



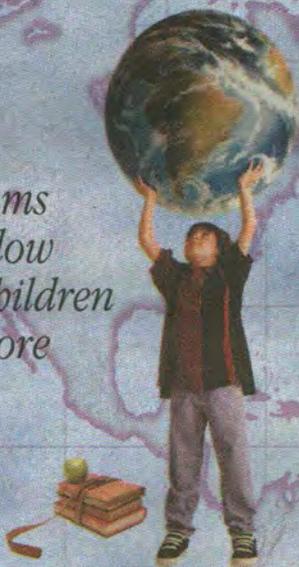
**SAVE**  
FOR FUTURE REFERENCE

Spring 2000 Second 8 Weeks

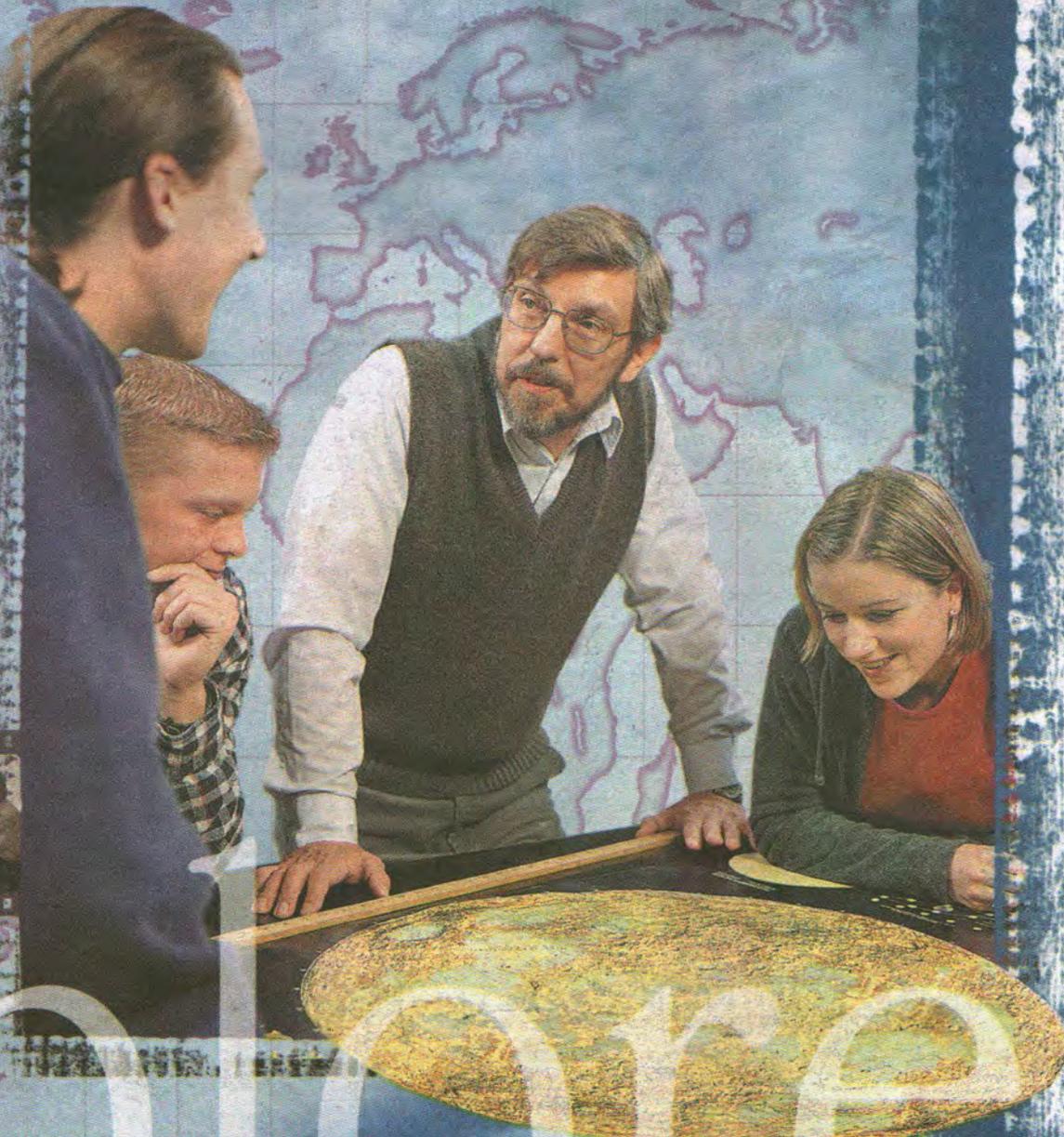
# @harper college

Schedule of Credit and Non-Credit Courses

*Programs  
that allow  
your children  
to explore*



*Discover the endless  
opportunities computer  
training offers*



 William Rainey Harper College

[www.harper.cc.il.us](http://www.harper.cc.il.us)

# About the Cover



## Programs that allow your children to explore their talents

To a young child, almost every experience is a new opportunity to explore a talent they may possess. Kids have an amazing capacity to absorb the lessons that will carry them into their future as capable, confident adults. From learning to speak French to playing the piano to taking up basketball, Harper College has classes to appeal to any child's interests. Give your children the opportunity to explore their potential this summer through our Chill and Sports Camp programs offered in convenient, flexible sessions throughout June, July, and August. It's never too early to enroll in a course at Harper College!



## Offering Endless Exploration

While you may not be as adventurous a traveler as Paul Sipiera who journeyed to Antarctica, all of us can benefit from stretching our minds and exploring new territory. Whether it is to further your career, gain new skills, or simply enrich your life, Harper College offers a wide array of courses to enjoy. Led by renowned instructors and experts directly from the field, our courses, seminars, and even educational vacation experiences, will take you on a new journey. Your quest could begin right here on campus, at extension sites near your home, or even via satellite. We're ready to begin. Are you?

## Discover the endless opportunities computer training offers



Whether you work in the IT (information technology) industry or use computers to perform your job, you've probably experienced the challenge of keeping your knowledge-base current. New applications and equipment are introduced daily. Industry magazines and the Internet can help keep you plugged into what's hot, but who has the time to scour scores of publications or spend hours of surf time just to keep up? Harper College can help make sense of it all while enhancing your expertise and qualifications. From the basic to the most advanced skill set, you'll find every opportunity to thrive in the information age. Find out why IT professionals choose Harper College for all their computer training needs.

# What's New!

## March

**Women's History Month**

## April 11-13

**Wellness Week**

## Newly-Released

### Computer Training Courses and Seminars NetPrep™

**Sports Camps for Spring Break such as:**

**Baseball, Basketball and Indoor Volleyball**

**Information Event for Summer Camps**

**Fishing the Backwaters of Yellowstone National  
Park Seminar**

**Children's Horsemanship**

**Adult Horsemanship**

**Equine Behavior Modification**

**Body Clipping a Horse**

**Paintball Pursuit**

**Intermediate Castanets**

...New courses introduced all semester

## Cutting-Edge

### Professional Development Courses New This Semester

**Administrative Technology Information Session**

**High-Tech Video Seminars through TECH**

**Microsoft Word 2000**

**Microsoft Excel 2000**

**ACCESS 2000**

**Character Animation**

**Intellectual Property Basics for Business**

**Providing Care for the "Difficult" Client**

...New courses introduced all semester

## Discovery

### New Courses in Personal Enrichment

**Mothers and Daughters**

**Handywoman Workshop**

**Adult Horsemanship**

**Heart Wisdom**

...New courses introduced all semester



# Welcome to Harper College Contents

Credit and Continuing Education Classes  
Second Eight Week classes begin the week of March 13.

## President's Message

As I write this, Harper College Professor Paul Sipiera is guiding a team of 10 explorers, including former astronauts Jim Lovell and Owen Garriott, in Antarctica. Upon his return, Sipiera will expand his role of expedition leader to dynamic classroom guide, bringing his experience to life for each of his students as together they test scientific hypotheses. And Sipiera is not Harper's only master teacher. The College is fortunate to have many seasoned faculty leaders who are dedicated to making your personal and professional journey rich and meaningful.

Each of you maps your own exploration and defines your own personal and professional goals. Even though reaching the summit or goal is a measure of success, the journey itself provides immeasurable growth and satisfaction.

Whether you choose to study mathematics, science, global communication networks or cultural arts, Harper College faculty offers lots of enthusiasm and experience to guide you in the right direction.

Those most poised for success have seasoned guides to support their adventurous journeys. Remember that Harper College can help you reach your goals, your own personal summit. Knowledgeable Harper employees, from counselors to admissions specialists through instructors, are ready to help guide you on your journey.

Dr. Robert L. Breuder  
President  
William Rainey Harper College

## 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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## Credit

Accounting	9	Dental Hygiene	11	Mathematics	12
Administrative Technology	9	Early Childhood Education	12	Nursing	12
Adult Educational Development	8	Electronics	12	Philosophy	12
Architectural Technology	10	Emergency Medical Technician	12	Physical Education	12
Cardiac Exercise Technology	10	English	12	Political Science	12
Career Development	10	Financial Services	12	Psychology	12
Certified Professional Secretary	10	History	12	Real Estate	12
Certified Nursing Assistant	10	Hospitality Management	12	Refrigeration and Air Conditioning	12
Computer Information Systems	10	Humanities	12		
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## Computer Training

<b>PC Software Training</b>		Sales Management/ Business Software	18	<b>TECH - Certified IT Training</b>	
Fundamental Computer Skills	15	<b>Macintosh Training</b>		A+ Certification/PC Technician	19
B.O.S.S. Certificate	15	Introduction to the Macintosh	18	Microsoft NT	19
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## Professional Development

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Career Counseling		Doing Business with the World	27	Cardiopulmonary Resuscitation	30
Assessment Testing, Job Search	23	Institute for Supervisory/Management Development	28	<b>Human Services</b>	
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<b>Business and Management</b>		Starting Your Business	28	Personal/Health Management	31
Animation Art	26	Marketing Your Business	29	Volunteer Management	31
Computer Training for Animators	26	Travel Careers/Travel Academy	29	<b>Engineering and Industrial Technology</b>	
Customer Service Representative	26	<b>Health Care</b>		LabVIEW	32
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Hospitality Industry	27	Dental Hygiene	30		
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## Personal Enrichment

<b>Liberal Arts</b>		<b>Special Interest</b>		<b>Physical Fitness/Recreation</b>	
Cultural Awareness and Literature	34	Amateur Radio	37	Aerobics/Aquasize/Fitness	41
Fine Arts	34	Animals and Nature	37	Dance	42
Ceramics, Sculpture, Introduction to Arts, Painting, Art-Your Way, Jewelry and Glass		Astronomy	38	Martial Arts	42
Foreign Language Academy	34	Personal Finance/Investment	38	Mind/Body	42
Music	35	Financial Planning Workshops	38	Sports	43
Philosophy	35	Manicure	39	Lifeguard Training/Swimming	43
Photography	35	Test Preparation/Academic Review	39	<b>Children and Youth Programming</b>	
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# Things you should know.

## Eligibility

All high school graduates or the equivalent are eligible for admission to the College. A non-graduate 16 or 17 years of age who has severed his or her connection with the high school system, as certified in writing by the chief executive officer (or designee) of the high school district in which the student has legal residence, or a non-graduate 18 years or older may be admitted if he or she demonstrates the capacity to benefit from programs and courses offered by the College. To be placed in some programs in the College, the applicant may be required to meet additional requirements as specified by that program.

## College Credit from Other Institutions

Students seeking a certificate or degree from Harper College and wanting to transfer credits from another college should complete a Transcript Evaluation Request at the Registrar's Office, Student and Administration Center, A213. Students must have an official transcript from each college attended sent to Harper College's Admissions Office.

Students wishing to use previous college level math, English, and other credits to fulfill Harper course prerequisites must bring transcripts or grade reports to registration and to the first day of class. Students do not need to request an evaluation for this purpose. Questions about previous college courses can be directed to the Registrar's Office, 847/925-6500.

## Illinois Articulation Initiative (IAI)

If you are a new student starting at Harper summer 1998 or later, you may be eligible to participate in a state-wide agreement called the Illinois Articulation Initiative (IAI) designed to help Illinois college students transfer easily. By earning the 1998 AA or AS degree at Harper, you will have completed a General Education Core Curriculum which is transferrable to more than 100 participating Illinois colleges and universities. Or, if you are not looking to earn a degree before transfer, you can complete just the Core Curriculum at Harper and know that your general education courses will transfer to the other participating colleges and universities. You can get more information from the Center for New Students and Orientation, 847/925-6208, or visit the IAI web site at <http://www.iTransfer.org>.

## Limited Enrollment Programs

Enrollment in certain career programs requires admission to the College and fulfillment of specific requirements for admission to the program. (Contact Admissions Office, 847/925-6765 for details.) These limited enrollment programs are Cardiac Technology, Dental Hygiene, Emergency Medical Technician, Nursing (RN and LPN) and Certified Nursing Assistant. Some courses and sections which are offered only to students in limited enrollment programs are not listed in this course schedule.

## Hope Tax Credit

For the first two years of college, you or your parents can claim a new nonrefundable 100 percent tax credit up to \$1000 of tuition and fees per year, 50 percent credit for the next \$1000. This tax credit allows you to claim tuition and fee expenses if you enroll in a degree or certificate program for at least six credit hours.

## Lifetime Learning Tax Credit

This credit will be permitted for subsequent education. This is a 20 percent nonrefundable tax credit up to \$5000 of direct educational expenses paid. Other tax benefits may be available to students and families. Additional information on these benefits and other sources of funding is available from the Office of Student Financial Assistance, Student and Administration Center, A364, 847/925-6248.

## Auditing a Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair or dean before enrolling in the class. Registration for audit status may be completed only during final registration the first week of classes and must be the original enrollment in the class. Students taking the class for credit are given priority.

## College District

Harper College District 512 serves the residents of high school Districts 211 (Palatine and Schaumburg Townships); 214 (Elk Grove and Wheeling Townships); and Barrington Unit School and District 220. Communities within the College district are Arlington Heights, Barrington, Barrington Hills, Buffalo Grove (in area of H.S. District 214), Carpentersville (in area of H.S. District 220), Deer Park (in area of H.S. District 220), Des Plaines (in area of H.S. District 214) Elk Grove Village, Fox River Grove (in area of H.S. District 220), Hanover Park (in area of H.S. District 211), Hoffman Estates, Inverness, Lake Barrington, Mount Prospect, North Barrington, Palatine, Prospect Heights, Rolling Meadows, Roselle (in area of H.S. District 211), Schaumburg, South Barrington, Tower Lakes, and Wheeling.

## College Hours

Offices will be open for business Monday through Thursday, from 8:00 am to 8:00 pm, Friday from 8:00 am to 4:30 pm and Saturday from 9:00 am until 12:00 noon.

## Cancellations

The College reserves the right to withdraw any section of any course if enrollment is not sufficient to warrant offering that section. An effort is made to reach students with information on cancellations.

## Special Notes

Students who are physically disabled should call 847/925-6266 for registration information.

Medical parking is available for students who have "handicapped" license plates or State of Illinois or township-issued "handicapped" parking cards. For further information contact Health and Psychological Services at 847/925-6268.

Junior, senior and graduate level extension courses are offered by four-year colleges and universities on the Harper campus and at the Harper off-campus locations.

Some classes may be filled because currently and previously enrolled students have been registering since November.

Changes in available classes made after publication of this course schedule and prior to registration will be listed on the website, [www.harper.cc.il.us](http://www.harper.cc.il.us), and on the master schedule in the Student and Administration Center and other locations on campus.

## The Family Educational Rights and Privacy Act of 1974

### Annual Notice to Students

**In accordance with Illinois law, Harper College maintains a file of course outlines for all credit courses included in this course schedule. Complete information is given on course content, methodology and objectives. The outlines are available for student review in the Division offices or in the Office of the Executive Dean of Instruction, Math, Science and Health Careers Center, D129.**

The following notice and information is given by William Rainey Harper College, District Number 512 to advise its students of their rights under the Family Educational Rights and Privacy Act of 1974 (The Act).

The Act established the right of students to inspect and review their education records; provides that personally identifiable information will not, with certain exceptions, be disclosed without the student's written permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants students the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures of the College to comply with The Act; and makes provisions for notice to the students concerning their rights.

A student who wishes to review his or her education records must complete the appropriate form and submit it to the Registrar. The student will be notified in writing of a date and time he or she may come to review the records.

The following student data is hereby designated as "Directory Information" and as such may be disclosed or released by the College for any purpose and at its discretion: Student Name, Home Address, Home Telephone, Major Area of Study, Dates of Attendance, Degrees/Certificates Earned, Awards Received, Last College Attended, Officially Recognized Activities, Date and Place of Birth, Weights and Heights of Members of Athletic Teams.

To have any or all of the "Directory Information" withheld, the student must give written notice, in person or by certified mail, return receipt requested and addressed to the Registrar by the first day of each course or program, as the case may be, for which he/she is enrolled.

William Rainey Harper College has adopted policies and procedures implementing The Act, which are contained in the William Rainey Harper College Student Handbook/Datebook.

Copies of The Act, William Rainey Harper College policies and procedures, the William Rainey Harper College Student Handbook/Datebook and forms for use in implementing the Act are available on request in the Registrar's Office, Student and Administration Center, Room A213.

# Registration and Tuition

## Credit Course Registration Steps

### Short-Term Credit Classes Begin Mid-March

Earn college credit in as little as eight weeks. Harper offers intense short-term classes to meet your needs.

### Admission to Harper College

**New students**, or those who have not yet applied to Harper College for credit courses, must make application to the College prior to registration. An application may be obtained from the Admissions Office, New Student Services and Art Center, C101, or call **847/925-6506** or e-mail [admissions@harper.cc.il.us](mailto:admissions@harper.cc.il.us). Additionally, it is recommended that new students contact the Center for New Students and Orientation at **847/925-6208**.

**Former or current credit students** should follow the easy registration instructions.

### Convenient Registrar

To register for short-term, second eight week credit classes listed in this schedule:

- 1) Visit the Registrar's Office  
Student and Administration Center, A213  
Harper College Campus  
OR
- 2) Call the Registrar's Office at **847/925-6500**

### Assistance for Deaf Students

TTY assistance available by calling 847/397-7600.

### Registrar's Office Hours

Monday-Thursday ..... 8:00 am-8:00 pm  
Friday ..... 8:00 am-4:30 pm  
Saturday ..... 9:00 am to noon

The deadline for most class registration is March 11. Tuition is due within 48 hours of registration.

## College Hours

Business Hours  
Monday - Thursday ..... 8:00 am to 8:00 pm  
Friday ..... 8:00 am to 4:30 pm

## Tuition and Fees

*(Subject to change without notice)*

### Tuition

District Residents ..... \$54 per semester hour  
*(Employees of district companies are also eligible)*  
Non-Resident ..... \$216.40 per semester hour  
Out-of-State ..... \$263.90 per semester hour  
International ..... \$263.90 per semester hour  
Payment may be made by Visa, MasterCard, Discover.

### Fees

Application ..... \$25.00  
Activity fee, full-time students ..... \$32.00  
part-time students ..... \$16.00  
Registration fee *(non-refundable)* ..... \$10.00  
*Laboratory and music fees will be indicated at time of registration.*

### 8 Week Classes

100% Refund - Through Wednesday of first week of class (March 15)  
75% Refund - Thursday of first week of class through Saturday of first week of class (March 18)  
No Refund - After Saturday of first week of class

*Classes meeting on a different schedule will have other, prorated deadlines. See Registrar's Office for details.*

## Books/Supplies

Students are expected to check with the Harper Bookstore on course requirements and to have required materials with them at the first class session. The Bookstore is located in the Liberal Arts Center.

Bookstore Hours  
Monday-Thursday ..... 7:45 am-7:00 pm  
Friday ..... 7:45 am-4:30 pm  
Saturday ..... 9:00 am-12:00 noon  
Closed Sunday.

Additional hours are posted at the beginning of each semester.

## Dropping college credit classes

- During the refund period, students who wish to drop one or more of their college classes for which they are registered may do so in the Office of the Registrar, Student and Administration Center, A213. To be eligible for a refund, students must withdraw during the refund period specified above. Refund based on the above refund schedule.
- The Business Office will disperse refunds by mail. Refunds will be processed by check, or, if payment was by credit card, applied to credit card account. Refunds will be processed within 4-6 weeks.
- After the refund period, a formal written notice to drop one or more full semester classes or to withdraw from the College must be submitted to the Registrar's Office in person by Saturday, April 22, at 12:00 noon. The student's record will show "W" for withdraw.
- Students who simply stop attending for any reason and who do not submit their written notice for dropping a class(es) will not receive any refund and are subject to an "F" grade.
- Students who have not officially withdrawn from a class(es) prior to the start of the term will be held liable for tuition whether or not payment has already been made.

**Senior Citizen Discount** is available to district residents 60 years of age and older. They will be assessed a 50 percent tuition to credit courses that are dedicated specifically to senior citizens. District residents age 65 years of age and older are eligible for a 100 percent discount for all credit courses during late registration. Late registration is the first day of the term or the first day of the session in which the class meets. This must be the student's initial enrollment in the class and there must be space available. Students may not drop and reenroll for the discount.

## Educational Services Agreement

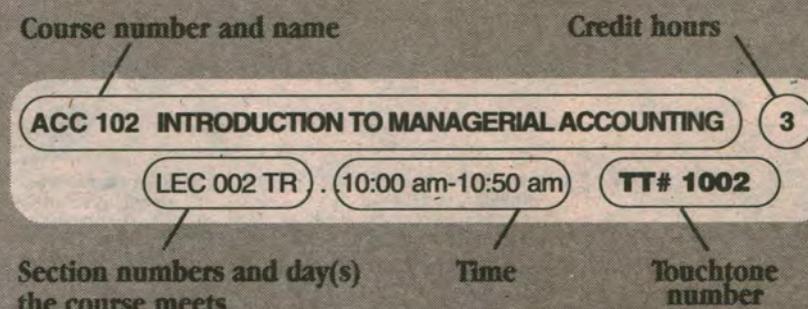
Businesses within the Harper College district can now offer Harper in-district tuition rates to employees who live outside the College district but within Illinois. The Educational Services Agreement Program permits these employees of in-district businesses to attend Harper classes at in-district prices if their employers have registered for this unique program. The in-district tuition is available whether the cost is to be paid by the employees or by the company. Employers who are interested in this program should contact the Admissions Outreach Office, 847/925-6247.

## Chargeback/Joint Agreement

Out-of-district students desiring to pursue a certificate or degree program at Harper that is not available at their community college may apply for a chargeback or joint agreement. If the application is approved, the student will be able to receive in-district rates. For further information call 847/925-6502.

## Instructions for Reading Credit Schedule

**M** Monday    **W** Wednesday    **F** Friday    **S** Sunday  
**T** Tuesday    **R** Thursday    **A** Saturday



▶ Courses marked with this symbol have a prerequisite(s) to be completed before the course is taken.

■ Classes marked with this symbol meet at 5:00 pm or later.

Off-campus locations of classes are indicated below the section number of the course as shown in the following example:

■ LEC 025 M ..... 6:25-9:05 pm  
NORTHEAST CENTER

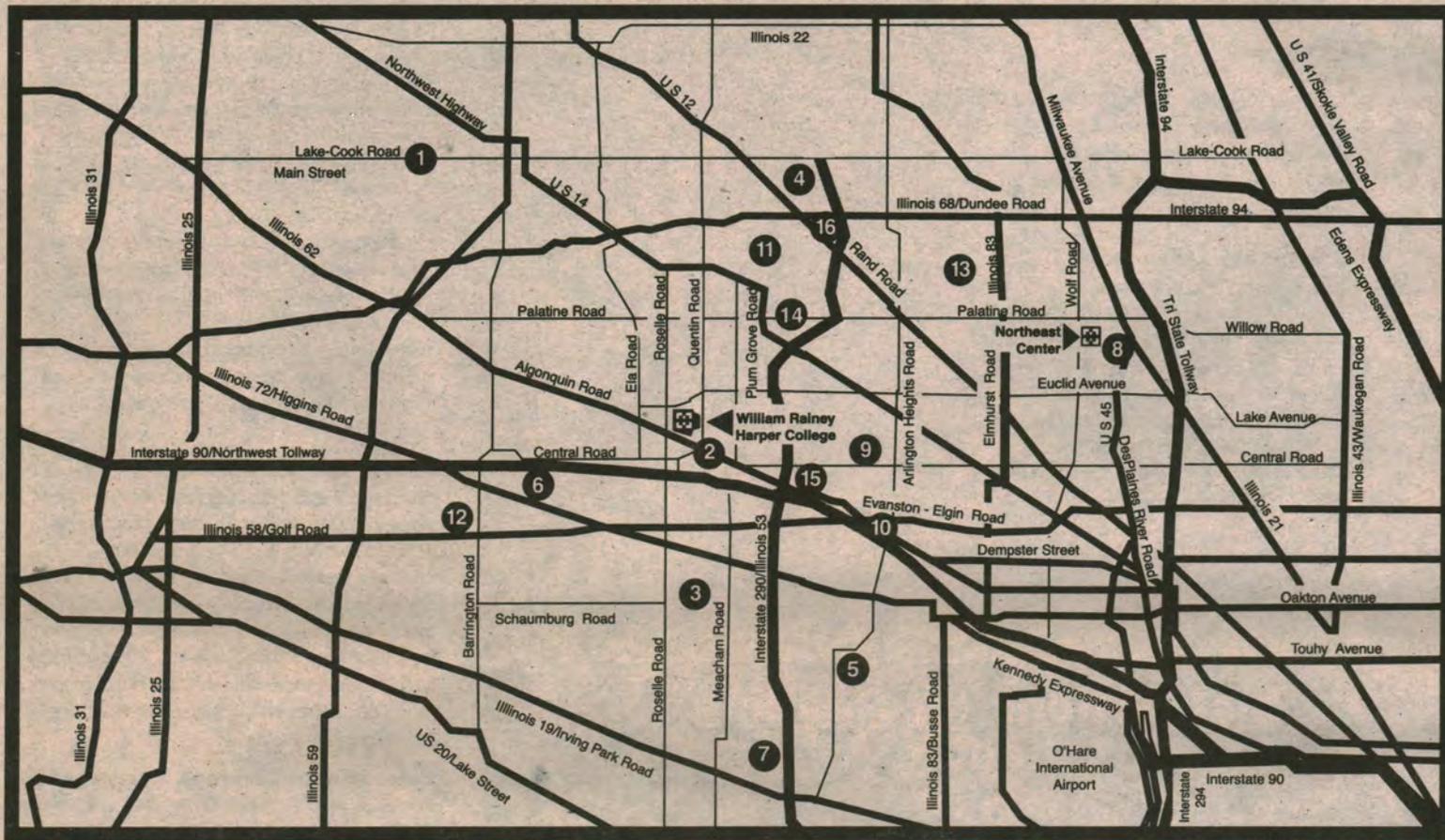
• Indicates a linked course

# Convenient Classes Close to Home

Harper, your community college, extends to every neighborhood of the district. More than 100 credit and 550 continuing education classes are offered at our many extension sites each semester. Chances are that you live only minutes from an extension site rich in learning options.

Whether you are looking for credit classes, computer training, career assessment, professional development or personal enrichment, you will find that Harper extension sites have the courses you want.

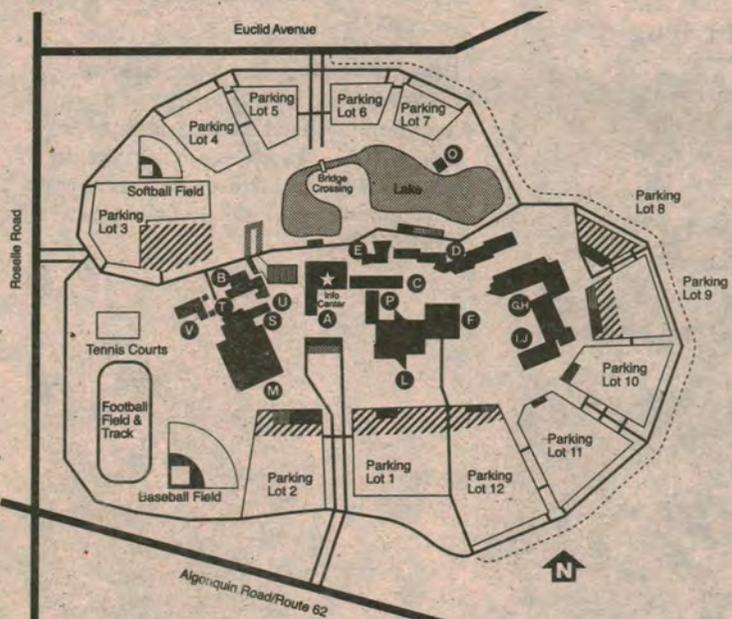
## Area and Extension Site Map



1. **Barrington High School - BHS**  
616 West Main Street  
Barrington, Illinois 60010
2. **Computer Support Centres - CSC**  
1340 Remington Road  
Suite X  
Schaumburg, Illinois 60173
3. **Conant High School - CHS**  
700 East Cougar Trail  
Hoffman Estates, Illinois 60194
4. **Edgebrook Community Center at Baldwin Greens**  
1926 Edgebrook Drive  
Palatine, Illinois 60067
5. **Elk Grove High School - EQHS**  
600 West Elk Grove Boulevard  
Elk Grove Village, Illinois 60007
6. **Hoffman Estates High School - HEHS**  
1100 West Higgins Road  
Hoffman Estates, Illinois 60195
7. **Kenneth Young Center - KYC**  
1001 Rohwing Road  
Elk Grove Village, Illinois 60007
8. **Northeast Center - NEC**  
1375 South Wolf Road  
Prospect Heights, Illinois 60070
9. **Northwest Community Hospital - NWCH**  
800 West Central Road  
Arlington Heights, Illinois 60005
10. **Illinois Employment and Training Center - IETC**  
723 West Algonquin Road  
Arlington Heights, Illinois 60005
11. **Palatine High School - PHS**  
111 North Rohwing  
Palatine, Illinois 60067
12. **St. Alexis Medical Center**  
1555 North Barrington Road  
Hoffman Estates, Illinois 60194
13. **Wheeling High School - WHS**  
900 South Elmhurst Road  
Wheeling, Illinois 60090
14. **Winston Park Jr. High School - WPJH**  
900 East Palatine Road  
Palatine, Illinois 60067
15. **Police Neighborhood Resource Center**  
2272 West Algonquin Parkway  
Rolling Meadows, Illinois 60008
16. **Northeast Palatine Community Center**  
1275 Rand Road  
Palatine, Illinois 60067

For more information, contact the Extension Information Center, 847/925-6001.

## Campus Map



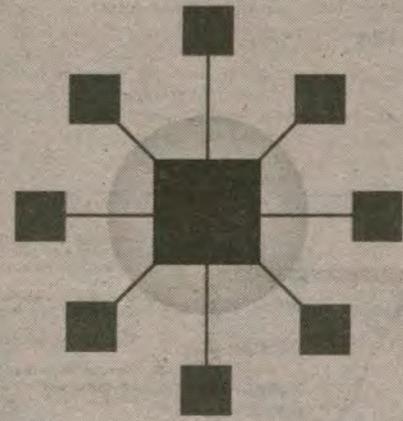
- A Student and Administration Center**  
(Room numbers beginning with A)  
Assessment Center  
Board Room  
Business Office  
Career Center  
Cockrell Dining Hall  
Dining Room  
Financial Assistance  
Health Service  
Information Center  
Multicultural Affairs,  
Student Drop-In Center  
Registrar  
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 Physical  
Sciences Division Offices
- IJ 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
- 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**  
(Room numbers beginning with T)
- U Roads and Grounds Shop**  
(Room numbers beginning with U)
- V Plant Science Center**  
(Room numbers beginning with V)  
Flower Shop  
Greenhouse

**Parking**

- Student
- Medical/Handicap
- Visitors
- Administrators
- Faculty and Staff
- Dental Hygiene
- Buildings, Roads and Athletic Structures
- Bicycle Path

Network Technology Program

# NetPrep



**2nd Place  
Doesn't Count.  
Train to Win!**

NetPrep is the first and only platform-neutral network tech training certification supported by 3Com Corporation and the National Association of Communication Systems Engineers (NACSE).

NetPrep™ prepares you with immediate, employable skills by focusing on the design, implementation, management, and integration of computer networks.

Network Technicians may earn between \$29,000-\$34,000 per year to start and between \$42,000-\$52,000 with five or more years experience.\*

- Industry-Certification Options
- State-of-the-Art, Web-based/Self-paced, Day and Evening Courses
- Short-term Training, Certificate and Degree Programs
- Affordable Tuition, Convenient Location

**Join us to learn more.  
Free NetPrep™  
Information Session  
Tuesday, February 15  
6:00 - 7:00 pm**

3Com Corporation  
3800 Golf Road, Rolling Meadows  
(Route 53 and Golf Road)  
RSVP 847.925.6668  
Refreshments will be served.

For information, call 847.925.6707,  
e-mail [admissions@harper.cc.il.us](mailto:admissions@harper.cc.il.us) or  
visit [www.harper.cc.il.us](http://www.harper.cc.il.us) today.

**Chance to  
Win a Palm V™  
Connected  
Organizer**



To register, refer to the CIS section in this schedule. Please note that due to limited class space, early registration is recommended. Some services are available with NACSE membership only.

\*As reported by NACSE.

# Adult Educational Development

The Adult Educational Development (AED) Department offers Basic Skills, Pre-GED, GED, Citizenship Training, Employment Skills and Special Topics courses for persons who are over 16 years of age and who are not currently enrolled in high school. The department offers the Nonnative Literacy Program for persons whose first language is not English. On-site customized academic skills classes for business and industry are offered through Workforce and Professional Development. Student placement, achievement, GED predictive and career interest testing, and other advising services are also available. Classes are offered free of charge or for a low fee through support of federal and state grant funds.

The GED Testing Program is intended primarily for adults 19 years of age or older; however, students 17 and 18 years of age may test if they meet other eligibility requirements.

Students may register for Basic Skills, Pre-GED, GED, Citizenship and Employment classes at Harper's main campus or the Harper Northeast Center. Registration for Nonnative Literacy classes will be held only at the off-campus location where classes are taught: the Harper Northeast Center, Police Neighborhood Resource Center and Edgebrook Community Center.

All Adult Educational Development classes are open entry; open enrollment is generally allowed throughout the session in all classes if space is available. For more information, call 847/925-6223, or visit the AED Department in the Academic Resource Center, F338, or call the Northeast Center in Prospect Heights, 847/925-6015.

## Registration

### Harper Campus

Academic Resource Center, F338  
Call for appointment, 847/925-6223

### Harper Northeast Center

1375 S. Wolf Rd., Prospect Heights  
Call for appointment, 847/925-6015

## Nonnative Literacy Program

This program is for individuals who have six years of education or less and who are native speakers of another language. Classes include basic English reading, writing and conversation for everyday practical use. Students who complete the Nonnative Literacy Program may enroll in the Part-time Academic Program in the English as a Second Language Department.

### Nonnative Literacy I

### Nonnative Literacy II

### Nonnative Literacy III

### Nonnative Literacy IV

Computer labs are available at the Northeast Center and at the Police Neighborhood Resource Center. Some sections of the four courses will be offered at the following times and locations.

### Harper Northeast Center

1375 S. Wolf Rd., Prospect Heights  
847/925-6015

#### Daytime

Monday and Wednesday 3/13/00-5/8/00  
9:30-11:30 am  
Tuesday and Thursday 3/14/00-5/9/00  
9:30-11:30 am

#### Evening

Monday and Wednesday 3/13/00-5/8/00  
■ 5:30-7:30 pm  
■ 7:30-9:30 pm  
Tuesday and Thursday 3/14/00-5/9/00  
■ 5:30-7:30 pm  
■ 7:30-9:30 pm

### Edgebrook Community Center

1926 Green Lane, Apt. 1-B, Palatine  
847/776-2523

#### Daytime

Monday and Wednesday 3/13/00-5/8/00  
9:45-11:45 am  
Tuesday and Thursday 3/14/00-5/9/00  
9:45-11:45 am

#### Evening

Monday and Wednesday 3/13/00-5/8/00  
■ 5:30-7:30 pm  
■ 7:30-9:30 pm  
Tuesday and Thursday 3/14/00-5/9/00  
■ 5:30-7:30 pm  
■ 7:30-9:30 pm

### Police Neighborhood Resource Center

2272 Algonquin Parkway, Rolling Meadows  
847/506-2058

#### Daytime

Monday and Wednesday 3/13/00-5/8/00  
9:30-11:30 am  
Tuesday and Thursday 3/14/00-5/9/00  
9:30-11:30 am

#### Evening

Monday and Wednesday 3/13/00-5/8/00  
■ 5:30-7:30 pm  
■ 7:30-9:30 pm  
Tuesday and Thursday 3/14/00-5/9/00  
■ 5:30-7:20 pm  
■ 7:30-9:20 pm

## Basic Skills Program

For adults who need to gain basic skills in reading, writing or arithmetic.

### Basic Reading Skills

Introduces basic word recognition and word attack skills including prereading skills, sight words, phonics skills and structural analysis skills. The program includes comprehension and advanced reading skills in relation to words, sentences, selections and sequence, as well as specialized skills in locating and organizing information, reading maps, interpreting graphs, tables or diagrams, and developing personal reading skills. Introduces skills of application, analysis and evaluation of reading materials. Prepares the student for Pre-GED Reading Skills.

#### Daytime

Wednesday 3/15/00-5/10/00  
8:00 am-12:00 pm

#### Off campus

### Harper Northeast Center

Daytime 3/14/00-5/9/00  
Tuesday 8:30 am-12:30 pm

### Police Neighborhood Resource Center

2272 Algonquin Parkway, Rolling Meadows  
847/506-2058

#### Evening

Thursday 3/16/00-5/11/00  
■ 6:00-8:00 pm

### Basic English Skills

Presents basic English grammar and usage, spelling, vocabulary, dictionary use, capitalization and punctuation. Develops skills in producing short, clear writing examples. Prepares the student for the Pre-GED English Skills.

#### Daytime

Monday 3/13/00-5/8/00  
8:00 am-12:00 pm

#### Evening

Monday 3/13/00-5/8/00  
■ 6:00-10:00 pm

#### Off campus

### Harper Northeast Center

Evening 3/16/00-5/11/00  
Thursday ■ 6:00-10:00 pm

### Basic Mathematical Skills

Introduces basic arithmetic skills including the fundamental operations with whole numbers, decimals, fractions and mixed numbers, verbal reasoning, and measurement systems. Prepares the student for the Pre-GED Mathematics Skills.

#### Daytime

Friday 3/17/00-5/12/00  
8:00 am-12:00 pm

#### Evening

Tuesday 3/14/00-5/9/00  
■ 6:00-10:00 pm

## Pre-GED Program

For adults who need to improve skills before taking GED review classes.

### Pre-GED Reading Skills

The course reinforces and reviews word recognition and word attack skills of structural analysis. Also covered are comprehension and advanced reading skills including deriving meaning from words, sentences, selections and identifying sequence; specialized reading skills including locating and organizing information, reading maps, and interpreting graphs, tables or diagrams; and personal reading skills. Introduces skills of application, analysis and evaluation. Prepares the student for the GED Social Studies and Science course.

#### Daytime

Tuesday 3/14/00-5/9/00  
8:00 am-12:00 pm

#### Evening

Wednesday 3/15/00-5/10/00  
■ 6:00-10:00 pm

#### Off campus

### Harper Northeast Center

Daytime 3/14/00-5/9/00  
Tuesday 8:30 am-12:30 pm

#### Evening

Tuesday 3/14/00-5/9/00  
■ 6:00-10:00 pm

### Police Neighborhood Resource Center

2272 Algonquin Parkway, Rolling Meadows  
847/506-2058

#### Evening

Thursday 3/16/00-5/11/00  
■ 6:00-8:00 pm

### Pre-GED English Skills

Reinforces basic English grammar and usage, spelling rules, vocabulary, dictionary use, capitalization, punctuation and sentence/paragraph development. Introduces skills of application, analysis and evaluation. Prepares students for GED Writing Skills and Literature.

#### Daytime

Friday 3/17/00-5/12/00  
8:00 am-12:00 pm

#### Evening

Monday 3/13/00-5/8/00  
■ 6:00-10:00 pm

#### Saturday classes

8:00-10:00 am	Math
10:00 am-12:00 pm	English
12:30-2:30 pm	Reading
8 weeks:	3/18/00-5/13/00

#### Off campus

### Harper Northeast Center

Daytime 3/16/00-5/11/00  
Thursday 8:30 am-12:30 pm

#### Evening

Thursday 3/16/00-5/11/00  
■ 6:00-10:00 pm

### Police Neighborhood Resource Center

2272 Algonquin Parkway, Rolling Meadows  
847/506-2058

#### Evening

Thursday 3/16/00-5/11/00  
■ 8:00-10:00 pm

### Pre-GED Mathematical Skills

Reinforces arithmetic skills including the fundamental operations with decimals, fractions, mixed numbers, verbal reasoning and measurement systems. Introduces percents, ratio and proportion and charts and graphs. Introduces comprehension, application, analysis and evaluation levels of cognitive skills. Prepares the student for GED Mathematics course.

#### Daytime

Thursday 3/16/00-5/11/00  
8:00 am-12:00 pm

#### Evening

Tuesday 3/14/00-5/9/00  
■ 6:00-10:00 pm

#### Off campus

### Harper Northeast Center

Daytime 3/15/00-5/12/00  
Wednesday 8:30 am-12:30 pm

#### Evening

Wednesday 3/15/00-5/12/00  
■ 6:00-10:00 pm

### Police Neighborhood Resource Center

2272 Algonquin Parkway, Rolling Meadows  
847/506-2058

#### Evening

Tuesday 3/14/00-5/9/00  
■ 6:00-10:00 pm

## GED Program

Reviews classes for adults preparing to take the GED High School Equivalency Test.

