

CONTINUING EDUCATION

Harper College

FALL 2000



SCHEDULE OF NON-CREDIT COURSES

August 21-December 23

847.925.6300

www.harpercollege.com

Welcome to Harper College

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Fall 2000 Continuing Education Course Schedule

Mission Statement

William Rainey Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society. The specific purposes of the College are:

• to provide the first two years of baccalaureate education in the liberal and fine arts, the natural and social sciences and pre-professional curricula designed to prepare students to transfer to four-year colleges and universities; • to provide educational opportunities that enable students to acquire the knowledge and skills necessary to enter a specific career; to provide continuing educational opportunities for professional job training, retraining and upgrading of skills and for

personal enrichment and wellness; • to provide developmental instruction for underprepared students and educational opportunities for those who wish to improve their academic abilities and skills.

Essential to achieving these purposes are all of the College's resources, support programs and services.

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Computer Training

PC Software Training

Fundamental Computer Skills

UPGRADING AND REPAIRING YOUR COMPUTER

This "hands-on" course will include an overview of many of the components of a computer including the motherboard, microprocessor, disk drives, memory, ports, and more. The instructor will demonstrate how to make basic hardware and software upgrades and how to troubleshoot common computer problems using an in-class personal computer demo. Instructional materials will be provided in class.

0.3 CEU

TUITION: \$59.00 FEES: \$8.00

TOUCHTONE NUMBER TT #7238

LCT0279-001, NEC 118, MON., 9/18-9/18, 6:00 pm-9:15 pm

LCT0279-002, NEC 118, TUES., 10/24-10/24, 6:00 pm-9:15 pm

LCT0279-003, NEC 118, MON., 11/20-11/20, 6:00 pm-9:15 pm

BEGINNING COMPUTER KEYBOARDING

Get a good start towards learning today's software applications and working efficiently on a computer by learning the basics in keyboarding skills in 12 hours of instructor-led training in a hands-on learning environment. Supplementary practice activities will promote skill and competency development post-course. Instructional materials will be provided for classroom use only. Students can purchase a personal copy of the course textbook through the main campus bookstore. This course does not include instruction in any word processing software application.

1.2 CEU

TUITION: \$69.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5999

LCT0116-001, IETC 106, WED., 8/30-9/20, 8:30 am-11:45 am

LCT0116-002, NEC 101, SAT., 9/9-9/30, 8:30 am-11:45 am

LCT0116-003, NEC 101, THUR., 9/28-10/19, 6:00 pm-9:15 pm

LCT0116-004, IETC 106, WED., 10/11-11/1, 8:30 am-11:45 am

LCT0116-005, NEC 101, TUES., 11/7-11/28, 6:00 pm-9:15 pm

LCT0116-006, IETC 106, WED., 11/15-12/6, 8:30 am-11:45 am

BASIC PC SKILLS

Get the basics of personal computing that you should know before working in any Windows environment and learning software applications. Become familiar with computer hardware/software, terminology, and guidelines in purchasing a computer system. You will have an opportunity to start up and shut down the computer and briefly practice mouse skills. NOTE: This class does not provide keyboard skill training nor does it teach Windows environment skills or any software applications. Class materials are provided.

0.3 CEU

TUITION: \$59.00 FEES: \$8.00

TOUCHTONE NUMBER TT #5107

LCT0078-001, NEC 118, THUR., 9/14-9/14, 6:00 pm-9:15 pm

LCT0078-002, NEC 118, THUR., 10/12-10/12, 8:30 am-11:45 am

LCT0078-003, NEC 118, WED., 11/1-11/1, 6:00 pm-9:15 pm

LCT0078-004, NEC 118, MON., 11/27-11/27, 8:30 am-11:45 am

INTRODUCTION TO THE PC USING WINDOWS ENVIRONMENT

Get instruction on basic PC skills and basic skills used in a Windows operating system. Fast-paced but comprehensive training prepares you for further training in Windows applications. Nine hours of instruction in three half-day sessions. NOTE: This course does introduce Windows concepts but does not provide keyboard skill training or teach any software applications. Instructional materials are provided in class.

0.9 CEU

TUITION: \$178.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5110

LCT0200-001, IETC 106, MON., TUES., THUR., 8/28-8/31, 8:30 am-11:45 am

LCT0200-002, NEC 127, MON., TUES., THUR., 9/11-9/14, 6:00 pm-9:15 pm

LCT0200-003, IETC 106, MON., TUES., THUR., 9/25-9/28, 1:00 pm-4:15 pm

LCT0200-004, IETC 106, MON., TUES., THUR., 10/16-10/19, 8:30 am-11:45 am

LCT0200-005, NEC 127, MON., TUES., THUR., 11/13-11/16, 6:00 pm-9:15 pm

LCT0200-006, IETC 106, MON., TUES., THUR., 12/4-12/7, 1:00 pm-4:15 pm

INTRODUCTION TO WINDOWS ENVIRONMENT

Learn how to run multiple programs, use shortcuts and learn the basics in managing files and folders using the features of My Computer and Windows Explorer. Course designed for those who already have some PC and mouse skills.

0.6 CEU

Six-hour training (book included).

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6077

LCT0310-001, NEC 101, WED., 9/6-9/6, 8:30 am-4:00 pm

LCT0310-002, NEC 101, FRI., 9/29-9/29, 8:30 am-4:00 pm

LCT0310-003, NEC 127, THUR., 10/19-10/19, 8:30 am-4:00 pm

LCT0310-004, NEC 127, MON., 11/13-11/13, 8:30 am-4:00 pm

LCT0310-005, NEC 101, WED., 12/6-12/6, 8:30 am-4:00 pm

Twelve-hour extended training (book NOT included).

1.2 CEU

TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6079

LCT0320-001, NEC 101, TUES., 9/5-9/26, 6:00 pm-9:15 pm

LCT0320-002, NEC 101, WED., 9/20-10/11, 6:00 pm-9:15 pm

LCT0320-003, NEC 101, TUES., 10/3-10/24, 6:00 pm-9:15 pm

LCT0320-004, NEC 101, THUR., 10/26-11/16, 6:00 pm-9:15 pm

PC Software Training, cont.

FILE MANAGEMENT

Get applied instruction in additional skills and tips to make working in the Windows environment more efficient. Learn how to use the Taskbar, the recycle bin, create and use shortcuts, use Windows Explorer to manage files, search drives using specific criteria to find files quickly, and modify the Start menu to work more efficiently for you. PREREQUISITE: Intro to Windows.

0.6 CEU

TUITION: \$162.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5608

LCT0038-001, NEC 101, WED., 9/6-9/13, 6:00 pm-9:15 pm

LCT0038-002, NEC 101, TUES., 10/10-10/10, 8:30 am-4:00 pm

LCT0038-003, NEC 101, MON., 11/6-11/13, 6:00 pm-9:15 pm

LCT0038-004, NEC 101, MON., 12/4-12/4, 8:30 am-4:00 pm

Word Processing

INTRODUCTION TO WORD 2000

Understand the key concepts in document creation and editing. Learn how to cut, copy, and paste, find and replace, and basic formatting skills. Students need strong PC and mouse skills for this course. PREREQUISITE: Introduction to Windows or equivalent experience.

0.6 CEU

Six-hour training (book included).

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6350

LCT0132-001, NEC 101, TUES., 9/5-9/5, 8:30 am-4:00 pm

LCT0132-002, NEC 101, MON., 10/2-10/2, 8:30 am-4:00 pm

LCT0132-003, NEC 101, FRI., 11/3-11/3, 8:30 am-4:00 pm

LCT0132-004, NEC 101, FRI., 12/1-12/1, 8:30 am-4:00 pm

Nine-hour training (book included).

0.9 CEU

TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6635

LCT0350-001, NEC 101, MON., TUES., THUR., 9/11-9/14, 8:30 am-11:45 am

LCT0350-002, NEC 101, MON., TUES., THUR., 10/16-10/19, 8:30 am-11:45 am

LCT0350-003, NEC 101, MON., TUES., THUR., 11/13-11/16, 1:00 pm-4:15 pm

Twelve-hour extended training (book NOT included).

1.2 CEU

TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6357

LCT0170-001, NEC 101, THUR., 8/31-9/21, 6:00 pm-9:15 pm

LCT0170-002, NEC 101, WED., 10/18-11/8, 6:00 pm-9:15 pm

LCT0170-003, NEC 101, SAT., 12/2-12/9, 8:30 am-4:00 pm

INTERMEDIATE WORD 2000

Explore the advanced features in Word 2000 including tabs, headers, footers, styles, advanced formatting, templates, mail merges, shortcuts, and working with OLE. PREREQUISITE: Intro to Word.

0.6 CEU

Six-hour training (book included).

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6382

LCT0232-001, NEC 127, TUES., 9/19-9/19, 8:30 am-4:00 pm

LCT0232-002, NEC 127, MON., 10/16-10/16, 8:30 am-4:00 pm

LCT0232-003, NEC 127, WED., 11/15-11/15, 8:30 am-4:00 pm

Nine-hour training (book included).

0.9 CEU

TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7127

LCT0450-001, NEC 101, MON., TUES., THUR., 10/23-10/26, 8:30 am-11:45 am

Twelve-hour extended training (book NOT included).

1.2 CEU

TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6633

LCT0270-001, NEC 101, SAT., 10/7-10/14, 8:30 am-4:00 pm

LCT0270-002, NEC 101, WED., 11/15-12/6, 6:00 pm-9:15 pm

ADVANCED WORD 2000

This course covers advanced features in Microsoft Word 2000, including enhancing publications with graphics, managing text in column formats, working with worksheets and charts, and automating work with macros. PREREQUISITES: Introduction and Intermediate Word

0.6 CEU

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7201

LCT0332-001, NEC 127, WED., 11/8-11/8, 8:30 am-4:00 pm

TIPS, TRICKS & SHORTCUTS IN WORD 2000

Improve your efficiency and productivity using macros, templates, merges and other shortcuts available in Word 2000. Students need strong basic skills to be successful in this class. Instructional materials provided in class. PREREQUISITE: Intro to Word 2000 or equivalent experience.

0.6 CEU

TUITION: \$154.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6569

LCT0174-001, NEC 101, FRI., 10/20-10/20, 8:30 am-4:00 pm

PC Software Training, cont.

DESIGNING NEWSLETTERS & BROCHURES IN WORD 2000

Design flyers, newsletters and brochures for your office or organization using Word's desktop publishing feature. Instructional materials are provided in class. PREREQUISITE: Introduction to Word 2000 or equivalent experience.

0.6 CEU

TUITION: \$154.00 FEES: \$10.00

TOUCHTONE NUMBER TT #7204

LCT0282-001, NEC 101, TUES., 10/3-10/3, 8:30 am-4:00 pm

LCT0282-002, NEC 101, FRI., 11/17-11/17, 8:30 am-4:00 pm

INTRODUCTION TO WORD 97

Create, edit, format, save and print documents. Work with margins and page layouts and copy and paste. Students need strong Windows and mouse skills to keep pace with this course. Keyboarding skills are recommended. PREREQUISITE: Intro to Windows or equivalent experience.

0.6 CEU

Six-hour training (book included).

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5780

LCT0126-001, NEC 118, WED., 9/20-9/20, 8:30 am-4:00 pm

LCT0126-002, NEC 118, MON., 10/23-10/23, 8:30 am-4:00 pm

LCT0126-003, NEC 118, WED., 11/29-11/29, 8:30 am-4:00 pm

Nine-hour training (book included).

0.9 CEU

TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5371

LCT0150-001, IETC 106, MON., TUES., THUR., 9/11-9/14, 8:30 am-11:45 am

LCT0150-002, IETC 106, MON., TUES., THUR., 11/6-11/9, 8:30 am-11:45 am

Twelve-hour extended training (book NOT included).

1.2 CEU

TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5373

LCT0160-001, NEC 118, TUES., 8/29-9/19, 6:00 pm-9:15 pm

LCT0160-002, NEC 118, THUR., 9/28-10/19, 6:00 pm-9:15 pm

LCT0160-003, NEC 118, SAT., 10/28-11/4, 8:30 am-4:00 pm

INTERMEDIATE WORD 97

Explore the advanced features in Word 97 including tabs, headers, footers, styles, advanced formatting, templates, merges, shortcuts and working with OLE. PREREQUISITE: Intro to Windows/Intro to Word 97.

0.6 CEU

Six-hour training (book included).

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5377

LCT0226-001, NEC 118, WED., 10/11-10/11, 8:30 am-4:00 pm

LCT0226-002, NEC 118, MON., 11/6-11/6, 8:30 am-4:00 pm

Nine-hour training (book included).

0.9 CEU

TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6696

LCT0251-001, IETC 106, MON., TUES., THUR., 10/23-10/26, 8:30 am-11:45 am

Twelve-hour extended training (book NOT included).

1.2 CEU

TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6432

LCT0260-001, NEC 118, TUES., 9/26-10/17, 6:00 pm-9:15 pm

LCT0260-002, NEC 118, THUR., 10/26-11/16, 6:00 pm-9:15 pm

ADVANCED WORD 97

This course covers advanced features in Word 97, including customizing the work environment with menus and toolbars. Students will work with templates and macros, and manage multiple documents. They will build long documents with master documents and subdocuments. Participants will learn how to save files in an HTML format for Internet publication. PREREQUISITES: Introduction and Intermediate Word

0.6 CEU

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7203

LCT0326-001, NEC 118, TUES., 10/31-10/31, 8:30 am-4:00 pm

TIPS, TRICKS, SHORTCUTS IN WORD 97

Improve your efficiency and productivity using macros, templates, merges and other shortcuts available in Word 97. Students need strong basic skills to be successful in this class. Instructional materials provided in class. PREREQUISITE: Intro to Word 97 or equivalent experience.

0.6 CEU

TUITION: \$154.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5393

LCT0074-001, NEC 118, MON., 10/16-10/16, 8:30 am-4:00 pm

Books and Supplies

Textbooks, laboratory manuals and supplies may be purchased in the College Bookstore located in the Liberal Arts Center or online at www.harpercollege.com. Call 847.925.6275 for more information.

Computer Training

PC Software Training, cont.

Spreadsheets

INTRODUCTION TO EXCEL 2000

Learn the fundamentals of spreadsheeting in this six-hour course. Formatting cells and ranges, creating formulas, using functions to create and print worksheets, and enhancing charts will be covered. Keyboarding and mouse skills are helpful to keep pace with any software course. PREREQUISITE: Introduction to Windows or equivalent experience.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6353

LCT0133-001, NEC 127, WED., 9/6-9/6, 8:30 am-4:00 pm
LCT0133-002, NEC 127, TUES., 10/3-10/3, 8:30 am-4:00 pm
LCT0133-003, NEC 127, THUR., 11/2-11/2, 8:30 am-4:00 pm
LCT0133-004, NEC 127, MON., 12/4-12/4, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6636

LCT0351-001, NEC 101, MON., TUES., THUR., 9/18-9/21, 8:30 am-11:45 am
LCT0351-002, NEC 101, MON., TUES., THUR., 10/23-10/26, 1:00 pm-4:15 pm

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6358

LCT0171-001, NEC 101, MON., 9/11-10/2, 6:00 pm-9:15 pm
LCT0171-002, NEC 101, SAT., 10/21-10/28, 8:30 am-4:00 pm
LCT0171-003, NEC 127, MON., 11/20-12/11, 6:00 pm-9:15 pm

1.2 CEU

INTERMEDIATE EXCEL 2000

Learn more about some of the advanced features of Excel 2000. Use multiple worksheets, work in-depth with charts, create and work with PivotTables, and apply formatting to spreadsheets. PREREQUISITE: Intro to Excel.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6383

LCT0233-001, NEC 127, WED., 9/20-9/20, 8:30 am-4:00 pm
LCT0233-002, NEC 127, TUES., 10/17-10/17, 8:30 am-4:00 pm
LCT0233-003, NEC 127, THUR., 11/16-11/16, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7128

LCT0451-001, NEC 101, MON., TUES., THUR., 11/6-11/9, 1:00 pm-4:15 pm

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6388

LCT0271-001, NEC 101, MON., 10/9-10/30, 6:00 pm-9:15 pm

1.2 CEU

ADVANCED EXCEL 2000

This course covers advanced features in Excel 2000, including learning how to use range names to easily identify a group of cells. Students will use functions and array formulas, create AutoFilters and macros to automate filtering of data, perform what-if analyses to evaluate and forecast changes in data, and protect a form to prevent unwanted changes. Instructional materials are provided in class. PREREQUISITES: Introduction and Intermediate Excel

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7200

LCT0333-001, NEC 127, TUES., 10/31-10/31, 8:30 am-4:00 pm

0.6 CEU

INTRODUCTION TO EXCEL 97

This one-day seminar introduces the fundamentals of spreadsheeting, including formatting cells and ranges, creating formulas and using functions to create and print worksheets and charts. PREREQUISITE: Intro to Windows or equivalent experience

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5782

LCT0127-001, NEC 118, MON., 9/25-9/25, 8:30 am-4:00 pm
LCT0127-002, NEC 118, FRI., 10/20-10/20, 8:30 am-4:00 pm
LCT0127-003, NEC 118, TUES., 11/21-11/21, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5372

LCT0151-001, IETC 106, MON., TUES., THUR., 9/18-9/21, 8:30 am-11:45 am
LCT0151-002, IETC 106, MON., TUES., THUR., 10/16-10/19, 1:00 pm-4:15 pm

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5374

LCT0161-001, NEC 118, WED., 9/6-9/27, 6:00 pm-9:15 pm
LCT0161-002, NEC 118, WED., 11/8-11/29, 6:00 pm-9:15 pm

1.2 CEU

PC Software Training, cont.

INTERMEDIATE EXCEL 97

Learn more about some of the advanced features of Excel 97. Use multiple worksheets, work in-depth with charts, create and work with PivotTables, and apply formatting to spreadsheets. PREREQUISITE: Introduction to Excel.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5378

LCT0227-001, NEC 118, FRI., 10/27-10/27, 8:30 am-4:00 pm
LCT0227-002, NEC 118, TUES., 11/28-11/28, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6698

LCT0252-001, IETC 106, MON., TUES., THUR., 10/30-11/2, 8:30 am-11:45 am

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5382

LCT0261-001, NEC 118, WED., 10/4-10/25, 6:00 pm-9:15 pm

1.2 CEU

Databases

INTRODUCTION TO ACCESS 2000

Learn how to create customized tables, forms and queries from client and sales data. Generate reports, schedule and maintain client activities and inquiries. Track sales and other data through customized queries. Keyboarding and mouse skills are helpful to keep pace with any software course. PREREQUISITE: Introduction to Windows or equivalent experience.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6356

LCT0135-001, NEC 127, TUES., 9/12-9/12, 8:30 am-4:00 pm
LCT0135-002, NEC 127, WED., 10/11-10/11, 8:30 am-4:00 pm
LCT0135-003, NEC 127, THUR., 11/9-11/9, 8:30 am-4:00 pm
LCT0135-004, NEC 127, TUES., 12/5-12/5, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6691

LCT0352-001, NEC 101, MON., TUES., THUR., 9/25-9/28, 8:30 am-11:45 am
LCT0352-002, NEC 101, MON., TUES., THUR., 11/6-11/9, 8:30 am-11:45 am

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6359

LCT0173-001, NEC 127, THUR., 9/21-10/12, 6:00 pm-9:15 pm
LCT0173-002, NEC 127, WED., 10/25-11/15, 6:00 pm-9:15 pm

1.2 CEU

INTERMEDIATE ACCESS 2000

Discover how to use the advanced features in table creation, queries, and generating reports. Setup personalized databases to track sales and other data through customized queries. PREREQUISITE: Intro to Access.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6385

LCT0235-001, NEC 127, TUES., 9/26-9/26, 8:30 am-4:00 pm
LCT0235-002, NEC 127, WED., 10/25-10/25, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7129

LCT0452-001, NEC 101, MON., TUES., THUR., 11/13-11/16, 8:30 am-11:45 am

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6389

LCT0272-001, NEC 127, THUR., 10/19-11/9, 6:00 pm-9:15 pm

1.2 CEU

ADVANCED ACCESS 2000

Learn to use the Cascade Update and Cascade Delete properties, modify the join property to use inner, self, and outer joins, apply select criteria and parameters in queries, use the SQL statement to design advanced queries, create advanced forms to accept user input, work with advanced report functions and expressions, automate the database with macros, create a macro group and an AutoExec macro. PREREQUISITE: Introduction and Intermediate Access.

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7126

LCT0335-001, NEC 101, WED., 11/15-11/15, 8:30 am-4:00 pm

0.6 CEU

PC Software Training, cont.

INTRODUCTION TO ACCESS 97

Learn how to create customized tables, forms, mailing labels from client and sales data. Generate reports and schedule and maintain client activities and inquiries. Track sales and other data through customized queries. PREREQUISITE: Intro to Windows or equivalent experience.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5784

LCT0129-001, NEC 118, WED., 9/27-9/27, 8:30 am-4:00 pm
LCT0129-002, NEC 118, THUR., 10/19-10/19, 8:30 am-4:00 pm
LCT0129-003, NEC 118, MON., 11/20-11/20, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5799

LCT0152-001, IETC 106, MON., TUES., THUR., 9/25-9/28, 8:30 am-11:45 am
LCT0152-002, IETC 106, MON., TUES., THUR., 10/23-10/26, 1:00 pm-4:15 pm

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5375

LCT0162-001, NEC 118, MON., 9/25-10/16, 6:00 pm-9:15 pm

1.2 CEU

INTERMEDIATE ACCESS 97

Discover how to use the advanced features in table creation, queries and generating reports. Setup personalized databases to track sales and other data through customized queries. PREREQUISITE: Intro to Access 97.

Six-hour training (book included).
TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5381

LCT0229-001, NEC 118, THUR., 10/26-10/26, 8:30 am-4:00 pm
LCT0229-002, NEC 118, TUES., 12/5-12/5, 8:30 am-4:00 pm

0.6 CEU

Nine-hour training (book included).
TUITION: \$178.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6699

LCT0253-001, IETC 106, MON., TUES., THUR., 11/13-11/16, 8:30 am-11:45 am

0.9 CEU

Twelve-hour extended training (book NOT included).
TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6016

LCT0262-001, NEC 118, MON., 10/23-11/13, 6:00 pm-9:15 pm

1.2 CEU

Presentation Software

INTRODUCTION TO POWERPOINT 2000

Learn to customize Powerpoint. Use the advanced drawing tools, work with other applications for share file data, do charting, and customize templates. Create a personal slideshow for effective presentations using play lists, hidden slides, note pages, handouts and setting timings. See how animation can hold your audience captive. Instructional material will be provided in class. One-day seminar. PREREQUISITE: Strong Windows skills and knowledge of MS Word helpful.

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6354

LCT0134-001, NEC 101, WED., 9/13-9/13, 8:30 am-4:00 pm
LCT0134-002, NEC 101, WED., 10/11-10/11, 8:30 am-4:00 pm
LCT0134-003, NEC 101, SAT., 11/4-11/4, 8:30 am-4:00 pm
LCT0134-004, NEC 101, TUES., 12/5-12/5, 8:30 am-4:00 pm

0.6 CEU

INTERMEDIATE POWERPOINT 2000

Learn to use the enhancements of color, font, sizing, animation, charts and graphs to produce award-winning presentations. Emphasis is on visual enhancements for audience appeal. Instructional material will be provided in class. PREREQUISITE: Intro to Powerpoint and knowledge of MS Word is helpful.

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6384

LCT0234-001, NEC 101, WED., 10/25-10/25, 8:30 am-4:00 pm
LCT0234-002, NEC 101, SAT., 11/18-11/18, 8:30 am-4:00 pm

0.6 CEU

INTRODUCTION TO POWERPOINT 97

Learn to customize Powerpoint, use the advanced drawing tools, work with other applications for share file data, do charting, and customize templates. Create a personal slide show for effective presentations using play lists, hidden slides, note pages and handouts and setting timings. See how animation can hold your audience captive. Instructional materials provided in class. One-day seminar. PREREQUISITE: Strong Windows skills and knowledge of MS Word helpful

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5783

LCT0128-001, NEC 118, SAT., 9/30-9/30, 8:30 am-4:00 pm
LCT0128-002, NEC 118, MON., 10/30-10/30, 8:30 am-4:00 pm

0.6 CEU

Computer Training

PC Software Training, cont.

INTERMEDIATE POWERPOINT 97

Learn to use the enhancements of color, font, sizing, animation, charts and graphs to produce award-winning presentations. Emphasis is on visual enhancements for audience appeal. Instructional materials provided in class. PREREQUISITES: Intro to Powerpoint 97 and knowledge of MS Word helpful

0.6 CEU

TUITION: \$162.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5379

LCT0228-001, NEC 118, WED., 11/15-11/15, 8:30 am-4:00 pm

B.O.S.S. Certification**MS OFFICE 97/2000 SKILL ASSESSMENT**

Participate in on-line interactive assessment of skills in Windows, Word, Excel, Powerpoint or Access. Students may take up to three exams per session, time permitting. Assessment certification is available in both introductory and intermediate levels. Prior training and review of software skills advised before taking a certification assessment.

0.3 CEU

TOUCHTONE NUMBER TT #6080

LCT0400-001, NEC 118, SAT., 9/23-9/23, 8:30 am-11:45 am

LCT0400-002, NEC 118, SAT., 10/21-10/21, 8:30 am-11:45 am

LCT0400-003, NEC 118, SAT., 11/18-11/18, 8:30 am-11:45 am

LCT0400-004, NEC 118, SAT., 12/2-12/2, 8:30 am-11:45 am

WORKSHOP IN MS OFFICE 97/2000 SKILLS

A self-paced performance workshop that allows students to demonstrate their knowledge of MS Office software applications. All projects are completed in the lab environment and evaluated by the BOSS assessment team. All BOSS program requirements including the required classes, assessments for the required classes, and the elective classes must be completed before registration for this course. Call 847.925.6000 ext. 7405 for additional information.

0.3 CEU

TUITION: \$155.00 FEES: \$20.00

LCT0240-001, 8/28-12/16

Internet Training**GETTING STARTED ON THE WEB**

An introduction to the Internet. Learn what the Web is all about including what commercial services and providers have to offer. Web site development will not be covered in this course.

0.3 CEU

TUITION: \$63.00 FEES: \$12.00

TOUCHTONE NUMBER TT #5122

LSB0013-001, NEC 127, THUR., 9/7-9/7, 6:30 pm-9:30 pm

LSB0013-002, NEC 127, WED., 10/11-10/11, 6:30 pm-9:30 pm

LSB0013-003, NEC 127, TUES., 11/7-11/7, 6:30 pm-9:30 pm

LSB0013-004, NEC 127, SAT., 12/2-12/2, 8:30 am-11:45 am

E-MAIL BASICS

After attending this seminar using the Harper E-mail system, students will be able to create and send e-mail, use spell check, attach files, read e-mail sent to them, reply and forward messages, delete and save messages sent to them, create folders for saved messages, and create a Personal address book. Instructional materials will be provided in class. PREREQUISITE: Introduction to Windows

0.3 CEU

TUITION: \$59.00 FEES: \$8.00

TOUCHTONE NUMBER TT #7236

LCT0276-001, NEC 127, MON., 9/25-9/25, 8:30 am-11:45 am

LCT0276-002, NEC 127, THUR., 10/26-10/26, 8:30 am-11:45 am

LCT0276-003, NEC 127, FRI., 12/1-12/1, 8:30 am-11:45 am

INTRODUCTION TO OUTLOOK 2000

This course includes skills such as using the Outlook bar to view Outlook folders, creating e-mail messages, organizing the personal address book, and managing contact information. Instructional materials are provided in class. PREREQUISITE: Introduction to Windows or equivalent experience.

0.6 CEU

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7205

LCT0281-001, NEC 101, WED., 9/27-9/27, 8:30 am-4:00 pm

LCT0281-002, NEC 101, WED., 10/30-10/30, 8:30 am-4:00 pm

USING THE INTERNET AS A BUSINESS TOOL

Get the basics of Netscape Navigator in six hours of applied instruction. Learn to use search tools for effectively retrieving specific information from the World Wide Web and steps in downloading and using web tools for time efficiency. Instructional materials will be provided in class. Web site development will not be covered in this course. PREREQUISITE: Computer/mouse experience

0.6 CEU

TUITION: \$147.00 FEES: \$24.00

TOUCHTONE NUMBER TT #6076

LCT0141-001, NEC 127, WED., 9/13-9/20, 6:00 pm-9:15 pm

LCT0141-002, NEC 127, THUR., 10/12-10/12, 8:30 am-4:00 pm

LCT0141-003, NEC 127, SAT., 11/4-11/4, 8:30 am-4:00 pm

LCT0141-004, NEC 127, TUES., 11/21-11/28, 6:00 pm-9:15 pm

PC Software Training, cont.

ELECTRONIC LIBRARY: WEB RESOURCES AND EXPLORATION

Make the most of search engines, Web directories, online databases and browsers. Learn Internet vocabulary and search tips to find better results faster. Learn how to evaluate Web sites for credibility, timeliness and relevance. See examples of useful, fun and trend-setting Web sites that will change the way you look for and retrieve information.

0.3 CEU

TUITION: \$45.00 FEES: \$4.00

TOUCHTONE NUMBER TT #7082

LAC0022-001, F 231, WED., 9/20-9/20, 6:00 pm-9:00 pm

LAC0022-002, F 231, THUR., 10/5-10/5, 6:00 pm-9:00 pm

RESEARCH ON THE WORLD WIDE WEB

Learn the basics of using a Web browser, menu, navigating commands, printing information, saving information, copyright issues and using bookmarks.

0.3 CEU

TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5125

LSB0014-001, NEC 127, MON., 9/18-9/18, 6:30 pm-9:30 pm

LSB0014-002, NEC 127, TUES., 10/24-10/24, 6:30 pm-9:30 pm

LSB0014-003, NEC 127, WED., 11/29-11/29, 6:30 pm-9:30 pm

MARKETING ON THE WEB

Learn the basic components of an effective web site and how the site integrates its overall marketing strategy. Basic marketing concepts as they relate to the Internet are discussed. Website development will not be covered in this course.

0.3 CEU

TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5030

LSB0033-001, NEC 127, MON., 10/9-10/9, 6:30 pm-9:30 pm

LSB0033-002, NEC 127, THUR., 11/30-11/30, 6:30 pm-9:30 pm

WEB DESIGN USING OFFICE 2000

Learn how to create web pages using Office 2000 software applications including how to save files as Web pages, create links to other documents or web sites, set text and background colors, add scrolling text, forms and tables and edit web pages. Instructional materials will be provided in class. Six hours of instruction. PREREQUISITE: Strong user skills in Word, Excel, and Powerpoint.

1.2 CEU

TUITION: \$245.00 FEES: \$24.00

TOUCHTONE NUMBER TT #6634

LCT0340-001, NEC 127, SAT., 9/23-9/30, 8:30 am-4:00 pm

LCT0340-002, NEC 127, FRI., 10/20-10/27, 8:30 am-4:00 pm

FRONTPAGE 2000 FOR WEB PUBLISHING

Learn to use Microsoft FrontPage 2000 software application. Topics covered include: HTML and general Web page creation, understand Explore view, change views, create Web pages with the Editor, place text in tables, create links and navigation structures in Web pages. Enhance your Web pages by adding active elements and changing the backgrounds. Use frames in Web pages, add and edit images, create hyperlinks, and use animation. Instructional materials provided in class. PREREQUISITE: Strong Windows Explorer, Word and PowerPoint skills or experienced user.

1.2 CEU

TUITION: \$329.00 FEES: \$25.00

TOUCHTONE NUMBER TT #7124

LCT0192-001, NEC 127, THUR., 9/14-9/21, 8:30 am-4:00 pm

LCT0192-002, NEC 127, TUES., 9/19-10/10, 6:00 pm-9:15 pm

LCT0192-003, NEC 127, MON., 10/16-11/6, 6:00 pm-9:15 pm

LCT0192-004, NEC 127, TUES., 11/7-11/14, 8:30 am-4:00 pm

LCT0192-005, NEC 127, WED., 11/29-12/6, 8:30 am-4:00 pm

ADVANCED FRONTPAGE 2000

Learn to create feedback forms, import feedback data into other Microsoft applications, import Word and Excel files into your web site, use wizards to create sites and then customize them, publish a site, and make sure the search engines can find your web site. PREREQUISITE: FrontPage 2000 for Web Publishing

0.6 CEU

TUITION: \$162.00 FEES: \$7.00

TOUCHTONE NUMBER TT #7125

LCT0292-001, NEC 127, WED., 10/18-10/18, 8:30 am-4:00 pm

LCT0292-003, NEC 127, WED., 11/22-11/22, 8:30 am-4:00 pm

WEB PAGE DESIGN USING HTML PROGRAMMING

Learn to create your own Web page using HTML. Add local and remote links and graphics to create an effective web page. Instructional materials are provided in class. PREREQUISITES: Strong mouse and Windows skills and prior experience with the Internet and Netscape.

0.6 CEU

TUITION: \$172.00 FEES: \$19.00

LCT0190-001, NEC 127, THUR., 8/31-8/31, 8:30 am-4:00 pm

LCT0190-002, NEC 127, WED., 9/13-9/13, 8:30 am-4:00 pm

LCT0190-003, NEC 127, TUES., 10/10-10/10, 8:30 am-4:00 pm

LCT0190-004, NEC 127, MON., 11/6-11/6, 8:30 am-4:00 pm

LCT0190-005, NEC 127, THUR., 11/30-11/30, 8:30 am-4:00 pm

**B.O.S.S.
BUSINESS OFFICE
SOFTWARE SKILLS****Certification
Program**

To remain competitive in today's workforce, employees must demonstrate a strong working knowledge of many software applications. This certification documents your comprehensive knowledge of the key software programs utilized in the business world and benchmarks your skill level to your employer.

**Program
Requirements****Prerequisites**

- Demonstration of keyboarding skills
- Proficiency in using MS Windows

Required Courses

Introduction to Word
Intermediate Word
Introduction to Excel
Intermediate Excel
Introduction to Access
Intermediate Access

**Elective Courses
(select three)**

Introduction to PowerPoint
Introduction to Outlook
File Management for Windows
Getting Started on the Web and
Research on the Web
Using the Internet as a Business Tool

When you have successfully completed the online assessment for each of the required software courses and completed your electives, you are ready to take the MS Office Skills Workshop Assessment (LCT0240). Demonstrate your newly acquired skills in this project-based assessment and you're on your way to certification!

**For
more
info
call****847.925.6300**

Computer Training

DESKTOP PUBLISHING TECHNOLOGY

Certification Program

Graphic designers and business professionals use desktop publishing software skills to create and deliver visually rich communications that convey a consistent professional image across a variety of media. Newspapers, magazines, books, CD-ROMs, catalogs, packaging and online communications are some of the materials produced with desktop publishing software.

This hands-on training program provides a full scope of courses taught by industry professionals in a Macintosh lab. Practice files can be used in either a Windows or Mac environment. To earn the certificate you must complete six required courses and four electives.

Program Requirements

Prerequisites

- Proficiency in using a mouse, keyboard and disks.
- Comprehension of basic computer skills including file creation, save, cut, copy and paste.

Required Courses

QuarkXPress I—Introduction
 QuarkXPress II—Intermediate
 Adobe Illustrator I—Introduction
 Adobe Photoshop I—Introduction
 Introduction to Scanning
 Creating Newsletters and Brochures

Elective Courses (select four)

QuarkXPress III—Advanced
 Adobe Illustrator II—Intermediate**
 Adobe Illustrator III—Advanced
 Adobe Photoshop II—Intermediate**
 Adobe Photoshop III—Advanced
 Web Page course (select from FrontPage, MS Office or HTML)

You will complete hands-on assessments for all the required courses and the two ** electives and develop a final presentation portfolio.

For more info call

847.925.6300

PC Software Training, cont.

INTERMEDIATE HTML

Learn advanced tools and techniques of text formatting, creating tables, graphs, image maps and more. Work with authoring tools and document converters. Create documents that contain interactive Java Scripts and applets. Instructional materials are provided in class. PREREQUISITE: Strong mouse skills and prior experience with the Internet and Netscape.

0.6 CEU

TUITION: \$172.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7209

LCT0290-001, NEC 127, WED., 9/27-9/27, 8:30 am-4:00 pm

LCT0290-002, NEC 127, TUES., 10/24-10/24, 8:30 am-4:00 pm

LCT0290-003, NEC 127, MON., 11/20-11/20, 8:30 am-4:00 pm

MACROMEDIA DIRECTOR 8.0—INTRODUCTION

If you have ever wanted to create multimedia of your very own and broadcast interactive animations on the World Wide Web, then this is the class for you. Explore the basics on how to create and assemble cast members as well as how to animate them on stage. Create and edit cast members in the Paint window or the Vector Shapes window. Alter color palettes, plus learn how to add interactive controls to your movies using drag-and-drop behaviors. Instructional materials will be provided in class. PREREQUISITES: Competent in Adobe Illustrator and Adobe Photoshop.

1.2 CEU

TUITION: \$398.00 FEES: \$69.00

TOUCHTONE NUMBER TT #7235

LCT0274-001, NEC 138, SAT., 9/16-9/23, 8:30 am-4:00 pm

LCT0274-002, NEC 138, FRI., 10/13-11/3, 6:00 pm-9:15 pm

INTRODUCTION TO DREAMWEAVER

Learn to use Dreamweaver. Topics covered include: HTML and general Web page creation, place text in tables, create links and navigation structures in Web pages. Enhance your Web pages by adding active elements and changing the backgrounds. Use frames in Web pages, add and edit images, create hyperlinks, and use animation. Instructional materials provided in class. PREREQUISITES: Strong Windows Explorer and Word processing skills or experienced users.

0.6 CEU

TUITION: \$162.00 FEES: \$25.00

TOUCHTONE NUMBER TT #5468

LCT0275-001, NEC 127, WED., 10/4-10/4, 8:30 am-4:00 pm

LCT0275-002, NEC 127, MON., 11/27-11/27, 8:30 am-4:00 pm

BUILD YOUR OWN WEB SITE WORKSHOP

This six-hour workshop is for the Internet savvy student. Bring in a design of your own web site and use our high-speed T-1 connection to create your own web site under the guidance of our instructor who has extensive web page design experience. Instructional materials are provided in class. PREREQUISITES: Knowledge of any of the following: FrontPage 2000, HTML, Dreamweaver, or Web Page Design Using Word 2000.

0.6 CEU

TUITION: \$162.00 FEES: \$16.00

TOUCHTONE NUMBER TT #5491

LCT0280-001, NEC 127, THUR., 9/28-9/28, 8:30 am-4:00 pm

LCT0280-002, NEC 101, WED., 11/1-11/1, 8:30 am-4:00 pm

Business Professional Software

INTRODUCTION TO QUICKBOOKS 2000

QuickBooks and Quickbooks Pro users, learn to use the features of accounts payable and receivable, check writing and payment processing, and how to generate reports. Instructional materials provided in class. Installation and setup of software on your personal system is recommended prior to class so practice between sessions is possible. PREREQUISITE: Intro to Windows and knowledge of basic business accounting operations.

1.2 CEU

TUITION: \$245.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5595

LCT0012-001, NEC 127, MON., WED., 9/25-10/4, 6:00 pm-9:15 pm

LCT0012-002, NEC 127, SAT., 10/14-10/21, 8:30 am-4:00 pm

LCT0012-003, NEC 127, TUES., 11/21-11/28, 8:30 am-4:00 pm

WORKSHOP FOR QUICKBOOKS 2000 USERS

Users of QuickBooks Pro, learn how to calculate deductions for payroll, file payroll returns, track sales tax, invoicing and inventory. Get assistance in more efficiently using Quickbooks Pro in your own work environment. The textbook used is a continuation of the book used in the introductory Quickbooks/Quickbooks Pro class. PREREQUISITE: Quickbooks/Quickbooks Pro Intro.

0.6 CEU

TUITION: \$167.00

TOUCHTONE NUMBER TT #5133

LCT0112-001, NEC 127, SAT., 10/28-10/28, 8:30 am-4:00 pm

PC Software Training, cont.

COMPUTER ACCOUNTING APPLICATIONS/PEACHTREE ACCOUNTING

This course introduces the student to preparing journal entries, posting accounting information, and preparing financial statements for service and merchandising businesses. This course will cover accounts receivable, accounts payable and payroll. PREREQUISITE: Introduction to Windows or equivalent experience.

0.6 CEU

TUITION: \$162.00 FEES: \$39.00

TOUCHTONE NUMBER TT #7080

LCT0330-001, NEC 118, TUES., 9/26-9/26, 8:30 am-4:00 pm

LCT0330-002, NEC 118, WED., 10/25-10/25, 8:30 am-4:00 pm

INTRODUCTION TO MS PROJECT 2000

This is a very fast paced, in-depth class for experienced Personal Computer users to learn the key concepts in planning and tracking a project using Microsoft Project 2000 software. This class will introduce project management concepts and terminology used by the tool. The following topics will be included: planning a project, entering tasks and resources, assigning resources to tasks, tracking the project, viewing and printing reports, working with costs, fine-tuning a project plan, troubleshooting a project plan, getting more information from your project plan and formatting the plan. Instructional materials are provided in class. PREREQUISITES: Strong Window skills and Microsoft Office suite knowledge extremely helpful.

1.2 CEU

TUITION: \$279.00 FEES: \$25.00

LCT0097-001, NEC 118, MON., 10/2-10/9, 8:30 am-4:00 pm

LCT0097-002, NEC 118, WED., 11/1-11/8, 8:30 am-4:00 pm

Desktop Publishing Technology

PREVIEW OF DESKTOP PUBLISHING

Explore the types of software tools that can be used to enhance desktop publishing. Sample Quark and Photoshop and try your hand at scanning. Envision a new career in desktop publishing. Non-skills course.

0.3 CEU

TUITION: \$45.00 FEES: \$13.00

TOUCHTONE NUMBER TT #5668

LCT0089-001, NEC 138, MON., 8/28-8/28, 6:00 pm-9:15 pm

LCT0089-002, NEC 138, TUES., 9/26-9/26, 6:00 pm-9:15 pm

LCT0089-003, NEC 138, WED., 11/1-11/1, 6:00 pm-9:15 pm

INTRODUCTION TO THE MACINTOSH

Learn the basics of file creation and management, terminology, hardware orientation and print operations to introduce you to the world of Macintosh. Develop skill in opening folders, using the mouse, and saving data. Instructional materials provided in class.

0.6 CEU

TUITION: \$120.00 FEES: \$41.00

TOUCHTONE NUMBER TT #5123

LCT0050-001, NEC 138, SAT., 9/9-9/9, 8:30 am-4:00 pm

LCT0050-002, NEC 138, THUR., 10/12-10/12, 8:30 am-4:00 pm

LCT0050-003, NEC 138, WED., 11/29-12/6, 6:00 pm-9:15 pm

INTRODUCTION TO POWERPOINT ON THE MAC

Learn to customize PowerPoint, use the advanced drawing tools, do charting, and customize templates. Create a slide show for effective presentations using builds, transitions, and timings. Instructional materials will be provided in class. PREREQUISITES: Introduction to the Mac and word processing skills.

1.2 CEU

TUITION: \$288.00 FEES: \$59.00

TOUCHTONE NUMBER TT #7237

LCT0277-001, NEC 138, MON., 9/18-9/25, 8:30 am-4:00 pm

LCT0277-002, NEC 138, WED., 10/25-11/1, 8:30 am-4:00 pm

INTRODUCTION TO SCANNING ON THE MACINTOSH

Learn to use the scanner for image reproduction to improve final print production. Scan line art and four color photos, work with low and high resolution and different software applications. PREREQUISITE: Intro to MAC and one course using desktop publishing software.

0.3 CEU

TUITION: \$75.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5667

LCT0088-001, NEC 138, SAT., 9/30-9/30, 1:00 pm-4:15 pm

LCT0088-002, NEC 138, SAT., 11/4-11/4, 8:30 am-11:45 am

LCT0088-003, NEC 138, MON., 12/4-12/4, 6:00 pm-9:15 pm

Books and Supplies

Textbooks, laboratory manuals and supplies may be purchased in the College Bookstore located in the Liberal Arts Center or online at www.harpercollege.com. Call 847.925.6275 for more information.

Computer Training

PC Software Training, cont.

QUARKXPRESS I—INTRODUCTION

Learn about leading, kerning and linking to create newsletters, brochures and flyers that promote and inform. Add layering, boxes, borders and backgrounds for a finished piece. Instructional materials provided in class. PREREQUISITE: Strong background in use of the Mac and mouse skills

1.2 CEU

TUITION: \$288.00 FEES: \$35.00

TOUCHTONE NUMBER TT #5647

LCT0071-001, NEC 138, TUES., 8/29-9/19, 6:00 pm-9:15 pm

LCT0071-002, NEC 138, FRI., 9/22-9/29, 8:30 am-4:00 pm

LCT0071-003, NEC 138, MON., 10/9-10/30, 6:00 pm-9:15 pm

LCT0071-004, NEC 138, MON., 11/13-11/20, 8:30 am-4:00 pm

QUARKXPRESS II—INTERMEDIATE

Learn to customize documents by working with master pages, styling text and graphics elements, layers, style sheets, paragraph format and more. Instructional materials provided in class. PREREQUISITE: QuarkXPress I - Introduction or equivalent experience using the software.

