

SAVE
FOR FUTURE REFERENCE

Continuing Education

@harper college

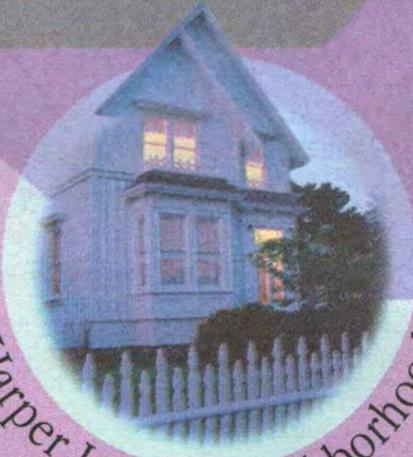
Spring 2000 Schedule of Non-Credit Courses



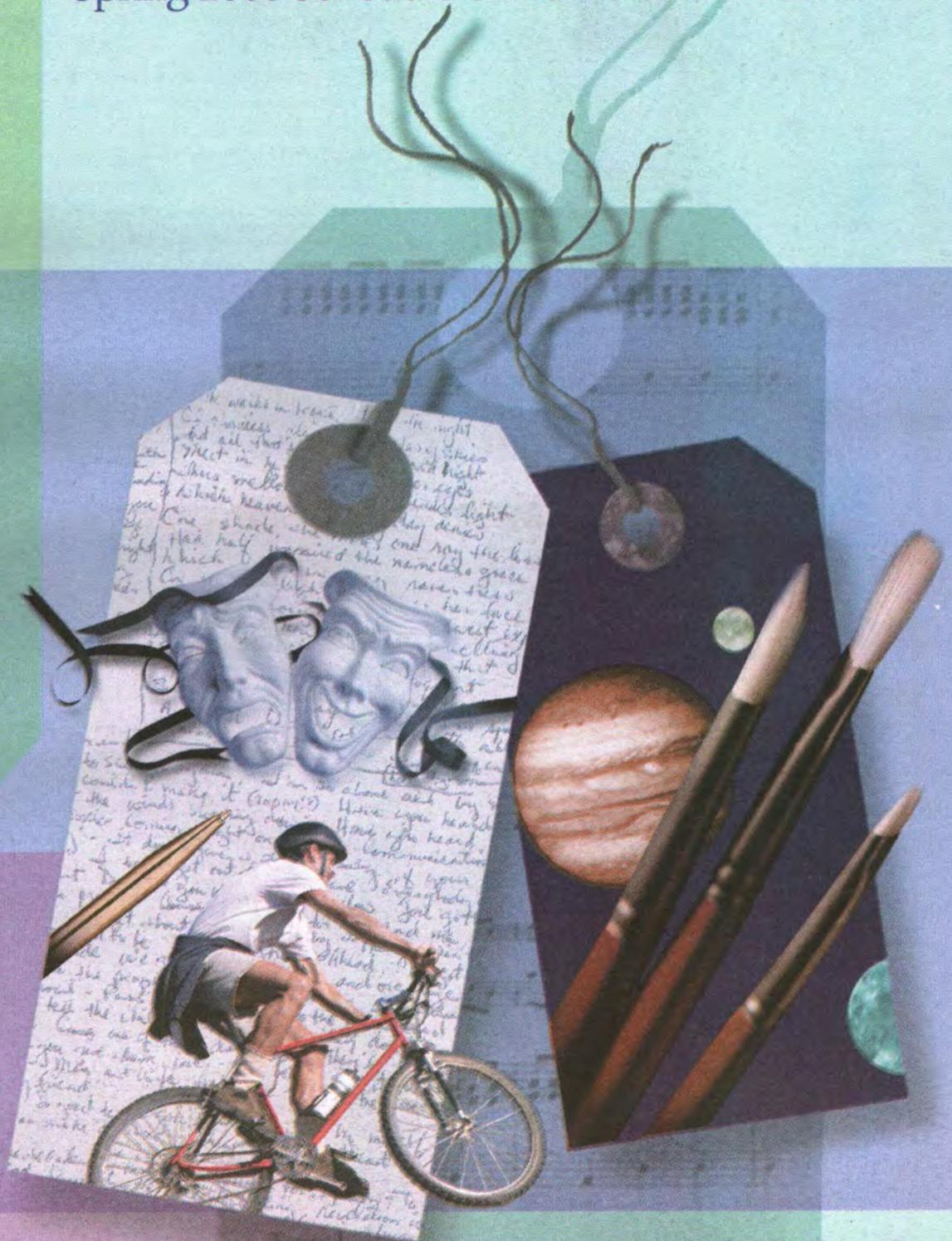
TECH Seminars via Satellite



Create Your Home



Harper In Your Neighborhood



www.harper.cc.il.us

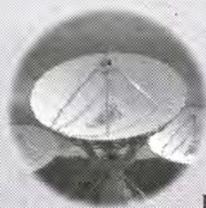
 William Rainey Harper College

About the Cover



Vacation Packages to outer space, your inner self, and all points in between.

Where are you going this year? If you have a destination in mind, personal enrichment opportunities will help you achieve your personal goals, hopes and dreams. If you want your spirit to soar, learn to pilot a plane. If your mind is aching to break out of the daily dose of the mundane, create a work of art that transcends even your wildest dreams. Led by renowned instructors and experts, courses, seminars and even educational vacation experiences will take you on that journey. Your quest could begin right here on campus, at extension sites near your home, or exotic locals such as Sri Lanka or the British Isles. Your adventure is ready to begin. Wherever you're going, we can help get you there.



TECH Seminars Via Satellite at Your Command

If you work in the IT (information technology) industry, you know technology changes faster than you can click your mouse. Industry trade magazines and the Internet help keep you plugged into what's hot, but who has the time to scour scores of magazines or spend hours of valuable surf time just to keep up with industry trends? The answer may be the all-new, intensive, less than one-day TECH Seminars brought to you via satellite. For example, just call us and let us know you want to see the four-hour seminar on JAVA, and schedule it for a time that's convenient for you. In coordination with National Technological University and University of Illinois, you can learn about innovative technologies such as e-commerce and Linux. At TECH, we are dedicated to providing you with the latest and greatest in technology learning. If we don't have what you want today, we'll work to get it for you tomorrow. To receive a complete list of seminars or to let us know what you need to succeed, call 1-888-BE-A-TECH today.



Create Your "Home"

As the snow whips around your house on a cold winter night, you're tucked cozily inside knowing you have an enchanting little place in the world to call home. Your home has not become this harmonious oasis by chance. Harper College has guided thousands of people just like you through the creative, crafty and sometimes crazy adventure of home improvement and enhancement. Now is the perfect time to give your home that fresh flair, personalized style or a light remodeling. As your house is likely your largest investment, it pays to protect it. Select from the many Harper courses that can help enhance curb appeal, create atmosphere and increase your home's value. Whether it's choosing colors and textures for your decor, designing landscape architecture or planning your next home remodeling project, Harper will help you make your house a home.



Harper In Your Neighborhood

Harper College brings a medley of career-oriented and personal development courses right to your neighborhood. If you think you're too busy to take a class or attend a seminar, check out the variety of topics, times and locations of the courses listed in this schedule. You may be surprised at the flexibility that allows you to fit a class in to your packed schedule. For example, the Northeast Center (NEC), located near Palwaukee Airport in Prospect Heights, offers classes in the TECH, Travel Academy, Animation Art, Customer Service Representative, Certified Financial Planner programs, and even offers an on-site preschool program. Other extension sites are noted on the area map found on page 4.

What's New!

Newly-Released

Computer Training Courses and Seminars

Microsoft Word 2000

Microsoft Excel 2000

ACCESS 2000

Internet Training

High-Tech Video Seminars through TECH

...New courses introduced all semester

Cutting-Edge

Professional Development Courses New This Semester

Computer Layout & Design

Character Animation

Building a Home-based Business

Intellectual Property Basics For Business

Identifying the Illegal Prescription

Pharmacy Law Update

Electrocardiography

Pharmacology in Oral Medicine

Diagnosis and Disease in Oral Medicine

Periodontal Care and Chemotherapy

Ergonomics & Instrument Maintenance/Dental

General Health Assessment/Dietetic

Train the Trainer/CNA Instructor

Physical Assessment for Psychiatric Nurse

Providing Care for the "Difficult" Client

CPR Instructor Course

Infant Child/CPR

...New courses introduced all semester

Inspired by Students, Now Offered to You.

New Courses in Personal Enrichment

Nutritional "Fun"-Damentals

Grandparent/Next Millennium

Conversational Russian

Spanish Telecourses and Translation

Chicago Fiction Writers

Educational Tours and Community Adventures

Horsemanship

Aromatherapy

...New courses introduced all semester



President's Message

The pursuit of happiness.

During these hectic times, when it seems our priority lists grow and overnight delivery is too slow, it's easy to forget that we have the right to the pursuit of happiness.

Harper has long been known for cutting-edge technology certifications, professional development courses and personal wellness programs. This spring, I suggest you take a look at Harper's personal enrichment opportunities as well.

Now is the time to plan for personal enrichment by focusing on your dreams and passions - whatever makes you truly happy. Broaden your experiences. Add to your knowledge base. Be kind to yourself.

Whether it's piloting your own plane, exploring fine wines and cuisine, traveling to exotic locales, writing a novel or creating your own work of art, personal enrichment is a gift that you should give to yourself this season. Register for the course that you want to take... just because you want to take it. Make time to be happy; follow your heart; pursue your dream; and enrich your life.

To you and your family, I wish a healthy, safe and happy 2000.

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.

Welcome to Harper College

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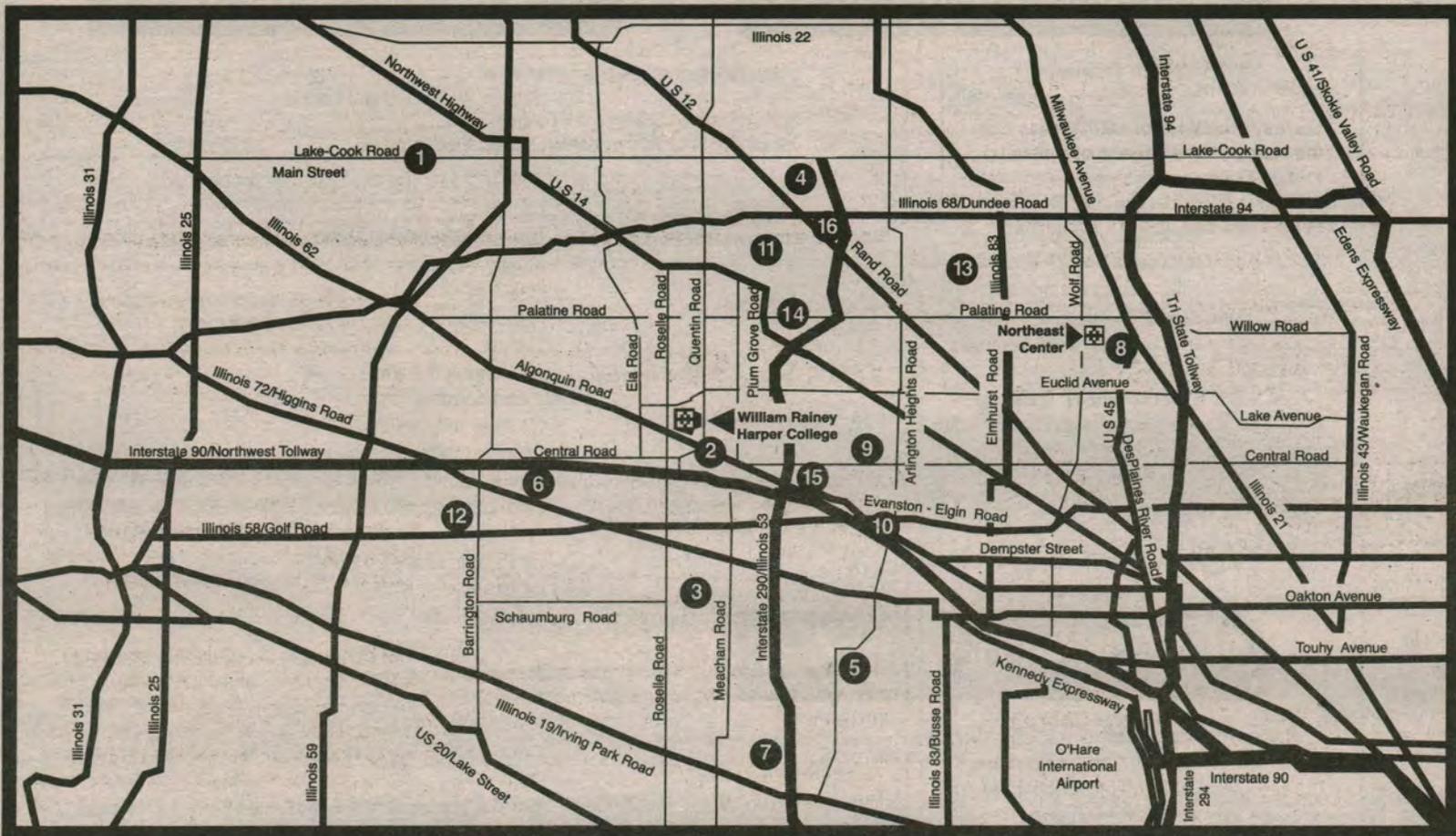
Convenient Classes

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.

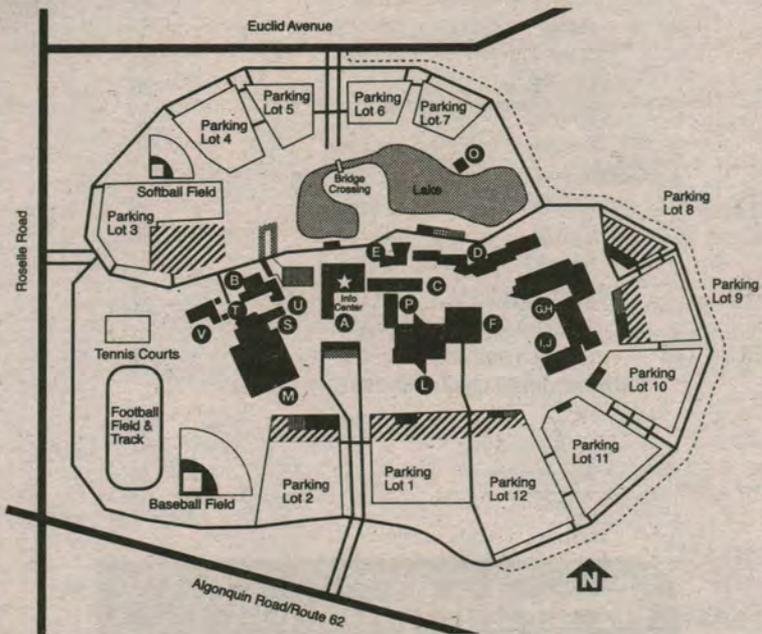
Area and Extension Site Map



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 - EGHS**
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. **Northwest Suburban Employment and Training Center - NSET**
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

Registration Options

Continuing Education

Winter Break

During the College winter break, business offices and registration will be closed. In order to maintain College electronic systems, the web site, phone, voice and e-mail systems will be unavailable from 8:00 pm on 12/26/1999 to 7:00 am on 1/3/2000. We look forward to greeting all students and resuming business on January 3rd, 2000.

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.

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 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 after January 2.

Register with Operator Assistance

Call 847/925-6800
January 3-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

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

Course Name: **BASIC PC SKILLS** 0.3 CEU

TOUCHTONE NUMBER TT #5792

■ LCT0300-001, NEC 110, MON., 1/25-1/25, 6:00-9:15 pm

Continuing Education Units

Touchtone Number

Course Number, Location (see above) 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.

First time students, please select another registration option. Payment can be made using your VISA, MASTERCARD or DISCOVER credit card.

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

December 6-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 _____

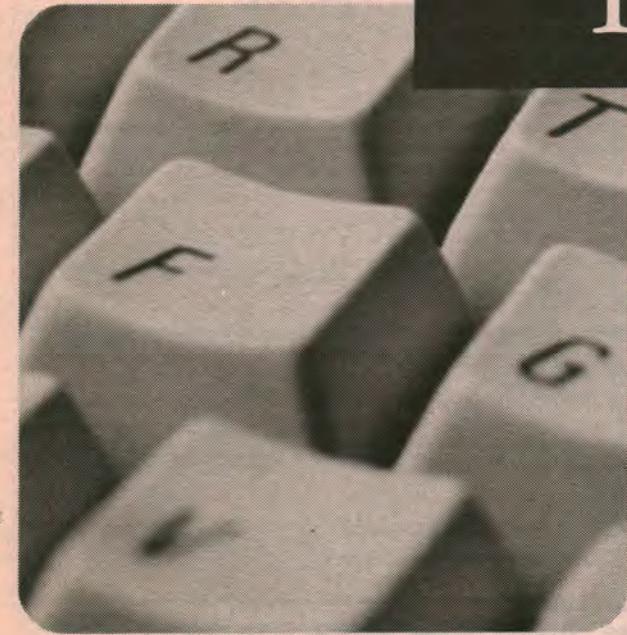
Course #	Section	Title	Class Total	\$
Course #	Section	Title	Class Total	\$
Course #	Section	Title	Class Total	\$
Course #	Section	Title	Class Total	\$

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, which ever is first.

Registration Fee _____ Non-Refundable \$ 10.00

Total _____ \$

Computer Training



Welcome to the brave new world at work.

When you stop to analyze America's workforce these days, you're sure to discover that there are basically two kinds of people in it: those who are comfortable with computers and those who aren't.

If you happen to be one of those for whom the very thought of sitting down in front of a computer screen causes you to break out in a cold sweat, we have some bad news. Computers aren't going anywhere. And, quite frankly, neither are you. Either you make friends with that machine on your desk or resign yourself to a lifetime of shivering at the bottom rung of your career ladder.

If, on the other hand, you've taken to computers like a fish takes to water, we have bad news for you, too. You've probably only broken through the surface of what you and your computer can do together. With every passing day, computers grow faster and more capable of making your job and your life smoother, easier, and way more fun. But you can't take advantage of the power that's locked inside your computer, if you don't know how to get at it.

That's where Harper College can help.

We offer computer training at two levels: general classes for computer users who simply want to get the most from the hardware and software they have, plus technical courses for information technology (IT) professionals who want to become certified in Microsoft or other

technologies. The type of training you choose will depend largely on your present knowledge of computers and how much more you need—and want—to know.

General Computer Training

Computers are amazing tools. They can process at speeds you never thought possible. You can use a computer to write a memo, keep your books, publish a newsletter, organize a mailing list. Computers can increase your efficiency and jump start your productivity. They can make you look good. Very good. And now thanks to the World Wide Web, they can literally put the world at your fingertips. You can travel to places you've never been, shop in stores you've never seen, and access information you might never find otherwise... all without ever leaving your desk.

Yes, computers are amazing tools. But only if you know how to use them. Unfortunately, many people don't. You may know how to move a paragraph, set up a simple spreadsheet, sort names and addresses. You may even have made an airline reservation, ordered a gift, or accessed your local weather report on-line. But if truth be told, you don't know your RAM from your ROM, or your LAN from your WAN. And that time you tried to do something a little more complicated and a lot more creative? Well, it just plain didn't work and as a result, you lost not only your data, you lost your cool.

No matter what you need to learn, we can teach you how to get the most from almost any software you might have. We offer courses in word processing, spreadsheets, databases, presentation software, desktop publishing, and website design. Our faculty includes experts in all the latest versions of the most popular software packages, including Microsoft Word (even Word 2000!), Wordperfect, Excel, Lotus, Access, Powerpoint, FrontPage, QuickBooks, Adobe, QuarkXPress, and Pagemaker. No matter which computer system you use—PC or MAC—we can bring you up to speed...and beyond.

And if none of what you just read made any sense at all, Harper College has classes for computer novices, too. We offer a variety of workshops in fundamental computer skills such as keyboarding, working with Windows, and accessing the Internet. For those who have never touched a computer, may even be scared of one—we can get even more basic than that. We'll help you get over your fears so you feel comfortable with computer terminology and system components, know how to turn your machine on and off, even have the confidence to go shopping for your own computer system.

Whatever you need to know about computers, whatever your level of expertise, rest assured. There's a class under the category of general computer training just waiting for you at Harper College.

TECH Program and Certification Training

Maybe you know a lot about computers already. Maybe you were born into the computer age, you grew up playing computer games and surfing the Web. Maybe you just have a natural affinity for machines. Consider yourself lucky. Information technology (IT) is the fastest growing career opportunity in America. According to the U.S. Bureau of Labor Statistics, jobs in computers and data processing will grow by more than 100% over the next eight years—more than any other industry.

Sadly, from an industry point of view at least, there are simply more jobs available than qualified people to fill them. Last year, in Illinois alone, there were 140,512 IT positions available; 18,720 of them went unfilled. But what is bad news for the industry may be good news for you. If you want to work with technology, there are plenty of jobs to be found. With the right combination of qualifications, training, and experience, you'll be better prepared to take advantage of professional opportunities.

Now, thanks to Technical Education and Consulting @ Harper—TECH, for short—you can get the training and certifications you need to qualify for a position in the fast-paced IT environment. Our comprehensive, quality programs are delivered by certified instructors, using certified course materials and high-end hardware. So be assured that the training you receive is always the best, always state-of-the-art.

Plot a career path in technology and you will find a course or a certificate program at Harper to help you follow it. We offer courses that let you polish your programming skills in Microsoft Visual Basic, UNIX V operating systems, Oracle databases, and Novell networks. Most of our classes even lead to specific certifications, including MCP (Microsoft Certified Professional) and MCSE (Microsoft Certified Systems Engineer); Novell CNA (Certified Network Administrator) and CNE (Certified Network Engineer); UNIX Administrator and UNIX Network Engineer; and Oracle Database Administrator. For general PC technicians, we also offer training to get you ready for the A+ Certification exam.

When it comes to IT training, look to Harper.

No more excuses.

Computers and technology are here to stay. And with all of the opportunities we offer at Harper College, there's simply no reason for you not to enter or thrive in the information age. All of our computer courses—from basic to highly technical—are designed with working men and women in mind. Our classes are small so you get personalized attention from our faculty of experts. We offer flexible schedules and convenient locations. Choose from one-day workshops to multi-week classroom sessions on weekdays, weeknights, or weekends.

Not quite sure where to start? Give us a call. We can help you decide which individual course or comprehensive curriculum will best meet your needs.

But whatever you decide, decide not to delay. The sooner you enroll in a program to upgrade your computer skills, the sooner your new-found knowledge and excitement about the information age can start making a difference in your career. ●

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.

1.2 CEU

TUITION: \$67.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5999

- LCT0116-001, NSET 106, WED., 1/26-2/16, 8:30 am-11:45 am
- LCT0116-002, NEC 101, THUR., 2/3-2/24, 6:00 pm-9:15 pm
- LCT0116-003, NSET 106, WED., 2/23-3/15, 8:30 am-11:45 am
- 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.

0.3 CEU

TUITION: \$53.00 FEES: \$8.00

TOUCHTONE NUMBER TT #5107

- LCT0078-001, NEC 101, MON., 1/24, 6:00 pm-9:15 pm
- LCT0078-002, NEC 101, MON., 2/28, 8:30 am-11:45 am
- 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 not introduce Windows concepts but does not provide keyboard skill training or teach any software applications. Instructional materials are provided.

0.9 CEU

TUITION: \$156.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5110

- LCT0200-001, NSET 106, MON., TUES., THUR., 1/24-1/27, 8:30 am-11:45 am
- LCT0200-002, NEC 127, MON., TUES., THUR., 2/7-2/10, 1:00 pm-4:15 pm
- LCT0200-003, NEC 127, MON., TUES., THUR., 2/21-2/24, 8:30 am-11:45 am
- LCT0200-004, NEC 127, MON., TUES., THUR., 3/6-3/9, 6:00 pm-9:15 pm
- 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.

0.6 CEU

TUITION: \$162.00 FEES: \$17.00

TOUCHTONE NUMBER TT #6077

- LCT0310-001, NEC 101, WED., 1/19, 8:30 am-4:00 pm
- LCT0310-002, NEC 101, TUES., 1/25, 8:30 am-4:00 pm
- LCT0310-003, NEC 101, WED., 2/9, 8:30 am-4:00 pm
- LCT0310-004, NEC 101, THUR., 2/24, 8:30 am-4:00 pm
- LCT0310-005, NEC 101, TUES., 3/7, 8:30 am-4:00 pm
- 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

1.2 CEU

TUITION: \$118.00 FEES: \$39.00

TOUCHTONE NUMBER TT #6079

- LCT0320-001, NEC 101, MON., 1/31-2/21, 6:00 pm-9:15 pm
- LCT0320-002, NEC 101, WED., 2/23-3/15, 6:00 pm-9:15 pm
- LCT0320-003, NEC 101, MON., 3/6-3/27, 6:00 pm-9:15 pm
- 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

0.6 CEU

TUITION: \$162.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5608

- LCT0038-001, NEC 118, MON., 2/21-2/28, 6:00 pm-9:15 pm
- 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

- LCT0401-001, NEC 103, SAT., 2/19, 8:30 am-11:45 am
- LCT0401-003, NEC 103, SAT., 4/8, 8:30 am-11:45 am

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

- LCT0400-002, NEC 118, SAT., 3/4, 8:30 am-11:45 am
- 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

- LCT0132-001, NEC 101, THUR., 2/3, 8:30 am-4:00 pm
- LCT0132-002, NEC 101, TUES., 2/22, 8:30 am-4:00 pm
- 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

- LCT0350-001, NEC 127, MON., TUES., THUR., 2/28-3/2, 8:30 am-11:45 am
- 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

- LCT0170-001, NEC 101, TUES., 2/1-2/22, 6:00 pm-9:15 pm
- LCT0170-002, NEC 101, TUES., 3/7-3/28, 6:00 pm-9:15 pm
- 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

- LCT0232-003, NEC 101, WED., 1/26, 8:30 am-4:00 pm
- LCT0232-001, NEC 101, WED., 3/8, 8:30 am-4:00 pm
- 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

- LCT0270-002, NEC 101, SAT., 1/22-2/12, 8:30 am-11:45 am
- LCT0270-001, NEC 101, TUES., 5/2-5/23, 6:00 pm-9:15 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.

