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

Vol. 19, No. 1, July 2011

FALL 2011 SCHEDULE

Credit Classes

Oakton Community College

Fall classes begin August 22 and end December 14. Register now at *my.oakton.edu.*

Continuing Education Noncredit Classes

FALL 2011 SCHEDULE

Fall classes begin August 22 and end December 14. Register now at *my.oakton.edu.*

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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*.

The Oakton Class Schedule (USPS#009502) is published four times a year in November, February, March, and July by Oakton Community College, 1600 East Golf Road, Des Plaines, IL 60016-1268. Periodicals postage paid at Des Plaines, IL.

Oakton Community College, 1600 East Golf Road, Des Plaines, IL 60016-1268, and 7701 North Lincoln Avenue, Skokie, IL 60077-2895, serves the residents of Des Plaines (part of*), Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect (part of*), Niles, Northbrook, Northfield, Park Ridge, Rosemont (part of*), Skokie, Wilmette, and Winnetka with college transfer, vocational-technical, continuing education, basic studies, and community service programs. For information, call 847-635-1700 (Des Plaines) or 847-635-1400 (Skokie).

**Contact the Enrollment Center at 847-635-1700 for exact in-district addresses.*

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The *Oakton Class Schedule* is published by the Office of College Advancement.
Carlee Drummer, executive director of College Advancement
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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 Relations departments; in addition, crime statistics and safety tips may be found on the College's Web site at www.oakton.edu/resource/campserv/ps/occpdmain.htm.

This publication is printed on recycled paper.

Credit Classes

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Make Your Work Hours Count!

Oakton's Internship Program allows you to:

Apply classroom education to "real world" experience;
Earn a salary while learning new concepts and skills;
Enter the workforce with experience in your field; and
Network with professionals while exploring career options.

For more information, visit *www.oakton.edu/internships* or contact 847-635-1404 or *internships@oakton.edu*.

All Registration for Noncredit Continuing Education Classes

Fall registration starts July 5. Classes begin August 22, 2011.

Register online at *my.oakton.edu*.

4 Ways to Register: Online, By Mail, By Fax, and In Person.

See right for detailed information on how to register. For more information, visit our Web site at *www.oakton.edu/all* or call 847.982.9888 (press 3).

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

PLEASE PRINT ALL INFORMATION

OFFICE USE ONLY Site ____ Initials ____ Date ____

Social Security Number ___ / ___ / ___ **Name:** Last _____ First _____ Middle Initial ___

Address: _____ City _____ Zip _____ **Birth Date:** Mo ___ / Day ___ / Year ___ **Gender:** ☐ Male ☐ Female

Phone: Home ( ) _____ ☐ Cell
☐ Business ( ) _____ Ext. _____

Email: _____ **Residence:** ☐ In-district 535 ☐ Out-of-district

My information has changed since my last registration: ☐ name ☐ address ☐ phone ☐ e-mail

Education: Highest grade completed _____ **Last high school attended** (Name, city, state) _____

Check one box that best describes your high school status: ☐ High school graduate in _____ (year) ☐ Passed G.E.D test in _____ (year)
☐ No longer attending high school and do not intend to return ☐ Still attending high school; plan to graduate in _____ (Month), _____ (Year)

Last college attended: (Name, city, state) _____

Most credits or highest degree previously earned: ☐ Some credits ☐ Certificate ☐ Associate's degree ☐ Bachelor's degree ☐ Master's degree ☐ Doctoral degree

What is the highest level of education attained in the U.S. by your:
Other: ☐ H.S. diploma ☐ Some college ☐ Bachelor's degree ☐ Graduate degree ☐ Not educated in U.S.
Father: ☐ H.S. diploma ☐ Some college ☐ Bachelor's degree ☐ Graduate degree ☐ Not educated in U.S.

This information is requested solely to comply with Federal Laws.

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

CRN	Course Code	Course Title	School	Start Date	Day/Time	Tuition

Method of prepayment: ☐ Cash ☐ Check *(payable to Oakton Community College)* Check No. _____ **Subtotal**
Send checks (payable to Oakton Community College) to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077. **Processing fee*** **$8.00**
☐ Credit Card *For credit card payment only, check one:* ☐ Visa ☐ Mastercard ☐ Discover **Total due** _____

Credit Card Number _____ Exp. Date _____

3-Digit Verification Code (on back of card) _____ Signature _____ If paying by credit card, Fax to 847- 635-1448.

At the time of each registration, an $8 non-refundable processing fee will be charged. No confirmation will be sent.

Continuing Education

Register online my.oakton.edu

How to Register for Noncredit Classes

1. BY MAIL

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

2. BY FAX (for credit card payment only)

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

3. 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, and press 3.

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

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

WALK-IN REGISTRATION SITES:

High School Locations: mid-September thru mid-June

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

Office hours vary. Call each site for specifics.

Hours for Oakton Community College Campuses:
Monday-Friday, 8:15 a.m.-5 p.m.

4. ONLINE

Register, add or drop classes, view class schedules, and access your account summary online.

If you have never registered for a Continuing Education class before:

- Go to *www.oakton.edu* and click *Apply Now*
- Click on *Continuing Education Students* (left side of page under Applying to Oakton)
- Click on *Online Application*
- Create a Login ID and PIN - click *Login*
- Choose *Noncredit (Alliance) application* - click *Continue*

If you have an application on file (within three years)

- Go to *www.oakton.edu* and click on *myOakton*
- Enter your user name and password (PIN)
- Follow online instructions from this point

Web registration requires payment by credit card (Visa, MasterCard or Discover) at the time of registration.

REGISTERING FOR CLASSES

Getting Started

1. Select the *Register/Pay/Grades* tab.
2. Select *Student Services* from the Main Menu.
3. Select *Registration* from the menu.
4. Select *Add or Drop Classes* from the Registration Menu.
5. Select a term to access the noncredit class schedule and click Submit.

Adding a Class

Enter the Course Reference Number (CRN) of the course you wish to add in the box of the Add Classes Worksheet and click on Submit Changes. *(If you do not know the CRN, click on Class Search to access the term class schedule.)*

Add Classes Worksheet

Type Course Reference Number (CRN) here

CRNs			

Submit Changes | Class Search

Dropping/Re-adding Class

From the Current Schedule listing, click on the down arrow to open the Action box. Highlight the action you wish to complete and click on Submit Changes.
(If the drop or add deadline has passed for this course, the option to select that action will not appear in the pull down menu.)

Current Schedule

Status	Action	CRN
Web Registration on April 01, 2011	None None Student Course Drop Re-Add Course	07237

HOW TO READ NONCREDIT COURSE LISTINGS

Course Number	Section Number	Location	Number of meetings	Day of the week	Start date	Time	Instructor	Course Reference Number
BUS B34-01,	Niles N,	7	Wed,	10/1,	7-10 pm,	Daniel		CRN

- For location information, see site map on page 66.
- Course meets for 7 Wednesdays starting on October 1 from 7 until 10 p.m.
- The Course Reference Number is used for Web registration.

CREDIT CLASS CALENDAR

Fall 2011 Registration: April 11 until the first scheduled class meeting day

August 15	Faculty return for Fall 2011 Semester
August 22	**Fall 2011 Semester Classes begin**
August 27 noon	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
September 5	Labor Day holiday, College closed
September 18	Last day to drop from 16-week courses and have course removed from record*
September 18	Last day to change to Audit for 16-week courses*
October 2	Incomplete (I) grades from Summer 2011 session for which faculty have not submitted final grades will become an "F" after this date.**
October 8 noon	Last day for filing Graduation Petitions
October 16	Last day to withdraw with a "W" from 16-week courses* Students will receive a grade in all courses in which they are enrolled after October 16.
November 11	Veterans' Day holiday, College closed
November 14	**Registration opens for Spring 2012 Semester**
November 24, 25	Thanksgiving Recess, College closed
November 26, 27	Thanksgiving Recess, no classes, College open (most offices closed)
December 13, 14	Evaluation Days†
December 14	Last day of student attendance
December 15	Grading Day (Faculty on campus and available to students at designated times.)
December 16	Grades due
Dec. 24 - Jan. 2	College closed

**Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.*

***Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.*

†To be used for instruction, final student evaluations, or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction, final student evaluations, or culminating course activities.

Two College Fairs coming this fall to the Des Plaines campus

featuring

Illinois State Universities and
Private Illinois Colleges and Universities

Check *www.oakton.edu/advising* for details
and find out about free transfer-related workshops
offered through Advising and Counseling.

Only at Oakton...

July 26-28, at 8 p.m.

Play On
Student Playwriting Festival

Enjoy an evening of one-act plays penned by Illinois community college students. Proceeds support the Oakton Performing Arts Scholarship Fund. For tickets, call 847-635-1900.

Saturday, August 27

Oakton at Arlington

Everyone is a winner at this annual Oakton Educational Foundation event to raise money for student scholarships. Enjoy world-class horse racing from the private International Room at Arlington Park, accompanied by an elegant luncheon buffet, open bar, and the "Make Dreams Come True" silent auction. The odds are good that you'll have unbridled fun! For reservations call 847-635-1893.

October 6 - 28, 2011

Women's Juried Art Exhibit

Call and Response: From Artemisia to Frida

This year's annual collaboration between the Museum and the Women's and Gender Studies Program challenges presenters to engage with and react to the work of influential woman artists. The exhibit will feature works by prominent local, national, and international women artists in a wide range of styles and media that honor, critique, or expand upon the techniques and content of groundbreaking female "masters"—past and present.

Public Reception: Thursday, October 6, 5 - 8 p.m.

Programs of Study

Transfer Programs

0700 Liberal Arts
0500 Business
0520 Elementary Education
0540 Secondary Education
0541 Teaching - Secondary Mathematics
0543 Teaching - Early Childhood Education
0560 Teaching - Special Education
0650 Science of Mathematics
0801 Fine Arts - Art
0802 Fine Arts - Music
0850 Engineering
0701 Undecided

Career Programs

Accounting
0005 Accounting Associate A.A.S.
0003 Accounting Associate Certificate
0004 Bookkeeping Certificate
0006 Professional Accounting - CPA Preparation Certificate
0007 Income Tax Preparation Certificate

Air Conditioning, Heating and Refrigeration Technology
0060 Air Conditioning, Heating and Refrigeration Technology A.A.S.
0058 Commercial Buildings Energy Systems Certificate
0063 Residential Comfort Control Certificate
0066 Residential Comfort Systems Installer Certificate
0067 Stationary Engineer License Preparation Certificate

Automotive Service Excellence
0033 Automotive Service Excellence Certificate

Automotive Technology (Apprenticeship)
0031 Automotive Technology (Apprenticeship) A.A.S. (Call Michael Peat, 847-635-1906 prior to applying.)
0030 Automotive Technology (Apprenticeship) Certificate

Computer Applications for Business
0301 Computer Applications for Business A.A.S.
0133 Microsoft Office Specialist MCAS Certificate
0233 Executive Support Specialist Certificate
0304 Microsoft Office Specialist Excel Expert Certificate
0305 Microsoft Office Specialist Word Expert Certificate
0306 Microsoft Office Specialist Certificate
0307 Administrative Assistant Certificate
0308 Office Information Processing Specialist Certificate
0310 Desktop Publishing Specialist Certificate
0311 Desktop Publishing Professional Certificate

Computer Information Systems
0120 Computer Programmer A.A.S.
0121 Computers and Information Systems A.A.S.
0124 Computer Programmer Certificate
0125 Computer User Certificate
0127 PC Support Specialist Certificate
0132 Computer Technology Certificate
0134 Visual Basic Programmer Certificate
0137 Internet and Computer Core (IC³) Certificate
0139 Oracle Database Administrator (DBA) Certificate
0145 Management of Information Systems (MIS) Certificate
0147 Microsoft Project Management Preparation Certificate
0154 UNIX Certificate

Computer Networking and Systems
0142 Computer Networking and Systems A.A.S.
0148 Network Security Administration A.A.S.
0122 Windows Desktop Support Technician Certificate
0128 Windows Server Administration Certificate
0141 Windows Certified Enterprise Administrator Certificate
0151 Network Security Certificate
0152 Network Security Administrator Certificate
0153 Windows Support Technician Certificate
0170 Cisco Certified Network Associate (CCNA) Certificate

Early Childhood Education
0070 Early Childhood Education A.A.S.
0068 Basic Early Childhood Education Certificate
0069 Advanced Early Childhood Education Certificate
0073 Advanced Infant Toddler Certificate
0074 Basic Infant Toddler Certificate
0076 Early Childhood Education Administration Certificate

Education: Paraprofessional Educators
0082 Paraprofessional Educators A.A.S.
0083 Paraprofessional Educator Certificate

Electronics and Computer Technology
0155 Electronics and Computer Technology A.A.S.
0160 Industrial/Commercial Electrical Maintenance Certificate
0161 Home/Office Technology Integrator Certificate
0166 Electronics Technology Certificate
0167 Electronics Computer Technician Certificate
0169 A+ Computer Diagnostic Specialist Certificate

Facilities Management and Engineering
0362 Facilities Management A.A.S.
0363 Facilities Energy Systems Technology A.A.S.
0368 Facilities Management Certificate
0369 Facilities Energy Systems Technology Certificate

Financial Services
0014 Financial Services/Investment Analysis Certificate

Fire Science Technology
0180 Fire Science Technology A.A.S.
0181 Fire Science Technology Certificate
0182 Emergency Medical Technician-Paramedic Certificate
0183 Basics of Fire Fighting Certificate

Global Business Studies
0202 Global Business Certificate
0203 Global Business Technical Certificate

Graphic Design
0370 Graphic Design A.A.S.
0371 Animation and Multimedia Certificate
0372 Web Graphic Page Design Certificate
0373 Photography Certificate

Health Information Technology
0285 Health Information Technology A.A.S.*
0287 Medical Coding Certificate*
0288 Medical Billing Certificate
0289 Medical Office Management Certificate

Horticultural Therapy
0412 Horticultural Therapy Certificate*

Human Services
0207 Human Services A.A.S.
0209 Human Services Certificate

Law Enforcement
0240 Law Enforcement A.A.S.
0241 Law Enforcement Certificate

Management and Supervision
0226 Management and Supervision A.A.S.
0225 Management and Supervision Certificate
0223 Leadership Excellence Certificate
0235 Human Resource Specialist Certificate
0251 Customer Service Certificate
0252 Applied Business Certificate

Manufacturing Technology
0274 Manufacturing Technology A.A.S.
0271 Manufacturing Technology Certificate
0276 Automation and Controls Certificate
0277 CNC/CAM Programming Certificate
0279 CNC Operations and Programming Preparation Certificate

Marketing Management
0265 Marketing Management A.A.S.
0260 Green Marketing Preparation Certificate
0263 Professional Selling Skills Certificate
0446 Marketing Communications Certificate
0448 Small Business Marketing Certificate
0444 Marketing Management Certificate
0445 Business Marketing Certificate

Mechanical Design/CAD
0270 Mechanical Design/CAD A.A.S.
0267 CAD Interior Design Certificate
0272 Mechanical Design/CAD Certificate
0273 Computer-Aided Design Certificate
0278 Industrial Design Engineering Certificate
0284 General Design Certificate

Medical Laboratory Technology
0280 Medical Laboratory Technology A.A.S.*

Nursing
0320 Nursing A.A.S.*
0325 Nursing Practice Review Certificate

Nursing, Basic Nurse Assistant Training
0037 Basic Nurse Assistant Training Certificate (Call Kathleen Ahern-Gray, 847-635-1461 prior to applying.)

Nursing, Person-Centered Elder Support
0034 Person-Centered Elder Support Certificate

Paralegal Studies
0340 Paralegal Studies A.A.S.
0341 Paralegal Studies Certificate

Pharmacy Technician
0282 Pharmacy Technician Certificate
0283 Aseptic Pharmaceutical Preparations Certificate

Phlebotomy
0281 Phlebotomy Certificate*

Physical Therapist Assistant
0360 Physical Therapist Assistant A.A.S.*

Radiologic Technology
0382 Radiologic Technology A.A.S.*

Substance Abuse Counseling
0204 Substance Abuse Counseling A.A.S.
0211 Preparatory Substance Abuse Counseling Certificate
0212 Advanced Substance Abuse Counseling Certificate

World Wide Web
0460 Web Site Support and Maintenance Certificate
0461 Advanced Web Site Development Certificate
0462 Web-Based Course Developer Certificate
0463 Web Site Developer Certificate

*Limited Enrollment Program. Separate Health Care program application required.

Registration for online courses offered through Ed2go

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

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

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

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

- Go to Online Instruction Center at *www.ed2go.com/oakton.all*
- Select the course category and subcategory on the left side of the screen
- Select the course you would like to take and click "Enroll Now"
- If you are a New Student (have never taken classes via ed2go) - Create an Account
- If you are a Returning Student (already have an account with ed2go) - Sign In
- New Students: Fill out the Student Profile page
- Select Payment Option:

If you have already paid for the course with Oakton, select "Already Paid"

If you haven't paid for the course, select "Purchase Course" to receive payment instructions.

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

Technical Requirements:

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

HOW TO READ THE SCHEDULE OF CLASSES AT WWW.OAKTON.EDU

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date	Location
	04583	ACC	100	050	DP	3.000	Small Business Accounting Procedures	R	06:30 pm-09:20 pm	Dana E. Lucas (P)	01/18-05/10	DESP 2808
	Course Reference Number	Course Number		Section Number	Location DP-Des Plaines RH-Skokie OFF-Off Campus	Credit Hours	Course Title	Thursday	Time	Instructor (P) Primary Course Instructor	Start and End Date	Meeting Location

Class is available for registration
C - Class is closed
NR - Class is no longer available for registration

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

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Start here. Transfer anywhere.

More students than ever before are **discovering the benefits** of attending Oakton Community College for two years and then transferring to a four-year college or university. Oakton offers a number of **transfer programs** that lead to the Associate in Arts, Associate in Science, Associate of Science in Engineering, Associate in Fine Arts in Music or Art, Associate of Arts in Teaching Secondary Mathematics, Associate of Arts in Special Education, and Associate of Arts in Early Childhood Education.

Career programs lead to the Associate of Applied Science degree as well as to many certificates. Although many career courses also transfer, options for students remain more limited.

Articulation, 2+2 and Dual Admission Agreements Oakton and Four-Year Colleges/Universities

Oakton maintains formal articulation and/or dual admission agreements with 32 different colleges and universities (as of September 2006):

- American Intercontinental University
- Ashford University
- Argosy University
- Augustana University
- Benedictine University
- Columbia College
- Concordia University
- DePaul University
- DeVry Institute of Technology
- Dominican University
- Ferris State University, Michigan
- Illinois State University
- Illinois Institute of Art
- Illinois Institute of Technology
- Kaplan University
- Kendall College
- Loyola University-School of Education
- National-Louis University
- Northeastern Illinois University
- Northern Illinois University
- Palmer College of Chiropractic
- Regis University
- Robert Morris College
- Roosevelt University
- Rosalind Franklin University of Medicine and Science
- Syracuse University
- Sofia Medical University
- University of Phoenix
- University of Wisconsin-Green Bay
- University of Wisconsin-La Crosse
- University of Wisconsin-Parkside
- University of Wisconsin-Stout
- West Suburban College of Nursing
- Western Illinois University

Illinois Articulation Initiative (IAI)
The IAI, a statewide and cooperative effort by two- and four-year colleges, enables Oakton students to complete specific general education requirements for their associate's degree and then transfer those credits to any participating institution.

University Transfer Guides and Web sites
A number of universities provide guides showing what Oakton courses are transferable and applicable to degrees at the respective institution. In addition, most universities have Web sites that give information about degree requirements in different majors, and what courses students should or may take at Oakton that will transfer for that major. For more information, check out Oakton's Advising and Counseling Web site, *www.oakton.edu/advising*.

Visits by University Representatives
Throughout the academic year, admission representatives from Illinois public and private institutions, and some out-of-state colleges as well, visit Oakton's campuses to provide information to potential transfer students. For a specific schedule of visits, contact Advising and Counseling at 847-635-1741 (Des Plaines), 847-635-1400 (Skokie).

Continuing Education Noncredit Classes

About the Alliance for Lifelong Learning (ALL)

Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at the College. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

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

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

Here you also will find other Oakton Community College programs developed in cooperation with local churches, community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 66 to pinpoint specific class sites. *Any district resident 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, option 3.

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

Evening High School assists residents of Niles and Maine Townships in completing their high school education. For more information call Evening High School Coordinators between 6-9 pm, Monday through Thursday, 847.825.7719. Glenbrook residents must contact Frank Santa, Principal of Glenbrook Evening High School, 847.486.4465.

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

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

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

Continuing Education for Health Professionals (CEHP) provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech/Language Pathologists, Audiologists, and Dieticians. For more information call 847.635.1934.

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 and weekends, giving seasoned students the opportunity to share valuable learning experiences with their peers. For more information call 847.635.1414 or visit *www.oakton.edu/emeritus*.

The Business Institute provides customized training and consulting for local businesses, Conference Center rental, and services for educational opportunities. For more information call 847.635.1934.

Put Your Passion to Work!

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

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

Student Enrollment Process

Special Programs

Contact the Enrollment Center for more information about limited enrollment programs, concurrent enrollment, or international student visas.

Limited Enrollment Curricula

The following curricula at Oakton limit the number of students accepted each year. Prerequisites are required in order to be admitted.

- Basic Nurse Assistant Training Certificate
- Health Information Tech. A.A.S.
- Health Information Tech. Coding Certificate
- Horticultural Therapy Certificate
- Medical Laboratory Tech. A.A.S.
- Nursing A.A.S.
- Phlebotomy Certificate
- Physical Therapy Assistant A.A.S.
- Radiologic Technology
- RN Completion for LPNs

Concurrent Enrollment

- Current high school juniors or seniors with a minimum cumulative GPA of C or higher may take one class per semester with the consent of their high school and a parent/guardian.

F-1 Visa

- International students who want to obtain an F-1 visa need to complete the International Student Application.
- International students must be enrolled full time for at least 12 credit hours in the fall and spring semesters.
- International students pay the out-of-state tuition rate. Financial assistance is not available.

1 Apply for Admission *(new students only)*

All first-time students apply online at *www.oakton.edu/admission* or return a completed admission form and a $25 nonrefundable, one-time application fee.

Oakton admits graduates from an accredited high school; persons who hold a General Education Development (GED) certificate; and persons 18 years or older who have neither graduated from high school nor earned a GED certificate.

Readmission Policy

Students must complete an application for admission at *www.oakton.edu* if the last semester they attended was fall 2008 or earlier. Students must also apply for readmission if they last applied in fall 2008 or earlier but never attended. No application fee is required.

2 Transcripts

Traditional students (ages 17-20) should submit a copy of their high school transcript and ACT scores or GED test results.

Transfer students should submit official copies of transcripts from colleges/universities at which college-level credit was awarded. The *Request for Evaluation of Credits* form must be completed to receive transfer of credit at Oakton.

3 Complete Math/English Assessment Requirement

Math and English placement is required for all first-time students planning to take math and/or English courses. Testing is available on both campuses and results are valid for two years. See *www.oakton.edu/assess* for test schedules.

Waivers for placement tests are permitted under the following conditions:

English: A score of 22 or higher on the ACT English test (taken within the past three years) places a student into English 101 and provides an exemption from Oakton's writing test.

Reading: A score of 20 or higher on the ACT reading test (taken within the past three years) provides an exemption from Oakton's reading test unless the limited enrollment program requires the Oakton test for admission.

Math: Graduates from or students planning to graduate from Glenbrook, Niles, Evanston Township, Northridge Prep, or Maine High Schools who have taken the ACT within the past three years are placed directly into a math course. All other students need to take Oakton's math assessment test.