### GED Social Studies and Science

Reviews specific social studies, science and U.S./Illinois Constitution content and skills. Emphasis is on review of comprehension, application, analysis and evaluation levels of cognitive skills. Prepares the student for the GED Social Studies, Science and U.S./Illinois Constitution Tests.

#### Daytime

Friday 3/17/00-5/12/00  
8:00 am-12:00 pm

#### Evening

Wednesday 3/15/00-5/10/00  
■ 6:00-10:00 pm

#### Off campus

### Harper Northeast Center

Daytime 3/14/00-5/9/00  
Tuesday 8:30 am-12:30 pm

#### Evening

Tuesday 3/14/00-5/9/00  
■ 6:00-10:00 pm

### GED Writing Skills and Literature

Reviews basic grammar and usage, sentence structure, style, logic and paragraph organization, punctuation, capitalization and spelling. Students produce writing samples that require them to take a position and defend it with appropriate evidence, detail and argumentative strategies. Prepares the student for the GED Writing Skills Test. Reviews literary types, terms, techniques, interpretation and commentary to prepare the student for the GED Interpreting Literature and the Arts Test.

#### Daytime

Wednesday 3/15/00-5/10/00  
8:00 am-12:00 pm

#### Evening

Monday 3/13/00-5/8/00  
■ 6:00-10:00 pm

#### Off campus

### Harper Northeast Center

Daytime 3/16/00-5/11/00  
Thursday 8:30 am-12:30 pm

#### Evening

Thursday 3/16/00-5/11/00  
■ 6:00-10:00 pm

**GED Mathematics**

Reviews arithmetic skills including decimals, fractions, mixed numbers, verbal reasoning, measurement, percents, ratio and proportion and charts and graphs. Introduces algebra and geometry concepts and multi-step problem solving using formulas and numeration statistics. Emphasizes review of comprehension, application, analysis and evaluation levels of cognitive skills. Prepares the student for the GED Mathematics Test.

**Daytime**  
Monday  
8:00 am-12:00 pm 3/13/00-5/8/00

**Evening**  
Tuesday  
■ 6:00-10:00 pm 3/14/00-5/9/00

**Off campus**

**Harper Northeast Center**

**Daytime**  
Wednesday  
8:30 am-12:30 pm 3/15/00-5/10/00

**Evening**  
Wednesday  
■ 6:00-10:00 pm 3/15/00-5/10/00

**Citizenship Program**

**Citizenship Training**

Introduces the basic structure, functions and purposes of U.S. federal, state and local government, and major aspects of American history. Reviews the responsibilities and application test/procedures for U.S. citizenship. Studies American customs and institutions.

This class is intended for students who are eligible to apply for naturalization. An applicant must have lived in the U.S. as a permanent resident for at least five years (or for three years if married to a U.S. citizen). Call 847/925-6223 for enrollment information.

**Daytime**  
Saturday  
8:00 am-12:00 pm 3/18/00-5/13/00

**Off campus**

**Harper Northeast Center**

**Evening**  
Monday  
■ 6:00-10:00 pm 3/13/00-5/8/00

**Workforce Program**

The Workforce Program is offered by the AED Department in cooperation with Workforce and Professional Development in response to the increased need for workplace skill development. The program provides on-site customized training in a variety of subject areas which include basic reading, writing, mathematics and nonnative literacy. The department also conducts GED Test preparation on-site at the request of businesses.

This program provides the necessary link between the expectations and goals of the employer and employee. The comprehensive approach includes planning, assessment, development of curriculum and materials geared specifically to the needs of individual businesses, instruction, support services and evaluation.

**Employment Skills Program**

**New Course**

**Adult Employment Skills/Basic**

Acquaints the Nonnative Literacy, Basic Skills, and Pre-GED (General Educational Development) student with the American workplace. Explores the world of work and current issues and trends that affect employability. Integrates and compares students' work experiences in American and nonnative work cultures. Introduces topics such as job/career assessment, individual education/employment plans, employment/life skills, job search skills, employment documents, interviewing skills, employment practices and personnel programs, job retention skills and job departure. Personal biographies are used for needs assessments.

**Off Campus**

**Police Neighborhood Resource Center**

2272 Algonquin Parkway, Rolling Meadows  
847/506-2058  
**Daytime**  
Friday  
1:00-5:00 pm 3/17/00-4/14/00  
4/21/00-5/12/00

**Adult Employment Skills**

Introduces, reinforces, and reviews the world of work and current issues and trends that affect employability. Explores topics such as job/career assessment, individual education/employment plans, employment/life skills, job search skills, employment documents, interviewing skills, employment practices and personnel programs, job retention skills and job departure. Aptitude/career interest tests and personal biographies are used for needs assessments. Introduces the William Rainey Harper College Job Opportunity Bulletin System (JOBS).

This course addresses the needs of the adult secondary level student.

**Daytime**  
Thursday  
12:30-2:30 pm 3/16/00-5/11/00

**Special Topics Program**

**New Course**

**Topics in Adult Educational Development/Basic**

Studies selected problems or topics in Adult Educational Development (AED) at the basic level. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with registration materials each time that the course is offered.

This topics course is for Nonnative Literacy, Basic Skills and Pre-GED students. A topics course provides for greater depth of study of selected topics depending on student need and interest. Topics could include banking, credit, immigration, law, insurance, health and community resources.

(class time TBA)

**New Course**

**Topics in Adult Educational Development**

Studies selected problems or topics in Adult Educational Development (AED). The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with registration materials each time that the course is offered.

This topics course is designed for the adult secondary level student. A topics course provides for greater depth of study of selected topics depending on student need and interest. Topics could include banking, credit, law, insurance, health and community resources.

(class time TBA)

**NEW**  
Northeast Palatine Community Center  
Nonnative Literacy Classes  
Pre-Ged/GED Classes  
Schedule TBA

**Credit Offerings**

**Accounting**

For additional program or course information, call John Perricone at 847/925-6353.

**Requirements for the Illinois CPA Certificate**

To sit for the CPA examination in Illinois, the candidate must be a high school graduate, 18 years or older, of good moral character and meet residency requirements (or their equivalent). The candidate shall have taken 120 semester hours credit from an institution acceptable to the University of Illinois of which 27 must be in accounting and business law. Up to six hours of business law may be included to satisfy the 27 hour requirement. The remaining hours are to be selected from accounting courses of the candidate's choice. At Harper College, it is recommended that these include ACC 101, 102, 201, 202, 203, 211, 212, 250, 251, 253 and 254 and MGT 225.

NOTE: Requirements will change for the January 2001 testing.

**Requirements for the CMA Certificate**

The CMA (Certified Management Accountant) is a national program with no state affiliates. The candidate must have senior standing at an accredited college or university, or must hold a baccalaureate degree, in any field, or have passed the U.S. CPA examination. Recommended courses at Harper include ACC 101, 102, 201, 202, 203, 211, 212, 251, 253 and 254; ECO 210, 211 and 212; MGT 111, 218, 225 and 270; MTH 124; PHI 110 and CIS 101.

**ACC 101 INTRODUCTION TO FINANCIAL ACCOUNTING** 4  
■ LEC 080 MW ..... 6:15 pm-9:35 pm  
03/13/2000-05/13/2000

▶ **ACC 102 INTRODUCTION TO MANAGERIAL ACCOUNTING** 3  
FEES: \$10.00  
Prerequisite: ACC 101 with a grade of "C" or better

**TT# 1002**  
■ LEC 080 MW ..... 6:15 pm-8:55 pm  
03/13/2000-05/13/2000

**Administrative Technology**

For additional program or course information, call Peg Smith at 847/925-6351.

**ADMINISTRATIVE TECHNOLOGY INFORMATION SESSIONS**

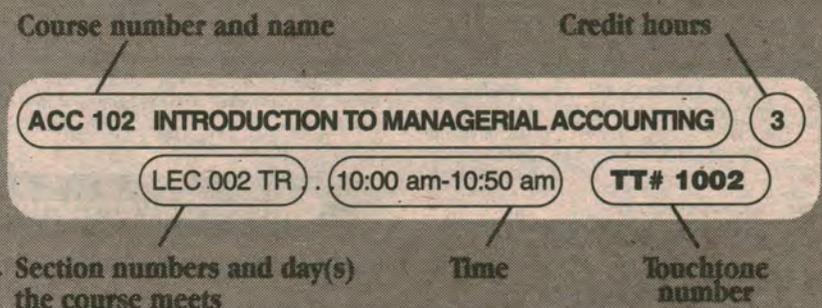
Thursday, March 2, 2000  
7:00 pm  
Tuesday, April 11, 2000  
7:00 pm  
Business and Social Science Center  
Room J240

Meet with Peg Smith, Administrative Technology Coordinator, in an informal setting to discuss a degree or certificate in Administrative Assistant, Certified Professional Secretary, Executive Secretarial, General Office, Legal Secretary, Secretarial and Word Processing  
For more information, call 847/925-6351.

OFC 105	HUMAN RELATIONS FOR OFFICE CAREERS	1
TT# 3602	■ LEC 002 W ..... 6:25 pm-9:25 pm	03/01/2000-04/05/2000
OFC 106	TIME MANAGEMENT FOR OFFICE CAREERS	1
TT# 3603	LEC 001 A ..... 8:00 am-4:00 pm	04/08/2000-04/08/2000
	001 A ..... 8:00 am-4:00 pm	04/22/2000-04/22/2000
	LEC 002 TR ..... 10:00 am-10:40 pm	02/29/2000-05/18/2000
OFC 107	INTERNET APPLICATIONS	1
	FEES: \$15.00	
TT# 3634	LEC 002 TR ..... 10:00 am-10:40 am	02/29/2000-05/18/2000
	LEC 003 A ..... 9:00 am-11:15 am	03/18/2000-04/29/2000

**Instructions for Reading Credit Schedule**

**M** Monday    **W** Wednesday    **F** Friday    **S** Sunday  
**T** Tuesday    **R** Thursday    **A** Saturday



▶ Courses marked with this symbol have a prerequisite(s) to be completed before the course is taken.

■ Classes marked with this symbol meet at 5:00 pm or later.

Off-campus locations of classes are indicated below the section number of the course as shown in the following example:

■ LEC 025 M ..... 6:25-9:05 pm  
NORTHEAST CENTER

• Indicates a linked course

### Administrative Technology, cont.

OFC 110 KEYBOARDING I 1  
FEES: \$20.00  
TT# 3604  
LEC 003 T .....9:25 am-11:40 am  
02/15/2000-05/16/2000  
004 A .....9:00 am-11:30 am  
03/04/2000-05/20/2000

OFC 111 KEYBOARDING II 3  
FEES: \$20.00  
TT# 3605  
LEC 249 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call  
847/925-6516

OFC 113 KEYBOARDING IV 3  
FEES: \$20.00  
Prerequisite: Keyboarding speed of 40 wpm and prior or concurrent enrollment in OFC 133 with a grade of "C" or better.

TT# 3607  
LEC 001 TR .....9:25 am-11:05 am  
OPEN ENTRY CLASS, for information call  
847/925-6516  
LEC 002 TR .....7:00 pm-8:40 pm  
OPEN ENTRY CLASS, for information call  
847/925-6516

OFC 133 WORDPERFECT 8 2  
FEES: \$20.00  
Prerequisite: Keyboarding speed of 30 wpm.

TT# 3610  
LEC 001 R .....9:25 am-12:05 pm  
03/02/2000-05/18/2000  
LEC 080 W .....6:25 pm-9:55 pm  
03/13/2000-05/13/2000  
LEC 249 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call  
847/925-6516

OFC 134 WORD 2000 2  
FEES: \$20.00  
Prerequisite: Keyboarding speed of 30 wpm.

TT# 3611  
LEC 080 M .....6:25 pm-9:55 pm  
03/13/2000-05/13/2000

OFC 201 ADVANCED WORD 2000 2  
FEES: \$20.00  
Prerequisite: OFC 133 or OFC 134 with a grade of "C" or better or consent of instructor or program coordinator.

TT# 3612  
LEC 080 W .....6:25 pm-9:55 pm  
03/13/2000-05/13/2000

OFC 202 POWERPOINT 2000 2  
FEES: \$20.00  
Prerequisite: OFC 133 or OFC 134 with a grade of "C" or better or consent of instructor or program coordinator.

TT# 3613  
LEC 080 T .....6:25 pm-9:55 pm  
03/13/2000-05/13/2000

OFC 203 PROOFREADING AND EDITING 2  
FEES: \$15.00

TT# 3614  
LEC 001 TR .....9:25 am-11:05 am  
OPEN ENTRY CLASS, for information call  
847/925-6516  
LEC 002 TR .....7:00 pm-8:40 pm  
OPEN ENTRY CLASS, for information call  
847/925-6516

OFC 225 DRAGON DICTATE 1  
FEES: \$15.00

TT# 3635  
LEC 001 A .....8:00 am-4:00 pm  
03/11/2000-03/18/2000

OFC 227 BUSINESS PRESENTATIONS 1  
FEES: \$15.00

TT# 3636  
LEC 001 TR .....10:50 am-12:00 pm  
04/04/2000-05/20/2000

OFC 229 MEETING AND CONFERENCE PLANNING 1

TT# 3620  
LEC 249 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call  
847/925-6516

OFC 230 EXECUTIVE MACHINE TRANSCRIPTION 2  
FEES: \$20.00

Prerequisite: OFC 113 with a grade of "C" or better or a minimum keyboarding speed of 40 wpm.

TT# 3621  
LEC 001 TR .....9:25 am-11:05 am  
OPEN ENTRY CLASS, for information call  
847/925-6516  
LEC 002 TR .....7:00 pm-8:40 pm  
OPEN ENTRY CLASS, for information call  
847/925-6516

### Administrative Technology, cont.

OFC 235 LEGAL TRANSCRIPTION 3  
FEES: \$15.00  
Prerequisite: OFC 133 with a grade of "C" or better or equivalent and keyboarding speed of 40 wpm.

TT# 3624  
LEC 001 TR .....9:25 am-11:05 am  
OPEN ENTRY CLASS, for information call  
847/925-6516  
LEC 002 TR .....7:00 pm-8:40 pm  
OPEN ENTRY CLASS, for information call  
847/925-6516

### Certified Professional Secretary

OFC 264 OFFICE ADMINISTRATION AND COMMUNICATION (CPS) 1

TT# 3632  
LEC 001 T .....7:00 pm-9:40 pm  
02/22/2000-03/21/2000

OFC 265 OFFICE TECHNOLOGY (CPS) 1  
Offered spring semester only.

TT# 3633  
LEC 001 T .....7:00 pm-9:40 pm  
04/04/2000-05/02/2000

### Architectural Technology

For additional information, call Carl Dittburner at 847/925-6366.

ATE 105 ARCHITECTURAL CAD I 3  
FEES: \$35.00  
LEC 248 TBA .....TO BE ARRANGED  
Autocad Software: OPEN ENTRY CLASS, for information call 847/925-6366.

ATE 214 ARCHITECTURAL MODELS 3  
FEES: \$35.00

TT# 1165  
LEC 248 TBA .....TO BE ARRANGED  
OPEN ENTRY Class, for information call  
847/925-6236

### Banking and Finance

See Financial Services.

### Cardiac Exercise Technology

The Cardiac Exercise Technology Program is a limited enrollment program. To enroll in most courses, students must meet special admission requirements. For additional information, contact the Admissions Office or the director of the program, Dr. Will Hoffman, 847/925-6486.

### Career Development

CDV 110 CAREER DEVELOPMENT 2  
FEES: \$10.00

TT# 2878  
LEC 080 M .....6:30 pm-9:50 pm  
03/13/2000-05/13/2000  
8 weeks Gay, Lesbian, Bisexual Students and Allies

LEC 081 W .....6:30 pm-9:50 pm  
03/13/2000-05/13/2000  
8 weeks

### Certified Nursing Assistant

Certified Nursing Assistant is a limited enrollment program. Contact the Admissions Office, 847/925-6206, for more information. Sessions may be offered morning, afternoon or evening dependent on student interest.

### Computer Information Systems

For additional information, call Sue Bajt at 847/925-6819.

CIS 102 NETPREP NETWORKING FUNDAMENTALS 3  
FEES: \$25.00

LEC 240 .....TO BE ARRANGED  
OPEN ENTRY CLASS  
INTERNET CLASS requiring off-campus internet connection. For additional information contact instructor at jkiener@harper.cc.il.us

CIS 106 COMPUTER LOGIC & PROGRAMMING TECHNOLOGY 3  
FEES: \$25.00

Prerequisite: CIS 101 or concurrent enrollment with a grade of "C" or better.  
LEC 080 MW .....5:00 pm-8:30 pm  
03/13/2000-05/13/2000

CIS 107 NETPREP LOCAL AREA NETWORKS 3  
FEES: \$25.00

Prerequisite: CIS 102 with a grade of "C" or better or consent of instructor.  
TT# 1591  
LEC 080 TR .....9:25 am-12:55 pm  
03/13/2000-05/13/2000

For additional information contact instructor at: jkiener@harper.cc.il.us or 847/925-6170

LEC 081 TR .....6:35 pm-10:05 pm  
03/13/2000-05/13/2000

For additional information contact instructor at: jkiener@harper.cc.il.us or 847/925-6170

LEC 082 A .....8:00 am-3:15 pm  
03/13/2000-05/13/2000

For additional information contact instructor at: jkiener@harper.cc.il.us or 847/925-6170

LEC 240 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS  
INTERNET class requiring off-campus internet connection.

For additional information contact instructor at: jkiener@harper.cc.il.us

CIS 117 WINDOWS 95 1  
FEES: \$15.00

NORTHEAST CENTER  
LEC 080 W .....1:00 pm-3:30 pm  
03/13/2000-05/13/2000

LEC 081 M .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000

LEC 082 W .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000  
NORTHEAST CENTER

LEC 228 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801

CIS 118 INTRODUCTION TO THE INTERNET 1  
FEES: \$15.00

TT# 1587  
NORTHEAST CENTER  
LEC 080 M .....1:00 pm-3:30 pm  
03/13/2000-05/13/2000

LEC 081 F .....1:00 pm-3:30 pm  
03/13/2000-05/13/2000

LEC 082 T .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000  
NORTHEAST CENTER

LEC 083 W .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000

LEC 220 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS  
INTERNET class requiring off-campus internet connection. For additional information contact instructor at: jkiener@harper.cc.il.us

LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801

CIS 120 ADVANCED EXCEL 97 3  
FEES: \$15.00

TT# 1530  
LEC 220 M .....3/13/2000-5/13/2000  
OPEN ENTRY CLASS,  
INTERNET CLASS requiring off-campus internet connection. For additional information contact instructor at pbabcock@harper.cc.il.us

CIS 120 MICROSOFT OFFICE 95 3  
FEES: \$30.00

TT# 1530  
LEC 247 TBA .....TO BE ARRANGED  
EXCEL, WORD, ACCESS, POWERPOINT  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 120 MICROSOFT OFFICE 97 3  
FEES: \$30.00

TT# 1530  
LEC 248 TBA .....TO BE ARRANGED  
EXCEL, WORD, ACCESS, POWERPOINT  
OPEN ENTRY CLASS, for information call  
847/925-6801

### Computer Information Systems, cont.

CIS 120 MICROSOFT OFFICE 2000 3  
FEES: \$30.00

TT# 1530  
LEC 249 TBA .....TO BE ARRANGED  
EXCEL, WORD, ACCESS, POWERPOINT  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 122 ACCESS 2000 .....1  
FEES: \$15.00

TT# 1532  
LEC 080 R .....1:00 pm-3:30 pm  
03/13/2000-05/13/2000

LEC 081 R .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000  
NORTHEAST CENTER

CIS 122 ACCESS 7.0 FOR WINDOWS 95 1  
FEES: \$15.00

TT# 1532  
LEC 226 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 122 .....PARADOX 7.0 WINDOWS 95 1  
FEES: \$15.00

TT# 1532  
LEC 227 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 122 ACCESS 2000 1  
FEES: \$15.00

TT# 1532  
LEC 228 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 122 ACCESS 97 1  
FEES: \$15.00

TT# 1532  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 123 EXCEL 2000 1  
FEES: \$15.00

TT# 1533  
LEC 080 T .....5:30 pm-8:00 pm  
03/13/2000-05/13/2000

CIS 123 EXCEL 97 1  
FEES: \$15.00

TT# 1533  
LEC 220 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS  
INTERNET class requiring off-campus internet connection. For additional information contact instructor at: pbabcock@harper.cc.il.us

CIS 123 LOTUS FOR WINDOWS 95 1  
FEES: \$15.00

TT# 1533  
LEC 226 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 123 EXCEL 7.0 1  
FEES: \$15.00

TT# 1533  
LEC 227 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 123 EXCEL 2000 1  
FEES: \$15.00

TT# 1533  
LEC 228 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 123 EXCEL 97 1  
FEES: \$15.00

TT# 1533  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 123 EXCEL 97 1  
FEES: \$15.00

TT# 1533  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call  
847/925-6801

CIS 124 ADVANCED EXCEL 2000 1  
FEES: \$15.00

Prerequisite: CIS 123 with a grade of "C" or better or consent of instructor.

TT# 1534  
LEC 080 T .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000

## Computer Information Systems, cont.

- CIS 124 ADVANCED EXCEL 97** 1  
FEES: \$15.00  
Prerequisite: CIS 123 with a grade of "C" or better or consent of instructor.  
TT# 1534  
LEC 220 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS  
INTERNET CLASS requiring off-campus internet connection. For additional information contact instructor at: pbabcock@harper.cc.il.us
- **CIS 124 ADVANCED LOTUS FOR WINDOWS 95** 1  
FEES: \$15.00  
Prerequisite: CIS 123 with a grade of "C" or better or consent of instructor.  
TT# 1534  
LEC 226 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- **CIS 124 ADVANCED EXCEL 7.0 FOR WINDOWS 95** 1  
FEES: \$15.00  
Prerequisite: CIS 123 with a grade of "C" or better or consent of instructor.  
TT# 1534  
LEC 227 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- **CIS 124 ADVANCED EXCEL 2000** 1  
FEES: \$15.00  
Prerequisite: CIS 123 with a grade of "C" or better or consent of instructor.  
TT# 1534  
LEC 228 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- **CIS 124 ADVANCED EXCEL 97** 1  
FEES: \$15.00  
Prerequisite: CIS 123 with a grade of "C" or better or consent of instructor.  
TT# 1534  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 125 WORD 2000** 1  
FEES: \$15.00  
TT# 1535  
LEC 080 T .....1:00 pm-3:30 pm  
03/13/2000-05/13/2000  
■ LEC 081 R .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000
- CIS 125 WORD 7.0** 1  
FEES: \$15.00  
TT# 1535  
LEC 227 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 125 WORD 2000** 1  
FEES: \$15.00  
TT# 1535  
LEC 228 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 125 WORD 97** 1  
FEES: \$15.00  
TT# 1535  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 126 POWERPOINT 7.0** 1  
FEES: \$15.00  
TT# 1536  
LEC 227 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 126 POWERPOINT 2000** 1  
FEES: \$15.00  
TT# 1536  
LEC 228 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 126 POWERPOINT 97** 1  
FEES: \$15.00  
TT# 1536  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801

## Computer Information Systems, cont.

- CIS 128 INTRO TO DOS 7** 1  
FEES: \$15.00  
TT# 1538  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 131 MICROCOMPUTER PRINTERS** 1  
FEES: \$15.00  
TT# 1541  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 134 PERSONAL COMPUTER (DOS 7)** 3  
FEES: \$25.00  
TT# 1544  
LEC 248 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 141 ADVANCED ACCESS 2000** 1  
FEES: \$15.00  
LEC 080 W .....1:00 pm-3:30 pm  
03/13/2000-05/13/2000
- CIS 141 ADVANCED DATABASE FOR MICROS** 1  
■ LEC 081 F .....6:00 pm-8:30 pm  
03/13/2000-05/13/2000
- **CIS 147 WINDOWS 95** .....2  
FEES: \$25.00  
Prerequisite: CIS 134 with a grade of "C" or better or consent of instructor.  
TT# 1553  
LEC 240 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS  
INTERNET class requiring off-campus internet connection.  
For additional information contact instructor at: sbajt@harper.cc.il.us  
LEC 249 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call 847/925-6801
- **CIS 147 WINDOWS 98** 2  
FEES: \$25.00  
Prerequisite: CIS 134 with a grade of "C" or better or consent of instructor.  
TT# 1553  
LEC 241 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS  
INTERNET class requiring off-campus internet connection.  
For additional information contact instructor at: sbajt@harper.cc.il.us  
LEC 248 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call 847/925-6801
- CIS 154 PAGEMAKER** 3  
FEES: \$25.00  
TT# 1559  
LEC 248 TBA .....TO BE ARRANGED  
OPEN ENTRY COURSE, for information call 847/925-6801
- CIS 154 QUARKXPRESS 4.04** 3  
FEES: \$25.00  
TT# 1559  
LEC 249 TBA .....TO BE ARRANGED  
OPEN ENTRY CLASS, for information call 847/925-6801
- **CIS 224 EXCEL 2000 MACROS** 1  
FEES: \$15.00  
Prerequisite: CIS 124 with a grade of "C" or better or consent of instructor.  
TT# 1575  
LEC 229 TBA .....TO BE ARRANGED  
03/13/2000-05/13/2000  
OPEN ENTRY COURSE, for information call 847/925-6801

## Criminal Justice

- CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE** 3  
TT# 1607  
LEC 081 TR .....1:40 pm-4:20 pm  
03/13/2000-05/13/2000

## Dental Hygiene

Dental Hygiene is a limited enrollment program. Contact the Admissions Office, 847/925-6206 for more information.

.com

# Digitally Correct

From basic keyboarding skills to web development, Harper educates you for tomorrow's digital world.

Print

## Computer Information Systems

- CIS118 – Introduction to the Internet
- CIS120 – Microsoft Office 2000
- CIS122 – Access 2000
- CIS123 – Excel 2000
- CIS124 – Excel 2000 Advanced
- CIS125 – Word 2000
- CIS126 – PowerPoint 2000

For more information, call Sue Bajt, 847/925-6684.

## Administrative Technology

- OFC111 – Keyboarding II
- OFC107 – Internet Applications
- OFC133 – WordPerfect
- OFC134 – Word 2000
- OFC201 – Word 2000 Advanced
- OFC202 – PowerPoint 2000
- OFC225 – Dragon Dictate

For more information, call Peg Smith, 847/925-6351.

Save

Classes are offered days, evenings, weekends and in formats to fit your schedule.

Check specific course listings under Administrative Technology or Computer Information Systems.

http://

### Early Childhood Education

CCA 156 EFFECTIVE TEACHING 1  
 TT# 1436  
 ■ LEC 001 R .....6:35 pm-9:40 pm  
 04/06/2000-05/04/2000

### Electronics

For additional information, call Duane Sell at 847/925-6189.

ELT 142 BASIC ELECTRICITY (RESIDENTIAL/COMMERCIAL) 2  
 FEES: \$30.00

TT# 1786  
 ■ LEC 081 MW .....6:30 pm-9:00 pm  
 03/13/2000-05/13/2000

### Emergency Medical Technician

Emergency Medical Technician is a limited enrollment program. Contact the Admissions Office, 847/925-6206, for more information.

### English

►ENG 102 COMPOSITION 3  
 Prerequisite: ENG 101 with a grade of "C" or better or consent of instructor or department chair.

TT# 1826  
 ■ LEC 080 MW .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

### Financial Services

For additional information, call Maria Coons at 847/925-6563.

BFC 215 FINANCIAL STATEMENTS INTERPRETATION AND ANALYSIS 3

Prerequisite: ACC 101 with grade of "C" or better.  
 TT# 1309  
 ■ LEC 080 MW .....6:15 pm-8:55 pm  
 03/13/2000-05/13/2000

### History

For additional information, call Michael Harkins at 847/925-6431.

HST 112 AMERICAN EXPERIENCE SINCE 1877 3

TT# 2183  
 LEC 080 TR .....9:25 am-12:05 pm  
 03/13/2000-05/13/2000

HST 243 THE FAR EAST IN THE MODERN WORLD 3

■ LEC 059 T .....5:00 pm-6:00 pm  
 03/14/2000-05/16/2000  
 INTERNET CLASS requiring off-campus internet connection. For additional information contact instructor at: mharkins@harper.cc.il.us

### Hospitality Management

For additional information, call Patrick Beach at 847/925-6874.

FSM 114 FOOD STANDARDS AND SANITATION 2

TT# 2024  
 ■ LEC 002 T .....5:30 pm-10:00 pm  
 03/24/2000-04/25/2000  
 LEC 080 MW .....11:00 am-12:40 pm  
 03/13/2000-05/13/2000

### Humanities

HUM 101 INTRODUCTION TO WESTERN CULTURE I 3

TT# 2219  
 LEC 080 TR .....2:00 pm-4:30 pm  
 03/13/2000-05/13/2000

### Marketing

For additional information, call Maria Coons at 847/925-6563.

MKT 140 PRINCIPLES OF PROFESSIONAL SELLING 3

TT# 2659  
 ■ LEC 080 MW .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

MKT 285 EASTERN EUROPE 1  
 FEES: \$47.00

TT# 2673  
 LEC 056 TBA .....TO BE ARRANGED  
 02/21/2000-03/20/2000  
 INTERNET CLASS requiring off-campus internet connection. For additional information contact Lillian Roy, 815/455-8534, at McHenry County College.

MKT 285 LATIN AMERICA/MERCUSOR AGREEMENT 1  
 FEES: \$47.00

TT# 2673  
 LEC 057 TBA .....TO BE ARRANGED  
 04/03/2000-05/01/2000  
 INTERNET CLASS requiring off-campus internet connection. For additional information contact Lillian Roy, 815/455-8534, at McHenry County College.

### Mathematics

For additional information on MTH 050, MTH 061, MTH 062, and MTH 063, call Solveig Bender at 847/925-6395. For information on math courses, call Dom Magno at 847/925-6345.

►MTH 086 INTERMEDIATE ALGEBRA I 2  
 Prerequisite: MTH 060 or MTH 063 with a grade of "C" or better or math placement test.

All sections: TI83 or TI-83 Plus Calculator required.  
 TT# 2763  
 LEC 080 MW .....1:00 pm-3:40 pm  
 03/13/2000-05/13/2000

### Nursing

The Nursing Program is a limited enrollment program. To enroll in most courses, students must meet special admission requirements. Contact the Admissions Office, 847/925-6206, for additional information.

### Office Careers

See Administrative Technology.

### Philosophy

PHI 105 INTRODUCTION TO PHILOSOPHY 3

TT# 3012  
 ■ LEC 080 MW .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

PHI 150 BUSINESS ETHICS 3

TT# 3016  
 ■ LEC 080 TR .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

### Physical Education

For additional information, call Roger Bechtold at 847/925-6466.

PED 131 LIFEGUARD TRAINING 1  
 Offered spring semester only.

TT# 2939  
 ■ LEC 080 W .....6:30 pm-8:25 pm  
 03/13/2000-05/13/2000  
 ■ LEC 080 W .....8:45 pm-10:30 pm

PED 139 AQUASIZE .50

TT# 2942  
 ■ LEC 080 TR .....5:00 pm-5:50 pm  
 03/13/2000-05/13/2000

PED 149 PRESCRIBED EXERCISES 1  
 Offered spring semester only.

TT# 2944  
 LEC 080 TR .....3:30 pm-5:10 pm  
 03/13/2000-05/13/2000

PED 152 GOLF .50  
 Offered spring semester only.

TT# 2946  
 LEC 001 MW .....11:00 am-12:40 pm  
 04/17/2000-05/17/2000  
 HIGHLAND WOODS GOLF COURSE  
 ■ LEC 002 TR .....6:25 pm-8:05 pm  
 04/18/2000-05/18/2000  
 HIGHLAND WOODS GOLF COURSE

### Physical Education, cont.

PED 163 SPINNING .50

TT# 2955  
 LEC 060 MW .....10:00 am-10:50 am  
 03/13/2000-05/13/2000  
 LEC 061 TR .....12:15 pm-1:05 pm  
 03/13/2000-05/13/2000

PED 163 CARDIO KICKBOXING .50

TT# 2955  
 LEC 082 TR .....11:00 am-11:50 am  
 03/13/2000-05/13/2000  
 LEC 083 TR .....12:15 pm-1:05 pm  
 03/13/2000-05/13/2000  
 ■ LEC 084 TR .....6:30 pm-7:20 pm  
 03/13/2000-05/13/2000

PED 163 LOW IMPACT .50

TT# 2955  
 LEC 085 TR .....4:30 pm-5:20 pm  
 03/13/2000-05/13/2000

PED 163 CARDIO/TONING .50

TT# 2955  
 ■ LEC 086 TR .....5:30 pm-6:20 pm  
 03/13/2000-05/13/2000

PED 166 SPINNING .50

TT# 2956  
 LEC 064 MW .....12:00 pm-12:50 pm  
 03/13/2000-05/13/2000

PED 166 AEROBIC DANCE .50

TT# 2956  
 LEC 080 MW .....12:00 pm-12:50 pm  
 03/13/2000-05/13/2000

PED 166 CARDIO KICKBOXING II .50

TT# 2956  
 ■ LEC 081 MW .....5:30 pm-6:20 pm  
 03/13/2000-05/13/2000

PED 166 STEP II .50

TT# 2956  
 LEC 082 MW .....4:30 pm-5:20 pm  
 03/13/2000-05/13/2000

►PED 195 PHYSICAL FITNESS I 1  
 FEES: \$10.00

Prerequisite: 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 provided a written physician's clearance can be obtained.

TT# 2962  
 LEC 218 TBA .....TO BE ARRANGED  
 02/28/2000-05/13/2000

### Political Science

For additional information, call Michael Harkins at 847/925-6431.

PSC 220 STATE AND LOCAL GOVERNMENT IN THE UNITED STATES 3

■ 080 TR .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

### Psychology

For additional information, call John Clarke at 847/925-6838.

PSY 101 INTRODUCTION TO PSYCHOLOGY 3

TT# 3247  
 ■ LEC 080 TR .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

PSY 107 HUMANISTIC PSYCHOLOGY 2  
 FEES: \$5.00

TT# 3260  
 ■ LEC 005 F .....6:00 pm-10:30 pm  
 04/07/2000-04/14/2000  
 005 A .....9:00 am-6:30 pm  
 04/08/2000-04/15/2000  
 2 weekends

■ LEC 006 F .....6:00 pm-10:30 pm  
 04/07/2000-04/14/2000  
 006 A .....9:00 am-6:30 pm  
 04/08/2000-04/15/2000  
 2 weekends

■ LEC 007 F .....6:00 pm-10:30 pm  
 05/05/2000-05/12/2000  
 007 A .....9:00 am-6:30 pm  
 05/06/2000-05/13/2000  
 2 weekends

■ LEC 008 F .....6:00 pm-10:30 pm  
 05/05/2000-05/12/2000  
 008 A .....9:00 am-6:30 pm  
 05/06/2000-05/13/2000  
 2 weekends

■ LEC 009 F .....6:00 pm-10:30 pm  
 05/05/2000-05/12/2000  
 009 A .....9:00 am-6:30 pm  
 05/06/2000-05/13/2000  
 2 weekends.

### Real Estate

For additional information, call Maria Coons at 847/925-6563.

RES 101 REAL ESTATE TRANSACTIONS 3

TT# 3381  
 ■ LEC 080 MW .....6:35 pm-9:15 pm  
 03/13/2000-05/13/2000

RES 110 REAL ESTATE SURVEY 1

■ LEC 001 T .....6:30 pm-10:00 pm  
 02/15/2000-03/7/2000

RES 192 ADVANCED PRINCIPLES OF REAL ESTATE 1

■ LEC 001 R .....6:30 pm-10:00 pm  
 02/17/2000-03/9/2000

►RES 194 REAL ESTATE FINANCE 1

Prerequisite: RES 101 with a grade of "C" or better, or consent of instructor.

TT# 3399  
 ■ LEC 001 R .....6:30 pm-10:00 pm  
 03/16/2000-04/13/2000

►RES 196 PROPERTY MANAGEMENT 1

Prerequisite: RES 101 with a grade of "C" or better, or consent of instructor.

TT# 3400  
 ■ LEC 001 R .....6:30 pm-10:00 pm  
 04/20/2000-05/11/2000

►RES 198 BROKERAGE ADMINISTRATION 1

■ LEC 001 T .....6:30 pm-10:00 pm  
 03/14/2000-04/11/2000

### Refrigeration and Air Conditioning

For additional information, call Duane Sell at 847/925-6189.

►RAC 202 REFRIGERATION SYSTEM DESIGN II 4

Offered spring semester only.  
 Prerequisite: RAC 201 with a grade of "C" or better or consent of instructor.

TT# 3320  
 LEC 080 TR .....8:00 am-1:00 pm  
 03/13/2000-05/13/2000

■ LEC 081 T .....6:00 pm-7:50 pm  
 03/13/2000-05/13/2000

■ LEC 081 R .....6:00 pm-10:10 pm  
 03/13/2000-05/13/2000

■ LEC 081 T .....8:00 pm-10:10 pm  
 03/13/2000-05/13/2000

►RAC 204 AIR DISTRIBUTION 3

Offered spring semester only.  
 Prerequisite: RAC 104 with a grade of "C" or better or consent of instructor.

TT# 3322  
 ■ LEC 080 T .....6:00 pm-7:50 pm

■ 080 T .....8:00 pm-10:10 pm

■ 080 R .....6:00 pm-10:10 pm  
 03/13/2000-05/13/2000

LEC 081 TR .....8:00 am-1:00 pm  
 03/13/2000-05/13/2000

# Registration Options

## Continuing Education

### Program Information

For more specific CE Program details, call 847/925-6300.

Please check course descriptions for prerequisites.

#### Tuition Refund

100 percent of tuition and fees is refunded when students officially withdraw no later than three days prior to the start of the class. The \$10.00 registration fee is non-refundable. An official withdrawal may be processed in person in the New Student Services and Art Center, C102, or over the phone, 847/925-6800.

**NO REFUNDS WILL BE GRANTED AFTER THE THREE-DAY-PRIOR-TO-FIRST-CLASS DEADLINE.** Some programs, including TECH and The Travel Academy, may have refund policies that differ.

**Tuition, Fees and Payment Deadline**  
There is a **non-refundable \$10.00 registration fee per student, per semester.**

Tuition and fees are subject to change without notice. Additional charges for out-of-district residents may also apply. 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 you register within four days of the start of class, please take a paid receipt to class. Students who do not pay by the deadline and do not attend will be dropped from the class. Some programs, including TECH and The Travel Academy, may have refund policies that differ.

#### Senior Citizen Discount

Continuing Education classes dedicated specifically for seniors already reflect a discounted price. District residents age 65 years and older are eligible for 100 percent tuition discount for all other continuing education classes on a space available basis. (Space available is defined as class space which is available three days before the start of class.) This must be the student's initial enrollment in the class. Students may not drop and re-enroll for the discount. An early 100 percent tuition discount is available for seniors who qualify under the Early Discount Based on Income Threshold. Applications are available in the Office of Student Financial Assistance, call 847/925-6248. Seniors also have the option to pay full tuition to guarantee a seat in any class. Refund policy as stated in course schedule applies. **There is a \$10 non-refundable registration fee, per student, per semester.**

#### Appropriate Age

For non-youth courses, students under 16 must be accompanied by a registered adult. Even with the registered adult present, some classes may be inappropriate for students under 16. Therefore, the decision to enroll will be at the discretion of the Program Coordinator.

#### Books and Supplies

Textbooks, laboratory manuals and various supplies may be purchased in the College Bookstore located in the Liberal Arts Center.

**Bookstore Hours During Spring Semester:**  
Monday-Thursday 7:45 am - 7:00 pm  
Friday 7:45 am - 4:30 pm  
Saturday 9:00 am - 12:00 pm

Extended hours available at beginning of Semester. Call 847/925-6275

### Register by e-mail

www.harper.cc.il.us

Click on **Register for CE Classes** 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 Operator Assistance

Call 847/925-6800

Now-May 31  
Monday-Friday 8:30 am-7:00 pm  
Saturday 9:00 am-12 noon

### Register On Campus

Register in the New Student Services and Arts Center, Room C102. Hours same as Operator 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

Course Number, Location (see map) and Room Number, Day, Dates, and Time

■ Classes marked with this symbol meet at 5:00 pm or later.

### Register by Touchtone 847/925-1010

Previously enrolled continuing education students may use touchtone to make payment or register for CE courses. Payment can be made using your VISA, MASTERCARD or DISCOVER credit card.

First time students, please select another registration option.

Touchtone numbers are listed with each course when available. Not all courses have touchtone numbers.

Now-March 31  
Monday-Thursday 8:00 am-8:00 pm  
Friday 8:00 am-4:30 pm

Instructions: 1. Fill in the following with your course selection:

	TT#	Section
Example	5771	071

2. Dial 847/925-1010. You will be prompted to enter your social security number and date of birth along with other information.

3. When you are finished, you must enter "3" to confirm schedule. 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.

### Fax Registration Form Spring 2000

CONTINUING EDUCATION  
1200 W. Algonquin Road, Palatine, IL 60067-7398  
(FAX) 847/925-6810

Fax or mail-in registration is based on class availability when the form is received.

Touchtone or operator-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 ( ) \_\_\_\_\_

Sex  Male  Female      Date of Birth: Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Course #	Section	Title	Class Total	\$
Course #	Section	Title	Class Total	\$
Course #	Section	Title	Class Total	\$
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 \_\_\_\_\_ \$

# Computer Training



## It's a digital world.

Computers have become an essential tool. Whether writing a simple memo or publishing a newsletter, they can increase your efficiency with unimaginable speed. They make you look good. In fact, very good. But jump starting your productivity is just the beginning. Thanks to the World Wide Web, computers can now take you places all over the globe. With the world at your fingertips, you can access information you might never find otherwise, as well as shop, arrange for travel or simply check the weather . . . all without ever leaving your desk.

