pm
CRN 50104

COMMON WEED IDENTIFICATION AND CONTROL  Fee: $75
Weeds are a common problem in every landscape lawn and garden. Controlling them requires correct identification and treatment. Learn to identify common weeds and various control options available. Instructor: Mark Zampardo, Ph.D., horticulture educator. Location: Classroom 5, Learning Center.
BOT B03-31, GARD, 1 Mon., 5/18, 6-9 pm
CRN 50031

BONSAI BASICS  Fee: $40
Learn the horticulture, art, and philosophy of bonsai through its history, fundamental aesthetic elements, and basic styles. Learn about tools, wiring, soils, fertilizers, and year-round care. A walk to view part of the Garden's Bonsai Collection is included. Dress for the weather. Instructor: Chris Baker, curator of bonsai, Chicago Botanic Garden. Location: Plant Science Lab, Regenstein Center.
BOT E37-31, GARD, 1 Sun., 5/31, 11 am-1 pm
CRN 50105

NEW! PURPLE AND GOLD LEAFED PLANTS  Fee: $75
Add some pizzazz to your landscape with beautiful purple and gold-leafed plants that provide striking accents in the typically green-hued landscape. Discover concepts to inspire your home gardens. Dress for the weather. Instructor: Mark Zampardo, Ph.D., horticulture educator. Location: Linnaeus Room, Regenstein Center.
BOT E65-31, GARD, 1 Sat., 6/6, 9 am-12 pm
CRN 50032

GARDENING TECHNIQUES: SESSION D  Fee: $312
Learn tips and techniques used by professional gardeners. You'll acquire solid gardening skills, discover a variety of techniques, and determine best management practices. Gain skills in plant selection, perennial and annual care and maintenance, pruning techniques, tool maintenance, and identification and control of common weeds. Dress for the weather. A supply list will be sent. Instructor: Mark Zampardo, Ph.D., horticulture educator. Location: Classroom 5, Learning Center. No class 7/4.
BOT E51-31, GARD, 6 Sat., 6/20-8/1, 10:15 am-1:15 pm
CRN 50106

NEW! GARDENING FOR HUMMINGBIRDS Fee: $30
Learn about these special guests and how to attract them to gardens. We'll discuss migration, plant selection, eco-friendly gardening practices, nesting, supplemental feeding, and citizen science. Take home a plant hummingbirds love. Instructor: Pam Karlson, artist, certified professional gardener/garden design. Location: Classroom 4, Learning Center.
BOT E90-31, GARD, 1 Sat., 6/20, 10:30 am-12 pm
CRN 50033

Botanical Arts

BOTANICAL DRAWING 1  Fee: $374
Strong drawing is the cornerstone of botanical art. You will work in pencil, covering the fundamentals of proportions, line, tone, dimensionality, and expression. You will work from live specimens, flowers, seeds, and fruit. A supply list will be sent. Instructor: Marlene Hill Donnelly, scientific illustrator, The Field Museum. Location: Design Studio, Regenstein Center.
BOT E92-31, GARD, 8 Tue., 5/12-6/30, 6-9 pm
CRN 50034

MOSAIC WORKSHOP  Fee: $274
Pique assiette, or “broken plates,” is a folk art found in many cultures and popular today as a way to recycle china or broken heirlooms. Complete a unique mosaic from shards of china, ceramic, or glass. A supply list is given at the first class, but you can start collecting dishes now. Instructor: Bonnie Arkin, artist and designer. Location: Classroom 4, Learning Center.
BOT G43-31, GARD, 8 Thu., 5/14-7/2, 1:30-3:30 pm
CRN 50107

BOT G43-32, GARD, 8 Thu., 5/14-7/2, 7-9 pm
CRN 50108

COLORED PENCIL DRAWING COURSE  Fee: $349
Start with the fundamentals in dry and wet media of colored pencil. Develop your drawing skills using color value, intensity, and temperature. Learn dry applications, layering, washes, and color-mixing techniques working from live specimens. Demonstrations and individual instruction will be given. A supply list will be sent. Instructor: Claudia Lane, freelance artist. Location: Design Studio, Regenstein Center.
BOT G20-31, GARD, 6 Mon., 6/8-7/13, 6-9 pm
CRN 50109

Photography

GARDEN AND TRAVEL PHOTOGRAPHY  Fee: $299
The best souvenirs of your trip are often photographs of the buildings and gardens you visit. Learn how to create lead-lines in addition to using light, angle, and time of day to optimize your pictures. Classes will be held at the Botanic Garden and other locations. Dress for the weather. Working knowledge of your digital camera is required. Digital camera (no tablets or cell phones, please) and tripod strongly encouraged. Instructor: Jack Carlson, certified professional photographer. Location: Plant Science Lab, Regenstein Center.
BOT E20-31, GARD, 4 Wed., 5/20-6/10, 9 am-12 pm
CRN 50110

Wellness

LIVE SOUND MEDITATION  Fee: $25
Find a comfortable seat or bring a mat to lie down, close your eyes, and allow the singing bowls to interact with your body on a cellular level. These instruments are designed to pull your cells back into their optimal vibration allowing you to relax, release stress, and be rejuvenated. No special skills, abilities, or beliefs are required. Instructor: Jay Taylor, founder, Current Vibrations. Location: Classroom 1, Learning Center.
BOT G15-32, GARD, 1 Wed., 6/17, 7-8 pm
CRN 50035
Alliance for Lifelong Learning (ALL)
CONVERSATIONAL LANGUAGE ACADEMY

Do you want to travel the world and learn about new cultures? Speak to relatives, friends, or business partners in their language? Exercise your brain? Or, just learn a language for fun? Enroll in the new ALL Language Academy. Courses focus on conversation and cultural exploration, and follow guidelines of the American Council on the Teaching of Foreign Languages (ACTFL). A flexible structure enables students to self-select the level best suited to their needs and abilities.