If students have successfully completed math and/or English classes at another college/university, contact Advising and Counseling in Des Plaines (847-635-1741) or the Enrollment Center in Skokie (847-635-1400) to discuss the placement test waiver process.

Student Alert: Paperless Billing

Fall 2011 semester tuition bills will only be available online. The first due date is August 2. Students can access their electronic tuition statement by logging on to myOakton.

General Information

Enrollment Information

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

Tuition

Tuition and fees are as low as operating costs and state law permits and are subject to change without notice. Tuition charges are the same for both in and out-of-district residents. Tuition does not include the cost of textbooks or materials. Personal checks are accepted. A $25 fee will be applied if your check is returned by the bank.

Processing Fee

All registrants will be charged an $8 non-refundable processing fee at the time of each registration. This includes registration by Web, by mail, in person and by fax.

Refunds and Cancellation Fee Policy

If the Alliance for Lifelong Learning withdraws a class, registered students will receive a 100 percent tuition refund. A 100 percent tuition refund minus a $10 cancellation fee will be issued if students notify the Alliance for Lifelong Learning office 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 ALL administrators.

Residency

In-District Senior Citizens

Residents of the Oakton Community College district who are 60 years or older are eligible to enroll for one-half of the course tuition stated for most courses (unless otherwise indicated). Proof of age and residence must be provided at the time of registration. Half price tuition may not be requested after full price tuition has been processed. Residents of the Oakton Community College district who are 65 or older may enroll in scheduled "A" courses without payment of tuition only under the following conditions:

- Class is an "A" coded course (example TEC A19 01).
- Annual household income is less than $14,000.
- The class is not filled.
- Enrollment of tuition-paying students exceeds 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.

Certificates

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

Adult Education Credits

Credits awarded are adult education credits. These credits are non-transferable and not applicable towards a degree.

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.

Textbooks

Textbooks and materials are required for many classes. Textbook costs are not included in the tuition listed.

If your classes are at the high schools, we recommend that you arrive at least 30 minutes prior to the first class to purchase the text at the Alliance for Lifelong Learning site office. You may also purchase them during the day at the Alliance for Lifelong Learning office in the school where your class is held.

Alliance for Lifelong Learning textbooks are not available at the Oakton Community College bookstores.

Smoking Policy

Oakton Community College is a smoke-free campus. No smoking is allowed inside the Des Plaines and Skokie campuses. At each individual site and class location, Alliance for Lifelong Learning students are required to adhere to the specific building policies.

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

Alert!Oakton

Receive notification about weather-related and emergency closings at Oakton. Sign up today for e-mail, text message, or voice-mail alerts at my.oakton.edu. Instructions are on the Home tab.

Enrollment Verification

No confirmation of enrollment will be sent. To verify enrollment, go to my.oakton.edu.

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

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4 Orientation and Welcome

- **Traditional Students** *(ages up to 20)*

Traditional-aged students are required to attend a New Student Registration and Orientation Workshop. Students will receive a letter informing them of the date, time, and location. At this workshop, students will meet with an assigned academic advisor, discuss placement test results, learn about support services, and register for classes. For more information, contact 847-635-1741 or *orientation@oakton.edu*. Completion of math and English placement is required before attending the workshop. **Failure to attend a New Student Registration and Orientation Workshop will result in a hold restricting future registration.**

- **Adult Students** *(ages 21 and up)*

All newly admitted adult students are responsible for reviewing the Adult Student information at *www.oakton.edu/starthere*.

Meet with an Academic Advisor

Make an appointment with an advisor by calling 847-635-1741 (Des Plaines) or 847-635-1400 (Skokie). Students may need to take the math and English placement tests or provide transcripts from other colleges and universities. An advisor can identify what documentation is required for registration.

Adult Student Welcome

Connect with other adults returning to school, learn about adult student support services, resolve questions, and tour the campus.

Des Plaines Campus, Room 1604	**Skokie Campus, Room P103**
Tuesday, August 16, 6 - 7:30 p.m.	Wednesday, August 17, 6 - 7:30 p.m.

5 Course Prerequisites Requirements

Some courses require prior skills or coursework. To register for a class with a prerequisite, students must submit proof by mailing or faxing an official or unofficial transcript to the Enrollment Center (fax to 847-635-1706). Provide your name, course information, and phone number or complete *Prerequisite Waver* form. If the prerequisite is approved, an online override will be processed. Prerequisite information may be found in the College Catalog or online at *www.oakton.edu*.

6 Pay Tuition and Fees

You may pay by cash, check, or credit card (MasterCard and Discover). Checks must show the student's name, student I.D. number, and the semester or session for which the payment is being made. An automatic payment plan is available. Log on to *myoakton* for more information.

Online Billing Information and Payment for Credit Classes

Log on to *myoakton* and select the *Register/Pay/Grades* tab; then select *Student Services*; and choose *Make Payments*.

Important changes for Fall 2011 registration

1) Tuition billing will be available only at *my.oakton.edu*. The College will no longer mail paper statements. Provide a preferred e-mail address in *myoakton* to receive payment reminders.
2) Credit card payments will be assessed a convenience fee.

Course Withdrawals

You may withdraw from a class online or in person at the Enrollment Center. **The last day you can withdraw from a 16-week class with a grade of "W" is October 16, 2011.**

Academic Transcripts

Official transcripts may be ordered online or by mail. All restrictive student record holds must be cleared before a transcript is released.

Transcripts may be requested by mail or at *www.credentials-inc.com*. A form to mail in is available at *www.oakton.edu*. The cost is $10 (usually received in five to seven business days) or $20 for rush service.

A valid major credit card is required to order transcripts online. Orders require Social Security number or Oakton student ID, recipient's mailing address, student signature, and a $10 processing fee.

Attending Another Community College

Academic programs not offered by Oakton may be available at other public Illinois community colleges. Students interested in these programs may qualify for a lower tuition rate through college agreements and tuition chargeback processes. Applications are due in Oakton's Enrollment Center 30 days prior to the start of the other community college's semester.

Military Service Policy

If a student withdraws from Oakton after the midpoint of the semester or session because of induction into or extended active duty with the U.S. armed services, the student may be awarded full academic credit for each course for which the student is still registered, provided the instructor is able to evaluate the student's attainment of the objectives of the course at the time and award an appropriate grade.

If this evaluation is not possible or if the student withdraws prior to the mid-point of the semester or session, the student will be given a complete refund of all tuition and fees paid and no academic credit.

A student who wishes to benefit from this policy must submit a copy of the induction notice and/or orders calling for extended active duty. Members of a National Guard unit or a reserve unit must be called to active duty in lieu of induction to be eligible.

Noncredit classes

Fall 2011 Noncredit Class Schedule

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 for college credit. Contact Jay Cohen, accounting chair, at 847-635-1778 or *jcohen@oakton.edu* for information.

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

ACCOUNTING FUNDAMENTALS I
Fee: $114
(ONLINE) In-district seniors: $75

If you are interested in increasing financial awareness and accountability while gaining a marketable skill, this course may be for you. 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. Accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts.
Requirements: Access to an adding machine or a calculator and a printer, and Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).

ACC A08-300, 7/20-9/9 CRN 60609
ACC A08-301, 8/17-10/7 CRN 60610
ACC A08-302, 9/21-11/11 CRN 60611
ACC A08-303, 10/19-12/9 CRN 60612
ACC A08-304, 11/9-12/30 CRN 60614

OPPORTUNITIES IN ESTATE PLANNING FOR CPAs
Fee: $85

Make estate planning a rewarding part of your practice and learn to use proven cutting-edge techniques to become a leader. Learn the truth about living trusts, their use and misuse; discover why wills and joint tenancies frequently self-destruct; integrate retirement benefits into a comprehensive estate plan; explore the irrevocable life insurance trust; and study methods for simple and effective creditor protection. All materials are based upon the latest estate tax changes and the new final regulations on retirement plan benefits. Offered for noncredit only.

CPA A01-01, OC/SK, 2 Mon., 9/26, 1-5 pm, Turza CRN 60808

ACCOUNTING WITH PEACHTREE I*
Fee: $141

Learn to record accounting transactions for the sales, purchases, payroll, inventory, and general ledger using Peachtree Complete 2003. Home study materials, textbook, and software can be purchased at the bookstore for approximately $95. Students will be required to attend a course orientation on the Des Plaines campus. Date and time to be announced. For more information, contact Jack Nemyrick at 847-998-4688. **Registration Deadline 8/15/11.**

ACC A12-C01, Online, 8/22-10/2 CRN 60085

ACCOUNTING WITH PEACHTREE II*
Fee: $141

This course assumes recent student experience in the areas of general ledger, accounts receivable, accounts payable, and payroll performed on the software used in this class; introduces students to the applications that include inventory, budgets, account reconciliation, time tracking, customizing reports, and importing and exporting files. A required textbook is available in the bookstore. This course is eligible for CPE credit.

ACC A16-C01, Online, 10/10-11/20 CRN 60086

ACCOUNTING WITH QUICKBOOKS I*
Fee: $101

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

ACC A02-C01, OC/SK, 8 Tue., 8/23, 6-7:50 pm CRN 60074
ACC A02-C02, OC/DR, 8 Thu., 8/25, 8-9:50 pm CRN 60075
ACC A02-C03, OC/DR, 5 Fri., 9/23, 9 am-12 pm CRN 60076
ACC A02-C04, OC/DR, 5 Sat., 10/1, 9 am-12 pm CRN 60077
ACC A02-C05, OC/DR, 8 Wed., 10/19, 6-7:50 pm CRN 60078

INTRODUCTION TO QUICKBOOKS
Fee: $114
(ONLINE) In-district seniors: $75

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) 2009, or 2010, and Adobe Flash Player, and Adobe Reader (download for free from *www.adobe.com/downloads*).

ACC A02-300, 7/20-9/9 CRN 60599
ACC A02-301, 8/17-10/7 CRN 60602
ACC A02-302, 9/21-11/11 CRN 60606
ACC A02-303, 10/19-12/9 CRN 60607
ACC A02-304, 11/9-12/30 CRN 60608

ACCOUNTING WITH QUICKBOOKS II*
Fee: $101

Provides intermediate applications of QuickBooks software; includes inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Assume previous experience with payables; receivables and financial statements.
Recommended: ACC A02 or previous experience with QuickBooks

ACC A06-C01, OC/DR, 5 Thu., 11/3, 6-9 pm CRN 60084

MICROSOFT EXCEL FOR ACCOUNTANTS*
Fee: $101

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

ACC A03-C01, OC/SK, 8 Tue., 8/23, 8-9:50 pm CRN 60079
ACC A03-C02, OC/DR, 8 Thu., 8/25, 6-7:50 pm CRN 60080
ACC A03-C03, OC/DR, 5 Sat., 8/27, 9 am-12 pm CRN 60081
ACC A03-C04, OC/DR, 8 Wed., 10/19, 8-9:50 pm CRN 60082

PAYROLL TAX ACCOUNTING*
Fee: $91

Covers practical applications of payroll tax laws and requirements; includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. A required textbook (approx. $100) is available in the bookstore.

ACC A04-C01, OC/DR, 4 Sat., 11/5, 9 am-12:40 pm CRN 60083

Registration and Payment

Ways to Register for Credit Classes

Fall Registration opens at 8:30 a.m., Monday, April 11, 2011.

ONLINE REGISTRATION

April 11 until the first scheduled class meeting day.

Hours:
Monday, April 11, 8:30 a.m. - 10 p.m.
Hours beginning April 12:
Monday - Friday, 6:45 a.m. - 10 p.m.*
Saturday - Sunday, 8 a.m. - 5 p.m.*

To register on the Web, go to *my.oakton.edu*.

- Login ID and password: Enter the first initial of your first name, the first seven letters of your last name, and the last four digits of your Banner ID number. Password initially is your six-digit birth date or for those who applied online, your six digit PIN number.
- When you are in the system you may add or drop classes, view your schedule, review outstanding charges, or make a payment.

You must have an application on file for the fall 2011 semester or have attended Oakton within the last three years.

IN-PERSON REGISTRATION

April 11 until the first scheduled class meeting day.

Room 1260, Des Plaines
Room A100, Skokie

Hours:
*Monday - Thursday, 8:30 a.m. - 7 p.m.***
Friday, 8:30 a.m. - 5 p.m.*
Saturday, 9 a.m. - 12 p.m.*

Hours subject to change. May be reduced November 23-27 and during other non-instructional periods.

Registration Deadline: Students will be able to register for a course through the first scheduled class meeting day. *After the first scheduled class meeting day, students will not be able to register without permission from the course instructor.* Students who receive permission from the instructor to register after the first class will be charged a fee.

**The College is closed Fridays, Saturdays, and Sundays from May 27 through August 7. Online registration is still available at the hours indicated.*

***Extended hours two weeks prior to and the first week of the semester.*

Proof of Residency

All new and re-admitted students must provide proof of residency.

Residents of Oakton's district will be charged $91 per semester hour if acceptable documentation is submitted to the Enrollment Center in person, by mail, or faxed to 847-635-1706 by noon, Saturday, August 27, 2011. Students must provide documentation prior to a tuition bill due date in order for the bill to reflect the correct tuition rate, before starting Payment Plan Agreement.

Acceptable documentation includes: 1) a valid Illinois driver's license or Illinois state ID; 2) two current bank statements or utility bills; or 3) an official in-district high school transcript showing attendance within the last two years. Additional proof may be requested at the discretion of the College. Residency is required 30 days immediately prior to the beginning of the term.

Business Service Agreements

Residents living outside of Oakton's district who work full time (more than 35 hours/week) for companies located in the Oakton district may be eligible for in-district tuition. The Business Service Agreement is available online or in the Enrollment Center and is due by noon, Saturday, August 27, 2011. An updated Business Service Agreement is due each semester and is subject to verification.

Payment Due Dates

The College requires payment from students according to the following schedule:

Date of First Course Registration: April 11-July 27 **Date Payment Due:** August 2
Date of First Course Registration: On or after July 28 **Date Payment Due:** Two business days

Students eligible for in-district tuition must prove residency prior to their payment due date at the Enrollment Center. Students who fail to pay by their payment due date may be dropped from their classes at the discretion of the College.

To pay in full using a credit card, go to *my.oakton.edu*. The Cashier's Office also will accept payments in person. List the Oakton Student ID number on any check for proper handling.

Call the Cashier's Office at 847-635-1639 with billing questions or check a tuition balance online at *my.oakton.edu*.

Automatic Tuition Payment Plan

Oakton offers tuition plan administered by FACTS Tuition Management for a nonrefundable fee of $25 per semester. This is not a loan; there is no interest, credit check, or finance charges.

Budget for tuition and fees using one of these convenient options:

- Automated bank payment – (ACH) Funds are automatically transferred from a checking or savings account.
- Credit card payment – A convenience fee will be assessed.

For more information or to enroll in this payment plan, register at *my.oakton.edu*.

FALL PAYMENT PLAN DATES *e-Cashier available on April 11, 2011*

Payments are processed on the fifth of each month and will continue until the balance is paid in full.

Last day to enroll online	Required down payment	Number of payments	Months of payments
May 13	none	6	June-November
June 13	10%	5	July-November
July 25	20%	4	August-November
August 23	30%	3	September-November
September 22	50%	2	October and November

Note: All down payments are processed immediately.

Air Conditioning, Heating and Refrigeration

Courses marked with an asterisk (*) may be taken for college credit. Contact Chad Ganger, department chair, at 847-635-1955 or *chad@oakton.edu* for information.

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* **Fee: $404**

This course consists of lectures, demonstration and lab experiences in the area of basic refrigeration, theory, and practice. Class will explore the functioning and operating characteristics of the vapor compression mechanical refrigeration used in air conditioning systems including service procedures connected with the basic refrigeration cycle. Also, EPA's certification registration for proper handling of refrigerants will be covered. Note: Students will be required to purchase basic hand tools that will be used in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.

AIR A06-C01, OC/DR, 16 Mon., 8/22, 5-10:30 pm CRN 60093
AIR A06-C02, OC/DR, 16 Tue., 8/23, 5-10:30 pm CRN 60094

AIR CONDITIONING I* **Fee: $404**

Course covers basic principles of residential heating systems. Focus is on combustion process and consumer safety. Content includes proper installation, service and safety procedures.

AIR A07-C01, OC/DR, 16 Mon., 8/22, 5-10:30 pm CRN 60095
AIR A07-C02, OC/DR, 16 Wed., 8/24, 5-10:30 pm CRN 60096

SHEET METAL LAYOUT AND FABRICATION* **Fee: $404**

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

AIR A01-C01, OC/DR, 16 Thu., 8/25, 5-10 pm CRN 60092

EPA SECTION 608 CERTIFICATION* **Fee: $91**

The law requires that a person intending to work on refrigeration systems must be certified in proper refrigerant usage. This course will prepare the student for the "EPA Section 608" certification exam. The student will be required to pay exam fees. A textbook may be required. Check with the bookstore.

AIR A08-C01, OC/DR, 4 Wed., 8/24, 5-8:50 pm CRN 60097

COMMERCIAL REFRIGERATION SYSTEMS* **Fee: $404**

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

AIR A09-C01, OC/DR, 16 Fri., 8/26, 5-10:30 pm CRN 60098

LOW PRESSURE STEAM BOILERS AND OPERATION* **Fee: $273**

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

AIR A13-C01, OC/DR, 16 Thu., 8/25, 6-8:50 pm CRN 60101

ADVANCED AUTOMATIC CONTROLS* **Fee: $384**

Course covers advanced automatic controls used presently in high-efficiency furnaces. Content includes electronic ignition systems, generic sequence of automatic controls, and ladder type wiring diagrams.

AIR A10-C01, OC/DR, 16 Mon., 8/22, 5-10:30 pm CRN 60099
AIR A10-C02, OC/DR, 16 Wed., 8/24, 5-10:30 pm CRN 60100

New!

COMMERCIAL HVAC SYSTEMS APPLICATIONS* **Fee: $364**

Course covers various types of HVAC systems used in commercial buildings. Topics include all-air, air-hydronic, all-hydronic and unitary systems and their layouts for air filtration, odor removal, heating, cooling, and air distribution. **Prerequisite:** AHR 212 or consent of department chair.

AIR A19-C01, OC/DR, 16 Wed., 8/24, 5-8:50 pm CRN 60102

Architecture

Courses marked with an asterisk (*) may be taken for college credit. Contact Martin Brunet, architecture technology chair, at 847-376-7740 or *mbrunet@oakton.edu*, or William Huchting, coordinator, at 847-635-1435 or *huchting@oakton.edu* for information.

BASIC ARCHITECTURAL DRAWING* **Fee: $490**

Course covers the basic techniques and principles of architectural drafting applicable to construction documents. Content includes drawing plans, sections, elevations, and isometrics of an existing classroom space and a wood house.

ACH A01-C01, OC/SK, 16 Mon./Wed., 8/22, 8:30 am-12:10 pm CRN 60087

COMPUTER AIDED DESIGN INTERMEDIATE APPLICATIONS* **Fee: $449**

Course provides an in-depth treatment of architectural design on the computer. Content includes CAD standards such as layers, detail libraries, drawing directories, architectural symbols, furniture and fixture insertion and custom menus. **Prerequisite:** ACH A02.

ACH A03-C01, OC/SK, 15 Mon., 8/29, 6-9:30 pm CRN 60088

DETAILING AND CONSTRUCTION I* **Fee: $389**

Course concentrates on the basic principles of construction detailing. Content includes study of typical architectural detailing and construction techniques for wood, masonry, and interior construction. **Recommended:** Concurrent enrollment in ACH A01.

ACH A06-C01, OC/SK, 16 Tue., /Thu., 8/23, 8:30-11:20 am CRN 60089

ARCHITECTURAL DESIGN I* **Fee: $485**

Course introduces basic fundamentals of architectural design. Content focus is on proportion, relationship of masses, figure, ground, shades, color and symmetry orthographic projections and free hand drawing emphasized as tools to creative design. Prerequisite: ACH A01o be taken prior to or concurrently with ACH A08 or consent of instructor.

ACH A08-C01, OC/SK, 16 Tue., /Thu., 8/23, 6-9:50 pm CRN 60090

CONSTRUCTION COST ESTIMATING* **Fee: $283**

Course concentrates on principles and practices involved in construction cost estimation. Content includes quantity take-offs and cost estimating in a residential or small commercial building construction. **Recommended:** Working knowledge of construction blueprint reading.

ACH A11-C01, OC/DR, 16 Mon., 8/22, 6-9:50 pm CRN 60091

Financial Assistance

Financial aid in the form of grants, scholarships, loans, work-study and veterans' programs may be available to eligible students. The key to eligibility is to apply EARLY!

A fall financial aid application is available through the Enrollment Center. Applicants are also required to complete the 2011-12 Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at www.fafsa.ed.gov.

Fall applications must be completed by May 1, 2011.

Direct inquiries to the Enrollment Center, Room 1260 (Des Plaines), 847-635-1708. Forms are also available in Room A100 (Skokie).

Veterans may be eligible for financial assistance toward their college education through the Department of Veterans Affairs and the Illinois Student Assistance Commission. Oakton's Enrollment Center will help navigate the process.

Refund Schedule for Course Withdraws

Refund of tuition will be determined according to the following schedule for students who officially withdraw from their course(s). In order to officially withdraw from courses, go to *my.oakton.edu* or the Enrollment Center. Students who fail to officially withdraw are required to pay for their course(s).

CLASS MEETINGS	100% REFUND *Not on transcript*	50% REFUND *Not on transcript*	NO REFUND *On unofficial transcript*	FINAL WITHDRAW NO REFUND *"W" on transcript*
16-week classes	4/11 - 8/28	8/29 - 9/4	9/5 - 9/18	9/19 - 10/16
15-week classes	4/11 - Sunday of 1st week	Sunday of 2nd week	Sunday of 4th week	Sunday of 8th week
14- to 13-week classes	4/11 - Sunday of 1st week	Sunday of 2nd week	Wednesday of 4th week	Sunday of 7th week
12- to 11-week classes	4/11 - Sunday of 1st week	Wednesday of 2nd week	Sunday of 3rd week	Sunday of 6th week
10- to 9-week classes starting Mon. - Wed.	4/11 - Thursday of 1st week	Tuesday of 2nd week	Wednesday of 3rd week	Sunday of 5th week
10- to 9-week classes starting Thu. - Sun.	4/11 - Monday of 2nd week	Saturday of 2nd week	Thursday of 3rd week	Sunday of 5th week
8- to 7-week classes starting Mon. - Wed.	4/11 - Wednesday of 1st week	Sunday of 1st week	Sunday of 2nd week	Sunday of 4th week
8- to 7-week classes starting Thu. - Sun.	4/11 - Sunday of 1st week	Wednesday of 2nd week	Sunday of 2nd week	Sunday of 4th week
5- to 6-week classes	Day 1	Day 3	Wednesday of 2nd week	Sunday of 3rd week
4-week classes	Day 1	Day 2	Sunday of 1st week	Sunday of 2nd week
3-week classes	Day 1	Day 2	Day 3	Wednesday of 2nd week
2-week classes	Day 1	None	None	Sunday of 1st week
1-week classes	Prior to start of class			

The beginning of the semester and course start date determines the refund schedule. Refunds are processed after the course(s) begin to students who officially withdraw. Accounts paid by check and cash will receive a refund check in the student's name at the student's permanent address. If a credit card is used for payment, all refunds will be credited to the card holder's account. **Last day to change to an Audit for 16-week courses is September 18.**

Tuition per semester hour

Tuition and fees subject to change by official action taken by the Oakton Community College Board of Trustees. Review of tuition and fees will occur at times mandated necessary by the Board of Trustees in conjunction with College administration. For updated information, please visit our Web site.

