Registration begins November 13, 2018.
Register online at www.oakton.edu/conted.
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**Volume 26, No. 4, November 2018**  
*The Oakton Class Schedule* (USPS #009502) is published nine times a year in February, Early March, Late March, May, June, Early July, Late July, October, and November by Oakton Community College, 1600 East Golf Road, Des Plaines, IL 60016-1268. Periodicals postage paid at Des Plaines, IL.  
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### Our Mission

Oakton is the community’s college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

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

*Oakton serves a portion of these communities. Contact the Enrollment Center at 847-635-1700 for exact in-district addresses.

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**Section HR 4137 of the Higher Education Opportunity Act of 2008 requires that textbook information (ISBN, title and author) be available to students when they register for a class. The college provides this information in the online Class Schedule at [www.oakton.edu](http://www.oakton.edu).**

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

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This publication is printed on recycled paper.

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**On the go?**

View Oakton’s credit and noncredit class schedules anytime on your mobile device, computer, or tablet at [www.oakton.edu](http://www.oakton.edu).
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**EMERITUS PROGRAM for the student who wasn’t born yesterday**

**Passport to the World—Foreign Relations**

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

**Spring 2019 Series, Skokie Campus:**
- **Mini-Series:** February 7 - March 7, 1 - 2:30 p.m.
- **Thursday Series:** March 14 - May 2, 1 - 2:30 p.m.
- **Friday Series:** March 15 - May 3, 11 a.m. - 12:30 p.m.

For a complete list of courses and to join our Emeritus mailing list, call 847.982.9888 or visit [www.oakton.edu/emeritus](http://www.oakton.edu/emeritus).
Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at Oakton. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

The following pages contain a diverse collection of interesting, challenging, and entertaining noncredit courses and events scheduled on weekdays, evenings, and weekends at Oakton’s campuses in Des Plaines and Skokie and many neighborhood based locations, including the following high schools:
Evanston Township High School
Glenbrook South High School
Maine East High School
Maine West High School
Niles North High School
Niles West High School

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls to better serve the needs and interests of district residents. Refer to the map on page 44 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

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

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

Evening High School assists residents of Niles and Maine Townships in completing their high school education. For more information, call Tim Pappageorge at 847.827.6176 (ext. 5739) or Adult Education at 847.635.1426. Glenbrook residents must contact Edward Amos, principal of Glenbrook Evening High School, 847.486.4465.

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

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

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

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

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

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

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

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

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

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

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

**Refund Policy** - If a student wishes to drop a class, a 100 percent tuition refund minus a $15 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session.

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

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

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

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

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General Information

**Enrollment Verification** - The Alliance does not send confirmation of enrollment. To verify enrollment, go to [www.oakton.edu/conted](http://www.oakton.edu/conted) and select How to Register.

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

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

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

**AlertOakton** - Receive notification about weather-related and emergency closings at Oakton. Sign up today for email, text message, or voicemail alerts at [my.oakton.edu](http://my.oakton.edu).

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

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

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

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

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

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

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

WALK-IN REGISTRATION SITES:
High School Locations: mid-September through mid-June
Niles North, 847.626.3470 Maine East, 847.825.3435
Glenbrook South, 847.486.4713 Evanston, 847.424.7620
Office hours vary. Call each site for specifics.

Hours for Oakton Community College Campuses:
Monday-Thursday, 8:30 a.m.-7 p.m.
Friday, 8:30 a.m.-5 p.m.
Saturdays, January 12, 19, and 26, 9 a.m. – 12 p.m.
Des Plaines Campus, Room 1420
Skokie Campus, Room A120

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.

HOW TO READ NONCREDIT COURSE LISTINGS

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• For location information, see site map on page 44.
• Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
• The Course Reference Number is used for web registration.

2018-19 OAKTON BUSINESS AUTHOR SPEAKER SERIES
Discover the latest ideas and strategies from America’s best-selling business authors live and in person at these free events.

Tim Calkins
Secrets of Brilliant Business Presentations
Tuesday, January 29, 6 p.m., Room P104, Skokie

Super Bowl Advertising Review, What Worked and What Choked!
Tuesday, February 5, 6 p.m., Room 1610, Des Plaines

Andy Crestodina
Content Marketing Chemistry: How to Win on the Web
Thursday, February 28, 6 p.m., Room 1610, Des Plaines

Randy Hlavac
Social Media Marketing
Wednesday, March 27, 6 p.m., Room A167, Skokie
Thursday, March 28, 6 p.m., Room 1610, Des Plaines

J. Bryan Bennett
Leadership! A prescription for developing successful leadership skills
Wednesday, April 10, 6 p.m., Room P103, Skokie
Thursday, April 11, 6 p.m., Room 1610, Des Plaines

For more information, email Tom Byrne at tbyrne@oakton.edu.
Commercial Driver’s License (CDL) Training and Certification Program

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

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

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

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

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

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

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

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

---

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

– Demetrius C.
Train to become a real estate broker with Oakton’s 90-hour, state-approved,* pre-license broker course. With average wages of $57,200,** the ability to become your own boss, and flexible work schedules, you don’t want to miss out on this training opportunity.

Course fee: $630 (no senior discount)

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

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

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


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EKG Technician Certification Prep...now with CPR Certification!

Enroll in this Accelerated Training Opportunity!

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

Program Overview

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

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

This program may be WIOA approved.
Spring 2019 Noncredit Classes

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

Accounting

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Larry Penar, 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 WITH MICROSOFT EXCEL*

Fee: Listed with section
Review selected current topics in Accounting. One topic is identified for each section. Prerequisite may vary by topic. Textbook may be required, check with the bookstore.
ACC A05-C01, Online, 1/22-5/17, $458 CRN 40238
ACC A05-C02, OC/DP, 16 Thu., 1/24, 6:30-9:20 pm, $418 CRN 40237

QUICKBOOKS CERTIFIED USER PREPARATION*

Fee: Listed with section
Prepare for the QuickBooks Certified User Exam. Topics include setting up companies, managing customer and vendor activity, preparing bank reconciliations, setting up inventory tracking, working with balance sheet transactions, performing payroll, creating job estimates and time-tracking, setting up product classes, customizing forms and reports, integrating with Microsoft Office, performing adjusting entries, and closing the books. Students have option of taking the QuickBooks Certified User Exam on campus at end of term. Recommended: Principles of Financial Accounting or prior accounting knowledge.
ACC A18-C01, Online, 1/22-5/17, $458 CRN 40240
ACC A18-C02, OC/SK, 16 Tue., 1/22, 6:30-9:20 pm, $418 CRN 40239

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: $589
Through lectures, demonstration, and lab experiences, explore the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. Textbook may be required, check with the bookstore.
AIR A06-C01, OC/DP, 16 Mon., 1/28, 5-10:15 pm CRN 40243

RESIDENTIAL HOT WATER BOILERS AND HYDRONIC TECHNOLOGY*

Fee: $408
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 A02 or consent of department chair.
AIR A03-C01, OC/DP, 16 Thu., 1/24, 6-10:50 pm CRN 40242

HIGH PRESSURE STEAM BOILERS AND OPERATION*

Fee: $408
Covers high pressure steam boilers as per ASME code standards. Content includes basic boiler room systems, fittings and accessories, feed-water heaters, de-superheating and pressure reducing stations, fuel combustion and draft, and combustion controls. Focus on proper practices of boiler requirements to function properly and safely.
AIR A14-C01, OC/DP, 16 Mon., 1/28, 6-9:20 pm CRN 40246

INTRODUCTION TO ELECTRICITY AND AUTOMATIC CONTROLS*

Fee: $589
Learn electricity and automatic controls, including basic wiring skills, electrical components, household wiring, wire sizing, conduit sizing, and series and parallel circuits. Hands-on experience with electrical tools and meters.
AIR A11-C01, OC/DP, 16 Tue., 1/22, 5-9:15 pm CRN 40245

EPA SECTION 608 CERTIFICATION*

Fee: $186
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). Textbook may be required, check with the bookstore.
AIR A08-C01, OC/DP, 4 Wed., 4/24, 5-8:50 pm CRN 40244

SHEET METAL LAYOUT AND FABRICATION*

Fee: $594
Learn methods of laying out and fabricating sheet metal ducts and fittings used in heating and air conditioning installations.
AIR A01-C01, OC/DP, 16 Tue., 1/22, 5-10:15 pm CRN 40241

Arts

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

PAINTING I*

Fee: $448
Gain a basic understanding of painting materials. Includes watercolors; oils/ acrylics; and development of line, shape, spatial characteristics, and color. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C01, OC/SK, 16 Tue./Thu., 1/22, 10 am-12:40 pm CRN 40298
ART C33-C02, OC/DP, 16 Tue./Thu., 1/22, 1-3:40 pm CRN 40308

PAINTING II*

Fee: $438
Course is a continuation of Painting I, focusing on personal approach. No media restrictions. Studio work outside of regular class time required. Prerequisite: Painting I (ART C33) or consent of instructor or department chair.
ART C34-C01, OC/SK, 16 Tue./Thu., 1/22, 10 am-12:40 pm CRN 40318
ART C34-C02, OC/DP, 16 Tue./Thu., 1/22, 1-3:40 pm CRN 40324

DRAWING I*

Fee: $433
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Work from still life, live models, and outside subject matter and use pencil, charcoal, conté, ink, and pastels. Studio work outside of class is required.
ART C23-C01, OC/SK, 16 Tue./Thu., 1/22, 1-3:40 pm CRN 40254
ART C23-C02, OC/DP, 16 Tue./Thu., 1/22, 6:30-9:10 pm CRN 40258
ART C23-C03, OC/DP, 16 Mon./Wed., 1/23, 9:30 am-12:10 pm CRN 40253
ART C23-C04, OC/SK, 16 Mon./Wed., 1/23, 11 am-1:40 pm CRN 40252
ART C23-C05, OC/SK, 16 Mon./Wed., 1/23, 6:30-9:10 pm CRN 40256
ART C23-C06, OC/DP, 16 Sat., 1/26, 8:30 am-2:50 pm CRN 40255

*Courses may also be taken for college credit.
**Drawing II**

A continuation of ART C23, focus on personal approach to media and subject matter. Studio work outside of class is required. **Prerequisite:** Drawing I (ART C23).

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<th>Course Code</th>
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<tr>
<td>ART C24-C01, OC/SK, 16 Tue./Thu., 1/22, 1:30-4:10 pm</td>
<td>BUS A01-C01, OC/SK, 12 Thu., 2/21, 4:30-5:45 pm</td>
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<tr>
<td>ART C24-C02, OC/DP, 16 Tue./Thu., 1/22, 1:30-4:10 pm</td>
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<td>ART C24-C03, OC/DP, 16 Mon./Wed., 1/23, 11 am-1:00 pm</td>
<td>CRN 40289</td>
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<tr>
<td>ART C24-C04, OC/SK, 16 Mon./Wed., 1/23, 11 am-1:00 pm</td>
<td>CRN 40262</td>
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<tr>
<td>ART C24-C05, OC/SH, 16 Mon./Wed., 1/23, 4:30-9:10 pm</td>
<td>CRN 40283</td>
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<tr>
<td>ART C24-C06, OC/DP, 16 Sat., 1/26, 9:30 am-2:50 pm</td>
<td>CRN 40278</td>
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**Drawing/Watercolor**

Use color and form compositions to build confidence in your painting skills. **No class 3/28.**

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<th>Course Code</th>
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<tr>
<td>ART C19-01, MAIN E, 8 Thu., 2/28, 7-9:30 pm</td>
<td>CRN 40117</td>
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**Watercolor I**

Course provides basic understanding and working practice of watercolor as a painting medium. Content includes use of watercolor and component materials, tools and techniques associated with this medium, development of line, shape, spatial characteristics, color mixing, and their use in terms of the concept of the work. Studio work outside of scheduled class time required. **Prerequisite:** ART 105 or ART 131 or ART 132 or consent of instructor.

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<tr>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>ART C21-C01, OC/DP, 16 Tue./Thu., 1/22, 10 am-12:40 pm</td>
<td>CRN 40251</td>
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</table>

**Art History: Prehistoric to Renaissance**

Course is comparative study of art as expression of human experience from prehistoric to Renaissance period. Content includes major artists, styles and movements. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.

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<tr>
<th>Course Code</th>
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<tr>
<td>ART B04-C01, OC/DP, 16 Tue./Thu., 1/22, 9:30-10:45 am</td>
<td>CRN 40247</td>
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</tbody>
</table>

**Art History: Renaissance to Modern**

Course is a comparative study of art as expression of human experience from Renaissance to modern period. Content includes major artists, styles and movements. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.

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<tr>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>ART B92-C01, OC/DP, 16 Tue./Thu., 1/22, 2:3-3:15 pm</td>
<td>CRN 40248</td>
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<tr>
<td>ART B92-C02, OC/DP, 16 Mon./Wed., 1/23, 4-5:15 pm</td>
<td>CRN 40249</td>
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</table>

**Art History: Modern Art (Twentieth Century)**

Course is a comparative study of modern art as an expression of human experience. Content includes major artists, styles and movements from 1900 to 1945. Focus is on development of perceptive stylistic analysis and ability to understand a work of art in relation to cultural context.

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<th>Course Code</th>
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<tr>
<td>ART S73-C01, OC/DP, 16 Tue./Thu., 1/22, 11 am-12:15 pm</td>
<td>CRN 40325</td>
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</tbody>
</table>

**Business**

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

**Introduction to Business**

Course covers issues and topics related to business and economics in the United States and globally; business careers; key components of a “business plan;” and the ethical, legal, and social responsibilities of business. Additional online work required.

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<th>Course Code</th>
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<tr>
<td>BUS A01-C01, OC/SK, 12 Thu., 2/21, 4/30-5:45 pm</td>
<td>CRN 40339</td>
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</table>

**Business Law**

Course introduces business law. Content includes the basic law of contracts, sales and bailments. Case method and problems illustrate legal problems affecting business contracts. Course covers development of common law as modified by the Uniform Commercial Code. Textbook might be required. Check with the bookstore.