Yes, computers have become an indispensable part of modern life. If you know how to use one, that is. You may know how to move a paragraph, set up a simple spreadsheet, or sort names and addresses. You may even have made an airline reservation, ordered a gift, or accessed your stock portfolio online. But wouldn't it be great to know your RAM from your ROM or your LAN from your WAN? And remember the time you tried to do something a little more complicated and creative? That system crash cost a lot to repair!

### Become the local expert.

At Harper College, we offer courses in word processing, spreadsheets, databases, presentation software, desktop publishing, web site design and more. Our faculty includes experts in all the latest versions of the most popular software packages in both PC and MAC formats, including:

- Microsoft Word (including Word 2000)
- WordPerfect
- Excel
- PowerPoint
- QuickBooks
- Access
- Lotus
- Adobe
- QuarkXpress
- PageMaker
- FrontPage

And for the computer novice, we offer a variety of workshops in fundamental computer skills such as keyboarding, working with Windows and accessing the Internet. We'll even help you become comfortable with computer terminology and system components so you'll start off on the right track.

Whatever you wish to learn about computers, no matter your level of expertise, Harper College has a class to suit your needs. Isn't it time you got started exploring all that your computer has to offer?

### TECH Program and Certification Training

#### IT Professionals are in demand.

Perhaps you are already employed in the information technology industry or considering it as a career path. Did you know that, according to the U.S. Bureau of Labor Statistics, jobs in computers and data processing will grow by more than 100% over the next 8 years? That's more than any other industry. And last year, in Illinois alone, there were 18,720 positions that went unfulfilled. With the right combination of qualifications, training and experience, you'll be prepared to take full advantage of available professional opportunities.

### Train with the Leader in Technical Education.

Harper College is a recognized leader in technology training with a commitment to offering the most current courses available. Our comprehensive programs are delivered by certified instructors, using certified course materials and high-end hardware in our new, state-of-the-art certified lab. Class sizes are limited to ensure you receive the individual attention you need to succeed. And, of course, our flexible schedules and convenient locations are geared for the working individual to make it as easy as possible to meet your training goals.

Courses offered at Harper lead to the hottest certifications sought in the job market. Whether it's programming skills in Microsoft Visual Basic, learning Unix System Administration or working toward your professional IT certifications, we offer the full scope of training classes to help further your career.

- MCP (Microsoft Certified Professional)
- MCSE (Microsoft Certified Systems Engineer)
- Novell CNA (Certified Network Administrator)
- Novell CNE (Certified Network Engineer)
- UNIX Administrator
- UNIX Network Engineer
- Oracle Database Administrator
- A+ Certified Technician
- Network+ Certified Professional

From the basic to the most advanced skill set, Harper College offers every opportunity to thrive in the information age. Even if you are not quite sure where to begin, simply call us and our trained advisors can assist you in choosing the right course or curriculum to meet your needs. Classes fill quickly so enroll soon to ensure your place in the fast-paced, exciting world of technology.

All TECH classrooms are equipped with:

- Pentium II – 300 mhz systems
- 64 MEG SDRAM
- 3.2 GB SCSI Hard Drives
- 12x SCSI CD-ROM
- 17" Color Monitor
- 1 Computer per Student

## Fundamental Skills

### 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 in class. 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.

TUITION: \$67.00 FEES: \$5.00

1.2 CEU

TOUCHTONE NUMBER TT #5999

- LCT0116-004, NEC 118, MON., 3/6-3/27, 6:00 pm-9:15 pm
- LCT0116-005, NSET 106, MON., 3/6-3/27, 6:00 pm-9:15 pm
- LCT0116-006, NSET 106, WED., 3/22-4/12, 8:30 am-11:45 am
- LCT0116-007, NSET 106, WED., 4/19-5/10, 8:30 am-11:45 am
- LCT0116-008, NEC 101, SAT., 4/22-5/13, 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.

TUITION: \$53.00 FEES: \$8.00

0.3 CEU

TOUCHTONE NUMBER TT #5107

- LCT0078-003, NEC 101, WED., 3/22, 6:00 pm-9:15 pm
- LCT0078-004, NEC 101, WED., 4/19, 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.

TUITION: \$156.00 FEES: \$17.00

0.9 CEU

TOUCHTONE NUMBER TT #5110

- LCT0200-005, NEC 127, MON., TUES., THUR., 3/27-3/30, 8:30 am-11:45 am
- LCT0200-006, NSET 106, MON., TUES., THUR., 4/24-4/27, 1:00 pm-4:15 pm
- LCT0200-007, NEC 127, MON., TUES., THUR., 5/1-5/4, 6:00 pm-9:15 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. Instructional materials will be provided. Course designed for those who already have some PC and mouse skills.

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #6077

- LCT0310-006, NEC 101, WED., 3/22, 8:30 am-4:00 pm
- LCT0310-007, NEC 101, THUR., 4/6, 8:30 am-4:00 pm
- LCT0310-008, NEC 101, TUES., 4/18, 8:30 am-4:00 pm
- LCT0310-009, NEC 101, WED., 5/3, 8:30 am-4:00 pm
- LCT0310-010, NEC 101, THUR., 5/18, 8:30 am-4:00 pm

### INTRODUCTION TO WINDOWS ENVIRONMENT

Learn how to work with either the Windows 95 or NT Desktop. Run multiple programs, use shortcuts and learn the basics in managing files and folders using the features of My Computer and Windows Explorer. Students are asked to purchase the required textbook at the main campus bookstore prior to the first class. Twelve hours of instruction. Prerequisite: Previous experience or training in introductory skills in operating a PC system

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #6079

- LCT0320-004, NEC 101, WED., 4/5-4/26, 6:00 pm-9:15 pm
- LCT0320-005, NEC 127, MON., WED., 5/8-5/17, 6:00 pm-9:15 pm

### 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

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #5608

- LCT0038-002, NEC 118, WED., 3/29, 8:30 am-4:00 pm
- LCT0038-003, NEC 118, WED., 4/26, 8:30 am-4:00 pm
- LCT0038-004, NEC 118, MON., 5/1-5/8, 6:00 pm-9:15 pm

## B.O.S.S. Certificate

### MS OFFICE 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.

FEES: \$0.00

TOUCHTONE NUMBER TT #6695

- LCT0401-003, NEC 103, SAT., 4/8, 8:30 am-11:45 am

## B.O.S.S. Certificate cont.

### MS OFFICE 97 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.

0.6 CEU

FEES: \$0.00

TOUCHTONE NUMBER TT #6080

- LCT0400-004, NEC 118, SAT., 4/22, 8:30 am-11:45 am

### MS OFFICE SKILLS WORKSHOP

This is a self-paced performance workshop where students will demonstrate their knowledge of MS Office '97 software applications. Specially designed projects will be completed by the student in class to develop a portfolio of work. The work will be evaluated by a team of program instructors to determine if the competencies of the certificate have been achieved. Students will have eight weeks to complete the assignments. Call 925-6000, ext. 7405 for permission to register or for further information.

TUITION: \$155.00 FEES: \$20.00

- LCT0240-001, NSET 106, SAT., 4/1-5/13, 8:30 am-11:45 am

## Word Processing

### INTRODUCTION TO WORD 2000

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. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience.

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #6350

- LCT0132-003, NEC 101, WED., 4/5, 8:30 am-4:00 pm
- LCT0132-004, NEC 101, THUR., 5/11, 8:30 am-4:00 pm

### INTRODUCTION TO WORD 2000

Understand the key concepts in document creation and editing. Learn how to cut, paste, copy, find and replace, and basic formatting skills. Students need strong PC and mouse skills for this course. Keyboarding experience is helpful to keep pace with any multi-day session course. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience.

TUITION: \$178.00 FEES: \$17.00

0.9 CEU

TOUCHTONE NUMBER TT #6635

- LCT0350-002, NEC 127, MON., TUES., THUR., 3/20-3/23, 6:00 pm-9:15 pm
- LCT0350-003, NEC 127, MON., TUES., THUR., 4/10-4/13, 8:30 am-11:45 am

### INTRODUCTION TO WORD 2000

Discover the key concepts in document creation and editing. Learn how to cut, paste, copy, search and replace and basic formatting skills. Students need strong PC and mouse skills for this course. Keyboarding experience is helpful. Students are asked to purchase the required textbook at the main campus bookstore prior to the first class session. Extended training

PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #6357

- LCT0170-003, NEC 101, TUES., 4/4-4/25, 6:00 pm-9:15 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. Instructional materials provided in class. PREREQUISITE: Intro to Word

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #6382

- LCT0232-002, NEC 127, THUR., 5/18, 8:30 am-4:00 pm

### INTERMEDIATE WORD 2000

Learn the advanced features of Word 2000, including mail merges, working with tables, advanced formatting using styles, working in columns, using graphics, headers and footers, and watermarks. Textbook used is a continuation of LCT0170, Intro to Word 2000, that can be purchased at the main campus bookstore. PREREQUISITE: Intro to Word 2000.

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #6633

- LCT0270-001, NEC 101, TUES., 5/2-5/23, 6:00 pm-9:15 pm

### TIPS, TRICKS & SHORTCUTS IN WORD 2000

Improve your efficiency and productivity using macros, templates, merges, master documents 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

TUITION: \$154.00 FEES: \$8.00

0.6 CEU

TOUCHTONE NUMBER TT #6569

- LCT0174-001, NEC 127, WED., 3/22-3/29, 6:00 pm-9:15 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. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #5780

- LCT0126-003, NEC 118, WED., 4/5, 8:30 am-4:00 pm
- LCT0126-004, NEC 118, WED., 5/3, 8:30 am-4:00 pm

# Business Office Software Skills

## Certification

Begin working on what is sure to become the most valuable credential of your business office career.

Call 847/925-6300 for an information packet.

## Word Processing, cont.

### INTRODUCTION TO WORD 97

Understand the key concepts in document creation and editing. Learn to cut, paste, copy, search and replace, and basic formatting skills. Students need strong PC and mouse skills for this course. Keyboarding experience is helpful to keep pace with any multi-day session course. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$178.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5371

■ LCT0150-003, NSET 106, MON., TUES., 3/20-3/23, 8:30 am-11:45 am  
 ■ LCT0150-004, NSET 106, MON., TUES., THUR., 4/17-4/20, 8:30 am-11:45 am

0.9 CEU

### INTRODUCTION TO WORD 97

Discover the key concepts in document creation and editing. Learn cut, paste, copy, search and replace and basic formatting skills will be taught. Students need strong PC and mouse skills for this course. Keyboarding experience is helpful. Students are asked to purchase the required textbook at the main campus bookstore prior to the first class session. Extended training. PREREQUISITE: Intro to Windows or equivalent experience.

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #5373

■ LCT0160-003, NEC 118, TUES., 3/21-4/11, 6:00 pm-9:15 pm  
 ■ LCT0160-004, NEC 118, THUR., 4/20-5/11, 6:00 pm-9:15 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. Instructional materials provided in class. PREREQUISITE: Intro to Windows/Intro to Word 97.

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #5377

■ LCT0226-001, NEC 118, TUES., 3/26, 8:30 am-4:00 pm  
 ■ LCT0226-002, NEC 118, WED., 5/17, 8:30 am-4:00 pm

### INTERMEDIATE WORD 97

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

TUITION: \$178.00 FEES: \$17.00

0.9 CEU

TOUCHTONE NUMBER TT #6696

■ LCT0251-001, NSET 106, MON., TUES., THUR., 4/3-4/6, 1:00 pm-4:15 pm

### INTERMEDIATE WORD 97

Learn the advanced features of Word 97, including mail merges, working in tables, advanced formatting using styles, working in columns, using graphics, headers and footers, and watermarks. Textbook used is a continuation of LCT0160, Intro to Word 97, that can be purchased at the main campus bookstore. Prerequisite: Intro to Word 97.

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #6432

■ LCT0260-001, NEC 118, TUES., 4/18-5/9, 6:00 pm-9:15 pm

### TIPS, TRICKS, SHORTCUTS IN WORD 97

Improve your efficiency and productivity using macros, templates, merges, master documents 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.

TUITION: \$154.00 FEES: \$8.00

0.6 CEU

TOUCHTONE NUMBER TT #5393

■ LCT0074-002, NEC 118, TUES., 3/21, 8:30 am-4:00 pm

### NEWSLETTER & BROCHURE DESIGN IN WORD

Design flyers, newsletters and brochures for your office or organization using Word's desktop publishing features. Instructional materials provided in class. PREREQUISITE: Intro to Word 97 or equivalent experience

TUITION: \$154.00 FEES: \$8.00

0.6 CEU

TOUCHTONE NUMBER TT #5643

■ LCT0062-001, NEC 118, WED., 3/15, 8:30 am-4:00 pm  
 ■ LCT0062-002, NEC 118, MON., 4/10-4/17, 6:00 pm-9:15 pm

### INTRODUCTION TO WORDPERFECT 8.0

Create, edit and prepare documents for office and home use. Work with page setup, basic inserts and formatting techniques. Learn to create a simple table to enhance your work and how to save your work efficiently. Instructional materials provided in class. Classes are held at Computer Support Centres. Call 847/397-8000 to register. PREREQUISITE: Intro to Windows or equivalent experience

FEE: \$220

0.7 CEU

■ LCT0131-030, CSC, MON., 3/27, 8:30 am-4:30 pm

### INTERMEDIATE WORDPERFECT 8.0

Extended training in the basics of PC terminology and use as well as an introduction to the WINDOWS environment. Gain an understanding of the basics of DOS as well as the tools used in WINDOWS applications. This course or similar equivalent training is necessary to be successful in learning other computer applications. To provide a firm foundation in learning WINDOW application skills students should seriously consider enrolling in the sequial course, WINDOWS MANAGEMENT II (LCT038). Course material available in the main campus bookstore. Prerequisite: Intro to Wordperfect 8.0.

FEE: \$220.00

0.7 CEU

■ LCT0231-030, CSC, MON., 5/15, 8:30 am-4:30 pm

## Spreadsheets

### INTRODUCTION TO EXCEL 2000

During this six-hour course, students will learn the basic features of Microsoft Excel 2000 including: create worksheets, develop mathematical formulas, use built-in Excel functions, format data, create and enhance a basic chart, work with multiple worksheets, change the page setup for printing and print preview worksheets. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #6353

■ LCT0133-003, NEC 101, TUES., 4/4, 8:30 am-4:00 pm  
 ■ LCT0133-004, NEC 101, THUR., 5/4, 8:30 am-4:00 pm

### INTRODUCTION TO EXCEL 2000

Learn the fundamentals of spreadsheeting in this multi-session class. Formatting cells and ranges, creating formulas, and using functions to create and print worksheets and charts will be covered. Keyboarding and mouse skills are helpful to keep pace with any software course. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience.

TUITION: \$178.00 FEES: \$17.00

0.9 CEU

TOUCHTONE NUMBER TT #6636

■ LCT0351-001, NEC 127, MON., TUES., THUR., 3/20-3/23, 8:30 am-11:45 am  
 ■ LCT0351-002, NEC 127, MON., TUES., THUR., 4/17-4/20, 8:30 am-11:45 am

### INTERMEDIATE EXCEL 2000

Learn advanced feature of Excel 2000 including use of multiple worksheets, links, creating macros, and buttons. Create charts and graphs from worksheets. Link data between applications. Instructional materials provided in class. PREREQUISITE: Intro to Excel.

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #6383

■ LCT0233-001, NEC 101, THUR., 3/23, 8:30 am-4:00 pm  
 ■ LCT0233-002, NEC 101, TUES., 5/16, 8:30 am-4:00 pm

### INTERMEDIATE EXCEL 2000

Learn advanced feature of Excel 2000 including use of multiple worksheets, links, creating macros, and buttons. Create charts and graphs from worksheets. Link data between applications. Textbook used is a continuation of LCT0171, Intro to Excel 2000, that can be purchased at the main campus bookstore. PREREQUISITE: Intro to Excel 2000.

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #6388

■ LCT0271-001, NEC 101, THUR., 4/6-4/27, 6:00 pm-9:15 pm

### 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. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #5782

■ LCT0127-002, NEC 118, THUR., 3/16, 8:30 am-4:00 pm  
 ■ LCT0127-003, NEC 118, MON., 4/10, 8:30 am-4:00 pm  
 ■ LCT0127-004, NEC 118, MON., 5/15, 8:30 am-4:00 pm

### INTRODUCTION TO EXCEL 97

Learn the fundamentals of spreadsheeting in this multi-session class. Formatting cells and ranges, creating formulas, and using functions to create and print worksheets and charts will be covered. Instructional materials will be provided in class. Keyboarding and mouse skills are helpful to keep pace with any software course. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$178.00 FEES: \$17.00

0.9 CEU

TOUCHTONE NUMBER TT #5372

■ LCT0151-003, NSET 106, MON., TUES., THUR., 4/10-4/13, 8:30 am-11:45 am

### INTERMEDIATE EXCEL 97

Learn advanced features of Excel 97 including use of multiple worksheets, links, creating macros and buttons. Create charts and graphs from worksheets. Link data between applications. Instructional materials provided in class. PREREQUISITE: Intro to Excel 97

TUITION: \$162.00 FEES: \$17.00

0.6 CEU

TOUCHTONE NUMBER TT #5378

■ LCT0227-001, NEC 118, THUR., 4/6, 8:30 am-4:00 pm

### INTERMEDIATE EXCEL 97

Learn advanced features of Excel 97 including use of multiple worksheets, links, creating macros, and buttons. Create charts and graphs from worksheets. Link data between applications. Instructional materials provided in class. PREREQUISITE: Intro to Excel.

TUITION: \$178.00 FEES: \$17.00

0.9 CEU

TOUCHTONE NUMBER TT #6698

■ LCT0252-001, NSET 106, MON., TUES., THUR., 5/1-5/4, 8:30 am-11:45 am

### INTERMEDIATE EXCEL 97

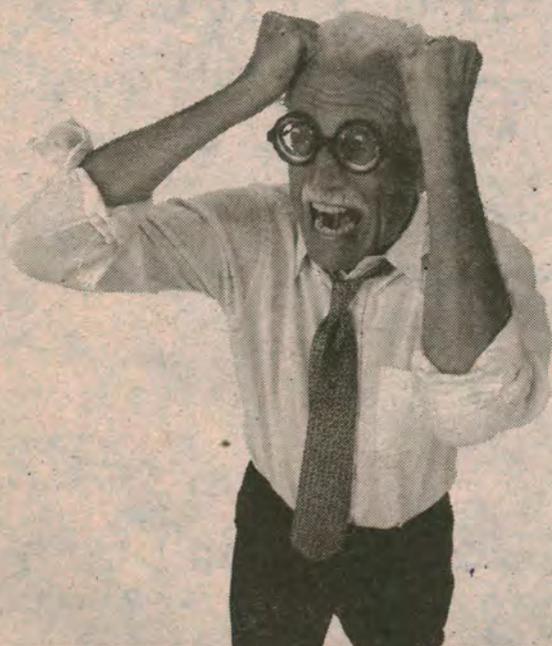
Become familiar with the advanced features of Excel 97 including use of multiple worksheets, links, creating macros and buttons. Create charts and graphs from worksheets. Link data between applications. Textbook used is a continuation of LCT0161, Intro to Excel 97, that can be purchased at the main campus bookstore. Prerequisite: Intro to Excel 97

TUITION: \$118.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #5382

■ LCT0261-001, NEC 118, WED., 4/5-4/26, 6:00 pm-9:15 pm



# Time to Upgrade?

Need to learn that "click" thing everyone is talking about, advance your already solid skills or qualify your current skills by earning a certificate? From MAC to PC, and basic keyboarding, MS Office 2000 to Desktop Publishing, Computer Connections @harper has the training course or workshop that will meet your needs.

If you've never used a mouse, managed files or used disks, consider Basic PC Skills, or Introduction to PC Skills and Windows.

If you're not familiar with Windows 95 or NT and running multiple programs, consider Introduction to Windows 95 or Introduction to Windows NT.

If you've mastered those skills, select from the more than 100 software training courses available at convenient times such as evenings and weekends, nearby locations at several extension site training centers and in flexible formats ranging from one-day sessions to extended training.

No matter what you choose, you can be assured that limited class sizes ensure personal attention to your success.

Due to limited class size, seating is limited and you are encouraged to register early.

To register, call 847/925-6800.  
 Call 847/925-6300 for more information.

## Spreadsheets, cont.

### INTRODUCTION TO LOTUS 97

Learn to use the latest version of Lotus 1-2-3 to create spreadsheets. Work with creating workbooks, formatting cells and page setups. Create formulas and use functions to manage your data efficiently. Instructional materials provided in class. Classes are held at Computer Support Centres. Call 847/397-8000 to register. PREREQUISITE: Intro to Windows or equivalent experience

FEE: \$220  
LCT0137-031, CSC, MON., 3/20, 8:30 am-4:30 pm

0.7 CEU

### INTERMEDIATE LOTUS 97

Learn enhancements of formatting, printing and formulas to create charts and graphs from your data. Work with advanced functions for workbook linking. Instructional materials provided in class. Classes are held at Computer Support Centres. Call 847/397-8000 to register. PREREQUISITE: Intro to Lotus 97

FEE: \$220  
LCT0237-030, CSC, MON., 5/8, 8:30 am-4:30 pm

0.7 CEU

## Databases

### INTRODUCTION TO ACCESS 2000

0.6 CEU

This class is designed to provide six hours of applied instruction in Access 2000. Student will learn the basic concepts of database construction, how to create tables, do queries, create forms and design reports. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$162.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #6356  
LCT0135-002, NEC 101, WED., 3/15 8:30 am-4:00 pm  
LCT0135-003, NEC 101, THUR., 4/13, 8:30 am-4:00 pm  
LCT0135-004, NEC 101, TUES., 5/9, 8:30 am-4:00 pm

### INTRODUCTION TO ACCESS 2000

Learn how to create customized tables, forms and mailing labels 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. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$178.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #6691  
LCT0352-001, NEC 127, MON., TUES., THUR., 3/13-3/16, 8:30 am-11:45 am  
LCT0352-002, NEC 127, MON., TUES., THUR., 4/3-4/6, 8:30 am-11:45 am

0.9 CEU

### INTRODUCTION TO ACCESS 2000

1.2 CEU

Learn how to create customized tables, forms and mailing labels from client and sales data. Generate reports, schedule and maintain client activities and inquiries. Track sales and other data through customized queries. Students are asked to purchase the required textbook at the main campus bookstore prior to the first class session. Extended training. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$118.00 FEES: \$39.00  
TOUCHTONE NUMBER TT #6359  
LCT0173-001, NEC 127, THUR., 3/30-4/20, 6:00 pm-9:15 pm  
LCT0173-002, NEC 101, MON., 4/17-5/8, 6:00 pm-9:15 pm

### 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. Instructional material will be provided in class. PREREQUISITE: Intro to Access.

TUITION: \$162.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #6385  
LCT0235-001, NEC 101, TUES., 4/11, 8:30 am-4:00 pm  
LCT0235-002, NEC 127, TUES., 5/16, 8:30 am-4:00 pm

0.6 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. Textbook used is a continuation of LCT0173, Intro to Access 2000, that can be purchased at the main campus bookstore. PREREQUISITE: Intro to Access 2000.

TUITION: \$118.00 FEES: \$39.00  
TOUCHTONE NUMBER TT #6389  
LCT0272-001, NEC 101, THUR., 5/4-5/25, 6:00 pm-9:15 pm

1.2 CEU

### INTRODUCTION TO ACCESS 97

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

TUITION: \$162.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #5784  
LCT0129-002, NEC 118, TUES., 3/14, 8:30 am-4:00 pm  
LCT0129-003, NEC 118, WED., 4/12, 8:30 am-4:00 pm  
LCT0129-004, NEC 118, WED., 5/10, 8:30 am-4:00 pm

0.6 CEU

### INTRODUCTION TO ACCESS 97

Learn how to create customized tables, forms and mailing labels from client and sales data in this multi-session class. Generate reports, schedule and maintain client activities and inquiries. Track sales and other data through customized queries. Strong mouse skills and keyboard knowledge are helpful for successful learning in any computer course. Instructional materials provided in class. PREREQUISITE: Intro to Windows or equivalent experience

TUITION: \$178.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #5799  
LCT0152-002, NSET 106, MON., TUES., THUR., 4/3-4/6, 8:30 am-11:45 am  
LCT0152-003, NSET 106, MON., TUES., THUR., 5/8-5/11, 8:30 am-11:45 am

0.9 CEU

## Databases, cont.

### INTRODUCTION TO ACCESS 97

Learn how to create customized tables, forms and mailing labels from client and sales data. Generate reports, schedule and maintain client activities and inquiries. Track sales and other data through customized queries. Students are asked to purchase the required textbook at the main campus bookstore prior to the first class. Extended training. PREREQUISITE: Intro to Windows or equivalent experience.

TUITION: \$118.00 FEES: \$39.00  
TOUCHTONE NUMBER TT #5375  
LCT0162-002, NEC 118, THUR., 3/16-4/6, 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. Instructional materials will be provided in class. PREREQUISITE: Intro to Access 97

TUITION: \$162.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #5381  
LCT0229-001, NEC 118, TUES., 4/4, 8:30 am-4:00 pm

0.6 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. Instructional material will be provided in class. PREREQUISITE: Intro to Access

TUITION: \$178.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #6699  
LCT0253-001, NSET 106, MON., TUES., THUR., 5/15-5/18, 8:30 am-11:45 am

0.9 CEU

### INTERMEDIATE ACCESS 97

Learn how to use the advanced features in table creation, queries and generating reports. Set up personalized databases to track sales and other data through customized queries. Textbook used will be a continuation of the one used in Intro to Access 97, LCT0162, which can be purchased at the main campus Bookstore. Prerequisite: Intro to Access 97

TUITION: \$118.00 FEES: \$39.00  
TOUCHTONE NUMBER TT #6016  
LCT0262-001, NEC 118, WED., 5/3-5/24, 6:00 pm-9:15 pm

1.2 CEU

### ADVANCED ACCESS 97

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: Intro and Intermediate Access 97

TUITION: \$162.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #6250  
LCT0329-001, NEC 118, TUES., 4/25, 8:30 am-4:00 pm

0.6 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 customized templates. Create a personal slide show 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: \$17.00  
TOUCHTONE NUMBER TT #6354  
LCT0134-002, NEC 101, TUES., 3/14, 8:30 am-4:00 pm  
LCT0134-003, NEC 101, WED., 4/26, 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 helpful.

TUITION: \$162.00 FEES: \$17.00  
TOUCHTONE NUMBER TT #6384  
LCT0234-001, NEC 101, TUES., 5/2, 8:30 am-4:00 pm

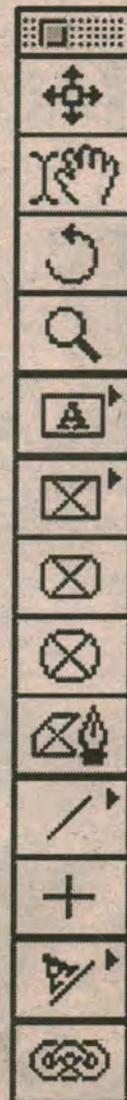
0.6 CEU

### 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: \$17.00  
TOUCHTONE NUMBER TT #5783  
LCT0128-002, NEC 118, SAT., 4/29, 8:30 am-4:00 pm

0.6 CEU



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## Internet Training

### GETTING STARTED ON THE WEB

Learn what the Web is all about including what commercial services and providers have to offer. Determine how to select the right service to meet your needs.

0.3 CEU

TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5122

■ LSB0013-003, NEC 127, TUES., 4/4, 6:30 pm-9:30 pm

■ LSB0013-004, NEC 127, TUES., 5/9, 6:30 pm-9:30 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: \$4.00

TOUCHTONE NUMBER TT #5125

■ LSB0014-001, NEC 127, TUES., 3/28, 6:30 pm-9:30 pm

■ LSB0014-002, NEC 127, THUR., 4/27, 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. Web site development will not be covered in this course.

0.3 CEU

TUITION: \$63.00 FEES: \$4.00

TOUCHTONE NUMBER TT #5030

■ LSB0033-002, NEC 127, THUR., 3/16, 6:30 pm-9:30 pm

■ LSB0033-003, NEC 127, TUES., 4/11, 6:30 pm-9:30 pm

### USING THE INTERNET AS A BUSINESS TOOL

Get the basics of Netscape Navigator in six hours. 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

■ LCT0141-003, NEC 127, WED., 4/19-4/26, 6:00 pm-9:15 pm

■ LCT0141-004, NEC 127, WED., 5/3, 8:30 am-4:00 pm

## NEW

### THE 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.

TUITION: \$35.00 FEES: \$4.00

TOUCHTONE NUMBER TT #7082

■ LAC0022-003, F231, THURS., 2/24, 6:00 pm-9:00 pm

■ LAC0022-004, F231, SAT., 3/18, 10:00 am-1:00 pm

### WEB PAGE 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. PREREQUISITES: Strong user skills in Word, Excel, and PowerPoint.

1.2 CEU

TUITION: \$245.00 FEES: \$24.00

TOUCHTONE NUMBER TT #6634

■ LCT0340-002, NEC 127, SAT., 4/8-4/15, 8:30 am-4:00 pm

### FRONTPAGE I

Create and work with web pages using MS FrontPage 98 to design a web and link pages, add images and tables and import files. PREREQUISITE: Strong Windows Explorer, Word and Powerpoint skills or experienced users

1.2 CEU

TUITION: \$279.00 FEES: \$25.00

TOUCHTONE NUMBER TT #6030

■ LCT0191-002, NEC 127, WED., 3/15-3/22, 8:30 am-4:00 pm

■ LCT0191-003, NEC 127, WED., 4/12-4/19, 8:30 am-4:00 pm

■ LCT0191-004, NEC 127, WED., 5/10-5/17, 8:30 am-4:00 pm

### ADVANCED FRONTPAGE FOR WEB PUBLISHING

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

0.6 CEU

TUITION: \$162.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7040

■ LCT0291-001, NEC 122, WED., 4/5-4/12, 6:00 pm-9:15 pm

### WEB PAGE DESIGN USING HTML PROGRAMMING

Learn to create your own Web page using HTML. Add local and remote links, graphics, and sound to create an effective Web page. This course is held at Computer Support Centres. Call 847/397-8000 to register. PREREQUISITE: Strong mouse skills and prior experience with the Internet and Netscape.

0.6 CEU

TUITION: \$162.00 FEES: \$17.00

■ LCT0190-001, NEC 127, FRI., 3/24, 8:30 am-4:00 pm

■ LCT0190-002, NEC 127, FRI., 4/14, 8:30 am-4:00 pm

## Internet Training cont.

### ADVANCED WEB PAGE DESIGN USING HTML PROGRAMMING

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. PREREQUISITE: Strong mouse skills and prior experience with the Internet and Netscape.

0.6 CEU

TUITION: \$162.00 FEES: \$17.00

■ LCT0290-001, NEC 127, FRI., 4/28, 8:30 am-4:00 pm

## Sales Management/ Business Professional Software

### QUICKBOOKS & QUICKBOOKS PRO

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

■ LCT0012-002, NEC 127, WED., 3/29-4/5, 8:30 am-4:00 pm

■ LCT0012-003, NEC 127, MON., 4/17-4/25, 6:00 pm-9:15 pm

### WORKSHOP FOR QUICKBOOKS 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

1.2 CEU

TUITION: \$167.00

TOUCHTONE NUMBER TT #5133

■ LCT0112-001, NEC 127, THUR., 5/11-5/18, 6:00 pm-9:15 pm

## NEW

### COMPUTER ACCOUNTING APPLICATIONS USING PEACHTREE ACCOUNTING

This course introduces the student to preparing journal entries, posting accounting information, and preparing financial statements for service and merchandising business. This course will cover accounts receivable, accounts payable and payroll.

1.2 CEU

TUITION: \$162.00 FEE: \$39.00

TOUCHTONE NUMBER TT #5133

■ LCT0330-001, NEC 101, FRI., 4/7, 8:30am-4:00pm

### ADVANCED ACT! FOR WINDOWS

Learn to customize a database, work with templates, customize report templates, use queries, import and exchange data, create macros and use ACT! Mail. Instructional materials provided in class. Classes are held at Computer Support Centres. Call 847/397-8000 to register. Prerequisite: Intro to Windows and ACT! Intro.

0.7 CEU

FEE: \$220

■ LCT0069-030, CSC, MON., 4/24, 8:30 am-4:30 pm

## Macintosh Training

### 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: \$24.00

TOUCHTONE NUMBER TT #5123

■ LCT0050-003, NEC 138, FRI., 3/17, 8:30 am-4:00 pm

■ LCT0050-004, NEC 138, TUES., THUR., 4/4-4/6, 6:00 pm-9:15 pm

■ LCT0050-005, NEC 138, WED., 4/19, 8:30 am-4:00 pm

## Animation Art

The Liberal Arts Animation Art Program is introducing three new certificates: Core Animation, Technical Animator and Character Animator. In partnership with Alias/Wavefront, the producer of MAYA animation program, these certificates provide software training and the complete program of study for a career in the visual art/animation field. This professional program is designed for high school graduates, career change individuals, BA, BFA, and MFA graduates seeking to enhance their portfolios, and corporate training for professional animators in conjunction with participating studios.

In addition to the foundational art and technology courses, it is recommended that students enhance their portfolio and skills with a variety of flat art and 3-D studio classes. For descriptions, dates and time look on pages of newsprint under Foundational Art Courses and Photography. Suggested courses include: Painting (Acrylic concentration), Color Pencil, Pastel, Watercolor, Photography I-Camera Techniques, Photography II (Darkroom), and Principles of Photography: Digital Capturing & Traditional Camera Techniques.

For information about these certificates, please call Karen Puleo at 847/925-6026, or visit our website [www.harper.cc.il.us](http://www.harper.cc.il.us).

## Desktop Publishing

Learn to use the most effective software on the market to develop and refine your desktop technology skills. Create newsletters, brochures and flyers to promote products and services or inform customers and employees of events and important information. Reduce your printing costs by creating camera ready copy for publication. Develop the art of scanning and graphic imaging with Photoshop and Illustrator. Prerequisite: The skills taught in any desktop publishing course are applicable to either the Mac or Windows version of the software. Students should have a working knowledge of their computer environment. Classes are taught in the Mac lab. Windows users will be given special assistance to adjust to the Mac environment.

### 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. TUITION: \$45.00

0.3 CEU

TOUCHTONE NUMBER TT #5668

- LCT0089-004, NEC 138, WED., 4/5, 6:00 pm-9:15 pm
- LCT0089-005, NEC 138, MON., 5/22, 6:00 pm-9:15 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. TUITION: \$75.00 FEES: \$13.00

0.3 CEU

TOUCHTONE NUMBER TT #5667

- LCT0088-003, NEC 138, MON., 3/13, 6:00 pm-9:15 pm
- LCT0088-004, NEC 138, MON., 4/3, 6:00 pm-9:15 pm
- LCT0088-005, NEC 138, THUR., 5/11, 6:00 pm-9:15 pm

### 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. TUITION: \$288.00 FEES: \$35.00

1.2 CEU

TOUCHTONE NUMBER TT #5647

- LCT0071-005, NEC 138, THUR., 4/27-5/4, 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: Intro to Mac and Intro to Desktop Publishing with QuarkXPress or equivalent experience using QuarkXPress. TUITION: \$288.00 FEES: \$35.00

1.2 CEU

TOUCHTONE NUMBER TT #5648

- LCT0072-002, NEC 138, THUR., 4/13-5/4, 6:00 pm-9:15 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. TUITION: \$209.00 FEES: \$35.00

1.2 CEU

TOUCHTONE NUMBER TT #6347

- LCT0172-002, NEC 138, MON., 5/1-5/8, 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. TUITION: \$398.00 FEES: \$59.00

1.2 CEU

TOUCHTONE NUMBER TT #5785

- LCT0055-003, NEC 138, MON., 3/20-3/27, 8:30 am-4:00 pm
- LCT0055-004, NEC 138, SAT., 4/15-5/13, 8:30 am-11:45 am

### 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. TUITION: \$353.00 FEES: \$59.00

1.2 CEU

TOUCHTONE NUMBER TT #6113

- LCT0155-002, NEC 138, THUR., 3/23-3/30, 8:30 am-4:00 pm
- LCT0155-003, NEC 138, TUES., 5/9-5/16, 8:30 am-4:00 pm

### ADOBE ILLUSTRATOR III - ADVANCED

This class will cover the new features in Illustrator. New tips and tricks will be introduced. The focus will be on creating projects for output. Some of these projects will include reproduction of 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. TUITION: \$353.00 FEES: \$23.00

1.2 CEU

TOUCHTONE NUMBER TT #6386

- LCT0255-002, NEC 138, MON., WED., 5/8-5/17, 6:00 pm-9:15 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 other specific specialized Photoshop techniques. Prerequisite: Intro to Adobe Photoshop or equivalent experience using the software. TUITION: \$353.00 FEES: \$59.00

1.2 CEU

TOUCHTONE NUMBER TT #5370

- LCT0136-002, NEC 138, SAT., 3/25-4/15, 12:30 pm-3:45 pm

## Desktop Publishing, cont.

### ADOBE PHOTOSHOP III - ADVANCED

Learn how to calibrate monitors and systems (and Photoshop) for improved accuracy of color output. Discover how to improve Photoshop performance and optimize working strategies. Combine the skills/techniques learned in the Intro and Intermediate classes to create complex/sophisticated Photoshop imagery. Prerequisite: Intro and Intermediate Adobe Photoshop. TUITION: \$353.00 FEES: \$23.00

1.2 CEU

TOUCHTONE NUMBER TT #6095

- LCT0236-002, NEC 138, TUES., 4/11-5/2, 6:00 pm-9:15 pm

### NEWSLETTERS/BROCHURES FOR DESKTOP PUBLISHING (MAC)

Hands-on skills class that integrates student skills of Quark, 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. Students need to have previous knowledge and skill of at least one desktop software application. TUITION: \$240.00 FEES: \$39.00

1.2 CEU

TOUCHTONE NUMBER TT #5320

- LCT0113-002, NEC 138, MON., 4/10-5/1, 6:00 pm-9:15 pm

### INTRODUCTION TO PAGEMAKER

Learn skills in desktop publishing and page layout to create newsletters, brochures and promotional pieces. Instructional materials provided in class. Classes are held at Computer Support Centres. Call 847/397-8000 to register. PREREQUISITE: Intro to Mac. FEE: \$220

0.7 CEU

LCT0059-031, CSC, MON., 4/17, 8:30 am-4:30 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. FEE: \$0

0.3 CEU

LCT0328-003, NEC138, FRI., 4/7, 1:00 pm-4:15 pm

LCT0328-004, NEC138, SAT., 5/6, 1:00 pm-4:15 pm

### WORKSHOP IN DESKTOP PUBLISHING

Independent study-style course that allows individual students to demonstrate skill and assess competence in Quark, Photoshop and Illustrator. Specially 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. TUITION: \$240.00 FEES: \$49.00

0.7 CEU

LCT0073-001, NEC138, TBA, TBA

## PC Technician

### PC SUPPORT PROFESSION & A+ CERTIFICATION

Prepare for a career as a service technician. 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. Additionally, students will be preparing for the nationally recognized A+ Certification Exam. Course materials and tools provided in class. Call 1-888-BE-A-TECH for additional information. TUITION: \$5000.00

LAP0001-004, NEC 204, MON., WED., FRI., 4/10-6/9, 9:00 am-5:00 pm

■ LAP0001-005, NEC 204, MON., WED., FRI., 4/10-6/30, 6:00 pm-10:00 pm

SAT., 9:00 am-5:00 pm

■ LAP0001-006, NEC 202, MON., WED., FRI., 5/1-7/21, 6:00 pm-10:00 pm

SAT., 9:00 am-5:00 pm

### NEW

#### NETWORK +

Gain additional recognition in the IT support field by obtaining certification from CompTIA. Targeted at support technicians with 18-24 months of experience in the industry. Previously attained A+ certification is a plus. Provides additional training to develop skills in planning, installation and troubleshooting a network system in a corporate environment. Course materials will be provided in class. Call 1-888-BE-A-TECH for additional information on dates and times. TUITION \$1795.00

LAP0002-063, NEC 204, MON., TUES., WED., THURS., FRI., 2/21-2/25,

9:00 pm-5:00 pm

■ LAP0002-062, NEC 204, TUES., THURS., 4/11-5/11, 6:00 pm-10:00 pm

## Microsoft NT

### NETWORKING ESSENTIALS FOR MS CERTIFICATION (578)

Under the guidance of an instructor, Microsoft Certified Professionals will use the self-study materials to prepare for the Networking Essentials exam. Gain a foundation in current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. Course materials provided in class. TUITION: \$730.00

LNT0021-062, NEC 210, SAT., 2/12-2/19, 9:00 am-5:00 pm

■ LNT0021-063, NEC 210, MON., WED., 2/14-2/23, 6:00 pm-10:00 pm

LNT0021-064, NEC 216, SUN., 3/12-3/19, 9:00 am-5:00 pm

LNT0021-065, NEC 216, THUR., FRI., 3/16-3/17, 9:00 am-5:00 pm

■ LNT0021-066, NEC 214, TUES., THUR., 4/11-4/20, 6:00 pm-10:00 pm

LNT0021-067, NEC 216, THUR., FRI., 4/27-4/28, 9:00 am-5:00 pm

### ADMINISTERING MICROSOFT WINDOWS NT 4.0 (803)

Obtain the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single domain or multiple-domain Microsoft Windows NT-based network. Get experience creating and administering user and group accounts, managing and securing network resources, setting up and administering network printers, and administering Windows NT Server and Windows NT Workstation operating systems in real-world situations. Course materials provided in class. TUITION: \$995.00

LNT0008-063, NEC 210, SAT., 2/26-3/11, 9:00 am-5:00 pm

■ LNT0008-064, NEC 216, MON., WED., 2/28-3/15, 6:00 pm-10:00 pm

LNT0008-065, NEC 216, MON., TUES., WED., 3/20-3/22, 9:00 am-5:00 pm

LNT0008-066, NEC 212, SUN., 3/26-4/9, 9:00 am-5:00 pm

LNT0008-067, NEC 216, MON., TUES., WED., 5/1-5/3, 9:00 am-5:00 pm

■ LNT0008-068, NEC 216, TUES., THUR., 5/2-5/18, 6:00 pm-10:00 pm

### SUPPORTING MS WINDOWS NT 4.0 CORE TECH (922)

Receive the core foundation for supporting Microsoft Windows NT operating system version 4.0, including how to install, configure customize, optimize, network, integrate and troubleshoot Windows NT 4.0, create and manage partitions, support running applications under Windows NT, install and configure network transport protocols, install client software. PREREQUISITES: Operational understanding of the Microsoft Windows 95 operating system and MS-DOS and completion of course 803 and 578 or equivalent knowledge. Course materials provided in class. TUITION: \$1795.00

■ LNT0009-062, NEC 214, TUES., THUR., 2/15-3/16, 6:00 pm-10:00 pm

LNT0009-063, NEC 214, SAT., 3/18-4/15, 9:00 am-5:00 pm

■ LNT0009-064, NEC 212, MON., WED., 3/20-4/19, 6:00 pm-10:00 pm

LNT0009-065, NEC 216, MON., TUES., WED., THUR., FRI., 3/27-3/31,

9:00 am-5:00 pm

LNT0009-066, NEC 214, SUN., 4/30-6/4, 9:00 am-5:00 pm

LNT0009-067, NEC 216, MON., TUES., WED., THUR., FRI., 5/8-5/12,

9:00 am-5:00 pm

### SUPPORTING MS WINDOWS NT 4.0/ENTERPRISE TECH (689)

Support professionals, learn to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. Prepare for the following Microsoft Certified Professional Exam: 70-68, Implementing and Supporting Microsoft Windows NT 4.0 in the Enterprise. PREREQUISITES: Experience supporting, setting up and troubleshooting Windows NT server, including the use of all administration tools, completion of courses 803 & 922. Course materials provided in class. TUITION: \$1795.00

■ LNT0010-061, NEC 212, MON., WED., 2/14-3/15, 6:00 pm-10:00 pm

LNT0010-062, NEC 216, MON., TUES., WED., THUR., FRI., 2/21-2/25,

9:00 am-5:00 pm

LNT0010-063, NEC 216, SUN., 3/5-4/2, 9:00 am-5:00 pm

■ LNT0010-064, NEC 216, TUES., THUR., 3/21-4/20, 6:00 pm-10:00 pm

LNT0010-065, NEC 216, MON., TUES., WED., THUR., FRI., 4/17-4/21,

9:00 am-5:00 pm

■ LNT0010-066, NEC 216, MON., WED., 4/24-5/24, 6:00 pm-10:00 pm

LNT0010-067, NEC 210, SAT., 4/29-6/3, 9:00 am-5:00 pm

### INTERNETWORKING MS TCP/IP ON MS WINDOWS NT 4.0 (688)

Learn to setup, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system. Install and configure the FTP server on a Windows NT-based computer, install and configure TCP/IP Network Printing. Course materials provided in class. TUITION: \$1795.00

LNT0014-062, NEC 210, SUN., 2/13-3/12, 9:00 am-5:00 pm

LNT0014-063, NEC 212, MON., TUES., WED., THUR., FRI., 3/13-3/17,

9:00 am-5:00 pm

■ LNT0014-064, NEC 210, MON., WED., 3/20-4/19, 6:00 pm-10:00 pm

LNT0014-065, NEC 210, SUN., 4/9-5/14, 9:00 am-5:00 pm

■ LNT0014-066, NEC 210, TUES., THUR., 4/25-5/25, 6:00 pm-10:00 pm

LNT0014-067, NEC 212, MON., TUES., WED., THUR., FRI., 5/8-5/12, 9:00

am-5:00 pm

## Microsoft NT, cont.

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

Learn how to support the various features of Microsoft Internet Information Server. Discover what Microsoft products are needed to create a specific Internet site. Install Internet Information Server and add support for file transfer protocol (FTP), World Wide Web, and database connections. Use Active Server scripting to connect to a database, and explain the features and functions of the Microsoft NetShow server. Course materials provided in class.