District residents (submit proof by Saturday, August 27, noon)	$91.00
Distance Learning classes	$91.00
District residents over 60	$45.50
Employees of district companies (submit proof by Saturday, August 27, noon)	$91.00
Out-of-district residents of Illinois	$287.88
Out-of-state residents or visa holders (except refugee, parole or asylum)	$348.16

Fees

Application* (one-time nonrefundable)	$25.00
Audit fee (per credit hour)	$10.00
Graduation	$25.00
Laboratory fees (see class schedule)	
Registration fee after first class session (One term fee only)	
August 22- September 16	$25.00
After September 16	$50.00
Late submission fee	$27.00 to $52.00
Registration fee* (nonrefundable after 100% refund period)	$15.00
Reinstatement fee* (see note below)	$25.00 to $50.00
Returned check fee	$25.00
Student activity fee* (per hour)	$2.60
Construction fee** (per hour)	$2.00
Transcript fee† (per transcript)	$10.00
Transcript fee† (rush service)	$20.00

Reinstatement fee: A fee of $25 is charged each time a student is dropped by the College for non-payment of tuition and fees and wishes to register again for that same term/session. Students may be dropped by the College from their classes if their payments are not made when due. The fee increases to $50 per occurrence, beginning on the 11th calendar day after classes begin.

**Not applicable to in-district residents over 60 years of age.*

***Oakton's construction fee helps fund capital projects at the Des Plaines and Skokie campuses such as the new science and health careers building, student gathering, and Enrollment Centers. Student representatives, surveys, and focus groups played a major role in developing and supporting the five-year Master Plan for these initiatives.*

†*After July 1.*

Noncredit classes

Arts

DRAWING STUDIO: LEVEL 1 **Fee: $150**
Beginning instruction in basic drawing media. Still life and figurative study, including life drawing, also are presented. No class 10/12, 11/16, and 11/23.
ART B02-01, MILES N, 8 Wed., 10/5, 7-9:30 pm, Kantz CRN 60773

DRAWING AND WATERCOLOR PAINTING **Fee: $150**
Use color and form compositions to build confidence in your painting skills.
ART C19-01, MAINE W, 8 Tue., 9/27, 7-9:30 pm, Nelson CRN 61404

DRAWING STUDIO: LEVELS 1 AND 2 **Fee: $160**
For beginners or those wish to review the fundamental practices of drawing.
ART B01-01, ETHS, 7 Tue., 10/4, 7-10 pm, Pomeranz CRN 60788

PAINTING WITH PASTELS **Fee: $150**
Bring the following materials to class: a small pastel set (a few basic colors) and pastel papers or rough boards (16"x20" or larger).
ART B34-01, GLBRK S, 8 Tue., 9/27, 7-9:30 pm, Kantz CRN 60774

PAINTING WITH OIL **Fee: $175**
Work with oil using still life, portraits and figures. Learn color, composition and values. Supplies: Palette knife, palette cups, qt. mineral spirits, bristle filberts #2, 4, 6 and 8, canvas panel (14x18 or 16x20). The following paint colors: ivory black, burnt sienna, raw sienna, alizarin crimson, cadmium red (lt or med) cadmium orange, cadmium yellow light, viridian, ultra marine blue, titanium white.
ART C15-01, GLPD, 8 Mon., 9/26, 6-9 pm, Kantz CRN 60772

PORTRAITS **Fee: $135**
Learn to draw and paint people. Explore composition, anatomy, color and achieving a likeness. Develop a personal style of expression in charcoal, oil or acrylics. All levels are welcome. Instructor is an established artist who has taught painting and drawing for more than 20 years. Bring to the first class supplies that you desire to use, such as sketchpad, pencils, drawing supplies and/or paints. No class 10/12, 11/16, and 11/23.
ART E63-01, MILES N, 7 Wed., 9/28, 7-9:30 pm, Steiner CRN 60809

New!
BEAD JEWELRY MAKING: ALL LEVELS **Fee: $186**
Express yourself and impress your friends by learning to make gorgeous jewelry pieces. Use various types of beads and beading techniques to create unique and sophisticated accessories, such as bracelets, anklets, earrings, and necklaces. All levels are welcome! Materials are not included. At the first session, students will receive a supply list and have the opportunity to purchase a first project kit for $12. No class 10/12.
HEC B22-01, MILES N, 7 Wed., 9/21, 6:30-9:30 pm CRN 61392
HEC B22-02, MGPD, 7 Mon., 9/19, 1-4 pm CRN 61393

New!
WIRE AND BEAD JEWELRY: ALL LEVELS **Fee: Listed with section**
If you've never worked with beads, strung a necklace, or wire-wrapped a button to make earrings, this class is a good place to start. If you already enjoy jewelry making, take your skills to the next level. Make a ring and earrings in a one-day workshop. Or, take a three-session class to add a bracelet and a necklace to your collection. **Required materials:** glass beads, gemstone beads, or pearls in different shapes, sizes, and colors; gauge 20 artistic copper, brass, or silver wire; round and flat nose pliers and a wire cutter. Students should also bring a ruler, pencil, and paper. **No senior discount.**
HEC B21-01 MILES N, 1 Wed., 11/30, 6:30-9:30 pm, **$30** CRN 61394
HEC B21-02 MGPD, 1 Mon., 11/14, 1-4 pm, **$30** CRN 61395
HEC B21-03 MGPD, 3 Mon., 11/14, 1-4 pm, **$80** CRN 61396

New!
CREATE YOUR OWN DESIGNER PHOTO ALBUM **Fee: $62**
Create photo albums that really catch the eye! Learn how to print high-quality images and incorporate professionally-taken photographs into your design. Explore Photoshop techniques for creating fascinating page layouts and review publishing options.
ART B38-01, OC/SK, 2 Mon., 10/17, 6:30-9:30 pm, Simm CRN 61378
ART B38-02, OC/SK, 2 Tue., 11/1, 6:30-9:30 pm, Simm CRN 61379

BIJOU JEWELRY MAKING **Fee: $80**
Learn the craft of making Bijou, a small, delicate, exquisite piece of jewelry. Use colorful polymer clay to create unique imitation gems and become acquainted with Mokume-Gane, faux finishing, and Mika Shift techniques. Explore every step in the jewelry-making process—modeling, shaping, painting, polishing, surface texturing, and baking—while working on your own bracelet, necklace, earrings, barrette, pin, or head band. Material fee of $20 is payable at the first session. Course taught by Anetta Takeva, teacher, artist, and owner of Aneta Art Classes.
HEC B46-01, GLBRK S, 4 Tue., 11/8, 7-9 pm, Takeva CRN 61358

LIFETIME CRAFTS: KNITTING AND CROCHETING **Fee: $175**
Learn the simple-to-complex "ins and outs" of both of these ageless crafts. Instruction will include four weeks each of basic skill development. All skill levels are welcome. Please bring a pair of size 9 knitting needle and a ball of cotton yarn to the first class. The registration fee does not include supplies. Students will receive instruction on purchasing their own materials.
HEC S24-01, MGPD, 8 Wed., 9/14, 6:30-9 pm, Noe CRN 60789
HEC B24-02, MAINE E, 8 Thu., 9/29, 6:30-9 pm, Noe CRN 60791

FASHION DESIGN: SKETCHING AND PATTERN MAKING **Fee: $150**
If fashion is your passion, take this course to develop your drawing skills and fashion illustration expertise. Design an original garment from first sketch to pattern. Explore techniques that professional designers use in constructing clothing, fitting and learn about fabric choices and pattern manipulation. *Note: while not a sewing class, the instructor will provide advice about how to turn a pattern into a wearable piece.* Material fee of $20 (does not include the cost of fabric) is payable at the first session. Course taught by Anetta Takeva, teacher, artist, and owner of Aneta Art Classes.
HEC B09-01, MAINE E, 5 Tue., 9/27, 6:30-9:30 pm, Takeva CRN 61357

STONE SCULPTURE WORKSHOPS: ALL LEVELS **Fee: $175**
Techniques, including hammer and chisel, rasps, files, sanding and polishing—and with a finished art piece. Materials fee of $100 is payable to instructor in class, includes alabaster stone, tools and work stand. Classes are held at the instructor's studio, located at 2115 W Touhy Ave, Chicago.
ART T08-01, HART, 10 Wed., 9/21, 9:30 am-12:30 pm, Brower CRN 60154
ART T08-02, HART, 10 Mon., 9/19, 9:30 am-12:30 pm, Brower CRN 60153

CERAMICS **Fee: $175**
Study the foundations of ceramics. Learn and practice basic hand-building and pottery techniques. Small class allows individual attention while others complete projects. All skill levels are invited! Instructor is an accomplished artist whose work has been featured in a number of exhibitions and galleries. Low-fire clay glazes, and class materials are included in the cost of tuition. No class 11/24.
ART C06-01, MAINE E, 8 Tue., 9/27, 6:30-9:30 pm, Fehrenbach CRN 60711
ART C06-02, MAINE E, 8 Thu., 10/6, 6:30-9:30 pm, Fehrenbach CRN 60712

CREATING WITH MOSAICS **Fee: $150**
Students are asked to bring rotary tile nippers and an appropriate item to mosaic, such as a 10-inch terra cotta flower pot, or item with a rigid surface. All other materials are provided.
ART C61-01, GLBRK S, 3 Thu., 10/6, 7-9:30 pm, Davis CRN 60215
ART C61-02, MAINE E, 3 Tue., 11/1, 7-9:30 pm, Davis CRN 60216

Student Web Services

myOakton

Oakton provides a portal page for every Oakton student. The portal offers services and information items that support students in their College activities. The *myOakton* portal page offers a selection of feeds that can be selected and modified by a student. The available feeds include:

Campus Announcements: Campus Announcements are informational items that affect or are of interest to everyone associated with Oakton, such as a College closure because of inclement weather.

Personal Announcements: Personal Announcements are informational items that target individuals at Oakton because of an affiliation with the College, such as voting dates for upcoming Student Government Association elections.

Optional Information: The other information sections are optional and can be changed at the student's discretion.

Modifying the *myOakton* portal page

1. Click on the **Content/Layout** button.
2. The **Manage Content/Layout** page will open. The tabs across the top open the page edit for each type of page available.
3. Click on the **Add Channel** to access a listing of available RSS feeds to add to your page.
4. Use the directional arrows to move feeds onto different page locations.
5. To delete a feed from a page, click on the ✖ located on the selected feed.
6. Click the **Back to Home** tab to reopen the portal screen with the updated layout.

Personal Information

From the **Personal Information** tab on the *myOakton* page, a student can view and update contact information.

Permanent address and telephone information must be updated at the Enrollment Center. A permanent address is used to determine District 535 residency.

To update address information:

1. Select the *Update Address* item from the **personal information** menu.
2. Select the *Address Type* of the address you are updating from the pull down menu. Each of these addresses are optional and can have a telephone number associated with them.
   a. **Mailing Address:** A mailing address is the address where a student wants mail sent.
   b. **Business Address:** A business address is the student's work address.
   c. **Parent Address:** A parent address may be used for correspondence directed to the student's parents or guardians.
3. Enter the address and telephone information.
4. Click the **Submit** button.

E-mail Address Information

Each Oakton student is assigned an e-mail account with the College that is designated as the preferred e-mail address. Students may add other e-mail addresses and designate them as the preferred address. All e-mails generated by the College are sent to the preferred e-mail address.

To update an e-mail address:

1. Select *Update E-mail Address* from the **Personal Information** menu.
2. Select the *E-mail Address Type* from the pull down menu. Enter the e-mail address and click on the **Submit** button.

To designate an e-mail as the **Preferred Address**, delete the preferred indicator from the current preferred address and click the preferred indicator on the new preferred e-mail address.

Other Services

Registration

From the *Registration* menu, other services for students include:

- **Student Detail Schedule:** Students may view a listing of their term schedule with detailed information about each class including the class meeting time, location, and instructor. If the instructor's name appears in blue print, clicking on the name will display **Office Hours** for that instructor. By clicking on the envelope icon next to an instructor's name, an e-mail addressed to that instructor will open. If the course has an associated Web site, the Web address will appear in the schedule information.
- **Registration Status:** Students may view a summary of their **Academic Standing** and **Registration Eligibility** from this menu. Students also can view registration permits issued for them, total earned credit hours, and major information.

Student Records

From the *Student Records* menu, services include:

- **Final Grades:** Final grades will be reported to students online from this Web services menu item. Grades for short courses will be posted throughout the term. At the end of the term, GPA and Academic Standing will be calculated.
- **Academic Transcript:** Students may view their academic record and their credit and noncredit transcript by selecting the Transcript Level and clicking on the submit button.
- **View Holds:** Students may see Holds and Restrictions placed on them and detailed information about the hold.
- **Financial Account Summaries:** Students may view both summary and detailed information on their financial records with the College.

Alert!Oakton

Receive notification about weather-related and emergency closings at Oakton. Sign up today for e-mail, text message, or voicemail alerts at *my.oakton.edu*. Instructions are on the Home tab.

Auto and Engine Repairs

AUTOMOBILE REPAIR **Fee: $175**
This class is for more adventurous, hands-on people who want to do their own repairs and learn more about their cars. Emphasis is on diagnostics, replacement, and bringing your car to safety standards.
TEC C14-01, ETHS, 10 Tue., 9/20, 6:30-9:30 pm, Wylie CRN 60141

SMALL ENGINE REPAIR (SNOW BLOWERS AND LAWN MOWERS) **Fee: $75**
Learn to fix your own small engine! We'll cover the four technical functions of every small engine. The remainder of class time will be devoted to actual troubleshooting and the repair of your small engine. A lab fee of $10 per student is payable to the instructor at class.
TEC C15-01, ETHS, 4 Thu., 9/15, 7:-9:30 pm, Wylie CRN 60140

Business

INTRODUCTION TO BUSINESS **Fee: $273**
Course introduces students to the study of business. Content includes 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. **Recommended:** Placement in EGL 101 hands-on experience using word processing, the Internet, and e-mail. **This course may also be taken for college credit.** Contact Tracy Fulice, business chair, at 847-376-7803 or *tfulice@oakton.edu* for information.
BUS A01-C01, OC/SK, 7 Mon., 9/12, 6:30-10:15 pm CRN 60115
BUS A01-C02, OC/DP, 7 Tue., 9/13, 6:30-10 pm CRN 60116
BUS A01-C03, OC/DP, 12 Mon/Wed., 9/19, 4:30-6 pm CRN 60117
BUS A01-C04, OC/SK, 12 Tue., 9/20, 4:15-6 pm, (Hybrid Course) CRN 60118
BUS A01-C05, OC/DP, 7 Tue., 11/1, 6:30-10:15 pm CRN 60119

INTRODUCTION TO BUSINESS ANALYSIS (ONLINE) **Fee: $114** **In-district seniors: $75**
The days of making critical business decisions by instinct or coin toss are long gone. Gain business advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective decisions. If you are planning a career in business, you cannot afford to miss this course! **Requirement:** Basic algebra proficiency, and Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
BUS A16-300, 7/20-9/9 CRN 60519
BUS A16-301, 8/17-10/7 CRN 60520
BUS A16-302, 9/21-11/11 CRN 60521
BUS A16-303, 10/19-12/9 CRN 60522
BUS A16-304, 11/9-12/30 CRN 60523

BUSINESS WRITING TIPS AND TRICKS **Fee: $30**
The quality of written communications can mean the difference between success and failure in the business world. It does not matter if it is an email, business report or letter. Using actual participant writing samples, we will determine their effectiveness or ineffectiveness. We will identify the target audience and what information to include in written content. We will focus on document-tone-of-voice, content organization, basic grammar and spelling. Participants will learn ways to deliver bad news while retaining professionalism, convey friendliness while remaining courteous, be assertive without being offensive, and much more. This is a very "hands-on" workshop. **No senior discount.**
COM S48-01, NILES N, 2 Wed., 9/21, 6-8 pm, Soskin CRN 61433
COM S48-02, GLBRK S, 2 Tue., 11/8, 6-8 pm, Soskin CRN 61435

Career and Certification Training

ADMINISTRATIVE ASSISTANT FUNDAMENTALS (ONLINE) **Fee: $114** **In-district seniors: $75**
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you 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. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
BUS A42-300, 7/20-9/9 CRN 61003
BUS A42-301, 8/17-10/7 CRN 61005
BUS A42-302, 9/21-11/11 CRN 61006
BUS A42-303, 10/19-12/9 CRN 61008
BUS A42-304, 11/9-12/30 CRN 61009

BARTENDING CERTIFICATION **Fee: $525**
The focus of this program is to provide students with as much hands-on training as possible. Course curriculum provides a thorough understanding of all duties, skills, responsibilities and obligations associated with bartending in the public or private sector. Students (ages 21 and over) who successfully score 80 percent or better on both written and practical exams will receive a certificate verifying their eligibility for employment as bartenders. Graduates also may qualify for job placements. Classes are held at ABC Bartending School, 1699 Wall St., Mt. Prospect. **No senior discount.**
BAR T1-01, ABC, Mon.-Fri., 9/12-9/16, 9 am-5 pm CRN 60229
BAR T1-02, ABC, Mon.-Fri., 9/12-9/23, 1-5 pm CRN 60232
BAR T1-03, ABC, Mon.-Thu.,9/19-10/4, 6-10 pm CRN 60227
BAR T1-04, ABC, Mon.-Fri., 10/17-10/21, 9 am-5 pm CRN 60230
BAR T1-05, ABC, Mon.-Fri., 10/17-10/28, 1-5 pm CRN 60233
BAR T1-06, ABC, Mon.-Thu., 10/31-11/15, 6-10 pm CRN 60228
BAR T1-07, ABC, Mon.-Fri., 11/7-11/18, 1-5 pm CRN 60234
BAR T1-08, ABC, Mon.-Fri., 11/14-11/18, 9 am-5 pm CRN 60231

BASSET TRAINING **Fee: $50**
BASSET stands for Beverage Alcohol Sellers and Servers Education and Training. This program meets the State of Illinois requirements to satisfy municipal codes for employment or liquor license procurement. The curriculum covers the physical properties of alcohol; customer prevention and intervention techniques; state statutes and local ordinances; DUI laws; proper identification techniques; police and paramedic recommendations; dram shop laws; civil and criminal liabilities; alcoholism; and victim rights. This training is being provided through Advance Design Concepts, Inc., an Illinois- licensed BASSET provider. All training materials are included in fee. Training location: Holiday Inn, 3405 Algonquin Road, Rolling Meadows, IL 60008. **No senior discount.**
BAS S01-01, 1 Sun., 8/28, 11 am-6 pm CRN 60223
BAS S01-02, 1 Sun., 9/25, 11 am-6 pm CRN 60224
BAS S01-03, 1 Sun., 10/23, 11 am-6 pm CRN 60225
BAS S01-04, 1 Sun., 11/20, 11 am-6 pm CRN 60226

CPR RESCUE **Fee: $35**
This course covers adult, child and infant CPR, along with mouth-to-mouth, the Heimlich maneuver and two-person CPR. OSHA, DCFS and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. (CPR handbook is $3, payable in class) **No senior discount.**
HEA E05-01, OC/DP, 1 Sat., 10/15, 9 am-12 pm, Sanders CRN 60802
HEA E05-02, OC/DP, 1 Sat., 12/3, 9 am-12 pm, Sanders CRN 60804

Support Services to Help You

Where to Go for Help

All area codes are 847	Des Plaines Campus	Skokie Campus
Advising and Counseling Both campuses: Mon. - Thu., 8:30 - 8 p.m.; Fri., 8:30 a.m. - 5 p.m.	635-1741	635-1400
Athletics Des Plaines Campus: Mon. - Fri., 8:30 a.m. - 5 p.m.	635-1753	
Bookstore Both campuses: Mon. - Thu., 8 a.m. - 7 p.m.*; Fri., 8 a.m. - 4 p.m.	635-1680	635-1421
Cashier Des Plaines Campus: Mon. - Thu., 8:30 a.m. - 7 p.m.*; Fri., 8:30 a.m. - 5 p.m.; Sat., 9 a.m. - 12 p.m.	635-1639	635-1639
Distance Learning Des Plaines Campus: Mon. - Fri., 8:30 a.m. - 6 p.m., Room 2548, e-mail: *alt-ed@oakton.edu*	635-1971	
Enrollment Center **Admissions/Chargebacks/Business Service Contracts (In-district employment)** Both campuses: Mon. - Thu., 8:30 a.m. - 7 p.m.*; Fri., 8:30 a.m. - 5 p.m.; Sat., 9 a.m. - 12 p.m.	635-1700	635-1400
Financial Assistance Both campuses: Mon. - Fri., 8:30 a.m. - 5 p.m.	635-1708	635-1250
Health Care Programs Both campuses: Mon. - Fri., 8:30 a.m. - 5 p.m.	635-1702	635-1274
Learning Center Both campuses: Mon. - Thu., 8 a.m. - 8 p.m.; Fri., 8 a.m. - 4 p.m.; Sat., 10 a.m. - 2 p.m.	635-1658	635-1434
Library Des Plaines Campus: Mon. - Thu., 7:30 a.m. - 10 p.m.; Fri., 7:30 a.m. - 7:30 p.m.; Sat., 9 - 3 p.m. Ray Hartstein Campus: Mon. - Thu., 7:30 a.m. - 10 p.m.; Fri., 7:30 a.m. - 6:30 p.m.	635-1642	635-1432
Language Labs Both campuses: Mon. - Thu., 8 a.m. - 9 p.m.; Fri., 8 a.m. - 4 p.m.; Sat., 9 a.m. - 2 p.m.	635-1612	635-1493
Student Recruitment and Outreach Des Plaines Campus: Mon. - Fri., 8:30 a.m. - 5 p.m.	635-1835	
Testing Center Both campuses: Mon. - Thu., 8 a.m. - 8 p.m.; Fri., 8 a.m. - 4 p.m.; Sat., 10 a.m. - 2 p.m. In between semesters hours will vary.	635-1939	635-1446

Hours subject to change

**Extended hours two weeks prior to and the first week of the semester.*

The College is closed Fridays, Saturdays, and Sundays from May 27 through August 7. Online registration and payment is available when the college is closed.

Advising and Counseling offers academic advising and personal counseling. Academic advisors recommend courses for specific majors, discuss current academic progress, and review class schedules. Counselors also work with students to address non-academic issues that might interfere with a student's personal and academic goals. Additional resources include transfer guides, college applications and catalogs, and information about local mental health services.

For more information, call 847-635-1741 in Des Plaines (Room 1130) or 847-635-1400 in Skokie (Room A100) or visit us online at *www.oakton.edu/advising*.

The Learning Center can help you make the most of your college experience. Services include tutoring; placement and academic testing; study groups; English placement test review workshops; college survival skills workshops; study skills consultations and reading/writing labs.

You can also meet with a learning specialist to discuss your learning style or learn to improve your test performance with a Test Performance Analysis (TPA).

For more information, call 847-635-1658 in Des Plaines (Room 2400) or 847-635-1434 at the Skokie Campus (Room A135) or visit *www.oakton.edu/learn*.

ASSIST provides accommodations and services to *college able* students with documented disabilities. For information, call 847-635-1759 (Room 2400 Des Plaines).

TRiO gives first-generation college students who meet income criteria the opportunity to receive advising, tutoring, financial aid, and transfer assistance from the Student Support Services TRiO office. For more information, call 847-635-1658 in Des Plaines (Room 2400) or 847-635-1434 at the Skokie Campus (Room A135) or visit *www.oakton.edu/studentservices/trio*.

Career Services provides career counselors that take a developmental approach in guiding students and alumni through a process of career exploration and decision-making. Students have the opportunity to learn more about their occupational identity, the world of work and how it is organized, and effective career decision-making techniques. Students can learn how to write effective résumés, cover letters, interview successfully, network, and use the Internet to locate job leads. Career Services is a member of CCJobNet.com, where job seekers can view job opportunities and post their resume on this password protected site. Career Services also coordinates the Student Employee Program.