1.2 CEU

TUITION: \$288.00 FEES: \$35.00

TOUCHTONE NUMBER TT #5648

LCT0072-001, NEC 138, TUES., 10/3-10/24, 6:00 pm-9:15 pm

LCT0072-002, NEC 138, TUES., THUR., 11/29-12/5, 8:30 am-4:00 pm

QUARKXPRESS III—ADVANCED

Learn how to adjust the contrast in photos, use paragraph formats and style sheets. Learn how to make a Quark EPS page. Also learn the baseline shift, section numbering, trapping palette, etc. Strong emphasis using the short-cut keyboard commands will be part of this course. PREREQUISITE: Intro and Intermediate QuarkXPress

1.2 CEU

TUITION: \$209.00 FEES: \$62.00

TOUCHTONE NUMBER TT #6347

LCT0172-001, NEC 138, SAT., 12/2-12/9, 8:30 am-4:00 pm

ADOBE ILLUSTRATOR I—INTRODUCTION

Develop skill in using the tool palette, color and image creation, and other features of Adobe Illustrator. Enhance documents created in Quark. Instructional materials provided in class. PREREQUISITE: Basic Mac skills and previous desktop publishing courses are helpful.

1.2 CEU

TUITION: \$398.00 FEES: \$69.00

TOUCHTONE NUMBER TT #5785

LCT0055-001, NEC 138, WED., 8/30-9/20, 6:00 pm-9:15 pm

LCT0055-002, NEC 138, THUR., 9/28-10/19, 6:00 pm-9:15 pm

LCT0055-003, NEC 138, TUES., 11/14-11/21, 8:30 am-4:00 pm

ADOBE ILLUSTRATOR II—INTERMEDIATE

Gain skill in the more advanced tools and techniques of Adobe Illustrator such as working with paint effects, type, perspective drawing, color separation and creating artwork for the web. PREREQUISITE: Intro to Adobe Illustrator

1.2 CEU

TUITION: \$353.00 FEES: \$70.00

TOUCHTONE NUMBER TT #6113

LCT0155-001, NEC 138, WED., 10/4-10/25, 6:00 pm-9:15 pm

LCT0155-002, NEC 138, TUES., THUR., 11/28-12/7, 6:00 pm-9:15 pm

ADOBE ILLUSTRATOR III—ADVANCED

Tips and tricks using Illustrator will be introduced. Focus will be on projects for output. Some of these projects will include: reproduction of a logo/recreating a logo, CD Rom jacket and disk artwork, tri-fold brochure and a poster. This class will give students an opportunity to use the tools and skills learned in the beginning and intermediate classes. PREREQUISITE: Intro and Intermediate Adobe Illustrator

1.2 CEU

TUITION: \$353.00 FEES: \$23.00

TOUCHTONE NUMBER TT #6386

LCT0255-001, NEC 138, MON., 11/6-11/27, 6:00 pm-9:15 pm

ADOBE PHOTOSHOP I—INTRODUCTION

Learn the program interface and application preferences setup, practical application of all tools, layers and channels, selections, basic color concepts, file type/formats, image modes, resolution, and be introduced to filters commands. PREREQUISITES: Basic Mac skills and previous desktop publishing course such as QuarkXPress advised.

1.2 CEU

TUITION: \$398.00 FEES: \$69.00

TOUCHTONE NUMBER TT #5607

LCT0036-001, NEC 138, THUR., 8/31-9/21, 6:00 pm-9:15 pm

LCT0036-002, NEC 138, MON., 10/9-10/16, 8:30 am-4:00 pm

LCT0036-003, NEC 138, THUR., 10/26-11/16, 6:00 pm-9:15 pm

LCT0036-004, NEC 138, WED., 11/29-12/6, 8:30 am-4:00 pm

ADOBE PHOTOSHOP II—INTERMEDIATE

Focus is on image and color manipulation. Gain extensive experience in working with "adjust" commands, the Pen Tool, selection of Picture Elements at a more sophisticated level, and working with Bitmaps, Duotones, Tri-Tones, and Quad-Tones. PREREQUISITE: Adobe Photoshop I - Introduction

1.2 CEU

TUITION: \$353.00 FEES: \$72.00

TOUCHTONE NUMBER TT #5370

LCT0136-001, NEC 138, TUES., 9/26-10/3, 8:30 am-4:00 pm

LCT0136-002, NEC 138, TUES., 10/31-11/21, 6:00 pm-9:15 pm

PC Software Training, cont.

ADOBE PHOTOSHOP III—ADVANCED

Learn monitor calibration and system optimization for improved speed and color accuracy, advanced layer, channel and masking techniques, filter and gradients techniques, calculations and actions. PREREQUISITE: Adobe Photoshop II - Intermediate

1.2 CEU

TUITION: \$353.00 FEES: \$67.00

TOUCHTONE NUMBER TT #6095

LCT0236-001, NEC 138, SAT., 10/7-10/14, 8:30 am-4:00 pm

NEWSLETTERS/BROCHURES FOR DESKTOP PUBLISHING (MAC)

Hands-on skills class that integrates student skills of QuarkXPress, Photoshop and Illustrator to create effective layouts for newsletters, brochures and catalogs. Students learn to apply software skills and design knowledge to create newsletters and brochures. Learn how to set up your layouts to get ready for press. PREREQUISITES: QuarkXPress I - Introduction and QuarkXPress II - Intermediate

1.2 CEU

TUITION: \$240.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5320

LCT0113-001, NEC 138, WED., 9/20-9/27, 8:30 am-4:00 pm

LCT0113-002, NEC 138, SAT., 10/21-10/28, 8:30 am-4:00 pm

TYPOGRAPHY FOR DESKTOP PUBLISHING

Learn how to make type the most important communicative element in your designs. Gain practical experience in the often-overlooked art of typography. Learn how to combine different typefaces to convey your message better. Create typographic logos, work with style sheets, learn better font management and how to illustrate with type. Complete several in-class projects for your portfolio. PREREQUISITE: QuarkXPress I - Introduction.

1.2 CEU

TUITION: \$288.00 FEES: \$57.00

TOUCHTONE NUMBER TT #7207

LCT0278-001, NEC 138, WED., 10/4-10/11, 8:30 am-4:00 pm

MACROMEDIA DIRECTOR 8.0—INTRODUCTION

If you have ever wanted to create multimedia of your very own and broadcast interactive animations on the World Wide Web, then this is the class for you. Explore the basics on how to create and assemble cast members as well as how to animate them on stage. Create and edit cast members in the Paint window or the Vector Shapes window. Alter color palettes, plus learn how to add interactive controls to your movies using drag-and-drop behaviors. Instructional materials will be provided in class. PREREQUISITES: Competent in Adobe Illustrator and Adobe Photoshop.

1.2 CEU

TUITION: \$398.00 FEES: \$69.00

TOUCHTONE NUMBER TT #7235

LCT0274-001, NEC 138, SAT., 9/16-9/23, 8:30 am-4:00 pm

LCT0274-002, NEC 138, FRI., 10/13-11/3, 6:00 pm-9:15 pm

DESKTOP PUBLISHING SKILL ASSESSMENT

Students may arrange to take up to two assessment tests per session, time permitting. Prior training and review of software skills recommended before taking any software assessment. Call 847.925.6000 ext. 7405 for additional information.

0.3 CEU

TOUCHTONE NUMBER TT #7073

LCT0328-001, NEC 138, SAT., 9/30-9/30, 8:30 am-11:45 am

LCT0328-002, NEC 138, SAT., 11/4-11/4, 1:00 pm-4:15 pm

DESKTOP PUBLISHING PORTFOLIO DEVELOPMENT WORKSHOP

Independent study style course that allows individual students to demonstrate skill and assess competence in Quark, PhotoShop, and Illustrator. Custom designed projects will be completed by the student to develop a portfolio of work that will be evaluated by a team of program instructors to determine competence and completion for the Desktop Publishing Technology Certificate. Students will meet with an instructor several times during the semester to create and critique assigned projects. Students have 16 weeks to complete the entire package of projects assigned. Students need to call 847.925.6000 ext. 7405 for permission to register.

1.2 CEU

TUITION: \$250.00 FEES: \$49.00

TOUCHTONE NUMBER TT #7208

LCT0073-001, NEC, 8/28-12/16

ANIMATION ART

Train for a hot new career! Three certifications are offered: Core Animation, Technical Animator or Character Animator. Work in film, Web design, video games, forensics, and many more fields where animation is a growing need. See the full course listing in the Professional Development section.

TECH-Certified IT Training

Certified Comptia Training

PC SUPPORT PROFESSIONAL & A+ CERTIFICATION

Intense hands-on training includes installations, basic configurations, upgrading, repair, diagnostic and troubleshooting, basic software/DOS skills, customer service skills, and PC maintenance. Designed for those with limited experience in working with computers other than as a basic end-user. Students will be preparing for the nationally recognized A+ Certification Exam. Course materials provided in class.

19.6 CEU

TUITION: \$5000.00

LAP0001-041, NEC 204, MON., WED., FRI., 8/21-10/20, 9:00 am-5:00 pm

LAP0001-042, NEC 204, MON., WED., FRI., SAT., 8/21-11/17,

6:00 pm-10:00 pm

LAP0001-043, NEC 202, MON., WED., FRI., SAT., 9/18-12/15,

6:00 pm-10:00 pm

LAP0001-044, NEC 204, MON., WED., FRI., 10/23-12/20, 9:00 am-5:00 pm

NETWORK+

Students will learn skills needed to plan, install and troubleshoot a network in a corporate environment. Includes OSI Model, network card configurations, diagnosing network problems, and hands-on practice in setting up a network environment. PREREQUISITES: Students should have completed training equivalent to A+ Support Technician and Fundamentals of Networking.

4.0 CEU

TUITION: \$1795.00

TOUCHTONE NUMBER TT #7054

LAP0002-041, NEC 202, TUES., THUR., 8/22-9/21, 6:00 pm-10:00 pm

LAP0002-043, NEC 202, TUES., THUR., 10/10-11/7, 6:00 pm-10:00 pm

LAP0002-044, NEC 202, MON., TUES., WED., THUR., FRI., 11/13-11/17,

9:00 am-5:00 pm

LAP0002-045, NEC 204, MON., WED., 11/20-12/20, 6:00 pm-10:00 pm

Cisco/CCNA

CISCO CCNA/CISCO ROUTER TRAINING

Instructor led training designed to provide information and hands-on experience needed to identify, design and configure small to medium sized multi-protocol internetworks. This course is part of the Network Support for Cisco Certification. Completion of this course prepares a student for the CCNA (Cisco Certified Network Associate) certification exam. Call for additional schedule dates. 1-888-BE-A-TECH.

4.0 CEU

TUITION: \$2195.00

LCI0001-041, NEC 210, TUES., THUR., 8/15-9/14, 6:00 pm-10:00 pm

LCI0001-042, NEC 210, TUES., THUR., 9/19-10/26, 6:00 pm-10:00 pm

MS Windows 2000

Designed for IT professionals who analyze the business requirements for system architecture; design solutions; deploy, install and configure architecture components; troubleshoot system problems; and are interested in preparing for certification as an MCSE professional.

WINDOWS 2000 NETWORK & OPERATING ESSENTIALS (2151)

Students will be introduced to the MS Windows 2000 environment and networking technologies that it supports. Contents will include administration and security of a Windows 2000 Network, and an introduction to TCP/IP. PREREQUISITES: Strong Windows skills, basic knowledge of networking environments.

2.4 CEU

TUITION: \$995.00

LNT0051-041, NEC 212, MON., WED., 8/21-9/8, 6:00 pm-10:00 pm

LNT0051-042, NEC 200, MON., TUES., WED., 8/28-8/30, 9:00 am-5:00 pm

LNT0051-043, NEC 201, SUN., 9/10-9/24, 9:00 am-5:00 pm

LNT0051-045, NEC 200, MON., TUES., WED., 10/2-10/4, 9:00 am-5:00 pm

LNT0051-047, NEC 216, TUES., THUR., 10/24-11/9, 6:00 pm-10:00 pm

LNT0051-048, NEC 200, MON., TUES., WED., 11/6-11/8, 9:00 am-5:00 pm

LNT0051-049, NEC 200, SUN., 12/3-12/17, 9:00 am-5:00 pm

SUPPORTING WINDOWS 2000 PROFESSIONAL & SERVER (2152)

Students will gain the knowledge and skills necessary to install and configure MS Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or domain. Content includes creating and managing user accounts, managing access to resources by groups, working with NTFS, and more. PREREQUISITES: Completion of course MS 2151.

4.0 CEU

TUITION: \$1795.00

LNT0052-042, NEC 201, MON., WED., 9/11-10/11, 6:00 pm-10:00 pm

LNT0052-043, NEC 200, MON., TUES., WED., THUR., FRI., 9/25-9/29,

9:00 am-5:00 pm

LNT0052-044, NEC 212, SUN., 10/1-10/29, 9:00 am-5:00 pm

LNT0052-046, NEC 201, MON., TUES., WED., THUR., FRI., 10/23-10/27,

9:00 am-5:00 pm

LNT0052-049, NEC 216, TUES., THUR., 11/14-12/19, 6:00 pm-10:00 pm

LNT0052-048, NEC 200, MON., TUES., WED., THUR., FRI., 11/27-12/1,

9:00 am-5:00 pm

Computer Training

MICROSOFT WINDOWS 2000 MCSE

Windows 2000 is picking up speed in implementation. Built on NT technology, it can yield better application performance, easier support for mobile workers, and less expensive, more efficient strategies for managing user groups. If you're already an MCSE, you'll want to add the Windows 2000 track to your credentials. And if you're just starting out, this is an ideal time to learn this new technology.

Consider these course tracks:

For the IT Professional new to the Windows Core:

- LNT0051 Windows 2000 Network and Operating Essentials (2151)
- LNT0052 Supporting Windows 2000 Professional and Server (2152)
- LNT0053 Supporting Windows 2000 Network (2153)
- LNT0054 Implement/Administer Windows 2000 Directory Services (2154)

For the current Windows NT professional:

- LNT0050 Updating Skills From NT 4 to Windows 2000 (1560)

In addition, all Windows 2000 MCSE candidates must take one of the following core courses:

- LNT0049 Designing Windows 2000 Directory Services Infrastructure (1561)
- LNT0048 Designing Windows 2000 Networking Services Infrastructure (1562)
- LNT0047 Designing a secure MS Windows 2000 Network (2150)

To complete the required courses for examination, all Windows 2000 MCSE candidates must also take two electives in the MCSE curriculum.

For
more
info
call

1.888.BE-A-TECH

TECH-Certified IT Training, cont.

SUPPORTING WINDOWS 2000 NETWORK (2153)

Students will learn skills required for installing, configuring, managing, and supporting a network infrastructure that uses the MS Windows 2000 server family of products. PREREQUISITE: Completion of course MS 2152.

4.0 CEU

TUITION: \$1795.00

- LNT0053-042, NEC 200, SUN., 9/10-10/8, 9:00 am-5:00 pm
- LNT0053-044, NEC 200, MON., TUES., WED., THUR., FRI., 10/16-10/20, 9:00 am-5:00 pm
- LNT0053-045, NEC 200, MON., WED., 10/23-11/22, 6:00 pm-10:00 pm
- LNT0053-046, NEC 216, SUN., 11/12-12/17, 9:00 am-5:00 pm

IMPLEMENT/ADMINISTER WINDOWS 2000 DIRECTORY SERVICES (2154)

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer the MS Windows 2000 Active Directory service. Contents include understanding and implementing Group Policy and the tasks required to centrally manage users and computers. PREREQUISITES: Completion of course MS 2153.

4.0 CEU

TUITION: \$1795.00

- LNT0054-041, NEC 200, MON., TUES., WED., THUR., FRI., 8/28-9/1, 9:00 am-5:00 pm
- LNT0054-042, NEC 201, SAT., 9/9-10/7, 9:00 am-5:00 pm
- LNT0054-043, NEC 201, TUES., THUR., 9/19-10/19, 6:00 pm-10:00 pm
- LNT0054-045, NEC 200, SUN., 10/15-11/12, 9:00 am-5:00 pm
- LNT0054-047, NEC 200, MON., TUES., WED., THUR., FRI., 11/13-11/17, 9:00 am-5:00 pm
- LNT0054-048, NEC 201, MON., WED., 11/20-12/20, 6:00 pm-10:00 pm
- LNT0054-049, NEC 201, MON., TUES., WED., THUR., FRI., 12/18-12/22, 9:00 am-5:00 pm

UPDATING SKILLS FROM NT 4 TO WINDOWS 2000 (1560)

Microsoft NT 4.0 administrators will gain the skills and knowledge necessary to support MS Windows 2000 networks. Content will include exploring, implementing, and administering Active Directory and DNS, managing file resources, supporting DHCP and WINS and implementing disaster protection. PREREQUISITES: Student should, at the minimum, have completed MS578, MS803 and MS922 and have extensive hands on experience working in the NT environment as an administrator.

4.0 CEU

TUITION: \$1795.00

- LNT0050-041, NEC 216, MON., WED., 8/21-9/25, 6:00 pm-10:00 pm
- LNT0050-042, NEC 201, SUN., 10/15-11/17, 9:00 am-5:00 pm
- LNT0050-043, NEC 210, MON., WED., 11/20-12/20, 6:00 pm-10:00 pm

DESIGNING WINDOWS 2000 DIRECTORY SERVICES (1561)

This course provides Microsoft senior support professionals and network architects with the knowledge and the skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. PREREQUISITE: Completion of MS1560 or MS2154 and experience as an NT administrator.

2.4 CEU

TUITION: \$995.00

- LNT0049-041, NEC 200, SAT., 9/16-9/30, 9:00 am-5:00 pm
- LNT0049-043, NEC 200, SUN., 12/3-12/17, 9:00 am-5:00 pm

MCSE and Internet

IMPLEMENTING MICROSOFT INTERNET EXPLORER (MS 956)

Students will learn the foundation of the architecture and key features of MS Internet Explorer. Information provided in this course enables students to set up, configure, use and deploy Internet Explorer in a network environment, with particular emphasis on intranet use. Students will create an active Web page, customize Web views and the Active Desktop view.

1.6 CEU

TUITION: \$730.00

- LNT0030-041, NEC 210, MON., WED., 10/9-10/18, 6:00 pm-10:00 pm

SECURING WEB ACCESS USING MICROSOFT PROXY SERVER (MS 836)

This course provides instruction on installation, configuration, and troubleshooting, basic architecture and methods of controlling Internet access using a proxy server. Students will work with the enhancements of reverse hosting and reverse proxy, hierarchical and distributed arrays, and packet filtering. This course helps a student prepare for exam 70-088. PREREQUISITE: Successful completion of the following courses: MS 688, MS 936, and MS 578.

1.6 CEU

TUITION: \$730.00

- LNT0031-041, NEC 210, TUES., THUR., 11/4-11/28, 6:00 pm-10:00 pm

TECH-Certified IT Training, cont.

MICROSOFT EXCHANGE SERVER—DESIGN & IMPLEMENTATION

This course builds on the knowledge developed in MS1026(LNT0033). Students will examine and learn about the design considerations and the component functionality required for creating and implementing an Exchange Server organization, how the components interact to provide messaging functionality, how to install the product, create and configure the various messaging connectors and configure directory and public folder replications. PREREQUISITES: MS1026

4.0 CEU

TUITION: \$1795.00

- LNT0033-041, NEC 216, SUN., 9/10-10/8, 9:00 am-5:00 pm

Microsoft Visual Basic

INTRO TO VISUAL BASIC PROGRAMMING (1300)

Students with little or no prior programming experience will gain a strong foundation needed to learn to develop business applications. Content includes using interface designs, relational databases, and basic programming concepts. Instruction is taught using MS Access and Visual Basic.

1.6 CEU

TUITION: \$1795.00

- LNT0036-041, NEC 216, SAT., 9/16-9/30, 9:00 am-5:00 pm

VISUAL BASIC 6.0 INTRO (1303)

Students will learn to build custom, multiple form applications, incorporate menus, status bars and custom toolbars into applications, implement form-level input validations, debug applications, use MS Active X controls and create setup programs to distribute applications. PREREQUISITE: Strong working knowledge of programming concepts and MS Access. Course MS1587 can prepare non-programming students. Call 1-888-BE-A-TECH to get further information on course and prerequisites.

4.0 CEU

TUITION: \$1795.00

- LNT0022-041, NEC 212, SAT., 10/7-11/4, 9:00 am-5:00 pm

VISUAL BASIC 6.0 ADVANCED (1013)

Students will learn to develop the skills needed to write a MS Visual Basic-based application that accesses data from a database, write a visual basic-based application that uses component object model (COM) components, create an Active X control, and create a COM component. PREREQUISITES: Students need extensive programming experience or successful completion of MS1303. Call 1-888-BE-A-TECH to get further information on course and prerequisites.

4.0 CEU

TUITION: \$1795.00

- LNT0023-041, NEC 212, SAT., 11/11-12/9, 9:00 am-5:00 pm

Microsoft NT 4.0

SUPPORTING MS WINDOWS NT 4.0/ ENTERPRISE TECH (689)

Students will learn to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. PREREQUISITES: Experience supporting, setting up and troubleshooting Windows NT server, including the use of all administration tools, completion of courses Fundamentals of Networking 803 & 922. Course materials provided in class.

4.0 CEU

TUITION: \$1795.00

- LNT0010-041, NEC 210, MON., WED., 8/21-9/20, 6:00 pm-10:00 pm
- LNT0010-051, NEC 216, TUES., THUR., FRI., 10/10-10/31, 6:00 pm-10:00 pm

INTERNETWORK MS TCP/IP ON MS WINDOWS NT 4.0 (688)

Students will learn to set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system. Course materials provided in class. PREREQUISITES: Completion or equivalent knowledge of Fundamentals of Networking, course MS803 and MS922.

4.0 CEU

TUITION: \$1795.00

- LNT0014-040, NEC 212, TUES., THUR., 8/15-9/14, 6:00 pm-10:00 pm
- LNT0014-041, NEC 210, MON., WED., 9/25-10/25, 6:00 pm-10:00 pm
- LNT0014-051, NEC 210, TUES., THUR., FRI., 11/2-11/28, 6:00 pm-10:00 pm

New TECH courses are offered continually!

Visit our web site at www.harpercollege.com for the latest classes. Or call 1-888-BE-A-TECH for personal assistance.

Computer Training

TECH-Certified IT Training, cont.

CREATE/CONFIGURE MS WEB SERVER / MS WEB TOOLS (936)

Students will learn how to support the various features of Microsoft Internet Information Server (IIS). Students will learn how to install, configure, and implement all components that comprise IIS. Students will gain hands-on experience setting up a Web site. PREREQUISITES: Completion of MS course 688. **2.4 CEU**

TUITION: \$995.00
LNT0015-041, NEC 214, SUN., 9/17-10/1, 9:00 am-5:00 pm
LNT0015-042, NEC 210, MON., WED., 10/30-11/15, 6:00 pm-10:00 pm
LNT0015-051, NEC 210, TUES., THUR., 11/30-12/14, 6:00 pm-10:00 pm

Oracle

ORACLE: DATABASE MODELING/RELATION DATABASE DESIGN

Students will learn to define requirements as entities, attributes and relationships, analyze basic user information requirements and develop ER diagrams to express those requirements and evaluate and choose the appropriate design options for complex entities, attributes and relationships. This course is recommended for students who have little to no database experience. It is recommended that students consult TECH program staff prior to enrollment. Call 1-888-BE-A-TECH for assistance. Course materials provided. **2.4 CEU**

TUITION: \$995.00
LOR0001-041, NEC 210, SAT., 10/21-11/4, 9:00 am-5:00 pm

ORACLE: INTRODUCTION TO SQL & PL/SQL

Students will learn how to create and maintain database objects and how to store, retrieve, and manipulate data and how to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. PREREQUISITE: Strong database skills. Students who have little to no database experience should consult TECH program staff prior to enrollment. Call 1-888-BE-A-TECH for assistance. Course materials provided. **4.0 CEU**

TUITION: \$1795.00
LOR0002-041, NEC 210, SAT., 11/11-12/16, 9:00 am-5:00 pm

ORACLE 8: DATABASE ADMINISTRATION

Students will learn to start up and shut down a database, create an operational database, manage Oracle database files, maintain data integrity constraints, use clusters and index-organized tables, load and reorganize data, manage security enroll, monitor and drop database users, create and manage default and specific user profiles, and grant database privileges. Call 1-888-BE-A-TECH for assistance. Course materials provided. PREREQUISITE: Intro to Oracle8:SQL and PLSQL **4.0 CEU**

TUITION: \$1795.00
LOR0003-041, NEC 214, MON., WED., 9/11-10/11, 6:00 pm-10:00 pm

ORACLE 8: PERFORMANCE TUNING

Students will learn steps and procedures to tune the performance of a database, and learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database. Focus will be on database issues rather than specific operating system performance issues. Course materials provided in class. Call 1-888-BE-A-TECH for assistance. PREREQUISITE: Oracle8 Database Administration and Oracle 8 SQL **4.0 CEU**

TUITION: \$1795.00
LOR0004-041, NEC 214, MON., WED., 10/16-11/15, 6:00 pm-10:00 pm

ORACLE 8: BACKUP & RECOVERY

Students will learn the critical task of planning and implementing database backup and recovery strategies, examine various backup, failure, restore and recovery scenarios that apply to the Oracle8 Recovery Manager. Course materials provided in class. Call 1-888-BE-A-TECH for assistance. PREREQUISITE: Introduction to Oracle 8: SQL and PL/SQL and Oracle8: Database Administration **2.4 CEU**

TUITION: \$995.00
LOR0005-041, NEC 210, SAT., 9/9-9/23, 9:00 am-5:00 pm
LOR0005-042, NEC 214, MON., WED., 11/20-12/6, 6:00 pm-10:00 pm

TECH-Certified IT Training, cont.

ORACLE 8: NETWORK ADMINISTRATION

Students will discuss trends and problems associated with business networking and present the various solutions required to tackle these problems. Students will learn to implement a basic connection between a client and a server node using various naming methods. As an integral part of this class, participants will configure and simulate middle tier systems such as a Names server and Connection Manager. PREREQUISITE: Completion of Oracle DBA track. Call 1-888-BE-A-TECH for further information. **1.6 CEU**

TUITION: \$730.00
LOR0006-041, NEC 210, SAT., 9/30-10/7, 9:00 am-5:00 pm
LOR0006-042, NEC 214, MON., WED., 12/11-12/20, 6:00 pm-10:00 pm

UNIX

INTRODUCTION TO UNIX WITH SHELL PROGRAMMING

Students will learn BASIC user commands and utilities, how to navigate the Unix file system, learn an overview of basic Korn shell scripting and more. PREREQUISITES: A good working knowledge of some other operating system (such as DOS or VMS). Students need previous computer and keyboard experience. Course materials provided in class. **3.2 CEU**

TUITION: \$1100.00
LUN0001-041, NEC 212, TUES., THUR., 9/12-10/5, 6:00 pm-10:00 pm

UNIX SYSTEM ADMINISTRATION I

Students will gain the skill and knowledge to complete the essential tasks of stand-alone system installation, file system management, backups and process control. Contents also include user account administration, security concerns and management of software packages. PREREQUISITES: Introduction to UNIX with Shell Programming or equivalent experience. **3.2 CEU**

TUITION: \$1100.00
LUN0005-041, NEC 214, SAT., 8/19-9/16, 9:00 am-5:00 pm
LUN0005-042, NEC 212, TUES., THUR., 10/10-11/2, 6:00 pm-10:00 pm

UNIX SYSTEM ADMINISTRATION II

Students will learn to administer the UNIX operating environment at a higher level, covering advanced techniques required to configure the system, troubleshoot and configure the NFS environment, configure the NIS environment, administer mail services and use JumpStart tools to automate a Solaris installation. PREREQUISITE: Completion or equivalent knowledge of competencies covered in Intro to Unix/Shell and Unix System Admin I. Call 1-888-BE-A-TECH for further information. **3.2 CEU**

TUITION: \$1100.00
LUN0003-041, NEC 214, SAT., 9/23-10/14, 9:00 am-5:00 pm
LUN0003-042, NEC 212, TUES., THUR., 11/7-12/5, 6:00 pm-10:00 pm

UNIX SYSTEM V NETWORKING

Students will learn how to connect communications hardware, configure communication software, administer networks, communicate among networks of Unix Computers via TCP/IP and diagnose network problems, UUCP, optimizing the system network and other topics. PREREQUISITE: Completion or equivalent knowledge of competencies covered in Intro to Unix/Shell and Unix System Admin I and System Admin II. Call 1-888-BE-A-TECH for further information. **3.2 CEU**

TUITION: \$1100.00
LUN0004-041, NEC 214, SAT., 10/21-11/11, 9:00 am-5:00 pm

TECH-Certified IT Training, cont.

Autodesk Premier Training Center

BEGINNING AUTOCAD 2000 (LEVEL I)

Students will learn to create 2-D drawings using AutoCAD 2000. Contents include commands, menus, and plotting techniques in a hands-on learning environment. PREREQUISITE: Some previous drafting experience, and a working knowledge of Windows and personal computers. **3.2 CEU**

TUITION: \$700.00
LVV0005-041, NEC 211B, TUES., THUR., 8/22-9/14, 5:30 pm-9:30 pm
LVV0005-045, NEC 211E, SUN., 9/10-10/1, 8:30 am-5:30 pm
LVV0005-042, NEC 211B, TUES., THUR., 9/26-10/19, 5:30 pm-9:30 pm
LVV0005-043, NEC 211B, SAT., 10/21-11/11, 8:30 am-4:30 pm
LVV0005-046, NEC 211E, SUN., 11/12-12/10, 8:30 am-5:30 pm
LVV0005-044, NEC 211E, TUES., THUR., 11/28-12/21, 5:30 pm-9:30 pm

INTERMEDIATE AUTOCAD 2000 (LEVEL II)

Students will develop additional competence in using AutoCAD 2000 learning additional commands, tools and techniques. Focus is on advance techniques for drawing, editing, working with blocks and XREFs, and plotting. Focus is on improving productivity, editing and dimension skills. PREREQUISITE: AutoCAD 2000 Level I **3.2 CEU**

TUITION: \$700.00
LVV0006-041, NEC 211B, SAT., 9/9-9/30, 8:30 am-4:30 pm
LVV0006-042, NEC 211B, TUES., THUR., 9/19-10/12, 5:30 pm-9:30 pm
LVV0006-045, NEC 211B, SUN., 10/8-10/29, 8:30 am-5:30 pm
LVV0006-043, NEC 211E, TUES., THUR., 10/24-11/16, 5:30 pm-9:30 pm

AUTOCAD LT 2000

Students will gain the skill and knowledge to create basic 2D drawings using LT2000. Content includes basic setup and CAD approaches, including basic drawing, editing, dimensioning, display and output commands. Call 1-888-BE-A-TECH for more information. PREREQUISITE: Drafting and a working knowledge of Windows 95/NT. **3.2 CEU**

TUITION: \$700.00
LVV0061-041, NEC 211B, MON., WED., 9/18-10/11, 5:30 pm-9:30 pm
LVV0061-042, NEC 211B, MON., WED., 11/6-11/29, 5:30 pm-9:30 pm

AUTOCAD 3D 2000 MODELING & RENDERING APPLICATIONS

TUITION: \$700.00
LVV0007-041, NEC 211B, TUES., THUR., 10/17-11/9, 5:30 pm-9:30 pm
LVV0007-042, NEC 211E, SUN., 11/12-12/10, 8:30 am-4:30 pm

MECHANICAL DESKTOP FUNDAMENTALS

Students will learn to design mechanical components and assemblies, work with integrated 3D solid, assembly and surface modeling solutions for the desktop using Mechanical Desktop 4.0. PREREQUISITE: 3D Modeling and Rendering or equivalent experience and a working knowledge of Windows 95/NT. **3.2 CEU**

TUITION: \$700.00
LVV0099-041, NEC 211E, TUES., THUR., 8/15-9/14, 5:30 pm-9:30 pm
LVV0099-042, NEC 211E, MON., WED., 11/20-12/20, 5:30 pm-9:30 pm

AUTOCAD 2000 UPDATE

For users of R14, user who intends to use AutoCAD 2000, particularly its new 3D capabilities and advanced features. Instruction will introduce a significantly changed and more powerful product. The 3D portion of the class assumes a knowledge of 3D, particularly how to manipulate the UCS and create 3D solids. PREREQUISITES: Strong user skills and knowledge of Release 14 and some experience and training in 3D drawing. **1.6 CEU**

TUITION: \$450.00
LVV0004-041, NEC 211B, SAT., 9/16-9/23, 8:30 am-4:30 pm
LVV0004-042, NEC 211B, FRI., 10/13-11/3, 5:30 pm-9:30 pm
LVV0004-043, NEC 211E, MON., WED., 12/4-12/13, 5:30 pm-9:30 pm

PLOTTER SKILLS FOR AUTOCAD 2000 USERS

Students will develop more proficient skills in plotting techniques using AutoCAD 2000. Content includes working with geometric and 3D dimensional coordinates, layout wizard, color dependent plot style tables, and DWF files. PREREQUISITE: Completion or equivalent knowledge of AutoCAD level I and II and 3D Drawing and Rendering for 2000. **0.8 CEU**

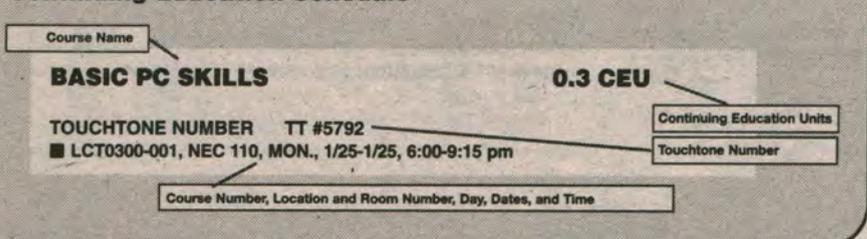
TUITION: \$185.00
LVV0008-041, NEC 211B, TUES., THUR., 9/19-9/21, 5:30 pm-9:30 pm
LVV0008-042, NEC 211B, TUES., THUR., 11/14-11/16, 5:30 pm-9:30 pm

3D STUDIO MAX

Students will learn 3D animation systems for use in multi-media development, design visualization, commercial presentations, game design and architectural presentations. Students will become familiar with modeling, rendering and animation. PREREQUISITE: A working knowledge of Windows 95/NT. **4.0 CEU**

TUITION: \$1400.00
LVV0090-041, NEC 211B, MON., WED., 10/16-11/15, 5:30 pm-9:30 pm

Instructions for Reading Continuing Education Schedule



Professional Development

ANIMATION ART

Certification Program

The current media explosion has created a new demand for trained, software-savvy artists capable of creating three-dimensional animated art for use in a variety of business areas. Art animators design animation and 3D modeling for a variety of applications. They work in multimedia, film and TV, Internet/web and video game design. Many also are employed in the medical, forensic, industrial and educational fields. Others work as technical directors and character animators within these corresponding areas.

The Animation Art program focuses on traditional art (drawing, figure drawing, figurative sculpture, classic cell animation, color and composition) along with computer skills using texture mapping, image manipulation, three-dimensional drawing, modeling and animation (Alias Wavefront MAYA). There are four modules of study, totalling approximately 60 CEUs or 600 contact hours. Additional open lab time is necessary. Classes are taken on a pass/fail basis, and coursework is progressive. Tuition is estimated to be approximately \$13,000 for the two-year program and \$17,000 for the three-year program.

Three Certificates are offered:

Core Animation

Certificate: Consists of twenty classes; estimated completion time is two years.

Technical Animator

Certificate: Consists of the core program plus six additional classes; estimated time of completion is three years.

Character Animator

Certificate: consists of the core program plus six additional classes; estimated completion time is three years.

Prerequisites

- Successful completion of a basic drawing class.
- Portfolio review by the Harper College Art Review Committee. Proficiency pass-throughs are permitted upon portfolio approval by the Art Review Committee.

To apply, contact the Program Specialist at 847.925.6026

For
more
info
call

847.925.6300

Career Services

Get your career on track with Harper's career support specialists. Our newly located Community Career Services in Room A347 of the Student and Administration Center on the main campus offers a wealth of resources to help you reach your goals. Call 847.925.6293 for more information. For individual counseling and assessment, turn to page 17.

Group Workshops

CAREER ASSESSMENT

Looking for direction, options? Starting a job search or thinking about a career change? This counselor led Career Assessment workshop gives you the opportunity to identify/evaluate skills, interests, work values, motivators/demotivators, strengths, weaknesses and personality through a series of assessments. This will definitely help give you direction or confirm a decision! (Myers-Briggs®, Self-Directed Search and self-evaluation techniques are used).

0.5 CEU

FEES: \$90.00

LTC1000-001, IETC 110, WED., 9/13-9/20, 6:30 pm-9:00 pm

LTC1000-002, IETC 110, SAT., 10/7-10/7, 8:30 am-1:30 pm

LTC1000-003, IETC 110, THUR., 10/26-11/2, 6:30 pm-9:00 pm

LTC1000-004, IETC 110, SAT., 11/18-11/18, 8:30 am-1:30 pm

EARN YOUR BA THE ADULT FRIENDLY WAY

Save time and money! Learn all about traditional as well as nontraditional college programs. Get college credit for what you already know. Obtain corporate, military, life experience credits. You will also discover how you learn best and how to choose the most appropriate college for your needs. Sound interesting? Come to this workshop and learn how to get on the road to your degree or certification.

0.3 CEU

FEES: \$5.00

LTC2003-001, IETC 110, WED., 10/18-10/18, 6:00 pm-9:00 pm

MARKET YOURSELF ON THE INTERNET

Your traditional resume won't work on the World Wide Web! We will assist you in developing your resume for the WEB and teach you what specific details are necessary to make your resume stand out from all others! Determine guidelines for formatting your resume, site information for posting your resume, safe sites, sending to a specific company, advantages and pitfalls of WEB posting and security issues.

0.3 CEU

FEES: \$50.00

LTC3004-001, IETC 110, TUES., 9/19-9/19, 6:30 pm-9:30 pm

LTC3004-002, IETC 110, WED., 11/15-11/15, 6:30 pm-9:30 pm

POWER OF LISTENING

You were born with a sense of hearing, but listening is a process that must be learned. Discover what prevents you from being a good listener, uncover your listening personality and master the tools and techniques of effective listening.

0.7 CEU

FEES: \$79.00

LTC4000-001, IETC 110, WED., 10/25-10/25, 8:30 am-4:00 pm

Business Communications

Animation Art

Combine software training with a complete program of study to join trailblazers in the animation field. Choose from three certifications (Core Animation, Technical Animator or Character Animator) to launch your new career in film, multimedia, web design, video games, forensics or industry. Core courses in foundational art and technology may be supplemented with a variety of flat art and 3D studio classes (see the Personal Enrichment section for our full listing). Call 847.925.6026 for more information.

COLOR AND COMPOSITION

Exploration of color theory in wet media and silkscreen paper with development of compositional skills. Required class for Animation Certificate.

2.4 CEU

TUITION: \$400.00 FEES: \$60.00

TOUCHTONE NUMBER TT #6458

LAN0002-071, L 133, FRI., 8/25-10/13, 6:00 pm-9:00 pm

SKELETAL ANATOMY

Drawing from a skeletal and a live model is the basis for all successful character animation. This is a required course for the Animation Certificate.

2.4 CEU

TUITION: \$250.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6471

LAN0005-081, L 113, THUR., 10/19-12/7, 6:30 pm-9:30 pm

Business Communications, cont.

FIGURE DRAWING

This class is designed specifically for students in the animation art certificate program. The emphasis will be on gestural drawing, movement and building upon the internal structure, using primarily charcoal and pen. PREREQUISITES: Students must have beginning drawing and skeletal anatomy. For supply list call 847.925.6000 ext. 7407. This is a required course for the Animation Certificate.

1.6 CEU

TUITION: \$250.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6465

LAN0006-071, TBA TBA, THUR., 8/24-10/12, 6:00 pm-9:00 pm

COMPUTER LAYOUT AND DESIGN

This class will cover the principles of vector drawing, concepts of layout and design, converting ideas from sketch to computer vector drawing. This is a required class for the Animation Certificate.

2.4 CEU

TUITION: \$620.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6464

LAN0004-081, NEC 113, SUN., 10/22-12/10, 10:00 am-1:00 pm

PERSPECTIVE DRAWING

3D perspective for 2D media. This is a required course for the Animation Certificate.

2.4 CEU

TUITION: \$400.00

TOUCHTONE NUMBER TT #6544

LAN0009-081, E 106, THUR., 10/19-12/7, 6:30 pm-9:30 pm

ACTIVE FIGURE DRAWING

Drawing from a live model in motion using walk cycles. This is a required course for the Animation Certificate.

2.4 CEU

TUITION: \$250.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6664

LAN0012-081, TBA TBA, MON., 10/16-12/4, 6:30 pm-9:45 pm

OPEN LAB WITH MODEL

This is a 5 hour lab with a live model.

2.4 CEU

TUITION: \$200.00 FEES: \$50.00

TOUCHTONE NUMBER TT #7094

LAN0025-071, L 113, SAT., 8/26-10/14, 12:10 pm-5:00 pm

LAN0025-081, L 113, SAT., 10/21-12/9, 12:00 pm-5:00 pm

FIGURE SCULPTURE

The entire class will be devoted to sculpting from a model in clay (provided in class) to show gesturing, form, balance and shape. Each week a clay model will be completed. This is a required course for the Animation Certificate.

2.4 CEU

TUITION: \$250.00 FEES: \$80.00

TOUCHTONE NUMBER TT #6472

LAN0008-071, L 113, SAT., 8/26-10/14, 9:00 am-12:00 pm

HISTORY OF ANIMATION

The History of Animation will be divided into lecture, film viewing and discussion. Textbook, "Creators of Life, A History of Animation." will be used. The mechanics of producing life, traditional methods and producing life II, digital animation will be explored. American and International abstract animation and traditional methods in feature films will be discussed. Digital methods in Toy Story and Bugs Life will be looked at. This is a required course for the Animation Certificate.

2.4 CEU

TUITION: \$400.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6543

LAN0003-071, TBA TBA, TUES., 8/22-10/10, 6:30 pm-9:30 pm

ANIMATION I

This is a required course for the Animation Certificate. Students will need to bring a sketchpad and pencils. PREREQUISITE: Skeletal Anatomy.

2.4 CEU

TUITION: \$400.00 FEES: \$60.00

TOUCHTONE NUMBER TT #6473

LAN0010-081, L 113, TUES., 10/17-12/5, 7:00 pm-10:15 pm

DRAWING FOR ANIMATION

Various traditional animation drawing techniques can be applied to all types of animation. Students will learn to develop movement, timing, and exaggeration techniques which are the skills needed to execute character animated scenes. This is a required course for the Animation Certificate. PREREQUISITE: Animation I.

2.4 CEU

TUITION: \$400.00 FEES: \$60.00

TOUCHTONE NUMBER TT #6667

LAN0015-071, C 203, TUES., 8/22-10/10, 6:30 pm-9:30 pm

Professional Development

Business Communications, cont

ANIMATION II

In this class the students will gain a basic knowledge of the skills involved in stop-motion animation such as puppet construction, claymation, timing of movement, lighting, and camera techniques. This is a required course for the Animation Certificate. **2.4 CEU**

TUITION: \$400.00 FEES: \$60.00

TOUCHTONE NUMBER TT #6656

LAN0026-071, TBA TBA, TUES., 8/22-10/10, 6:30 pm-9:30 pm

LAN0026-081, TBA TBA, TUES., 10/17-12/5, 6:30 pm-9:30 pm

ANIMATION PRE-PRODUCTION

Concept and story/boarding. This is a required course for the Animation Certificate. **2.4 CEU**

TUITION: \$400.00

TOUCHTONE NUMBER TT #6665

LAN0013-071, H 237, THUR., 8/24-10/12, 6:30 pm-9:30 pm

ANIMATION PRODUCTION

Lighting, Staging and Camera Techniques. This is a required course for the Animation Certificate. **2.4 CEU**

TUITION: \$400.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6655

LAN0019-081, TBA TBA, THUR., 10/19-12/7, 6:30 pm-9:30 pm

AUDIO INTEGRATION

This course contains an intro to accents, beats, scene timing and ambient/reaction sound. Students will learn about radio and motion picture sound techniques, writing dialogue script, the cartoon voice, elementary mouth positions and expressive gestures. Bring pencils and note paper. Textbook: Multiple Sources. This is a required course for the Animation Certificate. **2.4 CEU**

TUITION: \$620.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6674

LAN0011-071, NEC 240, SUN., 8/27-10/15, 1:00 pm-4:00 pm

MAYA: INTRODUCTION TO 3D MODELING

Navigating the MAYA user interface, beginning principles of computer animation and modeling from primitive NURBS or polygons. **2.4 CEU**

TUITION: \$1500.00

TOUCHTONE NUMBER TT #6666

LAN0014-081, NEC 240, WED., 10/18-12/6, 6:30 pm-9:30 pm

MAYA I

Graph Editors and Dope Sheets, rendering single frames and animated sequences, use MEL Programming Language to build simple functions and custom user interface controls, learn how to integrate these various elements to model, animate and render complete scenes from start to finish. **2.4 CEU**

TUITION: \$1750.00

TOUCHTONE NUMBER TT #6676

LAN0017-071, NEC 240, WED., 8/23-10/11, 6:30 pm-9:30 pm

MAYA CHARACTER ANIMATION II

Artisan is an add-on module to Alias/Wavefront's Maya. Artisan provides tools that you can use to detail NURBS and Polygonal surfaces. It uses an intuitive paint and sculpting based interface to deliver high quality and otherwise complex results in minimal time. **2.4 CEU**

TUITION: \$2000.00

TOUCHTONE NUMBER TT #6685

LAN0036-071, NEC 240, MON., 8/21-10/9, 6:30 pm-9:30 pm

TECHNICAL ANIMATION I

Industrial 3D drawing and animation. **2.4 CEU**

TUITION: \$1300.00

LAN0029-081, NEC 240, TUES., 10/17-12/5, 6:30 pm-9:30 pm

Customer Service Representative

Consider yourself outgoing? Like to help people? Join the newest fleet in the workforce by becoming a certified Customer Service Representative. In just three months, you can begin your career at a prestigious company. Command a highly competitive market salary and work full-time or part-time with incentive opportunities and great benefits. A high school diploma or GED is all you need to get started. Call 847.925.6000 ext. 7405 to enroll today.

