

Continuing Education

Noncredit Classes

FALL 2014 SCHEDULE



Medical Administrative Assistant training (see page 35)

Fall registration starts July 7. Register online at www.oakton.edu/conted.

ECRWSS
Postal Customer

1600 East Golf Road, Des Plaines, Illinois 60016-1268



AL Continuing Education

Noncredit Classes

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**Do you already have an Oakton
degree or certificate?
If so, you're an alum!**

To learn more about the Alumni Association and join our mailing list, visit us at www.oakton.edu/alumni.



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Tuition and Fees*

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

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

Processing Fee - Registrants will be charged an \$8 non-refundable processing fee at the time of registration. However, students who register online at Oakton's Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or by fax will be charged an \$8 fee with each registration form.

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

Refund Policy - If a student wishes to drop a class, a 100 percent tuition refund minus a \$10 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session.

No refunds will be issued for requests received less than five business days before the start of class unless authorized at the discretion of the Alliance administrators.

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

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.

General Information

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

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

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 e-mail, text message, or voicemail alerts at my.oakton.edu. Instructions are on the Home tab.

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

Students with Disabilities - The Access and Disability Resource Center provides accommodations and services to college able students with documented disabilities. For information, call 847-635-1759 (Room 2400 Des Plaines campus)

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

Registration

ONLINE

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

BY MAIL

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

BY FAX (for credit card payment only)

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

IN PERSON – Walk-in Registration

- Complete a registration form at the Alliance for Lifelong Learning office.
- Pay by cash, check or credit card (MasterCard, Visa, or Discover)
- For more information call 847-982-9888.

No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.

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

WALK-IN REGISTRATION SITES:

High School Locations: mid-September thru mid-June

Niles North, 847-673-6773 Maine East, 847-825-3435
 Glenbrook South, 847-486-4713 Evanston, 847-424-7620

Office hours vary. Call each site for specifics.

New hours for Oakton Community College Campuses:

Monday-Thursday, 8:15 a.m.-7 p.m.

Friday, 8:15 a.m.-5 p.m.

Saturday, 9 a.m.-12 p.m.

Registration for online courses offered through Ed2go

Online classes offered through Ed2go can be easily identified by the -300, -301, -302, or -303 in their course code, and the word "online" in the information line (e.g., LSP B09-303, online, 8/17-10/7)

To register for an Ed2go online class you need to complete Steps 1 and 2 below:

1. Register with Oakton's Alliance for Lifelong Learning. You may register online, by mail, by fax or in person, as shown above.
2. Complete an Enrollment Process at the Online Instruction Center.

This process should be completed for every online course you are taking. Note: The User ID and the Password that you use for *myOakton* won't work there. You must create a separate account specifically for the Online Instruction Center. Please follow these instructions:

- Go to Online Instruction Center at www.ed2go.com/oakton.all
- Select the course category and subcategory on the left side of the screen
- Select the course you would like to take and click "Enroll Now"
- If you are a New Student (have never taken classes via ed2go) - Create an Account
- If you are a Returning Student (already have an account with ed2go) - Sign In
- New Students: Fill out the Student Profile page
- Select Payment Option:
 If you have already paid for the course with Oakton, select "Already Paid"
 If you haven't paid for the course, select "Purchase Course" to receive payment instructions.

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

Technical Requirements:

- Internet access, e-mail, and Internet Explorer, Firefox, or Google Chrome Web browser.
- Adobe Flash Player and Adobe Reader (download for free from www.adobe.com/downloads).
- Specific software requirements are listed with course descriptions.

HOW TO READ NONCREDIT COURSE LISTINGS

BUS B34-01, Niles N, 7 Wed., 10/1, 7-10 pm, Daniel CRN

Course Number	Location	Day of the week	Time	Instructor	Course Reference Number
Section Number	Number of meetings	Start date			

- For location information, see site map on page 60.
- Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
- The Course Reference Number is used for Web registration.

Time for something
NEW!



New fall noncredit classes:

Drawing for the Absolute Beginner (Online).....page 9
Six Sigma: Total Quality Applications (Online)...page 10
Keys to Effective Communication (Online)page 12
Leadership (Online).....page 40
Romance Writing (Online)page 46
Business and Marketing Writing (Online).....page 46
Writing for Children (Online).....page 46
Math Refresher (Online).....page 40
Skills for Making Great Decisions (Online)page 13
Tailgate Food 101.....page 21
Teaching High School Students (Online).....page 43
A Day in the Shade.....page 27
Preparing Your Lawn for Fall.....page 27
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OAKTON STEM PROGRAMS FOR YOUTH



Oakton: it's not just for college students anymore! Students in grades 4 - 12 can give their **science, technology, engineering, and math** skills a workout with a range of engaging, fun-filled camps and classes throughout the year. For more information about what's coming up this fall, visit www.oakton.edu/conted/find_classes/youth or call Karra Wells at 847.635.1425.

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

Oakton Community College
District 535, 847-635-1600
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 Patricia Harada, *Secretary*
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 Kyle Frank
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Oakton Community College
CONTINUING EDUCATION AND TRAINING
 Merrill Irving Jr., Ed.D., *Associate Vice President for Continuing Education, Training and Workforce Development*
 Robyn Bailey, *Director of Operations and Administration*
 Colette Hands, Ph.D., *Director of Workforce Development and Corporate Training*

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 36,000 people register for adult education courses at the College. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

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

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

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 60 to pinpoint specific class sites. *Everyone is welcome to attend any class at any location.*

Continuing Education Courses offer a vast selection of special interest topics and hands-on experiences in Business, Career and Certification Training, Computer Courses, Exercise and Fitness, Healthy Living Topics, Home and Garden, Languages, Online Classes, and Tech Trends. For more information call 847.982.9888.

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

Evening High School assists residents of Niles and Maine Townships in completing their high school education. For more information, call Tim Pappageorge at 847-825-4484 or Adult Education at 847-635-1426. Glenbrook residents must contact Frank Santa, Principal of Glenbrook Evening High School, 847.486.4465.

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

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

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

Continuing Education for Health Professionals (CEHP) provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language, Psychologists, Pathologists, Audiologists, and Dieticians. For more information call 847.635.1447.

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

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

Put Your Passion to Work!

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

Oakton Community College
Alliance for Lifelong Learning – Attention: New Classes
 P.O. Box 367, Skokie, IL 60077

Fall 2014 Noncredit Classes

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Accounting

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

ATTENTION CPAs: Some courses under the Accounting, Business and Computer headings may qualify for CPE credit. Call 847-635-1808 for information regarding CPE credit.

ACCOUNTING FUNDAMENTALS I **Fee: \$119** (ONLINE) **In-district seniors: \$80**

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

ACC A08-300, 8/20-10/10/14 CRN 60122
ACC A08-301, 9/17-11/7 CRN 60123
ACC A08-302, 10/15-12/5 CRN 60124
ACC A08-303, 11/12-1/2 CRN 60125

ACCOUNTING WITH SAGE 50: PART I (ONLINE)* **Fee: \$153**

An introduction to Sage 50 software (formerly known as Peachtree). Includes setting up companies, entering payables, writing checks, entering sales, collecting receivables, tracking inventory, processing payroll, generating reports, entering journal entries and creating financial statements. **Recommended:** Completion of "Principles of Financial Accounting" or basic accounting knowledge.

ACC A12-C01, 8/25-10/5 CRN 60847

ACCOUNTING WITH SAGE 50: PART II (ONLINE)* **Fee: \$153**

Covers intermediate applications of Sage 50 software (formerly known as Peachtree). Includes new company setup, time tracking, account reconciliations, customizing forms, importing/exporting data, and performing all transactions to complete the accounting cycle for both service and merchandising businesses. **Recommended:** Completion of "Principles of Financial Accounting" or basic accounting knowledge.

ACC A16-C01, 10/6-11/16 CRN 60883

QUICKBOOKS COMPREHENSIVE* **Fee: \$310**

Prepare for the QuickBooks ProAdvisor Exam. Content in first eight weeks includes basic functions such as sales, receivables, purchases, payables, inventory, bank reconciliations, sales taxes, and payroll. Content in second eight weeks includes cleaning up errors, fixing the data necessary for tax returns, and troubleshooting financial reports. Previous experience with QuickBooks not required. **Recommended:** Completion of the "Principles of Financial Accounting" and basic computer skills.

ACC A15-C01, OC/SK, 16 Mon., 8/25, 6:30-9:20 pm CRN 60876

ACCOUNTING WITH QUICKBOOKS I* **Fee: \$113**

Introduces QuickBooks software, including setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.

ACC A02-C01, OC/SK, 8 Tue., 8/26, 6-7:50 pm CRN 60718
ACC A02-C02, OC/DP, 5 Fri., 9/19, 9 am-12 pm CRN 60731
ACC A02-C03, OC/DP, 8 Wed., 10/22, 6-7:50 pm CRN 60733

ACCOUNTING WITH QUICKBOOKS I (ONLINE) **Fee: \$119** **In-district seniors: \$80**

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.

ACC A02-300, 8/20-10/10/14 CRN 60118
ACC A02-301, 9/17-11/7 CRN 60119
ACC A02-302, 10/15-12/5 CRN 60120
ACC A02-303, 11/12-1/2 CRN 60121

ACCOUNTING WITH QUICKBOOKS II* **Fee: \$113**

Covers intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assume previous experience with payables; receivables and financial statements.

Recommended: ACC A02 or previous experience with QuickBooks.

ACC A06-C01, OC/DP, 5 Thu., 10/30, 6-9 pm CRN 60762

MICROSOFT EXCEL FOR ACCOUNTANTS* **Fee: \$113**

Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the "Financial Accounting" course or basic accounting knowledge recommended. Textbook available in the Oakton's bookstore.

ACC A03-C01, OC/SK, 8 Tue., 8/26, 8-9:50 pm CRN 60745
ACC A03-C02, OC/DP, 8 Wed., 10/22, 8-9:50 pm CRN 60754

PAYROLL TAX ACCOUNTING* **Fee: \$103**

Covers practical applications of payroll tax laws and requirements. Includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. **Required textbook** (approx. \$100) available in the bookstore.

ACC A04-C01, OC/DP, 4 Sat., 11/8, 9 am-12:40 pm CRN 60759

PERFORMING PAYROLL IN QUICKBOOKS **Fee: \$119** (ONLINE) **In-district seniors: \$80**

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

ACC A11-300, 8/20-10/10/14 CRN 60126
ACC A11-301, 9/17-11/7 CRN 60127
ACC A11-302, 10/15-12/5 CRN 60128
ACC A11-303, 11/12-1/2 CRN 60129

*Course may also be taken for college credit.

ACCOUNTING SYSTEMS AND PROCEDURES* Fee: \$310

Learn to work with accounting systems to maintain the books and prepare financial statements. Content includes preparation of source documents, flowcharts, journal entries, adjusting entries, general ledgers, subsidiary ledgers, bank reconciliations, depreciation schedules, payroll records, and financial statements, including the statement of cash flows. Course uses Microsoft Excel and QuickBooks. Prior experience with software not required

ACC A17-C01, OC/DP, 16 Wed., 8/27, 6:30-9:20 pm CRN 60877
ACC A17-C02, OC/SK, 16 Thu., 8/28, 6:30-9:20 pm CRN 60879

IRS ENROLLED AGENT EXAM PREPARATION COURSE* Fee: \$413

Prepare for IRS Enrolled Agent exam. Focus on tax theory and its application in different areas and situations, and covers taxation of individuals, sole proprietorships, partnerships, corporations, fiduciaries, estates, trusts, and gifts. Learn how to analyze and answer test questions and take simulated tests. Open to all students—whether or not they are taking the exam. **Recommended:** completion of “Income Tax Accounting” and “Advanced Tax Accounting” or equivalent tax experience.

ACC A07-C01, OC/DP, 16 Sat., 8/30, 8:30 am-12:10 pm CRN 60781

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: \$453

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

AIR A06-C01, OC/DP, 16 Mon., 8/25, 9 am-1:30 pm CRN 60882
AIR A06-C02, OC/DP, 16 Tue., 8/26, 5-10:30 pm CRN 61024
AIR A06-C03, OC/DP, 16 Thu., 8/28, 5-10:30 pm CRN 61025

AIR CONDITIONING I* Fee: \$453

Covers basic principles of residential heating systems, including proper installation, service, and safety procedures. Focus on combustion process and consumer safety.

AIR A07-C01, OC/DP, 16 Mon., 8/25, 5-10:30 pm CRN 61026
AIR A07-C02, OC/DP, 16 Wed., 8/27, 5-10:30 pm CRN 61027

SHEET METAL LAYOUT AND FABRICATION* Fee: \$453

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

AIR A01-C01, OC/DP, 16 Thu., 8/28, 5-10 pm CRN 60880

EPA SECTION 608 CERTIFICATION* Fee: \$103

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

AIR A08-C01, OC/DP, 4 Thu., 11/13, 1-4:20 pm CRN 61028
AIR A08-C02, OC/DP, 4 Wed., 11/19, 5-8:50 pm CRN 61029

RESIDENTIAL HOT WATER BOILERS AND HYDRONICS TECHNOLOGY Fee: \$310

Covers conventional and modern residential hydronics systems, focusing on near boiler piping, accessories, zoning operations, proper sizing of heat emitting components, baseboards, and piping.

Prerequisite: AIR A01 and AIR A02 or consent of department chair.
AIR A03-C01, OC/DP, 16 Mon., 8/25, 6-8:50 pm CRN 60881

LOW PRESSURE STEAM BOILERS AND OPERATION* Fee: \$310

Covers low pressure steam boilers and principles of boiler operation, including complete boiler setup from Feed water systems to boiler and piping layout and assembly combustion accessories, steam accessories, and draft control. Focus is on boiler room operation and safety. Workbook used in conjunction with chapter information and exercises.

AIR A13-C01, OC/DP, 16 Mon., 8/25, 6-8:50 pm CRN 61036

COMMERCIAL REFRIGERATION SYSTEMS* Fee: \$453

Covers entire refrigeration cycle, from compressor discharge to compressor suction, for low, medium, and high pressure refrigeration systems. Includes various types of refrigeration systems medium and low pressure temperature and their proper installations product to be cooled, desired temperature to be maintained, humidity conditions, problems involving system balance and component capacity, and use of heat load charts. Students required to provide their own basic tools.

AIR A09-C01, OC/DP, 16 Fri., 8/29, 5-10:30 pm CRN 61030

ADVANCED AUTOMATIC CONTROLS* Fee: \$433

Covers advanced automatic controls used presently in high-efficiency furnaces, including electronic ignition systems, generic sequence of automatic controls, and ladder-type wiring diagrams.

AIR A10-C01, OC/DP, 16 Tue., 8/26, 5-10:30 pm CRN 61031
AIR A10-C02, OC/DP, 16 Wed., 8/27, 12 - 4:50 pm CRN 61032
AIR A10-C03, OC/DP, 16 Thu., 8/28, 5-10:30 pm CRN 61033

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS* Fee: \$453

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

AIR A11-C01, OC/DP, 16 Mon., 8/25, 5-10:30 pm CRN 61034
AIR A11-C02, OC/DP, 16 Fri., 8/29, 12-4:50 pm CRN 61035

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: \$350

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

ART C33-C01, OC/SK, 16 Tue./Thu., 8/26, 6:30 -9:10 pm CRN 61041
ART C33-C02, OC/DP 16 Tue./Thu., 8/26, 6:30 -9:10 pm CRN 61042
ART C33-C03, OC/SK, 16 Tue./Thu., 8/26, 10 am-12:40 pm CRN 61043
ART C33-C04, OC/DP 16 Fri., 8/29, 10 am-3:30 pm CRN 61044

*Course may also be taken for college credit.

ADVANCED PAINTING***Fee: \$340**

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

ART C34-C01, OC/DP, 16 Tue./Thu., 8/26, 1-3:40 pm CRN 61045
ART C34-C02, OC/DP, 16 Tue./Thu., 8/26, 6:30-9:10 pm CRN 61046

CERAMICS I***Fee: \$370**

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

ART C43-C01, OC/DP, 16 Mon./Wed., 8/25, 1:30 - 4:10 pm CRN 61047
ART C43-C02, OC/DP, Mon./Wed., 8/25, 9:30 am -12:10 pm CRN 61048
ART C43-C03, OC/DP, 16 Tue./Thu., 8/26, 9:30 - 9:10 pm CRN 61049
ART C43-C04, OC/DP, 16 Sat., 8/30, 9:30 am - 2:50 pm CRN 61050

CERAMICS**Fee: \$175**

Study the foundations of ceramics. Learn and practice basic hand-building and pottery techniques. Small class allows individual attention while others complete projects. All skill levels are invited! Instructor is an accomplished artist whose work has been featured in a number of exhibitions and galleries. Low-fire clay, glazes, and class materials are included in the cost of tuition. **No class 11/11/14.**

ART C06-01, MAINE E, 8 Tue., 9/23, 6:30-9:30 pm, Fehrenbach CRN 60035
ART C06-02, MAINE E, 8 Thu., 9/25, 6:30-9:30 pm, Fehrenbach CRN 60036

CERAMICS II***Fee: \$370**

A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time is required. **Prerequisite:** ART C43 or consent of instructor or department chair.

ART C44-C01, OC/DP, 16 Tue./Thu., 8/26, 1 - 3:30 pm CRN 61051

DRAWING I***Fee: \$335**

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

ART C23-C01, OC/DP, 16 Mon./Wed., 8/25, 10 am-12:40 pm CRN 61037
ART C23-C02, OC/SK, 16 Mon./Wed., 8/25, 9:30am-12:10 pm CRN 61038
ART C23-C03, OC/SK, 16 Tue./Thu., 8/26, 1-3:40 pm CRN 61039
ART C23-C04, OC/DP, 16 Sat., 8/30, 9:30 am-2:50 pm CRN 61040

DRAWING STUDIO: LEVEL 1**Fee: \$150**

Beginning instruction in basic drawing media. Still life and figurative study, including life drawing, also are presented.

ART B02-01, NILES N, 8 Wed., 10/1, 7-9:30 pm, Kantz CRN 60071

New!**DRAWING FOR THE ABSOLUTE BEGINNER (ONLINE)****Fee: \$119**
In-district seniors: \$80

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! Learn the many tools of the trade - from paper types and drawing styles, to the basic principles of perspective, layout, lighting, and space - and discover how to best get in touch with your right brain through developing your creativity.

ART C09-300, 8/20-10/10/14 CRN 60142
ART C09-301, 9/17-11/7 CRN 60143
ART C09-302, 10/15-12/5 CRN 60144
ART C09-303, 11/12-1/2 CRN 60145

DRAWING AND WATERCOLOR PAINTING**Fee: \$150**

Use color and form compositions to build confidence in your painting skills. **No class 11/11/14.**

ART C19-01, OC/DP, 8 Tue., 9/23, 7-9:30 pm, Nelson CRN 60002

FASHION DESIGN: SKETCHING AND PATTERN MAKING**Fee: \$150**

If fashion is your passion, develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, and learn about fabric choices and pattern manipulation. Note: while not a sewing class, instructor will provide advice about how to turn a pattern into a wearable piece. Material fee of \$20 (does not include the cost of fabric) payable at first session. Course taught by Aneta Takeva, teacher, artist, and owner of Aneta Art Classes.

HEC B09-01, MAINE E, 6 Tue., 9/23, 6:30-9 pm, Takeva CRN 60082

STONE SCULPTURE WORKSHOPS:**ALL LEVELS****Fee: \$175**

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

ART T08-01, HART, 10 Mon., 9/15, 9:30 am-12:30 pm, Brower CRN 60065
ART T08-02, HART, 10 Wed., 9/17, 9:30 am-12:30 pm, Brower CRN 60066

DIGITAL SCRAPBOOKING**Fee: \$119****(ONLINE)****In-district seniors: \$80**

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

ART C59-300, 8/20-10/10/14 CRN 60146
ART C59-301, 9/17-11/7 CRN 60147
ART C59-302, 10/15-12/5 CRN 60148
ART C59-303, 11/12-1/2 CRN 60149

Automobile Repair**AUTOMOBILE REPAIR****Fee: \$185**

A course for adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards. **No class 9/25, 10/9, 11/11/14.**

TEC C14-01, ETHS, 10 Tue., 9/9, 6:30-9:30 pm, Wylie CRN 60045
TEC C14-02, ETHS, 10 Thu., 9/11, 6:30-9:30 pm, Wylie CRN 60117

Business

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

BUSINESS FINANCE FOR NON-FINANCIAL PERSONNEL (ONLINE)**Fee: \$119**
In-district seniors: \$80

Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, course reviews how money flows through a typical business. Whether you're an employee, sales executive, supervisor, or manager, you'll gain an understanding of basic financial information and use it to make decisions that have a positive impact on your company's bottom line.

BUB A41-300, 8/20-10/10/14 CRN 60195
BUB A41-301, 9/17-11/7 CRN 60196
BUB A41-302, 10/15-12/5 CRN 60197
BUB A41-303, 11/12-1/2 CRN 60198

INTRODUCTION TO BUSINESS ANALYSIS (ONLINE)

Fee: \$119
In-district seniors: \$80

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

BUS A16-300, 8/20-10/10/14	CRN 60283
BUS A16-301, 9/17-11/7	CRN 60284
BUS A16-302, 10/15-12/5	CRN 60285
BUS A16-303, 11/12-1/2	CRN 60286

BUSINESS ETHICS*

Fee: \$310

Investigate moral issues that 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, 16 Mon., 8/25, 6:30-9:20 pm	CRN 61066
BUS A41-C02, OC/SK, 10 Sat., 10/4, 9 a.m.- 1:15 pm	CRN 61067

INTRODUCTION TO BUSINESS*

Fee: \$310

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.

BUS A01-C01, OC/DP, 13 Tue., 9/16, 6:30-10 pm (supplemental lab work required)	CRN 61062
BUS A01-C02, OC/DP, 12 Mon./Wed., 9/22, 4:30-6 pm (supplemental lab work required)	CRN 61063
BUS A01-C03, OC/SK, 12 Tue., 9/23, 4:15-6 pm (hybrid section)	CRN 61064
BUS A01-C04, OC/DP, 12 Wed., 9/24, 6-9:20 pm (supplemental lab work required)	CRN 61065

New!

SIXSIGMA: TOTAL QUALITY APPLICATIONS (ONLINE)

Fee: \$119
In-district seniors: \$80

Learn how to define, plan, implement, and close a Six Sigma project to achieve the highest possible quality in any business. Understand the DMAIC (define, measure, analyze, improve, and control) model and its use, and discover the power of lean thinking. Prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager Exams offered by the American Society for Quality® (ASQ®).

BUB A69-300, 8/20-10/10/14	CRN 60259
BUB A69-301, 9/17-11/7	CRN 60260
BUB A69-302, 10/15-12/5	CRN 60261
BUB A69-303, 11/12-1/2	CRN 60262

Career and Certification Training

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE)

Fee: \$119
In-district seniors: \$80

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

BUB A42-300, 8/20-10/10/14	CRN 60203
BUB A42-301, 9/17-11/7	CRN 60204
BUB A42-302, 10/15-12/5	CRN 60205
BUB A42-303, 11/12-1/2	CRN 60206

Commercial Food Equipment Repair Technician Training

Online: Start any time, progress at your own speed.

- Endorsed by the Commercial Food Equipment Service Association (CFESA)
- Guaranteed Job Interview upon successful program completion
- Access to a database of more than 800 service companies



Master the skills you need to gain employment as a commercial food equipment repair technician!

Endorsed by the Commercial Food Equipment Service Association (CFESA), this interactive course covers the foodservice industry, including the basics of electricity, gas, steam, and types of equipment to be installed, maintained, and repaired. A passing grade on the exam, administered at an authorized service company, *guarantees a job interview* with that business. Technicians who aren't hired have access to a proprietary database of more than 800 service companies nationwide.

TEC A02-300, open enrollment, Tuition: \$1,495 plus an \$8 processing fee.

For more information and to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.

Course offered in partnership with Ignitorlabs - an online learning company committed to providing paths for job seekers to receive the training needed to be placed in technical professions.

**Course may also be taken for college credit.*

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

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



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

Attend a FREE orientation session.

Registration required at www.cdlorientationoakton.eventbrite.com. Seating is limited.

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.

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

For more information or to register for an orientation session, call 847.635.1447 or e-mail businessinstitute@oakton.edu.

CPR RESCUE

Fee: \$35

Covers adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional \$3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is \$3, payable in class.

No senior discount.

HEA E05-01, OC/DP, 1 Sat., 10/11, 9 am-12 pm, Sanders CRN 60001
 HEA E05-02, OC/SK, 1 Sat., 12/6, 9 am-12 pm, Sanders CRN 60009

PERSONAL TRAINER CERTIFICATION

Fee: \$679

Abcnews.com and Fortune magazine rank "personal fitness trainer" as the fourth hottest job in the United States. Join the ranks by earning your certification today! Offered in collaboration with the World Instructor Training School (W.I.T.S.), course combines lectures with practical skill development and includes anatomy, exercise physiology, injuries, and health screening. Certification exam fee included.

Required textbook: Fitness Professional's Handbook, 6th edition, by Edward Howley and Dixie Thompson. ISBN-13: 9781450411172 (hardcover), ISBN-13: 9781450423946 (eBook). Purchase online or order from W.I.T.S. (888.330.9487). Proof of current CPR/AED certification and a 30-hour health club internship required. No refund after course begins. **No senior discount.**

PED C03-01, OC/DP, 9 Sun., 9/28-11/23, 9 am-2 pm CRN 60003

BECOME A VETERINARY ASSISTANT

Fee: \$119

(ONLINE) In-district seniors: \$80
 If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.

BUB A60-300, 8/20-10/10/14 CRN 60243
 BUB A60-301, 9/17-11/7 CRN 60244
 BUB A60-302, 10/15-12/5 CRN 60245
 BUB A60-303, 11/12-1/2 CRN60246

BECOME A VETERINARY ASSISTANT II:

Fee: \$119

CANINE REPRODUCTION (ONLINE) In-district seniors: \$80
 Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

BUB A61-300, 8/20-10/10/14 CRN 60247
 BUB A61-301, 9/17-11/7 CRN 60248
 BUB A61-302, 10/15-12/5 CRN 60249
 BUB A61-303, 11/12-1/2 CRN 60250

BECOME A VETERINARY ASSISTANT III:

Fee: \$119

PRACTICAL SKILLS (ONLINE) In-district seniors: \$80
 Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.

BUB A62-300, 8/20-10/10/14 CRN 60251
 BUB A62-301, 9/17-11/7 CRN 60252
 BUB A62-302, 10/15-12/5 CRN 60253
 BUB A62-303, 11/12-1/2 CRN 60254

Communication

**TUNE UP YOUR BUSINESS VOICE:
 TURN ON YOUR CUSTOMERS**

Fee: \$50

When you talk, do people listen? Do they want to hear more of what you have to say? Develop an effective speaking voice to enhance your business and improve customer satisfaction. Have a positive influence on people, boost your self confidence, and increase profits by "tuning up" the way you speak! Course fee includes supplementary materials.

COM S25-01, OC/DP, 1 Sat., 10/12, 9 am-12 pm, Urban CRN 60038

INDIVIDUAL EXCELLENCE

Fee: \$119

(ONLINE)

In-district seniors: \$80

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

BUB A22-300, 8/20-10/10/14 CRN 60176
 BUB A22-301, 9/17-11/7 CRN 60177
 BUB A22-302, 10/15-12/5 CRN 60178
 BUB A22-303, 11/12-1/2 CRN 60179

INTRODUCTION TO VISUAL COMMUNICATION*

Fee: \$385

Course covers the fundamental principles of design and how these relate to effective visual communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising. This course may also be taken for college credit, call 847-635-1950 for information.