TUITION: \$995.00

■ LNT0015-062, NEC 210, TUES., THUR., 2/15-3/2, 6:00 pm-10:00 pm

■ LNT0015-063, NEC 210, SUN., 3/19-4/2, 9:00 am-5:00 pm

■ LNT0015-064, NEC 216, MON., TUES., WED., 3/27-3/29, 9:00 am-5:00 pm

■ LNT0015-065, NEC 210, MON., WED., 4/24-5/10, 6:00 pm-10:00 pm

### IMPLEMENTING MICROSOFT INTERNET EXPLORER 4.0 (956)

This course provides a strong foundation in the architecture and key features of the MS Internet Explorer. Information provided in this course enables students to setup, 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.

TUITION: \$730.00

■ LNT0030-061, NEC 216, MON., WED., 3/20-3/29, 6:00 pm-10:00 pm

### SECURING WEB ACCESS USING MICROSOFT PROXY SERVER (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. Prerequisite: Successful completion of the following courses: MS 688, MS 936, and MS 956.

TUITION: \$730.00

■ LNT0031-061, NEC 216, MON., WED., 4/3-4/12, 6:00 pm-10:00 pm

### MICROSOFT EXCHANGE SERVER/CONCEPT & ADMINISTRATION (1026)

Course is designed for Exchange Server administrators to develop skills required to perform day-to-day management of an established Exchange Server organization. Students will learn to configure Exchange Server, develop an infrastructure, choose a client installation and integration strategy, develop and configure security strategies, configure server locations, manage site security, users, and distribution lists, and restore for Exchange Server. This course will help the student prepare for the MS Certified Professional exam 70-081. PREREQUISITES: Completion of MS 803 and MS 922

TUITION: \$1300.00

■ LNT0032-061, NEC 216, MON., WED., 4/24-5/17, 6:00 pm-10:00 pm

### MICROSOFT EXCHANGE SERVER/3 - DESIGN AND IMPLEMENTATION (973)

This course builds on the knowledge developed in MS 1026 (LNT0033). Students will examine the design considerations and the component functionality required for creating and implementing an Exchange Server organization. Students will learn how the components interact to provide messaging functionality, install the product, create and configure the various messaging connectors and configure directory and public folder replications. This course will help the student prepare for the MS Certified Professional exam 70-81. Prerequisites: Completion of MS 803, MS 922 AND MS 1026, MS 956.

TUITION: \$1795.00

■ LNT0033-060, NEC 216, MON., WED., 2/14-3/16, 6:00 pm-10:00 pm

■ LNT0033-061, NEC 216, MON., WED., 6/5-7/12, 6:00 pm-10:00 pm

## NEW

### MASTERING MICROSOFT VISUAL BASIC 6 - FUNDAMENTALS

This course is designed for those who have previous experience in programming or have completed course 1587. Learn to build custom, multiple-form applications, incorporate dynamic menus, pop-up menus, status bars, and custom toolbars into applications, debug applications using debugging tools provided in Visual Basic 6 and more. PREREQUISITES: Working knowledge of programming concepts or completion of Microsoft course 1587-A.

TUITION: \$1795.00

4.0 CEU

■ LNT0022-060, NEC 205, SAT., 3/4-4/1, 9:00 am-5:00 pm

## NEW

### MASTERING ENTERPRISE DEVELOPMENT USING MICROSOFT VISUAL BASIC 6 (1016)

This course will teach Microsoft Visual Basic programmers, who currently build desktop applications and access corporate databases, the basics of how to build three-tier client/server solutions. Learn to use the Application Architecture Model from the Microsoft Solutions Framework to organize applications into user, business, and data services, build component object model (COM) dynamic-link libraries (DLLs) and implement them in a multi-user environment using Microsoft Transaction Server (MTS). PREREQUISITE: This course assumes that the student has intermediate programming competency with the Microsoft Visual Basic programming system. Students should contact TECH to check desired skill set before attending.

TUITION: \$1795.00

4.0 CEU

■ LNT0024-060, NEC 205, SAT., 4/8-5/13, 9:00 am-5:00 pm

### MASTERING MICROSOFT VISUAL BASIC 6 DEVELOPMENT ADVANCED (1013)

Learn how to write a Microsoft Visual Basic-based application that accesses data from a database, write a Microsoft Visual Basic-based that uses component object model (COM) components, create an ActiveX control; create a COM component, list the opportunities that Visual Basic developers have to incorporate Internet technologies into their applications and more. PREREQUISITE: This course assumes that the student has a strong working knowledge of the Microsoft Visual Basic programming system. Students should contact TECH to check desired skill set before attending.

TUITION: \$1795.00

4.0 CEU

■ LNT0023-060, NEC 205, SAT., 5/20-6/24

## Microsoft Windows 2000

## NEW

### UPDATING SUPPORT SKILLS FROM MICROSOFT WINDOWS NT 4.0 TO MICROSOFT WINDOWS 2000 (1560)

The goal of this course is to provide Microsoft Windows NT 4.0 support professionals with the knowledge and skills necessary to support Microsoft Windows 2000-based networks. This is a performance-based course, designed upon the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system. Recommended for Windows NT professionals who will be designing and supporting Microsoft Windows 2000 networks, including the planning and implementation of Windows 2000 Active Directory. Strong network administration skills and completion of MCSE is suggested. Prerequisites: Course 803, Administering Microsoft Windows NT 4.0, or equivalent skills and knowledge and Course 922, Supporting Microsoft Windows NT 4.0 Core Technologies, or equivalent skills and knowledge.

TUITION: \$1795

LNT0050 Call 1-888-BE-A-TECH for available course dates starting March 1

## NEW

### DESIGNING A MICROSOFT WINDOWS 2000 DIRECTORY SERVICES INFRASTRUCTURE (1561)

Course 1561 is a three-day course that is designed to provide students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network.

Recommended for Windows NT professionals who will be designing and supporting Microsoft Windows 2000 networks, including the planning and implementation of Windows 2000 Active Directory. Strong network administration skills and completion of MCSE is suggested. Prerequisites: Course 1560, Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000, or equivalent knowledge and skills. OR Course 2154, Implementing and Administering Microsoft Windows 2000 Directory Services, or equivalent knowledge and skills.

TUITION: \$1795

LNT0049 Call 1-888-BE-A-TECH for available course dates starting March 1

## NEW

### MICROSOFT WINDOWS 2000 NETWORK AND OPERATING SYSTEM ESSENTIALS (2151)

This course introduces students to Microsoft Windows 2000 and to the networking technologies it supports. Students will be able to describe user accounts and security, identify the tools used to perform administrative tasks in a Windows 2000-based network, and identify the networking architecture and protocols associated with Windows 2000. Students will be able to identify the hardware and software components required for Windows 2000 network communication, including Remote Access Services, Web Services, and utilities for network maintenance. Business professionals who analyze the business requirements for a system architecture, design solutions, deploy, install, and configure architecture components, and troubleshoot system problems, and are interested in preparing for certification as MCSE professional in Microsoft Windows 2000. Prerequisites: Proficiency using the Windows interface to locate, create, and manipulate folders and files and to configure the desktop environment, general knowledge of computer hardware components, including memory, hard disks, and central processing units, general knowledge of networking concepts, including network operating system, server-client relationship, and local area network (LAN).

TUITION: \$1795

LNT0051 Call 1-888-BE-A-TECH for available course dates starting March 1

## NEW

### SUPPORTING MICROSOFT WINDOWS 2000 PROFESSIONAL AND SERVER (MS2152)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course 2153, Implementing a Network Infrastructure Using Microsoft Windows 2000. Business professionals who analyze the business requirements for a system architecture, design solutions, deploy, install, and configure architecture components, and troubleshoot system problems, and are interested in preparing for certification as MCSE professional in Microsoft Windows 2000. Prerequisites: Successful completion of course 2151, Microsoft Windows 2000 Network and Operating System Essentials, or have equivalent knowledge. Call for further information.

TUITION: \$1795

LNT0052 Call 1-888-BE-A-TECH for available course dates starting March 1

## NEW

### SUPPORTING A MICROSOFT WINDOWS 2000 NETWORK INFRASTRUCTURE (2153)

This course is for new-to-product support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that used the Microsoft Windows 2000 Server products. It also provides students with the prerequisite knowledge and skills required for course 2154, Implementing and Administering Microsoft Windows 2000 Directory Services. Business professionals who analyze the business requirements for a system architecture, design solutions, deploy, install, and configure architecture components, and troubleshoot system problems, and are interested in preparing for certification as an MCSE professional in Microsoft Windows 2000. Prerequisites: Successful completion of course 2152, Supporting Windows 2000 Professional and Server, or equivalent skills and knowledge. Call for further information.

TUITION: \$1795

LNT0054 Call 1-888-BE-A-TECH for available course dates starting March 1

Jobs 12 Section 6

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Team player w/ good interpersonal skills. Excellent compensation.

## Windows 2000, cont.

### IMPLEMENTING AND ADMINISTERING MICROSOFT WINDOWS 2000 DIRECTORY SERVICES (2154)

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Business professionals who analyze the business requirements for a system architecture, design solutions, deploy, install, and configure architecture components, and troubleshoot system problems, and are interested in preparing for certification as MCSE professional in Microsoft Windows 2000. Prerequisites: Course 2152, Supporting Windows 2000 Professional and Server, or equivalent knowledge and skills and Course 2153, Implementing a Network Infrastructure using Microsoft Windows 2000, or equivalent knowledge and skills. Call for further information.

TUITION: \$1795

LNT0054 Call 1-888-BE-A-TECH for available course dates starting March 1

## UNIX

### INTRODUCTION TO UNIX WITH SHELL PROGRAMMING

Learn the BASIC user commands and utilities, how to navigate the Unix file system and the basics of shell scripting. Overview of shell utilities and customization of the Unix environment. PREREQUISITE: Students need previous computer and keyboard skills.

3.2 CEU

TUITION: \$1100.00

LUN0001-061, NEC 212, SAT., 3/4-3/25, 9:00 am-5:00 pm

### UNIX SYSTEM ADMINISTRATION I

Learn the role of the System Administrator from installation of Unix software to establishing a file system, maintaining user accounts, administering printer services, managing backups and administering software packages. PREREQUISITE: Completion of Intro/Shell, or equivalent experience.

TUITION: \$1100.00

LUN0002-060, NEC 212, TUES., THUR., 2/15-3/9, 6:00 pm-10:00 pm

LUN0002-062, NEC 212, SAT., 4/1-4/29, 9:00 am-5:00 pm

### UNIX SYSTEM ADMINISTRATION II

Learn administrative functions of security, diagnostics for system problems, optimization of system, shell scripting for administrative functions, and more. PREREQUISITE: Completion of Intro/Shell, System Administration I or equivalent experience.

TUITION: \$1100.00

LUN0003-061, NEC 212, TUES., THUR., 3/14-4/6, 6:00 pm-10:00 pm

LUN0003-062, NEC 212, SAT., 5/6-6/3, 9:00 am-5:00 pm

### UNIX NETWORK ADMINISTRATION

Learn how to connect communications hardware, configure software, and administer networks within a Unix environment. Work with TCP/IP/Ethernet, modems and serial connections. Learn to connect and work a Network File System (NFS). Develop skills in diagnosing network problems. Learn to optimize network systems and more. PREREQUISITE: Completion of Intro/Shell, System Administration I and II or equivalent experience.

TUITION: \$1100.00

LUN0004-059, NEC 212, SAT., 3/4-3/25, 9:00 am-5:00 pm

LUN0004-061, NEC 212, TUES., THUR., 4/11-5/4, 6:00 pm-10:00 pm

## Novell

### NOVELL/NETWARE 5.0 ADMINISTRATION (560)

Gain the knowledge and skills needed to perform NetWare 4.11 network administration or system management tasks effectively. Learn to accomplish basic and fundamental network management tasks in a NetWare 4.11 network. Call 1-888-BE-A-TECH for scheduled course dates.

TUITION: \$1995.00

4.0 CEU

### NOVELL/NETWARE 5.0 ADVANCED ADMINISTRATION (570)

Learn skills and knowledge necessary for an experienced network administrator to oversee a complex NetWare 4.11 networking environment. The course is based on a case study, with different scenarios illustrating specific points. Each section includes demonstrations, written exercises and hands-on exercises. Call 1-888-BE-A-TECH for scheduled course dates.

TUITION: \$1995.00

4.0 CEU

### NOVELL/NETWARE SERVICE & SUPPORT (580)

Focus on the prevention, diagnosis and resolution of hardware-related problems encountered when networking with the NetWare network operating system. Use what you learn to optimize and maintain systems using many Novell products. Course materials provide a reference participants can continue to use on the job. Call 1-888-BE-A-TECH for scheduled course dates.

TUITION: \$1995.00

4.0 CEU

### NOVELL/NETWARE 5.0 DESIGN & IMPLEMENTATION (575)

Learn a process that shows the sequence of skills and tasks necessary to effect a solid design and implementation schedule. Course 532 presents the logical progression of steps and deliverables developed and practiced by Novell Consulting Services staff personnel in real world engagements. Call 1-888-BE-A-TECH for scheduled course dates.

TUITION: \$995.00

2.4 CEU

## Oracle

### ORACLE: DATABASE MODELING/RELATION DATABASE DESIGN

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. Prepare for the Oracle Administrator series. Students who have little to no database experience should call 1-888-BE-A-TECH for assistance. Course materials provided.

TUITION: \$995.00

2.4 CEU

LOR0001-061, NEC 214, SAT., 3/25-4/8, 9:00 am-5:00 pm

### ORACLE: INTRODUCTION TO SQL & PL/SQL

In this introduction to SQL and PL/SQL functions, create and maintain database objects, store, retrieve, and manipulate data and 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 call 1-888-BE-A-TECH for assistance. Course materials provided.

TUITION: \$1795.00

4.0 CEU

LOR0002-061, NEC 214, SAT., 4/15-5/20, 9:00 am-5:00 pm

### ORACLE8: DATABASE ADMINISTRATION

Gain a thorough conceptual understanding of the Oracle8 database architecture, and reinforce instructor-led learning with structured hands-on practices. 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

TUITION: \$1795.00

4.0 CEU

LOR0003-060, NEC 214, MON., WED., 3/6-4/5, 6:00 pm-10:00 pm

### ORACLE8: PERFORMANCE TUNING

Discover a series of tuning steps, which can improve the performance of the Oracle8 Server. Focus on database issues. Gain practical experience tuning an Oracle database and learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database. Real-world performance tuning case studies so you can apply some of the more advanced techniques. Address frequently asked questions concerning Oracle8 performance tuning received by Oracle Worldwide Support. Course materials provided in class. Call 1-888-BE-A-TECH for assistance. Prerequisite: Oracle8 Database Administration and Oracle 8 SQL

TUITION: \$1795.00

4.0 CEU

LOR0004-061, NEC 214, MON., WED., 4/10-5/10, 6:00 pm-10:00 pm

### ORACLE8: BACKUP & RECOVERY

Study the critical task of planning and implementing database backup and recovery strategies. Examine various backup, failure, restore and recovery scenarios for both Oracle7 and Oracle8 database environments and Oracle8 Recovery Manager. Look at backup methodologies based on business requirements in a mission critical enterprise, and use strategies and Oracle tools such as Recovery Manager to perform backups, and restore and recover operations. Discuss issues concerning backup and recovery received by Oracle Worldwide Support to prepare to troubleshoot. Course materials provided in class. Call 1-888-BE-A-TECH for assistance. Prerequisite: Introduction to Oracle8: SQL and PL/SQL and Oracle8: Database Administration.

TUITION: \$995.00

2.4 CEU

LOR0005-060, NEC 214, SAT., 2/12-2/26, 9:00 am-5:00 pm

LOR0005-061, NEC 214, MON., WED., 5/15-6/2, 6:00 pm-10:00 pm

LOR0005-064, NEC 212, SAT., 2/12-2/26, 9:00 am-5:00 pm

### ORACLE8 NETWORK ADMINISTRATION

Introduction to trends and problems associated with business networking and various solutions. Implement solutions in a classroom environment, explain in detail the architecture of Net8, and describe the steps in which connections are established between peers. Implement a basic connection between a client and a server node using various naming methods. Participants will configure and simulate middle tier systems such as a Names server and Connection Manager.

TUITION: \$730.00

1.6 CEU

LOR0006-060, NEC 212, SAT., 3/4-3/11, 9:00 am-5:00 pm

LOR0006-061, NEC 214, SAT., 3/4-3/11, 9:00 am-5:00 pm

## AutoCAD

### 3-D STUDIO MAX

Learn to use one of the most popular 3D animation systems for use in multimedia development, design visualization, commercial presentations, game design and architectural presentations. Practice modeling simple objects, developing scenes, adding animation and setting up simple graphic worlds. Assign materials and textures to objects, effectively light a scene and handle simple motion. Customize interface layouts. PREREQUISITE: A working knowledge of Windows 95/NT.

TUITION: \$1400.00

4.0 CEU

LVV0090-002, NEC TBA, SUN., 3/12-4/9, 8:30 am-4:30 pm

LVV0090-003, NEC TBA, TUES., THUR., 4/11-5/11, 5:30 pm-9:30 pm

## AutoCAD, cont.

### BEGINNING AUTOCAD 2000 (LEVEL I)

Learn to use the latest version of AutoCAD to create 2D drawings. Become familiar with 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. Skill in using Windows 95 or NT operating system and some previous drafting experience.

3.2 CEU

TUITION: \$700.00

LVV0005-003, NEC TBA, SAT., 3/4-3/25, 8:30 am-4:30 pm

LVV0005-004, NEC TBA, SUN., 4/2-4/30, 8:30 am-4:30 pm

LVV0005-005, NEC TBA, TUES., THUR., 4/18-5/11, 5:30 pm-9:30 pm

LVV0005-006, NEC TBA, SAT., 5/6-6/3, 8:30 am-4:30 pm

### INTERMEDIATE AUTOCAD 2000 (LEVEL II)

Develop additional competence in using AutoCAD 2000 learning additional commands, tools and techniques. Focus is on advance techniques for drawing, editing, working with blocks, XREFs, and plotting. Focus is on improving productivity, editing and dimension skills. Prerequisite: Beginning AutoCAD 2000

3.2 CEU

TUITION: \$700.00

LVV0006-003, NEC TBA, MON., WED., 3/6-3/29, 5:30 pm-9:30 pm

LVV0006-004, NEC TBA, SAT., 4/1-4/29, 8:30 am-4:30 pm

LVV0006-005, NEC TBA, SAT., 5/7-6/4, 8:30 am-4:30 pm

LVV0006-006, NEC TBA, TUES., THUR., 5/16-6/18, 5:30 pm-9:30 pm

### AUTOCAD 2000 UPDATE

For R14 users who intend 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 in Release 14 is recommended as well as some experience or training in 3D drawing.

1.6 CEU

TUITION: \$450.00

LVV0004-005, NEC TBA, MON., WED., 2/21-3/1, 5:30 pm-9:30 pm

LVV0004-002, NEC TBA, FRI., 3/3-3/24, 5:30 pm-9:30 pm

LVV0004-003, NEC TBA, MON., WED., 4/4-4/13, 5:30 pm-9:30 pm

LVV0004-004, NEC TBA, TUES., THUR., 5/16-5/25, 5:30 pm-9:30 pm

### MECHANICAL DESKTOP

This new package allows you to design mechanical components and assemblies quickly and reliably. Integrated 3D solid, assembly and surface modeling solution for the desktop. If you're ready to implement parametric design, learn to use Autodesk Mechanical Desktop. PREREQUISITE: 3D Modeling and Rendering or equivalent experience and a working knowledge of Windows 95/NT.

4.0 CEU

TUITION: \$1400.00

LVV0099-002, NEC TBA, FRI., 3/3-4/28, 5:30 pm-9:30 pm

### BEGINNING AUTOCAD R14 (LEVEL I)

Explore general 2D design and drafting techniques using current AutoCAD software, as well as AutoCAD menus, the drawing editor, 2D commands, set up procedures, object snap and drawing tools, basic blocks and symbols, layers, colors, linetypes, dimensioning, crosshatching, basic text commands, printing and plotting techniques. PREREQUISITE: Drafting and a working knowledge of Windows 95/NT.

3.2 CEU

TUITION: \$700.00

LVV0010-004, NEC TBA, SAT., 3/11-4/1, 8:30 am-4:30 pm

LVV0010-005, NEC TBA, MON., WED., 4/3-4/26, 5:30 pm-9:30 pm

### INTERMEDIATE AUTOCAD R14 (LEVEL II)

Delve into more advanced topics and applications including further use of blocks, symbols and dimensioning, attributes and data extraction, basic customization techniques, file management, system variables, settings and files, multiple drawing assembly, use of macros and script files, slides, paper space/model space, external references, intro to 3D concepts and demonstrations of related software. PREREQUISITE: R14 Level I or equivalent experience and a working knowledge of Windows 95/NT.

3.2 CEU

TUITION: \$700.00

LVV0020-003, NEC TBA, SUN., 3/5-3/26, 8:30 am-4:30 pm

LVV0020-004, NEC TBA, TUES., THUR., 3/7-3/30, 5:30 pm-9:30 pm

LVV0020-005, NEC TBA, SAT., 4/8-5/6, 8:30 am-4:30 pm

LVV0020-006, NEC TBA, MON., WED., 5/1-5/24, 5:30 pm-9:30 pm

### 3D DRAWING & MODELING (Rel 14)

Review basic 3D concepts, coordinate systems, faces, XYZ filters, view commands, perspective and parallel projections, wire frame and surfaces, ascii modeling, model space/paper source, and demonstrations of related software. This course is a prerequisite for Mechanical Desktop. PREREQUISITE: AutoCAD R14 Level II or equivalent experience and a working knowledge of Windows 95/NT.

3.2 CEU

TUITION: \$700.00

LVV0030-002, NEC TBA, MON., WED., 3/6-5/29, 5:30 pm-9:30 pm

### BASIC AUTOCAD LT98

Get the basics of this new inexpensive CAD product in the Windows environment. Learn basic setup and CAD approaches, including basic drawing, editing, dimensioning, display and output commands. PREREQUISITE: Drafting and a working knowledge of Windows 95/NT.

3.2 CEU

TUITION: \$700.00

LVV0060-002, NEC TBA, SAT., 2/12-3/4, 8:30 am-4:30 pm

LVV0060-003, NEC TBA, TUES., THUR., 3/14-4/6, 5:30 pm-9:30 pm

LVV0060-004, NEC TBA, MON., WED., 5/1-5/24, 5:30 pm-9:30 pm

# Professional Development



## A lifetime of learning.

When the applause ended, tassles were turned, and the diploma or degree was at last in your hands, you may have thought a part of your life had ended. In truth, it was just the beginning – the start of learning the lessons only real life can teach. You may have soon discovered that education doesn't really start and stop at a specific stage in our lives. It happens every day, sometimes formally and sometimes by experience alone.

## For a satisfying career.

While the high school diploma or college degree you received on graduation day may have helped you get your job, it's just the first step to a satisfying career. As you grow and change, your idea of the perfect job changes too. And the employment market is constantly evolving and expanding its need for new talent and fresh skills.

## Polish your skills.

At Harper College, we specialize in career assessment and development. We've done our homework. We can help guide you toward careers that offer the greatest opportunities for growth and advancement in the years to come. Our certificate programs, such as the Customer Service Representative Certificate, Certified Financial Planner or Volunteer Management Certificate, ensure that your skills are clearly benchmarked for potential employers. And our professional development courses give you the competitive edge of industry-specific, up-to-date learning from faculty with direct field experience.

Take our Travel Academy program for example. Research tells us that the travel, tourism, meeting and convention planning industry is booming with over two million new jobs becoming available by the year 2012. With that in mind, we offer state-of-the-art training and industry-recognized certification that will help you qualify for a position in the fast-paced, exciting world of travel.

## Gain a professional edge.

With more than 25 professional development programs and 150 courses available, Harper College can help refine your career skills, teach you new techniques or train you for a new career path. So if you are contemplating a career change, consider exploring one of the many new options we offer. Thinking of starting up your own company? Our Small Business Center has courses on the pleasures and pitfalls of operating your own business. Or, let us help you develop a more effective leadership style, write a better business letter, or conduct a performance review to inspire your employees to greatness.

- Close ties with local business and industry
- State-of-the-art training
- Using real-world situations in the classroom
- Instructors with professional field experience
- Flexible schedules
- Fair prices

Whatever your aim, Harper College has something to help you become better at what you do for a living. Why wait for that bigger and better career move? Take a moment now to chart out your future by choosing from the course listings on the following pages. And remember, the investment you make today in professional development will pay off in greater career satisfaction tomorrow.

## Workforce English as a Second Language and Basic Skills

The Workforce English as a Second Language department of the Corporate Services Division of William Rainey Harper College fulfills the need for customized, on-site English as a Second Language and Adult Basic Education classes for the workforce in the Wheeling community. Affordable classes for all levels, from beginning to advanced, are available to accommodate individual companies at their locations. Employees' listening, speaking, reading and writing English proficiencies are evaluated, and a customized English curriculum is then designed to each company's specific industry and employee needs. These programs will enable employees of all levels of English competency to understand safety regulations and company policies, ask questions and give clearer answers, comprehend directions, communicate better with co-workers, complete written forms and develop job-related vocabulary. For employees with more advanced levels of English competency, classes are available for accent reduction, business idioms, and American corporate culture. If your company is working toward ISO 9000 or QS 9000 certification, this program can be a critical component for successful completion of your certification goals.

Programs intended primarily for native speakers of English include development of basic skills, intermediate skills, and adult secondary instruction to serve as the foundation for learning how to learn. We offer courses to develop core basic skills in reading, English, and mathematics for employees whose skills range from beginning literacy up to a sixth grade equivalent. Studies have shown that these core skills are essential before job-specific skills can be taught effectively. Courses to further develop intermediate skills in reading, English, and mathematics for employees whose skills range from a sixth to a ninth grade equivalent are available. Employees whose skills are between a ninth and twelfth grade equivalent benefit from other adult secondary courses to review reading, writing, or mathematics skills or to prepare for the General Educational Development (GED) Test. These programs may also be appropriate for some Limited English Proficient employees whose English skills are at an intermediate level or above. For more information, please call (847) 925-6701.

## Community Career Services

ILLINOIS EMPLOYMENT AND TRAINING CENTER

### Individual Counseling

Working with a counselor on a one-on-one basis, the following career services are designed to give you the maximum benefit by focusing on your specific career needs.

For more information on individual career services, or to register, please call 847/758-2370.

#### One-on-One Counseling Sessions

Discuss your career issues with a career counselor and develop strategies to manage your career successfully! FEE: \$45 per hour

#### Myers Briggs Personal Assessment

The Myers Briggs test will help you to identify 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. FEE: \$75

#### Strong Interest Inventory

The Strong Interest Inventory helps you better understand your interests and match those interests 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. FEE: \$75

#### Career Mapper

Career Mapper measures 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 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 interpretation. FEE: \$120

#### Career Assessment (4 one-hour sessions)

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 and the Strong Interest Inventory. FEE: \$215

#### Career Action Planning (6 one-hour sessions)

Develop a comprehensive career action plan from start to finish. Begin by assessing your "self" with the same assessment used in the Career Assessment package. 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. FEE: \$250

#### For the 50+ Worker (4 one-hour sessions)

Considering a job or career change? If you have been downsized or are looking for a new career direction, work one-on-one with a counselor to assess your self, explore various career options and new opportunities. Learn how to use your experience and your age to your advantage! FEE: \$215

## Community Career Services, cont.

#### For Couples Only (5 one-hour sessions)

Explore career lifestyle and compare your family role to your career role! Explore hot topics such as: Who is better equipped to pay the bills? Who needs a to-do list? Do your family and career values match? Explore the family benefits of joint career lifestyle planning! A set of assessment instruments with interpretation by a certified counselor will guide you in the right directions. FEE: \$215

#### Resume Service (2 one-hour sessions)

Work with a counselor to develop an up-to-date resume. We help you write and produce your resume, giving you a white copy, 10 ivory copies with envelopes and your resume on disk for easy up dating! FEE: \$98

#### Interviewing Skills

Sharpen your interviewing skills! Instruction and consultation on effective interviewing techniques is provided. Follow this with a videotaped mock interview, which is critiqued and then given to you to use for future reference. Dress appropriately for an interview and bring your resume and a list of positions and/or companies where you want to apply. FEE: \$78

### Group Workshops

#### Career Assessment

Looking for direction, options or a career change? This counselor lead workshop gives you the opportunity to identify and evaluate skills, interests, personality, motivators/demotivators, strengths, weaknesses, and work values 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)

FEE: \$90 (5 hour program)

Follow up counseling session at a reduced fee of \$35 per hour

■ LTC1000-002, NSET 110, TUES., 2/15 & 2/22, 6:30 pm-9:00 pm

LTC1000-003, NSET 110, SAT, 3/18, 8:30 am-1:30 pm

■ LTC1000-004, NSET 110, WEDS., 4/12 & 4/19, 6:30 pm-9:00 pm

#### Going Back to School Without A Hassle

Save time and money. Learn about traditional as well as nontraditional college programs. Get college credit for your experience. Obtain corporate, military, or life experience credits. You will also discover how you learn best and how to choose the most appropriate college for your needs.

FEE: \$5 (3 hour program)

■ LTC2003-001, A236, TUES., 2/22, 6:00 pm-9:00 pm

#### Career Changes and Choices - Your NEXT Move

Yes, there is a life after longevity on a job or in a career! If you have been with a company or in the same position for 5, 10 or more years and now find yourself looking for a job or a career change due to a personal, need, choice, or downsizing, this is the workshop for you. Assessments will incorporate your years on the job and evaluate how skills, interests, and values can be transferred successfully into a new job or career. Develop a winning resume, prepare for the "dreaded" interviewing process and learn how to market yourself effectively. Gain the confidence you need to take that first step. (Myers-Briggs, Self-Directed Search and self-evaluation techniques are used.)

FEE: \$100 (6 hour program)

■ LTC1008-001, NSET 110, THURS., 3/23 & 3/30, 6:30 pm-9:30 pm

### NEW

#### Living In Sync With Your Work/Life

What keeps you from living your life in line with who you are? This practical, result-oriented workshop is designed to help you live your life more fully. In the midst of your hectic schedule, set aside this one day to reflect, plan and make choices to enhance the quality of life. You will receive nine of the "keys of life area" and begin to envision what a life "in sync" would look like for you. You will also identify limitations, strategies, ways to change and create an action plan that is realistic and "do-able!"

FEE: \$79.00 (7 hour program)

LTC2012-001, NSET 110, SAT., 4/8, 9:00 am-4:30 pm

#### Making Etiquette Work for You

Etiquette skills are the key ingredient in professional and personal success at work, at home and in social settings. Learn dining and telephone etiquette, proper introductions, instruction of formal and informal social customs and more.

TUITION: \$35 FEE: \$10 (6 hour program)

LTC4013-001, A242a, FRI., 4/7, 9:00 am-3:00 pm

#### The 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.

FEE \$79 (7 hour program)

LTC4000-001, NSET 110, THURS., 3/23, 8:30 am-4:00 pm

Cut Here  
With FREE  
Career-Boosting  
Services

Un Rewarding  
Un Appreciated  
Un Fulfilled  
Un Happy

Free  
Career  
Seminars

March 6, April 3, and  
May 1, 6-7pm at IETC Center  
in Arlington Heights.  
RSVP 847-758-2370

Explore job trends, hot careers, career  
choices, education, fast-track training.

#### FREE CAREER RESOURCE CENTER

Education/training programs, career counseling, job referrals/placements, support groups, computers, internet access, job listings and fax machines.

#### GROUP WORKSHOP OR INDIVIDUAL SESSIONS

We offer many courses, workshops and training options to jump-start your career.

#### SKILLS ASSESSMENT AND TRAINING

Self and career assessment, specialized training, fast-track career training, skills enhancement, certification and career direction counseling.

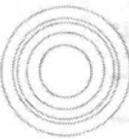
Get on track for a cutting-edge career. For more information, a free service listing or to reserve a seat at our free career seminars, call the IETC Center today at 847-758-2370. Email us at [careers@harper.cc.il.us](mailto:careers@harper.cc.il.us). Or visit our web site at [www.harper.cc.il.us](http://www.harper.cc.il.us).



 William Rainey Harper College



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Professor Speech/Theatre  
Director of Theatre

Mary Jo Willis

# Explore every avenue of discovery at Harper

## From Harper College to Antarctica

Avenues of discovery have many faces at Harper. You can follow the avenue of self-discovery as you explore career ideas, academic options or personal enrichment. You can walk the passageways of world-class instruction that take place in the Harper classroom. You can soar through your dreams and travel to places beyond the imagination. Faculty at Harper mentor exploration in the arts, in the sciences, in the humanities. They bring their expertise and experience to the classroom. They look for ways to grow and to share that growth with their students.

One such faculty member is Paul Sipiera, professor of astronomy and geology, who started his great exploration in January. Sipiera began his journey into the hostile environment of Antarctica to join *Antarctica 2000: Planetary Studies Foundation Astrobiological Expedition*.



Professor/Chair Geology/Earth Science

Paul Sipiera

*"I will search for seeds of life formed in space. I will not go to the moon or Mars, I will go to Antarctica. I will endure temperatures of -31°, bone-chilling wind and crevasses so deep one could plummet to his death."*



Assistant Professor Speech/Theatre

Todd Ballantyne



Associate Professor/Chair  
Anthropology/Sociology

Helmut Publ



Professor History/Political Science

Sharon Z. Alter

Join us in this exploration by taking a class in astronomy or a Writing Studio seminar; canoe through the backwaters of Wisconsin or travel to Sri Lanka.

In January, Sipiara, the expedition leader, joined other team members to search for extremophiles, microorganisms that thrive in blistering cold. The 10-member team hoped that both the ice specimens and meteorites they gather could be applied to a search for extraterrestrial life.

#### The Team

David G. Butts, Expedition Safety Officer  
 Dr. Owen K. Garriott, Communications Specialist  
 William Gruber, Field Scientist  
 Sharon Hooper, Teacher, Plum Grove Junior High  
 Dr. Richard A. Hoover, NASA  
 James A. Lovell, Science Team Co-leader  
 Amanda Onion, Science Reporter for FoxNews.com  
 Adam Petlin, Cameraman for FoxNews  
 James N. Pritzker, Logistical Support

Sipiara concentrated on meteorite collection when the Antarctica 2000 crew headed to the Thiel Mountains, a cluster of mountain ranges northwest of the South Pole. "We will also be looking in a region where more than 25 meteorites were recovered in 1992. But, no matter where one goes in Antarctica, the odds of finding meteorites are relatively good. Antarctica is "the" place for meteorites," said Sipiara.

Sipiara was eager to find any kind of meteorites, but the best prize would be finding a carbonaceous chondrite. These dull, black meteorites contain high amounts of water since most come from comets, which are dense with ice. Most of these rocks originated four and a half billion years ago as a cloud of cosmic debris that eventually formed our universe's planets and large asteroids.

In the following excerpts written by Amanda Onion for Fox News, we find that Sipiara did, indeed, find that prized meteorite:



## Antarctica 2000

January 12, 2000

We've just returned from our first day of meteorite hunting near the Thiel Mountains. And what a day it has been. We've uncovered four space rocks.

After almost four hours spent sweeping back and forth over the ice, we've had a chance to take a closer look at the meteorites. The most promising is a carbonaceous chondrite - the type of meteorite most likely to contain microfossils.

January 15, 2000

Paul Sipiara was shuffling a magnet stick through a pile of snow covered rocks. At one point he drew the stick's magnet tip up for a closer look and grinned.

"Oh, my," he said, "this is ridiculous. It's too easy." A grape-sized, brown and black rock was clinging to the magnet. Many meteorites have a high iron content and often a magnet can distinguish between a suspicious looking Earth-rock and one that originated in space. Sipiara believes that the baggy full of pebbles that he collected today could be a mix of magnetites and micrometeorites.

Upon his return Sipiara's findings were cached with the findings of the other explorers for examination and research. Sipiara will recap his adventures with lectures at Harper and visits to various district schools.

Your exploration may take you far from home. Or your discoveries could be in your own backyard. Wherever they may be, make a part of that exploration a class at Harper. Enjoy the world of theater productions directed by Mary Jo Willis and Todd Ballantyne; travel to Mesoamerica with Helmut Publ; learn what makes politics work through the eyes of Sharon Alter.

Do this and more: explore.



# ZOOM in on your Future

Introducing three  
new certificates:

**Core Animation**

**Technical Animator**

**Character Animator**



Train to qualify for one of the  
most sought after careers in

## Animation Art

**3D modeler for multimedia**

Film•Internet/Web design•Video Games

**Modeler/Animator for Medical**

Forensic•Industrial•Educational

**Technical Animator**

Multimedia•Animation•Web Design

**Character Animation**

Video Games•Web Design•Multimedia

Software training and complete program of  
study that meets industry requirements at  
a fraction of the cost of similar programs!

Designed for BA, BFA, MFA graduates  
seeking to enhance their portfolios, corporate  
training for professional animators, career  
change individuals or high school graduates.

For more information, call 847/925-6026

## Animation Art

The Liberal Arts Animation Art Program is introducing three new certificates: Core Animation, Technical Animator and Character Animator. In partnership with Alias/Wavefront, the producer of MAYA animation program, these certificates provide software training and the complete program of study for a career in the visual art/animation field. This professional program is designed for high school graduates, career change individuals, BA, BFA, and MFA graduates seeking to enhance their portfolios, and corporate training for professional animators in conjunction with participating studios.