CUSTOMER SERVICE SKILL BUILDING

Master the essential customer service skills demanded by today's service-oriented businesses. Topics include active listening skills, verbal and non-verbal communication, teamwork and dealing with difficult customers. Students will participate in on-line customer service role-plays. Instructional materials are provided in class. For additional information about this program, call 847.925.6000 ext. 7405. **2.4 CEU**

TUITION: \$482.00 FEES: \$75.00

LCS0001-001, NEC 236, SAT., 9/16-11/4, 8:30 am-11:45 am

LCS0001-002, TBA TBA, WED., 10/11-11/29, 6:00 pm-9:15 pm

Business Management

Entrepreneur

FIRST STEP: BE AN ENTREPRENEUR

Is owning a business right for you? A seasoned business owner lets you in on the inside so you can learn what it is really like. **0.2 CEU**

TUITION: \$5.00 FEES: \$29.00

TOUCHTONE NUMBER TT #5485

LSB0072-001, C 103, WED., 9/6-9/6, 7:00 pm-9:00 pm

LSB0072-002, C 103, WED., 11/1-11/1, 7:00 pm-9:00 pm

STARTING YOUR OWN BUSINESS FROM A TO Z

Prepare to start your business or improve the business you already have. Review 40 start-up decisions, including how to market, setting up the financing, keeping the records, organizing the business, managing the business. **3.0 CEU**

TUITION: \$275.00 FEES: \$75.00

TOUCHTONE NUMBER TT #6193

LSB0075-001, C 103, TUES., THUR., 9/26-10/26, 6:30 pm-9:30 pm

LSB0075-002, C 103, SAT., 10/14-11/18, 9:00 am-4:00 pm

SETTING UP YOUR BOOKS & RECORDS

When you start your business, you need to understand what information you need to track, the best way to track it and what it means to the success of your business. Learn how to keep your financial records. **0.6 CEU**

TUITION: \$83.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6026

LSB0035-001, TBA TBA, WED., 10/4-10/11, 6:30 pm-9:30 pm

SMALL BUSINESS: TAX WORKSHOP

Learn firsthand what the expectations are for tax compliance and other related issues. This workshop will include presentations and discussion about income and sales tax, unemployment security, tax and rates, tax law strategies, tax issues involving employee vs. subcontractors, tax tips for the entrepreneur and ways to access capital for your business. If you are a new business with outstanding liabilities, attendance at a workshop may qualify you for possible abatement of some or all of particular penalties. **0.5 CEU**

TUITION: \$25.00 FEES: \$12.00

TOUCHTONE NUMBER TT #6427

LSB0027-001, C 103, THUR., 9/7-9/7, 8:30 am-4:00 pm

LSB0027-002, C 103, THUR., 11/9-11/9, 8:30 am-4:00 pm

BUYING & SELLING A BUSINESS

Be an informed buyer or seller. Receive easy-to-follow instruction. Learn what is actually happening in the Chicago area. Handouts will include a summary and price list of more than 75 businesses currently for sale. **0.3 CEU**

TUITION: \$27.00 FEES: \$9.00

TOUCHTONE NUMBER TT #5036

LSB0041-001, C 103, WED., 10/18-10/18, 6:45 pm-9:45 pm

PATENTS, COPYRIGHTS AND TRADEMARKS

Learn the principles of intellectual property protection so you can develop your own strategies. Find out how you can get free information on patents and trademarks via the Internet. Learn from an instructor with experience counseling start-up businesses on cost-sensitive approaches to protecting and profiting from intellectual property. An intellectual property handbook will be provided for ready reference. **0.3 CEU**

TUITION: \$28.00 FEES: \$7.00

TOUCHTONE NUMBER TT #7053

LSB0092-001, J 255, SAT., 10/21-10/21, 9:00 am-1:00 pm

HOW TO STAND OUT FROM THE COMPETITION I

Money isn't everything. You can market your service or product effectively without spending lots of money. Learn how to select your market approach, the tools and the trade-offs. **1.2 CEU**

TUITION: \$97.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5490

LSB0032-001, C 103, SAT., 9/30-10/7, 9:00 am-4:00 pm

MERCHANDISING: PLAIN & SIMPLE

Are you a small business owner looking to increase your sales? Are people driving by your storefront on the way to the mall? Good merchandising and visual presentation will attract customers and will increase sales. This course will help you develop strong merchandising skills. You will be given information on practical techniques as well as sources for display items during the first half of the session. The second half will be devoted to solving problems unique to your store. **1.6 CEU**

TUITION: \$81.00 FEES: \$45.00

TOUCHTONE NUMBER TT #6604

LHF0031-071, H 111, TUES., 8/22-10/10, 7:30 pm-9:30 pm

LHF0031-081, H 111, TUES., 10/17-12/5, 7:30 pm-9:30 pm

Business Management, cont.

GETTING STARTED ON THE WEB

An introduction to the Internet. Learn what the Web is all about including what commercial services and providers have to offer. Web site development will not be covered in this course. **0.3 CEU**

TUITION: \$63.00 FEES: \$12.00

TOUCHTONE NUMBER TT #5122

LSB0013-001, NEC 127, THUR., 9/7-9/7, 6:30 pm-9:30 pm

LSB0013-002, NEC 127, WED., 10/11-10/11, 6:30 pm-9:30 pm

LSB0013-003, NEC 127, TUES., 11/7-11/7, 6:30 pm-9:30 pm

LSB0013-004, NEC 127, SAT., 12/2-12/2, 8:30 am-11:45 am

RESEARCH ON THE WORLD WIDE WEB

Learn the basics of using a Web browser, menu, navigating commands, printing information, saving information, copyright issues and using bookmarks. **0.3 CEU**

TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5125

LSB0014-001, NEC 127, MON., 9/18-9/18, 6:30 pm-9:30 pm

LSB0014-002, NEC 127, TUES., 10/24-10/24, 6:30 pm-9:30 pm

LSB0014-003, NEC 127, WED., 11/29-11/29, 6:30 pm-9:30 pm

MARKETING ON THE WEB

Learn the basic components of an effective web site and how the site integrates its overall marketing strategy. Basic marketing concepts as they relate to the Internet are discussed. Website development will not be covered in this course. **0.3 CEU**

TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5030

LSB0033-001, NEC 127, MON., 10/9-10/9, 6:30 pm-9:30 pm

LSB0033-002, NEC 127, THUR., 11/30-11/30, 6:30 pm-9:30 pm

BUILDING YOUR HOME BASED BUSINESS

Control your business and your life from home. Learn how to work in a home environment, what tools you will need, how you can generate sales, how to manage the business time vs your home time, and how to effectively present the professional image you will need. **0.6 CEU**

TUITION: \$75.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6693

LSB0091-001, L 300, WED., 11/8-11/8, 6:30 pm-9:30 pm

STARTING YOUR OWN CATERING/RESTAURANT BUSINESS

Owning a small restaurant or business may be the career for you. This intensive course will help you develop the business perception needed to start a catering or restaurant enterprise. Topics will include recipe development, pricing tactics, sales approaches, and styles of services. In addition, learn how to design winning menus, hire top chefs, write successful press releases, and develop a good marketing plan. **1.4 CEU**

TUITION: \$86.00 FEES: \$20.00

TOUCHTONE NUMBER TT #7821

LFS0002-001, A 142, WED., 10/4-11/8, 6:00 pm-9:00 pm

FROM KITCHEN RECIPES TO RETAIL FOOD

Do you have a great concept for a new bottled sauce, baked good, candy, prepared meat, dairy product or beverage? Food consultant Wilbert Jones will explain how to navigate each step as your product is manufactured, labeled, packaged, trademarked, copyrighted, and shipped to the grocery store by brokers and distributors. **0.7 CEU**

TUITION: \$57.00 FEES: \$20.00

TOUCHTONE NUMBER TT #6180

LFS0008-001, J 153, SAT., 10/14-10/14, 10:00 am-2:00 pm

International Trade

Exporting

EXPORT YOUR PRODUCTS IN THE NEW MILLENNIUM

Take your product/service global. Learn how to determine if your product is ready for export, ways to explore the marketplace for customers, how to transport your product, how cultural awareness can net sales, best ways to use the Internet to boost power, and what the 10 emerging global markets are. **0.7 CEU**

TUITION: \$120.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6694

LGT0058-001, EGH2 221, THUR., 10/5-10/26, 7:00 pm-9:00 pm

Professional Development

Business Management, cont.

EXPORT BANKING/LETTERS

Ensure smooth sailing for your documents. Explore incoterms and terms of payments, ICC rules for International collections, determining settlements, ins and outs of Letter of Credit, procedures for handling non-customers documents. Professional reference books are available for purchase the first night of class. **1.6 CEU**

TUITION: \$125.00 FEES: \$25.00

TOUCHTONE NUMBER TT #6093

LGT0042-001, EGHS 223, TUES., 9/12-11/21, 5:45 pm-7:30 pm

EXPORT DOCUMENT: INCOTERMS

Puzzled over pro forma invoices, commercial invoices, certificates of origin and consular documents? Here are the answers. Review the fundamentals of document preparation and the importance of each document in the export process. Professional reference books are available for purchase the first night of class. **1.3 CEU**

TUITION: \$110.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6094

LGT0043-001, EGHS 223, TUES., 9/12-11/7, 7:45 pm-9:30 pm

Importing

BASICS OF IMPORTING

What is it you want to import to this country? Do you have the know-how? Learn from experts how to import - terms of sale, cargo insurance, banking, customs laws and documentation. **1.4 CEU**

TUITION: \$120.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6628

LGT0036-001, EGHS 228, WED., 9/20-10/25, 6:30 pm-9:00 pm

IMPORT REGULATIONS

Get a step-by-step approach to the regulations governing the importing of merchandise, marking requirements, custom service and court rulings, civil and criminal penalties, import restrictions and duties. **1.2 CEU**

TUITION: \$84.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6097

LGT0044-001, EGHS 224, THUR., 10/12-12/7, 6:00 pm-7:45 pm

ADVANCED IMPORT REGULATIONS

Learn hands-on by examining a new import file problem each week. Find out what went wrong, how the mistakes were discovered, how the importer dealt with the problems and how the problems could have been avoided in the first place. **1.2 CEU**

TUITION: \$84.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6114

LGT0045-001, EGHS 224, THUR., 10/12-12/7, 8:00 pm-9:45 pm

CUSTOMS BROKER'S EXAM REVIEW

Prepare for the US Customs Licensing Exam in a class tailored to your individual strengths. Focus on test-taking strategies and interpretation issues that so often affect exam outcomes. Books you should bring to class: 'Title 19 US Code of Federal Regulations', 'Harmonized Tariff Schedule of the United States' and 'Importing into the United States'—all are U.S. government publications. PREREQUISITES: Knowledge of the import process, U.S. Customs Regulations and Harmonized Tariff System is expected. **2.0 CEU**

TUITION: \$379.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5062

LGT0040-001, EGHS 221, TUES., THUR., 8/29-9/28, 6:30 pm-8:30 pm

QUALIFIED ENTRY WRITER: PROFESSIONAL PREPARATION

Prepare to be a Customs Entry Writer. Learn the basic knowledge and tools necessary for this profession. Practice and discussion will cover how the entry process works, how to analyze shipping documents, how to classify and value imported merchandise, how to prepare necessary Customs and other government agency forms and basic electronic filing procedures. A proficiency certificate will be awarded upon successful completion of the class. Employment is available by Customs Brokers and importers. **2.0 CEU**

TUITION: \$125.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7075

LGT0059-001, EGHS 222, TUES., THUR., 10/17-11/16, 6:30 pm-8:30 pm

Business Management, cont.

Global Business Savvy

GLOBAL SAVVY: MEETING YOUR CUSTOMER ON THEIR TERMS

Put yourself and your customer at ease. Know what can make or break a sale beyond our borders. An inappropriate gesture, a misspoken word or incorrect reference can lose the sale. Your knowledge of the culture, economics and political climate of your prospect's country give you the edge. Learn how your knowledge of the history, government issues, nuances of language interpretation, religious beliefs and the general demographics of your prospect will help you succeed. Included in our discussion will be a tour of Latin America, Western Europe, Eastern Europe, Africa and the Middle East as well as to Asia and the Pacific. You may choose the entire series by selecting this course. Or, you may choose particular regions by selecting from the modules below. **0.3 CEU**

TUITION: \$200.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7258

LGT0060-001, EGHS 221, TUES., 10/3-10/31, 6:30 pm-9:30 pm

GLOBAL SAVVY: LATIN AMERICA

The regional focus of this class will be Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela. **0.3 CEU**

TUITION: \$50.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7259

LGT0061-001, EGHS 221, TUES., 10/3-10/3, 6:30 pm-9:30 pm

GLOBAL SAVVY: WESTERN EUROPE

The regional focus of this class will be Western Europe: Belgium, Denmark, England, Finland, France, Germany, Greece, Italy, Netherlands, Norway, Spain, Sweden, Switzerland, Portugal. **0.3 CEU**

TUITION: \$50.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7260

LGT0062-001, EGHS 221, TUES., 10/10-10/10, 6:30 pm-9:30 pm

GLOBAL SAVVY: EASTERN EUROPE

The regional focus of this class will be Eastern Europe: Belarus, Czech Republic, Hungary, Poland, Rumania, Russia, Ukraine. **0.3 CEU**

TUITION: \$50.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7261

LGT0063-001, EGHS 221, TUES., 10/17-10/17, 6:30 pm-9:30 pm

GLOBAL SAVVY: AFRICA/MIDDLE EAST

The regional focus of this class will be Africa and the Middle East: Egypt, Israel, Kuwait, Pakistan, India, Saudi Arabia. **0.3 CEU**

TUITION: \$50.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7262

LGT0064-001, EGHS 221, TUES., 10/24-10/24, 6:30 pm-9:30 pm

GLOBAL SAVVY: ASIA/PACIFIC

The regional focus of this class will be Asia/Pacific: Australia, China, Indonesia, Japan, Malaysia, New Zealand, Philippines, Singapore, S. Korea, Taiwan, Thailand. **0.3 CEU**

TUITION: \$50.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7263

LGT0065-001, EGHS 221, TUES., 10/31-10/31, 6:30 pm-9:30 pm

WORKING WITH SPANISH SPEAKING EMPLOYEES

Even if your ability to speak Spanish is limited, the knowledge of the Hispanic personality and Latin American work style will help you significantly improve communication with your Hispanic employees. (Bring a brown bag lunch.) **0.9 CEU**

TUITION: \$97.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5788

LGT0047-001, J 263, SAT., 10/21-10/21, 9:00 am-3:00 pm

Business Management, cont.

Supervisory/Management Development

Demonstrate your leadership abilities or augment your professional credentials with the Institute for Supervisory/Management Development Certificate. Complete three core courses and four elective seminars (equal to 2.4 CEUs) within two years to qualify for certification. Call 847.925.6854 for more information.

FUNDAMENTALS OF SUCCESSFUL SUPERVISION

First-time supervisor? Long-time supervisor? Start off in the right direction and/or improve your supervision skills through leadership, building teams, gaining cooperation and maintaining top performance. You can do it! **1.2 CEU**

TOUCHTONE NUMBER TT #5706

TUITION: \$229.00 FEES: \$23.00

LMD0083-001, C 103, TUES., THUR., 9/12-9/14, 8:30 am-4:00 pm

TUITION: \$229.00 FEES: \$15.00

LMD0083-002, TBA TBA, TUES., THUR., 9/19-9/28, 6:30 pm-9:30 pm

ACCOUNTING & FINANCE FOR NON-FINANCE MAJORS

Puzzled by the piles of financial data coming your way? Discover how to make sense out of it. Required for the ISMD Certificate. **0.6 CEU**

TOUCHTONE NUMBER TT #5474

TUITION: \$127.00 FEES: \$31.00

LMD0025-001, C 103, TUES., 10/10-10/10, 8:30 am-4:00 pm

TUITION: \$127.00 FEES: \$21.00

LMD0025-002, TBA TBA, TUES., THUR., 10/17-10/19, 6:30 pm-9:30 pm

DEVELOPING LEADERSHIP SKILLS

Today's leader needs to be an effective motivator, team player, facilitator and counselor. Learn how to develop skills. Required for the ISMD Certificate. **0.6 CEU**

TUITION: \$127.00 FEES: \$40.00

TOUCHTONE NUMBER TT #5471

LMD0005-001, C 103, WED., 11/8-11/8, 8:30 am-4:00 pm

COMMUNICATION SKILLS: WORKING TOGETHER EFFECTIVELY

Key communication skills are needed to increase performance. Learn how to set the standards for good communication. **0.3 CEU**

TUITION: \$118.00 FEES: \$20.00

TOUCHTONE NUMBER TT #5046

LMD0012-001, C 103, MON., 9/25-10/2, 6:30 pm-9:30 pm

HANDLING A PERFORMANCE PROBLEM

Handling performance problems correctly can reduce the spread of future poor performance. Learn how to address the problem as soon as possible and set goals to eliminate the problems. PREREQUISITE: "Working Together Effectively" (LMD0012) **0.3 CEU**

TUITION: \$59.00 FEES: \$20.00

TOUCHTONE NUMBER TT #5048

LMD0013-001, C 103, MON., 10/23-10/23, 6:30 pm-9:30 pm

GOAL ACHIEVEMENT & MOTIVATION

Get motivated and achieve your goals. Learn to identify sources of motivation from within yourself, use motivation to help you achieve your professional goals, and use eight strategies to increase the effectiveness of your efforts. **0.3 CEU**

TUITION: \$59.00 FEES: \$11.00

TOUCHTONE NUMBER TT #5703

LMD0002-001, C 103, WED., 10/11-10/11, 6:30 pm-9:30 pm

BUSINESS & LETTER WRITING

Represent your company and yourself well. Learn to set your objectives, meet your reader's needs and get results. **1.0 CEU**

TUITION: \$127.00 FEES: \$11.00

TOUCHTONE NUMBER TT #5472

LMD0017-001, C 103, TUES., 11/7-12/5, 6:30 pm-9:00 pm

EFFECTIVE TECHNICAL WRITING

Translating technical writing into readable thoughts is truly a challenge. This is especially true if you do not usually write. Learn how to organize your thoughts, edit, revise and produce a document that others easily understand. **1.0 CEU**

TUITION: \$127.00 FEES: \$11.00

TOUCHTONE NUMBER TT #7188

LMD0099-001, C 103, WED., 10/25-10/25, 9:00 am-3:00 pm

Our professional faculty and instructors are selected for their expertise and experience in their field of study as well as their talent for teaching.

Professional Development

Business Management, cont.

ASSERTIVE MANAGEMENT

Learn how to be assertive, gain respect and get results.

0.6 CEU

TUITION: \$127.00 FEES: \$11.00

TOUCHTONE NUMBER TT #5488

LMD0060-001, L 300, THUR., 10/26-11/2, 6:30 pm-9:30 pm

MANAGING CONFLICT ASSERTIVELY

Conflict is a part of life and there is no escaping it. This class will show you how you can change your view of conflict and deal with it in a constructive manner instead of in a destructive and stressful manner.

0.3 CEU

TUITION: \$59.00 FEES: \$11.00

TOUCHTONE NUMBER TT #5058

LMD0042-001, TBA TBA, WED., 11/1-11/1, 6:30 pm-9:30 pm

WORKING WITH SPANISH SPEAKING EMPLOYEES

Even if your ability to speak Spanish is limited, the knowledge of the Hispanic personality and Latin American work style will help you significantly improve communication with your Hispanic employees. (Bring a brown bag lunch.)

0.9 CEU

TUITION: \$97.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5788

LGT0047-001, J 263, SAT., 10/21-10/21, 9:00 am-3:00 pm

For women in the business world, we offer courses designed specifically to address issues unique to you. See the listings in Personal Enrichment under "Business Women" to help you balance work and family needs.

Business Professionals

Certified Financial Planner

FINANCIAL PLANNING PROCESS & INSURANCE

This initial course of the CFP Program introduces the financial planning process along with the legal, ethical and regulatory issues affecting financial planners. Personal financial calculations using time value of money concepts are thoroughly covered. Candidates will also learn about risk management through the use of insurance.

3.0 CEU

TUITION: \$240.00 FEES: \$15.00

LFP0064-001, NEC 140, TUES., 10/3-12/19, 7:00 pm-9:30 pm

INVESTMENT PLANNING

The numerous investment vehicles that can be included in a client's portfolio, such as stocks, bonds, and mutual funds among others are discussed. Portfolio construction and allocation, valuation methods, risk and return analysis and economics are covered in-depth.

3.0 CEU

TUITION: \$240.00 FEES: \$15.00

LFP0065-001, NEC 140, WED., 9/27-12/20, 7:00 pm-9:30 pm

INCOME TAX PLANNING

Receive a comprehensive exposure to personal income tax planning to efficiently coordinate the tax, investment and cash flow implications of a client's financial planning strategies. Income tax ramifications of intrafamily transfers, investments and the disposition of property are some of the topics that will be discussed. Tax planning alternatives and tax traps are also covered.

3.0 CEU

TUITION: \$240.00 FEES: \$15.00

LFP0066-001, NEC 140, MON., 10/2-12/18, 7:00 pm-9:30 pm

RETIREMENT PLANNING & EMPLOYEE BENEFITS

This curriculum provides an in-depth coverage of personal and employer-sponsored retirement plans such as IRAs, 401(k) plans, and other qualified retirement plans. Learn how to construct and compute a personal retirement analysis. Timely topics such as the Social Security system and distribution planning techniques are also covered.

3.0 CEU

TUITION: \$240.00 FEES: \$15.00

LFP0067-001, NEC 136, TUES., 10/3-12/19, 7:00 pm-9:30 pm

Business Professionals, cont.

ESTATE PLANNING

This course will cover the multiple components of the estate planning process. The fundamentals of federal estate and gift taxation will be discussed. The candidates will also learn about various estate planning techniques such as exclusion and valuation techniques, charitable transfers, and post-mortem planning.

3.0 CEU

TUITION: \$240.00 FEES: \$15.00

LFP0068-001, NEC 140, THUR., 9/21-12/14, 7:00 pm-9:30 pm

Looking for practical tips on managing your own portfolio? Turn to the Personal Enrichment pages under Personal Finance and Investment. You'll find retirement strategies, ideas for starting your own investing club, even how to sell your home successfully!

Hospitality Industry

B.A.S.S.E.T. TRAINING

Dispensers of alcoholic beverages employed in municipalities with licensing ordinances requiring alcohol awareness instruction can learn about alcohol attitudes, pharmacology of alcohol, psychology of alcohol, potential liabilities, responsible alcohol sales, customer intervention and police expectations and policies.

0.8 CEU

TUITION: \$54.00

LAW0083-001, LAQS TBA, SUN., 8/27-8/27, 11:00 am-8:00 pm

LAW0083-003, LAQS TBA, TUES., 9/19-9/26, 6:30 pm-10:30 pm

LAW0083-002, LAQS TBA, SUN., 9/24-9/24, 11:00 am-8:00 pm

LAW0083-004, LAQS TBA, TUES., 11/21-11/28, 6:30 pm-10:30 pm

LAW0083-005, LAQS TBA, TUES., 12/12-12/19, 6:30 pm-10:30 pm

FOOD STANDARDS & SANITATION/EXTENDED

Neat, immaculate and uncontaminated conditions are essential for a sanitary environment. Food service personnel will be trained in sanitation procedures culminating in the State approved test administered by the Educational Foundation of the National Restaurant Association. Master cleanliness standards and earn NIFI Sanitation Certification. The NIFI text with the License Application is required.

2.6 CEU

TUITION: \$100.00

TOUCHTONE NUMBER TT #7820

LFS0001-001, A 145, TUES., 8/22-9/26, 5:30 pm-10:00 pm

LFS0001-002, A 145, TUES., 10/17-11/21, 5:30 pm-10:00 pm

FOOD SAFETY AND SANITATION CERTIFICATION

Do you have your certificate yet? The major sanitation points will be covered: proper precautions, food contamination, hazards, how food becomes unsafe, personal hygiene, cross contamination, following the flow of food (HACC), and cleaning and sanitizing. The State approved NRS Educational Foundation ServSafe exam is given the last night of class. This test meets the certification requirement for the Illinois Dept. of Public Health (IDPH). By presenting your IDPH certificate to the City of Chicago Health Dept. and paying an additional fee your certificate should be accepted by the City of Chicago. Text is available in the Harper Bookstore. Reading ahead will help you prepare for the exam. Read the first 4 chapters before the first of a 5 session class and the first 8 chapters before the first of a 2 day class.

1.9 CEU

TUITION: \$115.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5932

LFS0005-001, H 224, MON., 9/11-10/9, 5:30 pm-9:30 pm

LFS0005-002, J 251, SAT., 9/30-10/7, 8:30 am-5:30 pm

LFS0005-003, A 380, TUES., 10/17-11/14, 5:30 pm-9:30 pm

LFS0005-004, J 251, SAT., 10/28-11/4, 8:30 am-5:30 pm

CERTIFIED FINANCIAL PLANNER

Certification Program

Add the nationally recognized CFP credential to your career portfolio and clients to your practice with the official College for Financial Planning program.

Growth in demand for CFP credentials is a direct result of the many individuals seeking professional assistance in managing their financial resources. CFP professionals can expect to earn an average of \$66,500 per year to well over \$100,000 for the experienced planner.

Learn to:

- Develop comprehensive financial plans
- Implement the plans you develop
- Modify and monitor plans as economic, financial and personal factors require

Five courses consisting of 30 hours of instruction each offers you the opportunity to meet and study with other professionals. All aspects of test preparation are covered to ready you for the five-part CFP certification exam.

Courses offered include:

- LFP0064 Financial Planning Process and Insurance
- LFP0065 Investment Planning
- LFP0066 Income Tax Planning
- LFP0067 Retirement Planning and Employee Benefits
- LFP0068 Estate Planning

Harper College offers the CFP program in affiliation with the College for Financial Planning in Denver, Colorado and the Greater O'Hare Chapter of the International Association of Financial Planners.

Register in 2 easy steps:

1. Register first with the College of Financial Planning in Denver, Colorado. Application forms and updated bulletins are available in Continuing Education Registration, C102.
2. Register with Harper College for a CFP course.

For more info call

847.925.6300

Professional Development

Business Professionals, cont.

FOOD SAFETY REVIEW FOR CURRENT CERTIFICATE HOLDERS

A complete review of food service standards that meets the requirements for certificate renewal. Discussion includes growth and control of microbiological sources, major methods of prevention of a food borne illness, employee hygiene practices and hazard analysis for critical control. A short test will be given. Bring your current Illinois Foodservice Sanitation Manager Certificate and a photo identification. **0.5 CEU**

TUITION: \$65.00 FEES: \$7.00
TOUCHTONE NUMBER TT #6449

LFS0011-001, J 251, SAT., 9/16-9/16, 8:30 am-3:30 pm
LFS0011-002, A 380, TUES., 10/3-10/10, 6:00 pm-9:00 pm
LFS0011-003, J 251, SAT., 10/14-10/14, 8:30 am-3:30 pm
LFS0011-004, A 380, TUES., 11/28-12/5, 6:00 pm-9:00 pm

Atencion!!!

Curso de Salubridad

Se ofrece el curso de salubridad **SERVSAFE** en español y tenga la oportunidad de obtener su certificado cuando ud. tome y pase su examinación de la Fundación Educativo de la Asociación Nacional de Restaurantes. Para mas información, puede llamar 847.925.6300, o puede ir a la Oficina de Continuing Education, y traiga su número de Seguridad Social para matricularse.

FOOD SERVICE SANITATION/SPANISH

In Spanish, food service personnel will be trained in sanitation procedures as preparation for the state-approved test administered by the Educational Foundation for the National Restaurant Association. The test meets the requirements of the Illinois Department of Public Health and most local municipalities. The class meets for 18 hours over six sessions and includes the exam time during the last session. The text will be provided the first night of class.

TUITION: \$125.00 FEES: \$61.00 **1.6 CEU**

TOUCHTONE NUMBER TT #5758
LFS0003-001, H 225, MON., 9/11-10/16, 6:00 pm-9:00 pm
LFS0003-002, H 225, MON., 10/23-11/27, 6:00 pm-9:00 pm

WHAT IS HACCP & WHAT CAN IT DO FOR YOU?

The term HACCP was the buzzword of the 90's in the food industry. HACCP (Hazard Analysis Critical Control Points) is a government approved inspection system that is fast becoming the OSHA of the food industry. HACCP gets down to the specifics of exactly how a food item is prepared. By doing the documenting required for HACCP plans you are actually "troubleshooting" to identify and eliminate a hazard BEFORE it becomes a food-borne illness. Commit to this course and take the necessary steps to ensure food safety in your operation. Students should bring recipes for menu items to class. **2.0 CEU**

TUITION: \$125.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6063

LFS0007-001, C 103, MON., 10/16-10/16, 8:30 am-3:30 pm

THE WINES OF PIEDMONT

A look at the wines of this world-famous wine region in Northern Italy: the famous such as Barbera and Barolo, the lesser known wines, both red and white, such as Colcetto and Gavi, the vintages as well. To top off our discussion, we will talk about foods that partner well with these wines. **0.2 CEU**

TUITION: \$15.00 FEES: \$45.00

TOUCHTONE NUMBER TT #7095

LFS0037-001, PCGC TBA, WED., 10/11-10/11, 7:00 pm-9:00 pm

CALIFORNIA VS. THE WORLD

A tasting of eight wines - four from California and four from Europe to compare and contrast styles. Grape types will be Pinot Grigio, Chardonnay, Pinot Noir and Cabernet Sauvignon. This will be a great opportunity to taste similar wines side by side and see how these wines differ according to the region in which they were produced. **0.2 CEU**

TUITION: \$15.00 FEES: \$45.00

TOUCHTONE NUMBER TT #7096

LFS0038-001, PCGC TBA, WED., 10/25-10/25, 7:00 pm-9:00 pm

Business Professionals, cont.

THE BEST OF CALIFORNIA—A SAMPLING OF FAVORITES

From twenty plus trips to California wine country, Tom Hyland, your instructor, has toured virtually every region from the great estates in Napa and Sonoma down through the South Bay and Monterey, all the way to the tiny estates in Santa Barbara County. Taste some of the finest wines made all over the state from Santa Barbara Chardonnay to Russian River Pinot Noir to Napa Valley Cabernet Sauvignon. **0.2 CEU**

TUITION: \$15.00 FEES: \$55.00

TOUCHTONE NUMBER TT #7232

LFS0039-001, PCGC TBA, WED., 11/8-11/8, 7:00 pm-9:00 pm

STARTING YOUR OWN CATERING/RESTAURANT BUSINESS

Owning a small restaurant or business may be the career for you. This intensive course will help you develop the business perception needed to start a catering or restaurant enterprise. Topics will include recipe development, pricing tactics, sales approaches, and styles of services. In addition, learn how to design winning menus, hire top chefs, write successful press releases, and develop a good marketing plan. **1.4 CEU**

TUITION: \$86.00 FEES: \$20.00

TOUCHTONE NUMBER TT #7821

LFS0002-001, A 142, WED., 10/4-11/8, 6:00 pm-9:00 pm

FROM KITCHEN RECIPES TO RETAIL FOOD

Do you have a great concept for a new bottled sauce, baked good, candy, prepared meat, dairy product or beverage? Food consultant Wilbert Jones will explain how to navigate each step as your product is manufactured, labeled, packaged, trademarked, copyrighted, and shipped to the grocery store by brokers and distributors. **0.7 CEU**

TUITION: \$57.00 FEES: \$20.00

TOUCHTONE NUMBER TT #6180

LFS0008-001, J 153, SAT., 10/14-10/14, 10:00 am-2:00 pm

CAKE DECORATING

Learn to create beautiful cakes for every special occasion in your life. Practice on fancy borders, flowers, sugar molding and much more. Work with buttercream and royal icings, chocolate paste and rum sugar to learn all the techniques and tools of the trade. **4.8 CEU**

TUITION: \$108.00 FEES: \$50.00

TOUCHTONE NUMBER TT #7074

LFS0026-001, A 023, THUR., 8/31-11/16, 6:00 pm-9:30 pm

Meeting & Convention Planning

Meeting and convention planning professionals are in high demand in today's business world. Whether working for a corporation or freelancing as an entrepreneur, you'll gain recognition for the specialized training the Harper College Meeting and Convention Planning Certificate provides. Complete just two nine-week courses to qualify for certification. Call 847.925.6593 for more information.

CAREERS IN EVENT & MEETING MANAGEMENT

0.2 CEU

TUITION: \$40.00

TOUCHTONE NUMBER TT #7276

LTA0081-001, NEC 142, WED., 8/30-8/30, 7:00 pm-9:00 pm

MEETING PLANNING I

Whether the meeting is a seminar for a few dozen people or a convention for thousands, it will not be achieved unless some competent person takes charge of planning, scheduling and conducting the event. Get the tools you need to be that person. Learn about site selection, negotiating rates and working with hotels and convention centers on meeting rooms, audio-visual needs and food and beverage selection. This basic course is taught by a certified meeting planner. Cost includes instructional materials. **3.2 CEU**

TUITION: \$350.00

TOUCHTONE NUMBER TT #6260

LTA0082-001, NEC 142, WED., 9/13-11/8, 6:30 pm-8:30 pm

ADVANCED MEETING PLANNING II

Get more in-depth discussion and practice in site selection, program planning, negotiating on behalf of clients and tips on working with hotels and convention centers. Students must complete the basic course before enrolling in this class. **1.2 CEU**

TUITION: \$350.00

TOUCHTONE NUMBER TT #6261

LTA0084-001, NEC 142, MON., 9/11-11/6, 6:30 pm-8:30 pm

Business Professionals, cont.

Real Estate

Become a professionally licensed real estate salesperson or further develop your career as a real estate broker. Complete the Real Estate Transactions course plus two additional required courses and two electives to meet the educational requirements for Illinois Broker preclicensing. Call 847.925.6300 for more information.

REAL ESTATE TRANSACTIONS

Get instruction in basic real estate fundamentals to qualify for a real estate license. In order to take the state real estate licensing exam you must: (1) be 21 years of age, (2) satisfactorily complete the Real Estate Transactions course, (3) be a high school graduate or equivalent, (4) be an Illinois resident. **4.2 CEU**

TUITION: \$162.00

TOUCHTONE NUMBER TT #6001

LRE0009-070, J 263, MON., WED., 8/21-10/11, 6:35 pm-9:15 pm
LRE0009-001, MOD 101, MON., WED., 9/11-10/18, 12:00 pm-3:30 pm
LRE0009-080, J 263, MON., WED., 10/16-12/6, 6:35 pm-9:15 pm

CONTRACTS & CONVEYANCING

Study deeds, contracts, options, leases and other legal instruments used in the use and transfer of ownership of Illinois real estate. **1.4 CEU**

TUITION: \$54.00

TOUCHTONE NUMBER TT #6442

LRE0100-001, NEC 207, THUR., 9/21-10/12, 6:30 pm-10:00 pm
LRE0100-051, CLC TBA, THUR., 9/21-10/12, 6:30 pm-10:00 pm

ADVANCED PRINCIPLES OF REAL ESTATE

Learn about the operation of a real estate brokerage company including Multiple Listing Services, listings, advertising, and bookkeeping. Confirms the legal relationships, duties and obligations of all parties to a real estate transaction. **1.4 CEU**

TUITION: \$54.00

TOUCHTONE NUMBER TT #6443

LRE0101-001, NEC 207, THUR., 10/19-11/9, 6:30 pm-10:00 pm
LRE0101-051, CLC TBA, THUR., 10/19-11/9, 6:30 pm-10:00 pm

BROKERAGE ADMINISTRATION

Covers the operation of a real estate brokerage company including ethics, management skills and record and account management. Fulfills one part of the State of Illinois education requirements to obtain a Real Estate Broker's license in compliance with the Real Estate License Act of 2000. **1.4 CEU**

TUITION: \$54.00

TOUCHTONE NUMBER TT #7171

LRE0105-001, NEC 207, TUES., 11/14-12/5, 6:30 pm-10:00 pm
LRE0105-051, CLC TBA, TUES., 11/14-12/5, 6:30 pm-10:00 pm

PROPERTY MANAGEMENT

Considers aspects of legal responsibility as to accounting, reporting, insuring and protecting income property. Americans with Disabilities Act, civil rights laws, and regional occupancy laws are to be covered. **1.4 CEU**

TUITION: \$54.00

TOUCHTONE NUMBER TT #6446

LRE0103-001, NEC 207, TUES., 10/17-11/7, 6:30 pm-10:00 pm
LRE0103-051, CLC TBA, TUES., 10/17-11/7, 6:30 pm-10:00 pm

REAL ESTATE FINANCE

Examine mortgages, Articles of Agreement, primary and secondary money markets. Borrower and property evaluations are considered. Both residential and commercial financing are covered. **1.4 CEU**

TUITION: \$54.00

TOUCHTONE NUMBER TT #6444

LRE0102-001, NEC 207, THUR., 11/16-12/14, 6:30 pm-10:00 pm
LRE0102-051, CLC TBA, THUR., 11/16-12/14, 6:30 pm-10:00 pm

Professional Development

Business Professionals, cont.

Travel Academy

Your ticket to a successful career may be found at the Travel Academy of Harper College. Receive hands-on training in mastering the Computer Reservation System (CRS) used world-wide by reservationists as well as internet training. Learn the most up-to-date industry trends from instructors who work in the field. Study agency operation, tour bookings, cruises, and the details of international travel. Tuition is just \$1995 and you can earn your certification in as little as 13 weeks. Call 847.925.6593 for more information.

INTRODUCTION TO TRAVEL & CAREERS

Not sure if a travel career is for you? This survey course may be the way to go. Explore the varied career opportunities in the travel industry. Specialists in the field share what it is like to work in corporate travel, leisure travel, airlines or tour companies and learn about opportunities for self-employment. This is an excellent way to decide if the Travel Agent/Reservationist certificate program is for you. **1.2 CEU**

TUITION: \$58.00

TOUCHTONE NUMBER TT #6045

LTA0058-001, NEC 142, WED., 11/15-12/20, 6:00 pm-7:50 pm

WHERE IN THE WORLD?

TUITION: \$40.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7275

LTA0059-001, NEC 142, SAT., 9/9-9/16, 9:00 am-12:00 pm

LTA0059-002, NEC 142, SAT., 10/21-10/28, 9:00 am-12:00 pm

DOMESTIC AIR TRAVEL

Get an introduction to agency operation, effects of deregulation and basics of the domestic airlines. Learn to qualify a client, use various travel reference guides, and basic geography. **2.0 CEU**

TUITION: \$350.00

LTA0060-001, NEC 142, MON., TUES., WED., THUR., 9/18-9/28, 9:00 am-12:30 pm

LTA0060-002, NEC 139, TUES., THUR., 9/5-9/28, 6:00 pm-9:30 pm

TOURS

Study tour types, their advantages and disadvantages to the client, and review various brochures from tour operators. Hotels and other accommodations will be discussed including rating properties and doing a hotel site inspection. Learn about ground transportation, including rail and rental cars. U.S. geography (including Hawaii) will be included. **2.0 CEU**

TUITION: \$350.00

LTA0061-001, NEC 142, MON., TUES., WED., THUR., 10/2-10/12, 9:00 am-12:30 pm

LTA0061-002, NEC 142, TUES., THUR., 10/3-10/26, 6:00 pm-9:30 pm

CRUISES

Discuss the features and benefits of the cruise experience. Study various brochures, cruise manuals, and instructional video tapes. The geography focus for this class will be popular cruise destinations (Caribbean, Mexico, and Alaska). **2.0 CEU**

TUITION: \$350.00

LTA0062-001, NEC 142, MON., TUES., WED., THUR., 10/16-10/26, 9:00 am-12:30 pm

LTA0062-002, NEC 142, TUES., THUR., 10/31-11/21, 6:00 pm-9:30 pm

INTERNATIONAL TRAVEL & DOCUMENTATION

Documentation will include a discussion of passports, visas and tourist cards. International airlines and their fare structures and unique situations facing international travelers will be explored. Study the geography of Canada, Western Europe and Asia. **2.4 CEU**

TUITION: \$350.00

LTA0063-001, NEC 142, MON., TUES., WED., THUR., 10/30-11/9, 9:00 am-12:30 pm

LTA0063-002, NEC 142, TUES., THUR., 9/5-9/28, 6:00 pm-9:30 pm

LTA0063-003, NEC 142, TUES., THUR., 11/28-12/21, 6:00 pm-9:30 pm

APOLLO/FOCAL POINT COMPUTER TRAINING

Learn the necessities to complete a booking for a client from searching for the lowest airfare to requesting a special meal once aboard. Discuss how to book hotels, car rentals, cruise and tour products on-line. Role play is encouraged. **2.4 CEU**

TUITION: \$595.00

LTA0064-001, NEC 139, MON., TUES., WED., THUR., 11/13-12/14, 9:00 am-12:30 pm

LTA0064-002, NEC 139, TUES., THUR., 10/3-12/7, 6:00 pm-9:30 pm

WORKSHOP ON THE WEB FOR TRAVEL

When taking this class students will have the opportunity to explore travel related web sites to use as research tools. Geared to travel professionals as well as those who enjoy researching their travel options. Prospective students should be familiar with windows environment and should be proficient with the use of a mouse. **0.4 CEU**

TUITION: \$45.00

TOUCHTONE NUMBER TT #7072

LTA0080-001, NEC 127, FRI., 9/22-9/22, 8:30 am-12:30 pm

Health Care Professionals

Cardiopulmonary Resuscitation

CPR FOR HEALTH CARE PROFESSIONALS

Prepare yourself to administer CPR in whatever setting and circumstances you find yourself. Content includes American Heart Association standards on adult CPR, clearing obstructed airways, pediatric components and two-rescuer CPR. This course is recommended for the health care professional and as entry level for CPR instructors. **0.7 CEU**

TUITION: \$45.00 FEES: \$15.00

TOUCHTONE NUMBER TT #5822

LCP0084-001, D 277, SAT., 9/16-9/16, 9:00 am-5:00 pm

LCP0084-003, D 277, SAT., 10/21-10/21, 9:00 am-5:00 pm

LCP0084-002, D 194, TUES., 12/5-12/5, 7:00 pm-10:00 pm
D 277, THUR., 12/7-12/7, 6:00 pm-10:00 pm

CPR RENEWAL COURSE

Annual renewal is required for recognition of health care professionals by the American Heart Association. Reviews of new material, methods and supervised manikin practice are included. Must have a CURRENT American Heart Association approved Health Care Provider CPR card. **0.4 CEU**

TUITION: \$40.00 FEES: \$12.00

TOUCHTONE NUMBER TT #7174

LCP0043-001, D 213, THUR., 9/14-9/14, 6:00 pm-10:00 pm

LCP0043-002, D 213, THUR., 11/2-11/2, 6:00 pm-10:00 pm

CPR FOR THE GENERAL PUBLIC

Learn how to administer CPR until advanced life support is available. This offering will include American Heart Association's heart saver and adult obstructed airway module, as well as the pediatric component. American Heart Association courses. This class is not for health care provider recognition. **0.7 CEU**

TUITION: \$40.00 FEES: \$12.00

TOUCHTONE NUMBER TT #5301

LCP0008-001, D 277, SAT., 10/14-10/14, 9:00 am-4:30 pm

CPR INSTRUCTOR COURSE

This four session course prepares individuals to teach basic life support techniques to the general community and health professionals according to American Heart Association standards. The course includes precise performances of cardiopulmonary resuscitation and clearing obstructed airway skills, preparatory lesson planning, a teaching practicum, manikin maintenance, written examination, two lectures, and co-teaching a health care provider class within 60 days. Bring a current card to class. **1.6 CEU**

TUITION: \$114.00 FEES: \$67.00

TOUCHTONE NUMBER TT #6567

LCP0086-001, D 293, TUES., 11/7-11/14, 6:00 pm-10:00 pm

D 213, THUR., 11/9-11/16, 6:00 pm-10:00 pm

Dietary Manager

FOOD SAFETY & SANITATION FOR DIETARY MANAGERS

Study the principles of sanitation and food safety. The Hazard Analysis Critical Control Point (HACCP) program will be discussed as it applies to long term care facilities. Students will take the National Restaurant Association Exam. **4.0 CEU**

TUITION: \$300.00

LDI0203-001, D 293, THUR., 9/14-11/16, 5:00 pm-9:00 pm

DIET THERAPY FOR DIETARY MANAGERS

This class (Session II) covers basic nutrition, therapeutic nutrition, nutrition care plans, and documentation in medical records. **4.0 CEU**

TUITION: \$300.00

LDI0204-001, A 006, THUR., 11/30-2/22, 5:00 pm-9:00 pm

DIETARY MANAGER CERTIFICATION/SANITATION EXAM REVIEW

This review course will cover the fundamental concepts of food protection in food service operations. Food service sanitation and safety issues are emphasized for the food service professional with responsibilities for operations management and supervision. **0.7 CEU**

TUITION: \$45.00

TOUCHTONE NUMBER TT #6583

LDI0207-001, D 193, SAT., 10/7-10/7, 9:00 am-4:30 pm

Health Care Professionals, cont.