For more information, call 847-635-1735 in Des Plaines (Room 1125), or 847-635-1400 at the Skokie Campus (Room A100) or visit *www.oakton.edu/careers*.

IRS Tax Credit Programs that Help Pay for College

Under the American Recovery and Reinvestment ACT (ARRA), parents and students may qualify for an education IRS tax credit to help pay for qualifying college expenses. The new credit modifies the existing Hope credit for tax year 2010, making it available to a broader range of taxpayers. The educational IRS tax credit is limited by the amount of your income and the amount of your tax. For complete information about education IRS tax credits, see the current versions of IRS Publication 970: Tax Benefits for Education, Form 8863: Education Credits, and Form 1040 or 1040A. Instructions are available at *www.irs.gov*, or consult your tax advisor. Please understand the College does not provide tax advice.

Oakton students who paid tuition and fees for a degree program will receive a completed IRS 1098-T Form from Oakton, which may be used to claim the IRS education tax credit. This form will include tuition and fee information; scholarships and/or grants awarded to the student (if any). The IRS will also receive the same information for their records. In accordance with the IRS reporting requirements, the College will not issue a 1098-T form for noncredit classes or nonresident alien students, unless requested.

FALL 2011 CREDIT CLASS SCHEDULE

The Course Reference Number (CRN) is used to register through Web registration. If no CRN is listed, written consent of the instructor is required and you must complete your registration in-person. Classes listed with TBA indicate day and time to be arranged.

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

ACC Accounting

Also see Business (BUS).
Basic computer skills are recommended before enrolling in ACC 163 or 164.

DES PLAINES CAMPUS

Principles of Financial Accounting — CRN 30001 — 4 credits
ACC 153 001, Tue., Thu., 9-10:40 am
16-week course starts 8/23

Principles of Financial Accounting — CRN 30002 — 4 credits
ACC 153 002, Mon., Wed., 9-10:40 am
16-week course starts 8/22

Principles of Financial Accounting — CRN 30003 — 4 credits
ACC 153 003, Tue., Thu., 12:30-2:10 pm
16-week course starts 8/23

Principles of Financial Accounting — CRN 30004 — 4 credits
ACC 153 004, Mon., Wed., 12:30-2:10 pm
16-week course starts 8/22

Principles of Financial Accounting — CRN 30006 — 4 credits
ACC 153 050, Thu., 6-9:40 pm
16-week course starts 8/25

Principles of Financial Accounting — CRN 30928 — 4 credits
ACC 153 052, Tue., Thu., 6:30-9:50 pm
8-week course starts 10/18

Principles of Financial Accounting — CRN 31087 — 4 credits
ACC 153 0W1, Sat., 8:30 am-12:10 pm
16-week course starts 8/27

Principles of Managerial Accounting — CRN 31410 — 3 credits
ACC 154 001, Tue., Thu., 11 am-12:15 pm
16-week course starts 8/23

Principles of Managerial Accounting — CRN 31362 — 3 credits
ACC 154 002, Mon., Wed., 11 am-12:15 pm
16-week course starts 8/22

Principles of Managerial Accounting — CRN 31057 — 3 credits
ACC 154 050, Mon., 6:30-9:20 pm
16-week course starts 8/22

Principles of Managerial Accounting — CRN 30929 — 3 credits
ACC 154 052, Mon., Wed., 6:30-9:20 pm
8-week course starts 10/17

Microsoft Excel for Accountants — CRN 31395 — 1 credit, Fee: $10
ACC 164 050, Thu., 6-7:50 pm
8-week course starts 8/25

Microsoft Excel for Accountants — CRN 30872 — 1 credit, Fee: $10
ACC 164 051, Wed., 8-9:50 pm
8-week course starts 10/19

Microsoft Excel for Accountants — CRN 31951 — 1 credit, Fee: $10
ACC 164 0W1, Sat., 9 am-12 pm
5-week course starts 8/27

Payroll Tax Accounting — CRN 30920 — 1 credit
ACC 170 0W1, Sat., 9 am-12:40 pm
4-week course starts 11/5

Accounting with QuickBooks I — CRN 31402 — 1 credit, Fee: $10
ACC 173 001, Fri., 9 am-12 pm
5-week course starts 9/23

Accounting with QuickBooks I — CRN 30870 — 1 credit, Fee: $10
ACC 173 050, Thu., 8-9:50 pm
8-week course starts 8/25

Accounting with QuickBooks I — CRN 30869 — 1 credit, Fee: $10
ACC 173 052, Wed., 6-7:50 pm
8-week course starts 10/19

Accounting with QuickBooks I — CRN 30921 — 1 credit, Fee: $10
ACC 173 0W1, Sat., 9 am-12 pm
5-week course starts 10/1

Accounting with QuickBooks II — CRN 30922 — 1 credit, Fee: $10
ACC 174 050, Thu., 6-9 pm
5-week course starts 11/3

Intermediate Accounting I — CRN 30011 — 4 credits
ACC 241 050, Wed., 6-9:30 pm
16-week course starts 8/24

Intermediate Accounting II — CRN 30012 — 4 credits
ACC 242 050, Tue., 6-9:30 pm
16-week course starts 8/23

Income Tax Accounting — CRN 30013 — 3 credits
ACC 244 050, Tue., 6:30-9:20 pm
16-week course starts 8/23

Cost Accounting — CRN 31582 — 3 credits
ACC 245 050, Tue., 6:30-9:20 pm
16-week course starts 8/23

Accounting Systems & Procedures — CRN 31167 — 3 credits
ACC 250 050, Wed., 6:30-9:20 pm
16-week course starts 8/24

QuickBooks Consulting — CRN 31937 — 3 credits
ACC 251 050, Mon., 6:30-9:20 pm
16-week course starts 8/22

Practicum — CRN 31583 — 3 credits
ACC 253 050, Thu., 6:30-9:20 pm
16-week course starts 8/25

Auditing — CRN 31124 — 3 credits
ACC 260 050, Mon., 6:30-9:20 pm
16-week course starts 8/22

Advanced Accounting — CRN 30015 — 3 credits
ACC 266 050, Thu., 6:30-9:20 pm
16-week course starts 8/25

Advanced Tax Accounting — CRN 30016 — 3 credits
ACC 274 050, Wed., 6:30-9:20 pm
16-week course starts 8/24

SKOKIE/RAY HARTSTEIN CAMPUS

Principles of Financial Accounting — CRN 30005 — 4 credits
ACC 153 005, Mon., Wed., 9-10:40 am
16-week course starts 8/22

Principles of Financial Accounting — CRN 31409 — 4 credits
ACC 153 006, Tue., Thu., 12:30-2:10 pm
16-week course starts 8/23

Principles of Financial Accounting — CRN 30007 — 4 credits
ACC 153 051, Tue., 6-9:40 pm
16-week course starts 8/23

Principles of Managerial Accounting — CRN 31168 — 3 credits
ACC 154 003, Mon., Wed., 12:30-1:45 pm
16-week course starts 8/22

Principles of Managerial Accounting — CRN 30009 — 3 credits
ACC 154 051, Wed., 6-8:50 pm
16-week course starts 8/24

Microsoft Excel for Accountants — CRN 30873 — 1 credit, Fee: $10
ACC 164 052, Tue., 8-9:50 pm
8-week course starts 8/23

Accounting with QuickBooks I — CRN 30871 — 1 credit, Fee: $10
ACC 173 051, Tue., 6-7:50 pm
8-week course starts 8/23

Intermediate Accounting II — CRN 31412 — 4 credits
ACC 242 051, Thu., 6-9:30 pm
16-week course starts 8/25

Accounting Systems & Procedures — CRN 31396 — 3 credits
ACC 250 051, Mon., 6:30-9:20 pm
16-week course starts 8/22

FOOD SERVICE SANITATION SUPERVISION — Fee: $197
Attention all food service operators! Illinois code requires that all food service operators be under the operational supervision of a certified food service sanitation manager. This course prepares you and your employees for the certification examination required by the Illinois Department of Public Health, which is given at the final session. It is recommended that students have a 10th grade reading and comprehension level. Cost of manual (approx. $70) is included in the course fee. Student is responsible for the $35 state certificate fee. (Your State of Illinois Food Service Sanitation Certificate can be applied toward the Chicago Board of Health Sanitation Certificate. Students must complete the curriculum and pass the certification exam. Ask your instructor for more details.) No class 10/12.
BUS A50-01, NILES N, 6 Wed., 9/14, 6-9:30 pm, Kulczycky — CRN 60191

FOOD SAFETY REFRESHER COURSE — Fee: $90
This class satisfies the Illinois Department of Public Health's required five hours of continuing food safety education for renewal of the Food Service Sanitation Manager Certificate. You must bring your old certificate to class. Note: This class does not recertify the Chicago Board of Health Sanitation Certificate.
BUS R99-01, OC/SK, 1 Sat., 9/24, 9 am-3 pm, Kirshner — CRN 60237
BUS R99-02, OC/SK, 1 Sat., 10/8, 9 am-3 pm, Kulczycky — CRN 60192
BUS R99-03, OC/SK, 1 Sat., 11/5, 9 am-3 pm, Kirshner — CRN 60238

PERSONAL TRAINER CERTIFICATION — Fee: $579
Get the instruction you need to become a Certified Personal Trainer. This nationally recognized program combines lecture with practical skill development, and is offered in collaboration with the well-known World Instructor Training Schools. Topics include anatomy, exercise physiology, injuries, and health screening. The certification exam (held on the sixth week) is included in the price. Textbook (approx. $80) required. Students must read Chapters 1, 3, and 6 prior to first class. This book is not available at the bookstore—it can be purchased from World Instructor Training Schools (888-330-9487 to order or go to *www.wiseducation.com*) or Amazon.com. Proof of current CPR/AED certification is required before the Personal Trainer Certificate can be issued. Oakton offers CPR classes that will fulfill this requirement. See page 9. Also required is a 30-hour internship with a local health club. No refund after course begins. No class 11/27. **No senior discount.**
PED C03-01, OC/DR, 6 Sun., 9/18, 9 am-4 pm — CRN 60195
PED C03-02, OC/DR, 6 Sun., 10/30, 9 am-4 pm — CRN 60196

Real Estate Home Study
Flexible...Economical...Complete
Register in person at the Alliance office at either Des Plaines or Ray Hartstein (Skokie) campus. Required textbook and home study guide are included in the tuition and sold only through the Alliance for Lifelong Learning offices.
No refunds will be issued for this course.
Courses are approved by the Illinois Department of Financial and Professional Regulation-Division of Professional Regulation (IDFPR-DPR).

Real Estate Home Inspection
Complete the course to qualify for the Illinois Home Inspector's License exam at home and at your own pace. Student materials and instructor support are included. There will be two required on-campus lab sessions on Saturdays, December 3 and 10, 2011. Students may enroll and begin Real Estate Home Inspection (REL A45) anytime prior to November 14, 2011. However, all coursework and testing must be completed by Friday, December 16, 2011.
Tuition is $612 for Home Inspection Home Study. This charge includes textbooks, materials, and instructor support. In-district seniors pay $430.

FOOD SERVICE SANITATION FOR EARLY CHILDHOOD PROGRAMS — Fee: $91
Course introduces theory and practice of food and environmental sanitation in food-production areas of early childhood education programs. Content includes providing safe food, safe food storage, and maintaining safe, sanitary equipment. Students must pass the NRA's Food Sanitation Certification Examination with a minimum score of 75 percent. **This course may also be taken for college credit.** Contact Sheila Kerwin-Maloney, early childhood education chair, at 847-635-1752 or *keelawe@oakton.edu* for information.
BUS A50-C01, OC/DR, 2 Tue., 11/1, 9 am-4 pm (Hybrid Course) CRN 60120

HOSPITALITY AND RESTAURANT MANAGEMENT — Fee: $150
Prepare to take on the management responsibilities and leadership practices necessary to be successful in the hospitality and restaurant industry. Topics include employee wages and compensation; scheduling practices; teamwork; employee motivation and development; and crisis management.
FST A04-01, OC/SK, 5 Mon, 9/19, 6-9 pm — CRN 61473
FST A04-02, ETHS, 5 Tue, 9/20, 6-9 pm — CRN 61475

CUSTOMER SERVICE — Fee: $150
Customer response is key to the future of all food service and hospitality operations. This class covers the fundamentals of customer expectations, consistent quality service, and establishing a positive client base through quality and customer satisfaction.
FST A05-01, OC/SK, 5 Mon, 10/31, 6-9 pm — CRN 61474
FST A05-02, ETHS, 5 Tue, 11/1, 6-9 pm — CRN 61476

BECOME A VETERINARY ASSISTANT (ONLINE) — Fee: $114 — In-district seniors: $75
If you like animals you may enjoy working in a veterinary office or hospital. The instructor is a practicing veterinarian who will share information on pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine. You'll also learn what it takes to run such an operation as a small business. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
BUD A60-300, 7/20-9/9 — CRN 60428
BUD A60-301, 8/17-10/7 — CRN 60429
BUD A60-302, 9/21-11/11 — CRN 60430
BUD A60-303, 10/19-12/9 — CRN 60431
BUD A60-304, 11/9-12/30 — CRN 60432

BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION (ONLINE) — Fee: $114 — In-district seniors: $75
Understand canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
BUD A61-300, 7/20-9/9 — CRN 60433
BUD A61-301, 8/17-10/7 — CRN 60434
BUD A61-302, 9/21-11/11 — CRN 60435
BUD A61-303, 10/19-12/9 — CRN 60436
BUD A61-304, 11/9-12/30 — CRN 60437

BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS (ONLINE) — Fee: $114 — In-district seniors: $75
Gain essential practical skills you need to become a valuable veterinary assistant. Restraint and examination techniques are covered along with how to collect and interpret blood and urine samples; assist in surgery; perform basic hygiene; take radiographs; and administer medications and vaccinations. **Requirements:** Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
BUD A62-300, 7/20-9/9 — CRN 60438
BUD A62-301, 8/17-10/7 — CRN 60439
BUD A62-302, 9/21-11/11 — CRN 60440
BUD A62-303, 10/19-12/9 — CRN 60442
BUD A62-304, 11/9-12/30 — CRN 60443

STAYING PROFESSIONAL IN TODAY'S WORKPLACE Fee: $50
Polish your professional image and gain new confidence that will get you noticed. Learn how to enhance your communication skills, ensuring that you better represent your organization and send the right messages to customers, clients, and colleagues. Course fee includes supplementary materials.
COM S61-01, GLPD, 1 Wed., 9/14, 6:30-9:30 pm, Uhan CRN 60825
COM S61-02, OC/SK, 1 Sat., 9/17, 9 am-12 pm, Uhan CRN 60826
COM S61-03, OC/DR, 1 Sat., 10/29, 9 am-12 pm, Uhan CRN 60827

WHY AND HOW TO BE A BETTER LISTENER? Fee: $25
Now!
How do we know we have good listening skills? What are the payoffs for being a good listener? Find out in this class which considers Dr. Philip's recent comment that, "Only 91 percent of communication is verbal. Don't forget about the other nine percent." Special emphasis will be placed on simple, non-judgmental listening, and on techniques to becoming a great listener.
COM E81-01, ETHS, 1 Tue., 9/13, 7-9 pm, Johar CRN 61464
COM E81-02, NILES N, 1 Wed., 10/19, 7-9 pm, Johar CRN 61463

GRAMMAR REFRESHER Fee: $114
(ONLINE) In-district seniors: $75
Master the written world! Review the basics and 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. The instructor has worked as a newspaper copy editor, journalist and technical writer. This course is not designed for ESL students. Requirement: Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
COM S13-300, 7/20-9/9 CRN 60644
COM S13-301, 8/17-10/7 CRN 60645
COM S13-302, 9/21-11/11 CRN 60646
COM S13-303, 10/19-12/9 CRN 60776
COM S13-304, 11/9-12/30 CRN 60790

MERRILL REAM SPEED READING Fee: $114
(ONLINE) In-district seniors: $75
Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader. Requirement: Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
COM S57-300, 7/20-9/9 CRN 60832
COM S57-301, 8/17-10/7 CRN 60834
COM S57-302, 9/21-11/11 CRN 60835
COM S57-303, 10/19-12/9 CRN 60837
COM S57-304, 11/9-12/30 CRN 60839

COMMERCIAL CREATIVE WRITING Fee: $45
As a commercial creative writer you are not an "author," you are a "translator" hired to transform a client's message into sparkling copy that engages the readers/listeners/viewers and piques their interest to buy what the client is selling. This course will teach you to be "creative on demand" and provide the skills to embark on a career as a professional writer.
COM S52-01, OC/DR, 3 Tue., 10/18, 7-9 pm, Gustafson CRN 60713

Cooking/Culinary

SUSHI WORKSHOPS Fee: $35
Join Chef Susan Taves and learn about all of the components of sushi including rice, fish, seaweed, wasabi, soy, and ginger. Class will make Nigiri Zushi (individual pieces), mat rolls, and hand rolls using smoked salmon, tuna, crab, and spicy shrimp. **No senior discount.**
HEC F12-01, NILES N, 1 Wed., 9/7, 7-9 pm, Taves CRN 60814
HEC F12-03, GLPD, 1 Thu., 11/10, 7-9 pm, Taves CRN 60813

Communication

INTRODUCTION TO VISUAL COMMUNICATION Fee: $348
Course covers the fundamental principles of design and how these relate to effective visual communication. It explores the media and 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.** Contact Berney Krule, graphic design chair, at 847-635-1830 or *berney@oakton.edu* for information.
ATE A06-C01, OC/SK, 16 Wed., 8/24, 1-3:50 pm CRN 60106

Now!
COMMUNICATING WITH THE DIFFERENT GENERATIONS Fee: $30
Four generations of consumers comprise today's workforce—each with diverse values, attitudes, and behaviors. Explore the differences and similarities among Veterans, Boomers, Gen Xers, and Millennials and learn how to understand and communicate effectively with each group. Whether you want to enhance your marketing and sales strategies or simply create a more harmonious work environment, this class can help. **No senior discount.**
COM E57-02, OC/SK, 1 Sat., 9/10, 9am-12 pm, Uhan CRN 61346

TUNE UP YOUR BUSINESS VOICE: TURN ON YOUR CUSTOMERS Fee: $50
When you talk, do people listen? Do they want to hear more of what you have to say? This course will help you develop an effective speaking voice to enhance your business and improve customer satisfaction. Have a positive influence on people, boost your self confidence, and increase profits by "tuning up" the way you speak! Course fee includes supplementary materials.
COM S25-01, OC/SK, 1 Sat., 9/24, 9 am-12 pm, Uhan CRN 60828
COM S25-02, OC/DR, 1 Sat., 10/15, 9 am-12 pm, Uhan CRN 60829

HELP FOR THE HELPDESK Fee: $114
(ONLINE) In-district seniors: $75
Become a customer helpdesk guru by taking your customer support skills to the next level. Learn how to effectively deal with all types of customers—from angry callers to the nice-but-clueless folks. Discover how to make the most of your helpdesk software. Build a database of solutions for all kinds of customer issues. Packed with real-life examples and interactive activities, This course will empower you to provide award-winning customer service while enjoying and taking pride in what you do.
BUS E02-300, 7/20-9/9 CRN 60449
BUS E02-301, 8/17-10/7 CRN 60450
BUS E02-302, 9/21-11/11 CRN 60451
BUS E02-303, 10/19-12/9 CRN 60452
BUS E02-304, 11/9-12/30 CRN 60453

INTERPERSONAL COMMUNICATION Fee: $114
(ONLINE) In-district seniors: $75
Succeed in daily interpersonal communications by understanding verbal and nonverbal habits; differences in cultural and gender communication styles; developing effective listening skills; and mastering conflict management. Requirements: Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
BUS A55-300, 7/20-9/9 CRN 60402
BUS A55-301, 8/17-10/7 CRN 60403
BUS A55-302, 9/21-11/11 CRN 60404
BUS A55-303, 10/19-12/9 CRN 60405
BUS A55-304, 11/9-11/30 CRN 60406

PUBLIC SPEAKING WITH CONFIDENCE Fee: $160
Overcome stage fright. Learn to organize a speech, make impromptu presentations and improve delivery. A personal videotaping at each class session is included. No class 10/10, 10/31, and 11/7.
COM B02-01, NILES N, 8 Mon., 10/3, 7:30-10 pm, Hanagan CRN 60806

Auditing CRN 31584 3 credits
ACC 260 051, Tue., 6:30-9:20 pm
16-week course starts 8/23

Advanced Tax Accounting CRN 31585 3 credits
ACC 274 051, Mon., 6:30-9:20 pm
16-week course starts 8/22

OFF CAMPUS/DISTANCE LEARNING

Principles of Financial Accounting CRN 30008 4 credits
ACC 153 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Principles of Managerial Accounting CRN 30010 3 credits
ACC 154 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Accounting with Peachtree I CRN 30930 1 credit
ACC 175 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
6-week course starts 8/22

Accounting with Peachtree II CRN 30931 1 credit
ACC 176 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
6-week course starts 10/10

Intermediate Accounting I CRN 31106 4 credits
ACC 241 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Intermediate Accounting II CRN 31107 4 credits
ACC 242 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Income Tax Accounting CRN 31732 3 credits
ACC 244 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Auditing CRN 31734 3 credits
ACC 260 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

AHR Air Conditioning, Heating and Refrigeration Technology

DES PLAINES CAMPUS

Introduction to Air Conditioning & Refrigeration CRN 30017 4 credits
AHR 101 050, Tue., 5-7:40 pm Fee: $40
(LAB, Tue., 7:50-10:30 pm)
16-week course starts 8/23

Introduction to Air Conditioning & Refrigeration CRN 31789 4 credits
AHR 101 051, Mon., 5-7:40 pm Fee: $40
(LAB, Mon., 7:50-10:30 pm)
16-week course starts 8/22

Air Conditioning I CRN 30018 4 credits
AHR 102 050, Wed., 5-7:50 pm Fee: $40
(LAB, Wed., 8-10:30 pm)
16-week course starts 8/24

Air Conditioning I CRN 30019 4 credits
AHR 102 051, Mon., 5-7:40 pm Fee: $40
(LAB, Mon., 7:50-10:30 pm)
16-week course starts 8/22

Sheetmetal Layout & Fabrication CRN 31316 4 credits
AHR 103 050, Thu., 5-10 pm Fee: $40
16-week course starts 8/25

EPA Section 608 Certification CRN 31319 1 credit
AHR 105 050, Wed., 5-8:50 pm
4-week course starts 8/24

Commercial Refrigeration Systems CRN 31320 4 credits
AHR 201 0W1, Fri., 5-7:40 pm Fee: $40
(LAB, Fri., 7:50-10:30 pm)
16-week course starts 8/26

Advanced Automatic Controls CRN 30020 4 credits
AHR 208 050, Mon., 5-7:40 pm Fee: $20
(LAB, Mon., 7:50-10:30 pm)
Prerequisite required; 16-week course starts 8/22

Advanced Automatic Controls CRN 31689 4 credits
AHR 208 051, Wed., 5-7:50 pm Fee: $20
(LAB, Wed., 8-10:30 pm)
Prerequisite required; 16-week course starts 8/24

Low Pressure Steam Boilers & Operation CRN 31101 3 credits
AHR 209 050, Thu., 6-8:50 pm
16-week course starts 8/25

Commercial HVAC Systems Applications CRN 32141 4 credits
AHR 213 050, Wed., 5-8:50 pm
Prerequisite required; 16-week course starts 8/24

ANT Anthropology

DES PLAINES CAMPUS

Introduction to Social & Cultural Anthropology CRN 31183 3 credits
ANT 202 001, Mon., Wed., 8-9:15 am
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology CRN 31185 3 credits
ANT 202 003, Fri., 9-11:50 am
Global Studies Course
16-week course starts 8/26