**Level 1:** Beginner level courses focus on simple sentence structures, introductions and greetings, directions, common phrases, and uncomplicated exchanges. Basic cultural norms and etiquette are also discussed.

**Level 2:** Conversational instruction will focus on social interactions and predictable topics. Be able to respond to direct questions and simple requests for information. Learn more about the culture and standard protocols.

**Level 3:** Work toward forming genuine interpersonal exchanges. Topics will be related to self and family, work, daily activities, personal interests, travel vocabulary, immediate needs such as ordering food and making purchases.

**Level 4:** Participate actively in a large number of communicative tasks, both formal and informal. Discuss, in the target language, current events, public and personal interests, culture and history.

Conversational courses in several languages are offered at various locations. More advanced course levels will be held according to student interest and prior language experience. Textbooks, or other course materials, may be recommended for some language classes and their price is not included in the tuition.

All course time frames are 7 - 9 p.m. and meet once per week for eight weeks. Course Fee: $130

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>COURSE CODE</th>
<th>CRN</th>
<th>LOCATION</th>
<th>DAY</th>
<th>DATES</th>
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<tbody>
<tr>
<td>French 1</td>
<td>LAC FR1-31</td>
<td>CRN 50139</td>
<td>Des Plaines Campus</td>
<td>Wednesdays</td>
<td>June 10 - August 5 (no class 7/1)</td>
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<td>French 2</td>
<td>LAC FR2-31</td>
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<td>LAC GE2-31</td>
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<td>June 10 - August 5 (no class 7/1)</td>
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</table>

For more information, call 847.982.9888 or visit www.oakton.edu/conted.
English as a Second Language (ESL)

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

Free ESL Classes*

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

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

Course Information
• Students may be admitted until the registration cut-off date if space is available
• College-bound or advanced ESL students should call 847.635.1821 to see if they have sufficient English skills to take college classes.
• Children are not allowed in classes. Only registered students are allowed in classes.

Registration and Counseling
• 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 at registration and during testing.

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

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 32 percent of the adult education program is federally funded.

EVENING CLASSES
BEGINNING – ADVANCED ESL
Maryville Academy (Ziggy Building)
1150 North River Road, Des Plaines (Enter from Central Road)
Registration: Monday, June 29, 6-8:30 pm
Ongoing registration: Mondays, 6-8:30 pm until 7/13
Class meets: Monday and Wednesday, 6-8:30 pm
First class: Wednesday, July 1, 6-8:30 pm

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood
Registration: Tuesday, June 30, 6-8:45 pm
Ongoing registration: Tuesdays, 6-8:45 pm until 7/14
Class meets: Tuesday and Thursday, 6-8:45 pm
First class: Thursday, July 2, 6-8:45 pm

Niles Public Library
6960 W. Oakton Avenue, Niles
Registration: Tuesday, June 30, 6-8:45 pm
Ongoing registration: Tuesdays, 6-8:45 pm until 7/14
Class meets: Tuesday and Thursday, 6-8:45 pm
First class: Thursday, July 2, 6-8:45 pm

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

Required four-part training at the Skokie campus:
• Tuesday, June 23, 5-8:45 p.m.
• Thursday, June 25, 5-8:45 p.m.
• Wednesday, July 15, 6-9 p.m.
• Wednesday, July 22, 6-8:30 p.m.
7701 N. Lincoln Avenue, Skokie

For information about tutoring opportunities, contact the VITA office at 847-635-1426.
DAYTIME CLASSES

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston

Registration: Tuesday, June 30, 9:30 am-12:30 pm
Ongoing registration: Tuesdays, 9:30 am-12:30 pm until 7/14
Class meets: Tuesday and Friday, 9:30 am-12:30 pm
First class: Friday, July 3, 9:30 am-12:30 pm

Citizenship Education Classes

CITIZENSHIP EDUCATION  No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-101, DPL, 8 Mon., 7/6, 6-8:45 pm
Registration: Monday, 6/29, 6-8:45 pm
Ongoing registration: Mondays, 6-8:45 pm until 7/13
HIS A15-102, SKL, 8 Fri., 7/3, 6-8:45 pm
Registration: Friday, 6/26, 6-8:45 pm
Ongoing registration: Fridays, 6-8:45 pm until 7/10

Low-cost Tuition ESL Classes

General Description: Classes focus on meeting special needs or developing a specific skill. They supplement the free ESL classes. Classes are designed for students who are at an intermediate level.
Registration: Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. For more information, call 847.635.1426.

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

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

INTENSIVE ESL  Fee: $269 (30 sessions)
Classes meet three times each week and provide an opportunity for students at a high intermediate level to develop extensive language skills.
Pre-registration and placement test are required.
COM A19-101, OC/SK, Tue./Wed./Thu., 6/16, 12:40-3:20 pm
Registration: June 11, 12:40-3:20 pm; Last day to register: 6/11

TOEFL PREP SEMINAR  Fee: $179 (12 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, Tue./Thu., 6/30, 6:45-9:45 pm
Registration: Thu., 6/25, 6:45-9:45 pm; Last day to register: 6/30

CONVERSATIONAL ENGLISH PRACTICE  Fee: $159 (12 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, Mon./Wed., 7/6, 9 am-12 pm
Registration: Wed., 7/1, 9 am-12 pm; Last day to register: 7/1
COM A50-102, OC/SK, Mon./Wed., 7/6, 6:30-9:30 pm
Registration: Wed., 7/1, 6:30-9:30 pm; Last day to register: 7/1

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.

• Plan on attending both registration days.
• 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.