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
■ LCT0126-001, NEC 118, TUES., 2/1, 8:30 am-4:00 pm
■ LCT0126-002, NEC 118, TUES., 3/7, 8:30 am-4:00 pm
■ 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

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 **0.9 CEU**
TOUCHTONE NUMBER TT #5371

■ LCT0150-001, NSET 106, MON., TUES., THUR., 1/31-2/3, 8:30 am-11:45 am
■ LCT0150-002, NSET 106, MON., TUES., THUR., 2/28-3/2, 1:00 pm-4:15 pm
■ LCT0150-003, NSET 106, MON., TUES., THUR., 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

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

■ LCT0160-001, NEC 118, TUES., 1/25-2/15, 6:00 pm-9:15 pm
■ LCT0160-002, NEC 118, THUR., 2/17-3/9, 6:00 pm-9:15 pm
■ 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., 3/28, 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
■ LCT0260-002, TBA, MON., 1/24-2/14, 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
■ LCT0074-001, NEC 118, SAT., 3/11-3/18, 8:30 am-11:45 am
■ 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

Word Processing, cont.

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.
FEES: \$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

■ LCT0133-001, NEC 101, WED., 2/2, 8:30 am-4:00 pm
■ LCT0133-002, NEC 101, THUR., 3/2, 8:30 am-4:00 pm
■ 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

INTRODUCTION TO EXCEL 2000

Explore the fundamentals of spreadsheeting, including formatting cells and ranges, creating formulas, and using functions to create and print worksheets and charts. 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 #6358

■ LCT0171-001, NEC 101, WED., 1/26-2/16, 6:00 pm-9:15 pm
■ LCT0171-002, NEC 101, THUR., 3/2-3/23, 6:00 pm-9:15 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. Instructional materials provided in class. PREREQUISITE: Intro to Excel.
TUITION: \$162.00 FEES: \$17.00 **0.6 CEU**
TOUCHTONE NUMBER TT #6383

■ LCT0233-003, NEC 101, THUR., 1/27, 8:30 am-4:00 pm
■ 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
■ LCT0127-001, NEC 118, THUR., 2/10, 8:30 am-4:00 pm
■ 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.

Spreadsheets, cont.

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 **0.9 CEU**
TUITION: \$178.00 FEES: \$17.00
TOUCHTONE NUMBER TT #5372
■ LCT0151-001, NSET 106, MON., TUES., THUR., 2/14-2/17, 8:30 am-11:45 am
■ LCT0151-002, NSET 106, MON., TUES., THUR., 3/6-3/9, 1:00 pm-4:15 pm
■ LCT0151-003, NSET 106, MON., TUES., THUR., 4/10-4/13, 8:30 am-11:45 am

INTRODUCTION TO EXCEL 97

Explore the fundamentals of spreadsheeting—formatting cells and ranges, creating formulas and using functions to create and print worksheets and charts. 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 **1.2 CEU**
TUITION: \$118.00 FEES: \$39.00
TOUCHTONE NUMBER TT #5374
■ LCT0161-001, NEC 118, WED., 2/2-2/23, 6:00 pm-9:15 pm
■ LCT0161-002, NEC 118, WED., 3/1-3/22, 6:00 pm-9:15 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 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
■ LCT0227-002, NEC 118, THUR., 2/17, 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

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 **0.7 CEU**
■ LCT0137-030, CSC, MON., 2/7, 8:30 am-4:30 pm
■ LCT0137-031, CSC, MON., 3/20, 8:30 am-4:30 pm

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 **0.7 CEU**
LCT0237-030, CSC, MON., 5/8, 8:30 am-4:30 pm

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
■ LCT0135-001, NEC 101, TUES., 2/15, 8:30 am-4:00 pm
■ 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 **0.9 CEU**
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

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.

Databases, cont.

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 **0.6 CEU**

TOUCHTONE NUMBER TT #6385
 LCT0235-003, NEC 101, MON., 1/31, 8:30 am-4:00 pm
 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

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 **1.2 CEU**

TOUCHTONE NUMBER TT #6389
 ■ LCT0272-001, NEC 101, THUR., 5/4-5/25, 6:00 pm-9:15 pm

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 **0.6 CEU**

TOUCHTONE NUMBER TT #5784
 LCT0129-001, NEC 118, TUES., 2/8, 8:30 am-4:00 pm
 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

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 **0.9 CEU**

TOUCHTONE NUMBER TT #5799
 LCT0152-001, NSET 106, MON., TUES., THUR., 2/7-2/10, 8:30 am-11:45 am
 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

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 **1.2 CEU**

TOUCHTONE NUMBER TT #5375
 ■ LCT0162-001, NEC 118, TUES., 2/22-3/14, 6:00 pm-9:15 pm
 ■ LCT0162-002, NEC 118, THUR., 3/16-4/6, 6:00 pm-9:15 pm

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 **0.6 CEU**

TOUCHTONE NUMBER TT #5381
 LCT0229-002, NEC 118, TUES., 2/15, 8:30 am-4:00 pm
 LCT0229-001, NEC 118, TUES., 4/4, 8:30 am-4:00 pm

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 **0.9 CEU**

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

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 **1.2 CEU**

TOUCHTONE NUMBER TT #6016
 ■ LCT0262-001, NEC 118, WED., 5/3-5/24, 6:00 pm-9:15 pm
 LCT0262-002, NEC 118, SAT., 2/5-2/12, 8:30 pm-4:00 pm

Databases, cont.

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 **0.6 CEU**

TOUCHTONE NUMBER TT #6250
 ■ LCT0329-001, NEC 118, TUES., 4/25, 8:30 am-4:00 pm

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 **0.6 CEU**

TOUCHTONE NUMBER TT #6354
 LCT0134-001, NEC 101, THUR., 2/10, 8:30 am-4:00 pm
 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

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 **0.6 CEU**

TOUCHTONE NUMBER TT #6384
 LCT0234-001, NEC 101, TUES., 5/2, 8:30 am-4:00 pm

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 **0.6 CEU**

TOUCHTONE NUMBER TT #5783
 LCT0128-001, NEC 118, SAT., 2/26, 8:30 am-4:00 pm
 LCT0128-002, NEC 118, SAT., 4/29, 8:30 am-4:00 pm

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.
TUITION: \$63.00 **FEES:** \$10.00 **0.3 CEU**

TOUCHTONE NUMBER TT #5122
 ■ LSB0013-001, NEC 127, THUR., 2/3, 6:30 pm-9:30 pm
 ■ LSB0013-002, NEC 127, THUR., 3/2, 6:30 pm-9:30 pm
 ■ 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 **0.3 CEU**

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.
TUITION: \$63.00 **FEES:** \$4.00 **0.3 CEU**

TOUCHTONE NUMBER TT #5030
 ■ LSB0033-001, NEC 127, THUR., 2/24, 6:30 pm-9:30 pm
 ■ 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
TUITION: \$147.00 **FEES:** \$24.00 **0.6 CEU**

TOUCHTONE NUMBER TT #6076
 ■ LCT0141-001, NEC 127, WED., 2/2-2/9, 6:00 pm-9:15 pm
 LCT0141-002, NEC 127, WED., 3/8, 8:30 am-4:00 pm
 ■ 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



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.

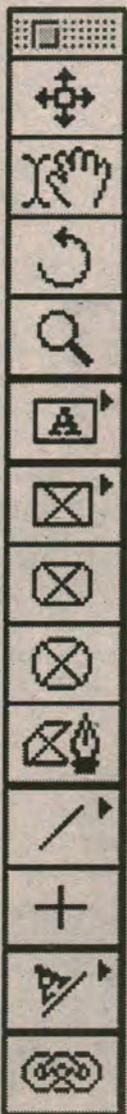
If you're not familiar with Windows 95 or NT and running multiple programs, consider Introduction to Windows 95 or Introduction to Windows NT.

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.



Different Kind of Toolbox

QuarkXPress

Adobe Illustrator

Pagemaker

Scanner Skills

Web Page Design

Desktop Publishing Technology Certificate Program

Learn to create and enhance your desktop documents to become award winning pieces for brochures, newsletters, catalogs, flyers or direct marketing projects.

Prepare for an exciting career in desktop publishing and graphic design.

We can help you learn the skills in demand by industry today!

Call 847/925-6300 for details.

Internet Training, cont.

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

- LAC0022-001, F231, WED., 1/26, 6:00 pm-9:00 pm
- LAC0022-002, F231, THURS., 2/10, 6:00 pm-9:00 pm
- 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.

TUITION: \$245.00 FEES: \$24.00

TOUCHTONE NUMBER TT #6634

- LCT0340-001, NEC 101, THUR., 3/9-3/16, 8:30 am-4:00 pm
- 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

TUITION: \$279.00 FEES: \$25.00

TOUCHTONE NUMBER TT #6030

- LCT0191-001, NEC 127, WED., 2/23-3/15, 6:00 pm-9:15 pm
- 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.

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.

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

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. 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.

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.

TUITION: \$245.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5595

- LCT0012-001, NEC 127, WED., 2/23-3/1, 8:30 am-4:00 pm
- LCT0012-002, NEC 127, WED., 3/29-4/5, 8:30 am-4:00 pm
- LCT0012-003, NEC 127, MON., TUES., 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

TUITION: \$167.00

TOUCHTONE NUMBER TT #5133

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

Sales Management/ Business Professional Software, cont.

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.

TUITION: \$162.00 FEE: \$39.00

TOUCHTONE NUMBER TT #5133

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

INTRODUCTION TO MS PROJECT 98

Learn to manage tasks and resources, monitor costs and generate reports for effective project control. Track project progress and work with multiple projects. Classes held at Computer Support Centres. Call 847/397-8000 to register. Prerequisite: Intro to Windows

FEE: \$220

- LCT0097-030, CSC, MON., 2/14, 8:30 am-4:30 pm

ADVANCED MS PROJECT 98

Learn to create a baseline plan, track an active project, manage future tasks, work with resource scheduling, consolidate projects, work with data in other applications and create, edit, and add hyperlinks to HTML files. Prerequisite: Intro to MS Project 98 Fee: \$220

- LCT0197-030, CSC, MON., 2/21, 8:30 am-4:30 pm

INTRODUCTION TO ACT! FOR WINDOWS

Designed for sales management and business professionals who want a reliable tracking system for client and account activities. Create client databases, edit account information, schedule and maintain contact activities, including phone and fax procedures. Instructional materials provided in class. Classes are held at Computer Support Centres. Call 847/397-8000 to register. PREREQUISITE: Intro to Windows 95

FEE: \$220

- LCT0068-030, CSC, MON., 1/24, 8:30 am-4:30 pm

- LCT0068-031, CSC, MON., 3/6, 8:30 am-4:30 pm

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.

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.

TUITION: \$120.00 FEES: \$24.00

TOUCHTONE NUMBER TT #5123

- LCT0050-001, NEC 138, TUES., THUR., 1/18-1/20, 6:00 pm-9:15 pm
- LCT0050-002, NEC 138, WED., 2/9, 8:30 am-4:00 pm
- 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

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

TOUCHTONE NUMBER TT #5668

- LCT0089-001, NEC 138, WED., 1/19, 6:00 pm-9:15 pm
- LCT0089-002, NEC 138, FRI., 2/18, 6:00 pm-9:15 pm
- LCT0089-003, NEC 138, WED., 3/1, 6:00 pm-9:15 pm
- 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

TOUCHTONE NUMBER TT #5667

- LCT0088-001, NEC 138, SAT., 1/22, 8:30 am-11:45 am
- LCT0088-002, NEC 138, WED., 2/23, 6:00 pm-9:15 pm
- 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

Desktop Publishing, cont.

QUARKXPRESS I - INTRODUCTION

Learn about leading, kerning and linking to create newsletters, brochures and flyers that promote and inform. Add layering, boxes, borders and backgrounds for a finished piece. Instructional materials provided in class. PREREQUISITE: Strong background in use of the Mac and mouse skills
 TUITION: \$288.00 FEES: \$35.00 **1.2 CEU**

TOUCHTONE NUMBER TT #5647

- LCT0071-001, NEC 138, MON., 1/24-2/14, 6:00 pm-9:15 pm
- LCT0071-003, NEC 138, SAT., 2/12-3/4, 8:30 am-11:45 am
- LCT0071-002, NEC 138, MON., 2/14-2/21, 8:30 am-4:00 pm
- LCT0071-004, NEC 138, THUR., 3/9-3/30, 6:00 pm-9:15 pm
- 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.
1.2 CEU

TUITION: \$288.00 FEES: \$35.00

TOUCHTONE NUMBER TT #5648

- LCT0072-001, NEC 138, WED., 2/16-2/23, 8:30 am-4:00 pm
- 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
1.2 CEU

TUITION: \$209.00 FEES: \$35.00

TOUCHTONE NUMBER TT #6347

- LCT0172-001, NEC 138, SAT., 3/11-4/1, 8:30 am-11:45 am
- 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.
1.2 CEU

TUITION: \$398.00 FEES: \$59.00

TOUCHTONE NUMBER TT #5785

- LCT0055-001, NEC 138, FRI., 2/25-3/3, 8:30 am-4:00 pm
- LCT0055-002, NEC 138, WED., 3/8-3/29, 6:00 pm-9:15 pm
- 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.
1.2 CEU

TUITION: \$353.00 FEES: \$59.00

TOUCHTONE NUMBER TT #6113

- LCT0155-001, NEC 138, THUR., 1/27-2/17, 6:00 pm-9:15 pm
- 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.
1.2 CEU

TUITION: \$353.00 FEES: \$59.00

TOUCHTONE NUMBER TT #6386

- LCT0255-001, NEC 138, THUR., 3/2-3/9, 8:30 am-4:00 pm
- LCT0255-002, NEC 138, MON., WED., 5/8-5/17, 6:00 pm-9:15 pm

ADOBE PHOTOSHOP I - INTRODUCTION

Focus on fundamentals. Become familiar with the program interface, application preferences, all tools, layers and channels, selections, basic color concepts, file type/formats, image modes, resolution, and will be introduced to the filters commands. Prerequisite: Basic Mac skills. Previous desktop publishing course such as QuarkXPress advised.
1.2 CEU

TUITION: \$398.00 FEES: \$59.00

TOUCHTONE NUMBER TT #5807

- LCT0036-001, NEC 138, WED., 1/26-2/16, 6:00 pm-9:15 pm
- LCT0036-002, NEC 138, THUR., 2/10-2/17, 8:30 am-4:00 pm
- LCT0036-003, NEC 138, SAT., 2/12-3/4, 12:30 pm-3:45 pm
- LCT0036-004, NEC 138, TUES., 2/29-3/21, 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
1.2 CEU

TUITION: \$353.00 FEES: \$59.00

TOUCHTONE NUMBER TT #5370

- LCT0136-001, NEC 138, TUES., 2/22-2/29, 8:30 am-4:00 pm
- LCT0136-002, NEC 138, SAT., 3/25-4/15, 12:30 pm-3:45 pm

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
1.2 CEU

TUITION: \$353.00 FEES: \$23.00

TOUCHTONE NUMBER TT #6095

- LCT0236-001, NEC 138, FRI., 2/11-2/18, 8:30 am-4:00 pm
- LCT0236-002, NEC 138, TUES., 4/11-5/2, 6:00 pm-9:15 pm
- LCT0236-003, NEC 138, WED., 5/3-5/10, 8:30 am-4:00 pm

Desktop Publishing, cont.

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.
1.2 CEU

TUITION: \$240.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5320

- LCT0113-001, NEC 138, MON., 2/28-3/6, 8:30 am-4:00 pm
- 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
0.7 CEU

FEE: \$220

LCT0059-030, CSC, MON., 1/17, 8:30 am-4:30 pm

LCT0059-031, CSC, MON., 4/17, 8:30 am-4:30 pm

PAGEMAKER FOR IBM & WINDOWS

Learn skills in desktop publishing and page layout to create newsletters, brochures and promotional pieces. Classes are held at Computer Support Centres. Call 847/397-8000 to register.
0.7 CEU

FEE: \$220

LCT0009-030, CSC, MON., 2/28, 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.
0.3 CEU

FEE: \$0

LCT0328-001, NEC138, SAT., 2/5, 9:00 am-12:15 pm

LCT0328-002, NEC138, SAT., 3/11, 1:00 am-4:15 pm

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

LCT0328-004, NEC138, SAT., 5/6, 1:00 am-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.
0.7 CEU

TUITION: \$240.00 FEES: \$49.00

LCT0073-001, NEC138, TBA, 1/18-5/20

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

■ LAP0001-001, NEC 204, MON., WED., FRI., 1/10-4/1, 6:00 pm-10:00 pm

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

■ LAP0001-002, NEC 204, MON., WED., FRI., 1/31-3/31, 9:00 am-5:00 pm

■ LAP0001-003, NEC 202, MON., WED., FRI., 1/31-4/22, 6:00 pm-10:00 pm

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

■ 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

■ LAP0002-061, NEC 204, TUES., THURS., 2/8-3/9, 6:00 pm-10:00 pm

■ LAP0002-063, NEC 204, MON., TUES., WED., THURS., FRI., 2/21-2/25, 6:00 pm-10:00 pm

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

1710 Help Wanted

Soar With the Eagles
 Small, entrepreneurial information technology firm, focused on developing international trade IT applications, seeks Oracle Certified Database Administrator. Casual dress, superb benefits, unlimited potential. Pets allowed. Call IT International, 1/888-000-0000, or e-mail your resume to 000@000.000

Quantum Bion Offers Sign-On for Microsoft Ce Systems Enginee (MCSE)
 Seeking talented MCSE to be a part of our growing IT department. To learn more, visit Quantum Biomedical, visit 1/888-000-0000

The Sky's the Limit for Individual w/ AutoCAD 2000 Knowledge
 Lunar Design, a medium-sized company that designs products associated with lunar travel, seeks AutoCAD 2000 skilled individual. Call 1/888-000-0000 or e-mail your resume to www.newfuture.com

Age has nothing and everything to do with success as an IT Professional at ABC Consultants.
 Do you blend your major in mathematics, statistics, physics, chemistry, philosophy, music, physics arts/industrial design, with information technology training? We're looking for you. You have the skills we need to meet the needs of our clients. We offer flexible hours, excellent benefits, flexible time, career potential. To learn more about Janquil, Inc., visit or call 1/888-000-0000 today.

Immediate Opportunity for A+ Certified Service Technician
 Begin with ComputerRepair as an A+ Certified Service Technician and grow with us. Based upon your performance and career plan, we'll reimburse your tuition as you train to attain additional IT certifications. Call 1/888-000-0000 today.

Small, es information focused on international applications. Certified Database Administrator superb benefits potential. Pets allowed. Call 1/888-000-0000 or e-mail your resume to 000@000.000

The Sky's the Limit for Individual w/ AutoCAD 2000 Knowledge

More than 346,000 Information Technology jobs are unfilled today.

When you become a certified IT professional, there will be 345,999

Ready to register, or have more questions?
 Call 1-888-BE-A-TECH (1-888-232-8324) or
 E-mail: ce_tech@harper.cc.il.us

A Career That Clicks With a \$40,000 +

Information Technology Corporation

A+ Certified Service Technician
Microsoft Certified Professional
Microsoft Certified Systems Engineer
Unix System V Administrator
Novell Certified Network Engineer
Novell Certified NetWare Administrator
Oracle Certified NetWare Engineer
Oracle Certified Database Administrator

Team player w/ good interpersonal skills. Excellent compensation.

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

- LNT0021-060, NEC 214, TUES., THUR., 1/11-1/20, 6:00 pm-10:00 pm
- LNT0021-061, NEC 216, THUR., FRI., 1/20-1/21, 9:00 am-5:00 pm
- 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

- LNT0008-060, NEC 216, SUN., 1/9-1/23, 9:00 am-5:00 pm
- LNT0008-061, NEC 216, MON., TUES., WED., 1/24-1/26, 9:00 am-5:00 pm
- LNT0008-062, NEC 216, TUES., THUR., 1/25-2/10, 6:00 pm-10:00 pm
- 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

- LNT0009-059, NEC 212, MON., WED., 1/10-2/9, 6:00 pm-10:00 pm
- LNT0009-060, NEC 214, SUN., 1/30-2/27, 9:00 am-5:00 pm
- LNT0009-061, NEC 216, MON., TUES., WED., THUR., FRI., 1/31-2/4, 9:00 am-5:00 pm
- 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

- LNT0010-059, NEC 212, SUN., 1/9-2/6, 9:00 am-5:00 pm
- LNT0010-060, NEC 216, MON., TUES., WED., THUR., FRI., 1/10-1/14, 9:00 am-5:00 pm
- 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

- LNT0014-060, NEC 210, TUES., THUR., 1/11-2/10, 6:00 pm-10:00 pm
- LNT0014-061, NEC 212, MON., TUES., WED., THUR., FRI., 1/24-1/28, 9:00 am-5:00 pm
- 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

- LNT0015-061, NEC 216, MON., TUES., WED., 2/7-2/9, 9:00 am-5:00 pm
- 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

- LNT0032-060, NEC 216, MON., WED., 1/17-2/9, 6:00 pm-10:00 pm
- 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: \$1300.00

- 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

INTRODUCTION TO PROGRAMMING WITH VISUAL BASIC (1587)

This course provides an introduction to programming for students with little or not prior programming experience. Through this course, students will gain a strong, accessible, hands-on foundation in the language and database skills needed to develop business applications. This course is intended for students without programming experience. It provides students with the foundation concepts and skills needed to become an application developer, including user interface design, database access, relational databases, programming concepts, etc. PREREQUISITES: Ability to use a computer keyboard and a mouse. Familiarity with the general operations of Microsoft Windows 95/ Microsoft Windows NT.

TUITION: \$1300.00

- LNT0027-060, NEC 205, SAT., 2/5-2/26, TBA

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

- LNT0022-060, NEC 205, SAT., 3/4-4/1

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

- LNT0024-060, NEC 205, SAT., 4/8-5/13

Microsoft NT, cont.

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

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

4.0 CEU

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.

TUITION: \$1100.00

- LUN0001-060, NEC 212, TUES., THUR., 1/18-2/10, 6:00 pm-10:00 pm
- LUN0001-061, NEC 212, SAT., 3/4-3/25, 9:00 am-5:00 pm

3.2 CEU

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

3.2 CEU

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

- LUN0003-060, NEC 212, SAT., 1/8-1/29, 9:00 am-5:00 pm
- 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

3.2 CEU

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

- LUN0004-060, NEC 212, SAT., 2/5-2/26, 9:00 am-5:00 pm
- LUN0004-061, NEC 212, TUES., THUR., 4/11-5/4, 6:00 pm-10:00 pm

3.2 CEU

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**

- LOR0001-060, NEC 214, MON., WED., 1/10-1/26, 6:00 pm-10:00 pm
- 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**

- LOR0002-060, NEC 214, MON., WED., 1/31-3/1, 6:00 pm-10:00 pm
- 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**

- LOR0004-059, NEC 216, SAT., 1/8-2/5, 9:00 am-5:00 pm
- LOR0004-060, NEC 214, SAT., 1/8-2/5, 9:00 am-5:00 pm
- 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**

- LVV0090-001, NEC TBA, TUES., 2/8-3/9, 5:30 pm-9:30 pm
- 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

- LVV0005-001, NEC TBA, SAT., 1/8-1/29, 8:30 am-4:30 pm
- LVV0005-002, NEC TBA, MON., WED., 1/24-2/16, 5:30 pm-9:30 pm
- 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

- LVV0006-001, NEC TBA, SUN., 1/9-1/30, 8:30 am-4:30 pm
- LVV0006-002, NEC TBA, SAT., 2/5-2/26, 8:30 am-4:30 pm
- 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

- LVV0004-001, NEC TBA, MON., WED., 1/10-1/19, 5:30 pm-9:30 pm
- 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

- LVV0099-001, NEC TBA, SUN., 2/6-3/5, 8:30 am-4:30 pm
- 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

- LVV0010-001, NEC TBA, MON., WED., 1/10-2/2, 5:30 pm-9:30 pm
- LVV0010-002, NEC TBA, SUN., 2/6-2/27, 8:30 am-4:30 pm
- LVV0010-003, NEC TBA, TUES., THUR., 2/8-3/2, 5:30 pm-9:30 pm
- 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

- LVV0020-001, NEC TBA, TUES., THUR., 1/11-2/3, 5:30 pm-9:30 pm
- LVV0020-002, NEC TBA, MON., WED., 2/7-3/1, 5:30 pm-9:30 pm
- 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

- LVV0030-001, NEC TBA, SAT., 1/8-1/29, 8:30 am-4:30 pm
- 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

- LVV0060-001, NEC TBA, TUES., THUR., 1/11-2/3, 5:30 pm-9:30 pm
- 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

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Designers, drafters, engineers and architects, get the competitive edge.