Introduction to Social & Cultural Anthropology CRN 31200 3 credits
ANT 202 005, Mon., Wed., 2-3:15 pm
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology CRN 31187 3 credits
ANT 202 006, Mon., Wed., 9:30-10:45 am
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology CRN 31364 3 credits
ANT 202 008, Tue., Thu., 9:30-10:45 am
Global Studies Course
16-week course starts 8/23

Introduction to Social & Cultural Anthropology CRN 31189 3 credits
ANT 202 009, Mon., Wed., 11 am-12:15 pm
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology CRN 31199 3 credits
ANT 202 011, Tue., Thu., 12:30-1:45 pm
Global Studies Course
16-week course starts 8/23

Introduction to Social & Cultural Anthropology CRN 31197 3 credits
ANT 202 012, Mon., Wed., 12:30-1:45 pm
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology CRN 31201 3 credits
ANT 202 050, Mon., 6:30-9:20 pm
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology CRN 31204 3 credits
ANT 202 052, Thu., 6:30-9:20 pm
Global Studies Course
16-week course starts 8/25

Introduction to Physical Anthropology CRN 32080 3 credits
ANT 204 0H1, Mon., Wed., 9:30-10:45 am
Tandem w/BIO 104 0H1
Honors; Instructor's consent required
16-week course starts 8/22

Noncredit classes

A MEXICAN FIESTA! **Fee: $94**
Mexico's rich culinary heritage goes way beyond tacos and enchiladas. For four weeks we will explore versions of familiar dishes and discover some new ones. You'll learn how to make tamales, green mole, and duck tacos with homemade tortillas, flan de chocolate and more. The vibrant colors of Mexico, from coast to coast and a few places in between will come alive, culminating with a Sangría party, Ole!
HEC F10-01, NILES N, 4 Wed., 9/14, 7-9 pm, Tayes CRN 60815

CARIBBEAN TAPAS **Fee: $94**
Discover the Caribbean's culinary landscape and breadth of flavors. Learn to make Brandade de Morue tostone canapés (a French Caribbean twist on salt cod), Trinidadian Roti, Puerto Rican ceviche, mango crumble, and more. Learn how the African, Dutch, British, Spanish, French, Chinese, East Indian, and indigenous people left their indelible mark on Caribbean cooking. Can you tell a yucca from a boniato? You'll be able to after this classi Course taught by Susan Tayes, a classically trained chef who served as an instructor at the Art Institute of Chicago, and have trained staff at Sandals Resort in Jamaica.
HEC S16-01, NILES N, 4 Wed., 10/19, 7-9 pm, Tayes CRN 60816

New!
CREATIVE INTERNATIONAL COOKING **Fee: $94**
Cook international dishes from Italy, the Mediterranean, and the Middle East—with interesting twists on favorite recipes.
HEC E66-01, NILES N, 4 Wed., 10/19, 7-9 pm, Mirani CRN 61353

EASY AND MANAGEABLE MIDDLE EASTERN RICE MEALS **Fee: $35**
Indulge in lively rice dishes from the Middle East, perfect for warm or cold weather. Fresh regional and seasonal produce is the keystone to all Middle Eastern cuisine. Learn to cook with cilantro, dill, parsley, and fresh vegetables. Sample the instructor's own specialties, including "candy rice dish," incorporating almonds, raisins, beef, and spices; a recipe featuring buckwheat and fresh vegetables; and much more. Course taught by Miriam Sayadian, former caterer and local favorite.
HEC B43-01, MAINE E, 1 Thu., 10/6, 7-9 pm, Sayadian CRN 61347
HEC B43-02, NILES N, 1 Wed., 11/30, 7-9 pm, Sayadian CRN 61348

COOKING WITH HERBS **Fee: $94**
Learn how to infuse flavors with herbs and spices and how to balance them in your dishes. Learn which herb will help your cold and which herb can calm you. Prepare and eat thyme scented Forbidden rice, turmeric dusted filet of fresh fish, caraïamom coconut panna cotta and cayenne brownies with lavender crème anglaise, and more. Using herbs in a balanced way will enhance your food and cut down the amount of salt you use to season.
HEC E51-01, ETHS, 4 Tue., 10/4, 7-9 pm, Tayes CRN 60818

BREAKFAST **Fee: $94**
Learn to make well balanced and fun meals to start the day: foolproof pancakes; parmesan oven "fried "potatoes; organic smoothies; mascarpone stuffed French toast with homemade apple compote…and many more. Hearty brunch options, and breakfasts "on the run" are on the menu for this class.
HEC F80-01, ETHS, 4 Thu., 10/6, 7-9 pm, Tayes CRN 60819

MAGIC OF THE MIDDLE EAST PIZZA (LAHME AL AJEEN) **Fee: $35**
Learn to make and eat quick and easy home-made Middle Eastern pizza" Lahme Al Ajeen" prepared using fresh vegetables or minced meat ingredients. Perfect for dinner parties, social gatherings or healthy family mid-week meals. Plus you'll create a delicious main pizza with either meat (beef) or veggie ingredient (potatoes, parsley, spices) baked on a warm crust.
HEC F77-01, NILES N, 1 Wed., 9/28, 7-9 pm, Sayadian CRN 60194
HEC F77-02, MAINE E, 1 Thu., 10/20, 7-9 pm, Sayadian CRN 60193

ARTISAN BREADS I **Fee: $79**
Artisan bread is crafted, not mass produced. Baked in small batches with special attention given to quality ingredients, artisan bread differs from prepackaged supermarket loaves in just about every way. **No senior discount.**
HEC F47-01, DELE, 1 Sat., 8/27, 9-11am CRN 60217

European Classics!
EUROPEAN PASTRY BAKING **Fee: $94**
Entertain friends and family by serving homemade pastries. Class will include recipes and baking instructions for napoleons, rouletes, éclairs, tiramisu, and French tarts.
HEC C25-01, NILES N, 4 Wed., 9/14, 7-9 pm, Mirani CRN 61356

The Backyard Barbecue Series

Backyard Barbecue Store, 1147 Greenleaf Avenue, Wilmette

At the Backyard Barbecue Store, dedication to excellence pervades everything the store stands for—and over the years, it has become justly famous for its wonderful barbecue classes! These classes are taught by recognized professionals who are enthusiastic about sharing their delicious expertise. Classes include very generous tasting with appropriate beverages and side dishes. No senior discount for the series or for any individual class.

HEC E28-01, BBAR, 3 Thu., 9/8, 7-9 pm, $140 for series CRN 61349

Individual Classes:

PIZZA **Fee: $49**
Learn how to make your own pizza and grill or fire them in a real wood fired oven! **No senior discount.**
HEC E89-01, BBAR, 1 Thu., 9/8, 7-9 pm CRN 61352

RIBS AND CHICKEN **Fee: $49**
Learn how to smoke ribs and chicken the true "low and slow" way. **No senior discount.**
HEC F90-01, BBAR, 1 Thu., 10/13, 7-9 pm CRN 61350

HOLIDAY ROAST **Fee: $59**
Make your Holiday Roast on a charcoal or gas grill. Class will feature beef tenderloin, prime rib roast and pork crown roast. Course taught by Joe Spera, Al's Market, Wilmette. **No senior discount.**
HEC E06-01, BBAR, 1 Thu., 11/17, 7-9 pm CRN 61351

Dream Cakes

3100 Dundee Road, Suite 701, Northbrook

We are delighted to be able to offer classes through this unique gourmet pastry shop, which offers a truly artful and delicious array of baked goods. This popular establishment provides its wonderful products to gourmet specialty stores and high-end restaurants across the North Shore. Classes at Dream Cakes are hands-on, with everything included—recipes, ingredients, equipment, and aprons—and *you'll take home all your delicious finished products.* The instructor is Chef Mark Kwasigroch, an owner of Dream Cakes, who also teaches pastry arts at Kendall College School of Culinary Arts.

ARTISAN BREADS I **Fee: $79**
Artisan bread is crafted, not mass produced. Baked in small batches with special attention given to quality ingredients, artisan bread differs from prepackaged supermarket loaves in just about every way. **No senior discount.**
HEC F47-01, DELE, 1 Sat., 8/27, 9-11am CRN 60217

Credit classes

Register online my.oakton.edu

SKOKIE/RAY HARTSTEIN CAMPUS

Introduction to Social & Cultural Anthropology **CRN 31184** **3 credits**
ANT 202 002, Tue., Thu., 8-9:15 am
Global Studies Course
16-week course starts 8/23

Introduction to Social & Cultural Anthropology **CRN 31186** **3 credits**
ANT 202 004, Fri., 9-11:50 am
Global Studies Course
16-week course starts 8/26

Introduction to Social & Cultural Anthropology **CRN 31188** **3 credits**
ANT 202 007, Tue., Thu., 9:30-10:45 am
Global Studies Course
16-week course starts 8/23

Introduction to Social & Cultural Anthropology **CRN 31196** **3 credits**
ANT 202 010, Tue., Thu., 11 am-12:15 pm
Global Studies Course
16-week course starts 8/23

Introduction to Social & Cultural Anthropology **CRN 31198** **3 credits**
ANT 202 013, Mon., Wed., 12:30-1:45 pm
Global Studies Course
16-week course starts 8/22

Introduction to Social & Cultural Anthropology **CRN 31802** **3 credits**
ANT 202 014, Mon., Wed., 11 am-12:15 pm
16-week course starts 8/22

Introduction to Social & Cultural Anthropology **CRN 31203** **3 credits**
ANT 202 051, Tue., 6:30-9:20 pm
Global Studies Course
16-week course starts 8/23

OFF CAMPUS/DISTANCE LEARNING

Introduction to Social & Cultural Anthropology **CRN 31205** **3 credits**
ANT 202 0T1, TV Course **Fee: $15**
Global Studies Course
See Distance Learning pages 78-79 for more information
12-week course starts 9/19

ARB Arabic

DES PLAINES CAMPUS

Beginning Arabic I **CRN 31464** **4 credits**
ARB 101 001, Mon., Wed., 12:30-1:45 pm **Fee: $20**
(LAB, student determines)
Global Studies Course
16-week course starts 8/22

Beginning Arabic II **CRN 31550** **4 credits**
ARB 102 001, Mon., Wed., 11 am-12:15 pm **Fee: $20**
(LAB, student determines)
Global Studies Course
Prerequisite required; 16-week course starts 8/22

SKOKIE/RAY HARTSTEIN CAMPUS

Beginning Arabic I **CRN 32131** **4 credits**
ARB 101 002, Tue., Thu., 12:30-1:45 pm **Fee: $20**
(LAB, student determines)
Global Studies Course
16-week course starts 8/23

Beginning Arabic II **CRN 31493** **4 credits**
ARB 102 050, Tue., Thu., 4:30-5:45 pm **Fee: $20**
(LAB, student determines)
Global Studies Course
Prerequisite required; 16-week course starts 8/23

Intermediate Arabic I **CRN 30022** **4 credits**
ARB 201 050, Tue., Thu., 6-7:15 pm **Fee: $20**
(LAB, student determines)
Global Studies Course
Prerequisite required; 16-week course starts 8/23

ARC Architecture

DES PLAINES CAMPUS

Construction Cost Estimating **CRN 30024** **3 credits**
ARC 212 050, Mon., 6-9:50 pm **Fee: $10**
16-week course starts 8/22

SKOKIE/RAY HARTSTEIN CAMPUS

Basic Architectural Drawing **CRN 31673** **5 credits**
ARC 110 001, Mon., Wed., 8:30 am-12:10 pm **Fee: $35**
16-week course starts 8/22

Computer Aided Design Intermediate Applications **CRN 31822** **4 credits**
ARC 117 050, Mon., 6-9:30 pm **Fee: $85**
Prerequisite required; 15-week course starts 8/29

Detailing & Construction I **CRN 31674** **4 credits**
ARC 131 001, Tue., Thu., 8:30-11:20 am **Fee: $25**
16-week course starts 8/23

Architectural Design I **CRN 30023** **5 credits**
ARC 171 050, Tue., Thu., 6-9:50 pm **Fee: $30**
Prerequisite required; 16-week course starts 8/23

CAD Introduction to Building Systems - Revit **CRN 31481** **4 credits**
ARC 220 050, Wed., 6-9:20 pm **Fee: $75**
15-week course starts 8/31

ART Art

Also see Graphic Design (GRD) and Humanities (HUM 123).
See GRD for practicum courses in Graphic Design and Photography.

DES PLAINES CAMPUS

Fundamentals of Two-Dimensional Art I **CRN 30025** **3 credits**
ART 105 001, Mon., Wed., 10 am-12:40 pm **Fee: $30**
16-week course starts 8/22

Fundamentals of Two-Dimensional Art I **CRN 30026** **3 credits**
ART 105 050, Mon., Wed., 6:30-9:10 pm **Fee: $30**
16-week course starts 8/22

Fundamentals of Three-Dimensional Art I **CRN 30027** **3 credits**
ART 107 001, Tue., Thu., 9:30 am-12:10 pm **Fee: $30**
16-week course starts 8/23

Fundamentals of Three-Dimensional Art II **CRN 30028** **3 credits**
ART 108 001, Tue., Thu., 9:30 am-12:10 pm **Fee: $30**
Prerequisite required; 16-week course starts 8/23

Art History: Prehistoric to Renaissance **CRN 30030** **3 credits**
ART 111 001, Tue., Thu., 1-2:15 pm
16-week course starts 8/23

Art History: Renaissance to Modern **CRN 30033** **3 credits**
ART 112 002, Tue., Thu., 11 am-12:15 pm
16-week course starts 8/23

Art History: Modern Art (Twentieth Century) **CRN 30905** **3 credits**
ART 113 001, Tue., Thu., 3-4:15 pm
16-week course starts 8/23

Art History: Modern Art (Twentieth Century) **CRN 31720** **3 credits**
ART 113 050, Mon., Wed., 6-7:15 pm
16-week course starts 8/22

Beginning Photography 35 mm **CRN 30034** **3 credits**
ART 115 001, Mon., Wed., 9:30 am-12:10 pm **Fee: $50**
16-week course starts 8/22

Beginning Photography 35 mm **CRN 30035** **3 credits**
ART 115 002, Tue., Thu., 9:30 am-12:10 pm **Fee: $50**
16-week course starts 8/23

Beginning Photography 35 mm **CRN 30036** **3 credits**
ART 115 050, Tue., Thu., 6:30-9:10 pm **Fee: $50**
16-week course starts 8/23

Beginning Photography 35 mm **CRN 30037** **3 credits**
ART 115 0W1, Sat., 9 am-2:20 pm **Fee: $50**
16-week course starts 8/27

Digital Photography **CRN 30039** **3 credits**
ART 117 002, Fri., 9 am-2:20 pm **Fee: $75**
16-week course starts 8/26

No Evening Classes:
Rosh Hashanah, September 29
Yom Kippur, October 8

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 for college credit. Contact Doris Gronseth at 847-376-7055 or *dgronseth@oakton.edu* for information.

BASIC KEYBOARDING* **Fee: $106**
This course allows the beginning student to master proper keyboarding techniques and develop minimum 18 words per minute speed and accuracy.
COF A02-C01, OC/SK, 7 Thu., 9/8, 12-2:30 pm CRN 60257

LEARN TO TYPE ON A COMPUTER KEYBOARD **Fee: $160**
This course is designed for the student, who cannot type, is unfamiliar with the computer keyboard and needs to input information on a computer. Students will learn touch typing while developing accuracy and speed. The object here is to master touch typing, but as you format your typing you will be learning basic word application. Typing books can be purchased the first day of class in the classroom or from Barnes and Noble, Amazon.com, or Borders. The name of the textbook is *Keyboarding Course*, Lessons 1-25 by Vanhuss, Forde and Woo. The ISBN # is 0-538-72553-2. No class 11/26.
OFF A39-01, OC/SK, 5 Sun., 9/11, 10 am-1 pm CRN 60072
OFF A39-02, OC/DR 5 Sat., 11/5, 11 am-2 pm CRN 60073

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT* **Fee: $106**
This course is designed to increase your keyboarding speed while improving accuracy by indentifying your weaknesses and prescribing individualized corrective practice. **Prerequisite:** Keyboarding of a minimum of 20 wpm (without looking at the keyboard).
COF A06-C01, OC/SK, 5 Thu., 10/27, 12-2:30 pm CRN 60259

SKILL BUILDING AND FORMATTING* **Fee: $318**
This 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 A02 or keyboarding speed of 20 wpm.
COF A04-C01, OC/DR, 16 Tue., 8/23, 6-9:30 pm CRN 60258

Windows Operating Systems

INTRO TO PC AND WINDOWS **Fee: $160**
In this hands-on class you will learn the language of your computer. What is your computer's IP address? What is a network? Also, learn about the latest Windows application and the skills you need to manage it. We will discuss some of the different Microsoft production applications and how to use these applications. You will also learn why these applications are different from each other. This class is designed for the beginning student who types at least 20 words per minute. **Requirements:** *Shelly Cashman Series; Microsoft Windows 7, Introductory Book*, ISBN-10: 1-4390-8105-0, ISBN-13: 978-1-4390-8103-7.
DPR A51-01, OC/SK, 6 Wed., 9/7, 10 am-1 pm CRN 60038
DPR A51-02, OC/DR 5 Sat., 9/24, 1-4:30 pm CRN 60039
DPR A51-03, OC/SK, 5 Thu., 10/6, 5:45-9:15 pm CRN 60040
DPR A51-04, OC/SK, 6 Sun., 10/23, 10 am-1 pm CRN 60041

KNIFE SKILLS **Fee: $79**
Knowing how to skillfully use knives is critical for cooks, yet many people have never mastered proper technique. In this class you'll learn to safely chop, julienne, chiffonier and slice to perfection-this will save you lots of time in your cooking! You will also learn proper care of your knife, sharpening and honing. You'll take home everything you cut up! Bring your own chef and paring knife to the class. **No senior discount.**
HEC F74-01, DELE, 1 Sat., 9/10, 9-11 am CRN 60218

PASTA FROM SCRATCH **Fee: $79**
It's magic! You'll turn flour, eggs, water and a generous helping of laughter into delicious homemade pasta. Dough technique, pasta shapes and flavor combinations will be covered. You'll never go back to dry boxed pasta again. **No senior discount.**
HEC E02-01, DELE, 1 Sat., 9/24, 9-11 am CRN 60235

BASIC CAKE DECORATING **Fee: $79**
A cake from Dream Cakes' is a truly spectacular work of culinary art. Chef Mark will share his techniques as you learn to fill, assemble, and then decorate your own cake with butter cream. You'll take home your beautiful and delicious creation. **No senior discount.**
HEC E26-01, DELE, 1 Sat., 10/1, 9-11 am CRN 60219

ADVANCED CAKE DECORATING **Fee: $79**
This class is for those ready to take a step—or leap—beyond the basics, and build on previous cake decorating experience. **No senior discount.**
HEC E27-01, DELE, 1 Sat., 10/15, 9-11 am CRN 60220

CRÊPES **Fee: $79**
Crêpes are versatile—they can be made in advance and frozen, or made to order. They can be sweet or savory, humble or elegant. They can hold any filling you wish, and be served any time of day. These super-thin pancakes belong in everyone's repertoire. Chef Mark will show you how to combine basic ingredients and master the crêpes technique. **No senior discount.**
HEC F64-01, DELE, 1 Sat., 10/29, 9-11 am CRN 60221

FALL PIES **Fee: $79**
Step away from that frozen pastry! Learn to take a few basic ingredients and turn them into flaky, tender piecrust. Technique is the key and Chef Mark is the master you'll learn from. The perfect crust you create will be the basis for a variety of sweet and savory pies, which you'll bring home to delight your family. **No senior discount.**
HEC E86-01, DELE, 1 Sat., 11/5, 9-11 am CRN 60222

THANKSGIVING SIDES **Fee: $79**
It has been said that Thanksgiving dinner is really all about side dishes. Chef Mark will provide professional tips, tricks, recipes, and serving strategies that will take the stress out of creating truly memorable side dishes to serve at home or contribute to another cook's dinner. **No senior discount.**
HEC F49-01, DELE, 1 Sat., 11/19, 9-11 am CRN 60236

Computer Courses

Textbooks are required for most Alliance and Oakton's co-listed computer classes.