ATE A06-C01, OC/SK, 16 Wed., 8/27, 1-3:50 pm CRN 61057

GRAMMAR REFRESHER

Fee: \$119

(ONLINE)

In-district seniors: \$80

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

COM S13-300, 8/20-10/10/14 CRN 60397
 COM S13-301, 9/17-11/7 CRN 60398
 COM S13-302, 10/15-12/5 CRN 60399
 COM S13-303, 11/12-1/2 CRN 60400

MASTERING PUBLIC SPEAKING

Fee: \$119

(ONLINE)

In-district seniors: \$80

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

COM B09-300, 8/20-10/10/14 CRN 60341
 COM B09-301, 9/17-11/7 CRN 60342
 COM B09-302, 10/15-12/5 CRN 60343
 COM B09-303, 11/12-1/2 CRN 60344

New!

KEYS TO EFFECTIVE COMMUNICATION

Fee: \$119

(ONLINE)

In-district seniors: \$80

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

BUB A70-300, 8/20-10/10/14 CRN 60263
 BUB A70-301, 9/17-11/7 CRN 60264
 BUB A70-302, 10/15-12/5 CRN 60265
 BUB A70-303, 11/12-1/2 CRN 60266

REGISTER EARLY!

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

*Course may also be taken for college credit.

INTERPERSONAL COMMUNICATION (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

BUB A55-300, 8/20-10/10/14 CRN 60223
BUB A55-301, 9/17-11/7 CRN 60224
BUB A55-302, 10/15-12/5 CRN 60225
BUB A55-303, 11/12-1/2 CRN 60226

MERRILL REAM SPEED READING (ONLINE) **Fee: \$119**
In-district seniors: \$80

Save time by learning to read faster and with better comprehension from acclaimed speed reading expert Merrill Ream, Ph.D. Course is a complete speed reading experience. Topics follow a logical progression with plenty of time to master the skills and techniques you'll need for lasting proficiency as a speed reader.

COM S57-300, 8/20-10/10/14 CRN 60414
COM S57-301, 9/17-11/7 CRN 60415
COM S57-302, 10/15-12/5 CRN 60416
COM S57-303, 11/12-1/2 CRN 60417

New!**SKILLS FOR MAKING GREAT DECISIONS (ONLINE)** **Fee: \$119**
In-district seniors: \$80

Explore your natural decision-making abilities, develop self-knowledge, and understand how ordinary, everyday decisions shape your life. Learn how to deal effectively with crises, take risks, use your emotions, work with others and more – giving you the power to live your best life and make the most of every opportunity.

PSY B09-300, 8/20-10/10/14 CRN 60760
PSY B09-301, 9/17-11/7 CRN 60761
PSY B09-302, 10/15-12/5 CRN 60763
PSY B09-303, 11/12-1/2 CRN 60764

Computer Courses

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

No computer classes will be held on the following holidays:

Labor Day, September 1

Veteran's Day, November 11

Thanksgiving Break, November 27 and 28

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* **Fee: \$118**

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

COF A02-C01, OC/DP, 7 Thu., 10/23, 12-2:30 pm CRN 61068

COMPUTER KEYBOARDING: LEARN TO TYPE (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

OFF A39-300, 8/20-10/10/14 CRN 60755
OFF A39-301, 9/17-11/7 CRN 60756
OFF A39-302, 10/15-12/5 CRN 60757
OFF A39-303, 11/12-1/2 CRN 60758

Windows Operating Systems

INTRODUCTION TO WINDOWS 7 (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DPR A23-300, 8/20-10/10/14 CRN 60559
DPR A23-301, 9/17-11/7 CRN 60560
DPR A23-302, 10/15-12/5 CRN 60561
DPR A23-303, 11/12-1/2 CRN 60562

WINDOWS FUNDAMENTALS: WINDOWS 7* **Fee: \$118**

Course presents basic Windows skills necessary to be successful in learning other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting; and virus check.

COF A10-C01, OC/DP, 6 Tue., 9/9, 6-10:15 pm CRN 61069

Beginning/Introductory Computer Skills

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

PROJECT MANAGEMENT* **Fee: \$320**

Course introduces principles of project management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Co-taught with MAN A35-C01.

CPT A83-C01, OC/DP, 12 Thu., 9/11, 6-9:55 pm CRN 61021

INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN* **Fee: \$320**

Course introduces the systems development life cycle of a computer. Content includes the investigation, analysis, design, implementation, and evaluation phases of a business system as well as tools (e.g. CASE) and techniques used by the systems analyst. **Recommended:** CPT A01 or CPT A19 and one programming language course or concurrent enrollment in one programming language course.

CPT A64-C01, OC/DP, 13 Thu., 9/11, 6-9:30 pm CRN 61016

*Course may also be taken for college credit.

BASIC COMPUTER

Fee: \$165

Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.

No senior discount.

DPR A22-01, OC/DP, 5 Sun., 9/7, 10 am-1 pm CRN 60059
 DPR A22-02, OC/SK, 5 Sat., 10/4, 10 am-1 pm CRN 60058

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2013, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT*

Fee: \$443

Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications.

Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)

CPT A01-C01, OC/SK, 16 Mon./Wed., 8/25, 9:30-11:10 am CRN 60989
 CPT A01-C02, OC/DP, 16 Tue./Thu., 8/26, 9:30-11:10 am CRN 60990
 CPT A01-C03, OC/DP, 14 Tue./Thu., 9/9, 12:30-2:20 pm CRN 60991
 CPT A01-C04, OC/DP, 14 Tue., 9/9, 6-9:50 pm CRN 60992

COMPUTERS FOR NEW USERS: OFFICE 2013*

Fee: \$222

Designed for those with little or no experience in operating a computer. An introduction to the Internet, e-mail, Windows, Word, and Excel. (Supplemental lab work required)

CPT A44-C01, OC/DP, 10 Mon., 9/8, 6-10 pm CRN 61014

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010*

Fee: \$320

Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand of the role and use of information systems in the business community, and for students interested in learning introductory "end user" computer skills. **Recommended:** high school algebra, pre-algebra, elementary algebra, or equivalent skills.

CPT A19-C01, OC/DP, 16 Mon./Wed., 8/25, 9-10:45 am CRN 61002
 CPT A19-C02, OC/DP, 16 Mon./Wed., 8/25, 11 am-12:45 pm CRN 61003
 CPT A19-C03, OC/SK, 16 Mon., 8/25, 6-9:45 pm CRN 61004
 CPT A19-C04, OC/SK, 16 Tue./Thu., 8/26, 12:30-2:15 pm CRN 61005
 CPT A19-C05, OC/DP, 16 Tue./Thu., 8/26, 9-10:45 am CRN 61006
 CPT A19-C06, OC/DP, 16 Tue., 8/26, 6-9:45 pm CRN 61007
 CPT A19-C07, OC/SK, 14 Mon./Wed., 9/8, 9:30 am-11:25 pm CRN 61008
 CPT A19-C08, OC/DP, 14 Tue./Thu., 9/9, 12:30-2:25 pm CRN 61009

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 APPLICATIONS USING ACCESS: 2010*

Fee: \$340

Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros; and more.

COF A40-C01, OC/SK, 14 Wed., 9/10, 5:30-9:50 pm CRN 61073

INTRODUCTION TO MICROSOFT ACCESS (ONLINE)

Fee: \$119
In-district seniors: \$80

Access is a database used to store and sort useful information. Gain skill in creating tables, relationships, custom data entry forms, queries, reports, mailing labels, and Macros. Learn to merge the data in your Access tables with Microsoft Word form letters.

Requirements: Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A71-300, 8/20-10/10/14 CRN 60600
 DPR A71-301, 9/17-11/7 CRN 60601
 DPR A71-302, 10/15-12/5 CRN 60602
 DPR A71-303, 11/12-1/2 CRN 60603

INTERMEDIATE MICROSOFT ACCESS (ONLINE)

Fee: \$119
In-district seniors: \$80

Build a fully-automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques.

Prerequisite: Intro to Microsoft Access (DPR A71) or equivalent.
Requirements: Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A98-300, 8/20-10/10/14 CRN 60632
 DPR A98-301, 9/17-11/7 CRN 60633
 DPR A98-302, 10/15-12/5 CRN 60634
 DPR A98-303, 11/12-1/2 CRN 60635

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE)

Fee: \$119
In-district seniors: \$80

Learn the fundamental computer skills you need to succeed in today's workplace. Discover practical applications for e-mail, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. **Requirements:** Any edition of Microsoft Office 2000 or newer, or Macintosh OS X with any edition of Microsoft Office 2004 (Macintosh) will be supported.

DAT A17-300, 8/20-10/10/14 CRN 60458
 DAT A17-301, 9/17-11/7 CRN 60459
 DAT A17-302, 10/15-12/5 CRN 60460
 DAT A17-303, 11/12-1/2 CRN 60461

COMPREHENSIVE WORD PROCESSING*

Fee: \$340

Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. **Recommended:** hands-on experience using Windows software and keyboarding skill 20 wpm. Hybrid section: ½ classroom and ½ online.

COF A25-C01, OC/SK, 8 Wed., 9/3, 6:30-9:50 pm CRN 61070

INTRODUCTION TO MICROSOFT WORD (ONLINE)

Fee: \$119
In-district seniors: \$80

Discover the capabilities of this word processing software. Learn to edit, format, copy, and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents.

Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A83-300, 8/20-10/10/14 CRN 60612
 DPR A83-301, 9/17-11/7 CRN 60613
 DPR A83-302, 10/15-12/5 CRN 60614
 DPR A83-303, 11/12-1/2 CRN 60615

*Course may also be taken for college credit.

**INTRODUCTION TO MS WORD:
2011 FOR MAC (ONLINE)** **Fee: \$119**
In-district seniors: \$80

Learn how to use the world's most popular word processor for creating documents and formatting text. Master the user interface, create a variety of documents, and transfer them between Word 2011 for Mac and any version of Microsoft Word for Windows.

DPR A83-304, 8/20-10/10/14	CRN 60616
DPR A83-305, 9/17-11/7	CRN 60617
DPR A83-306, 10/15-12/5	CRN 60618
DPR A83-307, 11/12-1/2	CRN 60619

**INTERMEDIATE MICROSOFT WORD
(ONLINE)** **Fee: \$119**
In-district seniors: \$80

Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily-formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. **Prerequisite:** Introduction to Microsoft Word (DPR A83) or equivalent. **Requirements:** Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A80-300, 8/20-10/10/14	CRN 60608
DPR A80-301, 9/17-11/7	CRN 60609
DPR A80-302, 10/15-12/5	CRN 60610
DPR A80-303, 11/12-1/2	CRN 60611

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 A84-02, OC/DP, 4 Sat., 9/6, 9 am-1 pm	CRN 60031
DPR A84-03, OC/SK, 4 Thu., 9/25, 6-9 pm	CRN 60032

**INTRODUCTION TO MICROSOFT EXCEL
(ONLINE)** **Fee: \$119**
In-district seniors: \$80

Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files and endow worksheets with decision-making capabilities. **Requirements:** Microsoft Excel or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A84-300, 8/20-10/10/14	CRN 60620
DPR A84-301, 9/17-11/7	CRN 60621
DPR A84-302, 10/15-12/5	CRN 60622
DPR A84-303, 11/12-1/2	CRN 60623

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.

DAT A14-02, OC/DP, 8 Sat., 9/6, 9 am-1 pm	CRN 60047
DAT A14-03, OC/SK, 8 Thu., 9/25, 6-9 pm	CRN 60048

**INTERMEDIATE MICROSOFT EXCEL
(ONLINE)** **Fee: \$119**
In-district seniors: \$80

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

DPR A85-300, 8/20-10/10/14	CRN 60624
DPR A85-301, 9/17-11/7	CRN 60625
DPR A85-302, 10/15-12/5	CRN 60626
DPR A85-303, 11/12-1/2	CRN 60627

INTERMEDIATE MICROSOFT EXCEL **Fee: \$150**

Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.

DPR A85-02, OC/DP, 4 Sat., 10/4, 9 am-1 pm	CRN 60033
DPR A85-03, OC/SK, 4 Thu., 10/23, 6-9 pm	CRN 60034

**ELECTRONIC SPREADSHEETING
USING EXCEL** **Fee: \$222**

An introduction to Microsoft Excel focusing on business applications and problem solving. **Recommended:** pre-algebra and hands-on experience using Windows software.

COF A35-C01, OC/DP, 10 Thu., 8/28, 6-10 pm	CRN 61072
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MICROSOFT EXCEL FOR ACCOUNTANTS* **Fee: \$113**

Gain hands-on experience in the accounting applications of Excel. Required textbook available in the bookstore. Course eligible for CPE credit.

ACC A03-C01, OC/SK, 8 Tue., 8/26, 8-9:50 pm	CRN 60745
ACC A03-C02, OC/DP 8 Wed., 10/22, 8-9:50 pm	CRN 60754

**MICROSOFT POWERPOINT
(ONLINE)** **Fee: \$119**
In-district seniors: \$80

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

DPR A70-300, 8/20-10/10/14	CRN 60596
DPR A70-301, 9/17-11/7	CRN 60597
DPR A70-302, 10/15-12/5	CRN 60598
DPR A70-303, 11/12-1/2	CRN 60599

**MICROSOFT OFFICE 2007:
NEW FEATURES (ONLINE)** **Fee: \$119**
In-district seniors: \$80

Assumes a basic knowledge of Word, Excel, PowerPoint, and Access 2003. Not suitable for Macintosh users.

DPR A21-300, 8/20-10/10/14	CRN 60558
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**MICROSOFT OFFICE 2010:
NEW FEATURES (ONLINE)** **Fee: \$119**
In-district seniors: \$80

Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you're still using Office 2003 or 2007, you'll learn how to transition smoothly to this newer version—and if you're already using Office 2010, you'll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.

DPR A20-300, 8/20-10/10/14	CRN 60554
DPR A20-301, 9/17-11/7	CRN 60555
DPR A20-302, 10/15-12/5	CRN 60556
DPR A20-303, 11/12-1/2	CRN 60557

**INTRODUCTION TO MS OUTLOOK
(ONLINE)** **Fee: \$119**
In-district seniors: \$80

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

DPR A12-300, 8/20-10/10/14	CRN 60550
DPR A12-301, 9/17-11/7	CRN 60551
DPR A12-302, 10/15-12/5	CRN 60552
DPR A12-303, 11/12-1/2	CRN 60553

INTRODUCTION TO MICROSOFT PROJECT: 2010 (ONLINE) **Fee: \$119**
In-district seniors: \$80

Discover how to effectively plan, implement, and control projects using Microsoft Project, the world's most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

DPR A52-300, 8/20-10/10/14	CRN 60591
DPR A52-301, 9/17-11/7	CRN 60592
DPR A52-302, 10/15-12/5	CRN 60593
DPR A52-303, 11/12-1/2	CRN 60594

INTRODUCTION TO MS PUBLISHER (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course gives you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts. **Requirements:** Publisher 2007 or MS Office 2007, 2010 or 2013 (Small Business or Professional Edition only). Not suitable for Macintosh users.

DPR A08-300, 8/20-10/10/14	CRN 60542
DPR A08-301, 9/17-11/7	CRN 60543
DPR A08-302, 10/15-12/5	CRN 60544
DPR A08-303, 11/12-1/2	CRN 60545

PRESENTATION SOFTWARE USING POWERPOINT: 2013* **Fee: \$237**

Learn to plan, compose, and create effective desktop presentations. Hybrid section: ½ classroom and ½ online.

COF A30-C01, OC/SK, 7 Wed., 10/29, 6:30-9:50 pm	CRN 61071
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INTRODUCTION TO ADOBE ACROBAT: X (ONLINE) **Fee: \$119**
In-district seniors: \$80

Adobe Acrobat X gives you the power to create PDF documents from scratch or from a variety of source files. Create PDF documents and learn to use many of the popular software's time- and cost-saving features. **Requirements:** Adobe Acrobat X Professionals or Standard for Windows or Adobe X Professionals for Mac.

DPR A26-300, 8/20-10/10/14	CRN 60563
DPR A26-301, 9/17-11/7	CRN 60564
DPR A26-302, 10/15-12/5	CRN 60565
DPR A26-303, 11/12-1/2	CRN 60566

VISIO FUNDAMENTALS: 2013* **Fee: \$222**

Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. **Recommended:** Computer experience using software that runs in Microsoft Windows.

COF A50-C01, OC/DP, 7 Thu., 9/4, 6:30-9:20 pm	CRN 61074
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Database

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

INTRODUCTION TO SQL: ORACLE 11G* **Fee: \$350**

Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).

CPT A21-C01, OC/DP, 16 Wed., 8/27, 6-9:20 pm	CRN 61011
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INTRODUCTION TO SQL (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

CPT A21-300, 8/20-10/10/14	CRN 60418
CPT A21-301, 9/17-11/7	CRN 60419
CPT A21-302, 10/15-12/5	CRN 60420
CPT A21-303, 11/12-1/2	CRN 60421

INTERMEDIATE SQL (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. **Requirements:** Microsoft Access 2003 or newer. Not suitable for Macintosh users.

DAT A20-300, 8/20-10/10/14	CRN 60470
DAT A20-301, 9/17-11/7	CRN 60471
DAT A20-302, 10/15-12/5	CRN 60472
DAT A20-303, 11/12-1/2	CRN 60473

INTRODUCTION TO DATABASE DEVELOPMENT (ONLINE) **Fee: \$119**
In-district seniors: \$80

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.

DAT A13-300, 8/20-10/10/14	CRN 60454
DAT A13-301, 9/17-11/7	CRN 60455
DAT A13-302, 10/15-12/5	CRN 60456
DAT A13-303, 11/12-1/2	CRN 60457

DATABASE FUNDAMENTALS I: ORACLE 11G* **Fee: \$453**

Provides a foundation in the administrative tasks performed by a database administrator, including Oracle database architecture and how each component functions and interacts. Learn how to design, develop, install, maintain, manage, and troubleshoot an Oracle database. Topics include performance monitoring, database security, user management, and backup/recovery techniques. Prepare for the Oracle Database Administrator Certified Associate exam.

Recommended: Introduction to SQL or comparable knowledge.

CPT A71-C01, OC/DP, 8 Thu., 6-9:30 pm and Sat., 8:30 am-1:10 pm, 10/23	CRN 61017
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INFORMATION SYSTEMS FOR BUSINESS: ERP/SAP ENHANCED (ONLINE)* **Fee: \$360**

Explores the types of information uses in business, the flow of information through an organization, and a framework for examining characteristics of accounting information systems in relate to other information systems components. Content includes transaction processing systems, internal management reporting, day-to-day operational support, Enterprise Resource Planning (ERP) systems, and Systems Development Life Cycle (SDLC).

CPT A06-C01, 9/8-12/17	CRN 61000
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INTRODUCTION TO ERP SYSTEMS (ONLINE)* **Fee: \$360**

Introduction to SAP, Enterprise Resource Planning. Learn how the fundamental business processes interact within an ERP system in the functional areas of; sales and distribution, materials management, production planning, financial accounting, controlling, and human resource management.

CPT A79-C01, 10/20-12/17	CRN 61020
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*Courses may also be taken for college credit.

Cisco Networking

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

CISCO INTRODUCTION TO NETWORKS* **Fee: \$453**

An introduction to networking and general network concepts. Build the fundamental laboratory skills in wiring and testing. Learn about the seven-layer OSI model and the concepts involved with routing and routing protocols. Online course work required.

INT A01-C01, OC/SK, 8 Tue./Thu., 8/26, 6-9 pm, CRN 60930
INT A01-C02, OC/SK, 8 Sat., 8/30, 9 am-3:30 pm CRN 60931

CISCO ROUTING AND SWITCHING ESSENTIALS* **Fee: \$453**

This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Hybrid course, online course work required.

INT A02-C01, OC/SK, 8 Tue./Thu., 10/21, 6-9 pm, CRN 60932
INT A02-C02, OC/SK, 8 Sat., 10/19, 9 am-3:30 pm CRN 60933

CISCO SCALING NETWORKS* **Fee: \$453**

This third course in the sequence covers features of routers and routing concepts. Concentration is on access lists, LAN segmentation using switches, network congestion issues, VLANs and spanning tree protocol. Gain experience in these areas using Cisco routers and switches. Online course work required.

INT A03-C01, OC/SK, 8 Wed./Fri., 8/27, 6-9 pm CRN 60934

CISCO CONNECTING NETWORKS* **Fee: \$453**

Fourth and final course in Cisco Networking Academy sequence of four courses (CCNA). Deals with Wide Area Networks (WANs) as well as protocols and services used in constructing WANs. Topics include Point-to-Point protocols, ISDN; Frame relay investigated as applied to network routing, and laboratories done where applicable; Threaded case study completed and presented. Hybrid course, online course work required.

INT A04-C01, OC/SK, 8 Wed./Fri., 10/22, 6-9 pm CRN 60935

Computer Networking and Systems

Courses marked with an asterisk (*) may be taken as **noncredit or credit classes**. Different fees and requirements apply for the credit version of any course. For questions regarding a **college credit class**, contact Reza Dai, program coordinator, at 847-376-7114.

WINDOWS DESKTOP OPERATING SYSTEM* **Fee: \$350**

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

NTS A10-C01, OC/SK, 8 Mon./Wed., 8/25, 6-10 pm CRN 60890
NTS A10-C02, OC/SK, 15 Tue./Thu., 9/2, 11:30 am -12:50 pm CRN 60891

NETWORKING ESSENTIALS* **Fee: \$350**

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

NTS A05-C01, OC/SK, 16 Mon., 8/25, 6-9:45 pm CRN 60887
NTS A05-C02, OC/SK, 15 Tue./Thu., 9/2, 9-10:40 am CRN 60888
NTS A05-C03, OC/SK, 15 Tue./Thu., 9/2, 3:30-5:10 pm CRN 60889

MICROSOFT WINDOWS SERVER OPERATING SYSTEM* **Fee: \$350**

Course prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTSA10 or CompTIA A+ or Network+ certification, or consent of instructor, coordinator or program chair is recommended.

NTS A11-C01, OC/SK, 8 Tue./Thu., 8/26, 6-10 pm CRN 60892

MICROSOFT PLANNING AND OPTIMIZING WINDOWS NETWORK INFRASTRUCTURE* **Fee: \$350**

Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or for candidates currently supporting a competitive platform, who want to enhance their job skills on Microsoft Windows Server networking technologies. prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A17-C01, OC/DP, 7 Sat., 10/25, 9 am-5 pm CRN 60895

MICROSOFT IMPLEMENTING AND MAINTAINING WINDOWS NETWORK INFRASTRUCTURE* **Fee: \$453**

Course provides knowledge and hands-on skill training necessary to implement, configure, manage, and maintain Windows-based computer to operate in a Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer track, or who are responsible for implementing, managing, and maintaining server networking technologies. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A16-C01, OC/SK, 8 Sat., 8/30, 8:30 am-5 pm CRN 60894

MICROSOFT WINDOWS DESKTOP TECHNICIAN* **Fee: \$453**

Provides knowledge and skills necessary to troubleshoot basic problems end users face while running Microsoft Windows Desktop in an Active Directory® network environment, or workgroup environment related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer, and other applications that run on a Microsoft Windows Desktop Operating System. Intended for students who are new to Microsoft Windows Desktop software. Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications.

NTS A25-C01, OC/SK, 15 Tue./Thu., 9/2, 9-11 am CRN 60897
NTS A25-C02, OC/SK, 8 Mon./Wed., 10/20, 6-10 pm CRN 60898

INTRODUCTION TO COMPUTER FORENSICS* **Fee: \$350**

Provides knowledge and a solid foundation by introducing computer forensics as an entry into the professional field of computer forensics and investigation. Covers current and past operating systems and a range of computer hardware and forensics software tools, and prepares student for the appropriate Network or Information Security Certification examinations. **Recommended:** CNS 111 or consent of instructor, coordinator or department chair.

NTS A34-C01, OC/SK, 12 Sat., 9/20, 9 am-1 pm CRN 60900

MANAGING A WINDOWS SERVER OPERATING SYSTEM* **Fee: \$350**

Prepares students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Completion of NTS A11 or consent of instructor, coordinator, or program chair recommended. NTS A14-C01, OC/SK, 8 Tue./Thu., 10/21, 6-10 pm CRN 60893

FUNDAMENTALS OF CELLULAR TECHNOLOGIES* **Fee: \$350**

Presents the fundamentals of cellular technologies for emerging markets: 2G, 3G, 4G LTE, and Beyond. Recommend CNS 105 or consent of instructor, coordinator, or program chair. **Recommended:** CNS 105 or consent of instructor, coordinator, or program chair. NTS A29-C01, OC/SK, 12 Sat., 9/20, 9 am-1 pm CRN 60899

MICROSOFT PLANNING, IMPLEMENTING AND MAINTAINING WINDOWS ACTIVE DIRECTORY* **Fee: \$350**

Provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriate for individuals currently supporting competitive platform and wanting to enhance skills using Windows Server Active Directory. Covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. **Recommended:** CNS 117, or consent of instructor, coordinator, or program chair. NTS A20-C01, OC/SK, 8 Sun., 8/31, 9 am-5 pm CRN 60896

MICROSOFT DESIGNING A WINDOWS ACTIVE DIRECTORY INFRASTRUCTURE* **Fee: \$350**

Provide students with the knowledge and skills to design a Windows Network infrastructure for a Microsoft Windows Server environment. Cover the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or a Microsoft Certified Technology Specialist (MCTS) certification. NTS A51-C01, OC/SK, 8 Sun., 10/26, 8:30 am-5 pm CRN 60902

SECURITY+ CERTIFICATION* **Fee: \$350**

Understand core concepts of the threats to a computing infrastructure. Covers securing a network infrastructure; understanding encryption technologies; securing communications and applications; responding to incidents; and creating and maintaining a secure network infrastructure. Prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). **Recommend:** CNS 105 or consent of instructor, coordinator, or program chair. NTS A36-C01, OC/SK, 16 Mon., 8/25, 6-9:45 pm CRN 60901

UNIX Networking and OS

Courses marked with an asterisk (*) may be taken as **noncredit or credit classes**. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7114.

ADVANCED UNIX OPERATING SYSTEM: RED HAT LINUX* **Fee: \$227**

Course concentrates on advanced concepts in working with the UNIX operating system environment. Content includes advanced UNIX utilities, shell script programming (Bourne, C. Korn), networking, basic "C" language programming, and UNIX system administration. **Recommended:** CPT A15 or comparable knowledge. CPT A74-C01, OC/DP, 8 Wed., 10/22, 6-9:45 pm CRN 61018

INTRO TO UNIX OPERATING SYSTEMS: RED HAT LINUX* **Fee: \$227**

Theoretical and hands-on instruction using the UNIX operating system environment. Covers basic UNIX operating system concepts, terminology, file management, general utility commands, command processor (shells), and editors. **Recommended:** CPT A01 or comparable computer experience. CPT A15-C01, OC/DP, 8 Wed., 8/27, 6-9:45 pm CRN 61001

PC Troubleshooting and Security

Courses marked with an asterisk (*) may be taken as **noncredit or credit classes**. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7114.

INTRODUCTION TO COMPUTER FORENSICS* **Fee: \$350**

Provides knowledge and a solid foundation by introducing computer forensics as an entry into the professional field of computer forensics and investigation. Covers current and past operating systems and a range of computer hardware and forensics software tools and prepares students for the appropriate Network or Information Security Certification examinations. **Recommended:** NTS A11 or consent of instructor, coordinator, or department chair. NTS A34-C01, OC/SK, 12 Sat., 9/20, 9 am-1 pm CRN 60900

SECURITY+ CERTIFICATION* **Fee: \$350**

Understand core concepts of the threats to a computing infrastructure. Covers securing a network infrastructure; understanding encryption technologies; securing communications and applications; and responding to incidents. Students create and maintain a secure network infrastructure. Prepares students to become certified in Security+ Certification examination administered by the Computing Technology Industry Association (CompTIA). **Recommended:** NTS A05 or consent of instructor, coordinator, or department chair. NTS A36-C01, OC/SK, 16 Mon., 8/25, 6-9:45 pm CRN 60901

INTRODUCTION TO PC TROUBLESHOOTING (ONLINE) **Fee: \$119**
In-district seniors: \$80

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. DPR A28-300, 8/20-10/10/14 CRN 60571
DPR A28-301, 9/17-11/7 CRN 60572
DPR A28-302, 10/15-12/5 CRN 60573
DPR A28-303, 11/12-1/2 CRN 60574

INTRODUCTION TO PC SECURITY (ONLINE) **Fee: \$119**
In-district seniors: \$80

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, quickly brings you up to speed on the fundamentals of PC and network security. Learn about the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how to implement simple solutions to minimize risks. **Requirements:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP). DPR A49-300, 8/20-10/10/14 CRN 60587
DPR A49-301, 9/17-11/7 CRN 60588
DPR A49-302, 10/15-12/5 CRN 60589
DPR A49-303, 11/12-1/2 CRN 60590

*Courses may also be taken for college credit.