In addition to the foundational art and technology courses, it is recommended that students enhance their portfolio and skills with a variety of flat art and 3-D studio classes. For descriptions, dates and time look on pages of newsprint under Foundational Art Courses and Photography. Suggested courses include: Painting (Acrylic concentration), Color Pencil, Pastel, Watercolor, Photography I-Camera Techniques, Photography II (Darkroom), and Principles of Photography: Digital Capturing & Traditional Camera Techniques.

For information about these certificates, please call Karen Puleo at 847/925-6026, or visit our website [www.harper.cc.il.us](http://www.harper.cc.il.us).

### SKELETAL ANATOMY

Drawing from a skeleton and a live model is the basis for all successful character animation. This is a required course for the Animation Certificate. TUITION: \$400.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6471

■ LAN0005-081, L 113, FRI., 3/17-5/12, 6:00 pm-9:15 pm

### FIGURE SCULPTURE

The entire class will be devoted to sculpting from a model in clay provided in class. Gesturing, form, balance and shape. Each week a clay model will be completed. This is a required course for the Animation Certificate. TUITION: \$89.00 FEES: \$20.00 **2.4 CEU**

LAN0008-081, TBA, SAT., 3/18-5/13, 10:00 am-1:00 pm

### OPEN LAB WITH MODEL

This is a 3-hour lab offering a live model. Students choose to sculpt, paint, or draw from the figure. No teacher is present for instruction. TUITION: \$89.00 FEES: \$20.00 **2.4 CEU**

LAN0025-081, TBA, SAT., 3/18-5/13, 1:00 pm-5:00 pm

### ANIMATION I: TRADITIONAL CELL DRAWING

This is a required course for the Animation Certificate. Students need to bring sketch pad and pencils. **2.4 CEU**

TUITION: \$400.00 FEES: \$80.00

TOUCHTONE NUMBER TT #6473

■ LAN0010-081, TBA, THUR., 3/16-5/11, 6:30 pm-9:30 pm

### 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: \$75.00

TOUCHTONE NUMBER TT #6656

■ LAN0026-081, TBA, TUES., 3/14-5/9, 6:30 pm-9:30 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 FEE \$50.00

LAN0004-081, NEC 113, SUN., 3/18-5/13, 1:00 pm-4:00 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**

LAN0011-081, NEC 113, SUN., 3/19-5/14, 10:00 am-1:00 pm

### ACTIVE FIGURE DRAWING

Lighting, staging and camera techniques. This is a required course for the Animation Certificate. **2.4 CEU**

TUITION: \$400.00

LAN0012-081, TBA, MON., 3/13-5/8, 6:30 pm-9:30 pm

### ANIMATION PRODUCTION

Creation of Animated film, conceptualized from Animation Pre-Production. Prerequisite: Animation Pre-Production. **2.4 CEU**

TUITION: \$400.00

LAN0019-081, L113, TUES., 3/14-5/9, 6:30 pm-9:30 pm

## Animation Art, cont.

### ANIMATION III

Lighting, staging and camera techniques. This is a required course for the Animation Certificate. **2.4 CEU**

TUITION: \$400.00

TOUCHTONE NUMBER TT #6655

■ LAN0019-081, L 113, TUES., 3/14-5/9, 6:30 pm-9:30 pm

### ANIMATION POST-PRODUCTION

Compositing techniques. **2.4 CEU**

TUITION: \$400.00

TOUCHTONE NUMBER TT #6654

■ LAN0018-071, L 113, THUR., 1/20-3/9, 6:30 pm-9:30 pm

■ LAN0018-081, NEC 240, THUR., 3/16-5/11, 6:30 pm-9:30 pm

## Computer Training for Animators

### MAYA I

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

■ LAN0036-071, NEC 240, WED., 3/13-5/8, 6:30 pm-9:30 pm

### MAYA SPECIAL EFFECTS

Instruction for operating compositing software, integrating live film and editing to MAYA animations following Alias/Wavefront prescribed principles. **2.4 CEU**

TUITION: \$2000.00

TOUCHTONE NUMBER TT #6565

■ LAN0043-081, NEC 240, TUES., 3/14-5/9, 6:30 pm-9:30 pm

## Customer Service Representative

The Customer Service Representative (CSR) certificate program is designed to provide you with all the essential skills demanded by today's businesses.

If you enjoy working with people and would like to master customer service training that emphasizes basic service skills, this is the program for you. Upon completion you will have a chance for placement in one of several prestigious corporations in the area. Classes include customer service skill building and an internship in private industry. For those who do have computing skills, a program of classes will be added. A high school diploma or GED is required to enroll in the CSR certificate program. For additional information about the CSR certificate, call 847/925-6000, extension 7405.

### 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. For additional information about this program, please call 847/925-6000, x7405. TUITION: \$482.00 FEES: \$75.00 **2.4 CEU**

LCS0001-001, NEC 140, SAT., 2/5-3/25, 8:30 am-11:45 am

■ LCS0001-002, TBA TBA, MON., 2/28-4/17, 6:00 pm-9:15 pm

LCS0001-003, NEC 140, SAT., 4/1-5/20, 8:30 am-11:45 am

## Real Estate

The newly designed Real Estate Institute is an exciting new program designed for those who desire to excel as licensed real estate salespersons or those who wish to expand their career opportunities to include managing or owning a real estate business. Our classes are designed to prepare you to become a professionally licensed real estate salesperson. Let us help you start and develop an exciting career in Real Estate! Our classes comply with the Real Estate License Act of 2000.

For those aspiring to become licensed real estate brokers, the Real Estate Transactions course plus the two required courses and two elective courses meet the educational requirements for Illinois Broker preclicensing as approved by the Office of Banks and Real Estate. A total of three required courses and two elective courses must be completed.

### 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. **2.0 CEU**

TUITION: \$162.00

TOUCHTONE NUMBER TT #6001

■ LRE0009-080, J 263, MON., WED., 3/15-5/10, 6:35 pm-9:15 pm

## Brokers' Courses

### 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. ELECTIVE. **1.0 CEU**  
TUITION: \$54.00

TOUCHTONE NUMBER TT #6444

■ LRE0102-001, D 193, THUR., 3/16-4/13, 6:30 pm-10:00 pm

### PROPERTY MANAGEMENT

Consider aspects of legal responsibility as to accounting, reporting, insuring and protecting income property. The Americans with Disabilities Act, civil rights laws, and regional occupancy laws are to be covered. ELECTIVE. **1.0 CEU**  
TUITION: \$54.00

TOUCHTONE NUMBER TT #6446

■ LRE0103-001, D 193, THUR., 4/20-5/11, 6:30 pm-10:00 pm

## Hospitality Industry

### 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 más 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

Prepare for the state-approved test administered by the Educational Foundation for the National Restaurant Association. Food service personnel will learn sanitation procedures in Spanish. The test meets the requirements of the Illinois Department of Public Health and most local municipalities, except Chicago. Exam will be given in the last session of class.

TUITION: \$125.00 FEES: \$57.00 **1.6 CEU**

TOUCHTONE NUMBER TT #5758

■ LFS0003-002, C 103, MON., 4/3-5/8, 6:00 pm-9:00 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: \$110.00

TOUCHTONE NUMBER TT #7820

■ LFS0001-002, A 142, TUES., 3/14-4/25, 5:30 pm-10:00 pm

### FOOD SERVICE SANITATION EXAM PREPARATION

If you are working in the industry, this short review for the Food Service Sanitation Exam will cover the points you need to know before the exam. The state approved test will be given the last night of class. Purchase your text at the Harper College Bookstore before the first night of class. The test meets the requirements of the Illinois Department of Public Health and most local municipalities. **1.9 CEU**

TUITION: \$125.00 FEES: \$9.00

TOUCHTONE NUMBER TT #5932

■ LFS0005-003, A 380, MON., 3/13-4/17, 5:00 pm-9:00 pm

■ LFS0005-004, A 380, MON., 4/24-5/22, 5:00 pm-9:00 pm

### FOOD SAFETY REVIEW FOR CURRENT CERTIFICATE HOLDERS

A complete .5 CEU review of food service standards that meets the requirements for certificate renewal. Discussion includes growth and control of microbiological sources, methods food borne illness prevention, employee hygiene practices and analysis for critical control. A short test will be given. Bring your current Illinois Foodservice Sanitation Manager Certificate and a photo identification. Students must bring current certificate and picture ID with them to this class. **0.5 CEU**

TUITION: \$65.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6449

■ LFS0011-003, D 105, SAT., 3/18, 8:30 am-3:30 pm

■ LFS0011-004, A 380, TUES., 4/11-4/18, 6:00 pm-9:00 pm

■ LFS0011-005, D 105, SAT., 5/20, 8:30 am-3:30 pm

### HAZARD ANALYSIS FOR CRITICAL CONTROL POINTS

Explore the basic concept of HACCP and discover what you can do to prevent the growth and spread of bacteria in your work environment. Learn the importance of implementing an HACCP program and the seven steps of HACCP. Walk away from the course with your HACCP plan in place, ready to implement it in your facility. Bring your written Sanitation Standard Operating Procedures (SSOP's) for your establishment and a sample of a beef, chicken and fish recipe to class. **2.0 CEU**

TUITION: \$125.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6063

■ LFS0007-001, C 103, MON., TUES., WED., THUR., FRI., 3/13-3/17, 8:00 am-12:30 pm

## Hospitality Industry, cont.

### SUPERVISING 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.

TUITION: \$97.00 FEES: \$7.00

LGT0047-001, J 166, SAT, 4/8-4/15, 9:00 am-12:00 pm

## B.A.S.S.E.T.

### 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. For information, call 847/925-6687. **0.8 CEU**  
TUITION: \$54.00

LAW0083-002, LAQS TBA, SUN., 2/27-2/27, 11:00 am-8:00 pm

LAW0083-003, LAQS TBA, SUN., 3/26-3/26, 11:00 am-8:00 pm

LAW0083-004, LAQS TBA, SUN., 4/30-4/30, 11:00 am-8:00 pm

■ LAW0083-005, LAQS TBA, TUES., 5/9-5/16, 6:30 pm-10:30 pm

LAW0083-006, LAQS TBA, SUN., 5/28-5/28, 11:00 am-8:00 pm

## International Trade Opportunities

### LETTERS OF CREDIT

Letters of Credit play a key role in the financing of international trade transactions. Learn how Letters of Credit may be used in your own operations.

TUITION: \$97.00 FEES: \$35.00 **0.6 CEU**

TOUCHTONE NUMBER TT #6614

LGT0039-001, C 103, FRI., 3/17, 8:30 am-4:00 pm

## Importing

### 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 231, THUR., 3/16-5/18, 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. **2.0 CEU**

TUITION: \$84.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6114

■ LGT0045-001, EGHS 223, THUR., 3/16-5/18, 8:00 pm-9:45 pm

### CUSTOMS ENTRY WRITING

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. **1.2 CEU**

TUITION: \$125.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6097

■ LGT0059-001, EGHS 221, TUES., THUR., 4/4-5/4, 6:30 pm-8:30 pm

## Doing Business with the World

### THE INTERNATIONAL PROTOCOL ADVANTAGE

Establishing mutually beneficial relationships in a global economy can mean success to your company. Learn non-technical strategies and tactics to compete: preparing for your first meeting, projecting cross-cultural awareness, gaining the edge in international negotiations, presenting an international image, strategic do's and don'ts. **0.6 CEU**

TUITION: \$97.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5789

LGT0048-001, J 166, SAT., 4/29-5/6, 9:00 am-1:45 pm

# Customer Service...



...sets  
champion  
organizations  
above the rest.

Customer Service Representatives are the golden employees.

The Customer Service Representative Certificate prepares you for a successful career just three months.

For more information about this exciting career program opportunity, call 847/925-6000, ext. 7405.

# Food Service Sanitation License and Reviews



Reviews in English

Reviews in Spanish

Long-term reviews

Short-term reviews

HAACP Training

.5 CEU Certificate Renewal  
Class offered regularly

For information, call 847/925-6300.

## International Trade Opportunities, cont.

### SPOTLIGHT ON GEOGRAPHY & CULTURE: JAPAN & KOREA

Learn how the geography and culture of Japan and Korea impact trade. Understanding their business cultures, politics, tariffs, import and export regulations contribute to your understandings of how to do business. Examine their leading imports and exports as well as safe traveling tips so you can determine whether to approach doing business there.

TUITION: \$75.00 FEES: \$7.00 **0.7 CEU**  
TOUCHTONE NUMBER TT #6529  
LGT0057-001, J 166, SAT., 3/18-3/25, 8:30 am-12:30 pm.

### SUPERVISING 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.

TUITION: \$97.00 FEES: \$7.00 **0.6 CEU**  
LGT0047-001, J 166, SAT., 4/8-4/15, 9:00 am-12:00 pm

## Institute for Supervisory Management Development

The following seminars are designed for the newly appointed supervisor/manager or the supervisor/manager working to update skills. A certification option is available.

### ACCOUNTING/FINANCE FOR NON-FINANCIAL MANAGER/SUPERVISOR

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

TUITION: \$127.00 FEES: \$21.00 **0.6 CEU**  
TOUCHTONE NUMBER TT #5474  
■ LMD0025-002, J 259, WED., 4/5-4/12, 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.

TUITION: \$127.00 FEES: \$40.00 **0.6 CEU**  
TOUCHTONE NUMBER TT #5471  
LMD0005-001, C 103, THUR., 5/11, 8:30 am-4:00 pm

### ADVANCED SUPERVISION

Build on your foundation from the Fundamentals of Supervision course. The advanced course will include specific factors that lead to miscommunication, eight critical factors that build quality into the workforce and five ways to build teamwork into your job.

TUITION: \$127.00 FEES: \$21.00 **0.6 CEU**  
TOUCHTONE NUMBER TT #6571  
■ LMD0183-001, C 103, THUR., 4/6-4/13, 6:30 pm-9:30 pm

### DEVELOPING LEADERSHIP SKILLS—PART II

Learn how to build teamwork through effective leadership, how to communicate effectively with difficult personality types, how to build a collaborative work climate, and how to use positive confrontation to deal with difficult people.

TUITION: \$127.00 FEES: \$40.00 **0.6 CEU**  
TOUCHTONE NUMBER TT #6526  
LMD0105-001, C 103, THUR., 3/23, 8:30 am-4:00 pm

### BUSINESS & LETTER WRITING

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

TUITION: \$127.00 FEES: \$11.00 **1.0 CEU**  
TOUCHTONE NUMBER TT #5472  
■ LMD0017-001, C 103, TUES., 4/4-4/25, 6:30 pm-9:00 pm

### EFFECTIVE TIME MANAGEMENT

Everyone works longer and harder. Don't you want to take control of your time to work more effectively and efficiently? Start here. Time rushes on and we rush after it. Why not learn to manage your time more effectively? Learn to set priorities, schedule appropriately, meet deadlines, achieve objectives and feel less stressed.

TUITION: \$118.00 FEES: \$20.00 **0.6 CEU**  
TOUCHTONE NUMBER TT #5037  
■ LMD0007-001, C 103, MON., 3/20-3/27, 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.

TUITION: \$59.00 FEES: \$11.00 **0.3 CEU**  
TOUCHTONE NUMBER TT #5703  
■ LMD0002-001, J 259, WED., 3/15, 6:30 pm-9:30 pm

### CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS

Performance appraisals can be a powerful tool to help people take their performance to a higher level. Learn to engage employees in interactions that lead to positive outcomes, communicate an assessment of past performance and future expectations and goals that are received positively, and give feedback in a constructive manner that the employee appreciates.

TUITION: \$59.00 FEES: \$11.00 **0.3 CEU**  
TOUCHTONE NUMBER TT #6112  
■ LMD0020-001, C 103, WED., 3/29, 6:30 pm-9:30 pm

## Institute for Supervisory Management Development, cont.

### SUPERVISING 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. **0.6 CEU**

TUITION: \$97.00 FEES: \$7.00  
TOUCHTONE NUMBER TT #5788  
LGT0047-001, J 166, SAT., 4/8-4/15, 9:00 am-12:00 pm

## Small Business Center

### Starting Your Business

#### 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.

TUITION: \$5.00 FEES: \$29.00  
TOUCHTONE NUMBER TT #5485  
■ LSB0072-002, E 107, WED., 3/15, 7:00 pm-9:00 pm  
■ LSB0072-003, E 107, WED., 4/12, 7:00 pm-9:00 pm  
■ LSB0072-004, D 105, WED., 5/10, 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. Yes! This is where you decide.

TUITION: \$275.00 FEES: \$75.00  
TOUCHTONE NUMBER TT #6193  
LSB0075-002, C 103, SAT., 4/8-5/13, 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.

TUITION: \$63.00 FEES: \$7.00  
TOUCHTONE NUMBER TT #6026  
■ LSB0035-001, A 380, TUES., 4/20-4/27, 6:30 pm-9:30 pm

#### SMALL BUSINESS: TAX WORKSHOP

Learn firsthand the expectations for tax compliance and other related issues, such as labor, wage and hours laws, unemployment, tax law strategies and more. If you are a new business with outstanding liabilities, attending a workshop may qualify you for abatement of certain penalties.

TUITION: \$25.00 FEES: \$12.00  
LSB0027-001, C 103, THUR., 3/30, 8:30 am-3:00 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.

TUITION: \$27.00 FEES: \$9.00  
TOUCHTONE NUMBER TT #5036  
■ LSB0041-001, E 107, WED., 3/29, 6:45 pm-9:45 pm

#### LEGAL ASPECTS OF DOING BUSINESS

Are you wondering what business form would best serve your new business? Sole proprietorship? Partnership? Corporate umbrella? What insurance coverage fits your needs now and as you grow? Do you know what the IRS will want from you? Learn the answers to these questions and more in this seminar.

TUITION: \$42.00 FEES: \$5.00 **0.3 CEU**  
TOUCHTONE NUMBER TT #6025  
■ LSB0026-001, A 380, TUES., 4/4, 6:30 pm-9:30 pm

#### INTELLECTUAL PROPERTY BASICS FOR BUSINESS

Intellectual property and your business. 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.

TUITION: \$42.00 FEES: \$7.00  
LSB0092-001, J 242, SAT., 3/25, 9:00 am-1:00 pm

## Small Business Center, cont.

### Marketing Your Business

#### PROMOTING YOURSELF/YOUR BUSINESS

Selling your services or product directly can be intimidating. Learn to define your services/products, to approach potential customers in all situations, to choose your networking opportunities and make the most of them, articulate your purpose and follow-up with new leads. Selling your services or product directly can be intimidating. Learn to define your services/products, to approach potential customers in all situations, to choose your networking opportunities and make the most of them, articulate your purpose and follow-up with new leads.

TUITION: \$73.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6182

■ LSB0090-001, TBA TBA, MON., 5/1-5/8, 6:30 pm-9:30 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. Bring a brown bag lunch.

TUITION: \$97.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5490

■ LSB0032-001, C 103, SAT., 3/18-3/25, 9:00 am-4:00 pm

#### HOW TO START A SUCCESSFUL CONSULTING BUSINESS

Underpaid? Overworked? Learn how to become a successful consultant. Package your education and practical experience, then look at yourself to see if you have what you need to consult: experience, suitability, willingness to plan, ability to market and readiness to start.

TUITION: \$117.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6616

■ LSB0025-001, C 103, MON., 4/3-4/10, 9:00 am-4:00 pm

#### GETTING STARTED ON THE WEB

Learn what the Web is all about including what commercial services and providers have to offer. Determine how to select the right service to meet your needs.

TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5122

■ LSB0013-003, NEC 127, TUES., 4/4, 6:30 pm-9:30 pm

■ LSB0013-004, NEC 127, TUES., 5/9, 6:30 pm-9:30 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.

TUITION: \$63.00 FEES: \$4.00

TOUCHTONE NUMBER TT #5125

■ LSB0014-001, NEC 127, TUES., 3/28, 6:30 pm-9:30 pm

■ LSB0014-002, NEC 127, THUR., 4/27, 6:30 pm-9:30 pm

#### MARKETING ON THE WEB

Be ready to expand your business to the world. Learn advantages and disadvantages of marketing on the Internet, the process of setting up your home page, the results you can expect. Be prepared. Start here.

TUITION: \$63.00 FEES: \$4.00

TOUCHTONE NUMBER TT #5030

■ LSB0033-002, NEC 127, THUR., 3/16, 6:30 pm-9:30 pm

■ LSB0033-003, NEC 127, TUES., 4/11, 6:30 pm-9:30 pm

## Travel Careers/ Harper Travel Academy

**Refund Policy:** Students who withdraw before the start of a Travel Academy course must contact the Office of Continuing Education at 847/925-6800. Students who withdraw within the first week of a Travel Academy day course and within the second week of a Travel Academy evening course, must contact Colette McDonough at 847/925-6009 for a 75% refund.

#### 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.

TUITION: \$58.00

TOUCHTONE NUMBER TT #6045

■ LTA0058-002, NEC 139, WED., 4/19-5/24, 6:00 pm-7:50 pm

#### WORKSHOP ON THE WEB

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.

TUITION: \$45.00 FEE \$10.00

■ LTA0060-002, NEC 127, FRI., 3/17, 8:30 am-12:30 pm

## Travel Careers/ Harper Travel Academy, cont.

#### TRAVEL AGENT II

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.

TUITION: \$350.00

■ LTA0061-002, NEC 142, TUES., THUR., 2/15-3/9, 6:00 pm-9:30 pm

#### TRAVEL AGENT III

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).

TUITION: \$350.00

■ LTA0062-002, NEC 142, TUES., THUR., 3/14-4/6, 6:00 pm-9:30 pm

#### TRAVEL AGENT IV

Discuss 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.

TUITION: \$350.00

■ LTA0063-002, NEC 142, TUES., THUR., 4/11-5/4, 6:00 pm-9:30 pm

#### TRAVEL AGENT V

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.

TUITION: \$595.00

■ LTA0064-001, NEC 139, MON., TUES., WED., THUR., 3/13-4/20, 9:00 am-12:30 pm

■ LTA0064-002, NEC 139, TUES., THUR., 5/9-7/13, 6:00 pm-9:30 pm

## Health Care

### Allied Health Care Professionals

#### SPANISH FOR HEALTH CARE PERSONNEL I

If you have little or no Spanish speaking ability, this course will enable you to communicate more effectively with Spanish-speaking patients. Basic medical terminology, including parts of the body, physical sensations and basic phrases will help you ask pertinent questions and ascertain patient's needs.

TUITION: \$54.00

TOUCHTONE NUMBER TT #5810

■ LAH0051-001, D 293, MON., 4/3-5/15, 7:00 pm-9:28 pm

#### IDENTIFYING THE ILLEGAL PRESCRIPTION

Current strategies for identifying prescriptions, which are illegal, are reviewed. This offering is especially designed for the practicing pharmaceutical technician.

TUITION: \$25.00

TOUCHTONE NUMBER TT #7057

■ LAH0206-001, D 198B, MON., 3/27-3/27, 6:00 pm-8:00 pm

#### ELECTROCARDIOGRAPHY/DYSRHYTHMIA FOR THE HEALTH PROFESSIONAL

Provides instructions on electrocardiographic principles and techniques. Demonstration of skills is emphasized. Includes normal rhythms and dysrhythmias.

TUITION: \$300.00 Fee \$50.00

TOUCHTONE NUMBER TT #7055

■ LAH0204-001, D 196, SAT., 2/12-3/25, 8:00 am-5:00 pm

#### PHARMACY LAW UPDATE

An "update" is provided of current pharmaceutical rules and regulations. This course is especially designed for the practicing pharmaceutical technician.

TUITION: \$25.00

TOUCHTONE NUMBER TT #7056

■ LAH0205-001, D 198B, MON., 3/6-3/6, 6:00 pm-8:00 pm

## Child Care

#### DEALING WITH THE DIFFICULT PARENT

Identifies and discusses effective strategies for developing a "win-win" relationship with the "difficult" parent. Especially designed for childcare providers.

TUITION: \$15.00

TOUCHTONE NUMBER TT #7061

■ LKI0203-001, D 193, WED., 4/5, 7:00 pm-9:00 pm

# What It Takes To Be A Successful Business Owner.



(1. AN IDEA)

(2. FREE BUSINESS  
CONSULTING  
SERVICES  
FROM  
HARPER COLLEGE)

We know. Because the counselors at our Small Business Development Center are successful business owners. They'll help you solve real-world business problems one-on-one. And show you ways to make your business a success. Harper also offers intensive courses and seminars for the entrepreneur and entrepreneur-to-be. For more information call 847-925-6300. Email us at [business@harper.cc.il.us](mailto:business@harper.cc.il.us). Or visit our web site at [www.harper.cc.il.us](http://www.harper.cc.il.us).

A Recent Government Study Projected  
Two Million New Travel Industry Jobs by the Year 2012.

# How Can You Be So Lucky?



That's right. The travel, tourism, meeting and convention planning industry is booming. Travel agents, global travel experts are in demand...and having a lot of fun doing it. And lucky? You bet.

With business travelers, friends and family now literally jetting around the globe, vacationing on private islands halfway around the world, and making million dollar deals 30,000 feet in the air, they can't risk lost Internet reservations or poor destination selections. Travel agents make it their business to ensure that their adventure is an excellent one.

Harper College Travel Academy and Meeting and Convention Planning Program offers state-of-the-art training and industry-recognized certification.

**Begin Your Adventure.**  
Travel Academy Open House  
Saturday, February 19 at 10 am  
Wednesday, March 22 at 6 pm

Northeast Center (NEC), Prospect Heights  
1375 S. Wolf Road

Please RSVP 847/925-6009.

To receive a complete information package on the Travel Academy or Meeting and Planning Program, call 847/925-6300.

Due to high demand, courses fill quickly and early registration is recommended.

## Health Care, cont.

### Dental Hygiene

#### ERGONOMICS & INSTRUMENT MAINTENANCE FOR DENTAL HYGIENIST

Reviews effective principles for keeping your body strong while working as a dental hygienist. Reviews "state of the art" strategies for maintaining the required equipment of the dental hygienist. Especially designed for the practicing hygienist and students currently enrolled in dental hygiene programs.

**.3 CEU**

TUITION: \$35.00

TOUCHTONE NUMBER TT #7059

■ LDE0902-001, TBA, THURS., 4/6, 6:30 pm-9:30 pm

#### PHARMACOLOGY IN ORAL MEDICINE

This course, taken with or without OM-1 will update the DDS, DMD, PA, RN and RDH in the latest advances in medical pharmacology. The focus of this course will be the pharmacological therapies and regimens for the treatment of OM-1 and periodontal disease. Recent advances in FDA approved drugs (i.e. Periostat) will be discussed and evaluated. Instructor: Dr. Michael Colvard

**.3 CEU**

TUITION: \$55.00

TOUCHTONE NUMBER TT #5283

■ LDE0051-001, D172, TUES., 3/7, 6:00 pm-9:00 pm

#### DIAGNOSIS & DISEASE IN ORAL MEDICINE

This course, taken with or without OM-1 or OM-2, will update the DDS, DMD, PA, RN and RDH in the latest understandings of the diseases of the mouth. Particular focus will be on integrating oral diseases with systemic and internal medicine, immunology, microbiology, and pharmacology. Current concepts in the pathobiology of dental caries, periodontal diseases, the desquamative gingival diseases, immunological diseases, viral and fungal conditions, xerostomia and cancer will be reviewed. Instructor: Dr. Michael Colvard

**.3 CEU**

TUITION: \$55.00

TOUCHTONE NUMBER TT #5284

■ LDE0052-001, D172, TUES., 4/18, 6:00 pm-9:00 pm

#### PERIODONTAL CARE & CHEMOTHERAPY

This course, taken with or without OM-3, will update the DDS, DMD, PA, RN and RDH in the latest non-surgical and medical management models in the treatment of oral and periodontal diseases. Current concepts and the future indications for the use of irrigations, antibiotics, "non-antibiotic" antibiotics, site specific delivery systems such as Actisite and the use of non-steroidal anti-inflammatory drugs (NSAID) and the new NSAID oral rinses for the management of periodontal bone loss will be discussed. Instructor: Dr. Michael Colvard

**.3 CEU**

TUITION: \$55.00

TOUCHTONE NUMBER TT #5285

■ LDE0053-001, D172, TUES., 5/9, 6:00 pm-9:00 pm

## Dietetic Technician

#### FOOD SERVICE MANAGEMENT FOR THE DIETARY MANAGER

This class (Session III) covers food procurement, food production and service, human resource management, staffing, scheduling and training purposes.

**4.0 CEU**

TUITION: \$300.00

■ LD10205-001, A 006, THUR., 3/9-5/18, 5:00 pm-9:00 pm

#### CHILD OBESITY: THE NEW EPIDEMIC

In an effort to bring educational programming to health care professionals who are unable to attend the ADA's Annual Meeting and Exhibition. A teleconference is offered with sessions on • Promoting Healthy Weight in Children: How to Move from Research to Practice • Recommendations for Evaluating Childhood Obesity and Current Practices.

**.4 CEU**

TUITION: \$35.00

TOUCHTONE NUMBER TT #6659

LD10208-001, F 127, WED., 3/29-3/29, 1:00 -5:00 pm

#### GENERAL HEALTH ASSESSMENT/DIETETIC

Upon completion of this workshop, dietetic technicians will be able to do the following: Demonstrate competency in the listed patient care skills, (vital signs, heights and weights, proper technique of infection control and positioning patient); define normal values for vital signs and height and weight; discuss physiology of blood pressure, temperature, respiration and pulse; discuss health screening including hemoglobin, cholesterol, glucose and body fat; and, define normal values for health screening exams.

**.5 CEU**

TUITION: \$50.00

LD10209-001, D 277, SAT., 3/4-3/4, 9:00 am -2:00 pm

## Nursing

#### REHABILITATION NURSING

Developed for RNs working in long term care, with a rehab or subacute focus and RNs 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. The new 2.0 version of MDS, RAPs, and Care Plans will be included.

**6.5 CEU**

TUITION: \$375.00

TOUCHTONE NUMBER TT #7033

LNU0300-001, D 277, TUES., 3/7-5/9, 9:00 am-4:00 pm

## Health Care, cont.

#### TRAIN THE TRAINER: CNA INSTRUCTOR COURSE

Provides the required education for state approved CNA Instructors. Must be a Registered Nurse in Illinois with at least 1 year long-term care experience. Pre-requisite—RN status required.

TUITION: \$300.00 FEES: \$50.00

**3.5 CEU**

TOUCHTONE NUMBER TT #7062

LNU0308-001, TBA, SAT., 4/8-5/6, 8:00 am-3:30 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. Pre-requisite—RN status required.

TUITION: \$75.00

**0.7 CEU**

TOUCHTONE NUMBER TT #5312

LNU0301-001, D 277, SAT., 4/8-4/8, 9:00 am-4:30 pm

#### MANAGEMENT OF PATIENT'S 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.

**6.3 CEU**

TUITION: \$395.00

TOUCHTONE NUMBER TT #6084

LNU0307-001, H 128A, WED., 3/8-5/10, 9:00 am-4:30 pm

#### PHYSICAL ASSESSMENT FOR THE PSYCHIATRIC NURSE

Provides a review of the essential physical assessment skills for the psychiatric nurse. This course is also relevant to nurses who work with any patient who has emotional concerns.

**.2 CEU**

TUITION: \$25.00

TOUCHTONE NUMBER TT #7063

LNU0309-001, D 193, FRI., 3/17-3/17, 1:00 pm-3:00 pm

#### PROVIDING CARE FOR THE "DIFFICULT" CLIENT

Provides a review of effective, responsive principles for use by any nurse responsible for delivering care to the "difficult" client. These principles are also relevant for effective interactions with family members of this client.

**.2 CEU**

TUITION: \$25.00

TOUCHTONE NUMBER TT #7064

LNU0310-001, D 193, FRI., 3/24-3/24, 1:00 pm-3:00 pm

#### NCLEX/RN REVIEW

Graduates of registered nursing programs can prepare for the NCLEX through this course. Topics will include the latest in ECG interpretation, managing LPNs and aides, understanding diagnostic tests, pharmacology, homeostasis and more. At the completion of the course participants will take a readiness test to predict how they will perform on NCLEX and identify areas that need further study. The 35-hour review course has been approved by the National League for Nursing. Contact Continuing Education Office at 847/925-6687 for questions and registration for this course only.

**3.2 CEU**

TOUCHTONE NUMBER TT #7064

LNU0060-001, TBA, MTWR, 5/22-5/25, 8:30 am-4:30 pm

## Cardiopulmonary Resuscitation

#### 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

LCP0008-002, D 277, SAT., 3/11, 9:00 am-4:30 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. Prerequisite: Recognition as a health care professional.

**0.4 CEU**

TUITION: \$40.00 FEES: \$12.00

LCP0043-002, D 277, SAT., 4/15, 9:00 am-1:00 pm

LCP0043-003, TBA, THURS., 5/18, 9:00 am-1:00 pm

#### 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: \$40.00 FEES: \$15.00

TOUCHTONE NUMBER TT #5822

■ LCP0084-001, TBA TBA, TUES., 2/22, 7:00 pm-10:00 pm

THUR., 2/24, 6:00 pm-10:00 pm

LCP0084-002, D 277, SAT., 5/6, 9:00 am-4:30 pm

■ LCP0084-003, D 277, TUES., 5/9, 7:00 pm-10:00 pm

THUR., 5/11, 6:00 pm-10:00 pm

## Health Care, cont.

### CPR INSTRUCTOR COURSE

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

**1.6 CEU**

TUITION: \$114.00 FEES: \$67.00

TOUCHTONE NUMBER TT #6258

LCP0086-001, D 193 SAT., 5/13, 9:00 am-4:30 pm

### CPR INSTRUCTOR/INSTRUCTOR TRAINER RENEWAL

NO DESCRIPTION

**0.8 CEU**

TUITION: \$75.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6258

LCP0085-001, TBA, TUES., 4/4, 6:00 pm-10:00 pm and  
THURS., 4/6, 7:00 pm-10:00 pm

### INFANT/CHILD CPR: FOR THE CHILDCARE PROVIDER

This course teaches CPR for the infant and child. You will learn how to perform rescue breathing, clear an obstructed airway, and perform one-rescuer CPR. This course meets the Illinois day care licensing requirement.

**0.8 CEU**

TUITION: \$40.00 FEES: \$10.00

TOUCHTONE NUMBER TT #7058

LCP0087-002, D 104, THUR., FRI., 5/18-5/19 6:00 pm-10:00 pm  
LCP0087-001, D 277, SAT., 5/13, 8:00 am-5:00 pm

## Cosmetology

### Cosmetology Licensing Program

Harper College, in cooperation with a local cosmetology school, is pleased to offer a training program to prepare candidates to pass the Illinois licensing examination for beauticians. Upon satisfactory completion, the student will have received required theoretical and clinical training which will enable him/her to qualify for the state examination.

Cosmetology is a 1,500 hour, specialized program. Classes meet on Monday, Wednesday and Thursday evenings from 6 pm to 9 pm, and Saturdays, from 8:30 am-5 pm at the Arlington Academy Cosmetology Career Center, located in downtown Arlington Heights, Illinois. This part-time program consists of five required modules of schooling, which take about 22 months to complete. The cost for this program is \$2,875, payable to Harper College on a semester by semester basis, or \$575 per five semesters. Please note that there is an additional one time "student kit" purchase, which consists of curling irons, mannequins, combs, rollers, manicure kit and other items needed for instruction at a cost of \$539, plus an application fee of \$125 payable to Arlington Academy Cosmetology Career Center.

Interested students can contact Arlington Academy Cosmetology Career Center, 847/259-5380, to make an appointment to visit their facility. For further information, call Life Science and Human Services, Continuing Education, 847/925-6687.

## Personal/Health Management

### "WHAT'S BUGGING YOU?"

Provides an update on the current trends in infections and diseases. A discussion will include the implications of their disease on our health. Especially relevant for teachers, school nurses, childcare providers and parents.

**0.2 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7065

LPH0237-001, D 193, SAT., 4/8-4/8, 10:00 am-12:00 pm

### NUTRITIONAL "FUN"-DAMENTALS

Provides a review of current insight into nutritional principles for your child's health.

**0.2 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7066

LPH0238-001, D 196, SAT., 4/8-4/8, 10:00 am-12:00 pm

### GRANDPARENT/NEXT MILLENIUM

Provides insight to "grandparents" and "grandparents-to-be" on the "how to's" of making a positive difference in the life of their grandchild. Presented within the context of the unique challenges of the new millennium.

**0.2 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7067

LPH0239-001, D 193, SAT., 3/18-3/18, 10:00 am-12:00 pm

## Volunteer Management

### Certificates in Volunteer Management

National recognition has been given to both the Level I and the Level II Volunteer Management Certificates from the Association for Volunteer Administration (AVA). You may take individual courses from Level I or Level II that contribute to your professional growth or your achievement of the certificates. You need not have completed Level I course work to begin Level II course work. Both Level I and Level II require completion of six basic and two enrichment courses. The basic courses are specified but enrichment courses may be applied to either level. When you have completed your course work for Level I you will need to write a three-page paper based on your experience and have this paper approved to receive the Level I certificate. Before you submit your Level II project, however, you must have completed and been approved for the Level I certificate. When you have completed your course work for Level II, you will need to develop and document a project which applies your learning to successful management of volunteer services. This project will be reviewed for the awarding of the Level II certificate.

Levels I & II: Enrichment Courses Choose two courses for each certificate. Note: All enrichment courses can be applied to either Level I or Level II. If you are working on a Level II certificate, please choose enrichment classes other than those you took for your Level I certificate.

### Level I & II - Enrichment Courses

#### 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., 3/18, 9:00 am-12:00 pm

#### FUNDRAISING PART II

Donors are the lifeblood of an organization. Learn how to research and identify general supporters for the annual fund campaign as well as solicit media and corporate sponsors for the special event.

**0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5751

LVM0029-001, L 200, SAT., 3/18, 1:00 pm-4:00 pm

#### LIABILITY & RISK MANAGEMENT FOR VOLUNTEERS

Learn the limitations of external regulations and legal liability for volunteer leaders and managers. Protect yourself and your volunteer organization through the development of risk management techniques.

**0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6367

LVM0013-001, L 200, SAT., 4/1, 9:00 am-12:00 pm

#### BOARD DEVELOPMENT

Different boards may require different approaches. Learn to develop consistency in communication and the dollar value of services rendered.

**0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6371

LVM0017-001, L 200, SAT., 4/8, 1:00 pm-4:00 pm

#### NETWORKING

Learn how to walk with confidence into a room full of strangers. Learning and practicing basic networking concepts will help you promote and participate in your organization.

**0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5130

LVM0024-001, L 200, SAT., 4/8, 9:00 am-12:00 pm

#### PROGRAM DEVELOPMENT

Turning program proposals into reality, the nuts and bolts of developing successful programs to meet grant requirements or educational goals. How to put programs together, from setting objectives to evaluation.

**0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6187

LVM0034-001, L 200, SAT., 4/15, 1:00 pm-4:00 pm

#### UNDERSTAND YOURSELF & OTHERS: THE DISC PROFILE

Understanding yourself first and your team members second will give you the edge you need to manage well. Learn how the DISC profile can aid you in understanding yourself and how you relate to others, how the profile aids you in understanding your team members, and ultimately how these understandings will create a productive and positive work environment.

**0.3 CEU**

TUITION: \$39.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6570

LVM0035-001, L 200, SAT., 3/25, 9:00 am-12:00 pm

#### CREATING COLLABORATION

A pervasive trend for program grants and funding awards suggests that agencies or programs with similar goals cooperate/collaborate in developing comprehensive programs to address community needs. Gain practical skills and working knowledge for building collaborative agreements between organizations. Learn what must be negotiated to achieve successful relationships and outcomes.

**0.3 CEU**

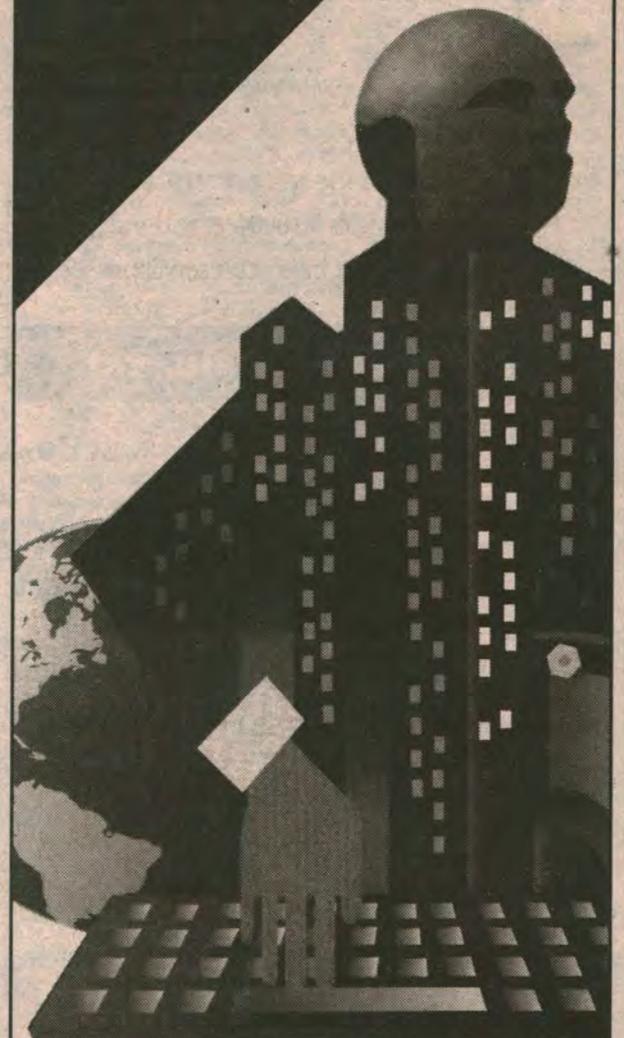
TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6111

LVM0033-001, L 200, SAT., 4/1, 1:00 pm-4:00 pm

Harper College  
Corporate Services  
understands how adults  
learn and the competitive  
need for organizations to  
build intellectual capital.