Students may enroll in the program if space permits and if volunteers are available to address students special needs.

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

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.

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 32 percent of the adult education program is federally funded.

DAYTIME CLASSES

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

Registration: Wednesday, June 24 and Monday, June 29, 9:30 am
Class meets: Monday and Wednesday, 9:30 am-12:30 pm
First class: Wednesday, July 1
Last day to register: Wednesday, July 8

Register online www.oakton.edu/conted 19
SATURDAY CLASSES
Skokie Public Library
5215 Oakton Street, Skokie
Registration: Saturday, August 1 and 8, 9 am
Class meets: Saturday, 9 am-12:30 pm
First class: Saturday, August 15
Oakton Community College
1600 E. Golf Road, Des Plaines
Registration: Saturday, August 8 and 15, 9 am
Class meets: Saturday, 9 am-12:30 pm
First class: Saturday, August 22

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.

- Plan on attending both registration days
- Students must be at least 17 years old and not enrolled in or intending to enroll in high school.
- Bridges students may not enroll in the Learn to Read Program

For more information, call 847.635.1426.

Students may enroll in the program if space permits and if volunteers are available to address students special needs.

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

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.

DAYTIME CLASSES
Oakton Community College: Reading
7701 North Lincoln Avenue, Room A211, Skokie
Registration: Thursday, June 25 and Tuesday, June 30, 9:30 a.m.-12:30 p.m
First class: Thursday, July 2
Last day to register: Thursday, July 9

Late Summer/Fall Classes

DAYTIME CLASS
Des Plaines Public Library
1501 Ellinwood, Des Plaines
Registration: Monday, August 17 and Wednesday, August 19, 9:15 am
Class meets: Monday and Wednesday, 9:15 am-12:15 pm
First class: Monday, August 24

EVENING CLASS
Oakton Community College
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Monday, August 17 and Wednesday, August 19, 6 pm
Class meets: Monday and Wednesday, 6-9 pm
First class: Monday, August 24

Evening Classes
Oakton Community College
7701 North Lincoln Avenue, Room B110, Skokie
Registration: Monday, August 24, 9 am
Class meets: Monday, Wednesday, 9:30 am-12:30 pm
First class: Wednesday, July 1
Last day to register: Wednesday, July 8

Late Spring/Early Summer
Oakton Community College: Intensive Reading
7701 N. Lincoln Avenue, Room A211, Skokie
Class meets: Monday, Tuesday, and Wednesday, 6:30-9:30 pm
Registration and first class: Tuesday, May 26, 6:30 pm
Last day to register: Monday, June 1

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.

For more information, call 847.982.9888

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.

July 1-August 24, 2020
Mondays and Wednesdays, 9:30 a.m. - 2:30 p.m.
Oakton Community College
Room A210, Skokie
High School Equivalency (GED®) 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.

High School Equivalency (Pre-GED and GED) Classes

GED stands for General Educational Development. Passing the GED Tests enables a student to earn a GED certificate. 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 847-635-1426 for more information.

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

Tutoring: Tutoring and computer skills training are available for HSE students on Tuesday and Thursday evenings, 6:30–9 p.m. at Oakton Community College in Skokie.

High School Equivalency (HSE) Placement Testing and Counseling

New students who want to begin their HSE test preparation classes in July 2020 must come to placement testing, counseling, and registration. Attendance is required. Students must arrive on time. The test will take four to six hours to complete.

Oakton Community College
7701 N. Lincoln Avenue, Skokie, Room TBA
Saturday, May 16 at 9:30 a.m.; Thursday, June 4 at 9:30 a.m.
Wednesday, June 24 at 9:30 a.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, 6 Tue., 7/7, 9 am-12:30 pm
EDU A02-34, OC/SK, 6 Thu., 7/9, 6-9:30 pm
EDU A02-35, ICCD, 8 Tue., 7/7, 12-3 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, 6 Mon., 7/6, 6-9:30 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 A07-33, OC/SK, 6 Wed., 7/8, 6-9:30 pm
EDU A07-34, OC/SK, 6 Wed., 7/8, 6-9:30 pm
EDU A07-35, OC/SK, 6 Thu., 7/9, 9 am-12:30 pm
EDU A07-36, OC/SK, 6 Thu., 7/9, 9 am-12:30 pm
EDU A07-37, ICCD, 8 Fri., 7/10, 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, 6 Tue., 7/7, 6:30-9:45 pm

GED MATH REVIEW
Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and word problems.
EDU A08-31, OC/SK, 6 Wed., 7/8, 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.
EDU A09-31, OC/SK, 6 Mon./Wed., 7/8, 6:15-9:45 pm
EDU A09-32, OC/SK, 7 Tue./Thu., 7/7, 9 am-12 pm
EDU A09-33, ECC, 7 Mon./Wed., 7/6, 9:30 am-12:30 pm

CONSTITUTION REVIEW (GED LEVEL) Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-31, OC/SK, 6 Tue., 7/7, 6-9:30 pm

GED SCIENCE/SOCIAL STUDIES REVIEW Fee: $4.50 ($47)
Prepare students for the Science/Social Studies portion of the GED Tests.
EDU A18-31, OC/SK, 6 Thu., 7/9, 6-9:30 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL) Fee: $10 ($98)
Preparation in all four areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language.
EDU A11-35, OC/SK, 6 Tue./Thu., 7/9, 6:15-9:45 pm

Evening High School

General Information: Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School.
• Smaller class sizes allow for more individualized instruction
• Held two times each 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
• Taught at Maine South High School

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 (beginning the second week of August). During daytime hours, call Tim Pappageorge at Maine West 847-827-6176 (ext. 5739) or the Adult Education Department at 847-635-1426.

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

Register online www.oakton.edu/conted
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 and Skokie campuses, or other convenient venues.