Programming

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

TOPICS IN CIS: ANDROID PROGRAMMING* Fee: \$458

Students will learn how to build, test, and publish apps using the Android platform. Programming experience and instructor consent required.

CPT A02-C03, OC/DP, 13 Thu., 9/11, 6-10 pm CRN 60995

TOPICS IN CIS: IPAD/IPHONE PROGRAMMING* Fee: \$458

Learn how to build, test, and publish apps using Apple's professional app development environment, xCode, and write code using Apple's Objective C. Programming experience and instructor consent required.

CPT A02-C02, OC/DP, 14 Tue., 9/9, 6-9:50 pm CRN 60994

MAC, IPHONE, AND IPAD PROGRAMMING Fee: \$119 (ONLINE) In-district seniors: \$80

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

DAT A12-300, 8/20-10/10/14 CRN 60450

DAT A12-301, 9/17-11/7 CRN 60451

DAT A12-302, 10/15-12/5 CRN 60452

DAT A12-303, 11/12-1/2 CRN 60453

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE) Fee: \$119 In-district seniors: \$80

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

DPR A29-300, 8/20-10/10/14 CRN 60575

DPR A29-301, 9/17-11/7 CRN 60576

DPR A29-302, 10/15-12/5 CRN 60577

DPR A29-303, 11/12-1/2 CRN 60578

INTRODUCTION TO VISUAL BASIC.NET 2010 PROGRAMMING* Fee: \$458

Introduces Visual Basic.NET to solve business-related problems. Content includes program development and design, object-oriented programming, screen design, structured programming techniques, and event-driven programming using objects. Programming assignment concepts include arithmetic calculations, decision making, looping, soft and hard copy display, subroutines and functions, data validation, working with arrays, introductory concepts of file creation and data retrieval and accessing, updating, and querying data in a database. **Recommended:** CPT A01 or comparable computer knowledge. Knowledge of C++ and/or Java helpful. Supplemental lab work required.

CPT A89-C01, OC/DP, 14 Mon., 9/8, 6-10 pm CRN 61022

VISUAL BASIC .NET PROGRAMMING FOR FILES AND DATABASES* Fee: \$458

Write programs that use files and databases to enter, store, and display data. Content includes various data controls, grids, and data bound controls used with the access technologies provided by Visual Basic principles of database usage, use of Structured Query Language (SQL) to provide access to data, Data Access Objects, Remote Data Objects, ODBC, and Active X Data Objects. **Recommended:** Completion of CPT A89 "Introduction to Visual Basic.NET Programming" and introductory level of Database Applications (Access) coursework or comparable work experience; or consent of instructor, department coordinator, or chair.

CPT A77-C01, OC/DP, 14 Tue., 9/9, 6-9:50 pm CRN 61019

VISUAL BASIC FOR APPLICATIONS* Fee: \$458

Introduces Visual Basic for Applications (VBA). Content includes using VBA to automate or customize operations in a Word, Excel, Access, or PowerPoint use of the Visual Basic editor to code, compile and execute programs. Content includes working with variables, decision making, looping, functions, procedures, arrays, and debugging. **Recommended:** Ability to manage files using Windows, introductory level of Electronic Spreadsheets (Excel) and Database Applications (Access) coursework or comparable work experience, completion of elementary algebra or one year of high school algebra.

CPT A20-C01, OC/DP, 14 Fri., 9/5, 9 am-12:30 pm CRN 61010

INTRODUCTION TO AJAX PROGRAMMING (ONLINE) Fee: \$119 In-district seniors: \$80

Transform the way your Web applications look and feel! With Ajax programming, create applications that provide levels of responsiveness previously unheard of on the Web. Learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML Http Request object, extensible markup language (XML), and PHP scripting. Develop a highly marketable set of skills that are currently in demand.

DAT A26-300, 8/20-10/10/14 CRN 60486

DAT A26-301, 9/17-11/7 CRN 60487

DAT A26-302, 10/15-12/5 CRN 60488

DAT A26-303, 11/12-1/2 CRN 60489

INTRODUCTION TO JAVA PROGRAMMING (ONLINE) Fee: \$119 In-district seniors: \$80

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

DAT A07-300, 8/20-10/10/14 CRN 60434

DAT A07-301, 9/17-11/7 CRN 60435

DAT A07-302, 10/15-12/5 CRN 60436

DAT A07-303, 11/12-1/2 CRN 60437

JAVA PROGRAMMING* Fee: \$458

Write object-oriented, interactive, business-related applications, and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Code, compile, execute, and debug Java programs—and review the fundamentals of Java programming. **Recommended:** Ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental work required.

CPT A40-C01, OC/DP, 14 Mon., 9/8, 6-9:50 pm CRN 61013

INTERMEDIATE JAVA PROGRAMMING (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A08-300, 8/20-10/10/14	CRN 60438
DAT A08-301, 9/17-11/7	CRN 60439
DAT A08-302, 10/15-12/5	CRN 60440
DAT A08-303, 11/12-1/2	CRN 60441

ADVANCED JAVA PROGRAMMING* **Fee: \$426**

Course examines topics in various Java technologies, including inner classes, multithreading, reflection, collection classes, Swing, TCP/IP networking, Java database connectivity (JDBC), remote method invocation (RMI), CORBA (interactive data language), servlets, and Java server pages (JSP). Students will be able to develop distributed object applications and write Web pages using advanced server side programming through servlets and Java server pages. **Recommended:** CPT A40 or comparable knowledge.

CPT A51-C01, OC/DP, 14 Tue., 9/10, 6-9:50 pm	CRN 60998
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INTRODUCTION TO RUBY PROGRAMMING (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You'll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. Software: InstantRails software package—download from instantrails.rubyforge.org. Installation instructions provided at the first class session.

DPR A10-300, 8/20-10/10/14	CRN 60546
DPR A10-301, 9/17-11/7	CRN 60547
DPR A10-302, 10/15-12/5	CRN 60548
DPR A10-303, 11/12-1/2	CRN 60549

INTRODUCTION TO PROGRAMMING (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DPR A07-300, 8/20-10/10/14	CRN 60538
DPR A07-301, 9/17-11/7	CRN 60539
DPR A07-302, 10/15-12/5	CRN 60540
DPR A07-303, 11/12-1/2	CRN 60541

INTRODUCTION TO C# PROGRAMMING* **Fee: \$458**

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

CPT A33-C01, OC/DP, 14 Sat., 9/13, 9 am-12:50 pm	CRN 61012
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INTRODUCTION TO C# PROGRAMMING (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A34-300, 8/20-10/10/14	CRN 60514
DAT A34-301, 9/17-11/7	CRN 60515
DAT A34-302, 10/15-12/5	CRN 60516
DAT A34-303, 11/12-1/2	CRN 60517

INTRODUCTION TO C++ PROGRAMMING (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A33-300, 8/20-10/10/14	CRN 60510
DAT A33-301, 9/17-11/7	CRN 60511
DAT A33-302, 10/15-12/5	CRN 60512
DAT A33-303, 11/12-1/2	CRN 60513

Cooking/Culinary

EUROPEAN PASTRY BAKING **Fee: \$94**

Entertain friends and family by serving homemade pastries. Class includes recipes and baking instructions for napoleons, roulettes, éclairs, tiramisu, and French tarts.

HEC C25-01, NILES N, 4 Wed., 9/10, 7-9 pm, Mirani	CRN 60096
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CARIBBEAN TAPAS **Fee: \$94**

Discover the Caribbean's culinary landscape and breadth of flavors. Learn to make Brandade de Morue tostone canapés (a French Caribbean twist on salt cod), Trinidadian Roti, Puerto Rican ceviche, mango crumble, and more. Learn how the African, Dutch, British, Spanish, French, Chinese, East Indian, and indigenous people left their indelible mark on Caribbean cooking. Can you tell a yucca from a boniato? You'll be able to after this class! Taught by Susan Taves, a classically-trained chef who served as an instructor at the Art Institute of Chicago, and has trained staff at Sandals Resort in Jamaica.

HEC S16-01, ETHS, 4 Tue., 9/9, 7-9 pm, Taves	CRN 60074
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CREATIVE INTERNATIONAL COOKING **Fee: \$94**

Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes.

HEC E66-01, NILES N, 4 Wed., 10/15, 7-9 pm	CRN 60095
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SOUTH AMERICAN CUISINE **Fee: \$94**

Back by popular demand, we'll re-visit delicious dishes from Brazil, Argentina, Columbia, and Ecuador. Chef Susan Taves demonstrates step-by-step preparation details, while students observe and taste prepared dishes. All classes include recipe handouts.

HEC C27-01, ETHS, 4 Tue., 10/7, 7-9 pm	CRN 60018
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COOKING MEDITERRANEAN **Fee: \$99**

Join 23-year veteran chef Greg Johnson on a virtual cruise through the Mediterranean. Savor the taste of heart-healthy ingredients such as fresh herbs, fish, vegetables, and olive oil. Expand your cooking skills while discovering the newest craze in healthy eating. Menu features delectable, wholesome recipes that will fill your kitchen with the essence of this region.

HEC C15-01, GLBRK S, 4 Tue., 9/9, 7-9:30 pm	CRN 60081
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*Courses may also be taken for college credit.

VEGETARIAN CUISINE**Fee: \$99**

Who says meatless dishes have to be bland? Let veteran chef Greg Johnson teach you the skills you need to cook delicious, authentic vegetarian dishes. Menu items, which rotate by semester, may include main and side dishes seasoned with fresh spices. Great course for vegetarians and those interested in healthy food!

HEC C22-01, GLBRK S, 4 Tue., 10/14, 7-9:30 pm

CRN 60091

The Backyard Barbecue Series**BARBECUE SERIES****Series fee: \$133**

Over the years, the Backyard Barbecue Store has become justly famous for wonderful classes taught by recognized professionals such as barbecue champion/restaurateur Dan Marguerite. Join Marguerite and learn new skills while enjoying generous tastings along with appropriate beverages and side dishes. Classes meet at the store, 1147 Greenleaf Avenue, Wilmette. **No senior discount for this series.**

HEC E28-01, BBAR, 3 Thu., 9/11, 7-9 pm

CRN 60043

STEAK!**Fee: \$59**

Instructor Joe Spera from Al's Meat Market in Wilmette, butchers an entire prime beef loin and shows you how to grill over both charcoal and gas flames. Learn professional tips, tricks, and recipes for making the perfect steak.

HEC E13-01, BBAR, 1 Thu., 10/16, 7-9 pm

CRN 60044

TURKEY ON THE GRILL**Fee: \$49**

Crispy on the outside and juicy on the inside, with succulent flavor all the way through—is that how you like your turkey? Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space.

HEC E15-01, BBAR, 1 Thu., 11/13, 7-9 pm

CRN 60041

new!**TAILGATE FOOD 101****Fee: \$49**

Grilling is the best way to get that magic combination, with the added advantage of freeing up kitchen and oven space. Whether you're watching at home or heading out to a tailgate party, you'll leave this class with great recipes for Game Day!

HEC G03-01, BBAR, 1 Thu., 9/11, 7-9 pm

CRN 61080

Dance

Note: Fees are per person. No refund after classes begin. No senior discount.

EASY LINE DANCES FOR EVERYONE**Fee: \$55**

Let's get moving! According to the American Heart Association, dancing is a great way to improve heart health, strengthen balance, and generally enhance your health. Join this fun-loving group and learn everything from classic favorites to the newest easy-to-learn dances—including "Boot Scootin' Boogie," "Cupid Shuffle," "Footloose," "Gangnam Style," and more. No partner or prior dance experience needed.

PED E85-01, OC/SK, 6 Wed., 10/22, 6:30-7:30 pm, Strain

CRN 60037

SIZZLING SALSA, MERENGUE, CUMBIA, AND BACHATA**Fee: \$55**

Singles and couples: enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun.

PED E88-01, NILES N, 6 Mon., 9/8, 6:30-7:30 pm, Strain

CRN 60025

PED E88-03, OC/SK, 6 Wed., 10/22, 7:45-8:45 pm, Strain

CRN 60026

BEST OF BALLROOM DANCING AND SPECIAL PARTY LINE DANCES**Fee: \$55**

Have a blast at any social dance function! Learn easy-to-lead and easy-to-follow American-style dances (Tango, Waltz, Foxtrot, and Rumba) and East Coast swing. Every class starts with popular line dances such as the Cupid Shuffle, Cha Cha Slide, Electric Slide, or YMCA. A partner is not necessary.

PED S69-02, NILES N, 6 Mon., 9/8, 7:45-8:45 pm, Strain

CRN 60022

MAD HOT BALLROOM AND SWING**Fee: \$55**

Learn the sensuous Tango, Rumba, Cha-Cha-Cha, and Swing the DanceMates easy way. No prior experience or partner necessary. **No class 9/25/14.**

PED D01-01, GLBRK S, 6 Thu., 9/18, 7:45-8:45 pm, Strain

CRN 60021

BELLY DANCING FOR FITNESS AND FUN**Fee: \$55**

No partner or prior dance experience needed. Wear comfortable clothing. **No class 9/25/14.**

PED S77-01, GLBRK S, 6 Thu., 9/18, 6:30-7:30 pm, Strain

CRN 60023

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 David Geller at 847-376-7707 or dgeller@oakton.edu.

BASIC AUTOCAD: 2014***Fee: Listed with section**

First of three courses in drafting and design using AutoCAD software. Content includes setting up a drawing, electronically drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A03-C01, OC/SK, 15 Sun., 9/1, 9 am-12:20 pm, \$385

CRN 60982

DES A03-C02, OC/DP, 15 Tue., 8/27, 5:30-8:40 pm, \$385

CRN 60983

DES A03-C03, online section, 9/16-12/11, \$360

CRN 60984

INTERMEDIATE AUTOCAD: 2014***Fee: \$488**

Second of three AutoCAD courses. Content includes assigning attributes to blocks using external references, grouping and filtering entities, slide shows, three-dimensional (3D), dynamic viewing, defining coordinate systems, extrusions, wireframe modeling, surface modeling introduction in to solid modeling. **Recommended:** DES A03 or consent of instructor.

DES A04-C01, OC/SK, 15 Wed., 9/3, 6-9:20 pm

CRN 60985

ADVANCED AUTOCAD: 2014***Fee: \$488**

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

DES A05-C01, (Hybrid), OC/SK, 14 Wed., 9/10, 4-5:59 pm,

CRN 60986

CAD INTRO TO BUILDING SYSTEMS – REVIT***Fee: \$488**

Revit enables students to create full 3D architectural project models and place them in working drawings. Class focuses on the basic tools that the majority of users will need. Topics include creating floor plans, adding views, adding various building components, and creating sheets for plotting.

DES A09-C01, OC/SK, 14 Thu., 9/4, 9 am-12:20 pm

CRN 60988

DES A09-C02, OC/SK, 16 Sat., 9/6, 9 am-12:55 pm

CRN 60965

**Course may also be taken for college credit.*

BASIC AUTOCAD FOR INTERIOR DESIGN* **Fee: \$488**

Introduces computer-aided design with emphasis on interior design applications. Use the computer to draw and plot floor plans, lighting and electrical plans, and elevations. Covers setting up a drawing electronically, drawing and editing, construction techniques, display commands, effective layering, dimensioning and detailing, using blocks, and plotting.

DES A18-C01, OC/DP, 14 Fri., 9/5, 10 am-1:30 pm CRN 60969

ADVANCED AUTOCAD FOR INTERIOR DESIGN* **Fee: \$488**

Covers creating and using advanced drawing techniques for developing complex interior design applications, including lighting, electrical plans, elevations, and 3D drawings that produces drawings with unconventional angles using symbols, blocks, and assigning attributes for use in drawing applications and producing drawing plots with multiple scales with advanced functionality. **Recommended:** DES A18.

DES A20-C01, OC/SK, 14 Fri., 9/5, 10 am-1:30 pm CRN 60970

INTRODUCTION TO SOLIDWORKS* **Fee: \$385**

Explores the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes transforming computer sketches into three-dimensional features parametric modeling techniques further explored to create computer models of plastic molded parts casting and sheet metal photorealistic rendering and animation of three dimensional models to visually communicate design ideas.

DES A08-C01, OC/DP, 15 Mon., 9/8, 6-9:40 pm CRN 60987

ADVANCED SOLIDWORKS* **Fee: \$385**

An advanced exploration of the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks. Content includes photorealistic rendering of computer models animation, and advanced computer modeling techniques design topics such as molded parts, sheet metal, detail drawings, and assemblies. **Recommended:** DES A08.

DES A11-C01, OC/SK, 14 Sat., 9/6, 1-4:50 pm CRN 60966

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)* **Fee: \$360**

Explores issues in the field of computer-aided design using Autodesk inventor. Content includes basic parametric modeling techniques using sketching tools creating basic three-dimensional parts, assemblies, and 3-D presentations.

DES A12-C01, 9/22-12/17 CRN 60967

INDUSTRIAL DESIGN ENGINEERING* **Fee: \$488**

Introduces industrial design and its place in the manufacturing process. Content includes design visualization, creation, and application of 3-D computer-generated models in today's manufacturing, communication, and publishing industries creating a 3-D computer model component design from original idea, pencil sketching, and concept analysis, to use of surface and solid modeling software use of Boolean operations in model construction and editing, display commands, detailing, geometric translation, rendering, and presentation.

DES A14-C01, OC/SK, 15 Thu., 9/4, 4-5:50 pm CRN 60968

ADVANCED BUILDING INFORMATION MODELING – REVIT* **Fee: \$448**

Second course in BIM Technologies for Revit Architecture. Topics include site development, interoperability, linking and managing projects, advanced modeling methods, design options, phasing, work sharing, and 2D and 3D presentation techniques. **Recommended:** DES A09 or consent of instructor

DES A24-C01, OC/SK, 12 Mon., 9/22, 6-9:20 pm CRN 60971

Elder Care

Courses marked with an asterisk (*) may be taken as **noncredit or credit classes**. Different fees and requirements apply for the credit version of any course. For questions regarding a **college credit class**, contact Kathleen Ahern-Gray, chair, at 847.635.1461 or aherngra@oakton.edu.

PERSON-CENTERED COMMUNICATION* **Fee: \$103**

Focus on effective person-centered communication techniques to promote quality relationships between caregivers and elders. Covers promoting holistic approaches and respect for the individual, and emphasizes adaptive services as the elder experiences changes in his or her health or abilities. This approach empowers both caregiver and elder by offering positive, well-defined strategies to enhance the elder's quality of life. **Prerequisite:** Concurrent enrollment in ELD A01 or consent of program chair.

ELD A02-C01, OC/SK, 6 Fri., 9/12, 11 am-12:40 pm CRN 60958

THE WORLD OF THE ELDER* **Fee: \$143**

The first of three courses required for a Person-Centered Elder Support certificate, designed to prepare the student for a caregiver role with elders. Content covers educational concepts and practices for the care and safety of elders experiencing normal aging, including sensory, physical, and psychosocial changes of aging, normal aging, myths of aging, and culture change.

ELD A01-C01, OC/SK, 6 Fri., 9/12, 9-10:40 am CRN 60957

DEMENTIA CARE OF THE ELDER* **Fee: \$103**

Focuses on educational concepts and practices for the care and safety of elders experiencing dementia. Topics include signs, symptoms, and causes of dementia, as well as caregiver strategies for persons with dementia. Covers Alzheimer's disease, including stages, symptom progression, and behaviors. Emphasis is on understanding the disease and meeting the persons' needs using person-centered concepts, techniques, and strategies. Caregiver support and community resources will be explored. **Prerequisite:** Concurrent enrollment in ELD A01 and ELD A02 or consent of program chair.

ELD A03-C01, OC/SK, 6 Fri., 9/12, 1:30-3:10 pm CRN 60959

ASSISTING AGING PARENTS (ONLINE) **Fee: \$119**
In-district seniors: \$80

Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.

SOC E02-300, 8/20-10/10/14 CRN 60786
 SOC E02-301, 9/17-11/7 CRN 60787
 SOC E02-302, 10/15-12/5 CRN 60788
 SOC E02-303, 11/12-1/2 CRN 60789

REGISTER EARLY!

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

Electronics and Computer Technology

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

INTRODUCTION TO ELECTRONICS* **Fee: \$556**

This introduction to the electronics curriculum covers series and parallel circuits, capacitors, inductors and magnetic, with emphasis on AC theory. The use of measuring equipment is emphasized in the lab section. A background in basic algebra is recommended.

ECT A01-C01, OC/DP, 15 Tue./Thu., 8/26, 9 am-12:15 pm CRN 60972
ECT A01-C02, OC/SK, 15 Tue./Thu., 8/26, 6-9:15 pm CRN 60973
ECT A01-C03, OC/SK, 15 Mon./Wed., 9/08, 9:30 am-12:45 pm CRN 60974

ELECTRONIC DRAFTING USING CAD* **Fee: \$453**

Study of elementary principles of drafting as applied to electronic systems using computer-aided design. Includes block diagrams, schematics, and printed circuit boards. Prior computer experience is not essential.

ECT A11-C01, OC/DP, 12 Tue., 9/23, 6-10 pm CRN 60981

SURVEY OF ELECTRONICS* **Fee: \$310**

Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills.

ECT A03-C01, OC/DP, 15 Mon., 9/8, 6-8:50 pm CRN 60975

MICROCOMPUTER HARDWARE SYSTEMS* **Fee: \$340**

Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language.

ECT A04-C01, OC/SK, 16 Fri., 8/29, 9 am-12:30 pm CRN 60976
ECT A04-C02, OC/SK, 15 Tue., 9/2, 6-9:20 pm CRN 60977

COMPUTER PERIPHERALS* **Fee: \$340**

Includes study and lab exposure to all the peripherals associated with the use of a computer and the enhancement of the computer operations.

ECT A05-C01, OC/SK, 15 Thu., 9/4, 6-9:20 pm CRN 60978

A+ CERTIFICATION PREPARATION* **Fee: \$232**

The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals.

ECT A06-C01, OC/SK, 8 Wed., 10/22, 6-9:20 pm CRN 60979

DIGITAL INTEGRATED CIRCUITS* **Fee: \$340**

Hands-on course covers applications of digital integrated circuits. Content includes use of gates, registers, drivers, memory circuits and various circuits that are available as "chips" I.C.s are presented. Course involves lecture and lab experiments, and use of the applications manual.

ECT A10-C01, OC/SK, 16 Tue./Thu., 8/26, 2:30-4:45 pm CRN 60980

FUNDAMENTALS OF SOLAR ENERGY SYSTEMS* **Fee: \$340**

Learn the theory, operation, and application of photovoltaic and thermal systems and technologies. Through lecture and hands-on lab sessions, covers solar energy basics, site surveys, available technologies, installation options, cost estimation, and project justification. **Recommended:** ECT 101 or ECT 107

ECT A20-C01, OC/SK, 16 Wed., 9/17, 6-9:20 pm CRN 60964

Entrepreneurship

(Also see *Business* and *Global Business Studies*)

CREATING A SUCCESSFUL BUSINESS PLAN **Fee: \$119** **(ONLINE) In-district seniors: \$80**

Business success begins with a plan—a working document that charts a course for the future. Course helps new and established small business owners create their own plans to guide growth and achieve their goals.

BUS A90-300, 8/20-10/10/14 CRN 60311
BUS A90-301, 9/17-11/7 CRN 60312
BUS A90-302, 10/15-12/5 CRN 60313
BUS A90-303, 11/12-1/2 CRN 60314

EXPORTING FOOD AS A SMALL BUSINESS **Fee: \$89** **(ONLINE)**

Expand the frontiers of your food or beverage business by discovering overseas markets that are just as profitable as the domestic market, but no more difficult to leverage. Learn proven strategies to test-market your product while eliminating problems and risks commonly associated with exporting. No business is too small to export!

Required Textbook: *How Small Business Trades Worldwide*, ISBN: 0979551501. Available at amazon.com. Not available at Oakton's bookstore. **Important:** Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly.

No senior discount.

BUS E38-300, 10/7-10/28, 8-9 pm CRN 60078

STARTING A CONSULTING PRACTICE **Fee: \$119** **(ONLINE) In-district seniors: \$80**

Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.

BUB A33-300, 8/20-10/10/14 CRN 60191
BUB A33-301, 9/17-11/7 CRN 60192
BUB A33-302, 10/15-12/5 CRN 60193
BUB A33-303, 11/12-1/2 CRN 60194

BEGINNER'S GUIDE TO GETTING PUBLISHED **Fee: \$119** **(ONLINE) In-district seniors: \$80**

Taught by a published author, course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.

COM E75-300, 8/20-10/10/14 CRN 60373
COM E75-301, 9/17-11/7 CRN 60374
COM E75-302, 10/15-12/5 CRN 60375
COM E75-303, 11/12-1/2 CRN 60376

SECRETS OF THE CATERER **Fee: \$119** **(ONLINE) In-district seniors: \$80**

Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! Learn foundational skills about catering and the basics of the business, including many delicious recipes!

BUB A52-300, 8/20-10/10/14 CRN 60211
BUB A52-301, 9/17-11/7 CRN 60212
BUB A52-302, 10/15-12/5 CRN 60213
BUB A52-303, 11/12-1/2 CRN 60214

START YOUR OWN ARTS AND CRAFTS BUSINESS **Fee: \$119** **(ONLINE) In-district seniors: \$80**

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.

BUB A06-300, 8/20-10/10/14 CRN 60167
BUB A06-301, 9/17-11/7 CRN 60168
BUB A06-302, 10/15-12/5 CRN 60169
BUB A06-303, 11/12-1/2 CRN 60170

STARTING A NONPROFIT (ONLINE)

Fee: \$119

In-district seniors: \$80

Learn from an industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up, that you can put to immediate use.

BUS A20-300, 8/20-10/10/14	CRN 60291
BUS A20-301, 9/17-11/7	CRN 60292
BUS A20-302, 10/15-12/5	CRN 60293
BUS A20-303, 11/12-1/2	CRN 60294

IMPORT/EXPORT NOW! (ONLINE)

Fee: \$95

For those who want a career in import or export of goods and services and need a step-by step hands-on course. Conducted "live" on the Internet by an international trade expert and intended for students with zero business background, as well as for established businesses looking for new trade. **Required Textbook:** *How Small Business Trades Worldwide*, ISBN: 0979551501. Available at amazon.com. Not available at Oakton's bookstore. **Important:** Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly.

BUS A28-300, 9 Wed., 10/8-12/3, 8-10 pm	CRN 60077
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WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS

Fee: \$25

Topics include whether to form a corporation or LLC, the pros and cons of having partners, and reducing personal liability risk.

No senior discount.

BUS B17-01, GLBRK S, 1 Tue., 9/16, 6-7:45 pm, Baker	CRN 60029
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START A PET SITTING BUSINESS (ONLINE)

Fee: \$119

In-district seniors: \$80

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

BUS A35-300, 8/20-10/10/14	CRN 60299
BUS A35-301, 9/17-11/7	CRN 60300
BUS A35-302, 10/15-12/5	CRN 60301
BUS A35-303, 11/12-1/2	CRN 60302

START YOUR OWN SMALL BUSINESS (ONLINE)

Fee: \$119

In-district seniors: \$80

Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.

BUB A26-300, 8/20-10/10/14	CRN 60185
BUB A26-301, 9/17-11/7	CRN 60186
BUB A26-302, 10/15-12/5	CRN 60189
BUB A26-303, 11/12-1/2	CRN 60190

Exercise and Fitness

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

CONDITIONING I*

Fee: \$103

Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills. A variety of exercises and equipment will be used.