We are prepared to  
train employees to learn  
the skills and gain the  
knowledge they need  
at their workplace, at a  
time that is convenient.



Harper College Corporate Services  
847-925-6000, extension 7480  
e-mail: corpser@harper.cc.il.us

## Volunteer Management, cont.

### TRAIN THE TRAINER

Participants will learn adult learning styles and how to use a template for designing the content of the presentation. Selection of training techniques and methods will be discussed and how to energize your presentations with tips on delivery. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6012

LVM0007-001, L 200, SAT., 4/15, 9:00 am-12:00 pm

### BASIC HUMAN RESOURCE MANAGEMENT

Managing people well is integral to your success. Learn the basics of employment law, the functions that define HR management, the key five steps to successful management, how to work well with individuals, and how you make assumptions about your employees. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6575

LVM0036-001, L 200, SAT., 3/25, 1:00 pm-4:00 pm

## LabVIEW Training

LabView training is available as LabVIEW I, LabVIEW II and LabVIEW III courses at the Harper College campus in Palatine. For more information, please call 847/925-6996.

### LABVIEW I

Improve your productivity with LabVIEW in this Basics course. Get a head start on your application of LabVIEW or reinforce fundamental concepts through time-saving tips and techniques. Progress from LabVIEW fundamentals and the construction of simple VIS to building complete applications involving data acquisition, analyst and presentation. PREREQUISITE: Experience using Windows, programming experience helpful. **2.4 CEU**

TUITION: \$895.00

LMR0106-001, H 122A, DATE AND TIME TBA

### LABVIEW II

Hands-on LabVIEW II builds on topics covered in LabVIEW I. Extend your understanding of LabVIEW to take full advantage of its features, including clusters, globals, locals, and attribute nodes. Learn techniques to reduce memory requirements, optimize execution speed and build the highest performance, most efficient VIS. PREREQUISITE: LabVIEW I or equivalent experience. **2.4 CEU**

TUITION: \$895.00

LMR0105-001, H 122A, DATE AND TIME TBA

### LABVIEW III

This hands-on LabVIEW DAQ course teaches you how to select the right components to implement a LabVIEW-based data acquisition and control system. Introduction to transducers and signal conditioning will teach you to correctly wire signals to your signal conditioning hardware or DAQ board to minimize noise and avoid ground loops. Discuss all components of a DAQ system, including analog, digital and counter/timer I/O. Exercises use thermocouples, strain gauges and SCXI signal conditioning hardware connected to a multifunction DAQ board to reinforce lecture topics. PREREQUISITE: LabVIEW I and II courses or equivalent experience. **2.4 CEU**

TUITION: \$1095.00

LMR0104-001, H 122A, DATE AND TIME TBA

## Refrigerant Handling

### 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

LMR0101-003, H 117, SAT., 4/8-4/15, 9:00 am-12:00 pm

LMR0101-004, H 117, SAT., 5/6-5/13, 9:00 am-12:00 pm

### REFRIGERANT HANDLING TEST

This is the EPA exam required for certification. **0.4 CEU**

TUITION: \$30.00

TOUCHTONE NUMBER TT #5289

LMR0102-003, H 117, SAT., 4/15-4/15, 9:00 am-12:00 pm

LMR0102-004, H 117, SAT., 5/13-5/13, 9:00 am-12:00 pm

Are you a Harper student?  
You've got mail

Hmail

Harper Mail is here. Now you can send and receive e-mail from your own private account. Access your Harper account from any web browser connected to the Internet. Here's how:

① Go to the Harper College home page, [www.harper.cc.il.us](http://www.harper.cc.il.us).

② Click on this icon  to bring up the Harper Mail page.

Logon to your account.

③ Use the first 4 letters of your FIRST name, the first 4 letters of your LAST name and the last 4 digits on your social security number.

### Password

Your ss# is your password.

### Space available

You have 5MB of disk space. Delete files regularly.

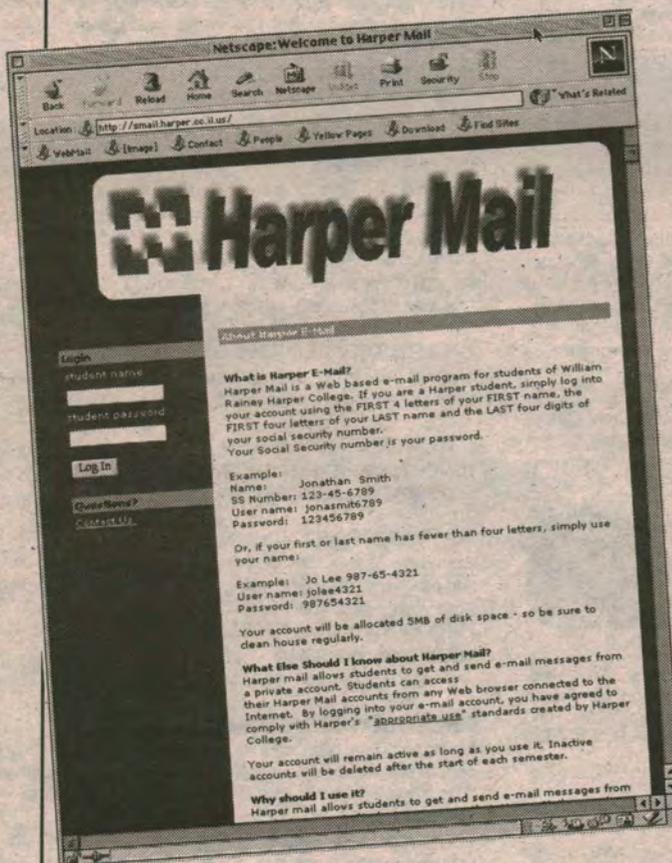
### Use it or lose it

Your account remains active

as long as you use it during the semester. Inactive accounts will be deleted after the start of each semester

### Play by the rules

By logging into your Harper e-mail account you agree to comply with the College's "appropriate use" standards.



# Personal Enrichment



Explore...  
Dream...  
Discover

## Live your life more fully.

Maybe you have yearned to tour the solar system. Or travel to exotic foreign lands, speaking the local language fluently. Perhaps you long to pen a few lines, paint an abstract or design a French "chapeau".

Then again, maybe your dreams are a little more practical. Like learning about the top performing stock investment strategies. Or taking up a new and challenging form of aerobics such as spinning or kickboxing. Or even becoming a little adventurous in the kitchen by sampling the cuisine of the Far East.

Whatever endeavor you care to explore, now is the time to awaken those long-forgotten dreams of thrilling pursuits. The wide array of Personal Enrichment courses offered at Harper College was designed to help you rediscover interests you may have put aside. We've thought of everything from fine arts to martial arts, from astronomy to gastronomy, from philosophy to photography and more. Courses have been specially planned for seniors, women, and children as well as for beginners and experts.

## Enhance the quality of your life.

Think for a moment about your typical week. You probably give most of it to your home or job. So much, in fact, that at times it's difficult to separate your own personal identity from the endless tasks performed each day. You are no longer simply Tom or Pam, Jack or Karen. You are an accountant or a full-time parent or a legal secretary.

But there's more to life than checking off items on your To Do list. No matter how much you love what you do, there may still be a part of you that yearns for more . . . a challenge away from the workplace or daily routine, an opportunity to grow outside of your chosen field, a hobby to lose yourself in. Each one of us needs something to enrich our daily life experience.

And even though the course you choose may not be remotely related to what you do daily, the skills you acquire and the people you meet will help you to feel more well-rounded and content. The satisfaction that comes from expanding your personal horizons is bound to influence other facets of your life, leading to a happier, healthier, more productive future.

## Reflect, plan and make choices.

Take the time to explore your options and you may be surprised to discover your capacity for creativity and critical thinking, initiative and innovation. By enrolling in a course simply because the title is intriguing, or the instructor is widely-known, or the subject fascinates you may unearth long-buried talents and hidden abilities.

When you clear your calendar one night a week for a course and sign that registration form, you're not simply reserving a spot in a classroom. You are making a personal choice to improve yourself and explore your own dreams. Isn't it time you discovered your own potential?

"Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did. So throw off the bowlines. Sail away from the safe harbour. Catch the trade winds in your sails. Explore. Dream. Discover."

-- attributed to  
Mark Twain

## Cultural Awareness and Literature

### WOMEN OF MYSTERY

The first in a series, Women of Mystery will explore the increasingly popular mystery genre and present an overview of the field of mystery fiction. Topics will include the "cozy" police procedure and historical style. There will be an opportunity to read and discuss each category and other activities such as games, puzzles, and truth hunts. **1.6 CEU**

TOUCHTONE NUMBER TT #5734

■ LLA0035-082, E 108, WED., 3/15-5/10, 6:00 pm-8:00 pm

### FRANCE ON YOUR OWN

Learn how to get around and what to see both in and out of Paris in this two-part seminar. Discover how to decipher a menu and understand French money. You will also pick up dozens of other pointers to help you truly enjoy "la belle France" whether you are traveling on your own or with a group tour. **1.4 CEU**

■ LEI0163-001, TBA, TUES., 3/14-3/21, 7:00 pm-9:00 pm

## Fine Arts

### Animation Art

The Liberal Arts Animation Art Program is introducing three new certificates: Core Animation Certificate, Technical Animator and Character Animator. In partnership with Alias/Wavefront, the producer of MAYA animation program, these certificates provide software training and the complete program of study for a career in the visual art/animation field. This professional program is designed for high school graduates, career change individuals, BA, BFA, and MFA graduates seeking to enhance their portfolios, and corporate training in conjunction with participating studios. Refer to the complete listing of courses under the Professional Development section.

For information about these certificates, please call Karen Puleo at 847/925-6026, or visit our website [www.harper.cc.il.us](http://www.harper.cc.il.us).

### Ceramics

#### 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**

TOUCHTONE NUMBER TT #7419

■ LEI0064-081, L 126, WED., 3/15-5/10, 6:30 pm-9:00 pm

■ LEI0064-082, L 126, SAT., 3/18-5/13, 12:00 pm-2:30 pm

#### BEGINNING CERAMIC SCULPTURE

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**

TOUCHTONE NUMBER TT #7420

■ LEI0065-081, L 126, WED., 3/15-5/10, 6:30 pm-9:00 pm

### Sculpture

#### THROW IT BIG, TOO

Join internationally-renowned ceramist, Claudio Reggiano, in this unique class. Discover how he throws gigantic works of art. **0.6 CEU**

TOUCHTONE NUMBER TT #7420

■ LEI0234-001, L 126, SAT., 3/11, 9:00 am-4:00 pm

### Introduction to Arts Foundation Courses

The introduction to the Arts courses are recommended as prerequisites for any painting, sculpture and ceramics classes. In order for the art student to get an optimal learning experience, it is also best if the classes are taken in the order listed.

#### DRAWING & SKETCHING I

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

TOUCHTONE NUMBER TT #5773

■ LEI0012-083, NEC 134, TUES., 3/14-5/9, 9:00 am-11:00 am

■ LEI0012-082, C 203, WED., 3/15-5/10, 7:00 pm-9:00 pm

■ LEI0012-081, NEC 136, THUR., 3/16-5/11, 9:00 am-11:00 am

#### 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**

TOUCHTONE NUMBER TT #5778

■ LEI0013-082, TBA TBA, TUES., 3/14-5/9, 6:30 pm-8:30 pm

## Fine Arts, cont.

### 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 bruch/ink will be used primarily. Beginners or those with some experience welcome. Call 897/925-6000 ext.7407 for supply list. **1.6 CEU**

TOUCHTONE NUMBER TT #5172

■ LEI0005-081, L 113, THUR., 3/16-5/11, 7:00 pm-9:00 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. Beginning drawing class helpful. Call 897/925-6000 ext.7407 for supply list. **2.0 CEU**

TOUCHTONE NUMBER TT #5175

■ LEI0007-081, C 201, MON., 3/20-5/8, 6:30 pm-9:00 pm

### MULTI-MEDIA COLOR PENCIL

The student will develop a wide range of expression using colored pencils. The student will gain an appreciation of this flexible medium, and discover how to create interesting compositions combining different media and technique. A supply list will be given out the first night of class. **1.6 CEU**

TOUCHTONE NUMBER TT #6651

■ LEI0323-081, BHS TBA, MON., 3/13-5/8, 6:30 pm-8:30 pm

### PASTEL DRAWING

Discover how you can enhance your work with this step-by-step technique using a light/shadow underpainting. Learn how to work from dark to light using pastel pencils, hard and soft pastel sticks and intermittent turpentine washes. Some drawing and/or painting experience is required. For supply list please call 847/925-6000 ext.7407. **1.6 CEU**

TOUCHTONE NUMBER TT #5175

■ LEI0011-081, TBA, MON., 3/13-5/8, 7:00 pm-9:00 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**

TOUCHTONE NUMBER TT #5175

■ LAA0038-081, TBA, 3/16-5/11, 7:00 pm-9:00 pm

## Painting

Students using the Painting Studio, C201, at the main campus in Palatine, must use turpenoid (or water soluble oils) instead of turpentine. Anyone not complying with this requirement will not be allowed to continue in class.

### 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**

TOUCHTONE NUMBER TT #5761

■ LEI0009-081, C 201, TUES., 3/21-5/9, 7:00 pm-10:15 pm

■ LEI0009-083, NEC 136, THUR., 3/16-5/11, 1:00 pm-4:00 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

■ LEI0014-082, BHS TBA, WED., 3/15-5/10, 6:30 pm-9:30 pm

■ LEI0014-083, NEC 136, WED., 3/15-5/10, 9:00 am-12:00 pm

■ LEI0014-084, C 201, WED., 3/16-5/11, 7:00 pm-10:00 pm

### AIRBRUSH II

Continued development of air brush techniques, skills and applications for your individual projects features more advanced projects. Learn masking and fabric application, covering painting, drapery, dew drops, shadows, dagger stroke, and transparency and metals. A \$40 fee will be collected in class for supplies. Prerequisite: Introduction to Airbrush Painting or equivalent skill or ability. **2.4 CEU**

TOUCHTONE NUMBER TT #5781

■ LEI0003-081, NEC, TBA, WED., 3/15-5/10, 7:00 pm-9:45 pm

## Art — Your Way

### 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. Call 847/925-6000, ext. 7407 for a supply list. **2.4 CEU**

TOUCHTONE NUMBER TT #5676

■ LEI0018-081, NEC 136, TUES., 3/14-5/9, 1:00 pm-4:00 pm

## Fine Arts, cont.

### 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 studio space. Bring whatever materials you wish. **2.4 CEU**

TOUCHTONE NUMBER TT #5039

■ LEI0074-081, NEC 136, TUES., 3/14-5/9, 9:00 am-12:00 pm

### OPEN LAB WITH MODEL

This is a 3 hour lab offering a live model. Students choose to sculpt, paint or draw from the figure. No teacher is present for instruction. **2.4 CEU**

TOUCHTONE NUMBER TT #6651

■ LAN0025-081, TBA, SAT., 3/18-5/13, 1:00-4:00 pm

### MIXED MEDIA WITH INK

Create semi or abstract paintings on clayboard. Use water-based inks and hot gun, enhancing your paintings with polished stones, or other small objects. **0.6 CEU**

TOUCHTONE NUMBER TT #6651

■ LEI0322-001, C 202, SAT., 3/18-3/25, 9:00 am-12:00 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**

TOUCHTONE NUMBER TT #7412

■ LEI0001-002, C 202, SAT., 4/15, 9:00 am-4:00 pm

### PRINTMAKING ON SILK SCREENS

Learn the process of stretching a piece of silk across a wooden frame and adhering stencils to the silk. Ink is then forced through the silk onto paper, creating a print. Bring a sack lunch. Call for a supply list 847/925-6000, ext. 7407. **1.6 CEU**

TOUCHTONE NUMBER TT #5168

■ LEI0004-001, C 204, SAT., 3/11, 9:00 am-4:00 pm

## Jewelry and Glass

### JEWELRY—CASTING & FABRICATION

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. For beginning and intermediate students. **2.0 CEU**

TOUCHTONE NUMBER TT #5764

■ LEI0029-081, L 126, MON., 3/13-5/8, 6:30 pm-9:00 pm (CASTING ONLY)

■ LEI0029-082, L 126, SAT., 3/18-5/13, 9:30 am-12:00 pm (FABRICATION ONLY)

### 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 to complete a project you will cherish for years. **1.6 CEU**

TOUCHTONE NUMBER TT #5770

■ LEI0051-081, C 202, TUES., 3/14-5/9, 7:00 pm-9:00 pm

### KILN-FORMED GLASS

Gain experience into the process of static glass casting - a process that involves melting broken glass in a mold form inside a kiln to produce a glass sculpture. You should be able to complete 2 small pieces by the end of the course. **2.0 CEU**

TOUCHTONE NUMBER TT #5770

■ LEI0312-081, L 126, SAT., 3/14-5/9, 12:00 pm-2:30 pm

## Foreign Language Academy

New Language Services!

Quality translation for written documents. Interpreters, telecourses and one-on-one tutoring are also available for much less than some other language schools. A language program for children grades 1-5 will begin January, 2000. Need assistance in selecting the most appropriate level? Call 847-925-6593.

### 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**

TOUCHTONE NUMBER TT #5868

■ LLL0026-081, D 293, WED., 3/15-5/10, 7:00 pm-9:00 pm

## Foreign Language Academy, cont.

### CONVERSATIONAL FRENCH I

Learn appropriate vocabulary, idioms and grammar to speak French in practical situations such as hotels, restaurants and stores. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5853

- LLL0018-081, H 108, TUES., 3/14-5/9, 6:00 pm-8:00 pm
- LLL0018-083, WPJH G108, THUR., 3/16-5/11, 7:00 pm-9:00 pm
- LLL0018-084, BHS, TUES., 3/14-5/9, 6:00 pm-8:15 pm

### CONVERSATIONAL FRENCH II

Continue Conversational French I and sharpen your skills to communicate effectively in a French speaking country. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5857

- LLL0019-083, BHS TBA, WED., 3/15-5/10, 6:00 pm-8:15 pm
- LLL0019-082, A 142, THUR., 3/16-5/11, 6:00 pm-8:15 pm
- LLL0019-081, NEC, WED., 3/15-5/10, 9:30-11:45 am

### 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. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5851

- LLL0014-081, WPJH G109, MON., 3/13-5/8, 7:00 pm-9:00 pm

### CONVERSATIONAL GERMAN III

A continuation of German II. Learn grammatical structures and verb usage through the translation of short stories and written and oral exercises. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5874

- LLL0016-081, TBA TBA, TUES., 3/14-5/9, 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. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5871

- LLL0029-081, TBA, THURS., 3/15-5/10, 7:00 pm-9:15 pm
- LLL0029-082, D 104, WED., 3/15-5/10, 7:00 pm-9:15 pm

### CONVERSATIONAL ITALIAN II

Learn to express yourself beyond the basics into more complex structure of Italian verbs and grammar. Italian I is a prerequisite. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5875

- LLL0030-081, L 223, TUES., 3/14-5/9, 7:00 pm-9:15 pm
- LLL0030-082, WPJH, THURS., 3/16-5/11, 7:00 pm-9:30 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. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5876

- LLL0031-081, WPJH G110, THUR., 3/16-5/11, 7:00 pm-9:15 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 minimum of 100 useful Japanese expressions and write your own conversational scenario in English and the equivalent Japanese. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5860

- LLL0022-081, H 223, MON., 3/13-5/8, 7:00 pm-9:00 pm
- LLL0022-082, L 202, TUES., 3/14-5/9, 7:00 pm-9:00 pm

### JAPANESE FOR BUSINESS

If you have a basic command of the Japanese language, you can learn business terminology for professional or personal needs. It will include the proper Japanese protocol. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #6173

- LLL0041-081, TBA TBA, MON., 3/13-5/8, 7:00 pm-9:00 pm

### CONVERSATIONAL POLISH

Get an introduction to Polish grammar, pronunciation, vocabulary and conversational patterns. Practice reading and writing. Discussion and question and answer sessions will be included. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #6652

- LLL0043-081, J 242, MON., 3/13-5/8, 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. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5815

- LLL0034-081, NSET 104, TUES., 3/14-5/9, 7:00 pm-9:00 pm

## Foreign Language Academy, cont.

### 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. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5850

- LLL0009-081, F 310, WED., 3/15-5/10, 7:00 pm-9:00 pm
- LLL0009-082, EGH S TBA, THUR., 3/16-5/11, 7:00 pm-9:00 pm
- LLL0009-083, WPJH G107, WED., 3/15-5/10, 7:00 pm-9:15 pm
- LLL0009-084, BHS TBA, THUR., 3/16-5/11, 7:00 pm-9:00 pm
- LLL0009-085, L 220, SAT., 3/18-5/13, 10:00 am-12:00 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. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5856

- LLL0010-083, WHS TBA, WED., 3/15-5/10, 7:00 pm-9:00 pm

### CONVERSATIONAL SPANISH III

Continues Conversational Spanish II. Learn grammatical structures and verb usage through translation of short stories and written and oral exercises. Textbook Req. **1.6 CEU**  
TUITION: \$96.00

TOUCHTONE NUMBER TT #5862

- LLL0011-081, L 204, SAT., 3/18-5/13, 10:00 am-12:00 pm

### SPANISH TRANSLATION

Practice your English/Spanish translation skills. Work with a variety of texts such as newspaper articles and literary passages. Ideal for university graduates, professional and aspiring translators. Textbook Req. **1.6 CEU**  
TUITION: \$114.00

TOUCHTONE NUMBER TT #5862

- LLL0062-081, NSET, WED., 3/15-5/10, 7:00 pm-9:15 pm

## Music - Children

See Children and Youth Programs Section in this schedule.

Harper Music Academy offers Kindermusik for infants and toddlers, as well as group lessons for children on a non-credit basis. Through its various programs such as preschool music, private lessons and preparatory piano, the Academy provides exceptional, meaningful and enjoyable music instruction to the residents of the Harper community. Students are accepted on a first-come, first-served basis. For further information or to request a registration packet, please call 847/925-6300, or see the Children and Youth Section in this schedule.

## Music - Adult

### PRIVATE PIANO

(INTERMEDIATE AND ADVANCED ADULTS ONLY)

Private piano lessons are offered to intermediate and advanced adults on a space available basis. Lessons are 30 minutes a week for 8 weeks or 60 minutes per week for eight weeks. For more information or the register, call 847/925-6300.

TUITION: \$137.00 or \$274.00

### PRIVATE INSTRUCTION (all ages)

Private instruction is offered to the public on a space available basis in voice, strings, classical guitar, flute, oboe, clarinet, saxophone, trumpet and percussion. Lessons are available for 30 minutes a week for 8 weeks or 60 minutes for eight weeks. For more information or to register call 847/925-6300.

TUITION: \$137.00 or \$274.00

## Philosophy

### 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: 1. How do we grow spiritually? How is spiritual growth facilitated/hindered? 2. Contemporary fiction/non-fiction books focused on spiritual development, i.e. The Celestine Prophecy, The Wounded Healer and Embraced by the Light. 3. Resources which will be used include books, audiotapes, magazine articles and possibly videotapes. **1.6 CEU**

TUITION: \$81.00

- LAA0234-081, TBA, TUES., 3/14-5/9, 6:00 pm-9:00 pm

### CONFUCIOUS, THE BUDDHA & TAO: 3 STANDS IN THE CHINESE BRAID

This course explores the ancient wisdom of China and Korea and its relevance today. Confucius, Taoism, Buddhism and the I-Ching will be explored. Writings of the great philosophers will be explored, supplemented by slides of famous temples, statues and paintings. We will also study T'oege, one of the great heroes of Korean culture. **1.6 CEU**

TUITION: \$81.00

- LAA0217-002, MAIN, WED., 4/5-5/17, 7:00 pm-9:00 pm

## Photography

### CAMERA TECHNIQUES FOR BEGINNERS

This basic photography course is designed to introduce the novice to different types of cameras, lenses, films, and lighting. Beginning students will also become familiar with simple photo principles. It is not necessary to have a camera at the start of this class as you will soon gain the appropriate knowledge for an initial purchase. **1.6 CEU**

TUITION: \$81.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6475

- LEI0319-081, TBA TBA, WED., 3/14-5/9, 7:00 pm-9:00 pm

### 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 FEES: \$5.00

TOUCHTONE NUMBER TT #5768

TUITION: \$81.00

- LEI0034-082, NEC 136, WED., 3/15-5/10, 6:00 pm-8:00 pm
- LEI0034-083, WPJH G107, THUR., 3/16-5/11, 7:00 pm-9:15 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., 3/14-5/9, 7:00 pm-10:00 pm

### NATURE PHOTOGRAPHY

Capture the beauty of nature with your camera. Explore techniques of lighting, choices of filters and lenses, and focus on landscape, macro and wildlife subjects. Students should have a 35mm single lens reflex camera. Photography I is recommended as a prerequisite. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5173

- LEI0038-081, NEC 136, WED., 3/15-5/10, 8:10 pm-10:10 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. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #6035

- LEI0136-081, PHS TBA, TUES., 3/14-5/9, 7:00 pm-9:00 pm

## 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: \$33.00

TOUCHTONE NUMBER TT #6474

- LAA0216-001, TBA TBA, MON., 3/6-3/13, 7:00 pm-9:00 pm
- LAA0216-002, TBA TBA, MON., 4/24-5/1, 7:00 pm-9:00 pm

### ALL THE WORLD'S A STAGE: PLAY ANALYSIS AND CRITICISM

The purpose of this course is to offer participants the tools to understand the elements of play structure and how they are implemented into the story line. The 3-session class will include pre- and post-lectures surrounding an actual attendance, at the Goodman Theater, of a matinee performance of 'Raisin in the Sun' by Lorraine Hansbury, a Chicago native. It is suggested that the story be read before the first day of class. Recommended text: "Back and Forward".  
TUITION: \$85.00 (includes class, play and transportation)

LAA0233-001, NEC, MON., 5/22 AND 6/5, 1:00 pm-3:00 pm

THURS., 5/25 at Goodman- 12:00 pm-6:00 pm  
(Departure from front of Student and Administration Building; please arrive 15 minutes beforehand. Bring a sack lunch to eat on the bus. Matinee begins at 2:00 pm and runs approximately 2 hours.)

LAA0233-002, Main, MON., 5/22 AND 6/5, 7:00 pm-9:00 pm

THURS., 5/25 at Goodman- 12:00 pm-6:00 pm  
(Departure from front of Student and Administration Building; please arrive 15 minutes beforehand. Bring a sack lunch to eat on the bus. Matinee begins at 2:00 pm and runs approximately 2 hours.)

## The Writing Studio

### SCREENWRITING SEMINAR WITH DAN DECKER

Even though screenwriting is a highly competitive field, the market remains good for writers who know what studios are looking for. What are the qualities that grab script readers and make them keep turning the pages? As a nationally-recognized teacher and head of The Screenwriters' Group in Chicago, Dan Decker has created a unique and no-nonsense approach to the art of screenwriting, one that cuts through popular misconceptions and reveals the most direct route for producing a marketable screenplay. Learn about structure, the functions of scene, and the importance of character development, as well as format, software, marketing and more. **0.6 CEU**

TOUCHTONE NUMBER TT #6165  
LLA0048-001, L 219, SAT., 3/18, 9:00 am-4:00 pm

### 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**

TOUCHTONE NUMBER TT #6251  
LLA0058-001, WHS 221, TUES., 4/4-5/23, 7:00 pm-9:00 pm

### HOW TO PUBLISH YOUR BOOK, ARTICLE OR SHORT STORY

Nothing is more exciting to a writer than to get your work in print. Journalist Pat DiPrima will offer an overview of how to find paying markets for books, short stories and magazine articles. Learn to target your work and compose a top-notch query letter, cover letter, book outline and book synopsis. Find out the do's and don'ts of submitting your manuscript. Learn about copyrights, publishing rights and book agents. Includes a 25 page publishing guide. **0.5 CEU**

TOUCHTONE NUMBER TT #5915  
LAA0201-001, L 218, SAT., 4/15-4/15, 9:00 am-1:00 pm

### POETRY ON STAGE

Poetry by tradition is meant to be shared with a live audience, and the art of performance poetry - whether of one's own work or that of another writer - has made a huge comeback in recent years. Have you ever wanted to recite poetry aloud with passion, conviction, even humor? Are you intrigued by the coffeehouse scene but held back by stage fright? Are you an actor looking for fresh practice or audition material? In this workshop, participants will be encouraged to write and perform their own poems as well as the work of such poets as Walt Whitman, Dylan Thomas, Shakespeare etc. The course will conclude with an informal public performance. **1.2 CEU**

TOUCHTONE NUMBER TT #6671  
LLA0076-001, TBA TBA, WED., 4/20-5/25, 7:00 pm-9:00 pm

### PLAYWRITING SEMINAR & INTENSIVE WORKSHOP

This two-part series, taught by award-winning Chicago playwright Joanne Koch, is designed for individuals who wish either to explore the genre of playwriting or are actively working on projects. The *Playwriting Seminar* is introductory in nature and open to everyone. The *Intensive Workshop* is limited to 12 participants and requires the submission of sample scenes to be discussed in class.

### SEMINAR

Participants receive a comprehensive overview of the dramatist's craft, from constructing plots and building events to a climax, to moving action through dialogue and creating believable characters. Learn how to adapt both imaginary and real-life events to the stage. **0.6 CEU**

TOUCHTONE NUMBER TT #6599  
LLA0073-001, L 219, SAT., 4/22, 9:00 am-3:30 pm

### INTENSIVE WORKSHOP PACKAGE

For students ready to get feedback on their work, this one-day intensive provides a unique opportunity to study with an experienced playwright and teacher. Sections of students' work will be analyzed and discussed in a supportive forum, enabling the group to learn through example what works in a play and what doesn't. Enrollment for the Intensive Workshop closes April 24th. **0.6 CEU**

TOUCHTONE NUMBER TT #6653  
LLA0074-001, L 219, SAT., 5/6, 9:00 am-3:30 pm

### SEMINAR & INTENSIVE WORKSHOP

Both seminar and intensive workshop package. **1.2 CEU**

TOUCHTONE NUMBER TT #6598  
LLA0074-002, L 219, SAT., 4/22-5/6, 9:00 am-3:30 pm

### WE ARE THE STORIES WE TELL

As old as time and as human as culture, telling stories is the way we make sense of our lives. Noted American Indian writer Lesjé Marmón Silko states: "We know ourselves by the stories we tell about ourselves." In this workshop, you'll learn different journaling techniques for remembering and recording important life stories. Because this course is designed to benefit writers and non-writers alike, no special writing skills or experience are needed to participate. **0.5 CEU**

TOUCHTONE NUMBER TT #6598  
LLA0072-001, L 204, SAT., 5/13, 10:00 am-4:00 pm

## The Writing Studio, cont.

### WRITING LYRICS FOR MUSIC: A WORKSHOP

Are you a songwriter, or long to be? This class is designed to give both beginning and experienced lyricists a chance to improve their craft. Participants will get background by studying examples by noted past and contemporary lyricists. We will also examine which styles are used most effectively in various genre of vocal music. But the majority of class time will be used in developing our own lyrics in a hands-on workshop setting. Participants are welcome to bring instruments. **1.6 CEU**

TOUCHTONE NUMBER TT #6425  
LLA0062-081, TBA TBA, TUES., 3/14-5/9, 7:00 pm-9:00 pm

## Cooking and Dining

### WINE APPRECIATION: GETTING STARTED

Mystified? Learn how to identify, select and appreciate the world's variety of wines. This class is the starting point for anyone wishing to enhance their enjoyment of wines and selection of appropriate wines. Each evening different varieties will be presented from red and white wines.

TOUCHTONE NUMBER TT #6256  
LFS0009-001, TBA, WED., 4/5, 4/12, 4/19, 7:00 pm-9:30 pm

### WINE TOUR- NAPA VALLEY

May 22-28, 2000  
Led by: President Dr. Breuder  
Connoisseur and novice alike will experience an awakening of the senses on a tour of the Napa Valley led by Harper College President Dr. Robert Breuder. The green rolling hills overlooking vineyards, wineries, and steaming hot springs will long remain etched in your memory. Join us and drink in the natural splendor and unspoiled charm of the region. There will be an information session on Friday, February 25, at 7:00 pm in the Student and Administration Building in Room A241a. As part of Learning Voyages @Harper, there will be regional refreshments and entertainment. Please call 847/925-6593 to RSVP.

### WINES OF SONOMA

Some of the most exciting wines produced anywhere today come from Sonoma County, California. Learn the following districts within Sonoma and how they affect the styles of the wines. Wines to be tasted will include Chardonnay and Pinot Noir from the Russian River Valley, Zinfandel from Dry Creek Valley and Cabernet Sauvignon from Alexander Valley.

TOUCHTONE NUMBER TT #7070  
LFS0024-001, TBA, WED., 3/8, 6:30 pm-9:00 pm

### WINES OF THE PACIFIC NORTHWEST

A taste of the wines of Oregon and Washington will delight your palate. Each state is becoming known for its particular styles with specific grapes. Oregon is cooler and does a wonderful job with Pinot Noir and Pinot Gris. Washington, on the other hand, is creating beautifully structured Merlots, Cabernet Sauvignons and Syrahs. We will taste examples of all these wines.

TOUCHTONE NUMBER TT #7071  
LFS0025-001, TBA, WED., 3/15, 6:30 pm-9:00 pm

### WINE APPRECIATION WITH DINNER

As the culmination of the Wine courses, you can enjoy an educational wine with dinner. During the evening as each course is served, the wines selected will be reviewed, critiqued and evaluated for their contribution to the overall enjoyment of the cuisine.

TOUCHTONE NUMBER TT #6259  
LFS0010-001, TBA, WED., 5/3, 6:30 pm-9:00 pm

### CULINARY ADVENTURES: THAI CUISINE

The focus of this evening of taste delights and recipes from Thailand will take place at the Thai Garden of Schaumburg.

TOUCHTONE NUMBER TT #7089  
LFS00029-001, TUES., 3/21, 7:00 pm-9:00 pm

### CULINARY ADVENTURES: JAPANESE CUISINE

The focus of this evening of taste delights and recipes is on the cuisine of Japan. Location is to be announced.

TOUCHTONE NUMBER TT #7089  
LFS00030-001, TUES., 4/4, 7:00 pm-9:00 pm

## Creative Crafts

### MONOLINE, NEULAND & CONTEMPORARY ENVELOPES

NO DESCRIPTION **1.6 CEU**  
TOUCHTONE NUMBER TT #6434  
LEI0316-081, TBA TBA, MON., 3/13-5/8, 7:00 pm-9:00 pm

Tell your story.

Take on the world.

The Writing Studio.

*"Everyone has a story to tell and a unique take on the world."*

- Carol La Chapelle, Author

A unique blend of seminars, workshops and conferences

Call 847/925-6300 for information about The Writing Studio or the upcoming Screenwriting Seminar scheduled March 18.

All Writing Studio courses have limited seating and early registration is recommended.

## Woodworking

### ANTIQUE RESTORATION/ FURNITURE REFINISHING

Learn what is a true antique and which pieces of furniture are worth saving. Students should provide a small piece of furniture.

TUITION: \$89.00 FEES: \$5.00 **2.4 CEU**

■ LEI0099-081, CHS TBA, THUR., 3/16-5/11, 6:30 pm-9:30 pm

## Homeowning

### CONDOS/HOMEOWNERS ASSOCIATION

Condominium and homeowners association board members, get an in-depth look at how associations operate, what their duties and responsibilities are, and how to avoid such problems as being sued. This course is taught by a leading condominium expert.

TUITION: \$59.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5704

■ LIO0087-001, D225, WED., 3/15-4/26/00, 7:00-9:30 pm

### BUYING AND 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.

TUITION: \$37.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5034

■ LPF0033-001, J263, SAT., 3/25/00, 9:00 am -1:00 pm

## Decorating Your Home

### FENG SHUI: CREATING BALANCE IN YOUR LIFE

Have you ever walked into a space where you felt especially good, and another where you felt very uncomfortable? You were probably experiencing feng shui, the art and science of harmonious environmental energy. Learn how to apply powerful techniques to transform the energy in your home or office environment. Feng shui is a remarkable resource for self-development and a practical tool to improve health, business and relationships.

TUITION: \$69.00 FEES: \$5.00 **1.5 CEU**

TOUCHTONE NUMBER TT #5335

■ LHF0024-002, D 298A, MON., 3/13-4/10, 7:00 pm-9:30 pm

### 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 windows treatments.

TUITION: \$62.00 FEES: \$5.00 **1.0 CEU**

TOUCHTONE NUMBER TT #5534

■ LHF0023-003, BHS TBA, TUES., 3/14-4/18, 7:00 pm-9:00 pm

■ LHF0023-004, D 104, THUR., 3/23-4/27, 7:00 pm-9:00 pm

### CREATIVE STENCILING: ADVANCED

Gain a more in-depth understanding, such as shading techniques, designing and cutting your own stencils. Learn to use simple stencils in a non-traditional way.

TUITION: \$34.00 FEES: \$5.00 **0.8 CEU**

TOUCHTONE NUMBER TT #6341

■ LEI0311-001, BHS TBA, WED., THUR., 4/26-4/27, 7:00 pm-9:00 pm

### 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.

TUITION: \$30.00 FEES: \$3.00 **0.3 CEU**

TOUCHTONE NUMBER TT #5192

■ LHF0005-002, D 298A, TUES., 4/18-4/18, 6:00 pm-9:00 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.

TUITION: \$9.00 FEES: \$5.00 **1.4 CEU**

TOUCHTONE NUMBER TT #6146

■ LEI0154-081, C 202, THUR., 3/16-5/4, 7:00 pm-9:00 pm

## Fashion

### CLOTHING CONSTRUCTION

Sewing can give you a sense of accomplishment while saving you money. Learn about the kinds of machines available and how to select fabrics, cut and mark patterns and sew the garment. This course is designed for those with little or no sewing experience.

TUITION: \$89.00 FEES: \$5.00 **2.4 CEU**

TOUCHTONE NUMBER TT #5757

■ LHF0013-081, H 112, TUES., 3/14-5/9, 6:30 pm-9:30 pm

### SILK PAINTING

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 1st night only. A supply list will be passed out at that time.

TUITION: \$89.00 FEES: \$5.00 **2.4 CEU**

TOUCHTONE NUMBER TT #5831

■ LEI0088-081, TBA TBA, TUES., 3/14-5/9, 6:30 pm-9:30 pm

### BASIC MILLINERY TECHNIQUES

This course introduces students to millinery design using traditional French couture techniques, as well as "7th Avenue" manufacturing "shortcuts". The history of hats and felt, and the materials of the past in contrast with those available today will be discussed in order for the students to understand the position of hats in today's fashion world and marketplace. This course will also teach the student to hand-bleck felt and straw over existing hat blocks, as well as their own design. They will learn finishing and trimming techniques and will be responsible for multiple variations on their finished hats, including machine and couture hand-finishing.

TUITION: \$164.00 FEES: \$5.00 **4.0 CEU**

TOUCHTONE NUMBER TT #6601

■ LHF0028-081, D 105, FRI., 3/31-5/19, 2:00 pm-7:00 pm

### CAD FASHION ILLUSTRATION/BEGINNING

KaratCAD Designer is a computer drawing program developed for and tailored to the needs of the fashion industry. You will learn to structure your drawing in order to take advantage of the software's capabilities. If you are presently scanning in sketches or using some type of generic software for drawing, you will find that KaratCAD Designer was designed with you in mind.

TUITION: \$150.00 FEES: \$5.00 **2.8 CEU**

■ LHF0025-081, H 219, FRI., 3/17-5/12, 6:00 pm-9:30 pm

## Landscape, Garden and Floral Design

### 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.

TUITION: \$54.00 FEES: \$5.00 **1.0 CEU**

TOUCHTONE NUMBER TT #5148

■ LLG8001-080, I 114, WED., 3/15-5/10, 6:00 pm-8:00 pm

■ LLG8001-081, I 114, WED., 3/15-5/10, 8:10 pm-10:10 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.

TUITION: \$26.00 FEES: \$20.00 **0.4 CEU**

TOUCHTONE NUMBER TT #5798

■ LFL0604-001, V 114, THUR., 2/24-2/24, 10:30 am-2:30 pm

### PRUNING DO'S & DON'TS

A well manicured landscape increases the aesthetic value of your property. Pruning shrubs and trees can be easy if you learn some simple rules and techniques to prevent harm to your evergreen and deciduous plants. A well manicured landscape increases the aesthetic value of your property. Pruning shrubs and trees can be easy if you learn some simple rules and techniques to prevent harm to your evergreens and deciduous plants.

TUITION: \$21.00 FEES: \$5.00 **0.2 CEU**

TOUCHTONE NUMBER TT #5269

■ LLG0005-001, V 107, TUES., 2/29-2/29, 7:00 pm-9:00 pm

### HERBAL WREATHS

Preserve the beauty and scents of nature with dried herbs and flowers. Find out how to plan and plant an herb garden and how to dry and care for flowers and herbs as you create a beautiful wreath to adorn your home.

TUITION: \$30.00 FEES: \$28.00 **0.4 CEU**

TOUCHTONE NUMBER TT #5584

■ LFL0301-001, V 114, FRI., 3/3-3/3, 6:00 pm-10:00 pm

### EASTER CENTERPIECE

Accent your holiday table with a beautiful arrangement of spring flowers. Bunnies and eggs accent this natural design.

TUITION: \$26.00 FEES: \$18.00 **0.4 CEU**

TOUCHTONE NUMBER TT #5115

■ LFL0601-001, V 107, THUR., 4/20-4/20, 6:00 pm-10:00 pm

## Landscape, Garden and Floral Design, cont.

### 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.

TUITION: \$26.00 FEES: \$25.00 **0.4 CEU**

TOUCHTONE NUMBER TT #7034

■ LFL0200-001, V 114, FRI., 4/7-4/7, 6:00 pm-10:00 pm

### GIFT BASKETS II

This class is a continuation of our popular Gift Basket I class, expanding on the techniques needed for building a more elaborate basket and developing a theme.