**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/workforce, email workforcesolutions@oakton.edu, or call 847.635.1447.
Online Learning
with Continuing Education and Education To Go (ed2go)

Learn from anywhere. Start any month!

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 34. 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.

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.

For more information, visit www.ed2go.com/oakton.all
Mastery of Business Fundamentals Fee: $129
Interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? Then this course is for you. Learn about motivating and leading employees, organizing resources for employees, budgeting and managing costs, business law, and more. By the end of this course students will understand the significance of strategic planning and know how external and internal environmental factors affect an organization.

Career and Certification Training

Administrative Assistant Fundamentals Fee: $129
Rapid growth in the health, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine.

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

Become a Veterinary Assistant II: Canine Reproduction Fee: $129
Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

Become a Veterinary Assistant III: Practical Skills Fee: $129
Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.

Communication

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

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

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

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.

Computer Courses

Introduction to 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, hypertext 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
Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Versions available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

Intermediate Microsoft Access Fee: $129

Intermediate Microsoft Word Fee: $129
Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Versions available: Microsoft Word or Office 2007, 2010, 2013, and 2016. Not suitable for Macintosh users.

Introduction to Microsoft Project Fee: $129
Discover how to effectively plan, implement, and control projects using Microsoft Project. 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.
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
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 EXCEL Fee: $129

INTERMEDIATE MICROSOFT EXCEL Fee: $129
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR 284) 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
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.

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 repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Windows XP or newer.

Programming
INTRODUCTION TO JAVA PROGRAMMING Fee: $129
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. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.

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).

For more information, visit www.ed2go.com/oakton.all
INTRODUCTION TO C# PROGRAMMING  Fee: $129
Learn the fundamentals of computer programming with C#, the in-demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.

INTRODUCTION TO 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.

Entrepreneurship

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

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

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.

STARTING A NONPROFIT  Fee: $129
Learn from an industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit startup that you can put to immediate use.

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

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 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 PC or Mac.

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.

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.

Languages

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.

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

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.

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!

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

Management and Supervision

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.

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.

SIX SIGMA: TOTAL QUALITY APPLICATIONS  Fee: $129
Students will learn the Six Sigma set of techniques and tools for process improvement. They will understand how to apply DMAIC model to define, plan, implement, and close a Six Sigma project; how to use process capability and apply lean thinking. They will understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help them prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager Exams offered by the American Society for Quality® (ASQ®).

PROJECT MANAGEMENT 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®).

PROJECT MANAGEMENT APPLICATIONS  Fee: $129
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Learn about earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.

Marketing and Sales

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

For more information, visit www.ed2go.com/oakton.all
BUSINESS AND MARKETING WRITING  Fee: $129
Did you know that the greatest stumbling block to career advancement is often the lack of strong writing skills? From engineering to education, marketing to the arts, all industries require their employees to communicate effectively. In this course you will acquire the skills to write better memos, reports, letters and resumes. Basic grammar, composition and style will be reviewed.

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

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

Medical Office Technology

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 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 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. If you would like to prepare for the certification, call 847.635.1889 for information.

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 class, 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).

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.

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.

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.

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.

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.

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

Photography

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.

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.

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.

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

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

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.

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 avoidance 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

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.

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.

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.

For more information, visit www.ed2go.com/oakton.all
PERINATAL ISSUES
This is a multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD
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
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.

UNDERSTANDING THE CLOUD
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.

USING SOCIAL MEDIA IN BUSINESS
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
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
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.

Test Preparation

GMAT PREPARATION

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

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

Tips, Tools, and Strategies for Teachers

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

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

TEACHING STUDENTS WITH LEARNING DISABILITIES
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.

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

TEACHING MATH: GRADES 4-6
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.
TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS

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

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES

Fee: $129
Si
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.

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 STRATEGIES: 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 stay 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.

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.

Web Page/Website Design

CREATING WORDPRESS WEBSITES I

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 WEBSITES II

Fee: $129
Create and manage dynamic websites and blogs without any technical coding skill using WordPress. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website 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.

SINGAPORE MATH STRATEGIES: 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.

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.

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. Prerequisite: Creating Web Pages (DPR A78) or equivalent HTML experience. Requirements: Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as 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.

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.

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

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 website achieve the highest possible rankings with major search engines. Recommended: Completion of the “Creating Web Pages” course or equivalent HTML experience.

Writing

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

ROMANCE WRITING  Fee: $129
Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more. Learn the skills you need to write a romance novel that will make readers swoon—whether you’re a new or experienced writer.

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.

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.

MAKING MONEY FROM YOUR WRITING  Fee: $129
You really can make money as a writer. Explore dozens of ways to establish a sometime, part-time, or full-time career in the field. Filled with practical information rarely taught in writing classes, course includes methods for working faster, receiving fewer rejections, and boosting your earnings.

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.

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.

For more information, visit www.ed2go.com/oakton.all
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Sales Training Suite
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Save when you bundle Intro. to Java Programming and Intermediate Java Programming.

Basic Computer Skills Suite
Save when you bundle Keyboarding, Computer Skills for the Workplace, and Introduction to PC Troubleshooting.

Grant Writing Value Suite
Save when you bundle A to Z Grant Writing, Advanced Grant Proposal Writing, and Becoming a Grant Writing Consultant.

Leadership Suite
Save when you bundle Achieving Success with Difficult People, Leadership, Building Teams that Work, and Skills for Making Great Decisions.

Soft Skills Suite
Save when you bundle Achieving Success with Difficult People, Interpersonal Communication, Skills for Making Great Decisions, and Individual Excellence.

Web Design Value Suite
Save when you bundle Creating Web Pages, Intro. to CSS3 and HTML5, and Intro. to JavaScript.