Alternative & Complementary Medicine

Acupuncture and Chinese herbal medicine are rapidly gaining popularity as alternative therapies in the United States. Learn the basics of these ancient healthcare therapies and how to practice these techniques. Our instructor, Dr. Harry Hong, is a Licensed Acupuncturist and Chinese Herbalist and also participates in asthma-related biomedical research at the University of Illinois.

CHINESE MEDITATION (QI GONG)

You will learn the basics about the body-mind relationship. You will learn how to control your physical body and emotions through Qi Gong practice which will enhance your well-being. The focus will be on the theory of Qi Gong, but not any specific school of Qi Gong exercise. **0.2 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7433

LAH0210-001, TBA TBA, THURS., 9/28-9/28, 7:00 pm-9:00 pm

ACUPUNCTURE-PAIN MANAGEMENT TECHNIQUE

Learn about the basic theory of acupuncture therapy and clinical applications of the technique. You will also learn how to manage pain and discomfort without needles, using acupressure for self-help. **0.2 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7254

LAH0208-001, TBA TBA, THUR., 9/14-9/14, 7:00 pm-9:00 pm

CHINESE HERBS AND NUTRITION

This class introduces basic theories about Chinese herbal medicine and Chinese nutrition. Body balance and solving minor discomforts can be achieved with everyday food and simple herbal formulas. A few recipes for Chinese herbal dishes will be discussed. **0.2 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7257

LAH0209-001, TBA TBA, THUR., 9/21-9/21, 7:00 pm-9:00 pm

ANCIENT SECRETS FOR LONG LIFE

Some people live to be over one hundred years old and are very healthy and productive. Ancient Chinese theories about aging and age-related problems will be discussed as well as some basics of Chinese Medicine. You will learn specific nutrition needs and guidelines to keep you well and improve your health. You will also get information on how to balance your diet and exercise to control age-related diseases such as arthritis, osteoporosis, weakness and chronic pain. **0.2 CEU**

TUITION: \$20.00

TOUCHTONE NUMBER TT #7267

LAH0211-001, TBA TBA, THUR., 10/12-10/12, 7:00 pm-9:00 pm

Nursing

CURRENT NURSING PRACTICE UPDATE

Professional nurses who have not been clinically active in nursing practices can receive an update of clinical skills and new concepts of medical-surgical, maternal, child and psychiatric nursing. Course includes clinical experience at area hospitals. PREREQUISITES: Registered Nurse currently licensed or who has applied for license under the provisions of the Illinois Nursing Act, certification in CPR, one or two person resuscitation of infant, child and adult, and health requirements as established by the LS/HS division. **7.0 VSC**

TUITION: \$378.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6515

LNU8004-001, TBA TBA, MON., WED., 8/21-12/13, 6:30 pm-9:30 pm

PHARMACOLOGY FOR NURSES

Examine the mechanism of action of the major medication groups as it relates to the physiology and pathology of disease. Examples will be identified in each major pharmacologic category in order to understand pharmacological activity within each group. Look at drug action, clinical application and adverse events for each medication discussed. This course can be taken for credit by registering for NUR120. **2.0 VSC**

TUITION: \$108.00

TOUCHTONE NUMBER TT #5147

LNU8001-001, E 106, THUR., 8/21-12/11, 4:25 pm-6:25 pm

REHABILITATION NURSING

For RNs working in long term care, with a rehab or subacute focus or in residential care and home health, this course will meet the need established by HFCA/JCAHO to have a "Rehab Certified RN" for a variety of basic rehabilitation focused programs necessary for trends in Restorative and Rehab Care. In addition the new 2.0 version of MDS, RAPs, and Care Plans will be included in the curriculum. **6.4 VSC**

TUITION: \$375.00

TOUCHTONE NUMBER TT #7033

LNU0300-002, D 277, TUES., 10/17-12/12, 8:30 am-5:00 pm

Professional Development

VOLUNTEER MANAGEMENT

Certification Program

Keep pace with trends in volunteerism and establish your professional expertise with the Volunteer Management Certificate Program. Learn to recruit, motivate and supervise volunteers. Develop your skills in grant research and writing or marketing and public relations. Keep pace with current social trends that impact volunteer services while building your knowledge, management skills and creativity.

Two different nationally-recognized certificate programs are offered. Completion of six basic and two enrichment courses within either track earns you a certificate endorsed by the Association for Volunteer Administration (AVA).

Required Courses

Level I: Basic

- LVM0001 Foundations of Volunteer Management
- LVM0003 Motivating Volunteers
- LVM0031 Supervising Volunteers
- LVM0005 Conflict Management I: Problem Solving Skills
- LVM0006 Evaluating Volunteer Programs
- LVM0011 Volunteer Recruitment

Level II: Basic

- LVM0002 Trends in Volunteer Management
- LVM0004 Developing Volunteer Leaders
- LVM0012 Marketing and Public Relations for Volunteer Programs
- LVM0014 Conflict Management II: Staff/Volunteer Relationships
- LVM0028 Evaluating Volunteer Performance
- LVM0027 Policies/Procedures/Forms

Enrichment Courses (select two)

- LVM0020 Needs Assessment
- LVM0008 Building Diversity
- LVM0018 Handle With Care: Selecting Caregivers for Vulnerable Clients
- LVM0032 Finance Management/Budget Development
- LVM0019 Researching Grants
- LVM0030 Grant Writing
- LVM0033 Creating Collaboration

For more info call

847.925.6300

Health Care Professionals, cont.

MANAGEMENT OF PATIENTS RECEIVING INFUSION THERAPY

Understand the latest and most important information on successful and safe intravenous therapy administration. This knowledge can be useful for both the first-time learner as well as the advanced. Receive hands-on instruction in all facets of therapy ranging from the latest practices to the most fundamental standards. **10.0 CEU**

TUITION: \$395.00

TOUCHTONE NUMBER TT #6084
LNU0307-001, MOD 103, MON., 9/11-11/6, 9:00 am-5:00 pm

VENIPUNCTURE PROCEDURE FOR BLOOD DRAWING

Learn the essentials of blood drawing through lecture and practice in the classroom. Equipment, specimen collection and appropriate technique will be included. In addition, principles of sterile technique universal precautions, lab requisitions and doctor's orders are introduced. There will be no practice on live volunteers. PREREQUISITE: Minimum CNA certification. **2.0 CEU**

TUITION: \$125.00

TOUCHTONE NUMBER TT #5311
LAH0202-001, D 293, TUES., 9/5-10/3, 6:00 pm-10:00 pm

INTRAVENOUS VENIPUNCTURE FOR NURSES

Study intravenous venipuncture, including anatomy/physiology, vein identification, criteria for vein selection and possible complications, as well as legal aspects and infection control guidelines. PREREQUISITE: RN status required. **0.7 CEU**

TUITION: \$75.00

TOUCHTONE NUMBER TT #5312
LNU0301-001, D 277, SAT., 10/7-10/7, 9:00 am-4:00 pm

CERTIFIED NURSE'S AIDE INSTRUCTOR COURSE FOR REGISTERED NURSES

Provides the required education for state approved CNA Instructors. Must be a registered nurse in Illinois with at least one year long-term care experience. **3.75 CEU**

TUITION: \$300.00

TOUCHTONE NUMBER TT #7062
LNU0308-001, D 193, SAT., 10/21-11/18, 8:00 am-3:30 pm

THERAPY DOGS: ANIMALS THAT HELP PEOPLE HEAL!

Attend this seminar and find out how therapy dogs are used in hospital, hospice, nursing home and rehabilitative settings. The presenting animal/handler teams have been specially trained and nationally certified to provide therapeutic interventions to the special needs population. The use of animals has dramatic effects on the healing process. A simulated hospital situation demonstration will allow the participants to see the interactions and achievements of this highly successful application of using animals to help people heal. Presenter: Judith Bush, MS **0.2 CEU**

TUITION: \$25.00

TOUCHTONE NUMBER TT #7281
LNU0315-001, D 277, WED., 11/15-11/15, 7:00 pm-9:00 pm

Pharmacy Tech

ESSENTIALS OF COMMUNITY PHARMACY PRACTICE

1.6 CEU

TUITION: \$80.00

TOUCHTONE NUMBER TT #7292
LAH0207-001, F 127, WED., 8/23-10/11, 7:00 pm-9:00 pm

Human Services

Criminal Justice

INTRODUCTION TO FIRE INVESTIGATION

This course is intended to introduce police officers, firefighters, as well as second year law enforcement or fire science students, to the necessary information and basic skills required to become Fire Origin and Cause Investigators. The course will include: basic fire science principles, criminal law relating to intentionally set fires, the tools necessary to record the scene, collection of evidence and preparing the necessary written documentation for court presentation of the case. **1.8 CEU**

TUITION: \$125.00

TOUCHTONE NUMBER TT #7291
LCR0102-001, D 196, SAT., 9/30-11/4, 9:00 am-12:00 pm

Human Services, cont.

Cosmetology

Receive the required theoretical and clinical training to qualify for the Illinois licensing examination for beauticians. In partnership with the Arlington Academy Cosmetology Career Center, this program consists of five required modules which take less than 24 months to complete. All classes are held at the Arlington Academy in downtown Arlington Heights. Purchase of a \$610 student kit of items needed for instruction plus an application fee of \$125 is required. For an application, call the Academy at 847.259.5380. For detailed information about the program, please call 847.925.6687.

COSMETOLOGY I

An introductory course to basic cosmetology with emphasis on roller control, pin curls, finger waves, permanent waving and hair shaping. Learn about hair and product analysis to meet the needs of clients. PREREQUISITE: 16 years of age and graduate of 8th grade. **30.0 CEU**

TUITION: \$343.00

FEES: \$282.00

LCO0086-001, AAB TBA, MON., WED., THUR., 8/28-12/23, 6:00 pm-9:20 pm
SAT., 9/2-12/23, 8:30 am-5:00 pm

COSMETOLOGY II

An introduction to clinical procedures on live models, utilizing skills developed in Cosmetology I. This session will correlate previous laboratory practice and introduce related supplemental courses for the continued development of the cosmetology student. Upon completion of this level, the student will have developed skills in hand and eye coordination for more advanced hair and nail techniques. PREREQUISITE: LCO0086. **30.0 CEU**

TUITION: \$343.00

FEES: \$282.00

LCO0087-001, AAB TBA, MON., WED., TUES., 8/28-12/23, 6:00 pm-9:20 pm
SAT., 9/2-12/23, 8:30 am-5:00 pm

COSMETOLOGY IV

This course is a continuation of the basic cosmetology course. Specific topics concentrate on hair shaping, hair color and makeup. Creation of formulas for hair color and contouring with cosmetics will also be covered. PREREQUISITE: LCO0088. **30.0 CEU**

TUITION: \$343.00

FEES: \$282.00

LCO0089-002, AAB TBA, MON., TUES., WED., THUR., FRI., 8/28-10/20, 8:30 am-5:00 pm
LCO0089-001, AAB TBA, MON., WED., THUR., 8/28-12/23, 6:00 pm-9:20 pm
SAT., 9/2-12/23, 8:30 am-5:00 pm

COSMETOLOGY V

The final level of the Cosmetology program prepares the student for the Illinois Licensing Examination through review and testing in the theoretical and practical aspects of their training. PREREQUISITE: LCO0089. **30.0 CEU**

TUITION: \$343.00

FEES: \$282.00

LCO0090-001, AAB TBA, MON., WED., THUR., 8/28-12/23, 6:00 pm-9:20 pm
SAT., 9/2-12/23, 8:30 am-5:00 pm
LCO0090-002, AAB TBA, MON., TUES., WED., THUR., FRI., 10/23-12/23, 8:30 am-5:00 pm

Volunteer Management

Level I: Basic Courses

FOUNDATIONS OF VOLUNTEER MANAGEMENT

This workshop is a prerequisite for those pursuing a certificate in Volunteer Management. Learn essential skills and competencies of an effective professional and receive an overview of courses and requirements for earning a certificate. **0.3 CEU**

TUITION: \$39.00

FEES: \$9.00

TOUCHTONE NUMBER TT #6360
LVM0001-001, BSA TBA, WED., 9/13-9/13, 3:00 pm-6:00 pm
LVM0001-002, L 200, SAT., 9/16-9/16, 9:00 am-12:00 pm

MOTIVATING VOLUNTEERS

Traditional workplace motivation (a paycheck) does not apply to a volunteer setting. Review a variety of motivational theories that can be applied so volunteers can reach a high level of productivity and satisfaction. **0.3 CEU**

TUITION: \$39.00

FEES: \$7.00

TOUCHTONE NUMBER TT #6370
LVM0003-001, L 200, SAT., 9/16-9/16, 1:00 pm-4:00 pm

Professional Development

Human Services, cont.

VOLUNTEER RECRUITMENT

Learn to recruit both long-term and short-term volunteers. Planning and evaluation differences, as well as motivation stimulus, will be discussed.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6362

LVM0011-001, BSA TBA, TUES., 9/26-9/26, 3:00 pm-6:00 pm

LVM0011-002, L 200, SAT., 10/7-10/7, 1:00 pm-4:00 pm

CONFLICT MANAGEMENT I: PROBLEM SOLVING SKILLS

Empower yourself to a new level of problem solving. Learn to approach conflict as a positive learning tool to strengthen your program. You'll leave this workshop knowing how to identify conflict, prevent conflict, how to deal with difficult people, and how to document the problem-solving discussion.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6365

LVM0005-001, L 200, SAT., 10/7-10/7, 9:00 am-12:00 pm

SUPERVISING VOLUNTEERS

Getting the most from the volunteers in your organization requires a range of supervisory skills and strategies, tailored to fit the situation. This workshop defines qualities of good supervision and practices basic skills. Completion of "Developing Volunteer Leaders" course is a helpful prerequisite.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5327

LVM0031-001, L 200, SAT., 10/21-10/21, 9:00 am-12:00 pm

EVALUATING VOLUNTEER PROGRAMS

Evaluating a volunteer program's effectiveness toward meeting program goals is an essential part of volunteer management. Discover methods and techniques for developing a regular program assessment.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6366

LVM0006-001, L 200, SAT., 10/21-10/21, 1:00 pm-4:00 pm

Level II: Basic Courses

MARKETING/PUBLIC RELATIONS IN VOLUNTEER PROGRAMS

Learn why and how to do basic marketing and public relations to bring your cause to the public. Tips and samples will be highlighted. Please bring samples of your organization's publication(s).

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6363

LVM0012-001, L 200, SAT., 9/23-9/23, 9:00 am-12:00 pm

TRENDS IN VOLUNTEER MANAGEMENT

Analyze current societal trends and their impact on managers of volunteer services.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6361

LVM0002-001, L 200, SAT., 9/23-9/23, 1:00 pm-4:00 pm

DEVELOPING VOLUNTEER LEADERS

Leadership development in a volunteer program requires a range of responses from the volunteer manager. Build awareness of different stages in a volunteer's commitment as well as how to respond effectively to encourage greater leadership.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6364

LVM0004-001, L 200, SAT., 10/14-10/14, 9:00 am-12:00 pm

CONFLICT MANAGEMENT II: STAFF/VOLUNTEER RELATIONS

Learn to build effective teams that minimize individual and group conflicts. Find out about constructive techniques that maximize staff/volunteer relations and enhance organizational health and climate.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6368

LVM0014-001, L 200, SAT., 10/14-10/14, 1:00 pm-4:00 pm

POLICIES/PROCEDURES/FORMS

Learn the basic principles for writing policies and procedures. Review various forms that you may want or are legally required to use in your job and for your agency. Learn some of the legal implications and requirements of policy, procedures, forms, and manuals. Review and discuss the necessity of volunteer manuals for you and your volunteers.

0.3 CEU

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5394

LVM0027-001, L 200, SAT., 10/28-10/28, 9:00 am-12:00 pm

COMMUNITY
CAREER
SERVICES

Get your career on track with the support of Harper's Community Career Services. As we grow and change, our personal and career interests and abilities change, too. Set and reach new goals with the assistance of our certified career counselors.

Our newly located Community Career Services in Room A347 of the Student and Administration Center on the main campus offers a wealth of resources and one-on-one assistance to give you maximum benefit for your specific needs.

One-on-One Counseling Sessions

Discuss your career issues with a career counselor and develop strategies to manage your career successfully! FEES: \$45.00 per hour

Myers-Briggs Type Indicator®

This personal assessment will help you to identify your personality strengths and unique talents. You can use the information to better understand yourself, your motivations, and your potential areas for growth and career options. A certified career counselor conducts a one-hour individual interpretation. FEES: \$75.00

Strong Interest Inventory

Identify your interests with this assessment and match them with work, career options or leisure activities. The inventory will allow you to compare your interests to those of men and women who are already successfully employed in a wide variety of occupations. A certified career counselor conducts a one-hour individual interpretation. FEES: \$75.00

Career Mapper

Measure your job-related mental abilities, motivations, interests and 20 personality characteristics to create a picture of your total person. This model is compared to studies of most successful people in a variety of career fields and the degree to which you match successful people in those careers. A certified career counselor conducts an individual interpretation. FEES: \$120.00

Career Assessment

Identify with a counselor, through a variety of assessments, your career interests, skills and abilities, personality, motivators/demotivators along with what constitutes your ideal job. This program includes a variety of assessments including the Myers-Briggs Type Indicator®, and the Strong Interest Inventory. FEES: \$215.00 (4 one-hour sessions)

Career Action Planning

Develop a comprehensive career action plan from start to finish. Begin by performing a self-assessment with the same tools used in Career Assessment. Continue by having a counselor lead you through occupational research, the exploration of career options and effective utilization of career resources. The end result will be a well-defined, personalized career action plan. FEES: \$250.00 (6 one-hour sessions)

For the 50+ Worker

Considering a career change or re-entering the workforce? These one-on-one sessions with a counselor are designed to assist those who have been downsized or are simply seeking new career direction. Assess yourself and explore various career options and new opportunities. Learn to use your experience and age to your advantage! FEES: \$215.00 (4 one-hour sessions)

Resume Service

Work with a counselor to develop an up-to-date resume. We help you write and produce your resume and give you a white copy, ten ivory copies with envelopes and your resume on disk for easy updating. FEES: \$98.00 (2 one-hour sessions)

Interviewing Skills

Sharpen your interviewing skills! Begin with instruction and consultation on effective interviewing techniques. Follow up with a videotaped mock interview, which is critiqued and then given to you for future reference. Dress appropriately for an interview and bring your resume along with a list of positions and/or companies where you want to apply. FEES: \$78.00

For more info call 847.925.6293

Professional Development

Human Services, cont.

EVALUATING VOLUNTEER PERFORMANCE

Assessing volunteer performance is a sensitive yet essential part of volunteer management. Learn to use self-assessment and peer review for establishing non-threatening volunteer performance evaluation. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5131

LVM0028-001, L 200, SAT., 10/28-10/28, 1:00 pm-4:00 pm

Level I&II: Enrichment Courses

GRANT RESEARCH AND WRITING

This course is for anyone in a non-profit agency who is responsible for, or interested in, the protocol and requirements of effective grant applications. Discover how to word requests and set goals that will win financial resources for your programs. Information will be shared about how to establish funding calendars, develop documentation and write compelling letters. Participants will receive a list of grant writing resources. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #7116

LVM0037-001, BSA TBA, THUR., 11/2-11/2, 3:00 pm-6:00 pm

LVM0037-002, L 200, SAT., 11/4-11/4, 1:00 pm-4:00 pm

FUNDRAISING PART I: SPECIAL EVENTS FOCUS

Guided by a fund development specialist, learn basic principles and skills in planning successful fundraising events. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6379

LVM0016-001, L 200, SAT., 11/4-11/4, 9:00 am-12:00 pm

PROFESSIONAL ETHICS IN VOLUNTEER ADMINISTRATION

A review and discussion of the Statement of Professional Ethics developed by the Association of Volunteer Administration will be used to evaluate difficult ethical decisions that challenge you in your profession. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6338

LVM0009-001, L 200, SAT., 11/18-11/18, 9:00 am-12:00 pm

SELECTING CAREGIVERS FOR VULNERABLE CLIENTS

Expand awareness and explore a targeted approach to recruiting volunteers to work with vulnerable populations (e.g. homeless, individuals with mental or physical disabilities, elderly, etc.) Consider how to protect volunteers who work in high-risk environments. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6372

LVM0018-001, L 200, SAT., 11/18-11/18, 1:00 pm-4:00 pm

Industrial Technology

Refrigeration

REFRIGERANT HANDLING

Harper College is certified by the EPA to administer the official technician certification examination for handling and recovering refrigerants at all technician levels. In addition to administering the EPA exam, the College is authorized to provide the test preparation workshop. The workshop is optional and technicians may choose to complete the test only. However, workshop participants significantly improve their success rate on the test. **0.7 CEU**

TUITION: \$140.00

TOUCHTONE NUMBER TT #5516

LMR0101-001, H 117, SAT., 9/9-9/16, 9:00 am-12:00 pm

LMR0101-002, H 117, SAT., 10/7-10/14, 9:00 am-12:00 pm

LMR0101-003, H 117, SAT., 11/4-11/11, 9:00 am-12:00 pm

LMR0101-004, H 117, SAT., 12/2-12/9, 9:00 am-12:00 pm

REFRIGERANT HANDLING TEST

This is the EPA exam required for certification. **0.3 CEU**

TUITION: \$30.00

TOUCHTONE NUMBER TT #5289

LMR0102-001, H 117, SAT., 9/16-9/16, 9:00 am-12:00 pm

LMR0102-002, H 117, SAT., 10/14-10/14, 9:00 am-12:00 pm

LMR0102-003, H 117, SAT., 11/11-11/11, 9:00 am-12:00 pm

LMR0102-004, H 117, SAT., 12/9-12/9, 9:00 am-12:00 pm

CERTIFICATE PROGRAMS

Top 5 Reasons Adults Enroll at Harper College

- Update job skills
- Acquire new technical skills
- Increase earning potential
- Prepare for job advancement
- Retrain for a new career

Jumpstart your professional development with an array of certificate programs that can pave the way to professional fulfillment, personal growth and financial success. Whether you are looking for new direction in your work life, considering a career change or returning to employment after an absence, you'll find more than 25 non-credit certification programs that are recognized by industries and employers nation-wide. Choose from a broad array of fields ranging from the hottest technologies to the top career trends to the most sought after job skills in the marketplace.

Business and Management

Business Office Software Skills (B.O.S.S.)

Certified Financial Planner

Customer Service Representative (CSR)

Food Standards and Sanitation

Hospitality Industry Standards

B.A.S.S.E.T

Meeting and Convention Planning

Supervisory Management

Development

Travel Agent

Business Communication

Desktop Publishing Technology

Animation Art

Health Services

CPR

Dietary Management

Dental Hygiene

Infusion Therapy

Medical Office Assistant

Nursing

RN Update

Rehabilitation Nursing

Computer Technology

Microsoft Certified

Systems Engineer (MCSE)

Microsoft Certified Professional

(MCP)

Microsoft Certified Systems

Engineer and Internet

(MCSE and Internet)

Novell Certified

NetWare Administrator (CNA)

Novell Certified

NetWare Engineer (CNE)

Cisco Certified Network Associate

(CCNA)

Oracle (DBA Administrator)

UNIX Training

PC Service Technician

(A+ Certification)

Network+

Autodesk Training - AutoCAD

Human Services

Cosmetology

Volunteer Management

Industrial and Engineering Technology

Autodesk Training - AutoCAD

Refrigeration Handling

(EPA.CFC)

For more info call 847.925.6300

Personal Enrichment

The Arts

ANIMATION ART

Put your artistic talents to work in one of the hottest new careers! Three certifications are offered: Core Animation, Technical Animator or Character Animator. Work in film, web design, video games, forensics, and many more fields where animation is a growing need. See the full course listing in the Professional Development section.

Drawing

DRAWING & SKETCHING I

Develop a sketch book while practicing the basics of line, value, shading and three-dimensional drawing and shadowing. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5773

LEI0012-071, C 201, THUR., 8/24-10/12, 6:30 pm-8:30 pm

LEI0012-081, TBA TBA, WED., 10/18-12/6, 7:00 pm-9:00 pm

DRAWING & SKETCHING II

Review basic drawing skills such as shape, line, perspective, value, spatial relationships and composition. Exploring different drawing and painting tools and techniques, so you can make more informed choices relating to other courses to take. Please bring pencils and a small drawing pad. A list of additional supplies will be provided the first night of class. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5778

LEI0013-071, C 201, THUR., 8/24-10/12, 6:30 pm-8:30 pm

LEI0013-081, WPJH G108, THUR., 10/19-12/7, 6:30 pm-8:30 pm

COLORED PENCIL II WORKSHOP

A continuation of Colored Pencil I Workshop. This is an open studio, bring your own pieces from your researched subject matter to add to or continue to work on individual drawings. Class critiques will be held periodically. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #7163

LEI0324-081, WHS 224, WED., 10/18-12/6, 7:00 pm-9:00 pm

CARTOONING

Learn to draw favorite cartoon characters as well as characters of your own. Materials to be used include colored pencil, markers, acrylic paints and acetate. A materials list will be distributed at the first class. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5723

LEI0028-081, WHS 223, WED., 10/18-12/6, 7:00 pm-9:00 pm

PORTRAITURE

Learn the basics of making a successful portrait from both photos and life. Through demos and practice, students will explore techniques while learning facial anatomy. Charcoal, conte crayon and brush/ink will be used primarily. Beginners or those with some experience welcome. Call 847.925.6000 ext. 7407 for supply list. **1.6 CEU**

TUITION: \$81.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5172

LEI0005-071, C 203, THUR., 8/24-10/12, 7:00 pm-9:15 pm

LEI0005-081, C 201, THUR., 10/19-12/7, 7:00 pm-9:15 pm

LIFE DRAWING

Drawing the human form will be explored through the use of various methods and techniques. Working with live models will help you increase your anatomical knowledge and discover and strengthen your personal figure style. Charcoal will be the primary medium used. Prior experience in a beginning drawing class is helpful. Call 847.925.6000 ext. 7407 for supply list. **2.0 CEU**

TUITION: \$82.00 FEES: \$30.00

TOUCHTONE NUMBER TT #5175

LEI0007-071, C 201, MON., 8/21-10/9, 6:30 pm-9:00 pm

LEI0007-081, C 201, MON., 10/16-12/5, 6:00 pm-8:30 pm

NATURE AND WILDLIFE ART

Learn techniques for drawing and painting plants, animals and natural landscapes. Work from photographs and still life arrangements using pencil, colored pencil, charcoal, pastels and watercolor. Some type of previous drawing and painting experience is recommended. Call 847.925.6000 ext. 7407 for supply list. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5161

LAA0038-070, A 139, THUR., 8/24-10/12, 7:00 pm-9:00 pm

LAA0038-080, A 139, THUR., 10/19-12/7, 7:00 pm-9:15 pm

The Arts, cont.

Painting

COLOR THEORY

Without light, color does not exist. Learn all about color mixing and how an artist uses color as a means of expression. **0.4 CEU**

TUITION: \$33.00

TOUCHTONE NUMBER TT #5828

LEI0085-001, C 202, FRI., 10/6-10/13, 6:30 pm-8:30 pm

PAINTING I & II: OIL & ACRYLICS

Learn the techniques and aesthetics of oil and acrylic painting in this course for beginning and advanced students. Learn to paint landscapes, seascapes, still life, figures, portraits and abstract artworks. Call 847.925.6000 ext. 7407 for supply list. **2.4 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #5761

LEI0009-071, C 201, TUES., 8/22-10/10, 7:00 pm-10:00 pm

LEI0009-072, NEC 136, THUR., 8/24-10/12, 9:00 am-12:00 pm

LEI0009-081, C 201, TUES., 10/17-12/5, 7:00 pm-10:15 pm

LEI0009-082, NEC 136, THUR., 10/19-12/7, 9:00 am-12:00 pm

PAINTING STUDIO

This 16 week credit class can be taken through Continuing Education by registering at 847.397.3377. This course emphasizes the relationship between painting and visual ideas. **4.0 CEU**

TUITION: \$129.00

TOUCHTONE NUMBER TT #6191

LEI0161-001, C 201, TUES., THUR., 8/22-12/7, 1:40 pm-4:20 pm

FUNDAMENTALS OF WATERCOLOR

Discover approaches to drawing, composition, value, perception and color treatment in watercolor painting. Demonstrations and instruction will be followed by individual assistance during each class session. Call 847.925.6000 ext. 7407 for a supply list. **2.4 CEU**

TOUCHTONE NUMBER TT #5781

TUITION: \$89.00

LEI0014-072, NEC 136, WED., 8/23-10/11, 9:00 am-12:00 pm

LEI0014-073, C 201, WED., 8/23-10/11, 7:00 pm-10:00 pm

LEI0014-082, NEC 136, WED., 10/18-12/6, 9:00 am-12:00 pm

LEI0014-083, C 201, WED., 10/18-12/6, 7:00 pm-10:00 pm

TUITION: \$89.00 FEES: \$4.00

LEI0014-071, BHS TBA, THUR., 8/24-10/12, 7:00 pm-10:00 pm

LEI0014-081, BHS TBA, THUR., 10/19-12/7, 7:00 pm-10:00 pm

INTRODUCTION TO AIRBRUSH PAINTING

Become acquainted with the basic application techniques and care of the airbrush. All materials are provided in this unique art course. The fee of \$40 for the 8 week class will be collected the first night of class. **2.0 CEU**

TUITION: \$82.00

TOUCHTONE NUMBER TT #5722

LEI0002-071, NEC 136, WED., 8/23-10/11, 7:00 pm-9:30 pm

Creating Crafts

UNCIAL, HALF-UNCIAL & CELTIC KNOTS

Uncial is a lettering style used from the third to ninth centuries. The style is round, full and straight with Latin and Greek influences. Used in many old manuscripts it is often known as an early bookhand. This class will teach uncial, a variation half-uncial and celtic knot decoration, using a broad-edge dip pen. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #6435

LEI0317-071, WHS 224, MON., 8/21-10/9, 7:00 pm-9:15 pm

BEGINNING BRUSH LETTERING

We will explore making letter forms with both flat and pointed brush. Brushes are flexible and fun to letter with. They bring life to letter forms and make them dance. We will spend four weeks lettering with each type. Two styles of brushes will be needed to purchase. Instructor will discuss brushes the first class. Cost about \$12-\$15. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #6436

LEI0318-081, NEC 136, WED., 10/18-12/6, 7:00 pm-9:00 pm

The Arts, cont.

Ceramics

CERAMIC SCULPTURE & HANDBUILDING

Ceramic sculpture includes handbuilding with slab, coil, ie., all methods of construction and glazing. Wheel throwing is not included. Students are encouraged to pursue their own interests and projects. **2.0 CEU**

TUITION: \$82.00 FEES: \$40.00

TOUCHTONE NUMBER TT #7420

LEI0065-071, L 126C, WED., 8/23-10/11, 6:30 pm-9:00 pm

LEI0065-081, L 126C, WED., 10/18-12/6, 6:30 pm-9:00 pm

BEGINNING POTTERY

Explore your ideas in clay. Create functional, sculptural and decorative pottery. Learn handbuilding and wheel throwing techniques. Glaze application, low-fire, high-fire, and raku will be investigated. **2.0 CEU**

TUITION: \$82.00 FEES: \$40.00

TOUCHTONE NUMBER TT #7419

LEI0064-071, L 126C, WED., 8/23-10/11, 6:30 pm-9:00 pm

LEI0064-072, L 126C, SAT., 8/26-10/14, 12:00 pm-2:30 pm

LEI0064-081, L 126C, WED., 10/18-12/6, 6:30 pm-9:00 pm

LEI0064-082, L 126C, SAT., 10/21-12/9, 12:00 pm-2:30 pm

Sculpture

BRONZE CASTING

Discover the process of bronze casting, designed to translate an artist's ideas into a permanent, durable medium. Areas covered include working with wax, making sand molds and the ceramic shells process. SAFETY NOTE: Please wear sturdy leather shoes or boots to class. **4.0 CEU**

TUITION: \$155.00 FEES: \$70.00

TOUCHTONE NUMBER TT #5109

LEI0076-001, L 126C, MON., 8/21-12/4, 6:30 pm-9:15 pm

Fabric Art

COLOR PALETTE SEMINAR FOR SEWING

0.3 CEU

TUITION: \$32.00

TOUCHTONE NUMBER TT #7256

LHF0039-001, L 300, SAT., 11/18-11/18, 1:00 pm-4:00 pm

FABRIC DYEING

0.5 CEU

TUITION: \$40.00

TOUCHTONE NUMBER TT #7255

LHF0038-001, C 202, TUES., 11/4-11/4, 9:30 am-3:30 pm

SILK PAINTING

Learn to do silk painting using dyes on 100% silk or chiffon and various other silk-like materials. Create designs using some of the same techniques as watercolor. We will provide supplies for the first night only. A supply list will be passed out at that time. **2.4 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #5831

LEI0088-071, NEC 136, WED., 8/23-10/11, 1:00 pm-4:00 pm

LEI0088-081, NEC 136, WED., 10/18-12/6, 1:00 pm-4:00 pm

BASIC MILLINERY TECHNIQUES

Get creative using traditional French couture techniques and 7th Avenue manufacturing shortcuts to fashion your own hat. Learn some historical perspective on millinery and take part in demonstrations and lab time covering hand-blocking techniques for felt and straw, finishing and trimming methods. Come away with a unique creation all your own! **2.4 CEU**

TUITION: \$164.00 FEES: \$45.00

TOUCHTONE NUMBER TT #6601

LHF0028-001, H 115, SAT., 9/9-10/7, 9:00 am-2:00 pm

Our professional faculty and instructors are selected for their expertise and experience in their field of study as well as their talent for teaching.

Personal Enrichment

The Arts, cont.

Jewelry and Glass

JEWELRY FABRICATION & CASTING

Beginning and intermediate students learn to create original jewelry designs in wax, using modeling and carving techniques. Discover the lost wax casting process to transform wax models into silver, gold or bronze jewelry. Students are responsible for the purchase of gold or silver. The fabrication classes will be taught on Saturday only and the casting classes on Monday. **2.4 CEU**

TUITION: \$89.00 FEES: \$40.00

TOUCHTONE NUMBER TT #5764

LEI0029-071, L 126C, MON., 8/21-10/9, 6:30 pm-9:30 pm

LEI0029-072, L 126C, SAT., 8/26-10/14, 9:30 am-12:30 pm

LEI0029-081, L 126C, MON., 10/16-12/4, 6:30 pm-9:30 pm

LEI0029-082, L 126C, SAT., 10/21-12/9, 9:30 am-12:30 pm

STAINED GLASS ART

Combine the simple elements of cut glass, copper foil and soldering to create a fine piece of stained glass. Your original idea, plus expert instruction, will enable you complete a project you will cherish for years. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5770

LEI0051-071, C 202, TUES., 8/22-10/10, 7:00 pm-9:00 pm

LEI0051-081, C 202, TUES., 10/17-12/5, 7:00 pm-9:00 pm

INTRODUCTION TO KILN-FORMED GLASS

Become familiar with basic casting and fusing techniques. Students will produce at least one cast piece and at least one fused glass tile. Rudimentary cold-working of glass (i.e. hand-polishing) will also be covered. Due to the space and time restrictions it may become necessary to set up alternating firing schedules of larger pieces and tiles. **2.0 CEU**

TUITION: \$82.00 FEES: \$30.00

TOUCHTONE NUMBER TT #6348

LEI0312-071, L 126, SAT., 8/26-10/14, 1:00 pm-3:30 pm

LEI0312-081, L 126, SAT., 10/21-12/9, 1:00 pm-3:30 pm

Photography

CAMERA TECHNIQUES IN PHOTO I

Learn to take exceptional pictures! Once you understand the capabilities of your camera and its light meter, flash attachments, lenses and f/stops, you will be able to tackle a variety of subjects successfully. Students must have a 35mm camera with adjustable exposure. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5768

LEI0034-071, NEC TBA, WED., 8/23-10/11, 6:00 pm-8:00 pm

LEI0034-081, NEC TBA, WED., 10/18-12/6, 6:00 pm-8:00 pm

DARKROOM PROCESS IN PHOTO II

Learn to develop the perfect print. This beginning lab course offers tips on print toning, retouching and mounting, and advanced students may work on special projects. Photography I—Camera Techniques or comparable experience recommended as a prerequisite. **2.4 CEU**

TUITION: \$89.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5769

LEI0035-081, BHS TBA, TUES., 10/17-12/5, 7:00 pm-10:00 pm

ADVANCED CAMERA TECHNIQUES IN PHOTO III

Experienced photographers, explore theory, advanced level techniques, methods and camera operation. Improve technique through photographic theory and application of principles. Work on an independent basis with instructor guidance. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5777

LEI0036-081, NEC 136, WED., 10/18-12/6, 8:10 pm-10:25 pm

COLOR PHOTOGRAPHY

Learn to control taking pictures and printing in color. Discover color theory as well as camera and printing techniques necessary for the pursuit of exceptional color photographs. Study lighting and filters, seeing in color, and color corrections in printing. Students should have a 35mm camera with adjustable settings. **3.2 CEU**

TUITION: \$162.00

TOUCHTONE NUMBER TT #6035

LEI0136-001, PHS TBA, WED., 8/23-12/6, 6:00 pm-9:00 pm

The Arts, cont.

Art Your Way

THE ARTIST'S WAY

A spiritual path to discovering and recovering your own creative self, using meditation, readings and tasks. It is an intensive guided encounter with your own creativity. Discover and recover your own creative self. A 12 week class which will lead to a more positive awareness of your own creative self and how it will apply to your own media, be it art, writing or even office work. **2.4 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #6606

LEI0321-001, TBA TBA, TUES., 9/12-11/28, 7:00 pm-9:00 pm

ART OF HEALING

Mandala is the Sanskrit word which means holy or magical circle. In this course, participants will be encouraged to get in touch with their inner nature and create their own personal mandalas through the use of art, music and meditation. All supplies are included. **0.6 CEU**

TUITION: \$45.00

TOUCHTONE NUMBER TT #7426

LEI0066-001, L 200, SAT., 9/9-9/9, 9:00 am-4:00 pm

EXPERIMENTAL MIXED MEDIA

Find more freedom in your artwork through this alternative method of working with familiar materials. Combine realistic 3-dimensional objects with painted or drawn illusions to create abstract and representational drawings and paintings. Basic materials will be provided. Students will provide ideas, drawings, collage materials, brushes, pencils and paints. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5676

LEI0018-071, NEC 134, TUES., 8/22-10/10, 9:00 am-12:00 pm

LEI0018-081, NEC TBA, TUES., 10/17-12/5, 9:00 am-12:00 pm

EXPERIMENTAL DRAWING

This class is about the possibilities of extending our traditional ideas on drawing. There is no experience necessary to begin, only a willingness to stretch your creativity and have fun. Oh - and a strong desire to make art! This class is somewhat related to Drawing I and Drawing II, but it pushes the limits, and gives the student many more challenges. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #6158

LEI0156-081, BHS TBA, TUES., 10/17-12/5, 7:00 pm-9:00 pm

INDEPENDENT ART LAB

Are you a beginning or experienced artist who would like an opportunity to work with a variety of techniques? This open, non-instructional workshop will provide a time and place to develop your technical and aesthetic skills. Drawing boards and easels will be provided in a large studio space. Bring materials you wish to work with. **2.4 CEU**

FEES: \$15.00

TOUCHTONE NUMBER TT #5039

LEI0074-071, NEC 136, TUES., 8/22-10/10, 9:00 am-12:00 pm

LEI0074-081, NEC 136, TUES., 10/17-12/5, 9:00 am-12:15 pm

Special Workshops

LANDSCAPE PAINTING & DRAWING WORKSHOP

Join pastoral landscape painter Rodger Bechtold and find unlimited inspiration in the ever-changing countryside. In October, Bechtold will host a seminar on Washington Island, as the trees of Door County glow in brilliant fall color. While Bechtold straddles the line between representation and abstraction in oil, he can assist students with a variety of media and techniques. **1.0 CEU**

TUITION: \$20.00 Fees: \$650.00

LEI0135-001, TBA TBA, FRI., SAT., SUN., MON., TUES., 10/12-10/17, 8:00 am-6:00 pm

PAPER MAKING WORKSHOP

Discover the joy of papermaking in this one-day basic workshop. Design beautiful handmade papers using recycled paper and a blender. Learn techniques for molded and cast paper forms and how to add materials such as grasses, spices and flowers in the papermaking process. Please bring your lunch, call for supply list 847.925.6000 ext. 7407. **0.6 CEU**

TUITION: \$51.00

TOUCHTONE NUMBER TT #7412

LEI0001-001, C 202, SAT., 10/7-10/7, 9:00 am-4:00 pm

The Arts, cont.

Theatre

GETTING A JUMP START ON YOUR ACTING CAREER

Is your acting career going nowhere fast? Do you need some help and a "game plan" to get you started in this highly competitive field? A professional actor and educator with 40 years of experience will provide you with practical information, suggestions and encouragement to allow you to make wise decisions. **0.4 CEU**

TUITION: \$42.00

TOUCHTONE NUMBER TT #6474

LAA0216-001, A 142, MON., 8/21-8/28, 6:30 pm-8:30 pm

LAA0216-002, A 142, MON., 11/6-11/13, 6:30 pm-8:30 pm

Film Series

THE PLAYBOYS

FEES: \$10.00

TOUCHTONE NUMBER TT #7219

LAA0235-001, E 108, FRI., 8/25-8/25, 6:30 pm-8:30 pm

0.2 CEU

DANCING AT LUGHNASA

FEES: \$10.00

TOUCHTONE NUMBER TT #7220

LAA0236-001, E 108, FRI., 9/1-9/1, 6:30 pm-8:30 pm

0.2 CEU

THE SNAPPER

FEES: \$10.00

TOUCHTONE NUMBER TT #7221

LAA0237-001, E 108, FRI., 9/8-9/8, 6:30 pm-8:30 pm

0.2 CEU

CAL

FEES: \$10.00

TOUCHTONE NUMBER TT #7222

LAA0238-001, E 108, FRI., 9/15-9/15, 6:30 pm-8:30 pm

0.2 CEU

CIRCLE OF FRIENDS

FEES: \$10.00

TOUCHTONE NUMBER TT #7223

LAA0239-001, E 108, FRI., 9/22-9/22, 6:30 pm-8:30 pm

0.2 CEU

THIS IS THE SEA

FEES: \$10.00

TOUCHTONE NUMBER TT #7224

LAA0240-001, E 108, FRI., 9/29-9/29, 6:30 pm-8:30 pm

0.2 CEU

THE MATCHMAKER

FEES: \$10.00

TOUCHTONE NUMBER TT #7225

LAA0241-001, E 108, FRI., 10/6-10/6, 6:30 pm-8:30 pm

0.2 CEU

Literature

WOMEN OF MYSTERY

This class explores the increasingly popular mystery genre. Teachers provide an overview of the field of mystery fiction. Novels from several sub-genres, such as historical, police procedural, hard-boiled PI, and "the cozy," are read and discussed. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5734

LLA0035-081, H 224, WED., 10/18-12/6, 6:00 pm-8:00 pm

Personal Enrichment

The Writing Studio

BEGINNING FICTION WORKSHOP

Where do stories originate, what qualities identify them, and how do they develop? Whether you are a beginner, or an intermediate writer having difficulty bringing your ideas to life, this workshop will help you address the technical and psychological aspects of the short story form through lecture, exercises and supportive discussion of students' work. **1.6 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #6251

LLA0058-071, TBA TBA, WED., 8/23-10/11, 7:00 pm-9:30 pm

INTERMEDIATE FICTION WORKSHOP

This workshop provides a more focused look at students' writing, with special attention paid to revision. Participants will continue their study of the elements of fiction, as well as explore alternative approaches to theme, structure and voice. Workshop is limited to 12 students, who should already have completed at least one complete draft of a short story to bring into class. **1.6 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #7227

LLA0088-081, TBA TBA, TUES., 10/17-12/5, 7:00 pm-9:30 pm

WRITING AND THE CREATIVE SPIRIT

Creativity and spirituality have a lot in common. While they sound abstract, both drive toward the concrete and sensual using words, music, images, and movement—to partially express that which is beyond capturing. Good writing (including good spiritual writing) reflects both the sublime and terrible in human experience. Guided by examples from poetry and other forms of expression, we will write from and write about our own experience and glimpses of mystery. **1.6 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #6454

LLA0064-071, D 298A, THUR., 8/24-10/12, 7:00 pm-9:00 pm

EARTHWORDS: READING & WRITING THE NATURAL WORLD

In addition to being in nature, many of us like to read and write about the natural world. In this nature writing workshop, you'll have the opportunity. First we'll read and discuss some of the best contemporary nature writing, Barry Lopez, Rick Bass and Mary Oliver. You'll use journal writing to record and reflect on your own encounters with special landscapes, places and animals. We'll practice description, storytelling, and reflection in several journal writing exercises and discuss how writing and nature changes the way we think about and experience it. No particular writing skill is needed to participate in seminar. Taught by Carol LaChapelle. Bring a brown bag lunch. **0.5 CEU**

TUITION: \$75.00

TOUCHTONE NUMBER TT #6107

LLA0043-001, L 216, SAT., 9/23-9/23, 10:00 am-4:00 pm

WRITING FOR LOVE AND MONEY

Gain extra income by doing what you love - writing. Learn a dozen ways to earn money through writing-related jobs. Discover the secret to selling the same story more than once or modifying a story to sell it to different markets. Find out how to self-syndicate columns and articles. New writers will learn how to get their work into print and established writers will learn how to expand their careers. Pat DiPrima shares a wealth of information from her experience as a journalist, columnist, freelance writer and head of a publishing syndicate. Includes a 25-page writer's guide. Bring a brown bag lunch. **5.5 CEU**

TUITION: \$75.00

TOUCHTONE NUMBER TT #7228

LLA0090-001, L 216, SAT., 10/21-10/21, 9:00 am-3:00 pm

TRAVEL WRITING WORKSHOP

Grab your passport and pen. This workshop presents a hands-on approach to writing and selling travel articles and stories. Topics covered include developing ideas, choosing a format, writing and revision, negotiating the competitive markets, finding opportunities on the web, and taking your own photographs. In-class writing exercises are designed to generate story ideas and bring out each writer's unique voice. The goal of the workshop is for each student to have a 1,300 word finished piece. Instructor Flion Klawinski is widely published as a freelance travel writer both in conventional media and on the world wide web. **1.2 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #7213

LLA0085-001, H 225, SAT., 10/21-11/11, 9:30 am-12:30 pm

The Writing Studio, cont.