TUITION: \$26.00 FEES: \$25.00 **0.4 CEU**

TOUCHTONE NUMBER TT #7035

■ LFL0201-001, V 114, FRI., 4/14-4/14, 6:00 pm-10:00 pm

### HERBAL GARDENING IN CONTAINERS

What could be more convenient than stepping out your door and harvesting your own fresh herbs! Herbal gardens can be both beautiful and functional. Learn how to create your own herbal garden in a container, then take it home.

TUITION: \$26.00 FEES: \$28.00 **0.4 CEU**

TOUCHTONE NUMBER TT #6177

■ LLG0068-001, V 107, FRI., 4/28-4/28, 6:00 pm-10:00 pm

### ENGLISH GARDEN ARRANGEMENT

The garden look is a popular, casual style of arranging. Blend together fresh tulips, larkspur, mums and other flowers to capture the charm of an English garden.

TUITION: \$26.00 FEES: \$20.00 **0.4 CEU**

TOUCHTONE NUMBER TT #5116

■ LFL0602-001, V 114, THUR., 3/9/00, 6:00 pm-10:00 pm

### CONTAINER GARDENING

You can create a beautiful garden with a little soil, a few plants and the right container. Learn to enjoy the versatility of a container garden. Get basic information on what works well together and how to maintain your container garden!

TUITION: \$26.00 FEES: \$28.00 **0.4 CEU**

TOUCHTONE NUMBER TT #6176

■ LLG0065-001, V 107, FRI., 4/7-4/7, 10:00 am-2:00 pm

## Amateur Radio

### CRAMMING FOR THE HAM EXAM I

Get an overview of electronics and radio test items on the Novice and Technician amateur radio exams required by the FCC, including amateur radio, basic electronics theory, basic electronics practice and basic radio theory. Bring \$6.50 to cover the license fee. Two forms of identification will also be required.

TUITION: \$20.00 FEES: \$5.00 **0.7 CEU**

TOUCHTONE NUMBER TT #6064

■ LMT0302-001, H 115, SAT., 5/13-5/13, 8:30 am-5:30 pm

## Animals and Nature

### 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.

TUITION: \$60.00 FEES: \$5.00 **0.52 CEU**

TOUCHTONE NUMBER TT #5925

■ LET0016-002, NEC 121, SAT., 4/8-5/20, 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.

TUITION: \$75.00 FEES: \$5.00 **0.64 CEU**

TOUCHTONE NUMBER TT #5926

■ LET0017-001, NEC 121, SAT., 2/5-3/18, 11:00 am-11:55 am

■ LET0017-002, NEC 121, SAT., 4/8-5/20, 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.

TUITION: \$75.00 FEES: \$5.00 **0.64 CEU**

TOUCHTONE NUMBER TT #5927

■ LET0018-002, NEC 121, SAT., 4/8-5/20, 12:00 pm-12:55 pm

## Animals and Nature

### PET SHAMANISM: YOUR RELATIONSHIP WITH YOUR PET

You don't have to live in a jungle or on the tundra to look at the world through the eyes of a shaman. In this case we will use our relationships with our love for our pet for a springboard into a deeper connection with all life. We will also explore how our pet's personality, quirks, and problem behaviors reflect our own unresolved issues. Bring a photo of your pet and some stories to share. You will go on a shamanic journey to commune with the soul/spirit of your pet, so dress comfortably.

TOUCHTONE NUMBER TT #5422

LETO021-001, D 193, SAT., 3/11, 10:00 am-4:00 pm

### MEETING THE WOLVES

Learn how wolves and humans are alike in their social structures and behaviors, and how to get in touch with that part of us that is like a wolf, the part that operates with power, passion and creativity. Journey to Wolf Park in Battle Ground, Indiana, to see and study wolves. Tuition includes transportation. Remember to bring a lunch.

TOUCHTONE NUMBER TT #5091

LNB0095-001, A LB, SAT., 4/15, 7:00 am-6:30 pm  
LNB0095-002, A LB, SAT., 5/13, 7:00 am-6:30 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.

TOUCHTONE NUMBER TT #6226

LMT0305-002, D 149, FRI., 4/28-5/19, 7:00 pm-9:00 pm

### THE PLANETS: A TWO-COURSE ADVENTURE IN SOLAR SYSTEM ASTROMOMY.

The Planets is a two-course grand tour of our Solar System. Each course consists of four weekly sessions for two hours per session. The two courses are independent and may be taken singly or in any order. You will be provided a solar system reference and expedition manual at the start of your first course. The manual will be used for both classes. This semester, Harper is offering Planets I: The Sun and Inner Planets. Planets II will be offered Fall 2000.

### PLANETS I: THE SUN AND INNER PLANETS

After an overview of the Solar System and a close encounter with our primary energy source, we will journey from Mercury to Mars, with rest stops at Venus, Earth and the Moon. We will see the results of the Mariner, Venera, Magellan, Apollo and Viking space missions. We will also review the exceptional findings of the recent Clementine, Lunar Prospector, Mars Pathfinder and Mars Global Surveyor ventures. To put things in perspective, you will build a portable, but very large, scale model of the Solar System. Weather permitting, we will also observe the night sky with the Harper Observatory and/or with an instructor provided telescope and binoculars.

TOUCHTONE NUMBER TT #6576

LMT0308-001, D 149, FRI., 3/3-3/24, 7:30 pm-9:30 pm

## Personal Finance/Investment

### INVESTING FOR THE 21<sup>ST</sup> 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.

TOUCHTONE NUMBER TT #5043

LPF0077-002, H 108, THUR., 4/6-5/18, 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.

TOUCHTONE NUMBER TT #6052

LPF0093-001, TBA, MON., 3/13-3/20, 6:30 pm-9:30 pm  
LPF0093-002, TBA, MON., 4/17-4/24, 6:30 pm-9:30 pm

### 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.

TOUCHTONE NUMBER TT #5256

LPF0005-002, C 103, WED., 4/5-4/12, 6:30 pm-9:30 pm

## Personal Finance/Investment, cont.

### 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.

TOUCHTONE NUMBER TT #7819

LPF0006-002, TBA, TUES., 4/11-5/2, 7:00 pm-9:30 pm

### 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.

TOUCHTONE NUMBER TT #6632

LPF0095-001, C 103, WED., 4/19-5/10, 7:00 pm-9:30 pm

## Financial Planning Workshops

### 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.

TOUCHTONE NUMBER TT #5795

LPF0087-001, J 263, SAT., 3/18, 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.

TOUCHTONE NUMBER TT #5796

LPF0010-001, J 263, SAT., 4/8, 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.

TOUCHTONE NUMBER TT #5423

LPF0011-001, J 263, SAT., 5/6, 9:00 am-12:00 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.

TOUCHTONE NUMBER TT #5423

LPF0014-001, J 167, SAT., 4/8, 9:00 am-1:00 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.

TOUCHTONE NUMBER TT #5034

LPF0033-001, J 263, SAT., 3/25, 9:00 am-1:00 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.

TOUCHTONE NUMBER TT #6451

LPF0016-001, J 263, SAT., 4/29, 9:00 am-4:00 pm

### 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.

TOUCHTONE NUMBER TT #6455

LPF0017-002, J 242, SAT., 4/15, 9:00 am-12:00 pm

## 21<sup>st</sup> Century Financial Planning Strategies

Plan for

- Now
- Your Future
- Your Children's Future

Get the information and answers you need.

Register today. Call 847/925-6300.

## Manicure

### MORE THAN A MANICURE

Do your manicures last only a few days or less? Do you have problems with hangnails? Do your nails split, peel or break easily? Natural nails and hand care can help you eliminate these problems. Learn nail physiology, basic nail care and tips for growing healthier nails. A hands-on demonstration of manicure procedures will put this knowledge to practical use.

**0.2 CEU**  
TUITION: \$17.00 FEES: \$5.00

**TOUCHTONE NUMBER TT #5632**  
■ LPH0014-001, D 172, MON., 3/13, 7:00 pm-9:00 pm  
■ LPH0014-002, D 172, MON., 5/15, 7:00 pm-9:00 pm

### MOTHER & DAUGHTER MANICURE

Are you looking for a class for both you and your daughter(s)? Spend some quality time together and learn a skill you both can use for a lifetime. Healthy, attractive nails are simply a matter of knowledge and practice, and nail care is an important part of a young girl's grooming. This class teaches manicure technique for both the health and beauty of the nails. Each participant will use separate tools provided by the instructor. Note: Social Security numbers will be required for each participant at the time you register. Mothers may bring more than one daughter, but no single participants may register.

**0.2 CEU**  
TUITION: \$17.00 FEES: \$5.00

**TOUCHTONE NUMBER TT #5296**  
■ LPH0224-001, D 172, WED., 5/10, 7:00 pm-9:00 pm

## Test Preparation and Academic Review

### GRADUATE RECORD EXAM REVIEW (GRE)

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: \$285.00 FEES: \$101.00

**TOUCHTONE NUMBER TT #5095**  
■ LTR0021-002, A 142, MON., WED., 3/1-3/27, 6:00 pm-10:00 pm  
■ LTR0021-003, A 142, MON., WED., 4/12-5/8, 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: \$285.00 FEES: \$101.00

■ LTR0033-002, A 142, MON., WED., 3/1-3/15, 6:00 pm-10:00 pm  
■ LTR0033-003, A 142, MON., WED., 4/12-4/26, 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: \$275.00 FEES: \$101.00

■ LTR0037-002, A 142, MON., WED., 3/1-3/29, 6:00 pm-10:00 pm  
■ LTR0037-003, A 142, MON., WED., 4/12-5/10, 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, L 315, SAT., 2/19-3/18, 9:00 am-12:00 pm  
LAS0001-002, L 218, SAT., 2/19-3/18, 9:00 am-12:00 pm  
■ LAS0001-003, D 193, WED., 2/23-3/22, 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 300, SAT., 4/15, 9:00 am-12:00 pm  
LAC0020-002, F 300, SAT., 5/6, 9:00 am-12:00 pm

### 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, F 300, TUES., 2/15-4/11, 6:00 pm-8:00 pm

## Test Preparation and Academic Review, cont.

### VOCABULARY DEVELOPMENT

Develop techniques to acquire a powerful, more comprehensive vocabulary. Investigate how vocabulary development improves writing and speaking effectiveness.

**1.6 CEU**  
TUITION: \$79.00

**TOUCHTONE NUMBER TT #5005**  
■ LAC0002-001, TBA TBA, MON., 2/14-4/10, 5:30 pm-7:30 pm

### SPELLING IMPROVEMENT

Review principles of English spelling, including analysis of common spelling difficulties and experiment with a variety of improvement techniques.

**1.6 CEU**  
TUITION: \$79.00

**TOUCHTONE NUMBER TT #5006**  
■ LAC0003-001, D 196, WED., 2/16-4/12, 5:30 pm-7:30 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 member, who is an expert in culture, history, art, archeology or architecture, leads each trip. Mark your calendars for Preview Travel Night, February 25 from 7 pm-9 pm for a full evening of entertainment, food and information about all 2000-2001 year trips. To reserve your seat, please call 847/925-6593.

### Yucatan, Mexico: Lost Kingdoms of the Maya March 24-April 2, 2000

**Led by Dr. Helmut Publ, Assistant Professor of Anthropology**  
**Estimated Cost \$2,000**

Journey back in time with Anthropologist/Mesoamericanist Dr. Publ to spectacular ancient Mayan sites and charming colonial cities. Visit the Chichen Itza and Uxmal temples, the pre-Columbian sites of Mayapan, Oxkintok, Labna, Tulum, Coba, Dzibilchaltun, Sayil, Kaba. You will also explore the Maya cave of Balakanche, a 17th century henequin plantation, make a trip to Xcaret and finish off with a R&R stop in Cancun.

### Ireland:

### Land of One Hundred Thousand Welcomes May 20-June 3, 2000

**Estimated Cost \$2,400**  
**Led by Nancy McDonald**

Come experience the natural beauty, monuments and cultural heritage of the "Emerald Isle." Explore the Dublin of Molly Malone, Jonathan Swift, James Joyce and the home of one million Irish. Visit Trinity College Library, which houses the 8th century Book of Kells. View the breathtaking Lakes of Killarney and the Cliffs of Moher and travel the famous "Ring of Kerry." Tour the castles of Blarney, Kilkenny and King John, and browse through the Waterford Crystal factory, Belleek China factory, Blarney Woolen Mills and Bushmills Distillery.

### Spanish Architecture & Design

**July 9 - 19, 2000**

**Led by Dianne Batzkall, Associate Professor of Interior Design**  
**Estimated Cost \$2,400**

Bask in the magnificent beauty of Spain, filled with rich, artistic tradition, wonderful food, lively festivals, imposing stone castles, and quaint fishing villages. You will explore Spanish architecture from 18th century cathedrals to the newly completed Guggenheim Museum designed by Frank Gehry. View paintings by Salvador Dali and buildings by Antonio Gaudi, Barcelona's famous art nouveau architect. Spain's exceptional beauty provides an idyllic backdrop to its cultural diversity. Colisted: IND 215 - 2.0

### Viva Italia

**May 31 - June 9, 2001**

**Led by Renate Von Keudell**

Look forward to Renate von Keudell's trip to Italy in May. Take a leisurely stroll and observe the open-air vegetable and fruit market, neighborhood bakeries and fresh cheese being made daily - customs that are all part of everyday life. Plan to experience Italy's timeless culture and centuries-old traditions.

## Learning Voyages, cont.

### Moroccan Adventure

**July 29 - August 9, 2000**

**Led by Jacque Mott, Assistant Professor of Interior Design and Africanist**  
**Estimated Cost \$2,525**

Travel the road to Morocco on this rewarding 12-day study tour. Experience the sand dunes of the Sahara Desert, and behold the dyers and tanneries, which haven't changed since medieval times. Visit the dazzling imperial cities of Rabat, Meknes, Fez and Marrakech as you travel through the unforgettable Atlas Mountains, with its waterfall-laden gorges. Discover exotic markets featuring spices and perfumes, carpets, fabrics, hand-painted pottery, metalwork and carved woods. Head across farming country to the French-influenced seaport of Casablanca. Visit Erfoud, Rissani, Ouarzazate, Ziz Gorges and Oasis, Todra Forge, Dades Valley and Tizi-n-Tichka Pass. Colisted: IND 215 - 2.0

### Geology of New Zealand and Hawaii

**January 4-19, 2001**

**Led by Paul P. Sipiera, Professor of Geology and Astronomy**  
**Estimated Cost \$3,500-\$4,000**

Explore the active volcanoes and majestic mountains that depict the breathtaking grandeur of New Zealand and Hawaii. Once known as Aotearoa (Land of the Long White Cloud), New Zealand's two mountainous islands are surrounded by glaciers, fjords, beaches and jungle. The tour includes visits to Auckland, Christchurch, Queenstown, Millford Sound, Dunedin, Wellington, and Lake Taupo. Hawaii's expedition includes touring the marvels of Volcanoes National Park on the big island, Hawaii. Established in 1916, the park is home to the Kilauea Volcano. The most active volcano in the world, it has been erupting since January 1983. The geological features and southern sky astronomy make this a trip you won't want to miss.

### British Isles' Yuletide Holiday

**December 27, 2000-January 5, 2001**

**Estimated Cost: \$2,000**  
**Led by Nancy McDonald**

Spend several days in Scotland enjoying traditional Celtic Yuletide activities including a festive New Year's Eve party. Then it's off to London for sight-seeing, shopping and the theater.

### Kampsville - Archeological Study in Illinois

Discover the unwritten stories of earlier civilizations on an archeological field survey. Annual outings led by Harper College's survey field school are structured to introduce participants to mound work and site surveys, mapping and transit work, and the cultural history of the Midwest. Travel dates: March 27 - April 1, May 29 - June 2, June 19 - June 24. For more information, please call Dawn Spannraft, 847/925-6593, or Professor Michael Harkins, 847/925-6431.

## Free - Travel Night Preview

Take a two-hour excursion abroad  
on February 25  
from 7:00-9:00 pm  
in the

Student and Administration Center, main floor.

Catch a glimpse of the  
educational adventures  
awaiting you.

Enjoy musical entertainment while sampling  
international cuisine.  
Faculty tour leaders will guide you, chair-side,  
on the educational trips scheduled for 2000.

Please call 847/925-6593 for the information session  
schedule and to let us know you will be attending.  
We will provide a lecture schedule and let you know  
the room locations.

### Wine Tour - Napa Valley

**May 22 - 28, 2000**

**Led by: President Dr. Breuder**  
**Estimated Cost \$2,000**

Connoisseur and novice alike will experience an awakening of the senses on a tour of the Napa Valley led by Harper College President Dr. Robert Breuder in May 2000. The green rolling hills overlooking vineyards, wineries, and steaming hot natural mineral springs will long remain etched in your memory. Join us and experience the natural splendor and unspoiled charm of the region. For more information, please call 847/925-6300. Pre-trip course opportunities in Continuing Education: Wine Appreciation, Wine with Dinner, The Wines of Sonoma, The Wines of Napa, The Wines of Australia and New Zealand, The Wines of Bordeaux, and the Wines of the Pacific Northwest.

## Learning Voyages, cont.

### India: Land of Mystery

January 2-16, 2001

Estimated Cost: \$3,550

Led by: Charlotte "Rusty" Herzog

Explore the majestic art and architecture that depict India, where religions and philosophies date back nearly 5,000 years. This stimulating 14-day tour will provide an insightful look into India's diverse artistic styles with its rich cultural history. For more information, please call 847/925-6300.

### Culinary Treasures of Tuscany

August 2001

Approximate Cost: \$2,759

Pina Andrews, professional chef, culinary arts instructor, and native of Italy (and delightful personality), will guide you through the vineyards, markets, and kitchens of Tuscany. Included in this trip will be history-filled excursions to Verona, Venice, Milan, San Marino and Rome, as well as some hands-on cooking opportunities – for a combination of incredible ingredients for a tasty tour!

## Community Adventures

### Mid-Winter Getaway Weekends

For more information about either of these Get Away Weekends, call Pam Frye, 847/925-6479

### COMMUNITY ADVENTURE

#### Las Vegas

April 7-9

You don't have to only gamble when you visit Las Vegas! Take a two-hour horseback ride with us in the Red Canyon Country, we will walk the strip and see all the casinos! Maybe you would like a tour of the Fannie Mae factory. Two nights, three days at the New York, New York are also included. Airfare will be determined when we know how many people want to go. Register with \$50 non-refundable deposit. Roommate assistance is available, based on double occupancy \$278 per person. Call Pam Frye at 847/925-6479.

### ROCK CLIMBING, DEVIL'S LAKE STATE PARK

#### Wisconsin

May 19-21

Enjoy a fun-filled weekend with our rock climbing instructor at Devil's Lake. This course teaches both beginning and advanced rock climbing techniques including knots, belaying, rappelling and movement on the rocks. Fees include campsite accommodations, rock climbing two days, equipment, transportation and tents. Bring food for cooking or eat out. LPE0401-001, FAS 5/19-5/21

### Just a peek at what's coming this summer

#### Hiking in Turkey Run

#### Whitewater Rafting

#### Biking/Horseback/Beaches/Sand Dunes

#### Youth Equestrian training week long sleep over

### Galena, Illinois

February 18-20, 2000

Cost: \$173.00 (Based on double occupancy\*)

Banish cabin fever – plan a weekend in Galena. Share an extraordinary eight bedroom, eight-bath home in Eagle River with other fun-loving, friendly people. Accommodations include outdoor hot tub, Jacuzzi, game room, big screen television, fireplace and pool table. In addition to all this relaxation, you will have ample opportunity to treat yourself to cross country skiing (ski rental is available) and to choose additional activities from this entertainment menu: horseback riding, downhill skiing, ice skating, shopping, hiking or an evening at Diamond Jo's Casino in Dubuque. And speaking of menus – share an old-fashioned potluck dinner on Saturday night as the weekend winds down and new acquaintances become old friends.

\*Maximum/14 couples. Minimum/12 couples. Roommate assistance available. Full payment is due by February 4, 2000. Transportation is not included. The drive to Galena is approximately 2 1/2 to 3 hours. Transportation is available at \$25 per person, with a 7 person minimum. To register, call 847/925-6800. Register for course number LPE0429-002.

## Older Adult

### NEW

#### INTRODUCTION TO THE INTERNET FOR SENIORS

Get in on the excitement of the Internet! Learn basic navigational skills and Internet vocabulary. Then spend hand-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!

TUITION: \$15.00

TOUCHTONE NUMBER TT#7081

■ LAC0021-001, F231, WED., 3/15 & 3/22, 5:00 pm-7:00 pm

■ LAC0021-002, F231, THURS., 5/4 & 5/11, 5:00 pm-7:00 pm

## Senior Lecture Series

#### CHICAGO FICTION WRITERS

An introduction to various fictional forms including the short story, novella and novel. This course focuses on the works of authors who have lived in and set at least part of their fictional work in Chicago. In addition to the traditional study of fictional elements, literary movements and critical approaches to studying literature, students will study relevant Chicago history, literary and social movements specific to the region and a geographical survey. Lecturer: Nancy Davis.

TUITION: \$81.00

LSE0091-001, NEC, WED., 2/16-5/17, 1:00 pm-3:00 pm

#### AGE & INFLUENCE: WORLD LEADERS

Older leaders make a very special contribution to history. In this two-session lecture, we will discuss how age and experience may have affected the decisions of Churchill, Adenauer, Meier and others. Can waiting in the wings erode even the most shining talent? Presenter: Charlotte Fiechter

TUITION: \$12.00

TOUCHTONE NUMBER TT #6572

LSE0081-001, NEC 132, FRI., 3/3-3/10, 1:00 pm-3:00 pm

#### THE EBONICS DEBATE

What is the origin of Black Vernacular English? Is it a language? What influences has it on Standard English? What place does Ebonics have in the classroom? Lecturer: Peggy Kazkaz

TUITION: \$6.00

TOUCHTONE NUMBER TT #6663

LSE0088-001, NEC 132, FRI., 2/25-2/25, 1:00 pm-3:00 pm

#### GREAT COMPOSERS OF THE CLASSICAL ERA

W.A. Mozart and Robert Schuman will grace our ears as we listen to a couple of the most famous piano concertos ever written. Both of these well known works will be discussed, their structure will be analyzed to determine why they are so emotionally charged and why they have stood the test of time. Explore compositions written by Mozart, these profound deeply moving treasures which are unfamiliar to concert audiences. Lecturer: James Kendros

TUITION: \$16.00

TOUCHTONE NUMBER TT #6690

LSE0085-001, NEC 132, THUR., 3/2-3/9, 1:00 pm-3:00 pm

#### THE ENVIRONMENT: NEW PROSPECTS, NEW OPPORTUNITIES

"Current Environmental Issues: What Can I Do?" Lecturer: Jerry Stone

TUITION: \$6.00

TOUCHTONE NUMBER TT #6661

LSE0086-001, NEC 132, FRI., 3/24-3/24, 1:00 pm-3:00 pm

#### GREAT COMPOSERS OF THE ROMANTIC ERA

Robert Schumann will begin our study of the flowering of romanticism. We will see the division of a soft gentle nature and a strong powerful personality expressed in some of his greatest works. Johannes Brahms carried on the classic tradition but also added to the expressiveness characteristics of the romantic. We will enjoy the romantic and expressiveness of two women composers, Clara Schumann and Fannie Mendelssohn whose works are moody and often surprising in their emotional intensity. Lastly we will discuss Tchaikovsky, the Russian composer; many of his popular melodies appeal to a wide audience. We will be charmed by the personal expression that typifies his music including the "1812 Overture" and "Romeo and Juliet". Lecturer: James Kendros

TUITION: \$16.00

TOUCHTONE NUMBER TT #6697

LSE0090-001, NEC TBA, THUR., 4/6-4/13, 1:00 pm-3:00 pm

#### PROTESTANT REFORMATION

Participants will learn about an age much like our own, the late Renaissance Period that led to the Protestant Reformation and religious reform in western Europe. Lecturer: Charlotte Fiechter

TUITION: \$6.00

TOUCHTONE NUMBER TT #6660

LSE0083-001, NEC 132, FRI., 4/7-4/7, 1:00 pm-3:00 pm

## Older Adult, cont.

#### THE VOICES OF EGYPTIAN WOMEN

Through the use of lecture and video the role of women in Egyptian home-life, community, religion and government will be discussed. Lecturer Peggy Kazkaz

TUITION: \$6.00

TOUCHTONE NUMBER TT #6662

LSE0087-001, NEC 132, FRI., 4/14-4/14, 1:00 pm-3:00 pm

#### Life with Plato as a Guide: The Examined Life

The text material for this session will be taken from Plato's dialogue Apology, in which he dramatically recreates the trial of his beloved teacher, Socrates. In the course of his trial, Socrates demonstrates his famous dialogue technique, proposes a definition of human wisdom, addresses basic issues of right conduct, and speculates about death in relation to what should be important to us here and now. Presenter: Carolyn Sweers

TUITION: \$6.00

LSE 0089, NEC, FRI., 4/21, 1:00-3:00 pm

#### Life with Plato as a Guide: Body & Soul

According to Plato, humans are composed of two separate and distinct parts: body and soul. Using excerpts from his dialogues The Republic and The Phaedo, we will explore what Plato says about body and soul: what soul care is and why it is essential as well as the best preparation for the inevitability of our own death. Plato's famous Allegory of the Cave will provide an entry point into both Plato's thoughts and our own intuitive understandings. Presenter: Carolyn Sweers

TUITION: \$6.00

LSE 0079, NEC, Fri., 4/28, 1:00-3:00 pm

#### Life with Plato as a Guide: The Lure of the Good

In Plato's dialogue, The Symposium, participants at a dinner party agree to discuss the nature of love. All participants recognize that humans are attracted to beauty in both objects and other persons. But what is it that people really seek? Plato's answer is that the soul longs for the good. What he means by that and how the lure of the good is present in all "lesser" loves will be explored via allegory, imagery and theory. Presenter: Carolyn Sweers

TUITION: \$6.00

LSE 0080-001, NEC, Fri., 5/5/00, 1:00-3:00 pm

## Women's Program

Since its inception in 1969, the Women's Program at Harper College has served more than 50,000 women in the northwest suburbs.

Continuing Education courses and workshops are offered on a variety of topics related to personal growth, career, family and women's issues. State-funded grant programs allow us to provide career, personal, and academic counseling; job readiness preparation; mentoring experiences; and limited assistance with tuition, books, and childcare expenses.

Each year the Women's Program sponsors a variety of speakers and programs including Women Make History Month in March. Activities include a keynote speaker, seminars, films, and performances focusing on the many areas in which women have impacted our history and culture.

The Women's Center, located in the Music Instruction Center, P127, is a place to relax, talk, and study. Coffee, campus information, women's resources and referral information are available. Men as well as women are welcome to use the facility.

For further information, please contact the Women's Program at 847/925-6558.

## Film Series

### Ireland Through Irish Eyes: Irish Films by Irish Filmmakers

There is a growing interest in Irish media among Americans. This interest has produced some popular films, but the realities of life in Ireland are very different when remembered by the nearly five million Irish immigrants and their descendants. Please, come and join us in experiencing Irish filmmakers' "visions" of their homeland. In this particular series of films, we will explore Irish women's role in Irish society, both fictional and real.

#### THE FAMILY

In this segment of a made-for-TV drama focusing on a Dublin couple with four children, the wife struggles to hold her family together after "chucking" her abusive, hustling, and thieving husband out for ogling his developing daughter.

FEES: \$10.00

TOUCHTONE NUMBER TT #6592

■ LWM0116-001, J 166, FRI., 3/3-3/3, 6:30 pm-8:30 pm

## Women's Program, cont.

### INTO THE WEST

When their horse is stolen, two boys set out to find it and end up on an adventure of a lifetime. **0.2 CEU**  
FEES: \$10.00

TOUCHTONE NUMBER TT #6593  
■ LWM0117-001, J 166, FRI., 3/10-3/10, 6:30 pm-8:30 pm

## Women's Program Personal and Professional Development

### 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 chakras (energy centers). Get in touch with the joyful part of your life. Aura photos provided. (Includes lunch) **0.5 CEU**  
TUITION: \$35.00 FEES: \$25.00

TOUCHTONE NUMBER TT #5727  
■ LWM0064-002, A 242, SAT., 5/6-5/6, 9:00 am-3:00 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. (Includes lunch) **0.5 CEU**  
TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6117  
■ LWM0017-001, A 242B, SAT., 3/11-3/11, 9:00 am-3:00 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 243, TUES., 3/14-3/21, 6:30 pm-9:30 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. (Includes lunch) **0.5 CEU**  
TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6116  
■ LWM0016-001, A 242A, SAT., 3/18-3/18, 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, 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, MON., 3/20-3/20, 6:30 pm-9:30 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. **0.75 CEU**  
FEES: \$79.00

TOUCHTONE NUMBER TT #6500  
■ LWM0045-001, NSET 110, THUR., 3/23-3/23, 8:30 am-4:00 pm

### ON THE ROAD AGAIN: SAFETY TIPS FOR TRAVELING WOMAN

Raise your awareness and increase your mental and physical confidence while traveling. Learn to recognize possible danger cues in your surroundings to aid in avoiding a confrontation. Learn realistic tactics and techniques to mentally and physically handle attack situations. **0.3 CEU**  
TUITION: \$30.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6418  
■ LWM0086-001, A 243, WED., 4/5-4/5, 6:30 pm-9:30 pm

### MAKING ETIQUETTE WORK FOR YOU

Etiquette skills are the key ingredient in professional and personal success at work, at home and in social settings. Learn dining and telephone etiquette, proper introductions, instruction on formal and informal social customs and more. (Includes lunch) **0.5 CEU**  
TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6231  
■ LWM0060-001, A 242A, FRI., 4/7-4/7, 9:00 am-3:00 pm

## Women's Program, cont.

### 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. **0.5 CEU**  
TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5814  
■ LWM0072-001, I 117, TUES., 4/18-4/25, 6:30 pm-9:00 pm

### WOMEN, WOLVES & THE INSTINCTUAL SELF

Only when we reconnect to our body's wisdom can we fully experience our passion, power and creativity. Communicate your truth, set clear limits and act only from a position of strength. (Includes lunch) **0.5 CEU**  
TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6488  
■ LWM0002-001, A 243, SAT., 4/29-4/29, 10:00 am-4:00 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. (Includes lunch) Prerequisite: Assertive Communication **0.5 CEU**  
TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6121  
■ LWM0022-001, A 241A, SAT., 4/29-4/29, 9:00 am-3:00 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. (Includes lunch) **0.5 CEU**  
TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6168  
■ LWM0108-001, A 315, SAT., 1/29-1/29, 9:00 am-3:00 pm  
■ LWM0108-002, A 241A, SAT., 3/18-3/18, 9:00 am-3:00 pm

### MOTHERS AND DAUGHTERS

Do you want to deepen the communication with your daughter? Review the real-life situations that give rise to conflict, and learn how to move forward as a team. Discover how mothers and daughters can be friends and how to let go when the time comes. Designed for mothers with adolescent, young adult or adult daughters. (Includes lunch) **0.6 CEU**  
TUITION: \$40.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6419  
■ LWM0093-001, A 242A, SAT., 3/11-3/11, 9:00 am-4:00 pm

### ENRICHING THE EARLY YEARS

Have you ever wished that small children came with a set of instructions? We all want to be the best parents we can be, but sometimes due to busy schedules and stress, we might not live up to our own expectations or the "ideal" home life depicted in magazines. In this course you will gain an understanding of your child's developmental stages, personality, and temperament, and you will learn some tried and true methods of caring for and disciplining young children. Designed for prospective parents, and parents/teachers of children age 3 and under. **0.6 CEU**  
TUITION: \$40.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6120  
■ LWM0020-001, A 241A, THUR., 4/6-4/13, 6:30 pm-9:30 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 315, MON., 4/10-4/10, 6:30 pm-9:30 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 315, THUR., 5/11-5/11, 6:30 pm-9:30 pm

### 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.) **0.6 CEU**  
FEES: \$90.00

■ LWM0069-003, NSET 110, SAT., 3/18-3/18, 8:30 am-1:30 pm  
■ LWM0069-004, NSET 110, WED., 4/12-4/12, 6:30 pm-9:00 pm

## Aerobics/Aquacise/Fitness

### 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. SENIOR TUITION: \$25.00 TUITION: \$62.00

TOUCHTONE NUMBER TT #6295  
■ LPE0090-081, M 160, MON., WED., 3/13-5/10, 9:00 am-9:50 am  
■ LPE0090-083, M 160, MON., WED., 3/13-5/10, 11:00 am-11:50 am  
■ LPE0090-084, M 160, TUES., THUR., 3/14-5/11, 9:00 am-9:50 am  
■ LPE0090-085, M 160, TUES., THUR., 3/14-5/11, 10:00 am-10:50 am  
■ LPE0090-086, M 160, TUES., THUR., 3/14-5/11, 5:00 pm-5:50 pm  
SENIOR TUITION: \$12.50 TUITION: \$35.00  
■ LPE0090-087, M 160, FRI., 3/17-5/12, 9:30 am-10:20 am  
SENIOR TUITION: \$6.25 TUITION: \$13.75  
■ LPE0090-004, M 160, TUES., THUR., 5/23-6/1, 9:30 am-10:20 am

### PROGRESSIVE WATER RESISTANT WORKOUT

Get a total body workout in this muscle specific workshop with emphasis on equipment and water resistance to progressively overload all major muscle groups. This class is offered to those who have exercised in the water previously, have some knowledge of target heart rate, and the use of aquatic exercise equipment. SENIOR TUITION: \$25.00 TUITION: \$62.00

TOUCHTONE NUMBER TT #6441  
■ LPE0093-080, M 160, TUES., THUR., 3/14-5/11, 6:00 pm-6:50 pm

### 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: \$62.00

TOUCHTONE NUMBER TT #6420  
■ LPE0187-082, M 249, TUES., THUR., 3/14-5/10, 12:15 pm-1:05 pm  
■ LPE0187-081, M 249, TUES., THUR., 3/14-5/11, 11:00 am-11:50 am  
■ LPE0187-083, M 249, TUES., THUR., 3/14-5/11, 6:30 pm-7:20 pm

### CARDIO KICKBOXING II

A continuation of Kickboxing I.

TUITION: \$62.00  
TOUCHTONE NUMBER TT #6584  
■ LPE0185-080, M 249, MON., WED., 3/13-5/10, 5:30 pm-6:20 pm

### CARDIOVASCULAR & TONING EXERCISE

This class will work in the circuit style of cardiovascular toning.

TUITION: \$62.00  
TOUCHTONE NUMBER TT #6272  
■ LPE0171-081, M 249, TUES., THUR., 3/14-5/11, 5:30 pm-6:20 pm

### 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: \$62.00

TOUCHTONE NUMBER TT #8018  
■ LPE0167-080, M 249, MON., WED., 3/13-5/10, 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: \$62.00

TOUCHTONE NUMBER TT #8015  
■ LPE0163-082, M 249, TUES., THUR., 3/14-5/11, 4:30 pm-5:20 pm

### STEP AEROBICS II

Continuation of Step I.

TUITION: \$62.00  
TOUCHTONE NUMBER TT #8017  
■ LPE0166-081, M 249, MON., WED., 3/13-5/10, 4:30 pm-5:20 pm

### 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: \$64.00

TOUCHTONE NUMBER TT #6109  
■ LPE0197-084, M 152, MON., WED., 3/13-5/10, 10:00 am-10:50 am  
■ LPE0197-085, M 152, MON., WED., 3/13-5/10, 5:00 pm-5:50 pm  
■ LPE0197-086, M 152, MON., WED., 3/13-5/10, 6:00 pm-6:40 pm  
■ LPE0197-087, M 152, MON., WED., 3/13-5/10, 7:00 pm-7:50 pm  
■ LPE0197-082, M 152, TUES., THUR., 3/14-5/11, 6:00 am-6:50 am  
■ LPE0197-089, M 152, TUES., THUR., 3/14-5/11, 6:30 pm-7:20 pm  
■ LPE0197-091, M 152, TUES., THUR., 3/14-5/11, 12:15 pm-1:05 pm  
■ LPE0197-092, M 152, TUES., THUR., 3/14-5/11, 7:30 pm-8:20 pm  
■ LPE0197-096, M 152, TUES., THUR., 3/14-5/11, 5:30 pm-6:20 pm  
■ LPE0197-002, M 152, SAT., 3/18-5/13, 9:00 am-9:50 am (TUITION \$33)  
■ LPE0197-088, M 152, MON., WED., 3/13-5/10, 12:00 pm-12:50 pm

## Aerobics/Aquacise/Fitness, cont.

### SPINNING II

A continuation of Power Spinning I.  
TUITION: \$64.00

TOUCHTONE NUMBER TT #6128

LPE0198-080, M 152, MON., WED., 3/13-5/10, 12:00 pm-12:50 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 attribute 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 of the class will be held in the free weight room. Along with your Monday/Wednesday semi-personal instruction, you will be given a pass to use the fitness center one other time per week anytime it is open. All rules and regulations of the fitness center must be followed.

TUITION: \$79.00

TOUCHTONE NUMBER TT #6214

LPE0199-080, M 162, MON., WED., 3/15-5/10, 6:30 pm-7:30 pm

### 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. Continuing education 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: \$52.00 FEES: \$20.00

TOUCHTONE NUMBER TT #6321

LPE0195-216, TBA, 2/1-5/13, OPEN ENTRY

LPE0195-217, TBA, 2/15-5/13, OPEN ENTRY

LPE0195-218, TBA, 2/29-5/13, OPEN ENTRY

## Community Adventures

Now found under "Learning Voyages"

## Dance - Social

### 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: \$61.00

TOUCHTONE NUMBER TT #5963

LPE0200-081, M 244, TUES., 3/14-5/9, 6:30 pm-8:10 pm

LPE0200-083, NEC 121, FRI., 3/17-5/12, 6:30 pm-8:10 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: \$56.00

LPE0237-081, M 244, TUES., 3/14-5/9, 6:30 pm-8:10 pm

LPE0237-083, NEC 121, FRI., 3/17-5/12, 6:30 pm-8:10 pm

### 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: \$61.00

TOUCHTONE NUMBER TT #5965

LPE0203-081, M 244, TUES., 3/14-5/9, 8:20 pm-10:00 pm

LPE0203-080, NEC 121, FRI., 3/17-5/12, 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 is a per person rate.

TUITION: \$56.00

LPE0238-081, M 244, TUES., 3/14-5/9, 8:20 pm-10:00 pm

LPE0238-080, NEC 121, FRI., 3/17-5/12, 8:20 pm-10:00 pm

### COUNTRY & WESTERN LINE DANCE I

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: \$61.00

TOUCHTONE NUMBER TT #7608

LPE0220-081, M 249, FRI., 3/17-5/12, 5:00 pm-6:30 pm

### COUNTRY & WESTERN DANCE COUPLES I

Beginning 2 step will be taught during these two sessions.

TUITION: \$30.00

TOUCHTONE NUMBER TT #6300

LPE0227-001, M 244, SAT., 5/6-5/13, 11:00 am-12:40 pm

## Dance - Social, cont.

### FLAMENCO DANCE

Learn the fundamentals and steps of flamenco dancing. Emphasis will be put on body pose and arm movements. 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: \$56.00

TOUCHTONE NUMBER TT #5388

LPE0418-080, M 249, TUES., 3/14-5/9, 1:15 pm-2:05 pm

LPE0418-082, M 249, TUES., 3/14-5/9, 2:20 pm-3:20 pm

LPE0418-081, M 249, SAT., 3/18-5/13, 1:50 pm-2:50 pm

### FLAMENCO II

This class is designed for students who have completed Flamenco I or have previous experience in Flamenco. It teaches guitar rhythm (compas). Zapateado also will be taught and Sevillanas will be reviewed in every class. In addition, the student will begin to learn techniques for playing the castanets. Character or Flamenco shoes (without nails) are required. Castanets can be purchased from the instructor.

TUITION: \$70.00

TOUCHTONE NUMBER TT #6105

LPE0428-080, M 244, MON., 3/13-5/8, 8:20 pm-9:35 pm

### FLAMENCO III

Continue what you learned in Flamenco II, including the 12-count compas. Learn zapateado, Rumba and choreography of Alegrias. 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: \$79.00

TOUCHTONE NUMBER TT #6438

LPE0430-080, M 249, THUR., 3/16-5/11, 7:30 pm-9:00 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: \$56.00

TOUCHTONE NUMBER TT #6692

LPE0431-080, M 213A, THUR., 3/16-5/11, 6:10 pm-6:55 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 of classical, semi-classical, folk and flamenco dance at an intermediate level. It begins with a choreographed dance and teaches techniques for learning to play the castanets. Required attire for females: tights, leotards, ballet shoes, flamenco or character shoes. Required attire for males: t-shirt, sweatpants and flamenco boots. Castanets can be purchased through the teacher.

TUITION: \$74.00

TOUCHTONE NUMBER TT #5389

LPE0419-081, M 249, SAT., 3/18-5/13, 12:15 pm-1:45 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: \$61.00

TOUCHTONE NUMBER TT #6351

LPE0213-081, M 249, MON., 3/13-5/8, 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: \$56.00

LPE0242-081, M 249, MON., 3/13-5/8, 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. Pre-requisite: Just Jitterbug I recommended or previous experience in jitterbug. Singles and couples welcome. Class outing.