FIT B30-C01, OC/DP, 16 Mon./Wed., 8/25, 4:30-5:20 pm	CRN 60946
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*Course may also be taken for college credit.

FITNESS CENTER AT OAKTON

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

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

Fitness Center Hours:

Open year around—when the College is open.

Monday - Thursday, 7 a.m. - 7:30 p.m.

Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.

Summer Hours: Monday - Thursday, 7 a.m. - 9 p.m.

Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

Personal Training

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

Register with the Alliance for Lifelong Learning Office; Room 1420/DP (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. *No senior discount.*

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

Two one-hour sessions by arrangement

FIT P01-01 OC/DP, \$89	CRN 60106
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Four one-hour sessions by arrangement

Free semester membership to the Fitness Center included.	
FIT P01-02 OC/DP, \$159	CRN 60107

Six one-hour sessions by arrangement

Free semester membership to the Fitness Center included.	
FIT P01-03 OC/DP, \$229	CRN 60108

Personal Training For Two

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

Six one-hour sessions by arrangement

FIT P02-01 OC/DP, \$279	CRN 60109
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CONDITIONING I: ZUMBA***Fee: \$103**

Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills using Zumba, a dance/fitness program featuring Latin and international music. Work out to meringue, salsa, cumbia, and reggae rhythms.

FIT B30-C02, OC/DP, 8 Tue./Thu., 8/26, 10:30-11:45 am CRN 60947
 FIT B30-C03, OC/SK, 16 Tue./Thu., 8/26, 12:30-1:20 pm CRN 60948
 FIT B30-C04, OC/DP, 8 Tue./Thu., 10/21, 10:30-11:45 am CRN 60949

CONDITIONING I: SPORTS, SPEED, AND AGILITY**Fee: \$103**

Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills. Includes a variety of exercises and equipment.

FIT B30-C05, OC/DP, 8 Tue./Thu., 10/21, 1:30-2:45 pm CRN 60950

YOGA I***Fee: \$103**

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

FIT B28-C01, OC/DP, 8 Mon./Wed., 8/25, 12-1:15 pm CRN 60938
 FIT B28-C02, OC/DP, 8 Tue./Thu., 8/26, 12-1:15 pm CRN 60939
 FIT B28-C03, OC/SK, 16 Tue./Thu., 8/26, 11-11:50 am CRN 60940
 FIT B28-C04, OC/DP, 8 Tue./Thu., 8/26, 4:30-5:45 pm CRN 60941
 FIT B28-C05, OC/DP, 16 Fri., 8/29, 12-1:15 pm CRN 60942
 FIT B28-C06, OC/DP, 8 Mon./Wed., 10/20, 12-1:15 pm CRN 60943
 FIT B28-C07, OC/DP, 8 Tue./Thu., 10/21, 12-1:15 pm CRN 60944
 FIT B28-C08, OC/DP, 16 Tue./Thu., 10/21, 4:30-5:45 pm CRN 60945

FIRST AID***Fee: \$232**

Review accident prevention and procedures to be followed in cases of accident or sudden illness. Covers accident scenes in the home, school, and community. Standard American Red Cross Certificate awarded upon successful completion of course.

FIT B11-C01, OC/DP, 8 Tue./Thu., 8/26, 11 am-12:15 pm CRN 60936
 FIT B11-C02, OC/DP, 8 Tue./Thu., 10/21, 11 am-12:15 pm CRN 60937

Facilities Management and Engineering

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

ENERGY MANAGEMENT AND DDC CONTROLS***Fee: \$345**

Detailed examination of energy management. Focus on building automation systems using DDC controls for HVAC, fire, and security systems—and control of various equipment remotely from a control computerized system and DDC controls. **Prerequisite:** FAC A26.

FAC A28-C01, OC/DP, 16 Wed., 8/27, 5-7:50 pm CRN 60963

BLUEPRINT READING FOR BUILDING TRADES***Fee: \$433**

Covers the language of architectural construction documents. Content includes visualization sections, details and schedules, structural drawing specifications, and building codes for heating, ventilation, air conditioning systems, plumbing systems, and electrical systems. Incorporates free-hand mechanical sketching (board and on-site) and verbal and written communication.

FAC A21-C01, OC/DP, 16 Tue., 8/26, 6-9:50 pm CRN 60961

INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING***Fee: \$310**

An overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion of areas in which a facilities manager or facilities engineer need s to develop competency.

FAC A26-C01, OC/DP, 16 Mon., 8/25, 6-9 pm CRN 60962

Financial Markets and Service

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

INTRODUCTION TO COMMODITY FUTURES TRADING***Fee: \$310**

Learn the fundamentals and history of commodity futures trading, the economic role of commodity trading in society, rules that govern exchange trading, regulatory agencies, and the organization and operation of the commodity futures exchanges. Supplemental work will be required. Required textbook (approx. \$85) available in the bookstore.

FIN A01-C01, OC/DP, 14 Mon., 9/15, 7-10 pm CRN 60952

SECURITIES TRADING***Fee: \$310**

Learn the fundamentals and history of the securities markets, the economic role of securities trading in society, rules that govern securities trading and regulatory agencies. Study the organization and operation of security exchanges. Supplemental work required. Required textbook (approx. \$60) available in the bookstore.

FIN A02-C01, OC/DP, 14 Wed., 9/17, 7-9:50 pm CRN 60953

PRINCIPLES OF FUNDAMENTAL ANALYSIS***Fee: \$310**

Covers use of fundamental analysis in commodity and securities price forecasting. Includes supply and demand, price cycles, forecasting of prices, and research methods.

FIN A03-C01, OC/DP, 14 Thu., 9/4, 6-10 pm CRN 60954

OPTIONS MARKETS***Fee: \$310**

Explores actual market conditions and strategies. Focus is on the relationship of options to their respective underlying vehicles and on the relationship of several individual options to others of the same classification. Recommended for students with basic knowledge of put and call options. **Prerequisite:** FIN A01.

FIN A04-C01, OC/DP, 14 Tue., 9/9, 7-9:50 pm CRN 60955

TOPICS IN FINANCIAL SERVICES: FUNDAMENTALS OF INVESTING***Fee: \$310**

Designed for financial services students and local business organizations. Special topics offered. Prerequisite may vary by topic.

FIN A08-C01, OC/DP, 16 Mon./Wed., 8/25, 2-3:15 pm CRN 60956
 FIN A08-C02, OC/SK, 16 Tue./Thu., 8/26, 2-3:15 pm CRN 60951

INTRODUCTION TO STATISTICS (ONLINE)**Fee: \$119****In-district seniors: \$80**

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

MAT E08-300, 8/20-10/10/14 CRN 60719
 MAT E08-301, 9/17-11/7 CRN 60720
 MAT E08-302, 10/15-12/5 CRN 60721
 MAT E08-303, 11/12-1/2 CRN 60722

REGISTER EARLY!

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

Global Business Studies

(Also see *Business* and *Entrepreneurship*)

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

INTRODUCTION TO GLOBAL BUSINESS* **Fee: \$310**

An overview of current world trade activities, practices, and government aids and obstacles. Topics include cultural differences affecting trade, as well as economic, geographic, political, and transportation aspects. Required textbook (approx. \$110) available in the bookstore. Supplemental work required.

BTS A01-C01, OC/DP, 12 Tue., 9/23, 6:30-10 pm CRN 61060

INTEREST RATES AND FOREIGN EXCHANGE MARKETS* **Fee: \$310**

Examines the foreign exchange situation domestically and worldwide. Focus is on foreign exchange from the viewpoint of the trader of currencies, the hedger, and the international importer/exporter. **Recommended:** GEG 130-Global Economics.

BTS A06-C01, OC/DP, 12 Thu., 9/25, 6-8:50 pm CRN 61061

Graphic Design/Digital Imaging

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

INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE) **Fee: \$119** **In-district seniors: \$80**

Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. **Requirements:** Adobe Photoshop CS5, or CS6 for Windows or Macintosh.

DPR A04-300, 8/20-10/10/14 CRN 60534
DPR A04-301, 9/17-11/7 CRN 60535
DPR A04-302, 10/15-12/5 CRN 60536
DPR A04-303, 11/12-1/2 CRN 60537

INTERMEDIATE ADOBE PHOTOSHOP (ONLINE) **Fee: \$119** **In-district seniors: \$80**

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

DAT A05-300, 8/20-10/10/14 CRN 60430
DAT A05-301, 9/17-11/7 CRN 60431
DAT A05-302, 10/15-12/5 CRN 60432
DAT A05-303, 11/12-1/2 CRN 60433

ADOBE PHOTOSHOP: CS6* **Fee: \$355**

Introduction to the tools and capabilities of Adobe Photoshop CS5. Hybrid section: half classroom and half online.

COF A72-C01, OC/DP, 14 Mon., 9/8, 2 - 4:45 pm CRN 61077
COF A72-C02, OC/SK, 14 Tue., 9/9, 6:30 - 9:15 pm CRN 61078

DIGITAL IMAGING: PHOTOSHOP* **Fee: \$385**

Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Photoshop used as the main software. **Recommended:** ATE E01. ATE A02-C01, OC/SK, 16 Sun., 8/31, 9 am-2:20 pm CRN 61052

INTRODUCTION TO VISUAL COMMUNICATION* **Fee: \$385**

Course covers the fundamental principles of design and how these relate to effective visual communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising.

ATE A06-C01, OC/SK, 16 Wed., 8/27, 1-3:50 pm CRN 61057

DESIGNING BRANDING AND LOGOS **Fee: \$385**

Examination of the role of graphic design in brand identity and brand marketing. Topics include current design strategies for developing integrated digital branding solutions and practical application by hands-on experience in designing, application, and presentation of a company identity and brand program. **Prerequisite:** ART 224 or consent of instructor.

ATE A13-C01, OC/SK, 16 Mon., 8/25, 5-10 pm CRN 61058

ADOBE ILLUSTRATOR (ONLINE) **Fee: \$119** **In-district seniors: \$80**

Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. **Requirements:** Illustrator CS4, CS5, or CS6 for Windows or Mac.

COF A75-300, 8/20-10/10/14 CRN 60315
COF A75-301, 9/17-11/7 CRN 60316
COF A75-302, 10/15-12/5 CRN 60317
COF A75-303, 11/12-1/2 CRN 60318

ADOBE ILLUSTRATOR: CS6* **Fee: \$355**

Introduction to the various features of this object-based drawing application. Hybrid section: half classroom and half online.

COF A75-C01, OC/DP, 15 Tue., 9/2, 6:30-9 pm CRN 61079

INTRODUCTION TO CORELDRAW X 5 (ONLINE) **Fee: \$119** **In-district seniors: \$80**

Let CorelDraw unleash your creativity! This easy-to-learn professional graphic design vector-based software helps you create professional newsletters, greeting cards, Web graphics, and logos—and changes ordinary photos or drawings into brilliant works of art. **Requirements:** CorelDRAW Graphics Suite X5 or CorelDRAW Home and Student or Education Edition.

DAT A10-300, 8/20-10/10/14 CRN 60442
DAT A10-301, 9/17-11/7 CRN 60443
DAT A10-302, 10/15-12/5 CRN 60444
DAT A10-303, 11/12-1/2 CRN 60445

ADOBE INDESIGN (ONLINE) **Fee: \$119** **In-district seniors: \$80**

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

DAT A27-300, 8/20-10/10/14 CRN 60490
DAT A27-301, 9/17-11/7 CRN 60491
DAT A27-302, 10/15-12/5 CRN 60492
DAT A27-303, 11/12-1/2 CRN 60493

*Course may also be taken for college credit.

INTERMEDIATE INDESIGN: CS5 (ONLINE) **Fee: \$119**
In-district seniors: \$80

Master the advanced features of Adobe InDesign CS5 and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.

DAT A32-300, 8/20-10/10/14	CRN 60506
DAT A32-301, 9/17-11/7	CRN 60507
DAT A32-302, 10/15-12/5	CRN 60508
DAT A32-303, 11/12-1/2	CRN 60509

DESKTOP PUBLISHING USING ADOBE INDESIGN* **Fee: \$355**

Introduces desktop publishing program to create and format documents, using desktop publishing technology. Includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. **Recommended:** Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software.

COF A65-C01, OC/DP, 16 Tue., 8/26, 6-9:50 pm	CRN 61075
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Healthy Living Topics

INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE) **Fee: \$119**
In-district seniors: \$80

Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.

HEA E62-300, 8/20-10/10/14	CRN 60673
HEA E62-301, 9/17-11/7	CRN 60674
HEA E62-302, 10/15-12/5	CRN 60675
HEA E62-303, 11/12-1/2	CRN 60676

LOSE WEIGHT AND KEEP IT OFF (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.

HEA C09-300, 8/20-10/10/14	CRN 60669
HEA C09-301, 9/17-11/7	CRN 60670
HEA C09-302, 10/15-12/5	CRN 60671
HEA C09-303, 11/12-1/2	CRN 60672

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS (ONLINE) **Fee: \$119**
In-district seniors: \$80

Prepare easy meals that are delicious and nutritious! Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover more than 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.

HEC E16-300, 8/20-10/10/14	CRN 60685
HEC E16-301, 9/17-11/7	CRN 60686
HEC E16-302, 10/15-12/5	CRN 60687
HEC E16-303, 11/12-1/2	CRN 60688

Home and Garden

INTRODUCTION TO INTERIOR DESIGN AND SPACE PLANNING **Fee: \$55**

Explore the elements and principles of design that provide the fundamentals for any interior. Learn how to create an attractive home that functions for your lifestyle. **No senior discount.**

HEC B13-01, MAINE E, 2 Tue., 9/16, 7-9:30 pm, Folkers	CRN 60011
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CHICAGO BOTANIC GARDEN

New courses!**A DAY IN THE SHADE** **Fee: \$99**

Shade opens up entirely different garden uses and sensations that balance out the sun-inspired areas. Start the day by finding out what you need to know before tackling current problems and spend the afternoon delving into the fun of plant materials. Find out more about new plants and upcoming releases; both perennials and "woodies". Come learn why shade gardening is becoming a hot topic! Lunch is on your own. **No Senior Discount.**
BOT G40-01, GARD, 1 Sat., 8/23, 9 am- 3 pm, Sellinger CRN 60114

PREPARING YOUR LAWN FOR FALL **Fee: \$37**

Is your lawn a disappointment? Fear not! A little time well spent this fall will result in a healthy and lush lawn next year. Learn the basics of lawn renovation and how to prepare your lawn for winter. Instructor Tom Fritz demonstrates the proper techniques for installing sod, seeding and overseeding, aerating, and fertilizing. Dress for the weather as part of the class will be outdoors. **No senior discount.**

BOT G41-01, GARD, 1 Sat., 9/6, 10 am-12 pm	CRN 60113
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FALL GARDEN CARE **Fee: \$37**

Proper garden care in the fall helps ensure healthy plants the next spring. Learn techniques for taking care of your lawn, trees, shrubs, and perennials, including fall fertilizing, mulching, cutting back plants, and protecting plants from winter winds and animal damage. Get great pointers on fall planting of woody plants and spring-flowering bulbs. **No Senior Discount.**

BOT G42-01, GARD, 4 Sun., 8/24, 1-3 pm	CRN 60115
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START YOUR OWN EDIBLE GARDEN (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

BOT E14-300, 8/20-10/10/14	CRN 60163
BOT E14-301, 9/17-11/7	CRN 60164
BOT E14-302, 10/15-12/5	CRN 60165
BOT E14-303, 11/12-1/2	CRN 60166

CONCEPTS OF FLORAL DESIGN **Fee: \$100**

Learn the fundamentals of floral design and how to create floral arrangements that add beauty of flowers to home and office settings. Weekly themes include rounded colonial style arrangement; a one-sided triangular piece; flowers arranged in a basket; a one-sided L shape design; a long low centerpiece; and arranging flowers in a vase. Instructor Robert Neri is an experienced floral designer and owner of Robert's Flower and Design Studio in Chicago. A required materials fee of \$15 per week is payable to the instructor at the first class session.

ART D27-01, OC/SK, 6 Mon., 9/8, 7-8:30 pm, Neri	CRN 60075
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DRESS UP YOUR WINDOWS **Fee: \$30**

Take a closer look at your windows and find treatments that set them off perfectly, enhancing every room in your home. Class covers three critical aspects of window treatments. Explore a wide range of design ideas and provide solutions for problematic windows. **No senior discount.**

HEC B15-01, MAINE E, 1 Tue., 10/8, 7-9:30 pm, Folkers	CRN 60103
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INTRODUCTION TO INTERIOR DESIGN (ONLINE) Fee: \$119 In-district seniors: \$80

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

HEC B41-300, 8/20-10/10/14	CRN 60681
HEC B41-301, 9/17-11/7	CRN 60682
HEC B41-302, 10/15-12/5	CRN 60683
HEC B41-303, 11/12-1/2	CRN 60684

COLOR YOUR HOME BEAUTIFUL Fee: \$30

Color is one of a home’s most influential elements. Explore the various components of color and creating an effect that’s just right. Learn how to determine color schemes from a color wheel and how to choose the perfect palette for a specific room. **No senior discount.**

HEC B14-01, MAINE E, 1 Tue., 10/1, 7-9:30 pm, Folkers	CRN 60098
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UPHOLSTERY Fee: \$150

Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on.

TEC B28-01, ETHS, 8 Thu., 10/2, 6-9 pm, Miranda	CRN 60090
TEC B28-02, ETHS, 8 Tue., 9/23, 6-9 pm, Miranda	CRN 60089

TURN YOUR HOUSE INTO HOME WITH ACCESSORIES Fee: \$30

Learn how style, character, color, and accessory placement can create the perfect atmosphere—and make your room a masterpiece! **No senior discount.**

HEC B16-01, MAINE E, 1 Tue., 10/14, 7-9:30 pm, Folkers	CRN 60028
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Job Search

RESUME WRITING WORKSHOP (ONLINE) Fee: \$119 In-district seniors: \$80

Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that results in personal interviews.

COM S42-300, 8/20-10/10/14	CRN 60406
COM S42-301, 9/17-11/7	CRN 60407
COM S42-302, 10/15-12/5	CRN 60408
COM S42-303, 11/12-1/2	CRN 60409

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE) Fee: \$119 In-district seniors: \$80

Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.

BUB E01-300, 8/20-10/10/14	CRN 60267
BUB E01-301, 9/17-11/7	CRN 60268
BUB E01-302, 10/15-12/5	CRN 60269
BUB E01-303, 11/12-1/2	CRN 60270

Languages

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

CHINESE I Fee: \$130

Introduction to the study of modern Mandarin Chinese; emphasis on daily conversation. Chinese culture also explored. Textbook fee payable to the instructor at the first class session.

LCH B01-01, GLBRK S, 8 Thu., 10/9, 7-9 pm	CRN 60098
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CONVERSATIONAL ARABIC Fee: \$130

An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.

LAR B04-01, OC/SK, 8 Wed., 9/17, 7-9 pm, Elmasy	CRN 60007
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CONVERSATIONAL ARABIC II Fee: \$130

Salem! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. **Prerequisite:** Conversational Arabic I or previous Arabic language experience.

LAR B05-01, OC/SK, 8 Mon., 9/22, 7-9 pm	CRN 60008
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FRENCH I Fee: \$130

Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. No class 11/11/14.

LFR B01-01, ETHS, 8 Tue., 9/23, 6:15-8:15 pm, Dure	CRN 60024
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BEGINNING CONVERSATIONAL FRENCH (ONLINE) Fee: \$119 In-district seniors: \$80

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

LFR E02-300, 8/20-10/10/14	CRN 60693
LFR E02-301, 9/17-11/7	CRN 60694
LFR E02-302, 10/15-12/5	CRN 60695
LFR E02-303, 11/12-1/2	CRN 60696

CONVERSATIONAL GERMAN I Fee: \$130

Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.

LGE B03-01, GLBRK S, 8 Tue., 9/16, 7-9 pm	CRN 60067
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CONVERSATIONAL GERMAN II Fee: \$130

Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers listening, spelling, reading, and writing, and practical conversational skills applicable to real life situations. **Prerequisite:** Conversational German I or previous German language experience. **No class 11/6/14.**

LGE B04-01, GLBRK S, 8 Thu., 9/18, 7-9 pm	CRN 60068
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ITALIAN CONVERSATION I Fee: \$130

Explore the Italian language! Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. **Prerequisite:** No previous experience required. **No class 9/25 and 10/9/14.**

ITL B03-01, ETHS, 8 Thu., 9/18, 6-8 pm	CRN 60012
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**INSTANT ITALIAN
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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

ITL B02-300, 8/20-10/10/14	CRN 60689
ITL B02-301, 9/17-11/7	CRN 60690
ITL B02-302, 10/15-12/5	CRN 60691
ITL B02-303, 11/12-1/2	CRN 60692

**CONVERSATIONAL JAPANESE
(ONLINE)****Fee: \$119
In-district seniors: \$80**

Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with an insider's cultural knowledge!

LJA E01-300, 8/20-10/10/14	CRN 60697
LJA E01-301, 9/17-11/7	CRN 60698
LJA E01-302, 10/15-12/5	CRN 60699
LJA E01-303, 11/12-1/2	CRN 60700

POLISH I**Fee: \$130**

Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. **No class 10/14 and 11/11.**

LPO B01-02, NILES N, 8 Mon., 9/22, 7-9 pm	CRN 60013
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POLISH II**Fee: \$130**

Expand your Polish speaking skills! Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Polish I or previous experience with the language.

LPO B02-02, NILES N, 8 Wed., 9/24, 7-9 pm	CRN 60014
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CONVERSATIONAL PORTUGUESE I**Fee: \$130**

Olá! Explore one of the fastest-growing European languages. Through dialogue, learn business and leisure vocabulary, accurate phrasing, and correct pronunciation. No previous Portuguese experience necessary.

LPT B03-01, NILES N, 8 Wed., 9/24, 7-9 pm	CRN 60079
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SPANISH I**Fee: \$130**

Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class.

LSP C01-01, OC/SK, 8 Mon., 9/8, 7-9 pm	CRN 60019
LSP C01-02, MAINE E, 8 Tue., 9/16, 7-9 pm	CRN 60088
LSP C01-03, NILES N, 8 Wed., 9/17, 7-9 pm	CRN 60087

SPANISH II**Fee: \$130**

Expand your Spanish speaking skills! Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. **Prerequisite:** Spanish I or previous experience with the language. Books will be available for purchase on the first day of class.

LSP C02-03, OC/SK, 8 Mon., 10/6, 10 am - 12 pm	CRN 60020
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**SPEED SPANISH I
(ONLINE)****Fee: \$119
In-district seniors: \$80**

Includes six easy "recipes" you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno! **Requirements:** A computer equipped with working speakers or headphones.

LSP B08-300, 8/20-10/10/14	CRN 60701
LSP B08-301, 9/17-11/7	CRN 60702
LSP B08-302, 10/15-12/5	CRN 60703
LSP B08-303, 11/12-1/2	CRN 60704

**SPEED SPANISH II
(ONLINE)****Fee: \$119
In-district seniors: \$80**

A continuation of Speed Spanish I. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. **Requirements:** A computer equipped with working speakers or headphones.

LSP B09-300, 8/20-10/10/14	CRN 60705
LSP B09-301, 9/17-11/7	CRN 60706
LSP B09-302, 10/15-12/5	CRN 60707
LSP B09-303, 11/12-1/2	CRN 60708

CONVERSATIONAL SPANISH I**Fee: \$130**

Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for both professional and personal use. **Prerequisite:** Spanish I and Spanish II or a good working knowledge of the Spanish language.

LSP E08-01, ETHS, 8Tue., 9/9, 7-9 pm, Solsol	CRN 60080
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ADVANCED CONVERSATIONAL SPANISH**Fee: \$130**

Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang, and idiomatic expressions. Very little English spoken. **Prerequisite:** Conversational Spanish I or previous experience with the language. **No class 9/25 and 10/9/14.**

LSP C04-02, ETHS, 8 Thu., 9/11, 7-9 pm, Solsol	CRN 60057
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SPANISH FOR LAW ENFORCEMENT**Fee: \$119****(ONLINE) In-district seniors: \$80**

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

LSP B12-300, 8/20-10/10/14	CRN 60713
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SPANISH FOR MEDICAL PROFESSIONALS**Fee: \$119****(ONLINE) In-district seniors: \$80**

Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!

LSP B11-300, 8/20-10/10/14	CRN 60709
LSP B11-301, 9/17-11/7	CRN 60710
LSP B11-302, 10/15-12/5	CRN 60711
LSP B11-303, 11/12-1/2	CRN 60712

Management and Supervision

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

FUNDAMENTALS OF SUPERVISION* Fee: \$310

Introduction to the techniques and responsibilities involved in supervising people. Topics include motivation, training, communication, discipline, grievances, safety, and employee appraisal. Course analyses methods to increase employee output and decrease costs are analyzed. Supplemental work required. A textbook may be required. Check with the bookstore.

MAN A01-C01, OC/DP, 14 Tue./Thu., 9/9, 2-3:30 pm CRN 60907

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUB A23-300, 8/20-10/10/14 CRN 60180
BUB A23-301, 9/17-11/7 CRN 60181
BUB A23-302, 10/15-12/5 CRN 60182
BUB A23-303, 11/12-1/2 CRN 60184

BUILDING TEAMS THAT WORK (ONLINE) Fee: \$119 In-district seniors: \$80

Effective teams are essential for today's workplace. Learn the stages of a team's development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.

BUB A54-300, 8/20-10/10/14 CRN 60219
BUB A54-301, 9/17-11/7 CRN 60220
BUB A54-302, 10/15-12/5 CRN 60221
BUB A54-303, 11/12-1/2 CRN 60222

PROJECT MANAGEMENT APPLICATIONS (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUB A68-300, 8/20-10/10/14 CRN 60255
BUB A68-301, 9/17-11/7 CRN 60256
BUB A68-302, 10/15-12/5 CRN 60257
BUB A68-303, 11/12-1/2 CRN 60258

EMPLOYMENT LAW FUNDAMENTALS (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUB A17-300, 8/20-10/10/14 CRN 60172
BUB A17-301, 9/17-11/7 CRN 60173
BUB A17-302, 10/15-12/5 CRN 60174
BUB A17-303, 11/12-1/2 CRN 60175

PRINCIPLES OF MANAGEMENT* Fee: \$310

Topics covered include the principles of planning, organizing, leading, and controlling in modern business. A textbook may be required. Check with the bookstore. Supplemental work required.

MAN A03-C01, OC/SK, 12 Tue., 9/23, 6:30-10 pm CRN 60908
MAN A03-C02, OC/DP, 12 Wed., 10/1, 6:30-10 pm CRN 60909
MAN A03-C03, OC/SK, 8 Sat., 10/18, 12:30-3 pm CRN 60910

HIGH SPEED PROJECT MANAGEMENT (ONLINE) Fee: \$119 In-district seniors: \$80

Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.

BUB A57-300, 8/20-10/10/14 CRN 60231
BUB A57-301, 9/17-11/7 CRN 60232
BUB A57-302, 10/15-12/5 CRN 60233
BUB A57-303, 11/12-1/2 CRN 60234

PROJECT MANAGEMENT* Fee: \$320

Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Tandem taught with CPT A83-C01.

MAN A35-C01, OC/DP, 12 Thu., 9/11, 6-9:50 pm CRN 60913

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUB A56-300, 8/20-10/10/14 CRN 60227
BUB A56-301, 9/17-11/7 CRN 60228
BUB A56-302, 10/15-12/5 CRN 60229
BUB A56-303, 11/12-1/2 CRN 60230

SMALL BUSINESS MANAGEMENT Fee: \$310

Review the principles and problems of organizing a small business, including analysis of entrepreneurial qualifications and skills; capital resources and requirements; forms of ownership; and financial analysis and planning. Focus is on tax and legal considerations; staffing and learning to identify profit opportunities using market analysis; and bringing products to market through effective advertising, personal selling, and distribution methods and practices. Covers franchises, availability of government assistance through the Small Business Administration (SBA), evaluation of an existing business for purchase, and special opportunities granted to small businesses in selling to government agencies.