The ISBN#'s for the Alliance computer books are included in the description of the computer classes that must have books. Books may also be purchased in the class on the first day of the class. *Textbooks purchased in the class are non-refundable.*

No computer classes will be held on the following holidays:
Labor Day, September 5
Veteran's Day, November 11
Thanksgiving Break, November 23-27

Credit classes

Digital Photography **CRN 31693** **3 credits**
ART 117 050, Wed., 5-10 pm Fee: $75
16-week course starts 8/24

Introduction to Museum Studies **CRN 31114** **3 credits**
ART 120 001, Tue., Thu., 9-10:15 am
16-week course starts 8/23

Drawing I **CRN 30042** **3 credits**
ART 131 002, Mon., Wed., 10 am-12:40 pm Fee: $25
16-week course starts 8/22

Drawing I **CRN 30044** **3 credits**
ART 131 050, Mon., Wed., 6:30-9:10 pm Fee: $25
16-week course starts 8/22

Drawing I **CRN 32184** **3 credits**
ART 131 0W1, Sat., 9:30 am-2:50 pm Fee: $25
16-week course starts 8/27

Painting I **CRN 32262** **3 credits**
ART 132 003, Fri., 9:30 am-3:30 pm Fee: $40
Prerequisite required; 16-week course starts 8/26

Ceramics I **CRN 30048** **3 credits**
ART 134 001, Mon., Wed., 12:30-3:10 pm Fee: $60
16-week course starts 8/22

Ceramics I **CRN 30047** **3 credits**
ART 134 002, Mon., Wed., 9-11:40 am Fee: $60
16-week course starts 8/22

Ceramics I **CRN 30049** **3 credits**
ART 134 050, Tue., Thu., 6:30-9:10 pm Fee: $60
16-week course starts 8/23

Ceramics I **CRN 32185** **3 credits**
ART 134 0W1, Sat., 9:30 am-2:50 pm Fee: $60
16-week course starts 8/27

Watercolor I **CRN 32258** **3 credits**
ART 145 001, Tue., Thu., 9:30 am-12:10 pm Fee: $40
Prerequisite required; 16-week course starts 8/23

Independent Study - Figure and Media **3 credits**
ART 200 001, TBA
Instructor's consent required
16-week course starts 8/22

Independent Study - Ceramics **4 credits**
ART 200 010, TBA Fee: $60
Instructor's consent required
16-week course starts 8/22

Independent Study - Clay Techniques **4 credits**
ART 200 011, TBA Fee: $60
Instructor's consent required
16-week course starts 8/22

Independent Study - Acrylic Painting Critique **4 credits**
ART 200 012, TBA Fee: $40
Instructor's consent required
16-week course starts 8/22

Independent Study **3 credits**
Advanced Study in Digital Imaging
ART 200 013, TBA Fee: $75
Instructor's consent required
16-week course starts 8/22

Independent Study **3 credits**
Advanced Study in Infrared Photography
ART 200 014, TBA Fee: $50
Instructor's consent required
16-week course starts 8/22

Independent Study **3 credits**
Advanced Study in Architectural Photography
ART 200 015, TBA Fee: $50
Instructor's consent required
16-week course starts 8/22

Independent Study **2 credits**
Advanced Study in Digital Photography
ART 200 016, TBA Fee: $50
Instructor's consent required
16-week course starts 8/22

Color Photography **CRN 30050** **3 credits**
ART 215 050, Mon., Wed., 7-9:40 pm Fee: $50
Prerequisite required; 16-week course starts 8/22

Digital Imaging **CRN 30051** **3 credits**
Photoshop
ART 216 001, Mon., Wed., 9:30 am-12:10 pm Fee: $75
16-week course starts 8/22

Advanced Black & White Photography **CRN 31118** **3 credits**
ART 218 0W1, Sun., 10 am-3:20 pm Fee: $50
Prerequisite required; 16-week course starts 8/28

Advanced Digital Photography **CRN 31070** **3 credits**
ART 220 0W1, Fri., 5-10 pm Fee: $75
Prerequisite required; 16-week course starts 8/26

Graphic Design I **CRN 30902** **3 credits**
Illustrator
ART 224 001, Tue., Thu., 12:30-3 pm Fee: $75
16-week course starts 8/23

Layout Design & Typography **CRN 30053** **3 credits**
ART 225 050, Tue., Thu., 7:30-10 pm Fee: $75
Prerequisite required; 16-week course starts 8/23

Advanced Studio Lighting **CRN 32209** **3 credits**
ART 229 001, Fri., 9:30 am-2:40 pm Fee: $50
Prerequisite required; 16-week course starts 8/26

Advanced Studio Lighting **CRN 32307** **3 credits**
ART 229 002, Fri., 9:30 am-2:50 pm Fee: $50
Prerequisite required; 16-week course starts 8/26

Drawing II **CRN 30055** **3 credits**
ART 231 002, Mon., Wed., 10 am-12:40 pm Fee: $25
Prerequisite required; 16-week course starts 8/22

Drawing II **CRN 30057** **3 credits**
ART 231 050, Mon., Wed., 6:30-9:10 pm Fee: $25
Prerequisite required; 16-week course starts 8/22

Drawing II **CRN 32188** **3 credits**
ART 231 0W1, Sat., 9:30 am-2:50 pm Fee: $25
Prerequisite required; 16-week course starts 8/27

Advanced Painting **CRN 30058** **3 credits**
ART 232 001, Tue., Thu., 1-3:40 pm Fee: $30
Prerequisite required; 16-week course starts 8/23

Advanced Painting **CRN 32263** **3 credits**
ART 232 003, Fri., 9:30 am-3:30 pm Fee: $30
Prerequisite required; 16-week course starts 8/26

Ceramics II **CRN 30060** **3 credits**
ART 234 001, Tue., Thu., 1:30-4:10 pm Fee: $60
Prerequisite required; 16-week course starts 8/23

Ceramics II **CRN 30061** **3 credits**
ART 234 050, Tue., Thu., 6:30-9:10 pm Fee: $60
Prerequisite required; 16-week course starts 8/23

Museum Studies: Field Experience **CRN 30911** **3 credits**
ART 240 001, TBA
Prerequisite required; 16-week course starts 8/22

Watercolor II **3 credits**
ART 245 001, Tue., Thu., 9:30 am-12:10 pm Fee: $40
Prerequisite and Instructor's consent required
16-week course starts 8/23

Computer Art **CRN 31461** **3 credits**
ART 250 001, Tue., Thu., 9:30 am-12:10 pm Fee: $75
16-week course starts 8/23

Advanced Masking & Compositing **CRN 32142** **3 credits**
ART 257 0W1, Sat., 9 am-2:20 pm Fee: $75
Prerequisite required; 16-week course starts 8/27

Web Graphic Page Design **CRN 31740** **3 credits**
ART 259 002, Tue., Thu., 3:15-5:45 pm Fee: $75
16-week course starts 8/23

Web Graphic Page Design **CRN 31679** **3 credits**
ART 259 050, Mon., 5-10 pm Fee: $75
16-week course starts 8/22

Portfolio Development **CRN 31743** **3 credits**
ART 272 050, Tue., Thu., 5:50-6:55 pm Fee: $50
Prerequisite required; 16-week course starts 8/23

SKOKIE/RAY HARTSTEIN CAMPUS

History of Photography **CRN 30029** **3 credits**
ART 110 001, Tue., Thu., 9:30-10:45 am
16-week course starts 8/23

History of Photography **CRN 31694** **3 credits**
ART 110 002, Mon., Wed., 1-2:30 pm
16-week course starts 8/22

History of Photography **CRN 30876** **3 credits**
ART 110 050, Tue., Thu., 7-8:30 pm
16-week course starts 8/23

WINDOWS APPLICATIONS **Fee: $100**
This hands-on course will show you how to minimize, maximize, scroll, move, drag, and resize windows. Explore and learn the difference between Notepad, WordPad and Word. Manage files using Windows XP and My Computer. Learn about multitasking and how to work with more than one document. **Requirements:** *Shelly Cashman Series: Microsoft Windows 7, Introductory Book*, ISBN-10: 1-4390-8105-0, ISBN-13: 978-1-4390-8103-7. No class 11/26.
DPR A76-01, OC/DP, 3 Tue., 9/13, 1:30 -5 pm CRN 60021
DPR A76-02, OC/SK, 3 Sun., 10/9, 9:30 am-1 pm CRN 60022
DPR A76-03, OC/DP, 3 Wed., 11/2, 5:30-9 pm CRN 60023
DPR A76-04, OC/SK, 3 Sat., 11/19, 10 am-1:30 pm CRN 60024

INTRODUCTION TO WINDOWS XP (ONLINE) **In-district seniors: $75** **Fee: $114**
Windows XP is the first product to incorporate elements of Microsoft.NET strategy. Learn all the basic skills and concepts needed to surf the Internet, write a book, day trade stocks, manage finances, play music, edit photos or read e-mail. Learn to customize the new interface, work with texts, pictures, photos, sound, music, DVD, interactive TV and video. **Requirements:** Windows XP, E-mail, Internet access, and Netscape, Internet Explorer or Firefox Web browser, also Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
DPR A23-300, 7/20-9/9 CRN 61025
DPR A23-301, 8/17-10/7 CRN 61026
DPR A23-302, 9/21-11/11 CRN 61027
DPR A23-303, 10/19-12/9 CRN 61028
DPR A23-304, 11/9-12/30 CRN 61029

WINDOWS FUNDAMENTALS* **Fee: $106**
Course presents basic Windows skills necessary to be successful in learning other Windows-based applications. Content includes understanding of Windows environment; hands-on use of keyboard and mouse; performing file operations; transferring data between applications; running multiple applications simultaneously; performing simple troubleshooting and virus check.
COF A10-C01, OC/DP, 6 Tue., 11/8, 6-10:15 pm CRN 60260

INTRODUCTION TO WINDOWS VISTA (ONLINE) **In-district seniors: $75** **Fee: $114**
Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. **Requirements:** Windows Vista Home Basic, Home Premium, Business, Ultimate, or Enterprise edition, also Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*). Software must be installed and fully operational before the course begins. Experience with other versions of Windows is not required. Note: This course is not suitable for Macintosh users.
DPR A23-305, 7/20-9/9 CRN 61037
DPR A23-306, 8/17-10/7 CRN 61063
DPR A23-307, 9/21-11/11 CRN 61071
DPR A23-308, 10/19-12/9 CRN 61075
DPR A23-309, 11/9-12/30 CRN 61076

Beginning/Introductory Computer Skills

Courses marked with an asterisk (*) may be taken for college credit. Contact Michele Reznick at 847-635-1904 or *mreznick@oakton.edu* for information.

TOPICS IN COMPUTER INFORMATION SYSTEMS: ADVANCED C#* **Fee: $409**
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.
CPT A02-C01, OC/DP, 14 Mon., 9/12, 6-10 pm CRN 60321

INTRODUCTION TO THE MS-WINDOWS OPERATING SYSTEM* **Fee: $202**
Course presents theoretical and hands-on instruction using the Microsoft Windows operating system environment. Content includes customizing the environment, optimizing performance, managing file systems, optimizing disks, performing file and folder operations, evaluating system performance, exploring the Windows registry, using troubleshooting tools, enhancing the computers security, and evaluating installation issues. **Recommended:** Completion of CPT A01 or comparable experience.
CPT A14-C01, OC/DP, 8 Wed., 10/19, 6-9:50 pm CRN 60327

INFORMATION SYSTEMS FOR BUSINESS* **Fee: $283**
Course examines characteristics of the most common types of online business applications. Content includes in-depth coverage of input, output, processing, controls and management implications for each business system. A hands-on accounting-based case study will be completed with focus on processing of sales, receipts, payables, disbursements and payroll transactions.
CPT A06-C01, OC/DP, 15 Tue., 8/30, 6-9:50 pm CRN 60321

WINDOWS/WORD APPLICATIONS **Fee: $200**
Learn the skills you need to manage Windows applications, format documents, create letterheads, letters, and flyers. You will cut and paste, change fonts and font styles and insert graphics. Work with text, pictures, clip arts and photographs. This class is designed for the beginning student who types at least 20 wpm. **Requirements:** *Shelly Cashman Series: Microsoft Windows 7, Introductory Book*, ISBN-10: 1-4390-8105-0, ISBN-13: 978-1-4390-8103-7; and *Shelly Cashman Series: Word 2007 Complete Review Book*, ISBN-10: 1418843377, ISBN-13: 978-1418843373. No class 11/23.
DPR A86-01, OC/DP, 6 Tue., 9/13, 1:30 -5 pm CRN 60018
DPR A86-02, OC/SK, 6 Sun., 10/9, 9:30 am-1 pm CRN 60019
DPR A86-03, OC/DP, 6 Wed., 11/2, 5:30-9 pm CRN 60020

COMPUTERS FOR NEW USERS* **Fee: $197**
Course is designed for those with little or no experience in operating a computer. Student is introduced to the Internet, e-mail, Windows, Word, and Excel.
CPT A44-C01, OC/DP, 10 Tue., 8/30, 6-10 pm CRN 60335

PROJECT MANAGEMENT* **Fee: $283**
Course introduces principles of Project Management as defined by the Project Management Institute (PMI). Content includes experiential exercises and team participation to gain experience with computer-based project management procedures, and to increase basic familiarity with state-of-the-art project management software. Supplemental lab work required. Tandem taught with MAN A35-C01.
CPT A83-C01, OC/DP, 12 Thu., 9/8, 6 -9:50 pm CRN 60341

COMPUTERS ARE FOR EVERYONE **Fee: $115**
This hands-on course will teach you how to send and open an email, insert pictures into an email and how to find sites and look up information on Google and Yahoo. Come prepared to open an email account through Yahoo or Google mail. No class 9/4 and 9/29.
DPR A57-01, OC/DP, 4 Sun., 8/28, 9 am-Noon CRN 60025
DPR A57-02, OC/SK, 4 Thu., 9/15, 2:30-5:30 pm CRN 60026
DPR A57-03, OC/DP, 4 Sun., 10/2, 11 am-2 pm CRN 60028
DPR A57-04, OC/SK, 4 Fri., 10/7, 1-4 pm CRN 60027
DPR A57-05, OC/SK, 4 Mon., 10/31, 1-4 pm CRN 60029
DPR A57-06, OC/DP, 4 Wed., 11/16, 2-5 pm CRN 60030

BASIC COMPUTER **Fee: $160**
Learn how and when to uses the start menu and the basics of customizing your desktop. Learn to save, copy, move, create shortcuts and print files. Learn to use bold, italic, underline and the spell checker to enhance your documents. Learn how to use e-mail to send pictures to your friends and family. No class 10/8 and 11/27.
DPR A22-01, OC/SK, 6 Wed., 9/7, 10 am-1 pm CRN 60034
DPR A22-02, OC/DP, 5 Sat., 9/24, 1-4:30 pm CRN 60035
DPR A22-03, OC/SK, 5 Thu., 10/6, 5:45-9:15 pm CRN 60036
DPR A22-04, OC/SK, 6 Sun., 10/23, 10 am-1 pm CRN 60037

Art History: Prehistoric to Renaissance CRN 30031 3 credits
ART 111 002, Tue., 9:30 am-12:20 pm
16-week course starts 8/23

Art History: Renaissance to Modern CRN 30032 3 credits
ART 112 001, Thu., 9:30 am-12:20 pm
16-week course starts 8/25

Digital Photography CRN 30038 3 credits Fee: $75
ART 117 001, Mon., Wed., 10 am-12:40 pm
16-week course starts 8/22

Digital Photography CRN 30040 3 credits Fee: $75
ART 117 0W2, Sat., 9 am-2:20 pm
16-week course starts 8/27

Drawing I CRN 30041 3 credits Fee: $25
ART 131 001, Mon., Wed., 9:30 am-12:10 pm
16-week course starts 8/22

Drawing I CRN 31115 3 credits Fee: $25
ART 131 003, Tue., Thu., 1-3:40 pm
16-week course starts 8/23

Drawing I CRN 30043 3 credits Fee: $25
ART 131 004, Mon., Wed., 1-3:40 pm
16-week course starts 8/22

Painting I CRN 30046 3 credits Fee: $40
ART 132 002, Tue., Thu., 9-11:40 am
Prerequisite required; 16-week course starts 8/23

Painting I CRN 31491 3 credits Fee: $40
ART 132 050, Tue., Thu., 6:30-9:10 pm
Prerequisite required; 16-week course starts 8/23

Digital Imaging CRN 30052 3 credits
Photoshop
ART 216 0W1, Sun., 9 am-2:20 pm Fee: $75
16-week course starts 8/28

Graphic Design I CRN 30912 3 credits
Illustrator
ART 224 050, Wed., 5-10 pm Fee: $75
16-week course starts 8/24

Drawing II CRN 30054 3 credits Fee: $25
ART 231 001, Mon., Wed., 9:30 am-12:10 pm
Prerequisite required; 16-week course starts 8/22

Drawing II CRN 31116 3 credits Fee: $25
ART 231 003, Tue., Thu., 1-3:40 pm
Prerequisite required; 16-week course starts 8/23

Drawing II CRN 30056 3 credits Fee: $25
ART 231 004, Mon., Wed., 1-3:40 pm
Prerequisite required; 16-week course starts 8/22

Advanced Painting CRN 30059 3 credits Fee: $30
ART 232 002, Tue., Thu., 9-11:40 am
Prerequisite required; 16-week course starts 8/23

Advanced Painting CRN 31492 3 credits Fee: $30
ART 232 050, Tue., Thu., 6:30-9:10 pm
Prerequisite required; 16-week course starts 8/23

Web Graphic Page Design CRN 30062 3 credits
Dreamweaver
ART 259 001, Tue., Thu., 9:30 am-12:10 pm Fee: $75
16-week course starts 8/23

3D Animation & Multimedia CRN 32290 3 credits Fee: $75
ART 260 050, Fri., 5-10 pm
16-week course starts 8/26

3D Advanced Animation & Multimedia CRN 31692 3 credits Fee: $75
ART 261 050, Mon., 5-10 pm
Prerequisite required; 16-week course starts 8/22

Multimedia Sound Production CRN 32193 3 credits Fee: $75
ART 262 001, Fri., 12-4:50 pm
Prerequisite required; 16-week course starts 8/26

Prepress & Press CRN 31668 3 credits Fee: $75
ART 265 050, Tue., 5-10 pm
Prerequisite required; 16-week course starts 8/23

Web Layout Design & Typography CRN 31745 3 credits Fee: $75
ART 267 050, Thu., 5-10 pm
Prerequisite required; 16-week course starts 8/25

Game Systems & Design CRN 31797 3 credits Fee: $75
ART 275 001, Fri., 9-11:50 am
Prerequisite required; 16-week course starts 8/26

OFF CAMPUS/DISTANCE LEARNING

History of Photography CRN 31370 3 credits
ART 110 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

History of Photography CRN 31460 3 credits
ART 110 0C2, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Computer Art CRN 30877 3 credits
ART 250 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

3D Animation & Multimedia CRN 30063 3 credits
Carrara
ART 260 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

ASE Automotive Service Excellence

DES PLAINES CAMPUS

Engine Repair & Tune-Up 4 credits
ASE 110 050, Mon., Wed., 6-7:50 pm Fee: $30
Instructor's consent required
16-week course starts 8/22

ATA Automotive Technology (apprenticeship)

DES PLAINES CAMPUS

Introduction to Automotive Technology 4 credits
ATA 102 001, Mon., Wed., 1-2:50 pm Fee: $30
Instructor's consent required
16-week course starts 8/22

Introduction to Automotive Technology 4 credits
ATA 102 050, Mon., Wed., 8-9:50 pm Fee: $30
Instructor's consent required
16-week course starts 8/22

Electrical Systems 4 credits
ATA 111 050, Mon., Wed., 6-7:50 pm Fee: $30
Instructor's consent required
16-week course starts 8/22

Basic Automotive Engines 4 credits
ATA 204 001, Tue., Thu., 3:30-5:20 pm Fee: $30
Instructor's consent required
16-week course starts 8/23

Basic Automotive Engines 4 credits
ATA 204 050, Tue., Thu., 8-9:50 pm Fee: $30
Instructor's consent required
16-week course starts 8/23

Clutches, Transmissions, & Differentials 4 credits
ATA 206 050, Tue., Thu., 3:30-5:20 pm Fee: $30
Instructor's consent required
16-week course starts 8/23

Automatic Transmissions 4 credits
ATA 208 050, Tue., Thu., 6-9 pm Fee: $30
Instructor's consent required
16-week course starts 8/23

BIO Biology

Note: Students who earn grades other than A, B, or C in BIO 131, completion of COL 120 with minimum grade of C is required for re-enrollment in BIO 131.

DES PLAINES CAMPUS

Introduction to Life Science CRN 30071 4 credits
BIO 101 001, Mon., Wed., Fri., 8-8:50 am Fee: $40
(LAB, Mon., 11 am-1:45 pm)
16-week course starts 8/22

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2007* **Fee: $283**

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

CPT A19-C01, OC/DP, 16 Mon/Wed., 8/22, 9-10:50 am	CRN 60329
CPT A19-C02, OC/SK, 16 Mon., 8/22, 6-9:50 pm	CRN 60330
CPT A19-C03, OC/SK, 16 Tue/Thu., 8/23, 12:30-2:20 pm	CRN 60331
CPT A19-C04, OC/DP, 16 Tue., 8/23, 6-9:50 pm	CRN 60332

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2007, VISIO, PHOTOSHOP, WEB PAGE DEVELOPMENT* **Fee: Listed with section**

Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Course is 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.

CPT A01-C01, OC/DP, 16 Mon./Wed., 8/22, 9-10:50 am, **$394**	CRN 60314
CPT A01-C02, OC/SK, 16 Mon./Wed., 8/22, 12:30-2:20 pm, **$394**	CRN 60315
CPT A01-C03, OC/DP, 16 Tue./Thu., 8/23, 9:30-11:20 am, **$394**	CRN 60316
CPT A01-C04, OC/DP, 16 Tue./Thu., 8/23, 12:30-2:20 pm, **$394**	CRN 60317
CPT A01-C05, OC/DP, 14 Tue./Thu., 9/6, 9-11:15 am, **$394**	CRN 60318
CPT A01-C06, Online, 9/6-12/14, **$414**	CRN 60319
CPT A01-C07, OC/DP, 14 Mon., 9/12, 6-10 pm, **$394**	CRN 60320

INTRODUCTION TO SYSTEM ANALYSIS AND DESIGN* **Fee: $283**

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

CPT A64-C01, OC/DP, 13 Thu., 9/1, 6-8:50 pm	CRN 60338

MAKING MOVIES WITH WINDOWS VISTA (ONLINE) **Fee: $114** **In-district seniors: $75**

Learn how to turn your home video into truly entertaining digital movies. If you have Windows XP or Vista, you already have Microsoft Movie Maker—the program that makes creating professional-quality movies fun and easy. Edit your existing video to show only the best parts, and leave out the not-so-good parts. Add special effects, titles, credits, photos, background music, and sound effects like a pro. Finally, learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD. **Requirement:** Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).

DPR E05-305, 7/20-9/9	CRN 60477
DPR E05-306, 8/17-10/7	CRN 60478
DPR E05-307, 9/21-11/11	CRN 60479
DPR E05-308, 10/19-12/9	CRN 60480
DPR E05-309, 11/9-12/30	CRN 60481

MAKING MOVIES WITH WINDOWS XP (ONLINE) **Fee: $114** **In-district seniors: $75**

Learn how to turn your home video into truly entertaining digital movies. If you have Windows XP or Vista, you already have Microsoft Movie Maker—the program that makes creating professional-quality movies fun and easy. Edit your video to show only the best parts, and leave out the not-so-good parts. Add special effects, titles, credits, photos, background music, and sound effects like a pro. Finally, learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD. **Requirement:** Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).

DPR E05-300, 7/20-9/9	CRN 60472
DPR E05-301, 8/17-10/7	CRN 60473
DPR E05-302, 9/21-11/11	CRN 60474
DPR E05-303, 10/19-12/9	CRN 60475
DPR E05-304, 11/9-12/30	CRN 60476

Business/Office Applications

Courses marked with an asterisk (*) may be taken for college credit. Contact Doris Gronseth at 847-376-7055 or *dgronset@oakton.edu* for information.

INTRODUCTION TO MICROSOFT WORD (ONLINE) **Fee: $114** **In-district seniors: $75**

Discover the capabilities of this word processing software. Learn to edit, format, copy and move text; work on two or more documents simultaneously, change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. **Requirements:** Microsoft Word or Office 2003, 2007 or 2010, also Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*). Not suitable for Macintosh users.