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<th>Course Code</th>
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<tr>
<td>BUS A02-C01, OC/DP, 12 Tue., 2/19, 6:30-9:50 pm</td>
<td>CRN 40335</td>
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</table>

**Career and Certification Training**

**New! Pharmacy Technician**

Course provides the knowledge and skills needed to become a pharmacy technician. Content includes introduction to various pharmacy practice settings; focus is on drug classes, basic physiology, drug interactions, pharmacy calculations and daily pharmacy operation. Course is geared towards a range of students, from those having no prior pharmacy experience to healthcare professionals interested in strengthening current skills. By the end of the course, students will be prepared to sit for the national Pharmacy Technician Certification Exam (PCTE®). This program may be eligible for WIOA funding. Math pre-assessment may be required. Students must be approved to register. Call 847-635-1414 for more information.

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<th>Course Code</th>
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<tr>
<td>PHT A01-C01, OC/DP, 16 Tue./Thu., 1/22, 6:30-9:30 pm</td>
<td>CRN 40512</td>
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<tr>
<td>PHT A01-C02, OC/SK, 14 Mon., 1/28, 6-9:15 pm (Hybrid: 1/2 classroom and 1/2 online)</td>
<td>CRN 40513</td>
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**Personal Trainer Certification**


**Orientation Session:** Thursday, Jan. 31, 6 p.m.

**National Certification Testing:** April 9 and 11 (Test vouchers included).

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<th>Course Code</th>
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<tr>
<td>PED C03-01, OC/DP, 8 Tue./Thu., 2/12, 7:30-9:30 pm</td>
<td>CRN 40164</td>
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</table>
Communication

INTRODUCTION TO VISUAL COMMUNICATION* Fee: $483
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.

COMPUTATION STRATEGIES* Fee: $408
Course develops strategies for effective communication in business. Content includes skills to plan, organize and develop business correspondence, reports, presentations and visual enhancements; edit and critique business documents; establish oral communication techniques for business situations; conduct meetings; develop dictation skills; create graphics through electronic media; and refine listening techniques. Recommended: College level English skills. Textbook might be required. Check with the bookstore. This course may also be taken for college credit, call 847-635-1950 for information.

Computer Courses

Textbooks are required for most computer classes. While continuing education textbooks are not available at Oakton’s Bookstores, they can be purchased through online vendors or from the instructor on the first day of class. Fees for textbooks purchased in class are non-refundable.

No computer classes will be held on the following holidays:
- MLK Day, January 21; Presidents Day, February 18

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

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

SKILL BUILDING AND FORMATTING (ONLINE)* Fee: $458
Course offers further development of keyboarding, skill building, and formatting. This course will focus on the following: document design skills; word processing skills; and communication skills. Recommended: Completion of COF A25 and keyboarding speed of 20 wpm. Textbook might be required. Check with the bookstore.

COF A04-C01, 1/28-5/12 CRN 40348

BASIC KEYBOARDING (ONLINE)* Fee: $186
The beginning student will master proper keyboarding techniques and develop a minimum of 18 WPM speed and accuracy.

COF A02-C01, 1/28-3/17 CRN 40345

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

COF A06-C01, 3/25-5/17 CRN 40355

Beginning/Introductory Computer Skills

Beginning/Introductory Computer Skills

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

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2016* Fee: Listed with section
Gain an introduction to computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spreadsheet, database and presentation graphics. Intended for students seeking a career as a computer professional, for those needing to understand the role and use of information systems in the business community, and for students interested in learning introductory “end user” computer skills. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills.

CPT A19-C01, OC/DP 4 Mon./Wed./Fri., 12/17, 9:30 am-1:45 pm, $539 CRN 40280
CPT A19-C02, OC/DP, 16 Tue./Thu., 1/22, 12:30-2:15 pm, $539 CRN 40279
CPT A19-C03, OC/DP, 16 Mon./Wed., 1/23, 9:10-10:45 am, $418 CRN 40286
CPT A19-C04, OC/DP, 16 Mon./Wed., 1/23, 9:30-11:15 am, $539 CRN 40284
CPT A19-C05, OC/DP, 16 Mon./Wed., 1/23, 11 am-12:45 pm, $539 CRN 40285
CPT A19-C06, OC/DP, 16 Tue/.Thu., 1/24, 6-9:50 pm, $418 CRN 40287
CPT A19-C07, OC/DP, 14 Tue./Thu., 2/5, 12:30-2:30 pm, $539 CRN 40281

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2016 VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT* Fee: $673
Discover business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spreadsheet, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (web browsers, email, and website development) software. Intended for students seeking careers as information technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. Supplemental lab work will be required.

CPT A01-C01, OC/DP 16 Tue., 1/22, 6-9:30 pm CRN 40267
CPT A01-C02, OC/DP, 14 Tue./Thu., 2/5, 12:30-2:30 pm CRN 40268

PROJECT MANAGEMENT* Fee: $418
Learn 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. Textbook may be required, check with the bookstore.

CPT A83-C01, OC/DP, 12 Thu., 2/21, 6-8:10 pm CRN 40294

Courses may also be taken for college credit.
BASIC COMPUTER
Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.
DPR A22-01, OC/SK, 6 Sat., 2/2, 10 am-1 pm CRN 40121
Fee: $165

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.

INTRODUCTION TO MICROSOFT WORD
Learn how to use this application software to create flyers, letterheads, and letters while you learn to edit, cut and paste, use and change formatting styles, and insert graphics such as pictures, photographs and clip art. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 WPM typing speed.
DPR A83-01, OC/DP, 4 Mon., 4/8, 7-9 pm CRN 40122
Fee: $75

COMPREHENSIVE WORD 2016 PROCESSING*
This course offers instruction in the use of Microsoft Word for creating, editing, and formatting a variety of personal and/or business documents. Through instruction and hands-on-application students create professional looking documents. Recommended: COF A10 or general knowledge of Windows; and the ability to key 20 WPM.
COF A25-C01, Online, 1/28-3/17 CRN 40358
Fee: $322

ADVANCED WORD PROCESSING
Course reviews advanced features such as macros, and basic desktop publishing features of the word processing software package to create newsletters, flyers, etc. Content includes creating equations, using math, creating a box, importing and using graphics, creating rules, creating and integrating newspaper columns and graphics, and changing fonts. Recommended: Completion of COF A25. Textbook might be required. Check with the bookstore.
COF A45-C01, Online, 3/25-5/12 CRN 40380
Fee: $322

DATABASE APPLICATION USING ACCESS: 2016*
Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. Recommended: COF A35 or consent of instructor.
COF A55-C01, Online, 3/25-5/17 CRN 40383
Fee: $322

PRESENTATION SOFTWARE USING POWERPOINT: 2016*
Learn to plan, compose, and create effective desktop presentations.
COF A30-C01, Online, 1/28-3/17 CRN 40360
Fee: $322

ELECTRONIC SPREADSHEETING USING EXCEL: 2016*
Course introduces the Adobe Acrobat program to design and navigate Portable Document Format (PDF) documents. Content includes designing, editing and enhancing PDF documents, adding security, and working with forms. Recommended: Hands-on computer experience and the use of the computer's operating system.
COF A32-C01, Online, 1/28-3/17 CRN 40361
Fee: Listed with section

BASIC AND INTERMEDIATE EXCEL
Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize the appearance of worksheets, manage data, and use Excel with other programs. This course is the combo course for Introduction to Microsoft Excel and Intermediate Microsoft Excel. Save $36 when you register for this course!
DAT A14-01, OC/DP, 8 Sat., 2/23, 10 am-1 pm CRN 40120
Fee: $264

INTRODUCTION TO MICROSOFT EXCEL
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases.
DPR A84-01, OC/DP, 4 Sat., 2/23, 10 am-1 pm CRN 40123
Fee: $150

INTERMEDIATE MICROSOFT EXCEL
Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.
DPR A85-01, OC/DP, 4 Sat., 3/23, 10 am-1 pm CRN 40124
Fee: $150

ADVANCED SPREADSHEETING USING EXCEL: 2016*
Learn advanced Microsoft Excel techniques, such as interfacing with external data sources using XML, locating and resolving errors using Excel auditing tools, tracking and managing changes, and managing collaboration on workbooks. Recommended: Pre-algebra and hands-on experience using Windows software.
COF A35-C01, Online, 1/22-3/17, $322 CRN 40364
COF A35-C02, OC/DP, 8 Thu., 1/24, 6-8:30 pm, $282 CRN 40371
Hybrid course (1/2 classroom and 1/2 online)
COF A35-C03, Online, 3/25-5/17, $322 CRN 40368
Fee: Listed with section

CISCO INTRODUCTION TO NETWORKS*
In this 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. Hybrid course (1/2 classroom and 1/2 online).
INT A01-C01, OC/SK, 8 Tue./Thu., 1/22, 6-9 pm CRN 40340
Fee: $448

CISCO ROUTING AND SWITCHING ESSENTIALS*
This second course in the sequence extends the OSI concepts. Concentration is on routing, routers and IOS router configurations. During laboratories, routers are physically configured within networks and programmed. IOS, TCP/IP, and IP addressing will be studied. Online course work required. Hybrid course (1/2 classroom and 1/2 online).
INT A02-C01, OC/SK, 8 Tue./Thu., 3/26, 6-9 pm CRN 40341
Fee: $448

CISCO SCALING NETWORKS*
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. Hybrid course (1/2 classroom and 1/2 online).
INT A03-C01, OC/SK, 8 Mon./Wed., 1/23, 6-9 pm CRN 40343
Fee: $448

For more information, call 847-982-9888
10
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.

SECURITY+ CERTIFICATION* Fee: $448
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). Recommended: CNS 105 or consent of instructor, coordinator, or department chair.
NTS A36-C01, OC/SK, 16 Wed., 1/23, 6-9:40 pm CRN 40392

NETWORKING ESSENTIALS* Fee: $448
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the terminology and concepts of electronic communications systems including the OSI (Open Systems Interconnection) model. NTS A05-C01, OC/DP, 16 Wed., 1/23, 6-9:50 pm CRN 40382
NTS A05-C02, OC/DP, 16 Sun., 1/27, 10 am-1:40 pm CRN 40381
Hybrid course (1/2 classroom and 1/2 online).
NTS A05-C03, OC/SK, 15 Mon., 1/28, 6-9:40 pm CRN 40377
NTS A05-C04, OC/SK, 14 Tue./Thu., 2/5, 9:30-11:20 am CRN 40378

WINDBOWS SERVER 1* Fee: $448
Course presents part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2016 in an existing enterprise environment. This course focuses on the necessary administrative responsibilities, such as implementing server images, planning and configuring storage solutions, and monitoring virtual machine installations. Course maps to Microsoft Installation, Storage, and Compute with Windows Server 2016. Recommended: NTS A10 or CompTIA Network+ certifications; or consent of instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online).
NTS A11-C01, OC/SK, 7 Mon./Wed., 1/23, 6-8:30 pm CRN 40385

WINDBOWS SERVER 2* Fee: $448
Course presents part two in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2016 infrastructure in an existing enterprise environment. This course focuses on the fundamental networking skills required to deploy and support Windows Server 2016 in most organizations. Students will review IP fundamentals, remote access technologies, and more advanced content including software-defined networking (SDN). Course maps to Networking with Windows Server 2016. Recommended: NTS A11 or consent of the instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online).
NTS A14-C01, OC/SK, 8 Mon./Wed., 3/25, 6-8:30 pm CRN 40386

WINDBOWS SERVER 3* Fee: $408
Course presents part three in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2016 infrastructure in an existing enterprise environment. This course focuses on how to deploy and configure Active Directory Domain Services (AD DS) in a distributed environment, implement Group Policy, perform backup and restore, monitor and troubleshoot AD-related issues with Windows Server 2016, and to deploy AD server roles such as Active Directory Federation Services (AD FS) and Active Directory Certificate Services (AD CS). Course maps to Microsoft Identity with Windows Server 2016. Recommended: NTS A14 or consent of instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online).
NTS A16-C01, OC/SK, 8 Sat., 1/26, 9 am-2 pm CRN 40387

ADVANCED WINDOWS SERVER 1* Fee: $448
Gain the knowledge and skills necessary to plan and maintain Microsoft Windows Server network infrastructure. Intended for candidates pursuing systems administrator and systems engineer 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. Hybrid course (1/2 classroom and 1/2 online).
NTS A17-C01, OC/SK, 8 Sat., 3/30, 9 am-2 pm CRN 40388

ADVANCED WINDOWS SERVER 2* Fee: $448
Provides knowledge and skills to successfully plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure. Appropriate for individuals currently supporting competitive 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. Hybrid course (1/2 classroom and 1/2 online).
NTS A20-C01, OC/SK, 8 Sun., 3/31, 9 am-2 pm CRN 40389

WINDBOWS CLIENT DESKTOP 1* Fee: $448
Course presents most recent release of Microsoft Windows Desktop Operating System (OS). Topics include knowledge and skills required to install and configure Windows OS desktops and devices in a corporate Windows Server domain environment. The skills that this course details include learning how to install and customize Windows operating systems and apps, and configure local and remote network connectivity and storage. Students also will learn how to configure security for data, devices, and networks, and maintain, update, and recover Windows OS. Course maps to Implementing and Managing Windows 10. Recommended: NTS A05 or knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair. Hybrid course (1/2 classroom and 1/2 online).
NTS A10-C01, OC/SK, 7 Mon./Wed., 1/23, 12:30-3 pm CRN 40384

WINDBOWS CLIENT DESKTOP 2* Fee: $448
Course presents most recent release of Microsoft Windows Desktop Operating System (OS). Topics include knowledge and skills required to deploy and manage Windows 10 desktops, devices, and applications in an enterprise environment. Students learn how to plan and implement Windows 10 deployments in large organizations. Students also learn how to manage the Windows 10 installations after deployment to provide secure identity and data access using technologies related to Group Policy, Remote Access, and Workplace Join. Course maps to Microsoft Deploying and Managing Windows 10 Using Enterprise Services course. Recommended: NTS A10 or consent of instructor, coordinator, or program chair. Hybrid course (1/2 classroom and 1/2 online).
NTS A25-C01, OC/SK, 8 Mon./Wed., 3/25, 12:30-3 pm CRN 40390

NETWORK DEFENSE AND COUNTERMEASURES* Fee: $448
Course provides students with the knowledge and concepts needed for protecting computers and networks. The course covers intrusion detection, developing a security policy, implementing Network Address Translation (NAT) and packet filtering by installing proxy servers, firewalls, and virtual private network (VPNs). The course also assists students in preparation for the appropriate Network or Information Security Certification examinations. Completion of NTS A11 or consent of instructor, coordinator or department chair is recommended. Textbook might be required. Check with the bookstore.
NTS A32-C01, OC/SK, 15 Mon., 1/28, 6-9:50 pm CRN 40391