MAN A09-C01, OC/DP, 12 Tue., 9/23, 6:30-9:50 pm CRN 60911

EFFECTIVE MANAGEMENT COMMUNICATIONS* Fee: \$310

Integrates several disciplines—including business communication and organizational behavior. Content includes various forms of communication for business decision-making strategies and styles of managerial communication: writing for managerial communications, oral presentations, interviewing, group dynamics and meetings, networking, teleconferencing, e-mail, and more. Individual and team writing and delivery of oral presentations. Supplemental lab work required. **Recommended:** College English class (101 level) or placement into college English class (101 level).

MAN A29-C01, OC/SK, 16 Wed., 8/27, 6:30-9:20 pm CRN 60912

*Courses may also be taken for college credit.

Manufacturing

Courses marked with an asterisk (*) may be taken as **noncredit or credit classes**. Different fees and requirements apply for the credit version of any course. For questions regarding a **college credit class**, contact David Geller, department chair, at 847-376-7707 or dgeller@oakton.edu.

INTRODUCTION TO ROBOTICS AND VISION SYSTEMS*

Fee: \$463

Course presents overview of operation and usage of robots in manufacturing applications. Content includes manipulators, drive systems, controllers, motion, payload, programming, and vision systems. Course work involves hands-on projects.

MCH A08-C01, OC/SK, 16 Thu., 8/28, 6-9:50 pm CRN 60928

INTRODUCTION TO CNC PROGRAMMING*

Fee: \$463

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

MCH A01-C01, OC/SK, 16 Tue./Thu., 8/26, 6-8:45 pm CRN 60921

MCH A01-C02, OC/SK, 16 Sat., 8/30, 8 am-1 pm CRN 60922

ADVANCED CNC PROGRAMMING*

Fee: \$463

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

MCH A02-C01, OC/SK, 16 Mon., 8/25, 6-9:45 pm CRN 60923

MASTERCAM/COMPUTER-AIDED MANUFACTURING*

Fee: \$463

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

MCH A04-C01, OC/SK, 16 Mon., 8/25, 8 am-12:30 pm CRN 60924

MCH A04-C02, OC/SK, 16 Wed., 8/27, 5:30-10:15 pm CRN 60925

PROGRAMMABLE CONTROLLERS (PLC) ALLEN-BRADLEY, SLC 500*

Fee: \$463

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

MCH A06-C01, OC/SK, 16 Mon., 8/25, 5:30-10:15 pm CRN 60926

ADVANCED PLC/AUTOMATION APPLICATIONS*

Fee: \$463

A follow up to Programmable Controllers (PLCs), MCH A06. Learn to use PLCs for monitoring and diagnostics of manufacturing processes. Emphasis on data handling and storage as well as the use of video control panels. Students work in teams on hands-on projects integrating new technologies with automatic turntables, circuit board testers, robotics, vision systems, and various analog devices. A textbook may be required. Check with the bookstore.

MCH A07-C01, OC/SK, 16 Sat., 8/30, 8 am-1 pm CRN 60927

BASIC PRINT READING AND SHOP THEORY* **Fee: \$413**

Provide general shop training. Include study of machine shop theory with focus on reading machine prints and how to use measurement devices. Course meets requirements of classroom-related theory for the apprentice machinist, mold maker, tool and die maker, model maker, and inspector. Include a module on GDT symbols and how to interpret them. A minimum grade of "C" should enable student to interpret prints used in industry.

MCH A19-C01, OC/SK, 15 Wed., 9/3, 6-10 pm CRN 60929

Marketing and Sales

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

PRINCIPLES OF MARKETING*

Fee: \$310

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

MAR A01-C01, OC/DP, 12 Mon., 9/22, 6:30-10 pm CRN 60914

MAR A01-C02, OC/DP, 12 Tue., 9/23, 6:30-9:50 pm CRN 60915

MAR A01-C03, OC/SK, 8 Sat., 10/18, 3-5:30 pm CRN 60916

PROFESSIONAL SALES SKILLS (ONLINE)

Fee: \$119

In-district seniors: \$80

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

BUS A34-300, 8/20-10/10/14 CRN 60295

BUS A34-301, 9/17-11/7 CRN 60296

BUS A34-302, 10/15-12/5 CRN 60297

BUS A34-303, 11/12-1/2 CRN 60298

INTRODUCTION TO ADVERTISING*

Fee: \$310

An introduction to advertising covering integrated marketing communications, consumer behavior, creative strategies, and types of media. Practical applications integrated into course. **Recommended:** MAR A01. Also, supplemental lab work required.

MAR A14-C01, OC/SK, 16 Tue./Thu., 8/26, 12:30-1:45 pm CRN 60918

MAR A14-C02, OC/DP, 12 Wed., 10/1, 6:30-10 pm CRN 60919

SOCIAL MEDIA TOOLS FOR BUSINESS*

Fee: \$310

Introduces a variety of social media and Web 2.0 concepts and tools from a business/ marketing perspective, including social networks, blogs, wikis, podcasts, and more. Learn how to leverage these tools to support a business or career.

MAR A39-C01, OC/DP, 16 Wed., 8/27, 6:30-9:20 pm CRN 60920

SMALL BUSINESS MARKETING ON A SHOESTRING (ONLINE)

Fee: \$119

In-district seniors: \$80

When it comes to marketing a small business, money isn't everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!

BUS A79-300, 8/20-10/10/14 CRN 60307

BUS A79-301, 9/17-11/7 CRN 60308

BUS A79-302, 10/15-12/5 CRN 60309

BUS A79-303, 11/12-1/2 CRN 60310

*Courses may also be taken for college credit.

Put your passion for the Internet to work!
 Become an Online Marketing Certified Professional (OMCP®),
 the industry standard.

Digital Marketing Certification

Start *any* time and study online at your own pace!

Check www.OMCP.org for more information.

Courses are offered in partnership with **Market Motive**, the industry leader in Web-based Internet marketing training, and are taught by top industry experts.



“For once, I wasn’t the one asking for a job—someone was asking me! What else could you ask for?”

Maurice Revah, OMCP, Senior SEM Analyst
 Media Experts, Canada

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

Galia Polyanovsky, Senior Manager, *Sperotek, Inc.*
 OMCP-certified in PPC, SEO, and Web Analytics

**Average Salary
for Online Marketing Professionals**

Web Conversion	\$104,000
Pay Per Click	\$71,000
SEO	\$74,000
Social Media	\$71,000
Web Analytics	\$80,000

Source: WantedAnalytics.com

New Fall 2014 Custom Concentrations

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

Search Marketing Professional Concentration

- Online Marketing Fundamentals
- Content Marketing Practitioner
- Search Engine Optimization (SEO) Practitioner
- Conversion Optimization Practitioner

Social Media and Mobile Marketing Professional Concentration

- Online Marketing Fundamentals
- Content Marketing Practitioner
- YouTube Marketing – short course
- Social Media Practitioner
- Mobile Marketing Practitioner
- Facebook Advertising – short course

More Custom Concentrations are available. For information, contact Anna Shipulina at 847.636.1498 or ashipuli@oakton.edu.

OMCP® Online Marketing Certified Professional Courses

Online, Four-month Courses

Students who successfully complete any of the courses below are eligible for certification.

OMCP® courses may be taken alone or bundled with another OMCP® course.

ONLINE MARKETING FUNDAMENTALS – MARA10-300

Fee: \$599

Establish a great foundation in Internet marketing with this comprehensive, high-level, cross-discipline approach to the basics. Learn more about search engine optimization (SEO), social media, Web analytics, paid search, conversion optimization, and e-mail marketing – and gain the skills you need to make smart Internet marketing decisions. Prerequisite to all practitioner courses below.

SOCIAL MEDIA MARKETING PRACTITIONER – MARA40-300

Fee: \$999

Social media marketing can help you reach your target audience with an astonishing degree of accuracy. Course analyzes a wide array of available options, platforms, and trends. Covers how to use each tool and—most importantly—how to pick the right strategy for all types of campaigns and businesses. Training provided by Jennifer Cario and Greg Jarboe, respected social media strategists and leading authorities of online publicity.

SEARCH ENGINE OPTIMIZATION (SEO) PRACTITIONER – MAR A41-300

Fee: \$999

Comprehensive SEO training from top Web industry authors Matt Bailey, Jennifer Cario, and Todd Malicoat. Learn how to handle SEO projects of all sizes—from on-page fundamentals to keyword research, SEO copywriting, site architecture, link building, and local search optimization strategies.

PAY PER CLICK (PPC) ADVERTISING PRACTITIONER – MAR A42-300

Fee: \$999

Your competition is getting smarter every day—are you? Using pay-per-click (PPC) advertising effectively is a key part of any online campaign. Join established industry professionals, trainers and writers Bryan Eisenberg, Brad Geddes, Alan Rimm-Kaufman, and David Szetela for comprehensive cross-discipline training on keyword research, ad copy, formula-based bidding strategies, PPC economics, and customer psychology. Learn how to design, build, and maintain PPC programs.

CONVERSION OPTIMIZATION PRACTITIONER – MAR A43-300

Fee: \$999

Attracting visitor to your site is only half the battle. Converting them to customers is the ultimate goal. Conversion optimization experts Bryan Eisenberg and Avinash Kaushik provide a comprehensive study of landing page optimization. Examine real-world examples, find out what works, what doesn't, and grasp the importance of "always testing." Course uses video training modules and Eisenberg's book *Always Be Testing*. Note: Book is not sold in Oakton's bookstore, but is available online.

WEB ANALYTICS PRACTITIONER – MAR A43-300

Fee: \$999

Web sites generate an avalanche of data from multiple sources—and it's not easy to make sense of all the information. But Google's Avinash Kaushik can help you become, in his words, "a ninja and not a squirrel." Gain an in-depth understanding of key performance indicators (KPIs), segmentation, reports, experimentation, and more as he shines a light on the complex world of Web analytics.

MOBILE MARKETING PRACTITIONER – MAR A45-330

Fee: \$999

With consumers getting more instant information right in the palm of their hand, mobile marketing is no longer a nice-to-have, but rather a must-have component of a comprehensive marketing strategy. Join Jeff Hansen, the mobile strategist and author, and learn the best practices for interacting with the mobile consumer, asking the right questions, and launching mobile campaigns built on "Moments of Trust" that impact sales and brand loyalty.

CONTENT MARKETING PRACTITIONER – MAR A46-330

Fee: \$999

Internet marketers have been writing content for years, but with the emergence of social media and increased sophistication of search, Content Marketing takes on a whole new level of importance. In this course, Content Marketing expert Greg Jarboe will take you through all the aspects of Content Marketing, from identifying avenues to developing content to measuring results.

PRINCIPLES OF PROFESSIONAL SELLING **Fee: \$310**
 Reviews the actual process of selling a product. Content includes principles and techniques used in prospecting, approaching, and demonstrating; meeting objections and closing a sale; and attitudes and attributes that successful sales personnel develop. Sales presentations given by students. **Recommended:** hands-on experience using word processing, the Internet, and e-mail.
 MAR A02-C01, OC/DP, 12 Thu., 9/25, 6:30-9:50 pm CRN 60917

Medical Office Technology

MEDICAL MATH (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course makes it easy to calculate medication dosages and use scientific formulas.
 MED A53-300, 8/20-10/10/14 CRN 60741
 MED A53-301, 9/17-11/7 CRN 60742
 MED A53-302, 10/15-12/5 CRN 60743
 MED A53-303, 11/12-1/2 CRN 60744

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.
 MED E01-300, 8/20-10/10/14 CRN 60746
 MED E01-301, 9/17-11/7 CRN 60747
 MED E01-302, 10/15-12/5 CRN 60748
 MED E01-303, 11/12-1/2 CRN 60749

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE) **Fee: \$119**
In-district seniors: \$80
 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. Determine which aspect of medical information management suits you best, and get on the path to a rewarding career.
 MED A51-300, 8/20-10/10/14 CRN 60732
 MED A51-301, 9/17-11/7 CRN 60734
 MED A51-302, 10/15-12/5 CRN 60735
 MED A51-303, 11/12-1/2 CRN 60736

EXPLORE A CAREER IN MEDICAL CODING (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you'll need to describe every aspect of a patient's visit and report that information to an insurance company. From there, you'll be ready to begin putting it all into practice. By the end of this course, you'll be well on your way to becoming a medical coder. **Required Books:** CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
 MED A10-300, 8/20-10/10/14 CRN 60723
 MED A10-301, 9/17-11/7 CRN 60724
 MED A10-302, 10/15-12/5 CRN 60725
 MED A10-303, 11/12-1/2 CRN 60726

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.
 MED A50-300, 8/20-10/10/14 CRN 60727
 MED A50-301, 9/17-11/7 CRN 60728
 MED A50-302, 10/15-12/5 CRN 60729
 MED A50-303, 11/12-1/2 CRN 60730

EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton's Pharmacy Technician Certificate program. Call 847.635.1889 for information.
 MED A52-300, 8/20-10/10/14 CRN 60737
 MED A52-301, 9/17-11/7 CRN 60738
 MED A52-302, 10/15-12/5 CRN 60739
 MED A52-303, 11/12-1/2 CRN 60740

Music

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

INTRODUCTION TO GUITAR (ONLINE) **Fee: \$119**
In-district seniors: \$80
 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.
 MUS S09-300, 8/20-10/10/14 CRN 60750
 MUS S09-301, 9/17-11/7 CRN 60751
 MUS S09-302, 10/15-12/5 CRN 60752
 MUS S09-303, 11/12-1/2 CRN 60753

JAZZ BAND* **Fee: \$128**
 A comprehensive, practical study of jazz band idiom. Involves playing with the award-winning Oakton Jazz Band; sectional and ensemble discussion; scheduled rehearsal of various jazz band works; and public performance. Student compositions encouraged. **Recommended:** Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor required. Note: Instructor will assess students' skill level once the course has begun and place student in proper level course.
 MUS S80-C01, OC/DP, 16 Mon., 8/25, 8-9:50 pm CRN 60903
 MUS S81-C01, OC/DP, 16 Mon., 8/25 8-9:50 pm CRN 60904
 MUS S82-C01, OC/DP, 16 Mon., 8/25, 8-9:50 pm CRN 60905
 MUS S83-C01, OC/DP, 16 Mon., 8/25, 8-9:50 pm CRN 60906

*Courses may also be taken for college credit.

Healthcare and Administrative Training with CareerStep, LLC (Online)

Prepare for industry-recognized certifications and gain the skills you need to enter the rapidly expanding healthcare and administrative fields! These online training courses, offered by Oakton's Continuing Education and Workforce Development Department in partnership with CareerStep LLC, can open up a world of exciting career opportunities. Upon course completion, CareerStep LLC assists students in scheduling certification exams, and provides resume writing, interviewing, and job placement assistance. Some courses include a free laptop, iPad, or Kindle.



Healthcare

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

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

MEDICAL CODING AND BILLING (ONLINE) Become a medical coder/biller through this AHIMA-Approved ICD-10-CM/PCS training program. Covers computer fundamentals, reimbursement methodologies, medical terminology, anatomy, ICD-10 code sets, and preparation for the Certified Professional Coder (CPC) or Certified Coding Associate (CCA) exams. Course is designed to be completed in four months with full-time study. However, enrollment includes 12 months of program access so that students can study at their own pace. *Course materials include: Laptop, iPad, or Kindle with electronic text (free of charge).*

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

Administrative

EXECUTIVE ASSISTANT (ONLINE) Begin a new career as an executive assistant in as little as two months! Developed by industry professionals, this comprehensive curriculum prepares students to earn the Microsoft Office Specialist Master credential, gain the communication and planning skills needed to successfully run an office, and begin working immediately upon graduation. *Course materials include: Kindle with electronic text (free of charge).*

Register now at www.careerstepoakton.eventbrite.com for the introductory session taking place on **Tuesday, August 26, 2014**. Payment plans available. Out-of-work or low-income individuals may qualify for Workforce Investment Funding (WIA). Individuals need to attend the free introductory session to determine eligibility for WIA funding.

To enroll now, or for more information regarding CareerStep programs, visit www.careerstep.com/oakton.



VOCAL COACHING **Fee: \$180**
 From pop to opera to rock, learn the vocal techniques, secrets, and skills to take your voice where you want it to go. Call instructor, Eileen Berman, at 847-674-0035 to schedule private lessons.
 MUS S25-01, OC/DP, 8/19, 8 Sessions, Berman CRN 60101
 MUS S25-02, OC/DP, 10/14, 8 Sessions, Berman CRN 60102

HAWAIIAN UKULELE LESSONS **Fee: \$50**
 Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton's Hawaiian Music Ensemble. (Instruments provided, if necessary.)
 MUS X11-01, OC/DP, 6 Thu., 9/18, 5:30-6:30 pm, Essig CRN 60038

HAWAIIAN UKULELE II **Fee: \$50**
 Progress from the basic course with new chords strums and songs. Continue learning the soft sweet music of "Old Hawaii" and expand your musical and cultural experience of beautiful Hawaii.
 MUS X15-01, OC/DP, 6 Tue., 9/16, 5:30-6:30 pm, Essig CRN 60039

Paralegal Studies

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

INTRODUCTION TO PARALEGAL STUDIES* **Fee: \$310**
 Covers the functions of law courts and lawyers. Topics include the origin, training, and role of the paralegal professional; responsibilities of the lawyer and fields and specializations within the practice of law; and legal research and writing based upon a review of the sources and works of law. Required: college-level English competency.
 PAR A01-C01, OC/SK, 16 Mon., 8/25, 6-8:50 pm CRN 60884
 PAR A01-C02, OC/SK, 16 Wed., 8/27, 6-8:50 pm CRN 60885

LEGAL RESEARCH I* **Fee: \$330**
 Orients students to law library and various legal publications, treatises, and other legal writings encountered in day-to-day practice of law. Content emphasizes developing student capability to analyze, interpret, and communicate facts, ideas, and law through comprehension of legal research techniques. Required: college-level English competency and successful completion of PAR A01 or consent of program coordinator.
 PAR A10-C01, OC/SK, 16 Wed., 8/27, 6:30-9:20 pm CRN 60886

EXPLORE A CAREER AS A PARALEGAL (ONLINE) **Fee: \$182**
In-district seniors: \$140
 An overview of the American judicial system focusing on the origins of American law and the litigation process. Covers legal terminology, process, ethics, and tort and contract law.
 BUB A45-300, 8/20-10/10/14 CRN 60207
 BUB A45-301, 9/17-11/7 CRN 60208
 BUB A45-302, 10/15-12/5 CRN 60209
 BUB A45-303, 11/12-1/2 CRN 60210

Personal Finance

ESTATE PLANNING 101 **Fee: \$25**
 Most people neither understand estate planning nor have an estate plan in place. What happens in the event of an injury, disability, or death? What burden do these events place on your loved ones? You might be surprised to learn who can be assigned to make medical decisions, pay bills, and receive assets upon death. Don't join the ranks of those who think, "Everything will work out," or that estate planning is only for wealthy people. **No senior discount.**
 BUS B54-01, MAINE E, 1 Thu., 10/9, 6-7:45 pm, Baker CRN 60010

SENSIBLE APPROACH TO ESTATE PLANNING **Fee: \$25**
 Familiarize yourself with the basics of estate planning. Course covers probate, the various functions of trusts and wills, and investments designed to transfer assets with tax efficiency. **No senior discount.**
 FIN E44-01, GLBRK S, 1 Tue., 10/22, 7-8:30 pm, Walsh CRN 60034

REAL ESTATE INVESTING (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Want to invest in real estate but have no money and no idea where to start? Demystify 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.

REL E07-300, 8/20-10/10/14 CRN 60782
 REL E07-301, 9/17-11/7 CRN 60783
 REL E07-302, 10/15-12/5 CRN 60784
 REL E07-303, 11/12-1/2 CRN 60785

RETIREMENT PLANNING TODAY™ **Fee: \$45**
 Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). **No senior discount.**
 FIN E02-01, NILES N, 3 Wed., 9/24, 6:30-9 pm, Richards CRN 60085
 FIN E02-05, GLBRK S, 3 Thu., 10/2, 6:30-9 pm, Richards CRN 60083

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Contrary to popular opinion, most people don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. Course supplies the skills and knowledge you need to accumulate a sizable nest egg and live the life of your dreams.
 FIN E10-300, 8/20-10/10/14 CRN 60648
 FIN E10-301, 9/17-11/7 CRN 60649
 FIN E10-302, 10/15-12/5 CRN 60650
 FIN E10-303, 11/12-1/2 CRN 60651

SOCIAL SECURITY PLANNING FOR BOOMERS: WHAT EVERYONE NEEDS TO KNOW **Fee: \$20**
 As you approach retirement, you'll make many decisions—many of them final and irreversible. Are you confident you'll make the right decisions? Social Security could pay out as much as \$1.2 million over your lifetime. It makes sense to treat this resource as a significant asset. Learn to make decisions that will maximize the benefit that you and your spouse receive. Instructor Rita Brown is a certified financial planner, chartered life underwriter, and certified wealth strategist. **No senior discount.**
 FIN E39-01, GLBRK S, 1 Tue., 9/30, 7-9 pm, Brown CRN 60016
 FIN E39-02, NILES N, 1 Mon., 9/22, 7-9 pm, Brown CRN 60017

STOCKS, BONDS, AND INVESTING, OH MY (ONLINE) **Fee: \$119**
In-district seniors: \$80
 Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.
 FIN E07-300, 8/20-10/10/14 CRN 60640
 FIN E07-301, 9/17-11/7 CRN 60641
 FIN E07-302, 10/15-12/5 CRN 60642
 FIN E07-303, 11/12-1/2 CRN 60643

**INTRODUCTION TO STOCK
OPTIONS (ONLINE)****Fee: \$119**
In-district seniors: \$80

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

FIN E22-300, 8/20-10/10/14	CRN 60652
FIN E22-301, 9/17-11/7	CRN 60653
FIN E22-302, 10/15-12/5	CRN 60654
FIN E22-303, 11/12-1/2	CRN 60655

**THE ANALYSIS AND VALUATION OF STOCKS
(ONLINE)****Fee: \$119**
In-district seniors: \$80

Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.

FIN E08-300, 8/20-10/10/14	CRN 60644
FIN E08-301, 9/17-11/7	CRN 60645
FIN E08-302, 10/15-12/5	CRN 60646
FIN E08-303, 11/12-1/2	CRN 60647

UNDERSTANDING WALL STREET**Fee: \$80**

Build a foundation for sound investing through practical information delivered in an easy-to-understand format. Learn investment jargon, security types, and different objectives and methods of investing. Topics include risk and investment goal planning for college and retirement costs. Learn how to understand financial news, stock research, and annual reports. **No class 10/31.**

FIN E06-01, NILES N, 3 Wed., 10/15, 7-9 pm, Spillane	CRN 60097
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**PROTECT YOUR MONEY, CREDIT,
AND IDENTITY (ONLINE)****Fee: \$119**
In-district seniors: \$80

Do you worry about identity theft or losing your money to scammers? Are you feeling threatened by abusive debt collectors or predatory lenders? This class can help. Instructor Neal Bevins, former assistant district attorney, walks you through how to protect yourself against credit card fraud, Internet scams, and real estate "dirty tricks." Learn how to make debt collectors and credit card companies play by the rules.

FIN E31-300, 8/20-10/10/14	CRN 60656
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Pet Care**START A PET SITTING BUSINESS
(ONLINE)****Fee: \$119**
In-district seniors: \$80

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

BUS A35-300, 8/20-10/10/14	CRN 60299
BUS A35-301, 9/17-11/7	CRN 60300
BUS A35-302, 10/15-12/5	CRN 60301
BUS A35-303, 11/12-1/2	CRN 60302

PRACTICAL PUPPY TRAINING**Fee: \$90**

Designed to educate new puppy owners in the optimum development of the puppies, the correction of existing problems, and the prevention of future problem behaviors. Covers socialization, management and prevention exercises, leash training, house training, foundation obedience work, massages, grooming, nutrition, and more. Open to puppies ages 7 weeks to 5 months who have had their first set of immunizations. Puppies attend all six classes with their owners. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)

REC S08-01, ETHS GYM, 6 Tue., 9/16, 6:30-7:30 pm, DeCarlo	CRN 60070
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**OBEDIENCE TRAINING AND
PET MANNERS FOR DOGS****Fee: \$120**

Comprehensive dog-friendly and owner-friendly instruction for obedience exercises, hand signals, games, tricks, and effective solutions for problem behaviors. Dogs 5 months and older are welcome, including those that have failed in other training approaches. Dogs should be friendly towards other dogs and people (including children). First class is mandatory for owners. Dogs do not attend the first class. Please know your dog's snug neck measurement, current weight, and bring proof of rabies vaccination. (Enter the school building through Door 28 at the north end of ETHS near the tennis courts.)

REC S09-01, ETHS GYM, 8 Tue., 9/16, 7:30-8:30 pm, Damon	CRN 60069
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Photography(Also see *Graphic Design*)

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

BEGINNING PHOTOGRAPHY***Fee: \$360**

Explore the basics of film exposure, development, the use of studio materials, lighting, and printing while studying the history and aesthetics of photography. Studio work outside of regular class time is required. Note: Students must buy their own film and paper (approximate cost: \$100.) Students may reserve a camera, tripod, or light meter from the College by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.)

ATE E01-C01, OC/DP, 16 Tue./Thu., 8/26, 6:30-9:20 pm	CRN 61059
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DIGITAL PHOTOGRAPHY***Fee: \$385**

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

ATE A04-C01, OC/DP, 16 Wed., 8/27, 5-10 pm	CRN 61054
ATE A04-C02, OC/DP, 16 Fri., 8/29, 9 am-2:20 pm	CRN 61055
ATE A04-C03, OC/SK, 16 Sat., 8/30, 9 am-2:20 pm	CRN 61056

DIGITAL PHOTOGRAPHY**Fee: \$140**

Explore photo-taking techniques. Review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure, and color rendition; and work with digital imaging software to manipulate and improve your images. **No senior discount.**

ART C04-01, OC/DP, 6 Sun., 9/7, 12-3 pm, Duda	CRN 60063
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**DIGITAL PHOTOGRAPHY
(ONLINE)****Fee: \$119**
In-district seniors: \$80

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

ART C04-300, 8/20-10/10/14	CRN 60134
ART C04-301, 9/17-11/7	CRN 60135
ART C04-302, 10/15-12/5	CRN 60136
ART C04-303, 11/12-1/2	CRN 60137

DIGITAL CAMERA BASICS**Fee: \$25**

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

ART C79-01, MAINE E, 1 Tue., 9/9, 7-9:30 pm, Duda	CRN 60060
ART C79-02, NILES N, 1 Mon., 10/20, 7-9:30 pm, Duda	CRN 60061
ART C79-03, ETHS, 1 Thu., 11/13, 7-9:30 pm, Duda	CRN 60062

*Courses may also be taken for college credit.

SECRETS OF BETTER PHOTOGRAPHY (ONLINE) Fee: \$119 In-district seniors: \$80

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

ART B87-300, 8/20-10/10/14	CRN 60130
ART B87-301, 9/17-11/7	CRN 60131
ART B87-302, 10/15-12/5	CRN 60132
ART B87-303, 11/12-1/2	CRN 60133

MASTERING YOUR DIGITAL SLR CAMERA (ONLINE) Fee: \$119 In-district seniors: \$80

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

ART E22-300, 8/20-10/10/14	CRN 60159
ART E22-301, 9/17-11/7	CRN 60160
ART E22-302, 10/15-12/5	CRN 60161
ART E22-303, 11/12-1/2	CRN 60162

INTRODUCTION TO LIGHTROOM 4 OR 5 (ONLINE) Fee: \$119 In-district seniors: \$80

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

ART E04-300, 8/20-10/10/14	CRN 60154
ART E04-301, 9/17-11/7	CRN 60155
ART E04-302, 10/15-12/5	CRN 60157
ART E04-303, 11/12-1/2	CRN 60158

BLACK AND WHITE PHOTO LAB REFRESHER Fee: \$85

Refresh your darkroom skills developing and printing black and white photos.