INTRODUCTION TO COMEDY WRITING

Humor writing - whether it's the irreverent wisdom of a Dave Barry essay or the practiced routine of a stand-up comedian — provides us with some of our most perceptive (and deeply felt) views of a everyday life. In this eight week course, taught by a professional actress and writer for television and theater, writers will explore several aspects of comedy writing, including personal experience essays, monologues and parody. Learn how humor can infuse your own writing with new life, and how you can break into this highly popular market. **1.6 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #7239

LLA0094-071, TBA TBA, TUES., 8/22-10/10, 7:00 pm-9:00 pm

POWER WRITING ON THE JOB

A strong, effective writing style may be the single most underrated power tool that a person can possess. Whether you're preparing reports and presentations, writing a letter or an e-mail, expanding into public relations, or doing any kind of work that requires you to write, your profile is enhanced by being able to use language with confidence, clarity, and creativity. This seminar is for anyone who wants to give his or her writing skills a professional polish. Bring a brown bag lunch. **0.5 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #7230

LLA0093-001, L 220, SAT., 11/18-11/18, 9:00 am-3:00 pm

TAKING THE MYSTERY OUT OF TECHNICAL WRITING

Technical writers are given the daunting challenge of making complex material accessible to the average reader. This seminar is designed to give anyone who writes technical reports, analyses, proposals or manuals the essential skills they need to present their material clearly and effectively. Learn how to write for your audience, determine exactly what needs to be said, and strengthen your overall writing style. Bring a brown bag lunch. **0.5 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #7229

LLA0092-001, L 220, SAT., 9/16-9/16, 9:00 am-3:00 pm

Special Writing Events

MYSTERY WRITER'S CONFERENCE

Do you marvel at mystery? Scream at suspense? Or thaw with a thriller? If you're wild about writing a mystery, reading a few, or you just want to meet some celebrity authors, then don't miss this special event: Harper College's Annual Mystery, Thriller and Suspense Writers (and Readers) Conference. Includes three meals. **1.6 CEU**

TUITION: \$175.00

TOUCHTONE NUMBER TT #6038

LLA0039-001, A 236, FRI., 2/2-2/2, 5:00 pm-10:00 pm
SAT., 2/3-2/3, 9:00 am-9:00 pm
SUN., 2/4-2/4, 9:00 am-12:00 pm

Reserve your spot before November 1 and save \$20.00! Register for:

1.0 CEU

TUITION: \$155.00

TOUCHTONE NUMBER TT #6039

LLA0038-001, A 236, FRI., 2/2-2/2, 5:00 pm-9:00 pm
SAT., 2/3-2/3, 9:00 am-9:00 pm
SUN., 2/4-2/4, 9:00 am-12:00 pm

MANUSCRIPT READINGS

Participants attending the Mystery Conference will submit their manuscripts to authors attending the conference. **1.0 CEU**

TUITION: \$75.00

LLA0081-001, ESS TBA, FRI., 2/2-2/2, 4:30 pm-9:00 pm

SCREENWRITERS WORKSHOP WITH JAY BONANSINGA

For students serious about turning their screenwriting dreams into a reality, this workshop offers a rare opportunity to work with an experienced industry professional. Jay Bonansinga is an acclaimed suspense novelist and screenwriter with several works in production, including *Oblivion*, currently in development at Universal Pictures. Bonansinga will look closely at students' screenplays and provide valuable industry insights, as well as individual attention. This workshop is an excellent value for those who might otherwise spend hundreds of dollars on a professional "reader." Students seeking feedback will be required to submit in advance the first 30 pages of a screenplay by 10/4. **2.0 CEU**

TUITION: \$169.00

TOUCHTONE NUMBER TT #7240

LLA0095-081, TBA TBA, WED., 10/18-12/6, 7:00 pm-9:30 pm

Foreign Language Academy

CONVERSATIONAL CHINESE I

Learn the 100 most frequently used Chinese characters to help you greet Chinese people, work with the number system, ask prices while shopping and participate in general conversations about books, schools, population, dictionaries and literature. The instructor was born in Beijing and is fluent in standard Chinese, Mandarin. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5868

LLL0026-071, TBA TBA, WED., 8/23-10/11, 7:00 pm-9:00 pm

CONVERSATIONAL CHINESE II

Students will learn the next 100 most-used Chinese characters which will familiarize them with a total of 60% of the most frequently used characters. This knowledge will allow students to discuss schools, books, geography, professions, nationalities, the calendar and art. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5890

LLL0027-081, D 293, WED., 10/18-12/6, 7:00 pm-9:00 pm

FRENCH FOR BEGINNERS

This is a course for students who have been afraid to take a foreign language. Students will learn correct grammar and pronunciation, and be introduced to contemporary standard French: speaking, listening, reading and writing. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #7215

LLL0066-071, L 222, SAT., 8/26-10/14, 10:00 am-12:00 pm

LLL0066-081, L 222, SAT., 10/21-12/9, 10:00 am-12:00 pm

CONVERSATIONAL FRENCH I

Learn appropriate vocabulary, idioms and grammar to speak French in practical situations such as hotels, restaurants and stores. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5853

LLL0018-072, H 225, TUES., 8/22-10/10, 7:00 pm-9:00 pm

LLL0018-071, BHS TBA, WED., 8/23-10/11, 6:00 pm-8:00 pm

LLL0018-074, NEC 140, WED., 8/23-10/11, 9:30 am-11:30 am

LLL0018-081, BHS TBA, TUES., 10/17-12/5, 6:00 pm-8:00 pm

LLL0018-082, H 225, TUES., 10/17-12/5, 7:00 pm-9:00 pm

CONVERSATIONAL FRENCH II

Continue Conversational French I and sharpen your skills to communicate effectively in a French speaking country. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5857

LLL0019-071, TBA TBA, THUR., 8/24-10/12, 7:00 pm-9:00 pm

LLL0019-081, BHS TBA, WED., 10/18-12/6, 6:00 pm-8:15 pm

LLL0019-082, NEC 140, WED., 10/18-12/6, 9:30 am-11:30 am

CONVERSATIONAL FRENCH III

Continue your study of French using a textbook, accompanying cassettes and a workbook to review basic grammatical structures. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5858

LLL0020-081, D 298A, THUR., 10/19-12/7, 7:00 pm-9:00 pm

CONVERSATIONAL FRENCH IV

The student will be able to conduct basic and advanced conversations in French. Teaching will be varied, including lecture, grammar exercises, question and answer, discussion, phonetic drills and videos. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5861

LLL0021-081, L 200, FRI., 10/20-12/8, 7:00 pm-9:00 pm

Personal Enrichment

Foreign Language Academy, cont.

CONVERSATIONAL GERMAN I

Develop your listening and speaking skills in this beginning course. Learn simple conversational phrases and sentences related to personal introductions, foods, currency, shopping and travel. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5851

LLL0014-071, D 193, TUES., 8/22-10/10, 7:00 pm-9:00 pm
LLL0014-081, MOD 104, THUR., 10/19-12/7, 7:00 pm-9:00 pm

CONVERSATIONAL GERMAN II

Gain additional practice in listening to and speaking the German language. Hone your grammatical knowledge, expand your vocabulary and work on writing the language. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5854

LLL0015-071, H 225, THUR., 8/24-10/12, 7:00 pm-9:00 pm
LLL0015-081, TBA TBA, TUES., 10/17-12/5, 7:00 pm-9:00 pm

CONVERSATIONAL ITALIAN I

Buongiorno! Arrivederci! Ciao! On your next visit to Italy you will be able to express your basic needs and wants. Learn to use currency, greet people, ask for directions and time of day and order food, while enjoying the people, customs, area and treasures of Italy. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5871

LLL0029-071, TBA TBA, MON., 8/21-10/9, 7:00 pm-9:00 pm
LLL0029-072, L 300, THUR., 8/24-10/12, 7:00 pm-9:00 pm
LLL0029-081, TBA TBA, WED., 10/18-12/6, 7:00 pm-9:00 pm
LLL0029-082, MOD 102, THUR., 10/19-12/7, 7:00 pm-9:00 pm

CONVERSATIONAL ITALIAN II

Learn to express yourself beyond the basics into more complex structures of Italian verbs and grammar. Italian I is a prerequisite. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5875

LLL0030-071, A 139, TUES., 8/22-10/10, 7:00 pm-9:00 pm
LLL0030-081, TBA TBA, MON., 10/16-12/4, 7:00 pm-9:00 pm
LLL0030-082, TBA TBA, THUR., 10/19-12/7, 7:00 pm-9:00 pm

CONVERSATIONAL ITALIAN III

Gain practice in conversation and the art of speaking correct Italian. Complete the study of grammar with the help of individual conversation in this continuation of Italian II. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5876

LLL0031-071, TBA TBA, THUR., 8/24-10/12, 7:00 pm-9:00 pm
LLL0031-081, D 298A, WED., 10/18-12/6, 7:00 pm-9:00 pm

CONVERSATIONAL JAPANESE I

Learn to carry on a simple conversation in Japanese. Practice basic expressions for greetings, day and time. You will be encouraged to memorize a minimum of 100 useful Japanese expressions and write your own conversational scenario in English and the equivalent Japanese. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5860

LLL0022-071, H 223, TUES., 8/22-10/10, 7:00 pm-9:00 pm
LLL0022-081, D 193, MON., 10/16-12/4, 7:10 pm-9:10 pm

CONVERSATIONAL JAPANESE II

In this continuation of Conversational Japanese I, follow a sequential order of lessons including a conversational story, sentence patterns, vocabulary and practice in writing Hiragana and Katakana. A packet of materials necessary for the course is available at the Harper College Bookstore. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5864

LLL0023-071, D 298A, MON., 8/21-10/9, 7:00 pm-9:00 pm
LLL0023-081, G 148, TUES., 10/17-12/5, 7:00 pm-9:00 pm

CONVERSATIONAL JAPANESE III

Improve your conversational skills through vocabulary development and the study of more complicated sentence structures. Learn more about the Japanese culture, including religion, food, occupations and ceremonies. Conversational Japanese I and II are recommended as prerequisites. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5872

LLL0024-081, TBA TBA, WED., 10/18-12/6, 7:00 pm-9:00 pm

Foreign Language Academy, cont.

CONVERSATIONAL POLISH I

Get an introduction to Polish grammar, pronunciation, vocabulary and conversational patterns. Practice reading and writing. Discussion and question and answer sessions will be included. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #6652

LLL0043-071, D 293, MON., 8/21-10/9, 7:00 pm-9:00 pm

CONVERSATIONAL POLISH II

A continuation Polish course designed for students who have had previous experience with the Polish language or have taken Polish I. Polish grammar will be presented with emphasis on the active use of language with special attention to constructions of the language and pronunciation. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #7182

LLL0063-081, TBA TBA, MON., 10/16-12/4, 7:00 pm-9:00 pm

CONVERSATIONAL RUSSIAN I

Become acquainted with all aspects of contemporary standard Russian: speaking, listening, reading and writing. Learn the fundamentals of Russian grammar, with emphasis on the active use of language with special attention to basic constructions of the language and pronunciation. Course will include vocabulary, writing simple sentences, and reading simple texts. For beginning students as well as those with some knowledge with the language. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #6040

LLL0037-071, L 216, THUR., 8/24-10/12, 7:00 pm-9:00 pm

RUSSIAN II

A continuation for the student who has taken Russian I. All aspects of contemporary Russian will be covered: speaking, listening, reading and writing. Emphasis will be placed on the active use of language with special attention to basic constructions of the language and pronunciation. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #7087

LLL0061-081, TBA TBA, THUR., 10/19-12/7, 7:00 pm-9:00 pm

SPANISH FOR BEGINNERS

Learn basic vocabulary, simple grammar and sentence structure and pronunciation, even if you have never studied a foreign language, think you're too old, too easily confused or even "linguistically impaired." Practice verbal communication, reading and writing. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5815

LLL0034-072, D 105, TUES., 8/22-10/10, 7:00 pm-9:00 pm
LLL0034-071, IETC 104, WED., 8/23-10/11, 7:00 pm-9:00 pm
LLL0034-081, D 193, WED., 10/18-12/6, 7:00 pm-9:00 pm
LLL0034-082, IETC 104, THUR., 10/19-12/7, 7:00 pm-9:00 pm

DESTINOS I

Destinos is an e-mail and video-based course designed to give students full communicative proficiency in Spanish—listening, speaking, reading and writing. Students must have a VCR, a computer (pentium preferred with Win. 3.1, or Win 95), a modem (14.4 minimum) and access to the Internet. Students can check out tapes for 2 nights free from circulation, or rent a whole set from the Bookstore for \$50. When set is returned the Bookstore refunds \$25. Students meet only a few times in the classroom. **3.2 CEU**

TUITION: \$129.00 FEES: \$20.00

TOUCHTONE NUMBER TT #6533

LLL0060-001, F 124, THUR., 8/24-12/17, 7:00 pm-8:30 pm

Foreign Language Academy, cont.

CONVERSATIONAL SPANISH I

Get an introduction to or review of Spanish grammar, pronunciation, vocabulary and conversational patterns. Practice reading and writing. Discussion and question and answer sessions will be included. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5850

LLL0009-074, TBA TBA, MON., 8/21-10/9, 7:00 pm-9:00 pm
LLL0009-075, IETC 104, WED., 8/23-10/11, 7:00 pm-9:00 pm
LLL0009-073, BHS TBA, WED., 8/23-10/11, 7:00 pm-9:00 pm
LLL0009-071, MOD 104, THUR., 8/24-10/12, 7:00 pm-9:00 pm
LLL0009-072, L 204, SAT., 8/26-10/14, 9:00 am-11:00 am
LLL0009-082, L 220, MON., 10/16-12/4, 7:00 pm-9:00 pm
LLL0009-088, H 223, TUES., 10/17-12/5, 7:00 pm-9:00 pm
LLL0009-084, IETC 104, WED., 10/18-12/6, 7:00 pm-9:00 pm
LLL0009-087, EGHS 223, THUR., 10/19-12/7, 7:00 pm-9:00 pm
LLL0009-085, L 219, SAT., 10/21-12/9, 11:15 am-1:15 pm

CONVERSATIONAL SPANISH II

This course is a continuation of Conversational Spanish I. Build your fundamental skills with emphasis on correct pronunciation, vocabulary development, grammar and conversation necessary for traveling in Spanish-speaking countries. Homework will be assigned. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5856

LLL0010-071, IETC 104, MON., 8/21-10/9, 7:00 pm-9:00 pm
LLL0010-073, L 204, SAT., 8/26-10/14, 11:15 am-1:15 pm
LLL0010-083, IETC 104, WED., 10/18-12/6, 7:00 pm-9:00 pm
LLL0010-082, L 216, SAT., 10/22-12/10, 9:00 am-11:00 am

CONVERSATIONAL SPANISH III

Continues Conversational Spanish II. Learn grammatical structures and verb usage through translation of short stories and written and oral exercises. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5862

LLL0011-081, IETC 104, MON., 10/16-12/4, 7:00 pm-9:00 pm

ACCELERATED SPANISH I

A fast introduction into Spanish grammar. **3.2 CEU**

TUITION: \$200.00

TOUCHTONE NUMBER TT #7246

LLL0074-071, IETC 108, MON., WED., 8/21-10/11, 7:00 pm-9:15 pm

ACCELERATED SPANISH II

Continues Accelerated Spanish I with an emphasis on conversational patterns. **3.2 CEU**

TUITION: \$200.00

TOUCHTONE NUMBER TT #7245

LLL0073-081, IETC 108, MON., WED., 10/16-12/6, 7:00 pm-9:00 pm

SPANISH FOR MEDICAL PERSONNEL

Focusing on the need for effective communication between medical personnel and Hispanic patients, learn basic medical terminology necessary to ask and perhaps interpret a patient's needs. (For those who have no or little Spanish speaking ability.) **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #7272

LLL0075-081, TBA TBA, WED., 10/23-12/11, 7:00 pm-9:00 pm

Speaking a second language is more quickly and easily attained at a younger age. Now your pre-Kindergarten child can learn to speak a foreign language in a fun way. Our language program will pave the way with engaging songs, games, dance and art projects. Classes in Spanish and French are forming now! Call 847.925.6000 ext. 7415.

Instructions for Reading Continuing Education Schedule

Course Name

BASIC PC SKILLS

0.3 CEU

TOUCHTONE NUMBER TT #5792

■ LCT0300-001, NEC 110, MON., 1/25-1/25, 6:00-9:15 pm

Continuing Education Units

Touchtone Number

Course Number, Location and Room Number, Day, Dates, and Time

Personal Enrichment

Music Academy

Preschool Music

KINDERMUSIK VILLAGE

(Birth through 18 months) Village is designed for lap babies, crawlers and walkers accompanied by parent/caregiver. Recent research in brain development affirms the need for intentional interaction with babies of this range for maximum development. The children will experience music in an age appropriate manner through a variety of activities designed to promote greater awareness and engagement in the environment. **1.2 CEU**

TUITION: \$92.00 FEES: \$38.00
 LMU0217-071, NEC 134, WED., 8/23-10/11, 9:30 am-10:15 am
 LMU0217-072, NEC 134, WED., 8/23-10/11, 10:30 am-11:15 am
 LMU0217-073, NEC 134, WED., 8/23-10/11, 11:30 am-12:15 pm
 LMU0217-081, NEC 134, WED., 10/18-12/13, 9:30 am-10:15 am
 LMU0217-082, NEC 134, WED., 10/18-12/13, 10:30 am-11:15 am
 LMU0217-083, NEC 134, WED., 10/18-12/13, 11:30 am-12:15 pm

KINDERMUSIK OUR TIME

(Ages 18 months through the 3rd year) Children and their parent/caregiver meet weekly for singing, chanting, moving, listening and playing simple instruments. Kindermusik is a gently structured curriculum that allows young children to learn and develop at their own pace. **1.2 CEU**

TUITION: \$142.00 FEES: \$46.00
 TOUCHSTONE NUMBER TT #6650
 LMU0215-001, P 106, TUES., 8/29-12/12, 9:15 am-10:00 am
 LMU0215-002, P 106, TUES., 8/29-12/12, 10:15 am-11:00 am
 LMU0215-003, P 106, TUES., 8/29-12/12, 11:15 am-12:00 pm
 LMU0215-004, P 106, THUR., 8/31-12/14, 9:15 am-10:00 am
 LMU0215-005, P 106, THUR., 8/31-12/14, 10:15 am-11:00 am
 LMU0215-006, P 106, THUR., 8/31-12/14, 11:15 am-12:00 pm
 LMU0215-007, P 106, FRI., 9/1-12/15, 9:15 am-10:00 am
 LMU0215-008, P 106, FRI., 9/1-12/15, 10:15 am-11:00 am
 LMU0215-009, P 106, FRI., 9/1-12/15, 11:15 am-12:00 pm

EXPLORING MUSIC I

(Ages 4 and 5, also 6 year olds who are not in the first grade) Allows young children to experience and experiment with the elements of music. Singing games, rhythmic and creative activities, listening, playing classroom instruments, movement, and preparation for music reading lead the children through the gradual steps of learning and enjoying music. **1.5 CEU**

TUITION: \$180.00
 TOUCHSTONE NUMBER TT #6153
 LMU0212-002, P 106, TUES., 8/21-12/16, 1:30 pm-2:20 pm
 LMU0212-001, P 106, MON., 8/28-12/11, 1:30 pm-2:20 pm

SING & PLAY I

(5 year olds and 6 year olds who are not yet in the first grade) Children can get an introduction to the piano through singing, moving, chanting and playing songs. By creating, improvising and the playing of rote pieces, students experience the joys of making their own music on the piano keyboard in an age appropriate manner. Students must have an instrument in their home to practice on. **1.5 CEU**

TUITION: \$180.00
 TOUCHSTONE NUMBER TT #5016
 LMU0216-001, P 106, TUES., 8/29-12/12, 4:30 pm-5:20 pm
 LMU0216-002, P 106, WED., 8/30-12/13, 2:30 pm-3:20 pm
 LMU0216-003, P 106, WED., 8/31-12/13, 4:30 pm-5:20 pm

Adult Music

LISTENING TO GREAT MUSIC

Do you desire a deeper understanding of great composers and their music? Would you like to enrich your music listening experiences, whether they be in your home or in the concert hall? This course surveys music from the Medieval and Renaissance periods to the 20th century through listening to outstanding examples of the various periods, with explanations of content and structure. Text required. **4.0 CEU**

TUITION: \$150.00
 TOUCHSTONE NUMBER TT #5083
 LMU0213-001, P 202, WED., 8/21-12/16, 6:25 pm-9:05 pm

INTRODUCTION TO COMPUTER MUSIC

Learn how your computer can help you compose, notate, orchestrate and then perform your music. Become familiar with two popular applications for the Macintosh computer, Vision and Finale. Vision is a powerful music sequencing (recording) package which opens a wide spectrum of possibilities never before available to the composer/arranger. Finale is the most comprehensive and flexible music notation software on the market for desktop music publishing. Even if you cannot read music, Vision and Finale can help you realize your musical ideas. **5.0 CEU**

TUITION: \$150.00
 TOUCHSTONE NUMBER TT #7700
 LMU0231-001, P 109, MON., 8/21-12/16, 6:35 pm-9:55 pm

New Age

Spirituality

EASTERN DISCIPLINE/WESTERN DISCIPLINE

Explore the history of basic Hinduism and look specifically at Vedanta as taught by Sri Ramakrishna and his disciples. Look at the practices, the beliefs and differentiate between the spiritual teachings and the cultural rituals of this great tradition. Examine what the benefits are and how these teachings can be applied to everyday life, even in the Western World. Learn life-changing ideas that today are being proven by quantum physics and mind/body medicine. **0.3 CEU**

TUITION: \$30.00
 TOUCHSTONE NUMBER TT #6556
 LAA0220-001, C 201, SAT., 10/21-10/21, 9:00 am-12:00 pm

CONTEMPORARY APPROACHES TO SPIRITUALITY

This course will provide an overview of contemporary and traditional methods and lifestyles that focus on spiritual formation. It will provide discussion about how we grow spiritually. How is spiritual growth facilitated or hindered? Look at contemporary fiction and non-fiction books focused on spiritual development, i.e. *The Celestine Prophecy*, *The Wounded Healer*, and *Embraced by the Light*. Resources used include books, audiotapes, magazine articles and possibly videotapes. **1.6 CEU**

TUITION: \$81.00
 TOUCHSTONE NUMBER TT #7078
 LAA0234-081, TBA TBA, TUES., 10/17-12/5, 6:00 pm-9:00 pm

THE ENERGY OF AURA

The aura, the invisible halo of energy around you, is a reflection of your personality. Learn about the human energy field, the meanings of colors in your aura, and color and chakras (energy centers). Get in touch with the joyful part of your life. Aura photos provided. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$15.00
 TOUCHSTONE NUMBER TT #5727
 LWM0064-001, A 242, SAT., 9/16-9/16, 9:00 am-3:00 pm
 LWM0064-002, A 242, SAT., 12/9-12/9, 9:00 am-3:00 pm

CREATING HEALTH: AN INTRODUCTION

The Mind, Body and Spirit Connection is a means of achieving health, peace and happiness. Every single thought that we have creates a molecular change in our body. Determine your mind/body type, so you will be able to recognize patterns that can create imbalance. Learn how to achieve balance through: meditation, massage, diet, exercise/yoga, breathing techniques and sensory methods involving music, therapy and colors. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
 TOUCHSTONE NUMBER TT #6410
 LWM0028-001, A 242, SAT., 10/21-10/21, 9:00 am-3:00 pm

Mind/Body Connections

DREAMS—INNER GUIDANCE SYSTEM

Analyze the importance of dreams, how to recall them and how to interpret them. Hear a synopsis of the function of dreams in the ancient world and in today's world. Learn about the various schools of dream interpretation. **0.3 CEU**

TUITION: \$19.00
 TOUCHSTONE NUMBER TT #5817
 LPE0145-001, A 315, THUR., 9/21-9/21, 6:30 pm-9:30 pm

NIGHT TIME MESSENGERS: UNMASKING YOUR DREAMS

TUITION: \$30.00 FEES: \$5.00
 TOUCHSTONE NUMBER TT #7164
 LWM0103-001, A 315, FRI., 11/17-11/17, 6:30 pm-9:30 pm

BACH FLOWER ESSENCES...NATURE'S BRIDGE

As an introduction to the use of Bach Essences, this course will examine the healing power of their use in balancing out negative emotions that can accompany situational and extended life passages. Homeopathic in nature and preparation, these essences can be used safely throughout life on infants, children, adults, the elderly, plants and animals.

TUITION: \$42.00
 TOUCHSTONE NUMBER TT #7189
 LPE0141-001, TBA TBA, TUES., 10/17-11/14, 7:00 pm-9:00 pm

HARPER MUSIC ACADEMY

Receive exceptional music instruction from accomplished musicians with a gift for sharing their talent. Faculty members maintain active performing schedules ranging from appearances with the Chicago Symphony Orchestra, the Lyric Opera of Chicago, the Grant Park Symphony and the Elgin Symphony Orchestra to a wide variety of professional chamber ensembles and solo appearances.

No entrance auditions are required to participate in private or group lessons, instrument or voice. Private lessons are arranged at convenient times that meet the needs of your busy lifestyle.

Private Instruction for children and adults is available in:

- Piano
- Voice
- Strings
- Guitar
- Flute
- Oboe
- Clarinet
- Saxophone
- Trumpet
- Percussion

Group lessons include:

- Kindermusik for infants through pre-school
- Piano for school-age students, beginning, intermediate, or advanced
- Chamber Ensembles for ages 9-19
- String Ensembles for adults

In addition to lessons, students are encouraged to participate in monthly Sunday afternoon recitals to develop confidence and poise in performing. In November, the Academy hosts the Music Academy Technique Olympics in which students are awarded gold, silver and bronze medals for participation in games and events. Performance opportunities abound throughout the year with festivals and recitals.

Scholarships:

If you are concerned about costs, Music Academy scholarships are available. Students grades 1-12 are eligible and scholarships are awarded based on financial need. To apply or for more information, call 847.925.6659.

For more info
or to request a
registration
packet call

847.925.6300

Personal Enrichment

THE WOMEN'S PROGRAM

Harper College was one of the first community colleges in the country to develop and offer programming on women's issues and their emerging needs. Celebrating its 31st anniversary, the Women's Program has served more than 50,000 women in the northwest suburbs. From learning about personal communication and improving relationships to practical studies of home repair and finance, women have learned about themselves, their options, and the importance of their place in our global community.

Courses and Workshops:

Film Series:

Exploring the role of women in society
Family and Relationships:
Self-discovery, marriage, divorce,
and parenting

Business Women:

Career and business issues

Communications:

Presentation skills and assertiveness

Female Persuasion:

Tools, literal and otherwise, for women only

Grant Funded Support Services

Grant programs allow the Women's Program to provide career, personal, and academic counseling; job readiness preparation; mentoring; information about and referrals to appropriate resources.

Services are available for:

Single parents

Displaced homemakers

Non-traditional career seekers (for example, a male pursuing a career in nursing, or a female desiring to go into heating and air conditioning)

Economically disadvantaged

Those with disabilities or other barriers to educational achievement

The Women's Center

Relax in an informal setting that provides women's resources and referral information along with coffee, campus information, and the chance to interact with others. Men, as well as women, are welcome. Located in the Music Instruction Center, Room P127.

Hours:

Monday, Wednesday, Friday: 8:00 am - 4:30 pm

Tuesday, Thursday: 8:00 am - 8:00 pm

For
more
info
call

847.925.6558

New Age, cont.

DETOXIFICATION...STARTING OVER WITH A HEALTHY BODY

TUITION: \$12.00

TOUCHTONE NUMBER TT #7253

LPE0570-001, A 242B, THUR., 9/7-9/7, 7:00 pm-9:00 pm

ALLERGIES...THE THRESHOLD OF REACTIVITY

TUITION: \$12.00

TOUCHTONE NUMBER TT #7269

LPE0571-001, A 315, THUR., 9/14-9/14, 7:00 pm-9:00 pm

INCREASING PERFORMANCE WITH HOLISTIC HEALTHCARE

TUITION: \$12.00

TOUCHTONE NUMBER TT #7270

LPE0572-001, A 238, THUR., 10/5-10/5, 7:00 pm-9:00 pm

NUTRITION...ABC'S OF ACHIEVING NUTRITIONAL HEALTH

TUITION: \$12.00

TOUCHTONE NUMBER TT #7271

LPE0573-001, A 315, WED., 10/11-10/11, 7:00 pm-9:00 pm

T'AI CHI CH'UAN I

T'ai Chi Ch'uan is a Chinese system of exercises performed with a calm mind, controlled rhythmical breathing and a relaxed body. T'ai Chi promotes health by improving the circulation of the blood, increasing the capacity and efficiency of the lungs, relaxing the muscles and strengthening the bone structure.

TUITION: \$66.00

TOUCHTONE NUMBER TT #5946

LPE0186-071, NEC 121, MON., 8/21-10/9, 8:00 pm-9:40 pm

LPE0186-070, M 244, WED., 8/23-10/11, 6:30 pm-8:10 pm

LPE0186-081, NEC 121, MON., 10/16-12/4, 8:00 pm-9:40 pm

LPE0186-080, M 244, WED., 10/18-12/6, 6:30 pm-8:10 pm

T'AI CHI CH'UAN II

This intermediate class is a continuation of Tai Chi Ch'uan I. The student will learn new forms and begin "push hands," a two-person practice. Breathing and concentration exercises will be emphasized in class.

TUITION: \$66.00

TOUCHTONE NUMBER TT #5971

LPE0188-071, NEC 121, TUES., 8/22-10/10, 6:00 pm-7:40 pm

LPE0188-070, M 244, WED., 8/23-10/11, 7:30 pm-9:10 pm

LPE0188-081, NEC 121, TUES., 10/17-12/5, 6:00 pm-7:40 pm

LPE0188-080, M 244, WED., 10/18-12/6, 7:30 pm-9:10 pm

T'AI CHI CH'UAN III

Continues TCC training with more complex body movements, mental awareness, meditation and concentration techniques and stress management skills.

TUITION: \$66.00

TOUCHTONE NUMBER TT #6308

LPE0192-071, NEC 121, TUES., 8/22-10/10, 8:00 pm-9:40 pm

LPE0192-081, NEC 121, TUES., 10/17-12/5, 8:00 pm-9:40 pm

YOGA I

In this introduction to Hatha yoga, become aware of your body through movement (asana or posture), breathing techniques and the final phase, relaxation.

TUITION: \$66.00

TOUCHTONE NUMBER TT #5945

LPE0125-072, M 249, MON., WED., 8/21-10/11, 11:00 am-11:50 am

LPE0125-082, M 249, MON., WED., 10/16-12/6, 11:00 am-11:50 am

TUITION: \$52.00

LPE0125-070, M 161A, TUES., 8/22-10/10, 6:30 pm-7:55 pm

LPE0125-071, NEC 121, THUR., 8/24-10/12, 6:30 pm-7:55 pm

LPE0125-080, M 161A, TUES., 10/17-12/5, 6:30 pm-7:55 pm

LPE0125-081, NEC 121, THUR., 10/19-12/7, 6:30 pm-7:55 pm

YOGA II

Yoga II is a continuation of Yoga I with emphasis on refinement of exercise techniques, breathing, relaxation and building a strong, healthy body.

TUITION: \$52.00

TOUCHTONE NUMBER TT #5947

LPE0130-071, NEC 121, MON., 8/21-10/9, 6:30 pm-7:55 pm

LPE0130-070, M 161A, TUES., 8/22-10/10, 8:05 pm-9:35 pm

LPE0130-081, NEC 121, MON., 10/16-12/4, 6:30 pm-7:55 pm

LPE0130-080, M 161A, TUES., 10/17-12/5, 8:05 pm-9:35 pm

Women's Watch

Harper College was one of the first community colleges in the country to develop and offer programming on women's issues and their emerging needs. Celebrating its 31st anniversary, the Women's Program has served more than 50,000 women in the northwest suburbs. From learning about personal communication and improving relationships to practical studies of home repair and finance, women have learned about themselves, their options, and the importance of their place in our global community.

Of The Female Persuasion

GREAT GODDESS SOCIETIES

Imagine cultures where the image of the divine is female. Come explore images, stories and speculations about the ancient goddess societies of Europe and the Middle East. (Bring your favorite brown bag lunch.)

0.5 CEU

TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5814

LWM0072-001, A 242, SAT., 10/7-10/7, 9:00 am-3:00 pm

GETTING THROUGH MENOPAUSE NATURALLY

Menopause is a time of transition - not a disease. Learn how our physical and emotional lives get out of balance. Discover healthy and natural ways to deal with common problems and how to maintain balance. Yoga exercises will be demonstrated. Please wear comfortable clothing and bring a mat or towel to lie on. (Bring your favorite brown bag lunch.)

0.5 CEU

TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6116

LWM0016-001, A 243, SAT., 11/18-11/18, 9:00 am-3:00 pm

FINANCE 101: TIPS FOR THE NOVICE

What is a mutual fund? What does "high yield" mean? Is the world of finance a mystery to you? This class is designed to help women learn the basics of finance and investment, as well as how to develop their own financial plan.

0.6 CEU

TUITION: \$40.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6586

LWM0095-001, A 242B, WED., 10/11-10/18, 6:30 pm-9:30 pm

HANDYWOMAN WORKSHOP

In this fun "how-to" course you will learn different skills which will come in handy around the house. You will learn basic hardware and lumber terminology (for when you get sent to the store to pick up parts), how to use power tools, and some basics in electrical work. Minor repairs such as patching dry wall will also be covered, as well as some painting tips.

0.6 CEU

TUITION: \$40.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6145

LWM0039-001, A 242, WED., 9/13-9/20, 6:30 pm-9:30 pm

Explore the role of women in society with a new slate of popular films that center on Ireland. Full listings may be found under The Arts in the Personal Enrichment section.

Family and Relationships

SECRETS TO UNDERSTANDING YOURSELF & OTHERS

Take the Myers-Briggs Type Indicator® and learn how your personality affects what is important to you, how you work, how you relate to others and how they relate to you.

0.5 CEU

TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6496

LWM0041-001, TBA TBA, SAT., 9/23-9/23, 9:00 am-12:00 pm

MOVE OVER PLEASE...YOU'RE IN YOUR WAY

When your heart's desire and energy are aligned, your entire life begins to change for the best! In a learning-is-fun environment, this workshop will give you a chance to identify what you truly want, practice activities to discern and disarm non-supportive thoughts and beliefs, and shift your focus to attract your heart's desire. You will leave excited about your potential, with sure-fire activities and exercises to achieve it each and every day.

0.3 CEU

TUITION: \$30.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7179

LWM0099-001, A 243, TUES., 10/4-10/4, 6:30 pm-9:30 pm

Personal Enrichment

Women's Watch, cont.

LOVE YOURSELF & THE REST WILL FOLLOW

Learn how self-esteem influences all aspects of your life. Assess your self-esteem and explore techniques to enhance your self-confidence. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6172
LWM0033-001, A 243, SAT., 10/28-10/28, 9:00 am-3:00 pm

THE RESILIENCY FORMULA FOR TOUGH TIMES

Have you ever noticed that some people are able to respond positively to change and stress? In this workshop you will learn about the characteristics of resiliency, gain an understanding of your strengths and opportunities, and how to develop them further, and improve your outlook in both good and tough times. **0.3 CEU**

TUITION: \$30.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6119
LWM0019-001, A 242B, SAT., 10/28-10/28, 9:00 am-12:00 pm

NURTURING THE NURTURER

Are you tired? Crabby? Depressed? Are you so busy taking care of everybody else that you forget to take care of yourself? Have you forgotten how to play? If so, come to this experiential workshop, based on the work of Hal and Sidra Stone, to learn the arts of self-nurturing and rejuvenation. Meet those parts of yourself that stand in the way of self-nurturing. Activities will involve a combination of journaling, drawing, singing, dancing, and guided imagery. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #7162
LWM0102-001, A 243, SAT., 12/2-12/2, 10:00 am-4:00 pm

MANNERS IN MARRIAGE: THE LANGUAGE OF LOVE

"We're married. The work is over." If you have ever heard yourself saying that, your marriage could be in trouble. Making marriage work is never over. Learn how good manners build good marriages and what it means to treat your spouse with respect. Appropriate for married or engaged couples. You may bring your spouse or fiancé at no extra cost. **0.4 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6411
LWM0079-001, A 243, TUES., 10/17-10/24, 6:30 pm-8:30 pm

WOMEN: DIVORCE & THE LAW

Get an overview of the procedures involved in obtaining a divorce or being part of a divorce proceeding. Discover how to select an attorney, how settlements are determined, what to do about noncompliance and how the Circuit Court operates. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6168
LWM0108-001, A 315, SAT., 9/9-9/9, 9:00 am-3:00 pm
LWM0108-002, A 315, SAT., 12/9-12/9, 9:00 am-3:00 pm

ADOPTION 101

Find out what your options are and what steps to take in order to adopt a child. Topics will include types of adoption, typical costs involved, choosing an agency or lawyer and more. You may bring your spouse or a guest at no extra cost. **0.3 CEU**

TUITION: \$30.00 FEES: \$5.00
TOUCHTONE NUMBER TT #5640
LWM0011-050, A 242, SAT., 10/14-10/14, 9:00 am-12:00 pm

RAISING A THINKING CHILD

Raise your child to be an independent thinker! Teach him or her how to think through and solve everyday problems. Help your child explore alternative solutions and consequences, consider feelings of others, and resolve conflicts. **0.3 CEU**

TUITION: \$30.00 FEES: \$5.00
TOUCHTONE NUMBER TT #5686
LWM0055-001, A 137C, SAT., 10/14-10/14, 9:00 am-12:00 pm

PARENTING APART

Being a single parent is NOT an easy job! This workshop will help you deal with issues that are faced by mothers and fathers who are single parents. Learn how to better handle the following types of situations: rules, discipline, parental differences, holidays, birthdays, other special occasions, and money and court disputes. **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #7181
LWM0101-001, A 243, WED., 11/8-11/15, 6:30 pm-9:00 pm

Women's Watch, cont.

Business Women

CAREER ASSESSMENT

Has your career satisfaction diminished? Are you wondering what you'd like to do next? This counselor led workshop gives you the opportunity to identify and evaluate the key components involved with making a career change or decision. Take this time for yourself to evaluate your skills, interests, work values, motivators/demotivators, strengths, weaknesses, and personality through a series of assessments. This information will help give you direction or confirm a decision. (Myers-Briggs, Self-Directed Search and self-evaluation techniques are used.) **0.5 CEU**

FEES: \$90.00
LWM0069-001, IETC 110, WED., 9/13-9/20, 6:30 pm-9:00 pm
LWM0069-002, IETC 110, SAT., 10/7-10/7, 8:30 am-1:30 pm
LWM0069-003, IETC 110, THUR., 10/26-11/2, 6:30 pm-9:00 pm
LWM0069-004, IETC 110, SAT., 11/18-11/18, 8:30 am-1:30 pm

STARTING YOUR OWN BUSINESS

Have you often thought about launching your own business? Find out how in this one-day workshop! Learn about business loans, federal assistance, accounting and legal requirements, and marketing, sales and advertising techniques. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6159
LWM0090-001, A 315, SAT., 11/18-11/18, 9:00 am-3:00 pm

OFFICE CLUTTER BUSTING THE SMART WAY

Learn how to get organized and STAY organized! Understanding your unique work style can help maximize your efficiency. You will learn ways to help you deal with those endless mountains of paper, as well as some tried-and-true time management tips. **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #7180
LWM0100-001, A 243, TUES., 9/12-9/19, 6:30 pm-9:00 pm

Communications

PRESENTATION SKILLS: NEVER BE NERVOUS AGAIN

Learn how to organize, prepare and deliver a winning presentation. You'll discover how to combat stage fright in this supportive workshop. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6580
LWM0089-001, A 242, SAT., 8/26-8/26, 9:00 am-3:00 pm

ASSERTIVE COMMUNICATION

Have your message heard without being perceived as overbearing. Learn the difference between passive, assertive and aggressive communication. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6149
LWM0056-001, A 243, SAT., 10/7-10/7, 9:00 am-3:00 pm

ASSERTIVE COMMUNICATION II

Learn additional assertiveness skills to help control feelings in problem situations. Discover ways to handle valid and invalid forms of criticism. Learn to negotiate effectively. (Bring your favorite brown bag lunch.) PREREQUISITE: Assertive Communication **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6121
LWM0022-001, A 242, SAT., 12/2-12/2, 9:00 am-3:00 pm

DEALING WITH DIFFICULT PEOPLE

Learn behavioral and communication skills to deal effectively with stress-producing personalities. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$10.00
TOUCHTONE NUMBER TT #6504
LWM0003-001, A 243, SAT., 9/9-9/9, 9:00 am-3:00 pm

Women's Watch, cont.