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

INTRODUCTION TO SQL: ORACLE 12C*  Fee: $418
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 12c).
CPT A21-C01, OC/DP, 16 Thu., 1/24, 6-9:50 pm  CRN 40288

DATABASE MANAGEMENT (ONLINE)*  Fee: $458
Course introduces management of database systems including design, development, implementation, recovery, and security of databases. Content includes database models, entity-relationship (E-R) modeling, normalization, data warehousing; an introduction to SQL, the database life cycle, transaction management, distributed databases, client/server systems; using databases in e-commerce and on the Internet, and the role of the database administrator. Recommended: One programming course and CAB 140 or comparable knowledge.
BZM A11-C01, 2/4-5/17  CRN 40342

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

DOCUMENTATION AND TECHNICAL WRITING (ONLINE)*  Fee: $458
Course explores various types of written communications used in the computer environment. Content includes steps, techniques and tools necessary to produce a variety of documents while using the basic skills necessary for clear, succinct writing. Focus is on development of computer documentation such as user manuals, technical reports, standards manuals and feasibility studies. Recommended: Knowledge of any programming language and EGL 101; student should have a basic understanding of the tools and functions in using a computer in a business environment.
CPT A81-C01, 2/4-5/17  CRN 40293

JAVA PROGRAMMING*  Fee: $564
Course develops the knowledge needed to write object-oriented, interactive, business-related applications and applets using the Java programming language. Topics include inheritance, polymorphism, exception handling, graphical user interfaces and event-handling, input/output streams, collections, and generic programming. Students will code, compile, execute and debug Java programs. Fundamental of Java programming will be reviewed. Recommended: Ability to write programs using an object-oriented language (e.g. Java, C, C++, Visual Basic). Supplemental lab work required. Textbook may be required. Check with the bookstore.
CPT A40-C01, OC/DP, 14 Mon., 2/6, 6:9:50 pm  CRN 40292

INTRODUCTION TO C# PROGRAMMING (ONLINE)*  Fee: $594
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, 2/4-5/17  CRN 40291

INTRO TO VISUAL BASIC.NET PROGRAMMING*  Fee: $564
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. Textbook may be required. Check with the bookstore.
CPT A89-C01, OC/DP, 14 Tue., 2/5, 6-9:55 pm  CRN 40296

APPS PROGRAMMING FOR APPLE MOBILE DEVICES (ONLINE)*  Fee: $594
Course covers the fundamentals needed to develop iOS applications for the iPad and iPhone mobile platforms. Objective C programming language, Xcode, the development environment, and the Cocoa Touch Framework will be used. Content includes program design and development, designing user interfaces, visual and object-oriented programming, screen design, and event-driven programming using objects. Learn about selling apps in Apple’s App Store. Recommended: CSC155 (C++) or CSC156 (Java) or comparable programming knowledge or consent of Instructor or program coordinator.
CPT A08-C01, 2/4-5/17  CRN 40275

APPS PROGRAMMING FOR ANDROID MOBILE DEVICES (ONLINE)*  Fee: $594
Course covers the fundamentals needed to develop Android applications for mobile devices. The Java for Android programming language and Eclipse (the development environment) will be used. Topics include designing and developing user interfaces, layouts, development tools, recognize gestures and touches, display text and images, store data, and graphics. Recommended: CSC155 (C++) or CSC156 (Java) OR comparable programming knowledge OR consent of Instructor or Program Coordinator.
CPT A09-C01, 2/4-5/17  CRN 40276

SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS*  Fee: $418
Course covers a variety of different topics current with technological advances in Computer Information Systems. Topics will be identified for each section of the course and students may repeat the course three times with different topics. Prerequisite may vary by topic. Textbook might be required. Check with the bookstore.
CPT A02-C01, OC/DP, 1/28, 6-9:50 pm  CRN 40271

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

LINUX ADMINISTRATION*  Fee: $418
Course offers instruction in installation, support, and administration of a LINUX operating system in both server and workstation configurations. Content includes LINUX and Web server installation, system startup/shutdown, hardware configuration, disk and file system structure, package management, TCP/IP networking, system management and security, X-Windows usage and configuration, user management, LINUX printing, system performance measurement and tuning, LINUX Kernel “hacking;” and LINUX utilities. Credit cannot be received in both CIS 228 and CNS 228. Recommended: CIS 218 and CNS 105 or comparable knowledge.
NTS A67-C01, OC/SK, 8 Sat., 1/26, 8:30 am-3 pm  CRN 40393
LINUX OPERATING SYSTEM*  Fee: $272
Theoretical and hands-on instruction using the Linux operating sys-
tem environment. Content includes basic Linux operating system
concepts, terminology, file management, general utility commands,
command processor (shells), and editors. Recommended: CPT A01
or comparable computer experience.
CPT A15-C01, OC/DP, 8 Thu., 1/24, 6-9:50 pm CRN 40277

Windows Operating 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 Doris Gronseth at 847-376-7055
or dgronset@oakton.edu.

WINDOWS FUNDAMENTALS (ONLINE)*  Fee: $186
Learn basic skills necessary to be successful in other Windowsbased 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, 1/28-3/17 CRN 40357

Cooking/Culinary

SOUPS, SALADS, APPETIZERS AND DESSERTS  Fee: $95
Try interesting, healthy, low-fat recipes for appetizers, soups and sal-
ads. Inhale the aromas, and sample the foods of Provence and Tusc-
any. Recipes will mostly be vegetarian.
HEC G01-01, NILES N, 4 Wed., 4/3, 7-9 pm CRN 40132

COOKING: THE BASICS  Fee: $99
Course helps the most novice cook develop basic cooking skills.
Learn sautéing, grilling, frying, baking, seasoning, meats, sides, and
more.
HEC E18-01, ETHS, 4 Tue., 4/16, 7-9:30 pm CRN 40131

Dance

Note: Fees are per person. Refunds are at the discretion of the Al-
liance for Lifelong Learning Management.

EASY LINE DANCES FOR EVERYONE!  Fee: $65
Let's get moving! According to the American Heart Association,dancing is a great way to improve heart health, strengthen balance,
and generally enhance your health. Join this fun-loving group and
learn everything from classic favorites to the newest easy-to-learn
dances—including "Boot Scootin' Boogie," "Cupid Shuffle," "Footloose,"
"Gangnam Style," and more. No partner or prior dance experience
needed. No refund after the class begins. No senior discount.
No class 1/21, 2/18, 4/15, 4/17.
PED E88-01, OC/SK, 6 Wed., 1/16, 5:50-7:55 pm CRN 40166
PED E88-02, NILES N, 6 Mon., 4/1, 8-10 pm CRN 40167
PED E88-03, NILES N, 6 Mon., 4/2, 6-8 pm CRN 40168
PED E88-04, OC/SK, 6 Wed., 4/3, 6:30-8:30 pm CRN 40169

MAD, HOT BALLROOM AND SWING  Fee: $65
Learn the sensuous Tango, Rumba, Cha-Cha-Cha, and Swing the
DanceMates easy way. No prior experience or partner necessary. No
refund after the class begins. No senior discount. No class 4/15.
PED D01-01, OC/SK, 6 Wed., 4/3, 7-8:30 pm CRN 40165

SWING AND BEST OF BALLROOM DANCING  Fee: $65
Lead/follow and develop style as a couple or individual with confi-
dence and grace. No refund after the class begins. No senior dis-
count. No class 1/21, 2/18.
PED S61-01, NILES N, 6 Mon., 1/14, 7:55-8:55 pm CRN 40172

SIZZLING SALSA, MERENGUE, BACHATA AND CUMBIA  Fee: $65
Singles and couples: enjoy your evenings learning easy-to-complex
Salsa patterns. All ability levels are welcome to have fun. No refund
after the class begins. No senior discount. No class 4/15.
PED E88-01, OC/SK, 6 Wed., 1/16, 11:45-1:45 pm CRN 40170
PED E88-02, NILES N, 6 Mon., 4/1, 7:40-8:40 pm CRN 40171

Design/AutoCAD

These courses provide training in mechanical design based
on computer-aided techniques. Design experts handle
hands-on instruction. Courses marked with an asterisk (*)
may be taken as noncredit or credit classes. Different fees and
requirements apply for the credit version of any course. For
questions regarding a college credit class, contact Boguslaw
Zapal at 847-376-7623 or bznapal@oakton.edu.

BASIC AUTOCAD FOR INTERIOR DESIGN*  Fee: $594
Learn computer-aided design with emphasis on interior design ap-
lications. Use the computer to draw and plot floor plans, lighting and
electrical plans, and elevations. Covers setting up a drawing elec-
tronically, drawing and editing, construction techniques, display com-
mands, effective layering, dimensioning and detailing, using blocks,
and plotting. Textbook may be required. Check with the bookstore.
DES A18-C01, OC/DP, 15 Tue., 1/29, 10 am-1:30 pm CRN 40315

BASIC AUTOCAD*  Fee: $458
The first of three courses in drafting and design using AutoCAD soft-
ware, its content includes setting up a drawing, electronically drawing and
editing, construction techniques, display commands, effective layering,
dimensioning and detailing, using blocks, and plotting. Text-
book may be required. Check with the bookstore.
DES A03-C01, OC/DP, 15 Wed., 1/30, 9 am-12:20 pm CRN 40297
DES A03-C02, OC/SK, 15 Sun., 2/3, 9 am-12:40 pm CRN 40299
DES A03-C03, Online, 2/19-5/17 CRN 40301

INTERMEDIATE AUTOCAD*  Fee: $594
The second of three AutoCAD courses, includes assigning attributes
to blocks using external references, grouping and filtering entities,
slide shows, three-dimensional (3D modeling), dynamic viewing,
defining coordinate systems, extrusions, wireframe modeling, surface
modeling introduction in to solid modeling. Recommended: DES
A03 or consent of instructor. Textbook may be required. Check with
the bookstore.
DES A04-C01, OC/SK, 16 Wed., 1/23, 6-9:20 pm CRN 40304
DES A04-C02, Online, 2/19-5/17 CRN 40303

ADVANCED AUTOCAD*  Fee: $594
The 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 program-
ming language also introduced. Recommended: DES A04 or con-
sent of instructor.
DES A05-C01, Online, 2/19-5/17 CRN 40305

INTRODUCTION TO SOLIDWORKS*  Fee: $594
Explore the theory and application of solid modeling techniques for
product design and manufacturing using SolidWorks. Content in-
cludes transforming computer sketches into three-dimensional fea-
tures. 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. Textbook may be required.
Check with the bookstore.
DES A08-C01, OC/SK, 14 Mon., 1/28, 6-9:20 pm CRN 40307

*Courses may also be taken for college credit.
For more information, call 847-982-9888

ADVANCED AUTOCAD FOR INTERIOR DESIGN* Fee: $594
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. Textbook might be required. Check with the bookstore.
DES A20-C01, OC/SK, 15 Fri., 2/1, 10 am-1:30 pm CRN 40316

INTRODUCTION TO AUTODESK INVENTOR (ONLINE)* Fee: $458
Explore 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. Textbook may be required. Check with the bookstore.
DES A12-C01, 2/19-5/17 CRN 40311

CAD INTRO TO BUILDING SYSTEMS – REVIT* Fee: $594
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. Textbook may be required. Check with the bookstore.
DES A09-C01, OC/SK, 14 Sat., 2/2, 9 am-12:50 pm CRN 40310

TOPICS IN CAD* Fee: Listed with section
Course explores major issues in the field of Computer Aided Design. Topics will be selected from the following subspecialties as they relate to the design process: up-and-coming CAD software packages, animation, multimedia, Internet, and simulation. This course will have a different focus and/or scope from other courses currently offered in the department and can be repeated on different topics up to three times for up to nine semester hours of credit.
DES A16-C01, OC/DP, 14 Sat., 2/2, 9 am-12:50 pm, $544 CRN 40313
DES A16-C02, OC/SK, 13 Mon., 2/4, 4-5:55 pm, $322 CRN 40314

ADVANCED BUILDING INFORMATION MODELING - REVIT* Fee: $594
This is the 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. Textbook may be required. Check with the bookstore.
DES A24-C01, OC/SK, 14 Sat., 2/2, 1-4:50 pm CRN 40317

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: $720
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. Textbook may be required, check with the bookstore.
EKT A01-C01, OC/SK, 15 Mon./Wed., 1/28, 9:30 am-12:45 pm CRN 40319
EKT A01-C02, OC/DP, 15 Tue./Thu., 1/29, 9 am-12:15 pm CRN 40321
EKT A01-C03, OC/SK, 15 Tue./Thu., 1/29, 6-9:30 pm CRN 40320

SEMICONDUCTOR THEORY* Fee: $438
Course presents basic study of diodes and transistors. Content includes grounded base, emitter, and collector amplifiers; study of stability, gain, and the impedance characteristics of the transistor. Completion of ECT A01 “Introduction to Electronics” is recommended.
ECT A02-C01, OC/SK, 15 Tue., 1/29, 1-3:50 pm CRN 40322

COMPUTER HARDWARE SYSTEMS* Fee: $438
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language. Textbook may be required, check with the bookstore.
ECT A04-C01, OC/SK, 15 Fri., 2/1, 9 am-12:30 pm CRN 40323

FUNDAMENTALS OF MICROPROCESSORS* Fee: $438
Microprocessors are the nucleus of programmed digital systems. These large scale integrated devices (LSI) with associated memory and input/output components are rapidly replacing hardwired digital logic in industrial and commercial applications. Course provides understanding and practical experience of microprocessor/microcomputer systems in lecture and lab sessions that emphasize both hardware and software aspects. Supplemental lab work required.
ECT A09-C01, OC/SK, 12 Sat., 2/23, 9 am-12:10 pm CRN 40264

A+ CERTIFICATION PREPARATION* Fee: $297
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals. Textbook may be required, check with the bookstore.
ECT A06-C01, OC/SK, 8 Wed., 3/27, 6-9:30 pm CRN 40257

DIGITAL CIRCUIT FUNDAMENTALS* Fee: $438
Study discrete devices and integrated circuits. Includes application of inverters, AND, OR, NAND, and NOR gates, and all circuits necessary to operate a computer including microprocessors. Focus is on analysis of functions from a systems and circuit standpoint. Recommended: ECT A01 or ECT A06. Textbook may be required, check with the bookstore.
ECT A07-C01, OC/SK, 15 Thu., 1/31, 6-9:30 pm CRN 40260

RESIDENTIAL WIRING* Fee: $448
Course provides technical skills and knowledge of residential wiring to conform to the National Electrical Code. Content includes safe installing, maintaining, replacing, and repairing residential wiring and distribution systems. This is a hands-on course in which students use a variety of tools and equipment to complete and troubleshoot residential electrical wiring projects. Textbook might be required. Check with the bookstore.
ECT A15-C01, OC/SK, 12 Tue., 2/19, 6-9:30 pm CRN 40269

OVERVIEW OF ALTERNATIVE ENERGY RESOURCES* Fee: $438
Project-based course covering renewable and alternative forms of energy. Content includes an overview of solar, wind, hydroelectric, biomass, geothermal and nuclear power. Includes hands-on labs on solar, wind and hydropower, and simulations of the others. Recommended: Concurrent enrollment in ELT 101 or ELT 107 or ELT 130, or prior knowledge of electronics and electricity.
ECT A18-C01, OC/SK, 14 Tue., 2/5, 1-4:45 pm CRN 40282

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

*Courses may also be taken for college credit.
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.