ART C12-01, GLBRK S, 4 Tue., 9/2, 7-9:30 pm, Mulloy	CRN 60073
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BLACK AND WHITE PHOTO LAB Fee: \$169

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

ART E05-01, GLBRK S, 8 Tue., 9/30, 7-9:30 pm, Mulloy	CRN 60072
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DIGITAL SCRAPBOOKING (ONLINE) Fee: \$119 In-district seniors: \$80

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

ART C59-300, 8/20-10/10/14	CRN 60146
ART C59-301, 9/17-11/7	CRN 60147
ART C59-302, 10/15-12/5	CRN 60148
ART C59-303, 11/12-1/2	CRN 60149

PHOTOSHOP Fee: \$25

Introduce s the amateur photographer to Photoshop. Topics include image enhancement, layering, tools, levels, file size, reading a histogram, and proper camera exposure. **No senior discount.**

ART E01-01, OC/DP, 1 Mon., 10/13, 7-9:30 pm, Duda	CRN 60064
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DIGITAL IMAGING: PHOTOSHOP* Fee: \$361

Survey of production, manipulation, and output of photographic images electronically. Use photographs to be digitized and put into a computer for manipulation to create output of images to paper prints. Covers aesthetics of photographic image manipulation in context of student work and historical perspective. Discussion topics include the legal, moral, and social issues of photographic electronic imagery as related to commercial and fine arts applications. Adobe Photoshop used as the main software. **Recommended:** ATE E01. ATE A02-C01, OC/SK, 16 Sun., 8/25, 9 am-2:20 pm CRN 60941

PHOTOSHOP CREATIVE CLOUD FOR THE DIGITAL PHOTOGRAPHER (ONLINE) Fee: \$119 In-district seniors: \$80

Adobe Photoshop Creative Cloud (Photoshop CC) is a powerful subscription-based software that provides support and specialized editing tools for digital photographers and graphic artists. The program updates itself when Adobe adds, changes, or improves features. Designed for those with no image-editing experience, course takes students from novice to accomplished photo editor.

DPR A27-300, 8/20-10/10/14	CRN 60567
DPR A27-301, 9/17-11/7	CRN 60568
DPR A27-302, 10/15-12/5	CRN 60569
DPR A27-303, 11/12-1/2	CRN 60570

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER (ONLINE) Fee: \$119 In-district seniors: \$80

Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class takes you from novice to accomplished user. **Requirements:** Photoshop Elements 10, 11 or 12.

ART C05-300, 8/20-10/10/14	CRN 60138
ART C05-301, 9/17-11/7	CRN 60139
ART C05-302, 10/15-12/5	CRN 60140
ART C05-303, 11/12-1/2	CRN 60141

Psychology

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE) Fee: \$119 In-district seniors: \$80

Do you know people whose behavior makes completing even the simplest tasks difficult? Review helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.

BUB A53-300, 8/20-10/10/14	CRN 60215
BUB A53-301, 9/17-11/7	CRN 60216
BUB A53-302, 10/15-12/5	CRN 60217
BUB A53-303, 11/12-1/2	CRN 60218

WHAT'S STOPPING YOU? GET ASSERTIVE (ONLINE) Fee: \$119 In-district seniors: \$80

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

PSY B14-300, 8/20-10/10/14	CRN 60769
PSY B14-301, 9/17-11/7	CRN 60770
PSY B14-302, 10/15-12/5	CRN 60771
PSY B14-303, 11/12-1/2	CRN 60772

**INDIVIDUAL EXCELLENCE
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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

BUB A22-300, 8/20-10/10/14	CRN 60176
BUB A22-301, 9/17-11/7	CRN 60177
BUB A22-302, 10/15-12/5	CRN 60178
BUB A22-303, 11/12-1/2	CRN 60179

**INTRODUCTION TO JOURNALING
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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

COM B36-300, 8/20-10/10/14	CRN 60357
COM B36-301, 9/17-11/7	CRN 60358
COM B36-302, 10/15-12/5	CRN 60359
COM B36-303, 11/12-1/2	CRN 60360

**MANAGING LIFE AS A SINGLE PARENT
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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

PSY S12-300, 8/20-10/10/14	CRN 60773
PSY S12-301, 9/17-11/7	CRN 60778
PSY S12-302, 10/15-12/5	CRN 60779
PSY S12-303, 11/12-1/2	CRN 60780

**NAVIGATING DIVORCE
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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

PSY C13-300, 8/20-10/10/14	CRN 60773
PSY C13-301, 9/17-11/7	CRN 60774
PSY C13-302, 10/15-12/5	CRN 60775
PSY C13-303, 11/12-1/2	CRN 60776

**MARRIAGE AND RELATIONSHIPS:
KEYS TO SUCCESS (ONLINE)****Fee: \$119
In-district seniors: \$80**

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.

PSY B13-300, 8/20-10/10/14	CRN 60765
PSY B13-301, 9/17-11/7	CRN 60766
PSY B13-302, 10/15-12/5	CRN 60767
PSY B13-303, 11/12-1/2	CRN 60768

Consumer Real Estate**PURCHASING FORECLOSURE****Fee: \$25**

There are many benefits to purchasing foreclosure property in today's real estate market - whether you are looking to purchase a home or investment property. Learn the different types of foreclosure properties, the cash incentives available, how the bidding process works, and how to get started. **No senior discount.**

REL E10-01, NILES N, 1 Wed., 9/24, 6:30-8:30 pm, Olach	CRN 60015
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HOW TO BUY YOUR FIRST HOME**Fee: \$25**

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

REL E18-01, ETHS, 1 Thu., 9/18, 6:30-8:30 pm, Olach	CRN 60004
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**REAL ESTATE INVESTING
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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.

REL E07-300, 8/20-10/10/14	CRN 60782
REL E07-301, 9/17-11/7	CRN 60783
REL E07-302, 10/15-12/5	CRN 60784
REL E07-303, 11/12-1/2	CRN 60785

Special Interest**BIRD WATCHING: BIRDS OF THE
CHICAGO REGION****Fee: \$90**

Looking for the best bird-watching areas on the outskirts of Chicago? First session focuses on essential bird-watching concepts and bird identification for the 100 most-encountered birds in the Chicago region. Then, we'll hit the road, visiting the Chicago Botanic Garden, Winnetka Avenue Bridge, Skokie Lagoons Forest Preserve, and Ned Brown Forest Preserve. Students responsible for their own transportation.

SCI E12-01, OC/SK, 5 Sat., 8/24, 3-5 pm	CRN 60011
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**WOW! WHAT A GREAT EVENT
(ONLINE)****Fee: \$119
In-district seniors: \$80**

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.

BUB E12-300, 8/20-10/10/14	CRN 60271
BUB E12-301, 9/17-11/7	CRN 60272
BUB E12-302, 10/15-12/5	CRN 60273
BUB E12-303, 11/12-1/2	CRN 60274

**ENHANCING LANGUAGE DEVELOPMENT
IN CHILDHOOD (ONLINE)****Fee: \$119
In-district seniors: \$80**

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

TCR B03-300, 8/20-10/10/14	CRN 60852
TCR B03-301, 9/17-11/7	CRN 60853
TCR B03-302, 10/15-12/5	CRN 60854
TCR B03-303, 11/12-1/2	CRN 60855

HUMAN ANATOMY AND PHYSIOLOGY (ONLINE) Fee: \$119 In-district seniors: \$80

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

HEA S41-300, 8/20-10/10/14	CRN 60677
HEA S41-301, 9/17-11/7	CRN 60678
HEA S41-302, 10/15-12/5	CRN 60679
HEA S41-303, 11/12-1/2	CRN 60680

New! MATH REFRESHER (ONLINE) Fee: \$119 In-district seniors: \$80

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

MAT A01-300, 8/20-10/10/14	CRN 60714
MAT A01-301, 9/17-11/7	CRN 60715
MAT A01-302, 10/15-12/5	CRN 60716
MAT A01-303, 11/12-1/2	CRN 60717

New! LEADERSHIP (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUS A43-300, 8/20-10/10/14	CRN 60303
BUS A43-301, 9/17-11/7	CRN 60304
BUS A43-302, 10/15-12/5	CRN 60305
BUS A43-303, 11/12-1/2	CRN 60306

TEXAS HOLD'EM POKER Fee: \$45

Combines lecture and plenty of actual play. Instructor provides cards and chips. **No senior discount.**

REC S05-01, NILES N, 4 Wed., 9/17, 7-9 pm, Kanichirayil	CRN 60027
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TEXAS HOLD'EM POKER II Fee: \$45

Goes beyond basic skill to help experienced players become better. Combines lecture and actual play - cards and chips are provided. Come learn and join the fun! **Prerequisite:** Texas Hold'em I or previous playing experience. **No senior discount.**

REC S06-01, NILES N, 4 Wed., 10/16, 7-9 pm, Kanichirayil	CRN 60878
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WELDING Fee: \$195

For beginners and advanced welders alike: learn ARC and gas welding. First two classes are lectures. Attendance required. Remaining sessions are lab classes. MIG and TIC are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. No classes 9/25, 10/9 and 11/11/14.

TEC A10-01, ETHS, 10 Tue., 9/9, 6-9 pm, Koutsoures	CRN 60005
TEC A10-02, ETHS, 10 Thu., 9/11, 6-9 pm, Koutsoures	CRN 60006

Tax Planning

WHAT YOU SHOULD KNOW BEFORE YOU START A BUSINESS Fee: \$25

Topics include whether to form a corporation or LLC, the pros and cons of partnerships, and reducing personal liability risk. **No senior discount.**

BUS B17-01, GLBRK S, 1 Tue., 9/16, 6-7:45 pm, Baker	CRN 60029
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Tech Trends

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

SOCIAL MEDIA TOOLS FOR BUSINESS* Fee: \$310

Introduces a variety of social media and Web 2.0 concepts and tools from a business/ marketing perspective, including social networks, blogs, wikis, podcasts, and more. Learn how to leverage these tools to support a business or career.

MAR A39-C01, OC/DP, 16 Wed., 8/27, 6:30-9:20 pm	CRN 60920
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USING SOCIAL MEDIA IN BUSINESS (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUS A19-300, 8/20-10/10/14	CRN 60287
BUS A19-301, 9/17-11/7	CRN 60288
BUS A19-302, 10/15-12/5	CRN 60289
BUS A19-303, 11/12-1/2	CRN 60290

SOCIAL MEDIA FOR BUSINESS AND ADVANCED TECHNIQUES WORKSHOP Fee: \$110

Create your online social media presence and learn how to use it as a strategic business tool. Course includes an overview of social media; building profiles for LinkedIn, Twitter, Facebook, and YouTube; creating networks; and building your fan base. You'll learn search techniques and strategies, communication options, and how social media can be used for business to business/business to consumer marketing and job hunting. Useful for marketers, business owners, decision-makers, and executives. Students must already have social media accounts and basic knowledge of the social platforms.

DPR E35-01, OC/DP, 4 Thu., 10/16, 7-9 pm	CRN 60092
DPR E35-02, OC/SK, 4 Wed., 9/24, 7-9 pm	CRN 60093

INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE) Fee: \$119 In-district seniors: \$80

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

BUS A06-300, 8/20-10/10/14	CRN 60279
BUS A06-301, 9/17-11/7	CRN 60280
BUS A06-302, 10/15-12/5	CRN 60281
BUS A06-303, 11/12-1/2	CRN 60282

TOPICS IN CIS: CONTENT MANAGEMENT SOFTWARE - WORDPRESS Fee: \$423

Learn to design, develop, and publish professional Web sites using WordPress.

CPT A02-C01, OC/DP, 14 Mon., 9/8, 6-9:50 pm	CRN 60993
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REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.

TOPICS IN CIS: ANDROID PROGRAMMING* **Fee: \$458**

Learn how to build, test, and publish apps using the Android platform. Programming experience and instructor consent required.

CPT A02-C03, OC/DP, 13 Thu., 9/11, 6-10 pm CRN 60995

TOPICS IN CIS: IPAD/IPHONE PROGRAMMING* **Fee: \$458**

Learn how to build, test, and publish apps using Apple's professional app development environment, xCode, and write code using Apple's Objective C. Programming experience and instructor consent required.

CPT A02-C02, OC/DP, 14 Tue., 9/9, 6-9:50 pm CRN 60994

TOPICS IN CIS: GOOGLE DOCS* **Fee: \$103**

Learn the basics of Google Drive (documents, spreadsheets, presentations, and forms), Google Earth, Gmail, Calendar, YouTube, and Picassa.

CPT A02-C04, OC/DP, 8 Mon., 10/20, 6-9:50 pm CRN 60996

INTRODUCTION TO GOOGLE ANALYTICS (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A35-300, 8/20-10/10/14 CRN 60518

DAT A35-301, 9/17-11/7 CRN 60519

DAT A35-302, 10/15-12/5 CRN 60520

DAT A35-303, 11/12-1/2 CRN 60521

INTRODUCTION TO ADOBE EDGE ANIMATES (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A37-300, 8/20-10/10/14 CRN 60526

DAT A37-301, 9/17-11/7 CRN 60527

DAT A37-302, 10/15-12/5 CRN 60528

DAT A37-303, 11/12-1/2 CRN 60529

GAME DEVELOPMENT FOR BEGINNERS (ONLINE) **Fee: \$119**
In-district seniors: \$80

There's never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to \$100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.

DAT A36-300, 8/20-10/10/14 CRN 60522

DAT A36-301, 9/17-11/7 CRN 60523

DAT A36-302, 10/15-12/5 CRN 60524

DAT A36-303, 11/12-1/2 CRN 60525

CREATING MOBILE APPS WITH HTML5 (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A31-300, 8/20-10/10/14 CRN 60502

DAT A31-301, 9/17-11/7 CRN 60503

DAT A31-302, 10/15-12/5 CRN 60504

DAT A31-303, 11/12-1/2 CRN 60505

Television and Production Services

YOU'RE ON THE AIR (HOW TO REALLY MAKE IT IN VOICE-OVERS!) **Fee: \$50**

Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Faith Coons, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording and, best of all, hear the results! **No senior discount.**

COM S24-01, OC/SK, 1 Wed., 10/22, 7-9 pm, Levine CRN 60094

INTRODUCTION TO VIDEO EDITING WITH FINAL CUT PRO X (ONLINE) **Fee: \$119**
In-district seniors: \$80

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X software. Whether you are a novice or more experienced, you'll learn to edit professional video presentations for general online use, educational or business purposes, or even a career in the motion picture industry!

DAT A39-300, 8/20-10/10/14 CRN 60530

DAT A39-301, 9/17-11/7 CRN 60531

DAT A39-302, 10/15-12/5 CRN 60532

DAT A39-303, 11/12-1/2 CRN 60533

Test Preparation and Placement Test Workshops

Test Preparation

GMAT PREPARATION (ONLINE) **Fee: \$119**
In-district seniors: \$80

Applying to graduate business and management schools usually means taking the GMAT. Gain test-taking techniques and methods for improving your score and saving time on all GMAT question types. **Recommended, but not required:** *The Official Guide for GMAT Review*, 13th Edition, or *The Official Guide for GMAT Verbal Review* and *The Official Guide for GMAT Quantitative Review*. Note: Course content revised to include the Integrated Reasoning section added to the GMAT in June 2012.

GMT P01-300, 8/20-10/10/14 CRN 60657

GMT P01-301, 9/17-11/7 CRN 60658

GMT P01-302, 10/15-12/5 CRN 60659

GMT P01-303, 11/12-1/2 CRN 60660

GRE PREPARATION – PART I (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

GRE P01-300, 8/20-10/10/14 CRN 60661

GRE P01-301, 9/17-11/7 CRN 60662

GRE P01-302, 10/15-12/5 CRN 60663

GRE P01-303, 11/12-1/2 CRN 60664

GRE PREPARATION – PART II (ONLINE) Fee: \$119 In-district seniors: \$80

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

GRE P02-300, 8/20-10/10/14	CRN 60665
GRE P02-301, 9/17-11/7	CRN 60666
GRE P02-302, 10/15-12/5	CRN 60667
GRE P02-303, 11/12-1/2	CRN 60668

Placement Test Workshops

As part of the Learning Center, Oakton's Testing Center administers placement tests for the NLN Pre-Admission Test. This is a requirement for Oakton's associate degree Nursing Program.

NLN PRE-ADMISSION TEST Fee: \$50

The National League of Nursing (NLN) Pre-Admission Test required for ranking for admission to Oakton's associate's degree Nursing Program is administered during the time specified for this course. Registration and course fees not refundable if test is not taken on the date students register for this test. Students are not eligible to retake the NLN Pre-Admission Test for six months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton's ADN program. Seating limited to those enrolled in this course. Doors open 30 minutes before testing begins. Students must register one week before test date. For more information, call the Testing Center at 847.635.1939. **No senior discount.**

TES T02-32, OC/DP, 1 Sat., 8/16, 9 am-12 pm	CRN 50841
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Tips, Tools, and Strategies for Teachers

INTRODUCTION TO TEACHING ESL/EFL (ONLINE) Fee: \$119 In-district seniors: \$80

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

TCR A03-300, 8/20-10/10/14	CRN 60790
TCR A03-301, 9/17-11/7	CRN 60791
TCR A03-302, 10/15-12/5	CRN 60792
TCR A03-303, 11/12-1/2	CRN 60793

GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL) (ONLINE) Fee: \$119 In-district seniors: \$80

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

COM S08-300, 8/20-10/10/14	CRN 60385
COM S08-301, 9/17-11/7	CRN 60386
COM S08-302, 10/15-12/5	CRN 60387
COM S08-303, 11/12-1/2	CRN 60388

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM (ONLINE) Fee: \$119 In-district seniors: \$80

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

TCR A04-300, 8/20-10/10/14	CRN 60794
TCR A04-301, 9/17-11/7	CRN 60795
TCR A04-302, 10/15-12/5	CRN 60796
TCR A04-303, 11/12-1/2	CRN 60797

TEACHING GRAMMAR FOR ESL/EFL (ONLINE) Fee: \$119 In-district seniors: \$80

Learn how grammar makes language meaningful and contributes to communication. Help your students develop a greater appreciation for the rules of grammar. Discover and practice new teaching methods and develop activities that engage and challenge your students.

TCR A06-300, 8/20-10/10/14	CRN 60802
TCR A06-301, 9/17-11/7	CRN 60803
TCR A06-302, 10/15-12/5	CRN 60804
TCR A06-303, 11/12-1/2	CRN 60805

TEACHING ESL/EFL READING (ONLINE) Fee: \$119 In-district seniors: \$80

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

TCR A05-300, 8/20-10/10/14	CRN 60798
TCR A05-301, 9/17-11/7	CRN 60799
TCR A05-302, 10/15-12/5	CRN 60800
TCR A05-303, 11/12-1/2	CRN 60801

TEACHING ESL/EFL VOCABULARY (ONLINE) Fee: \$119 In-district seniors: \$80

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

TCR A16-300, 8/20-10/10/14	CRN 60839
TCR A16-301, 9/17-11/7	CRN 60840
TCR A16-302, 10/15-12/5	CRN 60841
TCR A16-303, 11/12-1/2	CRN 60842

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS (ONLINE) Fee: \$119 In-district seniors: \$80

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

TCR A09-300, 8/20-10/10/14	CRN 60814
TCR A09-301, 9/17-11/7	CRN 60815
TCR A09-302, 10/15-12/5	CRN 60816
TCR A09-303, 11/12-1/2	CRN 60817

TEACHING STUDENTS WITH LEARNING DISABILITIES (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR A10-300, 8/20-10/10/14	CRN 60818
TCR A10-301, 9/17-11/7	CRN 60819
TCR A10-302, 10/15-12/5	CRN 60820
TCR A10-303, 11/12-1/2	CRN 60821

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR A08-300, 8/20-10/10/14	CRN 60810
TCR A08-301, 9/17-11/7	CRN 60811
TCR A08-302, 10/15-12/5	CRN 60812
TCR A08-303, 11/12-1/2	CRN 60813

SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6 (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR A07-300, 8/20-10/10/14	CRN 60806
TCR A07-301, 9/17-11/7	CRN 60807
TCR A07-302, 10/15-12/5	CRN 60808
TCR A07-303, 11/12-1/2	CRN 60809

SINGAPORE MATH STRATEGIES: ADVANCED MODEL DRAWING FOR GRADES 6-9 (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR A14-300, 8/20-10/10/14	CRN 60831
TCR A14-301, 9/17-11/7	CRN 60832
TCR A14-302, 10/15-12/5	CRN 60833
TCR A14-303, 11/12-1/2	CRN 60834

TEACHING SMARTER WITH SMART BOARD (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR A12-300, 8/20-10/10/14	CRN 60823
TCR A12-301, 9/17-11/7	CRN 60824
TCR A12-302, 10/15-12/5	CRN 60825
TCR A12-303, 11/12-1/2	CRN 60826

New!
TEACHING HIGH SCHOOL STUDENTS (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR A17-300, 8/20-10/10/14	CRN 60843
TCR A17-301, 9/17-11/7	CRN 60844
TCR A17-302, 10/15-12/5	CRN 60845
TCR A17-303, 11/12-1/2	CRN 60846

SURVIVAL KIT FOR NEW TEACHERS (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

TCR B01-300, 8/20-10/10/14	CRN 60848
TCR B01-301, 9/17-11/7	CRN 60849
TCR B01-302, 10/15-12/5	CRN 60850
TCR B01-303, 11/12-1/2	CRN 60851

CREATING K-12 LEARNING MATERIALS (ONLINE) **Fee: \$119**
In-district seniors: \$80

Do you have an idea for an instructional aide? Learn how to create and self-publish a wide variety of instructional materials, such as work books, lab manuals, booklets, activity kits, visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

TCR A11-300, 8/20-10/10/14	CRN 60822
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TEACHING MATH: GRADES 4-6 (ONLINE) **Fee: \$119**
In-district seniors: \$80

Get your students excited about math! Learn easy, inexpensive, and creative strategies to help them conquer fractions, multiplication, division, and more. Course helps new teachers—and seasoned pros—reinvent their math teaching.

TCR A13-300, 8/20-10/10/14	CRN 60827
TCR A13-301, 9/17-11/7	CRN 60828
TCR A13-302, 10/15-12/5	CRN 60829
TCR A13-303, 11/12-1/2	CRN 60830

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

ETN E01-300, 8/20-10/10/14	CRN 60636
ETN E01-301, 9/17-11/7	CRN 60637
ETN E01-302, 10/15-12/5	CRN 60638
ETN E01-303, 11/12-1/2	CRN 60639

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK (ONLINE) **Fee: \$119**
In-district seniors: \$80

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.

TCR A15-300, 8/20-10/10/14	CRN 60835
TCR A15-301, 9/17-11/7	CRN 60836
TCR A15-302, 10/15-12/5	CRN 60837
TCR A15-303, 11/12-1/2	CRN 60838

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

**Fee: \$119
In-district seniors: \$80**

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

COM C10-300, 8/20-10/10/14	CRN 60361
COM C10-301, 9/17-11/7	CRN 60362
COM C10-302, 10/15-12/5	CRN 60363
COM C10-303, 11/12-1/2	CRN 60364

Web Page/Web Site Design

(Also see *Computer Courses*)

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

**WEB GRAPHIC PAGE DESIGN:
DREAMWEAVER***

Fee: \$385

Course covers use of graphics, animation, and multimedia in Web page design and production. Includes fundamentals of graphic production, layout design principles, animation, and engineering principles of multimedia. Final project incorporates graphics, sound, and movies. Dreamweaver used. **Recommended:** Experience with digital imaging using Photoshop. This course may also be taken for college credit. Contact Judy Langston, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu for information.

A TE A03-C01, OC/DP, 16 Mon., 8/25, 5 -10 pm	CRN 61053
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ADOBE DREAMWEAVER: CS6*

Fee: \$335

Introduces a popular HTML editor. Learn how to lay out Web pages using AP elements, tables, style sheets, rollovers, and forms; build a Web site and find out how to upload files to a remote server. Covers the DHTML and animation capabilities of the Web authoring software. **Recommended:** General knowledge of basic HTML.

COF A70-C01, OC/DP, 16 Thu., 8/28, 6:30-10 pm	CRN 61076
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**BUILD A WEB SITE WITH
DREAMWEAVER (ONLINE)**

**Fee: \$119
In-district seniors: \$80**

Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, Web design, or familiarity with Web terminology. **Requirements:** Adobe Dreamweaver CS5, or CS6 for PC or Mac.

DPR A37-300, 8/20-10/10/14	CRN 60579
DPR A37-301, 9/17-11/7	CRN 60580
DPR A37-302, 10/15-12/5	CRN 60581
DPR A37-303, 11/12-1/2	CRN 60582

BUILDING A WEB PAGE*

Fee: \$335

Introduces theoretical and hands-on instruction on the processes needed to create customized and interactive Web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a Web page; guidelines of effective Web presentation in designing a Web page, and Web site organization. **Recommended:** Ability to use Internet and manage files and folders.

CPT A04-C01, OC/DP, 14 Tue./Thu., 9/9, 12:30-2:20 pm	CRN 60997
CPT A04-C02, OC/SK, 12 Wed., 9/10, 6-9:50 pm	CRN 60998

**CREATING WEB PAGES (HTML)
(ONLINE)**

**Fee: \$119
In-district seniors: \$80**

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

DPR A78-300, 8/20-10/10/14	CRN 60604
DPR A78-301, 9/17-11/7	CRN 60605
DPR A78-302, 10/15-12/5	CRN 60606
DPR A78-303, 11/12-1/2	CRN 60607

**ADVANCED WEB PAGES
(ONLINE)**

**Fee: \$119
In-district seniors: \$80**

Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

DAT A02-300, 8/20-10/10/14	CRN 60422
DAT A02-301, 9/17-11/7	CRN 60423
DAT A02-302, 10/15-12/5	CRN 60424
DAT A02-303, 11/12-1/2	CRN 60425

ADVANCED WEB PAGE DEVELOPMENT*

Fee: \$325

Expands basic development of Web pages to build additional interaction and functionality into them. Content includes style sheets, data-base queries, basic scripting, applets, and Dynamic HTML as incorporated into the Web page code, Web site organization, and navigation strategies. **Recommended:** knowledge of basic programming concepts, CPT A04.

CPT A05-C01, OC/DP, 16 Thu., 8/28, 6-9:45 pm	CRN 60999
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**INTRODUCTION TO DATABASE
DRIVEN WEB SITES (ONLINE)***

Fee: \$360

A general introduction to the basic framework of a database-driven Web site, including sample databases and a popular industry standard software tool for creating site definitions. Plan, develop, and implement a Web database application. **Recommended:** CPT A38 or equivalent knowledge.

CPT A62-C01, 9/8-12/14	CRN 61015
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**INTRODUCTION TO CSS AND HTML:
CSS3 AND HTML5 (ONLINE)**

**Fee: \$119
In-district seniors: \$80**

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

DAT A04-300, 8/20-10/10/14	CRN 60426
DAT A04-301, 9/17-11/7	CRN 60427
DAT A04-302, 10/15-12/5	CRN 60428
DAT A04-303, 11/12-1/2	CRN 60429

**INTERMEDIATE CSS AND HTML:
CSS3 AND HTML5 (ONLINE)**

**Fee: \$119
In-district seniors: \$80**

Take your CSS 3 and HTML 5 skills to the next level and learn how to create professional-quality Web sites. Discover the tools and techniques that give you total creative control over every aspect of a site. **Recommended:** completion of "Introduction to CSS 5 and HTML 5 or prior experience with HTML and Web publishing.

DAT A21-300, 8/20-10/10/14	CRN 60474
DAT A21-301, 9/17-11/7	CRN 60475
DAT A21-302, 10/15-12/5	CRN 60476
DAT A21-303, 11/12-1/2	CRN 60477

*Courses may also be taken for college credit.

INTRODUCTION TO JAVASCRIPT (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your Web pages.

Explore ways in which jQuery, “the write less, do more” JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.