DPR A83-300, 7/20-9/9	CRN 60423
DPR A83-301, 8/17-10/7	CRN 60441
DPR A83-302, 9/21-11/11	CRN 60454
DPR A83-303, 10/19-12/9	CRN 60455
DPR A83-304, 11/9-12/30	CRN 60456

INTRODUCTION TO MICROSOFT WORD **Fee: $115**

Learn how to use this application software to create flyers, letterheads and letters while you learn to edit, cut and paste, use and change formatting styles and insert graphics such as pictures, photographs and clip arts. You will also learn what to create with the many different fonts and how to use these fonts to make your documents shine. This class is designed for the student with working knowledge of Windows and at least 20 wpm typing speed. **Requirements:** *Shelly Cashman Series; Word 2007 Complete Review Book*, ISBN-10: 1418843377, ISBN-13: 978-1418843373

DPR A83-01, OC/DP, 3 Sat., 9/17, 9-1 pm	CRN 60066
DPR A83-02, OC/DP, 3 Tue., 10/4, 1:30-5 pm	CRN 60067
DPR A83-03, OC/SK, 2 Fri., 10/14, 9:30 am-3:30 pm	CRN 60071
DPR A83-04, OC/SK, 3 Thu., 10/20, 5:30-9 pm	CRN 60068
DPR A83-05, OC/DP, 3 Sun., 10/30, 10 am-2 pm	CRN 60069
DPR A83-06, OC/DP, 3 Wed., 11/30, 5:30-9 pm	CRN 60070

COMPREHENSIVE WORD PROCESSING* **Fee: $303**

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

COF A25-C01, OC/SK, 16 Tue., 8/23, 6:30-10 pm	CRN 60261

Introduction to Life Science CRN 3007 2 4 credits
BIO 101 002, Thu., 8-10:45 am Fee: $40
(LAB, Tue., 8-10:45 am)
16-week course starts 8/23

Introduction to Life Science CRN 3007 3 4 credits
BIO 101 003, Mon., Fri., 10:30-11:45 am Fee: $40
(LAB, Fri., 12-2:45 pm)
16-week course starts 8/22

Introduction to Life Science CRN 3007 5 4 credits
BIO 101 005, Mon., Wed., Fri., 8-8:50 am Fee: $40
(LAB, Fri., 9-11:45 am)
16-week course starts 8/22

Introduction to Life Science CRN 3007 6 4 credits
BIO 101 006, Mon., Wed., 11 am-12:15 pm Fee: $40
(LAB, Mon., 8-10:45 am)
16-week course starts 8/22

Introduction to Life Science CRN 3007 7 4 credits
BIO 101 007, Mon., Wed., Fri., 9-9:50 am Fee: $40
(LAB, Wed., 11 am-1:45 pm)
16-week course starts 8/22

Introduction to Life Science CRN 3007 8 4 credits
BIO 101 008, Mon., Wed., 12:30-1:45 pm Fee: $40
(LAB, Mon., 2-4:45 pm)
16-week course starts 8/22

Introduction to Life Science CRN 3007 9 4 credits
BIO 101 009, Tue., 8-10:45 am Fee: $40
(LAB, Thu., 8-10:45 am)
16-week course starts 8/23

Introduction to Life Science CRN 3008 0 4 credits
BIO 101 010, Tue., Thu., 12:30-1:45 pm Fee: $40
(LAB, Tue., 2-4:45 pm)
16-week course starts 8/23

Introduction to Life Science CRN 3008 2 4 credits
BIO 101 012, Thu., 11 am-1:45 pm Fee: $40
(LAB, Tue., 11 am-1:45 pm)
16-week course starts 8/23

Introduction to Life Science CRN 3139 4 4 credits
BIO 101 050, Tue., 6:30-9:15 pm Fee: $40
(LAB, Thu., 6:30-9:15 pm)
16-week course starts 8/23

Introduction to Life Science CRN 3008 5 4 credits
BIO 101 053, Mon., 6:30-9:15 pm Fee: $40
(LAB, Wed., 6:30-9:15 pm)
16-week course starts 8/22

Introduction to Life Science CRN 3008 6 4 credits
BIO 101 0C1, Online Fee: $50
(LAB, Sat., 9:30 am-3 pm)
(Mandatory lab every other Saturday: 8/27, 9/10, 9/17, 10/1, 10/15, 10/22, 11/12, 11/19, and 12/3).
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

General College Biology I CRN 3009 4 4 credits
BIO 121 004, Mon., Wed., 9-10:15 am Fee: $40
(LAB, Fri., 10 am-12:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Genetics (non-laboratory course) CRN 3084 0 3 credits
BIO 104 001, Fri., 12-2:45 pm
16-week course starts 8/26

General College Biology I CRN 3009 6 4 credits
BIO 121 006, Wed., Fri., 1-2:15 pm Fee: $40
(LAB, Wed., 9:30 am-12:15 pm)
Prerequisite required; 16-week course starts 8/24

Human Genetics (non-laboratory course) CRN 3108 8 3 credits
BIO 104 002, Mon., Wed., 2-3:15 pm
16-week course starts 8/22

General College Biology I CRN 3161 2 4 credits
BIO 121 007, Tue., Thu., 3:30-4:45 pm Fee: $40
(LAB, Tue., 12:30-3:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Genetics (non-laboratory course) CRN 3208 3 3 credits
BIO 104 0H1, Mon., Wed., 11 am-12:15 pm
Tandem w/ANT 204 0H1
Honors; Instructor's consent required
16-week course starts 8/22

General College Biology I CRN 3009 7 4 credits
BIO 121 051, Thu., 7-9:45 pm Fee: $40
(LAB, Tue., 7-9:45 pm)
Prerequisite required; 16-week course starts 8/23

General College Biology I CRN 3197 2 4 credits
BIO 121 0H1, Tue., Thu., 8-9:15 am Fee: $40
(LAB, Tue., 9:30 am-12:15 pm)
Honors; Instructor's consent required
16-week course starts 8/23

General College Biology II CRN 3009 9 4 credits
BIO 122 001, Tue., Thu., 11 am-12:15 pm Fee: $40
(LAB, Tue., 8-10:45 am)
Prerequisite required; 16-week course starts 8/23

Introduction to Environmental Science CRN 3104 9 4 credits
BIO 106 003, Wed., 8-10:45 am Fee: $35
(LAB, Mon., 8-10:45 am)
16-week course starts 8/22

Introduction to Environmental Science CRN 3104 8 4 credits
BIO 106 002, Tue., 11 am-1:45 pm Fee: $35
(LAB, Thu., 11 am-1:45 pm)
16-week course starts 8/23

Introduction to Environmental Science CRN 3104 7 4 credits
BIO 106 001, Wed., 11 am-1:45 pm Fee: $35
(LAB, Mon., 11 am-1:45 pm)
16-week course starts 8/22

Introduction to Environmental Science CRN 3106 8 4 credits
BIO 106 0W1, Sat., 9-11:45 am Fee: $35
(LAB, Sat., 1-3:45 pm)
16-week course starts 8/27

General Biology CRN 3197 8 4 credits
BIO 108 050, Wed., 6-8:45 pm Fee: $40
(LAB, Mon., 6-8:45 pm)
16-week course starts 8/22

Principles of Pharmacology CRN 3008 7 2 credits
BIO 111 001, Fri., 8-9:50 am
Prerequisite required; 16-week course starts 8/26

Principles of Pharmacology CRN 3008 8 2 credits
BIO 111 002, Fri., 10-11:50 am
Prerequisite required; 16-week course starts 8/26

Principles of Pharmacology CRN 3008 9 2 credits
BIO 111 050, Mon., Wed., 4-4:50 pm
Prerequisite required; 16-week course starts 8/22

Essentials of Nutrition CRN 3105 1 3 credits
BIO 112 001, Mon., Wed., 1-2:15 pm
16-week course starts 8/22

Essentials of Nutrition CRN 3105 2 3 credits
BIO 112 050, Tue., Thu., 5-6:15 pm
16-week course starts 8/23

Basics of Nutrition CRN 3105 3 1 credit
BIO 113 001, Mon., 1-1:50 pm
16-week course starts 8/22

Basics of Nutrition CRN 3105 4 1 credit
BIO 113 002, Mon., 2-2:50 pm
16-week course starts 8/22

Basics of Nutrition CRN 3105 5 1 credit
BIO 113 003, Mon., 3-3:50 pm
16-week course starts 8/22

General College Biology I CRN 3009 1 4 credits
BIO 121 001, Mon., Wed., Fri., 12-12:50 pm Fee: $40
(LAB, Wed., 1-3:45 pm)
Prerequisite required; 16-week course starts 8/22

General College Biology I CRN 3009 2 4 credits
BIO 121 002, Tue., Thu., 12:30-1:45 pm Fee: $40
(LAB, Thu., 2-4:45 pm)
Prerequisite required; 16-week course starts 8/23

General College Biology I CRN 3009 3 4 credits
BIO 121 003, Tue., Thu., 8-9:15 am Fee: $40
(LAB, Thu., 9:30 am-12:15 pm)
Prerequisite required; 16-week course starts 8/23

General College Biology I CRN 3009 4 4 credits
BIO 121 004, Mon., Wed., 9-10:15 am Fee: $40
(LAB, Fri., 10 am-12:45 pm)
Prerequisite required; 16-week course starts 8/22

General College Biology I CRN 3009 6 4 credits
BIO 121 006, Wed., Fri., 1-2:15 pm Fee: $40
(LAB, Wed., 9:30 am-12:15 pm)
Prerequisite required; 16-week course starts 8/24

General College Biology I CRN 3161 2 4 credits
BIO 121 007, Tue., Thu., 3:30-4:45 pm Fee: $40
(LAB, Tue., 12:30-3:15 pm)
Prerequisite required; 16-week course starts 8/23

General College Biology I CRN 3009 7 4 credits
BIO 121 051, Thu., 7-9:45 pm Fee: $40
(LAB, Tue., 7-9:45 pm)
Prerequisite required; 16-week course starts 8/23

General College Biology I CRN 3197 2 4 credits
BIO 121 0H1, Tue., Thu., 8-9:15 am Fee: $40
(LAB, Tue., 9:30 am-12:15 pm)
Honors; Instructor's consent required
16-week course starts 8/23

General College Biology II CRN 3009 9 4 credits
BIO 122 001, Tue., Thu., 11 am-12:15 pm Fee: $40
(LAB, Tue., 8-10:45 am)
Prerequisite required; 16-week course starts 8/23

Noncredit classes

INTERMEDIATE MICROSOFT WORD (ONLINE) — Fee: $114
In-district seniors: $75
Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. Requirements: Microsoft Windows XP, 2000 or Vista, Microsoft Word or Office 2003, 2007 or 2010, also Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*). Not suitable for Macintosh users.

DPR A80-300, 7/20-9/9 — CRN 61074
DPR A80-301, 8/17-10/7 — CRN 61082
DPR A80-302, 9/21-11/11 — CRN 61083
DPR A80-303, 10/19-12/9 — CRN 61087
DPR A80-304, 11/9-12/30 — CRN 61089

COMPUTER SKILLS FOR THE WORKPLACE — Fee: $230
This class teaches the basics of Word, Excel and PowerPoint. Learn how to use Word to enter, format, edit, move, save, print and retrieve text; Excel to create spreadsheets and charts; and PowerPoint to create slides and run slideshows; Knowledge of Windows XP or Windows 7 and at least 20 words per minute typing speed is needed to enroll. (DPR A22, A51, or OFF A39) Requirements: *Shelly Cashman Series: Word 2007 Complete Review Book,* ISBN-10: 1418843377, ISBN-13: 978-1418843373 and *Shelly Cashman Series: Excel 2007 Complete Review Book,* ISBN-10: 1418843431, ISBN-13: 978-1418843434. No class 11/24 and 11/27.

DAT A17-01, OC/DR, 6 Sat., 9/17, 9 am-1 pm — CRN 60063
DAT A17-02, OC/SK, 7 Thu., 10/20, 5:30-9 pm — CRN 60064
DAT A17-03, OC/DR, 6 Sun., 10/30, 10 am-2 pm — CRN 60065

COMPUTER SKILLS FOR THE WORKPLACE (ONLINE) — Fee: $114
In-district seniors: $75
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: Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer, or Mac OS with any edition of Microsoft Office 2004 (Mac) will be supported.

DAT A17-300, 7/20-9/9 — CRN 61010
DAT A17-301, 8/17-10/7 — CRN 61012
DAT A17-302, 9/21-11/11 — CRN 61014
DAT A17-303, 10/19-12/9 — CRN 61018
DAT A17-304, 11/9-12/30 — CRN 61021

INTRO TO EXCEL: ELECTRONIC SPREADSHEETING* — Fee: $197
Course introduces Microsoft Excel. Topics focus on business applications and problem solving. Recommended: Pre-algebra and hands-on experience using Windows software.

COF A35-C01, OC/DR, 10 Thu., 6/25, 6-10 pm — CRN 60264

INTRODUCTION TO MICROSOFT EXCEL — Fee: $160
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. (Prerequisite: DPR A22, A51 or DPR A76). Requirements: *Shelly Cashman Series; Excel 2007 Complete Review Book,* ISBN-10: 1418843431, ISBN-13: 978-1418843434. No class 11/27.

DPR A84-01, OC/DR, 5 Tue., 8/30, 5:45-9 pm — CRN 60052
DPR A84-02, OC/SK, 4 Thu., 9/1, 5:30-9:30 pm — CRN 60047
DPR A84-03, OC/DR, 5 Fri., 9/23, 3-6:15 pm — CRN 60048
DPR A84-04, OC/SK, 4 Sat., 10/15, 10 am-2 pm — CRN 60049
DPR A84-05, OC/DR, 4 Tue., 11/1, 5:30-9:30 pm — CRN 60050
DPR A84-06, OC/DR, 5 Sun., 11/6, 9 am-12:15 pm — CRN 60051

MICROSOFT EXCEL (ONLINE) — Fee: $114
In-district seniors: $75
Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files and endow worksheets with decision-making capabilities. Requirements: Windows XP, 2000, or Vista, and Excel or Office 2003, 2007, or 2010.

DPR A84-300, 7/20-9/9 — CRN 60457
DPR A84-301, 8/17-10/7 — CRN 60458
DPR A84-302, 9/21-11/11 — CRN 60459
DPR A84-303, 10/19-12/9 — CRN 60460
DPR A84-304, 11/9-12/30 — CRN 60461

BASIC AND INTERMEDIATE EXCEL — Fee: $230
Students will 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. Requirements: *Shelly Cashman Series; Excel 2007 Complete Review Book,* ISBN-10: 1418843431, ISBN-13: 978-1418843434. No class 9/29.

DAT A14-01, OC/SK, 6 Thu., 9/1, 5:30-9:30 pm — CRN 60042
DAT A14-02, OC/DR, 7 Mon., 9/19, 6-9:30 pm — CRN 60043
DAT A14-03, OC/DR, 7 Sun., 9/25, 9:30 am-1 pm — CRN 60044
DAT A14-04, OC/SK, 6 Sat., 10/15, 10 am-2 pm — CRN 60045
DAT A14-05, OC/DR, 6 Tue., 11/1, 5:30-9:30 pm — CRN 60046

INTERMEDIATE MICROSOFT EXCEL — Fee: Listed with section
If you have taken beginning Excel or have a working knowledge, take this course to learn more techniques for developing and maintaining worksheets. After a brief review of MS Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records; discover shortcuts for entering formulas and functions; create amortization schedules and work with databases. Prerequisites: DPR A84. Requirements: Shelly Cashman Series; Excel 2007 Complete Review Book, ISBN-10: 1418843431, ISBN-13: 978-1418843434.

DPR A85-01, OC/SK, 2 Thu., 10/6, 5:30-9:30 pm, $90 — CRN 60053
DPR A85-02, OC/DR, 3 Sun., 10/23, 9:30 am-1 pm, $105 — CRN 60056
DPR A85-03, OC/SK, 2 Sat., 11/12, 10 am-2 pm, $90 — CRN 60054
DPR A85-04, OC/DR, 2 Tue., 11/29, 5:30-9:30 pm, $90 — CRN 60055

INTERMEDIATE MICROSOFT EXCEL (ONLINE) — Fee: $114
In-district seniors: $75
Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and hot to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Requirements: Windows XP, 2000 or Vista, Excel or Office 2003, 2007 or 2010. Not suitable for Mac users.

DPR A85-300, 7/20-9/9 — CRN 60462
DPR A85-301, 8/17-10/7 — CRN 60463
DPR A85-302, 9/21-11/11 — CRN 60464
DPR A85-303, 10/19-12/9 — CRN 60465
DPR A85-304, 11/9-12/30 — CRN 60466

MICROSOFT EXCEL FOR ACCOUNTANTS — Fee: $101
Gain hands-on experience in the accounting applications of Excel. A required textbook is available in the bookstore. This course is eligible for CPE credit.

ACC A03-301, OC/SK, 8 Tue., 8/23, 8-9:50 pm — CRN 60079
ACC A03-302, OC/DR, 8 Thu., 8/25, 6-7:50 pm — CRN 60080
ACC A03-303, OC/DR, 5 Sat., 8/27, 9 am-12:00 pm — CRN 60081
ACC A03-304, OC/DR, 8 Wed., 10/19, 8-9:50 pm — CRN 60082

INTRO TO ACCESS: DATABASE APPLICATIONS* — Fee: $303
Learn about database structures and design; create tables; develop and run queries, forms and reports; develop macros and more.

COF A40-C01, OC/DR, 15 Fri., 9/2, 6-10:20 pm — CRN 60265

Credit classes

General College Biology II — CRN 30100 — 4 credits — Fee: $40
BIO 122 050, Tue., 7:30-10:15 pm
(LAB, Thu., 7:30-10:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I — CRN 30101 — 4 credits — Fee: $40
BIO 131 001, Mon., Wed., 7:30-8:45 am
(LAB, Fri., 8-10:45 am)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30102 — 4 credits — Fee: $40
BIO 131 002, Tue., Thu., 8-9:15 am
(LAB, Tue., 9:30 am-12:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I — CRN 30103 — 4 credits — Fee: $40
BIO 131 003, Mon., Wed., Fri., 11-11:50 am
(LAB, Thu., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30104 — 4 credits — Fee: $40
BIO 131 004, Tue., Thu., 4-5:15 pm
(LAB, Tue., 1-3:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I — CRN 30105 — 4 credits — Fee: $40
BIO 131 005, Mon., Fri., 8-9:15 am
(LAB, Wed., 8-10:45 am)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30106 — 4 credits — Fee: $40
BIO 131 006, Mon., Wed., Fri., 10-10:50 am
(LAB, Thu., 8-10:45 am)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30107 — 4 credits — Fee: $40
BIO 131 007, Mon., Fri., 12-1:15 pm
(LAB, Wed., 12-2:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30108 — 4 credits — Fee: $40
BIO 131 008, Tue., Thu., 2-3:15 pm
(LAB, Thu., 3:30-6:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I — CRN 30109 — 4 credits — Fee: $40
BIO 131 009, Tue., Thu., 2-3:15 pm
(LAB, Fri., 1-3:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I — CRN 30111 — 4 credits — Fee: $40
BIO 131 050, Mon., Wed., 7:30-8:45 pm
(LAB, Mon., 4-6:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30112 — 4 credits — Fee: $40
BIO 131 051, Mon., Wed., 6-7:15 pm
(LAB, Mon., 7:30-10:15 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology I — CRN 30113 — 4 credits — Fee: $40
BIO 131 052, Tue., Thu., 6-7:15 pm
(LAB, Tue., 7:30-10:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I — CRN 31975 — 4 credits — Fee: $40
BIO 131 0W1, Sat., 8-10:45 am
(LAB, Sat., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/27

Human Anatomy & Physiology II — CRN 30115 — 4 credits — Fee: $40
BIO 132 001, Tue., Thu., 11 am-12:15 pm
(LAB, Tue., 12:30-3:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology II — CRN 30116 — 4 credits — Fee: $40
BIO 132 002, Tue., Thu., 9:30-10:45 am
(LAB, Thu., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology II — CRN 30117 — 4 credits — Fee: $40
BIO 132 003, Mon., Wed., Fri., 9-9:50 am
(LAB, Tue., 8-10:45 am)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology II — CRN 30119 — 4 credits — Fee: $40
BIO 132 004, Mon., Wed., 3:30-4:45 pm
(LAB, Fri., 12:30-3:15 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology II — CRN 30118 — 4 credits — Fee: $40
BIO 132 050, Mon., Wed., 5-6:15 pm
(LAB, Wed., 6:30-9:15 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology II — CRN 30120 — 4 credits — Fee: $40
BIO 132 051, Wed., 7-9:45 pm
(LAB, Fri., 7-9:45 pm)
Prerequisite required; 16-week course starts 8/24

Human Anatomy & Physiology II — CRN 30121 — 4 credits — Fee: $40
BIO 132 052, Tue., Thu., 6-7:15 pm
(LAB, Thu., 7:30-10:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology II — CRN 30122 — 4 credits — Fee: $40
BIO 132 0W1, Sat., 9-11:45 am
(LAB, Sat., 1-3:45 pm)
Prerequisite required; 16-week course starts 8/27

Microbiology — CRN 30123 — 4 credits — Fee: $60
BIO 151 001, Tue., Thu., 9:30-10:45 am
(LAB, Tue., Thu., 7:45-9:15 am)
Prerequisite required; 16-week course starts 8/23

Microbiology — CRN 31648 — 4 credits — Fee: $60
BIO 151 002, Tue., Thu., 11:30 am-12:45 pm
(LAB, Tue., Thu., 9:30-11 am)
Prerequisite required; 16-week course starts 8/23

Microbiology — CRN 30124 — 4 credits — Fee: $60
BIO 151 003, Tue., Thu., 2-3:15 pm
(LAB, Tue., Thu., 12:15-1:45 pm)
Prerequisite required; 16-week course starts 8/23

Microbiology — CRN 31075 — 4 credits — Fee: $60
BIO 151 004, Tue., Thu., 3:30-4:45 pm
(LAB, Tue., Thu., 5-6:30 pm)
Prerequisite required; 16-week course starts 8/23

Microbiology — CRN 31076 — 4 credits — Fee: $60
BIO 151 005, Mon., Wed., 2-3:15 pm
(LAB, Mon., Wed., 3:30-5 pm)
Prerequisite required; 16-week course starts 8/22

Microbiology — CRN 30125 — 4 credits — Fee: $60
BIO 151 050, Tue., Thu., 6:30-7:45 pm
(LAB, Tue., Thu., 8-9:30 pm)
Prerequisite required; 16-week course starts 8/23

Microbiology — CRN 30126 — 4 credits — Fee: $60
BIO 151 051, Mon., Wed., 6:30-7:45 pm
(LAB, Mon., Wed., 8-9:30 pm)
Prerequisite required; 16-week course starts 8/22

Independent Study Research & Design Project (STEM) — CRN 32274 — 2 credits
BIO 200 001, TBA
Scholarship money is available for this course.
Contact Gloria Liu at 847.635.1738 or *glorial@oakton.edu.*
14-week course starts 9/12

Pathophysiology & Human Disease — CRN 31617 — 3 credits — Fee: $15
BIO 222 050, Tue., Thu., 7:30-8:45 pm
Prerequisite required; 16-week course starts 8/23

Interdisciplinary Undergraduate Laboratory Research — CRN 31616 — 2 credits — Fee: $50
BIO 240 0H1, Mon., 12:30-1:45 pm
(LAB, Fri., 12:30-3:15 pm)
Honors; Instructor's consent required
16-week course starts 8/22

SKOKIE/RAY HARTSTEIN CAMPUS

Introduction to Life Science — CRN 30074 — 4 credits — Fee: $40
BIO 101 004, Mon., 8-10:45 am
(LAB, Wed., 8-10:45 am)
16-week course starts 8/22

Introduction to Life Science — CRN 30081 — 4 credits — Fee: $40
BIO 101 011, Mon., Wed., 11 am-12:15 pm
(LAB, Wed., 12:30-3:15 pm)
16-week course starts 8/22

Introduction to Life Science — CRN 31606 — 4 credits — Fee: $40
BIO 101 013, Wed., Fri., 9:30-10:45 am
(LAB, Fri., 11 am-1:45 pm)
16-week course starts 8/24

Introduction to Life Science — CRN 31607 — 4 credits — Fee: $40
BIO 101 014, Tue., Thu., 11 am-12:15 pm
(LAB, Thu., 12:30-3:15 pm)
16-week course starts 8/23

Introduction to Life Science — CRN 30083 — 4 credits — Fee: $40
BIO 101 051, Mon., Wed., 6-7:15 pm
(LAB, Mon., 7:30-10:15 pm)
16-week course starts 8/22

POWERPOINT PRESENTATION SOFTWARE* **Fee: $212**
Learn to plan, compose, and create effective desktop presentations.
COF A30-C01, OC/SK, 12 Wed., 9/21, 6-10 pm CRN 60262

MICROSOFT OFFICE 2009: NEW FEATURES (ONLINE) **Fee: $114** **In-district seniors: $75**
In this course, you'll learn how to use the new features of Microsoft Office 2007. On the surface, MS Office 2007 looks a lot different than previous versions, but by learning to understand the new Ribbon interface, you'll quickly get back on the road to productivity. Before you know it, you'll be using each program with ease, accomplishing your work faster and creating documents that look better than ever. This course assumes a basic knowledge of Word, Excel, PowerPoint, and Access 2003. The course is not suitable for Macintosh users. Specific **Requirements:** Microsoft Office 2007; Microsoft Windows XP or Vista; also Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
DPR A21-300, 7/20-9/9 CRN 61149
DPR A21-301, 8/17-10/7 CRN 61150
DPR A21-302, 9/21-11/11 CRN 61152
DPR A21-303, 10/19-12/9 CRN 61153
DPR A21-304, 11/9-12/30 CRN 61154