**YOGA I**  
Fee: $136  
Class introduces yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and improve balance.  
FIT B28-C01, OC/DP, 8 Tue./Thu., 1/22, 12:30-1:45 pm CRN 40306  
FIT B28-C02, OC/DP, 8 Tue./Thu., 1/22, 4:30-5:45 pm CRN 40331  
FIT B28-C03, OC/DP, 8 Mon./Wed., 1/23, 12-1:15 pm CRN 40309  
FIT B28-C04, OC/DP, 8 Tue./Thu., 3/26, 12:30-1:45 pm CRN 40312  
FIT B28-C05, OC/DP, 8 Tue./Thu., 3/26, 4:30-5:45 pm CRN 40332

**YOGA II**  
Fee: $136  
Class continues to explore a variety of yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion and improve balance. Textbook might be required. Check with the bookstore.  
FIT B29-C01, OC/DP, 8 Tue./Thu., 1/22, 12:30-1:45 pm CRN 40338  
FIT B29-C02, OC/DP, 8 Tue./Thu., 1/22, 4:30-5:45 pm CRN 40336  
FIT B29-C03, OC/DP, 8 Mon./Wed., 1/23, 12-1:15 pm CRN 40334  
FIT B29-C04, OC/DP, 8 Tue./Thu., 3/26, 12:30-1:45 pm CRN 40333  
FIT B29-C05, OC/DP, 8 Tue./Thu., 3/26, 4:30-5:45 pm CRN 40337

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.

**BLUEPRINT READING FOR BUILDING TRades**  
Fee: $569  
Covers the language of architectural construction documents. Content includes visualization sections, details and schedules, structural drawing specifications, and building codes for heating, ventilation, air conditioning systems, plumbing systems, and electrical systems. Incorporates free-hand mechanical sketching (board and on-site) and verbal and written communication.  
FAC A21-C01, OC/DP, 16 Tue., 1/22, 6-9:30 pm CRN 40290

**INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING**  
Fee: $408  
Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion of areas in which a facilities manager or facilities engineer will need to develop competency.  
FAC A26-C01, OC/DP, 16 Mon., 1/28, 6-9 pm CRN 40295

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

**COMMODITY FUTURES TRADING**  
Fee: $408  
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., 1/28, 6:30-9:50 pm CRN 40300

Fitness Center at Oakton

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

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

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

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

**Individual Personal Training**  
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides. Our goal is to teach sound fitness principles that encourage independent exercise. All sessions must be used by the end of the semester. No senior discount.

**Two one-hour sessions by arrangement**  
FIT P01-01, OC/DP, $89 CRN 40039

**Four one-hour sessions by arrangement**  
FIT P01-02, OC/DP, $159 CRN 40040

**Six one-hour sessions by arrangement**  
FIT P01-03, OC/DP, $229 CRN 40041

**Personal Training for Two**  
Personalized instruction is also available for individuals and a partner of their choice. Includes free semester membership. No senior discount.

**Six one-hour sessions by arrangement**  
FIT P02-01, OC/DP, $279 CRN 40042

**Fitness Center Memberships**  
No senior discount.

**One Semester Memberships:**
- Non-Student: FIT B01-01, OC/DP, $115 CRN 40030
- Alliance Student: FIT E01-01, OC/DP, $90 CRN 40033
- Oakton Student: FIT F01-01, OC/DP, $80 CRN 40036

**Annual Memberships:**
- Non-Student: FIT B02-01, OC/DP, $230 CRN 40032
- Alliance Student: FIT E02-01, OC/DP, $180 CRN 40035
- Oakton Student: FIT F02-01, OC/DP, $160 CRN 40037

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**Other Classes**

- **COMMODITY FUTURES TRADING**  
  Fee: $408  
  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., 1/28, 6:30-9:50 pm CRN 40300

- **BLUEPRINT READING FOR BUILDING TRADES**  
  Fee: $569  
  Covers the language of architectural construction documents. Content includes visualization sections, details and schedules, structural drawing specifications, and building codes for heating, ventilation, air conditioning systems, plumbing systems, and electrical systems. Incorporates free-hand mechanical sketching (board and on-site) and verbal and written communication.  
  FAC A21-C01, OC/DP, 16 Tue., 1/22, 6-9:30 pm CRN 40290

- **INTRODUCTION TO FACILITIES MANAGEMENT AND ENGINEERING**  
  Fee: $408  
  Course presents overview of practice and skills needed for facilities management and facilities engineering. Content includes general discussion of areas in which a facilities manager or facilities engineer will need to develop competency.  
  FAC A26-C01, OC/DP, 16 Mon., 1/28, 6-9 pm CRN 40295

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**Register online**  
www.oakton.edu/conted
PRINCIPLES OF TECHNICAL ANALYSIS* Fee: $408
Course studies use of technical analysis in commodity and securities price forecasting. Content includes basics of chart analysis of price movements and technical factors affecting price movement, trends, support and resistance levels and pattern identification. Focus is on construction, interpretation, and application of charts as tools in determining market positions. Completion of Commodities Futures Trading (FIN A01) is recommended. Textbook might be required. Check with the bookstore.
FIN A05-C01, OC/DP, 14 Tue., 2/5, 6:30-9:50 pm CRN 40302

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

INTRODUCTION TO GLOBAL BUSINESS* Fee: Listed with section
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, Online, 1/22-5/17, $458 CRN 40328
BTS A01-C02, OC/DP, 12 Tue., 2/19, 6:30-9 pm, $408 CRN 40327

INTERNATIONAL RELATIONS* Fee: $408
Develop a theoretical foundation, historical background, and conceptual framework for understanding contemporary international relations. Content includes international relations theory; evolution of the modern international political system; power, diplomacy and foreign policy; war and peace; international law and organizations; international political economy and globalization. Case studies used extensively to exemplify the problems and potential solutions of contemporary international politics.
BTS A11-C01, OC/DP, 16 Tue./Thu., 1/22, 9:30-10:45 am CRN 40329
BTS A11-C02, OC/SK, 16 Mon./Wed., 1/23, 9:30-10:45 am CRN 40330

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.

ADOBE PHOTOSHOP: CC 2018* Fee: $453
Introduction to the tools and capabilities of Adobe Photoshop CC.
COF A72-C01, OC/DP, 14 Wed., 2/6, 6:30-9:20 pm CRN 40263

DESKTOP PUBLISHING CONCEPTS AND PROCEDURES* Fee: $186
Course introduces desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications.
COF A60-C01, Online, 3/25/5/17 CRN 40259

DESKTOP PUBLISHING USING INDESIGN* Fee: $453
Learn the desktop publishing program InDesign to create and format documents. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication. Recommended: Keyboarding skill 20 wpm and knowledge of and ability to fully use word processing software. Textbook may be required, check with the bookstore.
COF A65-C01, OC/DP, 15 Tue., 1/29, 6-10 pm CRN 40261

ADOBE ILLUSTRATOR: CC 2018* Fee: $458
Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career.
Requirements: Adobe Illustrator CS4, CS5, or CS6 for PC or Mac.
COF A75-C01, Online, 2/4-5/17 CRN 40265

History

BEGINNING GENEALOGY: A CRASH COURSE Fee: $30
Gain an overview of genealogy, get advice on how to begin your project, and discover how to be more effective in your research process by learning accredited research methodology, including “how to think like a genealogist.” You will also gain tips on how to find your ancestors’ history in sources like home records, courthouses, libraries, and the Internet. No senior discount.
HIS C10-01, MAINE E, 1 Thu., 3/14, 6:30-9:30 pm CRN 40133

GENEALOGICAL RESEARCH: BEYOND ANCESTRY.COM’S SHAKY LEAF HINTS Fee: $30
Learn several ways to get past relying on Ancestry.com’s shaky leaf hints to guide you in your genealogical research. Discover how to use Ancestry.com in better ways, learning research strategies, acquainting yourself with other records repositories, and learning where to find original paper sources. No senior discount.
HIS C41-01, MAINE E, 1 Thu., 3/21, 6:30-9:30 pm CRN 40515

COMPILING YOUR MEDICAL FAMILY TREE Fee: $30
This important family research is easy and you don’t need formal medical or genealogical training. Learn the crucial parts of a medical family tree chart and the predisposition results sheet and discover how to find family health information using traditional research methods along with today’s commercially available medical DNA test results. No senior discount.
HIS C42-01, MAINE E, 1 Thu., 4/4, 6:30-9:30 pm CRN 40135

*Courses may also be taken for college credit.

Oakton Reads: Jewish Literature

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

January 30 - Dinner at the Center of the Earth by Nathan Englander
February 27 - Mrs. Houdini by Victoria Kelly
March 27 - Dawn by Elie Wiesel
April 17 - Tell Me How This Ends Well by David S. Levinson
May 15 - The Librarian of Auschwitz by Antonio Iturbe

CSP E29-01, OC/SK, 5 Wed., 1/30, 7-8:30 p.m. CRN 40119 Free admission: Advanced registration required via the Alliance office.
### Continuing Education

Register online www.oakton.edu/conted

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION TO BEEKEEPING</strong></td>
<td>$69</td>
<td>Find the queen, feeding, what to look for after the bees are installed, equipment, how to get bees in your hive.</td>
</tr>
<tr>
<td><strong>HOUSEPLANTS 101</strong></td>
<td>$39</td>
<td>Learn all there is to know about houseplants. We will discuss how to select the right plant for a particular space, determine the right lighting levels, learn the principles of watering, and when to repent and prune your houseplants.</td>
</tr>
<tr>
<td><strong>BEGINNING DIGITAL PHOTOGRAPHY</strong></td>
<td>$239</td>
<td>Beginners and enthusiasts will develop the techniques and principles of photography. You explore the basics of photography, including image composition rules, how the camera works, proper exposure, and the functions of lens aperture and shutter speed. Some minimal photo processing will also be covered. Course requires a digital SLR camera. No previous experience required. FPC requirement.</td>
</tr>
<tr>
<td><strong>UPHOLSTERY</strong></td>
<td>$164</td>
<td>Learn the fundamentals of upholstery in this hands-on course, including frame construction repair, restoration, and more. Bring a small piece of furniture to work on. No class 1/17, 2/21, 3/26, 3/28.</td>
</tr>
<tr>
<td><strong>OAKS, ELMS, AND BEECHES: A NATURAL HISTORY</strong></td>
<td>$149</td>
<td>Oak, elm, and beech once dominated the Midwestern forests and our imaginations. From pre-settlement to today, discover the many ways humans, birds, animals, and insects have used and treasured these revered trees. We will examine where they are typically found in nature, their myriad uses over the centuries, folklore and stories, plus faunal partnerships. We'll also look at species and cultivars available in the Chicago area today. A Garden walk will be included.</td>
</tr>
<tr>
<td><strong>ELEMENTS OF THE GARDEN: PATIOS</strong></td>
<td>$39</td>
<td>The patio is a place to enjoy meals, relax, and spend time with family and friends. Style, size, shape, and materials need to be considered when designing a patio. We will also explore various paving materials such as brick, bluestone, concrete pavers, and lannon stone that complement the architectural style of your home and reflect the spirit of your garden.</td>
</tr>
<tr>
<td><strong>AMERICAN HOME GARDEN DESIGN: 1830 - PRESENT</strong></td>
<td>$39</td>
<td>Be inspired by the history of home garden design. We'll look at how home garden design has changed since the Midwest was first settled. Learn more about design evolution, the rise of the suburban lawn movement, foundation plantings, cottage gardens, moon gardens, and heirloom plants, to name a few. We'll take the best of these design ideas and examine how they can be used in your garden, no matter what age or style home you own.</td>
</tr>
<tr>
<td><strong>EXCITING ANNUALS: GETTING READY FOR SPRING!</strong></td>
<td>$39</td>
<td>With the recent arrival of seed catalogs in your mailbox, it's time to get excited about spring. Tim Pollak will show you the hot new plants, crops from spring through fall, and ideas for food preparation.</td>
</tr>
<tr>
<td><strong>FRUIT TREES FOR THE BEGINNER</strong></td>
<td>$49</td>
<td>Tree fruits present a great opportunity to both enhance your landscape and add to your eating pleasure. The discussion will cover selecting varieties, site selection and preparation, and proper planting. Pruning techniques, ongoing maintenance, and pest management will also be discussed. Dress for the weather, as part of the class will be outside.</td>
</tr>
<tr>
<td><strong>SPRING LAWN CARE FOR HOMEOWNERS</strong></td>
<td>$39</td>
<td>Here's your chance to learn the basics of lawn care. Using the Garden's holistic turf-management program as a model, Tom Fritz explains how to cultivate a thriving lawn while lessening pesticide use. You will learn cover turf culture, mowing, aerating, watering, fertilizing, and weed control. Please dress for the weather.</td>
</tr>
</tbody>
</table>
Languages

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

SIGN LANGUAGE Fee: $130
Learn to communicate on a basic level with those who sign. Finger spelling and the common nouns for a variety of situations will be covered. Deaf culture and attitudes also will be discussed. No class 1/21, 2/18.
COM B08-01, NILES N, 8 Mon., 1/14, 7-9 pm CRN 40514