DPR A88-300, 8/20-10/10/14	CRN 60628
DPR A88-301, 9/17-11/7	CRN 60629
DPR A88-302, 10/15-12/5	CRN 60630
DPR A88-303, 11/12-1/2	CRN 60631

INTRODUCTION TO FLASH (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how to create exciting interactive animations, build online applications, manage photos, integrate video, and upload Flash presentations to a Web site. **Requirements:** Adobe Flash CS5 or CS6 for Windows or Macintosh. Software must be installed and fully operational before the course begins.

DAT A19-300, 8/20-10/10/14	CRN 60466
DAT A19-301, 9/17-11/7	CRN 60467
DAT A19-302, 10/15-12/5	CRN 60468
DAT A19-303, 11/12-1/2	CRN 60469

INTRODUCTION TO PHP AND MYSQL (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how to create an interactive Web site, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic Web sites that automatically change as your data changes.

DAT A18-300, 8/20-10/10/14	CRN 60462
DAT A18-301, 9/17-11/7	CRN 60463
DAT A18-302, 10/15-12/5	CRN 60464
DAT A18-303, 11/12-1/2	CRN 60465

INTERMEDIATE PHP AND MYSQL (ONLINE) **Fee: \$119**
In-district seniors: \$80

Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. **Requirements:** WampServer a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.

DAT A22-300, 8/20-10/10/14	CRN 60478
DAT A22-301, 9/17-11/7	CRN 60479
DAT A22-302, 10/15-12/5	CRN 60480
DAT A22-303, 11/12-1/2	CRN 60481

ACTIVE SERVER PAGES: ASP WITH C#* **Fee: \$438**

Includes hands-on activities and lectures to increase familiarity with developing advanced Web applications using Active Server Pages (ASP+) advanced Internet architecture, using advanced Web development tools the Active Server Page model, processing forms, integrating Web applications with data and other server-based applications, configuring Web applications, and using Web services to integrate Web applications.

CPT A95-C01, OC/DP, 14 Wed., 9/10, 6-10 pm	CRN 61023
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ACHIEVING TOP SEARCH ENGINE POSITIONS (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DPR A47-300, 8/20-10/10/14	CRN 60583
DPR A47-301, 9/17-11/7	CRN 60584
DPR A47-302, 10/15-12/5	CRN 60585
DPR A47-303, 11/12-1/2	CRN 60586

BLOGGING AND PODCASTING FOR BEGINNERS (ONLINE) **Fee: \$119**
In-district seniors: \$80

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

DAT A25-300, 8/20-10/10/14	CRN 60482
DAT A25-301, 9/17-11/7	CRN 60483
DAT A25-302, 10/15-12/5	CRN 60484
DAT A25-303, 11/12-1/2	CRN 60485

CREATING JQUERY MOBILE WEBSITES WITH DREAMWEAVER (ONLINE) **Fee: \$119**
In-district seniors: \$80

As more people adopt tablets and smart phones, the demand for Web designers who can build mobile-friendly sites is increasing. Make your mark! Learn jQuery, the widely used and most effective technology for building mobile-friendly sites, and Dreamweaver, the most productive application for creating jQuery mobile pages. **Requirements:** Adobe Dreamweaver CS5.5 or CS6 for Mac or Windows.

DAT A11-300, 8/20-10/10/14	CRN 60446
DAT A11-301, 9/17-11/7	CRN 60447
DAT A11-302, 10/15-12/5	CRN 60448
DAT A11-303, 11/12-1/2	CRN 60449

TOPICS IN CIS: CONTENT MANAGEMENT SOFTWARE - WORDPRESS **Fee: \$423**

Student will learn to design, develop, and publish professional Web sites using WordPress.

CPT A02-C01, OC/DP, 14 Mon., 9/8, 6-9:50 pm	CRN
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CREATING WORDPRESS WEB SITES (ONLINE) **Fee: \$119**
In-district seniors: \$80

Build an attractive, sophisticated blog or Web site without having to learn any special coding with WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation necessary.

DAT A28-300, 8/20-10/10/14	CRN 60494
DAT A28-301, 9/17-11/7	CRN 60495
DAT A28-302, 10/15-12/5	CRN 60496
DAT A28-303, 11/12-1/2	CRN 60497

CREATING WORDPRESS WEBSITES II (ONLINE) **Fee: \$119**
In-district seniors: \$80

Create and manage dynamic Web sites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your web site secure. Customize your site with HTML and CSS. Note: WordPress.org software is free, but to use it, you’ll need to register a domain name and set up an account with a hosting company for a minimum of three months, for about \$10 per month. **Requirement:** Completion of DAT A28-“Creating WordPress Web sites.”

DAT A30-300, 8/20-10/10/14	CRN 60498
DAT A30-301, 9/17-11/7	CRN 60499
DAT A30-302, 10/15-12/5	CRN 60500
DAT A30-303, 11/12-1/2	CRN 60501

Writing

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 program coordinator Scott Johnson at 847-635-1950 or sjohnson@oakton.edu.

INTRODUCTION TO BUSINESS AND TECHNICAL WRITING*

Fee: \$310

Develop competence in producing various types of business documents, including memos, letters, reports, and product literature. Emphasis on writing for an audience with an identified purpose. Learn to use clear, concise prose, and effective graphic elements. Designed for students with college-level writing ability.

ELH A01-C01, OC/DP, 14 Wed., 9/17, 11 am-12:15 pm CRN 60960

EFFECTIVE BUSINESS WRITING (ONLINE)

Fee: \$119

In-district seniors: \$80

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

COM S18-300, 8/20-10/10/14 CRN 60401
 COM S18-301, 9/17-11/7 CRN 60402
 COM S18-302, 10/15-12/5 CRN 60403
 COM S18-303, 11/12-1/2 CRN 60404

WRITING ESSENTIALS (ONLINE)

Fee: \$119

In-district seniors: \$80

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

COM B01-300, 8/20-10/10/14 CRN 60319
 COM B01-301, 9/17-11/7 CRN 60320
 COM B01-302, 10/15-12/5 CRN 60321
 COM B01-303, 11/12-1/2 CRN 60322

PUBLISH AND SELL YOUR E-BOOKS (ONLINE)

Fee: \$119

In-district seniors: \$80

Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don't wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world's largest online bookstores.

BUB E41-300, 8/20-10/10/14 CRN 60275
 BUB E41-301, 9/17-11/7 CRN 60276
 BUB E41-302, 10/15-12/5 CRN 60277
 BUB E41-303, 11/12-1/2 CRN 60278

New!

ROMANCE WRITING (ONLINE)

Fee: \$119

In-district seniors: \$80

Romance is the number one bestselling genre in mass-market fiction, with readers clamoring for more! Learn the skills you need to write a romance novel that will make readers swoon – whether you're a new or experienced writer.

COM B04-300, 8/20-10/10/14 CRN 60329
 COM B04-301, 9/17-11/7 CRN 60330
 COM B04-302, 10/15-12/5 CRN 60331
 COM B04-303, 11/12-1/2 CRN 60332

New!

BUSINESS AND MARKETING WRITING (ONLINE)

Fee: \$119

In-district seniors: \$80

Are you a writer working in the business world? Or a marketing professional responsible for great marketing copy? Have you been tapped to be the company writer when you've never had any training? Whatever your background, you'll learn to write great marketing copy that improves your company's image and your own chances of getting hired, promoted, or applauded!

COM E37-300, 8/20-10/10/14 CRN 60365
 COM E37-301, 9/17-11/7 CRN 60366
 COM E37-302, 10/15-12/5 CRN 60367
 COM E37-303, 11/12-1/2 CRN 60368

MAKING MONEY FROM YOUR WRITING (ONLINE)

Fee: \$119

In-district seniors: \$80

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

COM B07-300, 8/20-10/10/14 CRN 60337
 COM B07-301, 9/17-11/7 CRN 60338
 COM B07-302, 10/15-12/5 CRN 60339
 COM B07-303, 11/12-1/2 CRN 60340

RESEARCH METHODS FOR WRITERS (ONLINE)

Fee: \$119

In-district seniors: \$80

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

COM S49-300, 8/20-10/10/14 CRN 60410
 COM S49-301, 9/17-11/7 CRN 60411
 COM S49-302, 10/15-12/5 CRN 60412
 COM S49-303, 11/12-1/2 CRN 60413

KEYS TO EFFECTIVE EDITING (ONLINE)

Fee: \$119

In-district seniors: \$80

Ask any published writer, and you'll hear that a good editor isn't just helpful, but essential. Designed for all levels of writers and editors, course explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

COM B17-300, 8/20-10/10/14 CRN 60349
 COM B17-301, 9/17-11/7 CRN 60350
 COM B17-302, 10/15-12/5 CRN 60351
 COM B17-303, 11/12-1/2 CRN 60352

New!

WRITING FOR CHILDREN (ONLINE)

Fee: \$119

In-district seniors: \$80

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

COM E68-300, 8/20-10/10/14 CRN 60369
 COM E68-301, 9/17-11/7 CRN 60370
 COM E68-302, 10/15-12/5 CRN 60371
 COM E68-303, 11/12-1/2 CRN 60372

WRITING CHILDREN'S BOOKS

Fee: \$150

Designed for beginners, course explores the field of children's literature. Emphasis on the children's book market and getting published. Instructor Elizabeth Brown is founder and director of The Writer's Annex.

COM M02-01, MGPD, 5 Mon., 10/6, 7-9:25 pm, Brown CRN 60042

*Courses may also be taken for college credit.

BECOMING A GRANT WRITING CONSULTANT (ONLINE)**Fee: \$119**
In-district seniors: \$80

Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.

BUB A59-300, 8/20-10/10/14	CRN 60239
BUB A59-301, 9/17-11/7	CRN 60240
BUB A59-302, 10/15-12/5	CRN 60241
BUB A59-303, 11/12-1/2	CRN 60242

WRITING EFFECTIVE GRANT PROPOSALS (ONLINE)**Fee: \$119**
In-district seniors: \$80

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

BUB A58-300, 8/20-10/10/14	CRN 60235
BUB A58-301, 9/17-11/7	CRN 60236
BUB A58-302, 10/15-12/5	CRN 60237
BUB A58-303, 11/12-1/2	CRN 60238

INTRODUCTION TO INTERNET WRITING MARKETS (ONLINE)**Fee: \$119**
In-district seniors: \$80

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

COM B05-300, 8/20-10/10/14	CRN 60333
COM B05-301, 9/17-11/7	CRN 60334
COM B05-302, 10/15-12/5	CRN 60335
COM B05-303, 11/12-1/2	CRN 60336

CRAFT OF MAGAZINE WRITING (ONLINE)**Fee: \$119**
In-district seniors: \$80

Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.

COM E95-300, 8/20-10/10/14	CRN 60377
COM E95-301, 9/17-11/7	CRN 60378
COM E95-302, 10/15-12/5	CRN 60379
COM E95-303, 11/12-1/2	CRN 60380

WRITING SHORT STORIES**Fee: \$115**

Create a story that works! Through exercises, reading, and discussion, hone your fiction writing skills and gain a greater appreciation of the short story as a form of personal expression. Define character, develop narrative complication, create scenes, and more. The instructors have published hundreds of short stories and poems.

COM E69-01, GLBRK S, 8 Tue., 9/2, 7-9 pm	CRN 60030
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WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE)**Fee: \$119**
In-district seniors: \$80

Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

COM B35-300, 8/20-10/10/14	CRN 60353
COM B35-301, 9/17-11/7	CRN 60354
COM B35-302, 10/15-12/5	CRN 60355
COM B35-303, 11/12-1/2	CRN 60356

INTRODUCTION TO SCREENWRITING (ONLINE)**Fee: \$119**
In-district seniors: \$80

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

COM S10-300, 8/20-10/10/14	CRN 60389
COM S10-301, 9/17-11/7	CRN 60390
COM S10-302, 10/15-12/5	CRN 60391
COM S10-303, 11/12-1/2	CRN 60392

TRAVEL WRITING (ONLINE)**Fee: \$119**
In-district seniors: \$80

Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.

COM E97-300, 8/20-10/10/14	CRN 60381
COM E97-301, 9/17-11/7	CRN 60382
COM E97-302, 10/15-12/5	CRN 60383
COM E97-303, 11/12-1/2	CRN 60384

TECHNICAL WRITING (ONLINE)**Fee: \$119**
In-district seniors: \$80

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

COM S11-300, 8/20-10/10/14	CRN 60393
COM S11-301, 9/17-11/7	CRN 60394
COM S11-302, 10/15-12/5	CRN 60395
COM S11-303, 11/12-1/2	CRN 60396

BEGINNING WRITER'S WORKSHOP (ONLINE)**Fee: \$119**
In-district seniors: \$80

Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

COM B11-300, 8/20-10/10/14	CRN 60345
COM B11-301, 9/17-11/7	CRN 60346
COM B11-302, 10/15-12/5	CRN 60347
COM B11-303, 11/12-1/2	CRN 60348

BREAKING INTO SITCOM WRITING (ONLINE)**Fee: \$119**
In-district seniors: \$80

Learn how to write professional sitcom scripts and how to break into show business from a veteran TV comedy writer. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and peek behind the business of television writing.

COM S39-300, 8/20-10/10/14	CRN 60405
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REGISTER EARLY!

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

English as a Second Language (ESL)

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

Free ESL Classes*

About the ESL Program

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

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

Course Information

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

Counseling and Registration

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

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

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

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

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)

1703 Orrington Avenue, Evanston

Registration: Tuesday, September 2, 9:45 am-12:30 pm

Ongoing Registration: Tuesdays only, 9:45 am-12:30 pm

Class Meets: Tuesday and Friday, 9:45 am-12:30 pm

First Class: Friday, September 5

First Congregational Church

766 Graceland Avenue, Des Plaines

Registration: Tuesday, September 2, 8:50-11:30 am

Ongoing Registration: Tuesdays only, 8:50-11:30 am

Class Meets: Tuesday and Thursday, 8:50-11:30 am

First Class: Thursday, September 4

Niles Community Church

7401 Oakton Street, Niles

Registration: Tuesday, September 2, 12:20-3 pm

Ongoing Registration: Tuesdays only, 12:20-3 pm

Class Meets: Tuesday and Thursday, 12:20-3 pm

First Class: Thursday, September 4

Oakton Community College

7701 North Lincoln Avenue, Room B110, Skokie

Registration: Friday, August 22, 9am-12:15 pm

Ongoing Registration: Fridays only, 9am-12:15 pm

Class Meets: Fridays, 9am-12:15 pm

First Class: Friday, September 5

BEGINNING TO INTERMEDIATE ESL

District 65 - Family Center

Joseph E. Hill Administration Center

1500 McDaniel, Evanston

Registration and First Class: Tuesday, September 2, 9-11 am

Ongoing Registration: Tuesdays only, 9:30 a.m.-12 pm

Class Meets: Tuesday and Thursday, 9:30 a.m.-12 pm

First Class: Thursday, September 4

Niles Township Schools, ELL Parent Center

9440 North Kenton, Skokie

Registration: Saturday, August 30, 9:15 am-12 pm

Ongoing Registration: Saturday, 9:15 am-12 pm

Class Meets: Saturday, 9:15 am-12 pm

First Class: Saturday, September 6, 9:15 am-12 pm

Rosemont Recreation Center

7128 Barry Street, Rosemont

Registration and First Class: Wednesday, September 3, 9-11:30 am

Ongoing Registration: Mondays only, 9-11:30 am

Class Meets: Mondays and Wednesdays, 9-11:30 am

First Class: Monday, September 8

AFTERNOON CLASSES

INTERMEDIATE ESL

Center for Professional Development

Old Orchard Mall, Skokie

Registration: Wednesday, September 3, 1:30-4 pm

Ongoing Registration: Mondays only, 1:30-4 pm

Class Meets: Mondays and Wednesdays, 1:30-4 pm

First Class: Monday, September 8

INTERMEDIATE TO ADVANCED ESL

Family Focus

2010 Dewey Street, Evanston

Registration: Wednesday, September 3, 9:30 am-12:30 pm

Ongoing Registration: Mondays only, 9:30 am-12:30 pm

Class Meets: Monday and Wednesday, 9:30 am-12:30 pm

First Class: Monday, September 8

District 65 - Family Center
Joseph E. Hill Administration Center

1500 McDaniel, Evanston

Registration: Tuesday, September 2, 12:30-3 pm
Ongoing Registration: Tuesdays only, 12:30-3 pm
Class Meets: Tuesday and Thursday, 12:30-3 pm
First Class: Thursday, September 4

EVENING CLASSES

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School

1600 Dodge Avenue, Evanston

Registration: Tuesday, September 2, 6:30-9:15 pm
Ongoing Registration: Tuesdays only, Room S108, 6:30-9:15 pm
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, September 4

Glenbrook South High School

4000 Lake Avenue, Glenview

Registration: Tuesday, September 2, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 4

Lincolnwood Public Library

4000 West Pratt Avenue, Lincolnwood

Registration: Tuesday, August 26, 6-8:45 pm
Ongoing Registration: Tuesdays only, 6-8:45 pm
Class Meets: Tuesday, 6:00-8:45 pm
First Class: Tuesday, September 2

Maine East High School

2601 Dempster Street, Park Ridge

Registration: Tuesday, September 2, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 4

Maine West High School

1755 South Wolf, Des Plaines

Registration: Wednesday, September 3, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room C211, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 8

Niles West High School

5701 Oakton Street, Skokie

Registration: Tuesday, September 2, 6:45-9:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-9:30 pm
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, September 4

Niles North High School

9800 Lawler Avenue, Skokie

Registration: Wednesday, September 3, 6:45-9:30 pm
Ongoing Registration: Mondays only, Room 2065, 6:45-9:30 pm
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, September 8

Family Focus

2010 Dewey Street, Evanston

Registration: Wednesday, September 3, 6-8 pm
Ongoing Registration: Mondays only, 6-8 pm
Class Meets: Monday and Wednesday, 6-8 pm
First Class: Monday, September 8

Citizenship Education

CITIZENSHIP EDUCATION

No fee required

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

HIS A15-01, SKL, 9 Fri., 9/12, 6-8:45 pm
HIS A15-02, NPL, 9 Mon., 9/8, 6-8:30 pm
HIS A15-04, FOR, 11 Mon./Wed., Registration: 9/24, 6-8 pm
HIS A15-05, OC/SK, 9 Sat., 9/27, 9:15 am-12 pm

Low-cost Tuition ESL Classes

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

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

Processing Fee: Registrants will be charged an **\$8 non-refundable processing fee** at the time of registration. However, students who register online at Oakton's Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax, will be charged an \$8 fee with each registration form.

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

INTENSIVE ESL

Fee: \$349

Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. **(Pre-registration in person is required. Call 847-635-1426 for pre-test dates).**

COM A19-01, OC/SK, 9 Mon.-Thu., 9/15, 12:40-3:20 pm
COM A19-02, OC/DP, 9 Mon.-Thu., 9/15, 2:30-5:30 pm

INTENSIVE GRAMMAR REVIEW I

Fee: \$119

For intermediate speakers of English as a Second Language. Learn to speak and write better by improving your knowledge of English grammar.

COM A70-01, WFOO, 8 Mon., 9/22, 9:45 am-12:30 pm

TOEFL PREP SEMINAR

Fee: \$149

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

COM A45-01, OC/SK, 9 Sat., 9/27, 9-11:45 am
COM A45-02, OC/SK, 9 Mon., 9/29, 9-11:45 am
COM A45-03, OC/SK, 9 Tue., 9/30, 7-9:45 pm

IMPROVE YOUR PRONUNCIATION

Fee: \$149

Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily.

COM A29-01, OC/SK, 11 Wed., 9/10, 6:45-9:30 pm
COM A29-02, OC/DP, 11 Sat., 9/13, 9-11:45 am

CONVERSATIONAL ENGLISH PRACTICE **Fee: \$119**

For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences.
COM A50-01, OC/SK, 8 Sat., 9/20, 9-11:45 am

IDIOMS AND VOCABULARY BUILDING **Fee: \$119**

For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases.
COM A54-01, WFOO, 8 Wed., 9/24, 9:45 am-12:30 pm

COMPOSITION FOR INTERMEDIATE ESL STUDENTS **Fee: \$119**

Effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course helps students prepare for the writing portion of the TOEFL exam. Textbook required.
COM A61-01, OC/SK, 8 Fri., 9/19, 10 am-12:45 pm

Free Reading/Literacy Classes*

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

- Students must be at least 17 years old and not currently enrolled in high school.
- Literacy students may not enroll in the Bridges program.
- Students may take one free reading class per term and one free ESL class, if needed.
- Classes may be canceled due to low enrollment.

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

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

For more information call 847.635.1426.

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

DAYTIME CLASSES

Des Plaines Public Library

1501 Ellinwood, Des Plaines

Registration: Wednesday, August 27, 9:15 am

Class Meets: Monday and Wednesday, 9:15 am-12:15 pm

First Class: Wednesday, September 3

Glenview Public Library

1930 Glenview Road, Glenview

Registration: Thursday, August 28, 9:15 am

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

First Class: Tuesday, September 2

Lutheran Church of the Ascension

460 Sunset Ridge Road, Northfield

Registration: Wednesday, August 27, 12:30 pm

Class Meets: Monday and Wednesday, 12:30-3:30 pm

First Class: Wednesday, September 3

Oakton Community College

7701 North Lincoln Avenue, Room B110, Skokie

Registration: Wednesday, August 27, 9:30 am

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

First Class: Friday, August 29

Registration: Wednesday, August 27, 12:30 pm

Class Meets: Monday, Wednesday and Friday, 12:30-3 pm

First Class: Friday, August 29

Skokie Public Library

5215 Oakton, Skokie

Registration: Thursday, August 28, 9:15 am

Class Meets: Tuesdays and Thursdays, 9:15 am-12:15 pm

First Class: Tuesday, September 2

EVENING CLASSES

Des Plaines Public Library

1501 Ellinwood, Des Plaines

Registration: Thursday, August 28, 6:15 pm

Class Meets: Tuesday and Thursday, 6:15-9:15 pm

First Class: Tuesday, September 2

Lutheran Church of the Ascension

460 Sunset Ridge Road, Northfield

Registration: Wednesday, August 27, 6 pm

Class Meets: Monday and Wednesday, 6-9 pm

First Class: Wednesday, September 3

Evanston Township High School

1600 Dodge Avenue, Evanston

Registration: Tuesday, September 2, 6:30 pm

Class Meets: Tuesday and Thursday, 6:30-9:15 pm

First Class: Thursday, September 4

Oakton Community College

7701 North Lincoln Ave., Room B110, Skokie

Registration: Wednesday, August 27, 6 pm

Class Meets: Monday and Wednesday, 6-9 pm

First Class: Wednesday, September 3

SATURDAY CLASS

Oakton Community College

1600 East Golf Road, Des Plaines

Registration: Saturday, August 16, 9 am

Class Meets: Saturday, 9 am-12 pm

First Class: Saturday, August 23

Skokie Public Library

5215 Oakton Street, Skokie

Registration: Saturday, August 2, 9 am

Class Meets: Saturday, 9 am-12 pm

First Class: Saturday, August 9

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to read or speak English. Learn about methods and materials especially suited for tutoring adult American or immigrant students.

Required four-part training at the Skokie campus:

- Thursday, August 28, 6-9:45 p.m.,
- Tuesday, September 2, 6-9:45 p.m.,
- Saturday, September 20, 1-3:30 p.m.,
- Saturday, October 11, 1-4 p.m.

For details or to schedule interview, call VITA Program Manager at 847-635-1426.

Bridges to Academic Reading and Writing

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

- Students may take one Bridges reading class, one Bridges writing class and one ESL class, if needed.
- Bridges students may not enroll in the Learn to Read Program.

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

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

For more information call 847.635.1426.

DAYTIME CLASSES

Oakton Community College: Reading

7701 North Lincoln Avenue, Room A211, Skokie

Registration: Thursday, August 28, 9:30 am

Class Meets: Tuesday and Thursday, 9:30 am-12:30 pm

First Class: Tuesday, September 2

Oakton Community College: Writing

7701 North Lincoln Avenue, Room A211, Skokie

Registration: Wednesday, August 27, 9:30 am

Class Meets: Monday and Wednesday, 9:30 am-12:30 pm

First Class: Wednesday, September 3

EVENING CLASS

Maine East High School: Reading

2601 Dempster Street, Park Ridge

Registration: Tuesday, September 2, 6:45 pm

Class Meets: Tuesday and Thursday, 6:45-9:30 pm

First Class: Thursday, September 4

Oakton Community College: Reading

7701 North Lincoln Avenue, Room A211, Skokie

Registration: Wednesday, August 27, 6:30 pm

Class Meets: Monday and Wednesday, 6:30-9:30 pm

First Class: Monday, September 3

Oakton Community College: Writing

7701 North Lincoln Avenue, Room A211, Skokie

Registration: Thursday, August 28, 6:30 pm

Class Meets: Tuesday and Thursday, 6:30-9:30 pm

First Class: Tuesday, September 2

Computer Lab for ESL, Literacy, and GED Students

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

Location: Oakton Community College, Room A210, Skokie Campus

Days and times: Monday, Wednesday, and Friday, 9:30 a.m.-2:30 p.m. and 6:30-9 p.m.; Tuesdays, 9:30 a.m.-12 p.m. and 6:30-9 p.m.

Availability Dates: Friday, August 29 to Wednesday, November 26, 2014

GED and Evening High School

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

GED Program

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

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

Eligibility: Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635-1426 for specific requirements.)

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

GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in September 2014 must come to the location listed below for two evenings of placement testing, counseling, and registration. **Attendance is required on both evenings. Students must arrive on time and bring a calculator.**

Oakton Community College

7701 North Lincoln Avenue, Skokie

Room number will be posted.

August 18 and 20, (Monday and Wednesday), 6:30 p.m.

August 26 and 28 (Tuesday and Thursday), 6:30 p.m.

Pre-GED Classes

PRE-GED ENGLISH SKILLS **Fee: No Charge (\$47)**

A review of English usage, sentence structure, and punctuation.

EDU A02-01, ETHS, 13 Tue., 9/2, 6:30-9:15 pm
 EDU A02-02, MAINE E, 13 Tue., 9/2, 7-9:45 pm
 EDU A02-04, NILES W, 13 Thu., 9/4, 7-9:45 pm

PRE-GED READING SKILLS **Fee: No Charge (\$47)**

Recognizing the main idea and supporting details, includes review of vocabulary development skills.

EDU A04-01, NILES N, 13 Mon., 9/8, 7-9:45 pm
 EDU A04-02, OC/SK, 13 Mon., 9/8, 6:30-9:30 pm

PRE-GED MATH SKILLS **Fee: No Charge (\$47)**

Review of basic math skills, fractions, decimals, and interpretations of graphs and charts.

EDU A07-01, NILES N, 13 Wed., 9/3, 7-9:45 pm
 EDU A07-02, NILES N, 20 Mon./Wed., 9/3, 7-9:45 pm
 EDU A07-03, NILES N, 13 Wed., 9/3, 7-9:45 pm
 EDU A07-04, MAINE E, 13 Thu., 9/4, 7-9:45 pm

GED Review Classes

GED ENGLISH REVIEW **Fee: \$4.50 (\$47)**

Review of sentence structure, grammar, and introduction to academic writing.

EDU A03-01, ETHS, 12 Tue., 9/2, 6:30-9:30 pm
 EDU A03-02, NILES W, 12 Thu., 9/4, 7-10 pm

GED READING REVIEW **Fee: \$4.50 (\$47)**

Review of high school reading skills incorporating prose, poetry, and drama. Course provides practice in critical reading skills needed for three major areas of the GED tests.

EDU A05-01, NILES N, 12 Mon., 9/8, 6:45-9:45 pm

GED MATH REVIEW **Fee: \$4.50 (\$47)**

Focus on algebra, geometry, and interpreting graphs and charts.

EDU A08-01, NILES N, 10 Mon and Wed., 9/3, 7-9:45 pm
 EDU A08-02, NILES N, 13 Wed., 9/3, 7-9:45 pm

GED SCIENCE/SOCIAL STUDIES REVIEW **Fee: \$4.50 (\$47)**

Prepare students for the Science/Social Studies portion of the GED test.