STOP NEGATIVE THINKING

If you are often angry, disappointed or pessimistic, this workshop can help. Find out how to get past these stumbling blocks, let go and move on. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$10.00
TOUCHTONE NUMBER TT #6507
LWM0004-001, A 315, SAT., 9/30-9/30, 9:00 am-3:00 pm

POWER OF LISTENING

Constructive listening skills must be learned. Discover what prevents you from being a good listener, identify your listening personality, and learn the tools and techniques of effective listening. **0.7 CEU**

FEES: \$79.00
TOUCHTONE NUMBER TT #6500
LWM0045-001, IETC 110, WED., 10/25-10/25, 8:30 am-4:00 pm

Fashion

TOTAL IMAGE SOLUTIONS

The more you know about you, the easier it is to pull together your best look each and everyday. Learn the three fundamentals of looking fabulous and how to put together a total head-to-toe look, from hair and make-up colors to shoes, pantyhose and everything in between. Look great regardless of age, weight or budget. **0.3 CEU**

TUITION: \$30.00 FEES: \$5.00
TOUCHTONE NUMBER TT #7178
LWM0097-001, A 243, SAT., 9/23-9/23, 9:00 am-12:00 pm

CLOTHING CONSTRUCTION

Save money and gain a sense of accomplishment with sewing. Learn about the kinds of machines available and how to select fabrics, cut and mark patterns and sew a garment. No experience necessary! **2.4 CEU**

TUITION: \$89.00 FEES: \$2.00
TOUCHTONE NUMBER TT #5757
LHF0013-071, H 114, TUES., 8/22-10/10, 6:30 pm-9:30 pm
LHF0013-081, H 114, TUES., 10/17-12/5, 6:30 pm-9:30 pm

FIT FOR SUCCESS

Learn innovative concepts to make beautifully fitted clothes. You will learn how to alter a pattern to suit you through tissue fitting and the "fit as you sew" method. Class size is limited. **1.2 CEU**

TUITION: \$45.00
TOUCHTONE NUMBER TT #7423
LHF0021-001, NEC TBA, SAT., 11/4-11/4, 9:00 am-4:30 pm

PANTS FOR ANY BODY

Learn the latest pants fitting techniques and discover how to make beautiful, flattering trousers and pants. Learn the five-step method for removing "baggies" and how to cut to fit. Tips for dealing with a variety of figure types will be included. **1.2 CEU**

TUITION: \$45.00
TOUCHTONE NUMBER TT #7422
LHF0020-001, NEC TBA, SAT., 10/7-10/7, 9:00 am-4:30 pm

BASIC MILLINERY TECHNIQUES

Get creative using traditional French couture techniques and 7th Avenue manufacturing shortcuts to fashion your own hat. Learn some historical perspective on millinery and take part in demonstrations and lab time covering hand-blocking techniques for felt and straw, finishing and trimming methods. Come away with a unique creation all your own! **2.4 CEU**

TUITION: \$164.00 FEES: \$45.00
TOUCHTONE NUMBER TT #6601
LHF0028-001, H 115, SAT., 9/9-10/7, 9:00 am-2:00 pm

JEWELRY TECHNIQUES IN FASHION

Employ fiber and metal in non-traditional ways to design a contemporary jewelry piece that is truly wearable art! **5.6 CEU**

TUITION: \$20.00 FEES: \$160.00
TOUCHTONE NUMBER TT #7214
LHF0034-095, H 114, WED., 8/23-12/6, 6:00 pm-9:30 pm

Personal Enrichment

Home and Garden

Home Arts

HOME STYLE & DESIGN

Your home is your castle, and this exciting hands-on course will help you make it beautiful! Explore fundamentals of interior design, with emphasis on space planning, color and lighting, patterns, texture, fabric and paint. Discuss floor planning and window treatments. **1.2 CEU**

TUITION: \$62.00

TOUCHTONE NUMBER TT #5534

LHF0023-001, D 233, TUES., 9/5-10/3, 7:00 pm-9:00 pm

LHF0023-002, BHS TBA, TUES., 10/10-11/7, 7:00 pm-9:15 pm

FENG SHUI: CREATE HARMONY & ABUNDANCE IN YOUR LIFE

Would you like to feel less stressed, more productive and better able to create abundance, prosperity and authentic balance in your life? The art and practice of feng shui promotes health, happiness and success in all endeavors. Learn how to apply powerful techniques to transform the energy in your home or office environment and your life. **1.0 CEU**

TUITION: \$69.00

TOUCHTONE NUMBER TT #5335

LHF0024-001, BHS TBA, MON., 9/18-10/9, 7:00 pm-9:30 pm

THE HEALTHY, HEALING, HARMONIOUS HOME

Create a home where the body, mind and soul can flourish. Discover your home's purpose and heart. Make it a haven to nourish the soul, as well as to protect, shelter and energize the body. A feng shui practitioner and student of building biology demonstrates how to improve the vital energy in your home. (Bring your favorite brown bag lunch.) **0.5 CEU**

TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6117

LWM0017-001, A 243, SAT., 9/30-9/30, 9:00 am-3:00 pm

DECORATIVE PILLOWS

Learn how to make pillows using current trends and techniques. You will have the opportunity to make at least 3 different styles. **0.9 CEU**

TUITION: \$62.00

TOUCHTONE NUMBER TT #7264

LHF0036-001, L 300, SAT., 9/9-9/23, 9:00 am-12:00 pm

TABLE APPOINTMENTS

Items for the home, placemats, table runners, napkins. **0.9 CEU**

TUITION: \$62.00

TOUCHTONE NUMBER TT #7265

LHF0037-001, L 311, SAT., 11/4-11/18, 9:00 am-12:00 pm

WINDOW TREATMENT

Learn to make simple window treatments such as swags, fishtails, etc. **0.9 CEU**

TUITION: \$62.00

TOUCHTONE NUMBER TT #7266

LHF0040-001, L 300, SAT., 10/7-10/21, 9:00 am-12:00 pm

PICTURE FRAMING AT HOME

This course introduces students to the materials, equipment and techniques for matting and framing their own artwork at home. Students are provided with mat cutting equipment and materials and guided through hands-on techniques for mat cutting, mounting art work, assembling frames, handling glass - taking a picture framing project from start to finish. Archival framing techniques are also explored. A must for artists and photographers. **1.6 CEU**

TUITION: \$94.00

TOUCHTONE NUMBER TT #6146

LEI0154-071, C 202, THUR., 8/24-10/12, 7:00 pm-9:00 pm

LEI0154-081, C 202, THUR., 10/19-12/7, 7:00 pm-9:00 pm

Home and Garden, cont.

MAGIC OF PAINT IN YOUR HOME

See the latest in interior paint ideas for the '90s. Learn to create faux finishes applied to projects such as murals while discovering the effects sponging and ragging can achieve with today's paint products and finishes. **0.3 CEU**

TUITION: \$38.00

TOUCHTONE NUMBER TT #5192

LHF0005-001, I 115, TUES., 9/12-9/12, 6:30 pm-9:30 pm

LHF0005-002, D 298A, TUES., 10/17-10/17, 6:30 pm-9:30 pm

ART OF STENCILING I

Learn basic stenciling techniques including brushing and shading, preparing the surface and picking a pattern. Learn to create interesting effects. Tools and equipment will be explained. A slide presentation will show how color and pattern can work together for fun and imaginative results. A small stenciling project will be done in class. For a supply list call 847.925.6000 ext. 7407. **0.2 CEU**

TUITION: \$27.00

TOUCHTONE NUMBER TT #5687

LEI0043-001, D 115, SAT., 9/16-9/16, 9:00 am-11:00 am

LEI0043-002, D 104, SAT., 9/23-9/23, 9:00 am-11:00 am

CREATIVE STENCILING: ADVANCED

Gain a more in-depth understanding of stenciling using shading techniques and designing and cutting your own stencils. Learn to use simple stencils in a non-traditional way. **0.8 CEU**

TUITION: \$57.00

TOUCHTONE NUMBER TT #6341

LEI0311-001, D 104, SAT., 10/7-10/28, 9:00 am-11:00 am

INTRODUCTION TO WOODWORKING

Get experience in woodworking skills and techniques and in the safe operation of power tools and equipment. There will be time to make one basic project. **0.4 CEU**

TUITION: \$164.00 FEES: \$14.00

TOUCHTONE NUMBER TT #7835

LEI0045-001, CHS 173, TUES., 8/22-12/5, 7:00 pm-9:30 pm

WOODWORKING II

Expand the basic knowledge gained in a beginning class. Complete a project incorporating advanced woodworking practices and techniques. **4.0 CEU**

TUITION: \$164.00 FEES: \$14.00

TOUCHTONE NUMBER TT #7836

LEI0046-001, BHS TBA, WED., 8/23-12/6, 7:00 pm-9:30 pm

ANTIQUE RESTORATION/FURNITURE REFINISHING

Learn what is a true antique and which pieces of furniture are worth saving. Students should bring in a small piece of furniture. **2.4 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #5840

LEI0099-081, CHS 173, THUR., 10/19-12/7, 6:30 pm-9:30 pm

Wine and Dine

THE WINES OF PIEDMONT

A look at the wines of this world-famous wine region in Northern Italy: the famous such as Barbera and Barolo, the lesser known wines, both red and white, such as Colcetto and Gavi, the vintages as well. To top off our discussion, we will talk about foods that partner well with these wines. **0.2 CEU**

TUITION: \$15.00 FEES: \$45.00

TOUCHTONE NUMBER TT #7095

LFS0037-001, PCGC TBA, WED., 10/11-10/11, 7:00 pm-9:00 pm

CALIFORNIA VS. THE WORLD

A tasting of eight wines - four from California and four from Europe to compare and contrast styles. Grape types will be Pinot Grigio, Chardonnay, Pinot Noir and Cabernet Sauvignon. This will be a great opportunity to taste similar wines side by side and see how these wines differ according to the region in which they were produced. **0.2 CEU**

TUITION: \$15.00 FEES: \$45.00

TOUCHTONE NUMBER TT #7096

LFS0038-001, PCGC TBA, WED., 10/25-10/25, 7:00 pm-9:00 pm

THE BEST OF CALIFORNIA—A SAMPLING OF FAVORITES

From twenty plus trips to California wine country, Tom Hyland, your instructor, has toured virtually every region from the great estates in Napa and Sonoma down through the South Bay and Monterey, all the way to the tiny estates in Santa Barbara County. Taste some of the finest wines made all over the state from Santa Barbara Chardonnay to Russian River Pinot Noir to Napa Valley Cabernet Sauvignon. **0.2 CEU**

TUITION: \$15.00 FEES: \$55.00

TOUCHTONE NUMBER TT #7232

LFS0039-001, PCGC TBA, WED., 11/8-11/8, 7:00 pm-9:00 pm

Home and Garden, cont.

VEGGIN OUT

Do you think a vegetarian diet would be boring? You'll be surprised to find out it can be anything but boring. Add more fruits and vegetable to your diets. Learn great taste of the Veggin Out series or select one of the following individual classes. If you select all four classes together, sign up for LFS0015. **0.8 CEU**

TUITION: \$72.00 FEES: \$12.00

TOUCHTONE NUMBER TT #6538

LFS0015-001, TBA TBA, WED., 10/4-10/25, 7:00 pm-8:30 pm

VEGGIN OUT SESSION I

Learn the benefits of a vegetarian diet, different types of vegetarian diets, alternative protein sources, sampling of prepared vegetarian foods including soy cheese, soy and rice milk products, humus, tofu, and pumpkin tofu pudding. Select this single evening of the Veggin Out series or select the entire series. See above LFS0015, if you wish to take the series. **0.2 CEU**

TUITION: \$20.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6539

LFS0016-001, TBA TBA, WED., 10/4-10/4, 7:00 pm-8:30 pm

VEGGIN OUT SESSION II

Learn the health benefits of soy, including tofu, tempeh, TVP and miso. Recipes to be demonstrated and tasted are mixed medley stir fry, savory spinach dip, MoriNu Hawaiian Smoothie, jasmine chicken, TVP, tempeh in brown gravy and stuffed Cajun bells. Select this single evening of the Veggin Out series or select the entire series. See above LFS0015, if you wish to take the series. **0.2 CEU**

TUITION: \$20.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6540

LFS0019-001, TBA TBA, WED., 10/11-10/11, 7:00 pm-8:30 pm

VEGGIN OUT SESSION III

Learn quick and easy snacks and cooking with beans. Recipes to be demonstrated and tasted are black bean and corn salsa crunch coated bananas, white bean and pepper spread, south of the border spread, pinwheel appetizers, black bean cakes, chili and chips, quinoa stir fry, 3 bean salad. Select this single evening of the Veggin Out series or select the entire series. See LFS0015 above if you wish to take the series. **0.2 CEU**

TUITION: \$20.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6541

LFS0020-001, TBA TBA, WED., 10/18-10/18, 7:00 pm-8:30 pm

VEGGIN OUT SESSION IV

Learn vegan cooking and how to get your 5 a day. Recipes to be demonstrated and tasted are creamy dairyless rice pudding, mock cheese sauce, more Nu eggless salad, asian tofu salad, spinach artichoke dip, Moroccan carrots, nori vegetable rool, citrus dressed asparagus, fruited couscous salad. Select this single evening of the Veggin Out series or select the entire series. See LFS0015, above if you wish to take the series. **0.2 CEU**

TUITION: \$20.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6542

LFS0021-001, TBA TBA, WED., 10/25-10/25, 7:00 pm-8:30 pm

CAKE DECORATING

Learn to create beautiful cakes for every special occasion in your life. Practice on fancy borders, flowers, sugar molding and much more. Work with buttercream and royal icings, chocolate paste and rum sugar to learn all the techniques and tools of the trade. **4.8 CEU**

TUITION: \$108.00 FEES: \$50.00

TOUCHTONE NUMBER TT #7074

LFS0026-001, A 023, THUR., 8/31-11/16, 6:00 pm-9:30 pm

STARTING YOUR OWN CATERING/RESTAURANT BUSINESS

Owning a small restaurant or business may be the career for you. This intensive course will help you develop the business perception needed to start a catering or restaurant enterprise. Topics will include recipe development, pricing tactics, sales approaches, and styles of services. In addition, learn how to design winning menus, hire top chefs, write successful press releases, and develop a good marketing plan. **1.4 CEU**

TUITION: \$86.00 FEES: \$20.00

TOUCHTONE NUMBER TT #7821

LFS0002-001, A 142, WED., 10/4-11/8, 6:00 pm-9:00 pm

FROM KITCHEN RECIPES TO RETAIL FOOD

Do you have a great concept for a new bottled sauce, baked good, candy, prepared meat, dairy product or beverage? Food consultant Wilbert Jones will explain how to navigate each step as your product is manufactured, labeled, packaged, trademarked, copyrighted, and shipped to the grocery store by brokers and distributors. **0.7 CEU**

TUITION: \$57.00 FEES: \$20.00

TOUCHTONE NUMBER TT #6180

LFS0008-001, J 153, SAT., 10/14-10/14, 10:00 am-2:00 pm

Personal Enrichment

Home and Garden, cont.

Garden and Floral

HOME LANDSCAPE DESIGN I

You can improve the value and beauty of your property by using techniques of effective landscape design. Get help planning the most practical and aesthetically pleasing landscape for your property. **1.0 VSC**

TUITION: \$54.00

TOUCHTONE NUMBER TT #5148

LLG8001-001, I 114, FRI., 8/25-10/13, 6:00 pm-8:00 pm

LLG8001-002, I 114, FRI., 10/20-12/8, 6:00 pm-8:00 pm

WOODY PLANTS

Learn to identify landscape plant materials, their growth habits and cultural requirements. Discover how ornamental shrubs, trees, vines, ground covers and herbaceous plants have adapted to Illinois and the Midwestern areas. This course also can be taken for credit by registering for PST101. **6.4 CEU**

TUITION: \$216.00 FEES: \$25.00

TOUCHTONE NUMBER TT #6044

LLG0063-001, V 107, TUES., 8/22-12/12, 12:00 pm-5:10 pm

HERBACEOUS PLANTS

This is an herbaceous plant identification course with an emphasis on spring, summer and fall flowering perennials, vines, roses, ornamental grasses, groundcovers, bulbs, native woodland/prairie plants, water plants and annuals. Attention will be given to plant choices for specific areas, such as wet, shade, sun and part sun locations. The culture, care and use of these plants will also be discussed. This course also can be taken for credit by registering for PST 103. **6.4 CEU**

TUITION: \$216.00 FEES: \$150.00

TOUCHTONE NUMBER TT #5589

LLG0020-001, V 107, FRI., 8/25-12/15, 12:00 pm-5:10 pm

BASIC HORTICULTURE SKILLS

Gain skills in ornamental horticulture including planting, transplanting, fertilizing, watering and pruning of trees, shrubs and herbaceous plants in both indoor and outdoor locations. Learn about seed and vegetative plant propagation methods. This course can also be taken for credit by registering for PST 111. **6.4 CEU**

TUITION: \$216.00 FEES: \$75.00

TOUCHTONE NUMBER TT #5802

LLG0055-001, V 109, WED., 8/23-12/13, 12:30 pm-5:30 pm

IKEBANA: INTRODUCTION TO JAPANESE FLOWER ARRANGEMENT

Japanese artist, Yaeko Baily, will explain how Japanese Ikebana developed from Japanese history and philosophy. Using the techniques from the Sogetsu School of Japan, Yaeko Baily will demonstrate a basic arrangement, the ultimate expression of simplicity, which takes advantage of the natural shape of fresh branches and flowers. She will then proceed to more creative styles that emphasize the importance of straight and curved lines and colors with the technique of Ikebana. **0.1 CEU**

TUITION: \$20.00

TOUCHTONE NUMBER TT #7288

LFL0702-001, V 107, SAT., 9/30-9/30, 1:00 pm-2:00 pm

IKEBANA: BASIC UPRIGHT STYLE

Participants will gain a basic understanding of Ikebana, Japanese flower arrangement techniques. Japanese artist, Yaeko Baily, will guide you as you create your own Moribana by using fresh branches and flowers. Please bring one 9" flat container, 2 frogs (pinholders=kenzan) about 3" wide, and floral scissors to class. **0.25 CEU**

TUITION: \$40.00 FEES: \$40.00

TOUCHTONE NUMBER TT #7293

LFL0703-001, V 107, SAT., 10/21-10/21, 1:00 pm-3:30 pm

IKEBANA: VARIATION OF THE BASIC UPRIGHT STYLE

Participants will gain a basic understanding of Ikebana, Japanese flower arrangement techniques. Japanese artist, Yaeko Baily, will guide you as you create a variation of the upright style. The angle of stems and flowers will be changed and show more movement. Please bring one 9" flat container, 2 frogs (pinholders=kenzan) about 3" wide, and floral scissors to class. **0.25 CEU**

TUITION: \$40.00 FEES: \$40.00

TOUCHTONE NUMBER TT #7289

LFL0704-001, V 107, SAT., 11/18-11/18, 1:00 pm-3:30 pm

Home and Garden, cont.

IKEBANA: MODERN STYLE

Participants will gain a basic understanding of Ikebana, Japanese flower arrangement techniques. Japanese artist, Yaeko Baily, will guide you as you create a more modern style that emphasizes straight and curved lines that introduce movement to your arrangement. Please bring one 9" flat container, 2 frogs (pinholders=kenzan) about 3" wide, and floral scissors to class. **0.25 CEU**

TUITION: \$40.00 FEES: \$40.00

TOUCHTONE NUMBER TT #7290

LFL0705-001, V 107, SAT., 12/9-12/9, 1:00 pm-3:30 pm

FLORAL DESIGN

Learn the basic principles of floral design including classic designs, centerpieces, corsages, boutonnières, dried flower arrangements and holiday and special occasion designs. Explore the design elements of color, line and form, using a variety of foliage and flowers. Commercial floral arrangements and construction mechanics will also be discussed. This course can also be taken for three hours of credit by registering for PST104. **3.0 VSC**

TUITION: \$162.00 FEES: \$150.00

TOUCHTONE NUMBER TT #6508

LFL8004-001, V 114, WED., 8/23-12/13, 10:00 am-2:20 pm

LFL8004-002, V 114, WED., 8/23-12/13, 6:00 pm-10:20 pm

INTERMEDIATE FLORAL DESIGN

Discover advanced principles of floral design including wedding flowers, funeral arrangements, home interiors and current trends of floral art. Emphasis on design qualities, salesmanship and commercial floral accounts. This course can also be taken for three hours of credit by registering for PST204. Consent of the instructor is required. **3.0 VSC**

TUITION: \$162.00 FEES: \$150.00

TOUCHTONE NUMBER TT #6509

LFL8005-001, V 114, TUES., 8/22-12/12, 6:00 pm-10:20 pm

ADVANCED FLORAL DESIGN III

Develop mastery of the use of many kinds of silk and dried flowers for floral arrangements. Apply the principles of design to centerpieces, line arrangements, wreaths, swags and topiaries. Study the acquisition, storage and special care that permanent flowers require. This course can also be taken for credit as PST207. Consent of the instructor is required. **3.0 VSC**

TUITION: \$162.00 FEES: \$150.00

TOUCHTONE NUMBER TT #5827

LFL8003-001, V 114, MON., 8/21-12/11, 6:00 pm-10:20 pm

FLOWER SHOP MANAGEMENT

If you're interested in learning more about how to operate a floral shop, this course is for you. We'll discuss equipment, material design and construction while focusing on the day-to-day management of a flower shop. PREREQUISITE: PST104 Co-listed with credit course PST247. **3.0 VSC**

TUITION: \$162.00 FEES: \$150.00

TOUCHTONE NUMBER TT #5824

LFL8006-001, V 107, WED., 8/23-12/13, 6:00 pm-10:20 pm

BOW MAKING

Learn to make florist bows using satin ribbon, creative twist and cotton ribbons. Craft bows with a nose loop will also be demonstrated. You'll be surprised at how easy bow-making really is! Participants will learn to make at least two different types of bows. Please bring scissors. **0.2 CEU**

TUITION: \$18.00 FEES: \$13.00

TOUCHTONE NUMBER TT #5597

LFL0097-001, V 114, THUR., 9/14-9/14, 7:00 pm-9:00 pm

GIFT BASKETS I

Personalized gift baskets are becoming more popular as seasonal gifts or guest favors. This workshop will show you the basic techniques you need to build your own attractive basket. Ideas for different seasons and themes will be demonstrated. Students will construct their own gift baskets. Bring wire cutters and scissors to class. **0.4 CEU**

TUITION: \$30.00 FEES: \$27.00

TOUCHTONE NUMBER TT #7034

LFL0200-001, V 114, FRI., 9/22-9/22, 6:00 pm-10:00 pm

VASE ARRANGEMENTS

Whether they're flowers you cut from your yard, a gift of flowers or flowers you buy at the store, you'll enjoy knowing how to create a beautiful vase arrangement. Join us for a session and learn how it's done, plus a few tips on fresh flower care. We'll supply everything you need, and you'll go home with a lovely vase of fresh flowers. **0.4 CEU**

TUITION: \$30.00 FEES: \$26.00

TOUCHTONE NUMBER TT #5798

LFL0604-001, V 114, THUR., 10/12-10/12, 6:00 pm-10:00 pm

Home and Garden, cont.

FALL FLORAL SEMINAR

Make a floral arrangement using dried and silk fall flowers. Please bring knife and wire cutters. **0.4 CEU**

TUITION: \$30.00 FEES: \$28.00

TOUCHTONE NUMBER TT #5558

LFL0056-001, V 109, TUES., 10/17-10/17, 6:00 pm-10:00 pm

FRESH FALL FLORAL CENTERPIECE

Spruce up your house with a fresh fall arrangement using a pumpkin as a container. Enjoy the vibrant colors of fall with fresh cattails, fall leaves, rovers, bright yellow button pumps, purple statice, and other wonderful fall flowers. Your fresh arrangement can be used as a table arrangement that will welcome fall and last through Halloween. **0.4 CEU**

TUITION: \$30.00 FEES: \$26.00

TOUCHTONE NUMBER TT #6058

LFL0606-001, V 114, THUR., 10/26-10/26, 6:00 pm-10:00 pm

FRESH FLORAL THANKSGIVING

Add special warmth to your Thanksgiving table with the deep, rich colors of autumn. Design individual arrangements using red rovers, chrysanthemums, sunshine yellow cushion mums, oak leaves and miniature pumpkins. The basics of caring for fresh flowers will also be discussed. **0.4 CEU**

TUITION: \$30.00 FEES: \$28.00

TOUCHTONE NUMBER TT #5565

LFL0072-001, V 109, TUES., 11/21-11/21, 6:00 pm-10:00 pm

FLORAL PACKAGE TOPPERS

The gifts you give this year can be the most striking your family has ever unwrapped! Learn the art of designing unique mini-arrangements for package toppers such as elegant nosegays of lace and ribbon, dried flowers, silk corsages nestled in satin bows and lace fans trimmed with silk flowers. These designs will stay intact long after all the gifts have been opened and may be added to your keepsake ornament collections! Students should bring scissors and wire cutters. **0.4 CEU**

TUITION: \$18.00 FEES: \$13.00

TOUCHTONE NUMBER TT #5579

LFL0089-001, V 114, 11/3-11/3, 6:00 pm-10:00 pm

DECORATED BRASS HORN

Herald the holiday season with a festively decorated brass horn. Trim your horn with silk and preserved evergreens, berries, cones, ribbons and eucalyptus. The course offers a strong emphasis on design mechanics. Please bring wire cutters and a glue gun. **0.4 CEU**

TUITION: \$30.00 FEES: \$28.00

TOUCHTONE NUMBER TT #5240

LFL0025-001, TBA TBA, THUR., 11/16-11/16, 6:00 pm-10:00 pm

SILK CHRISTMAS WREATH

In every culture, the circle has been important as a symbol for love, protection, friendship, and rebirth. It's no wonder then that we choose this symbol in the form of the wreath to welcome guests into our homes during the Christmas season. Come join our class and make a beautiful, permanent wreath to hang on your door or to enhance any area in your home. We'll provide the materials and ideas to help you create a special welcome for your holiday guests. **0.4 CEU**

TUITION: \$30.00 FEES: \$32.00

TOUCHTONE NUMBER TT #6049

LFL0303-001, V 114, THUR., 11/9-11/9, 6:00 pm-10:00 pm

VICTORIAN CHRISTMAS TREES

Transform your home into a cozy and inviting Victorian Christmas setting this holiday season. Learn to make a tabletop tree, decorated with bundles of dried roses, ribbons, statice and berries. Bring a little of the past home this holiday season. Please bring wire cutters and scissors. **0.4 CEU**

TUITION: \$30.00 FEES: \$28.00

TOUCHTONE NUMBER TT #5223

LFL0001-001, V 109, TUES., 11/7-11/7, 6:00 pm-10:00 pm

WILLIAMSBURG BADGE

Extend a warm welcome to your guests with a traditional colonial wreath made of magnolia leaves, boxwood, evergreens, fresh fruit and berries. Bring the elegance of Colonial Williamsburg into your home this Christmas! **0.4 CEU**

TUITION: \$30.00 FEES: \$30.00

TOUCHTONE NUMBER TT #7036

LFL0300-001, V 114, THUR., 12/7-12/7, 6:00 pm-10:00 pm

Personal Enrichment

Home and Garden, cont.

LIGHTED CHRISTMAS WALL TREE

Join us for a few hours of fun and create a one-of-a-kind Christmas wall decoration. We'll be putting lights, bows, tassels, etc., on a PVC evergreen wall tree. You decide on the look you want your tree to have and we'll show you how to accomplish it so you can have a project that you will be proud of.

0.4 CEU

TUITION: \$30.00 FEES: \$32.00

TOUCHTONE NUMBER TT #6530

LFL0503-001, V 114, FRI., 12/1-12/1, 6:00 pm-10:00 pm

FRESH CHRISTMAS WREATH

Welcome the Christmas season and your guests at the front door with a handmade Christmas Wreath. Participants will use a variety of wonderful Christmas greens such as pine tips, balsam, and boxwood. Decorate your fresh wreath with pine cones, berries, and bows. Take your wreath home to hang and make a spectacular display for any door!

0.4 CEU

TUITION: \$30.00 FEES: \$24.00

TOUCHTONE NUMBER TT #6050

LFL0304-001, V 114, TUES., 12/5-12/5, 6:00 pm-10:00 pm

SILK CHRISTMAS GARLAND

Imagine a 9 foot silk garland, embellished with silk flowers, pine cones, berries, and ribbons, decorating your banister, mantle, or used as a table runner on your dining room table, then make it a reality in this class. This festive decoration will be enjoyed for years to come.

0.4 CEU

TUITION: \$28.00 FEES: \$30.00

TOUCHTONE NUMBER TT #6056

LFL0502-001, V 114, THUR., 11/2-11/2, 6:00 pm-10:00 pm

SILK CHRISTMAS CENTERPIECE

When we gather with loved ones to celebrate the holidays, we decorate our homes with the traditional symbols of the season. A silk centerpiece adorning the dining table is one of those symbols. Make your own centerpiece of silk evergreens, silk flowers, berries and ribbon. We will use materials that will coordinate with the Silk Christmas Garland class, so that you can achieve a total look. Bring the warmth of the holidays to your home this season! Please bring wire cutters to class.

0.4 CEU

TUITION: \$30.00 FEES: \$28.00

TOUCHTONE NUMBER TT #7198

LFL0607-001, V 114, THUR., 11/30-11/30, 6:00 pm-10:00 pm

FRESH CHRISTMAS CENTERPIECE

A fresh Christmas centerpiece will brighten up all of your Christmas celebrations. Make your own by using a variety of outstanding Christmas greens, such as holly, noble fir, pine tips, boxwood, and incense cedar. Then add fresh flowers to complete the centerpiece.

0.4 CEU

TUITION: \$20.00 FEES: \$22.00

TOUCHTONE NUMBER TT #6057

LFL0605-001, V 114, THUR., 12/14-12/14, 6:00 pm-10:00 pm

Learning Voyages

Educational Tours

Harper College sponsors a variety of educational trips to expand your cultural horizons and travel experience. A Harper College faculty or staff member, who has expertise in culture, history, art, archeology or architecture, leads each trip. For more information, please call 847.925.6593.

BRITISH ISLES YULETIDE HOLIDAY

December 27, 2000-January 5, 2001

GEOLOGY OF NEW ZEALAND AND HAWAII

January 4-19, 2001

INDIA: LAND OF MYSTERY

January 2-16, 2001

MEXICO: LAND OF THE AZTECS AND INCAS

March 23-April 1, 2001

ITALY

May 2001

PASSAGES TO CHINA

May 20-June 1, 2001

RUSSIAN WATERS

June 2001

MYSTICAL IRELAND:

LAND OF 100,000 WELCOMES

August 2001

FRANCE: PARIS AND PROVENCE

September 2001

LONDON THEATRE HOLIDAY

December, 2001-January, 2002

PORTUGAL/SPAIN: IBERIAN NEW YEAR HOLIDAY

December 27, 2001-January, 2002

Learning Voyages, cont.

Community Adventures

COUNTRY & WESTERN EXPERIENCE

3 days 2 nights Begin your holidays enjoying the magnificence of a true Country Christmas in the Grandeur of the Opryland Hotel. The Opryland Hotel is known for its gracious southern hospitality, as well as its lush gardens, flowing fountains and cascading waterfalls. This trip will feature, not only the Opryland Hotel accommodations, but also the General Jackson luncheon cruise, a tour of the impressive Carter House built in 1830 by F. B. Carter. Learn about the Civil War battle and how the family hid in the cellar during this tragic time. Then on to the Rippavilla plantation where the original 1,500 acres that surround the home are much as they were 140 years ago. We will also attend the very entertaining Country Christmas Dinner and Musical Revue, the Grand Ole Opry, the captivating Art, Antique and Craft show held right in the hotel, the Holiday Breakfast Show, and, time allowing, a trip to the Wildhorse Saloon. Call Pam Frye for more details at 847.925.6479 or register with your \$185 deposit at 847.925.6800. Airfare is extra, we will look for group fares (usually somewhere around \$125).

FEES: \$387.00

TOUCHTONE NUMBER TT #5068

LPE0410-001, TBA, FRI., SAT., SUN., 12/1-12/3

Older Adult

Ageless Exploration

SENIOR WELLNESS PROGRAM

Obtain the current health care information you need to make informed decisions. Explore topics such as exercise, nutrition, medications and infectious diseases.

3.2 CEU

TUITION: \$50.00

TOUCHTONE NUMBER TT #5495

LSE0099-001, MPSC TBA, MON., 8/21-12/11, 12:30 pm-2:30 pm

LSE0099-002, NEC 132, TUES., 8/22-12/12, 9:30 am-11:30 am

ASIAN AND AFRICAN HUMANITIES

In this twelve-session course, there will be an examination of the arts and worldviews of Asian and African cultures from ancient times to the present. Studying major Asian and African texts, arts and belief systems will broaden participants' awareness of world cultures. Such study will also foster respect for the richness and diversity of these cultures. Presenter: Martha Simonsen.

3.6 CEU

TUITION: \$81.00

TOUCHTONE NUMBER TT #7184

LSE0093-001, NEC 140, THUR., 8/31-11/16, 10:00 am-2:00 pm

BUDDHA AND THE BEATITUDES

In this six session series of Friday lectures we shall explore the ways in which the teachings of Buddha, as found in the Dhammapada, illumine the teachings of Jesus in the Sermon on the Mount. Each class will focus on a different topic such as anxiety, anger, compassion, and tranquility. Each seminar will begin with an exploratory discussion of the topic for the day. This will be followed by a detailed examination of relevant passages from both the texts: The Dhammapada and the Sermon of Jesus with a concluding discussion of how these teachings can be applied to life now. Presenter: Carolyn Sweers.

1.2 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #7170

LSE0092-001, NEC 140, FRI., 10/6-11/17, 1:00 pm-3:00 pm

TRAVEL PREVIEW

Take a two-hour excursion abroad
on September 22
from 7:00 pm - 9:00 pm

Catch a glimpse of the
educational adventures awaiting you.

Faculty tour leaders will guide you, chair-side,
on our upcoming educational trips.

Please call 847.925.6593 to let us know you will be attending.
We will provide a lecture schedule and let you know the
room locations.

Older Adult, cont.

Lecture Series

GREAT CLASSICAL CONCERTOS

During the two session lecture you will enjoy the dramatic musical form, interpreted by composer and lecturer James Kendros, as it evolved in the classical era. Mozart's elegant piano concertos and Beethoven's immortal violin concerto will be featured. The Solo Concerto as a type of concerto music will be discussed. Presenter: James Kendros.

0.4 CEU

TUITION: \$32.00

TOUCHTONE NUMBER TT #6549

LSE0076-001, NEC 132, THUR., 9/21-9/28, 1:00 pm-3:00 pm

GREAT ROMANTIC CONCERTOS

During this two session lecture you will enjoy the dramatic musical form, interpreted by composer and lecturer James Kendros, as it evolved in the romantic era. Robert Schumann's tender and passionate piano concerto, written for his brilliant wife, Clara, will grace our class. The majestic Brahms's violin concerto, along with Mendelssohn's sparkling violin concerto will be explored. Presenter: James Kendros.

0.3 CEU

TUITION: \$32.00

TOUCHTONE NUMBER TT #6550

LSE0077-001, NEC 132, THUR., 11/2-11/9, 1:00 pm-2:30 pm

GREAT CONCERTOS OF THE BAROQUE ERA

During this two-session lecture you will enjoy composer and music researcher Jim Kendros' presentation as he explores several of the most significant concertos of the Baroque Era. Emphasis will be on the definitions of Solo, Double and Triple Concerto with recorded performances to accompany lectures. The Concerto Grosso will also be included. Works of J.S. Bach, Handel, Telemann and Vivaldi will be heard. A presentation of the backgrounds of each composer will be made. A list of recommended recordings for further study will be provided.

0.4 CEU

TUITION: \$32.00

TOUCHTONE NUMBER TT #7186

LSE0095-001, NEC 132, THUR., 9/7-9/14, 1:00 pm-3:00 pm

INTRODUCTION TO THE INTERNET FOR SENIORS

Get in on the excitement of the Internet! Learn basic navigational skills and Internet vocabulary. Then spend hands-on computer time searching the Internet, with emphasis on evaluating the usefulness and credibility of Internet sites. Look at Web sites that are of interest and value to Seniors - travel and shopping, safety on the Internet, health and fitness information and much more. Beginners welcome!

0.4 CEU

TUITION: \$15.00

TOUCHTONE NUMBER TT #7081

LAC0021-001, F 231, THUR., 10/12-10/19, 5:00 pm-7:00 pm

LAC0021-002, F 231, WED., 11/1-11/8, 5:00 pm-7:00 pm

Special Interests

Amateur Radio

GRAMMING FOR THE HAM I

An overview of electronics and radio test items on the novice and technician amateur radio exams required by the FCC. Topics covered: Overview of amateur radio, basic electronics theory, basic electronics practice and basic radio theory.

TUITION: \$20.00

TOUCHTONE NUMBER TT #6064

LPE0660-001, H 227, SAT., 11/4-11/4, 8:30 am-5:30 pm

Animal Behavior

INTRODUCTION TO ANIMAL ASSISTED THERAPY

Come to this informational session and see actual demonstrations of different breeds of certified therapy dogs. Therapy dogs are intelligent, sensitive and extremely loving animals that focus on providing assistance to special needs individuals. Find out how you and your dog might qualify to participate in this rewarding volunteer program. Offered in cooperation with FRIENDS Animal Assisted Therapy Foundation. Presented by: J. Bush/N. Tomaszewski.

0.2 CEU

TUITION: \$10.00

TOUCHTONE NUMBER TT #7279

LET0025-001, NEC 114A, SAT., 9/30-9/30, 9:30 am-11:30 am

Personal Enrichment

Special Interests, cont.

CANINE GOOD CITIZENSHIP EVALUATION TEST

Your dog can earn the respected designation of the AKC Good Citizenship Award. This is a two-session course. The first session is practice with dogs and owners to provide help in preparation for the test. The second session is the CGC test. Certificates awarded upon successful completion of the test. **PREREQUISITE:** Attendance at the Introduction to Animal Assisted Therapy class, basic obedience work, and consent of the instructor. Presenters: N. Tomaszewski/J. Bush. **0.4 CEU**

TUITION: \$20.00

TOUCHTONE NUMBER TT #7280
LET0026-001, NEC 114A, SAT., 10/14-10/14, 2:00 pm-4:00 pm

PUPPY KINDERGARTEN

Puppy Kindergarten helps socialize your 2-5 month old puppy as we show you how to train now to avoid future problems. Learn how to deal with common behavior and temperament problems including fighting, biting, barking, chewing and housebreaking. Dog obedience is taught at a slower pace. **0.52 CEU**

TUITION: \$60.00

TOUCHTONE NUMBER TT #5925
LET0016-001, NEC 121, SAT., 9/9-10/21, 10:00 am-10:45 am
LET0016-002, NEC 121, SAT., 10/28-12/16, 10:00 am-10:45 am

BEGINNER DOG OBEDIENCE

Get instruction in all the basic obedience exercises: sit, stand, down, stay, heel and come and promote a better relationship between your dog and the family. Learn how to give love and praise (a lot of it), restrictions and discipline when needed. Pets must be five months and older. Handlers must be at least 12 years old. Proof of vaccination is required for all dogs. Proper collars and leashes will be available at class. **0.64 CEU**

TUITION: \$75.00

TOUCHTONE NUMBER TT #5926
LET0017-001, NEC 121, SAT., 9/9-10/21, 11:00 am-11:55 am
LET0017-002, NEC 121, SAT., 10/28-12/16, 11:00 am-11:55 am

ADVANCED DOG OBEDIENCE

Incorporate what you learned in the Beginner Class to establish total control and trust with your dog. Dogs will learn the basic commands and positions off leash. Handlers must be at least 12 years old. Proof of vaccination is required for all dogs. Proper collars and leashes will be available at the class. **0.64 CEU**

TUITION: \$75.00

TOUCHTONE NUMBER TT #5927
LET0018-001, NEC 121, SAT., 9/9-10/21, 12:00 pm-12:55 pm
LET0018-002, NEC 121, SAT., 10/28-12/16, 12:00 pm-12:55 pm

Astronomy

SEASONAL CONSTELLATIONS

Learn to locate bright and major constellations. Explore the mystery, history, and mythology that surrounds them. Study special objects such as nebula and star galaxies. Class will be a combination of classroom study and observation from the Harper Observatory. **0.8 CEU**

TUITION: \$55.00 CLASS SUPPLIES: \$5.00

TOUCHTONE NUMBER TT #7282
LPL0305-001, D 149, FRI., 10/6-10/27, 7:00 pm-9:00 pm

PLANETS II: THE MAJOR AND MINOR BODIES

After an overview of the Solar System, we will journey to the gas giants Jupiter, Saturn, Uranus and Neptune, much like the Voyager I and II spacecraft. We will also rediscover the exciting findings of Galileo and the Galileo Europa extended mission to Jupiter and its four Galilean moons. We'll look at the prospects of Cassini's visit to Saturn in 2004. Then, after a long distance view of Pluto (is it or isn't it?), we will study comets, asteroids and meteorites. This will include hands-on observation of actual rocks from space! Weather permitting, we will also observe the night sky-at least once-with the Harper College Observatory and/or with an instructor-provided telescope and binoculars. **0.8 CEU**

TUITION: \$55.00 CLASS SUPPLIES: \$7.00

TOUCHTONE NUMBER TT #7286
LPL0309-001, D 149, FRI., 9/8-9/29, 7:30 pm-9:30 pm

Aviation

SO YOU WANT TO FLY CAREER SEMINAR

A one night aviation seminar designed to inform individuals of the opportunities available in aviation. Aviation professionals in the fields of aviation management, dispatch, in-flight service, maintenance and flight will be at Harper College to meet with perspective co-workers. Topics discussed will include a thorough job description, education/training requirements and employment prospectus.

FEES: FREE

TOUCHTONE NUMBER TT #5684
LPE0650-001, TBA TBA, THUR., 8/24, 7:00 pm-9:00 pm

Special Interests, cont.

AVIATION GROUND SCHOOL

This is a 14-week class designed to introduce the novice to the world of aviation. Some of the topics that will be covered include: aerodynamics, function of flight controls, airport and airspace awareness and basic meteorology. The class format is lecture with group participation and a field trip. Successful completion of the class will allow a student to take the Private Pilot written exam. This is an inexpensive means to find out if aviation is for you. Course materials will be available at the classroom.

FEES: \$135.00

TOUCHTONE NUMBER TT #6431
LPE0651-001, A 145, THUR., 8/31-12/7, 7:00 pm-9:30 pm

PANEL INSTRUMENT RATING

This is a seven week class designed to help individuals with prior aviation experience understand the principals of instrument flight. Some of the topics that will be covered include: aircraft systems, advanced meteorology, the specialized instrument regulations and the instrument airway system. The information will be obtained through a multi-media, lecture environment with an optional field trip to the Chicago Center. Successful completion qualifies the student to take the instrument pilot written exam. Course materials will be provided in the classroom.

FEES: \$150.00

TOUCHTONE NUMBER TT #5759
LPE0652-001, TBA TBA, TUES., 8/29-10/10, 7:00 pm-10:00 pm

COMMERCIAL PILOT PROGRAM

Advanced pilots interested in obtaining Airline Transport, Flight Engineer or Flight Instructor qualifications would benefit greatly from this program. Topics include federal regulations, navigation and weather, advanced aircraft systems and handling airborne emergencies. **PREREQUISITE:** Private Pilot Certificate.

FEES: \$235.00

TOUCHTONE NUMBER TT #5684
LPE0653-001, TBA TBA, TUES., 10/17-11/28, 7:00 pm-10:00 pm

Chess

CHESS FOR ADULTS

Some claim that chess is a science, some an art, Boris Spassky called it a sport. However you classify it, research has found that high achievement in chess is based on exceptional visual memory, combination power, speed of calculation, power of concentration and logical thinking. Chess not only demands these characteristics but also develops them. Master Dejan "Max" Maksimovic, one of the top 50 chess players in the world according to the World Blitz Chess Association, will be your instructor. Adults only.

TUITION: \$109.00

TOUCHTONE NUMBER TT #7242
LPE0528-070, M 213A, WED., 8/23-10/11, 7:00 pm-9:00 pm
LPE0528-080, M 213A, WED., 10/18-12/6, 7:00 pm-9:00 pm

CHESS FOR ADULT/CHILD

Bring your child and join Master Dejan "Max" Maksimovic, one of the top 50 chess players in the world according to the World Blitz Chess Association, for this special chess class designed for an adult/child team. (Please register the adult only and bring your child with you.)

TUITION: \$155.00

TOUCHTONE NUMBER TT #7243
LPE0529-070, J 154, SAT., 8/26-10/14, 11:00 am-1:00 pm
LPE0529-080, J 154, SAT., 10/28-12/16, 11:00 am-1:00 pm

Personal Finance/Investment

MONEY MANAGEMENT

Learn how to reduce your tax burden, maximize your investment returns and plan for your future financial security in this exciting course. Discuss compound interest, stocks, bonds, mutual funds, limited partnerships and tangible investments such as coins, gems and precious metals. Also included is retirement planning, risk management and estate planning. Develop your own personalized financial plan suited to your income, assets, and objectives. You may bring your spouse or a guest at no extra cost. **0.7 CEU**

TUITION: \$43.00 FEES: \$5.00

LPF0095-001, TBA TBA, TUES., 10/10-10/31, 7:00 pm-9:30 pm

STOCK MARKET STRATEGIES

Investigate three top performing investment strategies — The William O'Neil, Peter Lynch and Warren Buffet disciplines of evaluating and selecting stocks. Learn how each system works and how each emphasizes various elements of the fundamental and technical attributes of our investment markets. **0.6 CEU**

TUITION: \$43.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6052
LPF0093-001, E 106, WED., 10/4-10/11, 6:30 pm-9:30 pm
LPF0093-002, L 306, WED., 11/8-11/15, 6:30 pm-9:30 pm

Special Interests, cont.