CONVERSATIONAL ARABIC I Fee: $130
Gain an introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required. No class 1/21, 2/18.
LAR B04-01, NILES N, 8 Mon., 1/14, 7-9 pm CRN 40139

CONVERSATIONAL ARABIC II Fee: $130
Sale! This modern standard Arabic (MSA) course focuses on conversation and covers intermediate-level vocabulary, accurate phrasing, and correct pronunciation through dialogue. Students completing the course will be able to hold complex conversations. Prerequisite: Conversational Arabic I or previous Arabic language experience.
LAR B05-01, NILES N, 8 Mon., 4/1, 7-9 pm CRN 40140

FRENCH I Fee: $130
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel.
LFR B01-01, MAINE E, 8 Thu., 1/24, 7-9 pm CRN 40141

FRENCH II Fee: $130
Expand your French speaking skills! Great for leisure or professional development, the course builds on French I by exposing students to intermediate-level French grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: French I or previous experience with the language.
LFR B02-01, MAINE E, 8 Thu., 4/4, 7-9 pm CRN 40142

CONVERSATIONAL KOREAN I Fee: $130
Class is designed for those with no or very little exposure to the Korean language. In this class, students will learn the alphabet and the basic vocabulary and grammar necessary for everyday conversations, including introductions, greetings, and describing and asking about daily routines. This class will also introduce aspects of Korean culture, history, and traditions to help contextualize the language.
LKO B01-01, MAINE E, 8 Tue., 1/22, 7-9 pm CRN 40148

CONVERSATIONAL KOREAN II Fee: $130
Anyoung haseyo, are you ready to expand your Korean speaking skills? Great for speaking to friends, travel, or professional development, the course builds on Korean I by exposing you to intermediate-level Korean grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Korean I or previous experience with the language.
LKO B02-01, MAINE E, 8 Tue., 4/2, 7-9 pm CRN 40149

CONVERSATIONAL GERMAN I Fee: $130
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. An excellent foundation for personal development, business, or travel.
LGE B03-01, GLBRK S, 8 Tue., 1/15, 7-9 pm CRN 40143

CONVERSATIONAL GERMAN II Fee: $130
Willkommen! Communicate almost entirely in German while exploring the country’s culture. An excellent foundation for personal development, business, or travel, course covers listening, spelling, reading, and writing, and practical conversational skills applicable to real life situations. Prerequisite: Conversational German I or previous German language experience. No class 3/26.
LGE B04-01, GLBRK S, 8 Tue., 3/12, 7-9 pm CRN 40144

CONVERSATIONAL GREEK I Fee: $130
Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LGR C01-01, MAINE E, 8 Thu., 1/24, 7-9 pm CRN 40145

CONVERSATIONAL GREEK II Fee: $130
Neh! You can expand your Greek-speaking skills. For speaking to friends, travel, or professional development, this course builds on Greek I by exposing you to intermediate-level Greek grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Greek I or previous experience with the language. No class 3/28.
LGR C02-01, MAINE E, 8 Thu., 3/21, 7-9 pm CRN 40146

CONVERSATIONAL JAPANESE Fee: $130
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 E03-01, NILES N, 8 Wed., 1/30, 7-9 pm CRN 40147

ITALIAN I Fee: $130
Explore the Italian language. Using real-life social contexts, study basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel. Prerequisite: No previous experience required. No class 1/21 and 2/18.
ITAL B03-01, NILES N, 8 Mon., 1/14, 7-9 pm CRN 40137

ITALIAN II Fee: $130
Students will expand upon their vocabulary and grammar while exploring contemporary Italian culture. Prerequisite: Italian I or previous Italian language experience.
ITAL B04-01, NILES N, 8 Mon., 4/1, 7-9 pm CRN 40138

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.
LPO B01-01, ETHS, 8 Tue., 1/29, 7-9 pm CRN 40150

POLISH II Fee: $130
Expand your Polish speaking skills. Great for leisure or professional development, course builds on Polish I by exposing students to intermediate-level Polish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Polish I or previous experience with the language.
LPO B02-01, ETHS, 8 Tue., 4/2, 7-9 pm CRN 40151

CONVERSATIONAL RUSSIAN I Fee: $130
Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Great for both professional and personal use.
LGR B01-01, GLBRK S, 8 Tue., 1/22, 7-9 pm CRN 40152

CONVERSATIONAL RUSSIAN II Fee: $130
Zdravstvuyte! Improve your Russian speaking skills for speaking to friends, travel, or professional development, the course builds on Russian I by exposing you to intermediate-level Russian grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Conversational Russian I or previous experience with the language.
LGR B02-01, GLBRK S, 8 Tue., 4/2, 7-9 pm CRN 40153
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 E08-02, MAINE E, 8 Thu., 1/31, 7-9 pm  CRN 40162

SPANISH I  Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. A great foundation for personal development, business, or travel. Books available for purchase on the first day of class. No class 1/21, 2/18, 2/21.
LSP C01-01, NILES N, 8 Mon., 1/14, 7-9 pm  CRN 40154
LSP C01-02, OC/SK, 8 Wed., 1/16, 7-9 pm  CRN 40155
LSP C01-03, GLBRK S, 8 Thu., 1/17, 7-9 pm  CRN 40157
LSP C01-04, ETHS, 8 Tue., 1/29, 7-9 pm  CRN 40156

SPANISH II  Fee: $130
Expand your Spanish speaking skills. Great for leisure or professional development, course builds on Spanish I by exposing students to intermediate-level Spanish grammar, vocabulary, intonation, pronunciation, and basic conversational techniques. Prerequisite: Spanish I or previous experience with the language. Books will be available for purchase on the first day of class.
LSP C02-01, OC/SK, 8 Wed., 3/13, 7-9 pm  CRN 40159
LSP C02-02, NILES N, 8 Mon., 4/1, 7-9 pm  CRN 40158
LSP C02-03, ETHS, 8 Tue., 4/2, 7-9 pm  CRN 40160
LSP C02-04, GLBRK S, 8 Thu., 4/4, 7-9 pm  CRN 40161

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

PRINCIPLES OF MANAGEMENT*  Fee: $418
Learn the principles of planning, organizing, leading and controlling in a modern business. Textbook may be required, check with the bookstore. Supplemental work required.
MAN A03-C01, OC/SK, 12 Sat., 2/21, 8:30 am-3 pm  CRN 40344

PROJECT MANAGEMENT*  Fee: $418
Learn the 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. Supplemental lab work required.
MAN A35-C01, OC/DP, 12 Thu., 2/21, 6-10:10 pm  CRN 40346

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 Tracy Fulce, department chair, at 847-376-7803 or tfulce@oakton.edu.

PRINCIPLES OF MARKETING*  Fee: $408
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.
MAR A01-C01, OC/DP, 16 Mon.,Wed., 1/23, 9:30-10:45 am  CRN 40349
MAR A01-C02, OC/DP, 16 Mon.,Wed., 1/23, 11 am-12:15 pm  CRN 40347
Music

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

JAZZ BAND* Fee: $161
Gain a comprehensive, practical study of the jazz band idioms. You will perform with the award-winning Oakton Jazz Band; engage in sectional and ensemble discussions; schedule rehearsal of various jazz band works; and public performances. Student compositions are encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor is required. Note: Instructor will assess students’ skill level once the course has begun and place the student in an appropriate level course.
MUS S80-C01, OC/DP, 16 Mon., 1/28, 8-9:50 pm CRN 40372
MUS S81-C01, OC/DP, 16 Mon., 1/28, 8-9:50 pm CRN 40373
MUS S82-C01, OC/DP, 16 Mon., 1/28, 8-9:50 pm CRN 40374
MUS S83-C01, OC/DP, 16 Mon., 1/28, 8-9:50 pm CRN 40375

CLASS PIANO I* Fee: $297
Course content includes fundamentals of reading, playing basic piano literature, ensemble playing, harmonization, improvisation, and sight-reading. Intended for the student who has little or no previous piano study or music reading and is of particular value for the future music musicブラザー.
MUS S19-C01, OC/DP, 16 Tue./Thu., 1/22, 9:30-10:20 am CRN 40370
MUS S19-C02, OC/DP, 16 Mon./Wed., 1/23, 10-10:50 am CRN 40367
MUS S19-C03, OC/DP, 16 Mon./Wed., 1/23, 11-11:50 am CRN 40369

HAWAIIAN UKULELE Fee: $50
Learn how to play ukulele in the Hawaiian style and have the opportunity to perform with Oakton’s Hawaiian Music Ensemble. (Instruments provided, if necessary, for class use only.) No senior discount.
MUS X11-01, OC/DP, 6 Thu., 3/28, 5:45-6:45 pm CRN 40163

Nursing Assessment Exam

HESI ADMISSIONS ASSESSMENT NURSING EXAM Fee: $50
Oakton Community College requires all applicants to the Nursing Program to take the HESI Admissions Assessment Exam. The exam covers mathematics, reading comprehension, vocabulary, and science. Please arrive 30 minutes before the starting time listed below. For more information, call the Testing Center at 847.635.1950. The HESI Nursing Entrance Exam is held at the Lee Building. No senior discount.
TES T02-01, OC/DP, 1 Sat., 1/19, 9 am-2 pm CRN 40405
TES T02-02, OC/DP, 1 Sat., 1/26, 9 am-2 pm CRN 40406
TES T02-03, OC/DP, 1 Thu., 1/31, 5-10 pm CRN 40407
TES T02-04, OC/DP, 1 Sat., 1/29, 9 am-2 pm CRN 40408
TES T02-05, OC/DP, 1 Sat., 1/26, 9 am-2 pm CRN 40409
TES T02-06, OC/DP, 1 Thu., 2/21, 5-10 pm CRN 404051

Personal Finance

RETIREMENT PLANNING TODAY™ Fee: $45
Learn how to integrate your finances with your goals and values to create an early retirement plan. Learn new tax law changes; how to allocate assets within an employer retirement plan; five investment strategies to minimize risks and maximize returns; and the right questions to ask when evaluating insurance coverage. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount.
FIN E02-01, GLBRK S, 3 Thu., 3/7, 6:30-9 pm CRN 40125
FIN E02-03, NILES N, 3 Wed., 4/3, 6:30-9 pm CRN 40127

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.

DIGITAL PHOTOGRAPHY* Fee: $483
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.
ART C04-C01, OC/SK, 16 Tue., 1/22, 5-10 pm CRN 40250

Special Interest

WELDING I Fee: $220
For beginners and advanced welders alike: learn ARC and gas welding. First two classes are lectures. Attendance required. Remaining sessions are lab classes. MIG and TIC are available with permission from the instructor. Classes individualized to allow advanced students to progress at their own pace. No class 1/17, 2/21, 3/28.
TEC A10-01, ETHS, 10 Tue., 1/8, 6-9 pm CRN 40175
TEC A10-02, ETHS, 10 Thu., 1/10, 6-9 pm CRN 40176
TEC A10-03, ETHS, 5 Tue./Thu., 4/9, 6-9 pm CRN 40177

Television, Radio, and Production Services

YOU'RE ON THE AIR: (HOW TO REALLY MAKE IT IN VOICE-OVERS) Fee: $50
Instructor Brian Thon has voiced TV and radio ads for years, now he will teach you how to enter one of the most lucrative full- or part-time careers. Voice-over is a business you can handle on your terms, in your own home, on your time, and with practically no costs. With the explosion of channels, new companies are looking for new voices like never before. No senior discount.
COM S24-01, OC/SK, 1 Wed., 2/27, 6:30-8:30 pm CRN 40118

Web Page/Web Site Design

(Also see Computer Courses)

BUILDING A WEB PAGE* Fee: $549
This course introduces theoretical and hands-on instruction on the processes needed to create customized and interactive web pages. Content includes commands (tags) to create, format, and link documents, tables, graphics, styles, forms, scripts, multimedia, and other features of a web page; guidelines of effective web presentation in designing a web page, and website organization. Recommended: Ability to use Internet and manage files and folders. Course may be taken as noncredit or credit class. Different fees and requirements apply. For questions regarding a college credit class, contact John Stryker, program coordinator, at 847-635-1969 or jstryker@oakton.edu.
CPT A04-C01, OC/DP, 14 Tue./Thu., 2/5, 12:30-2:25 pm CRN 40272
CPT A04-C02, OC/DP, 14 Wed., 2/6, 6-9:55 pm CRN 40273

For more information, call 847-982-9888
English as a Second Language (ESL)

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

Free ESL Classes*

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

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

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

Registration and Counseling
• Students must bring identification and Social Security number, if available
• Admission to free ESL classes is only available to students who register in person
• Special registration dates are listed below.
• Children are not allowed at registration and during testing.

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

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

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 33 percent of the adult education program is federally funded.