Administrative Assistant Suite
Save when you bundle Administrative Assistant Fundamentals, Administrative Assistant Applications, and Effective Business Writing.

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For more courses and pricing, visit www.ed2go.com/oakton.all. Questions? Email Ed2Go@Oakton.edu.
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- 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.
Call 847-635-1414 to register for the next CareerStep information session webinar.

**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.
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Workplace Law Essentials

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Business and Marketing Writing
Effective Business Writing
Fundamentals of Technical Writing
How to Make Money from Your Writing
Introduction to Internet Writing Markets
Research Methods for Writers
The Craft of Magazine Writing
The Keys to Effective Editing
Write Effective Web Content
Writing and Editing Value Suite

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Achieving Success with Difficult People
Individual Excellence
Interpersonal Communication
Keys to Effective Communication
Mastering Public Speaking
Presentation Skills Suite
Skills for Making Great Decisions

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Marketing Your Business on the Internet
Publish and Sell Your E-Books
Small Business Marketing on a Shoestring
Start and Operate Your Own Home-Based Business
Start Your Own Small Business
Starting a Consulting Practice

FOREIGN LANGUAGE LEARNING
Speed Spanish I, II, or III
Speed Spanish Series
Beginning Conversational French
Instant Italian

GRANT WRITING AND NON PROFIT
Get Grants!
Grant Proposal Writing
Grant Writing Suite
Grant Writing A to Z
Marketing Your Nonprofit
Nonprofit Fundraising
Nonprofit Management
Starting a Nonprofit

TEACHER TRAINING
Common Core Standards in English K-5
New! Content Literacy: Grades 6-12
Creating Classroom Centers
Creating a Classroom Website
Creating the Inclusive Classroom: Strategies for Success
The Creative Classroom
Differentiated Instruction in the Classroom
Differentiated Instruction and Response to Intervention Connection
Differentiating K-12 Assessments
Empowering Students with Disabilities
New! Enhancing Language Development in Childhood
Grammar for ESL
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
New! Homeschool with Success
Integrating Technology in the Classroom

CAREER EXPLORATION
Explore a Career as a Paralegal
Explore a Career as a Pharmacy Technician
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career in Nursing

Register online www.oakton.edu/conted 35
When school is out, STEAM is in!

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. Don’t miss out on these diverse, academic youth programs.

Register early and save! Early Bird registration is due by May 28.

STEAM Youth course offerings are listed through page 38. To register, fill out the form on pages 39-40.
Classes meet Monday - Thursday, morning and afternoon. Early Bird (EB) registration postmarked by May 28. Lunch is not provided.

JUNE 15 - 18

New! Gross Biology
Brains, boogers, and burps, oh my! If it’s icky, we’re getting our hands on it during this camp session. Make a mess, play in the “dirt,” and get gooey, all while learning about the science of gross. Measure, mix, stir, and combine your way to icky, sticky creations that you get to take home.
9 a.m.-12 p.m. EB $139: KDE S82-01 [CRN 50044] $159: KDE S82-02 [CRN 50045]

JUNE 22 - 25

Wearable Technology and Soft Computing
Combine your designs and crafting techniques with coding, circuitry, electronics and Arduino™ programming to create personalized accessories. Campers will get to design and keep their wearable creations, experiment with soft electronics materials, and build an organic battery sculpture. Tuition includes the cost of materials.
9 a.m.-12 p.m. EB $139: KDE S20-01 [CRN 50048] $159: KDE S20-02 [CRN 50049]

JUNE 29 - JULY 2

Minecraft Modders
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Students must own a Java version of Minecraft to access their projects at home.
9 a.m.-12 p.m. EB $139: KDE S10-03 [CRN 50042] $159: KDE S10-04 [CRN 50043]

JULY 13 - 16

Adventures in 3D Printing
Join the revolution in 3D printing and be a part of the future now. Learn how it is used in engineering design, home building, and even the medical field. You will print figures to use in an engineering experiment. Take home all of your printed creations.
9 a.m.-12 p.m. EB $139: KDE S09-01 [CRN 50064] $159: KDE S09-02 [CRN 50065]

New! Webpage Design
Fonts, backgrounds, and colors, oh my! What elements will you build into your website? What images will you include? Use HTML elements to write your website’s code, build a structure, and map out the design.
1-4 p.m. EB $139: KDE S45-01 [CRN 50090] $159: KDE S45-02 [CRN 50091]
Classes meet Monday - Thursday, morning and afternoon. Early Bird (EB) registration postmarked by May 28. Lunch is not provided.

### JUNE 15 - 18

#### Wearable Technology and Soft Computing
Combine your designs and crafting techniques with coding, circuitry, electronics and Arduino™ programming to create personalized accessories. Campers will get to design and keep their wearable creations, experiment with soft electronics materials, and build an organic battery sculpture. Tuition includes the cost of materials.

9 a.m.-12 p.m.   EB $154: KDE S38-01 [CRN 50036]   $174: KDE S38-02 [CRN 50037]

#### YouTube Creations
Discover how to cut and edit raw video, including creating title pages, music, special effects and transitions, before posting your video on YouTube. Students are encouraged to bring a recording device and cables such as an iPad or Smartphone to class each day.

1-4 p.m.   EB $139: KID S10-01 [CRN 50040]   $159: KID S10-02 [CRN 50041]

### JUNE 22 - 25

#### New! Gross Biology
Brains, boogers, and burps, oh my! If it’s icky, we’re getting our hands on it during this camp session. Make a mess, play in the “dirt,” and get gooey, all while learning about the science of gross. Measure, mix, stir, and combine your way to icky, sticky creations that you get to take home.