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Comprehensive and professional Autodesk training in beginning through advanced applications.

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Professional Development



A lifetime of learning.

Commencement ceremonies are, by their very nature, contradictory occasions. Those speakers we call upon to inspire the graduates as they leave high school and/or college always talk about the end of one era—the school years—and the beginning of another—real life. It's as if we all believe that learning starts and stops at a specific stage in our lives.

That's just not true.

Education doesn't end on graduation day. Learning is a lifelong process—sometimes formal and sometimes not, but forever ongoing nonetheless. And while the high school diploma or college degree you received on graduation day may get you a job, it won't necessarily ensure that you keep one.

The most productive and successful people in the workplace—the ones who earn top salaries and climb career ladders—are the people who keep learning and growing. And what they choose to study may not only be specific skills related directly to their jobs, but wide-ranging concepts, strategies, and techniques that help them become more effective in both their personal and professional lives.

Do you strive to be one of those successful people? Do you want to get ahead in your present job or train for an entirely new one?

Let Harper College help prepare you.

We offer a wide variety of Professional Development opportunities to assist you in polishing your present skills, developing new competencies, and acquiring the kind of broad-based knowledge you will need for greater on-the-job success now...and well into the new millennium.

We've done our homework.

Do you know which careers will offer the greatest opportunities for growth and advancement in the years to come? We do. And that's why we offer certificate programs and professional development courses in fields like nursing, animation art, meeting and convention planning, business software, customer service, and A+ PC installation/maintenance. There is money to be made and jobs to be had in these up-and-coming industries.

The more than 25 professional development programs and 150 courses we offer are focused on helping you acquire and perfect the skills today's employers want most. Our Customer Service Representative curriculum is just one example. Research tells us that over the next seven years, the service industry will account for 12 million new jobs in business, health, and education. With that in mind, we offer skills-based training in communication and troubleshooting for individuals who want to qualify and advance as customer service representatives.

And because we maintain close ties with local business and industry, you can count on training that is both state-of-the-art and applicable to real-world situations. Our instructors came to us directly from the field so you can be assured that what they tell you is true.

Need to change your channel?

Tune in to the professional development possibilities at Harper College. Suppose the career you chose way back when turns out to be one you don't like so much any more. Why not train for a new one? It's never too early or too late to make changes in your professional life. We offer a wealth of opportunities for you to explore new options and discover alternative career paths.

Think you're cut out to be an entrepreneur? Our Small Business Center has courses on the pleasures and pitfalls of starting and operating your own business. Our Real Estate Institute will help you prepare for a new career in property sales or management. Through our Travel Academy, you can train to become a travel agent.

And if you're just not sure what you'd like to do, we have workshops to clear up your confusion. We can help you map out the career path that's right for you, revise your resume, determine what to do and where to go next.

"But I don't want a new career. I just want to be better in the one I have."

Even if you're successful in a career you love and have no desire to change directions, Harper College has something for you, too. We offer multi-week classes and one-day workshops on a variety of basic business skills that apply to every career. No matter what kind of job you presently hold, we can teach you techniques for doing it better.

We have courses to help you develop a more effective leadership style, write a better business letter, conduct a fairer performance appraisal. We can teach you how to set up your books, motivate your employees, manage your time. We also offer specialty classes in specific career categories such as health care, cosmetology, international trade, hospitality, and real estate. In short, we have something for everyone who wants to be better at what they do for a living.

Flexible schedules, fair prices.

We know how hard you work for your money and how much you prize your free time. We know, too, that you can't afford to waste either one of them. So we offer flexible course schedules and plenty of opportunities for you to reach your professional development goals in a reasonable time, at a reasonable price. Take a moment now—right now—to check out the course listings on the following pages. We guarantee that 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.

NSET Community Career Services

Individual Counseling

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

Career Counseling Packages

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.

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 Brigg 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

NSET Individual 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

■ LTC1000-001, NSET 110, SAT., 1/29, 8:30 am-1:30 pm

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

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

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

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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.

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.

COLOR AND COMPOSITION

Exploration of color theory in wet media and silkscreen paper with development of compositional skills. This is a required class for the Animation Certificate.

TUITION: \$400.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6458

■ LAN0002-071, L 113, FRI., 1/21-3/10, 6:00 pm-9:00 pm

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

ACTIVE FIGURE DRAWING

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

TUITION: \$250.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6664

■ LAN0012-071, TBA TBA, WED., 1/19-3/8, 6:30 pm-9:30 pm

DRAWING FOR ANIMATION

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

TUITION: \$400.00 FEES: \$60.00

TOUCHTONE NUMBER TT #6667

■ LAN0015-071, L 113, TUES., 1/18-3/7, 6:30 pm-9:30 pm

ANIMATION I: TRADITIONAL CELL DRAWING

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

TUITION: \$400.00 FEES: \$80.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6473

■ LAN0010-081, TBA 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.

TUITION: \$400.00 FEES: \$75.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6656

■ LAN0026-081, TBA 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.

TUITION: \$620.00 FEE \$50.00 **2.4 CEU**

■ LAN0004-081, NEC 240, SUN., 3/18-5/13, 10:00 am-1:00 pm

MAYA: INTRODUCTION TO 3D MODELING

Navigating the MAYA user interface, beginning principles of computer animation and modeling from primitive NURBS or polygons using CV pulling, lattices and skeleton joints and building shading groups and various types of texture maps.

TUITION: \$1300.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6666

■ LAN0014-071, NEC 240, WED., 1/19-3/8, 6:00 pm-9:30 pm

MAYA ESSENTIALS

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

TUITION: \$1750.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6666

■ LAN0017-081, NEC 211, WED., 3/15-5/10, 6:00 pm-9:30 pm

ANIMATION PRE-PRODUCTION

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

TUITION: \$400.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6665

■ LAN0013-071, NEC 240, THUR., 1/20-3/9, 6:30 pm-9:30 pm

Animation Art, cont.

INTRODUCTION TO MOTION PICTURE TECHNIQUES

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

TUITION: \$400.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6655

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

ANIMATION POST-PRODUCTION

Compositing techniques.

TUITION: \$400.00 **2.4 CEU**

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 ESSENTIALS

This instructor-led course teaches animators how to model, animate and render using Maya 2.0. With a focus on establishing a working knowledge of Maya's animation tools and techniques, this course builds a solid foundation for developing character animation and special effects sequences.

TUITION: \$2000.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6562

■ LAN0040-081, NEC 240, TUES., 1/18-3/7, 6:30 pm-9:30 pm

MAYA PAINT EFFECTS

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

TUITION: \$2000.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6564

■ LAN0042-071, NEC 240, TUES., 1/18-3/7, 9:00 am-12:00 pm

CHARACTER ANIMATION

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.

TUITION: \$2000 **2.4 CEU**

■ LAN0036-071, NEC 240, THUR., 3/14-5/9, 9:00 am-12:00 pm

MAYA SPECIAL EFFECTS

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

TUITION: \$2000.00 **2.4 CEU**

TOUCHTONE NUMBER TT #6565

■ LAN0043-081, NEC 240, TUES., 3/14-5/9, 9:00 am-12:00 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

Certified Financial Planner

The Certified Financial Planner is a total curriculum provided by the College for Financial Planning in Denver, Colorado, a division of the National Endowment for Financial Education (NEFE) or CFP. The knowledge gained through the CFP program equips the practitioner to analyze the economic and tax positions of a client and to identify the client's economic objectives. The CFP program trains candidates to develop comprehensive financial plans, implement the plans with client approval and modify plans as economic, financial and personal circumstances require. Requirements for the Certified Financial Planner designation are established by the Certified Financial Planners Board of Standards, Inc. for Certified Financial Planners. To obtain CFP certification a candidate must have at least three years full time (or equivalent) work experience in which the candidate actively uses the knowledge, skills and abilities required for certification examination; successfully complete all five parts of the CFP examination; sign the CFP Declaration to uphold the CFP Codes of Ethics; agree to pursue appropriate continuing education in the financial planning profession. Text and study materials are provided and supplied automatically to candidates who register with the College for Financial Planning. Text and materials are not available at Harper College. CFP Registration Information: To become a candidate for Certified Financial Planner you must first enroll with the College for Financial Planning in Denver, Colorado. You may not register for a CFP course at Harper College without first registering with the College of Financial Planning in Denver.

FINANCIAL PLANNING PROCESS & INSURANCE

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

3.0 CEU

TUITION: \$235.00 FEES: \$15.00

■ LFP0064-001, NEC 136, TUES., 2/1-4/25, 7:00 pm-9:30 pm

INVESTMENT PLANNING

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

3.0 CEU

TUITION: \$235.00 FEES: \$15.00

■ LFP0065-001, NEC 140, WED., 2/2-4/26, 7:00 pm-9:30 pm

INCOME TAX PLANNING

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

3.0 CEU

TUITION: \$235.00 FEES: \$15.00

■ LFP0066-001, NEC 140, MON., 2/7-5/1, 7:00 pm-9:30 pm

RETIREMENT PLANNING & EMPLOYEE BENEFITS

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

3.0 CEU

TUITION: \$235.00 FEES: \$15.00

■ LFP0067-001, NEC 140, TUES., 2/1-4/25, 7:00 pm-9:30 pm

ESTATE PLANNING

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

3.0 CEU

TUITION: \$235.00 FEES: \$15.00

■ LFP0068-001, NEC 140, THUR., 2/3-4/27, 7:00 pm-9:30 pm

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 prelicensing 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

■ LRE0009-070, J 263, MON., WED., 1/19-3/8, 6:35 pm-9:15 pm

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

Brokers' Courses

CONTRACTS & CONVEYANCING

Covers deeds, contracts, options, leases and other legal instruments used in the use and transfer of ownership of Illinois real estate. REQUIRED.

TUITION: \$54.00

1.0 CEU

TOUCHTONE NUMBER TT #6442

■ LRE0100-001, D 193, THUR., 1/20-2/10, 6:30 pm-10:00 pm

ADVANCED PRINCIPLES OF REAL ESTATE

Covers the most current real estate agency, disclosure, environmental and license laws affecting the real estate business. REQUIRED.

1.0 CEU

TUITION: \$54.00

TOUCHTONE NUMBER TT #6443

■ LRE0101-001, D 193, THUR., 2/17-3/9, 6:30 pm-10:00 pm

REAL ESTATE FINANCE

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

REAL ESTATE SURVEY

Cover the most current real estate laws, both Illinois and Federal, affecting the real estate business as well as the information required of real estate licensees. Designed primarily for leasing agents.

1.0 CEU

TUITION: \$54.00

TOUCHTONE NUMBER TT #6585

■ LRE0104-001, L 202, TUES., 2/15-3/7, 6:30 pm-10:00 pm

Hospitality Industry

Atencion!!!

Curso de Salubridad

Se ofrece el curso de salubridad **SERVS SAFE** en español y tenga la oportunidad de obtener su certificado cuando ud. tome y pase su examinación de la Fundación Educativo de la Asociación Nacional de Restaurantes. Para mas información, puede llamar 847/925-6300, o puede ir a la Oficina de Continuing Education, y traiga su número de Seguridad Social para matricularse.

FOOD SERVICE SANITATION/SPANISH

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. Purchase the text in the Harper Bookstore, Liberal Arts Center before the first night of class.

TUITION: \$125.00 FEES: \$57.00

1.6 CEU

TOUCHTONE NUMBER TT #5758

■ LFS0003-001, C 103, MON., 2/7-3/13, 6:00 pm-9:00 pm

■ 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

■ LFS0001-001, A 142, TUES., 1/18-2/22, 5:30 pm-10:00 pm

■ LFS0001-002, A 142, TUES., 3/24-4/25, 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

■ LFS0005-001, A 380, MON., 1/24-2/21, 5:00 pm-9:00 pm

■ LFS0005-002, D 105, SAT., 2/19-2/26, 8:30 am-5:30 pm

■ 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 Service Sanitation License and Reviews



Reviews in English

Reviews in Spanish

Long-term reviews

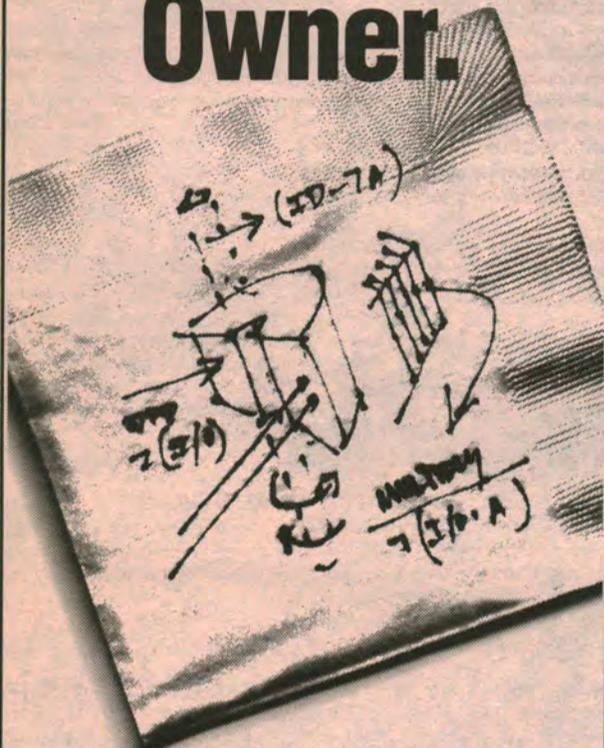
Short-term reviews

HAACP Training

.5 CEU Certificate Renewal Class offered regularly

For information, call 847/925-6300.

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. Or visit our web site at www.harper.cc.il.us.

Hospitality Industry, cont.

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.

TUITION: \$65.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6449

- LFS0011-001, D 105, SAT., 1/29, 8:30 am-3:30 pm
- LFS0011-002, H 108, TUES., 2/15-2/22, 6:00 pm-9:00 pm
- 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

0.5 CEU

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.

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

2.0 CEU

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

STARTING YOUR OWN CATERING/RESTAURANT BUSINESS

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

TUITION: \$86.00 FEES: \$20.00

■ LFS0002-001, D104, WED, 2/2-3/1, 6:00 pm-9:00 pm

FROM KITCHEN RECIPES TO RETAIL FOOD

Do you have a great concept for a new bottled sauce, baked good, candy, prepared meat, dairy product or beverage? Food consultant Wilbert Jones will explain how to navigate each step as you manufacture, label, package, trademark, copyright and ship your food product to the grocery store.

TUITION: \$57.00 FEES: \$20.00

LFS0008-001, A 139, SAT, 2/26, 9:00 am-1:00 pm

CAKE DECORATING

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

TUITION: \$108.00 FEES: \$50.00

LFS00026-001, A 023, WED, 1/22-4/15, 8:00 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.

TUITION: \$54.00

- LAW0083-001, LAQS TBA, TUES., 1/18-1/25, 6:30 pm-10:30 pm
- 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

0.8 CEU

International Trade Opportunities

Exporting

EXPORT YOUR PRODUCT IN THE NEW MILLENNIUM

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

TUITION: \$120.00 FEES: \$19.00

■ LGT0058-001, EGHS 223, MON., 2/7-3/6, 7:00 pm-9:00 pm

International Trade Opportunities, cont.

EXPORT BANKING/LETTERS

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

1.6 CEU

TUITION: \$112.00 FEES: \$25.00

TOUCHTONE NUMBER TT #6093

■ LGT0042-001, EGHS 235, TUES., 2/15-5/9, 5:45 pm-7:30 pm

EXPORT DOCUMENT: INCOTERMS

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

1.3 CEU

TUITION: \$91.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6094

■ LGT0043-001, EGHS 235, TUES., 2/15-4/25, 7:45 pm-9:30 pm

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.

0.6 CEU

TUITION: \$97.00 FEES: \$35.00

TOUCHTONE NUMBER TT #6614

LGT0039-001, C 103, FRI., 3/17, 8:30 am-4:00 pm

Importing

BASICS OF IMPORTING

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

1.5 CEU

TUITION: \$120.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6628

■ LGT0036-001, EGHS 235, WED., 2/16-3/22, 6:30 pm-9:00 pm

IMPORT REGULATIONS

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

1.2 CEU

TUITION: \$84.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6097

■ LGT0044-001, EGHS 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.

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

CUSTOMS BROKER'S EXAM REVIEW

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

TUITION: \$379.00 FEES: \$10.00

2.0 CEU

TOUCHTONE NUMBER TT #5062

■ LGT0040-001, EGHS 221, TUES., THUR., 2/22-3/23, 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

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.

FUNDAMENTALS OF SUCCESSFUL SUPERVISION

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

TUITION: \$229.00 FEES: \$15.00 **1.2 CEU**
TOUCHTONE NUMBER TT #5706
LMD0083-001, TBA TBA, THUR., 2/17-3/9, 6:30 pm-9:30 pm

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: \$31.00 **0.6 CEU**
TOUCHTONE NUMBER TT #5474
LMD0025-001, C 103, WED., 3/1, 8:30 am-4:00 pm
TUITION: \$127.00 FEES: \$21.00
LMD0025-002, TBA TBA, 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, WED., 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
LMD0017-002, C 103, WED., 2/3-3/15, 6:30 pm-9:00 pm
LMD0017-001, C 103, TUES., 4/4-4/25, 6:30 pm-9:00 pm

COMMUNICATION SKILLS: WORKING TOGETHER EFFECTIVELY

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

TUITION: \$118.00 FEES: \$20.00 **0.6 CEU**
TOUCHTONE NUMBER TT #5046
LMD0012-001, A 380, MON., 2/28-3/6, 6:30 pm-9:30 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

Institute for Supervisory Management Development, cont.

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, TBA, TBA, 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

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**
TOUCHTONE NUMBER TT #5788
LGT0047-001, J 166, SAT., 4/8-4/15, 9:00 am-12:00 pm

Phi Theta Kappa Leadership Development

PHI THETA KAPPA LEADERSHIP DEVELOPMENT

To Lead or Not To Lead? That's the question! You may find your answer in this interactive workshop atmosphere. Using the specially designed Phi Theta Kappa workbook, participants are guided through an exploration of their ongoing relationship with leadership. Discussion and shared-analysis of selected movies and contemporary and classic writings, as well as experiential learning with activities like "Lego Man", are employed throughout this fascinating journey. Join others who, like you, are interested in putting leadership potential into best practices leadership skills. Why?...because the new millennium needs great leaders! Class size limited to 12.

TUITION: \$180.00 **3.6 CEU**
TOUCHTONE NUMBER TT #7432
LAA0023-001, L 222, SAT., 1/22-4/8, 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
LSB0072-001, TBA, TBA, 2/16, 7:00 pm-9:00 pm
LSB0072-002, TBA TBA, WED., 3/15, 7:00 pm-9:00 pm
LSB0072-003, TBA TBA, 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
LSB0075-001, C 103, TUES., THUR., 2/15-3/16, 6:30 pm-9:30 pm
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
LSB0027-002, TBA, TBA, THUR., 6/1, 8:30 am-3:00 pm

Small Business Center, cont.

FINANCIAL PLANNING FOR THE SMALL BUSINESS OWNER

Create your own nest egg. Learn how to look for large tax deductions and tax favored growth options. Highlights of options available for self-employed or small business owners including SEP's, SIMPLE's, 401k's and pension/profit sharing plans will be discussed and evaluated. Also covered will be choosing the proper plan, understanding the tax benefits, and reviewing the investment alternatives.

TUITION: \$27.00 FEES: \$3.00
LPP0018-001, J242, SAT., 2/26, 9:00 am-12:00 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, TBA TBA, 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, J242, SAT., 3/25, 9:00 am-1:00 pm

BUILDING A HOME BASED BUSINESS

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

TUITION: \$75.00 FEES: \$7.00
LSB0091-001, C103, SAT., 3/11, 9:00 am-4:00 pm

STARTING YOUR OWN CATERING/RESTAURANT BUSINESS

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

TUITION: \$86.00 FEES: \$20.00
LFS0002-001, D104, WED, 2/2-3/1, 6:00 pm-9:00 pm

FROM KITCHEN RECIPES TO RETAIL FOOD

Do you have a great concept for a new bottled sauce, baked good, candy, prepared meat, dairy product or beverage? Food consultant Wilbert Jones will explain how to navigate each step as you manufacture, label, package, trademark, copyright and ship your food product to the grocery store.

TUITION: \$57.00 FEES: \$20.00
LFS0008-001, A 139, SAT, 2/26, 9:00 am-1:00 pm

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

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
Tuesday, January 11 at 6 pm
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.

Small Business Center, cont.

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, J 242, SAT., 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
■ LSB0013-001, NEC 127, THUR., 2/3, 6:30 pm-9:30 pm
■ LSB0013-002, NEC 127, THUR., 3/2, 6:30 pm-9:30 pm
■ 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
■ LSB0033-001, NEC 127, THUR., 2/24, 6:30 pm-9:30 pm
■ 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
■ LTA0058-001, NEC 139, WED., 1/19-2/23, 6:00 pm-7:50 pm
■ 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

LTA0080-001, NEC 127, FRI., 1/28, 8:30 am-12:30 pm
LTA0080-002, NEC 127, FRI., 3/17, 8:30 am-12:30 pm

TRAVEL AGENT I

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

TUITION: \$350.00

LTA0060-001, NEC 142, MON., TUES., WED., THUR., 1/18-1/27, 9:00 am-12:30 pm
■ LTA0060-002, NEC 142, TUES., THUR., 1/18-2/10, 6:00 pm-9:30 pm

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

LTA0061-001, NEC 142, MON., TUES., WED., THUR., 1/31-2/10, 9:00 am-12:30 pm
■ LTA0061-002, NEC 142, TUES., THUR., 2/15-3/9, 6:00 pm-9:30 pm

Travel Careers/ Harper Travel Academy, cont.

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

LTA0062-001, NEC 142, MON., TUES., WED., THUR., 2/14-2/24, 9:00 am-12:30 pm
■ 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

LTA0063-001, NEC 142, MON., TUES., WED., THUR., 2/28-3/9, 9:00 am-12:30 pm
■ 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
■ LTA0064-003, NEC 139, TUES., THUR., 1/11-3/16, 6:00 pm-9:30 pm

Meeting and Convention Planning

MEETING PLANNING I

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

TUITION: \$400.00

TOUCHTONE NUMBER TT #6260
■ LTA0082-001, NEC 142, WED., 1/19-3/15, 7:00 pm-9:00 pm

MEETING PLANNING II

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

TUITION: \$215.00

TOUCHTONE NUMBER TT #6261
■ LTA0084-001, NEC 142, MON., 1/24-3/20, 7:00 pm-9:00 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, TBA TBA, 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, 10 D, MON., 3/27-3/27, 6:00 pm-8:00 pm

VENIPUNCTURE PROCEDURE FOR BLOOD DRAWING

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

TUITION: \$125.00

TOUCHTONE NUMBER TT #5311
■ LAH0202-001, TBA TBA, TUES., 1/18-2/15, 6:00 pm-10:00 pm

Health Care, cont.

ELECTROCARDIOGRAPHY/DYSRHYTHMIA FOR THE HEALTH PROFESSIONAL

Provides instructions on electrocardiographic principles and techniques. Demonstration of skills is emphasized. Includes normal rhythms and dysrhythmias. **4.8 CEU**

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. **.2 CEU**

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. **.4 CEU**

TUITION: \$15.00

TOUCHTONE NUMBER TT #7061

■ LK10203-001, D 193, WED., 4/5, 7:00 pm-9:00 pm

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

Health Care, cont.

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, WEDS., 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 patent); 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 228, WED., 3/8-5/10, 12:00 pm-4:00 pm

LNU0300-001, J 261, WED., 3/8-5/10, 9:00 am-11:50 am

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. **0.7 CEU**

TUITION: \$75.00

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

CURRENT NURSING PRACT UPDATE

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

TUITION: \$378.00

TOUCHTONE NUMBER TT #6515

■ LNU0004-001, D 277, TUES., THURS., 1/18-5/16, 7:00 pm-10:00 pm

TRAIN/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. **3.0 CEU**

TUITION: \$300.00 FEE: \$50.00

TOUCHTONE NUMBER TT #7062

LNU0308-001, D 212, SAT., 1/15-2/12, 9:00 am-3:00 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

Health Care, cont.

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

LCP0008-001, D 277, SAT., 1/15-1/15, 9:00 am-4:30 pm

LCP0008-002, D 277, SAT., 3/11-3/11, 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

LCP0043-001, D 277, SAT., 2/5, 9:00 am-1:00 pm

LCP0043-002, D 277, SAT., 4/15, 9:00 am-1:00 pm

LCP0043-003, D 277, SAT., 5/20, 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

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, MAIN, 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 TBA, TUES., THUR., 4/4-4/6, 6:00 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

■ LCP0087-001, D 104, THUR., FRI., 5/18-5/19 6:00 pm-10:00 pm

LCP0087-002, 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.