EVENING CLASSES
BEGINNING TO INTERMEDIATE ESL

Maryville Academy
1150 N. River Road, Des Plaines
Classes are located in the "Ziggy" Building.
Registration: Monday, January 7, 6-8:30 pm
Ongoing Registration: Mondays only, 6-8:30 pm (Jan. 9 - Feb. 27)
Class Meets: Monday and Wednesday, 6-8:30 pm
First Class: Wednesday, January 9

ALL LEVELS - BEGINNING TO ADVANCED

Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Tuesday, January 8, 6:30-8:15 pm
Ongoing Registration: Tuesdays only, Room S-131, 6:30-8:15 pm (Jan. 10 - Feb. 26)
Class Meets: Tuesday and Thursday, 6:30-9:15 pm
First Class: Thursday, January 10

Glenbrook South High School
4000 Lake Avenue, Glenview
Registration: Tuesday, January 8, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 199, 6:45-8:30 pm (Jan. 10 - Feb. 26)
Class Meets: Tuesdays and Thursdays, 6:45-9:30 pm
First Class: Thursday, January 10

Lincolnwood Public Library
4000 W. Pratt Avenue, Lincolnwood
Registration: Tuesday, January 8, 6-7:45 pm
Ongoing Registration: Tuesdays only, 6-7:45 pm (Jan. 10 - Feb. 21)
Class Meets: Tuesday, 6-8:45 pm
First Class: Tuesday, January 10

Niles Public Library
6960 W. Oakton Avenue, Niles
Registration: Tuesday, January 8, 6-7:45 pm
Ongoing Registration: Tuesdays only, 6-7:45 pm (Jan. 10 - Jan. 31)
Class Meets: Tuesday, 6-8:45 pm
First Class: Tuesday, January 10

Maine East High School
2601 W. Dempster, Park Ridge
Registration: Tuesday, January 8, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 330, 6:45-8:30 pm (Jan. 10 - Jan. 29)
Class Meets: Tuesday, Wednesday, and Thursday, 6:45-9:30 pm
First Class: Thursday, January 10

Maine West High School
1755 South Wolf, Des Plaines
Registration: Wednesday, January 9, 6:45-8:30 pm
Ongoing Registration: Mondays only, Room C201, 6:45-8:30 pm (Jan. 14 - Feb. 25)
Class Meets: Monday and Wednesday, 6:45-9:30 pm
First Class: Monday, January 14

Niles West High School
5701 Oakton Street, Skokie
Registration: Tuesday, January 8, 6:45-8:30 pm
Ongoing Registration: Tuesdays only, Room 2199, 6:45-8:30 pm (Jan. 10 - Feb. 28)
Class Meets: Tuesday and Thursday, 6:45-9:30 pm
First Class: Thursday, January 10
DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Tuesday, January 8, 9:30-11:30 am
Ongoing Registration: Tuesdays only, 9:30-11:30 am
Class Meets: Tuesday and Friday, 9:30 am-12:30 pm
First Class: Friday, January 11

First Congregational Church
766 Graceland Avenue, Des Plaines
Registration: Tuesday, January 8, 8:50-11:30 am
Ongoing Registration: Tuesdays only, 8:50-10:30 am
Class Meets: Tuesday and Thursday, 8:50-11:30 am
First Class: Thursday, January 10

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie
Registration: Friday, January 4, 9 am-12:15 pm
Last day to register for this class: Friday, February 15
Class Meets: Friday, 9 am-12:15 pm
First Class: Friday, January 11

INTERMEDIATE ESL

Rosemont Recreation Center
7128 Barry Street, Rosemont
Registration: Monday, January 7, 9 am-12 pm
Ongoing Registration: Mondays only, 9 am-12 pm (Jan. 9 - Feb. 27)
Class Meets: Monday and Wednesday, 9 am-12 pm
First Class: Wednesday, January 9

District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 8, 9:30 am-12 pm
Ongoing Registration: Tuesdays only, 9:30 am-12 pm (Jan. 10 - Feb. 26)
Class Meets: Tuesday and Thursday, 9:30 am-12 pm
First Class: Thursday, January 10

BEGINNING TO ADVANCED ESL

Niles Community Church
7401 Oakton Street, Niles
Registration: Tuesday, January 8, 12:20-3 pm
Ongoing Registration: Tuesdays only, 12:20-3 pm (Jan. 10 - Feb. 28)
Class Meets: Tuesday and Thursday, 12:20-3 pm
First Class: Thursday, January 10

INTERMEDIATE TO ADVANCED ESL

Oakton Community College
7701 N. Lincoln Avenue, Room B111, Skokie
Registration: Monday, January 7, 1-4 pm
Ongoing Registration: Mondays only, 1-4 pm (Jan. 9 - Feb. 27)
Class Meets: Monday and Wednesday, 1-4 pm
First Class: Wednesday, January 9

District 65 - Family Center
1500 McDaniel, Evanston
Registration: Tuesday, January 8, 12:30-3 pm
Ongoing Registration: Tuesdays only, 12:30-3 pm (Jan. 10 - Feb. 28)
Class Meets: Tuesday and Thursday, 12:30-3 pm
First Class: Thursday, January 10

Citizenship Education Classes

CITIZENSHIP EDUCATION
No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-01, NPL, 18 Mon.
Registration and 1st day of class: Mon., 1/21, 6-8:30 pm
HIS A15-02, DPL, 18 Mon.
Registration and 1st day of class: Mon., 1/21, 6-8:30 pm
HIS A15-03, ELC, 12 Mon./Wed. (no class 2/18)
Registration and 1st day of class: Mon., 1/23, 6-8 pm
HIS A15-04, SKL, 16 Fri.
Registration and 1st day of class: Fri., 1/18, 6-8:45 pm
HIS A15-05, OC/SK, 16 Sat.
Registration and 1st day of class: Sat., 1/19, 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. For more information, call 847.635.1426.

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

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

INTENSIVE ESL
Fee: $359
Classes meet four times per week. They allow students to develop both extensive language skills and cultural awareness. Class size is limited and students receive individualized attention at an intermediate level. Pre-registration in person is required. Call 847-635-1426 for pre-test dates. No class 1/21, 2/18, 5/27.
COM A19-01, OC/SK, 10 Mon.-Thu., 1/7, 12:40-3:20 pm
COM A19-10, OC/SK, 10 Mon.-Thu., 3/25, 12:40-3:20 pm

INTENSIVE GRAMMAR REVIEW I
Fee: $159
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, OC/DP, 12 Fri., 1/25, 9:45 am-12:45 pm CRN 40186
TOEFL PREP SEMINAR  
Fee: $179

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. No class 3/30.

COM A45-01, OC/SK, 12 Tue., 1/15, 6:45-9:45 pm CRN 40194
COM A45-02, OC/SK, 12 Sat., 1/19, 9 am-12 pm CRN 40195
COM A45-10, OC/SK, 12 Tue., 4/9, 6:45-9:45 pm CRN 40196

IMPROVE YOUR PRONUNCIATION  
Fee: $159

Learn subtle differences between English and your native language. Improve your speaking skills so native American English speakers can understand you more easily. No class 3/30.

COM A29-01, OC/DP, 12 Sat., 1/26, 9 am-12 pm CRN 40189

CONVERSATIONAL ENGLISH PRACTICE  
Fee: $159

For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations. Expand your understanding of cultural differences. No class 3/30.

COM A50-01, OC/SK, 12 Sat., 1/26, 9 am-12 pm CRN 40197

IDIOMS AND VOCABULARY BUILDING  
Fee: $159

For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases. No class 3/27.

COM A54-01, OC/DP, 12 Wed., 1/30, 9:45 am-12:45 pm CRN 40188

COMPOSITION FOR INTERMEDIATE ESL STUDENTS  
Fee: $159


COM A61-01, OC/SK, 12 Mon., 1/28, 6:45-9:45 pm CRN 40198

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.
- Classes may be canceled due to low enrollment.
- Literacy students may not enroll in the Bridges 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 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 33 percent of the adult education program is federally funded.

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

EVENING CLASSES

Des Plaines Public Library  
1501 Ellinwood, Des Plaines
Registration: Tue./Thur., January 8 and 10, 6-9 pm
Class Meets: Tuesday and Thursday, 6-9 pm
First Class: Tuesday, January 15

Northbrook Public Library  
1201 Cedar Lane, Northbrook
Registration: Mon./Wed., January 7 and 9, 6 pm
Class Meets: Monday and Wednesday, 6-8:45 pm
First Class: Monday, January 14

Oakton Community College  
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Mon./Wed., January 7 and 9, 6 pm
Class Meets: Monday and Wednesday, 6-9 pm
First Class: Monday, January 14

DAYTIME CLASSES

Des Plaines Public Library  
1501 Ellinwood, Des Plaines
Registration: Mon., Wed., January 7 and 9, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Monday, January 14

Glenview Public Library  
1930 Glenview Road, Glenview
Registration: Tue./Thur., January 8 and 10, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, January 15

Northbrook Public Library  
1201 Cedar Lane, Northbrook
Registration: Mon./Wed., January 7 and 9, 12:30 pm
Class Meets: Monday and Wednesday, 12:30-3:30 pm
First Class: Monday, January 14

Oakton Community College  
7701 N. Lincoln Avenue, Room B110, Skokie
Registration: Fri./Mon., January 25 and 28, 9:30 am
Class Meets: Monday, Wednesday, and Friday, 9:30 am-12 pm
First Class: Wednesday, January 30

Skokie Public Library  
5215 Oakton, Skokie
Registration: Tue./Thur., January 8 and 10, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, January 15

SATURDAY CLASSES

Oakton Community College  
1600 E. Golf Road, Des Plaines
Registration: Saturdays, January 5 and 12, 9 am
Class Meets: Saturday, 9 am-12:30 pm
First Class: Saturday, January 19

Skokie Public Library  
5215 Oakton Street, Skokie
Registration: Saturdays, January 5 and 12, 9:15 am
Class Meets: Saturday, 9:15 am-12:15 pm
First Class: Saturday, January 19
HIGH SCHOOL EQUVALENCY CLASSES

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

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

Tutoring: Tutoring and computer skills training are available for GED students on Mondays and Tuesdays, 6:30-9 p.m., at Oakton Community College in Skokie. Call 847.376.7682 for an appointment. Registered students can also attend small group sessions to prepare for the college math placement test on Fridays at 5 p.m.

Oakton Community College: Writing
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Mon./Wed., January 7 and 9, 9:30 am
Class Meets: Monday and Wednesday, 9:30 am-12:30 pm
First Class: Monday, January 14

STAR Intensive Reading Skills
7701 N. Lincoln Avenue, Room B111, Skokie
Registration: Thu./Tue., January 24 and 29, 1 pm
Class Meets: Tuesday and Thursday, 1-3:30 pm
First Class: Tuesday, January 31

EVENING CLASSES

Oakton Community College: Reading
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Mon./Wed., January 7 and 9, 6:30 pm
Class Meets: Monday and Wednesday, 6:30-9:30 pm
First Class: Monday, January 14

Oakton Community College: Writing
7701 N. Lincoln Avenue, Room A211, Skokie
Registration: Tue./Thu., January 8 and 10, 6:30 pm
Class Meets: Tuesday and Thursday, 6:30-9:30 pm
First Class: Tuesday, January 15

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. Call 847.635.1426 for an interview.

Required four-part training at the Skokie Campus:
Thursday, January 10, 2019, 5 - 8:45 p.m.
Tuesday, January 15, 2019, 5 - 8:45 p.m.
Saturday, February 2, 2019, 1 - 4 p.m.
Saturday, February 16, 2019, 1 - 3:30 p.m.
Pre-GED Classes

PRE-GED ENGLISH SKILLS Fee: No Charge ($47)
Beginning preparation for the GED Writing Skills Test with a review of English usage, sentence structure, punctuation and spelling.
No class 4/18.
EDU A02-02, NILES W, 7 Thu., 1/7, 6:30-9:30 pm
EDU A02-03, MAINE E, 9 Tue., 1/15, 7-9:30 pm
EDU A02-04, NILES W, 7 Thu., 4/4, 6:30-9:30 pm
EDU A02-06, MAINE E, 8, 4/2, 7-9:45 pm
EDU A02-07, OC/SK, 9 Fri., 1/18, 9:15-11:30 am
EDU A02-08, OC/SK, 8 Fri., 4/5, 9-11:45 am

PRE-GED READING SKILLS Fee: No Charge ($47)
Instruction in elementary reading skills: recognizing the main idea and supporting details, drawing inferences, and learning methods of organization; includes review of vocabulary development skills.
EDU A04-02, OC/SK, 16 Mon., 1/14, 7-9:30 pm (No class 1/21, 2/18, 4/22)

PRE-GED MATH SKILLS Fee: No Charge ($47)
Elementary addition, subtraction, multiplication and division of whole numbers, fractions, and decimals; percents; interpretations of graphs and charts.
EDU A07-02, NILES N, 9 Wed., 1/16, 7-9:30 pm
EDU A07-03, NILES N, 9 Wed., 1/16, 7-9:30 pm
EDU A07-04, NILES N, 9 Wed., 1/16, 7-9:30 pm
EDU A07-05, MAINE E, 9 Thu., 1/17, 7-9:30 pm
EDU A07-06, OC/SK, 9 Thu., 1/17, 9:15-11:30 am
EDU A07-07, OC/SK, 8 Thu., 4/4, 9-11:45 am
EDU A07-08, NILES N, 8 Wed., 4/3, 7-9:45 pm
EDU A07-09, NILES N, 8 Wed., 4/3, 7-9:45 pm
EDU A07-10, MAINE E, 8 Thu., 4/4, 7-9:45 pm
EDU A07-11, NILES N, 8 Wed., 4/3, 7-9:45 pm
EDU A07-12, OC/SK, 9 Thu., 1/17, 9-11:30 am
EDU A07-13, OC/SK, 8 Thu., 4/4, 9-11:45 am

GED Review Classes

GED ENGLISH REVIEW Fee: $4.50 ($47)
Writing for the Extended Response portion of the GED test.
EDU A03-01, NILES W, 9 Tue., 1/15, 6:30-9:30 pm
EDU A03-04, NILES W, 8 Tue., 4/2, 6:30-9:15 pm

GED MATH REVIEW Fee: $4.50 ($47)
Review of high school math including rapid review of fractions, decimals, and percents, but focusing on algebra, geometry and word problems.
EDU A08-03, NILES N, 9 Wed., 1/16, 7-9:30 pm
EDU A08-04, NILES N, 8 Wed., 4/3, 7-9:45 pm
EDU A08-05, NILES W, 9 Thu., 1/17, 6:30-9:30 pm
EDU A08-06, NILES W, 8 Thu., 4/4, 6:30-9:15 pm

GED COMPLETE REVIEW Fee: $10 ($98)
Intensive review of the four subject areas of the GED Tests; course is intended for those close to taking the tests. No class 1/21, 2/18, 5/27.
EDU A09-01, OC/SK, 11 Sat., 1/19, 9 am-1:30 pm
EDU A09-03, OC/SK, 8 Mon./Wed., 1/14, 6:30-9:30 pm
EDU A09-04, OC/SK, 7 Mon./Wed., 4/1, 6-9:30 pm
EDU A09-05, OC/SK, 8 Tue./Thu., 1/15, 9:30 am-12:30 pm
EDU A09-06, OC/SK, 8 Tue./Thu., 4/2, 9:30 am-12:30 pm
EDU A09-07, ECC, 10 Mon./Wed., 1/7, 9:30 am-12 pm
EDU A09-08, ECC, 10 Mon./Wed., 4/1, 9:30 am-12 pm

CONSTITUTION REVIEW (GED LEVEL) Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution Test requirement of the GED Tests.
HIS A01-01, NILES W, 6 Tue., 1/15, 7-9:30 pm
HIS A01-04, NILES W, 6 Tue., 4/2, 7-9:30 pm

GED SCIENCE REVIEW Fee: $4.50 ($47)
Prepare students for the Science portion of the GED Tests.
EDU A18-01, NILES W, 9 Thu., 1/17, 6:30-9 pm
EDU A18-02, NILES W, 7 Thu., 4/4, 6:30-9:30 pm (No class 4/18)

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL) Fee: $10 ($98)
Preparation in all four areas of the GED Tests; course is taught solely in Spanish and is intended for students wishing to take GED Tests in their native language. No class 1/17, 1/21, 2/18, 2/21, 3/6, 5/1.
EDU A11-01, MAINE W, 8 Mon./Wed., 1/14, 6:30-9:45 pm
EDU A11-03, ETHS, 8 Tue./Thu., 1/15, 6:30-9:30 pm
EDU A11-04, MAINE W, 7 Mon./Wed., 4/1, 6-9:30 pm
EDU A11-05, ETHS, 7 Tue./Thu., 4/2, 6:30-9:45 pm
EDU A11-06, RRC, 16 Sat., 1/12, 9 am-12 pm

Evening High School

General Information
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School. Residents of Evanston, Maine, and Niles Townships must apply to their high school principals for permission to enroll.