TUITION: \$61.00

TOUCHTONE NUMBER TT #6264

LPE0214-080, M 249, WED., 3/15-5/10, 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: \$56.00

LPE0243-080, M 249, WED., 3/15-5/10, 8:15 pm-9:55 pm

## Dance - Social, cont.

### LATIN NIGHTCLUB DANCING

Learn popular Latin nightclub favorites such as salsa, merengue, introduction to cumbia. 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: \$61.00

TOUCHTONE NUMBER TT #5805

LPE0255-080, M 249, FRI., 3/17-5/12, 6:35 pm-8:05 pm

LPE0255-081, M 249, FRI., 3/17-5/12, 8:10 pm-9:40 pm

### LATIN NIGHTCLUB DANCING/PARTNERS

Partners Only Rate per person. A discounted rate for two people. Please have your partner's Social Security number ready when registering. Programming the same as Latin Nightclub Dancing.

TUITION: \$56.00

TOUCHTONE NUMBER TT #6066

LPE0257-080, M 249, FRI., 3/17-5/12, 6:35 pm-8:05 pm

LPE0257-081, M 249, FRI., 3/17-5/12, 8:10 pm-9:40 pm

### LINDY HOP/CHARLESTON/SWING DANCE

Learn the dance of Swing Kids and Gap Swing commercials. The Lindy Hop is the original swing dance of the 1930's (Savoy Style). By incorporating Jazz steps and the Charleston, it is done to Big Band Era music or currently—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.

TUITION: \$61.00

TOUCHTONE NUMBER TT #6011

LPE0212-080, M 244, MON., 3/13-5/8, 6:30 pm-8:10 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: \$61.00

TOUCHTONE NUMBER TT #8008

LPE0218-080, M 249, WED., 3/15-5/10, 6:30 pm-8:10 pm

### WEDDING DANCING

DANCE AT YOUR WEDDING! Get ready for that fun-filled family occasion, the wedding, with the WEDDING RECEPTION DANCE. Fox Trot, Waltz, Jitterbug, Lindy, Polka and other fun dances. This course will prepare you for an upcoming wedding or party—perfect for anyone in or going to a wedding. Singles and couples welcome. TWO SESSIONS.

TUITION: \$40.00

TOUCHTONE NUMBER TT #6253

LPE0231-001, M 249, SAT., 5/6-5/13, 1:00 pm-4:30 pm

## Dance - Techniques

### 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: \$50.00

TOUCHTONE NUMBER TT #5966

LPE0240-081, M 249, TUES., 3/14-5/9, 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: \$53.00

TOUCHTONE NUMBER TT #5010

LPE0176-080, M 161A, THUR., 3/16-5/11, 6:00 pm-7:15 pm

## Mind/Body

### NEW

### HEART WISDOM

"Heart Wisdom" is a presentation that examines the recent discoveries about the wisdom and cellular memory found in the heart. It looks at the heart as an organ of intelligence instead of it being just a mechanical pump. It explores various facets of beliefs surrounding the heart and its function from ancient spiritual teachings to modern medical scientific findings. Techniques of learning how to tune into one's heart and how to utilize the wisdom found there will be explained. Experiences of heart transplant patients will be shared and a look at what that means to the whole transplant system will be explored.

TUITION: \$12.00

TOUCHTONE NUMBER TT #6638

LPE0136-001, A 243, THUR., 4/13-4/13, 6:30 pm-9:30 pm

## Mind/Body, cont.

### HERBS FOR MIND AND BODY WELLNESS

Learn about medicinal herbs and gardening. Explore the various uses of herbs and what constitutes medicinal use in helping you in your quest for health, including medicinal infusions, decoctions, making herbal tinctures, oils for beauty and health, salves, sitz baths, culinary use as medicine, herbal syrups for coughs, etc. Continuing students welcome!  
TUITION: \$67.00

**TOUCHTONE NUMBER TT #6126**  
LPE0121-0001, D 105, SAT., 4/8-5/13, 9:30 am-12:30 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: \$62.00

**TOUCHTONE NUMBER TT #5946**  
■ LPE0186-081, NEC 121, MON., 3/13-5/8, 8:00 pm-9:40 pm  
■ LPE0186-082, M 244, WED., 3/15-5/10, 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: \$62.00

**TOUCHTONE NUMBER TT #5971**  
■ LPE0188-081, NEC 121, TUES., 3/14-5/9, 6:00 pm-7:40 pm  
■ LPE0188-082, M 244, WED., 3/15-5/10, 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: \$62.00

**TOUCHTONE NUMBER TT #6308**  
■ LPE0192-081, NEC 121, TUES., 3/14-5/9, 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: \$51.00

**TOUCHTONE NUMBER TT #5945**  
■ LPE0125-082, M 161A, TUES., 3/14-5/9, 6:30 pm-7:55 pm  
■ LPE0125-083, NEC 121, THUR., 3/16-5/11, 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: \$51.00

**TOUCHTONE NUMBER TT #5947**  
■ LPE0130-080, NEC 121, MON., 3/13-5/8, 6:30 pm-7:55 pm  
■ LPE0130-081, M 161A, TUES., 3/14-5/9, 8:05 pm-9:35 pm

### YOGA II (INTERIM)

TUITION: \$14.00

■ LPE0130-001, NEC 121, MON., 5/15-5/22, 6:30 pm-7:55 pm  
■ LPE0130-002, M 161A, TUES., 5/16-5/23, 6:30 pm-7:55 pm

## Children & Youth Sports Camps

Refer to Children and Youth Programs section in this schedule.

## Sports

### FLY CASTING FOR FLY FISHING

Learn to use a fly rod, reels, lines and leader, and how to assemble a fly fishing outfit. Types of flies, knots and tying accessories will be covered as well as casting and presentation techniques.

TUITION: \$49.00

**TOUCHTONE NUMBER TT #6269**  
■ LPE0078-001, M 237, FRI., 5/12-6/2, 6:30 pm-8:30 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: \$72.00

**TOUCHTONE NUMBER TT #5956**  
LPE0004-001, HWGC TBA, MON., WED., 4/17-5/10, 11:00 am-12:40 pm  
■ LPE0004-009, HWGC TBA, TUES., THUR., 4/18-5/11, 6:25 pm-8:05 pm

### GOLF I

TUITION: \$60.00

LPE0004-006, HWGC TBA, TUES., THUR., 4/18-5/11, 4:45 pm-6:15 pm  
LPE0004-002, HWGC TBA, MON., WED., 4/24-5/17, 4:45 pm-6:15 pm  
■ LPE0004-003, HWGC TBA, MON., WED., 4/24-5/17, 6:30 pm-8:00 pm

### GOLF I

TUITION: \$30.00

■ LPE0004-006, HWGC TBA, TUES., THUR., 5/23-6/1, 5:30 pm-7:00 pm  
■ LPE0004-007, HWGC TBA, TUES., THUR., 5/23-6/1, 7:10 pm-8:40 pm

## Sports

### 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: \$60.00

**TOUCHTONE NUMBER TT #5957**  
■ LPE0007-001, PCGC TBA, MON., WED., 4/17-5/10, 5:15 pm-6:45 pm  
■ LPE0007-002, PCGC TBA, MON., WED., 4/17-5/10, 6:55 pm-8:25 pm  
■ LPE0007-005, PCGC TBA, MON., WED., 4/17-5/10, 5:30 pm-7:00 pm  
■ LPE0007-006, PCGC TBA, MON., WED., 4/17-5/10, 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**  
LPE0011-003, PCGC TBA, SAT., 5/6, 1:00 pm-2:40 pm  
LPE0011-001, PCGC TBA, SAT., 5/13, 8:00 am-9:40 am  
LPE0011-002, PCGC TBA, SAT., 5/20, 10:00 am-11:40 am

### 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., 5/6, 10:00 am-11:40 am  
LPE0012-002, PCGC TBA, SAT., 5/13, 1:00 pm-2:40 pm  
LPE0012-003, PCGC TBA, SAT., 5/20, 8:00 am-9:40 am

### 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**  
■ LPE0013-002, PCGC TBA, SAT., 5/6, 8:00 pm-9:40 pm  
LPE0013-003, PCGC TBA, SAT., 5/13, 10:00 am-11:40 am  
LPE0013-001, PCGC TBA, SAT., 5/20, 1:00 pm-2:40 pm

### GOLF WORKSHOP

Receive instruction and analysis of hitting a golf ball with individual videotaping and group work stations covering long game/long irons and woods, short game/pitch and run, short irons chip and run, sand shots, fairway/greenside bunkers and putting. Enrollment will be limited.

TUITION: \$35.00 FEES: \$75.00

**TOUCHTONE NUMBER TT #6319**  
LPE0020-002, PCGC TBA, SUN., 5/7, 9:00 am-2:00 pm

## NEW

### HORSEMANSHIP - ADULT

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. 6 lessons and 1 make-up.

FEES: \$110.00

**TOUCHTONE NUMBER TT #6639**  
LPE0440-002, FCS, SUN., 3/19-5/7, 8:30 am-10:00 am  
LPE0440-004, FCS, SUN., 3/19-5/7, 10:30 am - 12:00 pm

## NEW

### EQUINE BEHAVIOR AND MODIFICATION

Equine behavior modification using the horse's natural behavior patterns. Emphasis will be placed on intelligence level, vision, emotions, hearing and attention span of the horse. We will also demonstrate how to handle horses that bite, rear, buck or shy, how to load and unload and how to tack and untack. If you are faced with any problems, please bring your questions to class. This is for any novice rider, horse owner or those thinking about purchasing a horse. This class will be held at Fox Creek Stables/Lakewood Polo Club at Old McHenry and Rt 12 on Milton Road. Directions will be sent to all after registration.

TUITION: \$95.00

**TOUCHTONE NUMBER TT #6649**  
■ LPE0442-001, FCS TBA, TUES., 4/11-5/2, 7:00 pm-8:45 pm

### CLIPPING: A HORSE WORKSHOP

Body clipping should be done for the health, comfort and appearance of the horse. A horse or pony with thick coat, winter or summer, will overheat quite easily when asked to work hard. Overheating can also happen during winter. In summer, many naturally heavy coated horses can have too much hair. The long hair and excessive sweating can be unhealthy for a number of reasons. Come find out why and try your hand at clipping.

Fee: \$25

LPE0389-001, FCS 5/6, 2:00-3:45pm  
LPE0389-002, FCS, 5/13, 2:00-3:45pm, Fee \$25

### POWER BOATING SKILLS

Acquire the basic knowledge of boating skills to include use of equipment, trailering, boat-handling, weather and other topics. Textbook and materials will be handed out in class for a cost of \$26.

TUITION: \$15.00

**TOUCHTONE NUMBER TT #5063**  
■ LPE0074-080, M 213A, THUR., 3/16-5/11, 7:30 pm-9:30 pm

### 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., 5/3-5/17, 5:30 pm-7:30 pm

## Sports, 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., 5/3-5/17, 5:30 pm-7:30 pm

### COMPETITIVE RACQUETBALL

A method of competitive practice and a continuation from Racquetball.

TUITION: \$62.00

**TOUCHTONE NUMBER TT #5944**  
■ LPE0069-081, M 155, MON., WED., 3/13-5/10, 6:30 pm-7:20 pm  
■ LPE0069-082, M 155, MON., WED., 3/13-5/10, 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.

TUITION: \$58.00

**TOUCHTONE NUMBER TT #5953**  
LPE0158-001, TENN 001, SAT., 4/29-5/20, 10:15 am-11:45 am

### TENNIS II

Receive assistance with problem analysis and correction of serving, serve and return, forehand, backhand, volley and lob. Note: These classes are held indoors or made up during inclement weather. This will be at the discretion of the instructor and gym availability.

TUITION: \$58.00

**TOUCHTONE NUMBER TT #5954**  
LPE0160-001, TENN 001, SAT., 4/29-5/20, 8:30 am-10:00 am

## NEW

### FISHING/BACKWATERS OF YELLOWSTONE NATIONAL PARK SEMINAR

Come find the best fishing in Yellowstone National Park. This will include fishing around the mountains, lakes, streams, back country etc. Yellowstone National Park has some of the VERY best Trout fishing in all of the United States. Only 2% of the people who visit Yellowstone go beyond 200 feet off the road. Join Don Robb, our fishing expert, as he talks and shows you how to fish for Trout, Rainbows, Browns, Cutthroat and Grayling, their locations and easy cross country hiking to get to the best fishing sites. This program will include spin and fly fishing techniques.

TUITION: \$10.00

**TOUCHTONE NUMBER TT #6672**  
LPE0084-001, A 242, SUN., 5/21-5/21, 2:00 pm-4:00 pm

## Lifeguard Training/Swimming

### 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: \$83.00 FEES: \$55.00

**TOUCHTONE NUMBER TT #5623**  
LPE0152-001, One Weekend Course 2/4-2/6  
FRI., 6:00-10:00 pm, SAT., 8:00am- 8:00pm, SUN., 8:00am-6:00pm  
LPE0152-002, One Weekend Course 4/28-4/30  
FRI., 6:00-10:00 pm, SAT., 8:00am- 8:00pm, SUN., 8:00am-6:00pm  
LPE0152-003, One Weekend Course 5/5-5/7  
FRI., 6:00-10:00 pm, SAT., 8:00am- 8:00pm, SUN., 8:00am-6:00pm  
LPE0152-004, One Weekend Course 5/19-5/21  
FRI., 6:00-10:00 pm, SAT., 8:00am- 8:00pm, SUN., 8:00am-6:00pm

### LIFEGUARD TRAINING - 8 weeks

■ LPE0152-080, M 237, WED., 3/15-5/10, 6:30 pm-8:25 pm  
■ LPE0152-080, M 160, WED., 3/15-5/10, 8:45 pm-10:30 pm

### LEARN TO SWIM

For ages 4+. All participants will be put in groups determined by ability level. Classes meet two days each week during each four-week session. The class ratio is approximately 4 to 1.

TUITION: \$60.00

**TOUCHTONE NUMBER TT #5293**  
LPE0149-001, M 160, MON., WED., 1/24-2/16, 12:30 pm-1:20 pm  
LPE0149-002, M 160, MON., WED., 1/24-2/16, 1:30 pm-2:20 pm  
LPE0149-005, M 160, MON., WED., 1/24-2/16, 4:10 pm-5:00 pm  
LPE0149-007, M 160, TUES., THUR., 1/25-2/17, 12:30 pm-1:20 pm  
LPE0149-008, M 160, TUES., THUR., 1/25-2/17, 1:30 pm-2:20 pm  
LPE0149-009, M 160, TUES., THUR., 1/25-2/17, 4:10 pm-5:00 pm  
LPE0149-010, M 160, MON., WED., 2/21-3/15, 12:30 pm-1:20 pm  
LPE0149-011, M 160, MON., WED., 2/21-3/15, 1:30 pm-2:20 pm  
LPE0149-012, M 160, MON., WED., 2/21-3/15, 4:10 pm-5:00 pm  
LPE0149-015, M 160, TUES., THUR., 2/22-3/16, 12:30 pm-1:20 pm  
LPE0149-016, M 160, TUES., THUR., 2/22-3/16, 1:30 pm-2:20 pm  
LPE0149-017, M 160, TUES., THUR., 2/22-3/16, 4:10 pm-5:00 pm  
LPE0149-021, M 160, MON., WED., 3/20-4/12, 1:30 pm-2:20 pm  
LPE0149-020, M 160, MON., WED., 3/20-4/12, 12:30 pm-1:20 pm  
LPE0149-022, M 160, MON., WED., 3/20-4/12, 4:10 pm-5:00 pm  
LPE0149-023, M 160, TUES., THUR., 3/21-4/13, 12:30 pm-1:20 pm  
LPE0149-024, M 160, TUES., THUR., 3/21-4/13, 1:30 pm-2:20 pm  
LPE0149-025, M 160, TUES., THUR., 3/21-4/13, 4:10 pm-5:00 pm  
LPE0149-026, M 160, MON., WED., 4/17-5/10, 12:30 pm-1:20 pm  
LPE0149-027, M 160, MON., WED., 4/17-5/10, 1:30 pm-2:20 pm  
LPE0149-031, M 160, MON., WED., 4/17-5/10, 4:10 pm-5:00 pm  
LPE0149-028, M 160, TUES., THUR., 4/18-5/11, 12:30 pm-1:20 pm  
LPE0149-029, M 160, TUES., THUR., 4/18-5/11, 1:30 pm-2:20 pm  
LPE0149-030, M 160, TUES., THUR., 4/18-5/11, 4:10 pm-5:00 pm

# Children & Youth Programming



## From the moment your child is born

From birth through adolescence, every lesson that is taught – formally or otherwise – prepares your child for his or her future. At first, children gain knowledge by imitation and assimilation and, later, from teachers and books in a structured classroom environment. Regardless of how learning takes place, kids have an amazing ability to absorb new information. In fact, they need the stimulation of learning as much as they need to eat, sleep and even breathe.

### Acquire a new language

Our children learn to speak English by imitating what they hear. Gaining mastery of the spoken word happens by listening and repeating what they hear around them, not from studying a book of grammar. If children take to their native language with such natural ease, couldn't they also master another one? Experts tell us that the window of opportunity for learning a second language opens wide when a child is as young as one year old. And the earlier the lessons begin, the more likely fluency will result.

The Children's Language Academy at Harper College offers courses in Spanish, French, German, Italian and Japanese for children K-5th grade. Kids learn to be comfortable in another tongue because our instructors make it fun. Their "total immersion" approach includes field trips, pen pals, and sampling foreign cuisine along with reading, writing, and talking in another language.

For your convenience, our classes are held right at your child's school and timed to fit busy family schedules. We offer classes on weekdays, before or after school, in one-hour sessions lasting 8 or 14 weeks. For information, call 847/925-6000, ext. 7415.

### Explore the world of music

Shaking a tambourine or jingling bells is not just learning to make music. Research conducted by the University of California-Irvine reveals a direct link between music and upper-level math and science skills. Children who have had music training show radical improvements in spatial intelligence, such as the ability to form mental images, visualize graphic representations, and recognize relationships of objects to one another. These spatial skills form the building blocks for later success in topics like calculus or physics.

And that's just the beginning. When music activities are combined with speech, song and movement, language and vocabulary skills improve along with logic, reasoning and rhythmic abilities. Creative expression is advanced too, while children learn to appreciate music as a source of joy.

The Harper Music Academy offers a variety of ways to take advantage of all the benefits of music training. Our two Kindermusik programs are aimed at very young children: birth to 18 months and 18 months to 3 years. Our "Exploring Music" class for 4, 5 and 6 year olds allows children to experiment on their own with a variety of musical elements. For school-age children, we offer group and private voice and instrumental lessons.

### Find fitness fun

The promotion of a healthy lifestyle that includes physical fitness can never start too soon. Research shows that the earlier a person begins physical activity, the more likely they are to incorporate it as a permanent part of their life. So it's important that kids get moving as early as possible.

The Sports Camps at Harper College are designed as mini-courses in specific sports, such as baseball, basketball and volleyball. Our instructors are seasoned coaches who focus on helping students perfect their individual skills as well as improve their abilities to work as a team. Plenty of time is reserved for actual court and field play. We've even added such varied activities as English horsemanship and, the latest sports craze, paintball pursuit.

### Become a better student

As your child blossoms into a teenager, a little help may be welcome to boost their grades or improve their chances of acceptance at a top-notch university. That's why Harper College has designed courses specifically to assist your high school-age son or daughter to study more efficiently. Classes cover the full spectrum from general study skills to test-taking strategies, as well as techniques for scoring high on specific college entrance exams.

In our ACT test preparation course, for example, students learn what questions to expect in every content area and how to prepare both mentally and psychologically for this life-influencing exam. Employing specific methods to improve scores and utilizing relaxation techniques to help with text anxiety can make a big difference in results for your teen.

### Learning begins at Harper

At Harper College, we offer programs that are designed for your child to polish learning skills, explore innovative ideas, and tap into their creativity. Even exercising their bodies by testing their limits in fun physical activities is an exciting learning experience. From birth to college prep, we offer interesting and enjoyable opportunities to stretch the minds and bodies of youngsters. It's never too early to enroll in a course at Harper College!

### Summer Fun

Full-day and half-day  
Interesting learning opportunities  
Sport Activities  
Supervised lunchtime  
Before and after child care  
Flexible one-week or two-week sessions  
Starts June 12th  
Ends August 10th

Learn more about Harper's summer children's programs (for ages 8 to 16) by attending an informational presentation on February 23, 2000 from 7pm to 9pm in the Student and Administration Center, Room A238. To register for the presentation or for more information, please call 847-925-6300.

Sponsored by The Children's Institute for Learning and Living (ChILL) and Sports Camps.

## Sports Camps

Students in all camps will be divided according to age and ability.

### BASEBALL CAMP

Team play with a focus on pitching, catching, hitting, base running, accuracy, distance fielding, speed and use of skills in competition. Ages 8-11.  
TUITION: \$63.00

TOUCHTONE NUMBER TT #7603

LPE0310-001, BBAL 001, TUES., WED., THUR., 5/9-5/25, 4:00 pm-6:00 pm

### BOYS BASKETBALL/HALF DAY

Team play, focus on ball handling, dribbling, passing, shooting, rebounding, sportsmanship, and rule clarification. Ages 8-11  
TUITION: \$45.00

TOUCHTONE NUMBER TT #7611

LPE0340-001, M 163, MON., TUES., WED., THUR., 3/27-3/31, 2:00 pm-4:00 pm

### BOYS BASKETBALL LEAGUE

Boys, participate in 4 on 4 and 5 on 5 team games. Get daily instruction in team play using the motion offense. Scrimmages will comprise the majority of the class period. Players will change teams within their age group daily.  
Ages 8-14  
TUITION: \$45.00

TOUCHTONE NUMBER TT #7613

LPE0342-001, M 163, MON., TUES., WED., THUR., 3/27-3/31, 4:00 pm-6:00 pm

### 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. Ages 7+. If you need transportation to Fox Creek Stables, call 925-6479. Cost \$20.00.

TUITION: \$10.00 FEES: \$135.00

TOUCHTONE NUMBER TT #6326

LPE0368-002, FCS TBA, SUN., 4/2-5/14, 3:15 pm-5:15 pm

### ENGLISH HORSEMANSHIP/LEVEL II

Intermediate horsemanship. Work in walk, trot, cantering and preparation for jump in hunt seat. This class will include health, bathing, hoof, tack care etc. Prerequisite: students last summer or minimum of 12 hours of lessons. Ages 7+. If you need transportation to Fox Creek Stables, call 925-6479. Cost \$20.00.

TUITION: \$10.00 FEES: \$135.00

TOUCHTONE NUMBER TT #6328

LPE0370-002, FCS TBA, SUN., 4/2-5/14, 3:15 pm-5:15 pm

### ENGLISH HORSEMANSHIP/LEVEL III

English style advanced horsemanship. More intense work in hunt seat flat work and beginning jumping. We will also teach health, hoof, bathing, tack care etc. Ages 7+. If you need transportation to Fox Creek Stables, call 925-6479. Cost \$20.00.

TUITION: \$10.00 FEES: \$135.00

TOUCHTONE NUMBER TT #5969

LPE0366-002, FCS TBA, SUN., 4/2-5/14, 1:00 pm-3:00 pm

### GIRLS INDOOR VOLLEYBALL CAMP

Instruction on individual play, team strategy, rules and regulations for indoor volleyball. Plenty of court time. Ages 11-14.  
TUITION: \$45.00

TOUCHTONE NUMBER TT #7604

LPE0318-001, M 163, MON., TUES., WED., THUR., 3/27-3/31, 9:00 am-12:00 pm

### PAINTBALL PURSUIT GAMES

Come join the latest craze! Paintball is becoming one of the most enjoyed sports of all times. This course is on heavy to moderately heavy wooded 38 acres. The course is very diverse with many natural defenses. You will see many bunkers, towers, bridges and a village. We will use a variety of short, long and intermediate distances with 12 flag stations. This program departs from Harper College Wellness Center (M building) at 8:30 am for Mokena and will return at 3 pm. All players will use the supplied tracer constant air rifle to keep the game exciting, fun and competitive. It allows skill, teamwork and strategy as essential assets when playing the game, not superior firepower. You must use the paintballs they supply so their guns won't get jammed. We will supply you with 300, (which should be enough) if you feel you need more, the cost is \$7 per hundred paintballs. Long sleeve clothing is suggested, camouflage is best, but browns, greens or blacks will do. Gloves, boots or high top gym shoes and insect repellent are recommended, but not mandatory. Bring a bag lunch, sodas available for \$1.00. Please bring along an extra change of clothing and shoes. If the weather falls below 20 degrees, this program will be rescheduled, if you cannot attend the rescheduled time, you will receive a refund. 20 minimum. Ages 10-15 Section 001 will be in Fox River Grove. Section 002 will be in Joliet.  
FEES: \$58.00

TOUCHTONE NUMBER TT #6344

LPE0379-001, TBA, FRI., 3/31, 8:30 am-3:00 pm

LPE0379-002, TBA, FRI., 4/21, 8:30 am-3:00 pm

## Music Academy

Harper Music Academy offers Kindermusik for infants and toddlers, as well as group lessons for children on a non-credit basis. Through its various programs such as preschool music, private lessons and preparatory piano, the Academy provides exceptional, meaningful and enjoyable music instruction to the residents of the Harper community. Students are accepted on a first-come, first-served basis. For further information or to request a registration packet, please call 847/925-6300.

### KINDERMUSIK VILLAGE

(Birth through 18 months) Kindermusik 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 age range with music 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 environment.

TUITION: \$85.00 FEES: \$35.00

LMU0217-061, NEC 134, WED., 3/15-5/17, 9:30 am-10:15 am

LMU0217-082, NEC 134, WED., 3/15-5/17, 10:30 am-11:15 am

LMU0217-083, NEC 134, WED., 3/15-5/17, 11:30 am-12:15 pm

### PRIVATE PIANO

(INTERMEDIATE AND ADVANCED STUDENTS ONLY)

Private piano lessons are offered to intermediate and advanced students on a space available basis. Lessons are 30 minutes a week for 16 weeks or 60 minutes per week for eight weeks. For more information or to register, call 847/925-6300.

TUITION: \$137.00 or \$274.00

### PRIVATE INSTRUCTION (all ages)

Private instruction is offered to the public on a space available basis in voice, strings, classical guitar, flute, oboe, clarinet, saxophone, trumpet and percussion. Lessons are available for 30 minutes a week for 16 weeks or 60 minutes a week for eight weeks. For more information or to register, call 847/925-6300.

TUITION: \$137.00 or \$274.00

## Test Preparation and Academic Review for Children and Teens

### 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, L 315, SAT., 2/19-3/18, 9:00 am-12:00 pm

LAS0001-002, L 218, SAT., 2/19-3/18, 9:00 am-12:00 pm

■ LAS0001-003, D 193, WED., 2/23-3/22, 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 freshman and sophomores.

TUITION: \$25.00

**0.3 CEU**

LAC0020-001, F 300, SAT., 4/15-4/15, 9:00 am-12:00 pm

LAC0020-002, F 300, SAT., 5/6-5/6, 9:00 am-12:00 pm

Pump Up  
Your  
Brain



Polish  
Your  
Moves

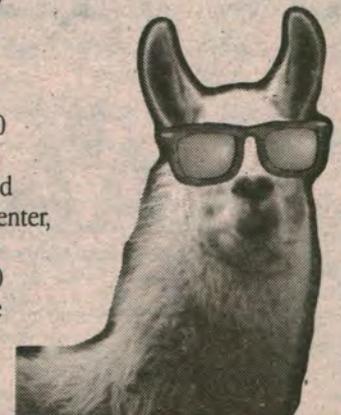
at Sports  
Camps  
&  
Child

The coolest way to spend a  
summer at Harper College!

For ages 8 to 16

(Warning: may result in learning.)

Find out more by  
attending an  
informational  
presentation on  
February 23, 2000  
from 7 to 9 pm  
in the Student and  
Administration Center,  
Room A238.  
Call 847/925-6300  
to register for the  
presentation or  
to obtain more  
information.



## Don't Miss Wellness Week

April 11, 12 and 13, 2000

Wellness Week at Harper College addresses all aspects of your health and well being — physical, emotional, spiritual.

Take a look at some of the free workshops and activities we have planned:

**Ten Point Plan for Personal Success**  
featuring *Mershon Shrigley Bell*

**Live Your Dreams at Work and Home**

**Procrastination Busters**

**Understanding Attention Deficit Disorder (ADD)**

**Aura and Energy Awareness**

**Journaling as a Way to Pray**

**Self-Hypnosis**

**The Whole Truth About Holistic Medicine**

**Common Foot Problems**

**Low Down on Rub-Downs**

**Cardio-Kick Boxing**

**Safe Use of Herbal Therapies**

**ABCs of Hepatitis**

**Soy as Superhero**

**Menopause and Other Women's Issues**

**Smart Love: Making Relationships Work**  
featuring *Michelle Weiner Davis*

The Health Fair on Wednesday, April 12, will feature more than 60 exhibits — many of which offer free educational material and health screenings. A blood chemistry screening is available for \$30 by appointment.

Call 847.925.6268 for more information or to receive a brochure of the week's events.



Sponsored by  
William Rainey Harper College and American Airlines



## ALEXIAN BROTHERS Medical Center

& William Rainey Harper College

Working together to offer one of the most comprehensive cardiopulmonary rehabilitation programs in the Northwest suburbs.

### Staffed by:

- \* Board certified cardiologist, Dr. Roger Nissen
- \* Nurses and exercise physiologists certified in cardiac rehabilitation and advanced cardiac life support.
- \* A registered nutritionist to help you lose unwanted weight.

Only area program to have direct physician supervised exercise therapy sessions.

Small classes in Phase II which are telemetry monitored to ensure your safety and program effectiveness

Excellent fitness facilities include swimming pool, fitness laboratory and large indoor walking track

Cost reimbursed by most insurance policies

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.

Harper College and Alexian Brothers Medical Center Join Forces to Offer Cardiac and Pulmonary Rehabilitation.

Harper College and the Alexian Brothers Medical Center are working in partnership to provide a high-quality rehabilitation program to patients with heart and/or pulmonary disease.

### The program:

- Offers therapy classes at both the hospital and college
- Direct supervision of classes at the college is by a physician and nurse/cardiac specialists
- A strong nutrition program is provided; headed by Judy Schimmel, a registered dietician
- The program at the college has been in operation since 1982 and patients, regardless of their physicians' affiliation, are welcome

## Cardiopulmonary Rehabilitation Center

### 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. Students may attend 3-4 classes per week. Monday, Wednesday and Thursday classes meet mornings 6:30-10:00 am and evenings 4:00-7:00 pm. The Tuesday class meets 6:30-9:00 am. 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, 1/18-6/1  
LHP0002-004, TBA, 1/18-1/27  
LHP0002-005, TBA, 1/31-2/10  
LHP0002-006, TBA, 2/14-2/24  
LHP0002-007, TBA, 2/28-3/9  
LHP0002-008, TBA, 3/13-3/24  
LHP0002-009, TBA, 3/27-4/6  
LHP0002-003, TBA, 3/27-6/1  
LHP0002-010, TBA, 4/10-4/20  
LHP0002-011, TBA, 4/24-5/4  
LHP0002-012, TBA, 5/8-5/18  
LHP0002-013, TBA, 5/20-6/1

### FIT FOR LIFETIME RISK REDUCTION PROGRAM

The Fit For a Lifetime Risk Reduction Program, sponsored by Alexian Brothers Medical Center and Harper College is a comprehensive, six-month fitness program that includes counseling, education, personal support and behavior modification. It is designed for individuals who have one or more risk factors for heart disease and need assistance to make healthy lifestyle change.

Fee is \$300, and includes access to several fitness centers as well as the entry tests required for participation in the program (stress test, blood work, etc.). For more information, call 847/925-6468

### Assessment

If you are over the age of 40, you should consider undergoing a 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

### Assessment, cont.

If you are under the age of 40 and relatively free of risk factors for heart disease you should consider the fitness assessment package which includes:

- A submaximal exercise test to estimate fitness level
- Assessment of heart rate and blood pressure response to exercise
- Body fat determination by skinfolds or bioelectrical impedance
- An assessment of low back flexibility and abdominal/upper body endurance
- Blood test for cholesterol, HDL, LDL, triglycerides
- Consultation which includes individualized recommendations on an effective exercise program and healthy lifestyle modifications

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.

### MEDICAL/FITNESS ASSESSMENT OF POLICE/FIRE PERSONNEL

Individual appointments both day and evening, medically supervised, competitive cost, testing format customized to department needs. Call Kelly Hamontree, M.S., 847/925-6991.

### BODY FAT DETERMINATION

Three different techniques (body calipers, bioelectric impedance, or underwater weighing are available.). Appointments weekdays or on Saturday. Call 847/925-6468 for more information.

### Nutrition

#### INDIVIDUALIZED NUTRITION CONSULTATION

Judy Schimmel, 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 847/925-6892. 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 847/925-6892 for upcoming schedule and to register.

W O M E N ' S



HISTORY MONTH

# Women Make History in the Creative Arts March 10-23, 2000

## Mark your calendar today.

### Friday, March 10

Premier Opening Day Celebration Featuring Anne Lamott  
New York Times best-selling author of *Operating Instructions: A Journal of My Son's First Year*, *Bird by Bird: Some Instructions on Writing and Life*, and *Traveling Mercies: Some Thoughts on Faith*.

Reception, 6:30 pm  
Keynote Address, 7:30 pm  
Wellness and Sports Center, Lower Level

Combination tickets for reception and keynote address are \$25; reservation and payment must be received by Friday, March 3. Tickets for keynote address only are \$5 for Harper students/staff; \$6 for other students; \$7 for general admission. Please call the Harper College Box Office at 847-925-6100.

### Monday, March 13

Expressions of Creativity: Women as Authors  
9:30 am, Welcome and Coffee  
9:45 am, Introduction

Student and Administration Center, A242

Word Rainbows  
Free seminar by Ruth Cournoyer, published author 10 am

Do Bananas Really Chew Gum?  
Free seminar by Jamie Gilson, award-winning children's author 11 am

### Thursday, March 16

Garden Party

Student and Administration Center, A242

Heirloom Seeds, Earth's Treasures  
Free seminar by Mayo Underwood and Maren Oslac 1 pm

Brighten the Days by Brightening the Garden  
Free seminar by Kay Turner 2 pm

### Sunday, March 19

That's Entertainment! With Tea for Two

Dream Weaver  
Free seminar by Lori Rocklin, singer and dancer  
Student and Administration Center, A242 1 pm

Starmakers  
Free performance by traveling troupe of 10- to 14-year-olds  
Student and Administration Center, Student Center Lounge 2 pm

Mother-Daughter Tea  
Free  
Student and Administration Center, Student Center Lounge 2:45 pm  
RSVP by calling 847-925-6558

### Tuesday, March 21

Humor is the Spice of Life  
Featuring the Women of Second City  
12:45 pm, Introduction

Student and Administration Center, A242

Women in the World of Comedy  
Free seminar by Joyce Sloane, Second City producer emeritus 1 pm

The Psychopath Not Taken  
Free comedy performance by Tami Sagher, Second City 2 pm

### Thursday, March 23

Step into Sound and Color:  
Women in Music and Art

Marching to the Beat of Her Own Drum  
Free performance by Debbie Knowle  
Student and Administration Center, Student Center Lounge 11 am

Historical Harmony  
Free performance by The Melodeers Chorus  
Student and Administration Center, Student Center Lounge 12 noon

A Palette of Color: The Artistry of a Woman  
Free artists' reception with Deborah Nance, Artist Music Instruction Center, P202 3-5 pm

## Our future is charted by our shared past

Long before phrases like "gender equality," "glass ceiling" and "equal pay for equal work" became part of the vernacular, women were making their mark on American history. Quietly, significantly, deliberately. But aside from recognizable names like Susan B. Anthony, Amelia Earhart and Eleanor Roosevelt, most of us would find it difficult to recall more than a few of the women who have influenced our culture and our lives over time.

That's what Women's History Month at Harper College is all about. This month-long celebration of women's accomplishments is designed to help us focus on who we are, where we have been and what we can become.

## Why a month devoted to women's history?

Women's History Month allows us, as a nation, to explore, acknowledge and celebrate the accomplishments of women throughout our history. More importantly, it helps us foster pride among today's women and girls so that they, in turn, may make significant contributions to the well-being of our future global community.

Women's History Month began nationwide as a single week established by an act of Congress in 1979. Harper Trustee Kris Howard, who attended a national conference on women's history at Sarah Lawrence College that same year, brought the idea for a Women's History event back to her home campus. Together with Rena Trevor, then coordinator of Harper's Women's Program, and Sharon Alter, a professor of history and political science, Kris put together a campus-wide one day celebration of women in 1979. A year later, Women's History became a week-long series of programs at Harper College. It has subsequently evolved into a full month of special activities exploring women's interests, roles and contributions. Kris Howard continues to serve as chairperson for what has become an annual tradition at Harper College.

## Men are welcome, too.

"Women Make History" is not just for women. The men who are their partners in making today's world run are welcome to participate in this event, too. In fact, we encourage all students of our country's history—male and female alike—to get involved. Come explore the role of women in American society . . . yesterday, today and tomorrow. You're sure to benefit from a better understanding of the female experience and of the beauty, creativity, industry and courage women have demonstrated through the ages.

## Join us for Women's History Month, 2000

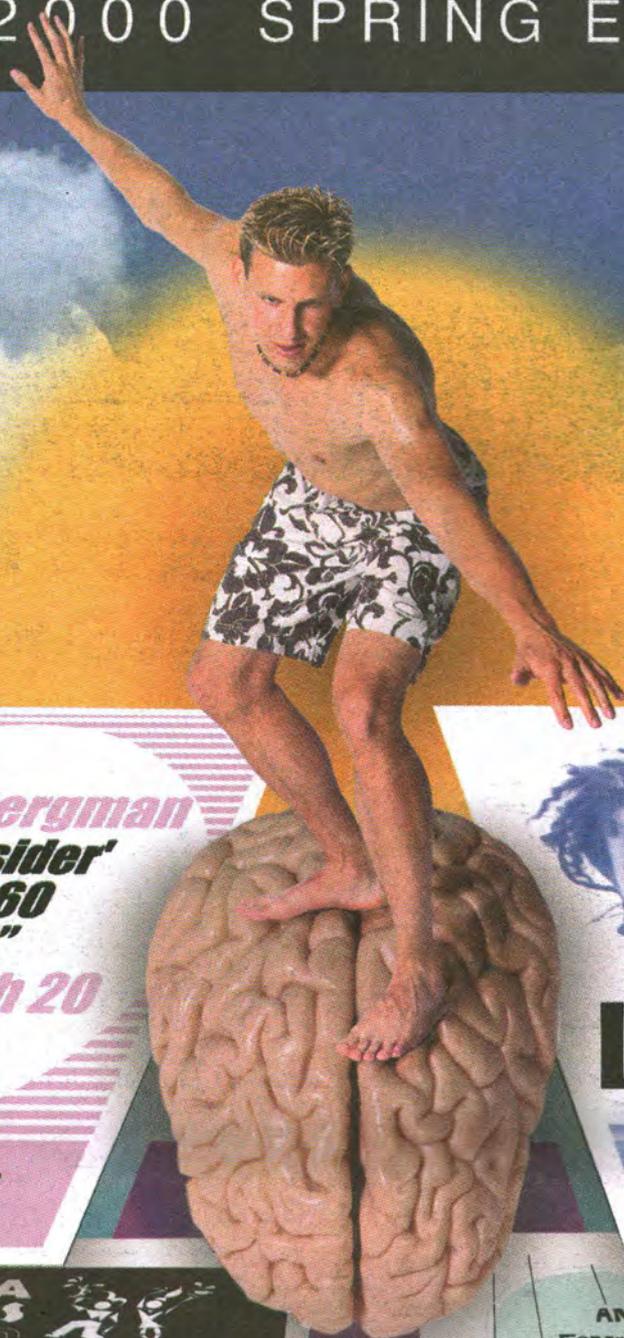
Women make history in many ways, but this year we celebrate their special accomplishments in the creative arts. Come learn about the contributions women have made to literature, horticulture, music, dance, comedy and art. You are sure to be renewed, rewarded, informed and inspired.

Celebrate women's accomplishments by attending one or more of our "Women Make History" 2000 events.

Advance reservations/tickets are required to attend the premier opening day reception and keynote address package featuring Anne Lamott on Friday, March 10. To reserve your seat, phone the Harper College Box Office at 847-925-6100. Reservations and payment must be received by Friday, March 3. General admission tickets for the keynote address only are also available at the Box Office through March 10.

All other events are free. No reservations are needed (with the exception of the Mother-Daughter Tea); seating is available on a first-come, first-served basis.

# YEAR 2000 SPRING EVENTS



**Lowell Bergman**  
**"The Insider"**  
**View of 60**  
**Minutes"**  
**Monday, March 20**  
 7:30 pm  
*Al Pacino portrayed Bergman in the movie "The Insider"*

Business and Social Science Center, Theatre, J143  
 Tickets are \$7 for general admission.

Friday  
**March 10**  
 7:30 pm  
  
**Anne Lamott**

An Evening with the Best-Selling Author  
**Creation Station: Life in Process**  
 Wellness and Sports Center, M163  
 Lecture Tickets - \$7, general admission

**JAVA JAMS**  
 2000  
**COFFEEHOUSE**  
 MUSIC SERIES

**MARCH 3** The Uncommon Ground Showcase featuring Verbow

**MARCH 17** Blue's Legend Lonnie Brooks and special guest Peter Mulvey

**MARCH 24** Joan Jones

**APRIL 14** Willy Porter

All concerts are at 7:30 pm in the Student Center Lounge of the Student and Administration Center.  
 Tickets are \$10 for general admission.

American Family Theater production of  
**PINOCCHIO**  
 Live Theatre  
 Saturday **APRIL 15**  
 2:00 PM

Business and Social Science Center, Theatre, J143  
 Tickets: \$7, general admission

# Make Waves

WITH YOUR BRAIN

For more information on these or other events, call the Harper College Box Office 847/925-6100 or visit our site at [www.harper.cc.il.us](http://www.harper.cc.il.us)

 **William Rainey Harper College**  
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