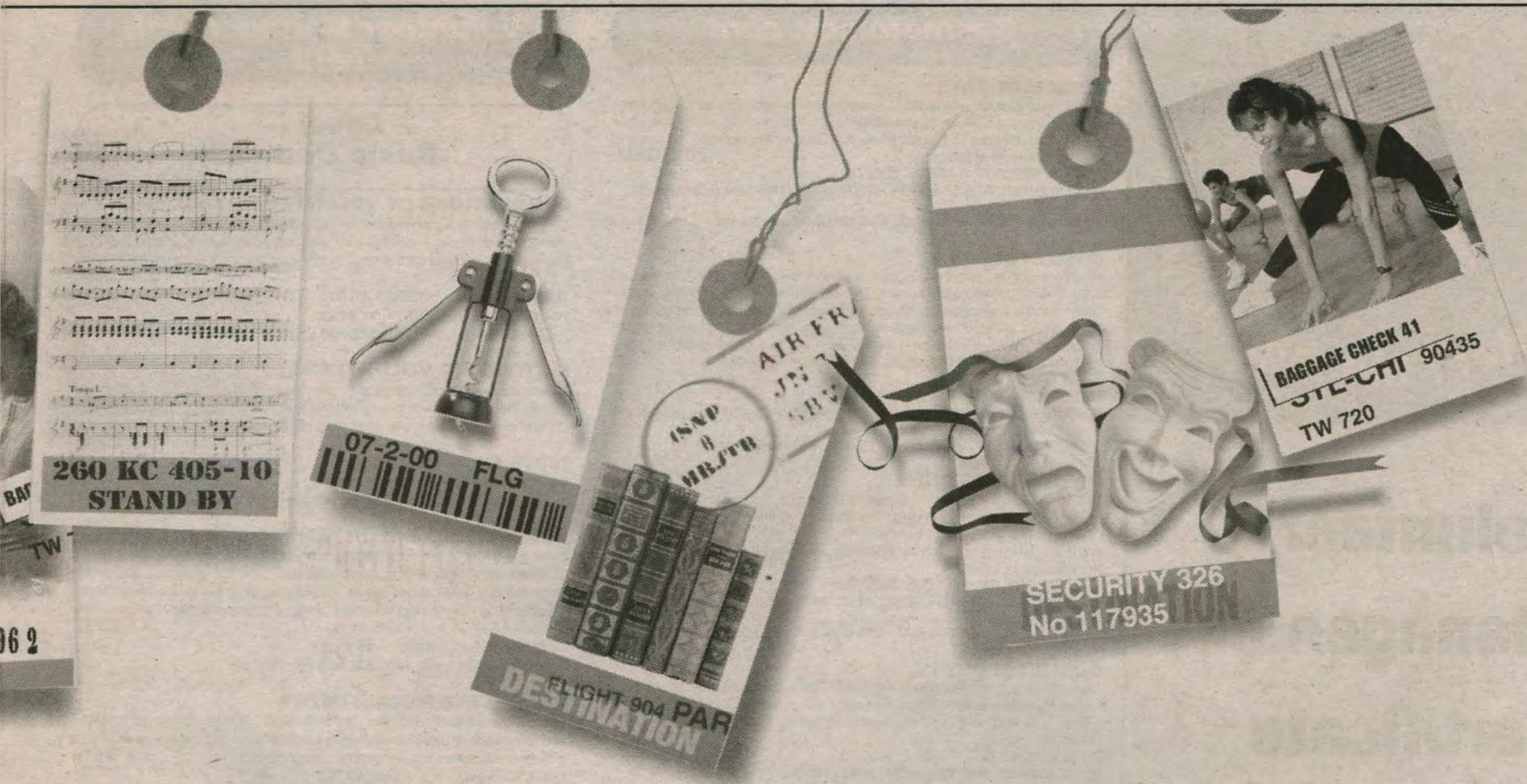
Cosmetology is a 1,500 hour, specialized program. Classes meet on Monday, Wednesday and Thursday evenings from 6 pm to 9 pm, and Saturdays, from 8:30 am-5 pm at the Arlington Academy Cosmetology Career Center, located in downtown Arlington Heights, Illinois. This part-time program consists of five required 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.



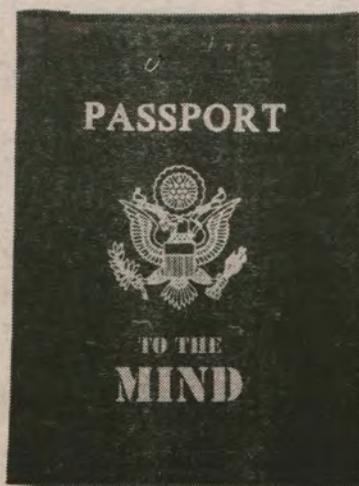
Vacation packages to outer space, your inner self,
and all points in between.

AND THEY ALL BEGIN RIGHT HERE AT HARPER COLLEGE.



Where are you going?

Maybe you're going out to make your mark on a growing world. Maybe you're going out to explore the vast reaches of the cosmos, or to understand the curious complexities of humankind.



Or maybe your journey will take you within yourself—to the essence of what makes you tick, what makes you special, and what makes you glad to be alive.

The good news is that no matter what destination you choose, the journey can be as rewarding as the goal. Especially when you let the journey begin at Harper.

Harper College offers personal enrichment courses as unique and as varied as the people who take them. In these courses you'll use your mind, your hands, and all your senses—and come away knowing that you've enriched your life.

What are you interested in?

Harper courses will let you explore those interests on exciting new levels. What are your talents? Harper courses will help you refine the ones you know about and uncover the ones you don't.

And you're never alone on your journey. Along the way you'll meet others heading in the same direction, and you'll be guided by expert instructors, eager to help you meet your personal goals.

Harper College is never far from where you live, and the cost of a single class is quite affordable. You'll find continuing education courses, programs and seminars for people who want more out of life—whether that means an understanding of outer space or your inner self. There's something at Harper for you; and when you find it, call us at 847-925-6300.

Because wherever you're going, we can help you get there.

Visit our web site at www.harper.cc.il.us
 Visit our campus at
 1200 West Algonquin Rd., Palatine
 Or call us at 847/925-6300.

 William Rainey Harper College



Volunteer Management Certificate Program

- AVA endorsed
- Taught by professionals in the field
- For the volunteer or volunteer manager

Keep pace with the trend of increased volunteerism in our by gaining the skills needed to manage one of your most valuable resources — your volunteers.

For more information, call 847/925-6854.

Cosmetology, cont.

COSMETOLOGY I

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

TUITION: \$293.00 FEES: \$282.00
 ■ LCO0086-001, AAB TBA, MON., WED., THUR., 1/18-5/20, 6:00 pm-9:00 pm
 LCO0086-001, AAB TBA, SAT., 1/18-5/20, 8:30 am-5:00 pm

COSMETOLOGY II

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

TUITION: \$293.00 FEES: \$282.00
 ■ LCO0087-001, AAB TBA, MON., WED., THUR., 1/18-5/20, 6:00 pm-9:00 pm
 LCO0087-001, AAB TBA, SAT., 1/18-5/20, 8:30 am-5:00 pm

COSMETOLOGY III

This level is a continuation of the Basic Cosmetology course in clinical practice, with emphasis on skin care. The student will attend a series of classes correlating the anatomy of the head, face and neck with current skin care practices. Upon graduation, an Aesthetician's certificate will be awarded. Prerequisite: LCO0087. **30.0 CEU**

TUITION: \$293.00 FEES: \$282.00
 ■ LCO0088-001, AAB TBA, MON., WED., THUR., 1/18-5/20, 6:00 pm-9:00 pm
 LCO0088-001, AAB TBA, SAT., 1/18-5/20, 8:30 am-5:00 pm

COSMETOLOGY IV

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

TUITION: \$293.00 FEES: \$282.00
 ■ LCO0089-001, AAB TBA, MON., WED., THUR., 1/18-5/20, 6:00 pm-9:00 pm

COSMETOLOGY V

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

TUITION: \$293.00 FEES: \$282.00
 ■ LCO0090-001, AAB TBA, MON., WED., THUR., 1/18-5/20, 6:00 pm-9:00 pm
 LCO0090-001, AAB TBA, SAT., 1/18-5/20, 8:30 am-5:00 pm

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 21

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.

Volunteer Management, cont.

Level I- Basic Courses

FOUNDATIONS OF VOLUNTEER MANAGEMENT

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

TUITION: \$39.00 FEES: \$9.00
 TOUCHTONE NUMBER TT #6360
 LVM0001-001, L 200, SAT., 2/5, 9:00 am-12:00 pm

MOTIVATING VOLUNTEERS

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

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6370
 LVM0003-001, L 200, SAT., 2/19, 9:00 am-12:00 pm

SUPERVISING VOLUNTEERS

Getting the most from the volunteers in your organization requires a range of supervisory skills and strategies, tailored to fit the situation. This workshop defines qualities of good supervision and practices basic skills. Completion of "Developing Volunteer Leaders" course is a helpful prerequisite. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #5327
 LVM0031-001, L 200, SAT., 3/4, 9:00 am-12:00 pm

VOLUNTEER RECRUITMENT

Learn to recruit both long-term and short-term volunteers. Discuss planning and evaluation differences, as well as motivation stimulus. Discover how to advance volunteers to a long-term commitment. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6362
 LVM0011-001, L 200, SAT., 2/5, 1:00 pm-4:00 pm

CONFLICT MANAGEMENT I: PROBLEM SOLVING SKILLS

Empower yourself to a new level of problem solving. Learn to approach conflict as a positive learning tool to strengthen your program. You'll leave this workshop knowing how to identify conflict, prevent conflict, how to deal with difficult people, and how to document the problem-solving discussion. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6365
 LVM0005-001, L 200, SAT., 2/19, 1:00 pm-4:00 pm

EVALUATING VOLUNTEER PROGRAMS

Evaluating a volunteer program's effectiveness toward meeting program goals is an essential part of volunteer management. Discover methods and techniques for developing a regular program assessment. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6366
 LVM0006-001, L 200, SAT., 3/4, 1:00 pm-4:00 pm

Level II- Basic Courses

TRENDS IN VOLUNTEER MANAGEMENT

Analyze current societal trends and their impact on managers of volunteer services. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6361
 LVM0002-001, L 200, SAT., 2/12, 9:00 am-12:00 pm

MARKETING/PUBLIC RELATIONS VOLUNTEER PROGRAMS

Learn why and how to do basic marketing and public relations to bring your cause to the public. Tips and samples will be highlighted. Please bring samples of your organization's publication(s). **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6363
 LVM0012-001, L 200, SAT., 2/26, 9:00 am-12:00 pm

CONFLICT MANAGEMENT II: STAFF/VOLUNTEER RELATIONS

Learn to build effective teams that minimize individual and group conflicts. Find out about constructive techniques that maximize staff/volunteer relations and enhance organizational health and climate. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6368
 LVM0014-001, L 200, SAT., 3/11, 9:00 am-12:00 pm

DEVELOPING VOLUNTEER LEADERS

Leadership development in a volunteer program requires a range of responses from the volunteer manager. Build awareness of different stages in a volunteer's commitment as well as how to respond effectively to encourage greater leadership. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00
 TOUCHTONE NUMBER TT #6364
 LVM0004-001, L 200, SAT., 2/12, 1:00 pm-4:00 pm

Volunteer Management, cont.

EVALUATING VOLUNTEER PERFORMANCE

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

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5131

LVM0028-001, L 200, SAT., 2/26, 1:00 pm-4:00 pm

POLICIES/PROCEDURES/FORMS

Learn the basic principles for writing policies and procedures. Review various forms that you may want or are legally required to use in your job and for your agency. Learn some of the legal implications and requirements of policy, procedures, forms, and manuals. Review and discuss the necessity of volunteer manuals for you and your volunteers. **0.3 CEU**

TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5394

LVM0027-001, L 200, SAT., 3/11, 1:00 pm-4:00 pm

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

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, WED., 1/26-3/15, 9:00 am-12:00 pm

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, SAT., 1/29-3/18, 9:00 am-12:00 pm

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, TUES., 4/1-4/25, 6:30 pm-9:30 pm

LMR0104-001, H 122A, SAT., 4/8-4/29, 1:00 pm-4:00 pm

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

LMR0101-001, H 117, SAT., 2/5-2/12, 9:00 am-12:00 pm

LMR0101-002, H 117, SAT., 3/4-3/11, 9:00 am-12:00 pm

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

LMR0102-001, H 117, SAT., 2/12-2/12, 9:00 am-12:00 pm

LMR0102-002, H 117, SAT., 3/11-3/11, 9:00 am-12:00 pm

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

Great Presentation!

Join the Meeting and Convention Planning Industry

Plan meetings, conventions, trade shows, special events and more for this billion-dollar industry! Work for yourself or a corporation. The possibilities are endless.

Join us for a free orientation session:

January 11 6:00 pm

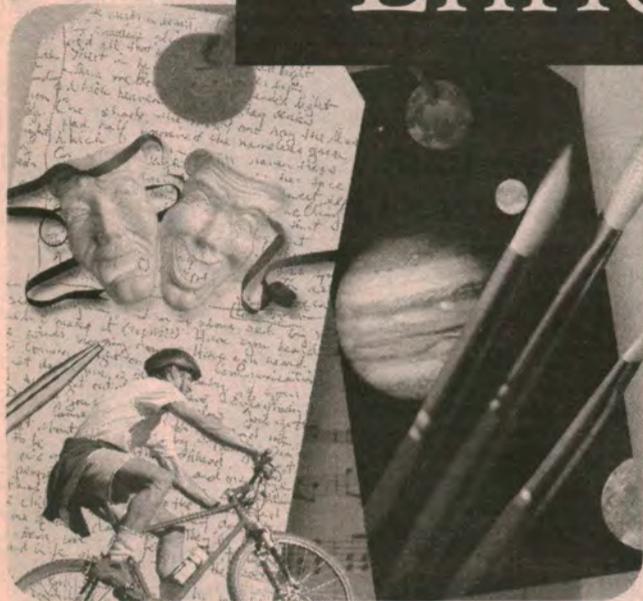
February 19 10:00 am

March 22 6:00 pm

Northeast Center
1375 South Wolf Road
Prospect Heights

For more information or to make a reservation, please call
Colette McDonough,
847/925-6009.
www.harper.cc.il.us

Personal Enrichment



Dream a little dream... or even a big one.

Each of us, at one time or another in our lives, has hopes and dreams. There are places we want to go, goals we plan to accomplish, skills we hope to master.

Someday.

Take a few minutes right now to recall the dreams you may have once had. Probably still do. Maybe you yearn to pilot your own plane. Or travel to a foreign country and converse like a native when you get there. Perhaps you have dreams of acting on a stage. Plans to write a screenplay. Hopes of opening your own restaurant.

Then again, maybe your dreams aren't quite so big or broad. Maybe you simply want to dance the foxtrot at your daughter's wedding in June. Plant a perennial garden this spring. Choose the appropriate wine for dinner on Saturday night.

Dreams are as individual as the people who dream them. And no matter how big or how small your dreams might be, they are every bit as important as the next person's. Yet if you're like most of us, your dreams have all too often been pushed aside. In the rush to pay the bills, raise a family—simply get from one day to the next—you may have lost touch with your dreams all together.

Now you can find them again...with a little help from Harper College.

The Personal Enrichment courses we offer at Harper College give you the chance to relocate your lost dreams, refocus your priorities, and recapture your personal best.

Why take a course for personal enrichment?

Because life is what we make of it. And what you make of yours can be good or bad. 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 for personal enrichment—because the title intrigues you, the instructor is widely-known, or the subject is something you've always wanted to learn more about—you may unearth buried talents and reveal hidden interests.

Personal enrichment courses are the ones you enroll in for fun and not necessarily for grades. You take these courses for love, not money. Because they offer you an opportunity to tap into potentials you might have never known you had.

The hidden benefit of personal enrichment.

Think for a moment about your typical week. You probably give most of it to your job. So much in fact that at times you may find it difficult to separate your personal identity from what you do at work. You aren't simply Tom or Pam, Jack or Karen. You are an accountant, a full-time parent, a legal secretary, a small business owner.

But there's more to life than work. Your job is not solely who you are, it is what you do. And no matter how much you love it, there may still be a part of you that yearns for something more. A challenge away from your workplace or daily routine, an opportunity to grow outside of your career, a hobby you can lose yourself in.

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 almost always have a direct bearing on your day-to-day life. Doing something for yourself by getting back in touch with dreams you shelved long ago can only make you more well-rounded and content. The satisfaction that comes from expanding your personal horizons is bound to influence other facets of your life. You'll be happier, healthier, and more productive as a result.

Something for everyone.

Harper College offers an amazing variety of opportunities for your personal enrichment. From cooking, home decorating, and gardening to exercise, sports, and fitness...from fine arts to martial arts...from multi-week classroom meetings to one-day workshops and two-hour lectures, we have it all.

Hundreds of personal enrichment opportunities are available every semester at Harper College. There are special courses for seniors and women, for couples and individuals, for beginners and the experienced alike.

No matter how big or small your dream, we offer you a way to realize it. You can learn to paint in oils or watercolors, speak a foreign language, dance the merengue, make a hat, prune a tree, fly a plane, manage your money, your marriage, your own small business...we offer all of this and more. Like certificates in FAA-approved flight training. One-on-one instruction from published novelists, screenwriters, and poets in our Writing Studio. And courses in vegetarian cooking or floral design. And for those of you who are thinking about returning to college or changing careers, we have classes that will get you ready for those dreams, too.

Make an investment in yourself.

Enrolling in one or more of our Personal Enrichment courses will cost you something, of course. But the commitment we ask you to make represents both time and money well spent. When you sign a check for your tuition and clear your calendar one night a week for your course, you're not simply reserving your spot in a classroom. You are making an investment. In yourself. The payoff you receive in the form of self-improvement and personal growth is the best dividend of all. ●

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

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.

MOTHER IRELAND

Television documentary about Irish women, their role in the home, the church and the political arena and how those roles have been influenced by the historic representation of Ireland as a woman. **0.2 CEU**

TOUCHTONE NUMBER TT #6607

■ LAA0222-001, J 166, FRI., 1/21-1/21, 6:30 pm-8:30 pm

DECEMBER BRIDE

In turn of the century Ireland, a woman was expected to live with a stifling sense of decorum. This film concerns a strong-minded woman who went her own way. She has two lovers, brothers who both love her, and this unconventional triangle sets her at odds with the strict, unbending community where she lives because she chooses them both. **0.2 CEU**

TOUCHTONE NUMBER TT #6608

■ LAA0223-001, J 166, FRI., 1/28-1/28, 6:30 pm-8:30 pm

WIDOW'S PEAK

Edwina has just moved into the neighborhood known as "Widow's Peak", so called due to the prevalent marital status of the residents, who tend to be a rather exclusive bunch. The residents are all curious about their new neighbor, but no one can seem to get much information about her, including queen bee Mrs. DC, whose son is busy wooing Edwina. **0.2 CEU**

TOUCHTONE NUMBER TT #6609

■ LAA0224-001, J 166, FRI., 2/4-2/4, 6:30 pm-8:30 pm

MOLL FLANDERS

Moll Flanders is born to a woman whose hanging sentence for thievery was delayed just long enough for Moll's birth. The nuns who raise her cannot quell her independent spirit or thirst to better herself. **0.2 CEU**

TOUCHTONE NUMBER TT #6610

■ LAA0225-001, J 166, FRI., 2/18, 6:30 pm-8:30 pm

HUSH-A-BYE BABY

Directed by Margo Harken. In battle torn Londonderry, Ireland, a 15-year old girl finds herself facing a life shattering decision with few, if any, options. She is one of the many Catholic teenagers struggling to grow up in this politically violent and complicated world that surrounds them. **0.2 CEU**

TOUCHTONE NUMBER TT #6611

■ LAA0226-001, J 166, FRI., 2/25, 6:30 pm-8:30 pm

THE FAMILY

This four-part made-for-TV drama focuses on a Dublin couple with four children. Charlo is a hustler, a headfirst footballer, and a thief. Paula drinks, objects to Charlo's thievery and adultery without the will to chuck him out. John Paul worships his father who's initiating him into the world of beer and football but recoils at Charlo's treatment of Paula. **0.2 CEU**

TOUCHTONE NUMBER TT #6612

■ LAA0227-001, J 166, FRI., 3/13, 6:30 pm-8:30 pm

INTO THE WEST

This film was directed by Mike Newell and based on a screenplay written by Jim Sheridan. Grandpa Ward gives a horse he found to his grandchildren, who keep it in their tower-block flat in Dublin. The horse is stolen from them, and the two boys set out to find it, which leads to the adventure of a lifetime. Gabriel Byrne and Ellen Barkin are featured in this heart-warming film. **0.2 CEU**

TOUCHTONE NUMBER TT #6613

■ LAA0228-001, J 166, FRI., 3/10, 6:30 pm-8:30 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.

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**

TUITION: \$82.00 FEES: \$30.00

TOUCHTONE NUMBER TT #7419

■ LEI0064-071, L 126, WED., 1/19-3/8, 6:30 pm-9:00 pm
LEI0064-072, L 126, SAT., 1/22-3/11, 12:00 pm-2:30 pm
■ 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, i.e., all methods of construction and glazing. Wheel throwing is not included. Students are encouraged to pursue their own interests and projects. **2.0 CEU**

TUITION: \$82.00 FEES: \$30.00

TOUCHTONE NUMBER TT #7420

■ LEI0065-071, L 126, WED., 1/19-3/8, 6:30 pm-9:00 pm
■ LEI0065-081, L 126, WED., 3/15-5/10, 6:30 pm-9:00 pm

Sculpture

BRONZE CASTING

Discover the process of bronze casting, designed to translate an artist's ideas into a permanent, durable medium. Areas covered include working with wax, making sand molds and the ceramic shells process. SAFETY NOTE: Please wear sturdy leather shoes or boots to class. **4.0 CEU**

TUITION: \$155.00 FEES: \$70.00

TOUCHTONE NUMBER TT #5109

■ LEI0076-001, L 126C, MON., 1/24-5/15, 6:30 pm-9:15 pm

THROW IT BIG, TOO

Join internationally-renowned ceramist, Claudio Regginato, in this unique class. Discover how he throws gigantic works of art. **0.6 CEU**

TUITION: \$39.00 (includes lunch)

■ 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. 925-6000x7407 **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5773

LEI0012-071, NEC 136, THUR., 1/20-3/9, 9:00 am-11:00 am
■ LEI0012-072, C 201, THUR., 1/20-3/9, 6:30 pm-8:30 pm
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**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5778

LEI0013-072, NEC 134, TUES., 1/18-3/7, 9:00 am-11:00 am
■ LEI0013-071, C 201, THUR., 1/20-3/9, 6:30 pm-8:30 pm
■ LEI0013-082, TBA TBA, TUES., 3/14-5/9, 6:30 pm-8:30 pm

PORTRAITURE

Learn the basics of making a successful portrait from both photos and life. Through demos and practice, students will explore techniques while learning facial anatomy. Charcoal, conte crayon and brush/ink will be used primarily. Beginners or those with some experience welcome. Call 847/925-6000 ext.7407 for supply list. **1.6 CEU**

TUITION: \$81.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5172

■ LEI0005-071, D 104, THUR., 1/20-3/9, 7:00 pm-9:00 pm
■ LEI0005-081, L 113, THUR., 3/16-5/11, 7:00 pm-9:00 pm

Fine Arts, cont.

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 847/925-6000 ext.7407 for supply list. **2.0 CEU**

TUITION: \$82.00 FEES: \$30.00

TOUCHTONE NUMBER TT #5175

■ LEI0007-071, C 201, MON., 1/24-3/13, 6:30 pm-9:15 pm
■ LEI0007-081, C 201, MON., 3/20-5/8, 6:30 pm-9:00 pm

FIGURE DRAWING

Draw the human figure in action and at rest in this studio and lecture class. Emphasis is given to rapid sketching, long poses and memory work. Co-listed with ART 225. **3.0 CEU**

TUITION: \$162.00 FEES: \$15.00

TOUCHTONE NUMBER TT #5349

LAA0041-001, C 201, MON., WED., 1/18-5/20, 1:00 pm-3:40 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**

TUITION: \$81.00

TOUCHTONE NUMBER TT #6651

■ LEI0323-071, BHS TBA, MON., 1/24-3/6, 6:30 pm-8:45 pm
■ 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**

TUITION: \$81.00

■ LEI0011-071, TBA, MON., 1/24-3/6, 7:00 pm-9:15 pm

■ LEI0011-081, TBA, MON., 3/13-5/8, 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**

TUITION: \$89.00

TOUCHTONE NUMBER TT #5761

■ LEI0009-071, C 201, TUES., 1/18-3/7, 7:00 pm-10:00 pm
LEI0009-073, NEC 136, THUR., 1/20-3/9, 1:00 pm-4:00 pm
■ 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**

TUITION: \$89.00

TOUCHTONE NUMBER TT #5781

■ LEI0014-072, BHS TBA, WED., 1/19-3/8, 6:30 pm-9:30 pm
LEI0014-073, NEC 136, WED., 1/19-3/8, 9:00 am-12:00 pm
■ LEI0014-074, C 203, WED., 1/19-3/8, 7:00 pm-10:00 pm
■ 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

Art — Your Way

CREATIVE EXPRESSION

TUITION: \$81.00 FEES: \$10.00

1.6 CEU

TOUCHTONE NUMBER TT #5736

■ LEI0082-081, C 201, WED., 3/15-5/10, 6:30 pm-8:30 pm

THE ARTIST'S WAY

Discover and recover your own creative self. The artist's way is a spiritual path to higher creativity consisting of an encounter with your own creativity. **2.4 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #6606

■ LEI0321-001, D 298A, WED., 2/16-5/10, 7:00 pm-9:00 pm

EXPERIMENTAL MIXED MEDIA

Find more freedom in your artwork through this alternative method of working with familiar materials. Combine realistic 3-dimensional objects with painted or drawn illusions to create abstract and representational drawings and paintings. Call 847/925-6000, ext. 7407 for a supply list. **2.4 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #5676

LEI0018-071, NEC 136, TUES., 1/18-3/7, 1:00 pm-4:00 pm

LEI0018-081, NEC 136, TUES., 3/14-5/9, 1:00 pm-4:00 pm

Вы говорите
по-английски?