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

Eligibility
• Resident of Evanston, Maine, Northfield, or Niles Township
• 17 years of age or older; call a counselor for further information.
• Not presently enrolled in a regular daytime high school program.
• Evanston, Maine, and Niles residents: Apply to your high school principal for special permission to enroll.
• Glenbrook residents (District 225) must apply to Edward Amos, Principal of Glenbrook Evening High School at Day Phone: 847.486.4709 or Night Phone: 847.486.4465.

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

Call the Evening High School office at Maine South at 847-825-7719 from 6 to 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine West at 847-827-6176 (ext. 5739) or the Adult Education Department at 847-635-1426.

Cost: Classes are $12 each (books available on free loan).
Prepare for Industry Recognized Certifications with Online Learning

Programs offered in partnership with ed2go Career Training

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

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

IT/Business

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

Healthcare

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

Manufacturing, Healthcare, and Telecommunications

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

Travel/Hospitality

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

Programs offered in partnership with CareerStep, LLC

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

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

Call 847-635-1414 to register for the next CareerStep information session webinar.

Healthcare

Certified Professional Coder (CPC) or Certified Coding Associate (CCA) Credential Awarded by AHIMA or AAPC
Professional Medical Coding and Billing with PCS*
Professional Medical and Coding and Billing ICD-10*
Registered Healthcare Documentation Specialist (RHDS) Credential Awarded by Association for Healthcare Documentation Integrity (AHDI)
Medical Transcription and Editing

Business Services

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

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

All programs require external exams to receive certification.
Learn from anywhere. Our instructor-led online career related, professional development, and personal enrichment courses are informative and convenient. Offered in partnership with Education to go (ed2go) our course sessions begin monthly. Complete courses entirely from your home or office and at any time, day or night.

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

Courses are $129 (except bundles and other special courses). **No senior discount.** View our ed2go online partnership courses on page 26. For more information and to register, visit www.ed2go.com/oakton.all.

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

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

### Accounting

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

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

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

### Art

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

### Business

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

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

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

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

Computer Courses

Business/Office Applications

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

MICROSOFT POWERPOINT 2013 IN THE CLASSROOM  Fee: $129
Many school districts, states, and educational institutions require teachers and students to use technology in the classroom. This course will help enhance personal technology skills and help expand a student’s knowledge base. Learn PowerPoint basics, including using the ribbon and designing templates. Become proficient in planning and designing presentations, and find out how to use slide shows effectively in the classroom. Then, tackle more advanced PowerPoint features, such as developing interactive presentations, sharing presentations, and so much more. By the end of the course, students will have completed full presentations and have ideas and suggestions for how to use PowerPoint in the classroom.

MICROSOFT OFFICE 2013: NEW FEATURES  Fee: $129
Get up to speed on the latest version of Microsoft Office 2013! Explore features added in 2013 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2013, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT ACCESS  Fee: $129

INTERMEDIATE MICROSOFT ACCESS  Fee: $129

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

Communication

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

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

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

Career and Certification Training

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

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

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

BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS  Fee: $129
Gain essential practical 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.

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

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

Succeed in daily interpersonal communications by understanding verbal and nonverbal habits; differences in cultural and gender conversation styles; developing effective listening skills; and mastering conflict management.
INTERMEDIATE MICROSOFT WORD  Fee: $129
Become familiar with Word’s formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. 

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

INTRODUCTION TO MICROSOFT PUBLISHER  Fee: $129
Learn how Microsoft’s comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course will give you valuable experience in designing, developing, and publishing newsletters, websites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts. 
Requirements: Publisher 2007, Office 2007 (Small Business or Professional Edition only) or newer. Not suitable for Macintosh users.

INTRODUCTION TO MICROSOFT PROJECT  Fee: $129
Discover how to effectively plan, implement, and control projects using Microsoft Project, the world’s most popular project management software. No matter how complex your projects are, Microsoft Project Standard 2010 or 2013 will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

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

INTRODUCTION TO MICROSOFT EXCEL  Fee: $129
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. 

INTERMEDIATE MICROSOFT EXCEL  Fee: $129
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. 
Requirements: Windows XP or newer and Excel or Office 2007 or 2010 or newer. Not suitable for Macintosh users.

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

Computer Keyboarding Skills

COMPUTER KEYBOARDING: LEARN TO TYPE  Fee: $129
Get ready to successfully take a timed writing test during a job interview. Learn how to touch-type (type without looking at your keyboard) with keyboarding Pro 5, a typing tutorial designed for personal computers. Learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.

Cisco Networking

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

Database

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

INTERMEDIATE SQL  Fee: $129
Learn how to write powerful queries that perform complex searches and sorts on data, how to query multiple tables simultaneously, advanced filtering, update, insertion techniques, and how to create queries. 

INTRODUCTION TO DATABASE DEVELOPMENT  Fee: $129
Despite the availability of powerful tools to build databases and database applications, many projects fail due to the lack of a systematic structural approach to using these tools. Review the necessary phases of database development projects to ensure that your database works as designed and truly responds to user needs. 
Requirements: Any database management system, such as MySQL, MS Access, MS SQL Server, Oracle, or PostgreSQL.

PC Troubleshooting and Security

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

Programming

INTRODUCTION TO JAVA PROGRAMMING  Fee: $129
Java is one of the most widely used computer languages in the world, and it’s easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy to understand examples and skill-building exercises. By the time we’re done, you’ll be comfortable with Java programming and ready for more. Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.
INTERMEDIATE JAVA PROGRAMMING Fee: $129
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java's class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. Requirement: Completion of Introduction to Java Programming or equivalent experience.

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

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

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

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

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

INTRODUCTION TO VISUAL BASIC PROGRAMMING Fee: $129
Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.

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

Windows Operating Systems

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

Elder Care

ASSISTING AGING PARENTS Fee: $129
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.

Entrepreneurship

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

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

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

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

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

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

CREATING A SUCCESSFUL BUSINESS PLAN Fee: $129
Business success begins with a plan—a working document that charts a course for the future. Course helps new and established small business owners create their own plans to guide growth and achieve their goals.

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

Financial Markets and Service

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

Graphic Design/Digital Imaging

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

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

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

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

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

Healthy Living Topics

LOSE WEIGHT AND KEEP IT OFF  Fee: $129
Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Determine other factors that affect your weight and learn practical strategies to minimize their effects.

INTRODUCTION TO NATURAL HEALTH AND HEALING  Fee: $129
Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.

LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS  Fee: $129
Prepare easy meals that are delicious and nutritious. Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover more than 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.

Home and Garden

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

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

Job Search

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH  Fee: $129
Get the job you want quickly and easily in any economy. The instructor, a world-renowned author and career advisor, helps you identify the job that best fits your needs. Then receive complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.

RESUME WRITING WORKSHOP  Fee: $129
Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that results in personal interviews.

Languages

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

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

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

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

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

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

SPANISH FOR MEDICAL PROFESSIONALS  Fee: $129
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broden your career horizons by adding Spanish skills to your résumé!
Management and Supervision

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

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

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

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

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

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

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

MARKETING AND SALES

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

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

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

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

MEDICAL OFFICE TECHNOLOGY

EXPLORE A CAREER IN MEDICAL CODING Fee: $129
Take the first step toward a lucrative career as a medical coder. Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. By the end of this course, you’ll be well on your way to becoming a medical coder. Required books: CPT Manual-Professional Edition (2010 to 2013 editions) and ICD-9 Manual (2010 to 2013 editions).
EXPLORE A CAREER IN MEDICAL TRANSCRIPTION Fee: $129
Refresh your grammar and explore a lucrative career of medical transcriptionist. Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: This is a career exploration course, and does not lead to any type of professional certification or a degree.

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

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

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

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

Music

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

Paralegal

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

Pet Care

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

Personal Finance

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

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

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

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

Photography

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

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

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

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

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

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

PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER Fee: $129
Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. Master the techniques you’ll need to edit and enhance digital images and add a professional polish to your work. This course takes students from novice to accomplished photo editor.
PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II Fee: $129
Bring out the best in your digital images. If you have a basic working knowledge of Adobe’s Photoshop Elements 13, these lessons will boost the basic to another level. Gain ability and confidence as you master the advanced features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will help you become an accomplished user.

Psychology

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

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

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

SKILLS FOR MAKING GREAT DECISIONS Fee: $129
Learn how to make excellent decisions every day from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. You’ll develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.

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

MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS Fee: $129
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that keep your love alive and marriage healthy.

Real Estate

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

Special Interest

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

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

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

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

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

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

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

Tech Trends

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

INTRODUCTION TO LINKEDIN CAREER NETWORKING Fee: $129
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.

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

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

All course information, including fees, is subject to change any time during the period for which the schedule is in effect.
INTRODUCTION TO GOOGLE ANALYTICS  
Fee: $129
Learn to track and generate traffic to your site, create reports, and analyze data with Google’s free web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.

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

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

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

Test Preparation

GMAT PREPARATION  
Fee: $129

GRE PREPARATION – PART I  
Fee: $129
Discover powerful strategies for success in the verbal and analytical sections of the GRE. Discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Covers time-saving techniques for the paper-based and computer administrations of the test.

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

Tips, Tools, and Strategies for Teachers

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

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

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

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

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

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

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

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

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

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

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES  
Fee: $129
Singaporean students have been top mathematics performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS Fee: $129
Have you had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair? Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

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

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

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

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

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

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

Web Page/Website Design

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

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

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

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

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

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

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

ADVANCED WEB PAGES Fee: $129
Take your web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

INTRODUCTION TO PHP AND MYSQL Fee: $129
Learn how to create an interactive website, allowing visitors to post and retrieve information. Master PHP programming language to generate dynamic websites that automatically change as your data changes.
INTERMEDIATE PHP AND MYSQL Fee: $129
Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store. Requirements: WampServer, a full PHP and MySQL development environment (download for free from www.wampserver.com/en). Installation instructions provided at the first lesson.

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

BUILD A WEBSITE WITH DREAMWEAVER Fee: $129
Move through the basics of website design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, web design, or familiarity with web terminology. Requirements: Adobe Dreamweaver CS5, or CS6 for PC or Mac.

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

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

ACHIEVING TOP SEARCH ENGINE POSITIONS Fee: $129
Search engine optimization (SEO) is both an art and a science. Learn proven strategies that can help your Web site achieve the highest possible rankings with major search engines. 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.

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

ADVANCED GRANT PROPOSAL WRITING Fee: $129
An experienced grant writer teaches you how to research and write winning grant proposals that get funded. Discover a number of finishing touches that can give your project the edge over others. Learn the best type of paper to use, which buzzwords to include, which fonts work best, which types of graphics to include, and a variety of formatting techniques that will make your proposal more competitive. Also, learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

PUBLISH AND SELL YOUR E-BOOKS Fee: $129
Did you know that e-books now outsell print books, and self-published authors regularly make The New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent. Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.

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

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

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

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

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

Writing

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

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

BECOMING A GRANT WRITING CONSULTANT Fee: $129
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.

BEGINNING WRITER’S WORKSHOP Fee: $129
Do you dream of writing creatively? Get a taste of the writing life, improve your skills, and discover new ways to stretch your creative muscles. This isn’t school as you know it. It’s an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.
WRITE AND PUBLISH YOUR NON-FICTION BOOK Fee: $129
Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

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

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

THE CRAFT OF MAGAZINE WRITING Fee: $129
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.

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

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

WRITING FOR CHILDREN Fee: $129
Learn how to touch the hearts of children by creating books for this special audience. A published children's author guides you through the changing world of children's literature, helping you better understand the needs of today's market and how to get published.

EFFECTIVE BUSINESS WRITING Fee: $129
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can also improve your career prospects. Identify and eliminate problem areas in your writing. Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.

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

Presentation Skills Suite
Save when you bundle Mastering Public Speaking, Introduction to Microsoft PowerPoint 2016, and Get Funny.

Stock Trading Suite
Save when you bundle Stocks, Bonds, and Investing: Oh, My, The Analysis and Valuation of Stocks, and Introduction to Stock Options.

Supply Chain Suite
Save when you bundle Purchasing Fundamentals, Distribution and Logistics Management, and Supply Chain Management Fundamentals.

Sales Training Suite
Save when you bundle Keys to Effective Communication, Effective Selling, and Professional Sales Skills.

Accounting Fundamentals Series
Save when you bundle Accounting Fundamentals I and Accounting Fundamentals II.

C# Programming Series
Save when you bundle Introduction to C# Programming and Intermediate C# Programming.

Creating WordPress Websites Series

Educators Fundamentals Series
Save when you bundle Solving Classroom Discipline Problems I, Solving Classroom Discipline Problems II, and Teaching Students with ADHD.

GRE Prep Series
Save when you bundle GRE Prep I and GRE Prep II.

Java Programming Series
Save when you bundle Intro. to Java Programming and Intermediate Java Programming.

Medical Spanish Series
Save when you bundle Spanish for Medical Professionals I and Spanish for Medical Professionals II.

PMP Series
Save when you bundle PMP Certification Prep I and PMP Certification Prep II.

SAT/ACT Prep Series
Save when you bundle SAT/ACT Prep I and SAT/ACT Prep II.

SQL Series
Save when you bundle Introduction to SQL and Intermediate SQL.

Supervision and Management Series
Save when you bundle Fundamentals of Supervision and Management I and Fundamentals of Supervision and Management II.