EDU A18-01, NILES W, 13 Tue., 9/2, 7-9:45 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 A09-01, OC/SK, 11 Sat., 9/6, 9 am-1:30 pm
 EDU A09-02, OC/SK, 16 Mon./Wed., 9/3, 6:30-9:30 pm
 EDU A09-03, OC/SK, 16 Tue./Thu., 9/2, 9:30 am-12:30 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL) **Fee: \$10 (\$98)**

Preparation in all four areas of the GED tests; course taught solely in Spanish and intended for students wishing to take GED tests in their native language.

EDU A11-01, MAINE W, 16 Mon./Wed., 9/8, 6:30-9:30 pm
 EDU A11-03, ETHS, 16 Tue./Thu., 9/9, 6:30-9:30 pm

CONSTITUTION REVIEW (GED LEVEL) **Fee: \$3 (\$32)**

Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course prepares students for the Constitution Test requirement of the GED Tests.

HIS A01-01, NILES W, 6 Tue., 9/2, 7-9:30 pm
 HIS A01-02, MAINE E, 6 Thu., 9/4, 7-9:30 pm

Computer Lab for ESL, Literacy, and GED Students

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

Location: Oakton Community College, Room A210, Skokie Campus

Days and times: Monday, Wednesday, and Friday, 9:30 a.m.-2:30 p.m. and 6:30-9 p.m.; Tuesdays, 9:30 a.m.-12 p.m. and 6:30-9 p.m.

Availability Dates: Friday, August 29 to Wednesday, November 26, 2014

Evening High School Program

General Information

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

Eligibility

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

Admission Procedures

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

Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847-825-4484 or the Adult Education Department at 847-635-1426. Cost: Classes are \$12 each (books available on free loan).

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

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

When it comes to training, we mean business.



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's Center for Economic Opportunity (CEO) offers a full range of cost-effective, high-quality training solutions that can be delivered at a wide variety of location. The Center's experienced team of consultants, trainers, and program managers develop and enhance employee skills and knowledge to drive business results.

Collaborating with Oakton's CEO offers many advantages:

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

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

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

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

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



Center for Economic Opportunity

Offering workforce solutions for business and industry

Comprehensive Services

If you don't see what you're looking for, ask us!

Industry-Specific Training

Business and professional services
Healthcare
Information technology
Manufacturing
Transportation and logistics

Training Options:

Professional Skill Development

Business writing
Communication skills
Customer service
Soft-skills development
Time management
Working in teams
Workplace English (ESL)
Workplace math

Leadership/Supervisory Skills

Building teams
Change management
Coaching and mentoring
Conflict resolution
Cultural competency
Effective presentations
Emotional Intelligence
Employee engagement and motivation
Leadership
Managing performance
Managing priorities
Negotiation skills
Supervision

An Introduction to Spanish for Health Care Workers and Volunteers Aged 50 and Older

Learn how to converse with Spanish-speaking hospital patients and guests in this 10-week course. Master Spanish cultural expressions, basic greetings and intakes, and commonly-used medical terminology—including names of diagnostic tests. Hone your ability to recognize and understand cultural and social factors that can improve your communication.

Wednesdays, September 3 - November 5, 3:30- 6 p.m., Skokie Campus

Cost is \$149; no senior discounts.

For more information, visit www.oakton.edu/conted or contact 847.635.1447 or businessinstitute@oakton.edu.



EMERITUS

PROGRAM for the student who wasn't born yesterday



Emeritus Program at Oakton is 32 years old—and going strong!

Fall classes are offered from August to December at convenient locations including Oakton's Skokie campus, Vi at The Glen, and Covenant Village. The program also partners with the Chicago Botanic Garden.

Mark your calendar for these unique, exciting classes:

- 2014 Mid-Term Elections: Will Congress Remain Divided?
- Do Movies Have Religion? The Intersections of Religion and Spirituality with Hollywood Film.
- Beginning Hatha Yoga
- 2014 Shakespeare Festival: The Comedies
- Great American Novels of the 20th Century

Watch your mailbox for the Fall 2014 Emeritus Program class schedule.

For more information or to be added to our mailing list, call 847-635-1414.



Continuing Education
for Health Professionals

The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:

Social Workers, Professional Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Dietitians, Speech-Language Pathologists/Audiologists, Occupational Therapists, X-Ray Technicians, Respiratory Care Therapists, Physical Therapists, Psychologists.

Co-Sponsored Programs

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

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA00001.

Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Social Worker Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 159-000167.

Marriage and Family Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Marriage and Family Therapist Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 168-000146.

Nursing Home Administrators: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Nursing Home Administrator Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 139-000061.

Professional Counselor/Clinical Professional Counselors: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Professional Counselor/Clinical Professional Counselor Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 197-000096.

Registered Nurses: Continuing nursing education activities will be submitted to the Wisconsin Nurses Association CEAP for approval to award contact hours. Wisconsin Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Respiratory Care Practitioners: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Respiratory Care Practitioner Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 195-000010.

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

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Occupational Therapists Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 224-000089.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

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

Physical Therapists: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Physical Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulation, sponsor license number 216-000221.

Psychologists: Oakton Community College/ALL-CEHP upcoming renewal period pending by the Psychologist Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor number 268-000017.

For more information about Health Professional programs, please call 847-635-1808 or visit our Web page at www.oakton.edu/conted for more upcoming Continuing Education Health Programs.

Programs for Nursing Professionals

Instructor-led Online Training

Programs provided by ALLEGRA Learning Solutions, LLC and Education to Go.

Facilitators: Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, and Caroline Young, MPH

Legal and Ethical Issues in Nursing

Fee: \$170 (no senior discount)

Examine key legal and ethical issues to improve your practice and provide better patient care. Includes risks in nursing, practice, liability in patient care, documentation, employment, and ethics. (23 contact hours)

NUR A19-300 [CRN 60856], August 20 - October 10

NUR A19-302 [CRN 60858], October 15 - December 5

NUR A19-301 [CRN 60857], September 17 - November 7

NUR A19-303 [CRN 60859], November 12 - January 2

Pain Assessment and Management

Fee: \$170 (no senior discount)

An overview of the mechanisms of pain; the multidisciplinary methods of assessment; pain management; and treatment for adults, children, and the elderly with cancer -related and non-cancer related pain. (24 contact hours)

NSE A56-300 [CRN 60860], August 20 - October 10

NSE A56-302 [CRN 60862], October 15 - December 5

NSE A56-301 [CRN 60861], September 17 - November 7

NSE A56-303 [CRN 60863], November 12 - January 2

Perinatal Issues

Fee: \$75 (no senior discount)

Enhances 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. (12 contact hours)

NUR A33-300 [CRN 60864], August 20 - October 10

NUR A33-302 [CRN 60866], October 15 - December 5

NUR A33-301 [CRN 60865], September 17 - November 7

NUR A33-303 [CRN 60867], November 12 - January 2

Meditation for Health and Healing

Fee: \$68 (no senior discount)

Explore various meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)

NUR A96-300 [CRN 60868], August 20 - October 10

NUR A96-302 [CRN 60870], October 15 - December 5

NUR A96-301 [CRN 60869], September 17 - November 7

NUR A96-303 [CRN 60871], November 12 - January 2

Food, Nutrition, and Health

Fee: \$96 (no senior discount)

Food and nutrition have a profound impact on our well-being. Get a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. (16 contact hours)

NUR A17-300 [CRN 60872], August 20 - October 10

NUR A17-302 [CRN 60874], October 15 - December 5

NUR A17-301 [CRN 60873], September 17 - November 7

NUR A17-303 [CRN 60875], November 12 - January 2

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.

ALLEGRA courses are acceptable for CE contact hours in all states. As a California-based organization, ALLEGRA is approved by the California Board of Registered Nursing (provider number CEP 14693) for the stated number of contact hours across the country.

In addition, ALLEGRA courses are approved by the California Board of Behavioral Sciences (provider number PCE 1564) as meeting the qualifications for the stated hours of continuing education credits for MFCCs and/or LCSWs.

ALLEGRA courses are also approved by the National Certification Board for Diabetes Educators (NCBDE). All ANCC-accredited courses are accepted for continuing education credit by the NCBDE.

ALLEGRA is also an approved continuing education provider for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) (provider number 451562-11).

For more information, contact the Continuing Education for Health Professionals (CEHP) Program at 847.635.1447.

Processing Fee: Participants are charged an \$8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax [847.635.1448] are charged an \$8 fee with each registration form.

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



Continuing Education
for Health Professionals

Programs for Radiology Professionals

Be an early bird! Take advantage of reduced registration fee of \$89 for full-day programs!

Full day program: \$89 Early Bird • \$109 Regular • \$131 Walk-in (No senior discount.)

Registration: 7:30 a.m., Program: 8 a.m. - 3 p.m. **Morning coffee and lunch included.**

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

Presenter: Paul Laudicina, RT (R), MA, FASRT

Professor, Diagnostic Medical Imaging and Allied Health, Long Beach City College, Long Beach, California

Imaging of Brain Tumors

Saturday, October 11

XRA A98-60, [CRN 61123] Early Bird registration postmarked by September 11; XRA A98-61, [CRN 61126] after September 11, 2014

Musculoskeletal Imaging

Sunday, October 12

XRA A99-60 [CRN 61122] Early Bird registration postmarked by September 11; XRA A99-61 [CRN 61125] after September 11.

Presenter: Bradley Holmer, A.S., R.T. (R) (CT), CT Technologist and Instructor

CT Technical Skills Sharpener

Saturday, October 25

XRA A10-60 [CRN 61124] Early Bird Registration postmarked by September 25; XRA A10-61 [CRN 61133] after September 25.

CT Update 2014

Sunday, October 26

XRA A68-60 [CRN 61130] Early Bird registration postmarked by September 25; XRA A68-61 [CRN 61131] after September 25.

Workshops will be submitted to IEMA for 7.0 direct continuing education credit hours Category A.

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

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

Processing Fee: Participants are charged an \$8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax [847.635.1448] are charged an \$8 fee with each registration form.

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a onetime electronic fund transfer from your account or to process the payment as a check transaction.

Advanced registration is recommended.

Use the online Flex Registration system at www.oakton.edu/conted,

or register by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, by fax to 847.635.1448, or in person.

For more information, e-mail cehp@oakton.edu, call 847.635.1438, or visit www.oakton.edu/conted.

Programs for Mental Health Professionals

Be an early bird! Take advantage of reduced registration fee of \$79 for full-day programs!

Full day program (6 hours): \$79 Early Bird • \$109 Regular • \$129 Walk-in Registration: 8 a.m., Program: 8:30 a.m. - 4:15 p.m.

Half day program (3 hours): \$69 Early Bird • \$99 Regular • \$119 Walk-in Registration: 8 a.m., Program: 8:30 a.m. - 11:45 a.m.

Location: Oakton Community College, 7701 North Lincoln Avenue, Skokie

Anxiety and Depression: Effective Management of the Big Two Co-Occurring Disorders

Wednesday, August 27, 2014

Margaret Wehrenberg, PsyD

HMH A45-60 [CRN 61103] Early Bird registration postmarked by July 28; HMH A45-61 [CRN 61134] after July 28.

HALF-DAY PROGRAM!

Culturally Competent Counseling

Thursday, September 18 Christopher Yadron, MA, LCPC, CADC, Director of Addition Recovery Services, Rosecrance Health Network

HME B42-60 [CRN 61107] Early Bird postmarked by August 18; HME B42-61 [CRN 61108] after August 18.

Satisfies the IDFP three-hour cultural competency requirement for Illinois Social workers.

Gone to the Dogs! Using Animal Assisted Therapy in a Variety of Mental Health Settings

Friday, September 26, 2014

Mary Beth Napier, PsyD, MPS

HMH A91-60 [CRN 61094] Early Bird registration postmarked by August 26; HMH A91-61 [CRN 61095] after August 18.

Designer Synthetic Drugs . . . and More!

Wednesday, October 8

Bruce Talbot, MA

HTH A10-60 [CRN 61113] Early Bird registration postmarked September 8; HTH A10-61 [CRN 61114] after September 8.

Understanding Bullies and Their Targets: A Clinical and Therapeutic Perspective

Friday, October 17

Michael Maniaci, PsyD

HUH A67-60 [CRN 61091] Early Bird registration postmarked by September 17; HUH A67-61 [CRN 61092] after September 17.

Troubleshooting in Clinical Supervision: The Supervisor as Mentor, Coach, Leader and Teambuilder

Wednesday, October 22

Mark Sanders, LCSW, CADC

HTH A21-60 [CRN 61098] Early Bird registration postmarked by September 22; HTH A21-61 [CRN 61099] after September 22.

Dialectical Behavior Therapy: Introduction on How to Help the Chronically Distressed Client

Friday, October 24

Jancey Wickstrom, LCSW

HME A61-60 [CRN 61084] Early Bird registration postmarked by September 24; HME A61-61 [CRN 61085] after September 24.

The ABC's of Eating Disorders: Understanding the Core of Eating Disorders

Tuesday, October 28

Amy Grabowski, MA, LCPC, Director of The Awakening Center and Suellyn Alexander, RN-BC, BSN, BSEd

HTH A74-60 [CRN 61101] Early Bird registration postmarked by September 29; HTH A74-61 [CRN 61102] after September 29.

Putting it Altogether: Embracing the Mind-Body Connection

Friday, November 7

Laurie Sackett-Maniaci, PsyD

HTH A34-60 [CRN 61110] Early Bird registration postmarked by October 7; HTH A34-61 [CRN 61111] after October 7.

HALF-DAY PROGRAM!

What Would You Do? Ethics, Word, and Practice

Friday, November 14

Serena Wadwha, PsyD, LCPC, CADC

HME B46-60 [CRN 61135] Early Bird registration postmarked by October 14; HME B46-61 [CRN 61136] after October 14.

Satisfies the IDFP three-hour ethics requirement for Illinois licensed social workers and psychologists

Attachment Across the Lifespan

Wednesday, November 19

Gary Gilles, MA. LCPC

HMH A17-60 [CRN 61087] Early Bird Registration by October 20; HMH A17-61 [CRN 61088] after October 20.

Continuing Education clock/contact hours will be offered for Illinois social workers (6.5 clock hours), professional counselors (6.5 clock hours), marriage and family therapist (6.5 clock hours), nursing home administrators (6.5 clock hours), psychologists (6.5 clock hours), addictions counselors IAODAPCA members (6.25 - 6.50 clock hours approved or pending approval), occupational therapists (7.5 contact hours), speech and language pathologists/audiologists (6.5 clock hours) and teachers (6.5 CPDU's). 6.5 universal training hours (UTH) will be offered to other professional groups.

Program for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTHA04-060 [CRN 61096]

Tuesdays, Wednesdays, and Thursdays, September 23, 24, 30, and October 2, 7, and 9.

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

\$450 Advanced Registration and \$475 Walk-in (plus \$8 non-refundable processing fee) **No senior discount.**

Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m.

Includes instruction, course notebook, morning refreshments and certificate of completion.

Lunch on your own. Bring a bag lunch to eat in the classroom or purchase a lunch in the campus cafeteria.

Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).

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

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

Processing Fee: Participants are charged an \$8 non-refundable processing fee at the time of registration. Online registrants are only charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax [847.635.1448] are charged an \$8 fee with each registration form.

NOTE: When providing a check as payment, you authorize the Alliance for Lifelong Learning to either to use information from your check to make a onetime electronic fund transfer from your account or to process the payment as a check transaction.

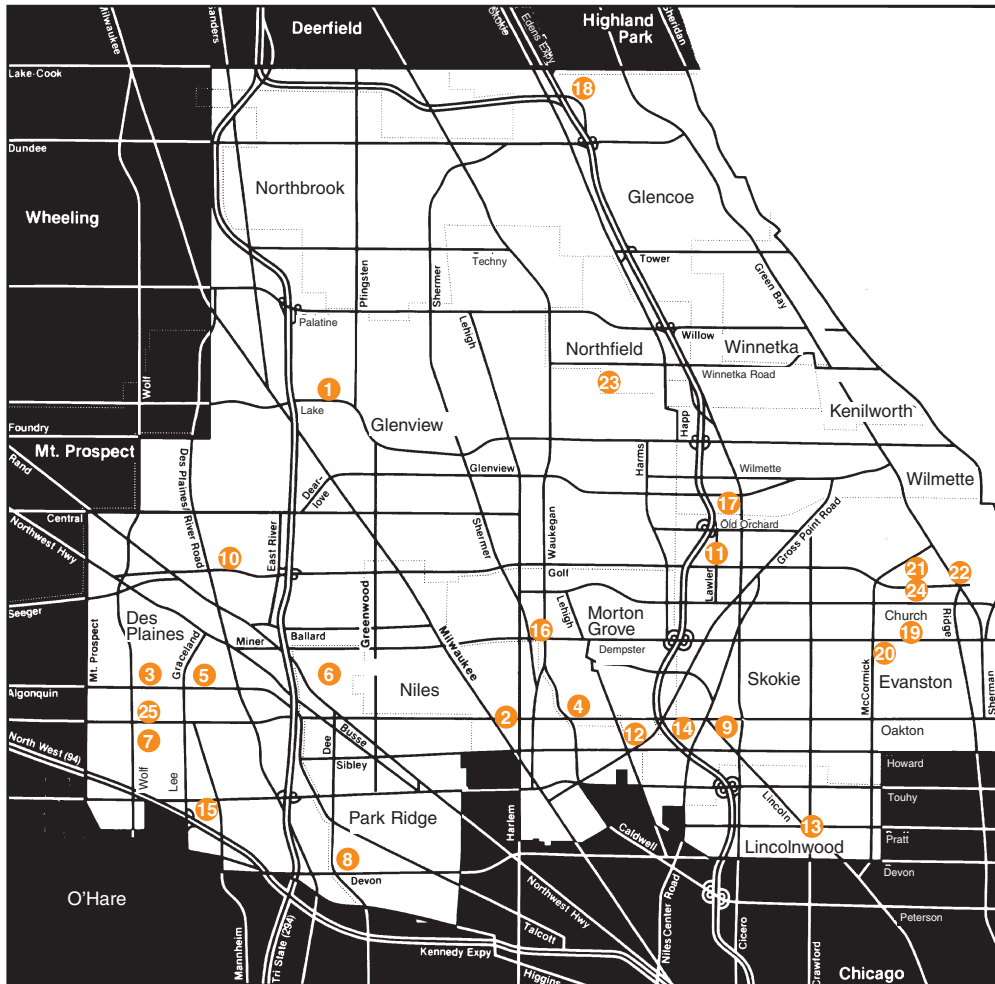
Advanced registration is recommended.

Use the online Flex Registration system at www.oakton.edu/conted,

or register in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448.

For more information, visit www.oakton.edu/all or call 847.635.1438.

ALL Site Map



- 16 MGPD**
Morton Grove Park District
Prairie View Center
6834 West Dempster
Morton Grove 60053
- 17 WFOO**
Westfield Old Orchard
4999 Old Orchard Center
Suite E2
Skokie 60077
- 18 GARD**
The Chicago Botanic Garden
1000 Lake Cook Road
Glencoe 60022
- 19 ETHS**
Evanston Twp. H.S.
1600 E. Dodge Avenue
Evanston 60204
- 20 District 65 Family Center**
Joseph Administration Center
1500 McDaniel Avenue
Evanston 60201
- 21 Family Focus/Our Place**
2010 Dewey Street
Evanston 60201
- 22 Township of Evanston**
2100 Ridge Avenue
Evanston 60201
- 23 Lutheran Church of Ascension**
460 Sunset Ridge Road
Northfield 60093
- 24 Evanston Public Library**
1703 Orrington Avenue
Evanston 60201
- 25 Forest Elementary School**
Early Learning Center
1375 South 5th Avenue
Des Plaines 60016

1 GLBRK S
Glenbrook South
4000 Lake Avenue
Glenview 60025

2 NCC
Niles Community Church
7401 Oakton Street
Niles 60648

3 FCC
First Congregational Church
766 Graceland Avenue
Des Plaines 60016

4 NL
Niles Public Library
6960 Oakton Street
Niles 60648

5 DPL
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines 60016

6 MAINE E
Maine East
Potter at Dempster Street
Park Ridge 60068

7 MAINE W
Maine West
1755 S. Wolf Road
Des Plaines 60018

8 MAINE S
Maine South
1111 S. Dee Road
Park Ridge 60068

9 OC/SK
Oakton Community College
Ray Hartstein Campus
7701 North Lincoln Avenue
Skokie 60077

10 OC/DP
Oakton Community College
1600 East Golf Road
Des Plaines 60016

11 NILES N
Niles North
9800 Lawler Avenue
Skokie 60077

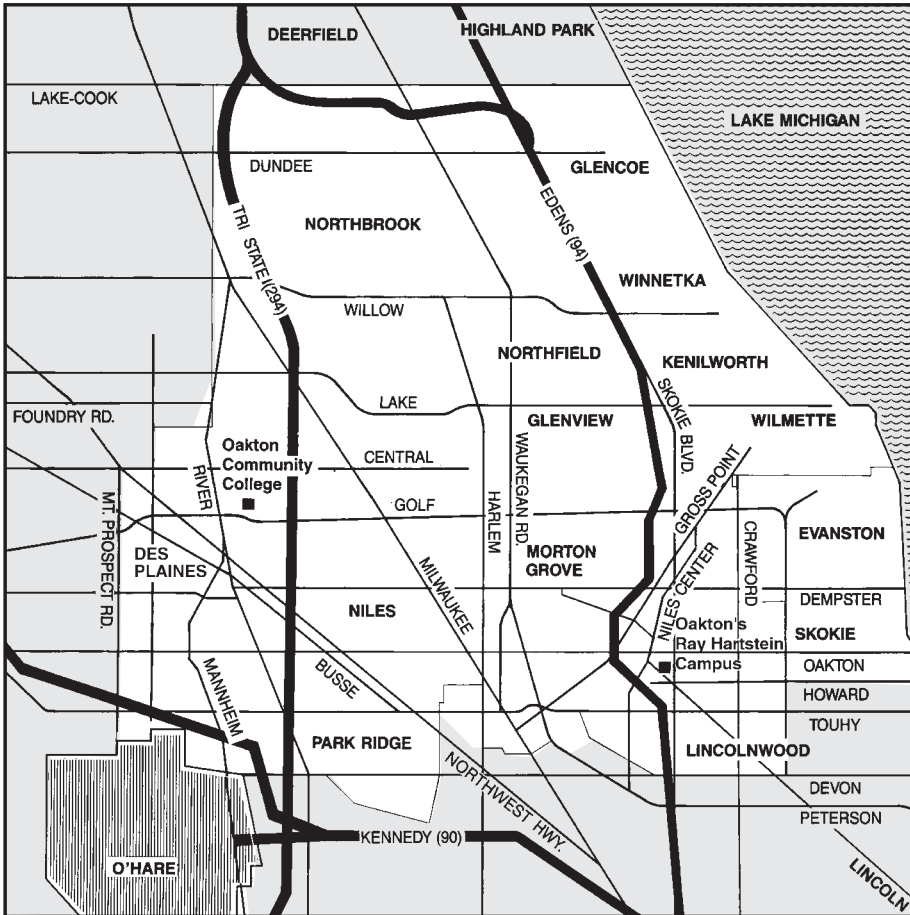
12 NILES W
Niles West
5701 Oakton Street
Skokie 60077

13 LL
Lincolnwood Public Library
4000 West Pratt Avenue
Lincolnwood 60646

14 SPL
Skokie Public Library
5215 Oakton Street
Skokie 60077

15 RRC
Rosemont Recreation Center
7128 North Barry
Rosemont 60018

Directions to Oakton



Go to www.oakton.edu/directions for directions.

Parking Information

Parking at the Des Plaines campus is available in Lots A and D, located directly north of the building. Handicapped parking is available in lots A, B and D for those with State of Illinois permits. Lot C provides parking for faculty and staff.

At the Ray Hartstein Campus in Skokie, parking is available in the lot accessible from Lincoln Avenue, except where signs specifically designate staff and faculty parking. Additional parking is available in the lot across Lincoln Avenue. Handicapped parking for those with State of Illinois permits can be found in the Lincoln lot as well as a parking lot designed exclusively for handicapped parking located on the north side of the building.

Public Safety

If you have any on-campus security concerns, contact the Public Safety department at 847-635-1880 in Des Plaines; 847-635-1422 in Skokie.

Note: This map is an approximation of the district boundaries. If you have questions regarding in-district residency, contact the Enrollment Center.

Oakton Community College

1600 East Golf Road, Des Plaines, IL 60016

Public Transportation

Pace Bus, running from the Skokie Davis CTA Station to Schaumburg, Woodfield Mall. Serving Old Orchard, Golf Mill, Des Plaines Metra Station. Stops at Oakton's front entrance.

DRIVE TO THE DES PLAINES CAMPUS VIA TRI-STATE TOLLWAY

From North: Exit at Golf Road. Turn left at the traffic light at the end of the exit ramp. Turn right at the next traffic light (Golf Road). Turn right at the next traffic light onto College Drive.

From South: Take the Dempster East exit to Potter Road (first light). Turn left and continue to Golf Road. Turn left on Golf. Turn right onto College Drive.

DRIVE TO THE DES PLAINES CAMPUS VIA THE KENNEDY EXPRESSWAY

From South: Take the Kennedy Expressway (90) to the River Road exit. Turn left on River Road and proceed to Golf Road. Turn right and then left at the College entrance.

Oakton's Ray Hartstein Campus

7701 N. Lincoln Avenue, Skokie, IL 60077

East and West: CTA Bus No. 97 stops three blocks north of the Ray Hartstein Campus at Oakton Street and Lamont Avenue.

From West: Pace Bus No. 210 stops in front of the Ray Hartstein Campus on Lincoln Avenue.

DRIVE TO THE SKOKIE CAMPUS VIA EDENS EXPRESSWAY (I-94)

From North: Exit Edens at Dempster Street East; drive east on Dempster to Niles Center Road; turn right on Niles Center Road and continue to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.

From South: Exit Edens at Touhy Avenue East; drive north on Skokie Boulevard to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.

For alternate routes to Oakton's campuses, call 847-635-1668.

Registration for Noncredit Continuing Education Classes

Fall registration starts July 7. Register online at www.oakton.edu/conted.

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

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

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



PLEASE PRINT ALL INFORMATION

OFFICE USE ONLY Site _____ Initials _____ Date _____

_____/_____/_____ Name: Last _____ First _____ Middle Initial _____
Social Security Number _____

Address: _____ City _____ Zip _____ Birth Date: ____/____/____ Gender: Male
 Cell _____ Mo / Day / Year Female

Phone: Home (____) _____ Business (____) _____ Ext. _____

E-mail: _____ Residence: In-district 535 Out-of-district

My information has changed since my last registration: name address phone e-mail

Education: Highest grade completed _____ Last high school attended (Name, city, state) _____

Check one box that best describes your high school status: High school graduate in _____ (year) Passed G.E.D test in _____ (year)

No longer attending high school and do not intend to return Still attending high school; plan to graduate in _____ (Month), _____ (Year)

Last college attended: (Name, city, state) _____

Most credits or highest degree previously earned: Some credits Certificate Associate's degree Bachelor's degree Master's degree Doctoral degree

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

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

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

This information is requested solely to comply with Federal Laws.

- Are you Hispanic or Latino? (OR Are you of Spanish origin?) Yes Hispanic or Latino. Not Hispanic or Latino.
- 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
- 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
- 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: _____

CRN	Course Code	Course Title	School	Start Date	Day/Time	Tuition

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

Send checks (payable to Oakton Community College) to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077.

Credit Card For credit card payment only, check one: Visa MasterCard Discover

Credit Card Number _____ Exp. Date _____

3-Digit Verification Code (on back of card) _____ Signature _____

If paying by credit card, Fax to 847- 635-1448.

*At the time of each registration, an \$8 non-refundable processing fee will be charged.

No confirmation will be sent.

Subtotal	
Processing fee*	\$8.00
Total due	