INTRODUCTION TO MS OUTLOOK (ONLINE) **Fee: $114** **In-district seniors: $75**
Harness the communication and information management power of Microsoft Office Outlook. Take advantage of its redesigned interface and new features to become more organized and productive than ever before. Work with Calendar, Contacts, and other personal information management tools. Learn how to use the new Research Library, an incredible online reference tool, without leaving Outlook. Find out how to protect, backup and restore your information. **Requirements:** Windows XP or Vista, MS Office Outlook 2003 or MS Office Outlook 2007, also Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
Course is not suitable for Macintosh users.
DPR A12-300, 7/20-9/9 CRN 61142
DPR A12-301, 8/17-10/7 CRN 61144
DPR A12-302, 9/21-11/11 CRN 61145
DPR A12-303, 10/19-12/9 CRN 61147
DPR A12-304, 11/9-12/30 CRN 61148

INTRODUCTION TO MS PUBLISHER (ONLINE) **Fee: $114** **In-district seniors: $75**
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, Web sites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts. **Requirements:** Microsoft Windows 2000, XP, or Vista; Publisher 2007, Office 2007 (Small Business or Professional Edition only). Also, Adobe Flash Player and Adobe Reader (download for free from *www.adobe.com/downloads*).
Note: This course is not suitable for Macintosh users.
DPR A08-300, 7/20-9/9 CRN 61127
DPR A08-301, 8/17-10/7 CRN 61130
DPR A08-302, 9/21-11/11 CRN 61131
DPR A08-303, 10/19-12/9 CRN 61132
DPR A08-304, 11/9-12/30 CRN 61133

INTRODUCTION TO ADOBE ACROBAT 9 (ONLINE) **Fee: $114** **In-district seniors: $75**
Adobe Acrobat 9 gives you the power to create PDF documents from scratch or from a variety of source files. Create PDF documents and learn to use many of the popular software's time- and cost-saving features. **Requirements:** Adobe Acrobat 9 (PC or Mac).
DPR A26-300, 7/20-9/9 CRN 61077
DPR A26-301, 8/17-10/7 CRN 61078
DPR A26-302, 9/21-11/11 CRN 61079
DPR A26-303, 10/19-12/9 CRN 61081
DPR A26-304, 11/9-12/30 CRN 61084

ACCESS **Fee: $160**
In this course, you will learn about relational databases and acquire proficiency in adding, editing and deleting data. Students also will create mailing labels and forms using Auto Form; work with key fields and linking fields; change data types and field properties; and customize forms and reports by grouping, sorting and summarizing data. Lastly, enhance your reports with graphics, special effects, lines and color. (Prerequisite: DPR A23, or DPR A76). **Requirements:** Shelly Cashman Series; Access 2007 Complete Review Book, ISBN-10: 1418843407, ISBN-13: 978-1418843403.
No class 11/23 and 11/25.
DPR A71-01, OC/DP, 5 Sun., 10/2, 10 am-1 pm CRN 60060
DPR A71-02, OC/SK, 5 Wed., 10/26, 2-5:15 pm CRN 60061
DPR A71-03, OC/SK, 3 Fri., 11/18, 10 am-3:15 pm CRN 60062

INTRODUCTION TO MICROSOFT ACCESS (ONLINE) **Fee: $114** **In-district seniors: $75**
Access is a database used to store and sort useful information. Gain skill in creating tables, relationships, custom data entry forms, queries, reports, mailing labels and macros. Learn to merge the data in your Access tables with Microsoft Word form letters. **Requirements:** Microsoft Windows XP or 2000 or Vista, and Microsoft Access or Office Professional 2003, 2007 or 2010. Not suitable for Macintosh users.
DPR A71-300, 7/20-9/9 CRN 61059
DPR A71-301, 8/17-10/7 CRN 61061
DPR A71-302, 9/21-11/11 CRN 61062
DPR A71-303, 10/19-12/9 CRN 61064
DPR A71-304, 11/9-12/30 CRN 61065

INTERMEDIATE MICROSOFT ACCESS (ONLINE) **Fee: $114** **In-district seniors: $75**
Build a fully automated database management system complete with custom data entry forms. Add graphics, sound, and macros to your database and gain skill in advanced reporting techniques. Prerequisite: Intro. to Microsoft Access (DPR A71) or equivalent. **Requirements:** Microsoft Windows XP or 2000 or Vista, and Microsoft Access or Office Professional 2003, 2007 or 2010. Not suitable for Macintosh users.
DPR A98-300, 7/20-9/9 CRN 60467
DPR A98-301, 8/17-10/7 CRN 60468
DPR A98-302, 9/21-11/11 CRN 60469
DPR A98-303, 10/19-12/9 CRN 60470
DPR A98-304, 11/9-12/30 CRN 60471

MICROSOFT POWERPOINT (ONLINE) **Fee: $114** **In-district seniors: $75**
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, hyperlink links and special effects to presentations. **Requirements:** Microsoft Windows XP or 2000 or Vista, and Microsoft Access or Office Professional 2003, 2007 or 2010. Not suitable for Macintosh users.
DPR A70-300, 7/20-9/9 CRN 61054
DPR A70-301, 8/17-10/7 CRN 61055
DPR A70-302, 9/21-11/11 CRN 61056
DPR A70-303, 10/19-12/9 CRN 61057
DPR A70-304, 11/9-12/30 CRN 61058

POWERPOINT **Fee: $95**
Create on-screen presentations; use presentation design templates and make slides from scratch. Discover how to draw and scale objects; import web graphics; create special effects, transitions and backgrounds. Prerequisites: Knowledge of any Windows application. **Requirements:** Shelly Cashman Series; PowerPoint 2007 Complete Review Book, ISBN-10: 1418843458, ISBN-13: 978-1418843458.
DPR A70-01, OC/DP, 3 Sat., 8/27, 10 am-12:30 pm CRN 60057
DPR A70-02, OC/SK, 1 Fri., 9/23, 9 am – 4:30 pm CRN 60058
DPR A70-03, OC/DP, 3 Tue., 10/4, 6-8:30 pm CRN 60059

Introduction to Life Science CRN 30084 4 credits
BIO 101 052, Mon., Wed., 6-7:15 pm Fee: $40
(LAB, Wed., 7:30-10:15 pm)
16-week course starts 8/22

Principles of Pharmacology CRN 30090 2 credits
BIO 111 051, Mon., Wed., 7:30-8:20 pm
Prerequisite required; 16-week course starts 8/22

Basics of Nutrition CRN 31611 1 credit
BIO 113 004, Fri., 1-1:50 pm
16-week course starts 8/26

General College Biology I CRN 30095 4 credits
BIO 121 005, Tue., Thu., 9:30-10:45 am Fee: $40
(LAB, Tue., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/23

General College Biology I CRN 31613 4 credits
BIO 121 008, Wed., 9-11:45 am Fee: $40
(LAB, Mon., 9-11:45 am)
Prerequisite required; 16-week course starts 8/22

General College Biology I CRN 30098 4 credits
BIO 121 052, Thu., 6-8:45 pm Fee: $40
(LAB, Tue., 6-8:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I CRN 30110 4 credits
BIO 131 010, Tue., Thu., 8-9:15 am Fee: $40
(LAB, Thu., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I CRN 30855 4 credits
BIO 131 011, Wed., Fri., 8-9:15 am Fee: $40
(LAB, Wed., 9:30 am-12:15 pm)
Prerequisite required; 16-week course starts 8/24

Human Anatomy & Physiology I CRN 31614 4 credits
BIO 131 012, Tue., Thu., 12:30-1:45 pm Fee: $40
(LAB, Tue., 2:15-5 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I CRN 32247 4 credits
BIO 131 013, Fri., 8-10:45 am Fee: $40
(LAB, Fri., 11:30 am-2:15 pm)
Prerequisite required; 16-week course starts 8/26

Human Anatomy & Physiology I CRN 30114 4 credits
BIO 131 053, Tue., 6-8:45 pm Fee: $40
(LAB, Thu., 6-8:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology I CRN 31383 4 credits
BIO 131 055, Mon., 6-8:45 pm Fee: $40
(LAB, Wed., 6-8:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology II CRN 30851 4 credits
BIO 132 005, Tue., Thu., 9:30-10:45 am Fee: $40
(LAB, Tue., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology II CRN 31640 4 credits
BIO 132 006, Mon., Wed., 2-3:15 pm Fee: $40
(LAB, Mon., 11 am-1:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology II CRN 31417 4 credits
BIO 132 053, Wed., 6-8:45 pm Fee: $40
(LAB, Mon., 6-8:45 pm)
Prerequisite required; 16-week course starts 8/22

Human Anatomy & Physiology II CRN 31615 4 credits
BIO 132 054, Tue., Thu., 3:30-4:45 pm Fee: $40
(LAB, Tue., 5:30-8:15 pm)
Prerequisite required; 16-week course starts 8/23

Human Anatomy & Physiology II CRN 31641 4 credits
BIO 132 055, Mon., Wed., 7:30-8:45 pm Fee: $40
(LAB, Fri., 6-8:45 pm)
Prerequisite required; 16-week course starts 8/22

OFF CAMPUS/DISTANCE LEARNING

Human Genetics (non-laboratory course) CRN 31363 3 credits
BIO 104 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Essentials of Nutrition CRN 31609 3 credits
BIO 112 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Essentials of Nutrition CRN 31778 3 credits
BIO 112 0C2, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

Basics of Nutrition CRN 31483 1 credit
BIO 113 0C1, Online Fee: $50
See Distance Learning pages 78-79 for more information
16-week course starts 8/22

BNA Basic Nurse Assistant Training

Also see Nursing (NUR).

SKOKIE/RAY HARTSTEIN CAMPUS

Basic Nurse Assistant Training 7 credits
BNA 100 001, Mon., Tue., Wed., Thu., 9 am-3 pm Fee: $240
(CLN LAB, student determines)
Tandem w/BNA 105 001
Class meets 5 additional Friday Time-TBA
Instructor's consent required
10-week course starts 10/3

Basic Nurse Assistant Training 7 credits
BNA 100 050, Tue., Wed., Thu., 4-9 pm Fee: $240
(CLN LAB, Wed., 3-9 pm)
Tandem w/BNA 105 050
Total 10 Clinicals on Wednesday
Instructor's consent required
16-week course starts 8/23

Basic Nurse Assistant Training 7 credits
BNA 100 0W1, Mon., Fri., 4-8:30 pm Fee: $240
(CLN LAB, Sat., 8 am-3:30 pm)
Tandem w/BNA 105 0W1
Total of 10 clinicals on Saturdays
Instructor's consent required
16-week course starts 8/19

Basic Nurse Assistant Job Training 1 credit
BNA 105 001, Mon., Tue., Wed., Thu., 9 am-3 pm Fee: $10
Tandem w/BNA 100 001
Class meets 5 additional Fridays Time-TBA
Prerequisite and Instructor's consent required
10-week course starts 10/3

Basic Nurse Assistant Job Training 1 credit
BNA 105 050, Tue., Wed., Thu., 4-9 pm Fee: $10
Tandem w/BNA 100 050
Prerequisite and Instructor's consent required
16-week course starts 8/23

Basic Nurse Assistant Job Training 1 credit
BNA 105 0W1, Mon., Fri., 4-8:30 pm Fee: $10
Tandem w/BNA 100 0W1
Prerequisite and Instructor's consent required
16-week course starts 8/19

BUS Business

Also see Accounting (ACC).

DES PLAINES CAMPUS

Introduction to Business CRN 30127 3 credits
BUS 101 001, Mon., Wed., 8-9:15 am
16-week course starts 8/22

Introduction to Business CRN 30128 3 credits
BUS 101 002, Mon., Wed., 9:30-10:45 am
16-week course starts 8/22

Introduction to Business CRN 30129 3 credits
BUS 101 003, Mon., Wed., 11 am-12:15 pm
16-week course starts 8/22

Introduction to Business CRN 31621 3 credits
BUS 101 005, Wed., 2-4 pm
Hybrid section, online course work required
12-week course starts 9/21

Introduction to Business CRN 30904 3 credits
BUS 101 007, Tue., Thu., 9:30-10:45 am
16-week course starts 8/23

VISIO FUNDAMENTALS*
Fee: $197
Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents. **Recommended:** Computer experience using software that runs in Microsoft Windows.
COF A50-C01, OC/DP, 10 Thu., 9/15, 6-10 pm CRN 60266

ADOBE ACROBAT PDF*
Fee: $212
Course introduces the Adobe Acrobat program. Content includes the fundamental concepts and features of Portable Document Format (PDF), designing and viewing PDF presentations, enhancing and editing PDF documents, adding digital signatures and security, working with forms, and PDF portfolios.
COF A32-C01, OC/DP, 6 Tue., 11/1, 6-10 pm CRN 60263

Database

Courses marked with an asterisk (*) may be taken for college credit. Contact Michele Reznick, coordinator, at 847-635-1904 for information.

ORACLE DATABASE FUNDAMENTALS I: ORACLE 11G*
Fee: $313
Course provides conceptual understanding of Oracle database architecture and how its components work and interact with one another to perform administrative tasks used by the database administrator. Content includes how to design, create, maintain, manage, and troubleshoot an Oracle database how to startup and shutdown a database create a database, manage file and database storage manage users and their privileges, organize the database and move data into and between databases under different environments. Course prepares student for the corresponding Oracle Database Administrator certification exam. **Recommended:** CPT A21 or comparable knowledge.
CPT A71-C01, OC/DP, 8 Thu., 6-9:50 pm & Sat., 8:30 am-12:20 pm, 10/20 CRN 60339

New!
INTRODUCTION TO SQL (ONLINE)
Fee: $114
In-district seniors: $75
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll 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). Also, any client/server database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, Microsoft SQL Server, or SQL Server Enterprise.
CPT A21-300, 7/20-9/9 CRN 60857
CPT A21-301, 8/17-10/7 CRN 60859
CPT A21-302, 9/21-11/11 CRN 60864
CPT A21-303, 10/19-12/9 CRN 60867
CPT A21-304, 11/9-12/30 CRN 60869

INTRODUCTION TO SQL: ORACLE 11G*
Fee: $313
Learn the concepts of relational databases and the powerful SQL programming language (Oracle 11g).
CPT A21-C01, OC/DP, 16 Wed., 8/24, 6-9:50 pm CRN 60333

New!
INTERMEDIATE SQL (ONLINE)
Fee: $114
In-district seniors: $75
Expand your knowledge of Structured Query Language (SQL), the industry-standard database programming language. Learn how to write powerful queries that perform complex searches and sorts on data, as well as how to query multiple tables simultaneously. Discover advanced filtering, update, and insertion techniques. Find out how to create queries that accept users' input and learn to work with different data types. The course will enhance your competitiveness in the technical field of software development and database administration. **Requirements:** Microsoft Access 2003 or newer. Not suitable for Macintosh users.
DAT A20-300, 7/20-9/9 CRN 61041
DAT A20-301, 8/17-10/7 CRN 61043
DAT A20-302, 9/21-11/11 CRN 61047
DAT A20-303, 10/19-12/9 CRN 61050
DAT A20-304, 11/9-12/30 CRN 61060

Graphic Design/Digital Imaging

*Graphic Design courses may also be taken for college credit. Contact Berney Kruk, graphic design chair, at 847.635.1830 or *berney@oakton.edu* for information.

ADOBE PHOTOSHOP FOR NOVICES
Fee: $230
Artists, photographers, designers and hobbyists are using this graphic design tool to enhance their work. This course is designed for novices who have never used a computer for graphics work. You will learn about the Photoshop environment and work with photographs which will help you to understand practical digital photo color-correction and restoration techniques. **Requirements:** Shelly Cashman Series; Adobe Photoshop CS4 Complete Concepts and Techniques Book, ISBN-10: 4390-7930-7, ISBN-13: 978-1-4390-7930-0. No class 10/8.
DPM A03-01, OC/DP, 6 Sat., 9/3, 9:30 am-1:15 pm CRN 60031
DPM A03-02, OC/SK, 7 Thu., 10/6, 6:30-9:45 pm CRN 60032
DPM A03-03, OC/DP, 6 Mon., 11/7, 5:45-9:30 pm CRN 60033

New!
INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)
Fee: $114
In-district seniors: $75
Requirements: Adobe Photoshop CS3, CS4, or CS5 for Windows or Mac.
DPM A04-300, 7/20-9/9 CRN 61118
DPM A04-301, 8/17-10/7 CRN 61120
DPM A04-302, 9/21-11/11 CRN 61122
DPM A04-303, 10/19-12/9 CRN 61124
DPM A04-304, 11/9-12/30 CRN 61125

ADOBE PHOTOSHOP*
Fee: $318
Introduction to the tools and capabilities of Adobe Photoshop CS5.
COF A72-C01, OC/DP, 16 Mon., 8/22, 6-9:50 pm CRN 60270
COF A72-C02, OC/DP, 16 Tue./Thu., 8/23, 1:30-4 pm CRN 60271

ADOBE ILLUSTRATOR*
Fee: $318
Course introduces students to the various features of this object-based drawing application.
COF A75-C01, OC/SK, 16 Tue., 8/23, 6:30-9:50 pm CRN 60272

New!
ADOBE ILLUSTRATOR (ONLINE)
Fee: $114
In-district seniors: $75
Are you interested in becoming a graphic artist? If so, this course is for you! Adobe Illustrator is the industry standard for creating vector images. Unlike images created in Adobe Photoshop that consists of pixels, the Vector graphics is composed of Paths, which makes them appear smooth at any size or resolution. That makes Illustrator the graphic designers' program of choice. Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career. **Requirements:** Adobe Illustrator CS3 or CS4 for Windows or Mac.
CPT A25-300, 7/20-9/9 CRN 60882
CPT A25-301, 8/17-10/7 CRN 60883
CPT A25-302, 9/21-11/11 CRN 60884
CPT A25-303, 10/19-12/9 CRN 60885
CPT A25-304, 11/9-12/30 CRN 60886

Introduction to Business
BUS 101 008, Tue., Thu., 12:30-1:45 pm
16-week course starts 8/23
CRN 31469 3 credits

Introduction to Business
BUS 101 009, Tue., 2-4 pm
Hybrid section, online course work required
12-week course starts 9/20
CRN 31622 3 credits

Introduction to Business
BUS 101 014, Fri., 10 am-12 pm
Hybrid section, online course work required
12-week course starts 9/9
CRN 31624 3 credits

Introduction to Business
BUS 101 050, Mon., Wed., 4:30-6 pm
Supplemental lab work required
12-week course starts 9/19
CRN 31039 3 credits

Introduction to Business
BUS 101 052, Tue., 6:30-10:15 pm
Supplemental lab work required
7-week course starts 9/13
CRN 31626 3 credits

Introduction to Business
BUS 101 053, Tue., 6:30-10:15 pm
Supplemental lab work required
7-week course starts 11/1
CRN 31253 3 credits

Introduction to Business
BUS 101 054, Wed., 6:30-10:15 pm
Supplemental lab work required
7-week course starts 10/26
CRN 31628 3 credits

Introduction to Business
BUS 101 056, Mon., Wed., 6:30-9:20 pm
ERP/SAP enhanced
8-week course starts 8/22
CRN 32126 3 credits

Personal Finance
BUS 110 001, Mon., Wed., 9:30-10:45 am
16-week course starts 8/22
CRN 30130 3 credits

Business Law
BUS 221 002, Thu., 8-9:15 am
Hybrid section, online course work required
12-week course starts 9/22
CRN 31513 3 credits

Business Law
BUS 221 050, Thu., 6:30-10:10 pm
12-week course starts 9/15
CRN 31634 3 credits

The Legal Environment of Business
BUS 225 001, Mon., Wed., 2-3:15 pm
16-week course starts 8/22
CRN 31279 3 credits

The Legal Environment of Business
BUS 225 050, Wed., 6:30-10 pm
12-week course starts 9/21
CRN 30133 3 credits

SKOKIE/RAY HARTSTEIN CAMPUS

Introduction to Business
BUS 101 010, Mon., Wed., 9:30-10:45 am
16-week course starts 8/22
CRN 31439 3 credits

Introduction to Business
BUS 101 011, Mon., Wed., 12:30-1:45 pm
16-week course starts 8/22
CRN 31440 3 credits

Introduction to Business
BUS 101 012, Tue., Thu., 8-9:15 am
16-week course starts 8/23
CRN 31441 3 credits

Introduction to Business
BUS 101 013, Tue., Thu., 11 am-12:15 pm
16-week course starts 8/23
CRN 31190 3 credits

Introduction to Business
BUS 101 051, Tue., 4:15-6 pm
Hybrid section, online course work required
12-week course starts 9/20
CRN 31442 3 credits

Introduction to Business
BUS 101 055, Mon., 6:30-10:15 pm
Supplemental lab work required
7-week course starts 9/12
CRN 31629 3 credits

Introduction to Business
BUS 101 057, Tue., Thu., 4:30-7:20 pm
ERP/SAP enhanced
8-week course starts 8/23
CRN 32127 3 credits

Personal Finance
BUS 110 002, Tue., Thu., 9:30-10:45 am
16-week course starts 8/23
CRN 30841 3 credits

Personal Finance
BUS 110 050, Mon., 6:30-10:15 pm
Supplemental lab work required
7-week course starts 10/31
CRN 30131 3 credits

Business Law
BUS 221 003, Mon., Wed., 11 am-12:15 pm
16-week course starts 8/22
CRN 31633 3 credits

Business Law
BUS 222 001, Mon., Wed., 12:30-1:45 pm
16-week course starts 8/22
CRN 31636 3 credits

Business Law
BUS 222 050, Mon., 6:30-10 pm
12-week course starts 9/19
CRN 31089 3 credits

OFF CAMPUS/DISTANCE LEARNING

Introduction to Business
BUS 101 0C1, Online
See Distance Learning pages 78-79 for more information
16-week course starts 8/22
CRN 31447 3 credits
Fee: $50

Introduction to Business
BUS 101 0C2, Online
See Distance Learning pages 78-79 for more information
12-week course starts 9/19
CRN 31695 3 credits
Fee: $50

Personal Finance
BUS 110 0T1, TV Course
See Distance Learning pages 78-79 for more information
12-week course starts 9/19
CRN 31444 3 credits
Fee: $15

Business Law
BUS 221 0C1, Online
See Distance Learning pages 78-79 for more information
12-week course starts 9/19
CRN 31635 3 credits
Fee: $50

Business Law
BUS 222 0C1, Online
See Distance Learning pages 78-79 for more information
12-week course starts 9/19
CRN 31681 3 credits
Fee: $50

CAB Computer Applications for Business

Also see Computer Information Systems (CIS), Computer Networking and Systems (CNS), Electronics and Computer Technology (ELT), and World Wide Web (WWW).

DES PLAINES CAMPUS

Skill Building & Formatting
CAB 104 050, Tue., 6-9:30 pm
16-week course starts 8/23
CRN 31134 3 credits
Fee: $45

Windows Fundamentals
Windows 7
CAB 110 050, Tue., 6-10:15 pm
6-week course starts 11/8
CRN 31058 1 credit
Fee: $15

Adobe Acrobat PDF
CAB 132 050, Tue., 6-10 pm
6-week course starts 11/1
CRN 31408 2 credits
Fee: $30

Electronic Spreadsheeting Using Excel
Excel 2010
CAB 135 050, Thu., 6-10 pm
10-week course starts 8/25
CRN 31726 2 credits
Fee: $15

Application Specialist Certification Preparation
Excel 2010
CAB 138 05W, Tue., 6-10 pm
(LAB, Sat., 10:30 am-1:50 pm)
Prerequisite required; 6-week course starts 11/8
CRN 31407 1 credit
Fee: $15

Database Application Using Access
Access 2010
CAB 140 050, Fri., 6-10:20 pm
15-week course starts 9/2
CRN 30854 3 credits
Fee: $30

Visio Fundamentals 2010
CAB 150 050, Thu., 6-10 pm
10-week course starts 9/15
CRN 31062 2 credits
Fee: $15

Desktop Publishing Concepts & Procedures CS5
CAB 160 050, Tue., 6-9:50 pm
16-week course starts 8/23
CRN 32094 3 credits
Fee: $45