Parla italiano?

Habla Español?

nín jiāng yīng yǔ ma?

Parlez Vous Français?

If you want to answer "Oui!", it's time to look into a foreign language course. Choose from a variety of languages such as Spanish, French, German, Italian, Polish, Russian, Chinese and Japanese.

Courses for the foreign language novice, refresher sessions, self-guided study courses and a unique three-day Spanish Immersion Program are available. Don't say "adios" to the opportunity to learn a new language at the start of a new millennium!

Register today, or for further information, please call 847/925-6000, ext. 7416.

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**
TUITION: \$15.00

TOUCHTONE NUMBER TT #5039

LEI0074-071, NEC 136, TUES., 1/18-3/7, 9:00 am-12:00 pm
LEI0074-081, NEC 136, TUES., 3/14-5/9, 9:00 am-12:00 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**

TUITION: \$45.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6657

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**

TUITION: \$34.00

TOUCHTONE NUMBER TT #7412

LEI0001-001, C 202, SAT., 2/19-2/19, 9:00 am-4:00 pm
LEI0001-002, C 202, SAT., 4/15-4/15, 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**

TUITION: \$29.00

TOUCHTONE NUMBER TT #5168

LEI0004-001, C 204, SAT., 3/11-3/11, 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**

TUITION: \$89.00 FEES: \$30.00

TOUCHTONE NUMBER TT #5764

LEI0029-071, L 126, MON., 1/24-1/6, 6:30 pm-9:15 pm
LEI0029-072, L 126, SAT., 1/22-3/11, 9:30 am-12:00 pm
LEI0029-081, L 126, MON., 3/13-5/8, 6:30 pm-9:00 pm
LEI0029-082, L 126, SAT., 3/18-5/13, 9:30 am-12:00 pm

STAINED GLASS ART

Combine the simple elements of cut glass, copper foil and soldering to create a fine piece of stained glass. Your original idea, plus expert instruction, will enable you to complete a project you will cherish for years. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #5770

LEI0051-071, C 202, TUES., 1/18-3/7, 7:00 pm-9:00 pm
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**

TUITION: \$82.00 FEE \$30.00

LEI0312-071, L 126, SAT., 1/18-3/7, 12:00 pm-2:30 pm
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**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5868

LEI0026-081, 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5853

LEI0018-071, NEC, WED., 1/19-3/9, 9:30-11:30 am
LEI0018-072, L 223, TUES., 1/18-3/7, 7:00 pm-9:00 pm
LEI0018-074, BHS TBA, WED., 1/19-3/8, 6:00 pm-8:00 pm
LEI0018-081, H 108, TUES., 3/14-5/9, 6:00 pm-8:00 pm
LEI0018-083, WPJH G108, THUR., 3/16-5/11, 7:00 pm-9:00 pm
LEI0018-084, 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5857

LEI0019-083, BHS TBA, WED., 3/15-5/10, 6:00 pm-8:15 pm
LEI0019-082, A 142, THUR., 3/16-5/11, 6:00 pm-8:15 pm
LEI0019-081, NEC, WED., 3/19-5/10, 9:30-11:45 am

CONVERSATIONAL FRENCH III

Continue your study of French using a textbook, accompanying cassettes and a workbook to review basic grammatical structures. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5858

LEI0020-071, TBA 140, THUR., 1/19-3/9, 7:00 pm-9:00 pm

CONVERSATIONAL GERMAN I

Develop your listening and speaking skills in this beginning course. Learn simple conversational phrases and sentences related to personal introductions, foods, currency, shopping and travel. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5851

LEI0014-071, TBA TBA, WED., 1/19-3/8, 7:00 pm-9:00 pm
LEI0014-081, WPJH G109, MON., 3/13-5/8, 7:00 pm-9:00 pm

CONVERSATIONAL GERMAN II

Gain additional practice in listening to and speaking the German language. Hone your grammatical knowledge, expand your vocabulary and work on writing the language. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5854

LEI0015-071, TBA TBA, MON., 1/24-3/6, 7:00 pm-9:15 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5874

LEI0016-081, 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5871

LEI0029-071, E 108, WED., 1/19-3/8, 6:30 pm-8:30 pm
LEI0029-081, A 139, WED., 3/15-5/10, 7:00 pm-9:15 pm
LEI0029-082, 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5875

LEI0030-071, WPJH, THURS., 1/19-3/9, 7:00 pm-9:00 pm
LEI0030-081, L 223, TUES., 3/14-5/9, 7:00 pm-9:15 pm
LEI0030-082, 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5876

LEI0031-072, WPJH G110, THUR., 1/20-3/9, 7:00 pm-9:15 pm
LEI0031-081, 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. **1.6 CEU**

TUITION: \$96.00

TOUCHTONE NUMBER TT #5860

LEI0022-071, TBA TBA, MON., 1/24-3/13, 7:00 pm-9:15 pm
LEI0022-081, H 223, MON., 3/13-5/8, 7:00 pm-9:00 pm
LEI0022-082, L 202, TUES., 3/14-5/9, 7:00 pm-9:00 pm

Foreign Language Academy, cont.

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.

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.

1.6 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #6652

■ LLL0043-071, D 298A, MON., 1/24-3/6, 7:00 pm-9:15 pm

■ LLL0043-081, J 242, MON., 3/13-5/8, 7:00 pm-9:00 pm

CONVERSATIONAL RUSSIAN II

Become acquainted with all aspects of contemporary standard Russian: speaking, listening, reading and writing. Learn the fundamentals of Russian grammar, with emphasis on the active use of language with special attention to basic constructions of the language and pronunciation. Course will include vocabulary, writing simple sentences, and reading simple texts. For beginning students as well as those with some knowledge with the language.

1.6 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #6040

■ LLL0061-071, TBA TBA, THUR., 1/20-3/23, 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 of even "linguistically impaired." Practice verbal communication, reading and writing.

1.6 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #5815

■ LLL0034-071, NSET 104, TUES., 1/18-3/7, 7:00 pm-9:00 pm

■ LLL0034-081, NSET 104, TUES., 3/14-5/9, 7:00 pm-9:00 pm

SPANISH REFRESHER

If you took Spanish in high school or college, but haven't used it for a long time, take advantage of this chance to "brush up". Conversation will be emphasized in group and individual sessions.

1.6 CEU

TUITION: \$96.00

■ LLL0035-071, NSET, WED., 1/19-3/8, 7:00 pm-9:00 pm

SPANISH I & II TELECOURSE-DESTINOS

Immerse yourself in the Spanish language with Destinos Telecourse. Hear Spanish and experience its cultural diversity while watching a contemporary drama unfold. Destinos consists of 52 one-half hour video series episodes, two every week of each 14-week session. The Internet is used to support instruction and interaction. Students may attend an information session as well as one mid-term and a final meeting on campus. Students may also choose the option of no campus classes and do everything over the Internet, including ordering the books and tapes. Students must have a VCR and a Pentium computer with access to the Internet. Tapes may be checked out for free for 2 nights or rented from the bookstore (deposit \$50.00; \$25.00 refund when tapes return). Tapes are also available on cable - obtain the schedule by calling 925-6586. Take advantage of this unique learning opportunity. You'll be surprised at the level of comprehension you receive far beyond that of most beginning students.

3.2 CEU

TUITION: \$155.00, FEE \$20.00

■ LLL0060-001, F124, TUES., 1/25-5/5, 7:00 pm-8:30 pm

SPANISH I

Get an introduction to or review of Spanish grammar, pronunciation, vocabulary and conversational patterns. Practice reading and writing. Discussion and question and answer sessions will be included.

1.6 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #5850

■ LLL0009-073, WPJH G107, WED., 1/19-3/8, 7:00 pm-9:00 pm

■ LLL0009-074, BHS TBA, THUR., 1/20-3/9, 7:00 pm-9:00 pm

■ LLL0009-075, L 220, SAT., 1/22-3/11, 10:00 am-12:00 pm

■ LLL0009-071, J 242, MON., 1/24-3/6, 7:00 pm-9:15 pm

■ LLL0009-072, NSET TBA, MON., 1/24-3/6, 7:00 pm-9:15 pm

■ LLL0009-081, F 310, WED., 3/15-5/10, 7:00 pm-9:00 pm

■ LLL0009-082, EGHS 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.

1.6 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #5856

■ LLL0010-071, H 223, TUES., 1/18-3/7, 7:00 pm-9:15 pm

■ LLL0010-081, NSET 104, MON., 1/24-3/13, 7:00 pm-9:15 pm

■ 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.

1.6 CEU

TUITION: \$96.00

TOUCHTONE NUMBER TT #5862

■ LLL0011-071, H 227, THUR., 1/20-3/9, 7:00 pm-9:15 pm

■ LLL0011-081, L 204, SAT., 3/18-5/13, 10:00 am-12:00 pm

Foreign Language Academy, cont.

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.

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 16 weeks or 60 minutes per week for eight weeks. For more information or the register, call 847/925-6300.

TUITION: \$266.00

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: \$274.00

AMERICAN MUSIC STYLES

You've heard this music before. It's the music you've grown up with. Trace the development of popular music in America from the birth of the blues to contemporary rock styles. This course will help you develop a stylistic frame of reference for judging popular music by surveying the characteristic elements of jazz, R & B, rock and pop styles. Text required.

4.0 CEU

TUITION: \$150.00

TOUCHTONE NUMBER TT #5061

■ LMU0214-001, P 202, TUES., 1/18-5/20, 6:30 pm-9:10 pm

INTRODUCTION TO COMPUTER MUSIC

Learn how your computer can help you compose, notate, orchestrate and then perform your music. Become familiar with two popular applications for the Macintosh computer, Vision and Finale. Vision is a powerful music sequencing (recording) package which opens a wide spectrum of possibilities never before available to the composer/arranger. Finale is the most comprehensive and flexible music notation software on the market for desktop music publishing. Even if you cannot read music, Vision and Finale can help you realize your musical ideas.

5.0 CEU

TUITION: \$150.00

TOUCHTONE NUMBER TT #7700

■ LMU0231-001, P 109, MON., 1/24-5/15, 6:35 pm-9:55 pm

STRING ENSEMBLES

(ADULTS ONLY)

Bach, Beethoven, Schubert, Brahms... these names bring to mind some of the greatest music of the past 300 years, much of which is composed for string ensembles. Students will experience this music from the perspective of a string ensemble ranging from 8-20 players. The ensemble meets once a week for 12 weeks. For more information, please call 847/925-6659.

TUITION: \$57.00

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

■ LAA0234-081, TBA, TUES., 3/14-5/9, 6:00 pm-9:00 pm

TUITION: \$81.00

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

■ LAA0217-001, NEC, WED., 2/2-3/15, 1:00 pm-3:00 pm

■ 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

■ LEI0319-071, TBA TBA, TUES., 1/18-3/7, 7:00 pm-9:00 pm

■ LEI0319-081, TBA TBA, TUES., 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

TOUCHTONE NUMBER TT #5768

TUITION: \$ 81.00 FEES: \$5.00

■ LEI0034-071, A 142, THUR., 1/20-3/9, 7:00 pm-9:00 pm

■ 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

■ LEI0034-072, NEC 136, WED., 1/19-3/8, 6:00 pm-8:00 pm

DARKROOM PROCESS IN PHOTO II

Learn to develop the perfect print. This beginning lab course offers tips on print toning, retouching and mounting, and advanced students may work on special projects. Photography I—Camera Techniques or comparable experience recommended as a prerequisite.

2.4 CEU

TUITION: \$89.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5769

■ LEI0035-071, BHS TBA, TUES., 1/18-3/7, 7:00 pm-10:00 pm

■ 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., 5/8 and 5/22, 1:00 pm-3:00 pm

(Departure from front of Student and Administration Building, please arrive 15 minutes beforehand. Bring a sack lunch to eat on the bus.) WED., 5/17 at Goodman - 9:30 am-4:30 pm

■ LAA0233-002, MAIN, MON., 5/8 and 5/22, 7:00 pm-9:00 pm

(Departure from front of Student and Administration Building, please arrive 15 minutes beforehand. Bring a sack lunch to eat on the bus.) WED., 5/17 at Goodman - 9:30 am-4:30 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 Mystery Writer's Conference scheduled February 4-6 at the Embassy Suites in Schaumburg.

All Writing Studio courses have limited seating and early registration is recommended.

The Writing Studio

MYSTERY WRITER'S CONFERENCE

Do you marvel at mystery? If you're wild about writing a mystery, reading a few, or you just want to meet some celebrity authors, then don't miss this special event: Harper College's Annual Mystery Thriller and Suspense Writers (and Readers) Conference. **1.0 CEU**

FEES: \$155.00

TOUCHTONE NUMBER TT #6038

LLA0039-001, ESS TBA, FRI., SAT., SUN., 2/4-2/6, 4:30 pm-9:00 pm

FEARLESS WRITING: UNBLOCKING THE CREATIVE ARTIST

All creative artists, no matter what their experience or level of success, have felt the frustration - and sometimes sheer terror - of being unable to produce any work. What lies at the root of what we call a "block?" Is it a block at all, or rather a resistance to creating that springs from our personal fears? And even if we feel we've identified their source, what active steps can we take to learn how to work with - rather than against - our natural creative processes? What roles do environment, body awareness, diet and personal relationships play? Although directed primarily towards writers, this seminar holds something for all individuals who are longing to create art with greater ease, productivity, and originality. **0.5 CEU**

TUITION: \$75.00

TOUCHTONE NUMBER TT #6596

LLA0070-001, L 204, SAT., 2/12, 9:00 am-3:00 pm

THE PRACTICE OF FICTION

Fiction is a demanding craft, one that requires the mastery of a number of elements in order to produce a good story. We are seldom encouraged to practice writing the way a pianist practices scales or a singer works to "place" her voice. This class will review various approaches to structure, characterization, point-of-view, scene, description, and other elements of fiction through numerous creative exercises, which will be shared in class and later can be developed into finished stories. Learn how a regular writing practice can guide you through dry periods, generate fresh ideas, and deepen your writing during the revision process. Class is suitable for all levels. **1.5 CEU**

TUITION: \$95.00

TOUCHTONE NUMBER TT #6670

LLA0075-001, TBA TBA, THUR., 2/17-3/24, 7:00 pm-9:30 pm

POETRY WORKSHOP

If you've ever longed to transform the elusive nature of experience into poems, this workshop will help you make the transition between creative impulse and the written word. Through in-class exercises and discussion of students' work, you'll learn about imagery and metaphor, sound, rhythm, and voice, as well as how the writing of a poem is itself an experience - one that reflects who and where you are in your life. This workshop is suitable for beginning and intermediate students. **1.6 CEU**

TUITION: \$89.00

TOUCHTONE NUMBER TT #6163

LLA0046-001, D 105, WED., 2/24-4/13, 7:00 pm-9:15 pm

WRITE TO THE POINT

Whether fiction or nonfiction, the most important part of a piece is the first sentence and opening paragraphs. Learn how to write a compelling opening to hook readers and make them want to read more. Once that's accomplished, learn the knack of "tight writing" - the ability to say a lot in a few words to maintain reader interest. Author, journalist Pat DiPrima explains how to master writing techniques that are sure to increase your chances of being published. Includes a 25-page writing guide. **0.5 CEU**

TUITION: \$ 75.00

TOUCHTONE NUMBER TT #5884

LLA0034-001, L 204, SAT., 3/4-3/4, 9:00 am-3:00 pm

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**

TUITION: \$124.00

TOUCHTONE NUMBER TT #6165

LLA0048-001, L 219, SAT., 3/18-3/18, 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**

TUITION: \$95.00

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**

TUITION: \$55.00

TOUCHTONE NUMBER TT #5915

LAA0201-001, L 218, SAT., 4/15-4/15, 9:00 am-1:00 pm

The Writing Studio, cont.

WOMEN OF MYSTERY

This class explores the increasingly popular mystery genre. Teachers provide an overview of the field of mystery fiction. Novels from several sub-genres, such as historical, police procedural, hard-boiled PI, and "the cozy" are read and discussed. **1.6 CEU**

TUITION: \$81.00

TOUCHTONE NUMBER TT #6671

LLA0035-082, E 106, WED., 3/15-5/10, 6:00 pm-8:00 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**

TUITION: \$79.00

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**

TUITION: \$75.00

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 within a play and what doesn't. Enrollment for the Intensive Workshop closes April 24th. **0.6 CEU**

TUITION: \$75.00

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**

TUITION: \$140.00

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 Leslie Marmon 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**

TUITION: \$75.00

TOUCHTONE NUMBER TT #6598

LLA0072-001, L 204, SAT., 5/13, 10:00 am-4:00 pm

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**

TUITION: \$89.00

TOUCHTONE NUMBER TT #6425

LLA0062-081, TBA TBA, TUES., 3/14-5/9, 7:00 pm-9:00 pm

Cooking and Dining

STARTING YOUR OWN CATERING/RESTAURANT BUSINESS

Owning a small restaurant or catering business may be the career for you. This intensive course will help you develop your business. Topics will include recipe development, pricing tactics, sales approaches, and styles of services. In addition, learn how to design winning menus, hire top chefs, write successful press releases, and develop a strong marketing plan. **1.6 CEU**

TUITION: \$86.00 FEES: \$20.00

TOUCHTONE NUMBER TT #7821

LFS0002-001, D104, WED, 2/2-3/1, 6:00 pm-9:00 pm

Cooking and Dining, cont.

FROM KITCHEN RECIPES TO RETAIL FOOD

Do you have a great concept for a new bottled sauce, baked good, candy, prepared meat, dairy product or beverage? Food consultant Wilbert Jones will explain how to navigate each step as you manufacture, label, package, trademark, copyright and ship your food product to the grocery store.

TUITION: \$57.00 FEES: \$20.00 **0.7 CEU**
TOUCHTONE NUMBER TT #6180
 ■ LFS0008-001, A 139, SAT., 2/26-2/26, 9:00 am-1:00 pm

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.

TUITION: \$15.00 FEES: \$90.00
TOUCHTONE NUMBER TT #6259
 ■ LFS009-001, TBA, WED., 4/5, 4/12, 4/19, 7:00 pm-9:30 pm

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.

TUITION: \$5.00 FEES: \$33.00
TOUCHTONE NUMBER TT #6259
 ■ LFS0024-001, TBA, WED., 3/8, 6:30 pm-9:30 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 drowns 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.

TUITION: \$5.00 FEES: \$33.00
 ■ LFS0025-001, TBA, WED., 3/15, 6:30 pm-9:00 pm

WINE APPRECIATION WITH DINNER

As the culmination of the Wines of Napa Valley and of Bordeaux courses, Dr. Breuder, President, Harper College will host an enjoyable and educational wine with dinner at the Hilton's Delaney and Murphy's. 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.

TUITION: \$15.00 FEES: \$48.00
TOUCHTONE NUMBER TT #6259
 ■ LFS0010-001, TBA, WED., 5/3, 6:30 pm-9:00 pm

VEGGIN' OUT SERIES

You'll be surprised to find out that a vegetarian diet can be anything but boring. Take the Veggin' Out complete series described below by signing up for this class, LFS0015-001 or select one of the following individual classes.

TUITION: \$75.00 FEES: \$16.00
 ■ LFS00015-001, TBA, WED., 2/16, 2/23, 3/1, 3/8, 7:00 pm-9:00 pm

VEGGIN' OUT SESSION I

Learn the benefits of a vegetarian diet, different types of vegetarian diets, alternative protein sources, sampling of prepared vegetarian foods including soy cheese, soy and rice milk products, humus, tofu and pumpkin tofu pudding.

TUITION: \$22.00 FEES: \$4.00
 ■ LFS00016-001, TBA, WED., 2/16, 7:00 pm-9:00 pm

VEGGIN' OUT SESSION II

Learn the health benefits of soy, cooking with soy including tofu, tempeh TVP and miso. Recipes to be demonstrated and tasted are mixed medley stir-fry, savory spinach dip, mori-nu Hawaiian smoothie, jasmine chicken, TVP, tempeh in brown gravy and stuffed Cajun bells.

TUITION: \$22.00 FEES: \$4.00
 ■ LFS00019-001, TBA, WED., 2/23, 7:00 pm-9:00 pm

VEGGIN' OUT SESSION III

Learn quick and easy snacks and cooking with beans. Recipes to be demonstrated and tasted are black bean and corn salsa, crunch coated bananas, white beans and pepper spread, south of the border spread, pin-wheel appetizers, black bean cakes, chili and chips, and quinoa stir-fry three bean salad.

TUITION: \$22.00 FEES: \$4.00
 ■ LFS00020-001, TBA, WED., 3/1, 7:00 pm-9:00 pm

VEGGIN' OUT SESSION IV

Learn vegan cooking and how to get your five a day. Recipes to be demonstrated and tasted are creamy dairyless rice pudding, mock cheese sauce, Maurine eggless salad, Asian tofu salad, spinach artichoke dip, Moroccan carrots, nori vegetable roll, citrus dressed asparagus, and fruited couscous salad.

TUITION: \$22.00 FEES: \$4.00
 ■ LFS00021-001, TBA, WED., 3/8, 7:00 pm-9:00 pm

CULINARY ADVENTURES: THE EAST

If you have tried Asian cooking before and are curious to know a little more about the cuisine as well as the culture, this class is for you. Join us for this unique taste testing experience. Enjoy four different Asian restaurants and sample a variety of dishes. You will be provided with information about the preparation of the entrees, what spices and seasonings are used and any cultural influences regarding the entrees.

Cooking and Dining, cont.

You will also receive recipes that you can take home with you. Restaurants included in the series will be India House of Schaumburg, Thai Garden of Schaumburg and Yohans of Arlington Heights. Each class session will meet at the restaurant at 7:00 pm. Take the complete series as described here or take individual classes as described below.

TOUCHTONE NUMBER TT #7088
 TUITION: \$51.00 FEES: \$54.00
 ■ LFS00027-001, TBA, TUES., 3/7, 3/21 & 4/4, 7:00 pm-9:00 pm

CULINARY ADVENTURES: EAST INDIAN CUISINE

The focus of this evening of taste delights and recipes from India will take place at the India House of Schaumburg.

TOUCHTONE NUMBER TT #7089
 TUITION: \$17.00 FEES: \$18.00
 ■ LFS00028-001, TBA, TUES., 3/7, 7:00 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
 TUITION: \$17.00 FEES: \$18.00
 ■ LFS00029-001, TBA, TUES., 3/21, 7:00 pm-9:00 pm

CULINARY ADVENTURES: JAPANESE CUISINE

The focus of this evening of taste delights and recipes from Japan will take place at Yohans of Arlington Heights.

TOUCHTONE NUMBER TT #7089
 TUITION: \$17.00 FEES: \$18.00
 ■ LFS00030-001, TBA, TUES., 4/4, 7:00 pm-9:00 pm

CAKE DECORATING

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

TOUCHTONE NUMBER TT #6053
 TUITION: \$108.00 FEES: \$50.00
 ■ LFS00026-001, A 023, WED., 1/22-4/15, 8:00 am-12:00 pm

Creative Crafts

COPPERPLATE CALLIGRAPHY

Learn this beautiful, elegant flowing script done with a pointed pen. Letter forms will be explored as well as practical applications such as envelopes and poems. Left handers need to confer with instructor before registering. For a supply list call 847/925-7407.

TOUCHTONE NUMBER TT #5685
 TUITION: \$81.00
 ■ LEI0049-071, TBA TBA, MON., 1/24-3/6, 7:00 pm-9:00 pm

MONOLINE, NEULAND & CONTEMPORARY ENVELOPES

NO DESCRIPTION
 TUITION: \$86.00 **1.6 CEU**
TOUCHTONE NUMBER TT #6434
 ■ LEI0316-081, TBA TBA, MON., 3/13-5/8, 7:00 pm-9:00 pm

Woodworking

INTRODUCTION TO WOODWORKING

Get experience in woodworking skills, techniques and the safe operation of power tools and equipment. There will be time to make one basic project.

TUITION: \$164.00 FEES: \$14.00 **4.0 CEU**
TOUCHTONE NUMBER TT #7835
 ■ LEI0045-001, CHS, TUES., 1/18-5/9, 7:00 pm-9:30 pm

WOODWORKING II

Expand the basic knowledge gained in a beginning class. Complete a project incorporating advanced woodworking practices and techniques.