HOW TO SELECT THE RIGHT MUTUAL FUND FOR YOU

So many to choose from...which mutual funds are best for you? Learn the characteristics of various types of funds, the mutual fund families and the fundamentals of successfully investing through these funds and how to select the most appropriate mutual funds for your portfolio. We will be using the Morning Star Guide. **0.6 CEU**

TUITION: \$43.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5256
LPF0005-001, L 306, WED., 10/11-10/18, 6:30 pm-9:30 pm
LPF0005-002, L 306, WED., 11/29-12/6, 6:30 pm-9:30 pm

STARTING & RUNNING A SUCCESSFUL INVESTMENT CLUB

Spread the risk. Learn what it takes to organize and run a successful investment club: legal requirements, operating agreements, taxes and brokerage accounts. The instructor is a former stockbroker who runs a successful investment club. **0.2 CEU**

TUITION: \$44.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5995
LPF0013-001, TBA TBA, MON., 9/11-9/25, 7:00 pm-9:00 pm

INVESTING FOR THE 21ST CENTURY

Sound investment planning is critical for achieving long-term financial goals. Explore investment options available to the individual investor today and learn to use these options to reach your financial objectives. Topics include money market funds, certificates of deposit, government and municipal tax-free bonds, utilities, mutual funds, blue chip stocks and real estate. **1.6 CEU**

TUITION: \$69.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5043
LPF0077-071, D 235, THUR., 9/7-10/19, 7:00 pm-9:30 pm
LPF0077-081, D 235, THUR., 10/26-12/14, 7:00 pm-9:30 pm

FINANCIAL STRATEGIES FOR RETIREMENT

Prepare for retirement! Learn how to generate a steady income, protect your assets from erosion, minimize taxes and provide a secure retirement for yourself and your spouse. Make the best use of your employer's retirement plan, evaluate lump sum distribution options and reduce estate taxes through proper estate planning. Explore various types of investments such as municipal bonds, tax-deferred annuities, and mutual funds. Study Social Security, Medicare, and ways to provide for the cost of potential long term health care, as well as diversification and asset allocation. Develop your own personalized financial plan suited to your income, assets and objectives. You may bring your spouse or a guest at no extra cost. **1.0 CEU**

TUITION: \$57.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7819
LPF0006-001, TBA TBA, TUES., 9/12-10/3, 7:00 pm-9:30 pm
LPF0006-002, WHS 222, TUES., 11/7-11/28, 7:00 pm-9:30 pm

Financial Planning Workshops

DEBT FREE & PROSPEROUS LIVING

Somehow it's so easy to put ourselves into enormous debt. Learn how to get out of debt by controlling your financial future, planning for the future by developing a debt elimination plan, paying off credit card debt, paying off your mortgage, operating on a cash basis, avoiding specific pitfalls and building a realistic retirement goal. **0.3 CEU**

TUITION: \$39.00 FEES: \$2.00

TOUCHTONE NUMBER TT #6455
LPF0017-001, C 103, SAT., 9/23-9/23, 9:00 am-12:00 pm
LPF0017-002, C 103, THUR., 11/9-11/9, 6:30 pm-9:30 pm

TAKING CONTROL: FINANCIAL MANAGEMENT WORKSHOP/WOMEN

Tomorrow is here. Learn to take control of your finances now. Special emphasis will be given to financial issues regarding divorce, widowhood, social security, taxes, alimony/child support, life and health insurance, college funding and retirement planning. A 150 page workbook includes step-by-step worksheets to enhance your planning. **0.6 CEU**

TUITION: \$65.00 FEES: \$23.00

TOUCHTONE NUMBER TT #6451
LPF0016-001, J 153, SAT., 10/7-10/7, 9:00 am-4:00 pm

BEGINNER'S STOCK MARKET

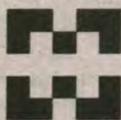
Learn the ins and outs of investing in today's stock market from an investment expert. Practice basic stock market terminology and discover what to look for when selecting a mutual fund or utility stock. Find out how to research stocks and analyze their growth potential and how to set up a portfolio to meet your investment objectives. **0.3 CEU**

TUITION: \$27.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6627
LPF0078-001, C 103, SAT., 9/16-9/16, 9:00 am-12:00 pm

Personal Enrichment

CARDIOPULMONARY REHABILITATION CENTER



Harper College & Alexian Brothers Medical Center



Harper College, in partnership with the Alexian Brothers Medical Center, provides a comprehensive physician-directed cardiopulmonary rehabilitation program for patients with heart and/or pulmonary disease. Staffed by board-certified cardiologist Dr. Roger Nissen, nurses and exercise physiologists certified in cardiac rehabilitation and advanced cardiac life support, this comprehensive program offers:

Exercise therapy sessions
conveniently located at both the
hospital and the college.

Small classes with telemetry
monitoring to ensure safety and
program effectiveness.

Fitness facilities that include a
swimming pool, fitness laboratory
and large indoor walking track.

A comprehensive nutrition program
provided by a registered dietician.

Call 847.925.6468 for more information, to
schedule a visit or to arrange for a free videotape of
our program to be mailed to your home.

For
more
info
call

847.925.6300

Special Interests, cont.

RETIREMENT PLANNING WORKSHOP

Whether you've already retired or are planning for the future, discover how prudent investment planning can work for you. Find out how inflation, taxes and changing interest rates can affect your investments. Learn more about government securities, certificates of deposit, money market funds, municipal tax free bonds, blue chip, utility stocks and rollovers. **0.3 CEU**

TUITION: \$27.00 FEES: \$3.00
TOUCHTONE NUMBER TT #6632
LPF0087-001, J 251, SAT., 10/21-10/21, 9:00 am-12:00 pm

WILLS, TRUSTS & ESTATE PLANNING

Be ready with your plan. Learn how trusts, estates taxation, charitable gifts and even insurance can play key roles in your estate planning. **0.3 CEU**

TUITION: \$27.00 FEES: \$3.00
TOUCHTONE NUMBER TT #5795
LPF0010-001, J 263, SAT., 10/14-10/14, 9:00 am-12:00 pm

ADVANCED ESTATE PLANNING

Waiting is not an option when it comes to planning your estate. Learn how to reduce estate taxes, how property titles should be held, what your corporation can do for your estate, how gifts to children and their educational expenses can be deductible and five solutions to key estate planning problems. **0.3 CEU**

TUITION: \$27.00 FEES: \$3.00
TOUCHTONE NUMBER TT #5796
LPF0011-001, J 263, SAT., 11/4-11/4, 9:00 am-12:00 pm

BUYING & FINANCING A HOME

Your home is both a financial investment and a choice of lifestyle. Determine how much you can spend, what types of houses and neighborhoods are best suited to your needs and how to determine a fair price. Discuss the duties of a broker, what to know about "for sale by owner" transactions, sources for mortgages and mortgage alternatives. Standard purchase contracts will also be covered. **0.4 CEU**

TUITION: \$37.00 FEES: \$5.00
TOUCHTONE NUMBER TT #5034
LPF0033-001, J 255, SAT., 9/23-9/23, 9:00 am-1:00 pm

SELLING YOUR HOUSE

To sell your home successfully you must make knowledgeable decisions. Mistakes can be costly. Discover techniques for choosing a broker and/or attorney, pricing the property, negotiating contracts with brokers and buyers and typical closing costs. A model transaction including sample forms will be discussed. **0.4 CEU**

TUITION: \$37.00 FEES: \$5.00
TOUCHTONE NUMBER TT #6631
LPF0034-001, J 255, SAT., 9/9-9/9, 9:00 am-1:00 pm

HOW TO BUY FORECLOSURE PROPERTY

The number of foreclosures in Illinois is rising. With the right knowledge and your commitment to achieving your goals, you can take advantage of this lucrative opportunity. Learn how to purchase a home in foreclosure, either as a residence or as investment property. We will discuss the foreclosure process, the laws affecting foreclosure and how to find these properties. **0.4 CEU**

TUITION: \$55.00 FEES: \$7.00
TOUCHTONE NUMBER TT #5423
LPF0014-001, J 166, SAT., 10/14-10/14, 9:00 am-1:00 pm

FINANCIAL PLANNING FOR THE SMALL BUSINESS OWNER

Create your own nest egg. Learn how to look for large tax deductions and tax favored growth options. Highlights of options available for self-employed or small business owners including SEPs, SIMPLEs, 401ks, and pension/profit sharing plans will be discussed and evaluated. Also covered will be choosing the proper plan, understanding the tax benefits, and reviewing the investment alternatives. **0.3 CEU**

TUITION: \$27.00 FEES: \$3.00
TOUCHTONE NUMBER TT #7049
LPF0018-001, J 255, SAT., 11/18-11/18, 9:00 am-12:00 pm

Special Interests, cont.

Test Preparation

GRADUATE RECORD EXAM REVIEW

Your graduate school selection may depend on your GRE scores. Take advantage of the opportunity to build your confidence for the test. Review segments include reading comprehension, antonyms, analogies, sentence completion, mathematical review, analytical and logical reasoning and data interpretation. GRE Computer Adaptive Candidates - Customized test prep class scheduling allows you to take advantage of any day testing. There is no longer a need to wait for the quarterly national test dates. The results are immediate and will allow you to make application deadlines. This GRE Exam Review class consists of six (6) four-hour meetings. **2.4 CEU**

TUITION: \$314.00 FEES: \$111.00
TOUCHTONE NUMBER TT #5095
LTR0021-001, D 105, MON., WED., 9/6-10/2, 6:00 pm-10:00 pm
LTR0021-002, D 105, MON., WED., 10/9-10/23, 6:00 pm-10:00 pm
LTR0021-003, D 105, MON., WED., 11/15-12/11, 6:00 pm-10:00 pm

LSAT REVIEW

Law school admission can be greatly influenced by your LSAT scores. Review segments include analytical reasoning ordering, analytical reasoning non-ordering, logical reasoning and fallacies, advanced logical/analytical reasoning, reading comprehension and a writing sample. This LSAT Review class consists of four (4) four-hour meetings. **1.6 CEU**

TUITION: \$282.00 FEES: \$111.00
LTR0033-001, D 105, MON., WED., 9/6-9/20, 6:00 pm-10:00 pm
LTR0033-002, D 105, MON., WED., 10/11-11/29, 6:00 pm-10:00 pm
LTR0033-003, D 105, MON., WED., 11/15-11/29, 6:00 pm-10:00 pm

GMAT EXAM

The Graduate Admission Test (GMAT) is required for most MBA candidates. Give yourself an edge through this test review. Review segments include reading comprehension, sentence correction, critical reasoning, essay writing - both analytical and issue based. Refresh mathematical skills including data sufficient techniques and problem solving from basic math, algebra and geometry. This GMAT Exam Review class consists of five (5) four-hour meetings. **2.0 CEU**

TUITION: \$302.00 FEES: \$111.00
LTR0037-001, D 105, MON., WED., 9/6-10/4, 6:00 pm-10:00 pm
LTR0037-002, D 105, MON., WED., 10/11-11/8, 6:00 pm-10:00 pm
LTR0037-003, D 105, MON., WED., 11/15-12/13, 6:00 pm-10:00 pm

ACT TEST PREPARATION

Be prepared when you take the ACT so that you can do your best. Learn the content of the test, what types of questions to expect and test-taking strategies. The class will cover each content area of the ACT—English, Mathematics, Reading and Science Reasoning. The practice book is included in the fees. **1.5 CEU**

TUITION: \$89.00 FEES: \$20.00
LAS0001-001, J 159, SAT., 9/23-10/21, 9:00 am-12:00 pm
LAS0001-002, L 300, WED., 9/27-10/25, 6:00 pm-9:00 pm

TEST TAKING STRATEGIES FOR HIGH SCHOOL STUDENTS

Learn tips to help you study for tests and improve your objective test taking skills. Practice strategies to use in essay tests and for controlling test anxiety. Open to high school freshmen and sophomores. **0.3 CEU**

TUITION: \$25.00
LAC0020-001, F 312, SAT., 11/4-11/4, 9:00 am-12:00 pm

Academic Review

BASIC GRAMMAR REVIEW

Review basic grammar and punctuation guidelines for academic, personal and business use. **1.6 CEU**

TUITION: \$79.00
TOUCHTONE NUMBER TT #5001
LAC0001-001, TBA TBA, WED., 9/20-11/8, 6:30 pm-8:30 pm

Instructions for Reading Continuing Education Schedule

Course Name

BASIC PC SKILLS

0.3 CEU

TOUCHTONE NUMBER TT #5792

Continuing Education Units

■ LCT0300-001, NEC 110, MON., 1/25-1/25, 6:00-9:15 pm

Touchtone Number

Course Number, Location and Room Number, Day, Dates, and Time

Personal Enrichment

Physical Fitness and Wellness

Cardiopulmonary Rehab

GET FIT

GET FIT is a professionally supervised exercise and recreation program at a reasonable cost. GET FIT is not intended for the robust athlete but for those in search of a more gradual fitness program—sedentary adults or those with special health concerns such as obesity, high blood pressure or high cholesterol. The classes are staffed by fitness specialists certified through the American College of Sports Medicine. Class times are Monday, Wednesday and Thursday, 6:45, 8:00, 9:00 am and 5:15 pm. Participants receive personalized attention and current health information. A cardiovascular fitness assessment is required prior to enrollment. Cost is \$15 for every 2 weeks (\$7.50 for seniors 60 and older). Participants may register with the Get Fit instructor by calling 847.925.6468.

LHP0002-001, TBA, 8/21-1/11/2001
 LHP0002-002, TBA, 8/21-10/26
 LHP0002-003, TBA, 10/30-1/11/2001
 LHP0002-004, TBA, 8/21-8/31
 LHP0002-005, TBA, 9/5-9/14
 LHP0002-006, TBA, 9/18-9/28
 LHP0002-007, TBA, 10/2-10/12
 LHP0002-008, TBA, 10/16-10/26
 LHP0002-009, TBA, 10/30-11/9
 LHP0002-010, TBA, 11/13-11/23
 LHP0002-011, TBA, 11/27-12/7
 LHP0002-012, TBA, 12/11-12/21
 LHP0002-013, TBA, 1/2/2001-1/11/2001

ASSESSMENT

If you are over the age of 40, consider undergoing our medically supervised check up. The check up includes:

- A physician supervised maximal stress test: during this test the physician and technician monitor 12 lead electrocardiograms, blood pressure response, signs and symptoms. This test is used in the diagnosis of cardiovascular disease and high blood pressure.
 - Estimation of cardiovascular endurance/fitness level
 - Body fat determination by skinfolds or bioelectrical impedance
 - An assessment of low back flexibility and abdominal strength
 - Blood test for cholesterol, HDL, LDL, triglycerides
 - Lung function (when indicated)
 - Consultation which includes individualized recommendations on an effective exercise program and healthy lifestyle modifications
- Cost: \$280

If you are under the age of 40, consider our fitness assessment to determine fitness levels and heart rate and blood pressure responses to exercise.
 Cost: \$120

To schedule an appointment, please call 847.925.6468.

Note: Blood test for cholesterol, HDL, LDL, and triglyceride can be done separately at a cost of \$55.

BODY FAT DETERMINATION

Three different techniques (body calipers, bioelectric impedance, or underwater weighing) are available for a small fee. Appointments weekdays. Call 847.925.6468 for more information.

INDIVIDUALIZED NUTRITION CONSULTATION

A registered dietitian is available for those individuals who would like a one-on-one session to discuss their current nutritional practices. The session is designed to review your current eating habits, address your nutritional concerns and provide strategies for attaining your nutritional goals. For an appointment, call 847.925.6468. Fees: \$50.

FACTS CLASS

(Fat and Cholesterol Trouble Shooting)

This class will help you interpret your blood cholesterol numbers and give you some dietary strategies for lowering elevated cholesterol. Offered once a month at no cost. Call 847.925.6468 for upcoming schedule and to register.

Physical Fitness and Wellness, cont.

Aerobics/Aquacise

PHYSICAL FITNESS I

This offering is a structured, aerobic and strength training program designed for individuals free of heart, pulmonary and metabolic disorders. The course offers the student computer assisted fitness evaluations, guidance in developing an individualized exercise prescription and professional supervision. The course follows the exercise testing and training guidelines published by the American College of Sports Medicine. Prior to beginning the program, a physician supervised exercise stress test is required for men over 40, women over 50 and all individuals regardless of age who have multiple cardiovascular risk factors. The stress test will be waived, however, if a written physician clearance can be obtained. Students must attend the orientation sessions and participate in a minimum of 50 minutes in the fitness center twice per week. Pre and post assessments are highly recommended but not required. The fitness center is open Monday through Thursday 10 am-8 pm and Saturdays from 10-4pm.

TUITION: \$54.00 FEES: \$20.00

TOUCHTONE NUMBER TT #6321

LPE0195-001, M 162, TUES., THUR., 8/22-12/16, 11:00 am-11:50 am
 LPE0195-002, M 162, TUES., THUR., 8/22-12/16, 12:00 pm-12:50 pm
 LPE0195-003, M 162, TUES., THUR., 8/22-12/16, 7:00 pm-7:50 pm
 LPE0195-004, M 162, TUES., THUR., 8/22-12/16, 8:00 pm-8:50 pm
 LPE0195-216, M 162, 9/5-12/16
 LPE0195-217, M 162, 9/19-12/16
 LPE0195-218, M 162, 10/3-12/16

AQUACISE

Join this in-water exercise program which emphasizes the total conditioning of the body. Improve muscle strength, toning and cardiovascular efficiency. Those with physical problems as well as those participating in other fitness classes will benefit. Participants are not required to be swimmers.

TUITION: \$66.00 SENIORS: \$25.00

TOUCHTONE NUMBER TT #6295

LPE0090-071, M 160, MON., WED., 8/21-10/11, 9:00 am-9:50 am
 LPE0090-073, M 160, MON., WED., 8/21-10/11, 11:00 am-11:50 am
 LPE0090-074, M 160, TUES., THUR., 8/22-10/12, 9:00 am-9:50 am
 LPE0090-075, M 160, TUES., THUR., 8/22-10/12, 10:00 am-10:50 am
 LPE0090-076, M 160, TUES., THUR., 8/22-10/12, 5:00 pm-5:50 pm
 LPE0090-077, M 160, FRI., 8/25-10/13, 9:30 pm-10:20 pm
 LPE0090-001, M 160, SAT., 8/27-12/10, 9:00 am-9:50 am
 LPE0090-081, M 160, MON., WED., 10/16-12/6, 9:00 am-9:50 am
 LPE0090-083, M 160, MON., WED., 10/16-12/6, 11:00 am-11:50 am
 LPE0090-084, M 160, TUES., THUR., 10/17-12/7, 9:00 am-9:50 am
 LPE0090-085, M 160, TUES., THUR., 10/17-12/7, 10:00 am-10:50 am
 LPE0090-086, M 160, TUES., THUR., 10/17-12/7, 5:00 pm-5:50 pm

TUITION: \$33.00 SENIORS: \$12.50

LPE0090-077, M 160, FRI., 8/25-10/13, 9:30 am-10:20 am
 LPE0090-087, M 160, FRI., 10/20-12/8, 9:30 am-10:20 am

TUITION: \$17.00 SENIORS: \$6.25

LPE0090-002, M 160, TUES., THUR., 12/12-12/21, 9:30 am-10:20 am

AQUA STEP

A fitness program that incorporates step (bench, platform) to step up and down on during the aerobic and muscle conditioning segments in a pool environment. It is multi-dimensional resistance training for upper and lower body muscular and strength endurance. This program is designed for individuals who are in good physical health. Pregnant women must consult their physician before beginning this program.

TUITION: \$66.00

TOUCHTONE NUMBER TT #7172

LPE0094-001, M 160, SAT., 8/26-12/9, 10:40 am-11:30 am

CARDIO KICKBOXING I

This class blends the ancient art of self-defense, dance, and boxing combined with energetic music. No complicated choreography, anyone can take part and benefit from this calorie-burning workout.

TUITION: \$66.00

TOUCHTONE NUMBER TT #6420

LPE0187-070, M 249, MON., WED., 8/21-10/11, 5:30 pm-6:20 pm
 LPE0187-071, M 249, TUES., THUR., 8/22-10/12, 9:25 am-10:15 am
 LPE0187-072, M 249, TUES., THUR., 8/22-10/12, 11:00 am-11:50 am
 LPE0187-073, M 249, TUES., THUR., 8/22-10/12, 12:15 pm-1:05 pm
 LPE0187-074, M 249, TUES., THUR., 8/22-10/12, 6:30 pm-7:20 pm
 LPE0187-081, M 249, TUES., THUR., 10/17-12/7, 9:25 am-10:15 am
 LPE0187-082, M 163, TUES., THUR., 10/17-12/7, 11:00 am-11:50 am
 LPE0187-083, M 249, TUES., THUR., 10/17-12/7, 12:15 pm-1:05 pm
 LPE0187-084, M 249, TUES., THUR., 10/17-12/7, 6:30 pm-7:20 pm

Physical Fitness and Wellness, cont.

CARDIO KICKBOXING II

A continuation of Kickboxing I.

TUITION: \$66.00

TOUCHTONE NUMBER TT #6584

LPE0185-080, M 249, MON., WED., 10/16-12/6, 5:30 pm-6:20 pm

CARDIOVASCULAR & TONING EXERCISE

This class will work in the circuit style of cardiovascular toning.

TUITION: \$66.00

TOUCHTONE NUMBER TT #6272

LPE0171-071, M 249, TUES., THUR., 8/22-10/12, 5:30 pm-6:20 pm
 LPE0171-081, M 249, TUES., THUR., 10/17-12/7, 5:30 pm-6:20 pm

DANCE AEROBICS I

Enjoy vigorous exercise routines choreographed to music. Concentrate on developing cardiovascular, endurance, flexibility, muscular strength and movement efficiency.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8014

LPE0162-070, M 249, MON., WED., 8/21-10/11, 12:00 pm-12:50 pm
 LPE0162-071, M 249, TUES., THUR., 8/22-10/12, 8:00 am-08:50 am
 LPE0162-082, M 249, TUES., THUR., 10/17-12/7, 8:00 am-08:50 am

DANCE AEROBICS II

Enjoy a wide variety of advanced fitness programs structured to challenge the experienced student. Develop a higher level of cardiovascular pulmonary endurance, flexibility, muscular strength and endurance and movement efficiency. The fitness guidelines followed in this course are designed for apparently healthy individuals and are not designed for individuals with known heart, pulmonary or metabolic disease.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8018

LPE0167-080, M 249, MON., WED., 10/16-12/6, 12:00 pm-12:50 pm

LOW IMPACT AEROBICS

Tone and firm the body. Get the benefits of aerobic dancing without undue stress or heavy bounding, jogging and jumping. Students with certain physical limitations, as well as those who want a good workout, can benefit from this class.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8015

LPE0163-072, M 249, TUES., THUR., 8/22-10/12, 4:30 pm-5:20 pm
 LPE0163-082, M 249, TUES., THUR., 10/17-12/7, 4:30 pm-5:20 pm

INTERIM AEROBICS

TUITION: \$16.00

TOUCHTONE NUMBER TT #5950

LPE0169-001, M 249, TUES., THUR., 12/12-12/21, 12:00 pm-12:50 pm

STEP AEROBICS I

Step class is a complete aerobics program that combines the high intensity of stair climbing with the impact and safety of walking. Step training involves stepping onto a platform while performing upper body moves. The beginner as well as those who want a good workout can benefit from this class.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8013

LPE0161-071, M 249, MON., WED., 8/21-10/11, 4:30 pm-5:20 pm

STEP AEROBICS II

Continuation of Step I.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8017

LPE0166-081, M 249, MON., WED., 10/16-12/6, 4:30 pm-5:20 pm

Personal Enrichment

Physical Fitness and Wellness, cont.

SPINNING

Spin your way to a better cardiovascular workout on the original Schwinn Spinner exercise bike. This bike is constructed like a high performance racing bicycle. Users perform many of the movements used in actual road ride. Standing, sitting, hills, sprints and jumps can all be done on this bike in a classroom environment. If you are looking for a more challenging aerobic and strength enhancement program, here is the newest way to set your own goals in a group workout. Certified instructors provide you with guidance, motivation, and a bike-to-music pace environment. This 50-minute training tool is designed for all ages 16+ and ability levels.

TUITION: \$66.00

TOUCHTONE NUMBER TT #6109

LPE0197-064, M 152, MON., WED., 8/21-10/11, 12:00 pm-12:50 pm
 LPE0197-072, M 152, MON., WED., 8/21-10/11, 5:00 pm-5:50 pm
 LPE0197-073, M 152, MON., WED., 8/21-10/11, 6:00 pm-6:50 pm
 LPE0197-060, M 152, TUES., THUR., 8/22-10/12, 11:00 am-11:50 am
 LPE0197-074, M 152, TUES., THUR., 8/22-10/12, 5:30 pm-6:20 pm
 LPE0197-075, M 152, TUES., THUR., 8/22-10/12, 6:30 pm-7:20 pm
 LPE0197-084, M 152, MON., WED., 10/16-12/6, 12:00 pm-12:50 pm
 LPE0197-085, M 152, MON., WED., 10/16-12/6, 5:00 pm-5:50 pm
 LPE0197-087, M 152, MON., WED., 10/16-12/6, 6:00 pm-6:50 pm
 LPE0197-091, M 152, TUES., THUR., 10/17-12/7, 11:00 am-11:50 am
 LPE0197-088, M 152, TUES., THUR., 10/17-12/7, 5:30 pm-6:20 pm
 LPE0197-089, M 152, TUES., THUR., 10/17-12/7, 6:30 pm-7:20 pm
 LPE0197-090, M 152, TUES., THUR., 10/17-12/7, 6:00 am-06:50 am

TUITION: \$42.00 10 CLASSES

LPE0197-066, M 152, TUES., THUR., 9/12-10/12, 6:00 am-06:50 am

TUITION: \$21.00 5 CLASSES

LPE0197-082, M 152, SAT., 9/16-10/14, 8:00 am-08:50 am
 LPE0197-083, M 152, SAT., 9/16-10/14, 9:00 am-09:50 am

TUITION: \$17.00 4 CLASSES

LPE0197-097, M 152, MON., WED., 12/11-12/20, 12:00 pm-12:50 pm

SPINNING II

A continuation of Power Spinning I.

TUITION: \$66.00

TOUCHTONE NUMBER TT #6128

LPE0198-070, M 152, MON., WED., 8/21-10/11, 12:00 pm-12:50 pm
 LPE0198-071, M 152, TUES., THUR., 8/22-10/12, 11:00 am-11:50 am
 LPE0198-072, M 152, TUES., THUR., 8/22-10/12, 5:30 pm-6:20 pm
 LPE0198-080, M 152, MON., WED., 10/16-12/6, 12:00 pm-12:50 pm
 LPE0198-081, M 152, TUES., THUR., 10/17-12/7, 11:00 am-11:50 am
 LPE0198-082, M 152, TUES., THUR., 10/17-12/7, 5:30 pm-6:20 pm

WOMEN'S WEIGHT/TONING TRAINING

Weight training is an important factor in decreasing bone loss with aging (osteoporosis). It can also provide a more attractive body and contribute to a healthier lifestyle. Tone and build strength in the muscles. Learn proper use of weight machines and free weights. The first half of the class will be held in the Fitness Center, the second half will be held in the free weight room. Along with your Monday/Wednesday personal instruction, you will be given a pass to use the fitness center one other time per week. All rules and regulations of the fitness center must be followed.

TUITION: \$79.00

TOUCHTONE NUMBER TT #6214

LPE0199-070, M 162, MON., WED., 8/21-10/11, 6:30 pm-7:30 pm
 LPE0199-080, M 162, MON., WED., 10/18-12/6, 6:30 pm-7:30 pm

Dance

BALLROOM DANCING I

Learn the basic steps and position, timing and ability to lead or follow for the Fox Trot, Waltz and either the Cha Cha or Jitterbug. Singles and couples welcome. Possible outing to try your new skills.

TUITION: \$63.00

TOUCHTONE NUMBER TT #5963

LPE0200-070, M 244, TUES., 8/22-10/10, 6:30 pm-8:10 pm
 LPE0200-071, M 244, TUES., 8/22-10/10, 8:20 pm-10:00 pm
 LPE0200-073, NEC 121, FRI., 8/25-10/13, 7:00 pm-8:40 pm
 LPE0200-080, M 244, TUES., 10/17-12/5, 6:30 pm-8:10 pm
 LPE0200-083, NEC 121, FRI., 10/20-12/8, 7:00 pm-8:40 pm

BALLROOM DANCING I/PARTNERS ONLY RATE

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person.

TUITION: \$58.00

LPE0237-070, M 244, TUES., 8/22-10/10, 6:30 pm-8:10 pm
 LPE0237-071, M 244, TUES., 8/22-10/10, 8:20 pm-10:00 pm
 LPE0237-072, NEC 121, FRI., 8/25-10/13, 7:00 pm-8:40 pm
 LPE0237-080, M 244, TUES., 10/17-12/5, 6:30 pm-8:10 pm
 LPE0237-082, NEC 121, FRI., 10/20-12/8, 7:00 pm-8:40 pm

Physical Fitness and Wellness, cont.

BALLROOM DANCING II

A continuation of Ballroom Dancing I, in fox trot one step, Waltz and Jitterbug. PREREQUISITE: Ballroom I or instructor approval. Singles and couples welcome. Possible class outing.

TUITION: \$63.00

TOUCHTONE NUMBER TT #5965

LPE0203-080, M 244, TUES., 10/17-12/5, 8:20 pm-10:00 pm

BALLROOM DANCING II/PARTNERS ONLY RATE

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person.

TUITION: \$58.00

LPE0238-080, M 244, TUES., 10/17-12/5, 8:20 pm-10:00 pm

JUST JITTERBUG I

Learn the All American dance - call it jitterbug, lindy, rock and roll, jive or swing. It's as new as the current music of the 90's and as timely as the music of the 40's, 50's, 60's, 70's and 80's. East Coast Swing included. Practice basic footwork and turns, a foundation for other jitterbug classes at Harper. Singles and couples welcome. Class outing.

TUITION: \$63.00

TOUCHTONE NUMBER TT #6351

LPE0213-071, M 249, MON., 8/21-10/9, 8:15 pm-9:55 pm

LPE0213-081, M 249, MON., 10/16-12/4, 8:15 pm-9:55 pm

JUST JITTERBUG I/PARTNERS ONLY RATE

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person.

TUITION: \$58.00

LPE0242-071, M 249, MON., 8/21-10/9, 8:15 pm-9:55 pm

LPE0242-081, M 249, MON., 10/16-12/4, 8:15 pm-9:55 pm

JUST JITTERBUG II

Learn all the steps and moves to attract attention and applause. Many turns and variations included. PREREQUISITE: Just Jitterbug I recommended or previous experience in jitterbug. Singles and couples welcome. Class outing.

TUITION: \$63.00

TOUCHTONE NUMBER TT #6264

LPE0214-070, M 249, WED., 8/23-10/11, 8:15 pm-9:55 pm

LPE0214-080, M 249, WED., 10/18-12/6, 8:15 pm-9:55 pm

JUST JITTERBUG II/PARTNERS ONLY RATE

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person.

TUITION: \$58.00

LPE0243-071, M 249, WED., 8/23-10/11, 8:15 pm-9:55 pm

LPE0243-081, M 249, WED., 10/18-12/6, 8:15 pm-9:55 pm

LATIN NIGHTCLUB DANCING

Salsa, merengue, introduction to cumbia-learn these popular Latin nightclub favorites at the Palatine main campus and learn the Samba, Salsa and Merengue at the Northeast Center in Prospect Heights. Feel the rhythm as you learn to move to the Latin beat. Get ready for your cruise, vacation or Latin dance clubs. Techniques for leading and following will be included. Singles and couples welcome. Possible class outing.

TUITION: \$63.00

TOUCHTONE NUMBER TT #5805

LPE0255-072, NEC 121, WED., 8/23-10/11, 7:00 pm-8:40 pm

LPE0255-070, M 249, FRI., 8/25-10/13, 6:30 pm-8:00 pm

LPE0255-071, M 249, FRI., 8/25-10/13, 8:05 pm-9:35 pm

LPE0255-082, NEC 121, WED., 10/18-12/6, 7:00 pm-8:40 pm

LPE0255-080, M 249, FRI., 10/20-12/8, 6:30 pm-8:00 pm

LPE0255-081, M 249, FRI., 10/20-12/8, 8:05 pm-9:35 pm

LATIN NIGHTCLUB DANCING/PARTNERS

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person.

TUITION: \$58.00

TOUCHTONE NUMBER TT #6066

LPE0257-072, NEC 121, WED., 8/23-10/11, 7:00 pm-8:40 pm

LPE0257-070, M 249, FRI., 8/25-10/13, 6:30 pm-8:00 pm

LPE0257-071, M 249, FRI., 8/25-10/13, 8:05 pm-9:35 pm

LPE0257-082, NEC 121, WED., 10/18-12/6, 7:00 pm-8:40 pm

LPE0257-080, M 249, FRI., 10/20-12/8, 6:30 pm-8:00 pm

LPE0257-081, M 249, FRI., 10/20-12/8, 8:05 pm-9:35 pm

Physical Fitness and Wellness, cont.

LINDY HOP/CHARLESTON/SWING DANCE

Learn the dance of Swing Kids and Gap Swing commercials. Lindy Hop is the original swing dance of the 1930's (Savoy Style), incorporating Jazz steps and the Charleston and is done to Big Band Era music or current—popular Big Band Swing songs. Also included in the class is the Single Lindy Swing which is danced to the music of the Big Band Era. Singles and couples welcome. Class outing. PREREQUISITE: Jitterbug I or previous swing experience.

TUITION: \$63.00

TOUCHTONE NUMBER TT #6011

LPE0212-070, M 244, MON., 8/21-10/9, 6:30 pm-8:10 pm

LPE0212-080, M 244, MON., 10/16-12/4, 6:30 pm-8:10 pm

LINE DANCING

Learn the current line dances as well as the old favorites. This class is a mixture of old favorites, classics and the latest in line dancing. Class outing will be included.

TUITION: \$63.00

TOUCHTONE NUMBER TT #7608

LPE0220-070, M 244, FRI., 8/25-10/13, 5:00 pm-6:25 pm

LPE0220-080, M 249, FRI., 10/20-12/8, 5:00 pm-6:25 pm

NIGHTCLUB DISCO HUSTLE

Disco Hustle is back with a bang! The dance of the disco era is making a big comeback with a 90's look—incorporated in Latin and Swing dancing. Style and flash are part of the dance, as is the unlimited versatility in music—anything from the disco era to techno and Euro disco music. Come join the fun! Singles and Couples welcome.

TUITION: \$63.00

TOUCHTONE NUMBER TT #8008

LPE0218-070, M 249, WED., 8/23-10/11, 6:30 pm-8:10 pm

LPE0218-080, M 249, WED., 10/18-12/6, 6:30 pm-8:10 pm

WEST COAST SWING/BEGINNER

Learn West Coast swing, the latest dance craze that is popular in country/western and contemporary settings. The tempo is slower than jitterbug, offering unlimited opportunities to explore movement. West Coast swing is made up of 6-count and 8-count patterns. We will work with both during this two-session workshop.

TUITION: \$30.00

TOUCHTONE NUMBER TT #6376

LPE0217-001, M 249, SAT., 11/18 and 12/2, 9:00 am-12:00 pm

Dance Forms

DANCE PERFORMANCE

This class is intended for members of the Harper College Dance Company, for the express purpose of producing and participating in dance performances. PREREQUISITE: Students must audition for the Harper College Dance Company or have the instructor's consent. Call the Physical Education Division, 847.925.6466 for audition times and other information.

TUITION: \$87.00

TOUCHTONE NUMBER TT #6298

LPE0253-001, M 249, FRI., 8/25-12/8, 10:00 am-11:40 am

INTRODUCTION TO BALLET

Learn correct terminology and careful technique through use of the barre, center floor, spotting, leaps and jumping.

TUITION: \$87.00

TOUCHTONE NUMBER TT #5974

LPE0262-001, M 249, MON., WED., 8/21-12/6, 9:00 am-09:50 am

FLAMENCO DANCE

Learn the fundamentals and steps of flamenco dancing. Emphasis will be put on body pose and arm movements as well as familiarization with Spanish music. Choreography of "sevillanas," a four-part dance, will be started. In addition, beginning castanet techniques will be taught. Dance experience is helpful, but not necessary. Required attire for females: tights, leotards, flamenco or character shoes and full skirt, if possible. Required attire for males: t-shirt, sweatpants and flamenco boots. Castanets can be purchased through the teacher.

TUITION: \$58.00

TOUCHTONE NUMBER TT #5388

LPE0418-070, M 249, TUES., 8/22-10/10, 1:15 pm-2:15 pm

LPE0418-073, M 249, TUES., 8/22-10/10, 2:20 pm-3:20 pm

LPE0418-071, M 249, SAT., 8/26-10/14, 1:50 pm-2:50 pm

LPE0418-080, M 249, TUES., 10/17-12/5, 1:15 pm-2:15 pm

LPE0418-083, M 249, TUES., 10/17-12/5, 2:20 pm-3:20 pm

LPE0418-081, M 249, SAT., 10/21-12/9, 1:50 pm-2:50 pm

Personal Enrichment

Physical Fitness and Wellness, cont.

FLAMENCO II

This class is designed for students who have completed Flamenco I or have previous experience in Flamenco. It teaches both the 12 and 4 count compases (Rumba), "Sevillanas" will be reviewed in every class. In addition, the student will begin to learn techniques for playing the castanettes. Character or Flamenco shoes (without nails) and a full skirt are required. Castanettes can be purchased from the instructor. This class will lead to Flamenco III.

TUITION: \$72.00

TOUCHTONE NUMBER TT #6105

LPE0428-070, M 244, MON., 8/21-10/9, 8:20 pm-9:35 pm

LPE0428-080, M 244, MON., 10/16-12/4, 8:20 pm-9:35 pm

FLAMENCO III

Continue what you learned in Flamenco II. Students must know the 12-count compas. You will cover Zapateado, Rumba steps and diverse choreography involving other compases. Sevillanas and use of castanets will be reviewed at each class. Flamenco shoes without nails (substitute character shoes) and a full Flamenco skirt will be needed. Castanets can be purchased through the teacher.

TUITION: \$81.00

TOUCHTONE NUMBER TT #6438

LPE0430-070, M 249, THUR., 8/24-10/12, 7:30 pm-9:00 pm

LPE0430-080, M 249, THUR., 10/19-12/7, 7:30 pm-9:00 pm

CASTANETS...ADVANCED BEGINNER

This is a two semester class that is a follow up to the castanet fundamentals already learned in Classical Spanish Dance and/or Flamenco II classes. Castanet language will be put into practice by blending the sounds of castanets with many music rhythms, beginning with rhythmic Spanish Pop and Folk music and ending with Classical Spanish music.

TUITION: \$58.00

TOUCHTONE NUMBER TT #7217

LPE0432-070, M 237, SAT., 8/26-10/14, 3:00 pm-4:00 pm

LPE0432-080, M 237, SAT., 10/21-12/9, 3:00 pm-4:00 pm

INTERMEDIATE CASTANETS

Make beautiful music to compliment your Flamenco dancing with these hand instruments that originated in Spain. Castanets are used by Spanish dancers and occasionally by orchestras everywhere. They can enhance the music by adding several rhythms to it, as well as by emphasizing the existing ones. No notes to learn, only finger practice and persistence. Anyone can learn to play castanets and get real enjoyment by accompanying any type of music they listen to. This is a terrific means of finger and wrist exercise as well. Castanets can be purchased through the teacher.

TUITION: \$58.00

TOUCHTONE NUMBER TT #6692

LPE0431-070, M 213A, THUR., 8/24-10/12, 6:30 pm-7:20 pm

LPE0431-080, M 213A, THUR., 10/19-12/7, 6:30 pm-7:20 pm

SPANISH DANCE/TEENS & ADULTS

For teens and adults. This class is for the student who takes dance seriously. It is a class of intense classical dance training lasting one and one-half hours. The student must have taken two years of ballet or training in any other classical dance form to qualify for this class. The class will cover barre work, fundamentals and choreography of classical, neo-classical, and folk from Spain at an intermediate level. Castanettes will be practiced in every class (they may be purchased from the instructor). Required attire for females: tights, leotards, ballet shoes, Flamenco or character shoes without nails. Required attire for males: t-shirt, sweatpants, ballet slippers and character or Flamenco boots without nails.

TUITION: \$76.00

TOUCHTONE NUMBER TT #5389

LPE0419-071, M 249, SAT., 8/26-10/14, 12:15 pm-1:45 pm

LPE0419-081, M 249, SAT., 10/21-12/9, 12:15 pm-1:45 pm

JAZZ DANCE I

Practice the elements of ballet and modern dance, combining them into a dance form that is idiomatic, syncopated and fast-paced.

TUITION: \$87.00

TOUCHTONE NUMBER TT #5978

LPE0267-001, M 249, MON., 8/21-12/4, 6:30 pm-8:10 pm

MODERN DANCE I

Explore movement potential, increase technical proficiency and develop rhythm. Experience self-expression, creativity and composition.

TUITION: \$77.00

TOUCHTONE NUMBER TT #6297

LPE0260-001, M 249, MON., WED., 8/21-12/6, 10:00 am-10:50 am

Physical Fitness and Wellness, cont.

MODERN DANCE PERFORMANCE WORKSHOP

This workshop has been designed and planned for dance students and dance instructors to help participants improve their performance. The eight-session workshop will be taught by a well-known dance performer from Chicago.

TUITION: \$87.00

TOUCHTONE NUMBER TT #6302

LPE0250-071, M 249, SAT., 8/26-10/14, 10:30 am-12:10 pm

MODERN JAZZ DANCE I

Learn a formal dance routine choreographed to current music or a popular movie score. Enjoy warming up and toning muscles while acquiring contemporary dance skills and jazz techniques.

TUITION: \$52.00

TOUCHTONE NUMBER TT #5966

LPE0240-070, M 249, TUES., 8/22-10/10, 7:30 pm-9:00 pm

LPE0240-080, M 249, TUES., 10/17-12/5, 7:30 pm-9:00 pm

Martial Arts

AIKIDO

In Japan, a nation of many martial arts, only one art is chosen for instruction to elite police and military personnel: Aikido. Gain a solid foundation for future Aikido study in this introductory course including the philosophy and principles of Aikido, correct falling technique, and basic Aikido defensive theory and technique. Repeat students will have the opportunity to receive more advanced training, including traditional swordsmanship, staff technique, and defense against various weapon attacks.

TUITION: \$54.00

TOUCHTONE NUMBER TT #5010

LPE0176-070, M 161A, THUR., 8/24-10/12, 6:00 pm-7:15 pm

LPE0176-080, M 161A, THUR., 10/19-12/7, 6:00 pm-7:15 pm

AIKIDO II

A continuation of the introductory Aikido class. Emphasis will be placed on developing dynamic body movement and timing. Refinement of falling techniques will be stressed. Students will expand upon the variety of techniques learned from the introductory Aikido class with an introduction to defense against various hand strikes and weapon attacks.

TUITION: \$54.00

TOUCHTONE NUMBER TT #7216

LPE0177-070, M 161A, THUR., 8/24-10/12, 7:30 pm-8:45 pm

LPE0177-080, M 161A, THUR., 10/19-12/7, 7:30 pm-8:45 pm

JUDO I

Gain a basic understanding and practical application of judo and self-defense techniques. Includes proper training methods, physical conditioning techniques and rules and regulations for contests.

TUITION: \$82.00

TOUCHTONE NUMBER TT #5939

LPE0178-001, M 161A, WED., 8/23-12/6, 7:00 pm-8:35 pm

JUDO II

Orientation and instruction in all aspects of judo and self-defense. Provides greater emphasis on Randori and preparation for competition. PREREQUISITE: LPE0178 or consent of instructor.

TUITION: \$82.00

TOUCHTONE NUMBER TT #6296

LPE0179-001, M 161A, WED., 8/23-12/6, 8:40 pm-10:20 pm

JU-JUTSU I

The Ju-Jutsu system of self-defense is based on the same principles that gave us judo, aikido and karate. Learn techniques to use in armed and unarmed attacks, including blocking, striking and throwing. This non-competitive art is suitable for men and women, and helps to improve fitness, coordination, awareness and defense skills. Students will be required to obtain the reference text and wear suitable clothing.

TUITION: \$82.00

TOUCHTONE NUMBER TT #5943

LPE0181-001, M 161A, MON., 8/21-12/4, 6:00 pm-7:40 pm

JU-JUTSU II

Continuation of Ju-Jutsu (Miyama Ryu) built upon the skills obtained in Ju-Jutsu I. This class will use a broader range of more advanced techniques and applications. PREREQUISITE: Ju-Jutsu I.

TUITION: \$82.00

TOUCHTONE NUMBER TT #8020

LPE0183-001, M 161A, MON., 8/21-12/4, 7:50 pm-9:30 pm

Physical Fitness and Wellness, cont.

Sports

BOWLING

All-levels class with beginners grouped separately for special attention. The class emphasizes etiquette, scoring and techniques according to ability. Intramural competition is afforded.

TUITION: \$64.00

TOUCHTONE NUMBER TT #5949

LPE0150-001, HBL TBA, MON., 8/21-12/4, 1:00 pm-2:40 pm

WHAT YOU ALWAYS WANTED TO KNOW ABOUT FOOTBALL

Tired of not knowing the difference between a touchdown and a touchback? This program is perfect for anyone who really wants to understand what is going on out there on the field. This class is great for spouses, friends and relatives of football fans. Learn basic plays and strategies as well as the common calls made by football officials.

TUITION: \$15.00

TOUCHTONE NUMBER TT #6448

LPE0113-001, H 225, WED., 9/13-9/13, 7:00 pm-9:00 pm

GOLF I

Principles of golf, practice at driving range. Bring a five iron to the first class. Students will rent buckets of balls at driving range price. Class ratio is 10 to 1.8 sessions.

TUITION: \$45.00

TOUCHTONE NUMBER TT #5956

LPE0004-001, HWGC TBA, MON., WED., 8/14-8/30, 5:30 pm-7:00 pm

LPE0004-002, HWGC TBA, MON., WED., 8/14-8/30, 7:10 pm-8:40 pm

LPE0004-003, HWGC TBA, TUES., THUR., 8/15-8/31, 5:45 pm-7:15 pm

LPE0004-004, HWGC TBA, TUES., THUR., 8/15-8/31, 7:25 pm-8:55 pm

GOLF II

For players beyond beginning ability level. An intensified, problem-solving course with highly individualized problem analysis and correction in the following areas: woods off tee, woods off grass, long irons, short irons and shots, recovery and putting. Students will rent buckets of balls at driving range price.