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

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

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

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

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

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

No senior discount applies.
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training and development. Since 1982, Oakton Community College has partnered with hundreds of businesses and organizations to provide practical education that improves technical, management, and leadership skills.

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

The Oakton advantage:

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

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

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

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

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

Learn more at [www.oakton.edu/ws](http://www.oakton.edu/ws), email workforcesolutions@oakton.edu, or call 847.635.1447.
The Alliance for Lifelong Learning offers Continuing Education for the following health professionals and paraprofessionals: Social workers, professional counselors, marriage and family therapists, registered nurses, addiction counselors, nursing home administrators, dietitians, speech-language pathologists/audiologists, occupational therapists, x-ray technicians, respiratory care therapists, physical therapists, psychologists, and teachers.

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

Institutional Accreditation
Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Social Worker Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 159-000167.

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

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

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

Nursing Home Administrators: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Nursing Home Administrators Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 139-000061.

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

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

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Occupational Therapy Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 224-000089.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

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

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

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

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

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

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

For more information, call 847.635.1438, email cehp@oakton.edu, or visit www.oakton.edu/conted for upcoming Continuing Education Health Programs.
Programs for Radiology Professionals

One-day program: $99 Early Bird • $119 Regular • $129 Walk-in

Two-day CT Registry Examination Prep: $198 Early Bird • $225 Regular • $235 Walk-in

Registration 7:30 a.m.; Program 8 a.m. - 3 p.m. Morning coffee and lunch provided. (No senior discount)

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

Presenter: Brad Holmer, RT

CT Imaging in the Thorax
XRA A12-001 [CRN 40213] Early Bird registration postmarked by February 20; XRA A12-002 [CRN 40214] after February 20
CT is the fastest and most comprehensive imaging modality available to assess structures within the chest. The one day course includes scanning methods and protocols, optimizing image production and quality, contrast administering, and review of both normal anatomy and abnormal findings. Other medical imaging technologists will find this course interesting, as well.

CT for the Cross-Trained Technologist
XRA A09-001 [CRN 40199] Early Bird registration postmarked by February 20; XRA A09-002 [CRN 40200] after February 20
This program includes information on the developmental stages of CT imaging as well as CT image quality factors and technology parameters that affect the images. Some topics discussed are: Major physical components of the CT system and their functions; artifacts in CT images and ways to minimize them; minimizing radiation dose; and the principals of helical CT data acquisitions in the multislice CT system; and the role and responsibilities of the successful CT technologist.

Two-Day CT Registry Examination Prep Course
XRA A91-001 [CRN 40229] Early Bird registration postmarked by March 15; XRA A91-002 [CRN 40230] after March 15
Become a fully credentialled CT technologist. This two-day course provides education that aligns with the content specifications of the ARRT registry examination for CT. This includes patient interactions and management, radiation safety and dose, procedures and anatomy identification, image formation, and image evaluation. Participants must attend both days. 14 direct hours will be earned for this program.

Workshop attendance submitted to IEMA for 7.0 (one day) or 14.0 (two day) direct continuing education credit hours, Category A.

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

Program for Activity/Recreational Professionals

36-hour Basic Orientation Course for Activity Directors HTH A04-001 [CRN 40185]

Tuesdays and Thursdays, January 22, 24, 29, 31, February 5 and 7

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

$450 Advanced Registration and $475 Walk-in (plus $9 non-refundable processing fee) No senior discount.

Registration 8:30 a.m.; Program 9 a.m. - 4:30 p.m.

Includes instruction, course notebook, morning refreshments, and certificate of completion.

Lunch on your own. Bring a bag lunch to eat in the classroom or purchase lunch in the campus cafeteria.

Continuing Education clock/contact hours are now offered for Illinois licensed nursing homes administrators (36 clock hours).

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

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.

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.
Programs for Mental Health Professionals

Be an early bird! Take advantage of the lower fee of $99 for full-day programs and $89 for half-day programs!

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

No senior discount.

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

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

The Ten Best-Ever Anxiety Management Techniques
Wednesday, January 30 (Full Day) Margaret Wehrenberg, PsyD
HMH A61-001 [CRN 40215] Early bird postmarked by January 11; HMH A61-002 [CRN 40216] after January 11
Discover the most useful psychotherapeutic approaches to generalized anxiety, panic, and social anxiety. A brief exploration of the underlying neurobiology of anxiety disorders helps participants apply the neuroscience of memory reconsolidation to create effective social anxiety exposures and desensitize panic cues. Cases across the lifespan provide methods to manage anxiety that work in every clinical population. With the opportunity to practice methods, you will come away with the tools needed to identify and correct the physiological aspects of panic, social anxiety, and stress. You also will learn the distressing cognitive features of anxiety, such as rumination, catastrophic thinking, and cognitive errors. The typical issues associated with procrastination and perfectionism in generalized anxiety, social anxiety, avoidance behavior, and performance anxiety are also discussed.

Attend a full-day workshop or register for one of the half-day sessions!

All About ADHD and Using 1-2-3 Magic with ADHD Behavior Management
Friday, February 22 Thomas W. Phelan, Ph.D.
HMH A78-001 [CRN 40218] Early bird by postmarked by February 4; HMH A78-002 [CRN 40219] after February 4
All About ADHD: Symptoms, Diagnosis and Treatment
Half day, morning: 8:30 a.m. - 12 p.m.
HM E B26-001 [CRN 40221] Early bird by postmarked by February 4; HME B26-002 [CRN 40222] after February 4
Using 1-2-3 Magic with ADHD: Behavior Management
Half day, afternoon: 1 - 4:15 p.m.
HME B20-001 [CRN 40226] Early bird by postmarked by February 4; HME B20-002 [CRN 40227] after February 4
This two-part program provides the practical tools needed to deal effectively with children’s ADHD and to provide emotional support for the patient and family. The morning session presents the latest information on the causes, diagnosis, and treatment of ADHD. In the afternoon, we address the challenges of working with the ADHD children. Dr. Phelan is the developer of the 1-2-3 Magic program, a technique to help control negative behaviors in children. He provides useful techniques for professionals working with ADHD children and their families. Topics discussed in the afternoon session include: managing the six kinds of testing and manipulation, encouraging good behavior, and strengthening relationships with children. Register for one or both sessions.

Gender, Sexuality, and Identity: Ethical and Cultural Best Practices with Transgender Clients
Thursday, February 28 (Full Day) Ruth Lipschutz, LCSW
HMH A80-001 [CRN 40210] Early bird postmarked by February 5; HMH A80-002 [CRN 40223] after February 5
Gender is an integral aspect of identity. This training addresses the specific ethical and cultural competencies necessary for best practices with transgender clients. Topics discussed include: issues of language, assessment, codes of ethics, standards of care, work with spouses and children, coordination with other health care professionals, and resources for support. The distinction and interplay between gender and sexuality as well as the role of unconscious bias in clinical work are discussed. Satisfies both the CE requirement of ethics and cultural competency for Illinois social workers and ethics for Illinois psychologists.
Understanding and Managing the Psychosocial Issues of Chronic Disease

Friday, March 15 (Full Day)  
Gary Gilles, MA, LCPC

HTH A84-001 [CRN 40207] Early bird postmarked by February 27; HTH A84-002 [CRN 40208] after February 27

Chronic disease affects nearly half of all Americans and that number is expected to significantly increase. Understanding the psychosocial aspects of living with and caring for a person with a chronic condition are essential for effective treatment and management. Using a combination of lecture, discussion, and video, the workshop explores the psychosocial dynamic of chronic disease from the perspectives of the patient, family, caregiver, and professional provider.

Birth Order: Family Dynamics, Treatment Planning, and Intervention

Friday, March 29 (Full Day)  
Michael Maniacci, PsyD

HMH A81-001 [CRN 40232] Early bird postmarked by March 8; HMH A81-002 [CRN 40233] after March 8

Birth order is a way of understanding personality style. This workshop (by popular demand) demonstrates how to use early childhood family dynamics, especially sibling relationships, as a way of mapping psychotherapy treatment plans. The instructor incorporates birth order dynamics into the application of real case studies.

Trauma Informed Care: Ethical and Cultural Considerations

Wednesday, April 3 (Full Day)  
Mark Sanders, LCSW

HUH A89-001 [CRN 40204] Early Bird postmarked by March 15; HUH A89-002 [CRN 40205] after March 15

Learn the diagnosis and evidence-based treatment of five varieties of traumatic stress disorders, including: acute stress disorder; post-traumatic stress disorder; complex trauma; historical trauma; and 24-7-365 terror. Emphasis is be placed on ethics in trauma informed care, including: boundaries, dual relationships, iatrogenic effects, and how to avoid doing harm in clinical work with trauma survivors. We also examine culturally competent trauma informed care, including addressing micro-aggressions which can traumatize clients and culturally influenced models of trauma recovery. Satisfies both the CE requirement of ethics and cultural competency for Illinois social workers and ethics for Illinois psychologists.

Staying Current with Street Drug Abuse: Chicago Synthetics and Gray Market Exotics

Wednesday, May 8 (Full Day)  
Bruce Talbot, MA

HTH A83-001 [CRN 40201] Early bird postmarked by April 19; HTH A83-002 [CRN 40202] after April 19

Narcotics abusers today are reporting tianeptine and phenibut are harder to quit than heroin, yet many counselors have never heard of these new gray market drugs. MDPV “Bath salt cocaine” is gone, replaced with ephylone Molly pills producing bizarre paranoia and Chicago “synthetic marijuana” users are bleeding from their eyes after using contaminated FUB-AMB. This multimedia seminar provides community professionals with the most up to date information on street drug abuse in Chicago. The latest drug testing data from the Illinois State Police Forensic Laboratory and federal Drug Enforcement Administration will authenticate video clips of actual drug impairment symptoms. An update on self-medicating with Kratom and medical marijuana is included.

All live programs start promptly at 8:30 a.m. or 1 p.m. Late arrivals or early departure may result in adjustment of continuing education clock hours on participant certificates of attendance.

Continuing Education clock/contact hours will be offered for Illinois social workers (3.0/6.5 clock hours), professional counselors (3.0/6.5 clock hours), marriage and family therapist (3.0/6.5 clock hours), psychologists (3.0/6.5 clock hours), nursing home administrators (3.0/6.5 clock hours), addictions counselors ICB members 3.0/6.5 lock hours approved or pending approval), ICDVP members (3.0/6.5 clock hours) occupational therapists (3.5/7.5 contact hours), speech and language pathologists/audiologists (3.0/6.5 clock hours) nurses (3.0/6.5 contact hours), dietitians (3.0/6.5 CPE Category 2) and teachers (3.0/6.5 PDs). 3.0/6.5 Universal Training Hours (UTH) will be offered to other professional groups.

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

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

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

For more information, visit www.oakton.edu/conted or call 847.635.1438.
ALL Site Map

1. Glenbrook South H.S.  
   GLBRK S  
   4001 Lake Avenue  
   Glenview 60025

2. Niles Community Church  
   NCC  
   7401 Oakton Street  
   Niles 60648

3. First Congregational Church  
   FCC  
   766 Graceland Avenue  
   Des Plaines 60016

4. Niles Public Library  
   NPL  
   6960 Oakton Street  
   Niles 60648

5. Des Plaines Public Library  
   DPL  
   1501 Ellinwood Street  
   Des Plaines 60016

6. Maine East H.S.  
   MAINE E  
   Potter at Dempster Street  
   Park Ridge 60068

7. Maine West H.S.  
   MAINE W  
   1755 S. Wolf Road  
   Des Plaines 60018

8. Maine South H.S.  
   MAINE S  
   1111 S. Dee Road  
   Park Ridge 60068

9. Oakton Community College  
   Ray Hartstein Campus  
   OC/SK  
   7701 North Lincoln Avenue  
   Skokie 60077

10. Oakton Community College  
    OC/DP  
    1600 East Golf Road  
    Des Plaines 60016

11. Niles North H.S.  
    NILES N  
    9800 Lawler Avenue  
    Skokie 60077

12. Niles West H.S.  
    NILES W  
    5701 Oakton Street  
    Skokie 60077

13. Lincolnwood Public Library  
    LPL  
    4000 West Pratt Avenue  
    Lincolnwood 60646

14. Skokie Public Library  
    SPL  
    5215 Oakton Street  
    Skokie 60077

15. Rosemont Recreation Center  
    RRC  
    7128 North Barry  
    Rosemont 60018

16. Morton Grove Park District  
    Prairie View Center  
    MGPDP  
    6834 West Dempster  
    Morton Grove 60053

17. Maryville Academy  
    Ziggy Building  
    1150 North River Road  
    Des Plaines 60016

18. The Chicago Botanic Garden  
    GARD  
    1000 Lake Cook Road  
    Glencoe 60022

19. Evanston Twp. H.S.  
    ETHS  
    1600 East Dodge Avenue  
    Evanston 60204

20. District 65 Family Center  
    Joseph Administration Center  
    1520 McDaniel Avenue  
    Evanston 60201

21. Family Focus/Our Place  
    2010 Dewey Street  
    Evanston 60201

22. Township of Evanston  
    2100 Ridge Avenue  
    Evanston 60201

23. Evanston Public Library  
    1703 Orrington Avenue  
    Evanston 60201

24. Forest Elementary School  
    FOR/ELC  
    Early Learning Center  
    1375 South 5th Avenue  
    Des Plaines 60016

25. Northbrook Public Library  
    1201 Cedar Lane  
    Northbrook 60062

26. Glenview Public Library  
    1930 Glenview Road  
    Glenview 60025
Payment is due at the time of registration. Check the Continuing Education class schedule for refund policy.

Method of payment:
- **Cash**
- **Check No.** ___________ (payable to Oakton Community College)
- **Visa**
- **MasterCard**
- **Discover**

Credit Card Number ________________________________

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

Cardholder Name (print)__________________________________ _______________________ _

Cardholder Signature________________________________________________ __________ ___

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

- English as a Second Language
- Evening High School
- Family Literacy
- High School Equivalency (GED)
- Literacy
- Volunteer Program (VITA)

Career and Certification Training

- Commercial Driver’s License (CDL)
- CPR Rescue
- EKG Technician Certification Prep
- Personal Trainer Certification
- Real Estate Pre-License Broker Course

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

Steam Youth Programs

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

For information, call 847.982.9888

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- Proven Results

Oakton Community College

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

Credit and Noncredit Class Schedules are available online at www.oakton.edu.