9 a.m.-12 p.m.   EB $159: KDE S82-03 [CRN 50046]   $174: KDE S82-04 [CRN 50047]

#### CSI Forensics Camp
Lift prints from surfaces, cast impressions of footprints, or analyze fluid spatter just like the professionals do. Learn the secrets of how Crime Scene Investigators uncover hidden evidence and get hands-on experience with these forensic science techniques and more!

1-4 p.m.   EB $139: KDE S20-03 [CRN 50050]   $159: KDE S20-04 [CRN 50051]

### JUNE 29 - JULY 2

#### Adventures in 3D Printing
Join the revolution in 3D printing and be a part of the future now. Learn how it is used in engineering design, home building, and even the medical field. You will print figures to use in an engineering experiment. Take home all of your printed creations.

9 a.m.-12 p.m.   EB $139: KID S26-01 [CRN 50052]   $159: KID S26-02 [CRN 50053]

#### Animation Station
Have you ever watched your favorite animated TV show or movies and wonder how they are made? In this class, you’ll study the animation process from beginning to end. Form production teams and take your ideas from concept to storyboard to character design, and animation.

1-4 p.m.   EB $139: KDE S35-01 [CRN 50056]   $159: KDE S35-02 [CRN 50057]

### JULY 13 - 16

#### Minecraft Modders
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Students must own a Java version of Minecraft to access their projects at home.

9 a.m.-12 p.m.   EB $139: KID U06-03 [CRN 50062]   $159: KID U06-04 [CRN 50063]

#### New! Code Breakers
Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS, through a series of projects and design challenges. Whether you want to be a Silicon Valley CEO or the high school student who just made $1M for programming at home, this course has the essentials you need to begin your journey.

1-4 p.m.   EB $139: KDE S09-03 [CRN 50066]   $159: KDE S09-04 [CRN 50067]

### JULY 20 - 23

#### New! Build Your Own AI
Have you ever wondered how Artificial Intelligence (AI) bots work exactly? Here’s your chance to build your own AI! Using Natural Language Processing (NLP), teach your bot specific phrases and watch it learn to adapt from there. Savvy designers can even plant Easter Eggs.

9 a.m.-12 p.m.   EB $139: KDE S87-01 [CRN 50068]   $159: KDE S87-02 [CRN 50069]

#### Programming with Python™
Python is one of the hottest programming languages around today. Take advantage of the easy-to-read style of coding while picking up on one of the most popular languages today. For all levels of coders.

1-4 p.m.   EB $139: KDE S16-01 [CRN 50072]   $159: KDE S16-02 [CRN 50073]

### JULY 27 - 30

#### New! Make Your First 3D Video Game
In this Black Rocket classic, you will go well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling.

9 a.m.-12 p.m.   EB $139: KID U04-03 [CRN 50078]   $159: KID U04-04 [CRN 50079]

#### New! eSports Apprentice - Streamers and Gamers
Whether you want to be the next pro gamer, streamer, or game caster, this course will teach you the basics to get started! eSports is the fastest-growing career for the next generation. Develop game-play skills and compete using Black Rocket’s eSports games and apps, learn how to produce commentary for live tournaments, use professional streaming software, and practice online safety. Student recordings will be available on a password-protected website to share with friends and family. Videos will not be broadcast publicly but will be shared with students in the class.

1-4 p.m.   EB $139: KID S14-03 [CRN 50082]   $159: KID S14-04 [CRN 50083]

### AUGUST 3 - 6

#### Virtual Reality: The Future is Now
Explore the world through virtual reality. Design your own immersive world, add characters, play games, and bring actions to life through coding and basic computer skills. Campers will need to bring a mobile device to class every day. Tuition includes the cost of VR headset.

9 a.m.-12 p.m.   EB $154: KDE S12-01 [CRN 50084]   $174: KDE S12-02 [CRN 50085]

#### New! Webpage Design
Fonts, backgrounds, and colors, oh my! What elements will you build into your website? What images will you include? Use HTML elements to write your website’s code, build a structure, and map out the design.

1-4 p.m.   EB $139: KID S45-01 [CRN 50088]   $159: KID S45-02 [CRN 50089]

### AUGUST 10 - 13

#### New! Sports Science
Here you’ll learn the connections between science and competitive gameplay. What does math have to do with basketball? How can your knowledge of geometry affect your soccer game? Test your athletic reflexes, apply Newton’s Laws of Motion, or consider the angles in your throw, for this camp that brings STEM from theory to play.

9 a.m.-12 p.m.   EB $139: KDE S65-03 [CRN 50094]   $159: KDE S65-04 [CRN 50095]

#### Great Escape
Have you always wanted to design your very own escape room? Here, you’ll get to work in teams to create a back story, design the room, and write the clues to confound the other campers! Will they be able to meet your challenge?

1-4 p.m.   EB $139: KID S15-03 [CRN 50098]   $159: KID S15-04 [CRN 50099]
STEAM Youth Program Registration Form
Alliance for Lifelong Learning (ALL)

Three 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

Student and Parent Information (Please Print)

<table>
<thead>
<tr>
<th>Student Name (First, Last)</th>
<th>Student Date of Birth</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Name (First, Last)</td>
<td>Phone</td>
<td>Emergency Phone</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
<td>State/Zip</td>
</tr>
</tbody>
</table>

Demographic Information of Student (This information is requested solely to comply with Federal laws)

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

2. Are you from one or more of the following racial groups? (Select all that apply).  
   □ American Indian or Alaska Native  
   □ Asian  
   □ Black or African American  
   □ Native Hawaiian or Other Pacific Islander  
   □ White  
   □ Choose Not to Respond

3. Please identify your primary racial/ethnic group. (Select one).  
   □ American Indian or Alaska Native  
   □ Asian  
   □ Black or African American  
   □ Hispanic or Latino  
   □ Native Hawaiian or Other Pacific Islander  
   □ White  
   □ Choose Not to Respond

4. Are you in the United States on a Visa – Nonresident Alien?  
   □ Yes in the United States on a Visa.  
   □ Not in the United States on a Visa. Provide Home Country of Origin: _________________________________

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 ______________________________________________

Information and Consent

Age Recommendations and Lunch: If your child's age is just under or over 8 to 12, please contact us at 847-982-9888 for special consideration. Lunch is not provided. Students should bring their own lunch and snacks. Full-day programs will break for lunch at noon. Students registered for a half-day morning and afternoon program on the same day will be supervised by a staff member during the lunch hour between programs.