TUITION: \$45.00

TOUCHTONE NUMBER TT #5957

LPE0007-001, PCGC TBA, MON., WED., 8/14-8/30, 5:30 pm-7:00 pm

LPE0007-002, PCGC TBA, MON., WED., 8/14-8/30, 7:10 pm-8:40 pm

GOLF: CHIPPING & PUTTING

Get individual instruction, within a small group, on problem solving with chipping and putting on, grip, stance, set up, swing and ball flight.

TUITION: \$30.00

TOUCHTONE NUMBER TT #8000

LPE0011-001, PCGC TBA, SAT., 8/12-8/12, 1:00 pm-3:00 pm

LPE0011-002, PCGC TBA, SAT., 8/26-8/26, 1:00 pm-3:00 pm

GOLF: IRONS

Get individual instruction, within a small group, on problem solving on irons including grip, stance, set up, swing and ball flight using irons only.

TUITION: \$30.00

TOUCHTONE NUMBER TT #8001

LPE0012-001, PCGC TBA, SAT., 8/12-8/12, 10:15 am-12:15 pm

LPE0012-002, PCGC TBA, SAT., 8/26-8/26, 10:15 am-12:15 pm

GOLF: WOODS

Get individual instruction, within a small group, on grip, stance, set up, swing and ball flight using woods only.

TUITION: \$30.00

TOUCHTONE NUMBER TT #8043

LPE0013-001, PCGC TBA, SAT., 8/12-8/12, 8:00 am-10:00 am

LPE0013-002, PCGC TBA, SAT., 8/26-8/26, 8:00 am-10:00 am

ROLLERBLADE I

Learn about balance, stance, striding and falling. Overcome fears using three different stops, three different turns, speed control, angulation, free style tricks and safety issues. There is no class if it is raining, the make-up class will be the week following the end of the session.

TUITION: \$55.00

TOUCHTONE NUMBER TT #6270

LPE0040-001, PRKL 003, WED., 8/30-9/13, 5:30 pm-7:30 pm

LPE0040-002, PRKL 003, WED., 9/27-10/11, 5:30 pm-7:30 pm

Experience the pleasures of a clear mind, calm breathing and strong body through the exercises of Tai Chi Ch'uan or Yoga. Look under Mind/Body Connections in our New Age section.

Personal Enrichment

Physical Fitness and Wellness, cont.

ROLLERBLADE II

Learn more about rollerblading including, but not limited to, backward skating, crossovers, advance turning techniques, five different turns, five different stops, advanced power stroke for racing, etc. There is no class if it is raining, the make-up class will be the week following the end of the session.

TUITION: \$55.00

TOUCHTONE NUMBER TT #8002

LPE0041-001, PRKL 003, WED., 8/30-9/13, 5:30 pm-7:30 pm

COMPETITIVE RACQUETBALL

A method of competitive practice and a continuation from Racquetball.

TUITION: \$66.00

TOUCHTONE NUMBER TT #5944

LPE0069-070, M 155, MON., WED., 8/21-10/11, 6:30 pm-7:20 pm

LPE0069-071, M 155, MON., WED., 8/21-10/11, 7:30 pm-8:20 pm

LPE0069-080, M 155, MON., WED., 10/16-12/6, 6:30 pm-7:20 pm

LPE0069-081, M 155, MON., WED., 10/16-12/6, 7:30 pm-8:20 pm

TENNIS I

Learn principles of tennis and practice with others of similar ability. Bring your own racquet. Note: These classes are held indoors or made up during inclement weather. This will be decided at the discretion of the instructor and gym availability. Class will be held 9/2.

TOUCHTONE NUMBER TT #5953

TUITION: \$35.00

LPE0158-002, TENN 001, TUES., 8/22-9/12, 6:00 pm-7:30 pm

TUITION: \$60.00

LPE0158-001, TENN 001, SAT., 8/26-10/14, 10:00 am-11:40 am

COMPETITIVE TENNIS

Study the rules, scoring, theory and practice of the skills of competitive tennis. Concentrate on game strategy in singles and doubles. Classes will be held indoors until weather permits outside play. No class on 9/4.

TUITION: \$60.00

TOUCHTONE NUMBER TT #5955

LPE0159-001, TENN 001, SAT., 8/26-10/14, 8:00 am-09:40 am

VOLLEYBALL

Get instruction in the basic skills, rules, scoring and terminology. This program will include passing, setting, serving, spiking, blocking, receiving a serve, offense and defense.

TUITION: \$66.00

TOUCHTONE NUMBER TT #5940

LPE0109-071, M 163, MON., 8/21-10/9, 7:10 pm-8:50 pm

LPE0109-081, M 163, MON., 10/16-12/4, 7:10 pm-8:50 pm

COMPETITIVE VOLLEYBALL

This is a nonrecreational competitive volleyball course. Learn and practice individual skills and team offenses and defenses. Class will include competition between teams.

TUITION: \$82.00

TOUCHTONE NUMBER TT #6355

LPE0110-001, M 163, WED., 8/23-12/6, 7:15 pm-8:55 pm

Sports Camps

BOYS BASKETBALL/HALF DAY

Enjoy team play with a focus on ball handling, dribbling, passing, shooting, rebounding, sportsmanship and rule clarification.

TUITION: \$47.00

TOUCHTONE NUMBER TT #7611

LPE0340-001, M 163, MON., TUES., WED., THUR., 12/18-12/21, 1:00 pm-4:00 pm Ages 8-11

LPE0340-002, M 163, MON., TUES., WED., THUR., 12/18-12/21, 1:00 pm-4:00 pm Ages 12-15

Physical Fitness and Wellness, cont.

Swimming/Diving

LIFEGUARD TRAINING

This Red Cross course provides the necessary minimum skills for a person to qualify as a nonsurf lifeguard. Participants must be at least 15 years old, swim 500 yards continuously using crawl, elementary backstroke and sidestroke for at least 50 yards each, surface dive to a minimum depth of seven feet and bring a 10-pound diving brick to the surface, surface dive to a minimum depth of five feet and swim underwater for a minimum of 15 yards, and tread water for two minutes, with arms folded across the chest and hands under armpits.

TUITION: \$85.00 FEES: \$55.00

TOUCHTONE NUMBER TT #5623

LPE0152-001, M 160, FRI., 9/15, 6:00 pm-10:00 pm

SAT., 9/16, 8:00 am-8:00 pm

SUN., 9/17, 8:00 am-6:00 pm

SURFACE ASSISTED SNORKELING FOR YOUTH

FEES: \$75.00

TOUCHTONE NUMBER TT #7165

LPE0295-001, M 160, MON., TUES., THUR., 9/11-9/19, 7:00 pm-8:00 pm

LPE0295-002, M 160, MON., TUES., THUR., 10/9-10/17, 7:00 pm-8:00 pm

LPE0295-003, M 160, MON., TUES., THUR., 11/6-11/14, 7:00 pm-8:00 pm

LPE0295-004, M 160, MON., TUES., THUR., 11/27-12/5, 7:00 pm-8:00 pm

SNORKELING: AGE 8-14

FEES: \$75.00

TOUCHTONE NUMBER TT #7247

LPE0296-001, M 160, MON., TUES., THUR., 9/25-10/3, 7:00 pm-8:00 pm

LPE0296-002, M 160, MON., TUES., THUR., 10/23-11/2, 7:00 pm-8:00 pm

AMERICAN RED CROSS INFANT/PRESCHOOL AQUATIC PROGRAM

This program is designed to teach water safety knowledge and practices, "water adjustment" and swimming readiness skills, participant socialization, enjoyment in the water, and parental involvement. This program is not designed to teach children to become accomplished swimmers. Children must wear either plastic pants over their diaper or swimming diapers.

TUITION: \$60.00

TOUCHTONE NUMBER TT #7177

LPE0560-001, M 160, SAT., 9/9-11/11, 8:30 am-09:00 am

LPE0560-002, M 160, SAT., 9/9-11/11, 10:00 am-10:30 am

LEARN TO SWIM

Our new swim instructor will organize swim lessons by level. Students will be pre-tested and post-tested for placement. Placement in levels is determined by the lead instructor at the pre-test. Student/instructor ratio is 4 to 1. All classes are now being run by American Red Cross standards. Ages 4-13.

TUITION: \$62.00

TOUCHTONE NUMBER TT #5293

LPE0149-001, M 160, MON., WED., 8/21-9/13, 12:00 pm-12:50 pm

LPE0149-002, M 160, MON., WED., 8/21-9/13, 1:00 pm-1:50 pm

LPE0149-003, M 160, MON., WED., 8/21-9/13, 2:00 pm-2:50 pm

LPE0149-004, M 160, MON., WED., 8/21-9/13, 4:10 pm-5:00 pm

LPE0149-005, M 160, TUES., THUR., 8/22-9/14, 12:00 pm-12:50 pm

LPE0149-006, M 160, TUES., THUR., 8/22-9/14, 1:00 pm-1:50 pm

LPE0149-007, M 160, TUES., THUR., 8/22-9/14, 2:00 pm-2:50 pm

LPE0149-008, M 160, TUES., THUR., 8/22-9/14, 4:10 pm-5:00 pm

LPE0149-009, M 160, MON., WED., 9/18-10/11, 12:00 pm-12:50 pm

LPE0149-010, M 160, MON., WED., 9/18-10/11, 1:00 pm-1:50 pm

LPE0149-011, M 160, MON., WED., 9/18-10/11, 2:00 pm-2:50 pm

LPE0149-012, M 160, MON., WED., 9/18-10/11, 4:10 pm-5:00 pm

LPE0149-013, M 160, TUES., THUR., 9/19-10/12, 12:00 pm-12:50 pm

LPE0149-014, M 160, TUES., THUR., 9/19-10/12, 1:00 pm-1:50 pm

LPE0149-015, M 160, TUES., THUR., 9/19-10/12, 2:00 pm-2:50 pm

LPE0149-016, M 160, TUES., THUR., 9/19-10/12, 4:10 pm-5:00 pm

LPE0149-017, M 160, MON., WED., 10/16-11/8, 12:00 pm-12:50 pm

LPE0149-018, M 160, MON., WED., 10/16-11/8, 1:00 pm-1:50 pm

LPE0149-019, M 160, MON., WED., 10/16-11/8, 2:00 pm-2:50 pm

LPE0149-020, M 160, MON., WED., 10/16-11/8, 4:10 pm-5:00 pm

LPE0149-021, M 160, TUES., THUR., 10/17-11/9, 12:00 pm-12:50 pm

LPE0149-022, M 160, TUES., THUR., 10/17-11/9, 1:00 pm-1:50 pm

LPE0149-023, M 160, TUES., THUR., 10/17-11/9, 2:00 pm-2:50 pm

LPE0149-024, M 160, TUES., THUR., 10/17-11/9, 4:10 pm-5:00 pm

LPE0149-025, M 160, MON., WED., 11/13-12/6, 12:00 pm-12:50 pm

LPE0149-026, M 160, MON., WED., 11/13-12/6, 1:00 pm-1:50 pm

LPE0149-027, M 160, MON., WED., 11/13-12/6, 2:00 pm-2:50 pm

LPE0149-028, M 160, MON., WED., 11/13-12/6, 4:10 pm-5:00 pm

LPE0149-029, M 160, TUES., THUR., 11/14-12/7, 12:00 pm-12:50 pm

LPE0149-030, M 160, TUES., THUR., 11/14-12/7, 1:00 pm-1:50 pm

LPE0149-031, M 160, TUES., THUR., 11/14-12/7, 2:00 pm-2:50 pm

Physical Fitness and Wellness, cont.

LEARN TO SWIM

TUITION: \$28.00

LPE0149-032, M 160, MON., WED., 12/11-12/20, 12:00 pm-12:50 pm

LPE0149-033, M 160, MON., WED., 12/11-12/20, 1:00 pm-1:50 pm

LPE0149-034, M 160, MON., WED., 12/11-12/20, 2:00 pm-2:50 pm

LPE0149-035, M 160, MON., WED., 12/11-12/20, 4:10 pm-5:00 pm

LPE0149-036, M 160, TUES., THUR., 12/12-12/21, 12:00 pm-12:50 pm

LPE0149-037, M 160, TUES., THUR., 12/12-12/21, 1:00 pm-1:50 pm

LPE0149-038, M 160, TUES., THUR., 12/12-12/21, 2:00 pm-2:50 pm

LPE0149-039, M 160, TUES., THUR., 12/12-12/21, 4:10 pm-5:00 pm

CHILD INDIVIDUALIZED SWIM LESSONS

10 1/2 hour lessons.

TUITION: \$75.00

LPE0561-001, M 160, MON., TUES., WED., THUR., FRI., 8/21-12/15, 2:30 pm-4:00 pm

ADULT INDIVIDUALIZED SWIM LESSONS

TUITION: \$75.00

LPE0565-001, M 160, MON., TUES., WED., THUR., FRI., 8/21-12/15, 2:30 pm-4:00 pm

ADULT GROUP SWIM LESSONS

TUITION: \$99.00

LPE0566-001, M 160, MON., WED., 9/18-12/6, 2:55 pm-4:05 pm

LPE0566-002, M 160, TUES., THUR., 9/19-12/7, 5:55 pm-7:05 pm

ADULT SEMI-PRIVATE SWIM LESSONS

Semi-Private lessons are considered 2-3 people learning to swim for 5 one-hour lessons. Rate is per person.

TUITION: \$40.00

LPE0567-001, M 160, MON., TUES., WED., THUR., FRI., 8/21-12/15, 2:30 pm-4:00 pm

WSIA, WATER SAFETY INSTRUCTOR AIDE

Water Safety Aids assist full WSIs and work cooperatively with the lead instructor to ensure that participants receive a positive and safe learning experience. WSI Aide program encourages all swim lesson instructors to further their knowledge in swim lesson techniques, lesson policies and procedures. WSI Aides may lead all levels of swim lessons under the direction of a lesson coordinator. Water Safety Aids are responsible for upholding the standards of the American Red Cross Learn To Swim program.

TUITION: \$90.00

LPE0101-001, M 160, SAT., SUN., 9/16-9/17, 10:00 am-4:00 pm

Horsemanship

ENGLISH HORSEMANSHIP/LEVEL I

Get instruction in English style beginning horsemanship, hunt seat. Learn the basic riding techniques in walk, trot, flat work and safety procedures, and experience hands-on grooming including hoof care, bathing and basic healthcare. Beginning riders will learn the basic riding techniques of walking, trotting and flat work in hunt seat. Safety procedures are stressed. Ages 7-15.

FEES: \$145.00

TOUCHTONE NUMBER TT #6326

LPE0368-001, FCS, SAT., 8/12-9/23, 3:00 pm-5:00 pm

LPE0368-002, FCS, SAT., 9/30-11/11, 3:00 pm-5:00 pm

LPE0368-003, FCS, SAT., 11/18-12/30, 3:00 pm-5:00 pm

ENGLISH HORSEMANSHIP/LEVEL II

Continuation of work in the walk, sitting and posting trot, and cantering in hunt seat. This class will include health, bathing, hoof, tack care etc. and focuses on becoming more proficient in walking, trotting, cantering and possibly some jump preparation. Hands-on grooming and tack care are included. PREREQUISITE: Completion of Level I or a minimum of 12 hours of prior lessons. Ages 7-15.

FEES: \$145.00

TOUCHTONE NUMBER TT #6328

LPE0370-001, FCS, SAT., 8/12-9/23, 1:00 pm-3:00 pm

LPE0370-002, FCS, SAT., 9/30-11/11, 1:00 pm-3:00 pm

LPE0370-003, FCS, SAT., 11/18-12/30, 1:00 pm-3:00 pm

Personal Enrichment

Physical Fitness and Wellness, cont.

ENGLISH HORSEMANSHIP/LEVEL III

More intense work in hunt seat flat work and beginning jumping. We will also teach health, hoof, bathing, tack care etc. Ages 8-15.

FEES: \$145.00

TOUCHTONE NUMBER TT #5969

LPE0366-001, FCS, SAT., 8/12-9/23, 3:00 pm-5:00 pm

LPE0366-002, FCS, SAT., 9/30-11/11, 3:00 pm-5:00 pm

LPE0366-003, FCS, SAT., 11/18-12/30, 3:00 pm-5:00 pm

ENGLISH RIDING AND JUMPING LEVEL IV

A greater focus on jumping position and low courses of jumping, as well as gymnastics over fences and practice drilling are included. A simulated horse show competition will be held on the final day. Ages 8-15.

FEES: \$145.00

TOUCHTONE NUMBER TT #7077

LPE0386-001, FCS, SAT., 8/12-9/23, 1:00 pm-3:00 pm

LPE0386-002, FCS, SAT., 9/30-11/11, 1:00 pm-3:00 pm

LPE0386-003, FCS, SAT., 11/18-12/30, 1:00 pm-3:00 pm

ADULT HORSEMANSHIP

This class is for beginners or those with some riding experience. We will work in the walk, trot and canter. Each class will begin with grooming and preparing your horse for your lesson.

FEES: \$120.00

TOUCHTONE NUMBER TT #6639

LPE0440-001, FCS, SUN., 8/13-9/24, 8:30 am-10:00 am

LPE0440-002, FCS, SUN., 8/13-9/24, 10:30 am-12:00 pm

LPE0440-003, FCS, THUR., 8/17-9/28, 7:00 pm-8:30 pm

LPE0440-004, FCS, SUN., 10/1-11/12, 8:30 am-10:00 am

LPE0440-005, FCS, SUN., 10/1-11/12, 10:30 am-12:00 pm

LPE0440-006, FCS, THUR., 10/5-11/16, 7:00 pm-8:30 pm

LPE0440-007, FCS, SUN., 11/19-12/31, 8:30 am-10:00 am

LPE0440-008, FCS, SUN., 11/19-12/31, 10:30 am-12:00 pm

LPE0440-009, FCS, WED., 11/22-1/3, 7:00 pm-8:30 pm

ADULT HORSEMANSHIP LEVEL II

Continuation of work in the walk, sitting and posting trot, and cantering in hunt seat. This class will include health, bathing, hoof, tack care, etc. PRE-REQUISITE: students with a minimum of 12 hours of lessons.

FEES: \$120.00

TOUCHTONE NUMBER TT #7226

LPE0439-001, FCS, SUN., 8/13-9/24, 10:00 am-11:30 am

LPE0439-002, FCS, SUN., 10/1-11/12, 10:00 am-11:30 am

LPE0439-003, FCS, SUN., 11/19-12/31, 10:00 am-11:30 am

EQUINE DENTISTRY

Dr. Kristen Wilewski, DVM will show how the horse chews, how the teeth change as the horse ages and how dental problems relate to training and eating challenges the horse faces. The horse contends with different dental problems at different stages of life. This program will describe dental problems in the young horse (birth to age 5) in the middle-aged horse (5-20) and in the geriatric horse (20+). Cases are presented describing the horse's symptoms before the dental work and how the behavior changed after the dental work. Slides are shown of the inside of the mouth before and after a complete dental. Equipment used in a complete dental will be displayed and demonstrated on a horse skull.

TUITION: \$10.00

TOUCHTONE NUMBER TT #7234

LPE0446-001, A 243, WED., 9/13-9/13, 7:00 pm-9:00 pm

HORSE NUTRITION

TUITION: \$19.00

TOUCHTONE NUMBER TT #7248

LPE0455-001, A 315, SAT., 10/21-10/21, 9:00 am-1:00 pm

HORSE HEALTH CARE

Learn about nutrition and basic health care, and get practical advice on lameness, colic, laminitis, vaccinations, breeding and foaling from a licensed veterinarian. A barn visit will be included in the course.

TUITION: \$54.00

TOUCHTONE NUMBER TT #6301

LET0019-001, BHS TBA, MON., 10/2-11/20, 7:00 pm-9:00 pm

Physical Fitness and Wellness, cont.

HORSE HEALTH AND DISEASE

Dr. Abbe Burke, DVM has designed this course to provide horse owners and enthusiasts with a sound knowledge of the horse's anatomy and the signs of a healthy horse. In addition, the symptoms, causes, prevention and treatments of major equine diseases will be presented. Deworming programs and first aid techniques are discussed. Participants will have the information to develop an effective health care program for their horses.

FEES: \$22.00

TOUCHTONE NUMBER TT #7249

LPE0456-001, A 315, SAT., 10/28-10/28, 9:00 am-1:00 pm

EQUINE CHIROPRACTICS/ACUPUNCTURE THERAPY

By making sure the spine is aligned you increase your horse's health and performance. During this two and a half hour hands on session, Dr. Annie Loga, DVM will cover the benefits of both. A short amount of time will be dedicated to herbs and homeopathy for horses.

FEES: \$10.00

TOUCHTONE NUMBER TT #7250

LPE0457-001, FCS, THUR., 9/21-9/21, 7:00 pm-9:30 pm

BASICS AND BENEFITS OF EQUINE MASSAGE

This program will explain when and when not to massage your horse. We will teach you the vital signs of the Equine, 20+ ways massage can benefit the horse, damages and diseases caused by improper muscle maintenance.

FEES: \$50.00

LPE0460-001, FCS, SAT., 9/9-9/9, 9:00 am-2:00 pm

MUSCLES AND FUNCTIONS OF EQUINE MASSAGE

Your horse has 27 major muscles. This program will teach what a muscle is, how muscles work, and how muscles contract. We will also talk about toxin and damages caused by toxins.

FEES: \$50.00

TOUCHTONE NUMBER TT #7251

LPE0461-001, FCS, SAT., 9/16-9/16, 9:00 am-2:00 pm

EQUINE STROKES AND STRETCHES

This program will teach when, where and how to stroke and stretch your equine. There are 8 major strokes performed in massaging your horse and 12 different stretches. We will show you how to de-swell, perform pre/post event massage and where not to use massage.

FEES: \$50.00

TOUCHTONE NUMBER TT #7268

LPE0462-001, FCS, SAT., 9/23-9/23, 9:00 am-2:00 pm

NON-CERTIFICATION EQUINE THERASAGE

This program is a combination of three sections of the Certificate program, Basics and Benefits of Equine Massage, Muscles and Functions, Strokes and Stretches at a discounted rate.

FEES: \$130.00

TOUCHTONE NUMBER TT #7252

LPE0463-001, FCS, SAT., 9/9-9/23, 9:00 am-2:00 pm

EQUINE THERASAGE CERTIFICATION

This certification course will allow individuals to work in the Equine Massage field. An Equine massage therapist can earn \$50-150 per session. This one week course is very intensive and thorough. This certification will be offered through Therapeutic Body Massage. This program includes 10 five-hour classes and 10 hours of homework.

FEES: \$780.00

LPE0458-001, FCS, SUN., 9/10-10/8, 11:00 am-4:00 pm

New courses are offered continually!

Visit our web site at www.harpercollege.com for the latest classes. Or call 847.925.6300 for personal assistance.

Tuition and Fees

FEES, PAYMENT AND POLICIES

Tuition and Fees Payment Policies

Tuition and fees must be received by the Business Office no later than 14 days from the date of registration or four days prior to the start of the class, whichever is sooner. If payment is not received by the deadline, students will be dropped from the class. When registering within four days of the start of class, students should take their paid receipt to the first class.

Additional charges for out-of-district residents may apply. Tuition and fees are subject to change without notice.

Note: There is a non-refundable \$10.00 registration fee per student-per semester.

Senior Citizen Discount

District residents age 65 and older are eligible for a 100 percent tuition discount for most Continuing Education classes on a space available basis. Available space is determined by the number of class seats open three business days before the start of classes. Seniors wishing to take advantage of the discount should register three business days prior to the start of class. Tuition discounts are offered on the student's initial enrollment in the class. Students may not drop and re-enroll to obtain the senior citizen discount.

You may qualify for an early 100 percent tuition discount, increasing your chances of obtaining a class space, based on meeting requirements for income thresholds. An application is required and may be obtained in the Office of Student Financial Assistance or by calling 847.925.6248.

Classes in the Older Adult section dedicated to seniors already reflect a discounted price and do not qualify for the 100 percent tuition discount. Seniors also have the option to pay full tuition to guarantee a seat in any class. All refund policies and registration fees apply to all senior citizen enrollments.

Appropriate Age

Continuing Education courses are designed for those age 16 and older, with the exception of special offerings and camps for kids and teens. Some classes may be inappropriate for students under 16 and enrollment will be at the discretion of the Program Coordinator for the course. Students under 16 must be accompanied by a registered adult to enroll. Please call 847.925.6300 for more information.

Tuition Refund Policies

100 percent of tuition and fees is refunded when students officially withdraw no later than three business days prior to the start of the class. The \$10.00 registration fee is non-refundable. Official withdrawals may be processed in person in Continuing Education Registration, located in C102 in the New Student Services Center or by calling 847.925.6800.

Minimum enrollments are required for classes to be held. No refunds will be made when students officially withdraw within three business days prior to the start of the class. (Some programs, including TECH and the Travel Academy, may have refund policies that differ.)

For more info call 847.925.6300

Continuing Education Registration

Register by e-mail

www.harpercollege.com

Click on **Continuing Education** from the Harper home page. A complete up-to-date Continuing Education class listing is online. Visit our web site for more details and program information.

Register with Personal Assistance

Call 847.925.6800

Now through December 23

Monday-Friday 8:30 am-7:00 pm
Saturday 9:00 am-12 noon

On Campus

Register in the New Student Services and Arts Center, Room C102. Hours same as Personal Assistance above.

Instructions for Reading Continuing Education Schedule

Course Name **BASIC PC SKILLS** 0.3 CEU

TOUCHTONE NUMBER TT #5792

■ LCT0300-001, NEC 110, MON., 1/25-1/25, 6:00-9:15 pm

Continuing Education Units

Touchtone Number

Course Number, Location and Room Number, Day, Dates, and Time

Register by Touchtone 847.925.1010

Previously enrolled continuing education students may use touchtone to make payment or register for CE courses.

First time students, please select another registration option. Payment can be made using your VISA, MASTERCARD or DISCOVER credit card.

Touchtone numbers are listed with each course when available. Not all courses have touchtone numbers.

Monday-Thursday 8:00 am-8:00 pm
Friday 8:00 am-4:30 pm

Instructions:

1. Dial 847.925.1010. You will be prompted to enter your social security number and date of birth along with other information.
2. You will then be prompted to enter the Touchtone number (example: 5792) and section number (example: 001) for the courses you wish to register for.
3. When you are finished, you must enter "3" to confirm your entry. If you have already registered and want to confirm or pay for classes, press "3". If you hang up in the middle of your call or do not complete the call, your schedule may be lost. If you have a problem, call 847.925.6800.

Mail/Fax Registration Form Fall 2000

CONTINUING EDUCATION
1200 W. Algonquin Road,
Palatine, IL 60067-7398
(FAX) 847.925.6810

Fax or mail-in or e-mail registration is based on class availability when the form is received.

Touchtone or personally-assisted registration will guarantee immediate placement in an open class.

Please print or type clearly.

CONTINUING EDUCATION
Do not use for registration for college credit classes.

Student SS# _____ Date _____

First Name _____ M. I. _____

Last Name _____

Home Address _____ Apt # _____

City _____ State _____ Zip _____

Home Phone () _____ Business Phone () _____

Gender Male Female Date of Birth: Month _____ Date _____ Year _____

Course #	Section	Title	Class Total	\$
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Send checks made payable to Harper College Business Office, to Attn: Business Office, at the above address. Please include your social security number on your check. Payment is due 14 days after registration or four days prior to first class, whichever is first.

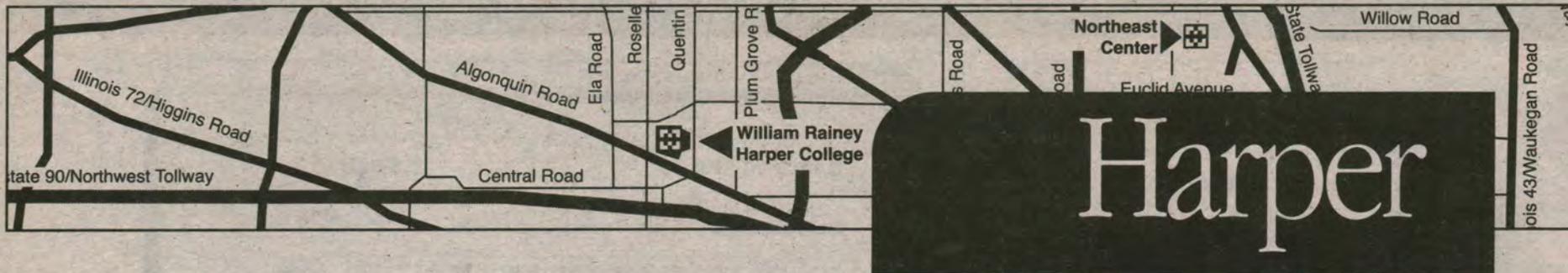
Registration Fee _____ Non-Refundable \$ 10.00

Total _____ \$ _____

check money order
 MasterCard Discover Visa

Card number _____

Expiration date _____
Signature _____



Northeast Center

Child Learning Center Preschool Program

Award-winning learning and enrichment center welcomes children aged three to five

Degree Credit Courses

Biology Survey
Computer Literacy
Introduction to Computer Information Systems
Introduction to the Internet
Microsoft Office 2000
Access 2000
Introduction to Programming/VB6
Personal Computer (DOS 7)
Advanced Access 2000
Access 2000/Programming
Advanced Basic w/Graphical User/VB6
Basic Nutrition
Asian and African Humanities
Developmental Reading
Fundamentals of Speech Communication

Videoconferencing

American Politics & Government
Contracts & Conveyancing
Advanced Principals of Real Estate
Real Estate Finance
Property Management
Brokerage Administration

Nonnative Literacy Program

Nonnative Literacy I, II, III, IV

Pre-GED/GED Classes

Pre-GED Reading Skills
Pre GED English Skills
Pre-GED Math Skills
GED Writing Skills & Literature
GED Mathematics
GED Social Studies and Science
Citizenship Training

Continuing Education Courses

Computer Training — Multi-Day Training

Office Suite

Beginning Computer Keyboarding
Introduction to Windows Environment
Introduction to Word 97
Intermediate Word 97
Introduction to Word 2000
Intermediate Word 2000
Introduction to Excel 97
Intermediate Excel 97
Introduction to Excel 2000
Intermediate Excel 2000
Introduction to Access 97
Intermediate Access 97
Introduction to Access 2000
Intermediate Access 2000
Advanced Access 2000
MS Office Skills Workshop

Business Professional Software

Introduction to Quickbooks 2000

Internet Training

WEB Design Using Office 2000
FrontPage 2000 for WEB Publishing

Northeast Center, cont.

Desktop Publishing Technology

Adobe PhotoShop I - Introduction
Adobe PhotoShop II - Intermediate
Adobe PhotoShop III - Advanced
Adobe Illustrator I - Introduction
Adobe Illustrator II - Intermediate
Adobe Illustrator III - Advanced
QuarkXpress I - Introduction
QuarkXpress II - Intermediate
QuarkXpress III - Advanced
Macromedia Director 8.0 - Introduction
Introduction to PowerPoint on the Mac
Typography/Desktop Publishing
Workshop Skills/Desktop Publishing

Animation Art Program

Computer Layout and Design
Audio Integration
Maya: Introduction to 3D Modeling
Maya I
Technical Animation II
Maya Character Animation II

Computer Training — One Day Workshops

Fundamentals

PC Essentials
E-mail Basics
File Management
Upgrading/Repairing Your Computer

Office Suite

MS Office 97 Skills Assessment
Introduction to Word 97
Intermediate Word 97, Advanced Word 97
Tips/Tricks/Shortcuts in Word 97
Introduction to Word 2000
Intermediate Word 2000, Advanced Word 2000
Tips/Tricks/Shortcuts 2000
Design Newsletter/Brochure in Word
Introduction to Excel 97
Intermediate Excel 97, Advanced Excel 97
Introduction to Excel 2000
Intermediate Excel 2000, Advanced Excel 2000
Introduction to PowerPoint 97
Intermediate PowerPoint 97
Introduction to PowerPoint 2000
Intermediate PowerPoint 2000
Introduction to Access 97
Intermediate Access 97
Advanced Access 97
Introduction to Access 2000
Intermediate Access 2000
Advanced Access 2000

Business Professional Software

Workshop for Quickbooks Users
Computer Accounting Application/
Peachtree Accounting

Internet Training

Getting Started on the Web
Research on the World Wide Web
Internet as a Business Tool
Build Your Own Site/Workshop
Web Page Design/HTML Programming
Advanced WEB Page Design/HTML Programming
Advanced FrontPage 2000
Introduction to Dreamweaver

Northeast Center, cont.

Desktop Publishing Technology

Introduction to Macintosh
Introduction to Scanning on the MAC
Preview of Desktop Publishing
Newsletter/Brochure Desktop Publishing
Desktop Publishing Skill Assessment

TECH (Technical Education & Consulting

@ Harper)

A+/PC Technician and Network +
Cisco/CCNA
Microsoft Certification Training
Novell Training
Oracle DBA Training
Unix System Administration
Autodesk/AutoCAD Training
Certified Web Master
VUE Testing Center

Professional Development

Harper Travel Academy

Introduction to Travel Careers
Domestic Air, Tours, Cruises, International, Apollo
Where in the World?
Meeting Planning I & II
Careers in Event & Meeting Management

Certified Financial Planner

Financial Planner Process/Insurance
Investment Planning
Income Tax Planning
Retirement Plan/Employee Benefit
Estate Planning

Customer Service

Customer Service Skill Building

Real Estate

Contracts & Conveyancing
Advanced Principles of Real Estate
Property Management
Brokerage Administration

Personal Enrichment

The Arts

Fundamentals of Watercolor
Introduction to Airbrush Painting
Beginning Brush Lettering
Painting I: Oil & Acrylics
Silk Painting
Experimental Mixed Medium
Drawing & Sketching I & II
Camera Techniques In Photo I
Photo III/Adv. Camera Tech
Independent Art Lab

Foreign Language Academy

Conversational French I & II
Language Land: Spanish

Music Academy

Kindermusik Beginnings
Kindermusik Village

Mind/Body Connections

Yoga I & II
T'ai Chi Chuan I, II, III

Fashion

Sew Fit for Success
Pants for Any Body



Northeast Center, cont.

Older Adult

- Great Classical Concertos
- Great Romantic Concertos
- Great Concertos/Baroque Era
- Buddha and the Beatitudes
- Asian and African Humanities
- Senior Wellness Program

Animal Behavior

- Puppy Kindergarten
- Beginner Dog Obedience
- Advanced Dog Obedience
- Introduction Animal Assisted Therapy
- Canine Good Citizen Evaluation Test

Dance

- Ballroom Dancing I & II
- Ballroom Dancing I & II/Partners

Barrington High School

Degree Credit Courses

- Introduction to International Business
- Elementary Algebra

Continuing Education Courses

- Experimental Drawing
- Fundamentals of Watercolor
- Darkroom Process in Photo II
- Home Style & Design
- Feng Shui/Balance in Your Life
- Woodworking II
- Horse Health Care
- Conversational Spanish I
- Conversational French I & II

Conant High School

Continuing Education Courses

- Introduction to Woodworking
- Antique Restoration/Furniture Refinishing

Elk Grove High School

Degree Credit Courses

- Cultural Anthropology
- Commercial Law
- Introduction to Criminal Justice
- Basic Nutrition
- Composition
- World/Regional Geography
- American Experience to 1877
- Introduction to Business Organization
- Principles of Supervision
- Elementary Algebra
- Intermediate Algebra
- American Politics and Government
- Introduction to Psychology
- Introduction to Social Psychology

Continuing Education Courses

- Basics of Importing
- Customs Brokers Exam Review
- Import Regulations
- Advanced Import Regulations
- Export Banking/Letters
- Export Document: Incoterms
- Export/Products/New Millennium
- Global Savvy: Customer/Terms
- Global Savvy: Latin America
- Global Savvy: Western Europe
- Global Savvy: Eastern Europe
- Global Savvy: Africa/Middle East
- Global Savvy: Asia/Pacific
- Qualified Entry Writer/Professional Preparation
- Conversational Spanish I

Hoffman Estates High School

Degree Credit Courses

- Observation/Guidance of Young Children
- Composition
- College Algebra
- Introduction to Philosophy
- Intermediate Spanish

Palatine High School

Continuing Education Courses

- Color Photography

Illinois Employment and Training Center – Northwest Suburban

Community Career Services

- Career Assessment
- Back to School Without a Hassle
- Market Yourself on Internet
- Power of Listening

Degree Credit Courses

- Introductory Electronics

Continuing Education Courses

- Beginning Computer Keyboarding
- Introduction to PC Using Windows Environment
- Introduction to Word 97
- Intermediate Word 97
- Introduction to Excel 97
- Intermediate Excel 97
- Introduction to Access 97
- Intermediate Access 97
- Spanish for Beginners
- Spanish I
- Accelerated Spanish I & II
- Conversational Spanish II & III

Wheeling High School

Degree Credit Courses

- Child Development I
- College Algebra
- Ethics
- Introduction to Sociology

Continuing Education Courses

- Cartooning
- Uncial/Half-Uncial/Celtic Knot
- Colored Pencil II Workshop
- Financial Strategy/Retirement

Winston Park Junior High Campus

Degree Credit Courses

- Psychology of Exceptional Children

Continuing Education Courses

- Drawing & Sketching II

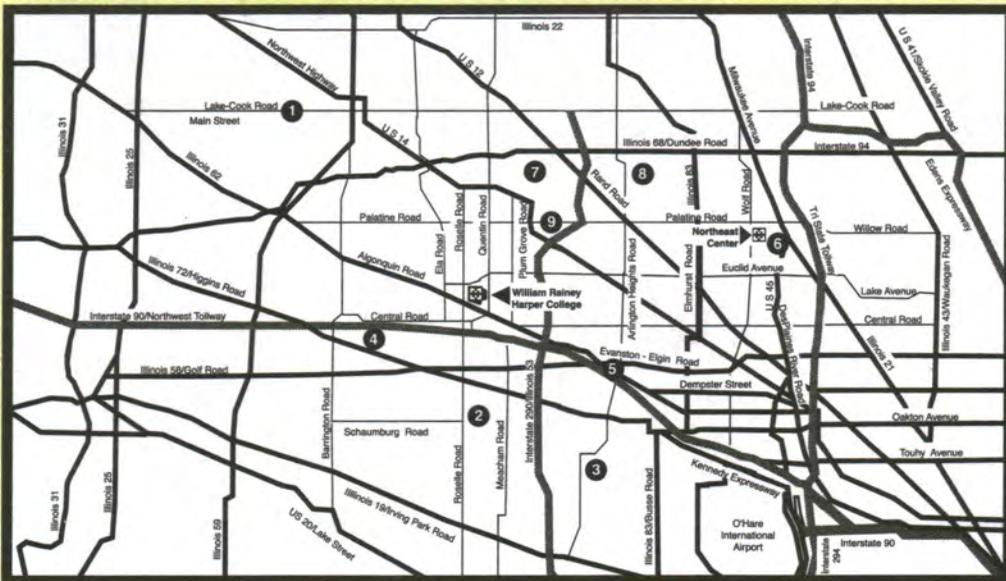
Detailed course descriptions may be found within the appropriate section of the course schedule. Registration procedures are found on page 37.

For more information, call the Extension Information Center at 847.925.6001

Convenient Classes

Close to Home

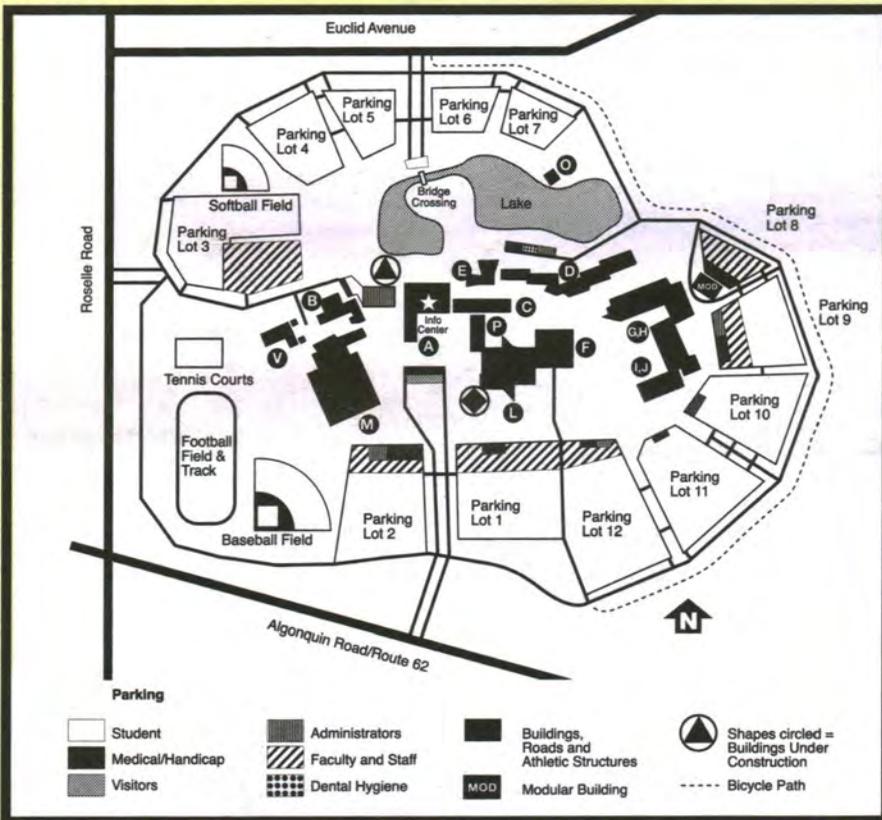
Area and Extension Site Map



1. **Barrington High School - BHS**
616 West Main Street
Barrington, Illinois 60010
2. **Conant High School - CHS**
700 East Cougar Trail
Hoffman Estates, IL 60194
3. **Elk Grove High School - EGHS**
600 West Elk Grove Boulevard
Elk Grove Village, Illinois 60007
4. **Hoffman Estates High School - HEHS**
1100 West Higgins Road
Hoffman Estates, Illinois 60195
5. **Illinois Employment and Training Center (Northwest Suburban) - IETC**
723 West Algonquin Road
Arlington Heights, Illinois 60005
6. **Northeast Center - NEC**
1375 South Wolf Road
Prospect Heights, Illinois 60070
7. **Palatine High School - PHS**
111 North Rohlfing Road
Palatine, IL 60067
8. **Wheeling High School - WHS**
900 South Elmhurst Road
Wheeling, Illinois 60090
9. **Winston Park Jr. High School - WPJH**
900 East Palatine Road
Palatine, Illinois 60067

For more information or directions to our extension sites, contact the Extension Information Center, **847.925.6001**.

Campus Map



- A Student and Administration Center**
(Room numbers beginning with A)
Assessment Center
Board Room
Business Office
Career Center
Cockrell Dining Hall
Dining Room
Financial Assistance
Health Service
Information Center
Multicultural Affairs
Student Drop-In Center
Registrar
Student Activities
Student Development Division Office
- B Public Safety Center**
(Room numbers beginning with B)
Physical Plant
Division Office
Public Safety
Shipping and Receiving
- C New Student Services and Art Center**
(Room numbers beginning with C)
Admissions
Art
Center for New Students/
Orientation
Continuing Education
- D Science, Math and Health Careers Center**
(Room numbers beginning with D)
Access and Disability Services
Dental Hygiene Clinic
Life Science and Human Services Division Office
Academic Advising & Counseling
- E Instructional Delivery Center**
(Room numbers beginning with E)
- F Academic Resource Center**
(Room numbers beginning with F)
Academic Enrichment and Language Studies Division Office
Adult Educational Development
English as a Second Language
Learning Achievement Program
Library
Media Services
- GH Engineering and Applied Technology Center**
(Room numbers beginning with G or H)
CAD and Manufacturing Center
Technology, Mathematics and Physics
Sciences Division Offices
- I Business and Social Science Center**
(Room numbers beginning with I or J)
Business and Social Science Division Office
Child Care Center
Center for Multicultural Affairs,
Academic Advising and Counseling
Theatre and Box Office
- L Liberal Arts Center**
(Room numbers beginning with L)
Bookstore
Drama Lab
Liberal Arts Division Office
Three Dimensional Art Studio
- M Wellness and Sports Center**
(Room numbers beginning with M)
Human Performance/Cardiac
Rehab Labs
Wellness and Human Performance Division Office
- MOD Modular Building**
- O Observatory**
- P Music Instruction Center**
(Room numbers beginning with P)
Music
Women's Program
- S Marketing Services Center**
(Room numbers beginning with S)
- T Park Management Shop Roads and Grounds Shop**
(Room numbers beginning with T)
- V Plant Science Center**
(Room numbers beginning with V)
Plant Science Technology
Park and Golf Operations
Flower Shop
Greenhouse
- Instructional Conference Center**
- Performing Arts Center**

For directions to the main campus, call the Direction Hotline at **847.925.6000, ext.7470**. For assistance in locating rooms, buildings or parking, contact the Information Desk, **847.925.6292**.

Hours: Mon-Thur: 8:00 am-8:00 pm Fri: 8:00 am-12:00 pm Sat: 8:30 am-12:00 pm

William Rainey Harper College
1200 West Algonquin Road
Palatine, IL 60067

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