TUITION: \$164.00 FEES: \$14.00 **4.0 CEU**
TOUCHTONE NUMBER TT #7836
 ■ LEI0046-001, BHS TBA, THUR., 1/13-5/4, 7:00 pm-9:30 pm

ANTIQUA 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 **2.4 CEU**
 ■ LEI0099-071, CHS TBA, THUR., 1/20-3/9, 6:30 pm-9:30 pm
 ■ LEI0099-081, CHS TBA, THUR., 3/16-5/11, 6:30 pm-9:30 pm

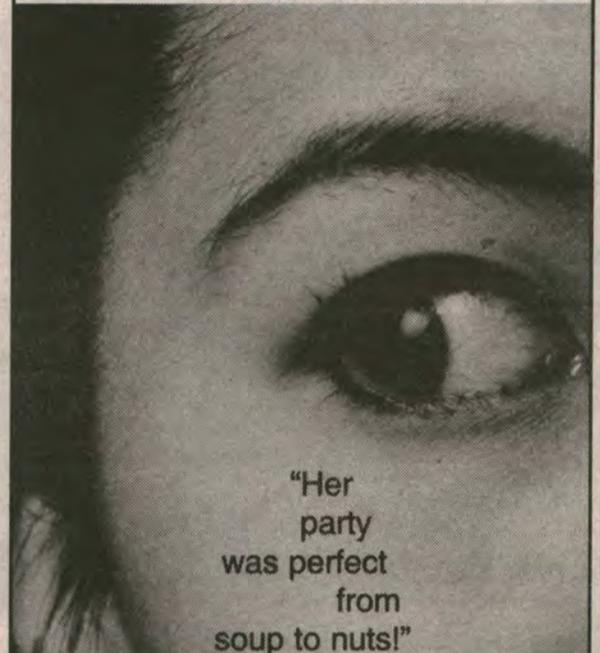
Decorating Your Home

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 **1.5 CEU**
TOUCHTONE NUMBER TT #5335
 ■ LHF0024-001, BHS TBA, MON., 1/24-2/21, 7:00 pm-9:30 pm
 ■ LHF0024-002, D 298A, MON., 3/13-4/10, 7:00 pm-9:30 pm

Now,
 you
 don't mind
 that
 they talk
 behind your back.



"Her
 party
 was perfect
 from
 soup to nuts!"

"I don't know how she
 did it all. It was just
 smashing, darling."

So, how did you
 start all this talk?

You dazzled them
 with a flawless
 seven course meal,
 an impeccable choice
 of wine, and the
 atmosphere to match.

How did you do it?

Simply enough,
 just a few courses at
 Harper College taught you
 how to go from good to
 glorious and excellent
 to extraordinary.

So, are you going
 to tell them?

No, let them talk.

**You don't
 mind.**

Refer to courses listed under
 Cooking and Dining, Decorating Your Home
 and Floral Design.

Decorating Your Home, cont.

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.

2.8 CEU

TUITION: \$150.00

- LHF0025-071, H 219, FRI., 1/19-3/8, 6:00 pm-9:30 pm
- LHF0025-081, H 219, FRI., 3/17-5/12, 6:00 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.

1.0 CEU

TUITION: \$62.00

TOUCHTONE NUMBER TT #5534

- LHF0023-001, BHS TBA, TUES., 1/18-2/15, 7:00 pm-9:00 pm
- LHF0023-002, D 298A, THUR., 1/20-2/17, 7:00 pm-9:00 pm
- 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.

0.8 CEU

TUITION: \$34.00

TOUCHTONE NUMBER TT #6341

- LE0311-001, 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.

0.3 CEU

TUITION: \$30.00 FEES: \$3.00

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.

1.4 CEU

TUITION: \$69.00

TOUCHTONE NUMBER TT #6146

- LE10154-071, C 202, THUR., 1/27-3/9, 7:00 pm-9:00 pm
- LE10154-081, 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.

2.4 CEU

TUITION: \$89.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5757

- LHF0013-071, H 112, TUES., 1/18-3/7, 6:30 pm-9:30 pm
- 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.

2.4 CEU

TUITION: \$89.00

TOUCHTONE NUMBER TT #5831

- LE10088-071, TBA TBA, TUES., 1/18-3/7, 6:30 pm-9:30 pm
- LE10088-081, TBA TBA, TUES., 3/14-5/9, 6:30 pm-9:30 pm

COMPUTERIZED EMBROIDERY DESIGN

Discover how simple technology can be. Get acquainted with the use of computerized embroidery design. This course will introduce you to the techniques used in scanning and layout of original designs and instruct you in the use of the embroidery machine. Bring your shears to class.

1.4 CEU

TUITION: \$74.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6600

- LHF0027-001, TBA TBA, TUES., 2/29-3/21, 6:00 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.

4.0 CEU

TUITION: \$164.00

TOUCHTONE NUMBER TT #6601

- LHF0028-081, D 105, FRI., 3/31-5/19, 2:00 pm-7:00 pm

Fashion, cont.

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.

2.8 CEU

TUITION: \$150.00

- LHF0025-071, H 219, FRI., 1/19-3/8, 6:00 pm-9:30 pm
- LHF0025-081, H 219, FRI., 3/17-5/12, 6:00 pm-9:30 pm

FOUR-HARNESS PATTERN WEAVING

Uncover the mysteries of fabric structure. Learning to read a draft will be the first step to unraveling the mystery of fabric. Yarn selection, warping your table loom, perfecting your beat and selvages will be presented through demonstration followed by hands-on sessions. Weave structures to be emphasized will be plain, twill, and twill weave variations. Some color theory as well as perfecting the mechanics of weaving will also be stressed. Table looms provided. No former weaving background necessary.

1.6 CEU

TUITION: \$81.00

TOUCHTONE NUMBER TT #6603

- LHF0030-071, TBA TBA, TUES., 1/18-3/7, 7:00 pm-9:00 pm

MERCHANDISING: PLAIN & SIMPLE

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

1.2 CEU

TUITION: \$69.00

TOUCHTONE NUMBER TT #6605

- LHF0031-071, TBA TBA, TUES., 1/18-2/22, 7:30 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.

1.0 CEU

TUITION: \$54.00

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

BASIC FLORAL DESIGN

Learn the basic principles of floral design including classic designs, centerpieces, corsages, boutonnières, dried flower arrangements and holiday and special occasion designs. Explore the design elements of color, line and form, using a variety of foliage and flowers. Commercial floral arrangements and construction mechanics will also be discussed. This course can also be taken for three hours of credit by registering for PST104.

3.0 CEU

TUITION: \$162.00 FEES: \$150.00

TOUCHTONE NUMBER TT #6508

- LFL8004-001, V 114, MON., 1/24-5/15, 10:00 am-2:20 pm
- LFL8004-002, V 114, MON., 1/24-5/15, 6:00 pm-10:20 pm

BASIC HORTICULTURE SKILLS

Gain skills in ornamental horticulture including planting, transplanting, fertilizing, watering and pruning of trees, shrubs and herbaceous plants in both indoor and outdoor locations. Learn about seed and vegetative plant propagation methods. This course can also be taken for credit by registering for PST 111.

4.0 CEU

TUITION: \$216.00 FEES: \$75.00

TOUCHTONE NUMBER TT #5802

- LLG0055-001, V 109, TUES., THUR., 1/18-5/18, 6:30 pm-9:30 pm

INDOOR PLANTS

This course examines identification, growth habits, cultural requirements and the use of indoor ornamental and foliage plants commonly used in interior landscapes and residential indoor gardening.

4.0 CEU

TUITION: \$216.00 FEES: \$30.00

TOUCHTONE NUMBER TT #6234

- LLG0067-001, V 109, WED., 1/19-5/17, 5:20 pm-10:20 pm

BOW MAKING

Learn to make florist bows using satin ribbon, creative twist and cotton ribbons. Craft bows with a nose loop will also be demonstrated. You'll be surprised at how easy bow-making really is! Participants will learn to make at least two different types of bows. Please bring scissors.

0.2 CEU

TUITION: \$15.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5587

- LFL0097-001, V 107, TUES., 1/25-1/25, 7:00 pm-9:00 pm

MAKING A HAND-TIED BOUQUET

Wildflowers are nature's little treasure. Learn to recognize them and use them in an attractive, hand-tied bouquet.

0.4 CEU

TUITION: \$26.00 FEES: \$30.00

TOUCHTONE NUMBER TT #6018

- LFL0700-001, V 114, FRI., 2/4-2/4, 6:00 pm-10:00 pm

VASE ARRANGEMENTS

Whether they're flowers you cut from your yard, a gift of flowers or flowers you buy at the store, you'll enjoy knowing how to create a beautiful vase arrangement. Join us for a session and learn how it's done, plus a few tips on fresh flower care. We'll supply everything you need, and you'll go home with a lovely vase of fresh flowers.

0.4 CEU

TUITION: \$26.00 FEES: \$20.00

TOUCHTONE NUMBER TT #5798

- LFL0604-001, V 114, THUR., 2/24-2/24, 10:30 am-2:30 pm

Landscape, Garden and Floral Design, cont.

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.

0.2 CEU

TUITION: \$21.00

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.

0.4 CEU

TUITION: \$30.00 FEES: \$28.00

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.

0.4 CEU

TUITION: \$26.00 FEES: \$18.00

TOUCHTONE NUMBER TT #5115

- LFL0601-001, V 107, THUR., 4/20-4/20, 6:00 pm-10:00 pm

GIFT BASKETS I

Personalized gift baskets are becoming more popular as seasonal gifts or guest favors. This workshop will show you the basic techniques you need to build your own attractive basket. Ideas for different seasons and themes will be demonstrated. Students will construct their own gift baskets. Bring wire cutters and scissors to class.

0.4 CEU

TUITION: \$26.00 FEES: \$25.00

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.

0.4 CEU

TUITION: \$26.00 FEES: \$25.00

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.

0.4 CEU

TUITION: \$26.00 FEES: \$28.00

TOUCHTONE NUMBER TT #6177

- LLG0066-001, 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.

0.4 CEU

TUITION: \$26.00 FEES: \$20.00

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!

0.4 CEU

TUITION: \$26.00 FEES: \$28.00

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.

0.7 CEU

TUITION: \$20.00

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.

0.52 CEU

TUITION: \$60.00

TOUCHTONE NUMBER TT #5925

- LET0016-001, NEC 121, SAT., 2/5-3/18, 10:00 am-10:45 am
- LET0016-002, NEC 121, SAT., 4/8-5/20, 10:00 am-10:45 am

Animals and Nature, cont.

BEGINNER DOG OBEDIENCE

Get instruction in all the basic obedience exercises: sit, stand, down, stay, heel and come, and promote a better relationship between your dog and the family. Learn how to give love and praise (a lot of it), restrictions and discipline when needed. Pets must be five months and older. Handlers must be at least 12 years old. Proof of vaccination is required for all dogs. Proper collars and leashes will be available at class.

0.64 CEU

TUITION: \$75.00

TOUCHTONE NUMBER TT #5926

LET0017-001, NEC 121, SAT., 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.

0.64 CEU

TUITION: \$75.00

TOUCHTONE NUMBER TT #5927

LET0018-001, NEC 121, SAT., 2/5-3/18, 12:00 pm-12:55 pm
LET0018-002, NEC 121, SAT., 4/8-5/20, 12:00 pm-12:55 pm

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.

0.6 CEU

TUITION: \$53.00

TOUCHTONE NUMBER TT #5422

LET0021-001, D 193, SAT., 3/11-3/11, 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.

0.6 CEU

TUITION: \$55.00 FEES: \$12.00

TOUCHTONE NUMBER TT #5091

LNBO095-001, A LBY, SAT., 4/15-4/15, 7:00 am-6:30 pm
LNBO095-002, A LBY, SAT., 5/13-5/13, 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.

0.8 CEU

TUITION: \$50.00

TOUCHTONE NUMBER TT #6226

■ LMT0305-001, D 149, FRI., 2/4-2/25, 7:00 pm-9:00 pm
■ LMT0305-002, D 149, FRI., 4/28-5/19, 7:00 pm-9:00 pm

THE PLANETS: A TWO-COURSE ADVENTURE IN SOLAR SYSTEM ASTROMY.

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.

0.8 CEU

TUITION: \$40.00

TOUCHTONE NUMBER TT #6576

■ LMT0308-001, D 149, FRI., 3/5-3/24, 7:30 pm-9:30 pm

Aviation

AVIATION: SO YOU WANT TO FLY

Explore the field of aviation. Study basic flight principles, financial and time commitment, career opportunities in aviation, educational requirements and recreation.

0.3 CEU

TUITION: \$25.00

TOUCHTONE NUMBER TT #5368

■ LMV0100-001, A 145, THUR., 1/20-1/20, 7:00 pm-10:00 pm

Aviation, cont.

AVIATION GROUND SCHOOL

Prepare for the Private Pilots License Exam. Study aerodynamics, functions of the flight controls and instruments, airport and airspace awareness, weight and balance, aircraft performance, basic meteorology, associated federal regulations, flight physiology and emergency preparedness. Successful completion of this course prepares students for the FAA Private Pilot Certification Exam and can be used for BFRs. Books and materials can be purchased from the instructor and will not exceed a total of \$90.

3.5 CEU

TUITION: \$135.00

TOUCHTONE NUMBER TT #6431

■ LMV0101-001, A 145, THUR., 1/27-5/4, 7:00 pm-9:30 pm

PANEL INSTRUMENT RATING

Prepare for the principles of instrument flight and the FAA instrument rating test. Successful completion qualifies students to take the instrument rating written exam. PREREQUISITE: Prior aviation experience is required.

2.1 CEU

TUITION: \$135.00

TOUCHTONE NUMBER TT #5759

■ LMV0105-001, TBA TBA, TUES., 1/25-3/14, 7:00 pm-10:00 pm

COMMERCIAL PILOT PREP

Advanced pilots obtain Airline Transport, Flight Engineer or Flight Instructor qualifications with this program. Master federal regulations, navigation and weather, advanced aircraft systems and handling airborne emergencies. Prerequisite: Private Pilot Certificate

2.1 CEU

TUITION: \$235.00

TOUCHTONE NUMBER TT #5684

■ LMV0106-001, TBA TBA, TUES., 3/21-5/16, 7:00 pm-10:00 pm

Personal Finance/Investment

STARTING AND RUNNING A SUCCESSFUL INVESTMENT CLUB

Spread the risk. Learn what it takes to organize and run a successful investment club: legal requirements, operating agreements, taxes and brokerage accounts. The instructor is a former stockbroker who runs a successful investment club.

TUITION: \$44.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5995

■ LPF0013-001, TBA TBA, MON., 2/21-3/6, 7:00 pm-9:00 pm

CONSUMER PERSONAL FINANCIAL AWARENESS

Broaden your financial knowledge and efficiently manage your personal finances in today's complex world. Learn the fundamentals of personal finance including cash flow management, investment planning, income taxes, insurance, retirement planning and estate planning.

TUITION: \$133.00 FEES: \$15.00

TOUCHTONE NUMBER TT #5726

■ LPF0002-001, TBA TBA, TUES., 2/15-5/9, 7:00 pm-9:30 pm

FINANCIAL PLANNING FOR THE SMALL BUSINESS OWNER

Create your own nest egg. Learn how to look for large tax deductions and tax favored growth options. Highlights of options available for self-employed or small business owners including SEP's, SIMPLEs, 401k's and pension/profit sharing plans will be discussed and evaluated. Also covered will be choosing the proper plan, understanding the tax benefits and reviewing the investment alternatives.

TUITION: \$27.00 FEES: \$3.00

■ LPF0018-001, J 242, SAT., 2/26, 9:00 am-12:00 pm

INVESTING FOR THE 21ST CENTURY

Sound investment planning is critical for achieving long-term financial goals. Explore investment options available to the individual investor today and learn to use these options to reach your financial objectives. Topics include money market funds, certificates of deposit, government and municipal tax-free bonds, utilities, mutual funds, blue chip stocks and real estate.

TUITION: \$69.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5043

■ LPF0077-001, H 108, THUR., 2/10-3/23, 7:00 pm-9:30 pm

■ 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.

TUITION: \$43.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6052

■ LPF0093-001, TBA TBA, MON., 3/13-3/20, 6:30 pm-9:30 pm

■ LPF0093-002, TBA 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.

TUITION: \$43.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5256

■ LPF0005-001, C 103, WED., 3/8-3/15, 6:30 pm-9:30 pm

■ LPF0005-002, C 103, WED., 4/5-4/12, 6:30 pm-9:30 pm

**21st Century
Financial Planning
Strategies**

Plan for

- Now
- Your Future
- Your Children's Future

Get the information and answers you need.

Register today.

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.

TUITION: \$57.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7819

- LPF0006-001, A 380, TUES., 2/29-3/21, 7:00 pm-9:30 pm
- LPF0006-002, TBA 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.

TUITION: \$43.00 FEES: \$5.00

- LPF0095-001, C 103, WED., 4/19-5/10, 7:00 pm-9:30 pm

Financial Planning Workshops

BEGINNER'S STOCK MARKET

Learn the ins and outs of investing in today's stock market from an investment expert. Practice basic stock market terminology and discover what to look for when selecting a mutual fund or utility stock. Find out how to research stocks and analyze their growth potential and how to set up a portfolio to meet your investment objectives.

TUITION: \$27.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6627

- LPF0078-001, J 167, SAT., 2/19, 9:00 am-12:00 pm

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.

TUITION: \$27.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6632

- 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.

TUITION: \$27.00 FEES: \$3.00

TOUCHTONE NUMBER TT #5795

- 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.

TUITION: \$27.00 FEES: \$3.00

TOUCHTONE NUMBER TT #5796

- 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.

TUITION: \$55.00 FEES: \$7.00

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.

TUITION: \$37.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5034

- LPF0033-001, J 263, SAT., 3/25, 9:00 am-1:00 pm

SELLING YOUR HOUSE

To sell your home successfully you must make knowledgeable decisions. Mistakes can be costly. Discover techniques for choosing a broker and/or attorney, pricing the property, negotiating contracts with brokers and buyers and typical closing costs. A model transaction including sample forms will be discussed.

TUITION: \$37.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6631

- LPF0034-001, J 263, SAT., 2/5, 9:00 am-1:00 pm

Financial Planning Workshops, cont.

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.

TUITION: \$65.00 FEES: \$23.00

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.

TUITION: \$39.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6455

- LPF0017-001, C 103, SAT., 2/26, 9:00 am-12:00 pm
- LPF0017-002, J 242, SAT., 4/15, 9:00 am-12:00 pm

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

- LTR0021-001, A 142, MON., WED., 1/26-2/21, 6:00 pm-10:00 pm
- 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

- LTR0033-001, A 142, MON., WED., 1/26-2/9, 6:00 pm-10:00 pm
- 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

- LTR0037-001, A 142, MON., WED., 1/26-2/23, 6:00 pm-10:00 pm
- LTR0037-002, A 142, MON., WED., 3/1-3/23, 6:00 pm-10:00 pm
- LTR0037-003, A 142, MON., WED., 4/12-5/10, 6:00 pm-10:00 pm

Test Preparation and Academic Review, cont.

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

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

Travel in the New Millennium

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 Killamey 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.

The Cultural Triangle of Sri Lanka May 21 - 30, 2000 Led by Dr. M. Sunil R. Koswatta Estimated Cost \$1,900

Discover Sri Lanka's vast cultural and historical sites on this exciting 10-day study tour. Once called Ceylon, this teardrop shaped island has a rich history of Buddhist culture dating back 2,500 years. Visit spectacular excavated ruins, ancient temples and Buddhist monuments. You'll experience its ancient civilization, ruined cities, rustic villages, and tropical jungles - rich in culture, heritage and natural beauty. Information session January 28, 6:30 pm-7:30 pm, Student Administration Building, A243.

Travel in the New Millennium, cont.

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

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. Sipiara, 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.

Archeological Studies 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. For more information, please call Dawn Spannraft, 847/925-6593, or Professor Michael Harkins, 847/925-6431.

Bond With the Bard! Discover Shakespeare

Discover Shakespeare! The Harper College Liberal Arts Department hosts an annual summer trip to the Stratford Festival in Stratford, Ontario, Canada. See some of the Bard's greatest plays at one of the world's most respected venues of Shakespearean drama. For more information, please call 847/925-6593.

Wine Tour - Napa Valley May, 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 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.

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.

Travel in the New Millennium, cont.

Community Adventures

Mid-Winter Getaway Weekends

For more information about either of these Get Away Weekends, call Pam Frye, 847/925-6479

Rothbury, Michigan February 4-6, 2000

Cost: \$267.00 (Based on double occupancy*)

The Double JJ ranch is the setting for those outdoor winter activities you love. The weekend includes two night's accommodations, cross country skiing and your pick of any two of the following activities: dog sledding, horse drawn sleigh ride, horseback riding, or for the sheer fun of it - snow tubing (no more trudging uphill - a tow rope will pull you up). A detailed itinerary will be sent to you after registration.

*Roommate assistance available. Special rates available for older children. A \$100.00 deposit is due at the time of registration; final payment is due January 13, 2000. Transportation is not included. Transportation for the 6 - 6 1/2-hour drive may be provided for \$50 per person with an 8 person minimum. To register, call 847/925-6800.

Register for course number LPE0441-001

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

SENIOR WELLNESS PROGRAM

Obtain the current health care information you need to make informed decisions. Explore topics such as exercise, nutrition, medications and infectious diseases. For seniors only. **3.2 CEU**

TUITION: \$25.00

TOUCHTONE NUMBER TT #5495

LSR0071-002, NEC, TUES., 1/18-5/16, 9:30 am-11:30 am

SENIOR WELLNESS PROGRAM **3.2 CEU**

LSR0071-001, MPSC TBA, MON., 1/24-5/15, 1:00 pm-3:00 pm

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. **3.8 CEU**

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 **0.4 CEU**

TOUCHTONE NUMBER TT #6572

LSE0061-001, NEC 132, FRI., 3/3-3/10, 1:00 pm-3:00 pm

Older Adult, cont.

GREAT COMPOSERS OF THE BAROQUE ERA

This two-session course will be an introduction to Europe's greatest composers from the Baroque Era (1600-1750). We will explore the life and major works of Bach, the crowning glory of music; Telemann the prolific creator of music, and Vivaldi, master of Italian Baroque. Sessions will consist of listenings, discussions, and lectures aimed at providing the students with a comprehensive introduction to each composer's life music and individual style. We will also listen to a Handel's lyrical gem that captures Mr. Handel at his peak. Lecturer: James Kendros. **0.4 CEU**

TUITION: \$16.00

TOUCHTONE NUMBER TT #6689

LSE0084-001, NEC 132, THUR., 2/3-2/10, 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 **0.2 CEU**

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 **0.4 CEU**

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 **0.2 CEU**

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 **0.4 CEU**

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 **0.2 CEU**

TUITION: \$6.00

TOUCHTONE NUMBER TT #6660

LSE0083-001, NEC 132, FRI., 4/7-4/7, 1:00 pm-3:00 pm

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 **0.2 CEU**

TUITION: \$6.00

TOUCHTONE NUMBER TT #6662

LSE0087-001, NEC 132, FRI., 4/14-4/14, 1:00 pm-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.

See next page for course offerings.

Women's Program, cont.

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.

MOTHER IRELAND

A documentary about Irish women's roles in the home, the church and the political arena and how those roles have been influenced by the historical representation of Ireland as a woman. **0.2 CEU**

FEES: \$10.00

TOUCHTONE NUMBER TT #6587

■ LWM0111-001, J 166, FRI., 1/21-1/21, 6:30 pm-8:30 pm

DECEMBER BRIDE

This film concerns a strong-minded woman who went her own way in turn-of-the-century Ireland, a time when women were expected to live with a stifling sense of decorum. This unconventional film is an acclaimed feature from the Irish film renaissance. **0.2 CEU**

FEES: \$10.00

TOUCHTONE NUMBER TT #6588

■ LWM0112-001, J 166, FRI., 1/28-1/28, 6:30 pm-8:30 pm

WIDOW'S PEAK

A new resident to "Widows' Peak," so called due to the prevalent marital status of the residents, has an immediate dislike for one of the locals. The problems escalate and the town is in an uproar, but they get no closer to solving the mystery of this newcomer. **0.2 CEU**

FEES: \$10.00

TOUCHTONE NUMBER TT #6589

■ LWM0113-001, J 166, FRI., 2/4-2/4, 6:30 pm-8:30 pm

MOLL FLANDERS

A servant and good friend of Moll's, reads from Moll's memoirs to her young daughter (whose life has many parallels to Moll's) as they journey from England to see a rich benefactor in America. **0.2 CEU**

FEES: \$10.00

TOUCHTONE NUMBER TT #6590

■ LWM0114-001, J 166, FRI., 2/18-2/18, 6:30 pm-8:30 pm

HUSH-A-BYE BABY

In battle torn Londonderry, Ireland, a Catholic teenage girl faces a life shattering decision with few, if any, options in the politically violent and complicated world that surrounds her. **0.2 CEU**

FEES: \$10.00

TOUCHTONE NUMBER TT #6591

■ LWM0115-001, J 166, FRI., 2/25-2/25, 6:30 pm-8:30 pm

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. **0.2 CEU**

FEES: \$10.00

TOUCHTONE NUMBER TT #6592

■ LWM0116-001, J 166, FRI., 3/3-3/3, 6:30 pm-8:30 pm

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 color 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

LWM0064-001, A 242, SAT., 2/5-2/5, 9:00 am-3:00 pm

LWM0064-002, A 242, SAT., 5/6-5/6, 9:00 am-3:00 pm

FINANCE 101: TIPS FOR THE NOVICE

What is a mutual fund? What does "high yield" mean? Is the world of finance a mystery to you? This class is designed to help women learn the basics of finance and investment, as well as how to develop their own financial plan. **0.6 CEU**

TUITION: \$40.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6586

■ LWM0065-001, A 242B, TUES., 2/8-2/15, 6:30 pm-9:30 pm

Women's Program, cont.