Tuition and Fees: Payment is due at the time of registration. Each registration form must include a $9 registration fee.

Cancellation/Refunds: Full tuition will be refunded (minus the $9 registration fee) if notification is received at least five business days prior to the first class session. A $15 fee will be charged for cancellations. No refunds will be issued for requests received less than five business days before the start of class. If Oakton cancels a program, registrants receive a full refund.

Photo Release: Oakton Community College may use images of participants in the youth program for promotional and educational purposes. Please initial if you do not grant permission for possible photos and video to be taken of your child participating in the program. Initial ______

Activity Agreement: The undersigned further agrees to forever release and discharge the college, its officers, agents, trustees, and employees against all claims for losses, damages, judgments, expenses, and liabilities which the undersigned or participant may have as a result of participation in the activity. In case of a medical emergency during the course of the activity, the undersigned hereby authorizes any local hospital, doctor, licensed medical practitioner, or emergency personnel, to take whatever action necessary to address the medical emergency. The undersigned certifies that the participant has health insurance coverage and the agrees that in the event medical treatment is rendered, said insurance shall be considered primary. If any provision of the agreement or part thereof is ruled unenforceable by a court of competent jurisdiction, the remainder of the agreement shall be in full force and effect. I have read, understand, and agree to the above.

_________________________________________  
Parent Name (First, Last)  
_________________________________________  
Parent Signature  
_________________________________________  
Date

See next page for course selection
### DES PLAINES CAMPUS

#### MORNING, 9 a.m. - 12 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Early Bird Fee</th>
<th>CRN</th>
<th>Regular Fee</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>New! Gross Biology</td>
<td>6/15 – 6/18</td>
<td>□ EB $139 [CRN 50044] or □ $159 [CRN 50045]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minecraft Modders</td>
<td>6/29 – 7/2</td>
<td>□ EB $139 [CRN 50060] or □ $159 [CRN 50061]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adventures in 3D Printing</td>
<td>7/13 – 7/16</td>
<td>□ EB $139 [CRN 50054] or □ $159 [CRN 50055]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Make Your First 3D Video Game</td>
<td>7/20 – 7/23</td>
<td>□ EB $139 [CRN 50076] or □ $159 [CRN 50077]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Build Your Own AI</td>
<td>7/27 – 7/30</td>
<td>□ EB $139 [CRN 50070] or □ $159 [CRN 50071]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Sports Science</td>
<td>8/3 – 8/6</td>
<td>□ EB $139 [CRN 50092] or □ $159 [CRN 50093]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Reality: The Future is Now</td>
<td>8/10 – 8/13</td>
<td>□ EB $154 [CRN 50086] or □ $174 [CRN 50087]</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

#### AFTERNOON, 1 - 4 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Early Bird Fee</th>
<th>CRN</th>
<th>Regular Fee</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI Forensics Camp</td>
<td>6/15 – 6/18</td>
<td>□ EB $139 [CRN 50048] or □ $159 [CRN 50049]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YouTube Creations</td>
<td>6/22 – 6/25</td>
<td>□ EB $139 [CRN 50042] or □ $159 [CRN 50043]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Code Breakers</td>
<td>6/29 – 7/2</td>
<td>□ EB $139 [CRN 50064] or □ $159 [CRN 50065]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animation Station</td>
<td>7/13 – 7/16</td>
<td>□ EB $139 [CRN 50058] or □ $159 [CRN 50059]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! eSports Apprentice - Streamers and Gamers</td>
<td>7/20 – 7/23</td>
<td>□ EB $139 [CRN 50080] or □ $159 [CRN 50081]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programming with Python™</td>
<td>7/27 – 7/30</td>
<td>□ EB $139 [CRN 50074] or □ $159 [CRN 50075]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Escape</td>
<td>8/3 – 8/6</td>
<td>□ EB $139 [CRN 50096] or □ $159 [CRN 50097]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Webpage Design</td>
<td>8/10 – 8/13</td>
<td>□ EB $139 [CRN 50090] or □ $159 [CRN 50091]</td>
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### SKOKIE CAMPUS

#### MORNING, 9 a.m. - 12 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Early Bird Fee</th>
<th>CRN</th>
<th>Regular Fee</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventures in 3D Printing</td>
<td>6/29 – 7/2</td>
<td>□ EB $139 [CRN 50052] or □ $159 [CRN 50053]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minecraft Modders</td>
<td>7/13 – 7/16</td>
<td>□ EB $139 [CRN 50062] or □ $159 [CRN 50063]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Build Your Own A.I.</td>
<td>7/20 – 7/23</td>
<td>□ EB $139 [CRN 50068] or □ $159 [CRN 50069]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Make Your First 3D Video Game</td>
<td>7/27 – 7/30</td>
<td>□ EB $139 [CRN 50078] or □ $159 [CRN 50079]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Reality: The Future is Now</td>
<td>8/3 – 8/6</td>
<td>□ EB $154 [CRN 50084] or □ $174 [CRN 50085]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Sports Science</td>
<td>8/10 – 8/13</td>
<td>□ EB $139 [CRN 50094] or □ $159 [CRN 50095]</td>
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</tbody>
</table>