CREATING HEALTH: AN INTRODUCTION

The Mind, Body and Spirit Connection is a means of achieving health, peace and happiness. Every single thought that we have creates a molecular change in our body. Determine your mind/body type, to recognize patterns that can create imbalance. Learn how to achieve balance through: meditation, massage, diet, exercise/yoga, breathing techniques and sensory methods involving music, therapy and colors. **0.3 CEU**

TUITION: \$30.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6410

■ LWM0028-001, A 241A, WED., 2/16-2/16, 6:30 pm-9:30 pm

LOVE YOURSELF & THE REST WILL FOLLOW

Learn how self esteem influences all aspects of your life. Assess your self-esteem and explore techniques to enhance your self-confidence. (Includes lunch) **0.5 CEU**

TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6172

LWM0033-001, A 242B, SAT., 2/26-2/26, 9:00 am-3:00 pm

ASSERTIVE COMMUNICATION

Have your message heard without being perceived as overbearing. Learn the difference between passive, assertive and aggressive communication. (Includes lunch) **0.5 CEU**

TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6149

LWM0056-001, A 242A, SAT., 2/26-2/26, 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

HANDYMAN 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

■ LWM0066-001, 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, 9:00 am-3:00 pm

ASSERTIVE COMMUNICATION II

Learn additional assertiveness skills to help control feelings in problem situations. Discover ways to handle valid and invalid forms of criticism. Learn to negotiate effectively. (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

MANNERS IN MARRIAGE: THE LANGUAGE OF LOVE

"We're married. The work is over." If you have ever heard yourself saying that, your marriage could be in trouble. Making marriage work is never over. Learn how good manners build good marriages and what it means to treat your spouse with respect. Appropriate for married or engaged couples. You may bring your spouse or fiancée at no extra cost. **0.4 CEU**

TUITION: \$30.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6411

■ LWM0079-050, A 243, TUES., 2/22-2/29, 6:30 pm-8:30 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

Women's Program, cont.

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

- LWM0069-001, NSET 110, SAT., 1/29-1/29, 8:30 am-1:30 pm
- LWM0069-002, NSET 110, TUES., 2/15-2/22, 6:30 pm-9:00 pm
- LWM0069-003, NSET 110, SAT., 3/18-3/18, 8:30 am-1:30 pm
- LWM0069-004, NSET 110, WED., 4/12-4/19, 6:30 pm-9:00 pm

STARTING YOUR OWN BUSINESS

Have you often thought about launching your own business? Find out how in this one-day workshop! Learn about business loans, federal assistance, accounting and legal requirements, marketing, sales and advertising techniques. (Includes lunch)

0.5 CEU

TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6159

- LWM0090-001, A 242B, SAT., 2/19-2/19, 9:00 am-3:00 pm

PRESENTATION SKILLS: NEVER BE NERVOUS AGAIN

Learn how to organize, prepare and deliver a winning presentation. You'll discover how to combat stage fright in this supportive workshop. (Includes lunch)

0.5 CEU

TUITION: \$35.00 FEES: \$10.00

TOUCHTONE NUMBER TT #6580

- LWM0089-001, A 242A, SAT., 2/19-2/19, 9:00 am-3:00 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 what you already know. Obtain corporate, military, life experience credits. You will also discover how you learn best and how to choose the most appropriate college for your needs. Come to this workshop and learn how to get on the road to your degree or certification.

0.3 CEU

FEES: \$5.00

TOUCHTONE NUMBER TT #6022

- LWM0078-001, A 236, TUES., 2/22-2/22, 6:00 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

- LPE0090-074, M 160, TUES., THUR., 1/18-3/9, 9:00 am-09:50 am
- LPE0090-075, M 160, TUES., THUR., 1/18-3/9, 10:00 am-10:50 am
- LPE0090-076, M 160, TUES., THUR., 1/18-3/9, 5:00 pm-5:50 pm
- LPE0090-071, M 160, MON., WED., 1/19-3/8, 9:00 am-09:50 am
- LPE0090-073, M 160, MON., WED., 1/19-3/8, 11:00 am-11:50 am
- LPE0090-002, M 160, SAT., 1/22-5/13, 9:00 am-09:50 am
- SENIOR TUITION: \$12.50 TUITION: \$35.00
- LPE0090-077, M 160, FRI., 1/21-3/10, 9:30 am-10:20 am
- SENIOR TUITION: \$25.00 TUITION: \$62.00
- LPE0090-081, M 160, MON., WED., 3/13-5/10, 9:00 am-09:50 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-09:50 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

- LPE0093-070, M 160, TUES., THUR., 1/18-3/9, 6:00 pm-6:50 pm
- 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

- LPE0187-071, M 249, TUES., THUR., 1/18-3/9, 11:00 am-11:50 am
- LPE0187-072, M 249, TUES., THUR., 1/18-3/9, 12:15 pm-1:05 pm
- LPE0187-073, M 249, TUES., THUR., 1/18-3/9, 6:30 pm-7:20 pm
- LPE0187-070, M 249, MON., WED., 1/19-3/8, 5:30 pm-6:20 pm
- 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

Aerobics/Aquacise/Fitness, cont.

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

- LPE0171-071, M 249, TUES., THUR., 1/18-3/9, 5:30 pm-6:20 pm
- LPE0171-081, M 249, TUES., THUR., 3/14-5/11, 5:30 pm-6:20 pm

DANCE AEROBICS I

Enjoy vigorous exercise routines choreographed to music. Concentrate on developing cardiovascular, endurance, flexibility, muscular strength, endurance and movement efficiency.

TUITION: \$62.00

TOUCHTONE NUMBER TT #8014

- LPE0162-070, M 249, MON., WED., 1/19-3/8, 12:00 pm-12:50 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

- LPE0163-070, M 249, TUES., THUR., 1/18-3/9, 4:30 pm-5:20 pm
- LPE0163-082, M 249, TUES., THUR., 3/14-5/11, 4:30 pm-5:20 pm

STEP AEROBICS I

Step class is a complete aerobics program that combines the high intensity of stair climbing with the impact and safety of walking. Step training involves stepping onto a platform while performing upper body moves. The beginner as well as those who want a good workout can benefit from this class.

TUITION: \$62.00

TOUCHTONE NUMBER TT #8013

- LPE0161-071, M 249, MON., WED., 1/19-3/8, 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

- LPE0197-066, M 152, TUES., THUR., 1/18-3/9, 6:00 am-06:50 am
- LPE0197-063, M 152, TUES., THUR., 1/18-3/9, 12:15 pm-1:05 pm
- LPE0197-064, M 152, TUES., THUR., 1/18-3/9, 7:30 pm-8:20 pm
- LPE0197-074, M 152, TUES., THUR., 1/18-3/9, 6:30 pm-7:20 pm
- LPE0197-076, M 152, TUES., THUR., 1/18-3/9, 5:30 pm-6:20 pm
- LPE0197-070, M 152, MON., WED., 1/19-3/8, 5:00 pm-5:50 pm
- LPE0197-071, M 152, MON., WED., 1/19-3/8, 6:00 pm-6:50 pm
- LPE0197-072, M 152, MON., WED., 1/19-3/8, 7:00 pm-7:50 pm
- LPE0197-065, M 152, MON., WED., 1/19-3/8, 10:00 am-10:50 am
- LPE0197-001, M 152, SAT., 1/22-3/11, 9:00 am-09:50 am (TUITION \$33)
- 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-06:50 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-09:50 am (TUITION \$33)

SPINNING II

A continuation of Power Spinning I.

TUITION: \$64.00

TOUCHTONE NUMBER TT #6128

- LPE0198-070, M 152, MON., WED., 1/19-3/8, 12:00 pm-12:50 pm
- LPE0198-080, M 152, MON., WED., 3/13-5/10, 12:00 pm-12:50 pm

Aerobics/Aquacise/Fitness, cont.

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

- LPE0199-070, M 162, MON., WED., 1/19-3/8, 6:30 pm-7:30 pm
- 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

- LPE0195-001, M 162, TUES., THUR., 1/18-5/11, 11:00 am-11:50 am
- LPE0195-002, M 162, TUES., THUR., 1/18-5/11, 12:15 pm-1:05 pm
- LPE0195-003, M 162, TUES., THUR., 1/18-5/11, 7:00 pm-7:50 pm
- 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 "Travel in the New Millennium"

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

- LPE0200-071, M 244, TUES., THUR., 1/18-3/7, 6:30 pm-8:10 pm
- LPE0200-073, NEC 121, FRI., 1/21-3/10, 6:30 pm-8:10 pm
- 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

- LPE0237-071, M 244, TUES., 1/18-3/7, 6:30 pm-8:10 pm
- LPE0237-073, NEC 121, FRI., 1/21-3/10, 6:30 pm-8:10 pm
- 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

- LPE0203-070, NEC 121, FRI., 1/21-3/10, 8:20 pm-10:00 pm
- 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

- LPE0238-070, NEC 121, FRI., 1/21-3/10, 8:20 pm-10:00 pm
- 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

BALLROOM DANCING III

Must have completed Ballroom Dancing I and II. Advanced steps in Fox Trot one-step, Waltz, Jitterbug and basic steps in Tango, Rumba and Cha Cha. Singles and couples both welcome.

TUITION: \$61.00

TOUCHTONE NUMBER TT #5967

- LPE0204-070, M 244, TUES., 1/18-3/7, 8:20 pm-10:00 pm

BALLROOM DANCING III/PARTNERS ONLY RATE

Must have completed Ballroom Dancing I and II. Advanced steps in Fox Trot one step, Waltz, Jitterbug and basic steps in Tango, Rumba and Cha Cha. This is per person rate, please have your partner's Social Security number ready.

TUITION: \$56.00

- LPE0239-070, M 244, TUES., 1/18-3/7, 8:20 pm-10:00 pm

Dance - Social

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

■ LPE0220-070, M 249, FRI., 1/21-3/10, 5:00 pm-6:30 pm
■ 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

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

■ LPE0418-070, M 249, TUES., 1/18-3/7, 1:15 pm-2:05 pm
■ LPE0418-071, M 249, SAT., 1/22-3/11, 1:50 pm-2:50 pm
■ LPE0418-080, M 249, TUES., 3/14-5/9, 1:15 pm-2:05 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

■ LPE0428-070, M 244, MON., 1/24-3/6, 8:20 pm-9:35 pm
■ 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

■ LPE0430-070, M 249, THUR., 1/20-3/9, 7:30 pm-9:00 pm
■ LPE0430-080, M 249, THUR., 3/16-5/11, 7:30 pm-9:00 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

■ LPE0419-071, M 249, SAT., 1/22-3/11, 12:15 pm-1:45 pm
■ LPE0419-081, M 249, SAT., 3/18-5/13, 12:15 pm-1:45 pm

NEW

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 #6892

■ LPE0431-070, M 213A, THUR., 1/20-3/9, 6:10 pm-6:55 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

■ LPE0213-071, M 249, MON., 1/24-3/6, 8:15 pm-9:55 pm
■ LPE0213-081, M 249, MON., 3/13-5/8, 8:15 pm-9:55 pm

Dance - Social, cont.

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

■ LPE0242-071, M 249, MON., 1/24-3/6, 8:15 pm-9:55 pm
■ 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

■ LPE0214-070, M 249, WED., 1/19-3/8, 8:15 pm-9:55 pm
■ 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

■ LPE0243-070, M 249, WED., 1/19-3/8, 8:15 pm-9:55 pm
■ LPE0243-080, M 249, WED., 3/15-5/10, 8:15 pm-9:55 pm

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

■ LPE0255-070, M 249, FRI., 1/21-3/10, 6:35 pm-8:05 pm
■ LPE0255-071, M 249, FRI., 1/21-3/10, 8:10 pm-9:40 pm
■ 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

■ LPE0257-070, M 249, FRI., 1/21-3/10, 6:35 pm-8:05 pm
■ LPE0257-071, M 249, FRI., 1/21-3/10, 8:10 pm-9:40 pm
■ 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

■ LPE0212-070, M 244, MON., 1/24-3/6, 6:30 pm-8:10 pm
■ 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

■ LPE0218-070, M 249, WED., 1/19-3/8, 6:30 pm-8:10 pm
■ 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

DANCE PERFORMANCE

This class is intended for members of the Harper College Dance Company, for the express purpose of producing and participating in dance performances. Prerequisite: Students must audition for the Harper College Dance Company or have the instructor's consent. Call the Physical Education Division, 925-6466 for audition times and other information.

TUITION: \$85.00

TOUCHTONE NUMBER TT #6298

■ LPE0253-001, M 249, FRI., 1/21-5/12, 10:00 am-11:40 am

JAZZ DANCE I

Practice the elements of ballet and modern dance, combining them into a dance form that is idiomatic, syncopated and fast-paced.

TUITION: \$80.00

TOUCHTONE NUMBER TT #5978

■ LPE0267-001, M 249, MON., 1/19-5/8, 6:30 pm-8:10 pm

Dance - Techniques

MODERN DANCE I

Explore movement potential, increase technical proficiency and develop rhythm. Experience self-expression, creativity and composition.

TUITION: \$80.00

TOUCHTONE NUMBER TT #6297

■ LPE0260-001, M 249, MON., WED., 1/19-5/10, 10:00 am-10:50 am

MODERN DANCE PERFORMANCE WORKSHOP

This workshop has been designed and planned for dance students and dance instructors to help participants improve their performance. The eight-session workshop will be taught by a well-known dance performer from Chicago.

TUITION: \$85.00

TOUCHTONE NUMBER TT #6302

■ LPE0250-071, M 249, SAT., 1/22-3/11, 10:30 am-12:10 pm

MODERN JAZZ DANCE I

Learn a formal dance routine choreographed to current music or a popular movie score. Enjoy warming up and toning muscles while acquiring contemporary dance skills and jazz techniques.

TUITION: \$50.00

TOUCHTONE NUMBER TT #5966

■ LPE0240-071, M 249, TUES., 1/18-3/7, 7:30 pm-9:00 pm
■ 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

■ LPE0176-070, M 161A, THUR., 1/20-3/9, 6:00 pm-7:15 pm
■ LPE0176-080, M 161A, THUR., 3/16-5/11, 6:00 pm-7:15 pm

JUDO I

Gain a basic understanding and practical application of judo and self-defense techniques. Includes proper training methods, physical conditioning techniques and rules and regulations for contests.

TUITION: \$80.00

TOUCHTONE NUMBER TT #5939

■ LPE0178-001, M 161A, WED., 1/19-5/10, 6:30 pm-8:10 pm

JUDO II

Orientation and instruction in all aspects of judo and self-defense. Provides greater emphasis on Randori and preparation for competition. Prerequisite: LPE0178 or consent of instructor.

TUITION: \$80.00

TOUCHTONE NUMBER TT #6296

■ LPE0179-001, M 161A, WED., 1/19-5/10, 8:15 pm-10:00 pm

JU-JITSU I

The Ju-Jitsu system of self-defense is based on the same principles that gave us judo, aikido and karate. Learn techniques to use in armed and unarmed attacks, including blocking, striking and throwing. This non-competitive art is suitable for men and women, and helps to improve fitness, coordination, awareness and defense skills. Students will be required to obtain the reference text and wear suitable clothing.

TUITION: \$80.00

TOUCHTONE NUMBER TT #5943

■ LPE0181-001, M 161A, MON., 1/24-5/8, 6:00 pm-7:40 pm

JU-JITSU II

Continuation of ju-jitsu (Miyama Ryu) built upon the skills obtained in Ju-jitsu I. This class will use a broader range of more advanced techniques and applications. Prerequisite: Ju-Jitsu I.

TUITION: \$80.00

TOUCHTONE NUMBER TT #8020

■ LPE0183-001, M 161A, MON., 1/24-5/8, 7:50 pm-9:30 pm

Mind/Body

NEW

AROMATHERAPY

Learn the ancient secrets of aromatherapy and how they may serve you and provide you with the good health and well being that you deserve in the new century. Aromatherapy provides a vital energy putting you on the path to creating balance in your life. Explore the powers of nature and how to bring that energy into your own home.

TUITION: \$50.00

■ LPE0135-001, M 237, WED., 2/2-2/23, 7:00 pm-8:30 pm

Mind/Body, cont.

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

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

■ LPE0186-072, M 244, WED., 1/19-3/8, 6:30 pm-8:10 pm
 LPE0186-071, NEC 121, MON., 1/24-3/6, 8:00 pm-9:40 pm
 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

■ LPE0188-071, NEC 121, TUES., 1/18-3/7, 6:00 pm-7:40 pm
 ■ LPE0188-072, M 244, WED., 1/19-3/8, 7:30 pm-9:10 pm
 ■ 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

LPE0192-071, NEC 121, TUES., 1/18-3/7, 8:00 pm-9:40 pm
 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

■ LPE0125-072, M 161A, TUES., 1/18-3/7, 6:30 pm-7:55 pm
 ■ LPE0125-073, NEC 121, THUR., 1/20-3/9, 6:30 pm-7:55 pm
 ■ 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

LPE0130-071, M 161A, TUES., 1/18-3/7, 8:05 pm-9:35 pm
 ■ LPE0130-070, NEC 121, MON., 1/24-3/6, 6:30 pm-7:55 pm
 ■ 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

Sports

BOWLING

All-levels class with beginners grouped separately for special attention. The class emphasizes etiquette, scoring and techniques according to ability. Intramural competition is afforded.

TUITION: \$78.00

TOUCHTONE NUMBER TT #5949

LPE0150-001, HBL TBA, MON., 1/24-5/8, 1:00 pm-2:30 pm

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

FLY TYING FOR FLY FISHING

Learn the techniques for producing flies that will catch fish—wet flies, dry flies and more! Take the beginning or advanced class. Topics include hooks, natural and synthetic materials, tools and patterns. Please purchase a vise, bobbin and thread before class. The rest of the materials will be furnished.

TUITION: \$44.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6267

LPE0079-001, J 263, SUN., 2/6-2/27, 9:00 am-11:00 am

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

LPE0004-008, 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

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., 5/6-5/6, 1:00 pm-2:40 pm
 LPE0011-001, PCGC TBA, SAT., 5/13-5/13, 8:00 am-09:40 am
 LPE0011-002, PCGC TBA, SAT., 5/20-5/20, 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., 5/6-5/6, 10:00 am-11:40 am
 LPE0012-002, PCGC TBA, SAT., 5/13-5/13, 1:00 pm-2:40 pm
 LPE0012-003, PCGC TBA, SAT., 5/20-5/20, 8:00 am-09:40 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, SUN., 5/6-5/6, 8:00 pm-9:40 pm
 LPE0013-003, PCGC TBA, SAT., 5/13-5/13, 10:00 am-11:40 am
 LPE0013-001, PCGC TBA, SAT., 5/20-5/20, 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., 5/6-5/6, 9:00 am-2:00 pm

Sports, cont.

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

LPE0440-001, FCS TBA, SUN., 1/30-3/12, 8:30 am-10:00 am

LPE0440-002, FCS TBA, SUN., 3/19-5/7, 8:30 am-10:00 am

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

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

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

■ LPE0069-071, M 155, MON., WED., 1/19-3/8, 6:30 pm-7:20 pm
 ■ LPE0069-072, M 155, MON., WED., 1/19-3/8, 7:30 pm-8:20 pm
 ■ 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

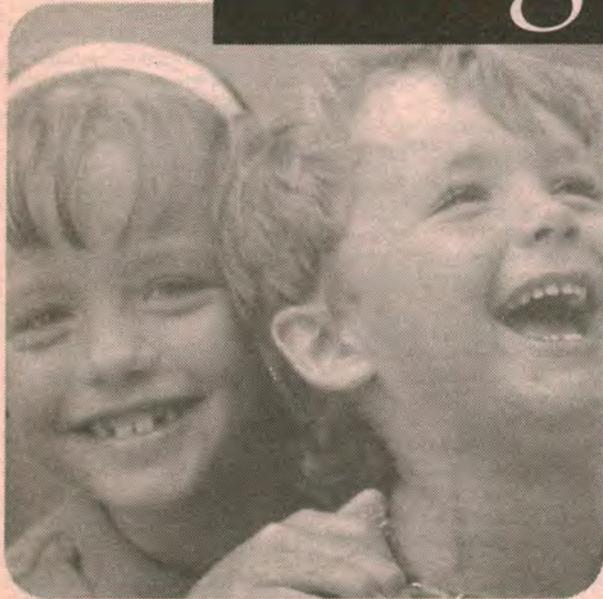
Lifeguard Training/Swimming

Please see page 42 for listings.

Children & Youth Sports Camps

Refer to Children and Youth Programs section in this schedule.

Children & Youth Programming



Lifelong learning begins at birth.

From the moment your child is born, he or she begins to learn. Informally at first by imitation and assimilation; later, from books and teachers in a structured classroom environment. From birth through adolescence, every lesson that is taught—whether formally or otherwise—prepares your child for his or her future as a capable, competent adult.

To a young child, almost every experience is a new one. And kids have an incredible capacity to absorb it all. Their brains are hungry for stimulation and capable of soaking up unfamiliar information at amazing rates. The faster you throw facts their way, the faster kids seem to process them and yearn for more.

Our programs just for kids are designed to exercise their bodies, stimulate their brains, tap into their creative potential. At Harper, we offer programs to help your kids polish learning skills, explore innovative ideas, get up and running both physically and mentally.

Children's Academy of Language

You probably don't remember the first intelligible words you ever spoke. Nor do you remember quite how you learned them. But you can be certain of one thing: you didn't master your native tongue by studying a book of grammar; you mastered it by listening and repeating.

As children, we learned to speak English by imitating what we heard. Sometimes we got it wrong, of course, but that was okay.

If children take to their native language with such natural ease, why 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 that second language lessons begin, the more likely that fluency will result.

The Children's Language Academy at Harper College was founded on the premise that young children can—and should—be taught a second language. Not only because they have the ability to readily learn the language, but also because multilingual proficiency promises to be a valuable asset in our increasingly diverse society.

With that in mind, we offer courses in Spanish, French, German, Italian, and Japanese designed specifically for children K-5th grade. Kids learn to be comfortable in another tongue because our instructors make it fun. Not only do they get the kids reading, writing, and talking in another language, they introduce them to the culture as well through field trips, pen pals, even samples of foreign cuisine.

And 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, immediately before or after school, in one-hour sessions lasting 8 or 14 weeks. For information, call 847/925-6000, ext. 7415.

Music Academy

Remember those rhythm bands you formed in kindergarten? How much fun it was to simply bang two sticks together, shake that tambourine, jingle those bells? Well every time you made music as a five year old, it seems you were doing more than just having fun. You were taking an important first step toward life success.

Research conducted recently at the University of California-Irvine reveals a direct connection between music and upper-level math and science skills. Children who have had music training show radical improvements in spatial intelligence. Defined as the ability to form mental images, visualize graphic representations, and recognize relationships of various objects to one another, spatial skills are the very building blocks for later success in calculus and physics.

But that's just the tip of the iceberg. When music activities are combined with speech, song, and movement, language acquisition and vocabulary skills improve right along with logic, reasoning, and rhythmic abilities. There are cerebral benefits, too. Music as a source of joy just naturally translates into creative expression.

Findings like these tell us that music training can no longer be considered a frivolous extra; it's vital preparation for survival in an increasingly complex world. And because we believe kids of all ages should have a chance to reap the benefits of music, we created the Harper Music Academy. We offer a

variety of ways you can take advantage of the music that's just naturally inside your child.

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 lets children experiment on their own with a variety of musical elements. For school-age children, we offer group and private voice and instrumental lessons on a first-come, first-served, non-credit basis.

Sports Camps

As evidence for the importance of a healthy lifestyle mounts, more and more Americans are incorporating physical fitness into their lives. And since research shows that the earlier a person begins physical activity, the more likely he or she is to stick with it for life, it's vitally important that kids get moving as early as possible.

The Sports Camps at Harper College are like 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 also offer English horsemanship classes at three levels, from beginning to advanced, and full-day games in the latest sports craze, paintball pursuit, on our expansive wooded course.

Test preparation and academic review opportunities

We have courses designed specifically to help your high school-age son or daughter study more efficiently. We teach general study skills and test-taking strategies as well as techniques for scoring high on specific examinations. 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 important, life-influencing exam.

So whether your teenager simply needs to boost his or her grades in English this year or get accepted at a top university the next, we have a program that can help.

It's never too early to enroll in a course at Harper College. ●

Harper College offers kids full-day and half-day summer learning opportunities and sport activities. Attend an informational presentation on February 23, 2000.

The Children's Institute for Learning and Living (ChILL) (Ages 8-16) and Sports Camps (Ages 8-15) will offer interesting and enjoyable learning opportunities and activities in flexible formats: one-week and two-week sessions, half-day or full day, from 9:00 am until 4:00 pm, beginning June 12 and ending August 10. Children may attend one than one session. Lunch is supervised. Parents may also choose before and after child care.

Learn more about ChILL and Sports Camps by attending an informational presentation on February 23, 2000 from 7:00 pm to 9:00 pm in the Student and Administration Center, room A238 on Harper College's Palatine campus. To register for the presentation or for more information, please call 847 925-6300.

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.

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

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

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.

TOUCHTONE NUMBER TT #6326

LPE0368-001, FCS TBA, SUN., 1/30-3/12, 3:15 pm-5:15 pm
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. If you need transportation to Fox Creek Stables, call 925-6479. Cost \$20.00.

TOUCHTONE NUMBER TT #6328

LPE0370-001, FCS TBA, SUN., 1/30-3/12, 3:15 pm-5:15 pm
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. If you need transportation to Fox Creek Stables, call 925-6479. Cost \$20.00.

TOUCHTONE NUMBER TT #5969

LPE0366-001, FCS TBA, SUN., 1/30-3/12, 1:00 pm-3:00 pm
LPE0366-002, FCS TBA, SUN., 4/2-5/14, 1:00 pm-3:00 pm

NEW

HORSEMANSHIP ONLY

This program is for our previous students who have been in the grooming and tacking portion and don't want to continue with the grooming/tacking portion. Learn to walk, trot, canter English or Western style and jump English style. This is a five-week, one-hour program rather than a six-week program, with one make-up allowed. You will be called to set up times and days that will work for you by the stable after registration. The instructor and your previous experience will judge your ability level.

FEES: \$90.00

TOUCHTONE NUMBER TT #6669

LPE0363-001, FCS, 1/18-5/20, -

GIRLS INDOOR VOLLEYBALL CAMP

Instruction on individual play, team strategy, rules and regulations for indoor volleyball. Plenty of court time.

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 TBA, FRI., 3/31, 8:30 am-3:00 pm
LPE0379-002, TBA 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.

TOUCHTONE NUMBER TT #6650

LMU0217-071, NEC 134, WED., 1/19-3/8, 9:30 am-10:15 am
LMU0217-072, NEC 134, WED., 1/19-3/8, 10:30 am-11:15 am
LMU0217-073, NEC 134, WED., 1/19-3/8, 11:30 am-12:15 pm
LMU0217-081, 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

KINDERMUSIK OUR TIME

(Ages 18 months through the 3rd year) Children and their parent/caregiver meet weekly for singing, chanting, moving, listening and playing simple instruments. Kindermusik is a gently structured curriculum that allows young children to learn and develop at their own pace making them more eager to learn, more awake and wholly alive in the world.

TOUCHTONE NUMBER TT #6650

LMU0215-001, P 106, TUES., 1/25-5/16, 9:15 am-9:45 am
LMU0215-002, P 106, TUES., 1/25-5/16, 10:00 am-10:30 am
LMU0215-003, P 106, TUES., 1/25-5/16, 10:45 am-11:15 am
LMU0215-004, P 106, TUES., 1/25-5/16, 11:30 am-12:00 pm
LMU0215-005, P 106, THUR., 1/27-5/18, 9:15 am-9:45 am
LMU0215-006, P 106, THUR., 1/27-5/18, 10:00 am-10:30 am
LMU0215-007, P 106, THUR., 1/27-5/18, 10:45 am-11:15 am
LMU0215-008, P 106, THUR., 1/27-5/18, 11:30 am-12:00 pm

EXPLORING MUSIC I

(Ages 4 and 5, also 6 year olds who are not in the first grade) Allows young children to experience and experiment with the elements of music. Singing games, rhythmic and creative activities, listening, playing classroom instruments, movement, and preparation for music reading lead the children through the gradual steps of learning and enjoying music.

TOUCHTONE NUMBER TT #6153

LMU0212-001, P 106, MON., 1/24-5/15, 2:30 pm-3:20 pm
LMU0212-002, P 106, THUR., 1/27-5/18, 1:30 pm-2:20 pm

EXPLORING MUSIC II

In this continuation of the concepts and skills begun in Exploring Music, students are gradually led to a higher level of aural discernment and higher musical precision through fun and engaging musical activities. 15 weeks. PREREQUISITE: Exploring Music I

TOUCHTONE NUMBER TT #7083

LMU0218-001, P 106, MON., 1/24-5/15, 1:30 pm-2:20 pm
LMU0218-002, P 106, TUES., 1/25-5/16, 1:30 pm-2:20 pm

SING & PLAY II

In this continuation of Sing & Play, students are gradually introduced to the foundations of music reading at the piano keyboard through a careful and thoughtful introduction of basic music elements. At the conclusion students will be prepared for traditional study on any instrument. 15 weeks. PREREQUISITE: Sing & Play I

TOUCHTONE NUMBER TT #7084

LMU0219-001, P 106, TUES., 1/25-5/16, 4:30 pm-5:20 pm
LMU0219-002, P 106, WEDS., 1/26-5/17, 2:30 pm-3:20 pm
LMU0219-003, P 106, WEDS., 1/26-5/17, 4:30 pm-5:20 pm

PREPARATORY PIANO

(6 years old through high school)

This program is designed to provide instruction to both beginning and intermediate level piano students. Lessons consist of one 50 minute group lesson, plus one 30 minute private lesson per week for 15 weeks. The musicianship classes include music theory, history, improvisation, sight reading, aural skills and repertoire. Students must attend twice a week—once for the group lesson and once for the private lesson. For further information or to register, call 847/925-6300.

TOUCHTONE NUMBER TT #7084

REPertoire/THEORY PROGRAM

Students receive one private lesson each week either 30 minutes or 60 minutes long. The lessons are supplemented by a 50 minute Rep/Theory class twice a month. Theoretical concepts, aural skills, performance style, music history and technique will be discussed in the class. Returning students must have the approval of their instructor to register. For more information or to register, call 847/925-6300. (Students registering for a 60 minute lesson must make an additional payment of \$274.00 at mid-semester.)

TOUCHTONE NUMBER TT #7084

Music Academy, cont.

YOUTH CLASS PIANO I

(AGES 13-16)

Beginning group piano for young adults. Students will learn to read music, basic music theory, reading chords and improvising in this fun and interactive group environment. This class assumes no knowledge of the piano. Taught in Harper's digital keyboard lab. 16 weeks.

TOUCHTONE NUMBER TT #7069

LMU115-001, P108, FRI., 1/21-5/19, 4:00 pm-5:15 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.

TOUCHTONE NUMBER TT #7069

LMU115-001, P108, FRI., 1/21-5/19, 4:00 pm-5:15 pm

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.

TOUCHTONE NUMBER TT #7069

CHAMBER ENSEMBLES

(AGE 9-18)

Designed to give students of all ages an opportunity to experience the joy and musical growth which comes from "making music" together, students participate in trios, quartets and quintets from intermediate through advanced levels. Ensembles meet once a week for 12 weeks for coaching sessions. Audition or teacher recommendation is required. For more information, please call 847/925-6659.

TOUCHTONE NUMBER TT #7069

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.

TOUCHTONE NUMBER TT #6650

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.

TOUCHTONE NUMBER TT #6650

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

Cardiopulmonary Rehabilitation Center

EATER'S CHOICE CHOLESTEROL TREATMENT

Recent evidence has shown that for every one percent you lower your blood cholesterol you can decrease your chance of developing heart disease by two percent. The Eater's Choice Cholesterol Treatment Program is a unique approach to lowering blood cholesterol according to the diet guidelines of the American Heart Association. In an easy to learn and easy to use approach, Eater's Choice gives you the tools and skills needed to change your eating habits to lower your blood cholesterol. It works because you choose the foods you eat and discover that a healthy way of eating can also be delicious. For more information, contact Judy Schimmel at 847/925-6892.

TUITION: \$60.00 FEES: \$40.00

TOUCHTONE NUMBER TT #6257

■ LHP0001-001, M 232, MON., 1/24-2/21, 7:00 pm-8:30 pm

GET FIT

GET FIT is a professionally supervised exercise and recreation program at a reasonable cost. GET FIT is not intended for the robust athlete but for those in search of a more gradual fitness program—sedentary adults or those with special health concerns such as obesity, high blood pressure or high cholesterol. The classes are staffed by fitness specialists certified through the American College of Sports Medicine. Class times are Monday, Wednesday and Thursday, 6:45, 8:00, 9:00 am and 4:15, 5:15 pm. Participants receive personalized attention and current health information. A cardiovascular fitness assessment is required prior to enrollment. Cost is \$15 for every 2 weeks (\$7.50 for seniors 60 and older). Participants may register with the Get Fit instructor by calling 847/925-6468.

LHP0002-001, TBA, 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

Students may attend 3-4 classes per work. 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 pm.

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



ALEXIAN BROTHERS
Medical Center

800 Bieslerfield Road
Elk Grove Village, Illinois 60007-3097
(847) 437-5500
TDD: (847) 956-5116



William Rainey Harper College

One of the most comprehensive cardiopulmonary rehabilitation programs in the Northwest suburbs.

Staffed by:

- * Board certified cardiologist
- * Nurses and exercise physiologists certified in cardiac rehabilitation and advanced cardiac life support.
- * A registered nutritionist

Only area program to have direct physician supervised exercise therapy sessions.

Small classes in Phase II are telemetry monitored to ensure your safety and program effectiveness

Excellent fitness facilities include swimming pool, 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.

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

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.

EATER'S CHOICE CHOLESTEROL TREATMENT PROGRAM

The Eater's Choice Program is a unique approach to lowering blood cholesterol according to the diet guidelines of the American Heart Association. Eater's Choice gives you the tools and skills needed to change your eating habits to lower your blood cholesterol. It works because you choose the foods you eat and discover that a healthy way of eating can also be delicious. Key features of the program are:

- Individualized heart healthy eating tips and guidelines
- Practical information on how to deal with diet at home, at work and on the go
- Up-to-date information on cholesterol and heart disease and new food products

Practical take home materials, including the book Eater's Choice: A Food Lover's Guide to Lower Cholesterol, a 50-page workbook and more

Refreshments to demonstrate that low fat foods can be delicious

For more information, contact Judy Schimmel at 847/925-6892.

TUITION: \$60 FEES: \$40

TOUCHTONE NUMBER TT#6257

LHP0001-001, M213a, THURS., 9/2-9/30, 7:00 pm-8:30 pm

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.

LIFEGUARD TRAINING FOR YOUTH AND ADULTS (continued from page 39)

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 side-stroke 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

CPR RECERTIFICATION FOR LIFEGUARD

Students who have gone through the Red Cross Lifeguard training class and need to be recertified, be prepared to take a written skills test in either CPR for Child/Adult or for the professional rescuer. If you are taking the recertification for the professional rescuer, please bring a pocket mask with you. Please allow approximately 30 minutes to take this written exam. There will be NO training.

TUITION: \$25.00

TOUCHTONE NUMBER TT #5994

LPE0148-001, M 213A, TUES., 1/25-1/25, 8:20 pm-10:15 pm

LIFEGUARD CERTIFICATION CHALLENGE

Update your lifeguard certification. For those at least 15 years of age, American Red Cross certification requires successful completion of the 50 question multiple choice test and a water skill test, accompanied by the successful completion of the CPR/FPR offered also as a challenge program. There will be NO training.

TUITION: \$40.00

TOUCHTONE NUMBER TT #6130

LPE0138-001, M 213A, THUR., 1/27-1/27, 8:20 pm-10:15 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

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- The Virtual Reference Desk
- The Writing Center

Virtual Art Gallery



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The only thing it doesn't do is your class assignments.

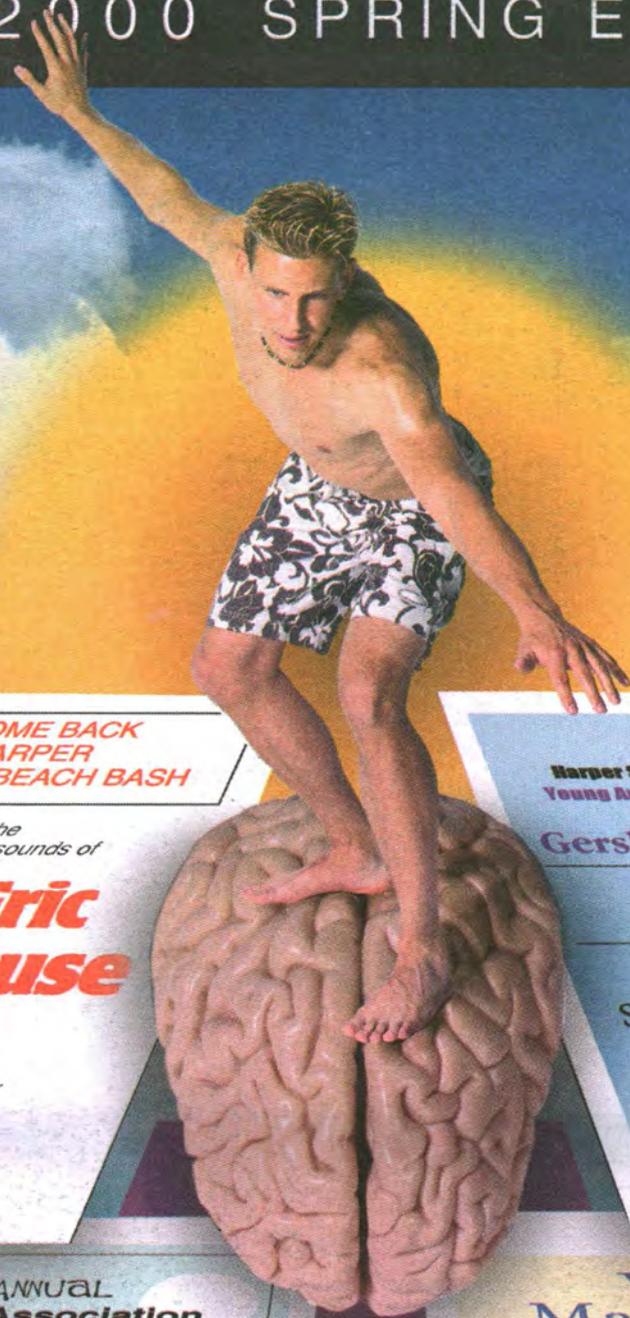
Course Schedule

LEC 004 R	LEC 005 F	LEC 006 A	LEC 007 S	LEC 008 W	LEC 009 T	LEC 010 F	LEC 011 S	LEC 012 W	LEC 013 T	LEC 014 F	LEC 015 S	LEC 016 W	LEC 017 T	LEC 018 F	LEC 019 S	LEC 020 W	LEC 021 T	LEC 022 F	LEC 023 S	LEC 024 W	LEC 025 T	LEC 026 F	LEC 027 S	LEC 028 W	LEC 029 T	LEC 030 F	LEC 031 S	LEC 032 W	LEC 033 T	LEC 034 F	LEC 035 S	LEC 036 W	LEC 037 T	LEC 038 F	LEC 039 S	LEC 040 W	LEC 041 T	LEC 042 F	LEC 043 S	LEC 044 W	LEC 045 T	LEC 046 F	LEC 047 S	LEC 048 W	LEC 049 T	LEC 050 F	LEC 051 S	LEC 052 W	LEC 053 T	LEC 054 F	LEC 055 S	LEC 056 W	LEC 057 T	LEC 058 F	LEC 059 S	LEC 060 W	LEC 061 T	LEC 062 F	LEC 063 S	LEC 064 W	LEC 065 T	LEC 066 F	LEC 067 S	LEC 068 W	LEC 069 T	LEC 070 F	LEC 071 S	LEC 072 W	LEC 073 T	LEC 074 F	LEC 075 S	LEC 076 W	LEC 077 T	LEC 078 F	LEC 079 S	LEC 080 W	LEC 081 T	LEC 082 F	LEC 083 S	LEC 084 W	LEC 085 T	LEC 086 F	LEC 087 S	LEC 088 W	LEC 089 T	LEC 090 F	LEC 091 S	LEC 092 W	LEC 093 T	LEC 094 F	LEC 095 S	LEC 096 W	LEC 097 T	LEC 098 F	LEC 099 S	LEC 100 W	LEC 101 T	LEC 102 F	LEC 103 S	LEC 104 W	LEC 105 T	LEC 106 F	LEC 107 S	LEC 108 W	LEC 109 T	LEC 110 F	LEC 111 S	LEC 112 W	LEC 113 T	LEC 114 F	LEC 115 S	LEC 116 W	LEC 117 T	LEC 118 F	LEC 119 S	LEC 120 W	LEC 121 T	LEC 122 F	LEC 123 S	LEC 124 W	LEC 125 T	LEC 126 F	LEC 127 S	LEC 128 W	LEC 129 T	LEC 130 F	LEC 131 S	LEC 132 W	LEC 133 T	LEC 134 F	LEC 135 S	LEC 136 W	LEC 137 T	LEC 138 F	LEC 139 S	LEC 140 W	LEC 141 T	LEC 142 F	LEC 143 S	LEC 144 W	LEC 145 T	LEC 146 F	LEC 147 S	LEC 148 W	LEC 149 T	LEC 150 F	LEC 151 S	LEC 152 W	LEC 153 T	LEC 154 F	LEC 155 S	LEC 156 W	LEC 157 T	LEC 158 F	LEC 159 S	LEC 160 W	LEC 161 T	LEC 162 F	LEC 163 S	LEC 164 W	LEC 165 T	LEC 166 F	LEC 167 S	LEC 168 W	LEC 169 T	LEC 170 F	LEC 171 S	LEC 172 W	LEC 173 T	LEC 174 F	LEC 175 S	LEC 176 W	LEC 177 T	LEC 178 F	LEC 179 S	LEC 180 W	LEC 181 T	LEC 182 F	LEC 183 S	LEC 184 W	LEC 185 T	LEC 186 F	LEC 187 S	LEC 188 W	LEC 189 T	LEC 190 F	LEC 191 S	LEC 192 W	LEC 193 T	LEC 194 F	LEC 195 S	LEC 196 W	LEC 197 T	LEC 198 F	LEC 199 S	LEC 200 W	LEC 201 T	LEC 202 F	LEC 203 S	LEC 204 W	LEC 205 T	LEC 206 F	LEC 207 S	LEC 208 W	LEC 209 T	LEC 210 F	LEC 211 S	LEC 212 W	LEC 213 T	LEC 214 F	LEC 215 S	LEC 216 W	LEC 217 T	LEC 218 F	LEC 219 S	LEC 220 W	LEC 221 T	LEC 222 F	LEC 223 S	LEC 224 W	LEC 225 T	LEC 226 F	LEC 227 S	LEC 228 W	LEC 229 T	LEC 230 F	LEC 231 S	LEC 232 W	LEC 233 T	LEC 234 F	LEC 235 S	LEC 236 W	LEC 237 T	LEC 238 F	LEC 239 S	LEC 240 W	LEC 241 T	LEC 242 F	LEC 243 S	LEC 244 W	LEC 245 T	LEC 246 F	LEC 247 S	LEC 248 W	LEC 249 T	LEC 250 F	LEC 251 S	LEC 252 W	LEC 253 T	LEC 254 F	LEC 255 S	LEC 256 W	LEC 257 T	LEC 258 F	LEC 259 S	LEC 260 W	LEC 261 T	LEC 262 F	LEC 263 S	LEC 264 W	LEC 265 T	LEC 266 F	LEC 267 S	LEC 268 W	LEC 269 T	LEC 270 F	LEC 271 S	LEC 272 W	LEC 273 T	LEC 274 F	LEC 275 S	LEC 276 W	LEC 277 T	LEC 278 F	LEC 279 S	LEC 280 W	LEC 281 T	LEC 282 F	LEC 283 S	LEC 284 W	LEC 285 T	LEC 286 F	LEC 287 S	LEC 288 W	LEC 289 T	LEC 290 F	LEC 291 S	LEC 292 W	LEC 293 T	LEC 294 F	LEC 295 S	LEC 296 W	LEC 297 T	LEC 298 F	LEC 299 S	LEC 300 W	LEC 301 T	LEC 302 F	LEC 303 S	LEC 304 W	LEC 305 T	LEC 306 F	LEC 307 S	LEC 308 W	LEC 309 T	LEC 310 F	LEC 311 S	LEC 312 W	LEC 313 T	LEC 314 F	LEC 315 S	LEC 316 W	LEC 317 T	LEC 318 F	LEC 319 S	LEC 320 W	LEC 321 T	LEC 322 F	LEC 323 S	LEC 324 W	LEC 325 T	LEC 326 F	LEC 327 S	LEC 328 W	LEC 329 T	LEC 330 F	LEC 331 S	LEC 332 W	LEC 333 T	LEC 334 F	LEC 335 S	LEC 336 W	LEC 337 T	LEC 338 F	LEC 339 S	LEC 340 W	LEC 341 T	LEC 342 F	LEC 343 S	LEC 344 W	LEC 345 T	LEC 346 F	LEC 347 S	LEC 348 W	LEC 349 T	LEC 350 F	LEC 351 S	LEC 352 W	LEC 353 T	LEC 354 F	LEC 355 S	LEC 356 W	LEC 357 T	LEC 358 F	LEC 359 S	LEC 360 W	LEC 361 T	LEC 362 F	LEC 363 S	LEC 364 W	LEC 365 T	LEC 366 F	LEC 367 S	LEC 368 W	LEC 369 T	LEC 370 F	LEC 371 S	LEC 372 W	LEC 373 T	LEC 374 F	LEC 375 S	LEC 376 W	LEC 377 T	LEC 378 F	LEC 379 S	LEC 380 W	LEC 381 T	LEC 382 F	LEC 383 S	LEC 384 W	LEC 385 T	LEC 386 F	LEC 387 S	LEC 388 W	LEC 389 T	LEC 390 F	LEC 391 S	LEC 392 W	LEC 393 T	LEC 394 F	LEC 395 S	LEC 396 W	LEC 397 T	LEC 398 F	LEC 399 S	LEC 400 W	LEC 401 T	LEC 402 F	LEC 403 S	LEC 404 W	LEC 405 T	LEC 406 F	LEC 407 S	LEC 408 W	LEC 409 T	LEC 410 F	LEC 411 S	LEC 412 W	LEC 413 T	LEC 414 F	LEC 415 S	LEC 416 W	LEC 417 T	LEC 418 F	LEC 419 S	LEC 420 W	LEC 421 T	LEC 422 F	LEC 423 S	LEC 424 W	LEC 425 T	LEC 426 F	LEC 427 S	LEC 428 W	LEC 429 T	LEC 430 F	LEC 431 S	LEC 432 W	LEC 433 T	LEC 434 F	LEC 435 S	LEC 436 W	LEC 437 T	LEC 438 F	LEC 439 S	LEC 440 W	LEC 441 T	LEC 442 F	LEC 443 S	LEC 444 W	LEC 445 T	LEC 446 F	LEC 447 S	LEC 448 W	LEC 449 T	LEC 450 F	LEC 451 S	LEC 452 W	LEC 453 T	LEC 454 F	LEC 455 S	LEC 456 W	LEC 457 T	LEC 458 F	LEC 459 S	LEC 460 W	LEC 461 T	LEC 462 F	LEC 463 S	LEC 464 W	LEC 465 T	LEC 466 F	LEC 467 S	LEC 468 W	LEC 469 T	LEC 470 F	LEC 471 S	LEC 472 W	LEC 473 T	LEC 474 F	LEC 475 S	LEC 476 W	LEC 477 T	LEC 478 F	LEC 479 S	LEC 480 W	LEC 481 T	LEC 482 F	LEC 483 S	LEC 484 W	LEC 485 T	LEC 486 F	LEC 487 S	LEC 488 W	LEC 489 T	LEC 490 F	LEC 491 S	LEC 492 W	LEC 493 T	LEC 494 F	LEC 495 S	LEC 496 W	LEC 497 T	LEC 498 F	LEC 499 S	LEC 500 W
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Special Events

YEAR 2000 SPRING EVENTS



**WELCOME BACK
TO HARPER
MILLENNIUM BEACH BASH**

*featuring the
Reggae/Caribbean sounds of*

**Keith Eric
&
Waterhouse**

Thursday, January 27
12:00 Noon
Student Center Lounge
Student and Administration Center

FREE Concert!
Sponsored by Program Board

**Harper Symphony Orchestra and
Young Artist's Competition Winners**

Gershwin's Rhapsody in Blue

Alan Tripp

Bruch Violin Concerto

David Hong

Sunday, February 20 at 3:00 pm

Tickets:
\$5, Students and senior citizens
\$10, General admission
(Children under 13 are free)

Theatre, J143, Business and Social Science Center

76TH ANNUAL
Chicago Bar Association
**CHRISTMAS
SPIRITS REVUE**
DINNER AND ROAD SHOW

*Comical satire on the people and
events that make Chicago
"the city that works!"*

Saturday, February 26
Dinner 6:15 pm
Show 8:00 pm
General Admission \$45

**Women
Make History
Month**

Premier Event

Anne Lamott, Author

Friday, March 10
6:30 pm Reception
7:30 pm Keynote Address
General Admission: \$7

Room M163, Wellness and Sports Center

For more information on these or other
events, call the Harper College Box Office
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This is Harper College (USPS 668-870) is published by William Rainey Harper College, with 7 issues in January; 3 in February, March, April and July; 2 in May, June, October and November; 8 in August; 5 in September; and 6 in December. Periodicals postage paid at Palatine, IL.

POSTMASTER: Send change of address to This is Harper College, William Rainey Harper College, 1200 West Algonquin Road, Palatine, Illinois 60067-7398.

January 2000 - Volume XVII, No. 26

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