#### AFTERNOON, 1 - 4 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Early Bird Fee</th>
<th>CRN</th>
<th>Regular Fee</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>YouTube Creations</td>
<td>6/15 – 6/18</td>
<td>□ EB $139 [CRN 50040] or □ $159 [CRN 50041]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSI Forensics Camp</td>
<td>6/22 – 6/25</td>
<td>□ EB $139 [CRN 50050] or □ $159 [CRN 50051]</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Animation Station</td>
<td>6/29 – 7/2</td>
<td>□ EB $139 [CRN 50056] or □ $159 [CRN 50057]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! Code Breakers</td>
<td>7/13 – 7/16</td>
<td>□ EB $139 [CRN 50066] or □ $159 [CRN 50067]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programming with Python™</td>
<td>7/20 – 7/23</td>
<td>□ EB $139 [CRN 50072] or □ $159 [CRN 50073]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New! eSports Apprentice - Streamers and Gamers</td>
<td>7/27 – 7/30</td>
<td>□ EB $139 [CRN 50082] or □ $159 [CRN 50083]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Escape</td>
<td>8/3 – 8/6</td>
<td>□ EB $139 [CRN 50088] or □ $159 [CRN 50089]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $__________
Processing fee: $9.00
Total: $__________

Check the box of each class for which you are registering. Early Bird (EB) registration is due by May 28, 2020.
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.

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

Oakton Community College
District 535, 847.635.1600
Joianne L. Smith, Ph.D., President

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Martha Burns, Vice Chair
Paul Kotowski, J.D., Secretary
Gail Bush, Ph.D.
William Stafford
Marie Lynn Toussaint, J.D.
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Adisa Ozegovic, Student Trustee

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District 219, 847.626.3000

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Jill Manrique, Vice President
Joseph Nowik, Secretary
James Specker, Secretary Pro Temp
Naema Abraham
Rebecca Abraham
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Oakton Community College
CONTINUING EDUCATION
AND TRAINING
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Marc Battista, Associate Vice President for Workforce Education/Dean of Business and Career Programs
Robyn Bailey, Director of Operations and Administration
Ruben Howard II, Ph.D., Director of Workforce Development and Strategic Partnerships

The Alliance for Lifelong Learning is an educational partnership among Oakton Community College, Evanston, Glenbrook, Maine, and Niles, and Northfield Township High Schools.
**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, High School Equivalency (formerly GED) and High School completion classes, which enroll younger students in accordance with each program's specific age requirements.

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

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

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

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

**Residency (In-District Senior Citizens)** - Residents of Oakton’s district who are 60 years or older are eligible to receive a senior discount on tuition (unless otherwise indicated). In-district seniors (60+) who register for an Alliance class on or after July 7, 2014 are eligible for a 15 percent tuition discount. In-district seniors who registered before that date will continue to receive a 50 percent discount where applicable. Proof of age and in-district residency must be provided in-person prior to registration. Acceptable documentation includes: a valid Illinois driver’s license or Illinois state ID, or two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the college.

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

**Enrollment Verification** - The Alliance does not send confirmation of enrollment. To verify enrollment, go to www.oakton.edu/conted 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.
### 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>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
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<td></td>
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</tbody>
</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>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Student Status</th>
<th>□ New</th>
<th>□ Readmit</th>
<th>□ Hold</th>
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</thead>
<tbody>
<tr>
<td></td>
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</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>
<td></td>
<td></td>
</tr>
</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
   - [ ] Native Hawaiian or Other Pacific Islander
   - [ ] White
   - [ ] Choose Not to Respond
4. Are you in the United States on a Visa – Nonresident Alien?

### Part D: Course Information

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

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Site</th>
<th>Date</th>
<th>Initials</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Registration Received: ____________________________

Registration Processed: ____________________________

Payment Processed: ____________________________

Student Status: □ New □ Readmit □ Hold

Update: □ Name □ Address □ Phone □ Email

Senior Status: □ Prior to 7/7/14 □ After 7/7/14

Register online 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](http://www.oakton.edu).

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

Oakton Community College, 1600 E. Golf Road, Des Plaines, IL 60016, and 7701 N. Lincoln Avenue, Skokie, IL 60077, serves the residents of Des Plaines*, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect*, Niles, Northbrook, Northfield, Park Ridge, Rosemont*, Skokie, Wilmette, and Winnetka with college transfer, vocational-technical, continuing education, basic studies, and community service programs. For information, call 847-635-1700 (Des Plaines) or 847-635-1400 (Skokie).

*Oakton serves a portion of these communities. Contact the Enrollment Center at 847-635-1700 for exact in-district addresses.
Commercial Driver’s License (CDL) Training and Certification Program

Get on the Road to a New Career in Less Than Two Months

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

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

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

**Highlights**

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

**Job Outlook**

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

**Registration Prerequisites**

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

WIOA approved. Program operated in partnership with Viking Driving School. For more information, call 847.635.1414.

I am grateful to the Oakton program and feel blessed for getting a second chance with my life. I enjoy operating under my own authority and like helping other new drivers learn the techniques I have learned from Oakton and Schneider National, Inc.

– Demetrius C.
Alliance for Lifelong Learning (ALL)
CONVERSATIONAL LANGUAGE ACADEMY

Do you want to travel the world and learn about new cultures? Speak to relatives, friends, or business partners in their language? Exercise your brain? Or, just learn a language for fun?

Enroll in the new ALL Language Academy. Courses focus on conversation and cultural exploration, and follow guidelines of the American Council on the Teaching of Foreign Languages (ACTFL). A flexible structure enables students to self-select the level best suited to their needs and abilities.

For more information, see page 17.